



CITY COUNCIL AGENDA
COUNCIL MEETING WILL BE ONLINE ONLY

Due to the COVID-19 precautions, the Council Meeting will be held online and is planned to be cablecast on Verizon 21, Comcast 71 and 996 and streamed to www.greenbeltmd.gov/municipaltv.

Resident participation:

Join Zoom Meeting

<https://us02web.zoom.us/j/89610196772?pwd=RTJab1VoZk9XRIIRYW1UbFFsTHlvZz09>

OR

Join By phone: (301) 715-8592

Meeting ID: 896 1019 6772

Passcode: 639341

In advance, the hearing impaired is advised to use Video Relay Services (VRS) at 711 to submit your questions/comments or contact the City Clerk at (301) 474-8000 or email banderson@greenbeltmd.gov.

Monday, September 27, 2021

8:00 PM

I. ORGANIZATION

1. Roll Call
2. Call to Order
3. Meditation and Pledge of Allegiance to the Flag
4. Consent Agenda - Approval of Council and 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.)

5. Approval of Agenda and Additions

II. COMMUNICATIONS

6. Presentations

- 6a. Quarterly Council Crime Presentation
Suggested Action:

Chief Richard Bowers will present recent crime statistics.

7. Petitions and Requests

- *8. * Minutes

Suggested Action:

* Work Session, December, 16, 2020

* Work Session, January 27, 2021

* Work Session, February 3, 2021

* Work Session, February 17, 2021

* Work Session, February 24, 2021

[WS201216.pdf](#)

[WS210127.pdf](#)

[WS210203.pdf](#)

[WS210217.pdf](#)

[WS210224.pdf](#)

9. Administrative Reports

- *10. * Committee Reports

III. LEGISLATION

11. A Resolution to Negotiate the Purchase of Election Services with Electec Election Services, Inc. for the 2021 City Election
 - 1st Reading, Suspension of the Rules
 - 2nd Reading, Adoption

Suggested Action:

Reference: Resolution

In April 2021, the City established the mail-in voting option and anticipates an

additional \$38,850 in expenses based on Elections Board deliberations. This is in addition to the FY2022 budget of \$47,000. This reflects estimated additional election-related costs for mailing, poll books, and two additional drop boxes for ballots cast by mail or drop off. Staff would use General Funds to help address the estimated cost.

Included in Council's packet is the resolution, which consists of the cost estimate from Electec Election Services Inc. of Mount Holly, New Jersey, in the amount of \$38,850.

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

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

[Resolution.pdf](#)

12. Eviction Notice Ordinance
-1st Reading

Suggested Action:

Mayor Byrd requested this item to be added to the agenda.

[Ordinance - Eviction Notice.pdf](#)

IV. OTHER BUSINESS

13. Celebration of Centenarians Policy
Suggested Action:

Reference: Memorandum, T. George, 09/27/2021

Council Members J Davis and Silke Pope move that the City of Greenbelt institute a Celebration of Centenarians program for Greenbelt residents who reach the amazing age of 100.

Centenarians will receive a card, a certificate or celebratory letter, and a tree planted in their honor. In addition, a list of optional gifts will be available from which a Centenarian may choose, such as, but not limited to, flowers, cake, or certificates donated by Greenbelt restaurants, retail stores or personal services.

This Celebration of Centenarians program will be coordinated by the Recreation Department and Senior Citizen Advisory Committee and should open immediately for current Centenarians and for those in the future. This new Greenbelt program should be widely and frequently publicized throughout the City so that family and friends can notify the City about our resident Centenarians. Centenarians will be honored on or around their actual birthday or at a date of the Centenarian's choosing.

[Centenarians Acknowledgement Policy v3.pdf](#)

14. Community Gardens

Suggested Action:

Mayor Byrd requested this item be added to the agenda.

The motion is to approve the plan developed jointly by the Forest Preserve Advisory Board and the Garden Club regarding the Community Gardens shading issues.

This is a follow-up to several Council work sessions with the Community Garden Club and the Forest Preserve Advisory Board.

[Garden_Shading_Border_Plan.pdf](#)

[Garden_Border_Plan_Appendix_A_-_Shading_Analysis.pdf](#)

[Garden_Shading_Border_Plan_Appendix__B_Invasive_Plants.pdf](#)

[Garden_Shading_Border_Plan_Appendix__C_Forest_Gardens.pdf](#)

15. Issuance of a Request for Proposals - Financial Management System Replacement

Suggested Action:

Reference:

Memorandum, B. Gaymon, 09/24/2021

Request for Proposals

The City's Finance Department requests that the City Manager be authorized to issue a Request for Proposals (RFP) for a new financial management system to replace the City's current Central Square's cloud-based eFinance Plus version 5.0 and the eCommunity Plus version 9 systems.

Finance staff seeks to issue a Request for Proposals (RFP) for a new financial management system to determine possible alternatives to the current system. The attached draft of the RFP was prepared by a team of key staff consisting of the City Treasurer, the Information Technology Director and the Finance Manager. It was reviewed by the City Manager, the Assistant City Manager and the City Solicitor.

Finance staff is now seeking City Council authorization to issue the Request for Proposals (RFP) for a new financial management system to obtain expert proposals from vendors that provide fully integrated financial management solutions.

[Cover Memo - Request for Council Approval of RFP for Financial Management System - 9-24-2021.pdf](#)
[RFP CITY OF GREENBELT FINANCIAL MANAGEMENT SYSTEM - Final for Council Review 9-24-2021.pdf](#)

16. Economic Development Advisory Committee

Suggested Action:

Reference: Memo - C. Liggins - 9/24/21

Regional Economic Development Committee Resources

Mayor Byrd and Councilmember Pope requested this item be added to the agenda.

The motion is to have the City Council establish a nine member Economic Development Advisory Committee.

- The Committee would advise the City Council on ways to foster a more vibrant local business community, enhance local amenities, support local entrepreneurs and small businesses, and -- in the short term -- help the City's economy recover from the COVID-19 pandemic.

[EDAC Memo 9.24.21 \(1\).pdf](#)

[Regional EDAC Resources.pdf](#)

17. Advisory Committee Geographic Diversity

Suggested Action:

Mayor Byrd requested this item be added to the agenda.

The motion is to require that every City Advisory Committee have at least one member from each of the following regions of the City: Greenbelt East, Central Greenbelt, and Greenbelt West.

- Any existing committee that does not already meet this requirement shall be expanded by two new members, one or both of whom shall be from the part(s) of the City not already represented by the current membership of the committee.
- In the event of a vacancy, the City shall advertise the vacancy and the part of the City that is currently least represented on the committee.
- The City's commitment to geographical diversity on advisory committees shall be posted on the City's website under sections about the advisory committees.
- The geographical diversity requirement shall be temporarily waived if a vacancy goes unfilled for 90 days (after passage of this motion).
- Nothing in the motion shall be construed as removing any current member of a

committee.

18. Sign Language Interpretation

Suggested Action:

Mayor Byrd requested this item to be added to the agenda.

The motion is to require that there be an interpreter present for every Regular City Council Meeting.

*19. * Replacement Vehicle Purchase - Animal Control

Suggested Action:

Reference: Memorandum, Brian Townsend, 9/22/21
FY 2022 Replacement Fund Budget

The FY 2022 Replacement Fund includes \$26,300 for the replacement of one Animal Control Vehicle.

- #704 - 2008 Ford Escape, Gas

Staff has identified a State of Maryland statewide contract BPO# 001B1600369 for the contract price of \$26,379.

Included in Council's packet is a memorandum from Brian Townsend, Assistant Director of Public Works-Parks with additional details about the recommended purchase. Mr. Townsend will be present to answer any questions.

It is recommended that Council approve the purchase of the Animal Control vehicle as follows:

- One (1) 2022 Ford Escape Se Hybrid per Maryland State #BPO# 001B1600369 from Hertich Fleet Services, Inc., 1427 Bay Road, Milford, DE 19963, for a total \$26,379

[FY2022_Vehicle_Information_Animal_control.pdf](#)

20. 2021 Community Questionnaire

Suggested Action:

Reference: 2021 Community Questionnaire

At the time of the regular City Election, the City issues a questionnaire to solicit the

opinion of residents on City services and issues. The questionnaire is placed at the polling locations, published twice in the Greenbelt News Review, and made available on the City's website.

The questionnaire seeks demographic information on the respondent and the respondent's rating of City services. It also solicits opinions on community issues.

Staff has reviewed the proposed Questionnaire. It is recommended the questionnaire be approved.

The Board of Elections has suggested the following questions for Council consideration and approval.

1. Are you using the mail-in voting procedure this year?
If yes, do you have any suggestions about mail-in voting?
If no, are you comfortable sharing the reason why?
2. Currently each member of the city council is an at-large member representing all residents, not specific districts. Should the current system be changed?
3. Should Greenbelt residents who are not U.S. citizens be allowed to vote in city elections?

[QUESTIONNAIRE 2021 v2.pdf](#)

21. Council Activities

22. Council Reports

*23. * Reappointment to Advisory Boards

Suggested Action:

Reference: Reappointment Survey

Matt Dirksen has indicated his willingness to continue to serve on the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES).

Approval of this item on the consent agenda will indicate Council's intent to appoint Mr. Dirksen to a new term.

*24. * Resignation from Advisory Groups

Suggested Action:

Reference: Email - A. Ashpes

April Ashpes has submitted her resignation from the Senior Citizen Advisory Committee (SCAC).

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

*25. * Appointment to Advisory Board

Suggested Action:

Reference: Application and Signed Code of Conduct

On August 11, 2021, Council interviewed Ms. Hailey Boggs for appointment to the Youth Advisory Committee.

Approval of this item on the consent agenda will indicate Council's intent to appoint Ms. Boggs to the Youth Advisory Committee.

V. MEETINGS

Meetings

Suggested Action:

[meetings.pdf](#)

Stakeholders

[Stakeholder Schedule.pdf](#)

City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: COMMUNICATIONS

Agenda Section: COMMUNICATIONS

Subject:

Quarterly Council Crime Presentation

Suggested Action:

Chief Richard Bowers will present recent crime statistics.

Attachments:

City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS

Subject:

* Minutes

Suggested Action:

- * Work Session, December, 16, 2020
- * Work Session, January 27, 2021
- * Work Session, February 3, 2021
- * Work Session, February 17, 2021
- * Work Session, February 24, 2021

Attachments:

[WS201216.pdf](#)

[WS210127.pdf](#)

[WS210203.pdf](#)

[WS210217.pdf](#)

[WS210224.pdf](#)

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, December 16, 2020, to meet with Franklin Park Apartments.

Mayor Byrd started the meeting at 7:02 p.m. The meeting was held virtually via Zoom.

Present were: Councilmembers, Judith F. Davis, Emmett V. Jordan (7:14 pm), Leta M. Mach (7:13 pm), Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts and Mayor Colin A. Byrd (7:03 pm).

STAFF PRESENT WERE: Nicole Ard, City Manager; Chief Richard Bowers, Capitan Timothy White and MPO Sharnise Hawkins-Graham, Police Department; Dale Worley, Director of Information Technology; Terri Hruby, Director of Planning and Community Development; Greg Varda, Director of Recreation; Beverly Palau, Public Information and Communications Coordinator; Gilberto Cabrera, Code Enforcement Supervisor; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

FRANKLIN PARK REPRESENTATIVES: Lea Garcia, Asset Manager; Gail Comfort, VP of Operations; Iman Taylor, Director of Sales and Marketing; Denise Knight, Director of Resident Services; Brad Horton, Maintenance; Jeronica Plummer, Associate Manager Facilitates and Procurement Maintenance.

ALSO PRESENT WERE: Ric Gordon; Ebony Phillips; Lore Rosenthal; Michael Hartman; and others.

Ms. Knight explained that Franklin Park has been adjusting during the COVID-19 pandemic, communicating and meeting the needs of the residents. Ms. Comfort added that it has been a tough year at Franklin Park and have strived each day to take care of the issues that might arrive. She noted that Franklin Park has always had a great partnership/relationship with the City.

Ms. Davis inquired about the COVID-19 precaution Franklin Park has been taking around the complex especially where residents congregate. Mr. Horton explained that the maintenance crew disinfects the apartment buildings, including the doorknobs, handrails, and windows, four times a week. He noted that the maintenance staff wears a mask, gloves, and booties when entering resident units.

Based on a question asked by Ms. Davis, Ms. Knight answered that Franklin Park is currently not doing any evictions and there had been 22 evictions this year for non-payment of rent. Ms. Comfort added there is currently \$2.6 million on the books for delinquent rent. She noted that Ms. Knight and her team have been working with residents to get them help, set up meetings and payment arrangements. Ms. Davis inquired if Franklin Park had taken advantage of the funds for landlords. Ms. Comfort stated that Franklin Park hasn't taken advantage of the funds.

Based on a question asked by Ms. Davis, Ms. Comfort answered by law Franklin Park cannot increase rent. Mayor Byrd advised that residents have informed him that rent has been increased. Ms. Knight stated that market rent hasn't been increased, but the renewal of the lease rent has increased. She explained that the renewal of the lease rent increase is typically between

3-5% and it has been scaled back between 1-2.6% due to the pandemic. Ms. Davis explained the City Council just passed a Rent Increase Freeze Ordinance and will have to revisit the difference between market rent increase and renewal of the lease rent increase.

Based on a question asked by Ms. Davis, Ms. Knight advised that late fees are currently being charged. She explained that there is a repayment plan in place, but it varies because each tenant's situation is different. Ms. Knight noted through a third-party company payment arrangement is offered to tenants.

In response to the discussion regarding rent increase, Mayor Byrd inquired going forward how will Franklin Park interpret the City's Rent Increase Freeze Ordinance. Ms. Garcia noted there will not be any increases, market, or renewal of the lease, until 90 days after the emergency has been lifted. She advised Franklin Park will be working with their attorney to comply. Ms. Pope noted that there shouldn't be any increases during these times. Based on a question asked by Ms. Pope, Ms. Knight noted that Franklin Park's attorney monitors all the new State Laws and Regulations.

Ms. Pope asked how was Franklin Park relaying information to its tenants. Ms. Knight explained that during the first wave of COVID-19, Franklin Park staff was active in sending information to the tenants and since been partnered with CARES. She advised the agencies that Franklin Park normally works with are experiencing a lack of funding and will have to revise the information to disseminate to the tenants.

Based on a question asked by Ms. Davis, Ms. Knight noted that Franklin Park is currently 93.5% occupied. Ms. Garcia added that Franklin Park hasn't renovated any of the classic units this year due to the COVID-19 pandemic.

In response to the discussion regarding COVID-19 cleaning precautions, Mayor Byrd advised the frequency of the cleaning can be improved and staff need to wear a mask. He asked how was Franklin Park going to address the issue of dirty water in the cleaning buckets. Mr. Horton stated that Ms. Plummer and he will address the issues with the cleaning company. He advised that is unacceptable and staff would monitor the cleaning crew more closely. Mayor Byrd informed the Franklin Park residents to contact City staff to address any kind of violations.

In response to the discussion regarding rent increase, Mayor Byrd asked Franklin Park to consider retroactively providing the difference of the rent increases back to the tenants from the time the rent increased until now. Ms. Comfort noted that Franklin Park staff is open to discussion with the tenants.

Based on a question asked by Mayor Byrd, Ms. Knight explained that there was a miscommunication between the Mo'Chella event coordinators and Franklin Park. She stated that information on the flyers kept changing and in the best interest of the event, it was best not to have the event at Franklin Park. Ms. Knight noted in the future the event coordinator and Franklin Park staff will have meetings to coordinate the event.

In response to the discussion regarding rent, Ms. Garcia stated that Franklin Park closed their books at 40% delinquent, and normally it's closed at 5%. She explained that Franklin Park isn't collecting rent, and then Franklin Park can't pay their bills and is faced with hardship.

There was a discussion regarding Code Enforcement inspections. Ms. Hruby noted that Mr. Cabrera and Inspector Crump have been working with Franklin Park staff on the annual inspection which has been interrupted by the COVID-19 pandemic. She advised the City had provided an extension on some of the annual licenses to address some of the issues. Ms. Hruby stated that Code Enforcement has been actively addressing complaints from tenants as they arise. Mr. Cabrera advised the other part of the inspection will be completed by the end of December. He noted that the biggest complaint Code Enforcement has received regarding Franklin Park is in regards to the mice and roach infestation.

Based on a question asked by Ms. Davis, Mr. Horton noted that Franklin Park had completed HVAC upgrades, 55 windows had been replaced, and scraping and painting of the railings. He explained that Franklin Park also wanted to complete eight roof repairs by the end of the year, and the Breezewood corridor has been renovated. Ms. Davis inquired about the upcoming capital projects Franklin Park planned has once the COVID-19 pandemic is over. Mr. Horton answered that staff has requested to replace 15 building windows and replacing the two-pipe heating and cooling systems with a modern LG system.

In response to the annual inspection discussion, Mr. Horton noted that the annual inspection was supposed to be completed by the end of January 2021. Mr. Cabrera stated at the current rate, the annual inspection should be completed by the end of December and will follow up with Mr. Horton.

Ebony Phillips, a Franklin Park resident, advised contractors walked in her unit without calling, without wearing a mask and she didn't have the opportunity to get a dress or put on a mask. She stated she contacted Ms. Plummer regarding this matter. Mr. Horton apologized for the incident. Ms. Knight apologized for the incident and wants to have an opportunity to move forward in the right direction regarding communication. Ms. Phillips explained the issues she is having with her unit, which include fungus gnats, leaks, mice, and roaches. She advised that Franklin Park has compensated her \$300 for damaged clothes, shoes, and furniture. Ms. Phillips stated that her rent had increased.

Based on a question asked by Ms. Pope, Mr. Horton explained that the 55 windows were replaced by new double pane windows. He noted that Franklin Park's plan for 2021 is to replace over 500 windows. Ms. Pope inquired about the installation of window guards and window locks. Ms. Knight stated the guards and locks are installed during the apartment turnover process or when a window glass needs to be replaced. Mr. Horton advised that the windows to the floor are being replaced, the bottom half is being infilled with a smaller window on top.

In response to Ms. Phillip's incident with the contractors, Mr. Roberts questioned if it was normal for contractors to have keys to tenants' units. Mr. Horton answered that the contractors have to sign out the key and contact the tenant. Mr. Roberts asked does a staffer escort the contractors to the tenant's unit and are there background checks done on the contractors. Mr. Horton advised all the contractors are bonded and staff doesn't escort contractors.

Based on a question asked by Mr. Jordan, Ms. Comfort stated the owners have been very receptive to wanting to help the residents and wanting to get all the funding that could assist the residents. She noted the company has planned for the first quarter, hoping by April the company

would be in a better situation. Mr. Jordan questioned what Franklin Park plans were after April. Ms. Comfort stated she couldn't speak to those next steps because she doesn't know. She explained that once there is additional information then she would address it. Ms. Comfort noted that Franklin Park just submitted their 2021 budget to its corporate office. The budget doesn't include any payroll cuts and there wasn't any market-rate increase budgeted until April.

There was a discussion regarding overflowing trash dumpsters and recycling. Mr. Horton explained that Franklin Park switched the trash company and provided the trash pick dates. He noted there is a staff member who smashes the trash down to prevent trash overflow. Ms. Knight stated that more dumpsters have been added, but trash has tripled due to the COVID-19 pandemic. Based on a question asked by Mr. Jordan, Ms. Knight answered that tenants are responsible for the disposal of their bulk trash. Mr. Jordan requested that a reminder be added to the bulletin board.

Ms. Lore Rosenthal interpreted for Ms. Audrey Feggins and Mr. Robert Feggins, 6112 Breezewood, and explained the several issues they have with their unit, including the dishwasher, cracks in the counter, the refrigerator, the air conditioning, and heating unit. She noted that the communication is poor and Franklin Park staff doesn't know how to communicate with deaf tenants. She provided additional issues with their unit, including the windows, the blinds on the window, the stove, and the patio door. She expressed frustration with Franklin Park staff regarding not putting in work orders. When the Feggins move to a new unit. Ms. Knight stated that she would follow-up with the Feggins regarding outstanding repairs and schedule an inspection of the unit.

Mayor Byrd thanked Ms. Rosenthal for interpreting for the Feggins.

Based on a question asked by Mr. Putens, Chief Bowers answered MPO. Hawkins-Graham is currently assigned to Franklin Park. He explained additional officers patrol the complex daily and Franklin Park also has its private security.

In response to a question asked by Mr. Putens, Ms. Knight noted that the communication with the tenants has been through social media, not through the traditional newsletter material. It has been geared towards financial assistance and on the COVID-19 pandemic. She stated that the Franklin Park staff had shifted their efforts to make sure staff was facilitating everything to help the tenants. Ms. Knight stated moving forward next year Franklin Park can go back to a newsletter.

Mr. Putens inquired if Franklin Park built the dog park. Ms. Knight stated the dog park is currently budgeted. When the projections of the first quarter finances are approved by corporate then Franklin Park staff will know when the dog park would be implemented.

In response to a question asked by Mr. Putens, Ms. Knight noted that Franklin Park is experiencing no different from what the world is experiencing. She explained in terms of the shooting, a lot of the cases aren't residents of Franklin Park; they are either friends or family of tenants. Ms. Knight thanked Chief Bowers, Captain White, and the Greenbelt Police Department staff for partnering with Franklin Park to have cameras installed on the property.

Ms. Mach explained she and some tenants have been working with Franklin Park staff on possibly having either a preschool program or a childcare coop. She noted that would be a great amenity. Ms. Knight and Ms. Comfort both noted that Franklin Park staff had surveyed the tenants and the tenants suggested a coffee shop. Ms. Knight stated that the daycare wasn't the number one priority that was suggested. Ms. Comfort advised that Franklin Park staff is open to having an additional conversation regarding the cooperative childcare facility.

Nicole Ashley, a Franklin Park resident, explained the issues she was having with her unit including rodents and roaches. She noted that pest control treated the unit and left poison where her child could get it. Ms. Ashley advised she outsourced her exterminator and was advised on how the rodents and roaches are entering her unit. Mr. Horton stated that buildings are treated for roaches four times a year as preventative maintenance, but if the unit is having issues, it should be treated every two weeks. Ms. Pope stated that something needed to be done.

Ms. Ashley reported a homeless male sleeping in her building, 9302 Edmonston Road. She stated that the front office and the maintenance office don't answer the phone when she calls to report issues with her unit. Ms. Comfort advised Franklin Park will follow-up with Ms. Ashley to address all her issues with her unit.

Ms. Lore Rosenthal interpreted for Ms. Audrey Feggins and Mr. Robert Feggins to express their concern regarding the parking lot having insufficient handicap parking. She noted that there are vehicles in the parking lot that have been abandoned by people that don't even reside in Franklin Park. Ms. Knight noted that staff will follow-up on installing an additional handicap parking spot. She advised Franklin Park is working with the towing company and Code Enforcement to identify abandoned vehicles and will monitor the parking lot situation.

About the discussion regarding recycling, Ms. Davis advised that Council had suggested for two years that Franklin Park contact Dr. Robles, the Sustainability Coordinator, to assist with educating the residents on recycling.

Ms. Davis requested that Mr. Cabrera follow-up with the Feggins regarding the issues in their unit.

Based on a question asked by Ms. Davis, Mr. Horton explained that the maintenance team has been crossed trained and will be broken down into servicing sections of the community.

There was a discussion regarding crime. Chief Bowers noted there has been an increase in gun crimes and there has been a decrease in aggravated assaults. He stated the Police Department had partnered with Franklin Park on the installation of cameras and Franklin Park is to help covering the cost of the rental trailer cameras. Chief Bowers advised there has been an increase in patrols. He advised MPO Hawkins works closely with Franklin Park management to assist with community issues. One of MPO Hawkins focuses is community outreach and offers other City services. Chief Bowers explained the City is in the process of hiring full-time counselors that will partner with the Police Department to provide additional services.

There was a discussion regarding security cameras. Based on a question asked by Ms. Davis, Ms. Knight explained that the owners and Chief Bowers have been in touch to strategically plan to install the correct cameras in the right places in phases. Ms. Davis inquired how many

cameras are currently installed. Ms. Knight advised she will follow-up with the Council regarding how many cameras are installed.

Ric Gordon, 9310 Edmonston Road, reports having water pressure issues in his unit. Mr. Horton advised he will follow-up with Mr. Gordon regarding the water pressure and hot water issues.

Bill Orleans, a Greenbelt resident, suggested that all communication that Field Stone receive from the tenants regarding issues with their units should be forwarded to Code Enforcement.

Michael Hartman, a Greenbelt resident, inquired how Franklin Park is addressing issues other tenants may have are not present during this meeting. Ms. Knight answered that Franklin Park has ways to track complainants and concerns. She also mentioned that the staff will be implementing additional steps to reach out to residents regarding communication.

There was additional discussion on treating a roach infestation. Mr. Roberts noted that each unit in the entire apartment building needed to be treated to rid the infestation. Mr. Roberts requested that Code Enforcement rigorously enforce the treatment of the builds. Mr. Horton explained as preventative maintenance, units get treated four times a year and, if there is an infestation the entire building is treated every two weeks until the infestation is under control. Ms. Knight advised that Franklin Park is working with a new pest control company.

Carla John, 9100 Springhill Lane, explained that she was having issues with her unit, including roaches. She noted that the water was turned off with no notice and pest control came to her unit to treat for mice, which she doesn't have. Mr. Horton explained that the water was shut off due to an emergency. Ms. John noted the new pest control company doesn't spend enough time treating units or moving appliances to put down the chemicals to treat the issues.

Ms. Phillips, 9342 Edmonston Road, explained that she has had her unit treated more than ten times and it is still infested. She inquired if she could hire her exterminator. Ms. Knight advised she will follow up with Ms. Phillips offline. Ms. Phillips advised that she has water pressure issues in her unit. She also advised that her building has only four lights and it is very dark. Ms. Phillips stated that vehicles have been vandalized in the parking lot.

Ms. Lore Rosenthal interpreted for Ms. Audrey Feggins to advise that the mice are multiplying in front of her building under the large rocks.

Ms. Ard provided information regarding services that Greenbelt CARES provide.

The meeting ended at 10:07 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Assistant to the City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, January 27, 2021, to discuss Apartment Electronic Security Ordinance and Improved Medicare for All.

Mayor Byrd started the meeting at 8:00 p.m. The meeting was held virtually via Zoom.

Present were: Councilmembers Judith F. Davis, Emmett V. Jordan, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts and Mayor Colin A. Byrd. Councilmember Leta M. Mach was attending a Maryland Municipal League (MML) Committee Meeting and was absent.

STAFF PRESENT WERE: Nicole Ard, City Manager; Chief Richard Bowers, Greenbelt Police; Terri Hruby, Director of Planning and Community Development; Dale Worley, Director of Information Technology; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO PRESENT WERE: Kap Kapastin; Ric Gordon; Ben Fischler; Bill Orleans; and others.

APARTMENT ELECTRONIC SECURITY ORDINANCE

Mayor Byrd explained that he had received complaints/suggestions from several constituents in higher crime communities, that he brought the idea before Council. He noted that some parts of the City are uninhabitable from feeling safe.

Ms. Davis advised that she had reviewed the police reports and understands where Mayor Byrd was coming from regarding a certain section of Greenbelt West. She noted that crime is everywhere in the City but not high as it used to be and it is increasing in Greenbelt West.

Ms. Davis advised that Greenbriar discussed installing security cameras. The cost was astronomical and the condo fees would have increased. She explained Greenbriar decided not to install security cameras because Greenbriar couldn't monitor the monitors.

Ms. Davis stated the problem with security cameras is that they gave a false sense of security. She advised security cameras don't solve the problem. She noted that other things need to be done.

Ric Gordon, a Greenbelt resident, advised that the police are doing all they can to make sure the residents of Greenbelt West are safe and crime is being deterred. He noted that his apartment complex, Franklin Park, should help the City to offset some of the cost of installing security cameras in the hotspots. Mr. Gordon understands that security doors and electronic keypads come with a cost. He stated that rent would be raised and some residents are already struggling to pay their rent due to the pandemic. Mr. Gordon explained that he is advocating for the apartment complex to offset some of the cost of installing security cameras in hotspots.

Ms. Pope advised that she is a big supporter of security cameras and doesn't have a problem with Franklin Park installing their security cameras. She stated that the City shouldn't install security cameras on private property. Ms. Pope advised that Greenbelt is a small municipality and the City budget won't allow for the City to install security cameras for all the private parcels within the City.

She agreed that future apartment complexes should have security cameras. Ms. Pope explained that the City needs to be a little mindful that 46% of renters in Franklin Park are unable to pay their rent due to the pandemic and it costs a lot of money to run the complex. The cost of the

installation of the security cameras would be placed on the tenants. She advised that security cameras are not the answer for everything, but security cameras are a deterrent.

Mr. Roberts advised security cameras would be treating the problem, not the symptom. He suggested the City needs to rethink changing the make-up of the community by having the ownership sell half of the units and turning them into for-sale units. He also suggested fixing up the community and adding a park. Mr. Roberts stated that there should be limited security cameras in certain areas.

Mr. Jordan advised that he was worried that management would pass along the cost of installing security cameras to the tenants. He stated that the lighting needs to be upgraded. Mr. Jordan noted that the City had to be responsive to the owners also. He inquired how the City would single out apartment complexes and not multifamily buildings because the structures of the apartments are the same as the condominiums. Mr. Jordan noted that the ordinance should be for all multifamily dwelling units regardless if dwellings are apartments or condominiums.

Mr. Putens stated the City has been researching citywide camera systems in Greenbelt including the parks. He advised he wasn't opposed to installing security cameras and using them as a deterrent or to catch suspects. Mr. Putens agreed with other Councilmembers to find different ways to deal with the issues and the individuals that are causing the issues. He explained that a camera program helps the community and the City.

In response to a question asked by Mr. Putens, Mr. Roberts answered that there were only apartments in that area before Greenbelt Station Community was built. He noted that there is a proposal for an additional 2,500 apartments in the back-parking lot of Beltway Plaza and there would be more problems due to the density. He stated that the resources are limited for the residents in the community. Mr. Roberts explained there are fewer crimes in areas that have a mixture of housing.

Ms. Davis pointed out that if the ordinance was to pass that it would affect all apartments and condominiums not just Franklin Park. She noted that there has been crime in Greenbriar and Hunting Ridge. Ms. Davis stated that the City needs to deal with the hotspots. Ms. Davis suggested better recreation, better lighting, and secure doors in the community. She advised that there are six major apartment complexes, including the condominiums, plus the apartments in Central Greenbelt. Ms. Davis explained that the ordinance is a huge financial burden for a couple of hotspots.

Mayor Byrd advised he was being responsive to suggestions/requests from residents that reside in that particular area. He wanted to inform complexes that this is a particular issue is of interest to Council and that Council is willing to put subsidies in place or provide grants to assist some of the complexes with the cost so that the complexes wouldn't raise rent.

In response to a question asked by Mr. Jordan, Mayor Byrd answered that the legislation that he proposed was there should be criteria for which the security ordinance should be tailored for complexes that have a certain amount of crime. He explained he reviewed where the most crime was on an annual basis and the security ordinance doesn't apply to all the complexes.

Chief Bowers advised there has been a surge in violent crimes in Franklin Park. Outside of the shooting and homicide, the crime rate had held up year to year. He noted that there has been an

uptick in theft from autos. Chief Bowers explained that there has been a decrease in crime in 2021, due to the heavier police presence and the trailer cameras that have been placed in obvious locations.

Chief Bowers advised that just installing cameras wouldn't change residents' behavior dramatically. He stated an approach to an apartment complex that is having a crime problem is crime prevention through environmental design, which includes lighting, shrubbery, vegetation, parking lot layout design, and cameras. Chief Bowers noted that Franklin Park would have to agree with and be involved in the conversations and decisions that are being made about their property.

Chief Bowers stated the City is currently working on a citywide camera program. The rollout is slow due to the project being expensive. There are currently some City-owned cameras on the four City-owned streets in Franklin Park. He explained that cameras are just another tool that is used to help prevent crime.

There was discussion regarding Chief Bowers's suggestion of crime reduction by environmental design. Mr. Roberts stated that crime reduction by environmental design is horrible. He noted that all the bushes and trees would be cut down everything that makes it a decent place to live. Mr. Jordan stated the lighting in Franklin Park in the parking lots and different areas, is a problem.

Ms. Davis noted that installing security cameras doesn't mean that criminals would be caught. Security cameras are not a deterrent. She stated if installing security cameras in the hotspots would help the residents to feel secure that would be fine. Ms. Davis advised that trust is very important and is part of community policing. She noted that crime prevention and crime prevention education hasn't been discussed.

Mr. Gordon explained that after his ride along with Captain White, he had made a video and posted it regarding "If you see something, say something."

Mayor Byrd reiterated Council's suggestions regarding apartment security. He explained there was consensus among Council regarding the lighting issues in Franklin Park. Mayor Byrd would like to drill down the next steps on the environmental design concept that Chief Bowers and Ms. Hruby had suggested. He hasn't given up on the installation of security cameras.

In response to Mayor Byrd, Ms. Davis explained that the City installing security cameras on City's streets in hotspots was her idea for a City subsidy. She noted that there were several ideas, crime reduction by environmental design, police action, community policing, and working with the apartment complexes before the installation of security cameras.

Mr. Roberts suggested the City compile a package of information for the complexes that could help the situation and have a meeting with the owners of Franklin Park. He doesn't agree with the City to assisting Franklin Park in installing security cameras.

Mayor Byrd advised that he wants the City to focus on some of the issues that are being said in the zoom chat, the lighting issues, and the maintenance issues. He noted he agrees with Mr. Jordan that the City needs to work collaboratively with Franklin Park management.

Mr. Orleans, a Greenbelt resident, advised he doesn't think the City needs more cameras. He feels the City needs fewer cameras. He stated that prevention of crime would need more conversation than the subject of cameras in Franklin Park.

IMPROVED MEDICARE FOR ALL

Mayor Byrd noted that he wasn't prepared to bring this item back on the agenda and other organizers around improved Medicare for All aren't ready to have those conversations.

Mr. Orleans suggested an additional conversation on healthcare for all or Medicare for All universal coverage for the residents of the City of Greenbelt. He advised that the resolution would be submitted to the County Council. Mr. Orleans explained the resolution will be for the County Council to resolve its support for Medicare for All in Maryland. He noted that this should be up for discussion at a Council regular meeting.

Ms. Davis explained that she would like Council to review the County Council resolution language before Council decides.

Mr. Jordan seconded the motion to send the letter in support because everyone should have healthcare and a choice.

