



CITY COUNCIL AGENDA

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

Virtual Participation

Zoom Webinar Attendees:

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

<https://us02web.zoom.us/j/86280457669?pwd=wlwKAPPsS70K5lu6v3n50lld0ITKfN.1>

Dial-in: 301 715 8592

Webinar ID: 862 8045 7669

Passcode: 079854

**Monday, September 9, 2024
7:30 PM**

I. ORGANIZATION - 30 minutes (7:30 - 8:00 pm)

1. Call to Order
2. Roll Call
3. Meditation and Pledge of Allegiance to the Flag
4. Petitions and Requests

5. Consent Agenda

Suggested Action:

Consent Agenda - Approval of Staff Recommendations (Items on the Consent

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

6. Approval of Agenda and Additions

II. COMMUNICATIONS - 30 minutes (8:00 - 8:30 pm)

7. Presentations

7a. PEACE Month Proclamation

Suggested Action:

Mayor Jordan will proclaim September as Peace Month.

[Peace Month2024-ej.pdf](#)

7b. National Public Lands Day Proclamation

Suggested Action:

National Public Lands Day is the nation's largest hands-on volunteer effort to improve and enhance public lands. Kevin Carpenter-Driscoll, Environmental Coordinator, will be present to receive the proclamation and provide an update on this event.

[PublicLandsDayProclamation2024-evj.pdf](#)

*8. Minutes

Suggested Action:

* Work Session, July 31, 2023

[WS230731.pdf](#)

8a. Statement for the Record - Closed Session - July 31, 2024

Suggested Action:

Reference: Statement for the Record, July 31, 2024

Closed Session of July 31, 2024: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(C)(2) of the Annotated Code of the Public General Laws of Maryland. I move that the minutes of tonight's meeting reflect that the Council met in closed session on Wednesday, July 31, 2024, at 10:19 p.m., in the Council Chambers. Council held this closed meeting in accordance with Section 3-305(b)(1) and (8) of the General Provision Article of the Annotated Code of the Public General Laws of Maryland 1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals; and 2) To consult with staff, consultants, or other individuals about

pending or potential litigation

The purpose of this meeting is to discuss the City Manager's evaluation process.

Vote to close session:

Ms. Knesel - Yes

Ms. McKinney - Yes

Ms. Pompei - Yes

Ms. Pope - Absent

Mr. Roberts - Absent

Ms. Weaver - Yes

Mayor Jordan - Yes

Staff members present: Josué Salmerón, City Manager; and Dawane Martinez, Director of Human Resources; Jason DeLoach, City Solicitor (from 10:45).

Other individuals were in attendance: None.

Council took no action during this meeting.

[Closed Session Form_07.31.24.pdf](#)

8b. Statement for the Record - Closed Session - August 19, 2024

Suggested Action:

Reference: Statement for the Record, August 19, 2024

Closed Session of August 19, 2024: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(C)(2) of the Annotated Code of the Public General Laws of Maryland. I move that the minutes of tonight's meeting reflect that Council met in closed session on Monday, August 19, 2024, at 7:44 p.m., in Council Chambers. Council held this closed meeting in accordance with Section 3-305(b)(1) of the General Provision Article of the Annotated Code of the Public

General Laws of Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals.

The purpose of this meeting is to discuss the City Manager's evaluation process.

Vote to close session:

Ms. Knesel - Yes

Ms. McKinney - Yes

Ms. Pompei - Yes

Ms. Pope - Yes

Mr. Roberts - No

Ms. Weaver - Yes

Mayor Jordan - Yes

Staff members present: Josué Salmerón, City Manager; and Dawane Martinez, Director of Human Resources.

Other individuals were in attendance: None

Council took the following actions: Council directed Director of Human Resources to ask follow-up questions of two preferred firms and provide additional information to Council.

[Closed Session Form_08.19.24.pdf](#)

8c. Statement for the Record - Closed Session - August 26, 2024

Suggested Action:

Reference: Statement for the Record, August 26, 2024

Closed Session of August 26, 2024: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(C)(2) of the Annotated Code of the Public General Laws of Maryland. I move that the minutes of tonight's meeting reflect that the Council met in closed session on Monday, August 26, 2024, at 8:18 p.m., online via Zoom. Council held this closed meeting in accordance with Section 3-305(b)(1), (8) and (10) of the General Provision Article of the Annotated Code of the Public General Laws of Maryland 1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals; 2) To consult with staff, consultants, or other individuals about pending or

potential litigation; and 3) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans.

The purpose of this meeting is to obtain updates on pending litigation and other actions related to the fire department staffing changes.

Vote to close session:

Ms. Knesel - Yes

Ms. McKinney - Yes

Ms. Pompei - Yes

Ms. Pope - Yes

Mr. Roberts - Absent

Ms. Weaver - Yes

Mayor Jordan - Yes

Staff member present: Josué Salmerón, City Manager.

Other individuals were in attendance: None.

Council took the following action to move forward with hosting a public meeting at GVFD on September 12th.

[Closed Session Form_08.26.24.pdf](#)

9. Administrative Reports

Suggested Action:

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

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

*10. Committee Reports

III. LEGISLATION - 45 minutes (8:30 - 9:15 pm)

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

Suggested Action:

Reference: Resolution

FY2025 Negotiated Purchase List - Sorted Alphabetically to Council -
ARPA 8-8-24

FY2025 Negotiated Purchase List - Sorted High to Low to Council -
ARPA 8-8-24

FY2025 Negotiated Purchase List - Sorted Alphabetically to Council-
Main List 8-8-24

FY2025 Negotiated Purchase List - Sorted High to Low to Council - Main
List- 8-8-24

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

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

Ms. Weaver introduced this Resolution at the Regular Meeting on August 12, 2024. It is recommended it be introduced for second reading and adoption at tonight's meeting.

[Resolution - FY2025 Negotiated Purchase List - 7-30-2024.pdf](#)

[FY2025 Negotiated Purchase List - Sorted Alphabetically to Council - ARPA 8-8-24.pdf](#)

[FY2025 Negotiated Purchase List - Sorted High to Low to Council - ARPA 8-8-24.pdf](#)

12.

AN ORDINANCE TO AMEND CHAPTER 8, "ELECTIONS" OF THE GREENBELT CITY CODE, IN ORDER TO AMEND SECTION 8-2 "VOTER REGISTRATION" TO ALLOW NONCITIZEN RESIDENTS OF THE CITY OF GREENBELT TO VOTE IN THE CITY OF GREENBELT ELECTIONS

- 1st Reading

Suggested Action:

Reference: Ordinance

In the 2023 City Election, the community was asked if Greenbelt residents who meet residency requirements but are not U.S. citizens should be allowed to vote in City elections. Of the respondents, 59% said yes, 30% said no, and 11% did not respond.

The Board of Elections submitted proposed charter and code amendments to the City Council, which has been reviewed by the City Solicitor, to allow noncitizen residents of the City of Greenbelt to vote in the City Elections.

It is recommended that the Council introduce the Ordinance for first reading.

[Ordinance Resident NonCitizen Voting.pdf](#)

13.

A RESOLUTION TO REPEAL, RE-ENACT AND AMEND CITY CHARTER SECTION 15, "VOTERS"; SECTION 18, "REGISTRATION FOR ELECTION; UNIVERSAL REGISTRATION; SECTION 19, "REGISTRATION"; SECTION 26, "VOTER IDENTITY"; SECTION 33, "APPEALS"; TO ALLOW NONCITIZEN RESIDENTS TO VOTE IN LOCAL CITY ELECTIONS

- 1st Reading

Suggested Action:

Reference: Resolution

On August 8, 2024, the Greenbelt Board of Elections submitted Report #2024-03, outlining draft legislation to amend City Charter Section 15 Voters, along with other sections related to registration, voter identity, and appeals, to allow noncitizen

residents to vote in local city elections.

As the State of Maryland now allows voters to register until and on election day, the Board simplified Charter Section 18 by removing all but the first paragraph.

In addition, the Board changed Code Section 8-2 (c) to state that a non-citizen must register with the city at least 21 days before the first election they wish to vote in, rather than 30 days before.

It is recommended that the Council introduce the Resolution for first reading.

[Resolution Resident NonCitizen Voting.pdf](#)

IV. OTHER BUSINESS - 90 minutes (9:15 - 10:45 pm)

14. Authorizing the City Manager to Execute a Three-Year Contract with Thomson Reuters for Access to the Law Enforcement CLEAR Investigative Database
Suggested Action:
Reference: Greenbelt Police Department-CLEAR-MDR Set CLEAR Order Form.
2024-07-15

The Police Department is recommending the execution of a contract with Thomson Reuters for access to the law enforcement CLEAR investigative database. This database provides access to a collection of public and proprietary records in a single working environment, helping to provide actionable insights into criminal investigations.

The Department's Criminal Investigations Unit utilized this program on a trial basis earlier this year. The value of access to the investigative data was quickly apparent, as investigators leveraged the system to help gather positive leads on several cases, including the Schrom Hills Shooting.

The contract is for the required minimum term of three years, costing \$15,737.28. The cost for each year is listed below:

- Year 1: \$416/month for an annual total of \$4,992.00
- Year 2: \$436.80/month for an annual total of \$5,241.60
- Year 3: \$458.64/month for an annual total of \$5,503.68.

Staff recommends that the City Council authorize the City Manager to execute the three-year contract with Thomson Reuters for access to the Law Enforcement CLEAR Investigative Database at a total cost of \$15,737.28. The cost for Year 1 is

\$4,992.00, which has been allocated to the approved FY25 budget.

[Greenbelt Police Department-CLEAR-MDR Set__CLEAR Order Form._2024-07-15 \(1\).pdf](#)

15. Support for Enabling Legislation for Municipal Land Use Authority

Suggested Action:

Reference: Legislation

The attached draft legislation is similar to HB 1059 that was introduced during the 2024 session. If enacted, it would provide the following:

- Municipalities that employ or have under contract a certified planner are deemed to be Qualifying Municipal Corporations and are granted powers to make land use decisions previously delegated to Zoning Hearing Examiner, Planning Board and District Council.
- Revise the Land Use Article concerning subdivision approval to specify that a Qualifying Municipal Corporation is authorized to approve subdivisions in addition to zoning actions.
- Exempts Qualifying Municipal Corporations from needing an agreement with the District Council before exercising land use authority.
- Exempts Qualifying Municipal Corporations from requiring an agreement with the District Council to exercise concurrent powers over zoning enforcement.
- Any Party of Record can request judicial review of any decision, including a subdivision decision.

The legislation does not grant authority to amend County Zoning Law or Adopt Municipal Zoning Law, and the municipal land use decisions would be subject to the standards and procedures established by County zoning law. Other municipalities may still enter into an agreement with the District Council in which the District Council may delegate powers related to: (1) design standards; (2) parking and loading standards; (3) sign design standards; (4) lot size variances and setback and similar requirements; (5) landscaping requirements; (6) certification, revocation, and revision of nonconforming uses; (7) minor changes to approved special exceptions; (8) vacation of municipal rights-of-way; and (9) detailed site plans in certain limited situations.

In short, this draft bill will allow municipalities of any size to make land use decisions if they employ or contract with a certified planner. As many of you know and have experienced, municipalities of all sizes across the State successfully carry out land

use and full zoning authority. This bill would provide an option for municipalities in Prince George's County to have land use authority while the County would continue to have authority for zoning.

Staff recommends that Council support this legislation.

[Legislation.pdf](#)

16. Authorizing the City Manager to Execute Contract for the FY25 Street Resurfacing and Miscellaneous Concrete Projects

Suggested Action:

Reference: Memorandum - B. Kim - 09.05.2024

Remaining Roadwork Concrete - Lakecrest

Remaining Roadwork Concrete - Centerway

Remaining Roadwork Concrete - Gardenway

Remaining Roadwork Concrete - GPD

Background:

As part of the updates to the FY25 approved capital projects, we are providing an overview of the remaining areas for street resurfacing and miscellaneous concrete projects, which are allocated under the budget of \$1,000,000.00 for street resurfacing and \$150,000.00 for miscellaneous concrete works. The enclosed table in the memo summarizes the planned expenditures and construction areas.

Recommendation:

The contractor chosen to perform the work is VMP who currently serves as our prime contractor for all roadworks and major concrete efforts. They have competitively bid and were awarded a PG County Roadworks Contract 952-H (D)/A which we intend to ride.

Staff recommends Council's authorization for the City Manager to execute contracts for the road resurfacing and concrete projects as outlined in the enclosed memo.

[24.09.05_Memo_Approval_Remaining_Road \(002\).pdf](#)

[Copy of 24.08.23_FY_2025_Remaining_Roadwork_Concrete_Council - Lakecrest.pdf](#)

[Copy of 24.08.23_FY_2025_Remaining_Roadwork_Concrete_Council_Centerway.pdf](#)

[Copy of 24.08.23_FY_2025_Remaining_Roadwork_Concrete_Council - Gardenway.pdf](#)

[Copy of 24.08.23_FY_2025_Remaining_Roadwork_Concrete_Council- GPD.pdf](#)

17. Approval of ARPA Reallocation: Addendum to CCI Providing \$25,000 of additional ARPA funds

Suggested Action:

Reference: Memorandum of Understanding

The City provided \$400,000 in ARPA funding to CCI to carry out a Healthcare Voucher program (original MOU is attached). That program was highly successful assisting over 440 individuals with medical, dental and/or behavioral health care services. This includes over 1,300 office visits with 75% of the total visits utilizing the uninsured medical benefit. At this time, CCI has expended all of their funding. Staff is recommending a second allocation of \$25,000 to continue the healthcare voucher program. Once approved, an addendum to the MOU will be drafted and signed by the City and CCI.

[MOU.pdf](#)

18. Authorizing City Manager to Execute Contract for Economic Development Marketing and Strategic Plan

Suggested Action:

Reference: Proposal

The City's American Rescue Plan Act (ARPA) approved spending plan includes funds to address business recovery and resiliency in response to the COVID-19 pandemic. City Administration posted an RFP on the City's website and the state eMMA project site. From those two placements, the City received 24 proposal submissions. The long list of 24 proposals was reviewed by the Asst City Manager and Econ Dev Specialist and reduced to eight finalist submissions for further review. These eight proposals were then reviewed by the City's Planning Director and PIO. After combining scores with the earlier review, four (4) firms were selected for in-person interviews.

While we believe all four firms are qualified to provide the services requested, the proposal submitted by Willdan Financial represents the best value for the City. Willdan is a local firm, located in Washington, DC and Bethesda and showed a strong understanding of Greenbelt, our economic development challenges and the need for comprehensive stakeholder engagement.

Staff recommends that the Council accept the proposal of Willdan Financial Services to provide an Economic Development Strategic Plan and Marketing Strategy and authorize the City Manager to enter into a contract with Willdan Financial Services at a cost not to exceed \$75,000.

[Willdan_Financial_Services__Greenbelt_Economic_Services.pdf](#)

19. Council Reports

20. Council Activities

21. Meetings

Suggested Action:

Council will need to make a motion to take the following actions regarding the upcoming meeting schedule:

1. Reschedule November Meeting: The regular meeting scheduled for November will be rescheduled to November 12th.
2. No Meetings on Specific Dates: There will be no meetings on November 27th and December 23rd.
3. No Work Session on November 6th: There will be no work session on November 6th due to the MML Fall Conference.

[meetings.pdf](#)

*22. Stakeholder List

[Stakeholder Schedule.pdf](#)

*23. Contract Approval for City Manager Performance Evaluation Services

Suggested Action:

Reference: Memorandum, D. Martinez, 09/06/2024

The City submitted a Reason for Proposal (RFP) and placed an Advertisement in the Greenbelt News Review, City's Website and sent out the information on Maryland Business Express eMarketplace to (7) potential vendors for a request for professional services. Out of (7) vendors, the City received four (4) responses in which only four (3) vendors submitted an actual bid. The due date for the bid submission was August 2024.

The City requested that potential vendors submit a Firm-Fixed Price for conducting a City Manager Annual Evaluation and Goal Setting Process. The purpose for requesting a facilitated performance evaluation process for the City Manager is to create a formal evaluation process that builds on the goal-setting in order to provide effective organizational leadership and support, which is a shared vision of the future, goals, agreement on roles and accountability for achieving expectations.

Each vendor submitted a bid to the Director of Human Resources and City Council. After thorough research and evaluation with multiple potential vendors, GovHR USA has been identified as the optimal solution to address our operational needs in conducting the City Managers Evaluation and Goal Setting process.

Staff propose that the City Council authorize the City to execute the contract with GovHR USA in the amount of up to \$7,250. This will enable the Council to conduct a formal evaluation and goal setting process for the City Manager.

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

[MEMORANDUM _City Manager EVAL 9.6.24.pdf](#)

*24.

Approval of Non-profit Grant Funding: Greenbelt Nursery School

Suggested Action:

Reference:

Memorandum, T. George, 09/09/24

Grant Application

Greenbelt Nursery School is requesting a \$25,000 ARPA non-profit grant to be allocated towards stabilizing our operations. These grant funds will be used to offset revenue lost during COVID through funding payroll, marketing costs, technology and other critical operation costs. A staff review panel consisting of the City Manager, Assistant City Manager, CARES Director, Planning Director and DEI Officer has reviewed and approved the ARPA non-profit grant award to the Greenbelt Nursery. The funding in these awards is within the previously approved allocations from Council.

Approval of this item on the consent agenda will indicate Council's approval of \$25,000 in ARPA Non-profit Grant funding for the Greenbelt Nursery School.

[ARPA Grant Funding Memo Sept 9 Council Meeting.pdf](#)

[Greenbelt_Nursery_ARPA_Nonprofit_Recovery_Grant_Application.pdf](#)

*25. Resignation from Advisory Board/Committee

Suggested Action:

Reference: Email

Maxine Morrison have submitted her resignation from the Board of Elections.

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

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS - 30 minutes (8:00 - 8:30 pm)

Subject:

PEACE Month Proclamation

Suggested Action:

Mayor Jordan will proclaim September as Peace Month.

Attachments:

[Peace Month2024-ej.pdf](#)

PROCLAMATION

WHEREAS, the residents of Greenbelt have committed themselves to our Community Pledge in which the City celebrates its strength as a community of diverse people living together in a spirit of cooperation where all people are celebrated and respected; and

WHEREAS, the City of Greenbelt has worked for many years to promote peace and nonviolence through its Community Relations Advisory Board, community mediation services, community policing program, youth and family counseling, recreation programs, and other activities, and continues its efforts to ensure that a culture thoroughly pervaded by peace and nonviolence comes closer each day; and

WHEREAS, the many Greenbelt residents active in the Prince George's County Peace and Justice Coalition are working with other Greenbelt groups to organize and conduct programs and activities that promote peace and nonviolence; and

WHEREAS, this September, these groups highlight their activities and the community continues its commitment to diversity, cooperation, peace, and nonviolence.

NOW, THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, do hereby issue this proclamation declaring the month of September to be

PEACE MONTH

in Greenbelt and encourage all our residents and civic organizations to participate in activities that promote inclusion, understanding, peace and nonviolence throughout our City.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 9th day of September 2024.

EMMETT V. JORDAN
Mayor

ATTEST:

Bonita Anderson
City Clerk

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS - 30 minutes (8:00 - 8:30 pm)

Subject:

National Public Lands Day Proclamation

Suggested Action:

National Public Lands Day is the nation's largest hands-on volunteer effort to improve and enhance public lands. Kevin Carpenter-Driscoll, Environmental Coordinator, will be present to receive the proclamation and provide an update on this event.

Attachments:

[PublicLandsDayProclamation2024-evj.pdf](#)

PROCLAMATION

WHEREAS, National Public Lands Day was introduced in 1984 and has become the nation's largest, single-day volunteer event for public lands in the United States; and

WHEREAS, public lands provide locally accessible natural and cultural resources for environmental learning, wildlife appreciation and recreation; and

WHEREAS, public lands promote civic ideals that include shared stewardship and recognition of public ownership; and

WHEREAS, shared stewardship requires the goodwill, cooperation and active support of citizens, community, city and state officials, business leaders, children and adults; and

WHEREAS, public lands in Greenbelt offer recreation opportunities that promote active lifestyles for adults and help combat childhood obesity; and;

WHEREAS, land conservation efforts improve urban residents' access to public lands and reduce barriers to their use; and

WHEREAS, collaboration between citizens, land managers, and community leaders enhances these lands for the enjoyment of all; and

WHEREAS, National Public Lands Day is co-sponsored by numerous federal agencies and environmental organizations, fostering local participation on public lands in Greenbelt;

NOW, THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, do hereby proclaim Saturday, September 28, 2024, to be

PUBLIC LANDS DAY

in Greenbelt and urge all our residents to support and participate in efforts to improve and protect our public lands which are a connection to our past, a pledge to our future generations, and a continuing source of joy and spiritual renewal for all our citizens.

IN WITNESS WHEREOF, I have hereunto
set my hand and caused the Seal of the City
of Greenbelt, Maryland, to be affixed this
9th day of September 2024.

Emmett Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS - 30 minutes (8:00 - 8:30 pm)

Subject:

Minutes

Suggested Action:

* Work Session, July 31, 2023

Attachments:

[WS230731.pdf](#)

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, July 31, 2023, to receive the City Manager's Quarterly Update.

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

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

Councilmember Silke I. Pope was absent.

STAFF PRESENT WERE: Tim George, Interim City Manager; Debi Sandlin, Interim Assistant City Manager (virtual); Bertha Gaymon, City Treasurer; Dawane Martinez, Director of Human Resources; Greg Varda; Director of Recreation (virtual); Chief Rick Bowers, Greenbelt Police Department; Dale Worley, Director of Information Technology (virtual); Chondria Andrews, Public Information & Communications Coordinator (virtual); Kevin Simpson, Economic Development Manager; Cary Eure, Grants Coordinator (virtual); Willis Shafer, Director of Public Works and Bonita Anderson, City Clerk.

OTHERS PRESENT WERE: Bill Orleans.

Mr. George provided a PowerPoint Presentation summarizing the last quarter and highlighting each department's accomplishments.

Public Works

Mr. George highlighted the Public Works Department's achievements in the last quarter. These included successfully managing the completion of the ARPA outdoor pool rehabilitation project, planting 61 trees throughout the City, and planting over 800 plants in the Greenbelt gardens. Additionally, using a newly purchased marking device, the department installed 5.47 miles of white traffic pavement markings and 3.6 miles of yellow markings.

In response to a question from Ms. Davis, Mr. George mentioned that the status of EV charging stations citywide is being researched by staff and with committee involvement through grant funding. Ms. Davis also recognized the importance of the in-house CDL licensing program and commended the staff for their efforts to implement it.

Mr. George mentioned that the City has allocated \$150,000 for new charging stations to support the increasing number of electrically powered equipment. There is a citywide group focusing on City electrification, including charging stations and vehicles. Public Works already has an all-electric front loader. Depending on the source of funding, some charging stations will be public and some will be only for City department use.

Mayor Jordan asked about the temporary speed humps on Ridge Road. Mr. George explained that the results were inconclusive. Staff is considering hiring a contractor to establish criteria and assess the City's needs. He noted that speed humps are both desired and disliked. Consistent

criteria must be used to justify and place them judiciously. Ms. Weaver requested that the City inform the public about the justification for the choices made.

Mr. Shafer mentioned that the City was obtaining cost estimates to replace the Youth Center roof and was considering a metal roof like the one at the nearby Aquatic Center. Despite its appearance, he stated that the roof is currently sound. Mayor Jordan suggested considering mounting solar panels once the roof is replaced.

Human Resources

Mr. Martinez mentioned that the HR Department has had a busy quarter. They have successfully onboarded 70 camp staff and implemented a new salary scale and job grades based on a recent study. Additionally, the HR team has implemented a new citywide telework policy.

Mr. Martinez explained that in finalizing the reclassification process, each employee received an individualized letter (approximately 250) and had the opportunity to meet with him. He felt that individualized communication was critical to the transition's success. He confirmed that staff can see their benefits and salary in a portal that provides videos explaining details such as co-pays. This reduces the burden on HR staff for benefit explanations. The portal was well-used.

Mr. Martinez explained that the new work-from-home policy assesses job requirements and sets remote work criteria after an initial onsite probationary period. He mentioned using Laserfiche software to digitize old employee records.

Finance

Ms. Gaymon mentioned that the new auditor is preparing the Annual Comprehensive Financial Report. She found it reassuring that many of the staff from the previous firm are now working with the new auditor and are already familiar with the City's financial situation.

Economic Development

Ms. Simpson reported that ARPA funding is progressing well. Numerous grant applications and visits to businesses have been made. The business community has responded positively. For example, around 100 representatives signed up for an early August session at the Crowne Plaza Hotel. The Business Retention and Expansion meetings help assess business needs and address issues where the City can assist.

Mr. Simpson also mentioned separate grant funding for developing a business directory because there is currently no accurate city inventory. Ms. Davis inquired about capturing home-based businesses. Mr. Simpson acknowledged that they are harder to identify. He noted that there are over 600 known businesses currently operating in Greenbelt.

Public Information

Mr. George mentioned that Ms. Andrews and Mr. Wisniewski had successfully contacted local media outlets to have them run specific stories. He pointed out that coverage had been secured in

the Washington Post and WTOP/DC News Now, among others. He also mentioned that the live stream studio has been upgraded from 480 to 1080 pixels to improve the resolution of meeting videos.

Planning and Community Development

Ms. Hruby mentioned that the Beltway Plaza project is currently on hold, but the cause for the delay does not seem to be a regulatory issue. She congratulated Michael Day on achieving his inspector's certification in record time.

Ms. Davis asked about Franklin Park and Charlestowne North, which has a new owner. Ms. Hruby replied that she was satisfied with Franklin Park's inspections, as it has improved how it handles complaints. The City has inspected about 50 percent of its units. Regarding Charlestowne North, Ms. Hruby believes that some of the concerns raised might be related to the change in ownership and confirmed that there were still some unresolved violations at that time.

Ms. Hruby also reported that two approved short-term rentals are currently in the Greenbelt.

Regarding the Greenbelt sign on Southway, Ms. Hruby suggested that the sign should be replaced in early August. However, she also mentioned that this task required attention to bus stop placement. She referred to \$300,000 in ARPA funds allocated for Americans with Disabilities Act accessibility at bus stops. She noted that this depended on proposed changes to bus routes, which could alter the location of the stops.

In response to Ms. Weaver, Ms. Hruby mentioned that a celebration is planned for the completion of the Buddy Attick parking lot redesign. She referred to a few remaining details that still need to be completed.

IT Security

Mr. Worley announced that the City has hired its first IT security specialist and has implemented a training program called KnowBe4. This program sends phishing emails to staff to test whether they'll click on them. Additionally, the City has added a KnowBe4 button feature to all City computers and phones, allowing staff to quickly send any incoming suspicious emails directly to the IT department for analysis.

Mr. Worley has confirmed that his department is collaborating with the Police Department to install cameras at the intersections identified by the Public Safety Advisory Committee. These cameras will be able to read license plate tags. The camera feeds will be transmitted via cellular networks, and the evidentiary information will be separated from other video feeds.

Public Safety

Mayor Jordan inquired about the crime statistics for the last three months. Chief Bowers explained that violent crime has decreased compared to the previous year and carjackings have dropped by 50 percent. However, incidents of domestic violence and assaults have increased.

Mr. Byrd asked about the measures taken to address domestic violence. Chief Bowers mentioned the deployment of a crisis intervention team and the provision of victim resources. There has been a significant 400 percent increase in auto-related crime from last year, with one major car manufacturer not having primary theft deterrents for its vehicles, making them easy to start and drive away. Information on how to do so is readily available on the web.

Chief Bowers mentioned that 85 percent of car thefts involve a specific make of vehicle. The dealership now offers a free software fix, and the police have given away steering wheel locks. However, many car owners are not taking advantage of these protections. The thieves are typically teenagers under 16 years old who are students in middle school or the first year of high school. The number of arrests of these young offenders has increased threefold, from about 20 per year to around 60 per year. Many of them are arrested multiple times. It seems that the judicial system does not impose any consequences on them.

Recreation Department

Mr. Varda provided answers to various questions about Greenbelt's pools. He mentioned that the outdoor pool had been closed due to air quality concerns caused by smoke from Canadian wildfires, occasionally for weather and briefly for a malfunction. A proposed teen lifeguard program did not happen due to a staffing shortage. Mr. Varda also informed Council that the Maryland-National Capital Park and Planning Commission closes some pools in the afternoons due to lifeguard shortages, and D.C. pools are not open daily either. He highlighted that the shortage of lifeguards is a regional and national issue.

Mayor Jordan inquired about the potential to incorporate the Community Center's commercial kitchen into an entrepreneurship program, to which Mr. Varda confirmed it was feasible. Mayor Jordan also asked for an update on the progress of resurfacing the tennis courts, to which Mr. Varda indicated that they were seeking legal advice regarding the contract status.

Based on a question from Ms. Davis, Varda announced that the Teen Takeover at the Community Center will expand to Springhill Lake Recreation Center for the upcoming school year.

Mr. Varda announced that the senior lunch program has expanded to three times a week and now serves 15 to 20 seniors. He mentioned it will be available five days a week after Labor Day.

CARES

Mr. George pointed out that the department supported residents through rental and mortgage assistance and supported local food pantries with ARPA funds. He noted that CARES received a Connect Maryland Grant for 200 laptops for Greenbelt residents.

Museum

Mr. George pointed out that the Museum's tour and visit statistics are back to pre-pandemic levels. The passage of the State bond bill ensures all but \$200,000 of the funding to finish the conversion of 10-A Crescent. He confirmed work can start before full funding is obtained.

City Administration

Mr. George discussed the launch of several ongoing projects in the department, including the Municipal Building expansion study, the Diversity, Equity & Inclusion Audit, the EV Committee's work on developing the City EV/Electrification Plan, and an automated system for accepting and tracking Maryland Public Information Act requests.

The meeting ended at 10:02 pm.

Respectfully submitted,

Bonita Anderson
City Clerk

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS - 30 minutes (8:00 - 8:30 pm)

Subject:

Statement for the Record - Closed Session - July 31, 2024

Suggested Action:

Reference: Statement for the Record, July 31, 2024

Closed Session of July 31, 2024: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(C)(2) of the Annotated Code of the Public General Laws of Maryland. I move that the minutes of tonight's meeting reflect that the Council met in closed session on Wednesday, July 31, 2024, at 10:19 p.m., in the Council Chambers. Council held this closed meeting in accordance with Section 3-305(b)(1) and (8) of the General Provision Article of the Annotated Code of the Public General Laws of Maryland 1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals; and 2) To consult with staff, consultants, or other individuals about pending or potential litigation

The purpose of this meeting is to discuss the City Manager's evaluation process.

Vote to close session:

Ms. Knesel - Yes

Ms. McKinney - Yes

Ms. Pompei - Yes

Ms. Pope - Absent

Mr. Roberts - Absent

Ms. Weaver - Yes

Mayor Jordan - Yes

Staff members present: Josué Salmerón, City Manager; and Dawane Martinez, Director of Human Resources; Jason DeLoach, City Solicitor (from 10:45).

Other individuals were in attendance: None.

Council took no action during this meeting.

Attachments:

[Closed Session Form_07.31.24.pdf](#)

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

Date: 07/31/2024 Time: 10:19 Location: Council Chambers

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

Members voting to close meeting:

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

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

- (1) ☒ To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) ☐ To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) ☐ To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) ☐ To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) ☐ To consider the investment of public funds;
- (6) ☐ To consider the marketing of public securities;
- (7) ☐ To consult with counsel to obtain legal advice on a legal matter;
- (8) ☒ To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) ☐ To conduct collective bargaining negotiations or consider matters that relate to the negotiations;

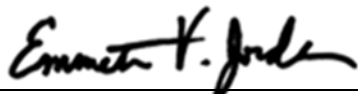
- (10) [] To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
- (11) [] To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) [] Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals; and

§3-305(b) (8) To consult with staff, consultants, or other individuals about pending or potential litigation;

This statement is made by



Emmett V. Jordan (Signature of Presiding Officer)

**WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE
MADE IN MINUTES OF NEXT REGULAR MEETING-NOT A PART OF THE CLOSING STATEMENT)**

OFFICIALS ATTENDING CLOSED SESSION: ☒ MCKINNEY; ☒ POMPI; ☒ JORDAN;
☐ POPE; ☐ ROBERTS; ☒ WEAVER; ☒ KNESEL

STAFF/OTHERS PRESENT:

Josué Salmerón, City Manager; Dawane Martinez, Director of Human Resources; Jason
DeLoach, City Solicitor (from 10:45)

TOPICS DISCUSSED:

Developments in legal case opposing staffing changes at Greenbelt and Berwyn Heights
fire stations; updates on pending and potential litigation; updates on upcoming CBA
negotiations; updates on personnel matters related to specific individuals; timeline and
process for city manager performance evaluation

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

TIME CLOSED SESSION ADJOURNED: 11:22

PLACE OF CLOSED SESSION: Council Chambers

PURPOSE OF CLOSED SESSION: THE PURPOSE OF THIS MEETING IS 1) TO ADDRESS PERSONNEL
MATTERS OVER WHICH THIS BODY HAS JURISDICTION; 2) TO CONSULT WITH STAFF ABOUT PENDING OR
POTENTIAL LITIGATION

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b)(1) and (8): To discuss the
appointment, employment, assignment, promotion, discipline, demotion, compensation,
removal, resignation, or performance evaluation of appointees, employees, or officials
over whom it has jurisdiction; or any other personnel matter that affects one or more specific
individuals; and to consult with staff, consultants, or other individuals about pending or
potential litigation

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

SIGNATURE OF PRESIDING OFFICER: Emmett V. Jordan

Form Revised: 01/08/24

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS - 30 minutes (8:00 - 8:30 pm)

Subject:

Statement for the Record - Closed Session - August 19, 2024

Suggested Action:

Reference: Statement for the Record, August 19, 2024

Closed Session of August 19, 2024: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(C)(2) of the Annotated Code of the Public General Laws of Maryland. I move that the minutes of tonight's meeting reflect that Council met in closed session on Monday, August 19, 2024, at 7:44 p.m., in Council Chambers. Council held this closed meeting in accordance with Section 3-305(b)(1) of the General Provision Article of the Annotated Code of the Public General Laws of Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals.

The purpose of this meeting is to discuss the City Manager's evaluation process.

Vote to close session:

Ms. Knesel - Yes

Ms. McKinney - Yes

Ms. Pompei - Yes

Ms. Pope - Yes

Mr. Roberts - No

Ms. Weaver - Yes

Mayor Jordan - Yes

Staff members present: Josué Salmerón, City Manager; and Dawane Martinez, Director of Human Resources.

Other individuals were in attendance: None

Council took the following actions: Council directed Director of Human Resources to ask follow-up questions of two preferred firms and provide additional information to Council.

Attachments:

[Closed Session Form_08.19.24.pdf](#)

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

Date: 08/19/2024 Time: 7:44 Location: Council Chamber

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

Members voting to close meeting:

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

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

- (1) ☒ To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) ☐ To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) ☐ To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) ☐ To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) ☐ To consider the investment of public funds;
- (6) ☐ To consider the marketing of public securities;
- (7) ☐ To consult with counsel to obtain legal advice on a legal matter;
- (8) ☐ To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) ☐ To conduct collective bargaining negotiations or consider matters that relate to the negotiations;

- (10) [] To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
- (11) [] To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) [] Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

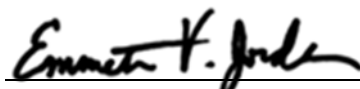
FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals

§3-305(b) _____

§3-305(b) _____

This statement is made by



Emmett V. Jordan (Signature of Presiding Officer)

**WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE
MADE IN MINUTES OF NEXT REGULAR MEETING-NOT A PART OF THE CLOSING STATEMENT)**

OFFICIALS ATTENDING CLOSED SESSION: ☒ MCKINNEY; ☒ POMPI; ☒ JORDAN;
☒ POPE; ☒ ROBERTS; ☒ WEAVER; ☒ KNESEL

STAFF/OTHERS PRESENT:

Josué Salmerón, City Manager; Dawane Martinez, Director of Human Resources

TOPICS DISCUSSED:

Discussed proposals received from firms to facilitate City Manager evaluation process;
discussed next steps in the process

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: DIRECTED DIRECTOR OF HR TO ASK FOLLOW-UP
QUESTIONS OF TWO PREFERRED FIRMS AND PROVIDE ADDITIONAL INFORMATION TO COUNCIL

TIME CLOSED SESSION ADJOURNED: 8:32

PLACE OF CLOSED SESSION: Council Chamber

PURPOSE OF CLOSED SESSION: THE PURPOSE OF THIS MEETING IS TO DISCUSS THE CITY MANAGER'S
EVALUATION PROCESS

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b)(1): To discuss the appointment,
employment, assignment, promotion, discipline, demotion, compensation, removal,
resignation, or performance evaluation of appointees, employees, or officials over
whom it has jurisdiction

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

SIGNATURE OF PRESIDING OFFICER:



Form Revised: 01/08/24

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS - 30 minutes (8:00 - 8:30 pm)

Subject:

Statement for the Record - Closed Session - August 26, 2024

Suggested Action:

Reference: Statement for the Record, August 26, 2024

Closed Session of August 26, 2024: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(C)(2) of the Annotated Code of the Public General Laws of Maryland. I move that the minutes of tonight's meeting reflect that the Council met in closed session on Monday, August 26, 2024, at 8:18 p.m., online via Zoom. Council held this closed meeting in accordance with Section 3-305(b)(1), (8) and (10) of the General Provision Article of the Annotated Code of the Public General Laws of Maryland 1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals; 2) To consult with staff, consultants, or other individuals about pending or potential litigation; and 3) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans.

The purpose of this meeting is to obtain updates on pending litigation and other actions related to the fire department staffing changes.

Vote to close session:

Ms. Knesel - Yes

Ms. McKinney - Yes

Ms. Pompei - Yes

Ms. Pope - Yes

Mr. Roberts - Absent

Ms. Weaver - Yes

Mayor Jordan - Yes

Staff member present: Josué Salmerón, City Manager.

Other individuals were in attendance: None.

Council took the following action to move forward with hosting a public meeting at GVFD on September 12th.

Attachments:

[Closed Session Form_08.26.24.pdf](#)

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

Date: 07/31/2024 Time: 8:18 Location: online via Zoom

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

Members voting to close meeting:

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

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

- (1) ☒ To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) ☐ To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) ☐ To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) ☐ To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) ☐ To consider the investment of public funds;
- (6) ☐ To consider the marketing of public securities;
- (7) ☐ To consult with counsel to obtain legal advice on a legal matter;
- (8) ☒ To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) ☐ To conduct collective bargaining negotiations or consider matters that relate to the negotiations;

- (10) [x] To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
- (11) [] To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) [] Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

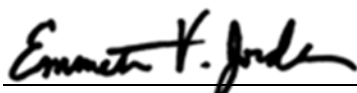
FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals; and

§3-305(b) (8) To consult with staff, consultants, or other individuals about pending or potential litigation;

§3-305(b) (10) to discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans.

This statement is made by



Emmett V. Jordan (Signature of Presiding Officer)

**WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE
MADE IN MINUTES OF NEXT REGULAR MEETING-NOT A PART OF THE CLOSING STATEMENT)**

OFFICIALS ATTENDING CLOSED SESSION: ☒ MCKINNEY; ☒ POMPI; ☒ JORDAN;
☒ POPE; ☒ ROBERTS (at 8:20); ☒ WEAVER; ☒ KNESEL

STAFF/OTHERS PRESENT:

Josué Salmerón, City Manager;

TOPICS DISCUSSED:

Updates on pending litigation and other actions related to the fire department staffing changes

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: MOVE FORWARD WITH HOSTING PUBLIC MEETING AT GVFD ON SEPTEMBER 12TH

TIME CLOSED SESSION ADJOURNED: 9:36

PLACE OF CLOSED SESSION: Virtual via Zoom

PURPOSE OF CLOSED SESSION: THE PURPOSE OF THIS MEETING IS 1) TO ADDRESS PERSONNEL MATTERS OVER WHICH THIS BODY HAS JURISDICTION; 2) TO CONSULT WITH STAFF ABOUT PENDING OR POTENTIAL LITIGATION; 3) TO DISCUSS THE DEPLOYMENT OF FIRE STAFF

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b)(1) and (8): To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals; to consult with staff, consultants, or other individuals about pending or potential litigation; and to discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans

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

SIGNATURE OF PRESIDING OFFICER:



Form Revised: 01/08/24

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: LEGISLATION

Agenda Section: LEGISLATION - 45 minutes (8:30 - 9:15 pm)

Subject:

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

Suggested Action:

Reference: Resolution

FY2025 Negotiated Purchase List - Sorted Alphabetically to Council - ARPA 8-8-24

FY2025 Negotiated Purchase List - Sorted High to Low to Council - ARPA 8-8-24
FY2025 Negotiated Purchase List - Sorted Alphabetically to Council- Main List 8-8-24

FY2025 Negotiated Purchase List - Sorted High to Low to Council - Main List- 8-8-24

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

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

Ms. Weaver introduced this Resolution at the Regular Meeting on August 12, 2024. It is recommended it be introduced for second reading and adoption at tonight's meeting.

Attachments:

[Resolution - FY2025 Negotiated Purchase List - 7-30-2024.pdf](#)
[FY2025 Negotiated Purchase List - Sorted Alphabetically to Council - ARPA 8-8-24.pdf](#)
[FY2025 Negotiated Purchase List - Sorted High to Low to Council - ARPA 8-8-24.pdf](#)
[FY2025 Negotiated Purchase List - Sorted Alphabetically to Council- Main List 8-8-24.pdf](#)
[FY2025 Negotiated Purchase List - Sorted High to Low to Council - Main List- 8-8-24.pdf](#)

Introduced: Ms. Weaver
1st Reading: August 12, 2024
2nd Reading:
Passed:
Posted:
Effective:

RESOLUTION NUMBER XXXX

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

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

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

WHEREAS, monies for these goods and services have already been approved by the City Council in the Fiscal Year 2025 budget; and

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

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

- See Attachment -

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

Emmett Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2025 (ARPA ONLY)

Sorted Alphabetically by Vendor Name

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2024	FY2023	FY2022	FY2021	FY2020	Justification for not Bidding
1 Amazon.com - AMAZ0010	Misc products	All	998	998	43,691	38,605	32,208	Competitive Pricing & Value
2 C.A. Lindman Inc - CALIN005	GAFC Pool Room Remediation	Rec-GAFC	32,431					Specialty contractor
3 Capital Area Food Bank	Non-Profit Assistance	CARES	14,129					Specific Service Provided
4 CDW-G Computer Center Inc-CDWGC005	WIFI Expnasion/Network Sec Impvmt	IT	15,848	50,508	25,366	11,416	9,297	Competitive Pricing & Value
5 Charles P. Johnson & Assoc - CHARL065	Pool Room Remediation	Rec/GAFC	19,841	34,804	14,026	57,172	195,868	Competitive Pricing, long-term relationship
6 Charles P. Johnson & Assoc - CHARL065	Braden Field/Baseball	Recreation	12,173					Competitive Pricing, long-term relationship
7 CMG Flooring	Dance Studio Flooring/Updates	Recreation	31,211					Specialized Service
8 College for Creative Studies	Higher Education Support/Scholars	CARES	10,000					Grant Recipient
9 College Park Community Food Bank	Non-Profit Assistance	CARES	14,000	10,000				Specific Service Provided
10 Doosan Bobcat North America Inc	Ballfields: Equipment	Public Works/Recreation	32,115					Specialty contractor
11 Doyle Printing & Offset Co.	Post Cards - ARPA Grants	Admin	0	967	15,701	8,990	3,780	Long-term relationship
12 EcamSecure	Security System Improvements	Public Works	29,590					Specialty contractor
13 Everything2Go.com	New Tables for GFE	Publi Works	12,040					Specialty contractor. Competative pricing
14 Franklin Park of Greenbelt Station	Rental/Utilities	CARES	11,815	727,653	533,552	-	-	Grant Funded/Emerg Assistance
15 Frontline Mobile Tech	Vehicle Equipment Upfit	Police	59,868	208,327	-	-	-	State Contract
16 Gaithersburg Farmers Supply (Rippeon Equipment)	Ballfields: Equipment	Public Works	44,663					Specialty contractor. Competative pricing
17 Grainger	Pool Room Remediation	Rec/GAFC	1,105	4,252				Local Vendor, Competitive Pricing
18 Greenbelt Children's Center	Childcare Voucher Program	CARES	70,000	50,000				Specific Service Provided
19 Greenbelt News Review	Business Improvement Recovery	Econ Development	30,000	2,246				Local Vendor, Competitive Pricing
20 Greenbelt Nursery School	Childcare Voucher Program	CARES	25,000	50,000				Specific Service Provided
21 Kinder Care Education LLC	Childcare Voucher Program	CARES	85,000	50,000				Specific Service Provided
22 LS Systems (NEW)	Access Control	Public Works	0	76,700	NEW FY23			Local vendor,specialized svc
23 Masters Touch Inc (Food Pantry)	Non-Profit Assistance	CARES	10,000					Grant-Funded Service
24 Meals on Wheels-4067	Contribution/Food Assistance	CARES	26,970	55,340	46,660	57,840	-	Grant-Funded Service
25 Next Day Concrete	GAFC Pool Room Remediation	Recreation	14,850					Local contractor. Competative pricing.
26 Pinnacle Property Group-7854	Rental Assistance	CARES	53,784	53,784	52,981	1,000	-	Grant Funded/Emerg Assistance
27 Sardis Catering	Food Assistance Program	CARES	10,000	10,000				Specific Service Provided
28 SHD Holdings LLC dba Academy of Computer Education	Workforce Development Program	CARES/Econ Dev	48,308	9,706				Specific Service Provided
29 SHD Holdings LLC dba Academy of Computer Education	Higher Education Support/Scholars	CARES	27,744					Specific Service Provided
30 SHD Holdings LLC dba Academy of Computer Education	SB Capital Investment Program	Econ Development	50,000					Specific Service Provided
31 Spatco Energy Solutions LLC	PW Fuel Management System	Public Works	28,125					Specialty contractor. Competative pricing
32 St Hugh of Grenoble Catholic church	Food Pantry Non-Profit Assistance	CARES	55,000	57,500				Speiific Service Provided
33 Swimstyle Pool Group	GAFC Pool Room Remediation	Recreation	21,613	25,253				local vendor, competitive pricing
34 Transportation Supply LLC	Variable Message Boards	Public Works	46,896					Specialty contractor. Competative pricing
35 Tri Star Contractor, Inc.	Bus Shelter Construction	Planning	850	0	0	0	0	Specialty contractor
36 University of Maryland, Baltimore county	Higher Education Support/Scholars	CARES	10,000					Grant Recipient

City of Greenbelt, Maryland

Recommended Vendors for Negotiated Purchase - FY 2025 (ARPA Only)

Sorted by FY2024 Amount - Highest to Lowest

Vendor-Number	Commodity	Requesting Department	FY2024	FY2023	FY2022	FY2021	FY2020	Justification for not Bidding
1	Kinder Care Education LLC	Childcare Voucher Program	CARES	85,000	50,000			Specific Service Provided
2	Greenbelt Children's Center	Childcare Voucher Program	CARES	70,000	50,000			Specific Service Provided
3	Frontline Mobile Tech	Vehicle Equipment Upfit	Police	59,868	208,327	-	-	State Contract
4	St Hugh of Grenoble Catholic church	Food Pantry Non-Profit Assistance	CARES	55,000	57,500			Specific Service Provided
5	Pinacle Property Group-7854	Rental Assistance	CARES	53,784	53,784	52,981	1,000	Grant Funded/Emerg Assistance
6	SHD Holdings LLC dba Academy of Computer Education	SB Capital Investment Program	Econ Development	50,000				Specific Service Provided
7	SHD Holdings LLC dba Academy of Computer Education	Workforce Development Program	CARES/Econ Dev	48,308	9,706			Specific Service Provided
8	Transportation Supply LLC	Variable Message Boards	Public Works	46,896				Specialty contractor. Competitive pricing
9	Gaithersburg Farmers Supply (Rippeon Equipment)	Ballfields: Equipment	Public Works	44,663				Specialty contractor. Competitive pricing
10	C.A. Lindman Inc - CALIN005	GAFC Pool Room Remediation	Rec-GAFC	32,431				Specialty contractor
11	Doosan Bobcat North America Inc	Ballfields: Equipment	Public Works/Recreation	32,115				Specialty contractor
12	CMG Flooring	Dance Studio Flooring/Updates	Recreation	31,211				Specialized Service
13	Greenbelt News Review	Business Improvement Recovery	Econ Development	30,000	2,246			Local Vendor, Competitive Pricing
14	EcamSecure	Security System Improvements	Public Works	29,590				Specialty contractor
15	Spatco Energy Solutions LLC	PW Fuel Management System	Public Works	28,125				Specialty contractor. Competitive pricing
16	SHD Holdings LLC dba Academy of Computer Education	Higher Education Support/Scholars	CARES	27,744				Specific Service Provided
17	Meals on Wheels-4067	Contribution/Food Assistance	CARES	26,970	55,340	46,660	57,840	Grant-Funded Service
18	Greenbelt Nursery School	Childcare Voucher Program	CARES	25,000	50,000			Specific Service Provided
19	Swimstyle Pool Group	GAFC Pool Room Remediation	Recreation	21,613	25,253			local vendor, competitive pricing
20	Charles P. Johnson & Assoc - CHARL065	Pool Room Remediation	Rec/GAFC	19,841	34,804	14,026	57,172	195,868 Competitive Pricing, long-term relationship
21	CDW-G Computer Center Inc-CDWGC005	WIFI Expnasion/Network Sec Impvmt	IT	15,848	50,508	25,366	11,416	9,297 Competitive Pricing & Value
22	Next Day Concrete	GAFC Pool Room Remediation	Recreation	14,850				Local contractor. Competitive pricing.
23	Capital Area Food Bank	Non-Profit Assistance	CARES	14,129				Specific Service Provided
24	College Park Community Food Bank	Non-Profit Assistance	CARES	14,000	10,000			Specific Service Provided
25	Charles P. Johnson & Assoc - CHARL065	Braden Field/Baseball	Recreation	12,173				Competitive Pricing, long-term relationship
26	Everything2Go.com	New Tables for GFE	Publi Works	12,040				Specialty contractor. Competitive pricing
27	Franklin Park of Greenbelt Station	Rental/Utilities	CARES	11,815	727,653	533,552	-	Grant Funded/Emerg Assistance
28	College for Creative Studies	Higher Education Support/Scholars	CARES	10,000				Grant Recipient
29	Masters Touch Inc (Food Pantry)	Non-Profit Assistance	CARES	10,000				Grant-Funded Service
30	Sardis Catering	Food Assistance Program	CARES	10,000	10,000			Specific Service Provided
31	University of Maryland, Baltimore county	Higher Education Support/Scholars	CARES	10,000				Grant Recipient
32	Grainger	Pool Room Remediation	Rec/GAFC	1,105	4,252			Local Vendor, Competitive Pricing
33	Amazon.com - AMAZO010	Misc products	All	998	998	43,691	38,605	32,208 Competitive Pricing & Value
34	Tri Star Contractor, Inc.	Bus Shelter Construction	Planning	850	0	0	0	0 Specialty contractor
35	Doyle Printing & Offset Co.	Post Cards - ARPA Grants	Admin	0	967	15,701	8,990	3,780 Long-term relationship
36	LS Systems (NEW)	Access Control	Public Works	0	76,700	NEW FY23		Local vendor,specialized svc

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2025

Sorted Alphabetically by Vendor Name

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2024	FY2023	FY2022	FY2021	FY2020	Justification for not Bidding
1	Acme Auto Leasing LLC - ACMEA010	Police Undercover Leased Vehicle	0	99,375	37,500	78,750	61,875	Competitive Pricing & Value
2	Advanced Collision Center LLC - ADVAN025	Auto Body Repiar	14,758	18,452	6,361	5,479	-	Local vendor, fast response
3	Alexander & Cleaver PA - ALEXA045	Legal Services	53,639	38,360	89,631	98,642	91,106	Selected by competitive process
4	Altamint (Replaced Rekor Recognition Systems)	Speed Cameras;Citation Collection	236,768	-	-	-	-	Specialized Service
5	Amato Industries - AMATO005	Chlorine & Other Pool Chemicals	17,763	18,226	8,374	3,678	10,046	MNCPPC Contract
6	Amazon.com - AMAZO010 (Amazon Marketplace)	Misc products	74,046	40,723	43,691	38,605	32,208	Competitive Pricing & Value
7	Amazon Capital Services Inc - AMAZO015 (Pay By Invoice)	Misc products	28,652					Competitive Pricing & Value
8	American Traffic Solutions (ATS) - AMERI100	Redlight citation processing	354,325	391,836	258,541	285,368	260,615	Howard County Contract
9	Angelica Nurseries Inc	Tree Replacement	10,275	2,861	-	-	-	Specialty contractor. Competative pricing
10	APEX Petroleum Corporation (replacing James River Solutions)	Unleaded & Diesel Fuel	NEW FY25					COG Bid
11	Assa Abloy Entrance Systems US Inc-840	Door repairs	503	991	333	3,860	3,400	Local Vendor, Competitive Pricing
12	AT&T Mobilty - ATTM0005	Cellular phone service	14,504	8,918	18,899	27,624	29,197	State Contract
13	ATC Corp-3664	Tennis/Basket ball Courts Resurfacing	0	0	-	-	3,088	Local contract awarded in FY22
14	AXON Enterprise Inc- AXONE005	Body Cameras	79,523	88,653	115,073	0	5,850	Specialized Service
15	Baker Tilly US LLP- BAKER005	Compensation Study	4,345	95,855				Contract awarded in FY22
16	Bartlett Tree Experts	Tree Care & Maintenance	17,065	4,462	4,045	4,130	6,345	Specialty contractor. Competative pricing
17	Best, Best & Krieger - 137	Cable Issues & Franchise Negotiations, Sr Admin	330	765	1,598	213	6,385	Long-term relationship
18	BFPE International - BFPEI005	Fire Alarm	13,399	18,982	20,836	35,099	18,330	Local Vendor, Competitive Pricing
19	Boland Trane Services - 118	HVAC Services	33,435	3,106	2,188	65,283	8,987	Local Vendor, Competitive Pricing
20	Bolton Partners Inc - BOLTO005	Post Retirement Medical	2,950	9,500	2,750	9,880	2,000	Actuarial Study every two years
21	Bonkosky, Laura - 3010	Yoga Instructor	10,793	10,802	5,485	6,754	14,546	Local Vendor, Competitive Pricing
22	Bortek Industries - BORTE005	Auto/Sweeper Parts & Repair	25,205	28,629	12,900	15,580	10,331	Competitive Pricing & Value
23	Bradley Site Design - 1918	Design & Signage for Gateway and Buddy Planning	5,800	0	310	0	0	Long-term relationship
24	Budget Painting - BUDGE005	Painting	19,725	15,000	146,535	19,250	29,700	Competitive Pricing & Value
25	C N Robinson Lighting - 6118	LED Lighting	8,533	8,916	58,247	68,157	34,935	Local Vendor, Competitive Pricing
26	Capital Air Filter Corp - CAPIT015	Air Filters	17,243	19,348	8,956	7,869	6,283	Local vendor, competitive pricing
27	Capitol Office Solutions -CAPIT035	Copier Service & supplies	28,508	26,017	17,693	19,183	16,883	Competitive Pricing & Value
28	Carefirst Bluecross Blueshield - CAREF010/CAREF005	Employee Health Insurance	1,829,071	1,640,776	1,592,115	1,824,714	1,477,025	Competitive Pricing & Value
29	Carpet Land Inc.-6018	Carpet Replacement	5,657	8,782	11,726	25,029	11,387	Competitive Pricing & Value
30	Carroll County Sheriff-7732	Police Academy Training	0	8,179	14,733	6,646	-	Partner agency-police training
31	Carquest Auto Parts-3101	Auto Parts	890	6,488	7,151	11,303	7,575	Competitive Pricing & Value
32	Cast Stone Designs Inc-8349	Gateway Signage	5,950	2,975	NEW FY23	0	0	Local Vendor, Competitive Pricing
33	CDW-G Computer Center Inc-CDWGC005	Computers	13,356	24,562	25,366	11,416	9,297	Competitive Pricing & Value
34	Cellebrite, Inc.-8167	Cell Forensic	0	6,100	9,995	-	-	Competitive Pricing & Value
35	Chargepoint, Inc-3684	Charging Station	1,380	0	11,675	-	16,616	Sole Provider
36	Charles P. Johnson & Assoc - CHARL065	Construction Inspection/ Management Sr	58,738	49,700	14,026	57,172	195,868	Competitive Pricing, long-term relationship
37	Chesapeake Ford Truck - CHESA075	Auto Parts/Repairs	22,929	42,272	25,655	14,929	9,223	Competitive Pricing & Value
38	Chesapeake Landscape Materials	Northway Compost Grinding	0	15,000	-	-	-	Backup vendor for mulch grinding
39	Cintas Corporation	Bi-Weekly Mops & Mats	11,869	10,202	7,125	3,423	6,220	Local vendor
40	Clayworks Supply Inc	Ceramic Supplies	16,329	10,873	8,696	6,014	7,714	local vendor, competitive pricing
41	Climate Engineers - CLIMA005	HVAC Service at AFC	9,888	21,146	16,739	51,189	47,948	Local Vendor, Competitive Pricing
42	Coach America Bus	Bus Service for Camps (Long Trips)	5022	5338				specialized service, competitive pricing
43	Community College of Baltimore County - 2106	Police academy	0	2,089	0	0	10,443	Specialized Service
44	Compost Crew	Compost containers/Services	122,850	-	-	-	-	USDA Grant Funded
45	Compost Crew	Food Scrap Composting Service	5,950	7,751	7,188	8,056		USDA Grant Funded
46	Crovato Products & Svcs - CROVA005	Auto maintenance	16,163	10,909	13,134	9,917	11,615	Local Vendor, Competitive Pricing
47	Crowley Construction - CROWL005	Roof repairs	2,561	341,800	17,136	913	163,095	Local Vendor, Competitive Pricing
48	CTC Technology & Energy	Oversee Small Cell Applications	0	9,401	0	-	New FY21	Specialized Service
49	Cunningham Assoc- CUNNI005 (was West Rec-3787)	Playground Wood Fiber/Mulch	27,637	11,820	26,692	0	22,250	Local Vendor, Competitive Pricing
50	D & D Tire - DDTIR005	Auto & Truck Tires	28,859	58,948	35,245	24,470	30,770	State Contract
51	Davenport & Co. LLC - 3061	Financial Consultant	5,200	0	15,600	45,000	0	Specialized Service
52	Delta Dental - DELTA010	Employee Dental Insurance	126,235	112,901	110,858	115,845	109,026	Competitive Pricing & Value
53	Delta Telephone & Cabling - DELTA005	Phone Maint & Licenses	3,500	9,783	4,676	4,686	61,885	Local Vendor, Competitive Pricing
54	Densel Company - DENSE005	Boiler Replacement/HVAC & Plumbing Sv	34,902	23,086	253,548	58,491	510,817	Selected by competitive process

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2025

Sorted Alphabetically by Vendor Name

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2024	FY2023	FY2022	FY2021	FY2020	Justification for not Bidding
55	Dewberry	WMATA Trail Engineering Services	Planning	0	NEW FY24			council approved via resolution
56	Doloff Printing - 259	Newsletters & Seasonal Brochures	Recreation	0	0	0	0	8,264 Competitive Pricing & Value
57	Doyle Printing & Offset Co.	Newsletter Printing	REC,Comm Promotion	9,645	11,875	15,701	8,990	3,780 Long-term relationship
58	Dr. Jack Leeb	Employment Assessments/Testing	Police	15,985	10,370	5,915	14,480	7,515 Long-term relationship
59	Draley's Locksmith	Building Keys & Locks Service	Public Works/CC	2,085	9,442	5,077	4,203	4,942 Local vendor
60	Durance Plumbing-5736	Plumbing Service	Public Works	9,725	5,835	8,692	9,272	44 Local vendor,specialized svc
61	Eastern Salt Co - 2772	Road Salt	Public Works	0	0	0	2,383	12,370 Competitive Pricing & Value
62	Edmunds Govtech- EDMUN005	Financial Software	Finance	41,100	13,375	69,430	-	- Bid awarded in FY22
63	Electec Election Services, Inc-5918	Voting Services	Admin - Elections	0	0	43,842	19,701	2,346 Specialized Service
64	Ely Inc	Museum services/Storage	Admin	19,730	18,720	9,360	17,240	10,670 Specialized Service
65	Emerg Serv Consult Intl - 2933(was Fields Consulting Group - 5873)	Promotional Assessment Center	Police	0	20,000	0	18,000	0 Competitive Pricing & Value
66	Ennis-Flint	Traffic signs/Crosswalks	Public Works	14,868	12,043	18,648	4,631	12,118 Competitive Pricing & Value
67	Epstein, Norman	Psychological services	CARES	1,100	1,980	8,800	8,250	8,250 Long-term relationship
68	ESRI	GIS Software	IT/PD/Planning/PW	13,340	7,248	18,308	4,700	5,049 Existing vendor w/existing infrastructure
69	Express Scripts	Employee prescription drugs	All	771,841	231,971	301,322	287,792	272,906 Competitive Pricing & Value
70	Eyre Bus Service	Bus Service for Camp/Sr. Programs	Recreation	7,063	2,421	3,430	-	- Competitive Pricing & Value
71	F & F & A Jacobs & Son	Uniforms	Police	6,670	128,077	9,239	11,641	10,168 Long-term relationship
72	Facilitydude.com (formerly Dude Solutions Inc NOW BRIGHTLY)- 298	Facility Dude	Public Works	5,335	6,435	3,966	5,162	3,055 Competitive Pricing & Value
73	Fidelity Power Systems - 300	Generator Inspection & Maint.	Public Works	7,043	7,043	9,128	8,691	6,132 Long-term relationship
74	Fovndry/Van Eperen-8021	Communications Services	Admin - PIO	0	0	31,695	New FY21	0 Sole Provider
75	Friends of Old Greenbelt Theatre	Theatre management	Admin	63,282	48,880	70,897	48,000	141,427 Selected by competitive process
76	Frontline Mobile Tech	Toughbooks	Police	1,205	50,559	8,330	35,500	- State Contract
77	Fulton Bank-523403	Banking services	Fin & Admin	41,199	27,231	22,403	21,322	38,334 Selected by competitive process
78	Galls LLC - GALLS005	Uniforms and police equipment	Police	17,123	25,748	13,213	10,683	18,229 Sole Provider
79	Gametime - GAMET025	Playground Equipment	Public Works	55,460	2,216	11,944	1,658	2,031 Local Vendor, Competitive Pricing
80	General Glass - 4746	Windows	Public Works	490	393	1,316	44,455	5,522 Selected by competitive process
81	GHA Technologies	Computers & Computer Equip	IT	30,024	34,270	44,811	32,621	33,866 Competitive Pricing & Value
82	GHE Electric Services Inc	Electrical Supplies & Repairs	Public Works	3,200	10,038	745	15,163	5,335 Local Vendor, Competitive Pricing
83	Grainger	Filters, lights, tools, misc supplies	Public Works	31,822	27,128	17,725	12,692	7,925 Local Vendor, Competitive Pricing
84	Granicus Inc	Video Streaming/Open Platform	Admin	39,453	32,372	36,540	32,205	30,950 Specialized Service
85	Granturk Equipment Company Inc	Auto Parts/Repairs	Public Works	16,121	27,369	6,920	17,363	733 Sole Provider
86	Greenbelt Auto & Truck Repair	Auto body repair	Public Works	9,871	23,353	19,420	21,210	29,549 Local Vendor, Competitive Pricing
87	Greenbelt Homes Inc	Museum Co-op fees & Playground Maint	Admin	11,670	11,306	28,390	10,820	10,074 Sole Provider
88	Greenbelt News Review	Legal & help wanted ads	Fin & Admin	31,768	28,595	34,613	25,172	21,770 Local Vendor, Competitive Pricing
89	Greenbriar Community Assoc - GREEN250	Landscape Maintenance	Public Works	14,562	4,883	10,780	9,650	12,545 Long-term relationship
90	Greenman Pedersen - 379	Engineering consultant	Planning	0	6,044	6,565	53,011	29,022 Montgomery County Contract/Long term relationship
91	GT Mid Atlantic	Automotive Supplies & Repair	Public Works	8,639	20,300	6,599	8,779	1,683 Local vendor
92	Gun Shop, The 899	Firearms training, ammunition	Police	8,857	29,830	5,621	2,369	17,976 State Contract
93	Hi-Line	Auto Shop Supplies for PD	Public Works	12,872	24,640	11,701	20,433	17,266 Local Vendor, Competitive Pricing
94	Home Depot	Miscellaneous supplies	Public Works	20,769	15,575	17,204	14,976	15,633 Local Vendor, Competitive Pricing
95	Howard County	Redlight Camera	Police	10,964	11,785	7,770	10,485	9,515 Specialized Service
96	Hydraulics Unlimited	Parts,Equip. Maintenance & Repair	Public Workd	15,921	3,553	3,820	8,030	940 Specialty contractor. Competative pricing
97	I-Tech-8350 (NEW - replaces J&M)	Security Cameras	IT	0	12,600	NEW FY23		Selected by competitive process
98	Indeed.com-7054	Job Advertisement	HR	4,813	3,807	11,573	4,450	- Competitive Pricing & Value
99	Innovative Pyrotechnic Concepts	Fireworks	Public Works	10,000	14,800	14,600	0	14,175 Specialized Service
100	Intercon Truck Equipment - 6331	Truck Equipment	Public Works	0	0	19,996	0	0 Competitive Pricing & Value
98	IVS LLC	Tabulator/Ballot Marking Devices Lease	Administration	16,700	NEW FY24			Agreement authorized by council
99	Jackson Lewis	Legal Services: CBA	Admin	0	0	23,092	27,141	59,581 Specialized Service
100	James River Solutions	Unleaded & Diesel Fuel	All	308,223	331,285	241,269	156,357	129,302 COG Bid
101	Jams Lawn and Gardening Inc	Landscape Maintenance	Public Works	9,181	9,195	11,747	3,912	New FY21 Selected by competitive process
102	Jill Grant & Associates -	Legal Support:Maglev,Bureau of Engravin	Admin	38,855	50,471	5,956	199,995	New FY21 Specialized Service
103	Johnson Truck Center LLC	Auto Parts/Repairs	Public Works	17,760	28,186	10,216	6,257	1,436 State Contract
104	Jopal Construction	Greenbelt Gateway Sign Service	Planning	14,100	13,000	-	-	- Grant-Funded Service

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2025

Sorted Alphabetically by Vendor Name

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2024	FY2023	FY2022	FY2021	FY2020	Justification for not Bidding
105	Judye Hering	Mental Health Counseling/Tutoring	CARES	19,250	10,670	-	-	- Special Skills
106	Key Risk/StarNet Ins (replaced Chesapeake Employers Ins FY19) - 210190	Workers compensation insurance	All	918,287	889,647	865,581	665,778	617,530 Long-term relationship
107	Knowbe4	Cyber Security User Training	IT	0	0	11,880	-	16,005 Specialized Svc/On-going svc
108	KnowInk	Election Poll Pads Subscription	Administration	18,825	NEW FY24			Agreement authorized by council
109	Kohler Equipment - 4683	Tools & Parts	Public Works	14,720	15,054	7,457	8,759	9,151 Local Vendor, Competitive Pricing
110	Leonard Paper Company - 2276	Paper towels & toilet tissue	Public Works	0	0	5,094	13,977	5,719 Competitive Pricing & Value
111	Local Government Insurance Trust- 1125 & 528	Liability & property insurance	All	249,407	197,206	181,123	167,690	157,033 Competitive Pricing & Value
112	LS Systems	Door Security	All	1,796	NEWFY23			Existing vendor w/existing infrastructure
113	Mahan Rykiel Associates Inc	Buddy Attick Master Plan Project	Rec/PW/Planning	42,185	NEW FY24	-	-	- Selected by competitive process
113	Major Police Supply - 4188	Emergency equipment & installatioin on	Police	7,109	52,603	24,511	31,666	162,120 State Contract
114	Mansfield Oil Co - 550	Diesel Fuel	Public Works	0	0	0	6,713	33,250 COG Contract
115	Manuel Tree Service - 6282	Tree pruning/removal	Public Works	55,525	144,600	23,600	32,200	13,500 Competitive Pricing & Value
116	Maryland Environmental Services - 559	Leaf grinding, Recycling	Public Works	25,453	22,847	27,029	31,453	23,143 Local Vendor, Competitive Pricing
117	Maryland Municipal League-563	Membership	Admin	33,048	26,799	26,534	25,286	25,598 Govt Association
118	Maryland State Retirement System 512806, 512807, 527301, & 527302	Retirement and pension plans	All	2,658,372	2,210,364	2,067,125	2,054,492	1,857,509 State Agency
119	Maryland Unemployment-591	Unemployment Benefits	HR,Finance	17,233	7,057	13,385	24,427	5,666 State Agency
120	MCCI LLC - 2709	Laserfische Project Mgmt	IT	12,200	37,675	4,725	26,500	24,280 Competitive Pricing & Value
121	Meals on Wheels-4067	Contribution/Food Assistance	CARES	18,450	19,095	46,660	57,840	- Grant-Funded Service
122	Metropolitan Washington Council of Governments - 601	Association fees	Admin	45,438	49,274	39,313	38,665	19,845 COG Contract
123	Microsoft Corporation - 6170	Email Service	IT	23,567	16,587	12,421	12,741	10,894 Competitive Pricing & Value
124	Miles & Stockbridge - 3801	Legal services: Bond Counsel	Admin	0	0	0	21,500	24,500 Specialized Service
125	Mission Square	Deferred compensation program	All	870,280	600,483	597,866	626,735	629,160 Long-term relationship
126	Mitchell Titus (Replaced Cohn Reznick)	Auditing services	Fin & Admin	64,700	NEW FY24	-	-	- Selected by competitive process
127	Mobile Management Systems LLC	Auto body Repairs & Supplies	Public Works	18,554	9,032	2,172	-	- Specialty contractor. Competative pricing
128	Morton Salt, Inc.-6695	Road Salt	Public Works	9,859	11,538	15,314	-	- COG Contract
129	Motorola Solutions Inc- 6109	Radios & related service	Police	32,934	22,264	39,216	23,573	34,111 State Contract
130	Municap - 3493	TIF Administrator	Fin & Admin	11,894	17,369	13,794	11,700	17,463 Specialized Service
131	Municipal Emerg Sv Dep - 145(was Lawmen Supply - 6505)	Simmunition Training, body armor, unifor	Police	29,058	32,365	19,267	24,321	26,985 Specialized Service
132	NAA, Inc. - 3905	Remediation of CC Windows	Planning	0	0	0	0	26,870 Selected by competitive process
133	Napco Group Inc	Porter Service	Public Works	28,889	4,564	9,720	11,155	3,850 Specialty contractor. Competative pricing
134	National Capital Industries	Bollards, Safety Equip, Traffic Control	Public Works/Planning	9,588	12,407	4,345	5,108	8,647 Local vendor
135	Next Day Concrete & Masonry	Concrete Work	Public Works	21,500	-	-	-	- Local contractor. Competative pricing.
136	NextRequest LLC (MPIA - Maryland Public Information Act)	FOIA Workflow Platform Subscription	Administration	9,591	-	-	-	- Recurring Contract for MPIA filings
137	Nicholas P Pipino & Assoc - 982	Audio Visual Maint Contract	Admin	0	0	36,885	11,228	6,374 State Contract
138	Nicole Ellis (funded by SASS Grant)	Cleaning Service for GRH	CARES	16,300	18,300	5,450	-	- Specific Service
139	O'Brien Bus Service Inc - 672	Bus service for camps- shorter trips	Recreation	26,150	12,975	0	0	16,975 Competitive Pricing & Value
140	Occupational Health Centers (Replaced Occupational Medical Svcs)	Employee Physicals	HR	11,215	2,307	-	-	- Competitive Pricing & Value
141	Orkin-715	Pest Control Service	All	10,070	9,250	8,962	8,742	260 Local vendor,specialized svc
142	Overhead Door - 681	Bay Door Repairs	Public Works	10,788	13,380	563	2,265	16,646 Specialized Service
143	P2 Cleaning Services LLC - 3423	Landscape Maintenance	Public Works	55,628	44,829	43,456	60,888	47,094 Competitive Pricing & Value
144	Packer Norris Parts - 5770	Vehicle Repair Auto Parts, direct from m	Public Works	19,366	26,757	11,372	13,532	14,354 Competitive Pricing & Value
145	Parts Authority - 5896	Auto Parts, Supplies & Tools	Public Works	46,200	49,409	34,697	37,690	43,316 Local Vendor, Competitive Pricing
146	Perconti Data Systems - 5396	Utopia System Upgrade & Maint	IT/Planning	9,995	9,995	9,995	9,995	9,995 Sole Provider
147	Petitbon Alarm Company	Alarm Services	All/Public Works	12,624	24,304	6,891	7,364	6,905 Local contractor. Competative pricing.
148	Petsmart - 3339	Animal Food & Supplies	Animal Control	4,221	5,929	2,569	2,170	5,288 Local Vendor, Competitive Pricing
149	Power DMS, Inc-713	FTO Software Subscription	Police	11,987	11,256	12,319	2,000	7,102 Competitive Pricing & Value
150	Prince George's Community-687	Training & Police Academy	PW & Police	33,385	4,520	9,834	-	- Specialized Service
151	Prince George's County- 122 & 693, 694 & 739	Landfill disposal services & I-Net	PW & IT	111,783	143,737	107,431	78,909	123,822 Specialized Service
152	PT Armor, Inc-6354	Ballistic Vest Carrier	Police	0	3,960	7,475	3,055	5,400 Competitive Pricing & Value
153	Quill - 3937	Office Supplies	Police	10,963	8,660	8,946	10,198	10,867 Competitive Pricing & Value
154	Race Forward-8146	Racial Equity Course	HR	0	7,000	16,500	-	- Sole Provider
155	Raftelis-4602	Council Retreat/ARPA Comm Engmt	Admin	0	0	62,549	5,000	5,000 Approved by Council-FY22
156	Ramona Bocanegra (dba B Clean) - 3911	Cleaning Services	Recreation	58,032	78,870	65,585	86,738	29,840 Selected by competitive process