There was discussion regarding if this item would be on the upcoming Council regular meeting agenda. Mr. Orleans noted that he would contact the mobilizers of this effort and invite them to the meeting and make a presentation. Ms. Davis suggested inviting the mobilizers to a work session, not at the regular meeting. Mr. Ben Fischler, a Greenbelt resident, advised the County Council resolution would be proposed once the new legislation passes the US Congress. He explained he hoped the County Council would support the federal legislation. He suggested a work session in late February or March to have a lengthy discussion and presentation.

Informational Item

Ms. Davis gave a brief report from the Legislative Committee from the Maryland Municipal League (MML) meeting she attended today. She noted that there was positive discussion among the MML President, the chair of the Legislative Committee, MML staff, the Speaker, and the President of the Senate regarding their partnerships with municipalities. She stated that both leaders stated that municipal government is important.

The meeting ended at 9:23 p.m.

Respectfully submitted,

*Shaniya Lashley-Mullen
Assistant to the City Clerk*

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, Feb 3, 2021, to the discuss the Pre-Budget.

Mayor Byrd started the meeting at 8:01 p.m. The meeting was held virtually via Zoom.

PRESENT WERE: Councilmembers Judith F. Davis, Emmett V. Jordan, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts and Mayor Colin A. Byrd.

STAFF PRESENT WERE: Nicole Ard, City Manager; David Moran, Assistant City Manager; Bertha Gaymon, City Treasurer; Chief Richard Bowers, Greenbelt Police; Terri Hruby, Director of Planning and Community Development; Greg Varda, Director of Recreation; Beverly Palau, Public Information and Communications Coordinator; Deirdre Allen, Finance Manager; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO PRESENT WERE: Konrad Herling; Michael Hartman; Bill Orleans; and others.

Ms. Ard explained that the City Treasurer, Ms. Gaymon, will provide Council with an update. She noted that senior staff had completed a mini-retreat to discuss Council's priorities and work plan for this fiscal year and the upcoming fiscal year.

Ms. Gaymon provided Council with an update of the fiscal 2021 adopted budget. She advised that there were two changes in revenue and one change in the expenditures. She explained that the Recreation Director, Mr. Varda, has revised his projections in the area of the Community Center revenue, increasing it from \$55,000 to \$98,400 and decreasing the Arts Program revenue line from \$45,000 to \$30,000. Ms. Gaymon noted there was one change in the expenditures; \$216,000 was added in for legal costs for the Maglev. She stated that with the new adjustments, the possible overall savings is now \$1,194,600. Ms. Gaymon explained that staff is in the process of preparing the budget for fiscal 2022 and requested guidance from the Council regarding some of the deferred expenditures to be added back into the budget.

Ms. Davis expressed her concern that the City hasn't dedicated enough revenue towards the Maglev legal costs. Based on a question asked by Ms. Davis, Mr. Moran explained that when the fiscal year 2021 budget was adopted that the \$1,195,000 was not transferred from the City's General Fund balance to the Building Capital Reserve, Capital Projects Fund, and the Replacement Fund because the transfers were not made in the Fiscal Year 2020. He advised that \$52,000 didn't get transferred to the Economic Development and \$50,000 didn't get transferred to the Police Department. Ms. Davis and Ms. Mach both agreed with staff recommendations of transferring the funds.

Ms. Mach advised her top priority is to restore the performance merit and cost of living (COLA)/ salary increases for staff from deferred expenditures. She explained that the staff has been doing a phenomenal job and needed to be rewarded. Ms. Mach noted that deferred new positions should be handled by the City Manager.

Based on a question asked by Mr. Jordan, Ms. Gaymon advised that the revenue assumptions are based on the revenue stream that has been received. She stated that there hasn't been a decrease

or abated amounts and she had sent a request for information regarding abatements to State representatives.

In response to a question asked by Mr. Jordan, Ms. Gaymon answered the City has received a letter from the State Highway Administration (SHA) explaining the City would receive the Highway Revenue funds.

Mr. Jordan expressed his concern regarding the legal expenses.

Ms. Pope noted she would be in favor of restoring the performance merit and COLA salary increases for staff from deferred expenditures.

In response to the legal expense line item, Mr. Roberts advised that the City spent over \$800,000 to inquire about parcel 1 of the Forest Preserve and had received help from the County and State. He explained that \$200,000 in legal expenses is nothing compared to what the City would lose if the City didn't try to stop the Maglev and the highway widening.

There was a discussion regarding the deferred expenditures. Ms. Davis noted that she would be in favor of restoring the COLA; the Compensation Study; the vacant positions: 2 Police Officers, the CARES Volunteer Coordinator, the GAIL Mobility Coordinator, and the full-time and half-time Animal Control Officers. Mr. Jordan noted that he would be in favor of the COLA, the Architectural/Office Space Study, and maybe the Compensation Study.

In response to a question asked by Ms. Pope, Chief Bowers answered that the candidate for the Animal Control position had withdrawn from the process. He explained that there is potential for two candidates for the Animal Control position but there is only one position that is currently open.

In response to the discussion regarding the deferred expenditures, Ms. Pope noted that she was in favor of restoring the COLA, the Compensation Study, and some of the vacant positions.

Ms. Hruby explained that the position for the Planning Community Assistant Director has been advertised but hasn't received any qualified applicants. She noted that the job description has been revised to fit the skill set that the City needed. Ms. Hruby noted that there is a need for the Planning Community Assistant Director position. She advised that since that position is vacant she has been handling more Community Development cases and not focusing on Planning. Ms. Hruby stated that the Inspector position has also been advertised. She should be conducting interviews in the next couple of months.

Ms. Hruby shared that staff had a meeting with Jill Grant and Associates and noted that the current \$216,000 that is budgeted for legal fees will not be sufficient for the drafted DEIS. She explained that based on the conversation with Jill Grant and Associates and the expertise they have identified that the City will need, the City would need an estimated \$90,000 a month to review the DEIS.

Mr. Putens explained that the Maglev will affect homes and the environment. He noted that legal fees will be costly. Mr. Putens stated that the City needs to get more people interested and put up their fair share, but there are a lot of volunteers that are assisting too.

In response to a question asked by Mayor Byrd, Ms. Hruby stated the estimated legal figures were recommendations provided by Jill Grant and Associates based on previous drafted DEIS that they have reviewed and that doesn't include all the consultants the City needs. She advised she will follow-up with Council on Wednesday at the Maglev Work Session to address cost and other consultants the City will need. Ms. Hruby shared that depending on the Council's decision regarding the Bureau of Engraving and Printing that could be potential additional legal fees once the final DEIS is released.

Michael Hartman, a Greenbelt resident, asked the City to find the resources to separate the Equal Employment Opportunity (EEO) functions from Human Resources functions and have the two separate individuals report directly to the City Manager. Mayor Byrd agreed with Mr. Hartman's comment and also stated that the City needs a Chief Diversity Officer to be dedicated to diversity and inclusion, which would be very helpful. Ms. Davis stated that both position proposals could be discussed during the Fiscal Year 2022 budget work sessions.

Ms. Davis noted that if there is a consensus the Compensation Study and the COLA could be restored from the deferred expenditures. She advised the frozen vacant Animal Control and Police Officers positions could be filled. Based on a question asked by Ms. Davis, Chief Bowers answered the two CARES positions were positions to help provide CARE in the community through the CARES offices or the Police Department and should be considered. He explained the Police Department is working on a pilot program with the CARES Councilors to help mitigate and help deal with mental health crises while the officers are on calls for services. Ms. Ard explained that the two deferred positions, the CARES Volunteer Coordinator and the GAIL Mobility Coordinator, were tied to the Mobility Study that was done a few years ago. She noted that a Mental Health Crises Councilor has been hired and the Department will be hiring a second bilingual crisis counselor during recruitment starting this week.

Ms. Ard provided Council with additional information regarding each of the deferred positions, including the Assistant Community Development Director, Police Officers, Animal Control, the Deputy Chief Position, and there have been challenges in non-deferred positions including positions Public Works and the Communication Specializes.

Ms. Ard provided Council a review of the senior staff mini-retreat including discussion about employee compensations, the Compensation Study, Capital Projects that had been deferred, current infrastructure maintenance, and making sure we have a safe environment for our employees as well as the public.

Ms. Davis requested that Council come to a consensus and give staff direction regarding the deferred items needed to be restored, including frozen positions and the Replacement Fund Transfers. She advised that Council needs to provide staff items that Council would like to have in the Fiscal Year 2022 budget.

Based on a question asked by Mayor Byrd, Ms. Gaymon answered in order to restore the Compensation Study, the COLA, and the vacant position full-time Animal Control Officer, the total amount would be \$414,000. Mr. Jordan requested that the Planning Community Assistant Director position and the Architectural/Office Space Study be restored. Ms. Davis requested the additional \$216,000 for legal fees be added. Ms. Gaymon noted that the amount would increase to \$781,000 and the potential savings would be \$429,600. Mayor Byrd requested that the potential savings would be used for COVID-19 Relief for the City.

There was discussion regarding the potential COVID-19 Relief for the City.

In response to the discussion regarding the deferred position, Ms. Ard noted that it would take time to hire the deferred positions and the salaries would only be a portion depending on when the position is filled.

In response to the discussion regarding the legal fees, Ms. Ard noted that there has been only one payment of \$16,000 to Jill Grant and Associates.

In response to a question asked by Ms. Davis, Ms. Ard explained that the Replacement Fund Transfers was already budgeted for the Fiscal Year 2020 and asked that Council provide staff with direction at the next Regular Meeting. Ms. Davis requested the Replacement Fund Transfers be added to the next Regular Meeting consent agenda. Ms. Davis requested that the Deferred Expenditures be added to the Regular Meeting agenda for Council discussion and to provide staff with direction.

There was a discussion regarding the Pre-Budget Work Session. Ms. Davis and Mr. Putens agreed that there should be a separate work session to discuss Capital Projects. Ms. Davis requested that each Councilmember review their goals for Fiscal Year 2022 so that the priorities would be budgeted.

Ms. Davis provided her top priorities: the Community Visioning, the Armory, the recreation needs in Greenbelt West, and the upcoming election changes that were included in the Council Goal Session.

Mr. Jordan provided his top priorities: to enhance the sense of community, the Gateway Signage, and public art projects that were included in the Council Goal Session.

Ms. Mach provided her top priorities: the Gateway Signage and additional recreation amenities in Greenbelt West that were included in Council Goal Session. She proposed that the County, the Town of Berwyn Heights, and the City of Greenbelt enter into a partnership to acquire the Prince George's County Scrap Yard to convert it into recreation space for Greenbelt West. Mr. Roberts disagreed with the partnership with the County regarding acquiring the scrapyard. He explained each part of the City should be afforded the same luxury and Greenbelt West hasn't been afforded any recreation.

Mr. Roberts provided his priority was the Armory that was included in the Council Goal Session.

Mayor Byrd provided his priorities, a Chief Diversity Officer, increase funding for mental health services, provide COVID19 Relief, and a Circulator Study that was included in the Council Goal Session. Mayor Byrd requested information regarding the Advisory Committee on Education (ACE) Grants and Scholarships. Ms. Gaymon and Ms. Ard both advised they will follow-up with Mayor Byrd with the exact amount. Mayor Byrd added a Chief Procurement Officer to his priority list.

Mr. Jordan explained that Council had agreed on a work plan that included the connecting trail between the Greenbelt Station Community and the Metro Station, the Greenbelt Road Project, work with Franklin Park with a revenue sharing or cooperative agreement to provide additional recreation amenities, and making sure that Roosevelt Center remains a sustainable, vibrant part of the community.

Ms. Pope noted that Council as a whole agreed to the work plan at the Council Goal Session. She explained that Council needs to be a little cautious in the upcoming year's budget because of the unknown due to the pandemic. She advised the legal fees are high and the City needs to set priorities.

Based on a question that was asked by Mayor Byrd, Ms. Ard noted per Dr. Park, the ACE Grant funding is \$12,000 and the ACE Scholarship is \$3,000.

Informational Item

Mr. Moran requested Council feedback regarding the Board of Education Resolution Letter email that was sent on Monday.

Ms. Davis inquired about a letter Ms. Ard provided in the Council packet regarding a survey in relation to the Beltway Widening from Maryland Department of Transportation (MDOT). Ms. Ard stated that staff can try and keep MDOT off the property. Ms. Davis suggested staff to be on site to make sure that MDOT was measuring the correct location.

Ms. Davis gave a brief report on the Maryland Municipal League Legislative Committee meeting she attended virtually today.

The meeting ended at 10:25 p.m.

Respectfully submitted,

*Shaniya Lashley-Mullen
Assistant to the City Clerk*

PUBLIC HEARING OF THE GREENBELT CITY COUNCIL held Wednesday, February 17, 2021, on the Collective Bargaining Agreement (CBA).

Mayor Byrd started the meeting at 8:00 p.m. The meeting was held virtually via Zoom.

Present were: Councilmembers: Judith F. Davis, Emmett V. Jordan, Leta M. Mach (8:02 pm), Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts and Mayor Colin A. Byrd.

STAFF PRESENT WERE: Nicole Ard, City Manager; Todd Pounds, City Solicitor; Mary Johnson, Human Resources Director; Bertha Gaymon, City Treasurer; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO PRESENT WERE: Stephen Silvestri, Andrew Baskin, and Cortney Woods, Law Firm of Jackson and Lewis; Ric Gordon; Ben Fischler; Bill Orleans; and others.

Mayor Byrd advised that tonight's meeting is a Public Hearing on the Collective Bargaining Agreement and allowed the public to share their thoughts and concerns regarding the current CBA.

Bill Orleans, a Greenbelt resident, requested the collective bargaining with the Fraternal Order of Police (FOP) should be an open process now and into the future. He stated that if Council considered changing the City Code and permits other City employees to organize, their collective bargaining negotiations should be an open process. Mr. Orleans recommended that there should be complete transparency between the City and the FOP if there were any alleged police misconduct. The specifics should be made openly and publicly because misconduct isn't a personnel issue.

Cynthia Newcomer, a Greenbelt resident, inquired about the public options for reviewing the CBA in the process before it is finalized. She agreed with Mr. Orleans regarding misconduct isn't a personnel issue; it is a criminal issue. Ms. Newcomer noted that under the Law Enforcement Officer's Bill of Rights (LEOBR), police officers are given special protections that the public doesn't receive. She asked whether their CBA benefits are better than what other City employees receive because it should be equitable with other City employees. She explained that LEOBR is in flux in the State Legislature, and any status or reference of LEOBR shouldn't be in the upcoming CBA. Ms. Newcomer expressed her concern with Article 30 of the CBA, noting that the body camera footage should be available if there is misconduct.

Jeff Harrison, a Greenbelt resident, stated that he had submitted his comments and concerns to Council via email. He shared his concerns with Article 18 of the CBA, requested that the City advertise the schedule and location of each upcoming trial board hearing so the public could attend. Article 18.2 of the CBA, he requested that two City residents, non-police and non-City employees, be appointed to the trial board. Mr. Harrison indicated that the trial board members should be trained and the Maryland Police and Correction Training Commissions (MPCTC) are available to teach the members. Article 19.2, of the CBA, he requested that the ability to expunge misconduct records should not be added to the upcoming CBA. Article 30 of CBA, he asked for a definition for the phrase "individualized investigation" because it is not commonly understood. He requested that the names be either typed or printed carefully under the signature because the public needs to know the names of the individuals that approved and signed the agreement on the CBA Signature Page.

Ric Gordon, a Greenbelt resident, agreed with comments from Ms. Newcomer, Mr. Harrison, and Mr. Orleans. He stated that the CBA should be an open process. Mr. Gordon explained that the public wants the officers held accountable for their misconduct. He advised the public wants to be a part of the CBA process because the people are stakeholders in the community.

Michael Hartman, a Greenbelt resident, mentioned that if LEOBR is repealed, then it is very likely that Governor Hogan would veto it, and it wouldn't be overridden until next February or March.

Robert Snyder, a Greenbelt resident, commented on Article 27 of the CBA that the hiring of the Police Chief shouldn't rest solely on the City Manager. He advised that the language should be updated to include the Police Chief's hiring team should consist of the City Manager, Council, and the FOP. Article 30 of the CBA, Mr. Snyder noted that he favors the body cameras being on at all times because that protects the officers and the person they are in contact with.

Based on a question asked by Mayor Byrd, Mr. Silvestri answered that the City's CBA Negotiation Team has been waiting to hear the public's comments, suggestions, and recommendations for changes to the upcoming CBA. He requested copies of the written comments that had been submitted for review. Mr. Silvestri noted the City's CBA Negotiation Team's next steps would be to meet with the City Manager to formulate the City's proposals.

There was a discussion regarding LEOBR. Ms. Newcomer asked if LEOBR is repealed, would there be any attempts to enshrine the provisions. Mr. Silvestri answered that there would be a discussion between the City and the FOP regarding the rights and changes of the LEOBR in the collective bargaining negotiations. In a follow-up question, Ms. Newcomer inquired if LEOBR remains a State Law, does the City have to comply, or could City rescind the special protection for the officers. Mr. Pounds stated that State Law overrides the CBA.

Ms. Newcomer inquired if there will be an opportunity for the public to comment on the CBA once drafted. Mr. Silvestri answered that in a previous public meeting Council decided that the people would have a chance to comment during the negotiation process before Council considers the final agreement.

Mr. Orleans noted that all collective bargaining negotiations should be an open process before being presented to Council for approval.

Claudia Jones, a Greenbelt resident, wanted to echo what Mr. Snyder said regarding Article 27 of the CBA. She noted that the hiring of the Police Chief shouldn't be solely the City Manager's responsibility. Ms. Jones stated that the Police Chief's hiring should include the City Manager, Council, and the FOP. She advised that the police should wear body cameras at all times, and police misconduct shouldn't be publicly known or available. Ms. Jones explained that misconduct is a personnel matter and there should be an expungement of records.

LaWann Stribling, a Greenbelt resident, expressed that she doesn't feel safe that the officers have the protections with the LEOBR because the residents don't have the same protections.

Patrick McAndrew, Counsel for the FOP and a Greenbelt resident, noted that it is essential for the FOP and himself to hear the community's comments, concerns, and feedback. He stated that

he requested that Mr. Silvestri receive all the written comments so they both can review them and give them the proper consideration.

Katie Pugliese, a Greenbelt resident, noted that removing disciplinary action from the police officer files shouldn't be allowed.

Bob Rand, a Greenbelt resident, stated that he had submitted his comments to Council in an earlier email. He read some of his concerns. He noted the CBA deliberation is taken place without clear Council support on police reform. Mr. Rand stated the CBA and Fiscal Year 2022 Budget deliberations have begun without guiding police reform principles. He encouraged the Council and City Manager to clearly state that police reform is critical to erasing racism in Greenbelt. It will be a challenging conversation, but it needs to begin with the CBA and Fiscal Year 2022 Budget deliberations.

Ms. Stribling explained her reason for advocacy because she doesn't want her child to suffer as did her grandparents, parents, and herself. She stated that the laws have to change.

Mr. Gordon explained that he had been a victim of police misconduct and racial profiling before and stated why specific police reforms needed to occur. He noted that the police reforms have to happen to make sure the police involved in the misconduct are held accountable for their actions. Mr. Gordon also stated he wanted to celebrate police officers doing great jobs like Captain White and Chief Bowers.

Justin Baker, a Greenbelt resident, commented on Article 27 of the CBA, explaining the hiring of the Police Chief shouldn't be solely the responsibility of the City Manager. The hiring of the Police Chief should be done by the City Manager, the Council, and the FOP. He wanted to recognize that the Greenbelt Police Department is highly accredited, and there no discernible record of any significant issues on how policing is conducted in the community. Mr. Baker stated that national issues of policing are being brought into the community and asked if the social problems are related to the police or something else. He wants the CBA to reflect the police are here to help and protect.

Ms. Pugliese echoed Mr. Gordon's comments regarding the need for accountability and openness doesn't mean the police are hated or not needed. Ms. Pugliese explained her mindset was to prevent a tragedy from happening versus trying to fix the problem after a tragedy and to ensure accountability in the police department.

Informational Item

Mr. Jordan requested that Council have their cameras on during the work sessions and meetings.

The meeting ended at 8:56 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen

DRAFT

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, February 24, 2021, to meet with the Board of Elections.

Mayor Byrd started the meeting at 8:00 p.m. The meeting was held virtually via Zoom.

PRESENT WERE: Councilmembers Judith F. Davis, Emmett V. Jordan, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts, and Mayor Colin A. Byrd.

STAFF PRESENT WERE: Nicole Ard, City Manager; Bonita Anderson, City Clerk and Board of Election staff liaison; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO PRESENT WERE: Steven Gilbert, Toni Mathewson, Patricia Evans, and Laurie Siegel, Board of Elections; Bill Orleans, Wanna Coker, and others.

Mr. Gilbert explained under current law, Section 8-4 of the Greenbelt Election Code is Absentee Ballots and the draft was Mail-in Voting Procedures. Mr. Gilbert stated the Board of Elections favored expanding the procedure.

Based on a question asked by Mr. Jordan, Mr. Gilbert provided Council with an overview of the current procedures and timeline on absentee ballots and the election. He explained the mail-in voting procedure would consist of giving notice to registered voters, and either has the registered voter request for a ballot or dispense ballots to all registered voters. Mr. Gilbert noted 21 absentee votes, 446 early voting, and 1,713 poll votes cast for the 2019 Election.

Ms. Davis stated that there would be an extra cost associated with the upcoming election. If there are changes to the Code, the resolution would be needed to be submitted by the second regular meeting in March. She agreed with the Board of Elections's suggestion regarding using voter machines and e-poll books during early voting.

Based on a question asked by Ms. Davis, Mr. Gilbert stated there would be a couple of notice mailings to all registered voters to inform the voter of the new procedures. If an application is required, additional mailouts and postage would be required. Ms. Davis suggested that one mailout notice include all instructions and requests for application information.

There was a discussion regarding verifying signatures. Mr. Gilbert explained the Prince George's County Board of Elections doesn't provide the City of Greenbelt Board of Elections with registered voters' signature cards. Ms. Davis noted it is a form of eliminating a registered voter's right to vote if their signature had changed over the years.

Mr. Gilbert outlined that Section 8-4(b)(1) is for the Council to set up the deadline for submitting the mail-in voting resolution changes for the upcoming election cycle. He noted a default that the Clerk's Office could present in the absence of a Council Resolution.

Mr. Gilbert outlined that Section 8-4(b)(2) contemplates a procedure whereby each registered voter applies. He stated that if Council eliminates the application procedure, this step would not

be needed. Mr. Gilbert outlined that Section 8-4(c) changes from an absentee to a mail-in procedure.

Ms. Mach explained that the only issue she has with the mail-in voting is the US Postal Service. Mr. Gilbert stated that the Board of Elections and the City Clerk would have to coordinate with the US Postal Service regarding handling returned ballots. Ms. Mach said she preferred that registered voters had choices.

Based on a question asked by Ms. Pope, Ms. Anderson explained the 2019 election cost \$32,000 and that she had requested an additional \$15,000 for this upcoming election for a total of \$47,000. Ms. Pope stated that she is worried about the extra cost for this forthcoming election due to the City's Budget constraints during the pandemic. Ms. Pope inquired could this project be delayed for the next election. Ms. Pope advised that she was also concerned about staff time because elections are very stressful. The City votes for four straight weeks, including weekends. She indicated that she favored registered voters apply to request a ballot because the voter registration rolls are not purged adequately by the Prince George's County Board of Elections. Ms. Pope indicated a verification process was vital to her because voting rights are very precious.

In response to Ms. Pope's question, Mr. Gilbert answered that the election cost would increase if the Council adopts the mail-in resolution, but Council would also see an increase in voter participation. Mr. Gilbert explained the Board of Elections's voter verification process.

Based on a question asked by Mr. Roberts, Ms. Evans answered the Board of Elections was proposing to have all the voting options available for the registered voter, including adding in the vote by mail option.

Mr. Roberts inquired if the voter registration rolls are inaccurate in sending multiple mail-in ballots to a resident that no longer resides at that address. Mr. Gilbert answered if the voter registration rolls are incorrect, there is nothing that the City Board of Elections could do to combat that issue.

Mr. Roberts explained why he wasn't in favor of the US Postal Service collecting the mail-in ballots. He suggested that all the mail-in ballots be mailed to the Municipal Building, and the ballots would have to be secured.

Mr. Putens explained why he didn't trust the US Postal Service or the Prince George's County Board of Elections. He noted that elections are essential, and the ballots needed to be secured. He agreed with Mr. Roberts regarding how to combat sending multiple mail-in ballots to a resident that no longer resides at the address. Mr. Putens is not in favor of mass mail-in ballots. He requested that the ballot drop boxes are placed in secured locations.

Ms. Davis explained that mail fraud claims were disproved. She agreed that there is a problem with the US Postal Service. Ms. Davis suggested general mailing announcements, a notice, or a brochure explaining the new steps for mail-in voting to the household, not the registered voters.

Ms. Davis favored early voting, election day voting, getting a different voting machine, and E-Poll Books.

Mr. Jordan suggested more than one general announcement or notice to the registered voter, and one of the notices could be bundled with other City information. He noted that he favored the drop boxes but have the drop boxes in a secured location and observed to ensure voter confidence. Mr. Jordan inquired about a mail slot at Schrom Hills Park and Springhill Lake Recreation Center.

Bill Orleans, a Greenbelt resident, suggested Council schedule a work session focusing on Greenbelt electoral process to include a hearing for the residents to comment on the whole electoral process.

Mayor Byrd commented on the notion of voter fraud. He supports a vote by mail or a hybrid election and favors mailing ballots to all registered voters. He explained that it would increase voter participation and less of a voter suppression measure than restricting access to the vote. Mayor Byrd agreed with Mr. Jordan regarding drop boxes in various locations around the City.

Ms. Davis agreed with Mr. Jordan's suggestion regarding bundling a voter mail out with other City information like a bulletin. She explained that there would be a change to either the City Code or the City Election Code. The changes would be submitted at the City Regular Meeting at two meetings. Before the second meeting, Ms. Davis suggested having a public hearing. She was in favor of the registered voter applying for a mail-in ballot.

Ms. Pope explained that all registered voters have the right to request a mail-in ballot, so it's not voter suppression. She noted she wasn't in favor of just sending mail-in ballots to registered voters due to the issue with the registered voter rolls not being adequately purged.

Ms. Mach indicated that she favored the registered voter to have choices.

Mr. Roberts indicated that he favored mailing a ballot to all the registered voters. He prefers having an in-person day of voting at the existing precincts.

Mr. Jordan noted that he favored expanding the opportunities the City had to vote. He explained the convenience of having drop boxes and suggested securing drop boxes in three or four locations within the City.

There was discussion regarding ethical issues. Mr. Jordan inquired if there is a moral dilemma with the sitting Council making changes to the same election that Council is up for reelection. Ms. Davis explained that it is the same voting process; it opens up the process. Mayor Byrd noted the City needs to be a model, not only for in-person voting, but also for adaptability for the times we live in. He explained that adaptability in the middle of a global pandemic includes expanding the City options from just in-person voting.

Margery Rich, a Greenbelt resident, requested voter ID and signature verification at the upcoming election. She stated that she is concerned that the signatures cannot be verified and

that the Prince George's County Board of Elections is not purging the voter registration rolls. Ms. Rich suggested that registered voters should request a ballot, that the Council should have a public hearing on the election changes, and that secured drop boxes be placed in various City locations.

Based on a question asked by Ms. Mathewson, Ms. Anderson answered the additional request of \$15,000 included one dropbox, E-Poll Books at each location, signage, and mail-in ballot request. She explained that security was a factor and that Public Works would have to bolt the dropbox to a concrete slab. Ms. Davis stated that if Council goes forward with the mail-in voting, it would cost more than the extra \$15,000 requested for the additional two drop boxes and the mailings.

Ms. Davis suggested that the Board of Elections proposal be placed on the upcoming Council regular meeting for first reading.

Ms. Davis advised several residents mentioned that they would like to see pictures of candidates at the voting locations. Mr. Roberts noted that was electioneering and it was a bad idea. Mayor Byrd indicated that there wasn't anything nefarious that Ms. Davis was suggesting, but it could encourage a superficial discussion at the poll.

There was discussion regarding non-citizen voting. Mayor Byrd explained that he was interested in non-citizen voting. Mr. Jordan concurred with Mayor Byrd's general sentiments and is open to the idea of allowing all residents of Greenbelt to vote.

In response to a question asked by Ms. Davis, Mr. Roberts stated that having pictures in the election area is electioneering. The Election members are responsible for the candidates' photographs and controversy is being introduced in the election. Ms. Davis explained the candidates would submit their photo to Ms. Palau, and she would make a poster.

There was a discussion regarding term limits. Mr. Orleans explained that many Greenbelt residents told him that the Council should have term limits and he wasn't in favor of term limits. Mayor Byrd stated that he was open to the idea of term limits, but it was never determined what the cut-off for the term limits. Ms. Davis suggested that after this year's election the Board of Elections holds a separate hearing to discuss term limits and other topics.

Mr. Jordan inquired about their discussion regarding electioneering boundaries, and based on the census, would the precincts be redrawn in Greenbelt in the next two years.

There was discussion regarding the election policy changes deadline. Based on a question asked by Mayor Byrd, Mr. Gilbert answered that the March deadline was selected last fall arbitrarily and if Council could change the date to April. Ms. Davis suggested the first and second meetings in March because the staff is preparing the FY2022 Budget and would need to know if there needs to be additional funds for the election. Ms. Mathewson explained that the candidates' packages could be affected depending on when the election policy changes the deadline. Ms. Evans explained she wanted the policy to accommodate the postcard notices and mail-in ballots.

In response to a question asked by Ms. Rich, Ms. Davis answered that the mail-in ballots could be verified. She explained that the Prince George's County Board of Elections doesn't provide the City Board of Elections with the signatures to verify.

Ms. Siegel explained that Maryland doesn't require signature verification. She stated a handwriting expert would have to be hired to verify if two signatures match.

Informational Items

Ms. Davis provided a brief report on the SCMaglev Strategy Group.

Ms. Ard informed Council she sent an email earlier regarding the Planning Department grant application efforts.

The meeting ended at 10:11 p.m.

Respectfully submitted,

*Shaniya Lashley-Mullen
Assistant to the City Clerk*

City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Resolution

Agenda Section: LEGISLATION

Subject:

A Resolution to Negotiate the Purchase of Election Services with Electec Election Services, Inc. for the 2021 City Election

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

Suggested Action:

Reference: Resolution

In April 2021, the City established the mail-in voting option and anticipates an additional \$38,850 in expenses based on Elections Board deliberations. This is in addition to the FY2022 budget of \$47,000. This reflects estimated additional election-related costs for mailing, poll books, and two additional drop boxes for ballots cast by mail or drop off. Staff would use General Funds to help address the estimated cost.

Included in Council's packet is the resolution, which consists of the cost estimate from Electec Election Services Inc. of Mount Holly, New Jersey, in the amount of \$38,850.

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

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

Attachments:

[Resolution.pdf](#)

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

RESOLUTION NUMBER XXXX

A Resolution to Negotiate the Purchase of Election Services with Electec Election Services, Inc.
for the 2021 City Election

WHEREAS, in April 2021, the City of Greenbelt established the mail-in voting option;
and

WHEREAS, anticipates an additional \$38,850 in expenses based on Elections Board deliberations. This is in addition to the FY 2022 budget of \$47,000. This reflects estimated additional election-related costs for mailing, poll books, and two additional drop boxes for ballots cast by mail or drop off.

WHEREAS, Electec Election Services Inc. of Mount Holly, New Jersey, has provided an estimate in the amount of \$38,850. NOW, THEREFORE,

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

- See Attachment -

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of September 27, 2021.