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2025

Sorted Alphabetically by Vendor Name

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2024	FY2023	FY2022	FY2021	FY2020	Justification for not Bidding
157	Raymar Plumbing Services-767	Plumbing services	0	1,228	3,065	3,932	13,190	Local Vendor, Competitive Pricing
158	Republic Services #411 - 7734	Recycling	35,822	28,609	21,878	16,548	New FY21	Selected by competitive process
159	Rexel of America LLC	Parts	5,799	5,339	4,425	13,044	12,992	Competitive Pricing & Value
160	Rick Creech Sales	Tools, Auto software	9,675	2,616	227	-	4,454	Local contractor. Specialty contractor.
161	Robert Half-8189	Temporary Services	0	7,536	17,045	-	-	Competitive Pricing & Value
162	Roberts Oxygen - 784	Propane & Pool Chemicals	9,581	10,904	8,679	9,701	9,226	Competitive Pricing & Value
163	Schindler Elevator - 799	Elevator service and repair	17,548	18,705	15,422	22,928	9,164	Competitive Pricing & Value
164	Service Machine Shop Inc	Boiler Room Pump Repair & Equipment	16,905	26,636	9,497	-	24,737	Local vendor
165	Shannon-Baum Signs-810	Street Signage	4,099	4,287	7,062	3,726	3,621	Competitive Pricing & Value
166	Shapiro & Duncan Mechanical Contractors -5526	Pool Pac Service, HVAC-CC	21,438	21,769	37,991	835	0	Competitive Pricing & Value
167	SHI International Corp - 4028	Computer supplies & Licensing	0	0	78	29,483	9,012	Competitive Pricing & Value
168	Silver Hill Cleaners - 149	Uniform cleaning	7,930	10,454	3,900	6,789	8,356	Competitive Pricing & Value
169	SiteOne Landscape Supply LLC - 415	Landscape plants/supplies	0	5,721	3,714	12,074	2,286	Competitive Pricing & Value
170	Solar Electric Power Company (SEPCO)	Bus Stop Solar Lighting	0	8,278	0	0	0	Sole Source & Competitive Pricing
171	Sparks at Play - 7935	Playground Equipment Installation	0	0	35,189	35,189	New FY21	Selected by competitive process
172	Spay Now - 6734	Veterinarian services	8,999	21,917	7,711	6,032	14,302	Competitive Pricing & Value
173	Staples Advantage - 4836, 5718 & 5925	Office & Green Cleaning Supplies	39,178	28,769	28,931	27,234	39,155	NJPA Contract
174	Suburban Signs Inc - 856	City Vehicle decals & Installation	4,633	16,360	4,074	1,466	10,586	Competitive Pricing & Value
175	Superion - Pentamation (was Sungard) - will be cut off 12/31/24	Financial system software maint	66,975	64,244	60,155	56,592	12,654	Sole Provider
176	THC Enterprises Inc-6616	Snow Plow Parts & Repairs	6,175	45,222	12,658	7,053	4,692	Competitive Pricing & Value
177	The Fibar Group LLC - 4233	Engineered wood	8,749	8,311	4,626	13,438	2,236	Competitive Pricing & Value
178	The Hartford - 3694 512805+220216	Employee life insurance	35,203	27,310	29,236	34,135	37,499	Competitive Pricing & Value
179	The Sherwin-Williams Co.	Building & Street Line Painting	3,705	12,044	-	116	366	Local vendor
180	Toro Turf Equipment & Supply	Deep Tine Aerator	0	20,394	-	-	-	Rode County bid to purchase aerator
181	Tibesy Consulting	DEI Organizational Assessments	32,735					Selected by competitive process/Specialized Service
182	Trippe Sports & Promotions LLC - 4466	Uniforms	10,236	14,218	7,576	5,421	39,155	Competitive Pricing & Value
183	U.S. Postal Service - 2213	Postage & Delivery	12,378	9,500	9,185	4,526	6,000	Sole Provider
184	Uline	Shipping/Facility Maint Supplies	11,846	10,041				Specialty contractor
185	University of Maryland - 942, 4847	Police Academy, Election tabulation	18,000	10,500	8,275	250	17,897	Specialized Service
186	Verizon - 523801 103 & 7855	Local phone service	76,326	10,291	67,195	49,583	42,728	Sole Provider
187	Verizon Wireless 1966	Police laptops & Cell Phones	53,100	48,659	39,996	39,594	39,250	State Contract
188	Vermont systems - 956	Rec Trac Upgrade, Training, Maint	11,297	0	7,409	0	7,194	Specialized Service
189	Visiting Angels-3309	In-Home Aide	82,591	85,618	32,234	57,231	25,752	Grant-Funded Service
190	VMP Construction - 951	Asphalt Work	1,067,486	963,789	1,166,618	365,371	572,605	Selected by competitive process
191	Washington Post - 7055	Employment Advertising	0	0	950	8,365	5,290	Competitive Pricing & Value
192	Webstaurantstore.com	Cleaning Supplies/Uniforms	9,370	4,733				Specialty contractor
193	Weyers Floor Service 976	Wood floor re-surfacing & refinishing	20,714	19,271	0	2,800	9,053	Competitive Pricing & Value
194	Xcetera	Staff Uniforms	7,737	12,546	2,578	957	786	local vendor, competitive pricing
195	Xerox - 292	Copier Service & supplies	18,152	17,713	15,461	14,773	20,827	Competitive Pricing & Value

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2025

Sorted by FY2024 Amount - Highest to Lowest

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2024	FY2023	FY2022	FY2021	FY2020	Justification for not Bidding
1 Maryland State Retirement System 512806, 512807, 527301, & 527302	Retirement and pension plans	All	2,658,372	2,210,364	2,067,125	2,054,492	1,857,509	State Agency
2 Carefirst Bluecross Blueshield - CAREF010/CAREF005	Employee Health Insurance	All	1,829,071	1,640,776	1,592,115	1,824,714	1,477,025	Competitive Pricing & Value
3 VMP Construction - 951	Asphalt Work	Public Works	1,067,486	963,789	1,166,618	365,371	572,605	Selected by competitive process
4 Key Risk/StarNet Ins (replaced Chesapeake Employers Ins FY19) - 210190	Workers compensation insurance	All	918,287	889,647	865,581	665,778	617,530	Long-term relationship
5 Mission Square	Deferred compensation program	All	870,280	600,483	597,866	626,735	629,160	Long-term relationship
6 Express Scripts	Employee prescription drugs	All	771,841	231,971	301,322	287,792	272,906	Competitive Pricing & Value
7 American Traffic Solutions (ATS) - AMERI100	Redlight citation processing	Police	354,325	391,836	258,541	285,368	260,615	Howard County Contract
8 James River Solutions	Unleaded & Diesel Fuel	All	308,223	331,285	241,269	156,357	129,302	COG Bid
9 Local Government Insurance Trust- 1125 & 528	Liability & property insurance	All	249,407	197,206	181,123	167,690	157,033	Competitive Pricing & Value
10 Altamint (Replaced Rekor Recognition Systems)	Speed Cameras;Citation Collection	Police	236,768	-	-	-	-	Specialized Service
11 Delta Dental - DELTA010	Employee Dental Insurance	All	126,235	112,901	110,858	115,845	109,026	Competitive Pricing & Value
12 Compost Crew	Compost containers/Services	Public Works	122,850	-	-	-	-	USDA Grant Funded
13 Prince George's County- 122 & 693, 694 & 739	Landfill disposal services & I-Net	PW & IT	111,783	143,737	107,431	78,909	123,822	Specialized Service
14 Visiting Angels-3309	In-Home Aide	CARES	82,591	85,618	32,234	57,231	25,752	Grant-Funded Service
15 AXON Enterprise Inc- AXONE005	Body Cameras	Police	79,523	88,653	115,073	0	5,850	Specialized Service
16 Verizon - 523801 103 & 7855	Local phone service	All	76,326	10,291	67,195	49,583	42,728	Sole Provider
17 Amazon.com - AMAZO010 (Amazon Marketplace)	Misc products	All	74,046	40,723	43,691	38,605	32,208	Competitive Pricing & Value
18 Superion - Pentamation (was Sungard) - will be cut off 12/31/24	Financial system software maint	Finance	66,975	64,244	60,155	56,592	12,654	Sole Provider
19 Mitchell Titus (Replaced Cohn Reznick)	Auditing services	Fin & Admin	64,700	NEW FY24	-	-	-	Selected by competitive process
20 Friends of Old Greenbelt Theatre	Theatre management	Admin	63,282	48,880	70,897	48,000	141,427	Selected by competitive process
21 Charles P. Johnson & Assoc - CHARL065	Construction Inspection/ Management S	Planning	58,738	49,700	14,026	57,172	195,868	Competitive Pricing, long-term relationship
22 Ramona Bocanegra (dba B Clean) - 3911	Cleaning Services	Recreation	58,032	78,870	65,585	86,738	29,840	Selected by competitive process
23 P2 Cleaning Services LLC - 3423	Landscape Maintenance	Public Works	55,628	44,829	43,456	60,888	47,094	Competitive Pricing & Value
24 Manuel Tree Service - 6282	Tree pruning/removal	Public Works	55,525	144,600	23,600	32,200	13,500	Competitive Pricing & Value
25 Gametime - GAMET025	Playground Equipment	Public Works	55,460	2,216	11,944	1,658	2,031	Local Vendor, Competitive Pricing
26 Alexander & Cleaver PA - ALEXA045	Legal Services	Admin	53,639	38,360	89,631	98,642	91,106	Selected by competitive process
27 Verizon Wireless 1966	Police laptops & Cell Phones	All	53,100	48,659	39,996	39,594	39,250	State Contract
28 Parts Authority - 5896	Auto Parts, Supplies & Tools	Public Works	46,200	49,409	34,697	37,690	43,316	Local Vendor, Competitive Pricing
29 Metropolitan Washington Council of Governments - 601	Association fees	Admin	45,438	49,274	39,313	38,665	19,845	COG Contract
30 Mahan Rykiel Associates Inc	Buddy Attick Master Plan Project	Rec/PW/Planning	42,185	NEW FY24	-	-	-	Selected by competitive process
31 Fulton Bank-523403	Banking services	Fin & Admin	41,199	27,231	22,403	21,322	38,334	Selected by competitive process
32 Edmunds Govtech- EDMUN005	Financial Software	Finance	41,100	13,375	69,430	-	-	Bid awarded in FY22
33 Granicus Inc	Video Streaming/Open Platform	Admin	39,453	32,372	36,540	32,205	30,950	Specialized Service
34 Staples Advantage - 4836, 5718 & 5925	Office & Green Cleaning Supplies	All	39,178	28,769	28,931	27,234	39,155	NJPA Contract
35 Jill Grant & Associates -	Legal Support:Maglev,Bureau of Engravin	Admin	38,855	50,471	5,956	199,995	New FY21	Specialized Service
36 Republic Services #411 - 7734	Recycling	Public Works	35,822	28,609	21,878	16,548	New FY21	Selected by competitive process
37 The Hartford - 3694 512805+220216	Employee life insurance	All	35,203	27,310	29,236	34,135	37,499	Competitive Pricing & Value
38 Densel Company - DENSE005	Boiler Replacement/HVAC & Plumbing Sv	Public Works	34,902	23,086	253,548	58,491	510,817	Selected by competitive process
39 Boland Trane Services - 118	HVAC Services	Public Works	33,435	3,106	2,188	65,283	8,987	Local Vendor, Competitive Pricing
40 Prince George's Community-687	Training & Police Academy	PW & Police	33,385	4,520	9,834	-	-	Specialized Service
41 Maryland Municipal League-563	Membership	Admin	33,048	26,799	26,534	25,286	25,598	Govt Association
42 Motorola Solutions Inc- 6109	Radios & related service	Police	32,934	22,264	39,216	23,573	34,111	State Contract
43 Tibesy Consulting	DEI Organizational Assessments	Administration	32,735					Selected by competitive process/Specialized Service
44 Grainger	Filters, lights, tools, misc supplies	Public Works	31,822	27,128	17,725	12,692	7,925	Local Vendor, Competitive Pricing
45 Greenbelt News Review	Legal & help wanted ads	Fin & Admin	31,768	28,595	34,613	25,172	21,770	Local Vendor, Competitive Pricing
46 GHA Technologies	Computers & Computer Equip	IT	30,024	34,270	44,811	32,621	33,866	Competitive Pricing & Value
47 Municipal Emerg Sv Dep - 145(was Lawmen Supply - 6505)	Simmunion Training, body armor, unifo	Police	29,058	32,365	19,267	24,321	26,985	Specialized Service
48 Napco Group Inc	Porter Service	Public Works	28,889	4,564	9,720	11,155	3,850	Specialty contractor. Competative pricing
49 D & D Tire - DDTIR005	Auto & Truck Tires	Police	28,859	58,948	35,245	24,470	30,770	State Contract
50 Amazon Capital Services Inc - AMAZO015 (Pay By Invoice)	Misc products	All	28,652					Competitive Pricing & Value
51 Capitol Office Solutions -CAPIT035	Copier Service & supplies	All	28,508	26,017	17,693	19,183	16,883	Competitive Pricing & Value
52 Cunningham Assoc- CUNNI005 (was West Rec-3787)	Playground Wood Fiber/Mulch	Public Works	27,637	11,820	26,692	0	22,250	Local Vendor, Competitive Pricing
53 O'Brien Bus Service Inc - 672	Bus service for camps- shorter trips	Recreation	26,150	12,975	0	0	16,975	Competitive Pricing & Value

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2025

Sorted by FY2024 Amount - Highest to Lowest

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2024	FY2023	FY2022	FY2021	FY2020	Justification for not Bidding
54	Maryland Environmental Services - 559	Leaf grinding, Recycling	Public Works	25,453	22,847	27,029	31,453	23,143 Local Vendor, Competitive Pricing
55	Bortek Industries - BORTE005	Auto/Sweeper Parts & Repair	Public Works	25,205	28,629	12,900	15,580	10,331 Competitive Pricing & Value
56	Microsoft Corporation - 6170	Email Service	IT	23,567	16,587	12,421	12,741	10,894 Competitive Pricing & Value
57	Chesapeake Ford Truck - CHESA075	Auto Parts/Repairs	Public Works	22,929	42,272	25,655	14,929	9,223 Competitive Pricing & Value
58	Next Day Concrete & Masonry	Concrete Work	Public Works	21,500	-	-	-	- Local contractor. Competitive pricing.
59	Shapiro & Duncan Mechanical Contractors - 5526	Pool Pac Service, HVAC-CC	Public Works	21,438	21,769	37,991	835	0 Competitive Pricing & Value
60	Home Depot	Miscellaneous supplies	Public Works	20,769	15,575	17,204	14,976	15,633 Local Vendor, Competitive Pricing
61	Weyers Floor Service 976	Wood floor re-surfacing & refinishing	Recreation	20,714	19,271	0	2,800	9,053 Competitive Pricing & Value
62	Ely Inc	Museum services/Storage	Admin	19,730	18,720	9,360	17,240	10,670 Specialized Service
63	Budget Painting - BUDGE005	Painting	Public Works	19,725	15,000	146,535	19,250	29,700 Competitive Pricing & Value
64	Packer Norris Parts - 5770	Vehicle Repair Auto Parts, direct from ma	Public Works	19,366	26,757	11,372	13,532	14,354 Competitive Pricing & Value
65	Judye Hering	Mental Health Counseling/Tutoring	CARES	19,250	10,670	-	-	- Special Skills
66	Knowlntk	Election Poll Pads Subscription	Administration	18,825	NEW FY24			Agreement authorized by council
67	Mobile Management Systems LLC	Auto body Repairs & Supplies	Public Works	18,554	9,032	2,172	-	- Specialty contractor. Competitive pricing
68	Meals on Wheels-4067	Contribution/Food Assistance	CARES	18,450	19,095	46,660	57,840	- Grant-Funded Service
69	Xerox - 292	Copier Service & supplies	All	18,152	17,713	15,461	14,773	20,827 Competitive Pricing & Value
70	University of Maryland - 942, 4847	Police Academy, Election tabulation	Police & Admin	18,000	10,500	8,275	250	17,897 Specialized Service
71	Amato Industries - AMATO005	Chlorine & Other Pool Chemicals	Recreation	17,763	18,226	8,374	3,678	10,046 MNCPPC Contract
72	Johnson Truck Center LLC	Auto Parts/Repairs	Public Works	17,760	28,186	10,216	6,257	1,436 State Contract
73	Schindler Elevator - 799	Elevator service and repair	Public Works	17,548	18,705	15,422	22,928	9,164 Competitive Pricing & Value
74	Capital Air Filter Corp - CAPIT015	Air Filters	Public Works	17,243	19,348	8,956	7,869	6,283 Local vendor, competitive pricing
75	Maryland Unemployment-591	Unemployment Benefits	HR, Finance	17,233	7,057	13,385	24,427	5,666 State Agency
76	Galls LLC - GALLS005	Uniforms and police equipment	Police	17,123	25,748	13,213	10,683	18,229 Sole Provider
77	Bartlett Tree Experts	Tree Care & Maintenance	Public Works	17,065	4,462	4,045	4,130	6,345 Specialty contractor. Competitive pricing
78	Service Machine Shop Inc	Boiler Room Pump Repair & Equipment	Public Works	16,905	26,636	9,497	-	24,737 Local vendor
79	IVS LLC	Tabulator/Ballot Marking Devices Lease	Administration	16,700	NEW FY24			Agreement authorized by council
80	Clayworks Supply Inc	Ceramic Supplies	Rec-Arts	16,329	10,873	8,696	6,014	7,714 local vendor, competitive pricing
81	Nicole Ellis (funded by SASS Grant)	Cleaning Service for GRH	CARES	16,300	18,300	5,450	-	- Specific Service
82	Crovato Products & Svcs - CROVA005	Auto maintenance	Public Works	16,163	10,909	13,134	9,917	11,615 Local Vendor, Competitive Pricing
83	Granturk Equipment Company Inc	Auto Parts/Repairs	Public Works	16,121	27,369	6,920	17,363	733 Sole Provider
84	Dr. Jack Leeb	Employment Assessments/Testing	Police	15,985	10,370	5,915	14,480	7,515 Long-term relationship
85	Hydraulics Unlimited	Parts, Equip. Maintenance & Repair	Public Workd	15,921	3,553	3,820	8,030	940 Specialty contractor. Competitive pricing
86	Ennis-Flint	Traffic signs/Crosswalks	Public Works	14,868	12,043	18,648	4,631	12,118 Competitive Pricing & Value
87	Advanced Collision Center LLC - ADVAN025	Auto Body Repiar	Public Works	14,758	18,452	6,361	5,479	- Local vendor, fast response
88	Kohler Equipment - 4683	Tools & Parts	Public Works	14,720	15,054	7,457	8,759	9,151 Local Vendor, Competitive Pricing
89	Greenbriar Community Assoc - GREEN250	Landscape Maintenance	Public Works	14,562	4,883	10,780	9,650	12,545 Long-term relationship
90	AT&T Mobility - ATTM0005	Cellular phone service	All	14,504	8,918	18,899	27,624	29,197 State Contract
91	Jopal Construction	Greenbelt Gateway Sign Service	Planning	14,100	13,000	-	-	- Grant-Funded Service
92	BFPE International - BFPEI005	Fire Alarm	Public Works	13,399	18,982	20,836	35,099	18,330 Local Vendor, Competitive Pricing
93	CDW-G Computer Center Inc-CDWGC005	Computers	IT	13,356	24,562	25,366	11,416	9,297 Competitive Pricing & Value
94	ESRI	GIS Software	IT/PD/Planning/PW	13,340	7,248	18,308	4,700	5,049 Existing vendor w/existing infrastructure
95	Hi-Line	Auto Shop Supplies for PD	Public Works	12,872	24,640	11,701	20,433	17,266 Local Vendor, Competitive Pricing
96	Petitbon Alarm Company	Alarm Services	All/Public Works	12,624	24,304	6,891	7,364	6,905 Local contractor. Competitive pricing.
97	U.S. Postal Service - 2213	Postage & Delivery	All	12,378	9,500	9,185	4,526	6,000 Sole Provider
98	MCCI LLC - 2709	Laserfische Project Mgmt	IT	12,200	37,675	4,725	26,500	24,280 Competitive Pricing & Value
99	Power DMS, Inc-713	FTO Software Subscription	Police	11,987	11,256	12,319	2,000	7,102 Competitive Pricing & Value
97	Municap - 3493	TIF Administrator	Fin & Admin	11,894	17,369	13,794	11,700	17,463 Specialized Service
98	Cintas Corporation	Bi-Weekly Mops & Mats	All/Public Works	11,869	10,202	7,125	3,423	6,220 Local vendor
99	Uline	Shipping/Facility Maint Supplies	Public Works/Police/REC	11,846	10,041			Specialty contractor
100	Greenbelt Homes Inc	Museum Co-op fees & Playground Maint	Admin	11,670	11,306	28,390	10,820	10,074 Sole Provider
101	Vermont systems - 956	Rec Trac Upgrade, Training, Maint	IT	11,297	0	7,409	0	7,194 Specialized Service
102	Occupational Health Centers (Replaced Occupational Medical Svcs)	Employee Physicals	HR	11,215	2,307	-	-	- Competitive Pricing & Value

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2025

Sorted by FY2024 Amount - Highest to Lowest

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2024	FY2023	FY2022	FY2021	FY2020	Justification for not Bidding
103	Howard County	Redlight Camera	10,964	11,785	7,770	10,485	9,515	Specialized Service
104	Quill - 3937	Office Supplies	10,963	8,660	8,946	10,198	10,867	Competitive Pricing & Value
105	Bonkosky, Laura - 3010	Yoga Instructor	10,793	10,802	5,485	6,754	14,546	Local Vendor, Competitive Pricing
106	Overhead Door - 681	Bay Door Repairs	10,788	13,380	563	2,265	16,646	Specialized Service
107	Angelica Nurseries Inc	Tree Replacement	10,275	2,861	-	-	-	Specialty contractor. Competitive pricing
108	Trippe Sports & Promotions LLC - 4466	Uniforms	10,236	14,218	7,576	5,421	39,155	Competitive Pricing & Value
109	Orkin-715	Pest Control Service	10,070	9,250	8,962	8,742	260	Local vendor,specialized svc
110	Innovative Pyrotechnic Concepts	Fireworks	10,000	14,800	14,600	0	14,175	Specialized Service
111	Perconti Data Systems - 5396	Utopia System Upgrade & Maint	9,995	9,995	9,995	9,995	9,995	Sole Provider
112	Climate Engineers - CLIMA005	HVAC Service at AFC	9,888	21,146	16,739	51,189	47,948	Local Vendor, Competitive Pricing
112	Greenbelt Auto & Truck Repair	Auto body repair	9,871	23,353	19,420	21,210	29,549	Local Vendor, Competitive Pricing
113	Morton Salt, Inc.-6695	Road Salt	9,859	11,538	15,314	-	-	COG Contract
114	Durance Plumbing-5736	Plumbing Service	9,725	5,835	8,692	9,272	44	Local vendor,specialized svc
115	Rick Creech Sales	Tools, Auto software	9,675	2,616	227	-	4,454	Local contractor. Specialty contractor.
116	Doyle Printing & Offset Co.	Newsletter Printing	9,645	11,875	15,701	8,990	3,780	Long-term relationship
117	NextRequest LLC (MPIA - Maryland Public Information Act)	FOIA Workflow Platform Subscription	9,591	-	-	-	-	Recurring Contract for MPIA filings
118	National Capital Industries	Bollards, Safety Equip, Traffic Control	9,588	12,407	4,345	5,108	8,647	Local vendor
119	Roberts Oxygen - 784	Propane & Pool Chemicals	9,581	10,904	8,679	9,701	9,226	Competitive Pricing & Value
120	Webstaurantsstore.com	Cleaning Supplies/Uniforms	9,370	4,733				Specialty contractor
121	Jams Lawn and Gardening Inc	Landscape Maintenance	9,181	9,195	11,747	3,912	New FY21	Selected by competitive process
122	Spay Now - 6734	Veterinarian services	8,999	21,917	7,711	6,032	14,302	Competitive Pricing & Value
123	Gun Shop, The 899	Firearms training, ammunition	8,857	29,830	5,621	2,369	17,976	State Contract
124	The Fibar Group LLC - 4233	Engineered wood	8,749	8,311	4,626	13,438	2,236	Competitive Pricing & Value
125	GT Mid Atlantic	Automotive Supplies & Repair	8,639	20,300	6,599	8,779	1,683	Local vendor
126	C N Robinson Lighting - 6118	LED Lighting	8,533	8,916	58,247	68,157	34,935	Local Vendor, Competitive Pricing
127	Silver Hill Cleaners - 149	Uniform cleaning	7,930	10,454	3,900	6,789	8,356	Competitive Pricing & Value
128	Xcetera	Staff Uniforms	7,737	12,546	2,578	957	786	local vendor, competitive pricing
129	Major Police Supply - 4188	Emergency equipment & installatioin on	7,109	52,603	24,511	31,666	162,120	State Contract
130	Eyre Bus Service	Bus Service for Camp/Sr. Programs	7,063	2,421	3,430	-	-	Competitive Pricing & Value
131	Fidelity Power Systems - 300	Generator Inspection & Maint.	7,043	7,043	9,128	8,691	6,132	Long-term relationship
132	F & F & A Jacobs & Son	Uniforms	6,670	128,077	9,239	11,641	10,168	Long-term relationship
133	THC Enterprises Inc-6616	Snow Plow Parts & Repairs	6,175	45,222	12,658	7,053	4,692	Competitive Pricing & Value
134	Cast Stone Designs Inc-8349	Gateway Signage	5,950	2,975	NEW FY23	0	0	Local Vendor, Competitive Pricing
135	Compost Crew	Food Scrap Composting Service	5,950	7,751	7,188	8,056		USDA Grant Funded
136	Bradley Site Design - 1918	Design & Signage for Gateway and Buddy Planning	5,800	0	310	0	0	Long-term relationship
137	Rexel of America LLC	Parts	5,799	5,339	4,425	13,044	12,992	Competitive Pricing & Value
138	Carpet Land Inc.-6018	Carpet Replacement	5,657	8,782	11,726	25,029	11,387	Competitive Pricing & Value
139	Facilitydude.com (formerly Dude Solutions Inc NOW BRIGHTLY)- 298	Facility Dude	5,335	6,435	3,966	5,162	3,055	Competitive Pricing & Value
140	Davenport & Co. LLC - 3061	Financial Consultant	5,200	0	15,600	45,000	0	Specialized Service
141	Coach America Bus	Bus Service for Camps (Long Trips)	5022	5338				specialized service, competitive pricing
142	Indeed.com-7054	Job Advertisement	4,813	3,807	11,573	4,450	-	Competitive Pricing & Value
143	Suburban Signs Inc - 856	City Vehicle decals & Installation	4,633	16,360	4,074	1,466	10,586	Competitive Pricing & Value
144	Baker Tilly US LLP- BAKER005	Compensation Study	4,345	95,855				Contract awarded in FY22
145	Petsmart - 3339	Animal Food & Supplies	4,221	5,929	2,569	2,170	5,288	Local Vendor, Competitive Pricing
146	Shannon-Baum Signs-810	Street Signage	4,099	4,287	7,062	3,726	3,621	Competitive Pricing & Value
147	The Sherwin-Williams Co.	Building & Street Line Painting	3,705	12,044	-	116	366	Local vendor
148	Delta Telephone & Cabling - DELTA005	Phone Maint & Licenses	3,500	9,783	4,676	4,686	61,885	Local Vendor, Competitive Pricing
149	GHE Electric Services Inc	Electrical Supplies & Repairs	3,200	10,038	745	15,163	5,335	Local Vendor, Competitive Pricing
150	Bolton Partners Inc - BOLTO005	Post Retirement Medical	2,950	9,500	2,750	9,880	2,000	Actuarial Study every two years
151	Crowley Construction - CROWL005	Roof repairs	2,561	341,800	17,136	913	163,095	Local Vendor, Competitive Pricing
152	Draley's Locksmith	Building Keys & Locks Service	2,085	9,442	5,077	4,203	4,942	Local vendor
153	LS Systems	Door Security	1,796	NEWFY23				Existing vendor w/existing infrastructure

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2025

Sorted by FY2024 Amount - Highest to Lowest

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2024	FY2023	FY2022	FY2021	FY2020	Justification for not Bidding
154	Chargepoint, Inc-3684	Charging Station	1,380	0	11,675	-	16,616	Sole Provider
155	Frontline Mobile Tech	Toughbooks	1,205	50,559	8,330	35,500	-	State Contract
156	Epstein, Norman	Psychological services	1,100	1,980	8,800	8,250	8,250	Long-term relationship
157	Carquest Auto Parts-3101	Auto Parts	890	6,488	7,151	11,303	7,575	Competitive Pricing & Value
158	Assa Abloy Entrance Systems US Inc-840	Door repairs	503	991	333	3,860	3,400	Local Vendor, Competitive Pricing
159	General Glass - 4746	Windows	490	393	1,316	44,455	5,522	Selected by competitive process
160	Best, Best & Krieger - 137	Cable Issues & Franchise Negotiations, Sr Admin	330	765	1,598	213	6,385	Long-term relationship
161	APEX Petroleum Corporation (Replacing James River Solutions)	Unleaded & Diesel Fuel	NEW FY25	-	-	-	-	COG Bid
162	Acme Auto Leasing LLC - ACMEA010	Police Undercover Leased Vehicle	0	99,375	37,500	78,750	61,875	Competitive Pricing & Value
163	ATC Corp-3664	Tennis/Basket ball Courts Resurfacing	0	0	-	-	3,088	Contract awarded in FY22
164	Carroll County Sheriff-7732	Police Academy Training	0	8,179	14,733	6,646	-	Partner agency-police training
165	Cellebrite, Inc.-8167	Cell Forensic	0	6,100	9,995	-	-	Competitive Pricing & Value
166	Chesapeake Landscape Materials	Northway Compost Grinding	0	15,000	-	-	-	Backup vendor for mulch grinding
167	Community College of Baltimore County - 2106	Police academy	0	2,089	0	0	10,443	Specialized Service
168	CTC Technology & Energy	Oversee Small Cell Applications	0	9,401	0	-	New FY21	Specialized Service
169	Dewberry	WMATA Trail Engineering Services	0	NEW FY24	-	-	-	council approved via resolution
170	Doloff Printing - 259	Newsletters & Seasonal Brochures	0	0	0	0	8,264	Competitive Pricing & Value
171	Eastern Salt Co - 2772	Road Salt	0	0	0	2,383	12,370	Competitive Pricing & Value
172	Electec Election Services, Inc-5918	Voting Services	0	0	43,842	19,701	2,346	Specialized Service
173	Emerg Serv Consult Intl - 2933(was Fields Consulting Group - 5873)	Promotional Assessment Center	0	20,000	0	18,000	0	Competitive Pricing & Value
174	Fovndry/Van Eperen-8021	Communications Services	0	0	31,695	New FY21	0	Sole Provider
175	Greenman Pedersen - 379	Engineering consultant	0	6,044	6,565	53,011	29,022	Montgomery County Contract/Long term relations
176	I-Tech-8350 (NEW - replaces J&M)	Security Cameras	0	12,600	NEW FY23	-	-	Selected by competitive process
177	Intercon Truck Equipment - 6331	Truck Equipment	0	0	19,996	0	0	Competitive Pricing & Value
178	Jackson Lewis	Legal Services: CBA	0	0	23,092	27,141	59,581	Specialized Service
179	Knowbe4	Cyber Security User Training	0	0	11,880	-	16,005	Specialized Svc/On-going svc
180	Leonard Paper Company - 2276	Paper towels & toilet tissue	0	0	5,094	13,977	5,719	Competitive Pricing & Value
181	Mansfield Oil Co - 550	Diesel Fuel	0	0	0	6,713	33,250	COG Contract
182	Miles & Stockbridge - 3801	Legal services: Bond Counsel	0	0	0	21,500	24,500	Specialized Service
183	NAA, Inc. - 3905	Remediation of CC Windows	0	0	0	0	26,870	Selected by competitive process
184	Nicholas P Pipino & Assoc - 982	Audio Visual Maint Contract	0	0	36,885	11,228	6,374	State Contract
185	PT Armor, Inc-6354	Ballistic Vest Carrier	0	3,960	7,475	3,055	5,400	Competitive Pricing & Value
186	Race Forward-8146	Racial Equity Course	0	7,000	16,500	-	-	Sole Provider
187	Raftelis-4602	Council Retreat/ARPA Comm Engmt	0	0	62,549	5,000	5,000	Approved by Council-FY22
188	Raymar Plumbing Services-767	Plumbing services	0	1,228	3,065	3,932	13,190	Local Vendor, Competitive Pricing
189	Robert Half-8189	Temporary Services	0	7,536	17,045	-	-	Competitive Pricing & Value
190	SHI International Corp - 4028	Computer supplies & Licensing	0	0	78	29,483	9,012	Competitive Pricing & Value
191	SiteOne Landscape Supply LLC - 415	Landscape plants/supplies	0	5,721	3,714	12,074	2,286	Competitive Pricing & Value
192	Solar Electric Power Company (SEPCO)	Bus Stop Solar Lighting	0	8,278	0	0	0	Sole Source & Competitive Pricing
193	Sparks at Play - 7935	Playground Equipment Installation	0	0	35,189	35,189	New FY21	Selected by competitive process
194	Toro Turf Equipment & Supply	Deep Tine Aerator	0	20,394	-	-	-	Rode County bid to purchase aerator
195	Washington Post - 7055	Employment Advertising	0	0	950	8,365	5,290	Competitive Pricing & Value

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Ordinance

Agenda Section: LEGISLATION - 45 minutes (8:30 - 9:15 pm)

Subject:

AN ORDINANCE TO AMEND CHAPTER 8, "ELECTIONS" OF THE GREENBELT CITY CODE, IN ORDER TO AMEND SECTION 8-2 "VOTER REGISTRATION" TO ALLOW NONCITIZEN RESIDENTS OF THE CITY OF GREENBELT TO VOTE IN THE CITY OF GREENBELT ELECTIONS

- 1st Reading

Suggested Action:

Reference: Ordinance

In the 2023 City Election, the community was asked if Greenbelt residents who meet residency requirements but are not U.S. citizens should be allowed to vote in City elections. Of the respondents, 59% said yes, 30% said no, and 11% did not respond.

The Board of Elections submitted proposed charter and code amendments to the City Council, which has been reviewed by the City Solicitor, to allow noncitizen residents of the City of Greenbelt to vote in the City Elections.

It is recommended that the Council introduce the Ordinance for first reading.

Attachments:

[Ordinance Resident NonCitizen Voting.pdf](#)

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

ORDINANCE NUMBER XXXX

AN ORDINANCE TO AMEND CHAPTER 8, "ELECTIONS" OF THE GREENBELT CITY CODE, IN ORDER TO AMEND SECTION 8-2 "VOTER REGISTRATION" TO ALLOW NONCITIZEN RESIDENTS OF THE CITY OF GREENBELT TO VOTE IN THE CITY OF GREENBELT ELECTIONS

WHEREAS, the City Council has reviewed the Greenbelt Board of Elections' proposed amendments to Chapter 8, "Elections," of the Greenbelt City Code regarding noncitizen voting; and

WHEREAS, the Council desires to make certain changes to permit noncitizen voting in City elections.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Greenbelt, Maryland, that Section 8-2 "Voter Registration" of Chapter 8, Article I "Elections," of the City Code be amended to read as follows:

Chapter 8

ARTICLE I.

IN GENERAL

* * * * *

SECTION 8-2. VOTER REGISTRATION.

(a) Registration of persons wishing to vote in [city] City elections shall be made in accordance with [the provisions of section] Sections 18 and 18A of the [charter] Charter and this section of the City Code.

(b) [Reserved.] All persons who are eligible to register with the Board [of Supervisors] of Elections of Prince George's County must do so with that agency, in accordance with State law and the law of the City of Greenbelt.

(c) A person who is a resident of Greenbelt but not eligible to register with Prince George's County because of the person's citizenship status may register with the City Clerk's office to vote in City elections. The person must be at least sixteen years old and must file, at least 21 days before the election in which they first wish to vote, a registration application, and either:

(1) A document that shows residence in Greenbelt, including without limitation a student's

identifying school paper, a Maryland driver's license or similar government paper, a utility bill, or a mortgage or lease or similar paper showing an interest in property; or

(2) An affidavit in which the person states that they reside in Greenbelt but have no document showing their residence.

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

Emmett V Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

KEY:

[Brackets] indicate matter deleted from existing law.

Underlining indicates matter added to existing law.

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: LEGISLATION

Agenda Section: LEGISLATION - 45 minutes (8:30 - 9:15 pm)

Subject:

A RESOLUTION TO REPEAL, RE-ENACT AND AMEND CITY CHARTER SECTION 15, "VOTERS"; SECTION 18, "REGISTRATION FOR ELECTION; UNIVERSAL REGISTRATION; SECTION 19, "REGISTRATION"; SECTION 26, "VOTER IDENTITY"; SECTION 33, "APPEALS"; TO ALLOW NONCITIZEN RESIDENTS TO VOTE IN LOCAL CITY ELECTIONS

- 1st Reading

Suggested Action:

Reference: Resolution

On August 8, 2024, the Greenbelt Board of Elections submitted Report #2024-03, outlining draft legislation to amend City Charter Section 15 Voters, along with other sections related to registration, voter identity, and appeals, to allow noncitizen residents to vote in local city elections.

As the State of Maryland now allows voters to register until and on election day, the Board simplified Charter Section 18 by removing all but the first paragraph.

In addition, the Board changed Code Section 8-2 (c) to state that a non-citizen must register with the city at least 21 days before the first election they wish to vote in, rather than 30 days before.

It is recommended that the Council introduce the Resolution for first reading.

Attachments:

[Resolution Resident NonCitizen Voting.pdf](#)

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

RESOLUTION NUMBER XXXX

A RESOLUTION TO REPEAL, RE-ENACT AND AMEND CITY CHARTER SECTION 15,
“VOTERS”; SECTION 18, “REGISTRATION FOR ELECTION; UNIVERSAL REGISTRATION;
SECTION 19, “REGISTRATION”; SECTION 26, “VOTER IDENTITY”; SECTION 33, “APPEALS”;
TO ALLOW NONCITIZEN RESIDENTS TO VOTE IN LOCAL CITY ELECTIONS

WHEREAS, Section 15 (“Voters”) of the City Charter provides that a “qualified voter” for purposes of City elections is “any person who is a resident of the City of Greenbelt and who is duly registered with Prince George's County under the applicable provisions of Article 33 of the Annotated Code of Maryland”; and

WHEREAS, the current City Charter does not permit noncitizens to vote in city elections; and

WHEREAS, the Mayor and Council recognizes the vital role noncitizens play in Greenbelt and desires to permit noncitizens to participate in the democratic process in city elections.

Section 1. NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that Section 15, “Voters,” be repealed, re-enacted and amended to read as follows:

Sec. 15. Voters.

(a) A qualified voter within the meaning of this [charter shall be any person] Charter is either a citizen of the United States who is a resident of the City of Greenbelt and who is duly registered with Prince George's County under [the] applicable provisions of [Article 33 of] the Annotated Code of Maryland[; provided that eligibility to vote in any city election shall be subject to applicable registration deadlines as set forth in the charter and code of the city], or, if not a United States citizen, a resident duly registered to vote with the Office of the City Clerk, under applicable provisions of the Charter and Code.

(b) In the Charter and Code, a “resident,” “City resident,” or “resident of the City” is any natural person who has a legal domicile or residence in Greenbelt, regardless of the person’s citizenship.

Section 2. NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that Section 18, “Registration for election; universal registration,” be repealed, re-enacted and amended to read as follows:

Sec 18. Registration [for election; UNIVERSAL REGISTRATION] OF VOTERS WITH PRINCE GEORGE’S COUNTY.

[(a)] Registration with the Board of Elections of Prince George's County [board of elections under the

State of Maryland general election laws] by any person who resides within the corporate limits of the City of Greenbelt [shall be considered] constitutes registration for any [council] City election, referendum, [and/] or special election [held by the City of Greenbelt].

[(b) Method, hours, and places of registration shall be as established by the Prince George's County board of elections.]

[1. In addition to registration procedures established by the board of election supervisors of Prince George's County and so as to provide optimum convenience and opportunity for city residents to register, mail registration forms shall be made available at the city offices during regular office hours and at such other times and places as may be designated by the city clerk. Such forms shall be provided by the supervisor of the board of elections at the request of the city.]

[2. Neither city employees nor employees or attendants at other locations offering mail registration forms are agents or shall act as agents for the Prince George's County supervisor of elections. Each person obtaining a mail registration form shall assure the timely delivery of the completed registration form to the office of the county supervisor of elections to meet the applicable registration deadline.]

[(c) The names of persons who register in person or whose mail registration forms are received during the following periods will not be included in the list of qualified registered voters for the purpose of a city election:]

[1. Between the close of business of the fifth Monday preceding the regular council election and the close of polls on the day of such election, or runoff election, if any.]

[2. Between the close of business of the Monday of the calendar week immediately preceding the week in which the day of the special election has been set and the close of the polls on the day of such special election, or runoff election, if any.]

[(d) The city clerk shall give at least ten (10) days' notice prior to the close of the registration dates for city elections as set forth in (c)1. and 2. above. Such notice shall be in the form of an advertisement published in a newspaper of general circulation within the city.]

Section 3. NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that new Section 18A is added to read as follows:

Sec. 18A. Registration of noncitizen voters with the city of Greenbelt.

Persons who are residents of the City of Greenbelt but not citizens of the United States may register to vote and become qualified voters in City elections, under applicable provisions of the Charter and Code.

Section 4. NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that Section 19, "Registration list," be repealed, re-enacted and amended to add a new subsection (d) to read as follows:

Sec 19. Registration [LIST] LISTS.

(a) – (c) * * * * *

(d) Registration list for noncitizen residents. The city clerk shall prepare a list of qualified voters who are not citizens and shall make the list available, in the same manner as provided above, to all persons named above.

Section 5. NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that Section 26, “Voter identity” be repealed, re-enacted and amended to read as follows:

Sec. 26. Voter identity.

Upon satisfying the judges of election of [his or her] their identity, any person whose name [properly] appears on the registration list provided by the [supervisor of elections] Board of Elections of Prince George's County or the City Clerk may vote.

Section 6. NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that Section 33, “Appeals” be repealed, re-enacted and amended to read as follows:

Sec. 33. Appeals.

(a) Any challenges to the registration list provided by the [supervisor of the] B[b]oard of E[e]lections of Prince George's County shall be filed with the board of elections of Prince George's County, Maryland, in accordance with [said] the board's procedures and applicable state law. Any challenges to the registration list provided by the city clerk shall be filed with the board of elections of the City of Greenbelt.

(b) Any person [who shall feel] aggrieved [at] by any action of the city clerk relating to the filing of nomination papers or the conduct of elections shall have the right to appeal within ten days to the board of elections. The board of elections shall consider such appeal and shall have the authority to reverse the decision of the city clerk. An aggrieved person shall also have the right to appeal a decision of the board of elections to the circuit court for Prince George's County within the time allowed for such appeals and such case shall be heard by such court as provided for by the general elections’ laws of the state for appeal in election cases. So far as the same may be applicable, but not in contradiction to this charter, the provisions of the general election laws relating to appeals and election cases generally shall be applied to such appeals.

Section 7. BE IT FURTHER RESOLVED by the Mayor and Council of the City of Greenbelt that this Charter Resolution was introduced on the ____ day of _____, 2024 and was considered for adoption after a public hearing. It is adopted this ____ day of _____, 2024, after at least 21 days of prior public notice of the public hearing and shall be and become effective upon the fiftieth (50th) day after its passage by the City unless petitioned to referendum in accordance with §4-304 of the Local Government Article, Annotated Code of Maryland within forty (40) days following its passage. A complete and exact copy of this Amended Charter Resolution shall be posted in the City offices located at 25 Crescent Road, Greenbelt, Maryland for forty (40) days following its passage by the Mayor and Council and a fair summary of the Charter Resolution shall be published in a newspaper having general circulation in the City not less than four (4) times, at weekly intervals, also within the forty (40) day

period following its adoption by the City.

Section 8. BE IT FURTHER RESOLVED that, within ten (10) days after the Charter Resolution hereby enacted becomes effective, either as herein provided or 5 following referendum, the City Manager shall send separately this Resolution by mail, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, one copy of the following information concerning the Amended Charter Resolution: (i) the complete text of this Resolution; (ii) the date of referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against this Resolution by the Council of the City of Greenbelt or in the referendum; and (iv) the effective date of the Charter Resolution.

Section 9. BE IT FURTHER RESOLVED that the City Manager of the City of Greenbelt, and hereby is, specifically enjoined and instructed to carry out the provisions of Sections 7 and 8 as evidence of compliance herewith; and said City Manager shall cause to be affixed to the minutes of this meeting (i) an appropriate Certificate of Publication of the newspaper in which the fair summary of the Charter Resolution shall have been published; and (ii) shall further cause to be completed and executed the Municipal Charter or Annexation Resolution Registration Form.

Section 10. BE IT FURTHER RESOLVED that if any provision of this Charter Resolution or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other application of this Charter Resolution which can be given effect without the invalid provisions or application, and to this end, all the provisions of this Resolution and of the Charter are hereby declared to be severable.

INTRODUCED by the Mayor and Council of the City of Greenbelt at a regular meeting on the _____ day of _____ 2024.

ADOPTED by the Mayor and Council of the City of Greenbelt at a regular meeting on the _____ day of _____ 2024.

EFFECTIVE the _____ day of _____, 2024.

Emmett V Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

KEY:

[Brackets] indicate matter deleted from existing law.

Underlining indicates matter added to existing law.

Asterisks * * * indicate matter remaining unchanged in existing law but not set forth in Resolution.

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Bonita Anderson

Submitting Department: Greenbelt Police

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (9:15 - 10:45 pm)

Subject:

Authorizing the City Manager to Execute a Three-Year Contract with Thomson Reuters for Access to the Law Enforcement CLEAR Investigative Database

Suggested Action:

Reference: Greenbelt Police Department-CLEAR-MDR Set CLEAR Order Form. 2024-07-15

The Police Department is recommending the execution of a contract with Thomson Reuters for access to the law enforcement CLEAR investigative database. This database provides access to a collection of public and proprietary records in a single working environment, helping to provide actionable insights into criminal investigations.

The Department's Criminal Investigations Unit utilized this program on a trial basis earlier this year. The value of access to the investigative data was quickly apparent, as investigators leveraged the system to help gather positive leads on several cases, including the Schrom Hills Shooting.

The contract is for the required minimum term of three years, costing \$15,737.28. The cost for each year is listed below:

- Year 1: \$416/month for an annual total of \$4,992.00
- Year 2: \$436.80/month for an annual total of \$5,241.60
- Year 3: \$458.64/month for an annual total of \$5,503.68.

Staff recommends that the City Council authorize the City Manager to execute the three-year contract with Thomson Reuters for access to the Law Enforcement CLEAR Investigative Database at a total cost of \$15,737.28. The cost for Year 1 is \$4,992.00, which has been allocated to the approved FY25 budget.

Attachments:

[Greenbelt Police Department-CLEAR-MDR Set__CLEAR Order Form._2024-07-15 \(1\).pdf](#)



Thomson Reuters™

Order Form

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Clear Fixed Rate / Window/Fraud Waste & Abuse Products

Service Material	Product	Quantity	Unit	Monthly Charges	Minimum Term (Months)	Order Type
41882302	CLEAR for Law Enforcement Plus	50	Seats	\$416.00	36	Subscription

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Subscriber will not use any data nor distribute any data to a third party for use, in a manner contrary to or in violation of any applicable federal, state, or local law, rule or regulation or in any manner inconsistent with the General Terms and Conditions.

Subscriber will maintain the most current version of the West software to access CD-ROM Products for security purposes.

Signature for Order ID: Q-08671701

ACKNOWLEDGEMENT Q-08671701

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This Order Form will expire and will not be accepted after 9/13/2024 CT.

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Order ID: Q-08671701

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Account Contacts			
Contact Name		Email Address	Customer Type Description
Michael	Parsley	mparsley@greenbeltmd.gov	CLEAR PRIMARY CONT
Michael	Parsley	mparsley@greenbeltmd.gov	EML PSWD CONTACT

IP Address Information					
From IP Address	To IP Address	From IP Address	To IP Address	From IP Address	To IP Address
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Charges During Minimum Term										
Material #	Product Name	Monthly Year 1 Charges	% incr Yr 1-2*	Monthly Year 2 Charges	% incr Yr 2-3*	Monthly Year 3 Charges	% incr Yr 3 4*	Monthly Year 4 Charges	% incr Yr 4-5*	Monthly Year 5 Charges
41882302	CLEAR for Law Enforcement Plus	\$416.00	5.00	\$436.80	5.00	\$458.64	N/A	\$N/A	N/A	\$N/A

Charges During Minimum Term

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City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (9:15 - 10:45 pm)

Subject:

Support for Enabling Legislation for Municipal Land Use Authority

Suggested Action:

Reference: Legislation

The attached draft legislation is similar to HB 1059 that was introduced during the 2024 session. If enacted, it would provide the following:

- Municipalities that employ or have under contract a certified planner are deemed to be Qualifying Municipal Corporations and are granted powers to make land use decisions previously delegated to Zoning Hearing Examiner, Planning Board and District Council.
- Revise the Land Use Article concerning subdivision approval to specify that a Qualifying Municipal Corporation is authorized to approve subdivisions in addition to zoning actions.
- Exempts Qualifying Municipal Corporations from needing an agreement with the District Council before exercising land use authority.
- Exempts Qualifying Municipal Corporations from requiring an agreement with the District Council to exercise concurrent powers over zoning enforcement.
- Any Party of Record can request judicial review of any decision, including a subdivision decision.

The legislation does not grant authority to amend County Zoning Law or Adopt Municipal Zoning Law, and the municipal land use decisions would be subject to the standards and procedures established by County zoning law. Other municipalities may still enter into an agreement with the District Council in which the District Council may delegate powers related to: (1) design standards; (2) parking and loading standards; (3) sign design standards; (4) lot size variances and setback and similar requirements; (5) landscaping requirements; (6) certification, revocation, and revision of nonconforming uses; (7) minor changes to approved special exceptions; (8) vacation of municipal rights-of-way; and (9) detailed site plans in

certain limited situations.

In short, this draft bill will allow municipalities of any size to make land use decisions if they employ or contract with a certified planner. As many of you know and have experienced, municipalities of all sizes across the State successfully carry out land use and full zoning authority. This bill would provide an option for municipalities in Prince George's County to have land use authority while the County would continue to have authority for zoning.

Staff recommends that Council support this legislation.

Attachments:

[Legislation.pdf](#)

By: Prince George's County Delegation and Montgomery County Delegation
Introduced and read first time: Assigned to:
Environment and Transportation

A BILL ENTITLED

1 AN ACT concerning

2 Prince George's County – Qualifying Municipal Corporation – Land Use

3

4 FOR the purpose of authorizing a governing body of a qualifying municipal corporation by
5 resolution to exercise the powers of the Prince George's County Planning Board, the
6 zoning hearing examiner for Prince George's County, or the District Council for
7 Prince George's County to make specified land use decisions; subjecting the exercise
8 of those powers to the substantive and procedural requirements and standards
9 established in the Prince George's County zoning law; providing for judicial review
10 of certain actions; and generally relating to land use in Prince George's County.

11 BY repealing and reenacting, with amendments,
12 Article – Land Use
13 Section 22–119
14 Annotated Code of Maryland
15 (2012 Volume and 2024 Supplement)

16 BY repealing and reenacting, without amendments,
17 Article – Land Use
18 Section 25–101 and 25–301
19 Annotated Code of Maryland
20 (2012 Volume and 2024 Supplement)

21 BY adding to
22 Article – Land Use
23 Section 25–304
24 Annotated Code of Maryland
25 (2012 Volume and 2024 Supplement)

26 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.

That the Laws of Maryland read as follows:

Article –Land Use

23-102.

...

(c) A subdivision in a municipal corporation with subdivision authority under Division II of the Local Government Article that is in the regional district may be recorded in the land records of Montgomery County or Prince George's County if:

(1) the subdivision plat has been submitted to and approved by the municipal corporation; and

(2) the appropriate official of the municipal corporation endorses an approval in writing on the plat.

(d) A QUALIFYING MUNICIPAL CORPORATION UNDER § 25-304 OF THIS ARTICLE SHALL EXERCISE SUBDIVISION APPROVAL AS PROVIDED BY SUBSECTION (c); HOWEVER, ANY SUBDIVISION PLAT APPROVED UNDER THIS SECTION SHALL ONLY BE RECORDED IN THE LAND RECORDS FOR PRINCE GEORGE'S.

(1) WHEN EXERCISING THE POWERS AUTHORIZED UNDER PARAGRAPH (3) OF THIS SUBSECTION, THE GOVERNING BODY OF A QUALIFYING MUNICIPAL CORPORATION SHALL BE SUBJECT TO THE SUBSTANTIVE AND PROCEDURAL REQUIREMENTS AND STANDARDS ESTABLISHED IN THE COUNTY SUBDIVISION REGULATIONS EXCEPT IF THE REQUIREMENT OR STANDARD CONFLICTS WITH THE LAND USE ARTICLE.

23-401.

(a)

(1) Within 30 days after the county planning board **OR QUALIFYING MUNICIPAL CORPORATION** takes final action on an application for subdivision approval, judicial review may be requested by:

(i) a person aggrieved by the action;

(ii) in Montgomery County, a person or municipal corporation that appeared at the hearing in person, by attorney, or in writing; or

(iii) in Prince George's County, a municipal corporation that appeared at the hearing in person, by attorney, or in writing; **HOWEVER, A QUALIFYING MUNICIPAL CORPORATION THAT EXERCISED SUBDIVISION AUTHORITY SHALL NOT REQUEST JUDICIAL REVIEW FOR A SUBDIVISION DECISION WITHIN ITS CORPORATE LIMITS .**

(2) A petition for judicial review filed under this section may be made to the circuit court for the appropriate county.

(3) The court may:

(i) affirm or reverse the action; or

(ii) remand the action to the county planning board for further consideration.

(b)

(1) If a petition for judicial review is filed under this section, a copy of the petition shall be served on the county planning board in accordance with Maryland Rule 7-202(d).

(2) On receiving a copy of the petition, the county planning board shall:

(i) promptly give notice of the petition to all parties to the proceeding before it; and

(ii) within 30 days after the filing of the petition, file with the circuit court:

1. the originals or certified copies of all papers and evidence presented to the county planning board in the proceeding before it; and

2. a copy of its opinion and resolution deciding the application.

(3) Any party to the proceeding in the circuit court aggrieved by the judgment of the court may appeal from the judgment to the Appellate Court of Maryland.

(4) The review proceedings provided by this section are exclusive.

22-119.

(a)(1) Except as provided in paragraphs (2) and (3) of this subsection **AND § 25-304 OF THIS ARTICLE**, within the regional district, the zoning powers vested by Division I of this article in a municipal corporation or the council of a municipal corporation within the regional district shall be construed to be vested exclusively in the appropriate district council.

(2) A municipal corporation in Prince George's County has concurrent jurisdiction with Prince George's County to enforce zoning laws in the boundaries of the municipal corporation.

(3) The power to enforce zoning laws for the City of Takoma Park and the Town of Kensington is as provided in §§ 24–201 and 24–202 of this article, respectively.

(b) **EXCEPT FOR ZONING AND LAND USE AUTHORITY EXERCISED BY A QUALIFYING MUNICIPAL CORPORATION UNDER § 25-304 OF THIS ARTICLE**, before exercising the authority granted by this section, a municipal corporation in Prince George’s County shall enter into a written agreement with the district council concerning:

(1) the method by which the county will be advised of citations issued by a municipal inspector;

(2) the responsibility of the municipal corporation or the county to prosecute violations cited by the municipal corporation;

(3) the disposition of fines imposed for violations cited by the municipal corporation;

(4) the resolution of disagreements between the municipal corporation and the county about the interpretation of zoning laws; and

(5) any other matter that the district council considers necessary for the proper exercise of the authority granted by this section.

25–101.

This title applies only in Prince George’s County.

25–301.

(a) Except **FOR QUALIFYING MUNICIPAL CORPORATIONS UNDER § 25-304 OR** as otherwise provided in this section, the district council may provide that the governing body of a municipal corporation may exercise the powers of the district council as specified in this subtitle.

(b) When exercising authority delegated under subsection (c) or (d) of this section, the governing body of a municipal corporation:

(1) shall be subject to the substantive and procedural requirements and standards established by the district council; and

(2) may not impose:

(i) with respect to general delegation under subsection (c) of this section, a different requirement or standard than the requirements or standards that would apply if the district council had not delegated its authority to the municipal corporation; or

(ii) with respect to delegation in a revitalization overlay zone under subsection (d) of this section, a stricter requirement or standard than the requirements or

standards that would apply if the district council had not delegated its authority to the municipal corporation.

(c) (1) This subsection applies to land in a municipal corporation in the regional district.

(2) The district council may delegate to the governing body of a municipal corporation the powers of the district council regarding:

- (i) design standards;
- (ii) parking and loading standards;
- (iii) sign design standards;
- (iv) lot size variances and setback and similar requirements;
- (v) landscaping requirements;
- (vi) certification, revocation, and revision of nonconforming uses;
- (vii) minor changes to approved special exceptions;
- (viii) vacation of municipal rights-of-way; and

(ix) except as provided in paragraph (3) of this subsection, all detailed site plans.

(3) The authority to delegate with regard to detailed site plans does not apply to detailed site plans:

- (i) for a zone that requires detailed site plan approval by the district council;
- (ii) that are required as a condition of approval of a zoning map amendment or a preliminary plan of subdivision;
- (iii) for which the approval of a conceptual site plan or a preliminary plan of cluster subdivision is required; or
- (iv) that are required for designated parcels as a specific condition of a sectional map amendment.

(d) (1) This subsection applies to a revitalization overlay zone created by the district council.

(2) For any portion of a revitalization overlay zone in a municipal corporation, the district council may delegate to the governing body of a municipal corporation the powers of the district council regarding:

- (i) design standards;
- (ii) parking and loading standards;
- (iii) sign design standards;
- (iv) lot size variances and setback and similar requirements; and
- (v) landscaping requirements.

(3) The delegation of powers under paragraph (2) of this subsection may not impede a development that meets the requirements the district council sets for the revitalization overlay zone.

(4) For any portion of a revitalization overlay zone not within a municipal corporation, the district council may authorize the county planning board to approve:

- (i) departures from parking and loading standards;
- (ii) departures from design standards; and
- (iii) any variance from the zoning laws.

25-302. Judicial Review

(a)

(1) Except as provided in subsection (b) of this section, any party of record to an action of the governing body of a municipal corporation exercised under § 25-301(c) of this subtitle **OR THE GOVERNING BODY OF A QUALIFYING MUNICIPAL CORPORATION EXERCISED UNDER § 25-304 OF THIS ARTICLE** shall have the same right to judicial review by the circuit court as the party would have if the district council had taken the action.

(2) Any party to an action of the governing body of a municipal corporation, **THE GOVERNING BODY OF A QUALIFYING MUNICIPAL CORPORATION UNDER § 25-304 OF THIS ARTICLE** or the county planning board exercised under § 25-301(d) of this subtitle shall have the same right to judicial review by the circuit court as the party would have if the district council had taken the action.

(b)

(1) With respect to an action taken under the general delegation authorized under § 25-301(c) of this subtitle, **OR EXERCISED UNDER § 25-304 OF THIS ARTICLE** before exercising the right to judicial review under subsection (a)(1) of this section, a party of record shall appeal the action of the governing body of the municipal corporation, **OR QUALIFYING MUNICIPAL CORPORATION** to the district council for review on the record if the action concerns:

- (i) certification, revocation, or revision of nonconforming uses; ~~[or]~~
- (ii) detailed site plans OR

(iii) IN THE CASE OF A QUALIFYING MUNICIPAL CORPORATION, WHEN EXERCISING THE POWERS OF THE COUNTY PLANNING BOARD, THE ZONING HEARING EXAMINER FOR THE COUNTY, OR THE DISTRICT COUNCIL TO MAKE LAND USE DECISIONS WITHIN THE CORPORATE LIMITS OF THE MUNICIPAL CORPORATION.

(2) On appeal, the district council may:

(i) approve the action of the municipal corporation by a majority vote of its members; or

(ii) approve the action of the municipal corporation with conditions or overrule the action by a vote of at least six members.

(3)

(i) A person aggrieved by the action of the district council under this subsection may request judicial review of the action by the circuit court.

(ii) The municipal corporation whose action is affected by the action of the district council shall be considered an aggrieved person.

25–304.

(A) IN THIS SECTION, “QUALIFYING MUNICIPAL CORPORATION” MEANS A MUNICIPAL CORPORATION IN THE REGIONAL DISTRICT IN THE COUNTY THAT EMPLOYS OR HAS UNDER CONTRACT A PLANNER UNDER ACTIVE CERTIFICATION BY THE AMERICAN INSTITUTE OF CERTIFIED PLANNERS.

(B) (1) SUBJECT TO PARAGRAPHS (2) AND (3) OF THIS SUBSECTION, A GOVERNING BODY OF A QUALIFYING MUNICIPAL CORPORATION MAY BY RESOLUTION EXERCISE THE POWERS OF THE COUNTY PLANNING BOARD, THE ZONING HEARING EXAMINER FOR THE COUNTY, OR THE DISTRICT COUNCIL TO MAKE LAND USE DECISIONS RELATING TO ANY LAND WITHIN THE CORPORATE LIMITS OF THE MUNICIPAL CORPORATION.

(2) WHEN EXERCISING THE POWERS AUTHORIZED UNDER PARAGRAPH (1) OF THIS SUBSECTION, THE GOVERNING BODY OF A QUALIFYING MUNICIPAL CORPORATION SHALL BE SUBJECT TO THE SUBSTANTIVE AND PROCEDURAL REQUIREMENTS AND STANDARDS ESTABLISHED IN THE COUNTY ZONING LAW, INCLUDING THE REGULATIONS AND

MAPS.

(3) THE POWERS GRANTED UNDER THIS SECTION DO NOT AUTHORIZE A GOVERNING BODY OF A QUALIFYING MUNICIPAL CORPORATION TO:

(I) AMEND THE COUNTY ZONING LAW; OR

(II) ADOPT A MUNICIPAL ZONING LAW.

(4) WITHIN 30 DAYS AFTER THE DATE OF ADOPTION OF A RESOLUTION UNDER PARAGRAPH (1) OF THIS SUBSECTION, THE GOVERNING BODY OF A QUALIFYING MUNICIPAL CORPORATION SHALL SUBMIT A COPY OF THE RESOLUTION TO THE DISTRICT COUNCIL.

(C) A PARTY OF RECORD TO AN ACTION OF A GOVERNING BODY OF A QUALIFYING MUNICIPAL CORPORATION UNDER THIS SECTION MAY SEEK JUDICIAL REVIEW OF THE FINAL DECISION OF THE GOVERNING BODY TO THE CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY.

SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect October 1, 2025.

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (9:15 - 10:45 pm)

Subject:

Authorizing the City Manager to Execute Contract for the FY25 Street Resurfacing and Miscellaneous Concrete Projects

Suggested Action:

Reference: Memorandum - B. Kim - 09.05.2024

Remaining Roadwork Concrete - Lakecrest

Remaining Roadwork Concrete - Centerway

Remaining Roadwork Concrete - Gardenway

Remaining Roadwork Concrete - GPD

Background:

As part of the updates to the FY25 approved capital projects, we are providing an overview of the remaining areas for street resurfacing and miscellaneous concrete projects, which are allocated under the budget of \$1,000,000.00 for street resurfacing and \$150,000.00 for miscellaneous concrete works. The enclosed table in the memo summarizes the planned expenditures and construction areas.

Recommendation:

The contractor chosen to perform the work is VMP who currently serves as our prime contractor for all roadworks and major concrete efforts. They have competitively bid and were awarded a PG County Roadworks Contract 952-H (D)/A which we intend to ride.

Staff recommends Council's authorization for the City Manager to execute contracts for the road resurfacing and concrete projects as outlined in the enclosed memo.

Attachments:

[24.09.05_Memo_Approval_Remaining_Road \(002\).pdf](#)

[Copy of 24.08.23_FY_2025_Remaining_Roadwork_Concrete_Council - Lakecrest.pdf](#)

[Copy of 24.08.23_FY_2025_Remaining_Roadwork_Concrete_Council_Centerway.pdf](#)

[Copy of 24.08.23_FY_2025_Remaining_Roadwork_Concrete_Council - Gardenway.pdf](#)



Date: 05-September-2024

To: Mr. Josué Salmerón, City Manager

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

Re: **FY25 Street Resurfacing & Miscellaneous Concrete**

SUBJ.: **Council Approval: Remaining Roadworks & Misc. Concrete Improvements**

Background:

As part of the updates to the FY25 approved capital projects, we are providing an overview of the remaining areas for street resurfacing and miscellaneous concrete works, which are allocated under the budget of \$1,000,000.00 for street resurfacing and \$150,000.00 for miscellaneous concrete works. The following table summarizes the planned expenditures and construction areas:

DESCRIPTION	COST	NOTES
Lakecrest: Greenbelt Rd. – Vanity Fair	\$262,084.67	See Det Estimate Sheet
Centerway: Southway – Gardenway & Arts Center	\$146,470.96	See Det Estimate Sheet
Gardenway: Ridge Rd. – Black Top Path	\$29,384.24	See Det Estimate Sheet
Greenbelt Police Department: Front & Back	\$89,090.28	See Det Estimate Sheet
TOTAL:	\$527,030.15	

Recommendation:

The contractor chosen to perform the work is VMP who currently serves as our prime contractor for all roadworks and major concrete efforts. They have competitively bid and were awarded a PG County Roadworks Contract 952-H (D)/A which we intend to ride.

We are seeking Council's authorization for the City Manager to approve the road resurfacing and concrete works as outlined above.