Colin A. Byrd, Mayor

ATTEST:

Bonita Anderson, City Clerk



151 New Park Avenue Hartford, CT 06108
Office 1.800.833.9912 Fax 1.609.267.8072

City of Greenbelt
E-POLL BOOK *LAPTOPRENTAL*
COSTING MODEL

Precincts 5
ePoll Book units required 5

<u>HARDWARE</u>	Unit Cost	Units	Line Cost
Advocate E-Pollbook Laptop	\$500	5	\$2,500
WIFI Netgear Router	\$50	1	\$50
Signature Pad	\$100	5	\$500
Mouse	\$0	5	\$0
Printers	\$100	5	\$500
Multiple USB Adapter (Only Needed when Printer or signature pad is required)	\$15	5	\$75
USB Secondary Storage	\$5	5	\$25
Hardware Total			\$3,650
<u>SOFTWARE</u>	Unit Cost	Units	Line Cost
Advocate ePoll Book Software	\$25	5	Inc.
Software Total			\$0
<u>ADDITIONAL SERVICES</u>	Unit Cost	Units	Line Cost
Implementation and Configuration & Set up		1	\$750
Additional Services Total			
<u>Epoll Book Training For Election Judges</u>			\$750
TOTAL RENTAL COST			\$5,150



10 Eagle Ave, Suite 800, Mount Holly NJ 08060
Office 1.800.833.9912 Fax 1.609.267.8072

City of Greenbelt
E-POLL BOOK LAPTOPRENTAL
COSTING MODEL

Precincts 1
ePoll Book units required 2
Duration 4 weeks

<u>HARDWARE</u>	Unit Cost	Units	Line Cost
Advocate E-Pollbook Laptop	\$1,500	2	\$3,000
WIFI Netgear Router	\$50	1	\$50
Signature Pad	\$150	2	\$300
Mouse	\$0	2	\$0
Printers	\$150	2	\$300
Multiple USB Adapter (Only Needed when Printer or signature pad is required)	\$15	2	\$30
USB Secondary Storage	\$5	2	\$10
Hardware Total			\$3,690
<u>SOFTWARE</u>	Unit Cost	Units	Line Cost
Advocate ePoll Book Software	\$25	2	Inc.
Software Total			\$0
<u>ADDITIONAL SERVICES</u>	Unit Cost	Units	Line Cost
Implementation and Configuration & Set up		1	\$750
Additional Services Total			
<u>Epoll Book Training For Early Voting</u>			\$750
TOTAL RENTAL COST			\$5,190

ELECTEC ELECTION SERVICES, INC.			
10 Eagle Avenue, Suite 800, PO Box 791, Mt. Holly, NJ 08060			
(800) 833-9912 Fax (609) 267-8072			
ESTIMATE OF COST			
TO:		DATE:	9/10/2021
Bonita Anderson, City Clerk		DATE OF ELECTION:	Tuesday 11/2/2021
The City of Greenbelt		TIME OF ELECTION:	7am- 8pm
25 Crescent Rd		TYPE OF ELECTION:	City Council
		TYPE OF MACHINE:	Electronic
Greenbelt, MD 20770-1886			
Phone: 301-474-3870		LOCATION:	6 locations
VOTING MACHINES			
	Quantity	Cost Per Machine	TOTAL
Ordered Machines - ADA Compliant	5	\$1,000.00	\$5,000.00
Ordered Machines	5	\$350.00	\$1,750.00
Spare Machines**	3	\$350.00	\$0.00
<i>**No Charge Unless Used</i>			
Transportation	10	\$350.00	\$3,500.00
Fuel Surcharge 10 %			\$350.00
TECHNICIAN SERVICES			
Machine Training 4pm-6pm (includes preparation and delivery of 2 voting machines) Date:Monday November 1			\$1,000.00
BALLOT PREPARATION & PRINTING			
Item	QUANTITY	ESTIMATED COST	
Sample Ballots	10		
Machine Ballots	10		
Total Estimated Cost Ballot Preparation and Printing			\$600.00
TOTAL ESTIMATED COST			\$12,200.00

ELECTEC ELECTION SERVICES, Inc.			
10 Eagle Avenue, Suite 800, PO Box 791, Mt. Holly, NJ 08060			
(800) 833-9912 Fax (609) 267-8072			
ESTIMATE OF COST			
TO:		DATE:	6/14/2021
Bonita Anderson, City Clerk		DATE OF ELECTION:	Tuesday, 11/2/2021
The City of Greenbelt		TIME OF ELECTION:	7am to 8pm
25 Crescent Road		TYPE OF ELECTION:	City Council
Greenbelt, MD 20770-1886		TYPE OF MACHINE:	Optical Scanner
Phone: 301-474-3870		LOCATION:	25 Crescent Road Greenbelt, MD 20770
Fax: 301-441-8248			
OFFICIAL EARLY VOTING AND ABSENTEE BALLOT PREPARATION & PRINTING			
Item	Quantity	Cost per Item	ESTIMATED COST
Election Data Entry, Develop Ballot Layout, Final Ballot Typesetting (1 Ballot Face)	1	\$400.00	\$400.00
Supply, Print & Insert Election Ballot Instructions, Early Voting Election Ballot, Secrecy, Outgoing and Return Envelopes. All pieces single sided- two -sided additional cost	400	\$1.95	\$780.00
Supply, Print & Insert Election Ballot Instructions, Mail-In Voting Election Ballot, Secrecy, Outgoing and Return Envelopes. All pieces single sided- two -sided additional cost	700	\$1.95	\$1,365.00
Ballot Box for early voter drop off Month prior to election	3	\$2,000.00	\$6,000.00
Shipping of Early Voter Ballots to Greenbelt	1	\$150.00	\$150.00
Postage-Outbound	600	TBD based on current USPS Rates	
Postage-Inbound	600	TBD based on current USPS Rates	
Cost For Colored Stripe on Ballots			\$900.00
Additional cost for 3" stub on ballots for tracking	1100	\$1.25	\$1,375.00
Monitor Status of All Mail, Receive, Process, Manage & Mail Absentee Ballots	TBD- Based on Requests Received from Voters	\$2.25	TBD
Rental Scanners + 1 Back Up	2	\$1,000.00	\$2,000.00
TECHNICIAN SERVICES			
Technician(s)	Number of Hours	Cost Per Hour	ESTIMATED COST

2	30	\$65.00	\$1,950.00
TRAVEL EXPENSE			
			ESTIMATED COST
Election Day			\$750.00
In- Person Early Vote Epoll Book Training			\$500.00
Early Vote Travel			\$500.00
Sub-Total			
TOTAL ESTIMATED COST			\$16,310.00
Note: All Vote by Mail Ballots and Early Voting Ballots to be scanned on election night, 11/2/2021 at 4pm.			
Vote by Mail Ballots and Early Voting Ballots will be scanned to show vote totals by precinct.			

City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: LEGISLATION

Agenda Section: LEGISLATION

Subject:

Eviction Notice Ordinance

-1st Reading

Suggested Action:

Mayor Byrd requested this item to be added to the agenda.

Attachments:

[Ordinance - Eviction Notice.pdf](#)

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

ORDINANCE NUMBER XXXX

CITY OF GREENBELT

EVICTON NOTICE ORDINANCE

WHEREAS, The City Council believes it is important to provide additional assistance for tenants; and

WHEREAS, The City desires to assist those residents of Greenbelt who live in residential apartments by having landlords give eviction notice to the City of Greenbelt and for the City to maintain records to possibly provide resources to be a benefit for apartment dwellers.

NOW, THEREFORE, BE IT ORDAINED the City Council of Greenbelt adopts this Eviction Notice Ordinance for tenants and apartment dwellers by requiring all landlords or property managers of any residential property in Greenbelt to give notice of evictions to the City's Planning and Community Development Department as follows:

1. In any eviction proceedings of any resident in the City of Greenbelt, within three (3) days of said filing of the eviction proceeding with the Court, the landlord or property manager shall provide written notice, which shall include the tenant's name, address, unit address, property owner, landlord or property manager name, address, contact information, and a brief description of the reason for said eviction to the City of Greenbelt's City Planning and Community Development Department of said eviction for the City to maintain records of said eviction as well as determine if assistance resources can be provided or made available to tenant. The failure to give the notice as require herein shall result in a municipal infraction and a fine of One Hundred (\$100.00) Dollars per instance.

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

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of _____, 2021.

Colin A. Byrd, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Celebration of Centenarians Policy

Suggested Action:

Reference: Memorandum, T. George, 09/27/2021

Council Members J Davis and Silke Pope move that the City of Greenbelt institute a Celebration of Centenarians program for Greenbelt residents who reach the amazing age of 100.

Centenarians will receive a card, a certificate or celebratory letter, and a tree planted in their honor. In addition, a list of optional gifts will be available from which a Centenarian may choose, such as, but not limited to, flowers, cake, or certificates donated by Greenbelt restaurants, retail stores or personal services.

This Celebration of Centenarians program will be coordinated by the Recreation Department and Senior Citizen Advisory Committee and should open immediately for current Centenarians and for those in the future. This new Greenbelt program should be widely and frequently publicized throughout the City so that family and friends can notify the City about our resident Centenarians. Centenarians will be honored on or around their actual birthday or at a date of the Centenarian's choosing.

Attachments:

[Centenarians Acknowledgement Policy v3.pdf](#)



TO: City Council
FROM: Timothy George, Assistant City Manager
CC: Nicole Ard, City Manager
DATE: September 24, 2021
SUBJECT: Honoring Centenarian Residents

Building off of the CRAB recommendations, and incorporating comments and suggestions from the September 8 Council work session, staff recommends the following program for the celebration for Greenbelt residents who have reached the milestone age of 100. These residents are a vital part of our community and CRAB shares the desire to honor them.

Discussions with the Council and CARES staff, and review of CRAB recommendations, have elicited the following guiding principles that any actions to honor the centenarians should:

- Be conducted close to the actual milestone birthday as possible, rather than have a large gathering months later.
- Incorporate something that the person's loved ones would be able to retain even after the resident passes away.
- Not place pressure on the honoree to attend a public event.

Becky Sutfin, Therapeutic Recreation Supervisor, and SCAC will maintain the list of Centenarians and update it as new contact information becomes available; coordinating with the County to verify our list is complete. They will also be primarily responsible for implementing the program, as laid out below, with the assistance of the Admin staff.

The City will publicize the roll out of this new program in the Greenbelt News Review, on the City website, and other social media channels. All announcement efforts will include an email address and phone number to which residents can submit names for inclusion as well as a link to an on-line form.

With these principles in mind, staff proposes to honor residents who turn 100 in the following ways:

- Provide a card to each centenarian resident, during the month of their Birthday, signed by the City Council and the City Manager.
- Provide an accompanying certificate of the same, which could be framed. The card and certificate should be presented in person where practicable, with COVID-19 or other health considerations taken into account.
- Provide the centenarian a choice of honorarium (flowers, house plant or gift card) to accompany their signed birthday card and certificate.
- With their approval, publish their name in a monthly section in the Greenbelt News Review and via other social media channels of, and celebrating, all residents who recently held a 100th (or older) birthday.

City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Community Gardens

Suggested Action:

Mayor Byrd requested this item be added to the agenda.

The motion is to approve the plan developed jointly by the Forest Preserve Advisory Board and the Garden Club regarding the Community Gardens shading issues.

This is a follow-up to several Council work sessions with the Community Garden Club and the Forest Preserve Advisory Board.

Attachments:

[Garden_Shading_Border_Plan.pdf](#)

[Garden_Border_Plan_Appendix_A_-_Shading_Analysis.pdf](#)

[Garden_Shading_Border_Plan_Appendix__B_Invasive_Plants.pdf](#)

[Garden_Shading_Border_Plan_Appendix__C_Forest_Gardens.pdf](#)

Action plan for remediating shade, managing invasive plants, and creating forest gardens in the Greenbelt Community Garden borders

Preface

The Community Gardens located in the Greenbelt City Forest Preserve are a valuable resource for the residents of Greenbelt and part of Greenbelt's historic design. Shading of garden plots by trees has created a problem that needs to be addressed. The intention of this plan is to convert forest that is adjacent to the gardens to a form that does not shade the gardens and may contribute fruit, seeds and fiber to the community, and to reclaim some areas in the gardens that have been abandoned due to shading so they can function again as garden plots. The Greenbelt City Forest Preserve Advisory Board (FPAB) is aware that this plan will remove trees and accepts that impact to the Preserve because of the importance of the Community Gardens. This plan is proposed as part of stewardship of the Forest Preserve in accordance with the 2019 Forest Preserve Stewardship Guidelines and the Forest Preserve Ordinance. Our goal is to take management actions that result in both long-term forest health and thriving community gardens.

Background

The Community Gardens were established over 80 years ago as part of the original design of the city. Three gardens remain: Gardenway, Hamilton Place and Henry's Hollow. When the Greenbelt Forest Preserve was established, those areas were incorporated as part of the Preserve. The Forest Preserve Advisory Board's report to City Council (Report No. 2013-03) requested that the city establish an 8-foot mowed buffer zone around the gardens. We believe more is needed now in order for the gardens to remain viable, in particular to address excessive shading of garden plots by tall trees bordering the gardens.

This document outlines proposed actions to assure adequate sunlight for community gardens and establish a basis for environmentally sound stewardship of boundary areas. This plan is a compromise that was created collaboratively by the FPAB and the Greenbelt Community Garden Committee (GCGC), and was approved by both. It draws on field observations and discussions by FPAB members, the Garden Club Executive Committee, and gardeners.

On July 11, 2020, FPAB and the Community Garden Club conducted a public walk-through of the gardens and we met monthly thereafter in order to collaborate on this proposal. The work that went into this plan was on the published agendas of and was discussed and reviewed extensively during public virtual meetings of the FPAB in 2020 and 2021. The Forest Preserve Advisory Board approved this action plan at its January 21, 2021 meeting and the Greenbelt Community Garden Club approved it at its January 2021 Executive Committee meeting.

This situation has developed over time, with the gradual growth of trees and will continue to pose an increasing problem for the gardens unless effective action is taken (See Appendix A). The actions proposed here are based on information from affected gardeners, observation of gardens and trees in border areas, analysis of tree heights and sunlight angles that affect the sunlight that reaches the gardens, and assessment of the options for effectively increasing available light. Our proposal entails removing about 125 taller trees to assure adequate sunlight for the community gardens, while retaining shorter trees and shrubs as part of the establishment of “soft edges” for the community gardens. The specific areas and approximate numbers of trees to be removed are shown below in Figures 1, 3, and 4 for the Hamilton Gardens, Henry’s Hollow, and Gardenway Gardens respectively. This proposal also calls for the removal of invasive species and planting of “forest garden” species for ecological restoration and conservation of border areas.

FPAB and GCGC acknowledge feelings of distress and loss that this will involve cutting down so many trees. The recommendations contained in this plan were reached reluctantly and only after a prolonged and earnest effort to find solutions for the shading problems that would minimize impacts on the Forest Preserve, and that would ultimately enhance the preserve while also sustaining the Community Gardens. FPAB accepts the impact this has on the Preserve because of the importance of urban agriculture in Greenbelt’s history and the value the gardens continue to have for Greenbelt residents today. We aim to be good stewards of the land adjacent to the gardens by converting it into what is known as “forest gardens.” Forest gardens are made up of shorter native trees which do not shade the gardens at their mature height and provide fruit, seeds and fiber, as well as habitat for wildlife.

This proposal aligns both with the *Forest Preserve Stewardship Guidelines* and Chapter 12, Article VIII of the City Ordinance in its focus on the environmentally sound stewardship of the boundary areas around the gardens, the removal of invasive species and the planting of “forest garden” species to establish border areas as “soft edges.”

General Basis for Recommended Actions

The primary problem facing the community gardens is that trees in the surrounding forest have grown taller, which limits the amount of sunlight reaching many of the garden plots. An additional concern is that black walnut trees are growing in close proximity to several plots. Black walnuts naturally release chemicals into the soil that limit the growth of other plants. This prevents gardeners from making full use of areas next to these trees. Invasive species in the areas bordering the gardens also spread into the gardens, making gardening more difficult, as further discussed below. See Appendix A for maps of the estimated amount of shade on the gardens plots in 2014.

Sunlight

As a rule of thumb, the gardeners need about eight hours of sunlight during the growing season from early April to the end of August. In particular, eight hours of sunlight ("full sun") is necessary for "fruiting" vegetables such as tomatoes, peppers, cucumbers, corn, beans, and squash. For plots to have enough sunlight there must be clear sky above a 60° angle looking south and above 30° looking east/west. The need for sunlight places a limit on how high trees can be based on how far they are located away from the gardens. The following tables indicate tree height and distance from the garden plot to attain 8 hours of sunlight in an ideal setting.

Looking south:		Looking east or west you need more clear sky:	
Distance (ft.)	Max Tree Height (ft.)	Distance (ft.)	Max Tree Height (ft.)
8	13.8	8	4.6
16	27.7	16	9.2
24	41.6	24	13.9
32	55.4 *	32	18.5 *
40	69.3 *	40	23.1 *

*Used only for a few extreme cases.

Trees that are above the maximum height for a given distance will shade the gardens. While the tables give a general idea of the effects of trees on the gardens, they were not used to determine exactly which trees we propose to remove around the gardens. We do not feel that it is appropriate to trim or remove every tree that grows above the maximum height. Rather the tables help identify trees that may be candidates for management. Trees that are above the maximum height should only be cut if doing so will clearly provide a significant benefit to the gardens.

The garden-by-garden management recommendations later in this document identify which trees we propose to remove or limb up. Please review it in its entirety. The Invasive Plants and Forest Gardens/Food Forests sections also discuss proposed arrangements for future management of the garden border areas.

The tall trees right at the edge of the existing 8-foot buffer will have to be felled or drastically trimmed to get more light to the garden plots that are right next to the buffer. Felling and limbing up trees on the 8-foot buffer is the easiest first step.

The trees whose removal would lead to significantly greater sunlight in the long term are on the southern edges of Gardenway and Henry's Hollow, the southeastern edge of Hamilton Gardens and on the strips that divide the two sections of Henry's Hollow and Gardenway. Fewer changes are needed in the east-west buffers.

Invasive Plants

The perimeters of the forested areas adjacent to or surrounding each of the Greenbelt Community Gardens are highly colonized by early to late successional plant growth. Due to the encroachment of seedling trees and shrubs and the shade cast from the surrounding woodlots, garden plots on the garden area perimeters have slowly been abandoned as this colonization and encroachment has happened over the decades. (See succession of aerial photographs 1938-present in Appendix A.)

The successional plant growth around the perimeters includes grasses, annual and perennial forbs, and woody plants such as shrubs, trees and vines. Unfortunately, the plant species that have colonized most perimeter areas are largely non-native invasive species. These include, but are not limited to; Japanese Stiltgrass, Garlic Mustard, Canada Thistle, Wineberry, Tree of Heaven, Callery Pear, Mile-a-minute weed, Japanese honeysuckle, English Ivy, Chinese Wisteria and Oriental Bittersweet. Most of these plants are on the Maryland Invasive Species Council Invasive Species of Concern list and some are also on State and Federal Noxious Weed lists.

All of these plants are a significant nuisance to highly managed areas like the Community Gardens where they cost many person hours in labor each year for management and control to prevent significant crop yield loss. However, these non-native invasive species pose an even greater threat to the surrounding forest. They outcompete newly emerging native annual, perennial and woody plant seedlings and prevent their establishment. The climbing vines of certain species will overtop and eventually kill even mature native trees on the forest edge. Finally, all of these non-native species produce seed and or vegetative propagules that will

recolonize even further into the gardens and the surrounding forests to ensure that the cycle never ends.

The best management practice for invasive species control in these boundary edges is to first remove the existing non-native vegetation, then to perform management tactics immediately afterwards to prevent rapid re-establishment of seedlings or root sprouts. (See references in Appendix B for details). For the longer term, the prevention of recolonization of invasive plants is imperative. The best way to accomplish this is to first replant with appropriate native grasses, herbaceous annual and perennial forbs and woody trees and shrubs. Once these have established a foothold, they will have a competitive advantage over the recolonization by many non-natives. As in any land stewardship program, it will be necessary to periodically and selectively remove any non-native plants, especially from the edges of these managed areas to prevent re-establishment. The planting of native smaller growing understory trees, shrubs, herbaceous annual and perennial forbs and grasses will create resilient forest margins that are less prone to invasion and don't outgrow the space as larger trees would otherwise do, creating shading issues for the nearby garden plots.

Due to the scale of remediation and required specialized equipment, the efforts at invasive plant species removal and remediation would necessarily be undertaken by city staff in the first phases, with involvement of gardeners and other volunteers where appropriate and feasible. Assistance from the Greenbelt Community Garden Club (GCGC) and volunteers can be employed with subsequent efforts. Long term management of these perimeter areas could be accomplished by a combination of GCGC and FPAB members, city staff and volunteers.

See Appendix B for further discussion of invasive plant management in the forest buffer.

Forest Gardens / Food Forests

The concept of Food Forests or Forest Gardens, for both wildlife and human benefit, embraces the idea of considering plant species and the ecological niches they provide, when making decisions on what plants to select in new edge plantings. High consideration is given to native plants that provide the greatest resources of food, pollen, nectar, shelter and nesting habitat.

As described above, an important component of reclamation of an area invaded by non-native plants is to plant desirable native plant species in areas from which non-native plants have been removed. These new plantings discourage recolonization by non-natives through competition for sunlight, water and nutrient resources. Properly planned Forest Gardens/Food Forests will

enhance the re-establishment of a healthy, balanced ecosystem by providing habitat and food for birds, mammals, pollinators and other beneficial arthropods.

With regard to designing the Forest Gardens/Food Forests at the boundaries of the garden areas and their interface with the forest edge, it will be crucial to consider the ultimate height of the planting in those areas so as no additional shade is cast on the garden areas. Therefore, it will be important to select an appropriate mix of species of grasses, herbaceous perennial and annual forbs, shrubs and trees to use to revegetate these areas. It will also be important to plan and design these edges in a way that they slope from shortest and least woody at the edge nearest the gardens to tallest and most woody at the part of the planting where it abuts the forest.

See Appendix C for a detailed list of recommended native plants that provide resources and habitat for wildlife as well as fruit, seeds and fiber for gardeners. Also see Appendix C for sketches and example designs of forest gardens.

It is expected that plant material for these areas may be obtained through a combination of city funds, grants written by city staff and GCGC members, and contributions from local resources. Planting of these areas may be performed by a combination of City staff, GCGC, and volunteers. Long term maintenance of these areas may also be performed by City staff, GCGC members and volunteers.

Well planned, well implemented and established Forest Gardens/Food Forests in areas of the Greenbelt Forest preserve once dominated by non-native invasive species will result in enhancement of the health of the forest we are trying to protect, the gardens that the forest surrounds, and the creatures that benefit from both.

Management Recommendations by Tract

Hamilton Gardens

We propose that the city remove ~20 trees on the south edges of garden plots, seen in blue polygons in Figure 1. Eight trees are relatively small black walnuts that shade the southwestern plots of the main section of Hamilton (Figure 2a and Photo 1). Seven trees are black walnuts and other species that shade the southern plot in the main section of Hamilton (Figure 2a and Photo 2). There is also a clump of trees located on or next to the western border between GHI and the Hamilton Gardens; these trees shade the gardens and should be removed. This requires

a more specific determination of the exact location of the trees and the boundaries and may require coordination with GHI. There are also 2-4 trees in the Hamilton homestead area (not pictured) that are beginning to shade gardens in the main section of Hamilton. There are approximately five trees proposed for removal in the small southern section of Hamilton gardens (Figure 2b and Photo 3).

There are two trees in the area proposed to be reclaimed as garden plots, these are immediately to the north of the southeastern patch of Hamilton Gardens and south of the Hamilton Cemetery area. This is the only area that we propose to reclaim as open garden plots. This area is heavily infested with invasive plants - most notably Wisteria vines. These plants are a threat to the adjacent forest, as they could easily spread into uninfected areas. Reclaiming these areas as garden plots will eliminate this threat to the surrounding forest.

To the east of the main sections there is a former plot area that is proposed to be reclaimed and converted to forest garden or orchard (Figure 1, pink outlines). No trees would be removed from the cemetery area. Any removal of invasive species and ecological restoration would be done with due respect for the cemetery.

To the north we propose that all branches that overhang the 8-foot buffer be limbed up (Figure 1, red line).

Total trees to remove: ~25.

Henry's Hollow

We propose that the city removes the row of trees that divides the two sections of Henry's Hollow (Figure 3, lavender box and text). This row shades a large portion of the west section of the garden area throughout the morning and shades the small eastern row of plots in the afternoon. We estimate that there are ~60 trees in this strip that are shading the gardens. Most of these are young red maples, elms, and other species. This strip of trees has grown in over the past forty years or so. This section would be converted to a food forest by replanting with native fruit-bearing trees and other native plants that can provide fiber or other useful products. This area would be managed by the garden club and would not be divided into plots.

We propose that the city removes all trees taller than 50 feet on the western edge of the large section of Henry's Hollow to a distance of 25' from the garden fence (if within the Forest Preserve, but not on adjoining GHI property) (Figure 3; blue box and text, and Photo 4). The area between Henry's Hollow and the GHI units to the west was once all garden plots. The row

of trees that is closest to the fence appears to be taller than the trees farther into the forest on this side of the plots. Removing the tall trees along the fence will allow more late afternoon sun to reach the plots. After removal this area should be restored with native shrubs, fruit trees and other small native trees that typically do not grow taller than 20' (dogwood, redbud, serviceberry, chokeberry). This area may be too small to actively manage as a forest garden, but it can be considered for that use. Restoration planting in this and other areas will consider drainage and may include minor reshaping to form berms, swales, or other features to appropriately manage rainfall run-off and prevent erosion.

We propose that the city removes one large red maple at the southwest corner of Henry's Hollow (Figure 3; pink circle, and Photo 5). This tree shades a significant portion of the southern plots. Growth of remaining trees in this area will be assessed as part of the next five-year review.

We propose to remove two large trees at the southeast corner of the large section of Henry's Hollow (Figure 3; pink circle, and Photo 6). These trees shade the southern plots during much of the day.

We propose to remove approximately 10-12 trees on the southern end of the eastern strip of plots and approximately 8-10 trees on the eastern edge of those plots (Figure 3; pink boxes, and Photos 7-9). These trees shade the southern plots during most of the day.

Gardenway

The two sections of the Gardenway community garden plots are oriented nearly exactly on an east-west axis. The sections are separated by a wide strip of trees (60'-80') that runs between them. This strip shades a significant portion of the northern section. The forest on the southern section of plots is also close to the garden and shades many plots. The shading in both sections can be relieved by the removal of ~60 trees.

We propose that the city removes ~18 trees on the southern edge of the southern section of plots (Figure 4, red boxes, and Photos 10 and 11). This includes the willow oak that is adjacent to the fence line in the southeast corner. On the western edge of this section there is one tree that should be removed (Figure 4, orange circle) and two trees with large limbs that shade the plots, which need to be removed (Figure 4, green circles). See Photo 12.

FPAB and garden club members spent a significant amount of time thinking about how to manage the strip of trees between the two plot sections. After reviewing literature and

websites that describe the path of the sun, members calculated the height and distance that trees can be on the southern edge to eliminate shading on the plots to the north. FPAB and club members measured and marked these distances in the strip of trees and measured the heights of many of the trees. We designated two zones each with a different tree height limitation. In the zone that is 8 - 30' from the southern fence of the northern row of plots, tree canopies can reach no higher than 12' (at the northern edge of the zone) to 50' (at the very southern edge of the zone) to avoid shading the garden plots. Given that tree canopies within that zone tend to be either below 12' or above 50' in height, all trees above 50' in the 8 - 30' zone were marked for removal.

In the second zone, which is between 30' - 48' from the southern fence of the northern row of plots, tree canopies can reach no higher than 50' (at the northern edge of the zone) to 75' (at the very southern edge of the zone). Given that tree canopies within that zone tend to be either near 50' or near 75', all trees nearing 75' in height were marked for removal.

With these estimates we counted the number of trees in each zone that must be removed. In the 30' zone there are ~31 trees that are >50' tall. In the 30'-45' zone there are ~9 trees that are >75' tall. We propose to remove these trees. See Photos 13-16 for approximate locations of the trees that are proposed for removal. It should be noted that, in accordance with the forest garden concept, this will leave many shorter trees remaining in this section.

Finally, there is one small elm tree on the western edge of the northern section and one elm in the fence line. Both should be removed. The northern and eastern edges of the garden plots should be limbed up where there are overhanging branches.

Future Stewardship of Garden Boundaries

This section discusses future management of border areas. It incorporates concepts, issues, and suggestions that arose in formulation of this plan and in the Forest Preserve Stewardship Guidelines. However, these topics have not been as thoroughly discussed as those in previous sections. Therefore, additional consideration and adjustment of these proposed arrangements may be useful.

The garden fences, as shown on current maps and remote imagery or as further specified in this plan, will define the permanent boundaries for the community gardens, subject to any future changes approved by the City Council.

The Garden Club will share in responsibility for continuing stewardship of the boundary areas beyond the mowed area, particularly in the first 25 feet from the garden fences and any areas affected by tree removal. Canopy growth will need to be controlled from time to time to limit shading and assure continued sunlight for gardens, managing the boundary areas as sloping “soft edges.”

- The City will continue mowing a border of about 8 feet around the garden fences. The city will be responsible for removing tree limbs above the mown area, to the extent this is not done by the Garden Club.
- On a recurring five year basis, the garden club will assess shading of the gardens using the principles outlined in this proposal. Trees which prevent a 60° clear sky to the south or a 30° clear sky to the east or west will be considered for trimming or felling, if doing so would result in a significant improvement in sunlight to the gardens.
- Once the garden club has determined trees they would like to manage, this proposal will be passed to the FPAB for review. The FPAB will then pass the original proposal and any FPAB comments to the City Council for consideration. The Garden Club and the FPAB are encouraged to come to a consensus on the proposed actions, but this is not required.
- Management of border areas will be reviewed at five-year intervals by FPAB and the Garden Club. In addition to any proposed tree maintenance, they will review any other measures needed for continuing implementation of this plan. Any major revisions to this plan may be proposed to City Council for approval.
- The garden club may also remove any invasive species in the forest garden areas, as well as any invasive species within 25 feet of the gardens. Activities for control of invasive species will be done with involvement and supervision of people with suitable skills and experience in the identification and management of invasive species. In accordance with the relevant sections of the Forest Preserve Stewardship Guidelines regarding invasive species, the Garden Club would also be eligible to take part in management of invasive species and ecological restoration in areas further from the gardens.
- In the unlikely case that the gardens would cease to exist, the garden plots would remain a part of the Forest Preserve but would no longer be considered a “specially managed area.”



Figure 1. Proposed tree removal and maintenance to alleviate shading at the edges of Hamilton Gardens and to restore several garden plot areas that have been abandoned since the Forest Preserve was created.



Figure 2a.



Figure 2b.

Figure 2. Two aerial images showing the location and approximate direction of Photos 1-3, which are below. The blue triangles show the approximate view of the photographs below.



Photo 1. The approximate locations of 7 trees proposed for removal.



Photo 2. The approximate locations of 8 trees proposed for removal.



Photo 3. Approximate locations of 5 trees proposed for removal on the south side of the small section of Hamilton gardens.



Figure 3. Proposed actions to alleviate shading of the garden plots in Henrys' Hollow.



Photo 4. West border of Henry's Hollow showing the strip of trees proposed for removal. All trees >50' tall and less than 25' from the fence are proposed for removal.



Photo 5. The large maple at the southern end of Henry's Hollow that is proposed for removal.



Photo 6. Two large trees at the SE corner of the large section of Henry's Hollow that are proposed for removal.



Photo 7. Six of the 10-12 trees proposed for removal at the southern end of the east part of Henry's Hollow.



Photo 8. 4-6 trees proposed for removal at the southern end of the east part of Henry's Hollow.



Photo 9. Eight to ten trees proposed for removal on the eastern border of the eastern part of Henry's Hollow.



Figure 4. Proposed actions to manage shading of the two Gardenway community garden plot sections. Blue triangles indicate the approximate view of the photos that are labeled. Photos are below.



Photo 10. Trees on the southwest corner and southern edge of the southern section of plots at Gardenway. Approximately 10 trees are marked and proposed for removal.



Photo 11. Trees along the southern edge and southeast corner of the southern section of plots at Gardenway. Approximately 8 trees are marked and proposed for removal, including the large willow oak next to the fence.



Photo 12. Three trees along the western edge of the southern Gardenway plot section.



Photo 13. Approximately 15 trees that are proposed for removal along the southern edge of the northern section of plots at Gardenway.



Photo 14. Trees in the strip between Gardenway sections. These trees are labelled in Photo 13.



Photo 15. Trees in the strip between Gardenway sections. These trees are labelled in Photo 13 and 16.



Photo 16. Trees in the strip between Gardenway sections that are proposed for removal.

Appendix A: Shade Maps and Shading Analyses

Part 1 The Greenbelt Community Garden Club Shading Analysis from 2014

Part 2 Historic Aerials of the Garden Areas

Part 3 Shading Analysis using Solar Pathfinder

The Greenbelt Community Garden Club Shading Analysis from 2014

- [Key for Maps of Gardens](#)
- [Gardenway](#)
- [Hamilton Place](#)
- [Henry's Hollow](#)

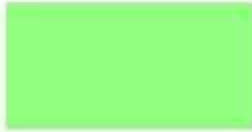
We have included maps showing the parts of the gardens that are most affected by shade. The general rule is that most traditional garden plants such as tomatoes, peppers and squash require at least 6 hours of direct sunlight per day.

- [Gardenway 9 AM](#)
- [Gardenway 11 AM](#)
- [Gardenway 4 PM](#)
- [Hamilton Place 10 AM](#)
- [Hamilton Place Noon](#)
- [Henry's Hollow 9 AM](#)
- [Henry's Hollow Noon](#)

Key for Maps of Gardens

KEY FOR MAPS OF GARDENS

CURRENT GARDEN USE AREAS:



Garden Plots (actively cultivated in 2013)



Garden Fences (all fencing shown in Hamilton Place,
only exterior fencing shown in Gardenway and Henry's Hollow)



Interior Pathways between Garden Plots



Access Corridors (pedestrian and/or vehicular)



Areas actively used outside of garden fences
for composting and storage of materials

ADDITIONAL FEATURES SHOWN:



Areas where City Public Works cleared vegetation in 2012
(Hamilton Place only)



Fencing installed by City Public Works in Dec. 2012-Jan. 2013
(Hamilton Place only)



City property Boundary



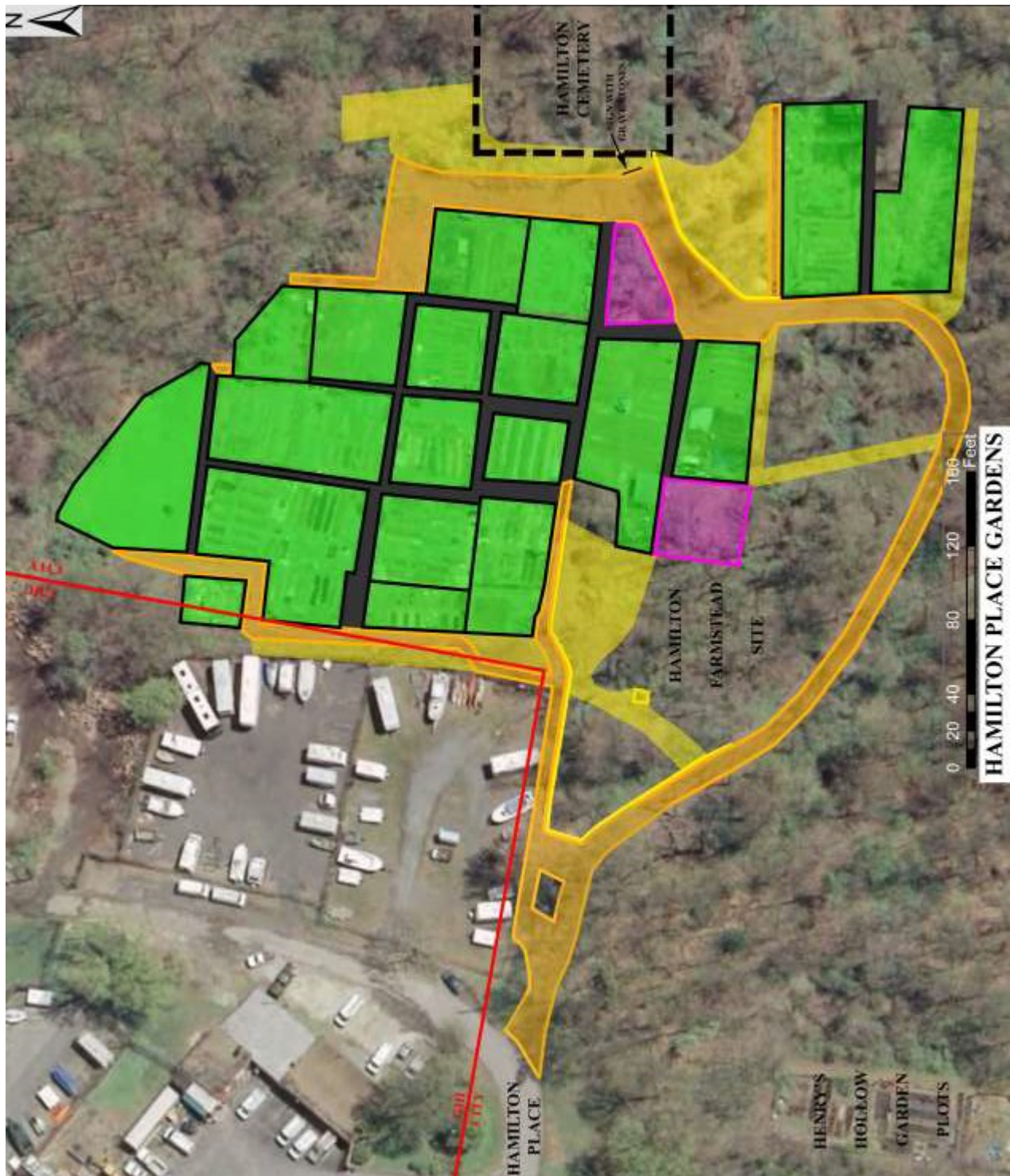
Approximate boundary of the Hamilton Cemetery

The base map is 2011 aerial photography downloaded from PGAtlas. Garden features and property lines are based on this aerial photograph along with 1984 Topo/Parcel maps prepared for GHI by Oyster, Imus, & Petzold, Inc. (available at ghi.coop/image-type/topo-parcel-sheet) and field measurements taken in 2012-2014 by J. Stabler, B. Fischler, and other volunteers.