Attached: <24.08.22_FY_2025_Lakecrest_Greenbelt_Vanity >: Construction Estimate
<24.08.22_FY_2025_Centerway_Soutway_Gardenway_Art_Center>: Construction Estimate
<24.08.22_FY_2025_Gardenway>: Construction Estimate
<24.08.22_FY_2025_GPD>: Construction Estimate

LAKECREST: GREENBELT RD. TO VANITY FAIR DR.
FY 2025 - ESTIMATE

DATE: 22-Aug-2024

STREET	DESCRIPTION	UNIT	DIMENSIONS	TOTAL AREA	UNIT COST	TOTAL	NOTES
Lakecrest	Sidewalk	SQ FT	4 x 1,061	4,244.00	\$6.00	\$26,424.00	
Greenbelt		SQ FT	8 x 20	160.00			
Vanity Fair		SQ FT	x	0.00			
		SQ FT	x	0.00			
		SQ FT	TOTALS:	4,404.00		\$26,424.00	
Lakecrest	Curb	LN FT	178	178	\$27.00	\$4,806.00	
		LN FT	TOTALS:	178		\$4,806.00	
	Striping	LN FT	0	0	\$1.25	\$0.00	
		LN FT	TOTALS:	0		\$0.00	
	Symbols	EACH	0	0	\$200.00	\$0.00	
		EACH	TOTALS:	0		\$0.00	
Lakecrest	Curb Cuts	SQ FT	7 x 25	175	\$15.00	\$2,625.00	20 - TOTAL
		SQ FT	8 x 147	1,176		\$17,640.00	
		SQ FT	9 x 28	252		\$3,780.00	
		SQ FT	11 x 11	121		\$1,815.00	
		SQ FT	TOTALS:	1,724		\$25,860.00	
Lakecrest	Com. Apron	SQ FT	6 x 48	288			
		SQ YD	288.00 / 9	32.00	\$120.00	\$3,840.00	
		SQ YD	TOTALS:	32.00		\$3,840.00	
Lakecrest	Base Repair	SQ FT	20 x 300	6,000			
Greenbelt		SQ YD	6,000.00 / 9	666.67	\$45.00	\$30,000.15	
Vanity Fair		SQ YD	TOTALS:	666.67		\$30,000.15	
Lakecrest	Millings	SQ FT	34 x 1,984	67,456			
Greenbelt		SQ YD	67,456.00 / 9	7,495.11			
Vanity Fair		SQ YD	7,495.11 x 2	14,990.22	\$3.00		2" - Depth
		SQ YD	TOTALS:	14,990.22		\$44,970.66	
Lakecrest	Asphalt	SQ FT	34 x 1,984	67,456.00			
Greenbelt		CU FT	67,456.00 x 0.167	11,265.15			
Vanity Fair		CU YD	11,265.15 / 27	417.23			
		TON	417.23 x 2.1	876.18	\$105.00		
		TON	TOTALS:	876.18		\$91,998.90	
	Paving Fabric	SQ FT	x	0.00			
		SQ YD	0.00 / 9	0.00	\$3.50		
		SQ YD	TOTALS:	0.00		\$0.00	
SUB TOTAL:						\$227,899.71	
Contingency - 15%						\$34,184.96	
GRAND TOTAL:						\$262,084.67	

CENTERWAY DRIVE: SOUTHWAY TO GARDENWAY & ARTS CENTER
FY 2025 - ESTIMATE

DATE: 22-Aug-2024

STREET	DESCRIPTION	UNIT	DIMENSIONS	TOTAL AREA	UNIT COST	TOTAL	NOTES
Centerway	Sidewalk	SQ FT	3 x 20	60.00	\$6.00	\$16,488.00	
South-Garden		SQ FT	4 x 36	144.00			
		SQ FT	5 x 52	260.00			
		SQ FT	7 x 155	1,085.00			
		SQ FT	8 x 22	176.00			
		SQ FT	10 x 15	150.00			
		SQ FT	13 x 21	273.00			
Art Center		SQ FT	10 x 60	600.00			
		SQ FT	TOTALS:	2,748.00		\$16,488.00	
Centerway	Curb	LN FT	774	774	\$27.00	\$20,898.00	
South-Garden		LN FT	TOTALS:	774		\$20,898.00	
	Striping	LN FT	0	0	\$1.25	\$0.00	
		LN FT	TOTALS:	0		\$0.00	
	Symbols	EACH	0	0	\$200.00	\$0.00	
		EACH	TOTALS:	0		\$0.00	
Centerway	Curb Cuts	SQ FT	7 x 99	693	\$15.00	\$10,395.00	9 - TOTAL
South-Garden		SQ FT	8 x 40	320		\$4,800.00	
		SQ FT	TOTALS:	1,013		\$15,195.00	
Centerway	Com. Apron	SQ FT	6 x 48	288			
South-Garden		SQ YD	288.00 / 9	32.00	\$120.00	\$3,840.00	
		SQ YD	TOTALS:	32.00		\$3,840.00	
	Base Repair	SQ FT	x	0			
		SQ YD	0.00 / 9	0.00	\$45.00	\$0.00	
		SQ YD	TOTALS:	0.00		\$0.00	
	Millings	SQ FT	40 x 720	28,800			
		SQ YD	28,800.00 / 9	3,200.00			
		SQ YD	3,200.00 x 2	6,400.00	\$3.00		2" - Depth
		SQ YD	TOTALS:	6,400.00		\$19,200.00	
	Asphalt	SQ FT	40 x 720	28,800.00			
		CU FT	28,800.00 x 0.22	6,336.00			
		CU YD	6,336.00 / 27	234.67			
		TON	234.67 x 2.1	492.81	\$105.00		
		TON	TOTALS:	492.81		\$51,745.05	
	Paving Fabric	SQ FT	x	0.00			
		SQ YD	0.00 / 9	0.00	\$3.50		
		SQ YD	TOTALS:	0.00		\$0.00	
SUB TOTAL:						\$127,366.05	
Contingency - 15%						\$19,104.91	
GRAND TOTAL:						\$146,470.96	

GARDENWAY: RIDGE RD TO BLACK TOP PATH
FY 2025 - ESTIMATE

DATE: 22-Aug-2024

STREET	DESCRIPTION	UNIT	DIMENSIONS	TOTAL AREA	UNIT COST	TOTAL	NOTES
Gardenway	Sidewalk	SQ FT	4 x 64	256.00	\$6.00	\$2,076.00	
Ridge		SQ FT	5 x 18	90.00			
Path		SQ FT	x	0.00			
		SQ FT	x	0.00			
		SQ FT	TOTALS:	346.00		\$2,076.00	
Gardenway	Curb	LN FT	124	124	\$27.00	\$3,348.00	
		LN FT	TOTALS:	124		\$3,348.00	
Gardenway	Striping	LN FT	0	0	\$1.25	\$0.00	
		LN FT	TOTALS:	0		\$0.00	
	Symbols	EACH	0	0	\$200.00	\$0.00	
		EACH	TOTALS:	0		\$0.00	
Gardenway	Curb Cuts	SQ FT	7 x 21	147	\$15.00	\$2,205.00	4 - TOTAL
Ridge		SQ FT	8 x 10	80		\$1,200.00	
Path		SQ FT	x	0		\$0.00	
		SQ FT	x	0		\$0.00	
		SQ FT	TOTALS:	227		\$3,405.00	
Gardenway	Com. Apron	SQ FT	x	0			
Ridge		SQ YD	0.00 / 9	0.00	\$120.00	\$0.00	
Path		SQ YD	TOTALS:	0.00		\$0.00	
Gardenway	Base Repair	SQ FT	x	0			
Ridge		SQ YD	0.00 / 9	0.00	\$45.00	\$0.00	
Path		SQ YD	TOTALS:	0.00		\$0.00	
Gardenway	Millings	SQ FT	58 x 142	8,236			
Ridge		SQ YD	8,236.00 / 9	915.11			
Path		SQ YD	915.11 x 2	1,830.22	\$3.00		2" - Depth
		SQ YD	TOTALS:	1,830.22		\$5,490.66	
Gardenway	Asphalt	SQ FT	58 x 142	8,236.00			
Ridge		CU FT	8,236.00 x 0.167	1,375.41			
Path		CU YD	1,375.41 / 27	50.94			
		TON	50.94 x 2.1	106.97	\$105.00		
		TON	TOTALS:	106.97		\$11,231.85	
	Paving Fabric	SQ FT	x	0.00			
		SQ YD	0.00 / 9	0.00	\$3.50		
		SQ YD	TOTALS:	0.00		\$0.00	
SUB TOTAL:						\$25,551.51	
Contingency - 15%						\$3,832.73	
GRAND TOTAL:						\$29,384.24	

GREENBELT POLICE DEPARTMENT - FRONT TO BACK
FY 2025 - ESTIMATE

DATE: 22-Aug-2024

STREET	DESCRIPTION	UNIT	DIMENSIONS	TOTAL AREA	UNIT COST	TOTAL	NOTES
	Striping	LN FT	0	0	\$1.25	\$0.00	
		LN FT	TOTALS:	0		\$0.00	
	Symbols	EACH	0	0	\$200.00	\$0.00	
		EACH	TOTALS:	0		\$0.00	
	Curb Cuts	SQ FT	x	0	\$15.00	\$0.00	
		SQ FT	TOTALS:	0		\$0.00	
GDP	Base Repair	SQ FT	x	0			
Front		SQ YD	0.00 / 9	0.00	\$45.00	\$0.00	
Back		SQ YD	TOTALS:	0.00		\$0.00	
GDP	Millings	SQ FT	20 x 145	2,900			
Front		SQ FT	62 x 130	8,060			
Back		SQ FT	62 x 130	8,060			
		SQ FT	22 x 60	1,320			
		SQ FT	42 x 42	1,764			
		SQ FT	15 x 35	525			
		SQ FT	26 x 60	1,560			
		SQ FT	62 x 136	8,432			
		SQ YD	32,621.00 / 9	3,624.56			
		SQ YD	3,624.56 x 2	7,249.12	\$3.00		2" - Depth
		SQ YD	TOTALS:	7,249.12		\$21,747.36	
GDP	Asphalt	SQ FT	58 x 142	8,236.00			
Front		SQ FT	20 x 145	2,900.00			
Back		SQ FT	62 x 130	8,060.00			
		SQ FT	62 x 130	8,060.00			
		SQ FT	22 x 60	1,320.00			
		SQ FT	42 x 42	1,764.00			
		SQ FT	15 x 35	525.00			
		SQ FT	26 x 60	1,560.00			
		SQ FT	62 x 136	8,432.00			
		CU FT	40,857.00 x 0.167	6,823.12			
		CU YD	6,823.12 / 27	252.71			
		TON	252.71 x 2.1	530.69	\$105.00		
		TON	TOTALS:	530.69		\$55,722.45	
	Paving Fabric	SQ FT	x	0.00			
		SQ YD	0.00 / 9	0.00	\$3.50		
		SQ YD	TOTALS:	0.00		\$0.00	
SUB TOTAL:						\$77,469.81	
Contingency - 15%						\$11,620.47	
GRAND TOTAL:						\$89,090.28	

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (9:15 - 10:45 pm)

Subject:

Approval of ARPA Reallocation: Addendum to CCI Providing \$25,000 of additional ARPA funds

Suggested Action:

Reference: Memorandum of Understanding

The City provided \$400,000 in ARPA funding to CCI to carry out a Healthcare Voucher program (original MOU is attached). That program was highly successful assisting over 440 individuals with medical, dental and/or behavioral health care services. This includes over 1,300 office visits with 75% of the total visits utilizing the uninsured medical benefit. At this time, CCI has expended all of their funding. Staff is recommending a second allocation of \$25,000 to continue the healthcare voucher program. Once approved, an addendum to the MOU will be drafted and signed by the City and CCI.

Attachments:

[MOU.pdf](#)

**GRANT AGREEMENT FOR SERVICES BETWEEN
CITY OF GREENBELT, MARYLAND
AND
THE COMMUNITY CLINIC, INC.**

THIS GRANT AGREEMENT FOR SERVICES (“Agreement”) is entered into by and between CITY OF GREENBELT, MARYLAND (“City”), and THE COMMUNITY CLINIC, INC. (doing business as CCI Health Services) (“Subrecipient” or “FQHC”) having a principal business address of 8665 Georgia Ave, Silver Spring, MD 20910.

RECITALS

WHEREAS, the City of Greenbelt has received funding from the Federal American Rescue Plan Act (“Grant”) to support their response to and recovery from the COVID-19 public health emergency; and the program ensures that governments have the resources needed to fight the pandemic and support families and businesses struggling with its public health and economic impacts; and

WHEREAS, the City of Greenbelt will support the COVID-19 public health and economic response by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, nonprofits, and the public sector, and

WHEREAS, the City has created a Health Care Voucher Fund (“Program”) as a safety net program for uninsured or underinsured residents who are not eligible for other medical programs; and

WHEREAS, the City of Greenbelt has allocated Four Hundred Thousand Dollars (\$400,000) of funds to be used for to fund the “Program” for uninsured or underinsured resident who are not eligible for other medical programs; and

WHEREAS, CCI Health Services, a Federally-Qualified Health Center (“FQHC”), offers primary care and other ambulatory care services to all residents, regardless of their insurance status or ability to pay; and

WHEREAS, the City desires to allocate the Grant funding to the FQHC to provide patient care services to eligible residents; and

WHEREAS, the Subrecipient is a FQHC and has demonstrated its ability to provide primary care, behavioral health, and dental services in the City and is knowledgeable of the laws and regulations of the Federal Government, the State of Maryland, and the County governing the acceptable practices for provision of services.

WHEREAS, CCI Health Services will need to have an active registration with the System for Award Management (“SAM”) (<https://www.sam.gov>) anytime federal funds will be used to make payment. The City of Greenbelt is required to submit this information to the respective federal agency as part of the Federal mandatory reporting process.

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1) **Scope of Services:** The Subrecipient shall perform the services as detailed in Attachment A – FY23 Health Care Voucher Fund Protocols attached hereto and incorporated by reference.
- 2) **Term of Agreement:** The term of this Agreement shall be subject to the continued availability of sufficient Program funds as discussed below in Section 3.
- 3) **Compensation:** The Compensation payable to the Subrecipient under this Agreement shall be on a cost-reimbursable basis for the services set forth in the Payment Schedule, which is herein incorporated by reference as Attachment B. Funding for the Program is limited. Therefore, the Subrecipient's submission of an invoice shall not guarantee payment for the reimbursable services discussed in the Payment Schedule if the Program funds are exhausted or are otherwise no longer available for the City's use. The City reserves the right to withhold any payment if the Subrecipient is found to be noncompliant with this Agreement and / or fails to correct any deficiencies within thirty (30) days.
- 4) **Indemnification:** The Subrecipient shall save and keep harmless and indemnify the City against any and all liability claims, demands, suits, judgments, and the cost of whatsoever kind and nature arising or alleged to have arisen from injury, including personal injury to or death of person or persons, and for loss or damage occurring in connection with this Agreement or that results in whole or part from any act or failure to act, errors or omissions of the Subrecipient, or any employee, agent or representative of the Subrecipient.
- 5) **Insurance Requirement:** The Subrecipient will be required to obtain and keep in force during the term of this Agreement commercial general liability insurance, to include off premise's activities when applicable, covering bodily injury, death, and property damage in the minimum amounts of one million dollars (\$1,000,000.00) per person, and three million dollars (\$3,000,000.00) per occurrence. The City of Greenbelt, Maryland shall be designated as an Additional Insured on the Certificate of Insurance.

The Subrecipient shall carry employer's medical professional liability coverage of at least one million dollars (\$1,000,000.00) per person and three million dollars (\$3,000,000.00) per occurrence. During the performance of services called for in this Agreement, the Subrecipient shall maintain physical and sexual abuse liability insurance in the amount of \$100,000.00 per individual/\$300,000.00 per occurrence.

In instances where the Subrecipient owned vehicles are utilized in transporting either clients served, employees and/or consultants funded by this project; the Subrecipient shall

carry comprehensive automobile liability insurance covering all automobiles used in connection with the grant. The policy shall provide for bodily injury, death, and property damage liability in the minimum amounts of One Million dollars (\$1,000,000.00) combined single limit. The City of Greenbelt, Maryland shall be designated as Certificate Holder and as an Additional Insured on the Certificate of Insurance and coverage applies only if patients are being transported.

If applicable, the Subrecipient shall carry workers' compensation insurance covering all of its employees employed upon the premises and in connection with its other operations pertaining to this Agreement, in limits not less than the statutory limits set forth in the State of Maryland and shall comply at all times with the provisions of the workers' compensation laws of the State of Maryland or other eligible jurisdiction.

All insurance provided by the Subrecipient as required by this section shall set forth City of Greenbelt, Maryland as Certificate Holder and as an Additional Insured. All insurance shall be written with responsible companies licensed by the State of Maryland. The policies of insurance shall provide for at least thirty (30) days written notice to the City of Greenbelt prior to their termination or material alteration.

The COI should be issued as follows:
City of Greenbelt, Maryland
City Manager's Office
25 Crescent Road
Greenbelt, MD 20770

- 6) **Availability of Funds:** This Agreement shall be deemed executory only to the extent that appropriations are available for the purpose of this good and/or service. If the City is unable to secure appropriations at any time during the term of this Agreement, both parties shall have the right to terminate this Agreement upon thirty (30) days prior written notice. The City will pay for all goods and services provided under this Agreement up to the date of termination. However, the Subrecipient shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination and shall not be entitled to any damages or costs associated with such termination.
- 7) **Termination For Convenience:** The performance of work under this Agreement may be terminated by the City upon thirty (30) days prior written notice, or such time as mutually agreeable to the parties, in accordance with this clause in whole, or from time-to-time in part, whenever the City's Purchasing Agent shall determine that such termination is in the best interest of the City. The City will pay all reasonable costs associated with this Agreement, which the Subrecipient has incurred up to the date of termination. However, Subrecipient shall not be reimbursed for any anticipatory profits up to the date of termination and shall not be entitled to any damages or costs associated with such termination. The Subrecipient shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

- 8) **Termination For Default:** If either party fails to fulfill its obligations under the Agreement properly and on time or otherwise violates any provision of this Agreement, the other party may terminate the Agreement by written notice to that party. The written notice shall specify the acts or omissions relied on as cause for termination. All furnished services provided by the Subrecipient shall, at the City's option, become the City's property. The City shall pay the Subrecipient fair and equitable compensation for satisfactory performance prior to receipt of notice of termination provided that Program funds have not been exhausted and less the amount of damages caused by the Subrecipient's breach. If the damages are more than the compensation payable to the Subrecipient, the Subrecipient shall remain liable after termination and the City may affirmatively collect damages or deduct from monies due Subrecipient on this or other City agreements. Damages may include excess re-procurement costs.
- 9) **Audit, Procurement, Suspension and Debarment:** Non-federal entities that expend \$750,000 (\$500,000 prior to July 1, 2015) or more in a year are required to have an audit of federal awards - Single Audit. If applicable, the Subrecipient must also submit an audit in accordance with OMB Circular 2 C.F.R., Chapter II, Part 200. Refer to the OMB website at http://www.whitehouse.gov/omb/grants_docs/ Federal regulations stipulate that vendors receiving individual awards for \$100,000 or more and all subrecipients certify that they are not suspended or debarred. This regulation prohibits sub-awards and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. All vendors and subrecipients must complete a "Certification of Assurance of Compliance Regarding Suspension and Debarment." Failure to comply will result in revocation of funding.
- 10) **HIPAA:** All subrecipients are required to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, which was enacted on August 21, 1996. Sections 261 through 264 of HIPAA require the Secretary of Health and Human Services to publicize standards for the electronic exchange, privacy, and security of health information. Collectively, these are known as the Administrative Simplification provisions. Failure to comply will result in revocation of funding.
- 11) **Notices:** Notices required or permitted under this Agreement shall be delivered in person, sent by certified mail (return receipt requested), delivered by next day service, or transmitted by facsimile and confirmed by telephone Monday through Friday during normal business hours, 9:00 a.m. to 5:00 p.m., EST/EDT, excluding holidays observed by the party receiving the notice, as follows:

City of Greenbelt, Maryland
City Manager's Office
25 Crescent Road
Greenbelt, MD 20770

Subrecipient:
CCI Health Services
Attention: Sonya Bruton, Psy.D., MPA, CEO & President

8665 Georgia Ave
Silver Spring, MD 20910

- 12) **Release of Information:** The Subrecipient acknowledges that information it obtains from the City in connection with any service it provides under the terms of this Agreement may be confidential. The Subrecipient agrees that it will maintain the confidentiality of such information in accordance with its normal procedures for safeguarding customer information. During the term of this Agreement, the Subrecipient may not release any information related to the services or performance of services under this Agreement, nor publish any reports or documents relating to the City, the account, or performance of services under this Agreement, without prior written consent of the City; except, however, the Subrecipient may disclose information (i) that the City has approved by prior writing for disclosure; (ii) that is disclosed to its professional advisors or auditors; (iii) that becomes public other than through a breach of these confidentiality obligations; (iv) that was in its possession or available to it from a third party prior to its receipt of it in connection with any service; (v) which is obtained by it from a third party who is not known by it to be bound by a confidentiality agreement with respect to that information; (vi) as required or requested by any securities exchange or regulatory body to which it is subject to or submits; or (vii) as otherwise required to be disclosed by law or by legal or governmental process.
- 13) **No Waivers:** No failure or delay by any party in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or privilege. The rights and remedies herein provided shall be cumulative and not exclusive of any rights or remedies provided by law.
- 14) **Non-Assignability:** This Agreement shall be deemed personal to the parties hereto and shall not be assigned, delegated or subcontracted without the prior written consent of the City.
- 15) **Contract Dispute Resolution:** All claims and disputes arising under this Agreement shall be handled in accordance with Sections 10A-104 and 10A-107 of the Prince George's County Code.
- 16) **Status of Parties:** The relationship of the parties to this Agreement is one of independent contractors and no partnership or joint venture is intended to be created. No party shall represent itself as the agent or employee of any other party.
- 17) **Compliance with Law:** The Subrecipient shall comply with all applicable laws, orders and codes of the federal, state and local governments as they pertain to this Agreement.
- 18) **Findings Confidential:** Unless otherwise required by law, all of the reports, documents, information, data, materials, etc., provided to, received by, prepared by or assembled by the Subrecipient under this Agreement are owned by the City, confidential, and the same

shall not be made available to any individual or organization without the prior written approval of the City.

- 19) **Governing Law\Venue\Severability:** This Agreement and the rights and obligations of the parties shall be governed by and construed in accordance with the laws of Prince George's County and the State of Maryland, without regard to its conflicts of law principles. Any suit, action or proceeding seeking to enforce any provision of, or based on any matter arising out of or in connection with, this Agreement shall be brought in any federal or state court located in the State of Maryland, and each of the parties hereby consents to the jurisdiction of such courts (and of the appropriate appellate courts therefrom) in any such suit, action or proceeding and irrevocably waives, to the fullest extent permitted by law, any objection which it may now or hereafter have to the laying of the venue of any such suit, action or proceeding in any such court or that any such suit, action or proceeding which is brought in any such court has been brought in an inconvenient forum.
- 20) **Construction:** This Agreement shall not be construed against the party preparing it, but shall be construed as if the parties jointly prepared it and any uncertainty or ambiguity shall not be interpreted against any party. If any term or other provision herein is found to be unenforceable, invalid or illegal, such term or provision shall be deemed deleted from this Agreement, and the remainder of this Agreement shall not be affected or impaired thereby.
- 21) **Authority:** Each party represents and warrants that it is fully authorized to enter into the terms and conditions of, and to execute and be bound by, this Agreement. The parties agree to use their best efforts promptly to execute and to effectuate the terms provided for herein. In addition, each person whose signature appears hereon warrants and guarantees that he/she has been duly authorized and has full authority to execute this Agreement.
- 22) **Binding Effect:** This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.
- 23) **Recitals:** The Recitals are expressly incorporated herein by reference.
- 24) **Electronic Execution:** The words "execution," "signed," "signature," and words of similar import in this Agreement shall be deemed to include electronic or digital signatures or the keeping of records in electronic form, each of which shall be of the same effect, validity and enforceability as manually executed signatures or a paper-based record keeping system, as the case may be, to the extent and as provided for under applicable law, including the Electronic Signatures in Global and National Commerce Act of 2000 (15 USC § 7001 et seq.), the Maryland Uniform Electronic Transactions Act (§§21-106, 21-111 and 21-117, Commercial Law Article, Annotated Code of Maryland,) or any other similar state laws based on the Uniform Electronic Transactions Act.
- 25) **Entire Agreement:** This Agreement incorporates the entire understanding of the parties hereto and supersedes any and all prior agreements or understandings (written or oral)

relating to the subject matter hereof. This Agreement can only be modified in a writing signed by duly authorized representatives of both parties hereto.

- 26) **Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

[Signature Page Follows]

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

CITY OF GREENBELT, MARYLAND:

_____ Signature Timothy George Interim City Manager	_____ Date
--	---------------

THE COMMUNITY CLINIC, INC.:

<i>Sonya J. Bruton</i> _____ Signature Sonya Bruton, Psy.D., MPA CEO and President	Nov 30, 2022 _____ Date
--	-------------------------------

FY23 - Health Care Vouchers Program MOU_V1

Final Audit Report

2022-11-30

Created:	2022-11-30
By:	Jessica Wilson (jessica.wilson@cciweb.org)
Status:	Signed
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"FY23 - Health Care Vouchers Program MOU_V1" History

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City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (9:15 - 10:45 pm)

Subject:

Authorizing City Manager to Execute Contract for Economic Development Marketing and Strategic Plan

Suggested Action:

Reference: Proposal

The City's American Rescue Plan Act (ARPA) approved spending plan includes funds to address business recovery and resiliency in response to the COVID-19 pandemic. City Administration posted an RFP on the City's website and the state eMMA project site. From those two placements, the City received 24 proposal submissions. The long list of 24 proposals was reviewed by the Asst City Manager and Econ Dev Specialist and reduced to eight finalist submissions for further review. These eight proposals were then reviewed by the City's Planning Director and PIO. After combining scores with the earlier review, four (4) firms were selected for in-person interviews.

While we believe all four firms are qualified to provide the services requested, the proposal submitted by Willdan Financial represents the best value for the City. Willdan is a local firm, located in Washington, DC and Bethesda and showed a strong understanding of Greenbelt, our economic development challenges and the need for comprehensive stakeholder engagement.

Staff recommends that the Council accept the proposal of Willdan Financial Services to provide an Economic Development Strategic Plan and Marketing Strategy and authorize the City Manager to enter into a contract with Willdan Financial Services at a cost not to exceed \$75,000.

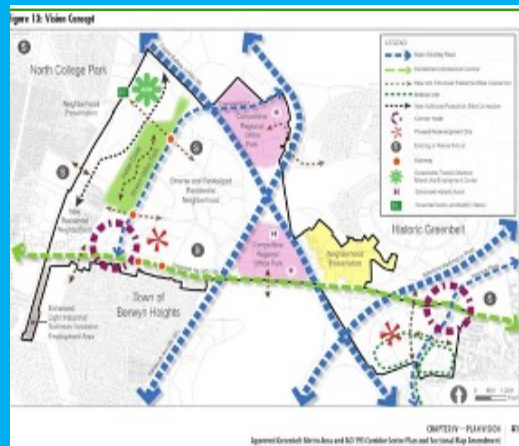
Attachments:

[Willdan_Financial_Services__Greenbelt_Economic_Services.pdf](#)

City of Greenbelt, MD

Proposal for Consulting Services

Strategic Market Planning and Economic Development



Executive Summary

July 31, 2024

Mr. Tim George
Assistant City Manager
City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

Re: *Proposal for Economic Development Strategic Planning Services to the City of Greenbelt, MD*

Dear Mr. George:

On behalf of Willdan Financial Services (Willdan), thank you for the opportunity to introduce our team and present our qualifications to the City of Greenbelt (City). We are excited about the possibility of joining your team and serving your community, applying our knowledge and experience working in Los Angeles County, throughout California and the U.S., to facilitate and develop a citywide equitable Economic Development Strategic Plan (EDSP).

Willdan understands the power of connections between planning, real estate, and economic development to leverage unique community assets while building consensus around community goals for growth and progress.

Willdan will take the lead in the economic development planning process, with a concerted focus on mitigating demands on staff resources. We offer our commitment to the City to serve as an extension of your economic development department – as evidenced by our Team’s collaborative approach:

- We understand that every community is unique. Our job as your partner is to define exactly what makes Greenbelt attractive to current and potential investors, developers, businesses, residents, and visitors. Our team excels at immersing ourselves in the opportunities and challenges of the communities we serve, taking our involvement to the next level beyond local knowledge by applying our successful nationwide experience to effect realistic and impactful change.
- The Willdan team proposed to support the City’s EDSP has collectively worked in 38 states and 20 countries. The team has provided broadly informed perspectives on industry best practices in real estate and economic development, competitive benchmarking assessments, and successful redevelopment implementation strategies that create and sustain great communities.
- Willdan is anchored by 60 years of comprehensive municipal consulting experience spanning public finance, planning, engineering, energy, and sustainability. Our in-house experts in infrastructure investment and economic development are successful in crafting realistic, financially feasible plans because we speak the same language as staff and elected officials.
- Willdan has an established working relationship serving the City of Greenbelt with planning, engineering, and public finance consulting support. Our team’s direct experience, local knowledge, and success with similar economic development strategic planning projects will enable us to hit the ground running.
- We are flexible and nimble in solving analytical problems or other challenges that may arise. The Willdan Team has established relationships with a variety of local real estate, planning, urban design, engineering, architecture, brokerage, and developer resources that may be called upon to join focus groups, workshops, or to augment specific analyses as part of the not-to-exceed budget.

Willdan and the members of the Civic Consulting Group team began working together nearly ten years ago in Homestead, Florida on a large-scale, TOD-anchored urban infill redevelopment project and have expanded our partnership to include services to the DMV. The \$26.5 million Homestead Station and Cybrarium projects opened in 2018 and serve as a community anchor.

Willdan is joined by our frequent
teaming partners–
The Metts Group &
Civic Consulting Group

The Metts Group is a woman-owned economic development firm focused on workforce development and industry cluster attraction strategies. Together, our multidisciplinary team has collaborated on a broad range of economic development initiatives including the Prince George's Plan 2035 Economic Analysis (2019) and Economic Development Strategic Plans for the Cities of Cudahy, Pleasanton, and Paso Robles, California.

Willdan will deliver the scope of work according to RFP's specifications with a proposed timeline of six to nine months. Data collection, stakeholder interviews and SWOT focus groups will be completed between September and December. Preliminary findings in draft form will be issued at a December 2024 internal work session with City staff, followed by two subsequent internal work sessions to build consensus around the plan's key initiatives and action steps in January and February 2025. The draft EDSP and market strategy will be developed by March 2025, allowing for four to six weeks of internal review/revisions by City staff and the City Council prior to a final public presentation by May 2025.

The proposed fee, inclusive of all expenses is \$73,710. Note that Willdan is open to modifications to our approach to ensure our submittal will meet the needs of the City of Greenbelt.

We look forward to the opportunity to build our knowledge of the City of Greenbelt by extending the capacity of your excellent economic development and revitalization team. With fresh eyes and valuable new data sources (i.e., Placer.ai), we are ready to successfully undertake an innovative Economic Development Strategic Plan.

The following response outlines our proposed scope of work and methodology, highlights our qualifications and experience, further introduces our team, and provides references that can speak to the quality of our work.

As Vice President, I, Chris Fisher, am authorized to bind the firm. Ms. Molly McKay, proposed Project Manager and primary contact, is authorized to represent Willdan Financial Services regarding this submittal. Please contact her to discuss any aspect of our qualifications or to arrange for an interview with our team.

Legal Name and Prime Contact
Willdan Financial Services
Molly McKay, MA, CEcD
Managing Principal & Project Manager
1025 Connecticut Ave, Suite 1000, Washington, DC 20036
Office#: (800) 755-6864 Cell#: (202) 510-0511
Email: MMcKay@Willdan.com www.Willdan.com

Sincerely,

WILLDAN FINANCIAL SERVICES



Molly McKay
Managing Principal



Chris Fisher
Vice President / Director

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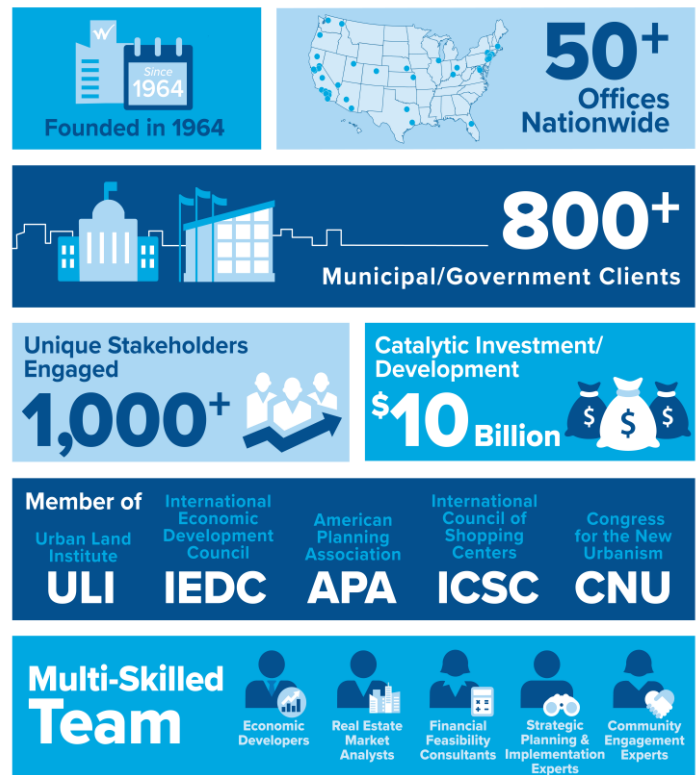
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Firm/Team Qualifications

Willdan Firm Profile

Willdan Group, Inc. (Willdan/WGI) was founded in 1964 as an engineering firm working with local governments. Willdan has evolved to become a leading nationwide provider of professional technical and consulting services to utilities, government agencies, and private industry. Willdan's service offerings span a broad set of complementary disciplines that include electric grid solutions, energy efficiency and sustainability, engineering and planning, and municipal financial consulting. For additional information, visit Willdan's website at www.willdan.com.

Willdan's approximately 1,600 team members serve clients in more than 50 offices across the United States. Team members include nationally recognized subject matter experts for all areas related to connected, resilient, and progressive communities. Willdan has added economic, strategic, and operational value for communities by delivering industry-leading solutions that address changes in resources, infrastructure, technology, regulations, and industry trends and positively transform government and commerce.



Willdan Financial Services

Established in 1988, [Willdan Financial Services](#), an operating division within Willdan, is one of the most experienced public sector economic and financial analysis consulting firms in the United States. Willdan has assisted over 800 public agencies to successfully navigate a broad range of economic, redevelopment, real estate, infrastructure, and financing initiatives.

Willdan Financial Services

Areas of Expertise

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Business retention and expansion program development ▪ Development impact fee establishment and analysis ▪ Economic development strategic plans ▪ Entrepreneurial business incubation support ▪ Financial feasibility studies ▪ Fiscal and economic impact analysis ▪ Funding and implementation planning ▪ GIS Mapping ▪ Infrastructure CIP planning ▪ Marketing and communications strategies ▪ Multifamily housing development strategies | <ul style="list-style-type: none"> ▪ Municipal advisory services Placemaking infrastructure funding plans ▪ Public-Private Partnerships ▪ Real estate market analysis and advisory services ▪ Redevelopment/revitalization implementation ▪ Special district administration and formation services ▪ State/Federal grant writing and program management ▪ Target industry attraction strategies ▪ Tax increment finance district formation and amendment ▪ User fee studies and cost allocation plans ▪ Utility rate and cost of service studies |
|--|--|

Willdan Unique Experience, Resources, and Capabilities

Extensive Experience

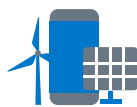
Willdan Financial Services advises governments throughout the United States about market opportunities, project and financial feasibility, real estate economics and development policy, redevelopment, public-private partnerships, economic development, and business attraction/retention/expansion. Our clients include public agencies, private firms, and not-for-profit institutions. ***Willdan understands the public sector's policy objectives, private sector return on investment requirements, and the political public decision making process.***

We serve all levels of government and collaborate with government staff, constituents, developers, officials, and other professional services firms. We work side-by-side with staff to extend the capacity of economic and redevelopment functions and move initiatives from planning to implementation. Willdan has earned a notable reputation for technical excellence, cost-effectiveness, and client responsiveness in providing superior consulting services for 60 years.

Financial and Economic Development Practice



Economic Development Strategic Planning & Visioning



Smart Cities/Renewable Energy Infrastructure Financing



Fiscal & Economic Impact Analysis



Redevelopment Analysis & Strategy



Real Estate Advisory Services & Market Analysis



Public Finance

Proven Success

Willdan offers a tight-knit, cohesive working group.

Willdan has a successful record of economic development achievement working primarily with cities, towns, counties, and special districts, as well as select private firms and not-for-profit institutions, throughout the United States. We are successful in leading projects that require a high-level of organization and attention to detail, working with numerous entities (staff, community stakeholders, organizations, other consulting firms, etc.) to complete outlined tasks. The proposed Project Manager, Principal-in-Charge, and Principal Consultant have collaborated on more than 50 similar engagements over the past 12 years.

Project Lead

Molly McKay, CECD, MA, has more than 30 years of experience in a variety of economic and workforce development, downtown urban revitalization, and public-private partnership facilitation roles. Molly's mindset and workstyle are driven by community connection, collaboration, and innovation. Molly will be the primary contact.

Molly served as a member and former Chair of the Urban Land Institute's National Redevelopment and Reuse Council and Vice-Chair of ULI's Diversity, Equity & Inclusion Initiative.

Willdan Firm Culture and Community Investment

What We're About

Willdan's culture blends the stability of an established organization anchored by a 60-year history serving local governments with the entrepreneurial spirit of an innovative and growing company.

We thrive in creative, collaborative, and entrepreneurial settings where we roll up our sleeves and work side by side with staff to gather the metrics needed to shape policy decisions and build consensus around the allocation of limited public resources. Our mindset is driven by our internal motivation to help communities strategically evolve and thrive in all circumstances, including challenging times of uncertainty, resource constraints, and aging infrastructure.

We design and deliver proven solutions to improve resiliency in:

- Economic Development & Real Estate
- Energy/Sustainability
- Engineering
- Program Administration
- Public Finance
- Software, Emerging Technology, and R&D

Willdan lives at the intersection of market and policy, helping to build consensus between the economics of development and the needs of communities.

We serve public and private clients to structure successful strategic partnerships grounded in market-driven real estate analytics and inclusive economic development strategies.

Willdan has delivered industry-leading engineering, energy, and financial solutions that have transformed government and commerce – having served more than 800 municipal, small business, healthcare, hospitality, and education clients nationwide. Willdan sets the standard for success in our industry with our experienced team of thought leaders, our support system for mentorship and growth within our company, and our focus on innovation to address tomorrow's challenges.

In addition to delivering outstanding results for clients, we also prioritize building meaningful professional relationships internally and externally, encouraging wellness/wellbeing, and engaging in community events and volunteer work in support of many organizations and a variety of worthy causes, including:



Giving Back to the River

One of Willdan's largest civil engineering projects was the design of L.A. River channel for U.S. Army Corps of Engineers. Here employees and their families climb down the bank to join the annual LAR cleanup on Earth Week.



Mud Run for Military Families

For 8 consecutive years Willdan's Ventura office and friends have revelled in the grueling [Camp Pendleton Mud Run](#).



Clean Water with Engineers without Borders

Dominic Molinari participates in a village water committee meeting in Fiji in support of a clean water project with [Engineers Without Borders](#).

Diversity, Equity, and Inclusion

Willdan is committed to cultivating internal and external workplaces that reflect a range of unique perspectives and offer opportunities for all. Our community and teams are made up of bright, talented, and driven people from all different backgrounds.

At Willdan, team members, applicants, and subconsultants are considered for all positions and projects without regard to age, ancestry, color, creed, disability, marital status, medical condition, national origin, citizenship, race, religion, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status. WGI has a Diversity Equity & Inclusion Working Group with the following initiatives.



Willdan strives to utilize local, small, and DBE/MBE/WBE firms to provide services. Willdan is committed to meeting firm/client goals for participation by Disabled Veteran Business Enterprise (DVBE), Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and Women Business Enterprise (WBE) firms. Willdan's internal policy includes the establishment of ongoing relationships with these firms, utilizing qualified subconsultants for meaningful participation, and actively seeking to broaden our resources. We have utilized the services of hundreds of firms throughout our years in business.

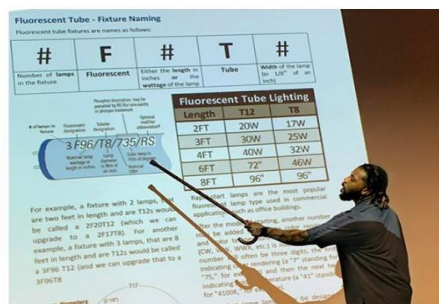
Urban Land Institute (ULI) Diversity Training

Willdan believes that diversity, equity, and inclusion (DEI) are the pillars of sustainable, thriving communities. To help train the next generation of public finance advisors, Willdan supports staff engagement with the Urban Land Institute's Diversity, Equity & Inclusion Initiative. The proposed project manager, Molly McKay, served as a Vice-Chair of ULI's DEI Initiative and has participated in quarterly ULI DEI training forums. Molly is also currently serving on a six-person working group tasked with drafting Best Practices in DEI Member Recruitment for ULI Global. Willdan brings this equitable community outreach perspective to the municipalities we serve, and it is imbedded in our approach to public engagement.



Supplier Diversity

Con Edison recognized Willdan with its Supplier Diversity Award for its support of small disadvantaged subconsultants.



Training to Support the Community

As a corporate sponsor of Engineers Without Borders City College of New York, Willdan staff instruct and mentor students to provide no-cost energy audits for a Harlem health non-profit. Instructor shown is Willdan's Clayton Gregory.

Sub-Consultant Firm Profiles

The Metts Group



Research

Informed Research: Each of our projects is underwritten with sound research. We dig deeply to understand your community in both qualitative and quantitative ways. Grass-roots outreach and the most up-to-date economic and demographic data inform our research process. Only then can we determine how a project will change the lives of current and future stakeholders.

Analysis

In-depth Analysis: This solid foundation of research now informs the methodology we use to help you balance fiscal, social, economic, and environmental factors. Count on an in-depth analysis that delivers a high level of detail and insight. We assess the direct and indirect impact of a project on your community as well as recommend the means to mitigate any adverse effects.

Insight

Insider Insight: What sets our research and analysis apart? Insider advantage. Alivia Metts has spent 20 years serving communities in the planning and development realm. She has extensive knowledge of the economic and social assets of regions and a deep understanding of rural and urban communities. Her insight enhances our ability to design an inclusive process and leverage data for superior results.

Research. Analysis. Insight

The expertise at The Metts Group reflects the understanding of communities, the economy, and market opportunities through a wide array of services providing businesses, developers, government agencies and other entities the tools to make informed decisions.

The Metts Group

Contact Information

Alivia Metts, Principal Economist

809 E. Foster Avenue, Coeur d'Alene, ID 83814

Tel: # (208) 277-6940 | ametts@themettsgroup.com

Established: April 2015

Ownership: Single Member LLC, S Corporation

Civic Consulting Group



Civic Consulting Group is made up of individuals with extensive experience and backgrounds serving local public government in a variety of disciplines, who are passionate about the agencies they represent.

Civic Consulting Group (CCG) is a multi-disciplinary firm offering strategic consulting services to local governments, nonprofits, educational institutions, and the private sector. We provide services in the fields of economic development, project management, land-use, business solutions, government relations and crisis communications. CCG is a team of seasoned professionals working in government administration, public relations, law, education, and government relations.

We have insight into managing projects from the perspective of those that answer to the public and numerous stakeholders with divergent needs. CCG tailors its services to the specific needs of their clients, offering creative solutions to their unique goals.

Civic Consulting Group

Areas of Expertise

- Government Relations
- Inter-Governmental Agency Coordination
- Economic Development
- Grant Management
- Small Business Development
- Non-Profit Management
- Stakeholder Engagement
- Relationship Building
- Strategic Planning

Civic Consulting Group, LLC

Contact Information

Gemma Torcivia, President

701 Northpoint Parkway, Suite 209, West Palm Beach, Florida 33407

Tel: # (561) 602-6222 | gtorcivia@civicconsultinggroup.com

Established: 2017 | www.civicconsultinggroup.com

Offices: Florida - New York - Maryland - Virginia

Project References

Below are recent references/client contact information for the Willdan team, which are similar in nature to those requested by the City of Greenbelt.

Client	Project	Client Contact Information
Willdan Financial Services	City of Paso Robles, CA	Economic Development Strategic Plan (Adopted July 2024) Paul Sloan Economic Development Manager Tel #: (805) 227-7237
	MMCPPC	Prince George's Plan 2035 Economic Analysis (2019 Update) Adam Dodgshon Planning Supervisor, Placemaking Section, Prince George's County Planning Department Tel #: (301) 952-3153 adam.dodgshon@ppd.mncppc.org
	City of Homestead, FL	Economic Development Strategy Support for Planned Redevelopment Zachary Good Assistant City Manager Tel #: (786) 452-4241 zgood@cityofhomestead.com
The Metts Group	Prince George's County Workforce Board	Chief Economist (Ongoing Economic and Planning Services) Walter Simmons President & CEO Employ Prince George's, Inc. Tel #: (301) 618-8437 wsimmons@co.pg.md.us
	City of Paso Robles, CA	Economic Development Strategic Plan (Ongoing) Paul Sloan Economic Development Manager Tel #: (805) 227-7237
Civic Consulting Group	City of Homestead, FL Community Redevelopment Agency	Transit Oriented Planning and Project Support including P3 Development Kametra Driver Executive Director Tel #: (786) 405-2825 Kdriver@cityofhomestead.com
	EBH Ventures LLC	Ongoing Management Consulting and Commercial Real Estate Support Erin Haag President Tel #: (561) 374-2794 Erin@pricingoverhaul.com

Case Studies

Willdan Financial Services

The following pages provide case studies of engagements managed by the proposed project manager and proposed Willdan Team staff to illustrate our experience in economic development consulting services as required by the RFP.

City of Paso Robles, CA

Economic Development Strategic Plan



Willdan was retained by the City of Paso Robles' Office of the City Manager to formulate an Economic Development Strategic Plan to implement the City Council's 2022-2024 Adopted Goal 1: Economic Vitality.

The overarching objectives of this policy initiative are to protect the City's current wine and tourism industries while also diversifying the economy by establishing a new Spaceport Innovation & Business Park.

The EDSP is structured to create a new Business Retention & Expansion (BRE) Program to catalyze implementation of several new policies, programs and initiatives:

- Existing sector protection: wine, tourism and Downtown Core
- New industries to attract: Spaceport Innovation & Technology Park Development
- Commercial vitality: underutilized shopping centers (Citywide) and North Paso Robles (Spring Street Corridor)
- Gateways, wayfinding, and placemaking improvements
- Unlocking underutilized/untapped value: Paso Robles Municipal Airport land
- Mitigating barriers to economic development: Technology sector outreach strategy, multifamily housing construction, City-led childcare development program

Services

- Stakeholder Engagement: Industry-Focused Surveys, Workshops & 1:1 Interviews
- Economic, Workforce & Demographic Analysis
- Industry Cluster Analysis & Target Sector Recommendations
- Spaceport & Innovation Corridor Development Strategy
- Wine & Tourism Industry Economic Impact Analysis
- Multifamily Rental, Industrial, Retail/Dining/Entertainment Market Analysis
- Economic Development Focus Area Mapping
- Implementation & Funding Plan

Report Link

City Council Approval, July 2024

Project Manager

Molly McKay

Project Dates

2023 – Ongoing

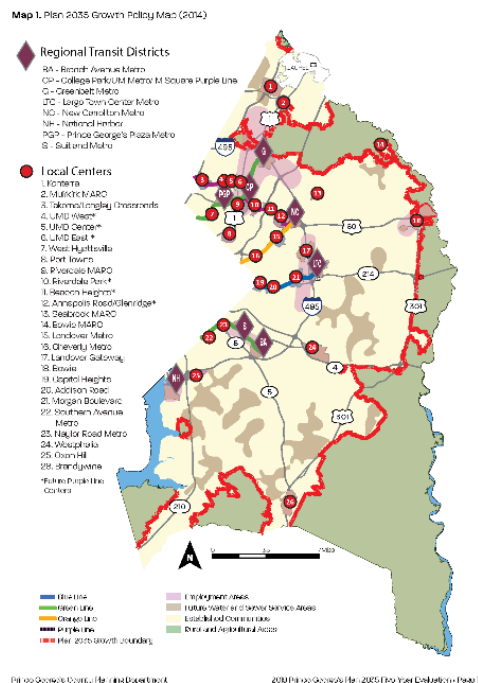
Maryland National Capital Park & Planning Commission/Prince George's County, MD

Prince George's Plan 2035 (2019 Economic Evaluation)

The Maryland National Capital Park & Planning Commission retained Willdan to undertake a demographic, market and economic evaluation of the Prince George's County, Maryland's Comprehensive Plan 2035. Plan 2035 articulates a shared vision for making Prince George's County a competitive force in the regional economy, a leader in sustainable growth, a community of strong neighborhoods and municipalities, and a place where residents are healthy and engaged. Plan 2035 includes comprehensive recommendations for:

- Land use and economic prosperity
- Transportation and mobility
- the natural environment
- Housing and neighborhoods
- Community heritage, culture, and design
- Healthy communities, and
- Public facilities

The Growth Boundary designates eight regional transit districts as the focus of the County's planned growth and mixed-use development; the Strategic Investment policies identify the three designated downtowns, Prince George's Plaza, New Carrollton, and Largo Town Center, as areas for targeted resources, including federal, state, and County investment. Plan 2035 also provides growth management policy areas with explicit goals concerning dwelling units and jobs. Willdan established a 2014 baseline to quantify the 2019 net change according to the key Indicators of Success from Plan 2035. The evaluation concluded with new recommendations to adapt, manage, and adjust Plan 2035 goals, policies and strategies to stay current with demographic, economic, social, and environmental trends affecting Prince George's County, thereby ensuring future progress toward goals.



Services

- Demographic & Economic Trends
- Land Use Analysis
- Real Estate Market Analysis
- Monitoring & Reporting Dashboard

Report Link

<https://www.mnccppcapps.org/planning/publications/PDFs/383/Plan%202035.pdf>

Project Manager

Molly McKay

Project Dates

2019 – 2020

City of Pleasanton, CA

Economic Development Strategic Plan



To address changing economic conditions since the COVID-19 pandemic and recovery, the City of Pleasanton Economic Development Division retained Willdan to formulate an updated Economic Development Strategic Plan ("EDSP").

The Plan built consensus with City Leadership and local business owners, developers, brokers and the community around allocation of the City's economic development resources to make tangible progress on the following primary goals over the next five years:

- Local Revenue Growth
- Life Sciences/Biotech Attraction
- Business Retention & Expansion
- Retail Revitalization

The Plan includes specific recommendations to create a new zoning overlay that will allow light industrial / manufacturing facility properties to build a combination of office, labs, manufacturing, and warehousing/distribution uses by right. The initiative addresses the need to accelerate redevelopment of existing space to meet pent up demand for biotech and life sciences users.

This economic development effort leverages the wealth of strategic recommendations from prior City investments in urban design, planning, and real estate market analysis, as well as focused input from the Economic Vitality Committee and other business community stakeholder interviews, to distill these ideas into specific action steps guiding City staff and strategic partners.

Project Successes

The City of Pleasanton's City Council formally adopted the EDSP in June 2023. The Plan created a Citywide Retail and Tenant Support Program under Key Initiative 1.0 – Local Revenue Growth. This initiative includes creation of a new full-time staff position to focus on maintaining a retail inventory and formalizing the City's approach to retail recruitment.

Services

- Demographic & Market Analysis
- Real Estate Market Analysis
- Collaboration with the Tri-Valley Economic Vitality Committee
- Draft Implementation Plan Work Sessions with Business Leaders, Developers & Pleasanton Downtown Association
- Economic Assets Report & Custom GIS Mapping
- Draft Economic Development Microsite & Print Marketing Collateral

Report Link

https://www.dropbox.com/scl/fi/ch4cppntuxkf48rz2nxz8/Pleasanton-CA-EDSP-Econ-Profile-2023_Adopted-Willdan.pdf?rlkey=oin17pilnroy5bi5m6aj67jlf&dl=0

Project Manager

Molly McKay

Project Dates

2022 - 2023

City of Homestead, FL

Fiscal and Economic Impact & New Markets Tax Credits Application Support



Willdan was retained to test the fiscal and economic impact of a series of proposed public-private redevelopment projects in Downtown Homestead. The City is leading the development of six anchor projects that will serve to revitalize the Downtown.

- City Hall and Police Headquarters
- Homestead Cybrary
- Losner Park
- Miami-Dade College Student Center
- Family Entertainment Center and Multimodal Parking Garage

Together, these strategic redevelopment initiatives comprise more than \$200 million of proposed public and private investment that will serve to improve the quality of life for City of Homestead residents and visitors by greatly enhancing the City's sense of place through state-of-the-art culture, leisure and recreation offerings fully supported by high quality public services and programs.

Willdan also served as the City's New Markets Tax Credit advisor and successfully completed the first phase of NMTC funding to support development of the City's first public-private partnership and transit oriented development: Homestead Station.

Project Successes: The impact of the strategic redevelopment initiatives has been tremendous with investment exceeding **\$200 million** in the City's historic downtown, a profound halo effect, job creation, and improved quality of life. All of the projects have been completed and are fully operational with all of the City projects being **on time and on budget**.

Services

- Real Estate Analysis & Public Private Partnership
- Economic, Workforce & Demographic Analysis
- Fiscal/Economic Impact Analysis

Project Team

Willdan Financial Services:
Molly McKay & James Edison

Civic Consulting Group:
Gemma Torcivia & Rick Ammirato

Downtown Investment Authority City of Jacksonville, FL

Downtown Market Feasibility Study



Willdan's team utilized their knowledge and expertise in real estate market feasibility and development, and real estate market analysis to assess current and future feasibility of Downtown Jacksonville's office, commercial/retail, hospitality, and residential development and redevelopment, inclusive of the Northbank and Southside Community Redevelopment Areas (CRAs).

The real estate market feasibility analysis utilized exciting new data sources, such as Placer.ai, to evaluate neighborhood/district-level trends and inform policy recommendations, redevelopment strategies, and allocation of tax revenue and development incentives.

This was a complex undertaking involving the compilation, analysis, update, and expansion of baseline demographic data and real estate trends and projections; providing an assessment of development opportunities, constraints, and opportunities to catalyze development activity with focused incentives in each downtown neighborhood district.

Willdan conducted stakeholder interviews with real estate developers, brokers, retail tenants, and others to determine the market, regulatory conditions, and targeted incentives required to attract private development and redevelopment activity in the City's most disinvested downtown areas.

The analysis concluded that Downtown Jacksonville has made significant progress towards the CRA Plan development goals. The City should direct development incentives to identified areas of need as certain neighborhoods/districts no longer need incentives.

Project Successes:

The study informed Developer Incentives policy recommendations in the CRA Plan Update, validating the "but for" case for \$100 million in incentives to facilitate the Gateway Jax project and attract P3 investment to other major downtown redevelopments.

Services

- Stakeholder Engagement
- Real Estate Market Analysis
- Incentives Analysis
- Demographic & Market Analysis at the District Level
- Peer Cities Case Study Research & Benchmarking

Report Link

Part I:

<https://willdan.box.com/s/8gihw6s2ks4y945z085erpjdbtyg33dk>

Part II:

<https://willdan.box.com/s/c4jriilm796kfcgtwh6qkub45tn2ek38>

Project Manager

Molly McKay

Project Dates

2020 - 2021

Willdan Financial Services Economic Development Experience

The following is a listing of similar projects completed illustrating Willdan's experience and capabilities in Economic Development Strategic Planning Services.

Economic Development Strategic Planning

- Economic Development Strategic Plan - City of Paso Robles, CA
- Economic Development Strategic Plan - City of Pleasanton, CA
- Economic Development Strategic Plan - City of Cudahy, CA
- Economic Development Strategic Plan - City of Pinellas Park, FL
- Economic Development Strategic Plan - City of Miramar, FL
- Tamarac Economic Development Strategic Action Plan - City of Tamarac, FL
- Economic Development Strategic Plan - City of Pembroke Pines, FL
- Economic Development Strategic Plan - City of Tucker, GA
- Economic Development Strategic Action Plan - City of Lancaster, TX

Real Estate Advisory Services and Market Analysis

- Alameda Point Conceptual Financing Plan – City of Alameda, CA
- Commercial Center BRT | Master Planning + Revitalization Initiative – City of Taylorsville, UT
- Downtown Jacksonville Investment Authority Market Feasibility Analysis – City of Jacksonville, FL
- Family Entertainment Center – City of Homestead, FL
- Fields of Frisco Economic and Community Development Strategy and Negotiation – City of Frisco, TX
- Real Estate Market and Financial Feasibility of a Multi-Use Redevelopment – Department of Economic Development, Isle of Wight County, VA
- Frisco Pennant Park Development Strategy and Negotiation – City of Frisco, TX
- Sales Tax Revenue Analysis – Denton County Transportation Authority, Lewisville, TX
- TOD Market & Feasibility Study – Metro Transportation Authority, City of Little Rock, AR

Maryland-DC-Virginia Fiscal, Economic & Market Analysis Experience

- Bennis Grant I Fiscal and Economic Impact Analysis – Kimley-Horn | Isle of Wight County, VA
- Brookfield Homes Fiscal and Economic Impact Analysis – Brookfield Homes, Fairfax, VA
- Chesterfield County Comprehensive Plan Fiscal and Economic Impact Analysis – Chesterfield County, VA
- City Market @ O Street TIF Application Support – Roadside Development LLC
- Landover, MD Grocery Delivery Distribution Center Entitlements & Permitting, Landover, MD – HomeRuns.com (Peapod by Giant)
- Clarendon Sector Plan Update Fiscal and Economic Impact Analysis – HOK Planning Group/Arlington County, VA Office of Planning
- District of Columbia Parks and Recreation Master Plan Economic Analysis – DC Department of Parks and Recreation
- Downtown DC Net Fiscal Impact Analysis 2007 & 2009 – Downtown DC BID / Golden Triangle BID
- Fiscal Benefits of the DC Convention Center Redevelopment Strategy – Stull & Lee Planning & Design and the DC Office of Planning
- Housing Density Bonus Analysis – Arlington County, VA
- Norsworthy Mixed-Use Fiscal Impact Analysis – Private Developer | Isle of Wight County, VA
- Prince George's Plan 2035 Economic Evaluation - MNCPPC/Prince George's County, MD
- Public Arts Visitation Study – City of Alexandria
- Queenstown, MD Fiscal & Economic Impact Analysis – Elm Street Development, McLean, VA
- Port Tabaco, MD Residential Master Plan Fiscal and Economic Impact Analysis – Landowner - Port Tabaco, MD
- Real Estate Market and Financial Feasibility of a Multi-Use Redevelopment -- Isle of Wight County, VA

Proposed Project Team

Our management and supervision of the project team is very simple: staff every position with experienced, capable personnel in sufficient numbers to deliver a superior product, on time and on budget. With that philosophy in mind, Willdan has assembled a senior level project team to serve the City through this engagement.

Staffing Plan

City of Greenbelt Project Team		
Subject Matter Expert	Project Roles	Responsibilities
Molly McKay, CEcD, MA Managing Principal	Project Manager & Economic Development Lead	- Client Satisfaction, Flow of Communication, and Task Oversight - Stakeholder Outreach, Meetings, Workshops, and Presentations (Lead Facilitator) - Draft/Final Project Deliverables (Lead Author):
James Edison, JD, MPP Managing Principal	Principal-in-Charge & Senior Public Finance Advisor	- Client Liaison - Quality Assurance & Control - Public Finance Technical Lead
Carlos Villarreal, MPP Principal Consultant	GIS & Economic Profile Data Collection Lead	- Demographic and Economic Analysis (Costar, ESRI Business Analyst, & Placer.ai Data) - Economic Development Asset Mapping (GIS)
Jade Shipman, AICP Principal Consultant	Stakeholder Outreach and Case Study Research	- Developer/Broker and Business Community Outreach - Real Estate Market Research Support
Alivia Metts Lead Economist The Metts Group	Target Industry Attraction Advisor	- Business Community Outreach - Economic Development Briefing Book Researcher - Implementation Plan recommendations
Gemma Torcivia President Civic Consulting Group	Organization Structure Lead	- Business Gap Analysis Research - SWOT Workshop Support - Organizational framework recommendations - Economic Development Strategic Plan implementation and funding recommendations
Enrico Ammirato, MA Principal Civic Consulting Group	Government Relations Lead	- Business Gap Analysis Research - SWOT Workshop Support - Stakeholder engagement (government entities, property and business owners, education/community organizations) - Economic Development Strategic Plan implementation and funding recommendations

Project Team Continuity

Molly has been chosen to serve as the Project Manager and main point of contact with the City due to her extensive experience in leading strategic planning initiatives. Molly is a Certified Economic Developer and is highly trained in facilitating inclusive community outreach in English and in Spanish. ***Molly, James, and Carlos have been a part of Willdan and worked as a cohesive team for 15 years; their established and collaborative working relationship will provide seamless continuity in staffing throughout this project.***

Molly, James and Carlos have been a part of Willdan and worked as a cohesive team for 15 years

Project Team Availability

The Willdan team is affirming our commitment and availability to begin the City of Greenbelt engagement upon contract execution.

Willdan Financial Services is proposing a team of seven experienced and qualified economic development professionals to the City of Greenbelt Project engagement. Willdan's Financial Consulting Services group is composed of a team of over 30 professionals. While each member of the key project team currently has work in progress with other clients, the workload is at a manageable level with sufficient capacity to meet the needs of the City specific to the schedule and budget for this engagement.

Willdan as a whole is composed of approximately 1,600 employees, including a cadre of public finance experts. As needed, the team can recruit additional, qualified individuals from our employee roster to assist with the completion of this engagement to deliver the final materials on time and within budget. We do not anticipate staffing changes during the course of the project, however, should the situation arise, any change in team members will be discussed with and approved by the City prior to the change being made.

Hourly Rates

Willdan Financial Services Hourly Rate Schedule		
Position	Team Member	Hourly Rate
Managing Principal	James Edison	\$240
Managing Principal	Molly McKay	\$210
Principal Consultant	Jade Shipman Carlos Villarreal	\$210

The Metts Group Hourly Rate Schedule		
Position	Team Member	Hourly Rate
Lead Economist	Alivia Metts	\$175

Civic Consulting Group Hourly Rate Schedule		
Position	Team Member	Hourly Rate
President	Gemma Torcivia	\$225
Principal	Enrico Ammirato, MA	\$225

Resumes

Resumes for Willdan's project team are presented on the following pages.



Molly McKay, CEcD, MA

Managing Principal – Willdan

Ms. Molly McKay possesses 30 years of economic policy and planning experience providing consulting services to public and private clients. Molly frequently serves as an economic advisor to municipalities, investors and developers, engineering firms, nonprofit organizations, and others throughout project feasibility, financing, and implementation.

In this advisory role, Molly conducts research and scenarios testing to evaluate real estate market and economic conditions, measure the public costs and benefits of innovative financing and incentive mechanisms, and provide strategic real estate development planning support services to inform economic development policy frameworks. She designs and develops custom-built multivariate financial, fiscal and economic modeling tools, industry cluster analyses, local and regional economic competitiveness benchmarking, project management plans, case studies, best practices, evaluation summaries, and project implementation, monitoring and reporting plans. Molly has more than 20 years of experience integrating arts, culture and placemaking strategies into planning and redevelopment strategies. Recent research focuses on the following:

- Placemaking and Infrastructure Program formation
- Downtown retail mixed use urban infill redevelopment planning
- Multi-use community facility (i.e., “Libraries of the Future”) development strategies
- Market Rate Workforce Development Accelerator Program Formation

Before joining Willdan, she was a senior associate of the Economic Policy and Planning Practice of AECOM Economics (formerly Economics Research Associates) from 2003-2012; a manager in the Real Estate Consulting and State & Local Tax Practices of Ernst & Young (1997-2002), and program coordinator, ULI-the Urban Land Institute’s International and Advisory Services (1995-1997) and the International City/County Management Association (ICMA) in Washington, DC (1992-1995). Molly serves ULI-the Urban Land Institute as Redevelopment & Reuse Council Chair, DEI Vice-Chair, Washington’s Regional Land Use Leadership Institute Planning Committee Member, and Housing Impact Task Force Subcommittee Chair.

Select Project Experience

- **City of Paso Robles, CA** – Economic Development Strategic Plan and Spaceport Innovation Corridor Formation
- **City of Pleasanton, CA** – Economic Development Strategic Plan and Life Sciences and Biotechnology Attraction Strategy
- **City of Cudahy, CA** – Economic Development Strategic Plan
- **City of Little Rock, AR** – Rock Region METRO, TOD Market & Feasibility Study
- **City of Jacksonville, FL** – DIA, Downtown Market Feasibility Analysis
- **City of Lancaster, TX** – Economic Development Strategic Plan
- **City of Miramar, FL** – Economic Development Action Plan
- **City of Pembroke Pines, FL** – Economic Development Strategic Plan
- **City of Tamarac, FL** – Economic Development Strategic Plan
- **City of Taylorsville, UT** – Commercial Center BRT Master Planning/Revitalization Initiative
- **City of Tucker, GA** – Economic Development Strategic & BREP Plan
- **City of Fort Lauderdale, FL** – Economic Development Strategic Action Plan

Education

*Master of Arts (Honors),
International Politics &
Economics Fulbright
Scholar, University of
Exeter, Devon, UK*

*Bachelor of Arts (Honors),
University of Kansas*

*Study Abroad: University of
Law, Economics & Political
Science, Aix-Marseille III,
Aix-en-Provence, France
and the Guadalajara
Language Institute, Mexico*

*Post-Graduate Studies: Real
Estate Finance &
Investment, Johns Hopkins
University Cary Business
School, Washington, DC*

Accreditation

*Certified Economic
Developer (CEcD),
International Economic
Development Council*

*Certification in Social
Science Research
Methodology, University of
Exeter, Devon, UK*

Professional Affiliations

*American Planning
Association (APA)*

Congress for New Urbanism

*International Economic
Development Council (IEDC)*

*ULI – the Urban
Land Institute*

30 Years' Experience



James Edison, JD, MPP

Managing Principal – Willdan

Mr. James Edison specializes in the nexus between public and private, with expertise in public-private partnerships, and the benefits of economic development to municipalities and state, provincial, regional, and national governments. He has particularly deep expertise in land use economics with a specialty in finance and implementation, including fiscal impact and the public and private financing of infrastructure and development projects, both in the United States and internationally. He has worked for both public and private clients on the implementation of public-private transactions, providing market and fiscal analysis, finance strategies, and negotiation support. His public-sector experience includes local and regional economic impact studies, fiscal impact evaluations, new government formation strategies, and the creation of impact fees, assessments, and special taxes to fund infrastructure and public facilities.

Education

Juris Doctorate, University of California, Berkeley, School of Law

Master of Public Policy, Goldman School of Public Policy, University of California, Berkeley

Bachelor of Arts, magna cum laude, Harvard University

Professional Registrations

Member of State Bar, California

Professional Affiliations

Council of Development Finance Agencies

CFA Society of San Francisco

Congress for the New Urbanism

Urban Land Institute

Seaside Institute

International Economic Development Council

26 Years' Experience

James has conducted numerous evaluations of the economic and fiscal impact of specific plans and consulted on a wide variety of land use planning topics related to community revitalization and the economic and fiscal impacts of development. He has evaluated markets for entire new towns as well as for individual proposed residential, retail, entertainment, office, R&D, hotel, and mixed-use projects throughout the western United States and abroad.

As a former bond attorney, James understands the legal underpinnings and technical requirements of public financing instruments and has advised both public and private clients on the use of individual instruments and the interaction between those instruments and the needs of developers and project finance. He has also conducted project feasibility studies for a wide range of development, often in connection with community revitalization or expansion efforts. He has conducted fiscal impact evaluations in a wide range of contexts, including specific plans, individual development projects, community revitalization programs, annexations, and government reorganizations.

Select Project Experience

- **Alameda Point Development Corporation, CA** – Alameda Point Conceptual Financing Plan
- **City of Oakland, CA** – Economic Consulting Services for the Former Redevelopment Project Areas
- **City of Paso Robles, CA** – Economic Development Strategic Plan
- **City of Pleasanton, CA** – Economic Development Strategic Plan
- **City of Cudahy, CA** – Economic Development Strategic Plan
- **City of Pinellas Park, FL** – Economic Development Strategic Plan
- **City of Jacksonville, FL** – DIA, Downtown Market Feasibility Analysis
- **City of Tamarac, FL** – Economic Development Strategic Plan
- **City of Tamarac, FL** – Developer Incentives Study
- **City of Miramar, FL** – Economic Development Action Plan
- **City of Fort Lauderdale, FL** – Economic Development Strategic Action Plan
- **City of Kalispell, MT** – Core Area Market Analysis & Economic Development Strategic Plan
- **County of Monterey, CA** – East Garrison Specific Plan Financing and Implementation
- **County of Napa, CA** – Napa Pipe Specific Plan Analysis
- **Niagara Frontier Transportation Authority (NFTA), NY** – Consolidation Study Adaptive Reuse Market Analysis & Cost-Benefit Analysis
- **Stanislaus County, CA** – Development Impact Fee Study
- **County of Riverside, CA** – Development Impact Fee Study



Jade Shipman, AICP

Principal Consultant – Willdan

Ms. Jade Shipman has a broad base of experience working on urban planning and real estate development projects throughout the United States for public, non-profit, and private sector clients. She specializes in economic development strategies, community impacts, market feasibility, and the use of tax incentives to finance developments that are unable to utilize conventional sources of financing.

Prior to joining Willdan, Jade was with Economics Research Associates and AECOM Economics, serving as the practice leader for the firms' New Markets Tax Credits (NMTC) business line, which involved conducting community impact assessments for Enterprise Community Partners, Bank of America, Telesis and other financing entities. These case studies analyzed the public benefits of innovative real estate projects in low- and moderate-income communities. Jade has completed evaluations of more than 50 such developments in more than 20 market areas nationwide, from Seattle to San Diego and Florida to Maine. Jade is the Principal at Jade Shipman Economics, providing economic development support in communities seeking to utilize NMTCs to finance community-serving real estate projects. She evaluates pipeline projects for future impact, measures community benefits, and provides groups with consulting in preparing their NMTC applications for Federal funding.

Jade has lectured at Georgetown University Law School and UC Berkeley's Haas School of Business and speaks at national conferences about economic impacts. She served as a consultant to the US Treasury, scoring applications for federal funding across multiple programs.

Select Project Experience

- **City of Pleasanton, CA** – Economic Development Strategic Plan
- **Environmental Protection Agency, US** – A large-scale study of residential price appreciation within 17 Smart Growth developments nationwide
- **City of Foster City, CA** – Fiscal Impact Analysis of Mixed-Use Redevelopment
- **City of Burlingame, CA** – Economic Analysis for the Downtown Specific Plan
- **Barrio Logan Community Plan, San Diego, CA** – Economic Analysis
- **Cities of San Diego, Seattle, and San Francisco, CA** – Market Feasibility and Economic Impact Studies for Proposed Convention Center Expansions
- **California High Speed Rail Authority, CA** – Market and Relocation Economic Studies for the Merced to Bakersfield portion of the California High Speed Rail
- **City of Lake Elsinore, CA** – Economic Development Strategy
- **Master Planned Community, Albuquerque, NM** – Fiscal Impact Review
- **City of Nampa, ID** – Downtown Market Feasibility Study
- **City of Houston, TX** – Market Analysis for a 700-acre infill Mixed-Use Development
- **San Francisco Convention and Visitor's Bureau, CA** – Economic Impact Study of Exhibit Space
- **San Francisco Bay Area Rapid Transit District, CA** – Land Value Analyses for the planned southern extension of the San Francisco Bay Area Rapid Transit District's Fremont line
- **Private Developer, Ogden, UT** – Market Feasibility for a Resort and Residential Project
- **City of Soledad, CA** – Market Analysis for a Downtown Parcel

Education

Master of City Planning, emphasis in international economic development, University of Pennsylvania

Bachelor of Arts, Sociology, University of California, Santa Barbara

Affiliations

American Institute of Certified Planners

American Planning Association

18 Years Experience



Carlos Villarreal, MPP

Principal Consultant – Willdan

Mr. Carlos Villarreal, a Financial Consulting Group Principal Consultant, possesses extensive experience documenting nexus findings for development impact fees, preparing capital improvement plans, facilitating stakeholder involvement, and analyzing the economic impacts of fee programs. He has supported adoption of fee programs funding a variety of facility types, including, but not limited to, transportation, parks, library, fire, law enforcement and utilities.

Select Project Experience

MNCPPC, MD – Prince George’s Plan 2035 (Evaluation 2019): Carlos served as the economic analyst and GIS specialist on MNCPPC’s Plan 2035’s evaluation of progress against goals related to Countywide “Indicators of Success.” Willdan created a demographic and economic benchmarking dashboard to measure the success of key indicators and growth management goals.

City of Pleasanton, CA – Economic Development Strategic Plan: Carlos has been instrumental in the development of the economic model. He is serving as the economic analyst and has led the data collection and analysis.