Gardenway



Hamilton Place

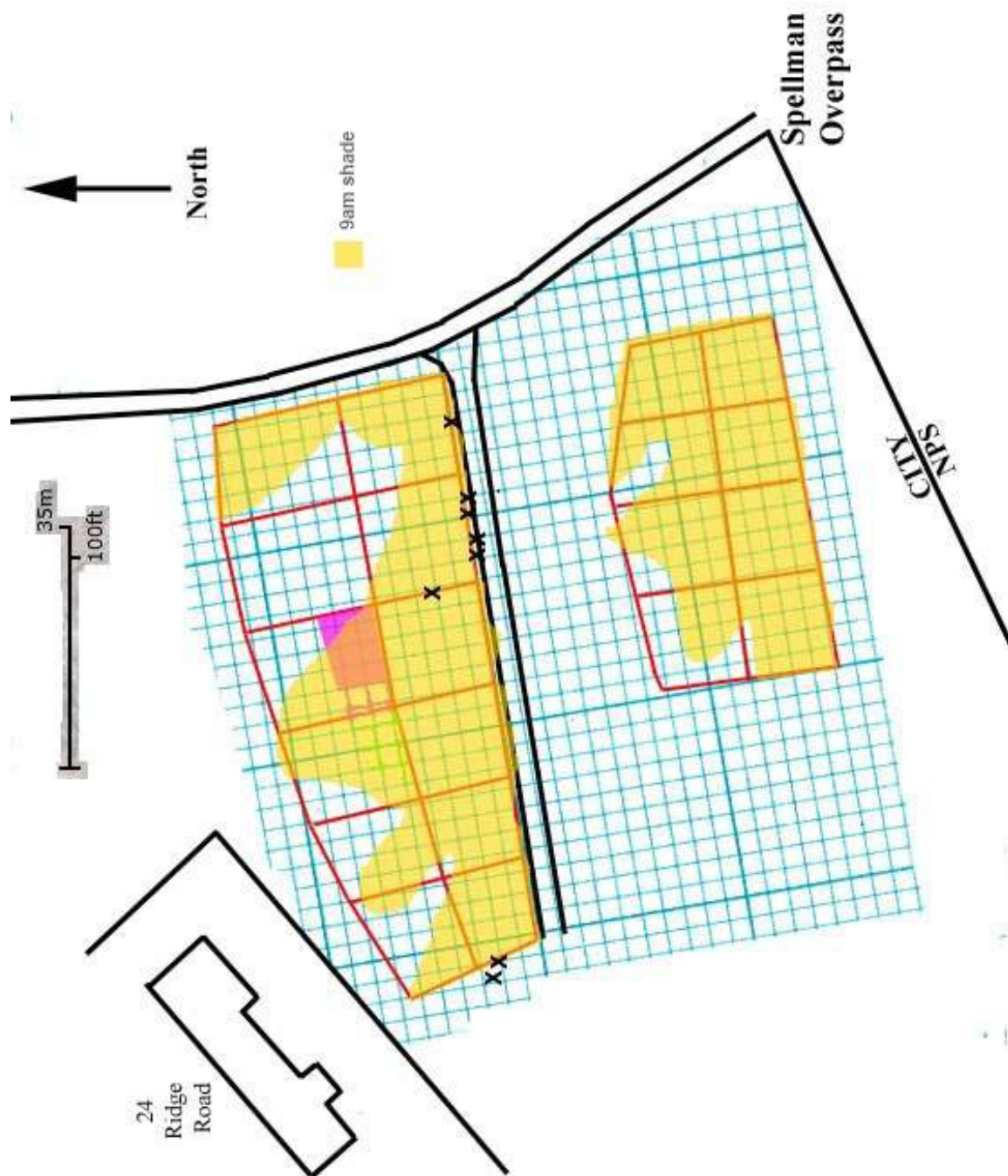


Henry's Hollow

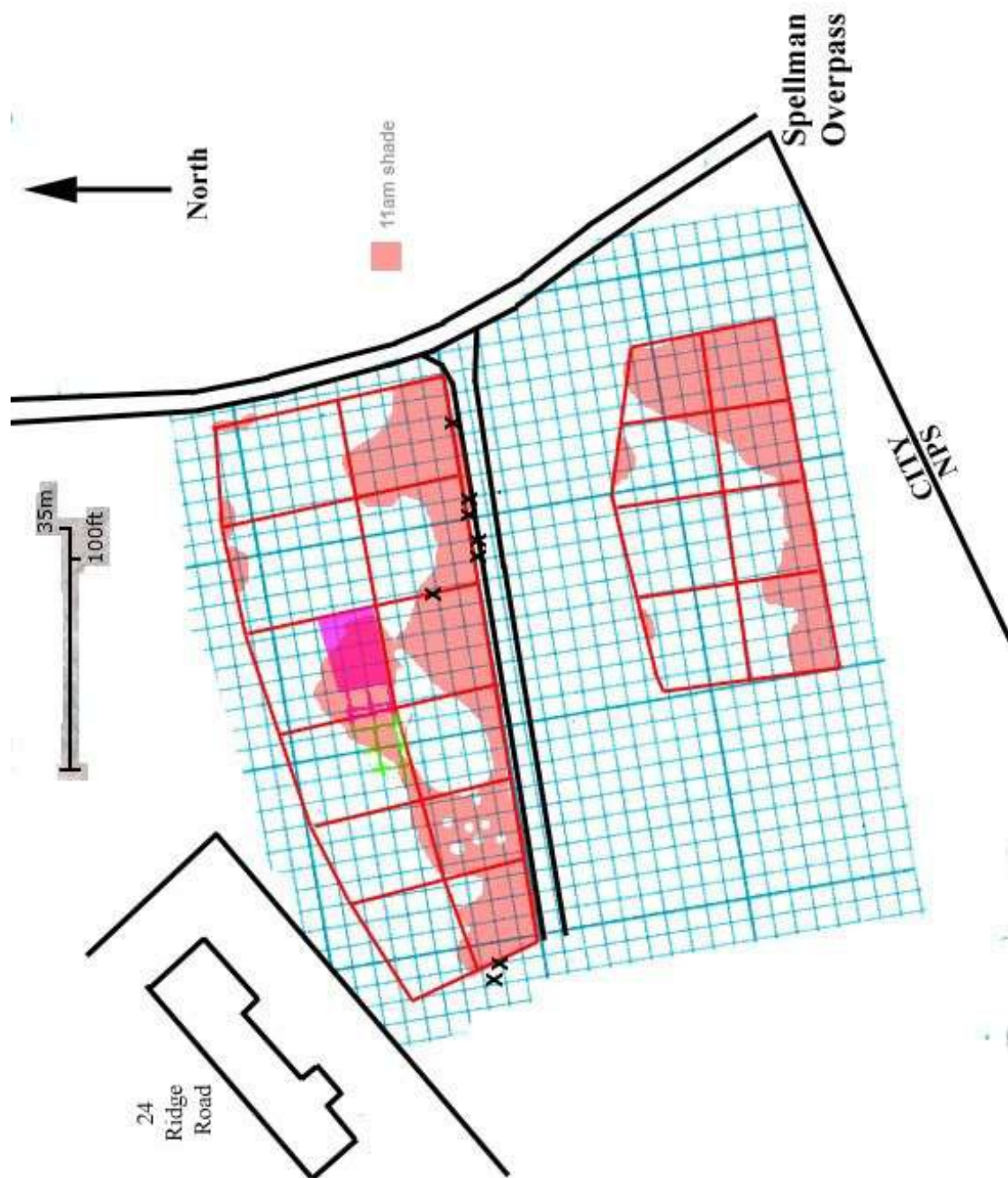


HENRY'S HOLLOW GARDENS

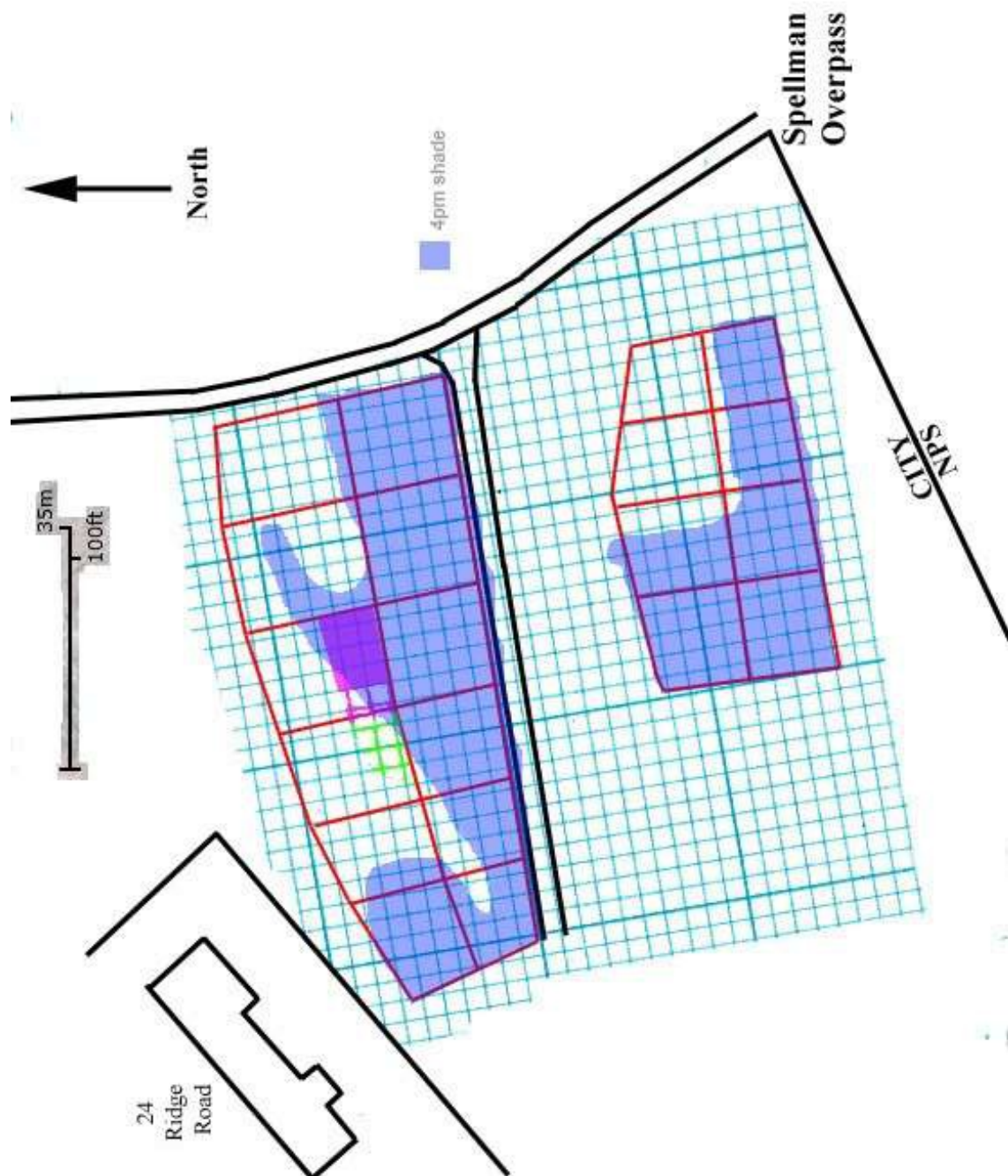
Gardenway Map showing shade at 9 AM in Yellow



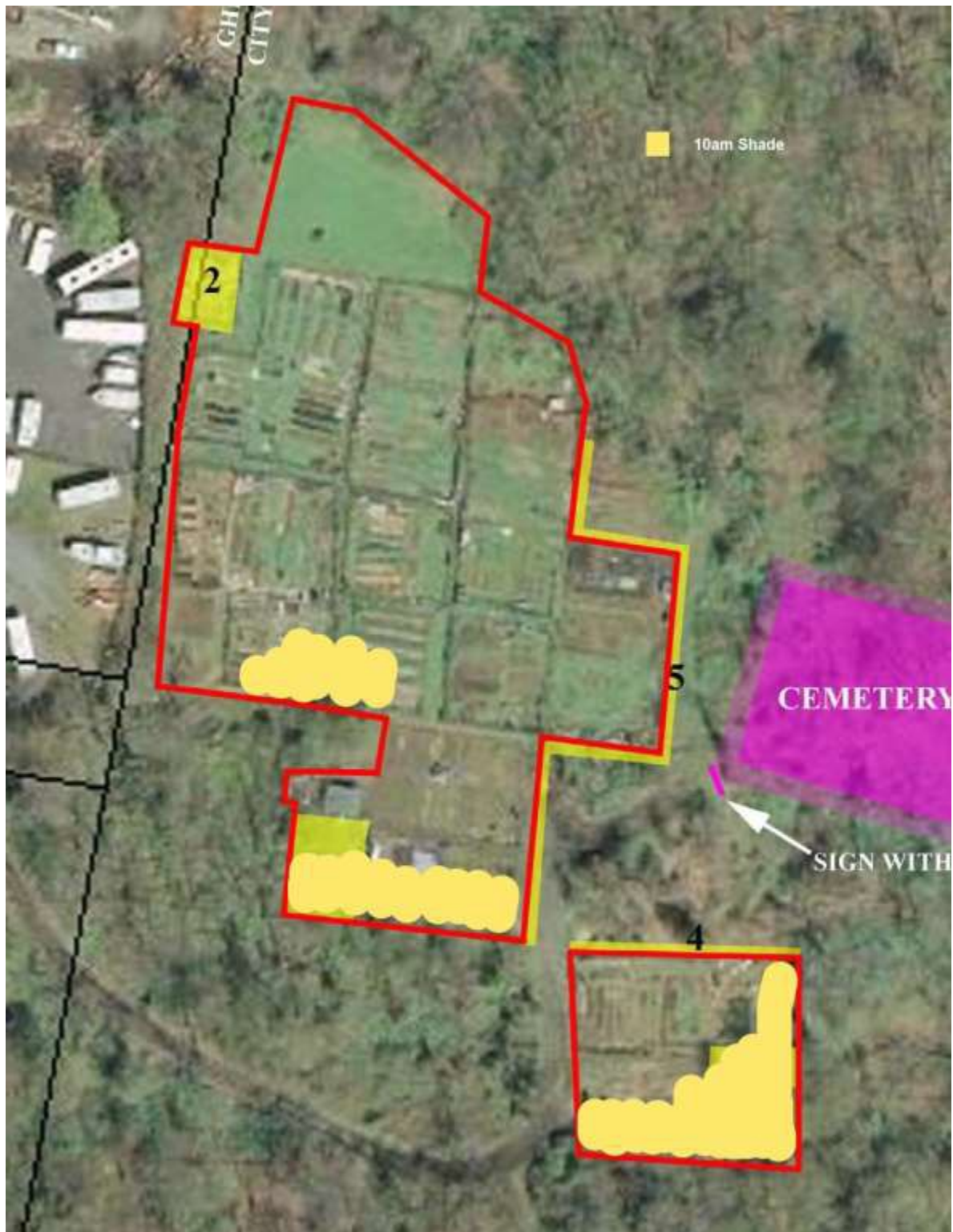
Gardenway Map showing shade at 11 AM in Light Pink



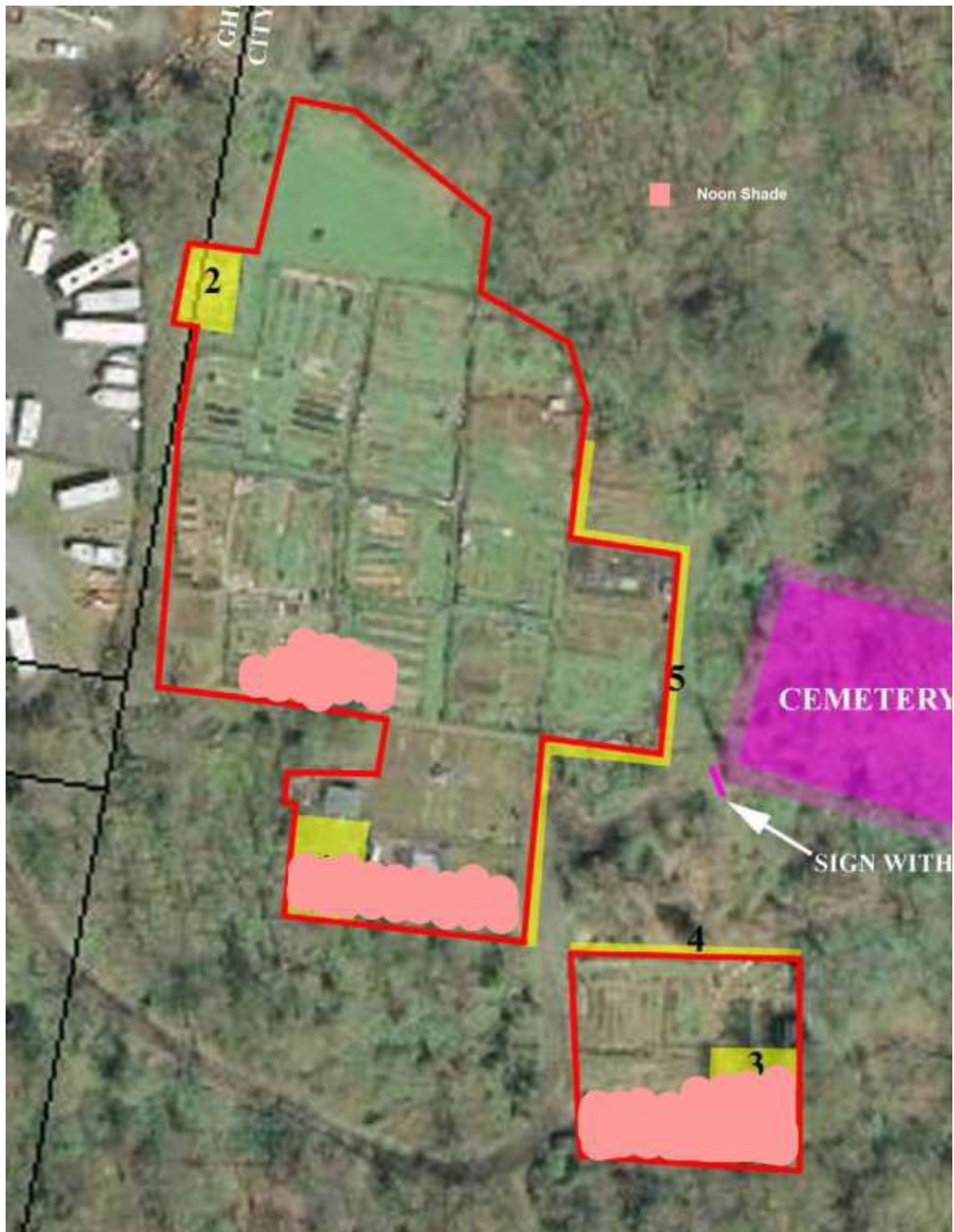
Gardenway Map showing shade at 4 PM in Blue



Hamilton Place Map showing shade at 10 AM in Yellow



Hamilton Place Map showing shade at Noon in Pink



Henry's Hollow Map showing shade at 9 AM in Yellow

Shade at 9am



Henry's Hollow Garden Plots

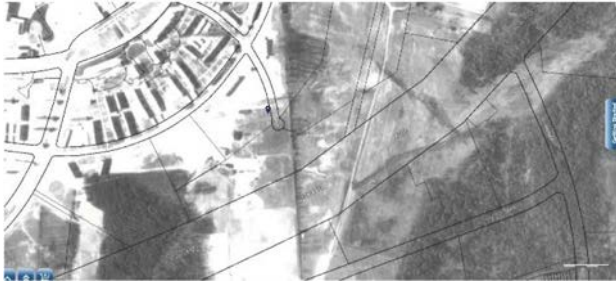


Henry's Hollow Map showing shade at Noon in Pink



Historic Aerials of the Garden Areas

Photos below show how the garden areas have diminished over time and how trees and buildings have replaced gardens.



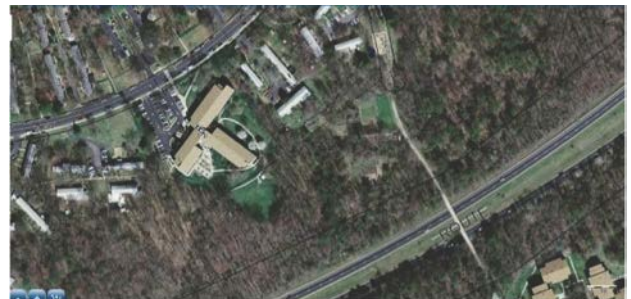
Gardenway 1938



Gardenway 1965



Gardenway 1980



Gardenway 2020



Hamilton Place and Henry's Hollow 1938



Hamilton Place and Henry's Hollow 1965



Hamilton Place and Henry's Hollow 1980



Hamilton Place and Henry's Hollow 2020

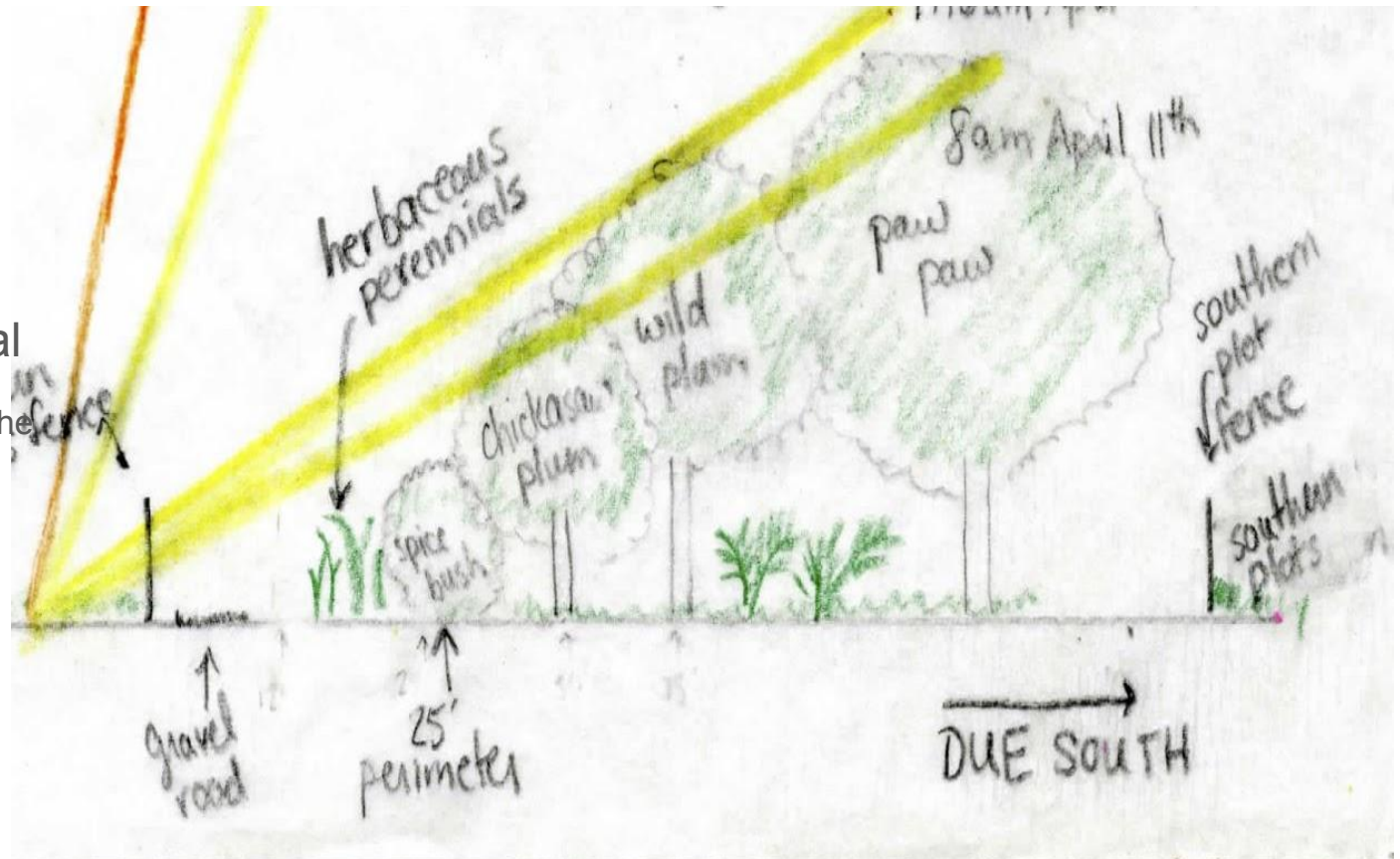
Shading Analysis using Solar Pathfinder

Shading Analysis

Sunshine and Soft Edges for the Greenbelt Community Gardens

Analysis of tree canopy shading and potential impacts of the Detailed Garden Boundary Proposal

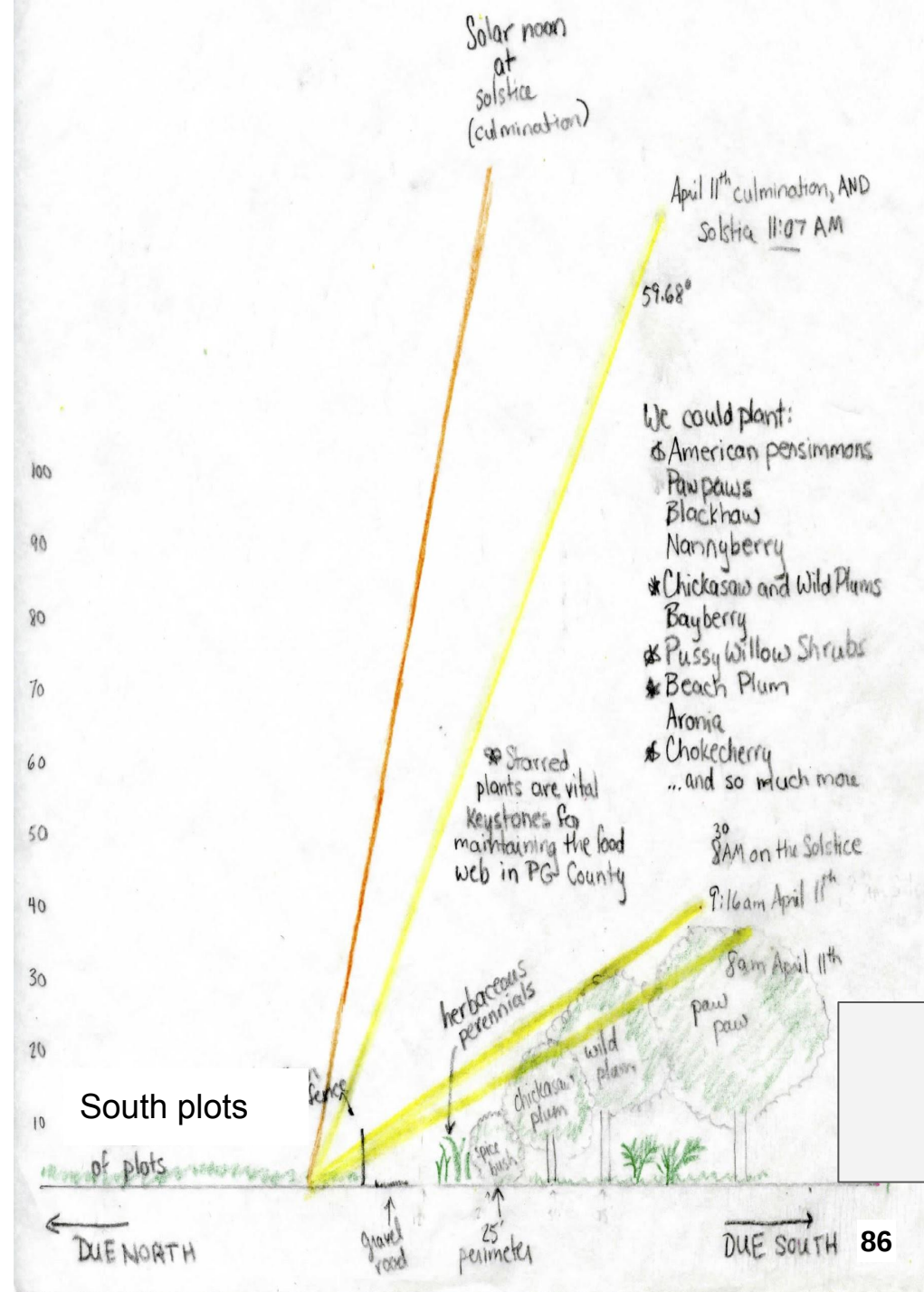
Prepared as an input for the planning of Community Garden borders in the Greenbelt City Forest Preserve



A forest garden of native trees prevents shade and benefits the forest

One possible solution to shading of garden plots is to remove trees that shade the southern row of gardens and replace them with a diversity of short-statured native trees, shrubs, and herbaceous plants that will never cause shade problems, such as:

- Spice bush
- Chickasaw plums
- Wild plums
- Pawpaws



Solar Pathfinder

A tool to objectively assess hours of direct sunlight at a given location throughout the 365 day year.

Use during winter months reveals increased hours of sun that could be gained by removing certain trees or branches.

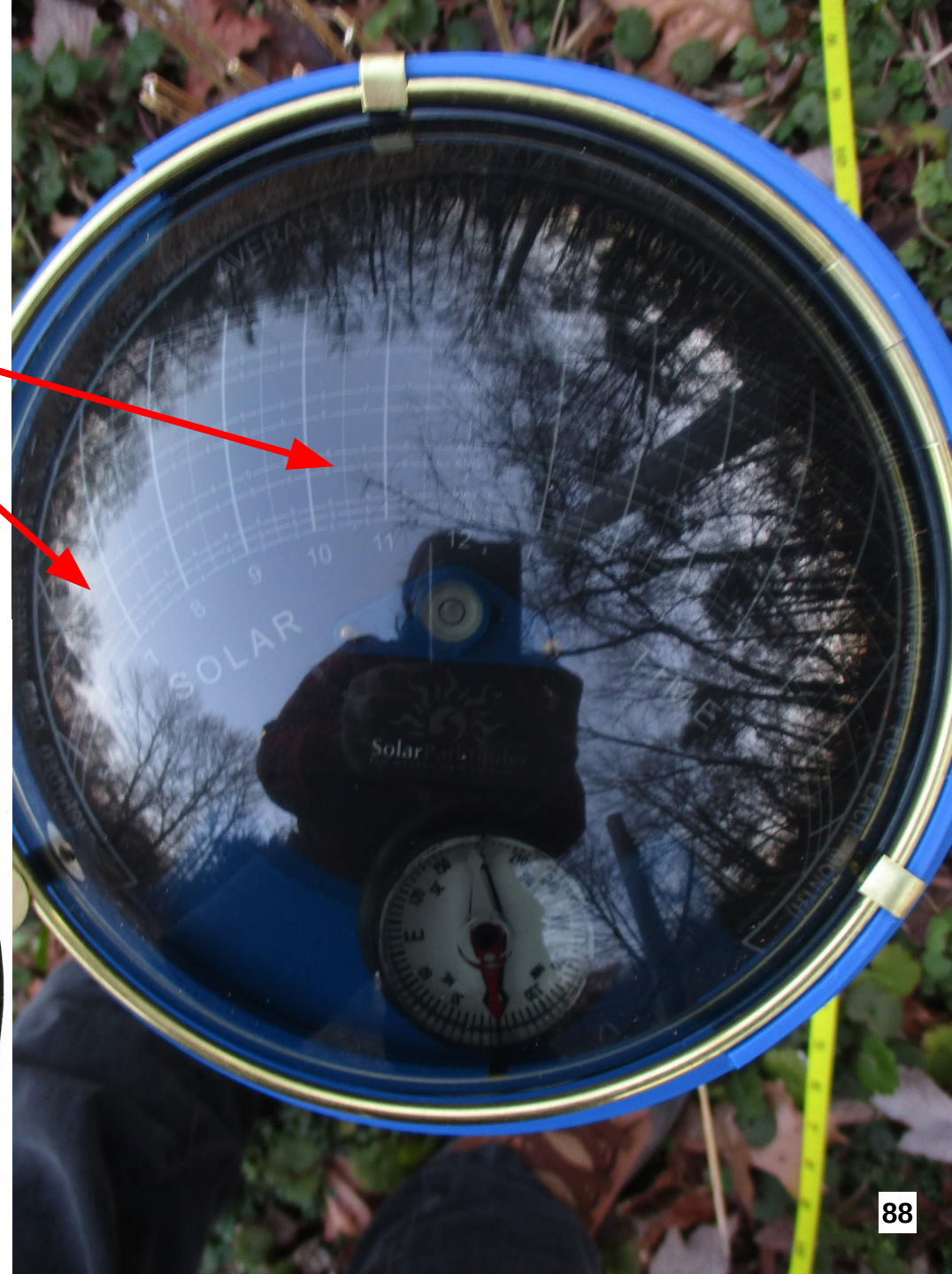
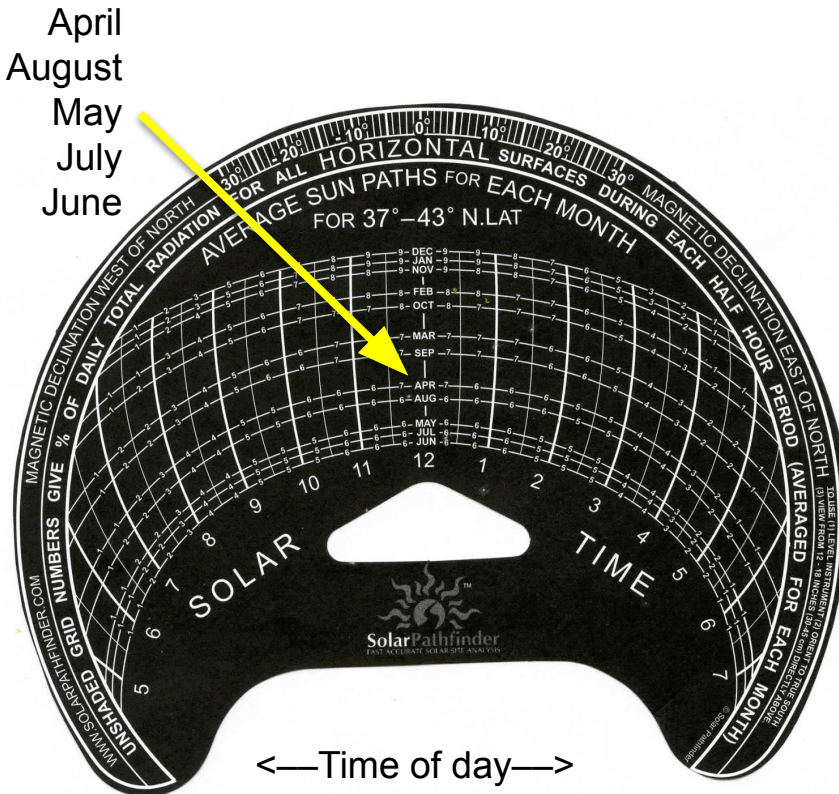


“The Solar Pathfinder™ uses a highly polished, transparent, convex plastic dome to give a panoramic view of the entire site. All the trees, buildings or other obstacles to the sun are plainly visible as reflections on the surface of the dome. The sunpath diagram can be seen through the transparent dome at the same time”.

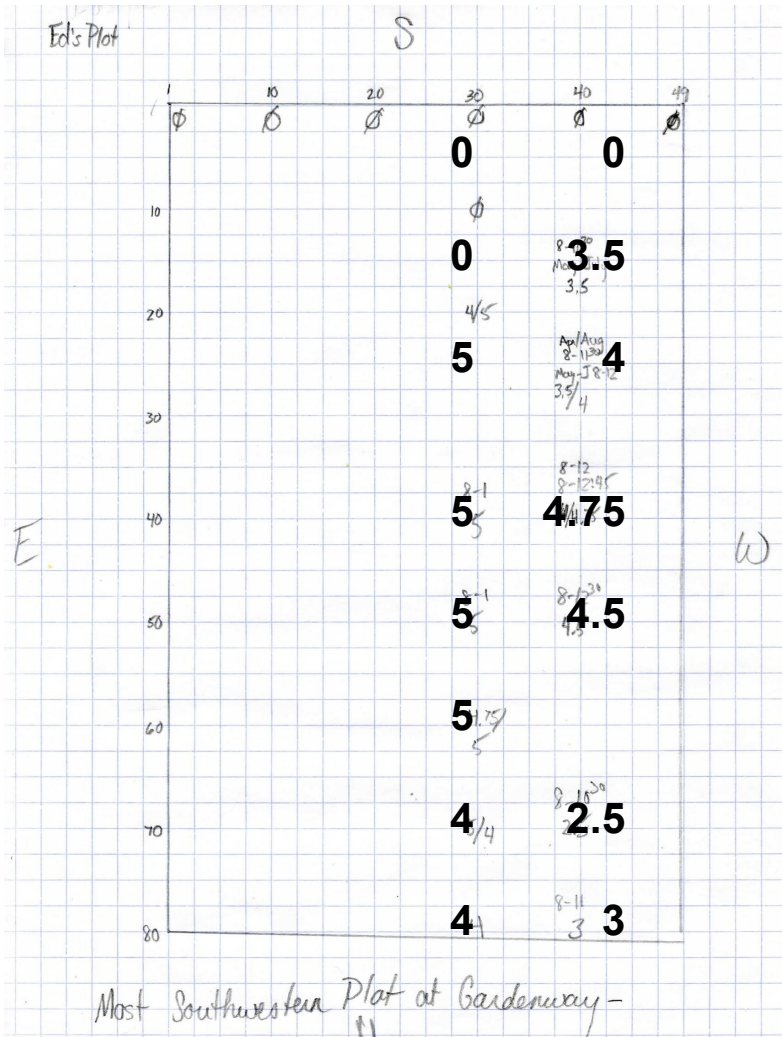
How much sun?

- measure available sunshine throughout the year
- assess impact of proposed removal and limbing up of trees

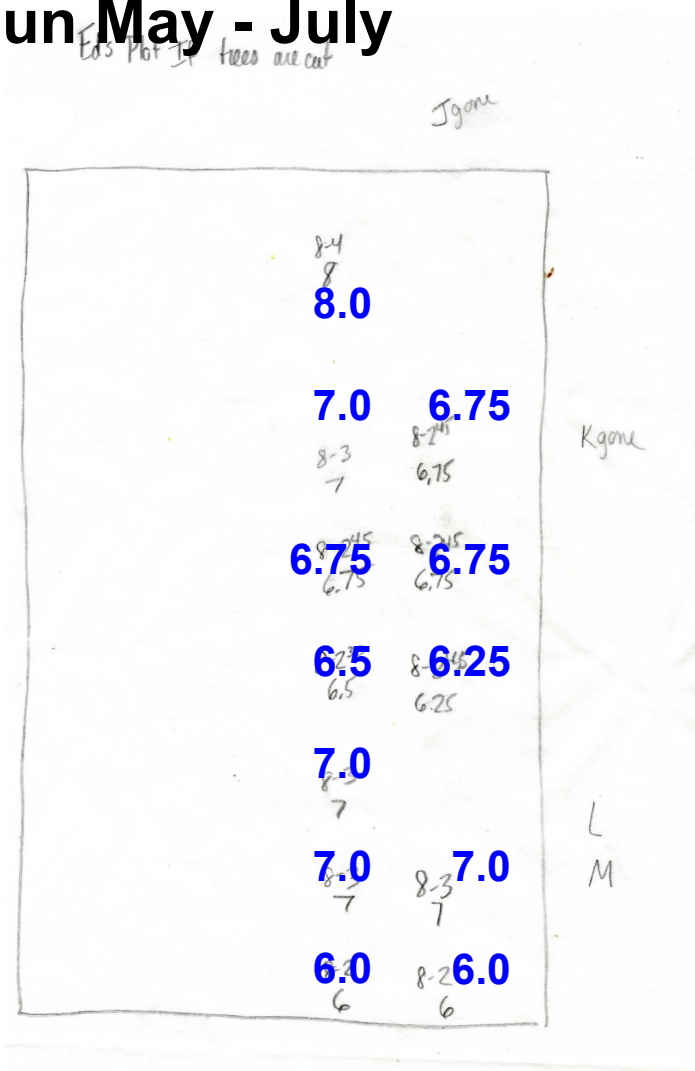
This location will receive sun only from 7am - 11am April - August



Solar Pathfinder data for the southwestern plot in Gardenway: Hours of sun May - July

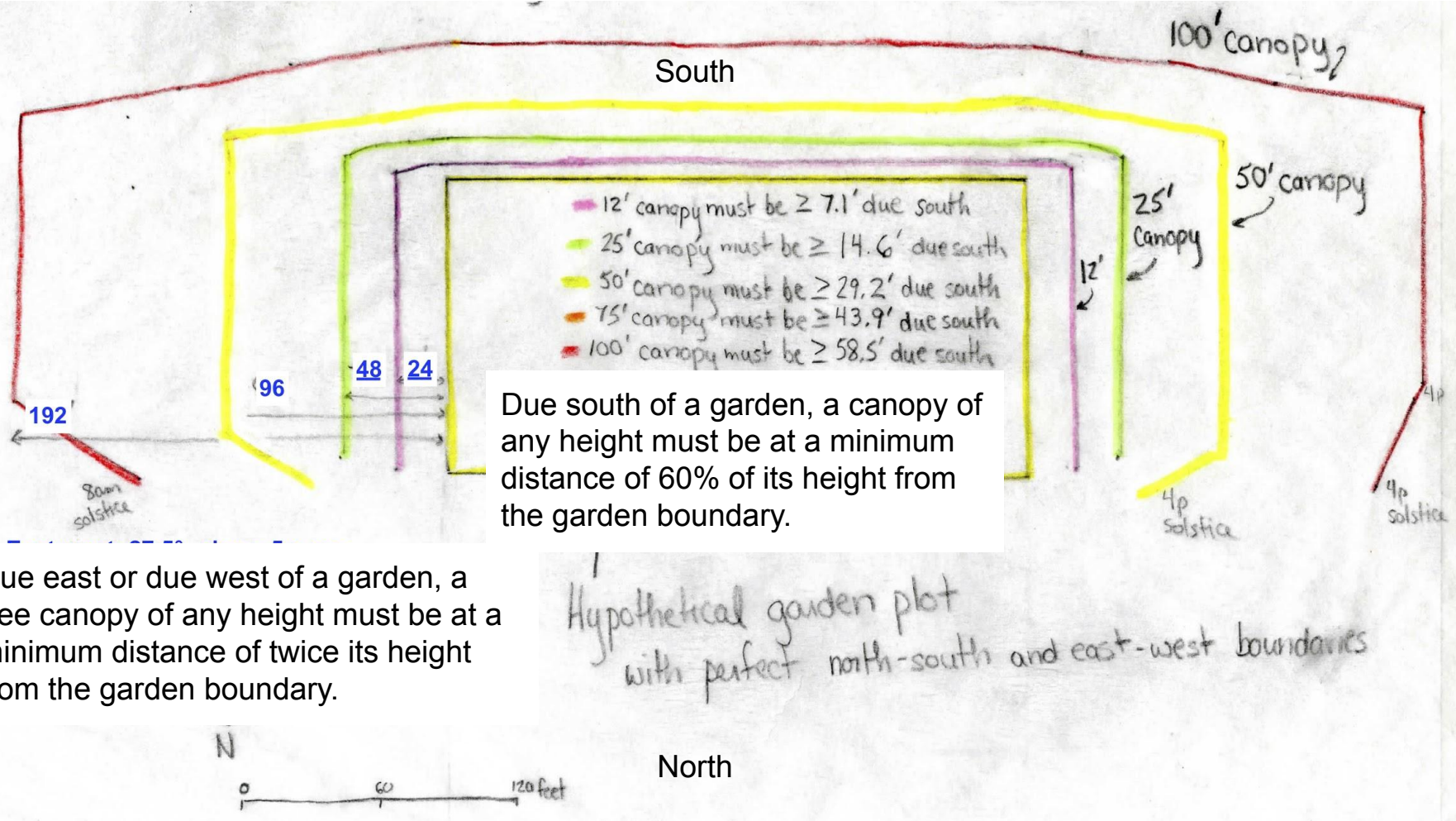


Very little vegetable cultivation can be done with current limited hours of sunshine



Cutting 2 trees & limbing up 2 more would dramatically increase hours of sunshine, making this a productive vegetable garden

Hypothetical boundaries for 8 hours of sunshine April 11-Aug 31



Due east or due west of a garden, a tree canopy of any height must be at a minimum distance of twice its height from the garden boundary.

To control canopy shading and assure enough sunshine for fruiting vegetables such as tomatoes, beans, squash, etc., soft edges to east and west would need to rise gradually, at about a 30° angle. Southern edges can rise more steeply, at about a 60° angle.

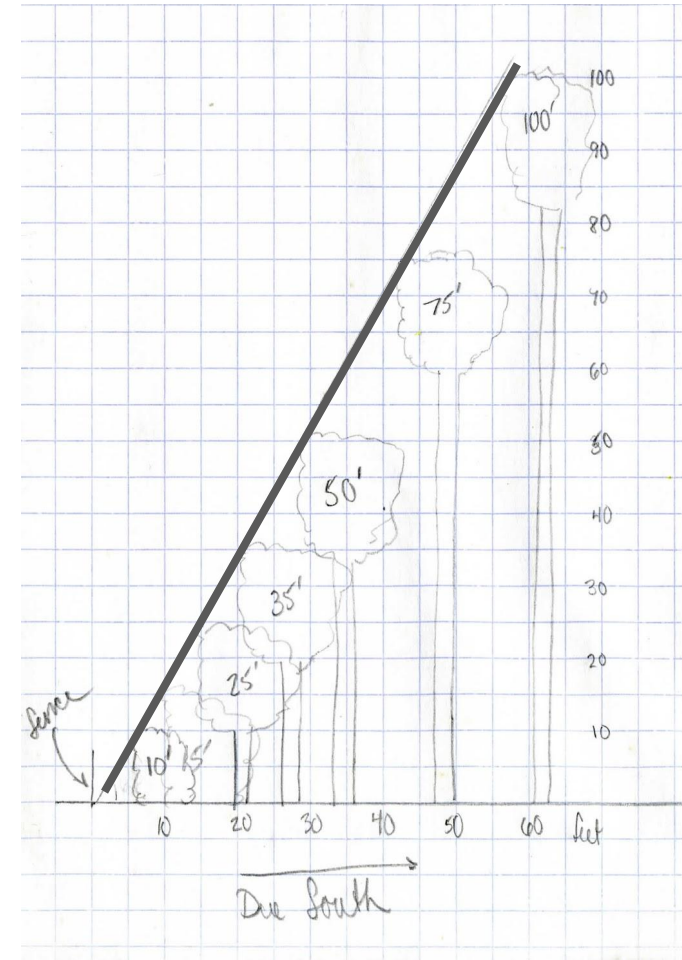
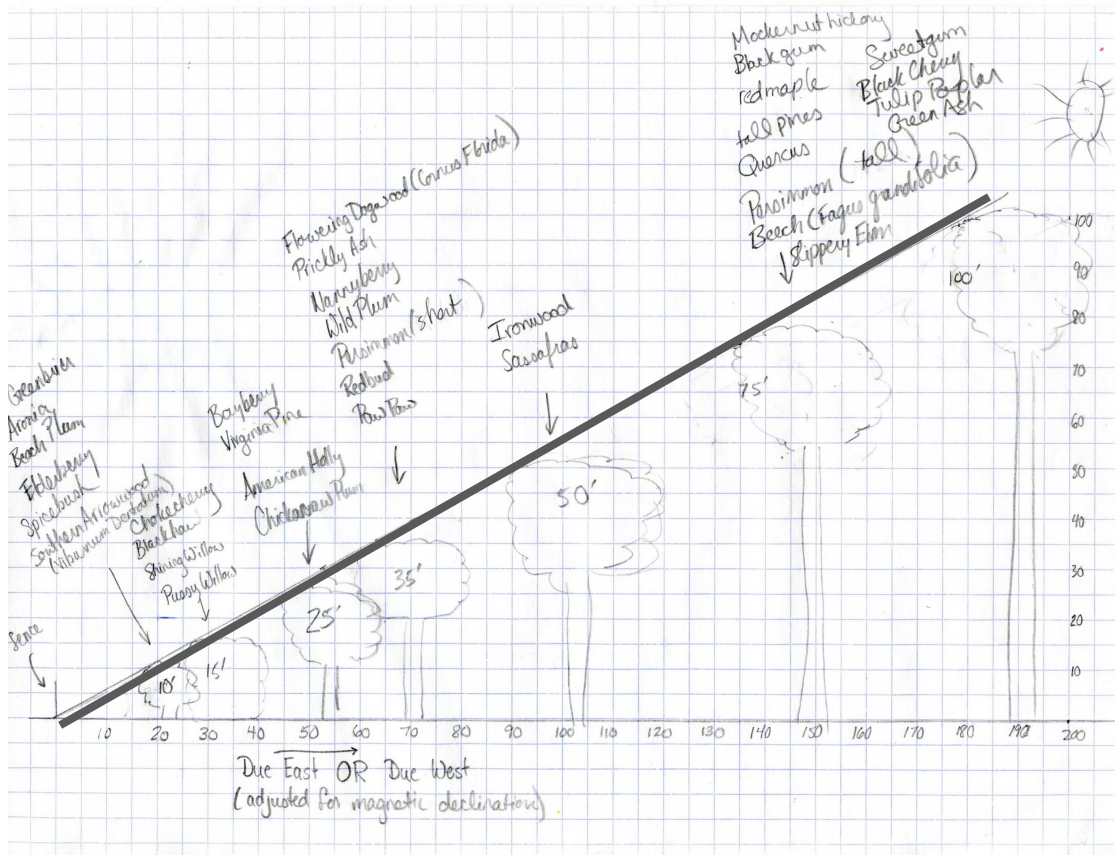
Distance that tree canopies of varying heights must be from garden plots to avoid shading

Canopy Height (ft)	Distance due south* from garden boundary (ft)	Distance due east or due west* from garden boundary (ft)
15	9	27
25	15	45
35	21	62
45	26	80
55	32	98
65	38	116
75	44	133
85	50	151
95	56	169

* All directions depend on appropriate adjustment for magnetic declination at this longitude of -10.1 degrees.

Note that these distances are easily calculated. A canopy of any height must be located at a distance 60% of its height due south of a garden boundary in order to avoid shading the garden. A canopy of any height must be located at a distance 1.8 times (or, rounding up, twice) its height due east or due west of a garden boundary in order to avoid shading the garden.

Trees that shade can be replaced with shorter native trees



Profile for forest garden on east or west side

south side

Appendix B: Invasive Species at the Forest Preserve Edges

Invasive plants significantly compromise the health of native trees and other plants in the Forest Preserve ecosystem.

Trees are stressed and eventually killed when invasive vines like Oriental bittersweet, English ivy, porcelain berry, and Japanese honeysuckle are allowed to climb and smother them. Invasive shrubs and grasses such as Amur honeysuckle, Privet species, multiflora rose, wavyleaf basketgrass, and Japanese stiltgrass crowd out native trees, shrubs, and herbaceous plants, and provide inferior nutrition and habitat to beneficial insects, birds, and mammals.

The presence of the invasive tree-of-heaven, which is a preferred host of the spotted lanternfly, now poses a threat to the health of the entire forest ecosystem due to the potential destructive effects of spotted lanternfly infestations. Removing tree-of-heaven prior to the arrival of the spotted lanternfly in this area is recommended to protect the health of forests in this region.⁶

- The decline of healthy native eastern forest ecosystems are a significant contributor to the precipitous decline in North American song bird populations. Many other valued wild animals are also insectivores, or rely upon a diet of animals that consume insects.

Bird populations depend upon insects that feed on native wildflowers, and upon berries and cover produced by native plants. Ninety-six percent of North American terrestrial birds rear their young on insects and arthropods. One pair of chickadees, for example, requires 6,240 – 9,120 caterpillars to rear one clutch of babies.⁷ When native plants are overwhelmed and killed by invasive vines and displaced by exotic trees and shrubs, insect populations and other food sources decline, leading to the precipitous decline in songbird populations.⁸

For example, hedgerows invaded by invasive plants including privet, burning bush, porcelain berry, Oriental bittersweet, and bush honeysuckles in Maryland, Delaware, and Virginia have been shown to host five times fewer caterpillar species, and 22 times fewer caterpillars, than hedgerows consisting solely of native plants. That's 91% fewer caterpillars, with a loss of 96% of the caterpillars by weight!⁹ Birds feeding from non-native hedgerows therefore are forced to do 22 times more foraging work to feed themselves and their babies – and since this is impossible, the bird population shrinks to the tremendously diminished carrying capacity of the land from which they feed.¹⁰

In addition to loss of caterpillar production, invasive plants that produce berries compromise birds'

6 “Spotted Lanternfly Frequently Asked Questions” by H. Leach, PennState Extension, accessed October 21, 2020, <https://extension.psu.edu/spotted-lanternfly-frequently-asked-questions>.

7 Doug Tallamy, Urban Forestry 13: The Role of Urban Forests in Biodiversity Restoration, The National Academy of Sciences/National Research Council, presentation delivered February 2013, accessed November 18, 2020, <https://www.youtube.com/watch?v=Ljqo3MNdWE>.

8 “Spotted Lanternfly Frequently Asked Questions” by H. Leach, PennState Extension, accessed October 21, 2020, <https://extension.psu.edu/spotted-lanternfly-frequently-asked-questions>.

9 Doug Tallamy, *Nature's Best Hope*, p. 111.

10 Doug Tallamy, Urban Forestry 13: The Role of Urban Forests in Biodiversity Restoration, The National Academy of Sciences/National Research Council, presentation delivered February 2013, accessed November 18, 2020, <https://www.youtube.com/watch?v=Ljqo3MNdWE>.

capacity to survive the winter. Birds require fall berries for the fats they need during the cold months, whether they migrate south or overwinter in place. But berries produced by invasive plants such as bush and Japanese honeysuckle, multiflora rose, and common buckthorn contain less than 1% fat. In contrast, many native plants produce berries with nearly 50% fat content, such as Virginia creeper, wax myrtle, arrowwood viburnum, spicebush, poison ivy, and gray dogwood.¹¹

Since 1970, bird populations have declined in North America by nearly 30%, with a 14% decline in migrating birds seen in the eastern U.S in the past decade. Nearly two-thirds of bird species that breed in eastern forests are in decline, with a 17% overall loss in these bird populations since 1970 (Rosenberg et al., 2019).

In addition to birds, many other creatures rely upon insects as a crucial food source. Spiders, frogs, toads, salamanders, lizards, freshwater fish, bats, foxes, skunks, opossums, and bears are insectivores.¹²

- The beauty of the forest is lessened when invasive vines, Japanese stiltgrass, and wavyleaf basketgrass smother or displace native plants, including spring ephemeral wildflowers.¹³

In addition to altering the current beauty of the forest, dense stands of Japanese stiltgrass and other invasives form such dense, low shade on the forest floor that they prevent the germination and growth of tree seeds. A Japanese stiltgrass monoculture on a forest floor will eventually convert that forested area to an open, unforested Japanese stiltgrass meadow, as mature trees die and are not replaced by saplings.

- Gardeners rely on native pollinators and other beneficial insects for vegetable production. As wild native plants are lost to invasive plants in the forest edges surrounding the Community Gardens, beneficial insects decline and disappear.¹⁴

“Most insects can develop and reproduce only on the plants with which they share an evolutionary history.”¹⁵ Ninety percent of insect herbivores are plant specialists, meaning that they can survive only by eating plants in three or fewer families. As Doug Tallamy, a respected researcher at University of Delaware, explains,

“If we build our urban forests out of a hodgepodge of plants from someplace else, we’re going to lose 90% of the insect herbivores that are the basis of the food webs that could be maintained in those settings.”¹⁶

- Removing invasive plants from edge areas and replacing them with native species can protect the forest ecosystem far beyond the edge areas.

11 Doug Tallamy, *Nature's Best Hope*, p. 117.

12 Doug Tallamy, *Urban Forestry 13: The Role of Urban Forests in Biodiversity Restoration*, The National Academy of Sciences/National Research Council, presentation delivered February 2013, accessed November 18, 2020, <https://www.youtube.com/watch?v=Ljqo3MNdWE>.

13 “Spotted Lanternfly Frequently Asked Questions” by H. Leach, PennState Extension, accessed October 21, 2020, <https://extension.psu.edu/spotted-lanternfly-frequently-asked-questions>.

14 “Introduction to Invasive Plants,” University of Maryland Extension, accessed October 21, 2020, <https://extension.umd.edu/hgic/topics/introduction-invasive-plants>.

15 Ehrlich & Raven (1964), as cited by Doug Tallamy, *Urban Forestry 13: The Role of Urban Forests in Biodiversity Restoration*, The National Academy of Sciences/National Research Council, presentation delivered February 2013, accessed November 18, 2020, <https://www.youtube.com/watch?v=Ljqo3MNdWE>.

16 Doug Tallamy, *Urban Forestry 13: The Role of Urban Forests in Biodiversity Restoration*, The National Academy of Sciences/National Research Council, presentation delivered February 2013, accessed November 18, 2020, <https://www.youtube.com/watch?v=Ljqo3MNdWE>.

Invasive plants tend to enter the forest ecosystem from forest edges. Replacing invasive exotic plants with native plants at the forest edges benefits both the native plants and insects, birds, and other animals at those forest edges and far into the forest, as habitat is preserved and protected from incursion by invasive plants.

The health of the Greenbelt Forest Preserve ecosystem is compromised by many invasive species, and particularly so in the forest tracts surrounding the Community Gardens. Some of the invasive plants that are most prevalent and problematic in the 25' buffers surrounding the three Community Garden areas are listed below. Discussion of selected plants is presented in depth.

Section 1. Invasive Trees

Tree-of-Heaven (*Ailanthus altissima*) and the Spotted Lanternfly

Tree-of-Heaven and Spotted Lanternfly: Threats to the forest ecosystem

Tree-of-Heaven is a fast growing tree native to China with a mature height of 100 feet and a diameter of six feet.¹⁷ Tree-of-Heaven spreads by root suckering and seed distribution, and forms clonal groves that can spread over large areas.¹⁸ It provides little value for wildlife, and prevents growth of native trees or shrubs from growing by producing a natural herbicide that is toxic to many other plants.¹⁹

In addition to out-competing native trees and herbaceous plants, tree-of-heaven is the preferred host for the spotted lanternfly. The lanternfly is an invasive insect native to Asia that is expected to pose a major threat to Maryland forests if it spreads throughout the state.

Hardwood forests are expected to be at high risk of damage by the spotted lanternfly.²⁰ “Once established in an area, SLF has the potential to dramatically affect forest ecosystems, agricultural production, and cultural resources,” writes Dorothy Borowy of the National Park Service.²¹

The spotted lanternfly has been found in Cecil, Harford, and Washington Counties in Maryland, as well as in Pennsylvania, New Jersey, Virginia, and West Virginia.²² The Maryland Department of Agriculture issued a quarantine in October 2019 for all materials that may contain the lanternfly in Cecil and Harford Counties.²³

The adult lanternfly prefers a tree-of-heaven host, but can also feed on and damage over 70 other trees, plants

17 “Spotted Lanternfly Management for Residents,” PennState Extension, last modified August 4, 2020, <https://extension.psu.edu/spotted-lanternfly-management-for-residents>.

18 “Invasive Species of Concern in Maryland: Terrestrial Plants,” The Maryland Invasive Species Council, accessed October 21, 2020, http://mdinvasives.org/archive/species/terrestrial_plants/Tree_of_Heaven.html.

19 “Tree-of-Heaven is Really Stinking Tree-from-Hell,” The Maryland Invasive Species Council, last updated September 1, 2007, <http://www.mdinvasivesp.org/iotm/sept-2007/>.

20 Samantha Hogan, “Foresters prepare public for arrival of spotted lanternfly,” The Frederick News-Post, December 12, 2018, https://www.fredericknewspost.com/news/environment/foresters-prepare-public-for-arrival-of-spotted-lanternfly/article_fdbac4ab-054d-57fd-825f-f28a6597e9f4.html.

21 “Spotted Lanternfly 101,” National Park Service, accessed October 21, 2020, <https://www.nps.gov/articles/spotted-lanternfly-101.htm>.

22 “Spotted Lanternfly,” University of Maryland Extension, accessed October 21, 2020, <https://extension.umd.edu/hgic/topics/spotted-lanternfly>.

23 Lillian Reed, “Two Maryland counties under quarantine amid spotted lanternfly invasion,” Baltimore Sun, October 29, 2019, <https://www.baltimoresun.com/news/environment/bs-md-spotted-lanternfly-20191028-20191028-sfyiwny42zfebn6ays77qypc4-story.html>.

and crops including:²⁴

- apple/crabapple, beech, birch, cherry, dogwood, linden, peach, sassafras, sycamore, black walnut, willow, maple, plum, poplar, pine, hickory, and oak trees
- blueberry and serviceberry shrubs
- grapevines
- basil, cucumber, and horseradish plants

The lanternfly poses “potentially devastating effects” on the agricultural and lumber industries in Maryland.²⁵ The nymphs and adults suck fluids from stems and leaves, resulting in stunted growth, reduced yields, and even death of plants. Serious damage in trees includes oozing sap, wilting and curling of leaves, and dieback.²⁶ The lanternfly secretes honeydew as it feeds, attracting ants, wasps, and other insects. The honeydew provides necessary conditions for growth of sooty mold, which blackens plants and prevents photosynthesis. The increased stress of honeydew and sooty mold on trees, along with feeding by lanternflies, is causing mature trees in forests to die, including young trees that are unable to withstand the stresses to regenerate the forests.²⁷

In southeastern Pennsylvania, where spotted lanternfly is well established, lanternfly infestations are killing sapling trees, sumac, grapevines, and tree-of-heaven. Canopy dieback and declines in the health of forests, particularly in the lanternflies' preferred trees including black walnut and maple, are being observed. Sooty mold is killing groundcover plants, particularly below infested trees.²⁸

“In counties infested and quarantined for this bug, residents have reported hundreds that affect their quality of life and ability to enjoy the outdoors during the spring and summer months. They will cover trees, swarm in the air and their honeydew can coat decks and outside toys.”²⁹

Countering the Threats posed by Tree-of-Heaven and the approach of the Spotted Lanternfly

The U.S. Department of Agriculture (USDA) and the PennState Extension Service recommends that tree-of-heaven be removed to avoid attracting the spotted lanternfly.^{30, 31} The Maryland Department of Agriculture is working with the USDA to suppress lanternfly infestations in Cecil and Harford Counties by treating tree-of-heaven hosts with herbicides and insecticides.³²

Removing tree-of-heaven is difficult, as it spreads aggressively by root suckers once a trunk has been cut or

24 “Spotted Lanternfly Treatments Begin in Cecil and Harford Counties,” Maryland Department of Agriculture, accessed October 21, 2020, <https://news.maryland.gov/mda/press-release/2019/09/09/spotted-lanternfly-treatments-begin-in-cecil-and-harford-counties/>.

25 Ibid.

26 Natasha Matteliano, “Spotted Lanternfly Poses Risks,” The Post-Journal, September 22, 2020, <https://www.post-journal.com/news/local-news/2020/09/spotted-lanternfly-poses-risks/>.

27 Tim Weigle, “Spotted Lanternfly: Understanding its Ecology and the Threat,” Cornell Cooperative Extension webinar filmed October 17, 2019. Posted October 2019. <https://www.youtube.com/watch?v=qlYWS7arsPE>.

28 From <https://extension.psu.edu/spotted-lanternfly-frequently-asked-questions>, retrieved 10/21/20

29 Natasha Matteliano, “Spotted Lanternfly Poses Risks,” The Post-Journal, September 22, 2020, <https://www.post-journal.com/news/local-news/2020/09/spotted-lanternfly-poses-risks/>.

30 “Businesses Can Help Stop the Spotted Lanternfly,” U.S. Department of Agriculture Animal and Plant Health Inspection Service, accessed October 21, 2020, <https://www.aphis.usda.gov/aphis/resources/pests-diseases/hungry-pests/slfbiz/slf-business-page>.

31 “Spotted Lanternfly Management for Residents,” PennState Extension, last modified August 4, 2020, <https://extension.psu.edu/spotted-lanternfly-management-for-residents>.

32 “Spotted Lanternfly Treatments Begin in Cecil and Harford Counties,” Maryland Department of Agriculture, accessed October 21, 2020, <https://news.maryland.gov/mda/press-release/2019/09/09/spotted-lanternfly-treatments-begin-in-cecil-and-harford-counties/>.

girdled. The roots will send up hundreds of root suckers that can grow up to 6' per year. When a tree-of-heaven is cut, the stump will re-sprout, growing at a rate of 10-15 feet per year. To decrease the vigor of sprouts and suckers, tree-of-heaven should be cut in June and early July, to minimize the reservoir of stored energy in the roots. The trees should be cut down while they are young. Ideally, sprouts and suckers would be cut once per week for the next 2-3 years to eliminate the trees.³³

Section 2. Invasive Shrubs

Amur honeysuckle (*Lonicera maackii*)

Amur honeysuckle bushes create dense thickets that exclude native plants and increase populations of lone star ticks.³⁴ Amur honeysuckle is allelopathic, meaning that it secretes chemicals that inhibit the growth of other plants. It was declared a Tier 1 invasive plant in Maryland in 2018.

Amur honeysuckle flowers in early spring before many native shrubs. Seeds are dispersed over long distances by birds and deer.

Plants including native Trumpet honeysuckle (*Lonicera sempervirens*) and black chokeberry (*Aronia melanocarpa*) provide pollinators, birds, and other animals with sustenance, filling similar ecological niches as Amur honeysuckle.

Burning bush/winged euonymous (*Euonymus alatus*)

Japanese barberry (*Berberis thunbergii*)

Multiflora Rose (*Rosa multiflora*)

Multiflora rose was widely planted in eastern states by the 1930's, having been advocated for erosion control, wildlife habitat, and hedgerows by the USDA Soil Conservation Service. Virtually no predators feed on this plant. Leaves emerge earlier than on most native plants, and fall later in the fall. Multiflora rose forms impenetrable thickets, excluding native plant species.

Individual plants can produce up to 500,000 seeds annually. Seeds deposited in the soil bank stay viable for 10 – 20 years. Seeds are dispersed by birds over long distances, although most fall close to the parent plant.³⁵

Multiflora rose flowers in May – June, and fruits in August. Fruits persist into the winter months. Multiflora rose provides food for song birds and cover for rabbits and birds. The hips are particularly enjoyed by cedar waxwings and American robins. Leaves and hips are consumed by chipmunks, white tailed deer, opossums, and mice.³⁶

Multiflora rose can be replaced with shrubs such as common elderberry and black chokeberry, which are much

33 Philip Pannill, "Tree of Heaven Control," Maryland Department of Natural Resources – Forest Service, last updated October 2000, [http://mdinvasives.org/archive/species/uploadpdf/Tree of Heaven Control Pannill.pdf](http://mdinvasives.org/archive/species/uploadpdf/Tree%20of%20Heaven%20Control%20Pannill.pdf).

34 "Exotic Bush Honeysuckles," University of Maryland Extension, accessed October 25, 2020, <https://extension.umd.edu/hgic/topics/exotic-bush-honeysuckles>.

35 Bruce Wenning, "Multiflora Rose: An Exotic Invasive Plant Fact Sheet," Ecological Landscape Alliance, last updated July 2012, <https://www.ecolandscaping.org/07/landscape-challenges/invasive-plants/multiflora-rose-an-exotic-invasive-plant-fact-sheet>.

36 Gregory Munger, "Rosa multiflora," Fire Effects Information System, [U.S. Department of Agriculture, last updated 2002, <https://www.fs.fed.us/database/feis/plants/shrub/rosmul/all.html>].

more prolific sources of flowers for pollinators and food for song birds and other animals. Common elderberry (*Sambucus canadensis*) flowers in May-June, and produces huge clusters of berries in August. Many birds enjoy elderberries, including cedar waxwings³⁷ and American robins.³⁸ Black chokeberry (*Aronia melanocarpa*) flowers in spring and produces fruit in mid to late summer. Fruits can persist into the winter and serve as a food source for birds and other animals.³⁹

Privet (*Ligustrum* species)

Wineberry (*Rubus phoenicolasius*)

Section 3. Invasive Vines

Invasive vines block light needed by native wildflowers and other plants. When wildflowers are lost, insects are lost. Without insects, bird populations decline.

English ivy (*Hedera helix*)

“Dense foliage blocks sunlight and restricts growth of other plants. Heavy vines cause damage and death to mature trees by loosening the bark and holding moisture against the trunk, making a good environment for fungal disease and decay. Heavy vines can take trees down in wind, snow, and icy conditions. English ivy also serves as reservoir for **bacterial leaf scorch**, a disease in maples, oaks, and elms.”
(<https://extension.umd.edu/hgic/topics/english-ivy>)

Ground ivy (*Glechoma hederacea*)

Japanese honeysuckle (*Lonicera japonica*)

Mile-a-minute Vine (*Polygonum perfoliatum*)

Mile-a-minute vine can grow 25' per season, and rapidly smothers native plants. Mile-a-minute vines kill insects by ensnaring them in prickles.⁴⁰

Oriental bittersweet (*Celastrus orbiculatus*)

Oriental bittersweet vines strangle, smother, and pull down trees. It is a potential host for the spotted lanternfly, and should be removed to withdraw support for the lanternfly.⁴¹ Oriental bittersweet has orange berries all along the branch. Roots will sucker.

Porcelainberry (*Ampelopsis brevipedunculata*)

Porcelain berry vine climbs and smothers shrubs and trees.

37 M. Stevens, “Plant Guide for Common Elderberry,” USDA Natural Resources Conservation Service, 2001, accessed October 25, 2020, https://plants.usda.gov/plantguide/pdf/cs_san1c4.pdf.

38 “American Robin (*Turdus migratorius*),” Maryland Department of Natural Resources, accessed October 25, 2020, https://dnr.maryland.gov/wildlife/Pages/plants_wildlife/American_Robin.aspx.

39 “Black chokeberry,” University of Minnesota Extension, accessed October 25, 2020, <https://extension.umn.edu/trees-and-shrubs/black-chokeberry>.

40 Ibid.

41 “Spotted Lanternfly Management for Residents,” PennState Extension, last modified August 4, 2020, <https://extension.psu.edu/spotted-lanternfly-management-for-residents>.

Sweet autumn clematis (*Clematis terniflora*)

Vinca/Periwinkle (*Vinca minor*)

Wisteria (*Wisteria sinensis*, *W. floribunda*)

Wintercreeper (*Euonymus fortunei*)

Section 4. Invasive herbaceous plants

Garlic mustard (*Alliaria petiolata*, *A. officinalis*)

Ground ivy (*Glechoma hederacea*)

Japanese stiltgrass (*Microstegium vimineum*)

Hand pull or cut in late summer, prior to fall seed production.

Lesser celandine (*Ranunculus ficaria*)

Mugwort (*Artemisia vulgaris*)

Wavyleaf Basketgrass (*Oplismenus undulatifolius*)

Appendix C: Forest Gardens in the forest buffer

A native forest garden is a carefully designed ecosystem of perennial plants that provides food, fiber, fertilizer, medicinal plants, and more while hosting thriving native pollinators and other beneficial insects, as well as providing habitat and sustenance for birds and mammals. Forest gardens are planted in polycultures, meaning that a large diversity of plants (including trees, shrubs, vines, and herbaceous plants) are grouped together in ways that fill all available ecosystem niches. Each plant is selected to fill multiple functions that contribute to the health of the whole ecosystem.

Many books have been written about forest gardening, and a selection is listed in the References section.

Thriving local examples of well-maintained forest gardens can be seen on a large scale at Forested in Bowie and on a small scale at Hyattsville's Emerson Street Forest Garden.

Rather than offering a manicured landscape, a native forest garden is composed of a selection of the diversity of native plants that might have otherwise been present in the absence of invasive exotic plants, a soil seed bank that had not been disrupted by hundreds of years of farming, and the current overpopulation of white tailed deer.

In order to demonstrate the forest garden concept, proposed plantings along a portion of the perimeters of the Gardenway Community Gardens are presented below. This forest garden design is offered as an example of the types of plantings that are proposed within the 25' buffers of all the Community Garden perimeters. The proposed forest garden design necessarily uses only a subset of the native trees, shrubs, vines, and herbaceous plants that could be useful in the various microclimates of the Community Garden buffers. A more inclusive list of useful native plants is included in Appendix III.

Example Forest Garden of the Gardenway Community Garden Buffers

The Gardenway section of the Community Gardens consists of two areas of plots divided by a forested strip of trees that have grown in a previously gardened area. The plan presented here is for the southern row of plots, which is surrounded on all four sides by forest.

The proposed guilds, groups of plants, for forest garden plantings to surround the Gardenway gardens are composed of trees, shrubs, forbs, and flowers that will provide sustenance to native pollinators, other beneficial insects, birds, other wildlife, and human visitors. These guilds are designed to beneficially occupy all of the ecological niches in the 25' buffers, holding the space previously occupied by harmful invasive plants.

The sketch on the following page details the plan. It is presented to scale. For ease of understanding, most of the current standing trees are not detailed in the sketch. The following native shade-tolerant plants are proposed to replace the current invasives, as detailed in the sketch:

Trees:

- Paw Paw
- Chickasaw Plum Shrubs:
- Common elderberry
- Black chokeberry
- Clove currant
- New Jersey Tea

Groundcovers:

- Partridgeberry
- Honewort
- Toothwort
- Green and Gold

Flowers, bunchgrasses, and ferns:

- Purple coneflower
- Sweet goldenrod
- Bottle gentian
- Spotted Beebalm and Wild Beebalm
- Zig Zag Goldenrod
- Wild Golden Glow
- Wingstem
- Black Cohosh
- Sweet Joe Pye Weed
- Boneset
- New York Ironweed
- Ostrich ferns
- Sweet cicely

The forest garden plantings will be maintained with the health of the forest ecosystem – rather than culturally derived aesthetic sensibilities – as a paramount guide. This means, for example, that bunchgrasses and flower stalks will remain standing throughout the winters in order to provide overwintering habitat for beneficial insects.

The forest garden guilds are deliberately designed to simultaneously support the thriving of the soil, insects, plants, mycorrhizal fungi, and animals that we recognize as comprising the forest ecosystem, as well as the human animals who tend these forest edges. We recognize that, as Robin Wall Kimmerer writes, “all flourishing is mutual.”* When Greenbelt residents directly benefit from tending the forest edges that provide sustenance and medicine to us as well as our more than human relatives, the thriving of the native plants that comprise these edges will be better assured.

• Robin Wall Kimmerer, *Braiding Sweetgrass*, p. 21.

Native Plants Appropriate to Greenbelt Forest Gardening

This is a partial list of the many plants that are native to the state of Maryland which could be useful in restoring the ecological health of the forest edges surrounding the Community Gardens.

Please note that the appropriate choice of plants for any particular location on the garden perimeters depends on myriad factors, including matching the site's sun and shading, soil moisture and acidity, and other characteristics to the plants that will thrive in those conditions.

Plant choice also depends upon the site's location with respect to garden plots. For example, a tall tree like shagbark hickory would be an inappropriate choice for planting east, south, or west of garden plots, where it would shade more and more of the plots as it grew. But given shagbark hickory's narrow canopy and reliable future nut production, it might be an excellent choice for a location 20' north of a garden plot, where it will never become a source of garden shade.

This appendix ends with lists of commercially available seed mixes for establishing pollinator plant borders in appropriate areas following removal of invasive plants.

0-0.5' plants

Latin Name	Common Name	Height	Light requirements
<i>Allium tricoccum</i>	Ramps	6-8"	Partial Sun/Shade
<i>Arctostaphylos uva-ursi</i>	Bearberry	6"	Sun/Partial Sun
<i>Cardamine diphylla</i> / <i>Dentaria diphylla</i>	Toothwort/Crinkleroot	6"	Partial Sun/Shade
<i>Chrysogonum virginianum</i>	Green and Gold	3"	Sun/ Partial Sun
<i>Fragaria virginiana</i>	Wild Strawberry	6"	Sun/ Partial Sun
<i>Gaultheria hispidula</i>	Creeping Snowberry	3-6"	Partial Sun /Shade
<i>Gaultheria procumbens</i>	Eastern Teaberry	4-6"	Partial Sun /Shade
<i>Linnaea borealis</i>	Twinflower	6-8"	Partial Sun /Shade
<i>Mitchella repens</i>	Partridgeberry	1"	Partial Sun /Shade
<i>Sedum</i>	wild stonecrop	0.1 – 0.5'	Partial Sun /Shade
<i>ternatum</i>	Foamflower	4"	Partial Sun /Shade
<i>Tiarella</i>	Bog Cranberry	4"	Sun
<i>cordifolia</i>	Common Blue Violet	6"	Sun/ Partial Sun
<i>Vaccinium</i>	Barren Strawberry	4"	Sun/ Partial Sun

0.5' – 3' plants

<i>Achillea millefolium</i>	Common Yarrow	8-36"	Sun/ Partial Sun
<i>Adiantum pedatum</i>	northern maidenhair	1 – 2'	Partial Sun /Shade
<i>Allium canadense</i>	Wild Garlic	1'	Sun/ Partial Sun
<i>Allium cernuum</i>	Nodding Wild Onion	1'	Sun/ Partial Sun
<i>Amelanchier stolonifera</i>	Running Serviceberry	2-3'	Sun
<i>Antennaria plantaginifolia</i>	Plantain-leaf Pussytoes	2" foliage	Sun/ Partial Sun
<i>Aralia nudicaulis</i>	Wild Sarsaparilla	1-2'	Partial Sun
<i>Asarum canadense</i>	Wild ginger	4-8"	Partial Sun /Shade

0.5' – 3' plants, continued

<i>Athyrium filix-femina</i>	Common Ladyfern	1.5-3'	PS/Shade
<i>Carex aquatilis</i>	Water Sedge	6-40"	Sun
<i>Catha palustris</i>	Marsh Marigold	2'	sun/ps/sh
<i>Chamaecrista fasciculata</i>	Partridge Pea	1-3'	Sun/PS
<i>Conoclinium coelestinum</i>	Blue mistflower/ Wild ageratum	3'	Sun/PS
<i>Cryptotaenia canadensis</i>	Honewort	2'	PS/Shade
<i>Desmodium canadense</i>	Tick Trefoil	3'	PS/Shade
<i>Dryopteris marginalis</i>	marginal woodfern	1 – 3'	Ps/Sh
<i>Elymus virginicus</i>	Virginia wildrye	3'	sun/ps/shade
<i>Gaylussacia baccata</i>	Black Huckleberry	3'	Sun/PS
<i>Gentiana andrewsii</i>	Bottle gentian	2'	Sun/PS
<i>Helenium autumnale</i>	Sneezeweed	2'	Sun
<i>Hierochloa hirta</i>	Northern Sweetgrass	2.5'	PS/Shade
<i>Hierochloa odorata</i>	Sweetgrass	1'	PS/Shade
<i>Hydrophyllum virginianum</i>	Virginia Waterleaf	2'	PS/Shade
<i>Iris cristata</i>	Dwarf Crested Iris	0.5 – 1'	PS
<i>Lobelia cardinalis</i>	Cardinal Flower	2-4'	Sun/PS
<i>Lobelia siphilitica</i>	Great Blue Lobelia	1-4'	sun/ps/shade
<i>Lupinus perennis</i>	Lupine	2'	Sun
<i>Mentha arvensis</i>	Native Mint	2'	Sun/PS
<i>Onoclea sensibilis</i>	Sensitive Fern	2'	sun/ps/sh
<i>Opuntia humifusa</i>	Prickly Pear	1'	Sun
<i>Osmorhiza claytonii</i>	Sweet Cicely	2'	PS/Shade
<i>Packera aurea</i>	Golden Groundsel/Golden Ragwort	6'	PS/Shade
<i>Penstemon hirsutus</i>	Hairy Beardtongue	1-2'	sun/ps/sh
<i>Physalis longifolia</i>	Longleaf Ground Cherry	2'	Sun/PS
<i>Podophyllum peltatum</i>	Mayapple	1'	PS/Shade
<i>Polystichum acrostichoides</i>	Christmas Fern	1 – 2'	Ps Sh
<i>Pycnanthemum virginianum</i>	Mountain Mint	18"	Sun/PS
<i>Solidago flexicaulis</i>	Zig Zag Goldenrod	3'	PS/Shade
<i>Solidago odora</i>	Sweet Goldenrod	3'	Sun/PS
<i>Solidago patula</i>	Swamp Goldenrod	3'	sun/ps/sh
<i>Solidago sempervirens</i>	Seaside Goldenrod	6'	Sun
<i>Taenidia integerrima</i>	Yellow Pimpernel	3'	sun/ps/sh
<i>Tradescantia virginiana</i>	Virginia spiderwort	1-3'	sun/ps/sh
<i>Vaccinium angustifolium</i>	Lowbush Blueberry	18"	Sun
<i>Vaccinium pallidum</i>	Hillside Blueberry/Lowbush blueberry	1.5-2'	sun/ps/shade
<i>Zizia aurea</i>	Golden Alexanders	18"	Sun/PS

3-6' plants

<i>Agastache nepetoides</i>	Yellow Giant Hyssop	4-6'	Sun/PS
<i>Agastache scrophulariifolia</i>	Purple Giant Hyssop	4-6'	PS
<i>Andropogon gerardii</i>	Big Bluestem	6'	
<i>Apocynum cannabinum</i>	Dogbane	6'	Sun
<i>Aronia melanocarpa</i>	Aronia/Black chokeberry	3-6'	Sun/PS
<i>Asclepias incarnata</i>	Swamp milkweed	3-6'	Sun/PS
<i>Asclepias syriaca</i>	Common Milkweed	3-4'	Sun
<i>Asclepias tuberosa</i>	Butterfly milkweed	3'	Sun
<i>Baptisia australis</i>	Wild Indigo	3-4'	Sun
<i>Ceanothus americanus</i>	New Jersey Tea	3-4'	Sun/PS
<i>Cirsium discolor</i>	Field thistle	6'	Sun/PS
<i>Comptonia peregrina</i>	Sweetfern	3-4'	Sun
<i>Coreopsis lanceolata</i>	Lanceleaf coreopsis/ Lanceleaf tickseed	2'	Sun/PS
<i>Echinacea purpurea</i>	Purple coneflower	4'	Sun/PS
<i>Elymus canadensis</i>	Canada wildrye	2-5'	PS/Shade
<i>Elymus glabriflorus</i>	Southeastern wildrye	4'	Sun/PS
<i>Euthamia graminifolia</i>	Flat-top Goldentop/ Flat-topped Goldenr	3-6'	Sun/PS
<i>Eutrochium maculatum</i>	Spotted Joe Pye Weed	2-6.5'	Sun/PS
<i>Heracleum maximum</i>	Cow parsnip	5-6'	Sun/PS
<i>Laportea canadensis</i>	Wood nettle	4'	PS/Shade
<i>Liatris spicata</i>	Marsh blazing star/ Dense blazing star	4'	Sun
<i>Matteuccia struthiopteris</i>	Ostrich Fern	3-5'	PS/Shade
<i>Monarda didyma</i>	Scarlet Beebalm	3-4'	Sun/PS
<i>Monarda fistulosa</i>	Wild Bergamot	3-4'	Sun/PS
<i>Penstemon digitalis</i>	Foxglove Beardtongue	3'	Sun/PS
<i>Polygonatum commutatum</i>	Giant Solomon's Seal	3-5'	Sun/PS
<i>Prunus pumila</i>	Sandcherry	3-4'	Sun Sun
<i>Rubus allegheniensis</i>	Allegheny Blackberry	3-6'	Sun Sun
<i>Rubus idaeus</i>	American Red Raspberry	3-5'	Sun
<i>Rubus occidentalis</i>	Black Raspberry	3-5'	
<i>Senna marilandica</i>	Maryland Senna	3-6'	
<i>Solidago rugosa</i>	Wrinkleleaf Goldenrod/ Rough goldenrod	4'	Sun
<i>Symphotrichum novae-angliae</i>	New England Aster	4-6'	Sun/PS
<i>Thermopsis villosa</i>	Carolina Bushpea	3-5'	Sun
<i>Urtica gracilis</i> = <i>Urtica dioica</i>	Native Stinging Nettle	3-5'	Sun/PS
<i>Verbesina alternifolia</i>	Wingstem	8'	PS/Shade
<i>Vernonia noveboracensis</i>	New York Ironweed	3-8'	Sun/PS

6-12' shrubs and herbaceous plants

<i>Actea racemosa</i>	Black Cohosh Coastal	6-10'	Sun/PS
<i>Amelanchier obovalis</i>	Serviceberry	8-10'	Sun
<i>Amorpha fruticosa</i>	False Indigo	8'x6'	Sun/PS
<i>Calycanthus floridus</i>	Eastern Sweetshrub, Carolina allspice	6-12'	Sun/PS
<i>Castanea pumila</i>	Chinkapin	4-20'	Sun/PS
<i>Cimicifuga racemosa</i>	Black Cohosh American	7'	PS/Shade
<i>Corylus americana</i>	Hazel	6-12'	Sun/PS
<i>Elaeagnus commutata</i>	Silverberry	6-12'	Sun
<i>Eutrochium fistulosum</i>	Joe Pye Weed	6-9'	Sun/PS
<i>Eutrochium purpureum</i>	Sweet Joe Pye Weed	4-7'	PS/Shade
<i>Helianthus maximilianii</i>	Maximilian Sunflower	6-12'	Sun
<i>Helianthus tuberosus</i>	Sunchoke, Jerusalem artichoke Rose	6-12'	Sun
<i>Hibiscus moscheutos</i>	mallow	4-7'	Sun/PS
<i>Lindera benzoin</i>	Spicebush Northern	6-12'	Sun/PS
<i>Myrica pensylvanica</i>	Bayberry	6-8'	Sun
<i>Prunus maritima</i>	Beach Plum	6-8'	Sun
<i>Prunus virginiana</i>	Chokecherry	3' – 19' tall	Sun
<i>Ribes odoratum</i>	Buffalo Currant, Clove Currant	6-10'	Sun/PS
<i>Robinia viscosa</i>	Clammy Locust Wild	6-20'	PS
<i>Rudbeckia laciniata</i>	Golden Glow	7'	sun/ps/sh
<i>Salix nigra</i>	Black willow	10' shrub	Sun/PS
<i>Sambucus canadensis</i>	Elderberry	6-12'	Sun/PS
<i>Vaccinium corymbosum</i>	Highbush Blueberry	6-8'	Sun

12-25' Trees and Shrubs

<i>Alnus serrulata</i>	Hazel alder	12-20'	Sun
<i>Arundinaria gigantea</i>	Giant Cane Bamboo	10-20'	Sun/PS
<i>Chionanthus virginicus</i>	Fringetree	12-20'	Sun/PS
<i>Crataegus crus-galli</i>	Cockspur hawthorn	20-30'	highSun
<i>Myrica cerifera</i>	Wax Myrtle, Bayberry	10-30'	Sun Sun
<i>Prunus americana</i>	American Plum, Wild Plum	12 – 35'	Sun/PS
<i>Prunus augustifolia</i>	Chickasaw Plum	14-25'	Sun/PS
<i>Salix discolor</i>	Pussy willow	15'	Sun
<i>Salix interior</i>	Sandbar willow	3-20'	Sun/PS
<i>Salix lucida</i>	Shining willow	13'	Sun/PS
<i>Viburnum lentago</i>	Nannyberry	12-35'	Sun/PS
<i>Viburnum prunifolium</i>	Blackhaw	12-15'	Sun
<i>Zanthoxylum americanum</i>	Prickly Ash	12-35'	

25 – 50' Trees

Asimina triloba	Pawpaw	20-35'	Sun/PS
Cercis canadensis	Eastern Redbud	20-35'	Sun/PS
Diospyros virginiana	American Persimmon	35-75'	Sun
Morus rubra	Red Mulberry	35-50'	Sun

50 – 100' Trees

Carya ovata	Shagbark Hickory
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Seed mixes for pollinator borders after invasive removal

Please note that unlike the above lists of native Maryland plants, the following lists of commercially available seed mixes have not been scrutinized to be sure that every listed plant is native to our state. For that reason, we will seek approval from Public Works prior to using any of these seed mixes. The source of these seed mixes is Ernst Conservation Seed, Meadville, PA.

Perennial Food & Cover Wetland Mix

Mix Composition:

[20.0% Carex vulpinoidea, PA Ecotype \(Fox Sedge, PA Ecotype\) 20.0%](#)
[Elymus virginicus, PA Ecotype \(Virginia Wildrye, PA Ecotype\) 18.0%](#)
[Carex scoparia, PA Ecotype \(Blunt Broom Sedge, PA Ecotype\) 15.5%](#)
[Carex lurida, PA Ecotype \(Lurid Sedge, PA Ecotype\)](#)
[15.0% Panicum clandestinum, Tioga \(Deertongue, Tioga\) 5.0%](#)
[Carex lupulina, PA Ecotype \(Hop Sedge, PA Ecotype\) 3.0%](#)
[Juncus effusus \(Soft Rush\)](#)
[2.0% Leersia oryzoides, PA Ecotype \(Rice Cutgrass, PA Ecotype\)](#)
[1.0% Carex crinita, PA Ecotype \(Fringed Sedge, PA Ecotype\) 0.5%](#)
[Scirpus cyperinus, PA Ecotype \(Woolgrass, PA Ecotype\)](#)

Seasonally Flooded Wildlife Food Mix

Mix Composition:

[21.5% Panicum clandestinum, Tioga \(Deertongue, Tioga\)](#)
[20.0% Elymus virginicus, 'Madison' \(Virginia Wildrye, 'Madison'\)](#)
[16.6% Andropogon gerardii, 'Niagara' \(Big Bluestem, 'Niagara'\)](#)
[15.0% Echinochloa crusgalli var. frumentacea \(Japanese Millet\)](#)
[10.0% Carex vulpinoidea, PA Ecotype \(Fox Sedge, PA Ecotype\)](#)
[8.0% Panicum virgatum, 'Cave-In-Rock' \(Switchgrass, 'Cave-In-Rock'\)](#)
[4.0% Chamaecrista fasciculata, PA Ecotype \(Partridge Pea, PA Ecotype\)](#)
[1.5% Verbena hastata, PA Ecotype \(Blue Vervain, PA Ecotype\)](#)
[1.0% Heliopsis helianthoides, PA Ecotype \(Oxeye Sunflower, PA Ecotype\) 1.0%](#)
[Juncus effusus \(Soft Rush\)](#)
[0.8% Agrostis perennans, Albany Pine Bush-NY Ecotype \(Autumn Bentgrass, Albany Pine Bush-NY Ecotype\)](#)

[0.1% *Asclepias incarnata*, PA Ecotype \(Swamp Milkweed, PA Ecotype\)](#)
[0.1% *Aster novae-angliae*, PA Ecotype \(New England Aster, PA Ecotype\)](#)
[0.1% *Eupatorium fistulosum*, PA Ecotype \(Joe Pye Weed, PA Ecotype\)](#)
[0.1% *Eupatorium perfoliatum*, PA Ecotype \(Boneset, PA Ecotype\)](#)
[0.1% *Monarda fistulosa*, Fort Indiantown Gap-PA Ecotype \(Wild Bergamot, Fort Indiantown Gap-PA Ecotype\)](#)
[0.1% *Pycnanthemum tenuifolium* \(Narrowleaf Mountainmint\)](#)

Mesic to Dry Native Pollinator Mix w/o Grasses

Mix Composition:

[15.0% *Echinacea purpurea* \(Purple Coneflower\) 12.0%](#)
[*Coreopsis lanceolata* \(Lanceleaf Coreopsis\)](#)
[12.0% *Rudbeckia hirta*, Coastal Plain NC Ecotype \(Blackeyed Susan, Coastal Plain NC Ecotype\)](#)
[10.0% *Chamaecrista fasciculata*, PA Ecotype \(Partridge Pea, PA Ecotype\)](#)
[8.0% *Verbena hastata*, PA Ecotype \(Blue Vervain, PA Ecotype\)](#)
[6.0% *Asclepias incarnata*, PA Ecotype \(Swamp Milkweed, PA Ecotype\)](#)
[6.0% *Heliopsis helianthoides*, PA Ecotype \(Oxeye Sunflower, PA Ecotype\)](#)
[6.0% *Tradescantia ohimensis*, PA Ecotype \(Ohio Spiderwort, PA Ecotype\)](#)
[5.0% *Zizia aurea*, PA Ecotype \(Golden Alexanders, PA Ecotype\)](#)
[4.0% *Penstemon digitalis*, PA Ecotype \(Tall White Beardtongue, PA Ecotype\)](#)
[3.5% *Aster novae-angliae*, PA Ecotype \(New England Aster, PA Ecotype\) 2.4%](#)
[*Senna hebecarpa*, VA & WV Ecotype \(Wild Senna, VA & WV Ecotype\) 2.0%](#)
[*Pycnanthemum tenuifolium* \(Narrowleaf Mountainmint\)](#)
[1.6% *Solidago nemoralis*, PA Ecotype \(Gray Goldenrod, PA Ecotype\)](#)
[1.5% *Aster umbellatus*, PA Ecotype \(Flat Topped White Aster, PA Ecotype\)](#)
[1.3% *Eupatorium perfoliatum*, PA Ecotype \(Boneset, PA Ecotype\)](#)
[1.2% *Monarda fistulosa*, Fort Indiantown Gap-PA Ecotype \(Wild Bergamot, Fort Indiantown Gap-PA Ecotype\)](#)
[1.0% *Baptisia australis*, Southern WV Ecotype \(Blue False Indigo, Southern WV Ecotype\) 1.0%](#)
[*Geum canadense*, PA Ecotype \(White Avens, PA Ecotype\)](#)
[0.5% *Asclepias syriaca* \(Common Milkweed\)](#)

Mesic to Dry Native Pollinator Mix (with grasses)

Mix Composition:

[30.2% *Schizachyrium scoparium*, Fort Indiantown Gap-PA Ecotype \(Little Bluestem, Fort Indiantown Gap-PA Ecotype\)](#)
[22.0% *Sorghastrum nutans*, 'Tomahawk' \(Indiangrass, 'Tomahawk'\)](#)
[15.0% *Elymus virginicus*, 'Madison' \(Virginia Wildrye, 'Madison'\)](#)
[5.0% *Echinacea purpurea* \(Purple Coneflower\)](#)
[5.0% *Panicum clandestinum*, Tioga \(Deertongue, Tioga\)](#)
[3.0% *Chamaecrista fasciculata*, PA Ecotype \(Partridge Pea, PA Ecotype\)](#)
[3.0% *Coreopsis lanceolata* \(Lanceleaf Coreopsis\)](#)
[3.0% *Rudbeckia hirta* \(Blackeyed Susan\)](#)

3.0% *Verbena hastata*, PA Ecotype (Blue Vervain, PA Ecotype)
2.0% *Heliopsis helianthoides*, PA Ecotype (Oxeye Sunflower, PA Ecotype)
1.5% *Asclepias incarnata*, PA Ecotype (Swamp Milkweed, PA Ecotype) 1.0%
Aster novae-angliae, PA Ecotype (New England Aster, PA Ecotype)
1.0% *Senna hebecarpa*, VA & WV Ecotype (Wild Senna, VA & WV Ecotype) 0.7%
Pycnanthemum tenuifolium (Narrowleaf Mountainmint)
0.7% *Solidago nemoralis*, PA Ecotype (Gray Goldenrod, PA Ecotype)
0.6% *Eupatorium perfoliatum*, PA Ecotype (Boneset, PA Ecotype)
0.5% *Baptisia australis*, Southern WV Ecotype (Blue False Indigo, Southern WV Ecotype) 0.5%
Geum canadense, PA Ecotype (White Avens, PA Ecotype)
0.5% *Monarda fistulosa*, Fort Indiantown Gap-PA Ecotype (Wild Bergamot, Fort Indiantown Gap-PA Ecotype)
0.5% *Tradescantia ohiensis*, PA Ecotype (Ohio Spiderwort, PA Ecotype)
0.5% *Zizia aurea*, PA Ecotype (Golden Alexanders, PA Ecotype)
0.3% *Asclepias syriaca* (Common Milkweed)
0.3% *Penstemon digitalis* (Tall White Beardtongue)
0.2% *Aster umbellatus*, PA Ecotype (Flat Topped White Aster, PA Ecotype)

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City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Finance

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Issuance of a Request for Proposals - Financial Management System Replacement

Suggested Action:

Reference:

Memorandum, B. Gaymon, 09/24/2021

Request for Proposals

The City's Finance Department requests that the City Manager be authorized to issue a Request for Proposals (RFP) for a new financial management system to replace the City's current Central Square's cloud-based eFinance Plus version 5.0 and the eCommunity Plus version 9 systems.

Finance staff seeks to issue a Request for Proposals (RFP) for a new financial management system to determine possible alternatives to the current system. The attached draft of the RFP was prepared by a team of key staff consisting of the City Treasurer, the Information Technology Director and the Finance Manager. It was reviewed by the City Manager, the Assistant City Manager and the City Solicitor. Finance staff is now seeking City Council authorization to issue the Request for Proposals (RFP) for a new financial management system to obtain expert proposals from vendors that provide fully integrated financial management solutions.

Attachments:

[Cover Memo - Request for Council Approval of RFP for Financial Management System - 9-24-2021.pdf](#)
[RFP CITY OF GREENBELT FINANCIAL MANAGEMENT SYSTEM - Final for Council Review 9-24-2021.pdf](#)



CITY OF GREENBELT

Date: September 24, 2021

To: City Council

Thru: Nicole Ard
City Manager

From: Bertha A. Gaymon
City Treasurer

Re: Request for Council Approval for Staff to Issue a Request for Proposals (RFP) for a New Financial Management System/Software

Requested Action of Council

The Finance Department of the City of Greenbelt requests that the City Manager be authorized to issue a Request for Proposals (RFP) for a new financial management system to replace the City's current Central Square's cloud-based eFinance Plus version 5.0 and the eCommunity Plus version 9 systems.

Finance staff seeks to issue a Request for Proposals (RFP) for a new financial management system to determine possible alternatives to the current system. The attached draft of the RFP was prepared by a team of key staff consisting of the City Treasurer, the Information Technology Director and the Finance Manager. It was reviewed by the City Manager, the Assistant City Manager and the City Solicitor. Finance staff is now seeking City Council authorization to issue the Request for Proposals (RFP) for a new financial management system to obtain expert proposals from vendors that provide fully integrated financial management solutions. There are many new business solutions that streamline.

Background/Supporting Information

The City of Greenbelt must either upgrade or replace the current financial management system as the current Central Square system can no longer be supported by Microsoft. The City was informed by our Central Square representative who advised that some aspects of our current financial management system, Central Square would be discontinued. Specifically, the Central Square system uses Microsoft Silverlight as a part of their software infrastructure. Microsoft has announced that they will no longer support Silverlight after October 2021. This means the City must transition to either a new version of Central Square or to a new software platform. Staff believes the financial management system should be replaced and actually implemented as soon as possible.

It is noted that during the 2021 fiscal year, deliberate steps were taken to determine which of the aforementioned options to implement. First, Finance sought the expert opinion of the Information Technology Director on how best to proceed based on the City's technology infrastructure. Next, staff met with our current Central Square vendor to learn what they offer as a solution to the matter at hand. Staff was informed that we could upgrade/migrate from the current Central Square Finance PLUS to

Central Square Finance Professional. A demonstration of the new product outlined the proposed methodology for project management, consulting, configuration, testing, training, costs and other services necessary for the implementation of the new product. From this presentation, the team thought it best to pursue a new financial management solution. As such, Finance asked that a representative from each City department work with Finance on this effort and to serve as the departmental spokesperson(s) and informer(s) of the information tracked and maintained in their respective area(s).

This team of staff looked at a possible new financial management system. Specifically, Tyler Technologies provided a 2-hour demonstration of the Munis financial management system providing the specifics of their product, and information about system support, installation services, and routine maintenance. Staff asked this company to provide a cost estimate. From the estimate, the City has established a baseline of what a new financial management system might cost.

As the City continues to take steps to obtain a new financial management system, staff would like to receive information from other vendors who can provide a solution by requesting formal proposals from vendors. A draft of the Request for Proposals (RFP) is attached and is now ready to advertise after Council's review/approval.

Other major steps staff have taken includes contacting other local municipalities to determine if there is an interest in partnering with us in this effort. Staff has also contacted the Metropolitan Washington Council of Government (MWCOC) to determine if there are any existing contracts to which the City can become a rider. We expect to receive this information in the coming weeks.

Financial Impact

The City has budgeted some funds to replace its financial management system and will assess its funding options should the total costs of the selected financial management system exceed the planned budget amount.

Suggested Timeline to Initiate Project

Council Review of RFP	September 27, 2021
Release Request for Proposal	September 28, 2021
Vendor Questions Due	October 12, 2021
Answers to RFP Questions E-mailed and posted on City Web-site	October 19, 2021
Vendor Proposals Due	November 2, 2021
Finalists Notified/Vendor Short List Released	November 9, 2021
Vendor Demonstrations	November 15- November 19

Final Selection	November 30, 2021
Council Review/Confirmation of Recommended Vendor	December 13, 2021
Contract Awarded	December 14, 2021
Implementation Begins	December 17, 2021
Production to Go Live	February 28, 2022
City to Run Old and New System Simultaneously through year's end and then convert to new system at beginning of New Year	June 30, 2022

Staff looks forward to receiving Council's comments and approval to issue the Request for Proposal (RFP) for a new financial management system during the next Council meeting scheduled for Monday, September 27, 2021.



**CITY OF GREENBELT
REQUEST FOR PROPOSAL**

FINANCIAL MANAGEMENT SOFTWARE

**Financial Reports, Payroll, Human Resources,
Cash Receipting, Fixed Assets, Accounts
Receivable, Accounts Payable System**

Note: Responses to this RFP are due by xxxxxxxxxxxx

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SECTION 1 -Background Information on the City of Greenbelt

The City of Greenbelt is an incorporated municipality located between Washington, DC and Baltimore, MD. The City has a population of 23,000. Greenbelt was incorporated in 1937. It is the largest and best known of three planned garden towns, built as part of President Franklin Roosevelt's New Deal in 1937.

The City of Greenbelt has gone into the history books as the first community in the United States built as a federal venture in housing. From the beginning it was designed as a complete city, with businesses, schools, roads and facilities for recreation and town government. Greenbelt was a planned community, noted for its interior walkways, underpasses, its system of inner courtyards and one of the first mall-type shopping centers in the United States. Modeled after English garden cities of the 19th century, Greenbelt took its name from the belt of green forestland with which it was surrounded and from the belts of green between neighborhoods that offered easy contact with nature.

Today much of the original features of this planned community still exist. In addition to it, the city itself has expanded to include additional shopping centers, high rise office buildings, garden apartments, townhouses and private development. With the construction of the Baltimore Washington Parkway, the Capital Beltway, and Kenilworth Avenue—which meet in Greenbelt— the city has become a center of major residential and commercial development within the Prince George's County.

City has 200 full-time employees, 55 part-time employees as well as a substantial number of temporary, seasonal employees serving across a number of different departments (General Administration, Public Works, Recreation, Social Services, Planning & Community Development and Police). The City's current financial software in various versions, has been in place for approximately 20 years. City leadership is forward thinking and interested in being innovative with technology solutions.

SECTION 2 - Project Overview

The City of Greenbelt (City) is requesting proposals for a replacement Municipal Financial Management Software System. Currently the City is using Central Square's cloud-based eFinance Plus version 5.0 and eCommunity Plus version 9 for general ledger, payroll, accounts payable, cash receipting, purchase order processing, budget preparation, fixed assets management, purchase card transaction processing, miscellaneous billing & personal property tax billings. The desired Municipal Financial Management Software System would be a turn-key system to provide electronic solutions for accounting, budgeting, cash receipting, payroll, fixed assets, etc., with the ability to import or export data directly to State/Federal reporting systems and with the ability to interface with other departments that collect fees including but not limited to: fees for permits, museum revenue, fees collected with Parks and Recreation transactions and fleet management. The City is also interested in additional modules for human resources, project accounting, code enforcement, building inspections, expense reporting, detailed budget reporting, work order and supplies tracking.

General Proposal Requirements

- Vendors will be required to submit their proposals on the forms provided by the request for proposal (RFP) and pricing amounts will be detailed by module. Pricing should include broken out detail on all costs related to software, required hardware, conversion of existing data, installation, training, final implementation and annual support costs.
- Vendors who choose to submit a joint RFP response by combining various software packages, must submit a single RFP response detailing the responsible vendor for each module.
- Vendors selected by the City shall provide a demonstration of proposed system during the evaluation process.
- Vendors will be required to provide a database schema showing table contents and inter-relationships, as well as a database table and field listing and definitions.

The City will select the successful contractor based upon several evaluation factors, including: features as outlined in the RFP; effective integration of modules; company stability; conversion, training and implementation plan; technical support; and price. The selection of finalists and the final award will be decided based on the proposal submitted by a qualified vendor that best meets the needs of the City as determined by the City. All decisions regarding this RFP shall be at the sole and absolute discretion of the City regardless of anything else".

The City is looking for a Municipal Financial Management Software System and vendor that will provide:

1. Full integration between financial modules, open integration with other systems. The City's Planning Department currently uses the Perconti Data Systems, Inc. Utopia management software for licensing and permitting programs and the Recreation Department uses Rectrac for tracking program activities and fees.
2. Compatibility with MS Office tools.
3. Single entry of information (with use in multiple modules).
4. Windows client, ease of use, ability to view increasing levels of account detail on screen,
5. Access for all city departments.
6. Real-time processing, real-time backup, transactional database user customization of fields, reports.
7. Import of payroll (timesheet), banking, general ledger and other types of transactions.
8. Easy export of all data for analysis,
9. Reliable and responsive support, company growth and stability, deployment of software programs client/server based (updates pushed to server, server pushes to clients).

Section 3 - Project Timeline

The objective of this RFP is to solicit proposals from vendors that can provide an integrated, fully developed, and previously implemented Financials, Payroll and Human Resources, and Fixed Assets modules/transactions. The City will not consider an off-premise only web-based system.

Tentative Acquisition Timeline

The City intends to complete the selection process with the following schedule. However, the City reserves the right to adjust or reschedule milestones as necessary. Any changes to the schedule will be posted on the City's website. This timeline might be adjusted to incorporate any financial negotiations and any required legal process.

Council Review of RFP	September 27, 2021
Release Request for Proposal	September 28, 2021
Vendor Questions Due	October 12, 2021
Answers to RFP Questions E-mailed and posted on City Web-site	October 19, 2021
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Section 4- Project Scope and Current Systems

The RFP defines eight (8) required modules and three (3) required system integrations. The City will select the successful contractor based upon several evaluation factors, including: features as outlined in the RFP; effective integration of modules; company stability; conversion, training and implementation plan; technical support; and price.

The needs of the City are broken down into the following system groups:

General Financial Modules	Integrated Third-Party Modules
General Ledger	1. Permitting planning, special events, public meeting)
Budget Preparation	2. Parks & Recreation Class & Facility Reservations
Accounts Payables	3. Work Order/Service Tracking (facility, staff time)
Accounts Receivables	4. Fleet Management
Cash Receipting	5. Museum Transactions and other online sales and ticketing
Payroll	
Human Resources	Other Possible Modules
Fixed Assets	Contract Management
Purchase Orders	Project Accounting
Purchase Card Transaction Processing	Grants (received and awarded)
Miscellaneous Billing	Online payments
Personal Property Tax Billing	Online donations

City's Current Financial Management System

The City currently operates the Central Square budgetary accounting software that includes modules for general ledger, accounts payable/receivable, cash receipting, payroll and fixed asset. The City operates mainly on a modified accrual basis. Systems that are not designed to be accrual basis must allow for easy conversion of cash basis transactions to accrual basis.

Current Software Products and Need for Data Conversion:

The Proposed Software Should Support:	Data Conversion Needs
Application	Central Square
Servers	Hosted by Central Square. Vendor to work with Central Square to accomplish this task.
Database Engine	Vendor to work with Central Square to accomplish this task.
Stored Data Date Range	2018 -Present
System Modules Include:	General Ledger; Budget Preparation; Accounts Payable; Accounts Receivable; Cash Receipting; Payroll; Human Resources; Fixed Asset Tracking, Miscellaneous Billing, Purchase Card Transaction Processing, Personal Property Tax Billing
User Information	City has 200 full-time employees, 55 part-time employees as well as a substantial number of temporary, seasonal employees serving across a number of different departments (General Administration, Public Works, Recreation, Social Services, Planning & Community Development and Police).

Desired Module Data Distribution and Interface
(For required and possible modules)

	General Ledger*	Accounts Payable*	Budget	Cash Receipting	Payroll*	Fixed Assets	Accounts Receivable
Project Accounting	X	X			X	X	
Human Resources	X		X		X		
Contract Management	X	X	X				
Fixed Assets	X	X					
Purchase Orders	X	X	X			X	
Payroll*	X		X				X
Receipting*	X						
Budget Preparation	X						
Work Order/ Service Request.	X	X			X	X	X
Permitting	X			X			X
P & R Class & Facility Reservations	X			X			

***Vendor/Customer lists should be pulled from the same set of data**

City's Current Annual Activity Level

Greenbelt is an almost built-out City with limited growth of population expected through in-fill housing or increased density. The growth in the number of City employees and system users may be minimal.

Item	Activity Level
Estimated number of General Ledger accounts	1,300
Estimated annual number of Cash Receipt transactions	Over 5,000
Estimated number of Payables/Checks Issued	6,171 (FY2021)
Active employees	300 plus at any given time
Est number of P/R checks issued	Hard Checks - 719 Direct Deposit - 7,252
Estimated Users:	Currently 40 - 50
Financial Modules	9
Department Directors with (View Only Access)	8

System and Network Requirements

- Client software must be able to run on current version of Windows.
- Please explain additional hardware needs/differences if any with as much detail as possible, as part of the vendor response.
- Standard Windows network printers must be supported without requiring specialized drivers. Electronic forms should be supported on copiers and printers using PCL language.

Section 5 – Vendor Qualifications

Please provide details regarding your organization's history and corporate culture. In your proposal, please provide detailed answers to the following questions, including:

1. Provide an overview of your company. Please include the following:
 - a. Please list your company's board of directors and corporate officers (CEO, CFO, COO, CIO, etc.). Include a short bio for each officer and board member. If your organization is a division of a larger organization, please also provide a listing of your division's officers and a short bio for each.
 - b. Please provide a history of your organization, including how long have you been in in the financial software business and major milestones associated with your company's growth and development.
 - c. Please describe your organization's corporate structure and organization. Is your public sector financial software division a subsidiary of another organization, a licensed vendor, or another type of organization?
2. Provide resumes for the designated Principal in Charge, Project Manager and staff that will work directly on this project. Include position in the company, years of service and comparable projects.
3. Is financial software solution development and service your parent organization's primary business operation? If not, what is the parent organization's primary business?
4. Specify the number of years that your organization has been operating in public sector software development, and specifically, how many years you have been working with other local governments and how many.
5. Are you currently providing financial software solutions to any local governments located within the Metropolitan Washington Council of Governments' region, which includes Maryland, Northern Virginia and the District of Columbia? If so, provide a listing of current local government clients, that use/used your proposed solution. Describe your organization's familiarity (or that of proposed subcontractors/partners) in operating with municipalities and highlight any municipal clients (for example, cities, towns, or villages).
6. For the software solution being proposed, how long has the software been in service? When might the organization anticipate the next version upgrade? Is it scheduled for a version upgrade in the next 2 years?
7. Provide examples of at least three (3) comparable local government projects, including timeframe, budget and a key contact.

Section 6 - Vendor Instructions

Proposal Responses

The City must receive responses to this RFP no later than the date specified in Section 4. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFP. Vendors must submit one 1 original with signatures, 1 copy, and 1 electronic version of the requirements section in Word (PDF) format to the following address:

City of Greenbelt
Finance Department
Attn: RFP Financial System
25 Crescent Road
Greenbelt, Maryland 20772
rfpforfinance@greenbeltmd.gov

The RFP response should adhere to the following format:

Section	Title	Contents
Section 1	Executive Summary	Overview: The Proposed Software Should Support: proposed solutions, vendor experience, and contact information (one page).
Section 2	Requirements	Completed Requirements documents (Section 5) in MS Word format. The vendors should provide a ranking of 1, 2, 3, 4 as described in Section 5. Vendors must also provide a short description of how each functional requirement can be supported with the software.
Section 3	Pricing	Estimates that include pricing for software, maintenance, and implementation services, which includes installation, configuration, training, and data conversion (list amount of data to be converted for each system). Use Detailed Bid Response from the RFP Appendix B.
Section 4	Implementation/ Methodology	A summary and detailed boilerplate of implementation methodology plan. Include a proposed plan for implementation of modules in a phased approach.
Section 5	Support Strategy	The Proposed Software Should Support: strategy to support ongoing training and usability of the system after initial implementation as well as remote support services available.
Section 6	Other Information	-General Information and Overview (Appendix A.) -Warranty Information (Appendix B) -Client Reference List (Appendix C) -Copy of vendor contract to be used for software license, services, and maintenance. -Exceptions to Greenbelt's RFP. -Copy of standard escrow agreement. -Other information that may provide value to the evaluation of your software.

Vendors that deviate from this format may be deemed unresponsive. Proposals should be prepared simply, providing a straightforward, concise delineation of the capabilities necessary to satisfy the requirements of the RFP. Elaborate promotional materials should not be submitted at this time. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP and not on volume. Costs for developing proposals in response to the RFP are the obligation of the vendor and are not chargeable to the City. All proposals and accompanying documentation will become the property of Greenbelt and will not be returned.

Pre-Submittal Questions. There will be no pre-bidders conference. Questions regarding the RFP may be submitted to the City of Greenbelt as noted on Page five (5) of this Request for Proposal (RFP) via email at rfpforfinance@greenbeltmd.gov.

The list of submitted questions with their respective answers will be posted to the City's website within fifteen (15) business days of the due above date.

RFP Amendments. The City reserves the right to request clarification on any proposal or to ask respondents to supply any additional material deemed necessary to assist in the evaluation of the proposal. The City reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The City of Greenbelt also reserves the right to cancel or reissue the RFP.

Rejection of Proposals. The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City of Greenbelt.

Proposal Validity Period. Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City of Greenbelt and the successful vendor.

Disclaimer. The City reserves the right to share, with any consultant of its choosing, the RFP and any resultant proposals in order to secure expert opinion.

Non-Obligation. Receipt of proposals in response to this RFP does not obligate the City of Greenbelt in any way. The right to accept or reject any proposal shall be exercised solely by the City. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a vendor, and the City shall bear no financial or other responsibility in the event of such abandonment.

Public Disclosure. All materials provided to the City of Greenbelt by Vendors are subject to State and Federal public disclosure laws.

Section 7 - Evaluation of Proposals

The City's project team will evaluate the RFPs. The evaluators will consider how well the proposed solution meets the City's requirements as described in the RFP. It is important that the responses be clear and complete to ensure that the evaluators can adequately understand all aspects of the proposal.

The evaluation factors identified on Page 4 reflect a wide range of considerations. While cost is important, other factors are also significant. The City may select other than the lowest cost solution. The objective is to choose a vendor capable of providing a reliable and integrated solution within a reasonable budget. All proposals will be evaluated using the same criteria.

Criteria	Weight Given
1. Responsiveness of the written proposal to the purpose and scope of service.	15%
2. Software Quality and Features: Ability of the vendor to meet the Vendor and System Requirements.	40%
3. Vendor's Experience and Technical Support: Experience in successful software conversion, implementation and maintenance, as well as dedicated resources and technical support during and after implementation.	20%
4. Amount of proposed cost of system, installation, conversion, training, licensing, and annual software maintenance.	25%

Notification. Based on the evaluation of the RFPs the City will select a Short List of three or four vendors and invite them to participate in Pre-Demo Meetings and Software Demos. The selected vendors will be notified in writing or email by the date indicated in Section 3.

Pre-Demo Meetings. Once the Short List of vendors has been identified they will be invited to participate in a Pre-Demo Meeting with the Project Team. The purpose of this meeting will be to allow the vendor time to acquire additional information about the scope of the project and to review any questions about the Demo Script presented to the vendors. Customer references may be requested prior to the software demonstrations.

Scripted Demos. The functional and technical product Demos will be presented to the City by the Short-Listed vendors according to a pre-defined script issued by the City. All vendors must follow this script during their Demo process. The evaluation criteria for the Demo process will include adherence to the script as well as the ability to successfully demonstrate the product's ability to meet the functional and technical requirements. The City reserves the right to request additional information, interviews, follow-up demonstrations, or any other type of clarification of proposal information it deems necessary to evaluate the final vendors.

Post-Demo Technical Evaluation. In addition to scripted functional demonstrations, the City may request a more extensive technical Demo. This Demo will be scheduled on an as-needed basis for the Short-Listed applications.

Contract Award and Execution. The City reserves the right to make an award without further discussion of the proposal submitted. The City shall not be bound or in any way obligated until both parties have executed a vendor contract. The City also reserves the right to delay contract award and/or not to make a contract award.

Tum-Key Project. The City is seeking a tum-key implementation of the software contemplated by this RFP. The Vendor shall provide all labor, equipment, materials, supplies, transportation and services necessary for, or reasonably incidental to, the complete performance of any agreement resulting from this RFP. Vendor must include in its price all design, engineering, system and application database development (including in-depth user interviews for user feature configurations), integration, delivery, installation, testing, training and warranty costs associated with all elements of the proposed system.

Section 8- Terms and Conditions

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

Business License and Taxation. The successful vendor and all subcontractors must hold valid business and professional licenses and registrations that may be required by the State of Maryland, Prince George's County and the City of Greenbelt.

Insurance Requirements. The vendor awarded the contract will be subject to the City's requirements for insurance reflecting the minimum amounts and conditions as defined by the City.

Workers' Compensation. The vendor shall procure and maintain for the life of the Contract/Agreement Workers' Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting at applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Workers' Compensation and Employer's Liability Insurance.

The Vendor should be aware that the City is required by law to make certain records available for public inspection with certain exceptions. The Vendor, by submission of materials marked proprietary, acknowledges and agrees that the City will have no obligation or liability to the Vendor in the event that the City must disclose these materials.

Copyright and Confidentiality. Selected vendor shall adhere to Cybersecurity best practices and maintain strict privacy of all City records, data and files (regardless of media), including any copyrighted material received from the City.

Prime Vendor. It is recognized that multiple Vendors may wish to combine their resources in responding to this Request for Proposal. A Proposal with such a combination is acceptable, provided that the complete Proposal contains all required information, and indicates which Vendor shall be responsible for each of the components that make up the complete system. In addition, one of the Vendors shall be designated as responsible for the complete definition, delivery, integration, implementation, and maintenance of the system, referred to as the prime vendor.

Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

Payment. The City will pay invoices submitted by the selected vendor as progress is made on the implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by the City's Project Manager the payment will be processed and submitted to the vendor. Payment terms must adhere to the State of Maryland codes and regulations.

Applicable Laws. Contracts with the City shall be interpreted in accordance with the laws of the State of Maryland, and enforced in any court of competent jurisdiction in Prince George's County, Maryland.

Choice of Laws. The contract/agreement shall be subject to and interpreted pursuant to the laws of the State of Maryland.

Source Code Escrow. This Request for Proposal will require that the selected vendor provide to the City the source code, in its entirety for all purchased software modules, either by direct possession or via an escrow account.

Warranties. All warranties must be clear, concise and in writing. Warranties shall be specific as to what is and is not covered along with the exact term (in calendar days) of each covered item. Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary product that is purchased from the awarded vendor. In addition, the

awarded vendor will warrant and guarantee the seamless integration and interface of modules proposed herein. Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

Software Versions. The City will not accept Beta versions of the software. All applications are to have a referenceable install base and thorough testing.

Section 9—Vendor and System Requirements

This section includes the vendor, technical, and functional requirements to be evaluated in this RFP. The Requirements section will become Section 2 of your RFP response. This is not a comprehensive list of all of the City's requirements, but includes the key requirements that will be used to evaluate the RFPs and will be included as part of the signed contracts. Responses to each line item should be concise and straightforward.

The City expects vendors to respond in a factual manner, clearly identifying software that is fully released, in testing, or slated for future release for each functional requirement. Vendors must provide a rating for every section. If the requirement does not pertain to the proposal being submitted, enter "N/A". If a submitted RFP includes blank responses the document may be considered in violation and rejected. Use the following rating system to complete the RFP and evaluate the requirements and include a brief explanation of how the software supports the stated requirement.

Rating	Definition
4	Standard and available in the current release. Software fully supports this requirement. No customization or modification is required.
3	Meets requirement with minor configuration or modification. Vendor configuration is required, vendor maintains the application on upgrade paths. Testing and production of modifications will be completed by implementation date. Show any costs for the modification.
2	Available with 3 rd party software application. Indicate name of the application recommended and number of installs jointly completed.
1	Does not meet requirement and requires substantial system modification. Indicate timing required and estimated cost of modification.
F	Future Release. Requirement will be available in future release. Indicate anticipated release month and year.

GENERAL SYSTEM REQUIREMENTS	
The Proposed Software Should Support:	Rating
1. Complete on-line help function. 2. Integrated online help with errors and corrections. 3. Multiple-users can work in the same module simultaneously, as well as generate reports against the same data at the same time. 4. Drill down from reports, queries, or screen from summary to transactional detail. 5. Capable of receiving credit card payments and meets PCI (Payment Card Industry) requirements. 6. Interfacing efficiency with the City's existing server and workstation platforms. 7. Support services to all City personnel.	
How is requirement accomplished?	

DATA STRUCTURE	
The Proposed Software Should Support:	Rating
1. Interface with similar data in other modules. 2. Import and export data for user-controlled manipulation in ASCII and also in formats compatible with Microsoft Office and ArcGIS. 3. Preference for MS SQL; or ODBC compliant database; no proprietary databases. 4. Unlimited user defined fields that can be accessed through queries and reports 5. Encrypt database both in transit and at rest. 6. Describe the process with conversion from current City financial system to your product.	
How is requirement accomplished?	

ACCOUNTING PRINCIPLES	
The Proposed Software Should Support:	Rating
1. Multiple year history to be maintained separately, by year (changes to current year GIL account structure do not impact historical amounts). 2. Real time, no batch processing in every module. 3. Calculate interest and late fees for billing A/R.	
How are requirements accomplished?	

Auditing Capabilities & Access Control	
The Proposed Software Should Support:	Rating
1. View history of who has accessed, created, or modified each data entry item. 2. Use credential and passwords to assign permissions. 3. Role based security where users can be assigned to multiple roles. 4. Modify, view, or restrict access controls. 5. Report on unauthorized access to data classified as sensitive (i.e. containing Social Security. 6. Conduct searches, post transactions, and generate reports at all levels of the account structure by fiscal year, month, calendar years, or any user defined date. 7. Perform keyword, wild card. and multiple field queries. 8. Save queries and make saved query available to other users.	
How are requirements accomplished?	

Query Capabilities	
The Proposed Software Should Support:	Rating
1. Conduct searches, post transactions, and generate reports at all levels of the account structure by fiscal year, month, calendar years, or any user defined date. 2. Perform keyword, wild card. and multiple field queries. 3. Save queries and make saved query available to other users.	
How are requirements accomplished?	

Printing	
The Proposed Software Should Support:	Rating
1. Display reports to be the screen and network printers. 2. Direct printing of customer bills or the creation of an ASCII file of billing information to be an outside bill printer. 3. Printing to non-proprietary forms and labels.	
How are requirements accomplished?	

Reports	
The Proposed Software Should Support:	Rating
1. Report writer (propriety or licenses for a program such as Crystal Reports). 2. Generate and save custom report from queries or system -generated data. 3. Customizable templates for common reports. 4. Create mailing labels. 5. Report criteria selection via drop downs, queries, or pick lists. 6. View reports online. 7. Export reports to an ASCII file, spreadsheet, word processing application, or ArcGIS. 8. Directly e-mail a report. 9. Historical reporting for up to ten (10) years of prior financial data. 10. Ability to generate/schedule reports to be distributed electronically (email).	
How are requirements accomplished?	

REQUIRED MQDULES

General Ledger

The General Ledger is considered to be the core or foundation upon which all other modules are built.

The Proposed Software Should Support:	Rating
Structure and Accounting: Principles	
1. Account structures must comply with the City of Greenbelt Budgeting Accounting Reporting system and any future revisions or adjustments. In the current structure, an eighteen (18) digit code accommodates the various transactions. The chart of accounts should allow the user complete control over appropriate users and controls. 2. The system should be consistent with General Accounting Standards Board (GASB) standards. 3. Affords various views of the General Ledger (fund, department, project, account, etc.). 4. Ability to move from a G/L account to specific transactions affecting the account (drill-down capabilities). 5. Ability to conduct searches, post transactions, and generate reports at all levels of the account. 6. Structure by fiscal year, month, calendar years, or any user defined date. 7. Supports cash BASIS, accrual basis, year-end accrual basis, or any combination thereof. 8. Supports unlimited number of City funds, policies, purchase orders, requisitions, payments, etc. 9. Allow at least 13 periods per year with open periods. 10. Ability to lock the previous year after year end closure to avoid inadvertent changes. 11. Ability to lock the previous month after month end closure to avoid inadvertent changes. 12. View history of who has accessed, created, or modified each data entry item. 13. Automatic journal entry reversals. 14. Automatic year-end closing without loss of detail.	
How is requirement accomplished?	

Budget Preparation/Integration

The City currently prepares an annual budget. The City desires a budget module that is integrated to core financial modules. This should include capability for future multi-year operating budgets and capital improvement programs with multi-year projects. The module should also include: the ability to generate baseline budgets based on prior year budget less one-time expenditures and adjusted for inflation, ability to track changes, generate overhead calculations, what-if scenarios, and other forecasting methods.

As with most municipalities, the budget preparation is the focal point of financial planning and authorization for the delivery of municipal services. The City prepares the budget at a detail (object) level, with presentation to City Council and public at the same levels of detail.

The Proposed Software Should Support:	Rating
1. Ability to generate an annual and 2-3-year budgets.	_____
2. Ability to create global changes under a variety of methods such as percentages, fixed amounts, and by a user defined formula.	_____
3. Support multiple budget versions (i.e. original, amended, adopted, etc.).	_____
4. Ability to directly link to spreadsheet and/or word processing documents.	_____
5. Multiple departments can update their budget information simultaneously.	_____
6. Integration to Payroll and Human Resource modules to support salary and benefit budgeting.	_____
7. Online view of reports (list supported browsers).	_____
How is requirement accomplished?	

Purchase Orders

The City's Purchase Order module's primary function is to provide information regarding encumbered obligations of the City of Greenbelt.

The Proposed Software Should Support:	Rate
1. Ability to create custom purchase orders templates, custom fields/elements in a database.	_____
2. When a custom template is used, allow all data from template to be modified.	_____
3. Assign a unique number to each PO.	_____
4. Create COB PO letters, with ability to email PO's from the form.	_____
5. Attach digital signature files.	_____
6. Track and modify vendors contact info.	_____
7. Track purchases against City codes and show remaining budget balance.	_____
8. Track invoice numbers separate from order numbers.	_____
9. Track quantity purchased and quantity received on different order numbers.	_____
10. Ability to add scanned invoices to PO record.	_____
11. Ability to adjust sales tax rates.	_____
12. Ability to quickly select vendors from a pull-down box.	_____
13. Ability to quickly search previous purchases based on the item, vendor, date searches and PO numbers.	_____
14. Support multiple departments each with their own views and ranges of numbers.	_____
15. Ability to track purchased items as assets with a user defined asset number.	_____
16. Ability to attach electronic documents to purchase orders.	_____
17. Electronic routing of purchase orders for approval.	_____

Accounts Payable

At this time, the City uses a de-centralized purchasing system. Manual requests for payment of goods and services are generated in the various departments and submitted to the Finance Department for entry into the system. Purchase orders are manually generated and entered in the accounts payable module when it is time to process the payment. Checks are issued for payment. Invoices are presented to City Manager and City Treasurer once per week for authorization of payment. When approved, checks are issued for payment. The City also uses a purchase card (credit card) transaction processing module. A file is downloaded from our purchase card company's website, the formatting is modified & it is uploaded into eFinancePlus. This module allows the City to monitor vendor payments made by purchase card.

The Proposed Software Should Support:	Rating
1. Track aging items and other exceptions.	_____
2. Support one-time vendor over-ride payments. Allow for simplified temporary vendors directly from transaction input process.	_____
3. Recurring payables processing.	_____
4. Vendor discount management.	_____
5. Access vendor history by vendor name, vendor number, invoice date, check date and account code.	_____
6. Support vendor retainage.	_____
7. Automatically transfer issued checks to an outstanding warrant register and allow users to process cleared checks, including the ability to generate outstanding warrant register.	_____
8. Block duplicate invoice processing, with ability to override multiple invoices per warrant.	_____
9. Laser check printing.	_____
10. Supports 1099 reporting requirements. 1099 management to the invoice line item level; not just the vendor or the invoice.	_____
11. Integrates with other systems such as: General Ledger, Fixed Assets & Cash receipting (refunds)	_____
12. Check reconciliation system.	_____
13. Electronic payment to vendors (ACH, wire, debit).	_____
14. Positive pay file output.	_____
15. Sales and use tax tracking and reporting.	_____
16. Generates warrant batch reports allowing users to view reports on-line or by print	_____
17. Bank reconciliation for multiple accounts.	_____
18. Capable of issuing checks/checks up to \$99,999,999.99.	_____
19. Purchase card transaction processing with the ability to include invoice information for vendor purchases.	_____
How is requirement accomplished?	

Accounts Receivable

The City of Greenbelt currently operates a de-centralized accounts receivable system. Each department processes their transactions using various systems & processes. For example, the Planning Department uses the Perconti Data Systems, Inc. Utopia management software for our licensing and permitting programs and the Recreation Department uses RecTrac for managing recreation and parks operations. Additionally, the Police Department uses other software to processes payments for boat licenses and receiving fines, and the Finance Department collects payments for waste collection bills from approximately 690 customers after generating invoices using 16 separate rates for business & residential customers, retiree insurance. Invoices are generated monthly. Personal property taxes bills are also generated monthly using one tax rate for each fiscal year. The billings are based on assessment values received from the State & can cover multiple fiscal years for one business in the same billing. Waste collection & personal property tax billings are interfaced from eCommunity Plus to eFinance Plus to be recorded as revenue as bills are generated. General accounts receivable billings are collected by the Finance Department. Upon receipt of payment, City invoices are entered into the cash receipting system and posted to the general ledger.

The Proposed Software Should Support:	Rating
1. Provide for decentralized input of accounts receivable data and either centralized or decentralized printing of receipts.	_____
2. Provide for an interface with Cash Receipting to allow cashiers to query and/or post invoices.	_____
3. Single centralized AR Master record for all receivables.	_____
4. Full integration with: General Ledger, Cash Receipting and Accounts Payable modules.	_____
5. Integration with an electronic cash drawer system. The receipt system should be an integral part of the management system.	_____
6. Provides for acceptance of on-line payments.	_____
7. Allows for credit card payments.	_____
8. Provides daily activity print out showing City account codes and system users name.	_____
9. Provides for invoice generation by Finance and various departments.	_____
10. Calculates late fees and penalties based on user defined rates.	_____
How is requirement accomplished?	

Cash Receipting

The City currently has multiple cash receipting sites. City revenues are received as currency, coins, checks or credit cards. The majority of payments are generated from Parks and permitting activities. The proposed software should support:

The Proposed Software Should Support:	Rating
1. Post transactions without predefined account codes.	_____
2. Provide single transaction or receive multiple payments for an invoice.	_____
3. Provide the ability to define payment mode.	_____
4. Provide a daily deposit cash/checks/ electronic composition and credit card.	_____
5. Provide options to accept cash, check or credit card for one transaction. Provide current list of supported credit card providers.	_____
6. Support multiple electronic cash drawers.	_____
7. Provide security and reporting for each defined cashier.	_____
8. Generate a customer receipt for each transaction batch listing of transactions and showing codes used.	_____
9. Allow more than one user in cash receipts and general ledger at one time.	_____

10. Complete integration with: General ledger, Accounts Receivable, Accounts Payable modules.	
11. Ability to view reports online.	
12. Provides the ability to include hot keys, shorter account number coding for re-occurring revenue line items.	
How is requirement accomplished?	

Payroll

The City currently pays wages through the Finance Department using a mostly manual system. Payroll timekeeping is decentralized with varied methods of overtime calculations, pay types, leave types, and benefit options. The City would like to automate its payroll system and allow electronic submission of related payroll benefits and deductions.

The Proposed Software Should Support:	Rating
1. Decentralized timekeeping and hour's entity on a user defined time sheet.	
2. Web or network-based times sheets that compile information into main payroll module.	
3. Integrated electronic timekeeping system; or ability to integrate an electronic timekeeping system.	
4. Direct deposit to multiple bank accounts.	
5. Generate an electronic ACH file for employees.	
6. Calculate multiple rules-based leave accruals based on length of service, employee group, or another factor.	
7. Pay by hourly, salary, and other user defined special pay types.	
8. Calculate overtime rates using built-in rates.	
9. Allocate costs through multiple account codes by either a fixed amount or percentage.	
10. Unlimited user defined payroll deduction fields.	
11. Full integration with: General Ledger, Project Accounting, Accounts Payable, and Human Resources modules.	
12. Automatic labor distribution to General Ledger and Project Ledger.	
13. Support multiple payroll nm dates (weekly, bi- weekly, monthly).	
14. Support multiple versions of user defined salary and rate tables.	
15. Support mid-period hiring/termination payroll process. Automatic calculation of final pay-out amounts related to accruals and benefits.	
16. Reporting requirements for federal tax, State of Maryland Retirement systems plans, Deferred Compensation, and retirement plans.	
17. Track volunteer hours for State Labor & Industries reports.	
18. Automatic generation of W-2's and linkage of required fields with required IRS coding.	
19. Automatic calculation of retroactive pay related to delayed union contract settlements or delayed merit pay adjustments relative to employee anniversary dates.	
20. Tickler file to notify user of employee anniversary dates.	
21. Automatic generation of annual comp time and sick leave liability for the City.	
22. Automatically increases accruals based on anniversary date.	
23. Automatic update for holidays and other user defined fields.	

24. Automatic up-date of comp time, sick leave and vacation hours monthly with reporting on employee pay slip and time sheet.	
25. Web-based employee portal for paycheck, benefit and other information.	
How is requirement accomplished?	

Fixed Assets

The City's Fixed Assets module's primary function is to establish a uniform capitalization policy that complies with Federal and State GASB financial reporting requirements. Fixed assets are items of tangible property, both real and personal, having a value of \$1,000 or more and an estimated useful life of two years or more.

The Proposed Software Should Support:	Rating
1. Alpha-Numeric number assignment for each asset.	
2. Integrated with Accounts Payable system to facilitate additions to the fixed assets inventory.	
3. Assign fixed assets to one or more funds, users, and/or locations.	
4. Define classes and categories of fixed assets.	
5. Acquisition method is tracked.	
6. Bar coding assets for physical inventory.	
7. System generated depreciation postings and post automatically to the general ledger.	
8. Allow the separate entry of acquired dates & dates assets are placed into service for accurate depreciation calculations.	
How is requirement accomplished?	

OTHER POSSIBLE MODULES

Contract Management

The City's Contract Management module's primary function is to provide information regarding contract terms and conditions to include amounts, contract expirations, payment arrangements, and other deliverables.

The Proposed Software Should Support:	Rating
1. Process and track contract balances.	_____
2. Calculate contract retainage.	_____
3. Maintain contract beginning and expiration dates, contract approval routing queues, insurance requirement information.	_____
4. Automatically update any grant or capital project that references a contract.	_____
5. Integrate Contract Management module with Accounts Payable, General Ledger and Project Accounting modules.	_____
How is requirement accomplished?	

Project Accounting

The City has the need to track and separate revenues and expenditures for a variety of municipal projects including grant and construction project accounting. Projects may be construction, program grants, cost centers or other related tasks.

The Proposed Software Should Support:	Rating
1. Ability to maintain independent hierarchies to support reporting across funds, cost centers, object code, project, grant, or task.	_____
2. Integration with payroll supporting both direct and indirect cost allocation by employee.	_____
3. Integration with general ledger and accounts payable module.	_____
4. Integration with the GL at the transaction level such that accounts in both systems remain in balance at all times.	_____
5. Historical reporting for up to five years of prior financial data.	_____
6. Allows the user to define project numbers and integrate part of the 1ecount number structure.	_____
How is requirement accomplished?	

Section 10-Appendices: Vendor BID Response Forms

Appendix A: General Information

Company Name:	
Address:	
Contact Name:	
E-Mail Address:	
Telephone Number:	
Web Site Name and Address:	
Number of Years in Business:	
Total Number of Employees:	
Annual Sales (each year for the past 5 years):	
Product Name:	
Version:	
Total Number and Population Range of all Local Government Installs:	
Total Number and Population Range of Local Government Installs in District of Columbia, Maryland, and Virginia Region:	

Appendix B: General Warranty Information

General Warranty Information:

Appendix C: User Reference List

Provide three user references that most closely reflect similar users to the City's scope of work within the past five years. Reference sites should be fully implemented and live on the current version of the software. References should include the following information, including:

1. Name of User
2. Population
3. Contact Name and Title
4. Phone Number
5. Modules Installed
6. Go Live Dates
7. Length of Installation from Date of Contract Signing
8. Other Comment

City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Economic Development Advisory Committee

Suggested Action:

Reference: Memo - C. Liggins - 9/24/21

Regional Economic Development Committee Resources

Mayor Byrd and Councilmember Pope requested this item be added to the agenda.

The motion is to have the City Council establish a nine member Economic Development Advisory Committee.

- The Committee would advise the City Council on ways to foster a more vibrant local business community, enhance local amenities, support local entrepreneurs and small businesses, and -- in the short term -- help the City's economy recover from the COVID-19 pandemic.

Attachments:

[EDAC Memo 9.24.21 \(1\).pdf](#)

[Regional EDAC Resources.pdf](#)



TO: Nicole Ard, City Manager
FROM: Charise Liggins, Economic Development Coordinator
CC: Timothy George, Assistant City Manager
DATE: September 24, 2021
SUBJECT: Greenbelt Economic Development Committee Considerations

Recently, staff learned about Council’s interest in exploring the creation of an economic development advisory committee to advise on ways to foster a more vibrant local business community; enhance local amenities; support local entrepreneurs and small businesses; and help the economy recover from the Covid19 pandemic. Before creating the new advisory committee, staff urges Council to consider the following:

Development of Economic Development Strategic Plan

Staff recommends that Council work with the community, businesses, a consulting firm, and key staff to develop a strategic plan for economic development as outlined in the management objectives in the FY2022 budget. An economic development strategy will help Council set priorities as well as identify specific, measurable objectives to meet the workforce, entrepreneurship, business, housing, and quality of life needs within the city. An economic development strategy will also empower staff to create more customized programs and targeted outreach that is tied to achieving specific outcomes that help grow the economy.

Proposed Development of Greenbelt Business Alliance/Association

Staff is currently working with local businesses to explore the development of a business alliance or association for the City of Greenbelt. This proposed independent business alliance is currently being explored as a result of ongoing discussions with local businesses and merchants’ associations that are interested in a more formal way to convene beyond quarterly business coffees and more effectively engage with the city. Staff has been working with local businesses on this for the last few months, talking with key stakeholders to garner interest.

To that end, a local bank has offered to host the first of several “planning session” meetings to discuss the concept and specific action items required to formally propose the idea to Council. This bottom-up approach is focused on speaking directly with local businesses to understand their needs coming out of the pandemic and to plan for the future. A survey will also be disseminated to help gain insights from businesses that are not able to convene in person or virtually. The business alliance also provides an opportunity for the Council and staff to engage with the local business community more effectively.

Economic Development Committee & Business Association Resources

Staff also reviewed economic development committee and advisory board resources as well as business associations in cities in the region as enclosed with this memo. Among the responsibilities of these different groups is the review and/or development of a strategic plan for

some of the jurisdictions. Many of the advisory boards or boards of directors also list specific requirements for participation that include both private businesses and public stakeholders. If Council wants to develop an economic development advisory board, it is recommended that members of the public as well as businesses participate. Given the time and resource constraints of local businesses, they may not be available to participate in both an economic development advisory committee and a local business alliance.

Community Development

To that end, Council may want to explore community development as a means for engaging residents at the intersection of economic development and quality of life. Council may want to establish a strategic partnership with an organization like the Greenbelt Community Development Corporation, a 501(C)3 nonprofit organization to engage the community at this intersection. In the past, the GCDC organized community events for residents to learn more about the Beltway Plaza redevelopment project and staff has partnered with them to learn more about affordable senior housing initiatives as well as other resident-led initiatives.

Conclusion

Staff supports opportunities to focus more strategically on economic development by deepening engagement with local businesses while also continuing to obtain feedback from residents about their interests, ideas and ways to improve the overall quality of life for all Greenbelt residents. Staff also wants Council to consider some of the proposed efforts and existing initiatives to support economic development so as not to potentially duplicate efforts.

Enclosure

Regional Economic Development Committee & Business Association Resources

Laurel Board of Trade (Maryland Main Street Program)

The Laurel Board of Trade, Inc. is a local non-profit membership organization that has been bringing together Laurel merchants since the early 1960s. The Laurel Board of Trade today includes over 100 small business members including retail merchants, restaurant owners and professional and B2B service providers. They work in direct partnership with the City of Laurel, Prince George's County and the State of Maryland to help our local merchants work towards the common goal of keeping Laurel a hub of commerce.

Website: <https://laurelboardoftrade.org/>

Old Takoma Park Business Association (Maryland Main Street Program)

The Old Takoma Business Association's mission is to bring together businesses, residents and community organizations to build and sustain a vibrant commercial district and preserve the neighborhood's rich history. Boundary lines are invisible to the OTBA- the focus is on the entire Takoma business district from the Takoma Junction in Takoma Park, MD to the Takoma Theater in Washington, DC. The OTBA works on issues essential to independently-owned, local businesses and to a thriving community.

The organization is a 501(c)(3) organization and governed by a board of directors elected by the OTBA membership. Members include area restaurants and cafes, retail and service businesses, non-profits, government contractors, community members and more. The OTBA is funded in part by a businesses services agreement with the City of Takoma Park, MD.

Website: <https://mainstreettakoma.org/>

Takoma/Langley Crossroads Development Authority

The Takoma/Langley Crossroads Development Authority, Inc. is a 501(c)6 business association created by the City of Takoma Park in 1987 to market and promote, provide maintenance, amenities and security to the Takoma/Langley Commercial Management District. Every business and property owner in the District is a member of the Authority, and pays an annual license fee that constitutes the CDA's budget. Over the past thirty years, the CDA has actively promoted Takoma/Langley and its businesses, advocating for its needs with a focus on public safety and pedestrian safety, and working with City, State, and County officials to maintain and improve Takoma/Langley.

Website: <https://takomalangley.org/>

Ellicott City Partnership (Maryland Main Street Program)

The Ellicott City Partnership is a 501(c)3 non-profit organization that works to preserve the heritage and vitality of historic Ellicott City, Maryland while creating and enhancing economic growth.

Website: <https://visitoldellicottcity.com/>

Elkton Chamber & Alliance (Maryland Main Street Program)

The Elkton Chamber and Alliance serve as the Main Street Manager and work together with the local government and business community to restore, promote and maintain the diverse historic downtown area while attracting new enterprises for the benefit of the community's residents, business, and visitor's. This effort will make the community an even better place than it is today.

Website: <https://www.elktonalliance.org/>

Regional Economic Development Committee & Business Association Resources

City of Bowie Economic Development Committee

The Economic Development Committee is created to:

1. Advise the City Council on all aspects of the City's economic development.
2. Participate in the development, implementation, and updating of the City's economic development plan and strategy and provide feedback to the City in its efforts to implement the economic development plan and strategy.
3. Give input to the Area Master Plan as it relates to economic development.
4. Improve the economic wellbeing of the City of Bowie through efforts that create jobs, retain jobs, increase the tax base, and enhance the quality of life. This includes efforts to revitalize, retain, and recruit high quality businesses; and to revive, develop, and support existing business areas.
5. Provide a forum for exchanging ideas and information, and for addressing the business and economic needs of the community; and to actively pursue input from the business community to promote retention and expansion of existing businesses
6. Expand and diversify the economic base of the City.
7. Make recommendations to and find sound solutions for the Council on business and economic development issues. The Committee will neither replace the City's stakeholder process, nor serve any role assigned to the Bowie Advisory Planning Board.
8. Provide expertise and support on marketing strategies in relation to business and economic development.
9. Cooperate with any federal, state, regional, or local agency, board, committee, or commission, including but not limited to: the Maryland Department of Business and Economic Development, the Maryland Department of Housing and Community Development, Prince George's County, and the Greater Bowie Chamber of Commerce.
10. Undertake such assignments and programs as the City Council may direct and initiate their own assignments as the members deem necessary and consistent with this resolution.

Website: <https://www.cityofbowie.org/316/Economic-Development-Committee>

Rockville Economic Development, Inc.

The Rockville Economic Development, Inc. (REDI) Board of Directors is comprised of Rockville's business leaders who are appointed by the Mayor and Council to oversee the organization. The By-laws require at least ten but no more than twenty-five members of the Board. REDI was formed as a separate 501(c)(3) by the City of Rockville to proactively support existing industry and attract new businesses to the city.

The purpose is to retain existing businesses, help existing businesses grow, and attract new businesses to the city thereby creating, retaining, and attracting jobs as well as capital investment in the city.

REDI:

- Provides input to the city on city projects.
- Supports the start and growth of small businesses and entrepreneurs.
- Assists businesses with site selection.
- Connects businesses to governmental and educational resources.
- Helps fast track development helps access economic incentives provides market data.

Regional Economic Development Committee & Business Association Resources

- Provides information about access to capital.
- Assists with workforce alignment.
- Helps grow business in key industry areas.

Website: <https://www.rockvillemd.gov/116/Rockville-Economic-Development-Inc>

Downtown Frederick Partnership (Maryland Main Street Program)

Downtown Frederick Partnership works to enhance, promote and preserve the vitality, livability and diversity of Downtown Frederick — a national Main Street community. Founded in 1990 as a 501(c) 3 nonprofit organization, Downtown Frederick Partnership has managed Downtown Frederick's Main Street program since designation in 2001. Main Street designation is awarded by Main Street Maryland (State of Maryland) and is recognized by The City of Frederick and the National Trust Main Street Center.

Website: <https://downtownfrederick.org/>

City of Frederick Economic Development Advisory Council

The Economic Development Advisory Council (EDAC) will provide advice and specific recommendations on how to help ensure that the City of Frederick, both today and into the future, is the preferred community in the Baltimore Washington region for attracting private business investment, jobs, and economic opportunity.

Website: <https://www.cityoffrederickmd.gov/741/Economic-Development-Advisory-Committee>

The Reisterstown Improvement Association (Maryland Main Street Program)

The Reisterstown Improvement Association strives to enhance the community that he left to us by:

- Promoting economic growth for Reisterstown businesses and the citizens they serve
- Working with state and local officials to improve infrastructure and public amenities
- Sponsoring streetscape and cleanup projects which beautify the neighborhood
- Providing for the safety of residents while protecting our environment
- Encouraging property owners to preserve and to maintain the historic character of the community
- Organizing festivals, concerts, and other events to bond with the neighbors and celebrate the hometown
- Promoting History of Main Street Reisterstown

Website: <https://www.reisterstown.com/about-us/ria-mission>

Town of Leesburg Economic Development Commission

The Economic Development Commission consists of seven members who are either residents of the Town, town property owners, business owners or those employed in the Town and are appointed by the Leesburg Town Council. The Leesburg Economic Development Commission's mission is to ensure the economic vitality and stability of the Town of Leesburg. The commission works to retain and expand existing businesses, attract and recruit desirable new businesses, and enhance economic activities that

Regional Economic Development Committee & Business Association Resources

will benefit local businesses and residents. All of the Commission's efforts are guided by their strategic plan, commonly known as the EDC Map.

Website: <https://www.leesburgva.gov/government/boards-commissions/economic-development-commission>

Falls Church Economic Development Authority

The City of Falls Church Economic Development Authority was created to advise City Council on economic development issues and proposals and to perform a wide range of functions authorized by Virginia statute. The EDA provides community education programs, conducts research, purchases, leases and sells property, provides tax exempt financing, and supports projects and programs that promote business and investment in the city.

In recent years, the EDA has hired consulting experts to complete a retail market study, a retail recruitment strategy, and a Big Picture Study of economic trends impacting the city. The EDA has hosted a series of educational forums examining retail trends, the hotel industry and markets, mixed use development, urban planning for higher density development, and other timely topics. The EDA has provided City Council with recommendations on each major new development proposal in Falls Church City with a special focus on fiscal impact as measured by the Cost Revenue Impact Model created by consultants Tischler Bise in 2002 with EDA funding.

Website: <https://www.fallschurchva.gov/164/Economic-Development-Authority>

Vienna Town Business Liaison Committee

The Town Business Liaison Committee (TBLC) supports creation of an engaging, vibrant, unique, community-enhancing local business landscape. The TBLC represents concerns of the local business community to Town elected officials and staff, the Vienna Business Association, and residents at large. Working with the Town's economic development manager, the TBLC hosts ribbon-cutting events and sponsors the annual holiday window decorating competition.

Website: <https://www.viennava.gov/doing-business/town-business-liaison-committee>

Vienna Business Association (Greater Vienna Community Chamber of Commerce)

The Vienna Business Association is the Greater Vienna Community Chamber of Commerce. We promote greater business opportunities and growth through professional development, networking and marketing opportunities. The VBA helps to create a strong local economy by nurturing the bond between businesses and citizens through community events and outreach, and encouraging our Town to shop local, shop Vienna.

Website: <https://viennabusiness.org/>

Arlington Community Development Citizens Advisory Committee

The Community Development Citizens Advisory Committee (CDCAC) reviews grant requests, evaluates programs and makes recommendations to the County Board for the use of federal Community

Regional Economic Development Committee & Business Association Resources

Development Block Grant (CDBG) and Community Services Block Grant (CSBG) funds. The Committee also advises on the development of the annual Community Development program as part of Arlington's five-year Consolidated Plan.

Website: <https://commissions.arlingtonva.us/community-development-citizens-advisory-committee/>

City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Advisory Committee Geographic Diversity

Suggested Action:

Mayor Byrd requested this item be added to the agenda.

The motion is to require that every City Advisory Committee have at least one member from each of the following regions of the City: Greenbelt East, Central Greenbelt, and Greenbelt West.

- Any existing committee that does not already meet this requirement shall be expanded by two new members, one or both of whom shall be from the part(s) of the City not already represented by the current membership of the committee.
- In the event of a vacancy, the City shall advertise the vacancy and the part of the City that is currently least represented on the committee.
- The City's commitment to geographical diversity on advisory committees shall be posted on the City's website under sections about the advisory committees.
- The geographical diversity requirement shall be temporarily waived if a vacancy goes unfilled for 90 days (after passage of this motion).
- Nothing in the motion shall be construed as removing any current member of a committee.

Attachments:

City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Sign Language Interpretation

Suggested Action:

Mayor Byrd requested this item to be added to the agenda.

The motion is to require that there be an interpreter present for every Regular City Council Meeting.

Attachments:

City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Brian Townsend

Submitting Department: Public Works

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

* Replacement Vehicle Purchase - Animal Control

Suggested Action:

Reference: Memorandum, Brian Townsend, 9/22/21
FY 2022 Replacement Fund Budget

The FY 2022 Replacement Fund includes \$26,300 for the replacement of one Animal Control Vehicle.

- #704 - 2008 Ford Escape, Gas

Staff has identified a State of Maryland statewide contract BPO# 001B1600369 for the contract price of \$26,379.

Included in Council's packet is a memorandum from Brian Townsend, Assistant Director of Public Works-Parks with additional details about the recommended purchase. Mr. Townsend will be present to answer any questions.

It is recommended that Council approve the purchase of the Animal Control vehicle as follows:

- One (1) 2022 Ford Escape Se Hybrid per Maryland State #BPO# 001B1600369 from Hertich Fleet Services, Inc., 1427 Bay Road, Milford, DE 19963, for a total \$26,379

Attachments:

[FY2022_Vehicle_Information_Animal_control.pdf](#)

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

MEMORANDUM

Date: September 22, 2021
To: Nicole Ard, City Manager
From: Brian Townsend, Assistant Public Works Director
VIA: Jim Sterling, Public Works Director
Re: Replacement of One (1) Animal Control vehicle

Animal Control

The Fiscal Year (FY) 2022 Replacement Fund includes \$26,300 for the replacement of the Animal Controls vehicle #704 a 2008 Ford Escape.

For the replacement of Animal control vehicle, we are recommending it be replaced with a 2022 Ford Escape SE Hybrid. Staff has identified a State of Maryland statewide contract BPO# 001B1600369 for the contract price of \$26,379. See attached pricing from Criswell Chevrolet Fleet Sales.

Summary Recommendations

Staff recommends Council approve the following purchase:

- One (1) 2022 Ford Escape Se Hybrid per Maryland State #BPO# 001B1600369 from Hertrich Fleet Services, Inc., 1427 Bay Road, Milford, DE 19963, for a total \$26,379.

HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

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

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

September 15, 2021

City of Greenbelt
Greenbelt, Maryland

Brian Townsend,

We are pleased to provide this quote for a 2022 Ford Escape SE Hybrid, Vehicle **Type 9-H**,
priced per **Maryland BPO# 001B1600369**, and equipped as follows:

U9B	2021 Ford Escape SE Hybrid	\$25,594
YZ/4H	Oxford White Exterior Paint & Ebony Cloth Seats	
99Z	2.5 L IVCT Atkinson Cycle I-4 Hybrid Engine	
445	ECVT Automatic Transmission	
	5 Passenger Seating with Power Drivers Seat	
	225/65R – 17" Tires and Aluminum Wheels	
	Sync 3 – Bluetooth Capability	
201A	Preferred Equipment Package 201A	
	Power Equipment Group	
	Driver Configurable Daytime Running Lights	
	Front & Rear Carpeted Floor Mats	
	All other Standard Features per Equipment Package 201A	
153	Front License Plate Bracket	
50C	All Weather Floor Liners	\$145
60S	Reverse Sensing System	\$245
KEY/FOB	2 Extra Keys & FOB's	\$395
	Total per Vehicle	\$26,379

Pricing confirmed for Orders received by 11/29/2021. Orders received after that date may be subject to a price increase. Please feel free to call with any questions, changes or to place an order. We look forward to hearing from you. Respectfully submitted,

Jim Blecki

??. Award of Purchase – Animal Control Replacement Vehicle

Reference: Memorandum, Brian Townsend, 9/22/21
FY 2022 Replacement Fund Budget

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- #704 - 2008 Ford Escape, Gas

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It is recommended that Council approve the purchase of the Animal Control vehicle as follows:

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City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

2021 Community Questionnaire

Suggested Action:

Reference: 2021 Community Questionnaire

At the time of the regular City Election, the City issues a questionnaire to solicit the opinion of residents on City services and issues. The questionnaire is placed at the polling locations, published twice in the Greenbelt News Review, and made available on the City's website.

The questionnaire seeks demographic information on the respondent and the respondent's rating of City services. It also solicits opinions on community issues.

Staff has reviewed the proposed Questionnaire. It is recommended the questionnaire be approved.

The Board of Elections has suggested the following questions for Council consideration and approval.

1. Are you using the mail-in voting procedure this year?
If yes, do you have any suggestions about mail-in voting?
If no, are you comfortable sharing the reason why?
2. Currently each member of the city council is an at-large member representing all residents, not specific districts. Should the current system be changed?
3. Should Greenbelt residents who are not U.S. citizens be allowed to vote in city elections?

Attachments:

[QUESTIONNAIRE 2021 v2.pdf](#)

GENERAL COMMENTS

1. Describe what you like most about the Greenbelt community.

2. Describe what you like least about the Greenbelt community.

3. What improvements to the City or new City programs would you suggest?

4. Other Comments:



FOR HELPING US TO SERVE YOU BETTER!

CITY OF GREENBELT

COMMUNITY QUESTIONNAIRE 2021

At election time, residents are asked to take a few minutes to complete the following questionnaire. The information obtained will be useful to the newly elected City Council and City staff. Your confidential responses will be consolidated in a report for general distribution. If a question is not applicable, please leave it blank. Please place completed questionnaires in the box provided at the polling location or send it to the City Office at 25 Crescent Road, Greenbelt, Maryland 20770.

GENERAL INFORMATION

1. Residency - Type

Apartment

Townhouse

Condominium

GHI

Detached Single Family Home

2. Residency - Neighborhood

Greenbelt East (east of Baltimore-Washington Parkway)

Greenbelt West (west of Kenilworth Avenue)

Center City (between Kenilworth & B-W Parkway)

3. Do you?

Own

Rent

4. Age:

Under 18

45-60

18-29

61-74

30-44

75+

5. How many years have you lived in Greenbelt?

Less than 1 year

11-20 yrs.

1-5 yrs.

21-30 yrs.

6-10 yrs.

More than 30 yrs.

6. Employment Status (Please check all that apply.)

Full-Time

Part-Time

Unemployed

Retired

Stay at home parent

Work from home

Student

Multiple Jobs

7. Where do you work?

Greenbelt

Prince George’s County

Baltimore

Washington, D.C.

Montgomery County

Other

8. Please prioritize (1-3) your top three modes of transportation?

Personal Automobile

Metrorail

Carpool/Vanpool

MetroBus

Bicycle

TheBus

Taxi/Uber/Lyft

Walking

Greenbelt Connection

Other

CURRENT QUESTIONS

1.

2.

3.

4.

PUBLIC SAFETY

1. Please rate your satisfaction over the last 2 years with the following services.

(5=Excellent, 4=Good, 3=Average, 2=Fair, 1=Poor)

Police Presence

Police Responsiveness

Dispatcher Responsiveness

Overall Police Performance

Overall Police Employee Competence

Police Attitude & Behavior Towards Residents

Animal Control

Traffic Control

Fire & Rescue

Parking Enforcement

2. Do you have any concerns about safety and security within Greenbelt? If so, please list:

3. If you have contacted the Police in the last 2 years, was the employee polite and courteous?

Yes

No

4. Did the police employee assist you satisfactorily?

Yes

No

Don’t Know

5. Please list any suggestions for improving police services, under General Comments #4 on Page 4.

PUBLIC WORKS

1. Please rate your satisfaction over the last 2 years with the following services.
(5=Excellent, 4=Good, 3=Average, 2=Fair, 1=Poor)

_____ Street Maintenance	_____ Street Lighting
_____ Street Cleaning	_____ Snow Removal
_____ Sidewalk Maintenance	_____ Crosswalks
_____ Park Maintenance	_____ Bike Lanes
_____ Refuse Collection	_____ Recycling
_____ Mowing/Flower & Tree Planting	
_____ Building Maintenance	
_____ Bus Stops	
_____ Greenbelt Connection	

2. If you have contacted Public Works in the last 2 years, was the employee polite and courteous?
_____Yes _____No

GREENBELT CARES/SOCIAL SERVICES

1. Have you or your family utilized any of the services listed below (#3) in the last 2 years?
_____Yes _____No

2. Did you know that the City provides the services below?
_____Yes _____No

3. If yes, please rate your satisfaction with the services.
(5=Excellent, 4=Good, 3=Average, 2=Fair, 1=Poor)

_____ Counseling (individual, family or group)
_____ Crisis Intervention Counseling _____ Tutoring
_____ Job Bank _____ GED Program
_____ Babysitting Workshop
_____ Assistance in Living (GAIL) Program

4. If you plan to remain in your home as you age, which of the following might you require:

_____ Online Advice & Support
_____ Home Modifications
_____ Activities for Homebound
_____ 1st Floor Bathroom
_____ Other: _____

5. How soon would you need these services?
___ Now ___ 1-3 Years ___ 4-7 Years ___ 8+ Years

COMMUNITY DEVELOPMENT/CODE ENFORCEMENT

1. Have you had contact with City Community Development/Code Enforcement Staff (inspection, permit, tall grass, structure complaint, etc.)?
_____Yes _____No

2. Was the Community Development/Code Enforcement employee polite and courteous?
_____Yes _____No

3. Did the Community Development/Code Enforcement employee assist you satisfactorily?
_____Yes _____No

EDUCATION

1. If you have school age children, please rate the schools they currently attend.
(5=Excellent, 4=Good, 3=Average, 2=Fair, 1=Poor)

_____ Greenbelt Elementary
_____ Springhill Lake Elementary
_____ Dora Kennedy French Immersion
_____ Magnolia Elementary
_____ Greenbelt Middle School
_____ Eleanor Roosevelt High School
_____ Home Schooling
_____ Other _____

2. Using the same scale in #1 above, please rate the Prince George’s County School System overall. _____

3. Please rank the following statements.
(5=Strongly Agree, 4=Agree, 3=Neutral, 2=Disagree, 1=Strongly Disagree)

_____ The City should continue to provide Science & Reading Clubs
_____ The City should continue to provide grants to Greenbelt schools
_____ County taxes should be increased to fund education

GREENBELT MUSEUM

1. Have you or a member of your household visited the museum or attended a museum activity in the past 2 years? _____Yes _____No

RECREATION

1. Please rate your satisfaction with any City facilities which you or your family have used.
(5=Excellent, 4=Good, 3=Average, 2=Fair, 1=Poor)

_____ Aquatic & Fitness Center	_____ Parks
_____ Athletic Fields	_____ Trails
_____ Community Center	_____ Dog Park
_____ Springhill Lake Rec. Center	_____ Skate Park
_____ Youth Center	_____ Playgrounds
_____ Other _____	

2. Please rate your satisfaction with any City activities which you or your family have attended:
(5=Excellent, 4=Good, 3=Average, 2=Fair, 1=Poor)

_____ Fitness Classes	_____ Pre-School Classes
_____ Youth/Adult Classes	_____ Camp Programs
_____ Visual Art Programs	_____ Senior Programs
_____ Performing Art Programs	
_____ Aquatic Programs	
_____ Special Events (Artful Afternoons, Fall Fest, July 4th, Festival of Lights, Celebration of Spring, etc.)	
_____ Other (Please Specify): _____	

3. Please check any programs which you or a member of your household are likely to attend within the next 2 years. (Check all that apply)

_____ Pre-school Activities	
_____ Children’s Afterschool Activities	
_____ Children’s Weekend Activities	
_____ Children’s Drop-in Activities	
_____ Home School/School Enrichment Activities	
_____ Family Recreation Activities – Weekends	
_____ Adult Classes or Leagues	
_____ Senior Activities _____ Drop-in Activities	
_____ Special Events (Artful Afternoons, Fall Fest, July 4th, Festival of Lights, Celebration of Spring, etc.)	

PUBLIC INFORMATION

1. How would you prefer to receive information about City programs and services? (Please rate your use from 1-10; 1=top preference)

_____ Greenbelt TV	_____ Mail
_____ City Newsletter	_____ E-mail
_____ Greenbelt News Review	_____ Facebook
_____ Greenbeltmd.gov	_____ YouTube
_____ Washington Post	_____ WTOP (Radio)
_____ Local TV News	_____ Posters/Flyers
_____ Other _____	

PUBLIC INFORMATION (Con’t)

2. Please rate your satisfaction with Greenbelt’s efforts to publicize and broadcast official information and City events?
(5=Excellent, 4=Good, 3=Average, 2=Fair, 1=Poor)

3. Do you use the City’s website at www.greenbeltmd.gov?
_____Yes _____No

If so, what for?

_____ Watch Meetings	_____ Calendar
_____ Watch Videos	_____ Documents
_____ Other: _____	

4. What services would you like to see on the City website?

5. Have you used the video streaming/on-demand section of the City website? _____Yes _____No

6. Have you watched any of the programming, including Council meetings, offered on the City’s Municipal Access channel over the past 2 years? _____Yes _____No

7. Do you watch the public access channel known as Greenbelt Access Television (GATE)? _____Yes _____No

CITY SERVICES AND TAXES

1. How do you rate the value of City services and programs for your tax dollars? (5=Excellent, 4=Good, 3=Average, 2=Fair, 1=Poor) _____

2. Are City services fairly distributed throughout Greenbelt?
_____Yes _____No [Provide Comments on Page 4.]

3. The City has limited ability to raise revenues other than through property taxes or fees. In light of this fact, would you support a tax rate increase in order to:

- Maintain current City services/programs _____Yes _____No
- Increase City services/programs _____Yes _____No
- Provide fair compensation to employees _____Yes _____No
- Participate in green initiatives (greenhouse gas reduction, solar power, battery powered equipment, etc.) _____Yes _____No

4. In general, should City services be (choose one):
_____ Kept at the same level _____ Reduced
_____ Increased

5. If the City had to reduce services/programs, which ones would you suggest and why?

City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

* Reappointment to Advisory Boards

Suggested Action:

Reference: Reappointment Survey

Matt Dirksen has indicated his willingness to continue to serve on the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES).

Approval of this item on the consent agenda will indicate Council's intent to appoint Mr. Dirksen to a new term.

Attachments:

City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

* Resignation from Advisory Groups

Suggested Action:

Reference: Email - A. Ashpes

April Ashpes has submitted her resignation from the Senior Citizen Advisory Committee (SCAC).

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

Attachments:

City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

* Appointment to Advisory Board

Suggested Action:

Reference: Application and Signed Code of Conduct

On August 11, 2021, Council interviewed Ms. Hailey Boggs for appointment to the Youth Advisory Committee.

Approval of this item on the consent agenda will indicate Council's intent to appoint Ms. Boggs to the Youth Advisory Committee.

Attachments:

City Council Agenda Item Report

Meeting Date: September 27, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: MEETINGS

Subject:

Meetings

Suggested Action:

Attachments:

[meetings.pdf](#)

CITY OF GREENBELT, MARYLAND
25 Crescent Road, Greenbelt, MD 20770-1891



9/24/2021 8:14 AM

City Council Meetings & Work Sessions
September – October

Regular Meeting	Mon.	09/27	8:00 pm
No Meeting	Wed.	09/29	8:00 pm
Advisory Board Interview	Mon.	10/04	7:40 pm
Work Session – Police Reform	Mon.	10/04	8:00 pm
Advisory Board Interview	Wed.	10/06	7:40 pm
Work Session – Verde at Greenbelt Station (stakeholder)	Wed.	10/06	8:00 pm
MML Fall Conference (Ellicott City)	Sun. – Tues	10/10 – 10/12	
Regular Meeting	Mon.	10/11	8:00 pm
Work Session – TBD	Wed.	10/13	8:00 pm
Work Session – Novak Group (tentatively)	Mon.	10/18	8:00 pm
Work Session – TBD	Wed.	10/20	8:00 pm
Regular Meeting	Mon.	10/25	8:00 pm
Work Session – City Manager Update, (tentatively)	Wed.	10/27	8:00 pm
Closed Session – Pending Personnel and Legal Issues, (tentatively)	Wed.	10/27	Following CM WS
Four Cities Meeting (New Carrollton)	Thurs.	10/28	7:30 pm

- Councilmembers will present reports on conferences, meetings and events as the last item of business at Monday Work Sessions.

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.

Due to the COVID-19 precautions, the Council Meetings will be held online and is planned to be cablecast on Verizon 21, Comcast 71, and 996 and streamed to www.greenbeltmd.gov/municipalTV. Unless otherwise noted, Council meetings will be virtually by zoom. Zoom meeting information for public participation is posted on the City's website at www.greenbeltmd.gov on the meetings calendar.

Bonita Anderson, City Clerk

A NATIONAL HISTORIC LANDMARK

(301) 474-8000

fax (301) 441-8248
www.greenbeltmd.gov

MD RELAY 711

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891



9/24/2021 8:14 AM

Ready to be scheduled:

Closed Session (*Cable Ordinance*)
MARC Train Service/ MDOT
Arts & Entertainment District
Potential Bond Referendum/Capital Financing
Parke Crescent Apartment Complex
Bernard Penney (*Memorial Donation in honor of Leonie Penney*)
Cemetery Plans
City Contracting Policy
DPW&T (*Bikeshare Program*)
BARC
Hotels
Pepco
WSSC
No Meeting – (*November 17th, NLC City Summit, Salt Lake City, UT*)
GHI/WSSC
Board of Elections reports:
- Procedure for filling Council vacancies
- Proposal for voting by resident non-citizens
(*waiting for CRAB Report*)

For later scheduling:

Zoning Enforcement
Parkway Apartment Owners/GHI (*parking*)
Northway Fields Master Plan
City Manager Updates (Jan, Pre-budget; July & Sept/Oct)
Meeting with County on Transportation Plan
Department of Permitting, Inspections & Enforcement (DPIE)
Museum Plan
Term Limits legislation (*referral submitted to CRAB*)
ERB Reports: (#2020-01 Procedures for Employee Appeals and Grievances); (#2021-02 Collective Bargaining for Non-Managerial Employees) (*waiting for CRAB Report*)

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MD RELAY 711

Annual														
Advisory Group Chairs	3/16	2/17	7/18	7/19	6/20	6/21								
Franklin Park at Greenbelt Station Mgmt.	8/16	11/17	12/18	12/19	12/20									
Greenbelt East Advisory Coalition	3/16	7/17	3/19	6/20										
Greenbelt Homes, Inc.	6/16	7/17	7/18	7/19	10/20	7/21								
Greenbelt Station	8/19	12/19	8/20	8/21										
County Executive/ County Council	12/13	9/16	1/19	8/20	11/20									
Biennial														
Roosevelt Center Merchants	11/16	1/18	1/20											
Beltsville Ag. Research Center/ NPS Greenbelt Park	03/14	7/16	8/18											
	7/15	1/18	1/20											
Beltway Plaza	9/14	3/17	9/20											
Greenbelt Community Garden Club	3/21	9/21												
Greenway Center	7/14	12/16	2/19	12/20										
Civic Associations	8/14	2/18	8/20											
NASA/GSFC	3/15	3/17	9/19	12/20										
PG Co. Economic Development Corp.	8/14	4/17	7/19											
School Board	2/16	5/17	10/18	3/19	9/20	9/21								
State Highway Administration	6/15	10/17	11/20											
Every Three Years														
Apartments	2/18	4/21												
Religious/Spiritual Organizations	3/13	6/15	6/19											
Greenbelt Watershed Groups	8/14	10/16	10/19											
Hotels														
University of Maryland	3/13	4/15												
Every Three Years or Major Issue														
Comcast	9/13	11/17	3/21											
Verizon	2/20													
PEPCO	9/14	1/17												
WSSC	12/12	9/16												
WGL	12/17													
Capital Office Park	12/12	1/16	9/19											
Other Business Parks:														
Maryland Trade Center														
Golden Triangle														
Hanover Parkway														
Belle Point														
Edmonston Road														

WMATA/PGDPW&T (Semi-Annual)	11/16	9/17	11/18	1/20										
Other/As Needed														
M-NCPPC/Planning Board (Major Issue)	6/06	7/14	10/19											
Business Coffee (Every Four Months)	10/17	2/18	8/18	11/18	2/19	5/19	8/19	12/19	3/20	8/20	11/20	2/21	6/21	
State's Attorney (4 years)	2/11	4/15	9/19											
Roosevelt Center Owner	9/15	8/20												

(Rev. September 23, 2021)