City Paso Robles, CA – Economic Development Strategic Plan: Carlos served as the lead economic analyst for the Paso Robles Economic Development Strategic Plan and Spaceport Innovation Corridor Development Strategy, he was instrumental in model development and in leading the GIS data collection for analysis.

City Lancaster, TX – Economic Development Strategic Plan: Carlos served as the GIS and economic analyst, his primary responsibilities were data collection, GIS analysis and economic analysis. He was also involved in the development of the economic model.

City of Pinellas Park, FL – Economic Development Strategic Plan: Carlos’ primary responsibility was the development of the economic model. He served as the economic analyst and GIS specialist and led the data collection and analysis.

City of Jacksonville, FL – DIA, Downtown Market Feasibility Analysis: Carlos served as the economic analyst and was responsible for data collection and analysis. He was the primary for the development of the economic model.

City of Pembroke Pines, FL – Economic Development Strategic Plan: Carlos served as the economic analyst and was responsible for data collection, GIS analysis and economic analysis. He provided guidance on the development of the economic model.

City of Waco, TX – Comprehensive Plan Fiscal Impact Analysis: Carlos was the lead financial analyst in the preparation of a fiscal analysis that examined the implications of the City’s most recent Comprehensive Plan. To test the fiscal sustainability of the Comprehensive Plan, Willdan formulated prototype developments that captured the fiscal implications of several development patterns. The analysis measured the fiscal costs (such as police services) and revenues (such as property taxes) generated by development, with a range of development variables including development type and geographically specific policies (such as residential tax abatements in targeted areas).

Alameda Point Development Corporation, CA – Alameda Point Conceptual Financing Plan: Carlos served as the financial analyst for the Alameda Point Development Corporation on a number of assignments related to the financing of infrastructure at Alameda Point, the feasibility of development, the financing of services, fiscal impacts and mitigation, and selection of developers.

Education

*Master of Public Policy,
Goldman School of Public
Policy, University of
California, Berkeley*

*Bachelor of Arts,
Geography, University of
California, Los Angeles;
Minor in Public Policy and
Urban Planning*

Areas of Expertise

Fiscal Impact Analyses

Development Impact Fees

*Public Facilities
Financing Plans*

GIS Analysis

18 Years’ Experience



Alivia Metts

Principal Economist – The Metts Group

Ms. Alivia Metts is the founder of The Metts Group. She has over 21 years of experience in helping communities thrive. Her insightful economic and demographic analyses guide decision makers in economic and commercial development as well as transportation and community development. Alivia has worked in both the public and private sectors. She focuses on the special needs of communities and has performed economic analysis across all industries for businesses, governments, urban renewal agencies, and economic development agencies. Her projects have run the gamut from convening stakeholders to planning commercial and industrial parks through economic feasibility and market analyses. Alivia works with colleagues across the country to complement her expertise and services.

Education

*Bachelor of Arts, Economics,
University of Michigan*

*Associate of Business
Administration, Oakland
Community College*

Areas of Expertise

Demographics

Economic Impact Analysis

Market Feasibility

GIS Analytics

21 Years' Experience

Most recently, Alivia served as the Target Industry Attraction lead as a subconsultant to Willdan on seven completed Economic Development Strategic Plans throughout the United States and locally on the MNCPPC Prince George's Plan 2035 Economic Analysis (2019). Alivia is currently serving the Prince George's County Workforce Development Board as their Chief Economist. These tasks include reviewing existing data tools provided by Employ Prince George's, gathering and compiling data for various workforce development efforts, and providing end-product reports and spreadsheets to facilitate data dissemination in an outward-facing format. In this role, Alivia provides economic planning and analysis services to various Employ Prince George's staff and Board members.

Select Related Experience

Economic Development. Alivia has worked with economic development organizations across the country in supporting their strategic efforts to foster economic resiliency. From Comprehensive Economic Development Strategy updates to industry cluster analyses and workforce gap analyses, she has led numerous efforts that have spurred policy change and spearheaded pivotal economic development efforts to help communities thrive.

Economic Impact Assessments. The Metts Group provides a variety of economic impact assessments to inform and guide the decision-making process for communities, businesses, governments, and economic development agencies. As a result, many communities, businesses, and organizations were able to obtain additional funding or permitting justifying expansion efforts or existence. Some impact studies conducted included subdivision development, community center, urban renewal agencies and community health clinics, as well as the direct, indirect, and induced impacts to the overarching mining, timber, aerospace, tourism, and health care industries. This solid foundation of research has informed the methodology used to help balance fiscal, social, and economic factors.

Market Feasibility Assessments. Developers, business owners, bankers and aspiring entrepreneurs lean on the expertise of The Metts Group to perform initial market feasibility analysis and assessment for potential projects. Assessments include demographic analysis, potential target markets and projected industry employment related to site development, subdivision developments, storage unit facilities, medical office, and aerospace industry users. Alivia also conducts industry cluster analyses as well as comprehensive industry reports, including supply chain analysis for target marketing.

Demographic Analysis. The demographic analysis conducted by The Metts Group has been used in decision-making processes. Our work on in- and out-migration broken down by timeframe, age group, industry and labor force participation rates has guided statewide projections as well as provided businesses, economic development organizations, and developers the tools to take a more targeted approach and make informed decisions.



Gemma Torcivia, JD, MBA

President – Civic Consulting Group

Gemma Torcivia is the Founder and President of Civic Consulting Group. Gemma has served local communities in several capacities for eighteen years; and brings a wealth of knowledge in assisting local agencies with innovative concepts and ideas.

Select Project Experience

Civic Consulting Group, LLC | Founder and President: As President of Civic Consulting Group, Gemma provides direct support, strategic planning, government relations and relationship management for clients in the public and private sectors; negotiates and manages multi-million dollar contracts for city governments for public-private partnerships, development and transit; provides public facing communications and project support for clients; and develops campaigns to secure capital for clients' development and construction projects.

TG Law, PLLC, FL | Founder and Managing Partner: TG Law is a civil practice firm emphasizing in local government law, business and corporate matters, land use, employment law, community redevelopment agencies, administrative law and legislative issues, litigation in Federal and State Trial Courts and before administrative agencies; and provides county, state and federal grant support for Florida local governments. Gemma was named Super Lawyers Rising Star 2023.

City of Delray Beach, FL | Economic Development Director: Gemma was the director for the City of Delray Beach's economic development response to COVID-19 and provide resources and support for area businesses during COVID-19 closure, Phase 1 and Phase 2 re-openings. Served as a member of the Executive Leadership Team and provided critical guidance for emergency management operations.

Roberts, Reynolds, Bedard & Tuzzio, FL | Associate Attorney: Gemma, while with Roberts, Reynolds, Bedard & Tuzzio, provided vigorous defense for a variety of insurers in personal injury, first party property, governmental liability, eminent domain and construction defect cases; including representing a variety of governments in civil litigation including: City of Boynton Beach, City of Delray Beach, Town of Palm Beach, Town of Jupiter, Pal-Mar Water Control District, Hobe-St. Lucie Conservancy District. Prepared and managed insurance defense cases proceeding to trial, including developing and guiding case plans, drafting pleadings, managing discovery, conducting and defending depositions of fact and expert witnesses, attending hearings and participating in settlement negotiations.

Homestead Community Redevelopment Agency (CRA), Homestead, FL | Executive Director: Directed the Homestead CRA, managed five employees and a \$2.5 million annual budget. Managed contract negotiations and project plans for over \$75 million of capital projects. Negotiated a \$60 million public private partnership to develop a multi-modal transit development, including working with bond counsel on a \$30 million taxable municipal bond. Project manager for New Market Tax Credits, including securing funding and developing contracts. Negotiated with property owners and worked with City Attorney for property acquisition for public projects, including working on eminent domains, closings, and implement federal takings requirements.

City of Homestead, FL | Economic Development Manager: Designed the City's five-year economic development plan and built political will and community support for implementation. Served as a team member on \$55 million of capital projects that were completed on time and on budget. Drafted and presented agenda items, resolutions and ordinances for planning and zoning board meetings, historic preservation meetings and City Council meetings.

Education

*Juris Doctorate,
Florida International
University College of Law*

*Master of Business
Administration, Florida
International University*

*Bachelor of Arts Florida
International University*

Professional Registrations

*Member of State Bar,
Florida*

Community Affiliations

*Co-Treasurer,
Palm Beach County
Human Rights Council*

*Member of Governmental
and Public Policy Advocacy
Committee and
Advertising Committee,
Florida Bar*

*Member, PBC Chapter,
Florida Association for
Women Lawyers (FAWL)*

18 Years' Experience



Enrico Ammirato, MA

Principal – Civic Consulting Group

Enrico (Rick) Ammirato is a Principal of Civic Consulting Group. Rick is a proven government and nonprofit executive with extensive government relations, constituent relations, municipal government, and economic development experience.

Select Project Experience

Civic Consulting Group, LLC | Principal: Rick provides economic development, project management, land-use, business solutions, government relations and crisis communications. Rick is part of a team of seasoned professionals working in government administration, public relations, law, education, and government relations.

FMCA Consulting, LLC, Bethesda, MD | President: FMCA Consulting provides consulting services to public, private, and nonprofit organizations in the areas of board development, operations, government relations, strategic planning, crisis communications, and constituent relations.

DC Business Improvement Districts Council, Washington, DC | Executive Director: The DC BID Council is the association of DC's Eleven Business Improvement Districts. The BID Council works collaboratively to address issues that cut across BID boundaries to foster a vibrant and healthy city and thriving neighborhood economies. Implemented the boards strategic goals around districtwide issues such as economic development, homelessness, parks and public space funding, gun violence prevention, and "return to office." Updated the organizations governing documents such as bylaws, conflict of interest policy, and procurement policies.

Bethesda Urban Partnership, Inc, (BUP) Bethesda, MD | Executive Director: Worked closely with the Board of Directors to formulate and implement strategic goals with respect to services and programs. Implemented the policies and priorities of the Board of Directors by coordinating BUP's staff to achieve desired results. Successfully navigated BUP's five-year reauthorization by the Montgomery County Council.

City of Homestead, FL | Assistant City Manager: Implemented City policies throughout all City Departments. Oversaw the Finance Department, the City-owned Electric Utility, the Development Services Department, the Public Information Office, and the Community Redevelopment Agency. Collaborated with the City Manager on the strategic planning and execution of a \$100 million economic revitalization effort in the Historic Downtown Homestead that included public and private investment, the construction of public infrastructure, and educational, cultural and entertainment facilities. Coordinated the City's legislative agenda and managed the City's lobbyists.

City of Homestead Community Redevelopment Agency (CRA), Homestead, FL | Executive Director: Implemented CRA Board's economic redevelopment policies within the historically underdeveloped and undeserved neighborhoods of the City of Homestead. Created and implemented an economic development plan for the City of Homestead's historic downtown district. Represented the City of Homestead and the CRA Board in front of state and county governmental bodies. Work with state and federal lobbyists to create and implement a legislative agenda.

White Plains Business Improvement District (BID), White Plains, NY | Executive Director: Represented a membership of 145 commercial property owners and over 300 small business owners. Worked closely with the Board of Directors to formulate and implement strategic goals with respect to services, programs, marketing, and board development. Managed government relations with municipal, county and state officials. Coordinated media plan to promote the Board's strategic agenda. Managed the day-to-day operations of the White Plains Downtown BID.

Education

*Master of Arts-
Communication, Culture,
and Technology,
Georgetown University,
Washington D.C.*

*Bachelor of Arts,
Literature and
Communication
Pace University,
Pleasantville, NY*

Areas of Expertise

Executive Leadership

Strategic Planning

Project Management

Grant Management

Media Relations

Event Planning

Budgeting

Consensus Building

**Awards, Boards,
Committees,
Certifications**

Director's Partnership

*Award: U.S. Department
of the Interior National
Parks Service*

Leadership Montgomery

International Downtown

Association Emerging

Leaders

White Plains Performing

Arts Center Executive

Committee Member

City of Homestead Historic

Preservation Committee,

Ex Officio

City of Homestead Art in

Public Places Committee,

Ex Officio

20 Years' Experience

Organization Chart

Willdan has assembled a senior level project team of subject matter experts, most with more than a decade of experience working together, supporting both public and private clients across the United States.



Project Approach

Project Understanding

The City of Greenbelt, MD is seeking consultant support to develop an economic development strategic plan (EDSP) and marketing strategy. As we understand the assignment, this analysis will provide the City with a baseline economic development analysis and a marketing plan designed to assist the City and resident businesses in recovering and rebounding from the impacts of the COVID-19 pandemic.

The EDSP will evaluate the gaps and opportunities of Greenbelt's three distinct planning areas as well as the City as a whole. Greenbelt is divided into three areas by two major highways that bifurcate the geography of the City.

- **West Greenbelt** is located west of SR-201-Kennilworth Avenue. This area of the City is home to Beltway Plaza, one of three shopping areas, Capital Office Park and Franklin Park Apartments, one of the largest garden-style apartment complexes in the country with over 2,400 apartments in 240 buildings.
- **Center Greenbelt**, also referred to as **Historic Greenbelt**, is home to a small historic shopping area, Roosevelt Center, which includes a Co-op grocery store, co-op restaurant and a small 2-screen cinema. It is surrounded by one of the original Greenbelt Towns of the Roosevelt New Deal programs of the Great Depression, with the co-op housing development of Greenbelt Homes Incorporated.
- **East Greenbelt**, defined as east of the BW Parkway (295), is home to Greenway Shopping Center, Maryland Trade Center and Commerce Center I & II with the majority of the office space in the City.

The economic development marketing plan will provide a tailored business retention and attraction strategy for each of these areas and their unique businesses within the context of the Citywide EDSP framework.

The EDSP's initial baseline evaluation will be structured as an "Economic Development Briefing" report, including the identification of key strengths and opportunities applicable to each of these study areas. Associated recommendations will be based on best practice actions and initiatives from comparable communities and an implementation and funding to achieve targeted economic development outcomes.

The City of Greenbelt is known for its rich history, community-oriented atmosphere, and a variety of amenities that contribute to a high quality of life. Here are some factors that residents and visitors often cite:

- **Community Spirit:** Greenbelt was one of the first planned communities in the U.S., designed during the New Deal era. This has fostered a strong sense of community and cooperation among residents.
- **Green Spaces and Parks:** The city lives up to its name with numerous parks, trails, and green spaces. Greenbelt Park, part of the National Park Service, offers camping, hiking, and picnic areas.
- **Cultural and Recreational Activities:** Greenbelt has a vibrant cultural scene, including the historic Greenbelt Theatre, various community events, and recreational facilities like the Greenbelt Aquatic and Fitness Center.
- **Education:** The city is served by the Prince George's County Public Schools and is in proximity to several higher education institutions, including the University of Maryland, College Park.
- **Accessibility:** Greenbelt is well-connected via major highways (I-495 and I-95), Route 50, the BW Parkway (Route 295), Kenilworth Ave (SR-201), and public transportation (WMATA Metro Greenbelt Green Line and MARC trains), making it convenient for commuting to Washington, D.C., and surrounding areas.
- **Safety and Services:** The city provides various services to residents, including a dedicated police force and community programs aimed at enhancing safety and well-being.

City of Greenbelt's Economic Assets

Beautiful historic neighborhoods

Carefully planned retail areas

Abundant recreational resources

Accessibility to Mid-Atlantic megaregion markets and talent

- **Historical Significance:** As a city with historical importance, Greenbelt offers residents and visitors a unique sense of place and historical context.

The City's existing economic development planning guidance is partially directed by the Prince George's Economic Development Corporation and MNCPPC's Prince George's Plan 2035. Note that Willdan served as the economic analyst on the Plan 2035 Update (2019 Update) and our team is very familiar the goals, objectives, and resources associated with existing long-range plans within the Prince George's County submarket.

Objectives

The City of Greenbelt's primary ESDP objective is adapt to new economic conditions in a post-COVID environment and ensure that the City establishes itself in a competitive manner. To that end, the ESDP should include:

- Baseline assessment of existing economic conditions, obstacles, gaps and opportunities backed up by data and stakeholder input
- Identification of strategic advantages, assets and business sectors to leverage
- Development of key priorities, policy/program alternatives, action steps, implementation costs, and funding sources to move the City's economy forward through broader pandemic-19 recovery, and
- Development of metrics to track the success of new initiatives in terms of job growth, investment, and economic impact.

City of Greenbelt ESDP Key Objectives

Profile of existing market gaps and opportunities

Target industry advantages, assets, and related attraction strategies

New economic development policies, programs, and investments

Implementation action steps

Sources and uses of funding

Performance metrics to track investment, development, jobs and economic growth

The desired Economic Development Strategic Plan will outline key strategies, initiatives, and actionable steps to enhance economic development, attract investments, promote job creation, and foster a thriving business environment.

Ultimately, the strategic plan will serve as a guide for growing the City's economy and creating jobs with a clear focus on supporting, retaining and expanding existing businesses, especially those hit hardest by the pandemic. Based on Willdan's extensive research undertaken to conduct the Prince George's Plan 2035 Economic Analysis (2019), we understand that Greenbelt is home to numerous small and mid-sized businesses which are significant drivers for local economic activity and job creation.

We also acknowledge the challenges that many of Greenbelt's local-serving retail businesses and service-related companies continue to face while still recovering from the loss of revenue due to Covid-19. Many of these businesses have limited marketing resources or training. The Willdan Team will incorporate easy to access marketing and small business training solutions to these businesses based on industry best practices, case study examples from other similar communities, and a custom framework for City staff to adopt and deliver to your business community. One example of how we would leverage Greenbelt's existing small business support infrastructure would be to plan and facilitate new resources into a formal launch at the Greenbelt Winter Business Conference and other events/distribution channels.

The Willdan Team will also deliver a final ESDP and marketing strategy that will be linked to the City's prioritization of capital improvement investments and strengthen Greenbelt's competitive positioning in the regional market. By achieving these objectives, implementation of the ESDP will contribute significantly to the economic prosperity and long-term sustainability of the community, positively transforming the City's economic landscape.

Economic Development Strategic Plan Scope of Work

The following section provides a detailed discussion of the Willdan Team’s proposed plan and methodology to accomplish the Scope of Services identified within the City of Greenbelt’s RFP.

Task 1: Project Kick-Off & Ongoing Management

Objective:	To build Willdan/Client Team consensus around a Project Management Plan that will direct the Team’s communications, data collection, stakeholder engagement and task assignments throughout the engagement.
Outputs:	
- Project Kick-off Meeting & Project Management Plan - Internal Data Collection Interviews - Preliminary Site Visits - Schedule of Progress Calls, Deliverables, Meetings and Presentations	- Final Project Scope - Information Request Memo - Draft Stakeholder Interview Tracker - Index of Existing Documents & Data Resources - Small Working Group Formation

The Project Team will first coordinate with the City of Greenbelt Economic Development leadership and staff to adjust and confirm tasks, data, and deliverables for a Final Project Scope. Next, the Project Team will develop, schedule and lead a Project Kick-Off Meeting with the Client Team to build consensus around a Project Management Plan (“PMP”).

The PMP will direct the Project Team’s task prioritization, target data and stakeholder contact sources, bi-weekly status update calls, staff assignments, and a detailed schedule for deliverable review/comment/resubmission cycles. A data and stakeholder contact tracker will be maintained throughout the life of the project.

Willdan recommends that the City Project Manager consider establishing a small internal EDSP working group to facilitate engagement with key stakeholders and community partners across government, private and public sectors. The Project Team will discuss the specific nature and role of this group in consultation with the Client Team.

The kick-off and ongoing status update calls will also serve as the mechanism for identifying other regional planning efforts that would leverage public investment in the EDSP implementation, such as federal funds, private sector resources, and state support for infrastructure, transportation, housing, and other public investments.

This meeting will also set up the context and content for the business stakeholder outreach and candidates for the economic development best practices case studies.

Task 2: Stakeholder Engagement Plan & Draft Survey(s)

Objective:	To undertake background document review, internal staff data collection interviews, site visits, and other stakeholder engagement planning to fully prepare the Willdan Team for productive engagement with the City of Greenbelt’s business community.
Outputs:	
- Existing Document Review - Internal Economic Development Data Collection Interviews	- Draft Stakeholder Engagement Plan - Draft Business Climate Survey(s)

2.1 Background Document Review and Site Visits

To prepare for stakeholder outreach, the Willdan Team will collect and review other City strategies and plans that have been implemented including but not limited to:

- Prince George's Plan 2035
- Greenbelt Strategic Wayfinding Plan
- Innovation Corridor Master Plan
- Greenbelt Road (MD 193) Corridor Plan
- Buddy Attick Master Plan
- Other, to be determined

Willdan will review key take-aways from this background documentation with the Client Team for incorporation into the legal and regulatory framework overview. Willdan will undertake additional site visits as needed with staff or on our own to prepare for subsequent stakeholder engagement.

2.2 Stakeholder Outreach Plan & Draft Business Climate Survey

The Willdan Team will facilitate early and continuous engagement of stakeholders in an open, transparent, and inclusive process. We will develop a strategic public outreach framework that engages the business and development community to help them fully understand the planning process.

Based on years of experience in more than 200 municipalities and formal certification through the International Economic Development Council, we recommend a multifaceted approach to community engagement that includes:

- Small focus groups
- One-on-on interviews
- Public Economic Development Workshop(s)
- Business surveys/polls

To plan and manage the stakeholder engagement process, we will prepare a stakeholder tracker that will prioritize and establish preferred methods of contact for 30 to 40 targeted Greenbelt business representatives to assess their perspective on Greenbelt as a business location, key strengths of a Greenbelt location, important hurdles to success and any assistance they require.

In addition to one-on-one and focus group-style business interviews, Willdan will draft and facilitate an electronic business climate survey according to industry best practices established by the International Economic Development Council. Willdan will rely on City-provided email distribution lists to distribute the survey.

Willdan maintains a software license with Slid.do (www.sli.do) to enable comprehensive digital outreach throughout the engagement. Furthermore, our Team is highly experienced in planning and facilitating virtual interviews, workshops, and work sessions. The Project Team will generate all public outreach materials and required items, including agendas, meeting notes, minutes, presentation, and other meeting materials across all types of engagement.

Task 3: Economic Development Briefing Book

Objective:

To produce an existing conditions profile of demographic, economic, and workforce data focused on economic development opportunities and constraints for stakeholder engagement purposes.

Outputs:

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Project FAQ/Flyer ▪ Demographic Trends & Projections ▪ Target Industry Gap Assessment ▪ Real Estate Development Opportunity Sites Assessment | <ul style="list-style-type: none"> ▪ Economic Development Focus Area Maps (3 Study Areas and Citywide) ▪ Draft Economic Development Briefing Book ▪ Status Update Meeting #1 |
|---|--|

3.1 Demographic & Economic Overview

The Willdan Team, led by Carlos Villarreal, will collect and analyze primary demographic and economic data provided by CoStar, Esri Business Analyst, Placer.ai, and Lightcast.io to produce an Economic Profile Report of demographic and economic trends/projections. The proposed demographic and economic variables below are subject to review and approval by the Client Team.

The Project Team, with data obtained from local sources (including, but not limited to, MNCPPC, Prince George's County Economic Development Corporation, City of Greenbelt, Washington COG) and supported by Esri Business Analyst, will prepare a baseline demographic and economic profile that analyzes the City and its economic relationships to the region.

The purpose of this analysis is to better understand the City's economy within the context of the larger regional economy to identify unique opportunities for economic growth and diversification.

The profile will evaluate aspects of the current economy and forecast trends for the short-term (5 years) for variables including, but not limited to:

- Demographic and lifestyle characteristics (population segmentation by age, income and race)
- Key industries
- Number and types of businesses
- Housing characteristics
- Labor force characteristics
- Employment and wage by sector;
- Sales tax revenue segmentation

3.2 Target Industry Gap Assessment

The Willdan Team, led by Alivia Metts, will undertake a target industry gap assessment. With this hard data, our Team will identify emerging or declining target sectors in the City of Greenbelt and associated economic risks and opportunities. The assessment will specifically identify sectors with opportunity for growth through selling to businesses importing goods and services from outside the local market.

The assessment will rely on stakeholder data collection interviews further supported by data provided by Lightcast iO (formerly Emsi Labor Analytics) to profile:

- Business growth trends and drivers (past 10 years)
- Local and regional labor characteristics, market trends, employment development resources, and workforce training opportunities
- Existing and new industry buyers, suppliers, and servicers in:
 - Healthcare and Life Sciences
 - Government and Military
 - Education and Research
 - Hospitality and Tourism
 - Technology and Innovation
 - Aerospace and Defense
- Regional competition and competitive assets

The results of the target industry attraction analysis will be incorporated into the following custom GIS maps:

- Existing and planned infrastructure
- Residential housing growth and development
- Local land and building availability
- Locations for commercial and industrial growth
- Locations for commercial and industrial growth

3.3 Real Estate Development Opportunity Sites Assessment

Our Team will also undertake an assessment of sites for commercial and industrial development as a critical step in the formulation of an economic development Strategic Plan. The Consultant Team will coordinate with City Staff to collect existing documents and resources and identify vacant and underutilized land within City limits zoned for commercial and industrial uses.

The Consultant Team will analyze the opportunities and constraints associated with available sites and identify potential catalyst sites that may serve to spark investment or reinvestment. An interim Memorandum of Findings will be prepared including:

- Identification of underutilized “Priority Opportunity Sites” around the City that are underutilized for redevelopment
- Infrastructure SWOT Assessment (transportation, utilities, and digital connectivity)
- Recommendations to upgrade and expand infrastructure to attract businesses and support economic growth
- Order of magnitude cost estimates (with input from City staff)
- Summary of Findings (Economic Development Focus Area Maps – 3 Study Areas and Citywide)

Our Team will analyze the future land use map and make recommendations to ensure that the available land in Greenbelt is used for the highest and best use as it relates to the City’s long-term economic development goals.

3.4 Draft Economic Development Briefing Book

The consolidated results of the Briefing Book effort will be synthesized into high quality summary findings in graphic format consistent with the City of Greenbelt’s style guidelines (color palette, fonts) for presentation at stakeholder engagement focus groups meetings. A final version of key findings will also be included in the Implementation & Funding Plan’s Executive Summary.

3.5 Status Update Meeting #1

Willdan will plan and manage a status update meeting with the City project team to brief them on the findings of the base analysis and market findings. This meeting will inform revisions to the draft Economic Development Briefing Book and update the candidate list of economic development best practices case studies.

Task 4: Economic Development SWOT & Business Climate Survey

Objective: To engage property owners/real estate developers, industry associations, and regional strategic partners in a series of economic development SWOT work sessions and/or an electronic Business Climate Survey		
Outputs:	▪ Economic Development SWOT Work Sessions ▪ Electronic Business Climate Survey ▪ Business Climate Findings and Recommendations	▪ Revised Draft Best Practices Cities Candidate List (Up to 5) ▪ Status Meeting Update #2

4.1 Economic Development SWOT Work Sessions

As detailed in the Stakeholder Engagement Plan, we will engage property owners/real estate developers, industry associations, and regional strategic partners in up to three SWOT-structured listening sessions and/or custom electronic surveys. Specific outreach will target the following stakeholder groups:

1. **Local Retail/Service Sector Businesses:** To develop targeted solutions for local retail/service sector businesses still recovering from Covid-19 business losses, stakeholder engagement will include specific connection with hard-to-reach, local independent businesses. We will identify the barriers to business stabilization and growth through a “ground up” approach that will include a digital toolkit. Upon request, Willdan will offer 1:1 coaching. The final marketing strategy will include marketing collateral templates and communications’ tips, tools and tactics “right-sized” for these businesses to access the strategies and run with their own implementation.
2. **Innovation Corridor Stakeholders:** To build on and leverage synergies between technology and healthcare and life science firms, business incubators, and research facilities, City staff and key liaisons from the Prince George’s County Economic Development Corporation, the University of Maryland/College Park, Beltsville Agricultural Research Center, NASA Goddard Space Flight Center, and civic/business representatives from College Park, City of Riverdale Park, and Berwyn Heights civic and business organizations. Invitations to engage will be extended to regional, state, and federal agency representatives upon request.
3. **Real Estate Development/Investment:** To explore the commercial development potential of target areas like the Greenbelt/Berwyn Heights and the Largo-Capital Beltway Corridor submarkets, a third focus group and/or electronic survey will be planned with property investors, developers, and brokers active in the region to be identified through Willdan’s extensive real estate network within the ULI Washington District Council and with input from the Client Team.

Public outreach topics will be tailored and expanded to suit each sector/group, but will generally explore:

- Strengths and weakness
- Challenges and opportunities
- Workforce and training needs
- Business retention and expansion
- Land/building attraction opportunity areas
- Infrastructure needs

Methods of outreach will include relevant questions regarding potential funding sources: barriers to business growth, opportunities for public-private partnerships, economic development incentive gaps/opportunities, and other topics to be identified during the kick-off meeting.

The assessment will profile local advantages or disadvantages; factors that directly affect economic performance including office/industrial product supply, legal/regulatory environment, workforce skills readiness; innovation assets; supply chains; and the local and regional education pathways ecosystem.

4.2 SWOT Findings and Recommendations

Regional Contexts for Commerce and the Advantages/Disadvantages of the City Within it for Competitive Marketing

The analysis should identify, within the ever-shifting landscape of the dynamic DMV metropolitan area, opportunities and gaps in which Greenbelt can stand out and solutions to overcome local challenges in a post-Pandemic market

The findings and recommendations resulting from the SWOT analysis will focus on retention and expansion of existing and well-established businesses in Greenbelt, as well as further attraction of patronage to them.

Recommendations will also take a geographic and market perspective of the intersection of limited available space and sites with target sector attraction opportunities. Specific variables to be included are opportunities by different categories of businesses; impact of upcoming regional projects, and the local and regional planning/zoning legal and regulatory environment.

Task 5: Economic Development Best Practices Case Studies

Objective:	To profile up to five economic development best practices in comparable communities using a case study approach.
Outputs:	▪ Candidate Best Practices Communities ▪ Measurable Outcomes

■ Policies, Programs and/or Investments

■ Recommendations for City of Greenbelt's EDSP

Based on the results of the existing conditions analysis and the stakeholder SWOT Work Session, Willdan will develop a prioritized list of gaps and opportunities. From this, we will draft a series of potential economic development policies, programs, and investment recommendations to be presented at **Status Update Meeting #2**.

This in-person meeting will be scheduled after the three stakeholder SWOT focus groups noted above and will serve as an opportunity to 1) share preliminary stakeholder feedback and 2) build consensus on the primary gaps and opportunities that will serve as the foundation of the EDSP's implementation recommendations.

During this meeting, we will present up to five best practices case studies from comparable communities prepared during **Status Update Meeting #1**. The best practices research will examine various economic development models and initiatives that are being used in comparable Cities in the DMV area as well as the mid-Atlantic states. Willdan will expand/refine each of the case studies to support the EDSP's draft recommendations, incorporating Client Team input during the Status Update Meeting.

Task 6: Draft EDSP and Marketing Strategy Recommendations

Objective:

To compile the results of all prior tasks into a memorandum report defining preliminary recommendations for the City's Economic Development Programs over the next five to ten years

Outputs:

- | | |
|--|---|
| <ul style="list-style-type: none"> ■ Summary Recommendations for: <ul style="list-style-type: none"> ○ Organizational Capacity Building ○ Business Retention & Expansion ○ Talent Attraction & Training | <ul style="list-style-type: none"> ○ Infrastructure & Connectivity Investments ○ Business Incentives Program ○ Priority (Re)Development Projects |
|--|---|

The marketing and strategic plan will be based on Greenbelt's current conditions, the SWOT analysis, the results of the Best Practice analysis and the competitive advantage analysis performed in previous tasks. The plan must pay specific attention to the impact of the COVID-19 pandemic offering solutions and strategies to guide the City and resident businesses in recovery.

The plan will also focus its recommendations on the City as a whole and the sub-areas of East Greenbelt, Center Greenbelt, and West Greenbelt. The Plan should present specific strategies to bring more customers to visit Greenbelt businesses, and the programs or initiatives needed to retain and expand our existing businesses.

The recommended policies, programs, and investments will be backed by detailed market-driven data assembled in the Economic Development Briefing Book and may include the following topical areas:

Task 7: Consensus Building Work Session

Objective:

To solicit input from Economic Development staff and selected stakeholders on the draft vision, goals, objectives and proposed policies/programs/initiatives through a series of targeted listening sessions.

Deliverables:

- | | |
|---|--|
| <ul style="list-style-type: none"> ■ Draft EDSP & Marketing Strategy | <ul style="list-style-type: none"> ■ Internal Economic Development Strategy Work Session (Client Status Update #3) |
|---|--|

This EDSP will provide the foundation for the City's Economic Development activities for the next five years. It will be rooted in existing Greenbelt initiatives, data and research conducted during this project, and comprehensive stakeholder outreach.

The objective of this task is to socialize recommendations for new economic development policies programs, and investments with City staff and other internal EDSP stakeholders through a consensus building work session that will facilitate discussion, review and comment.

Willdan will plan and facilitate the work session guided by a prioritized list of up to ten economic development initiatives and action steps, along with draft funding plan recommendations. The following overview provides a sampling of the EDSP's potential programmatic elements for Staff's consideration:

- **Economic Development Program & Policy Recommendations:** The draft EDSP will provide recommendations on refinements to existing economic development programs and policies to maximize public return on investment.
- **Community Partnerships & Capacity Building:** Recommendations for additional tools, partnerships, or products that would be effective for achieving economic goals, including improving and sustaining business community outreach and engagement, strategies for infill and redevelopment areas, and developing an online portal for enhancing assistance to the business community including cost estimates from up to three vendors.
- **Business Retention, Expansion & Attraction Priorities:** The EDSP will include a prioritized framework and potential tools for retention/expansion of existing businesses and recruitment and attraction of new business, especially those in identified target industries. This framework will take into consideration the related capabilities of partner organizations. Additionally, the recommendations will include guidance regarding a marketing and communications plan with all participating businesses regarding community-wide policies/programs that have been implemented to address overarching issues. The EDSP will also include a draft tracking tool to ensure program effectiveness.
- **Training Pathways & Talent Attraction:** The main purpose of this portion of the EDSP will be to identify the current and potential capacity to meet labor market demand while identifying any barriers to the attraction, development, and retention of workers. Recommendations will be cognizant of existing workforce development efforts and will draw upon innovative and successful initiatives in other areas across the country.
- **Public Incentives Toolkit for Development, Redevelopment, Innovation & Entrepreneurship:** The recommendations will define the City's role in offering assistance to businesses large and small. These could include funding sources to support innovation and entrepreneurial small business growth, identification of infrastructure enhancements attractive to developers/businesses, or other incentives to be determined through the stakeholder data collection process.
- **Land Use & Infrastructure Recommendations:** The plan will identify changes in land use and/or zoning that could facilitate achievement of the desired economic development objectives in relationship to the identified targeted industries and potential locations, especially with respect to:
 - Supportive land use regulations for development/redevelopment activity
 - Strategies to catalyze investment and (re)development of the retail, commercial, and light industrial sectors
 - Approaches to create a business and real estate development environment attractive to the advanced manufacturing and life sciences sectors
 - Public investment in targeted infrastructure improvements to attract private investment
- **Community Marketing/Brand Awareness Strategies:** The Project Team will advise the City and other designated stakeholders on ways to integrate the EDSP's recommendations in the City's ongoing marketing and branding initiatives to inform messaging and identify communications tools targeted on economic development.

Implementation & Funding Plan Recommendations:

- Key initiatives and action steps by year
- Sources and uses of funding (capital, operating, staffing, other)
- Staff leads and implementation partners
- Performance metrics for ongoing monitoring and reporting on progress against goals

Following the work session, it is recommended that City staff consider scheduling initial small format listening sessions with two to three City Council members prior to a full public meeting (as required by City policies) to brief your elected officials prior to a public vote or other decision-making forum.

Task 8: City Council Work Session & Final Plan

Objective:

To incorporate all deliverables and project components into a consolidated and visually appealing document and to present major components of the plan to Greenbelt City Council prior to finalization of the project.

Outputs:

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Draft Final Report ▪ City Council Work Session | <ul style="list-style-type: none"> ▪ Final Report ▪ Project Closeout Meeting |
|---|--|

The draft final report will be submitted to the City's Project Manager for review and comment. Willdan will then meet with City staff in a formal review work session to discuss comments and finalize suggested edits/changes.

Willdan will present the final plan and recommendations to the City Council at an open Regular Meeting of the Council. At the presentation, Willdan will provide an overview of the analysis, identifying specific locational advantages for both the growth of existing businesses and the attraction of new businesses, with specific programs/initiatives to achieve the potential and with the three target planning areas. The recommendations will specifically include a profile of Covid-19 business impacts and specific strategies to help the City and its businesses rebound and recover.

Following the City's acceptance of the final deliverable, the Willdan Project Manager will schedule a project closeout meeting with the City Project Manager to resolve any final edits and transfer all relevant work papers and electronic files. Upon confirmation that the project is complete, Willdan will issue a final invoice for payment. Note that Willdan is available to staff additional meetings and presentations on a time and materials basis according to our hourly rates.

A preliminary draft of the consolidated work product is provided below.

Part I: Executive Summary

- Economic Development Briefing Book Summary
- Economic Development Organizational Capacity and Resources
- Economic Development Focus Areas
 - Covid-19 Business Impacts
 - Summary of Market Gaps and Opportunities
 - Focus Area Maps by Product Type, Target Industry, and Geography
- Summary of Key Initiatives

Part II: Implementation Plan Initiatives

- Marketing and Communications Strategy
 - Action steps to accelerate new business attraction (Small-medium, development/redevelopment, and targeted Innovation Corridor users/talent)
 - Entrepreneurial and small business incubation programs and strategies

- Existing business community outreach and engagement strategies
- Action steps to develop an online portal for small business training and marketing support
- Recommendations for new marketing collateral/content development, communication channels, and a timeline for funding and implementation
- Business Retention & Expansion
 - BRE Program: priorities for activities, services and strategic partnerships needed to retain and expand existing business and attract new sectors
 - Target Industries: prioritized sectors and industries that align with Greenbelt's strengths and have the potential for sustainable growth and job creation
 - Talent Attraction & Training: identification of specific training needs required resources for both employers and the talent pipeline
 - Business Incentives: recommendations for expanded/new policies/programs based on a benchmarking assessment of the City's incentives policies in comparison to regional competitors vis-à-vis target industries and other economic development goals
 - Innovation Recommendations: Innovation Corridor incentives and other tactics to attract new target sectors
- Major Projects
 - Recommendations to catalyze Priority "Development Area" projects and other development specific to downtown, infill, or other specifically identified target areas

Part III: Implementation & Funding Plan

- Implementation timeline by initiative and action step
- Implementation partners
- Sources and uses of funding by program
- Funding sources including, but not limited to: future incremental General Fund revenues, grants, public-private partnerships, economic development incentives, property abatements, and/or tax increment (value-capture) mechanisms
- Recommended performance metrics (Citywide and by planning area)

Focus on Community Engagement

Our team is skilled in genuine community engagement with all types of internal and external stakeholders to build consensus around priorities and catalytic strategies as a critical component in supporting decision-making and developing a unified plan of action.

We are dedicated to the communities we serve, and through extensive consensus building, our proposed strategic/Strategic Plans and programs are accepted by staff, City leaders, elected officials, and the community.

Much of our success in developing impactful programs and studies is due to our proactive outreach in meeting with a wide variety of citizens, business and property owners, stakeholder groups, neighborhood organizations, educational partners, chambers of commerce, regional economic partners, staff, City leaders, and elected officials.

Inclusive Community Investment

Inspired, invested strategic partners and stakeholders are the driving force behind communities that set their vision and advance to meet the future.

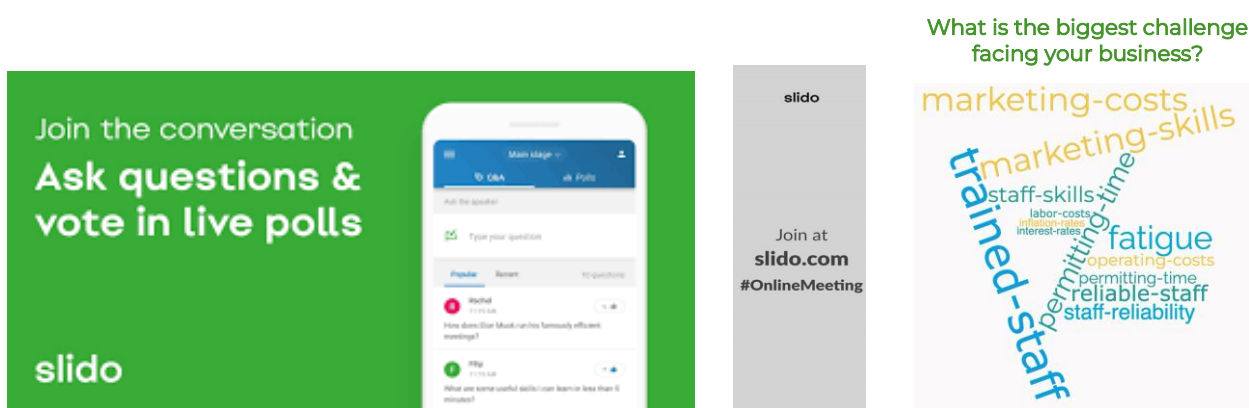
Economic development policies and programs crafted with broad consensus will empower the Greenbelt community to make intentional public investments in new business attraction with transformative impact.

Through the establishment of an internal working group or steering committee specific to economic development goals, our team ensures that we engage all of the people whose voices must be heard for the plan to be legitimately inclusive.

Willdan takes the time to engage and educate the community on the ground through a series of targeted public engagement tactics that are structured to meet the needs of the City of Greenbelt. These tactics may include community events, charrettes, public workshops, stakeholder/group meetings, surveys, digital and social media outreach, targeted collateral, and direct mail. The public engagement, focus groups, surveys, and other communication mechanisms will be organized to facilitate genuine and specific feedback for City staff and elected officials.

We don't jump to conclusions. We gather the facts and evidence to inform a community- and market-driven approach to formulating economic development initiatives.

A broad-based public engagement and communications plan will be developed with input and guidance from City Staff. A minimum of three focus groups and one general input session with staff, economic development partners, and program participants will be conducted. Written records and summaries of the results of all public process and communication strategies will be provided.



Client Responsibilities

Willdan will rely on the validity and accuracy of the City's data and documentation to complete our analysis. Willdan will rely on the data as being accurate without performing an independent verification of accuracy, and Willdan will not be responsible for any errors that result from inaccurate data provided by the client. Furthermore, the City shall reimburse Willdan for any costs incurred, including without limitation, copying costs, digitizing costs, travel expenses, employee time and attorneys' fees, to respond to the legal process of any governmental agency relating to City or relating to this particular project. Reimbursement shall be at Willdan's rates in effect at the time of such response.

Project Disclaimer

The City of Greenbelt further represents, acknowledges, and agrees that:

- (i) The City uses, or may use, the services of one or more municipal advisors registered with the U.S. Securities and Exchange Commission (“SEC”) to advise it in connection with municipal financial products and the issuance of municipal securities;
- (ii) The City is not looking to Willdan to provide, and City shall not otherwise request or require Willdan to provide, any advice or recommendations with respect to municipal financial products or the issuance of municipal securities (including any advice or recommendations with respect to the structure, timing, terms, and other similar matters concerning such financial products or issues);
- (iii) The provisions of this proposal and the services to be provided hereunder as outlined in the scope of services are not intended (and shall not be construed) to constitute or include any municipal advisory services within the meaning of Section 15B of the U.S. Securities Exchange Act of 1934, as amended (the “Exchange Act”), and the rules and regulations adopted thereunder;
- (iv) For the avoidance of doubt and without limiting the foregoing, in connection with any revenue projections, cash-flow analyses, feasibility studies and/or other analyses Willdan may provide the City with respect to financial, economic or other matters relating to a prospective, new or existing issuance of municipal securities of the City , (A) any such projections, studies and analyses shall be based upon assumptions, opinions or views (including, without limitation, any assumptions related to revenue growth) established by the City , in conjunction with such of its municipal, financial, legal and other advisers as it deems appropriate; and (B) under no circumstances shall Willdan be asked to provide, nor shall it provide, any advice or recommendations or subjective assumptions, opinions or views with respect to the actual or proposed structure, terms, timing, pricing or other similar matters with respect to any municipal financial products or municipal securities issuances, including any revisions or amendments thereto; and
- (v) Notwithstanding all of the foregoing, the City recognizes that interpretive guidance regarding municipal advisory activities is currently quite limited and is likely to evolve and develop during the term of the potential engagement and, to that end, the City will work with Willdan throughout the term of the potential Agreement to ensure that the Agreement and the services to be provided by Willdan hereunder, is interpreted by the parties, and if necessary amended, in a manner intended to ensure that the City is not asking Willdan to provide, and Willdan is not in fact providing or required to provide, any municipal advisory services.

Work Plan Timeline

The proposed timeline is tied to the initial kick-off meeting and will extend accordingly based on the contract execution date. For each deliverable submitted, Willdan allows for a one-week client review cycle. Client comments should be compiled into a single electronic document and submitted to Willdan for editing. Willdan will submit a revised draft within one week, followed by up to two additional review cycles prior to Willdan issuing a final draft reflecting resolution of staff comments. General project timeframes by task are summarized below.

An electronic “GANTT” chart project timeline will be developed following consultation with the Client Team at the project kickoff, available for shared review via www.asana.com, a web-based project management portal.

City of Greenbelt, MD Economic Development Strategic Plan & Marketing Strategy										
Project Schedule										
Project Month – 2024/2025	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Task 1: Project Kick Off & Ongoing Management	①									
Task 2: Stakeholder Engagement Plan & Draft Survey(s)	②									
Task 3: Economic Development Briefing Book		③								
Task 4: Economic Development SWOT & Business Climate Survey		④								
Task 5: Best Practices Case Studies		⑤								
Task 6: Draft EDSP & Marketing Plan Recommendations				⑥						
Task 7: Consensus Building Work Session					⑦					
Task 8: City Council Presentation & Final Plan								⑧		
Deliverables										
① Project Kick Off & Ongoing Management Start Date		Interviews/Workshops/Review Sessions					Draft/Client Review/Revision Cycle			
Project Status Updates		On-Site: Public Presentations					Final			

Project Management Plan & QA/QC Approach

Project Management

At Willdan, we utilize a Project Management Process/Approach that ensures projects are completed on time, within budget and most importantly yield results that match our clients' expectations. We will document discussions leading to important policy decisions and/or the choice of critical assumptions used in constructing the analysis and model. Following key stakeholder discussions, we will schedule a call to summarize findings and direction with City staff, to make certain that we are in agreement with stated objectives, and that feedback is incorporated as appropriate.

Willdan will take the lead in ensuring the project evolves to resolve challenges throughout the engagement. Through the practice of providing bi-weekly status updates, issues will be flagged and resolved.

The status update call agendas will be directed by a task schedule tracker structured to monitor progress against timebound milestones. As necessary, Willdan will propose changes in methodology or data sources for discussion with the City staff.

Project Management				
				
Define the project	Plan the project	Manage the project	Review the project	Communicate the project
- Identify the project scope, set objectives, list potential constraints, document assumptions. - Define a course of action and develop an effective communication plan. - Provide a forum for applying the team's collective expertise to solving difficult analytical issues that arise in complex projects.	- Collaborate with the project team and client staff and agree upon timeline to meet the estimated project timeline. - Assign workload functions to appropriately qualified staff to ensure milestones are met, on time. - Pre-schedule quality control meetings with project team to maintain the progressive motion of the project.	- Manage the execution of the project. - Direct existing and upcoming project tasks. - Control and monitor work in progress. - Provide feedback to client and project team. - Identify and resolve deviances from project timeline.	- Review all work product and deliverables. - Utilize structured quality assurance process involving up to three levels of review at the peer level, project manager level. - Procure executive officer level review.	- Communicate with the client regarding work status and progress. - Ensure client is in receipt of regular status updates. - Schedule regular conference calls to touch base. - Inform client of roadblocks, work outside of projected scope.

Quality Assurance / Quality Control Process

Our Willdan Quality Assurance / Quality Control Process will guide the project team's approach. Our quality control program is incorporated as a required element of Willdan's day-to-day activities. There are three levels of reviews incorporated for our deliverables:

- 1) Peer review
- 2) Project Manager review
- 3) Final Quality Assurance Manager review

Peer reviews involve one analyst reviewing the work of another, while project manager reviews are conducted prior to delivery to the quality assurance manager. The quality assurance manager then performs a final review. This ensures that our final product has been thoroughly evaluated for potential

errors; thus, providing quality client deliverables, and high levels of integrity and outcomes.

The primary mission of our quality control plan is to provide staff with the technical and managerial expertise to plan, organize, implement, and control the overall quality effort, thereby ensuring the completion of a quality project within the time and budget established. The Willdan Team will work to ensure that these elements are strictly adhered to, so that our quality assurance objectives and proper identification of costs are achieved.



Quality Assurance Goals

Goal	Point of Contact	Task
Quality Assurance/ Control Process	Molly McKay mmckay@willdan.com	- Establish a set of planned and systematic actions for maintaining a high level of quality in the professional services performed - Emphasize quality in every phase of work - Ensure efficient use of resources - Establish a consistent and uniform approach to the services performed - Implement appropriate quality control measures for each work task of the project
Quality Control Plan	James Edison jedison@willdan.com	- Contract deliverables - Specific quality control procedures - Special quality control emphasis - Budget and manpower requirements - Overall project schedule and budget - Project documentation requirements

Proposed Fee

Economic Development Strategic Plan

Provided below is Willdan's not-to-exceed fee for the scope of work described herein. The proposed fixed fee for the outlined services is **\$73,810**

Economic Development Strategic Plan & Marketing Strategy									
Schedule of Fees	J. Edison Principal in Charge	M. McKay Project Manager & ED Lead	C. Villarreal Economic & GIS Lead	J. Shipman	Subconsultant: The Metts Group	Subconsultant: Civic Consulting Group	Total Hours by Task	Total Cost by Task	% of Total
Hourly Billing Rates	\$ 210	\$ 195	\$ 195	\$ 195	\$ 195	\$ 200			
Task 1: Project Kick Off & Ongoing Management	4	12	4	4	4	12	40	\$ 7,920	11%
Task 2: Stakeholder Engagement Plan & Draft Survey(s)	4	4	0	0	2	4	14	\$ 2,810	4%
Task 3: Economic Development Briefing Book	0	24	20	0	16	8	68	\$ 13,300	19%
Task 4: Economic Development SWOT & Business Climate Survey	0	24	0	0	6	46	76	\$ 15,050	21%
Task 5: Best Practices Case Studies	0	12	0	16	4	8	40	\$ 7,840	11%
Task 6: Draft EDSP & Marketing Plan Recommendations	4	22	0	0	2	44	72	\$ 14,320	20%
Task 7: Consensus Building Work Session	4	12	0	0	2	12	30	\$ 5,970	8%
Task 8: City Council Presentation & Final Plan	4	6	0	0	2	6	18	\$ 3,600	5%
Total Labor Hours	20	116	24	20	38	140	358		100%
Budget by Personnel	\$4,200	\$22,620	\$4,680	\$3,900	\$7,410	\$28,000		\$ 70,810	
Percent of Professional Fees	6%	32%	7%	6%	10%	40%			95%
Reimbursable Expenses (Lightcast.io Labor Data License - Maryland)								\$ 3,000	
Total Fixed Price Fee								\$ 73,810	

Additional Meetings

The Willdan Team is available to staff additional meetings upon request on a time and materials basis according to our hourly rates. Estimated costs for meetings assume one to two staff persons and three hours each including preparation, participation, and follow up at \$200 per hour, or a total of between \$600 and \$1,200 per meeting. New presentation materials may be drafted upon request, subject to our hourly rates.

Other Conditions

Sam.Gov

Willdan Financial Services is registered with Sam.Gov, our ID is GANXLJLGB2M7.

Living Wage

Willdan Financial Services confirms that it abides by and pays our team members according to living wage requirements.



1025 Connecticut Ave, NW, Ste 1000
Washington, DC 20036
800.755.6864 | Fax: 888.326.6864
www.willdan.com

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: OTHER BUSINESS - 90 minutes (9:15 - 10:45 pm)

Subject:

Meetings

Suggested Action:

Council will need to make a motion to take the following actions regarding the upcoming meeting schedule:

1. Reschedule November Meeting: The regular meeting scheduled for November will be rescheduled to November 12th.
2. No Meetings on Specific Dates: There will be no meetings on November 27th and December 23rd.
3. No Work Session on November 6th: There will be no work session on November 6th due to the MML Fall Conference.

Attachments:

[meetings.pdf](#)

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

9/6/2024 2:08 PM



City Council Meetings & Work Sessions
September - October

Regular Meeting	Mon.	09/09	7:30 pm
No Meeting	Wed.	09/11	
Greenbelt Voluntary Fire Department Town Hall	Thurs.	09/12	6:30 pm
Public Hearing – All Resident Voting	Mon.	09/16	7:30 pm
Work Session – Beltway Plaza (stakeholder)	Wed.	09/18	7:30 pm
Regular Meeting	Mon.	09/23	7:30 pm
Work Session – Prince George's County School Board Representative	Wed.	09/25	7:30 pm
Advisory Board Interviews	Mon.	09/30	7:30 pm
No Meeting – Rosha Hashanah	Wed.	10/02	
Work Session – Neighborhood Design Center and M-NCPPC on the Greenbelt Strategic Wayfinding Plan Outline and Sign Design Concepts	Mon.	10/07	7:30 pm
Special Meeting/Closed Session – CBA and Deployment of Police Services	Wed.	10/09	7:30 pm
Regular Meeting	Mon.	10/14	7:30 pm
Work Session – Buddy Attick Park Draft Master Plan	Wed.	10/16	7:30 pm
Work Session – TBD	Mon.	10/21	7:30 pm
Work Session – TBD	Wed.	10/23	7:30 pm
Regular Meeting	Mon.	10/28	7:30 pm
Advisory Interviews (tentative)	Wed.	10/30	7:30 pm

This schedule is subject to change. For confirmation, call 301-474-8000. Regular and Special meetings and Work Sessions are open to the public. If special accommodations are required for any disabled person, please call 301-474-8000 or 301-474-3870 no later than 10 a.m. on the meeting day. Deaf individuals are advised to use Video Relay Services (VRS) at 711 or e-mail banderson@greenbeltmd.gov to reach the City Clerk. Unless otherwise noted, meetings will be held in the Council Chambers in the Municipal Building (MB) at 25 Crescent Road and virtually by Zoom. Zoom meeting information for public participation is posted on the City's website at www.greenbeltmd.gov on the meeting calendar.

Bonita Anderson, City Clerk

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



9/6/2024 2:08 PM

Ready to be scheduled:

Townhall Meeting: Virtual Meetings Accessibility
for Blind and Visually Impaired
City Contracting Policy
Walk-way fixture
Verde Apartments
Greenbelt Road Corridor
Bureau of Engraving and Printing
COG Leadership
County Executive Liaison, Denise Ross
NASA Goddard Tour
Economic Development

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
Museum Plan
Bernard Penney (*Memorial Donation in honor of
Leonie Penney*)
Potential Bond Referendum/Capital Financing
Cemetery Plans
MARC Train Service/ MDOT
Arts & Entertainment District
EV Chargers Five Year Plan
Fleet Vehicles Ten Year Plan
GHI/Prince George's County (Stormwater issues)
Office of Human Rights

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (9:15 - 10:45 pm)

Subject:

Stakeholder List

Suggested Action:

Attachments:

[Stakeholder Schedule.pdf](#)

Annual													Follow-Up Letter Sent
Advisory Group Chairs	7/22	7/23	8/24										
Franklin Park at Greenbelt Station Mgmt.	12/21	12/22	2/24										3/21/24
Greenbelt Center HOAs	3/23	5/24											
Greenbelt East HOAs and COAs/Greenbelt East Advisory Coalition	4/22	6/23											
Greenbelt Homes, Inc.	8/22	8/23	9/24										
Greenbelt Station HOA/Verde Apts.	8/22	8/23											
Motiva													
School Board Member	9/21	2/23	8/23										
State Highway Administration	11/20	11/22	12/23										12/21/23
Biennial													
Beltsville Ag. Research Center	8/18	11/22	11/23										
Beltway Plaza	9/22												
NASA/GSFC	3/22	4/23											
Greenbelt Business Alliance	10/22												
Greenbelt Park NPS	1/22	3/23											
Greenway Shopping Center	12/20	2/23											
Religious/Spiritual Organizations	6/22	2/24											
Twice a Year													
County Council Person and At Large Members	5/23	3/24											3/19/24
Meetings as Needed													
Apartments	4/21												
Comcast/Verizon	3/21												
Greenbelt Office Parks													
Greenbelt Watershed Groups	10/19												
Hotels	8/23												
PEPCO	2/22	9/23											
WSSC	2/22	6/23	10/23	5/24									
Washington Gas	8/23												
Prince George's Economic Development Corp.	11/21												
Prince George's Planning Board	10/19												
Roosevelt Center Owner	8/20												
University of Maryland	4/15												
WMATA/PGDPW&T (Semi-Annual)	5/22												
Newly Elected/Appointed Officials (Presentation of a Council Regular Meeting)													
County Executive													
School Board CEO	1/24												1/17/24
State's Attorney	1/23												

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (9:15 - 10:45 pm)

Subject:

Contract Approval for City Manager Performance Evaluation Services

Suggested Action:

Reference: Memorandum, D. Martinez, 09/06/2024

The City submitted a Reason for Proposal (RFP) and placed an Advertisement in the Greenbelt News Review, City's Website and sent out the information on Maryland Business Express eMarketplace to (7) potential vendors for a request for professional services. Out of (7) vendors, the City received four (4) responses in which only four (3) vendors submitted an actual bid. The due date for the bid submission was August 2024.

The City requested that potential vendors submit a Firm-Fixed Price for conducting a City Manager Annual Evaluation and Goal Setting Process. The purpose for requesting a facilitated performance evaluation process for the City Manager is to create a formal evaluation process that builds on the goal-setting in order to provide effective organizational leadership and support, which is a shared vision of the future, goals, agreement on roles and accountability for achieving expectations.

Each vendor submitted a bid to the Director of Human Resources and City Council. After thorough research and evaluation with multiple potential vendors, GovHR USA has been identified as the optimal solution to address our operational needs in conducting the City Managers Evaluation and Goal Setting process.

Staff propose that the City Council authorize the City to execute the contract with GovHR USA in the amount of up to \$7,250. This will enable the Council to conduct a formal evaluation and goal setting process for the City Manager.

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

Attachments:

[MEMORANDUM _City Manager EVAL 9.6.24.pdf](#)

MEMORANDUM



TO: City Council

FROM: Dawane Martinez, Dir of Human Resources

CC: Josue Salmeron, City Manager

DATE: September 6, 2024

SUBJECT: **City Manager Annual Evaluation and Goal Setting Process**

Dear Council,

The City submitted a Reason for Proposal (RFP) and placed an Advertisement in the Greenbelt News Review, City's Website and sent out the information on Maryland Business Express eMarketplace to (7) potential vendors for a request for professional services. Out of (7) vendors, the City received four (4) responses in which only four (3) vendors submitted an actual bid. The due date for the bid submission was August 2024.

The City requested that potential vendors submit a Firm-Fixed Price for conducting a City Manager Annual Evaluation and Goal Setting Process. The purpose for requesting a facilitated performance evaluation process for the City Manager is to create a formal evaluation process that builds on the goal-setting in order to provide effective organizational leadership and support, which is a shared vision of the future, goals, agreement on roles and accountability for achieving expectations.

Current State:

Currently, we have an evaluation process that is based on a maximum of a three percent performance increase within budgetary alignment. The performance evaluation is comprised of 15 different areas to be rated and 20 for supervisory positions. The rating is based on a 5-point scale where (1) is the lowest possible rating, (3) is a satisfactory rating and (5) is the highest rating a staff member could achieve. In order to receive a full three percent merit increase, a staff member must be rated a (4) or a (5) in the following areas: Quantity of Work, Quality of Work, Dependability and Working with Others. This current process does not allow for goal setting.

Desired State:

The desired outcome is to have a potential vendor create and implement a facilitated performance evaluation process that builds on the goal-setting process and provides an opportunity for the Councilmembers and the manager to strengthen their partnership in carrying out their respective roles.

The following vendors below submitted a bid to the City's advertisement: ***GovHR, Raftelis, and Baker Tilly, LLP.***

The proposals consisted of the following information:

A. Access to each vendor website	D. Evaluation Approach
B. Vendor background information	E. Additional Services Provided
C. Facilitator's Bio	F. References
G. Professional Fee's	

VENDOR 1:

GovHR USA
790 Frontage Road, Suite 213
Northfield, IL 60093
www.govhrusa.com

VENDOR 2:

Raftelis
227 W. Trade Street, Suite 1400
Charlotte, NC 28202
www.raftelis.com

VENDOR 3:

Baker Tilly, LLP
2570 W El Camino Real,
Mountain View, CA 94040
www.bakertilly.com

(Vendor Evaluation Criteria)

- Quality product or service, meeting all needs?
- Value with reasonable cost and terms?
- Transportation costs?
- Excellent customer references?

Criteria Ratings for Vendors:

- Ability to articulate relevant company experience, and ability to demonstrate overall understanding of the scope of work and City's needs.
- Ability to communicate project approach and technical concepts for the evaluation facilitation.

Each vendor submitted a bid to the Director of Human Resources and City Council. After thorough research and evaluation with multiple potential vendors, GovHR USA has been identified as the optimal solution to address our operational needs in conducting the City Managers Evaluation and Goal Setting process.

**Recommendation:**

Staff propose that the City Council authorize the City to execute the contract with GovHR USA in the amount of \$7,250. This will enable the Council to conduct a formal evaluation and goal setting process for the City Manager.

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (9:15 - 10:45 pm)

Subject:

Approval of Non-profit Grant Funding: Greenbelt Nursery School

Suggested Action:

Reference:

Memorandum, T. George, 09/09/24

Grant Application

Greenbelt Nursery School is requesting a \$25,000 ARPA non-profit grant to be allocated towards stabilizing our operations. These grant funds will be used to offset revenue lost during COVID through funding payroll, marketing costs, technology and other critical operation costs.

A staff review panel consisting of the City Manager, Assistant City Manager, CARES Director, Planning Director and DEI Officer has reviewed and approved the ARPA non-profit grant award to the Greenbelt Nursery. The funding in these awards is within the previously approved allocations from Council.

Approval of this item on the consent agenda will indicate Council's approval of \$25,000 in ARPA Non-profit Grant funding for the Greenbelt Nursery School.

Attachments:

[ARPA Grant Funding Memo Sept 9 Council Meeting.pdf](#)

[Greenbelt_Nursery_ARPA_Nonprofit_Recovery_Grant_Application.pdf](#)

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



MEMORANDUM

To: City Council
From: Tim George via Josué Salmerón
Date: Sept 9, 2024
RE: ARPA – Non-profit Grant Recipient Award

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

Greenbelt Nursery School:

Purpose: Greenbelt Nursery School is requesting a \$25,000 grant to be allocated towards stabilizing our operations. These grant funds will be used to offset revenue lost during COVID through funding payroll, marketing costs, technology and other critical operation costs.

Brief program/project description: Greenbelt Nursery School is a non-profit parent cooperative preschool that has been serving families in Greenbelt and the surrounding areas since 1942. We offer full and part-time programs for children ages 2-4. GNS receives about 95% of its income from tuition. Our mission is to provide an enriching educational environment for young children and their parents, one that fosters a love of learning, awareness of self and others and a sense of accomplishment built on a child's natural curiosity. We incorporate the knowledge and skill of parents and staff to create a child-centered environment within the multicultural and intergenerational Greenbelt Community

Estimate of Greenbelt Residents Being Served: We have been serving Greenbelt residents since 1942 by providing a quality educational program for young children. In the 2023-24 school year 70% of the children who attend GNS live in Greenbelt, historically,

Review Team Recommendation: Approve \$25,000 in ARPA Non-profit Grant funding

City of Greenbelt Nonprofit Recovery Grant Application Form

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

Applications and ALL documents MUST be received via email by August 30, 2024, by 4:55 pm.

Please read the [Nonprofit Recovery Grant Program Guidelines](#) before submitting your application.

Contact Information

*Name of Organization

Greenbelt Nursery School

Full Address

15 Crescent Rd
Greenbelt 20770
United States

*Phone

(301) 474-5570

*Contact Person (Full name and title)

Director Lisa K. Meyer

*Contact Email

gns@greenbeltnurseryschool.org

*Organization Website

www.greenbeltnurseryschool.org

General Questions

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

Greenbelt Nursery School's (GNS) revenue has been impacted negatively by the pandemic by both the initial complete shutdown and by reduced enrollment upon reopening. After the shutdown in March 2020, we re-opened in November-June 2020 with 10% of usual enrollment. The following school year we still kept smaller class sizes and strict classroom cohorts (which reduced the number of programs we could offer) as part of our strategy to mitigate COVID per CDC guidelines. Although our enrollment has gradually increased in the ensuing school years it is still only up to about 70% of our pre-pandemic enrollment.

*Describe how the COVID-19 pandemic has continued to challenge your organization to fulfill its mission. We are still building enrollment that was lost from the complete closure. The co-op model is harder to fill than regular childcare since we require a different kind of commitment from families, not only financial but that they participate in the operation of the school. Families are typically here for multiple years, so with the complete shutdown and reduced enrollment we lost our base, that is, the continuity of returning families every year. We also lost several long-time employees during the closure and have increased our

payroll in order to attract and retain qualified staff. Post-pandemic expenses have increased including rent, insurance and supplies. While enrollment is down from pre-pandemic levels our number of staff members has essentially remained the same since we still must keep adequate adult to child ratios. The effects of inflation mean that our salaries have not been able to increase at the same pace as the cost of living, even though we run the school frugally.

*Briefly describe the organizations history, mission, goals, and current programs.

Greenbelt Nursery School is a non-profit parent cooperative preschool that has been serving families in Greenbelt and the surrounding areas since 1942. We offer full and part-time programs for children ages 2-4. GNS receives about 95% of its income from tuition. Our mission is to provide an enriching educational environment for young children and their parents, one that fosters a love of learning, awareness of self and others and a sense of accomplishment built on a child's natural curiosity. We incorporate the knowledge and skill of parents and staff to create a child-centered environment within the multicultural and intergenerational Greenbelt Community

*Briefly describe the clients/beneficiaries your organization serves.

Our program serves children ages 2-4/5 years old and their families.

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

Children are formally enrolled for the academic school year by applying and signing a contract.

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

Grant funds will be used for rent support and payroll as we continue to rebuild.

Description of the Program/Project

*Brief program/project description

We request \$25,000 to help with operating expenses, specifically payroll and rent.

*How does this activity or service relate to the mission of your organization?

Being able to attract and retain qualified staff is key to providing quality programming.

*How does this activity or service serve Greenbelt residents?

We have been serving Greenbelt residents since 1942 by providing a quality educational program for young children. In the 2023-24 school year 70% of the children who attend GNS live in Greenbelt, historically, from 70%-80% of our families reside in Greenbelt. Forty percent of our staff are Greenbelt residents.

*For technology support, describe how technology will improve program delivery.

We are not requesting technology support.

*For organizational development/capacity building/capital support, describe how the project will address organizational challenges or needs?

It will provide money for quality staff and provide continuity for our program.

Project Information

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

We need to recover financially from the pandemic. We are positioned to tackle this challenge by our long-standing experience as a Greenbelt institution and our commitment to delivering a quality educational program for young children.

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

It will be supported primarily by increasing enrollment and to a smaller extent, increased fundraising efforts. While we do raise tuition, we endeavor to keep it affordable for local families, any support allows us to do that more gradually.

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

GNS has served children in Greenbelt and surrounding areas for over 80 years and has a strong history of community support. In addition, we have several areas that help reduce our risk to future disasters and support sustainability: -Reserves: GNS built a healthy reserve in the years prior to the pandemic (maintaining a minimum of 6 months of operating expenses). It remains our intent to build reserves. The reserves, in addition to procuring PPP loans enabled GNS to survive financially through 2020. -Fundraising Committee: While we are also building this program back after the pandemic, in the past our fundraising events have contributed about 5% of our income. -Marketing: although we typically fill our classes based on word-of-mouth, we maintain a Publicity Committee and an advertising budget should that be needed to fill vacancies.

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

We will be able to maintain a stable, qualified staff and a safe physical space to operate our school, both of which are necessary to provide an environment conducive to learning.

Program/Project Support

Please describe any support for the program/project from:

*Community members/businesses

We have fundraisers with the surrounding community. The Co-op Grocery allows us to use their ramp to hold our bake sale fundraiser. Generous Joe's Restaurant recently offered a percentage of sales generated by our school members on a specified day. We have held community yard sales, and we sell Greenbelt is Great t-shirts at our booth at the Greenbelt Labor Day Festival.

*Collaborating organizations

Not applicable

*In-Kind support

not applicable

*Other funding support

not applicable

Project Start & End Date

*Please tell us the date you anticipate launching the program/project and the end date of the project/program is not ongoing.

It will launch upon receipt of funds and end by November 30, 2024

Financial Information

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

Required Documents:

Operating Budget: Please upload a copy of your organizations current Fiscal/Calendar Year operating budget. The budget should include all expenses and revenue for the organization.

List of endowments: If your organization has an endowment, briefly describe its purpose and whether it is restricted/unrestricted.

Grants or other Funding Sources: Please list other grants or sources of funding your organization has received and what programs/projects the grants/funding sources were used to cover.

A copy of the organizations **latest financial statement** for the most recent fiscal/calendar year.

A copy of the organization's **latest income statement**.

List of the organizations Board of Directors.

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

*Operating Budget

23-24 Budget - Copy.xls

Endowments

****SKIPPED****

Grants or Other Funding Sources

****SKIPPED****

Financial Statement

23-24 Balance Sheet.pdf

Income Statement

23-24 Profit and Loss.pdf

List of Board of Directors

23-24 Board Directory.pdf

Additional Required Documents

*A Strategic or Business Plan

Current GNS By-laws.pdf

***A continuity plan describing how your organization will remain sustainable, including how the organization will acquire future funding needs.**

Sustainability Plan GNS.docx

***IRS Determination letter of nonprofit status or most recent 990.**

IRS tax exempt.pdf

***Copy of Certificate of Good Standing with the State of Maryland.**

2024 Certificate of Good Standing.pdf

***Copy of the organization's registration with the Maryland State's Charitable Division.**

MD Charitable Registration2024.pdf

***Proof of registration with SAM.gov (and SAM.gov identification number).**

SAM.gov unique identity number.pdf

***Program/Project Budget.**

23-24 Budget - Copy.xls

Grant Proposal Review & Criteria

Grant applications will be reviewed for a number of considerations meeting the criteria listed below.

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

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

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

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

For additional information or assistance, please contact Assistant City Manager Tim George by email at tgeorge@greenbeltmd.gov or by calling (240) 542-2025.

Grant Applications must be submitted to recoverygrant@greenbeltmd.gov by August 30, 2024, at 4:55 pm.

City Council Agenda Item Report

Meeting Date: September 9, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (9:15 - 10:45 pm)

Subject:

Resignation from Advisory Board/Committee

Suggested Action:

Reference: Email

Maxine Morrison have submitted her resignation from the Board of Elections.

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

Attachments: