



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/87551866254?
pwd=JdABxAmcwVp0CXRIgFsauMCps1h55G.1](https://us02web.zoom.us/j/87551866254?pwd=JdABxAmcwVp0CXRIgFsauMCps1h55G.1)**

Dial-in: 301 715 8592

Webinar ID: 875 5186 6254

Passcode: 044006

**Monday, August 12, 2024
7:30 PM**

I. ORGANIZATION 15 minutes (7:30 - 7:45 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 45 minutes (7:45 - 8:30 pm)

7. Presentations

7a. Recognition of Greenbelt Police Officers

Suggested Action:

On April 19th, 2024, Officers from the Greenbelt Police Department responded to Schrom Hills Park for a large crowd. While on the scene, two suspects injured five people when they discharged firearms into the crowd. Officers recognized the severity of the events and rushed in the direction of the gunfire without regard for their own safety. The officers provided life-saving medical care while helping to facilitate a criminal investigation that resulted in the arrest of the two suspects. This exemplary effort is being recognized with Departmental Commendations for outstanding bravery and dedication to duty.

[CM24-005 CLASS 1 COMMENDATION.PDF](#)

[Awards Presentation.pdf](#)

[CM24-004 Silver Star.pdf](#)

7b. License Plate Reading Camera Project Update

Suggested Action:

On July 8th, the City Council approved a contract for the purchase of License Plate Reading Cameras. The Council requested additional information, including a Police Department General Order and a map providing location details. The Police Chief will provide an update on those items.

[LPR Presentation.pdf](#)

[DRAFT Order 717- License Plate Reader.pdf](#)

7c. Legislative Session Recap and Key Legislation Discussion, Carrington & Associates

Suggested Action:

Darrell Carrington will provide a presentation and recap on the Legislative Session

[Carrington 2024 Greenbelt Legislative Analysis - Updated.pdf](#)

[THE CARRINGTON 90-DAY REPORT for the City of Greenbelt 2024.pdf](#)

[Carrington 2024 Bill Tracking Greenbelt Final.pdf](#)

*8. Minutes

Suggested Action:

- * Work Session - February 06, 2023
- * Work Session - February 08, 2023
- * Work Session - February 22, 2023
- * Special Meeting - August 31, 2023
- * Special Meeting - October 18, 2023
- * Special Meeting - October 25, 2023
- * Work Session - October 30, 2023
- * Charter Meeting - November 13, 2023

[WS230206.pdf](#)

[WS230208.pdf](#)

[WS230222.pdf](#)

[SM231018.pdf](#)

[SM230831.pdf](#)

[SM231025.pdf](#)

[WS231030.pdf](#)

[CM231113.pdf](#)

9. Administrative Reports

Suggested Action:

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

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

*10. Committee Reports

*10a.Board of Elections (BoE) Report #2024-03: Noncitizen Voting Legislation

Suggested Action:

It is recommended that the Council accepts this report. This report appears later on the regular agenda.

[BoENoncitizenCharterandCodeMemo2-Report 2024-03.pdf](#)

*10b.Board of Elections (BoE) Report #2024-04: Provisions and Proposed Amendments Regarding Council Vacancies

Suggested Action:

It is recommended that the Council accepts this report.

[BoE4212Charter32VacanciesDraft3.pdf](#)

III. LEGISLATION 15 minutes (8:30 - 8:45 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
- 1st Reading

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.

It is recommended this resolution be introduced for first reading.

[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](#)

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

12. Authorizing the City Manager to Execute a Five-Year Contract with Axon Enterprise, Inc. for Body-Worn Cameras, Digital Evidence Management, Tasers and Related Training

Suggested Action:

Reference: Axon Quote

The Police Department is recommending the extension of our existing contract with Axon Enterprise, Inc. of Scottsdale, AZ. The recommended extension

is for a five-year term. Axon has proven to be a reliable solution for our body-worn camera program, digital evidence management, and less-than lethal weapons.

Through this contract extension, the Department will be able to maintain our successful body-worn camera program, which includes all hardware, licensing, data storage and related equipment. The contract warranties all of the equipment and technology, as well as provides upgrades to all hardware at the start of the new contract and the midpoint. In addition to current features, the department will have access to new features that will allow for enhanced efficiency and transparency.

Under this contract, the Department's current less-than lethal Taser weapons will be upgraded to the newest version available, the Taser 10. This new technology is proven much more effective in restraining combative subjects and preventing the need for force-escalation. All of the less-than lethal training and equipment is provided under the contract.

The contract also includes a state-of-the-art virtual reality training system, which allows for advanced and progressive de-escalation training programs for officers. The combination of the latest less than lethal weapons and advanced de-escalation training will best prepare our officers to resolve difficult and high-stress situations in the safest manner possible.

The total cost of the five-year contract is \$737,151.90. The Year 1 cost is \$136,774.58, which has been allocated into the approved FY25 budget.

Staff recommends that the City Council authorize the City Manager to execute the five-year contract with Axon Enterprise, Inc. for body-worn cameras, digital evidence management, less-than-lethal weapons, and associated training, at a total cost of \$737,151.90. The cost for Year 1 is \$136,774.58, which has been allocated in the approved FY25 budget.

[Greenbelt PD Final Quote.pdf](#)

13. Presentation regarding Stop Sign Monitoring Systems and enabling legislation
Suggested Action:
Reference: Carrington 2024 Report on HB364 Stop Sign Monitoring

Discussion of House Bill 364 (HB364), a legislative measure that permits the use of stop sign monitoring systems on state and local highways situated within school zones in Prince

George's County. This initiative aims to enhance compliance with stop sign laws and improve safety for

pedestrians, particularly school children.

[Carrington 2024 Report on HB364 Stop Sign Monitoring.pdf](#)

14. Council Activities

15. Council Reports

16. Meeting

Suggested Action:

For the past few years, parking in the Municipal Building and Community Center parking lots has become increasingly difficult in the evening due to the arrival of the Labor Day Carnival. In order to accommodate Council members, staff, and meeting attendees, staff recommends the meeting scheduled for Monday, August 26th and Wednesday, August 28th at 7:30 pm be held virtually via Zoom.

[meeting.pdf](#)

17. Approval of Online Bill Pay Proposal to cover fees for first year of program

Suggested Action:

Reference: Memorandum - B. Gaymon - 08.05.2024

Bill Pay Capabilities

As the final phase of implementing the new Edmunds Financial Management System, staff is now ready to launch the online bill pay feature. This feature allows Greenbelt residents to access, schedule , and securely pay their bills online.

Currently, the City covers the cost of the limited credit card transactions. Staff is looking to launch this Online Bill Pay Program and expand users, the cost to the City will increase significantly. Staff is asking Council to confirm its desire for the City to continue covering the fee amounts associated with the various payment options.

Bertha Gaymon, City Treasurer, will be in attendance to discuss and answer questions.

Council approval is approval is sought.

[Online Bill Pay - Memo of Explanation to City Manager and Councilv2 - final 8-5-2024.pdf](#)

[Announcing Bill Pay Capabilities - final 8-5-2024.pdf](#)

18. Opposition to Federal Funding Cuts for Activities Related to DEI and Climate Change

Suggested Action:

Requested to be added by Mayor Pro Tem Weaver

Background information:

This time-sensitive request came through the Greenbelt Advisory Committee for Environmental Sustainability (Green ACES). An invitation was received from the Urban Sustainability Directors Network asking local governments to sign on by August 20th to a letter to be sent to House and Senate Appropriation staffers regarding cuts that may affect grant or other funding municipalities receive from the federal government. There is not time for Green ACES to have a meeting to make a formal recommendation before City Council would need to take action to sign on to the letter, but the membership is being polled by email and it was requested to add this item to the council agenda for discussion and possible action.

Here is the text of the request from the email:

Members of the House of Representatives have proposed harmful language, which would block funding in the FY 2025 appropriations for programs and activities promoting diversity, equity and inclusion (DEI) and those related to climate resilience. This language will roll back the social, environmental, and economic benefits in the Inflation Reduction Act (IRA) and the Infrastructure Investment and Jobs Act (IIJA) and will be detrimental to the communities benefiting from these financial investments. The Urban Sustainability Directors Network (USDN) invites you to join a coalition letter of local governments and local government facing organizations opposing House Republicans' FY25 proposed language cutting all funding for activities related to DEI and Climate Change. Please consider signing onto this joint letter to urge that such language to defund these investments be stricken from any final FY 2025 appropriations measures.

The full text of the [letter to House and Senate Appropriation Staffers](#) is also available for reference.

The City of Greenbelt has previously indicated a strong commitment to efforts related to both climate change mitigation and resilience and diversity, equity and inclusion, as seen in various of the projects outlined in our recent FY2025 budget, such as electric vehicle acquisition and infrastructure, carbon reduction goals, and the DEI audit underway, to name just a few. It is in the City's interest to be able to pursue federal funding for future projects related to those aims, and it would be detrimental to our efforts if language restricting the projects that can be funded is included in the federal governments FY2025 budget. Therefore, it is worth council considering taking a position by signing on to this joint letter in opposition to those funding restrictions.

[Joint Letter - DEI and Climate - FY25.docx.pdf](#)

19. Authorizing City Manager to execute contract for File Scanning Project, to digitize records for Administration and Finance

Suggested Action:

Reference: Memorandum - J. Salmerón - 08.12.24

Records Digitization Services to The City of Greenbelt Proposal by ARC

Document Solutions - 8-9-24

City of Greenbelt-Statement Of Work_8-9-24

Living Wage Certification

The City Administration is requesting approval to enter into a contract with e-ARC to provide file collection, file scanning, and data integration for files in the City's Municipal Building, primarily in the Administration and Finance departments. This file scanning work, in conjunction with the revision of the City's retention policy, will allow for the reprogramming and more efficient use of space in the City Manager's suite and Finance suite.

[File Scanning Recommendation Memo 8-9-24.pdf](#)

[Records Digitization Services to The City of Greenbelt Proposal by ARC Document Solutions - 8-9-24.pdf](#)

[City of Greenbelt-SOW_8-9-24.pdf](#)

[Living Wage Certification - Completed By ARC.pdf](#)

*20. Authorization of Engine Rebuild/Replacement for Vehicle 607

Suggested Action:

Reference: Memorandum - B. Kim - 07.10.2024

Repair Estimate

Earlier this year, unit 607, a 2018 Chevy Tahoe assigned to the K-9 Unit, was brought in due to a check engine light. Upon initial inspection by our shop supervisor, it was determined that the issues exceeded our diagnostic capabilities. Consequently, the vehicle was forwarded to Sport Chevrolet in Silver Spring for further assessment. The service advisor at Sport Chevrolet has identified extensive repairs necessary, including replacement of the engine long block assembly, fuel lines, injector seals, and miscellaneous gaskets.

Staff is seeking the Council's authorization for the City Manager to approve the attached proposal from Sport Chevrolet, totaling \$16,396.00, to proceed with the required engine rebuild and replacement for unit 607.

[Memorandum - B. Kim - 07.10.2024.pdf](#)

[RepairEstimate 607.pdf](#)

*21. Stakeholder List

[Stakeholder Schedule.pdf](#)

*22. Authorizing City Manager to execute contract with Granicus for the Website Renewal

Suggested Action:

Reference: Granicus Website Renewal Contract

The Public Information Office received the renewal contract for Granicus Web Services for FY25 at \$42,214.39. This amount will be prorated and partially refunded when we cancel the service after migrating to a new website platform, provided we give Granicus a 30-day cancellation notice. The migration to a new platform is expected to take approximately 6-8 months.

[GRANICUS WEBSITE RENEWAL.pdf](#)

*23. Acceptance of Recommendation to Approve the GATe TV Recognition Group Application

Suggested Action:

Reference: Memorandum - G. Varda

Greenbelt Access Television (GATe) Application for Basic Certification

Staff recommends that City Council accept Greenbelt Access Television (GATe) Basic Certification Application requesting Recognition Group status. Staff believes that GATe meets the eligibility requirements under the Recognition Group Policy.

[Memo - Greenbelt Access Television FY25 Basic Cetification Request.pdf](#)

[Greenbelt Access Television - FY25 Basic Certification Application-Recognition Group.pdf](#)

*24. Approval of a Buddy Attick Lake Park Playground Project-Change Order

Suggested Action:

Reference: Memorandum - B. Kim - 08.07.24

Sparks@Play Proposal

As a follow up to Council's approval of the Buddy Attick Lake Inclusive Playground, please note project scope increases has exceeded the original contingency amount of \$29,115.36 by \$27,486.44. This additional expenditure was anticipated, as certain project elements were initially descoped in an effort to manage costs and leverage alternative funding sources, such as Miscellaneous Concrete. Our strategy aimed to reduce expenses while completing the project within budget constraints.

The increased scope has resulted in a cost slightly above the original contingency allocation. To ensure the highest quality of the final product, it is our recommendation to continue working with the same contractor, Sparks@Play, rather than engaging a separate concrete contractor. This approach is expected to deliver a superior end result and maintain project continuity.

Staff is seeking Council's authorization for the City Manager to execute the attached proposal with Sparks@Play, 3705 Crondall Lane, Owings Mills, Maryland 21117 for a total project cost of \$56,601.88.

[24.08.07_Memo_Council_BAP_Playground_II.pdf](#)

[Buddy Attick Lake Park-Change Order 1 \(4\)_24.08.06.pdf](#)

***25. Reappointment to Advisory Board/Committee**

Suggested Action:

Reference: Reappointment Survey

Oliver Gaycken has expressed his willingness to continue serving on the Arts Advisory Board (AAB).

Lawrence Hilliard has expressed his willingness to continue serving on the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES).

Matthew Dirksen has expressed his willingness to continue serving on the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES).

Approving this item on the consent agenda will indicate the Council's intention to reappoint Mr. Gaycken, Mr. Hilliard, and Mr. Dirksen to a new term.

***26. Resignation from Advisory Board/Committee**

Suggested Action:

Reference: Letter - R. Sewall-Raysor

Rene' Sewall-Raysor have submitted her resignation from the Reparations Commission.

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

City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Presentations

Agenda Section: COMMUNICATIONS 45 minutes (7:45 - 8:30 pm)

Subject:

Recognition of Greenbelt Police Officers

Suggested Action:

On April 19th, 2024, Officers from the Greenbelt Police Department responded to Schrom Hills Park for a large crowd. While on the scene, two suspects injured five people when they discharged firearms into the crowd. Officers recognized the severity of the events and rushed in the direction of the gunfire without regard for their own safety. The officers provided life-saving medical care while helping to facilitate a criminal investigation that resulted in the arrest of the two suspects. This exemplary effort is being recognized with Departmental Commendations for outstanding bravery and dedication to duty.

Attachments:

[CM24-005 CLASS 1 COMMENDATION.PDF](#)

[Awards Presentation.pdf](#)

[CM24-004 Silver Star.pdf](#)

CITY OF GREENBELT, MARYLAND

POLICE DEPARTMENT

550 CRESCENT ROAD, GREENBELT, MD 20770



Richard Bowers
Chief of Police

To: Officer Tyler Fahey
Officer Amy Sosa
Officer Richard Millien
Master Police Officer Rakibur Rahman
Master Police Officer Dillion Davis
Communications Supervisor Alicia Williams

From: Chief R Bowers

Date: August 12, 2024

Class One Commendation CM24-005

On April 19th at about 230 pm, officers responded to Schrom Hill Park, located in the 6900 block of Hanover Parkway, for a large group of people in the park. Officers arrived on the scene and discovered over 500 people, believed to be high school students, participating in senior skip day. Based on information developed during that call, the kids were from multiple schools in the county.

As Officers were walking in the park, they heard multiple gunshots in the crowd. The officers on the scene went towards the area they believed the shots came from and located five victims. They secured the area, searched it, and provided life-saving medical care for the injured.

These officers' actions displayed courage, intelligence, and bravery that are above and beyond what is normally demanded and expected of dedicated police officers.

Your efforts are commendable, and your work should be recognized with a Class One Commendation.

A NATIONAL HISTORIC LANDMARK

(301) 474-7200

FAX: (301) 507-6520

TDD: (301) 474-6435

CITY OF GREENBELT, MARYLAND

POLICE DEPARTMENT

550 CRESCENT ROAD, GREENBELT, MD 20770



Richard Bowers
Chief of Police

To: Josue Salmeron, City Manager

From: Chief Richard Bowers

Date: August 12, 2024

Re: Awards Presentation

On April 19th at about 230 pm, officers responded to Schrom Hill Park, located in the 6900 block of Hanover Parkway, for a large group of people in the park. Officers arrived on the scene and discovered over 500 people, believed to be high school students, participating in senior skip day. Based on information developed during that call, the kids were from multiple schools in the county.

As Officers were walking in the park, they heard multiple gunshots in the crowd. The officers on the scene went towards the area they believed the shots came from and located five victims. They secured the area, searched it, and provided life-saving medical care for the injured.

These responding officers went above and beyond, risking their own lives to protect others. Their actions reflect the highest standards of our department and serve as a powerful reminder of our critical role in maintaining public safety.

The following officers will be receiving a First-Class Commendation for their outstanding performance and dedication to duty:

- Officer Tyler Fahey
- Officer Amy Sosa
- Officer Richard Millien
- Master Police Officer Rakibur Rahman
- Master Police Officer Dillion Davis
- Communications Supervisor Alicia Williams

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The Silver Star is awarded to those who have exhibited service to the Department and the citizens of Greenbelt in which valor, courage, intelligence, and bravery are shown and demonstrated above what is normally demanded and expected of dedicated police officers.

The following officers will be receiving the Silver Star for their outstanding bravery and dedication to duty:

- Officer Aiden Simms
- Officer Christopher Shelby
- Police Officer First Class Michael Watkins
- Master Police Officer Michael Thomas
- Corporal James Bowne
- Sergeant Irellise Fernandez
- Captain Jermaine Gullledge
- Major Timothy White

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CITY OF GREENBELT, MARYLAND

POLICE DEPARTMENT

550 CRESCENT ROAD, GREENBELT, MD 20770



Richard Bowers
Chief of Police

To: Officer Aiden Simms
Officer Christopher Shelby
Police Officer First Class Michael Watkins
Master Police Officer Michael Thomas
Corporal James Bowne
Sergeant Irelisse Fernandez
Captain Jermaine Gullledge
Major Timothy White

From: Chief R Bowers

Date: August 12, 2024

Silver Star CM24-004

On April 19th at about 230 pm, officers responded to Schrom Hill Park, located in the 6900 block of Hanover Parkway, for a large group of people in the park. Officers arrived on the scene and discovered over 500 people, believed to be high school students, participating in senior skip day. Based on information developed during that call, the kids were from multiple schools in the county.

As Officers were walking in the park, they heard multiple gunshots in the crowd. The officers on the scene went towards the area they believed the shots came from and located five victims. They secured the area, searched it, and provided life-saving medical care for the injured.

These officers' actions displayed courage, intelligence, and bravery that are above and beyond what is normally demanded and expected of dedicated police officers.

Your efforts are commendable, and your work should be recognized with a Silver Star.

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City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: COMMUNICATIONS 45 minutes (7:45 - 8:30 pm)

Subject:

License Plate Reading Camera Project Update

Suggested Action:

On July 8th, the City Council approved a contract for the purchase of License Plate Reading Cameras. The Council requested additional information, including a Police Department General Order and a map providing location details. The Police Chief will provide an update on those items.

Attachments:

[LPR Presentation.pdf](#)

[DRAFT Order 717- License Plate Reader.pdf](#)

CITY OF GREENBELT, MARYLAND

POLICE DEPARTMENT

550 CRESCENT ROAD, GREENBELT, MD 20770



Richard Bowers
Chief of Police

To: Josue Salmeron, City Manager
From: Chief Richard Bowers
Date: August 12, 2024
Re: License Plate Reader Camera System Update

The License Plate Reader (LPR) Camera System is a highly effective technology designed to enhance public safety by bolstering our ability to monitor and address criminal activities. Equipped with optical character recognition, the system automatically captures license plate information from vehicles passing through designated areas. This data can be cross-referenced with law enforcement databases to identify stolen vehicles, locate suspects, and track vehicles associated with criminal activity.

The attached draft policy outlines procedures for the training and use of License Plate Scanning (LPR) technology by law enforcement. Its primary objectives are to aid in locating and apprehending criminal suspects and enforcing traffic laws while respecting the privacy of law-abiding citizens. The policy categorizes LPR systems into mobile and fixed types, detailing their deployment, operational guidelines, and the responsibilities of LPR operators. It emphasizes the verification of LPR hits against databases before any action is taken and mandates strict data security and retention protocols, ensuring the utmost respect for privacy. The policy aims to enhance public safety through responsible and accountable use of LPR technology.

The data retention portion of the policy specifies that LPR devices and databases will be used solely for law enforcement purposes. Access to these systems requires specific authorization, and personnel conducting investigative queries must document their requests with associated case numbers and reasons. Historical scan data is not retained locally by the City of Greenbelt but is managed by the Maryland Coordination and Analysis Center (MCAC). After 24 hours, all locally stored LPR data is automatically purged and becomes the property of MCAC. Sample audits are conducted annually to ensure compliance with these retention and access protocols.

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The department will use a "Places of Interest" strategy that involves placing Automatic License Plate Recognition (ALPR) cameras in specific areas. This method is a hybrid approach, combining aspects of targeting known hotspots and broader surveillance areas. The strategy aims to address concerns like bias, privacy, and potential impacts on rights, including First Amendment rights. The deployment plans are guided by analyzing crime data and patterns to ensure fair and equitable use.

The department is committed to continuously evaluating and improving the LPR system to ensure it meets our community's safety needs while respecting individual rights. We will conduct ongoing training and regular audits to maintain the highest ethical and effective law enforcement standards and ensure this technology's responsible and accountable use.

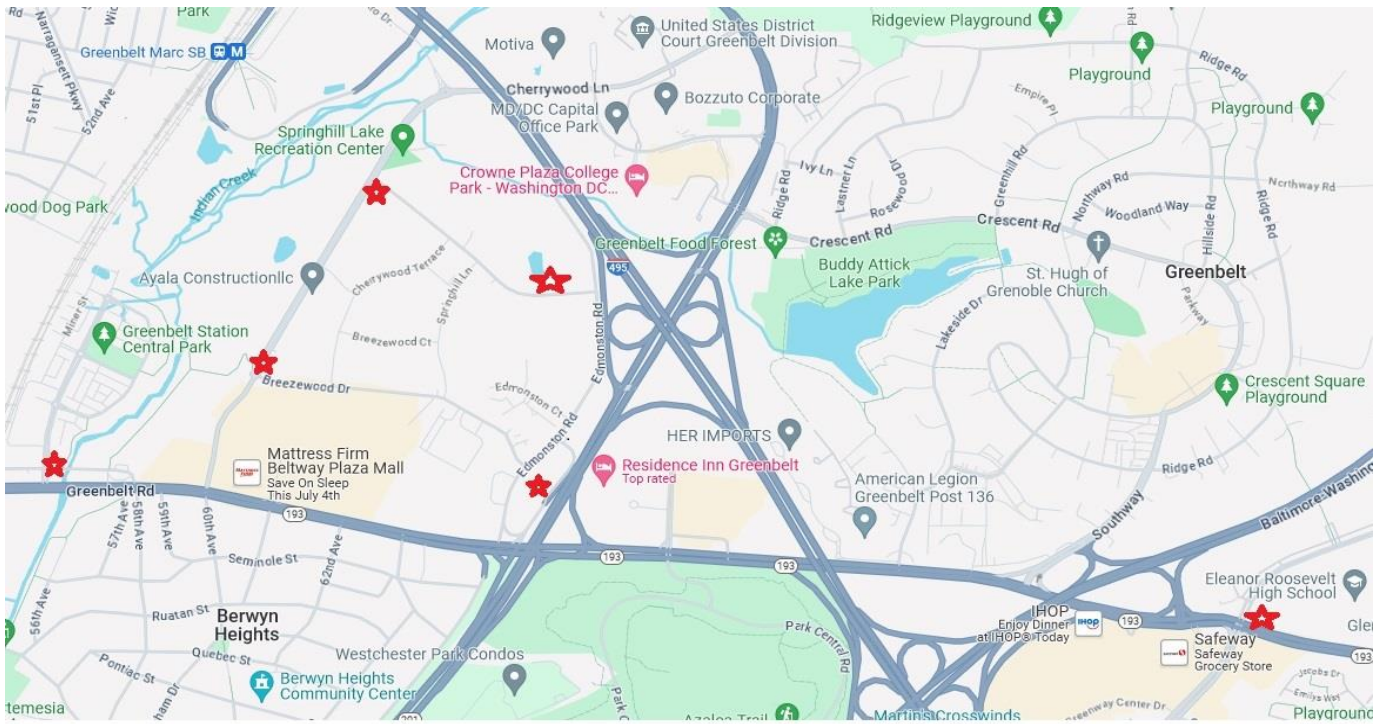
A NATIONAL HISTORIC LANDMARK

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Proposed Possible Location



Location 1 – Greenbelt Station Parkway

Location 2 –Breezewood Dr and Cherrywood DR

Location 3 – Breezewood DR and Edmonton Rd

Location 4 – Edmonton Road @ Springhill Dr

Location 5 – Springhill DR and Cherrywood Dr

Location 6 – Hanover Parkway

Location 7 – Hanover Parkway and Mandan

Location 8 – Mandan And Hanover Parkway

A NATIONAL HISTORIC LANDMARK

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Greenbelt Police Department – General Orders

	Title: License Plate Reader		Order #: 717	
	Effective Date: Original Issue: October 21, 2009	Review Date: October 6, 2010 January 24, 2014		
	New	✓ Amends	Rescinds	
Approved by: Richard Bowers, Chief of Police				CALEA 6 th Edition
CALEA Standard: 41.3.9				Pages: 6

01 PURPOSE: The purpose of this policy is to outline the procedures for training and use of license plate scanning technology

02 POLICY: The department's policy is to utilize technology to further law enforcement efforts to locate and apprehend criminal suspects and enforce traffic laws. The department also ensures that the use of technology devices such as License Plate Readers should not intentionally or otherwise compromise the legitimate privacy concerns of law-abiding citizens.

03 DEFINITIONS:

- A. LPR, a License Plate Reader, is a device that uses cameras and computer technology to compare digital images of license plates to lists of known plates of interest.
- B. LPR data- data obtained by an LPR, including images of the license plates and vehicles on which they were displayed and information regarding the date, time, and location the LPR viewed them
- C. Hot list- list of license plates associated with vehicles of interest compiled from several databases.
- D. LPR operator- sworn member of the Department trained and approved by the LPR Coordinator to operate LPR equipment.

04 LPR SYSTEMS

A. MOBILE SYSTEM—The Department's Mobile LPR systems are affixed to Department vehicles and interface with Mobile Data Computers (MDCs). These systems are deployed and utilized by trained mobile LPR Operators. They are designed to operate from a moving or stationary vehicle for a variety of legitimate law enforcement purposes.

Mobile LPR system cameras not permanently mounted on a patrol vehicle will be secured with brackets and magnets. LPR system cameras that are not permanently affixed will be removed and placed in a secure area.

The LPR coordinator assigns and deploys mobile LPRs to officers. Any changes in assignment should be coordinated to provide training and equipment removal or installation.

B. FIXED LOCATION—Fixed LPR systems are non-vehicle-mounted systems. They may be portable, but they are designed to monitor a specified public location or roadway. Agency personnel will not use fixed LPR systems to monitor for MVA law violations unless the Chief of Police or Designee grants approval.

Select fixed LPR systems, identified by the Chief of Police or Designee, will be monitored regularly by the Communications Section, who will receive appropriate training and access level to “accept” or “reject” hits generated by overt Fixed LPR systems. “Accepted” hits will be verified against a live database (see LPR DATA below). A call for service or BOLO will be generated and dispatched if verified. Communications Section SOPs will be used to determine priority level and unit assignment.

05 LPR PROCESS

- A.** The device works by downloading hotlists and creating a list of potential wanted vehicles or vehicles of interest. The list is loaded into the device's processor. The device, either mounted in a vehicle or mounted in a fixed position, captures images of license plates that come into view and compares them to the list of vehicles of interest. The device alerts the operator of potential matches and the source database that provided the license plate for use in the device.
- B.** Upon receiving an alert, the LPR operator would initiate a query to the appropriate database to obtain more detailed information about why the vehicle is of interest to law enforcement.
- C.** The LPR Operations Center generates the LPR Hot List data. It is not real-time and may contain erroneous, flawed, or incorrect data. Any information received from capture plate data that is recognized as a positive “hit” against the Hot List must be verified before any action is taken. Verification will be conducted through a live database such as MVA, METERS, and/or NCIC.

06 LPR COORDINATOR

The Chief of Police will designate an LPR Coordinator. The LPR Coordinator will:

1. Train personnel in the proper setup and use of LPR equipment
2. Maintain a list of personnel authorized to operate the LPR

3. Serve as a liaison with partner agencies, including the Maryland State Police Mobile Systems Unit, Maryland Coordination and Analysis Center, Council of Government (COG), and LPR equipment vendors.
4. Coordinate all required updates and maintenance of LPR equipment.

06 OPERATOR RESPONSIBILITIES

- A. LPR operators are responsible for the physical security of LPR equipment. LPR equipment will not be left in the passenger area or mounted to the exterior of a vehicle when it is unattended for an extended period of time (e.g., parked at the officer's residence overnight).
- B. LPR operators will not make any modifications to the hardware or software of the LPR system
- C. LPR operators will not contact LPR equipment vendors, the Maryland State Police Mobile Systems Unit, or the City of Greenbelt Information Technology Department regarding LPR equipment without the approval of the LPR Coordinator.
- D. LPR Operators will notify the LPR Coordinator of any LPR equipment maintenance needs.

07 DEVELOPMENT OF VEHICLE LICENSE PLATE HOTLISTS:

- A. Prior to each use, the operator will ensure that the LPR unit is properly networked with the Maryland Coordination and Analysis Center server and that the most recent hotlist has been installed.
- B. Hot Lists will contain data obtained from:
 1. NCIC stolen vehicle, stolen tag, temporary wanted felony vehicles, wanted person files, terrorist watch list, and the sexual offender registry.
 2. Maryland MVA records of suspended drivers, suspended registration, license plate confiscation orders, and possible wanted persons.
 3. Any additional data deemed of interest to law enforcement and included in the hotlist compiled by the Maryland Coordination and Analysis Center, including, but not limited to, Missing Persons, AMBER, Silver, and Blue alerts.
- C. LPR equipment will not be used with an installed hotlist older than 24 hours.
- D. Individual LPR operators may make local hotlist entries for legitimate law enforcement purposes. The LPR operator is responsible for clearing local hot lists daily.

08 APPROVED USES (CALEA 41.3.9)

LPR operators can deploy mobile LPR equipment for the following purposes:

1. Enforcement of Maryland Vehicle Law
2. Enforcement of municipal parking ordinances
3. Canvass of areas in which a felony in progress and/or crime of violence has just occurred, including the immediate area as well as likely routes of escape from that area.
4. Proactive patrols of areas likely to identify information valuable to criminal investigations and/or threats to homeland security, including, but not limited to, WMATA facilities; courthouses; local, state, and government offices; shopping malls; hotels; restaurants; and nightclubs.
5. With supervisor approval, special operations include, but are not limited to, sobriety checkpoints, WMATA facility special security operations, and targeted enforcement details.
6. Any additional circumstance deemed appropriate by the Chief of Police to enhance public safety or perform law enforcement duties.
7. An officer may not detain an individual based on an alert from the LPR system unless the officer has reasonable suspicion that such person is involved in criminal activity. Each incident should be weighed according to the totality of circumstances presented therein. The following are general guidelines but should assist an officer in determining when reasonable suspicion exists concerning various types of LPR alerts.
 1. The officer shall visually verify that the scanned plate matches the alert information regarding plate letters, numbers, and the issuing state.
 2. The officer should attempt to visually verify that the vehicle description and any other descriptors provided are consistent between the alert and the vehicle/person in question.
 3. Once the state and all characters of the tag have been verified as accurate, the following information should be utilized by an officer in determining whether or not reasonable suspicion exists.

09 LIMITATIONS ON USAGE:

- A. Only officers who received the training will be permitted to operate LPR equipment. Any such operator will be required to possess authorization to access NCIC and MVA files via the METERS system. The security of the hot list will be consistent with other directives, rules, regulations, laws, and procedures applied to the use of information from those databases, which will be the responsibility of the operator.
- B. The hotlist does not contain real-time data; thus, any alerts received from the system will be confirmed through a live METERS terminal before law enforcement action is taken.
- C. Any covert deployment of LPR units must be specifically approved by the Chief of Police.

10 DATA RETENTION AND OWNERSHIP (CALEA 41.3.9)

LPR devices/databases will be utilized/accessed for law enforcement purposes only.

- A. Personnel who are granted access to LPR devices and/or databases will be issued a username and password specific to each individual.
- B. When conducting investigative queries into an LPR database, a requestor, case number (if available), and reason shall be entered associated with the search. Queries regarding administrative or auditing purposes will be excluded from the requirement to provide a case number.
- C. Personnel will not release any specific information obtained by the LPR devices that would be considered a privacy issue or create the appearance of one to non-law enforcement personnel unless required by law. However, this shall not preclude personnel from releasing general information as to the effectiveness of the LPR program and other such communication.
- D. Sample audits will be conducted at least annually and submitted to the Chief of Police to ensure compliance with these requirements. The Administrative Services Lieutenant or designee will be responsible for the audit and retention of audit records.
- E. All LPR data remains the property of the City of Greenbelt and the Maryland Coordination and Analysis Center for 24 hours after acquisition.
- F. After 24 hours, all LPR data stored locally by the City of Greenbelt will be automatically purged, and that data will become the sole property and fall under the sole control of the Maryland Coordination and Analysis Center.

11 LPR DATA SEARCHES

- A.** LPR data may be accessed for law enforcement investigative or homeland security purposes only.
- B.** The City of Greenbelt does not retain historical scan data captured by agency license plate readers. Historical data pertaining to scans captured by the License Plate Reader (LPR) are maintained by the Maryland Coordination and Analysis Center (MCAC). Requests for such data must have a legitimate law enforcement purpose and will be made to MCAC (mdwatch@mcac.maryland.gov), Phone: 800-492-8477, Fax: 410-277-6647. When requesting historical scan data, the requester will be required to justify the request and an investigative case number.

12 AMBER, Silver, and Blue Alerts

Upon notification of the issuance of an AMBER, Silver, or Blue Alert by the Maryland State Police, it is the responsibility of each LPR operator to perform the following:

- A.** Immediately enter the license plate associated with the issued alert into their LPR to determine the presence of a previous read of that license plate. If the operator determines that the LPR has previously read that license plate, the location of that previous read will be obtained and transmitted to Communications for the dispatch of officers to that location.

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City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Presentations

Agenda Section: COMMUNICATIONS 45 minutes (7:45 - 8:30 pm)

Subject:

Legislative Session Recap and Key Legislation Discussion, Carrington & Associates

Suggested Action:

Darrell Carrington will provide a presentation and recap on the Legislative Session

Attachments:

[Carrington 2024 Greenbelt Legislative Analsys - Updated.pdf](#)

[THE CARRINGTON 90-DAY REPORT for the City of Greenbelt 2024.pdf](#)

[Carrington 2024 Bill Tracking Greenbelt Final.pdf](#)



Impact Analysis of Legislative Bills on the City of Greenbelt and its Residents

We have thoroughly examined the potential impact of both the passed and stalled bills on the City of Greenbelt, recognizing that even bills that have stalled may return in future sessions. We will continue to stay informed about legislative developments to ensure that we are prepared to support or oppose bills that affect our community's interests. In addition to providing analysis on bills that have passed, we have also assessed the potential implications of stalled bills, understanding that their revival could necessitate a proactive response from the city.

To facilitate informed decision-making in future sessions, we recommend that the city consider filing "letters of information" on relevant legislative matters. While these letters do not adopt formal positions, they allow the city to articulate its perspective on specific issues, providing valuable input to lawmakers. By engaging in this process, Greenbelt can ensure that its interests are effectively represented, and its concerns are addressed in the legislative arena, without adopting a formal position on the record. This also allows Greenbelt the ability to take a position at a later day when a bill has been amended into a posture that renders it ineffective for the city, such as was the case with HB282, discussed in greater detail below.

HB0282 - Speed Monitoring Systems - Agencies - Statements and Certificates of Violations – Stalled in Senate: This bill passed the House, albeit with an amendment that narrows its scope to apply only to jurisdictions without police forces. This compromise, often seen as a "half a loaf" approach, was made to move the legislation forward, with plans to revisit the issue in subsequent sessions. However, even this diluted version faced opposition from members of the Judicial Proceedings Committee, particularly those with strong objections to automated traffic enforcement systems.

Given the bill's amended limited applicability, focusing on jurisdictions without police forces, it's important for our team to engage in proactive discussions during the summer. We recommend our team work with City staff to set up a meeting with the Chief and Senator Bill Folden, a seasoned law enforcement professional with over 20 years of experience in Frederick. This meeting would present an opportunity to explore how a bill like HB0282 could prove beneficial by reallocating law enforcement resources from administrative tasks, such as traffic enforcement, to more critical functions. Specifically, the bill would enable non-sworn personnel to perform administrative functions after completing the required training, thus freeing up sworn officers for essential duties. We would also include Del. Ken Kerr, who has shown great leadership on this issue for the past several years. While slightly inconvenient, we would suggest we take a trip to Frederick County, which will be very convenient for Del. Kerr and Sen. Folden. Please share your thoughts with us on this approach.

HB0396 - Prince George's County - Sales and Use Tax on Energy and Fuel - Use of Revenue PG 407-24 – Passed – Awaiting Governor’s Signature or Veto: The adjustment of sales and use tax on energy and fuel in Prince George's County will have indirect financial implications for residents of Greenbelt. Depending on how the revenue generated is allocated, residents may experience changes in utility costs or potential benefits from infrastructure investments or community programs funded by the tax revenue. Our team will monitor these developments for the City, in collaboration with your county and state elected officials, to assess their impact on residents' cost of living and quality of life.

HB0398 - Prince George's County - Taxes on Telecommunications Services - Use of Revenue PG 406-24 – Passed - Awaiting Governor’s Signature or Veto: Similar to HB0396, this bill's provisions regarding taxes on telecommunications services in Prince George's County may influence residents' expenses or services related to communication technology. Depending on how the tax revenue is utilized, residents could see changes in telecommunications infrastructure, accessibility, or affordability. Greenbelt may wish to set a meeting with Councilwoman Watson to discuss results of the legislative session with relevant stakeholders to understand the potential implications and advocate for residents' interests in the allocation of tax revenue at the local level.

HB0513 / CH0017 (SB0479) - Motor Vehicles - Work Zone Speed Control Systems - Revisions (Maryland Road Worker Protection Act of 2024) – Passed – Signed into law by Governor: As discussed previously, this bill's revisions to work zone speed control systems will directly impact road safety around Greenbelt. The stricter regulations aim to protect road workers and reduce the risk of accidents, which will benefit residents commuting through work zones. We will work with Greenbelt's local authorities, as directed, to coordinate with state agencies to ensure effective implementation and enforcement of these measures to maximize their positive impact on the community.

HB0601 (SB0442) - Street Racing and Exhibition Driving - Prohibited Acts, Enforcement, and Penalties – Passed - Awaiting Governor’s Signature or Veto: The prohibition of street racing and exhibition driving outlined in this bill will contribute to improved safety on Greenbelt's streets. By imposing stricter penalties and enforcement measures, the bill aims to deter dangerous driving behaviors that endanger residents and pedestrians. Greenbelt's law enforcement agencies should collaborate with state authorities to enforce these regulations effectively and address any localized concerns related to street racing activities. The penalty provisions have proven to be highly effective in Ocean City over the past several years.

HB0735 (SB0642) - Maryland Beverage Container Recycling Refund and Litter Reduction Program – Stalled in both Chambers: Despite efforts to establish a beverage container recycling refund and litter reduction program, this bill ultimately stalled in the legislative process. Regrettably, this bill stalled in committee with significant opposition by the beverage association and retail trade groups. While the bill did not pass, its potential impact on promoting recycling and reducing litter was significant. Although Greenbelt residents will not immediately benefit from the program's implementation, the city can continue to explore alternative measures to achieve environmental sustainability and waste management goals.

HB0924 (SB1126) - Transportation – Regional Transportation Authorities – Stalled in both Chambers: Despite its importance, the bill proposing the creation of regional transportation authorities unfortunately stalled in committee. However, the concept remains extremely important to Greenbelt, especially with the prospects of the FBI relocating here in the not too distant future. The Governor's inclusion of \$100M in the state budget to begin preparations for the infrastructure needed

for this project highlights the significance of addressing transportation challenges proactively. This bill initiated a crucial conversation, and our team, having worked closely with the house and senate sponsors on municipal matters for nearly two decades, is committed to ensuring Greenbelt's specific needs are contemplated in future legislative matters related to this important issue. We look forward to facilitating meetings with the bill sponsors to advocate for Greenbelt's interests and priorities.

HB1059 - Prince George's County - Qualifying Municipal Corporation - Land Use PG/MC 105-24 – Stalled in Delegation did not receive a hearing in the House. Bill last introduced in 2012:

The designation of Greenbelt as a qualifying municipal corporation under this bill would have had implications for the city's land use regulations and planning processes. Depending on the specific provisions and requirements outlined in the legislation, Greenbelt would have gained increased autonomy or authority in managing its land use policies and development projects. Regrettably, we believe this bill will continue to face opposition at both the local and state levels.

SB0191 - Prince George's County - Property Tax Credit - Public School Employees PG 503-24 – Passed - Awaiting Governor's Signature or Veto: The provision of property tax credits for public school employees residing in Greenbelt will have direct financial implications for eligible residents. By reducing property tax burdens, the bill aims to support educators and promote housing affordability for essential workers in the community. Greenbelt should ensure equitable access to these credits and consider additional measures to support the city's workforce and enhance its overall quality of life.

Each of these bills has the potential to impact various aspects of life in Greenbelt, from transportation and public safety to environmental sustainability and financial well-being.

THE CARRINGTON REPORT
FOR THE CITY OF
GREENBELT
A 90-DAY WRAP-UP EDITION
A REVIEW OF THE 2024
LEGISLATIVE SESSION



Prepared By:
Carrington & Associates, LLC
Contact: Darrell Carrington
(732) 763-7398
darrell.carrington@verizon.net

Introduction

Carrington & Associates, LLC was honored to work with you during the 2024 Legislative Session. Each year, the Department of Legislative Services (DLS) publishes an in-depth review of the Session during the interim, entitled “The 90 Day Report.” We encourage you to review that document when it becomes available and we seek to build from that publication to bring you an immediate summary of the actions of the Session. In no way is this report comprehensive - you will note that “The 90 Day Report” is more than 450 pages. DLS is a nonpartisan and apolitical body of professional staff. Your Carrington & Associates, LLC team can provide real-time information regarding the political debate, and provide a 2025 forecast using our years of experience in Annapolis.

This document is a compilation of our weeks spent in Annapolis, a diary of our efforts. We are assisted by this recordation in our planning for next year - yes, that starts now. Your feedback as a partner is needed: we always seek to improve on our efforts. We can plan. We can do. We can act. A mutual understanding of where we have been this year provides us with a starting point. Now is the time to talk to legislators, staff, and advocates about ways we can work better together in the years ahead. In all, there were **120 bills** enacted out of the 1,576 bills in Senate and 1,904 in the House. Your specific final bill tracking report for the General Assembly 2024 Session is below and have been color-coded to make viewing more convenient.

We concluded our 90-day Legislative Session at midnight, Monday, April 8th. Obviously, the tragedy on the bridge collapse dominated our attention since that incident occurred and we all send our thoughts to the families of those who lost their lives and those yet to be recovered. While we were mindful of those families, the work of Annapolis continued. We even survived our first “shelter in place”, which shows the fortitude it takes to do what we do in Annapolis year over year. We thank our public safety community for always having our backs!!!

We have not yet had an opportunity to tabulate the number of hours our team spent in hearings, workgroups, and floor sessions, however, it was substantial. We repeat again this year, these are truly extraordinary times and Carrington & Associates, LLC forecasted the “hot topics” that we believed would dominate the Session. We have captured a snapshot of those issues in this report.

We applaud the General Assembly for implementing a hybrid system for submitting and presenting testimony on the critical issues before the body. These changes are very good for a participatory democracy. It makes no sense whatsoever, if we truly wish people to participate, to have someone drive from Flintstone to Annapolis, find parking, and sit in a committee room for 4 hours to testify for 2 minutes. We can do better. Limiting oral testimony is also helpful. You can send in as much written testimony as your heart is content, but after 2-3 witness pro or con, you get a pretty good idea of the issues at hand. Yes, exceptions should be made for very technical and involved bills, however, shorter bill hearings allow for more bills to be heard. We also hope that live streaming of voting sessions continues, it is very instructive and the public deserves a chance to see their issues debated.

Writing on behalf of Carrington & Associates, LLC, representing the City of Greenbelt, we present this comprehensive report summarizing the legislative activities during the 2024 General Assembly Session. Throughout the session, our firm closely monitored and advocated for bills relevant to the city's interests, with the aim of advancing its welfare and governance.

- **HB601/SB442 - Street Racing and Exhibition Driving – Prohibited Acts, Enforcement, and Penalties:** Sponsored by Delegate Lehman and Senator Beidle, respectively, this bill has finally passed after many years of effort. Attached are a couple of pictures taken over the years after the senate bill hearing on the matter. Councilman Dernoga joined us one year in an effort to push the bill across the finish line.
- **HB282 - Speed Monitoring Systems - Agencies - Statements and Certificates of Violations:** Sponsored by Delegate Kerr, this bill, which was watered down just to get something on the books, was held in the Senate Judicial Proceedings Committee. Our team has testified in support of these measures over the years and continues to keep an open dialogue with the opponents of these programs to find common ground for legislation in the future.
- **HB0924 (SB1126) - Transportation – Regional Transportation Authorities:** Sponsored by Delegate Spiegel and Senator King, respectively, did not move out of committee. However, it sparked a necessary conversation, and a study has been approved to look into the matter and report back to the General Assembly in a previous Session. We will seek more information and report back when we have that for the City. Delegate Spiegel is inducted to the MML Hall of Fame and is a great advocate for municipalities in the General Assembly.
- **HB1059 - Prince George's County - Qualifying Municipal Corporation - Land Use:** This bill failed to make it out of the Delegation. Our firm has represented the County Council for many years. A measure such as this will face an uphill battle whenever it is introduced. This bill, although a local bill, will not receive the normal deference given to local bills.
- **CB-005-2024 - AN ACT CONCERNING REVENUE AUTHORITY - PARKING ENFORCEMENT:** This bill is in Committee and very complicated. The issue at hand is ensuring that the Revenue Authority can enforce parking laws on private property. Councilman Olson has been meeting regularly with the Revenue Authority and other stakeholders to determine what powers the Authority already has and what additional powers, if any, are needed from the Council to assist them in responding to the myriad of constituent complaints about commercial vehicles in residential areas.
- **CB-015-2024 - AN ORDINANCE CONCERNING THE ZONING ORDINANCE OF PRINCE GEORGE'S COUNTY-OMNIBUS BILL:** This bill is still in committee. It has been amended in the Planning, Housing and Economic Development Committee and will have another hearing in that committee, not the committee of the whole, on April 18th at 10 am Committee Room 2027 - Budget - DHCD, Redevelopment Auth., Housing Authority.

We are available to meet at the City's convenience to discuss our report for the record. Please advise. We thank you for the opportunity to serve the City of Greenbelt and its residents.

ORANGE – Bills that are headed to the Governor's desk

RED – Priority bills we tracked that stalled

GREY – Bills that were withdrawn or moved unfavorable but can return in a future session

Showing 13 Statewide and 2 Local County Council Bills

Bill/Chapter (Cross/Chapter)	Title	Sponsor	Current Status	Org Committees & Hearings	Opp Committees & Hearings
HB0282	Speed Monitoring Systems - Agencies - Statements and Certificates of Violations	Delegate Kerr	In the Senate - Hearing 3/26 at 1:00 p.m.	Environment and Transportation 2/08/2024 - 1:00 PM	Judicial Proceedings 3/26/2024 - 1:00 PM
HB0396	Prince George's County - Sales and Use Tax on Energy and Fuel - Use of Revenue PG 407-24	Prince George's County Delegation	In the House - Returned Passed	Ways and Means 2/07/2024 - 2:30 PM	Budget and Taxation 3/26/2024 - 12:00 PM
HB0398	Prince George's County - Taxes on Telecommunications Services - Use of Revenue PG 406-24	Prince George's County Delegation	In the House - Returned Passed	Ways and Means 2/07/2024 - 2:30 PM	Budget and Taxation 3/26/2024 - 12:00 PM
HB0513 /CH0017 (SB0479)	Motor Vehicles - Work Zone Speed Control Systems - Revisions (Maryland Road Worker Protection Act of 2024)	Speaker	Approved by the Governor - Chapter 17	Environment and Transportation 2/15/2024 - 1:00 PM	Judicial Proceedings



Bill/Chapter (Cross/Chapter)	Title	Sponsor	Current Status	Org Committees & Hearings	Opp Committees & Hearings
HB0601 (SB0442)	Street Racing and Exhibition Driving – Prohibited Acts, Enforcement , and Penalties	Delegate Lehman	In the House - Passed Enrolled	Environm ent and Transport ation 2/15/2024 - 1:00 PM	Judicial Proceedi ngs
HB0735 (SB0642)	Maryland Beverage Container Recycling Refund and Litter Reduction Program	Delegate Terrasa	In the House - Hearing 2/28 at 1:00 p.m. (Environme nt and Transportati on)	Environm ent and Transport ation 2/28/2024 - 1:00 PM Economic Matters	
HB0924 (SB1126)	Transportatio n – Regional Transportati on Authorities	Delegate Spiegel	In the House - Hearing 3/01 at 1:00 p.m. (Environme nt and Transportati on)	Environm ent and Transport ation 3/01/2024 - 1:00 PM Appropria tions	
HB1059	Prince George's County - Qualifying Municipal Corporation - Land Use PG/MC 105- 24	Prince George's County Delegati on and Montgo mery County Delegati on	In the House - First Reading Environmen t and Transportati on	Environm ent and Transport ation	
SB0191	Prince George's County - Property Tax Credit -	Senator Washing ton, A.	In the Senate - Passed Enrolled	Budget and Taxation 1/24/2024 - 1:00 PM	Ways and Means 3/19/2024 - 1:30 PM



Bill/Chapter (Cross/Chapter)	Title	Sponsor	Current Status	Org Committees & Hearings	Opp Committees & Hearings
	Public School Employees PG 503-24				
SB0442 (HB0601)	Street Racing and Exhibition Driving - Prohibited Acts, Enforcement , and Penalties	Senator Beidle	In the Senate - Passed Enrolled	Judicial Proceedin gs 2/13/2024 - 1:00 PM	Environm ent and Transport ation 3/21/2024 - 1:00 PM
SB0479 (HB0513/CH001 Z)	Motor Vehicles - Work Zone Speed Control Systems - Revisions (Maryland Road Worker Protection Act of 2024)	Presiden t	In the House - First Reading House Rules and Executive Nomination s	Judicial Proceedin gs 2/22/2024 - 1:00 PM	Rules and Executiv e Nominati ons
SB0642 (HB0735)	Maryland Beverage Container Recycling Refund and Litter Reduction Program	Senator Brooks	In the Senate - Hearing 3/05 at 1:00 p.m.	Education , Energy, and the Environm ent 3/05/2024 - 1:00 PM	
SB1126 (HB0924)	Transportatio n – Regional Transportati on Authorities	Senator King	In the Senate - First Reading Senate Rules	Rules	

Prince George's County Council Bills\Resolutions\Certifications

Reference No.		Type	Status
Title			
CB-005-2024	Council Bill	Held in Committee	AN ACT CONCERNING REVENUE AUTHORITY - PARKING ENFORCEMENT for the purpose of providing that the Revenue Authority of Prince George's County and the Department of Permitting, Inspections and Enforcement shall have authorization to enforce certain parking enforcement laws regarding the stopping, standing, or parking on private property for commercial vehicles; and generally regarding Revenue Authority parking enforcement.
CB-015-2024	Council Bill	To Committee	AN ORDINANCE CONCERNING THE ZONING ORDINANCE OF PRINCE GEORGE'S COUNTY-OMNIBUS BILL for the purpose of reconciling certain terms, procedures, and other language of the new Zoning Ordinance, being Chapter 27, 2019 Laws of Prince George's County; revising certain procedures and regulations; and adding clarification language to further effectuate successful implementation of the County's new, modern, streamlined Zoning Ordinance.

Regarding Bond Initiatives

Two bond initiatives were submitted for the City through your state delegation, one for the Greenbelt Cinema and the Armory. As explained at the legislative dinner last month, the request for a study for the Armory is not considered a capital expenditure, so regrettably, that bond initiative was not funded. Our team is committed to working with City Staff and the Council to identify other funding streams for this need.

On a positive note, the Greenbelt Cinema has been awarded \$350,000 for the renovations needed.

Thank you for taking the time to read this summary of our work in Annapolis. We appreciate the opportunity to represent you and your interests during the legislative session. As we look ahead to our post-session meetings and planning for 2025, we are eager to continue advocating on your behalf.

Working with you is a great pleasure and honor for us, and we appreciate the trust you have placed in Carrington & Associates, LLC. We remain committed to providing you with the highest level of service and support.

We would like to commend the Governor, Presiding Officers and the Staff of General Services, State and Capital Police for their unwavering commitment to keeping everyone safe and healthy. Thanks to their efforts we made it from the opening gravel to the final adjournment for Sine Die. We hope you have had a great Session and we are looking forward to seeing you this summer at the Maryland Municipal League (MML) and the Maryland Association of Counties Conferences (MACo).



Carrington 2022 SB612 Bill Hearing Group Photo Sponsor Senator Beidle PGC Councilman Dernoga



Carrington 2023 SB147 Bill Hearing Group Photo



Delegate Bouchat & Darrell on Sine Die



DHS Secretary Lopez & Darrell on State Circle



CARRINGTON & ASSOCIATES, LLC

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Bill Tracking Report

City of Greenbelt

April 10, 2024

ORANGE – Bills that are headed to the Governor's desk

RED – Priority bills we tracked that stalled

GREY – Bills that were withdrawn or moved unfavorable but can return in a future session **Showing**

13 Bills

Bill/Chapter (Cross/Chapter)	Title	Sponsor	Current Status	Org Committees & Hearings	Opp Committees & Hearings
<u>HB0282</u>	Speed Monitoring Systems - Agencies - Statements and Certificates of Violations	<u>Delegate Kerr</u>	In the Senate - Hearing 3/26 at 1:00 p.m.	<u>Environment and Transportation</u> 2/08/2024 - 1:00 PM	<u>Judicial Proceedings</u> 3/26/2024 - 1:00 PM
<u>HB0396</u>	Prince George's County - Sales and Use Tax on Energy and Fuel - Use of Revenue PG 407-24	<u>Prince George's County Delegation</u>	In the House - Returned Passed	<u>Ways and Means</u> 2/07/2024 - 2:30 PM	<u>Budget and Taxation</u> 3/26/2024 - 12:00 PM
<u>HB0398</u>	Prince George's County - Taxes on Telecommunications Services - Use of Revenue PG 406-24	<u>Prince George's County Delegation</u>	In the House - Returned Passed	<u>Ways and Means</u> 2/07/2024 - 2:30 PM	<u>Budget and Taxation</u> 3/26/2024 - 12:00 PM
<u>HB0513 /CH0017 (SB0479)</u>	Motor Vehicles - Work Zone Speed Control Systems - Revisions	<u>Speaker</u>	Approved by the Governor - Chapter 17	<u>Environment and Transportation</u>	<u>Judicial Proceedings</u>

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Bill/Chapter (Cross/Chapter)	Title	Sponsor	Current Status	Org Committees & Hearings	Opp Committees & Hearings
	(Maryland Road Worker Protection Act of 2024)			2/15/2024 - 1:00 PM	
HB0601 (SB0442)	Street Racing and Exhibition Driving – Prohibited Acts, Enforcement, and Penalties	Delegate Lehman	In the House - Passed Enrolled	Environme nt and Transportat ion 2/15/2024 - 1:00 PM	Judicial Proceeding s
HB0735 (SB0642)	Maryland Beverage Container Recycling Refund and Litter Reduction Program	Delegate Terrasa	In the House - Hearing 2/28 at 1:00 p.m. (Environment and Transportatio n)	Environme nt and Transportat ion 2/28/2024 - 1:00 PM Economic Matters	
HB0924 (SB1126)	Transportation – Regional Transportation Authorities	Delegate Spiegel	In the House - Hearing 3/01 at 1:00 p.m. (Environment and Transportatio n)	Environme nt and Transportat ion 3/01/2024 - 1:00 PM Appropriati ons	
HB1059	Prince George's County - Qualifying Municipal Corporation - Land Use PG/MC 105-24	Prince George's County Delegatio n and Montgom ery County Delegatio n	In the House - First Reading Environment and Transportatio n	Environme nt and Transportat ion	
SB0191	Prince George's County - Property Tax Credit - Public School Employees PG 503-24	Senator Washingt on, A.	In the Senate - Passed Enrolled	Budget and Taxation 1/24/2024 - 1:00 PM	Ways and Means 3/19/2024 - 1:30 PM

Bill/Chapter (Cross/Chapter)	Title	Sponsor	Current Status	Org Committees & Hearings	Opp Committees & Hearings
SB0442 (HB0601)	Street Racing and Exhibition Driving - Prohibited Acts, Enforcement, and Penalties	Senator Beidle	In the Senate - Passed Enrolled	Judicial Proceeding s 2/13/2024 - 1:00 PM	Environme nt and Transportat ion 3/21/2024 - 1:00 PM
SB0479 (HB0513/CH0017)	Motor Vehicles - Work Zone Speed Control Systems - Revisions (Maryland Road Worker Protection Act of 2024)	President	In the House - First Reading House Rules and Executive Nominations	Judicial Proceeding s 2/22/2024 - 1:00 PM	Rules and Executive Nominatio ns
SB0642 (HB0735)	Maryland Beverage Container Recycling Refund and Litter Reduction Program	Senator Brooks	In the Senate - Hearing 3/05 at 1:00 p.m.	Education, Energy, and the Environme nt 3/05/2024 - 1:00 PM	
SB1126 (HB0924)	Transportation – Regional Transportation Authorities	Senator King	In the Senate - First Reading Senate Rules	Rules	

Prince George's County Council Bills\Resolutions\Certifications

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City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS 45 minutes (7:45 - 8:30 pm)

Subject:

Minutes

Suggested Action:

- * Work Session - February 06, 2023
- * Work Session - February 08, 2023
- * Work Session - February 22, 2023
- * Special Meeting - August 31, 2023
- * Special Meeting - October 18, 2023
- * Special Meeting - October 25, 2023
- * Work Session - October 30, 2023
- * Charter Meeting - November 13, 2023

Attachments:

[WS230206.pdf](#)

[WS230208.pdf](#)

[WS230222.pdf](#)

[SM231018.pdf](#)

[SM230831.pdf](#)

[SM231025.pdf](#)

[WS231030.pdf](#)

[CM231113.pdf](#)

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, February 6, 2023, with Combined Properties/Greenway Center.

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

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

Staff members present were Timothy George, Interim Acting City Manager; Chief Bowers, Greenbelt Police Department; Captain Jermaine Gullledge; Kevin Simpson, Economic Development Coordinator; and Bonita Anderson, City Clerk.

Also present were Holly Haley, Property Management Vice President; Carolissa Smith, Property Manager; John Frank, Director of Operations; Jonathan Shartar, VP of EC Leasing; Andrew Iszard, Director of Leasing; Jon Stollberg, EC Marketing Coordinator, Combined Properties; Bill Orleans, and others.

Mayor Jordan introduced everyone and requested background information about Combined Properties. Mr. Iszard briefly outlined the company's inception and the current number of properties in its portfolio. Ms. Davis mentioned that the area was developed in the mid-70s. Mr. Shartar further explained that Combined Properties is the owner, operator, and developer.

Mayor Jordan was surprised to see LA Fitness gone. Mr. Shartar explained that it had reached the end of its lease, mentioning that Covid-19 had taken a toll on gyms. There was further discussion about the community's needs. Mr. Shartar announced that there will be a new Smoothie King and TCBY. Noting that having too many restaurants could be a bad thing, they are careful about who they lease to. Mayor Jordan pointed out that the M&T Bank pad and the gas station are not part of Combined Properties. Mr. Iszard stated that Chevy's is also separate.

Ms. Davis inquired about the vacant space at the dry cleaners and asked if they were looking for another tenant. Mr. Iszard responded that they do not plan to fill the vacancy with another dry cleaners due to leasing restrictions. Depending on the next tenant and pricing, Combined Properties may consider providing funding to renovate the space. Additionally, Ms. Davis asked if there were any other vacancies, to which Mr. Iszard noted that the former Modell's is currently vacant. Discussion also included the rise of medical services in the area.

Mr. Gordon inquired about any ideas for filling the vacant Modell's spot. Mr. Shartar responded that they want to lease the space to suitable tenants.

Mr. Jordan discussed the possibility of installing pedestrian walkways in the parking lot, but Ms. Smith said there are no plans at this time.

Mayor Jordan mentioned that lighting has improved. Mr. Frank responded that they added parking lot lighting, upgraded lighting under the canopies, and upgraded building lights to LED. Mayor Jordan asked about the enhancement of security measures. Ms. Smith mentioned that Combined Properties uses off-duty Greenbelt Police seven days a week. Ms. Haley noted that although cameras are not utilized in their portfolio, they have employed off-duty officers for many years.

Ms. Davis inquired about any recent improvements within the last three years. Mr. Frank responded that they have resurfaced 6700 sq. ft of the parking lot annually, worked on landscaping, and replaced trash receptacles to include recycling. Ms. Davis also asked about the ownership of the area entrance roadway from Hanover Parkway near the CVS and Safeway, which is currently unsafe and in a state of disrepair. It was indicated that this area belongs to CVS.

Mr. Roberts pointed out that having an off-duty officer can deter crime, while security cameras help catch suspects after the crime.

Capt. Gulledge discussed crime statistics and the 20-year partnership with Combined Properties. He emphasized that shoplifting is the main crime at Greenway Shopping Center, with over 100 thefts reported this year.

Ms. Weaver asked about possibly having electric vehicle charging stations at the center. Mr. Frank mentioned that they are currently evaluating it from a portfolio perspective. Ms. Haley pointed out that they are actively seeking a partnership because the infrastructure costs will be significant due to the center's age. Having a partner to fund the project will be crucial.

Ms. Weaver mentioned that the City, along with other jurisdictions, will explore implementing a plastic bag ban. The Greenbelt Advisory Committee on Environmental Sustainability will provide recommendations that may be relevant to Combined Properties tenants.

Ms. Davis inquired about their marketing strategies. Mr. Simpson mentioned that the Economic Development office works on several programs and projects. One of the top priorities is the American Rescue Plan Act Small Business Assistance Fund, for which detailed information will be shared with Council at its next meeting. Additionally, the office is preparing to begin the third round of the Business Improvement Recovery Fund, with a total allocation of \$850,000.

Informational Items

Several informational items were discussed.

The meeting ended at 9:02 p.m.

Respectfully submitted,

Bonita Anderson
City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, February 8, 2023, to discuss meet with the Board of Elections.

Mayor Jordan started the meeting at 7:31 p.m. The meeting was held in the Council Chambers of the Municipal Building, 25 Crescent Road and virtually via Zoom.

PRESENT WERE: Councilmembers Colin A. Byrd (virtually at 7:32 pm), Judith F. Davis, Ric Gordon, Silke I. Pope, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Tim George, Interim City Manager; Bonita Anderson, City Clerk and Board of Elections Staff Liaison; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO PRESENT WERE: Board of Elections Members, Co-Chair Steve Gilbert, Co-Chair Patricia Evans, and Beth Terry; Community Relations Advisory Board Members, Rev. Ray Raysor and Chiquita Jackson; Robert Goldberg-Strassler, Bill Orleans and others.

Mr. Gilbert explained that the Charter established the Board of Elections. The Board of Elections is tasked with conducting the City of Greenbelt elections, which includes preparing a budget. He noted that the Board is looking forward to several changes with the upcoming November elections. Ms. Terry provided Council with an update on all the technological changes that the Board decided on for this upcoming election, which included utilizing several different vendors, paper ballots printed in English and Spanish with barcode tracking, tabulator machines, and Poll Pads that use cellular technology. In addition, she mentioned that the Board wanted to increase the pay for election judges and clerks.

Based on a question asked by Ms. Weaver, Ms. Evans explained that the vendor could mail all registered voters a ballot or an application to apply for a ballot.

There was a brief discussion regarding the cost of the upcoming election. Council requested that the itemized breakdown of the election be submitted to the City Manager and added to a forthcoming Regular Meeting agenda to be voted on by Council.

Early Voting

Ms. Evans explained the Board of Elections's recommendation of condensing Early Voting dates. In addition, she noted the Board wanted to ensure that the registered voters were aware of all the other alternative options, which included vote-by-mail, drop box locations, and voting in-person on Election Day.

Based on a question asked by Ms. Davis, Ms. Evans explained that the Board of Elections is having a meeting on the 23rd of February to discuss the details of making Early Voting more equitable and the capability of the vendor's equipment. Mr. Gilbert added that the changes to Early Voting could be done by Code amendment and does not require a Charter amendment.

Mayor Jordan expressed his concerns with the Poll Pads using cellular service because some areas of the City don't receive good service.

Mr. Gordon asked whether the Board has considered using ballot tracking because that would make the voter feel safer using mail-in voting. Ms. Terry explained that the new vendor provides that service.

Mr. Roberts stated he liked the idea that the Board would return to using paper ballots.

There was discussion regarding Council receiving the Board of Elections's recommendations and language on changing Early Voting. Ms. Davis stated that the proposals and language should be submitted to Council and placed on a Regular Meeting agenda to ensure that Code and Charter amendments would be done in time for this year's election.

Election Day

Ms. Davis said she was against changing Election Day from Tuesday to Sunday. She noted that every year in November there is an election on Election Day Tuesday.

Based on a question asked by Ms. Weaver, Mr. Gilbert answered that the Board of Elections's recommendation was to have Early Voting the weekend before Election Day.

Mayor Jordan inquired if the Board of Elections reached out to the judges/clerks for their opinions or feedback on the Board's recommendations. Ms. Evans stated that the Board would reach out to the judges/clerks from prior elections after their next meeting and update the email database.

Procedure to Fill Council Vacancies

Mr. Gilbert advised that Council has yet to approve a Special Election procedure. He stated that the main point for discussion is how to amend the City Code to provide for Special Elections.

Ms. Davis explained the process Council took when filling a previous vacancy, which included public hearings and Council interviews. Then Council voted to appoint an individual to fill the vacancy. She suggested that if it is more than a year until the term is up, a Special Election should be held; if it is less, leave the seat vacant.

Mr. Gilbert stated that the Board surveyed other municipalities. The typical procedure was if the vacancy was 180 days or less, the seat stayed vacant; if the vacancy was more than 180 days, a Special Election was held. He advised that the City Charter and Code would need to be changed.

Ms. Weaver advised that College Park and New Carrollton both have a three-tiered system to fill a vacancy, which includes if there was a vacancy 180 days or more until the next election, a Special Election would be conducted. If there is a vacancy between 90 and 180 days, Council would vote and appoint a member. If the vacancy occurred under 90 days until the next election, the seat would be left vacant.

Mr. Byrd said he didn't favor leaving a Council seat vacant for a year. He advised that he preferred holding a Special Election if the vacancy was for 180 days or more until the next election. Mr. Byrd noted that he wasn't in favor of Council appointing or voting for a member.

Mr. Gordon expressed concerns about leaving a Council seat vacant for nine months.

Mayor Jordan suggested following the recommendations from the Board of Elections.

Ms. Davis stated that if a seat on Council becomes vacant more than 180 days before the next election, a Special Election should be held for the empty seat. If the Council seat becomes empty less than 180 days before the next election, the Council seat should remain vacant. If two or more Council seats become vacant simultaneously, the Board of Elections should call for a Special Election.

Mr. Roberts agreed with Mr. Byrd.

Ms. Weaver requested that days be used in the Resolution instead of months.

There was discussion regarding the cost of a Special Election.

Mayor Jordan said he agreed with Ms. Weaver's three-tier approach to filling a vacant Council seat.

Ms. Pope stated that she agreed that a Special Election should be held for the vacant seat if the vacancy occurs more than 180 days before the next election. She stated that having two elections in one year is not practical.

There was discussion regarding Council appointing a member if a seat is vacant.

Bill Orleans, a Greenbelt resident, stated that an appointment to Council should be left to the residents of Greenbelt and not to Council. He suggested Council call a Public Hearing on the issues of vacancies, Early Voting, Election Day, Non-Citizen Voting, districts, and term limits.

Ms. Davis requested that staff prepare language regarding procedures to fill Council vacancies and present it to Council to be voted on at a Regular Meeting. Mayor Jordan asked that the language also be sent to the City Solicitor.

Term Limits

Ms. Davis stated that the Community Relations Advisory Board recommended not to pursue term limits for Council at this time.

Resident Non-Citizen Voting

Mr. Gilbert explained that three municipalities in Prince George's County have resident non-citizen voting in their municipality elections. He stated that several Charter and Code amendments would allow resident non-citizens to vote. The City would have to establish and maintain the resident non-citizens' voter rolls.

Mr. Gordon stated that the Community Relations Advisory Board and City residents viewed resident non-citizen voting favorably.

Robert Goldberg-Strassler, 114 Lastner Lane, noted that the Community Relations Advisory Board moved favorably on the process of resident non-citizen voting. He advised that less than 50 non-citizens voted in the recent City of Hyattsville election.

There was additional discussion regarding resident non-citizen voting. Ms. Pope stated that she did not favor resident non-citizen voting in City elections. Mr. Gordon advised that both Mt. Rainer and Brentwood are researching resident non-citizen voting in their municipal elections.

There was a discussion regarding residency requirements for non-citizen voting.

Mayor Jordan and Ms. Davis favor having the question of resident non-citizen voting in City elections be added to the ballot in this upcoming City election.

Mr. Orleans stated that non-citizens should be allowed to vote in their local elections. He suggested that Council call for a Special Meeting/Public Hearing to hear from the Public.

There was a discussion regarding Rank Choice Voting. Ms. Evans explained that the Board of Elections has received a presentation on a simpler model of Rank Choice Voting and recommended that the Board of Elections receive additional information. Mr. Gilbert added that Rank Choice Voting works best when voters have one office to vote on instead of seven at large seats.

Mr. Byrd stated that the position of Mayor should be elected separately.

Mr. Goldberg-Strassler expressed his concern that only 17% of the population voted in the last election. He asked how to encourage more registered voters to participate in elections.

There was a discussion regarding how to encourage more registered voters to participate in City elections. Mr. Roberts stated that it is a complex task and explained that he knocked on all the doors at Franklin Park Apartments and left flyers, yet only 50 voters came out to vote. Mr. Gordon stated that engaging the community starts before the election.

Chiquita Jackson, Community Relations Advisory Board member, stated that City elections need to be marketed more. There needs to be increased awareness in the community regarding how to become more involved in the City, which includes joining Advisory Boards/Committees.

Mayor Jordan thanked the Board of Elections for their service.

Meeting and Stakeholder Discussion:

Council reviewed the upcoming Meeting and Work Session list, which included staff recommendations. Council requested that staff recommendations be added to the forthcoming Regular Meeting Consent Agenda for approval.

Ms. Davis requested that the Greenbelt East Homeowner Associations (HOAs) and Condominium Associations (COAs) be added to the "To Be Scheduled" column.

Based on a question asked by Mr. Orleans, Mayor Jordan requested that staff reach out to Washington Metropolitan Area Transit Authority (WMATA) and suggest that WMATA

schedule a meeting on the Better Bus Plan at either the Greenbelt Library or the Community Center.

The meeting ended at 10:02 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Assistant to the City Clerk

DRAFT

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, February 22, 2023, to receive an update from the Neighborhood Design Center on Greenbelt Station Greenspace Vision.

Mayor Jordan started the meeting at 7:31 p.m. The meeting was held in the Council Chambers of the Municipal Building, 25 Crescent Road and virtually via Zoom.

PRESENT WERE: Councilmembers Colin A. Byrd (virtually), Judith F. Davis (virtually), Ric Gordon, Silke I. Pope, Rodney M. Roberts (7:35 pm), Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Terri Hruby, Director of Planning and Community Development; Willis Shafer, Director of Public Works; Greg Varda, Director of Recreations; Andrew Phelan, Assistant Director – Recreation Facilities & Operations; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO PRESENT WERE: Angelica Arias, Meredith Ver Steeg, and Dorothy Estrada, Neighborhood Design Center; Keith Chernikoff, Advisory Planning Board member; and others.

Ms. Arias provided Council with a PowerPoint presentation outlining the process and concept designs for the Greenbelt Station Greenspace Vision project. In addition, she noted three in-person community events, which included a community walk and two community stakeholders' workshops. Six working group visioning meetings were held.

Based on a question asked by Mayor Jordan, Ms. Arias replied that the Grounds Committee had a big part in handling the outreach to the community. Alex, Chair of the Grounds Committee, added that all three sections of the Greenbelt Station Community were represented at the meetings. Mr. Varda stated that Park and Recreation Advisory Board (PRAB) members also attended the community walk. Mayor Jordan inquired about the impact the flood plains and conservation areas had on the planning process. Ms. Arias answered that flood plain and conservation area information was gathered from the Prince George's County Atlas. That data was used to determine the environmental conditions that would impact the design ideas that would go into the spaces. She noted that intense research about invasive species would be conducted before the implementation phase.

Ms. Arias outlined the design principles that were discussed during the community engagements, which included edible landscapes, native pollinators, a community vegetable garden, enhanced shade, passive spaces for rest and stasis, public art, community gathering spaces, sports and recreation areas, a designated dog park, more formal and informal spaces for play for kids, rain gardens for overflow protection, improved trash infrastructure and welcoming, inclusive spaces for all ages and abilities. Mr. Varda added that the design principles helped staff to determine what the community would like in their neighborhood. The budget will determine the rate of implementation of the projects.

Ms. Ver Steeg summarized the Greenbelt Station entire site schematic master plan, which included increased biodiversity at the Northwest Boundary Gardens, rest and stasis at Nature Point Overlook, open space at Greenbelt Station's Central Park, programmed spaces at the Creekfront Recreation Area, flexible sport and play at the southwest corner lot, and community gathering areas at the Greenbelt Station Community Center.

Mr. Roberts inquired what was being done about the lack of shade at the tot lot. Ms. Ver Steeg stated that trees and shade structures in conjunction with seating will be installed at the tot lot. She noted that there are a large number of trees planted, but they have yet to mature. There was additional discussion regarding shade structures.

Ms. Arias summarized the Greenbelt Station Central Park Plan, which included maintaining open space at Greenbelt Station's Central Park, making it flexible, and adding a Community Gathering Area at the Greenbelt Station Community Center.

Keith Chernikof, 210 Lastner Lane, asked what type of fields would be programmed in the Greenbelt Station Central Park Plan. Ms. Arias replied that the community had a consensus to leave the space open for flexible usage.

Based on a question by Mayor Jordan, Mr. Shafer replied that the City pays a contractor \$11,000 a year to maintain the Great Lawn at Central Park.

Ms. Arias stated that the Neighborhood Design Center met with the Greenbelt Station Working Group, the Grounds Committee, and City staff on the Design Priority matrix, which included reviewing the various zones in the community.

There was a discussion regarding trash receptacles in the community. Mayor Jordan stated that there needed to be more trash receptacles in the northwestern section of the community. Ms. Weaver advised that Central Park has three trash receptacles and one waste station. Alex added that there needed to be more trash receptacles on Minor Street and the Boardwalk Bridge.

Based on a question asked by Mayor Jordan, Danielle McKinney, a resident of Greenbelt Station Community, replied that interest regarding curbside composting was raised during Homeowner Association (HOA) meetings. She stated that the HOA is researching protentional vendors for curbside composting.

Mayor Jordan inquired what the timeframe was for installing seated shading. Mr. Varda replied that Planning, Public Works, and Recreation staff will be researching various shading options and possibly have it installed in 2024.

Based on a question by Mayor Jordan, Mr. Varda stated that staff would drill down on the pickleball court a little more. He explained that staff didn't want Central Park as a destination park due to noise and parking issues.

Mayor Jordan stated that the City could apply for a lot of grant funding for some initiatives. Ms. Davis noted that some of these items discussed tonight could be discussed during budget meetings.

Council reviewed the recommendations and implementation steps of the design. Ms. Estrada explained that implementing the measures of the plan would start after funding has been secured and a community task force had been established. Mayor Jordan added that the project needed to be phased in regarding financing and feasibility. Mayor Jordan reviewed funding sources that the City had received prior, which included the Watershed Assistance Program, MD Heritage Area Authority Project Grants, Community Parks and Playground Program Grants, Prince George's

County Community Impact Grants, Community-Built Playspace Grants, and Community Engagement and Restoration Mini-Grants. Ms. Hruby explained that the American Rescue Plan Act (ARPA) funds projects make up most of the City's Capital Projects for next year. She advised that the City has \$112,000 in the Program Open Space Annual Program for this project which requires a 25% funding match. The annual allocation will come before Council at the end of May.

There was a discussion regarding Public Art funding.

There was a discussion regarding the next steps. Ms. Arias stated there might be a need for a Community Task Force or a Project Committee to pull resources to research design firms and then prioritize the projects based on funding. Mr. Varda advised that the City's staff liaison for the project team will continue to work with the community to discuss projects and present that information to Council. Ms. Davis suggested including the Arts Advisory Board and Ms. Nicole DeWald, the Arts Supervisor, in the discussion regarding Public Art. Alex added that at every community meeting, the topics of shade, picnic tables, and community gathering space were mentioned. Ms. McKinney said that the community is open to being a helpful partner with the City to assist in moving the project forward.

Mayor Jordan stated that he wanted to make sure that transportation connections to the recreation amenities at Central Park be shared with other parts of the City. Ms. Pope advised that a City Connector would be helpful.

Mayor Jordan asked whether the Bike Share Stations had been installed at the Greenbelt Metro Station and Motiva. Ms. Hruby said she would follow up with WMATA and Prince George's County and then update Council.

Information Items:

Ms. Weaver stated that NASA Goddard couldn't provide written comments regarding the extended bike lane along Greenbelt Road due to lobbying restrictions. However, she said that NASA Goddard's main gate is moving further down the road and will open in mid-April. Ms. Weaver advised that there would be some roadwork on the right turn lane from Icesat Road onto Greenbelt Road starting in March. Mayor Jordan requested scheduling a work session with NASA Goddard to receive an update regarding the new main gate.

Ms. Weaver provided Council with a report on the National League of Cities Transportation and Infrastructure Services Committee meeting on February 10th and the Metropolitan Washington Air Quality Committee meeting on February 22nd.

Mayor Jordan discussed carpooling to the PGCMA meeting in Laurel on February 23rd and the PGCMA/Montgomery Chapters joint meeting on March 2nd.

Ms. Davis provided Council with a report on the PGCMA Legislative Committee meeting and the National League of Cities Energy, Environment and Natural Resources Committee meeting. In addition, she provided an update on the Police Accountability Board hearings.

Mayor Jordan said he would testify on Delegate Williams's House Bill 106 tomorrow at 1 pm.

Meeting and Stakeholder Discussion:

Council reviewed the meeting and stakeholder list. Mayor Jordan stated that the Public Hearing on March 9th needed to be rescheduled.

Ms. Davis stated that she doesn't know how serious the issue is with the Fire Department and suggested maybe having a work session with the Fire Department. She also suggested having a presentation by Public Works regarding the library walkway lights.

The meeting ended at 9:27 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Assistant to the City Clerk

DRAFT

SPECIAL MEETING/CLOSED SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, October 18, 2023, to consult with Staff regarding MAGLEV Final Agreement with Maryland Coalition for Responsible Transit (MCRT).

Mayor Jordan started the meeting at 8:58 p.m. The meeting was held in the Council Chambers of the Municipal Building, 25 Crescent Road.

Roll call was answered by Councilmembers Judith F. Davis, Ric Gordon, Konrad E. Herling, Silke I. Pope, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

Staff member present were Josué Salmerón, City Manager; and Shaniya Lashley-Mullen, Deputy City Clerk.

Also present were members of the public.

Informational item discussed: None

It was moved by Mr. Gordon and seconded by Ms. Pope that the Special Meeting/Closed Session meeting would begin at 9:00 p.m. The motion passed 7-0.

Mayor Pro Tem Weaver moved that Council enter into Closed Session in accordance with the General Provisions Article 3-305(b)(8) of the Annotated Code of Public General Laws of Maryland to consult with staff, consultants, or other individuals about pending or potential litigation.

ROLL CALL: Ms. Davis	-	Yes
Mr. Gordon	-	Yes
Mr. Herling	-	Yes
Ms. Pope	-	Yes
Mr. Roberts	-	No
Ms. Weaver	-	Yes
Mayor Jordan	-	Yes

The motion passed 6-1. (Mr. Roberts)

Mayor Pro Tem Weaver announced that Council would not return to open session after the closed session.

The meeting ended at 9:00 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Deputy City Clerk

SPECIAL MEETING OF THE GREENBELT CITY COUNCIL held Thursday, August 31, 2023, to discuss the process for Filling a Council Vacancy.

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

ROLL CALL was answered by Councilmembers Judith F. Davis, Ric Gordon, Silke I. Pope, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Tim George, Interim City Manager; Jason DeLoach, City Solicitor (arrived at 7:19 pm); Josué Salmerón, Incoming City Manager; and Bonita Anderson, City Clerk.

Council discussed the process to fill the current Council vacancy, referring to section 32 of the City Charter, which states that Council must select or appoint someone to the vacant seat as soon as possible.

Mayor Jordan moved that Council appoint someone to fill the Council vacancy at the next meeting, allowing members to submit nominations. Ms. Pope seconded the proposal.

Ms. Davis emphasized the need for an immediate decision at the next meeting, stating that the appointee should have experience and was not planning to run in the upcoming election.

Mr. Roberts recommended an advertisement in the Greenbelt News Review that Council is accepting nominations.

Ms. Weaver amended the motion to require the nominees to sign an affidavit stating that they will not run in the upcoming election.

Mr. Gordon asked for Mr. DeLoach's input. Mr. DeLoach pointed out that the City Charter does not specify a special election timeframe. He noted that, due to the short period of time, an appointment needed to be made before the upcoming election.

Mayor Jordan restated his motion with the amendment made by Ms. Weaver.

The motion passed 5-1 (Mr. Roberts)

The meeting ended at 8:33 pm.

Respectfully submitted,

Bonita Anderson
City Clerk

SPECIAL MEETING/CLOSED SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, October 25, 2023, to meet to discuss Personnel Matters and Pending Legal Issues.

Mayor Jordan started the meeting at 9:41 p.m. The meeting was held in the Council Chambers of the Municipal Building, 25 Crescent Road, and virtually via Zoom.

Roll call was answered by Councilmembers Judith F. Davis (virtually), Ric Gordon, Konrad E. Herling, Silke I. Pope, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

Staff members present were Josué Salmerón, City Manager; Dawane Martinez, Director of Human Resources; Chief Richard Bowers, Greenbelt Police; Jason DeLoach, City Solicitor; and Shaniya Lashley-Mullen, Deputy City Clerk.

Also present were members of the public.

Informational item discussed: None

Mayor Pro Tem Weaver moved that Council enter into Closed Session in accordance with the General Provisions Article 3-305(b)(7) of the Annotated Code of Public General Laws of Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointee, employees, or officials over whom this public body has jurisdiction and other personnel matters that affect one or more specific individuals; and to consult with counsel to obtain legal advice on a legal matter.

Ms. Davis seconded.

ROLL CALL: Ms. Davis	-	Yes
Mr. Gordon	-	Yes
Mr. Herling	-	Yes
Ms. Pope	-	Yes
Mr. Roberts	-	No
Ms. Weaver	-	Yes
Mayor Jordan	-	Yes

The motion passed 6-1. (Mr. Roberts)

Mayor Pro Tem Weaver announced that Council would not return to open session after the closed session.

The meeting ended at 9:43 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Deputy City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, October 30, 2023, to meet with the Washington Suburban Sanitary Commission (WSSC).

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

PRESENT WERE: Councilmembers Judith F. Davis (virtual), Ric Gordon, Konrad E. Herling, Silke I. Pope, Kristen L. K. Weaver, and Mayor Emmett V. Jordan. Councilmember Rodney M. Roberts was absent.

STAFF PRESENT WERE: Josue Salmerón, City Manager; Jaime Fearer, Assistant Director of Planning and Community Development; and Shaniya Lashley-Mullen, Deputy City Clerk.

ALSO PRESENT WERE: Christopher DeHerde, David Wilkins, Thomas Johnson, Wayne Anderson, Washington Suburban Sanitary Commission (WSSC); and others.

Mr. Johnson provided a PowerPoint presentation. He explained that WSSC was established in 1918 and has had no drinking water violations for the last 105 years. WSSC spans approximately 1,000 square miles in Prince George's and Montgomery counties and serves 1.9 million residents. Mr. Johnson advised that since the start of the pandemic, he has given residents \$5.3 million in financial assistance.

Mr. DeHerde explained that the Standpipe holds 2 million gallons of water and was constructed in 1936. The City of Greenbelt owns the lot that the Standpipe is housed on. WSSC acquired the adjacent lot to the Standpipe, 241 Lasnter Lane. He stated that there are three existing antenna structures on top of the Standpipe.

There was a discussion regarding the demolition of the house on 241 Lasnter Lane. Mr. DeHerde explained the project's scope, which included the demolition of the house, a new access driveway, perimeter fencing, a new yard pipe, and an altitude valve vault. He outlined the structural improvements, which included improved water quality, structural steel upgrades, foundation repairs, and OSHA upgrades to railings and ladders. The estimated project schedule is two years.

Ms. Davis expressed her concerns regarding the fencing around the property. She inquired if the fence could be pushed back from the sidewalk and if landscaping could be included at the front of the property. Mr. Wilkins would have to follow up with Council after discussing the proposed changes with the design team.

Based on a question asked by Mr. Herling, Mr. DeHerde answered that the goal is to rehab the Standpipe and improve water quality. Mr. Wilkins stated that the Standpipe is deteriorating.

Mayor Jordan inquired if there had been any dialogue between WSSC and the Planning Department regarding the project. Mr. Johnson stated that he would have to follow up with Council after he discussed it with Monica Marquina, the Acting Government Affairs Director.

Based on a question asked by Ms. Pope, Mr. DeHerde answered that the noise level would be monitored and WSSC would work within the City's parameters regarding noise restrictions.

There was a discussion regarding safety during the project. Mr. DeHerde explained that a containment sleeve will collect old materials around the Standpipe.

Mr. Gordon inquired how often preventative maintenance checks will be done once the project is completed. Mr. DeHerde answered that the coating should last 15-20 years. The goal will be to paint the Standpipe.

Mr. DeHerde reviewed the project's timeline. The project design should be completed in early 2024, construction should start in the summer of 2024, and the project should be completed by summer 2026.

There was a discussion regarding public notice. Mayor Jordan stated that public notice and open communication is essential. Mr. DeHerde said that once the project goes to construction, all the information, including pictures and updates, will be posted on the WSSC website.

Mr. DeHerde reviewed the construction expectations, including noise restrictions, soil and sediment control, materials delivered outside school pick-up/drop-off hours, and no impact on customers' water service.

Ms. Davis requested that the designs be sent to the Planning Department and the Advisory Planning Board (APB). She advised that the City's Code Enforcement would monitor the noise levels. She inquired if debris would be recycled. Mr. Wilkins said he would follow up with Council after discussing it with contractors.

Based on a question asked by Ms. Weaver, Mr. DeHerde answered that stumps, bushes, and vegetation will be removed to install the fence. He doesn't think any additional trees will be removed. Ms. Pope requested that WSSC have an arborist involved in the project and have that arborist contact the City's arborist. Mayor Jordan also asked that the Jones family on the other side of Ridge Road be notified.

Mr. Johnson provided information on customer water bill assistance programs.

Mr. Anderson explained about all the equipment on top of the Standpipe, which includes WSSC micro links, the City's cellular communication antennas, nine T-Mobile antennas, an American Red Cross antenna, and a WSSC antenna. Ms. Davis stated that the City needs to have the City Solicitor research who is receiving the fee from T-Mobile.

There was a discussion regarding communication about the impact on water flow.

Ms. Fearer reiterated some of staff's concerns, including landscaping and screening along Lastner Lane and around the site. She requested a copy of the design plans and inquired how residents would be notified regarding the removal of lead paint. Mr. Wilkins stated that residents

will be notified how residents and the environment will be protected. Mr. Johnson added that the project stages will be on the WSSC website, including pictures and next steps.

Ms. Fearer inquired if water pressure in Julian Court will be improved with the Standpipe project. Mr. Wilkins stated that the project would replace the pipes, but the water pressure would not improve. The residents of Julian Court would be notified.

Ms. Fearer inquired if there would be any work on Forestway, If so, there needs to be robust community engagement and communication about the project from design to completion.

Molly Lester, a Greenbelt resident, requested clarity on the height of the chain link fence and a better copy of the design. She asked what impact the project would have on the antennas. Mr. DeHerde answered that the fence was six or seven feet high. Mr. Anderson stated that the antennas on the Standpipe will have to be relocated during the project.

Thomas Zeller, 116 Julian Court, inquired how many mature trees were cut down, whether 241 Lastner Lane contains lead paint, and how WSSC would prevent lead dust in the neighborhood. Mr. DeHerde explained that a containment system will be around the Standpipe to prevent dust or paint from leaving the site. The site will be monitored.

Mayor Jordan read a comment from a resident on Julian Court, requesting that WSSC report in writing how the abatement will occur.

Regarding Mr. Zeller's question, Mr. Johnson stated that there will not be any additional trees cut down. If other trees need to be removed, WSSC will involve the City's arborist. He advised that he would follow up on whether the house on 241 Lastner Lane has any lead paint.

Crystal Jones, 300 Ridge Road, inquired if the fence will be on the property line and if any trees outside the retaining wall will be removed. Mr. DeHerde stated that the fence would be within the WSSC property line, and no City trees would be cut down. Ms. Jones requested that "No Outlet" and "No Trespassing" signage be installed at the top and bottom of Ridge Road.

There was additional discussion regarding placing additional cellular vendors' antennas on the Standpipe. Mr. Anderson stated that the property has ground space challenges to allowing an additional carrier.

Mayor Jordan requested an update from WSSC on the project in either March or April. Mr. Wilkins suggested setting up the work session once WSSC acquires the contractors.

There was a discussion on when residents will be notified. Mr. Johnson stated that residents typically receive notification letters three to four weeks prior to construction, and signs are posted within two weeks of construction.

Based on a question asked by Bill Orleans, a Greenbelt resident, Mr. Johnson answered that the PFAS levels are lower in Montgomery and Prince George's Counties and can provide a copy of the Water Quality Report.

Mayor Jordan advised that Quantum's legal counsel had sent an email regarding replacing a failed water main under the parking lot at Beltway Plaza. Mr. Wilkins requested that Mayor Jordan forward him the email.

There was a discussion regarding the water main breaks at GHI. Mayor Jordan stated that the water main breaks damage the City's streets. Mr. Johnson asked Council to discuss the GHI water main breaks with Ms. Marquina.

Informational items:

There was a discussion regarding the Prince George's County Bill 066-2023. Ms. Pope expressed concerns from Denise Knight, Resident Manager at Franklin Park at Greenbelt Station, and County Councilmember Ingrid Watson. Mr. Salmeron requested a copy of the Prince George's County Bill.

The meeting ended at 9:24 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Deputy City Clerk

CHARTER MEETING OF THE GREENBELT CITY COUNCIL held Monday, November 13, 2023.

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

Present were Council Members Judith F. Davis, Brandon R. Gordon, Konrad E. Herling, Silke I. Pope, Rodney M. Roberts, Kristen L.K. Weaver, and Mayor Emmett V. Jordan.

Also present were Council Members-Elect Danielle P. McKinney and Jennifer A. Pompi.

Staff present were Josué Salmerón, City Manager; Timothy George, Assistant City Manager; Chondria Andrews, Public Information Coordinator; Jamerie Spencer, Production Assistant; and Bonita Anderson, City Clerk.

Mayor Jordan asked for a moment of silence in honor of Greenbelt residents who passed since the last council meeting. Ms. Davis then led the pledge of allegiance to the flag.

CERTIFICATION OF FINAL COUNT: Ms. Anderson reported that in accordance with Section 8-9 of the City Code, she had posted on the bulletin board in the Municipal Building the Certification of Final Count of the Regular Council Election held Tuesday, November 7, 2023, as certified to the City Clerk by the Chair and members of the Board of Elections. She stated that a copy of the Board's Certification of Final Count was also provided to all the candidates in the City Council race. In addition, early voting and mail-in ballots were accounted for and tallied by three election clerks in the Council Room of the Municipal Building in the presence of members of the Board of Elections.

The results of the November 7, 2023, Regular Election for City Council in order of ballot were:

Ric B. Gordon	1,737
Matthew A. Inzeo	1,092
Jennifer A. Pompi	1,697
Rodney M. Roberts	1,349
Moses N. Sekatawa	515
James R. Whipple	658
William A. Orleans	359
Emmett V. Jordan	2,036
Kristen L.K. Weaver	1,758
Danielle P. McKinney	1,597

There were 2,685 ballots cast. Seven of the eleven candidates received a number of votes equal to or more than 40% of the total ballots cast. Thus, in accordance with the requirements of Section 31 of the City Charter, the following seven candidates were elected to serve as members of Council for a two-year term of office:

Emmett V. Jordan	2,036
Kristen L.K. Weaver	1,758

Ric B. Gordon	1,737
Jennifer A. Pompei	1,697
Silke I. Pope	1,622
Danielle P. McKinney	1,597
Rodney M. Roberts	1,349

OATH OF OFFICE: Ric B. Gordon, Danielle P. McKinney, Jennifer A. Pompei, Silke I. Pope, Rodney M. Roberts, and Kristen L.K. Weaver took and subscribed to the oath of office administered by Emmett V. Jordan, Mayor, as prescribed by Section 71 of the City Charter and state law. Copies of the executed oaths of office, attested to by the City Clerk, will be filed in the City Clerk's office.

ELECTION OF TEMPORARY CHAIRPERSON: Ms. Pope nominated Mr. Gordon to serve as temporary chairperson. Mayor Pro Tem Weaver seconded the motion, which carried unanimously.

ELECTION OF MAYOR: In accordance with Section 6 of the City Charter, Mr. Gordon called for nominations for the position of Mayor. Ms. Weaver moved that Mr. Jordan be nominated to serve as Mayor of the City of Greenbelt for the 45th term of Council. Ms. Pope seconded. The motion carried unanimously.

ADMINISTRATION OF OATH OF OFFICE TO MAYOR: Emmett V. Jordan recited and subscribed to the oath of office before Mahasin El Amin, Clerk of the Circuit Court for Prince George's County, as required by Section 71 of the City Charter and state law. Mayor Jordan then assumed the gavel from Mr. Gordon. Congratulations were extended to Mayor Jordan by the rest of Council.

ELECTION OF MAYOR PRO TEM: Mayor Jordan called for nominations for Mayor Pro Tem. Ms. Pope moved that Ms. Weaver be nominated to serve as Mayor Pro Tem. Mr. Gordon seconded. The motion carried unanimously. Congratulations were extended to Ms. Weaver by the rest of Council.

STATEMENTS BY MAYOR PRO TEM AND MEMBERS OF COUNCIL: Mayor Pro Tem Weaver and Council Members Gordon, McKinney, Pompei, Pope, and Roberts all made statements thanking the voters, their supporters, all the candidates, the Board of Elections, and City staff.

STATEMENT BY MAYOR: Mayor Jordan expressed his gratitude to all the residents for electing him to serve as Mayor. He also thanked all the candidates who had participated in the election process. Mayor Jordan recited his written speech and noted that he looked forward to working together with all members of Council for a successful new term.

OTHER BUSINESS: None

ADJOURNMENT: Mayor Jordan adjourned the Charter Meeting of November 8, 2021, at 8:16 p.m.

Respectfully submitted,

Bonita Anderson
City Clerk

"I hereby certify that the above and foregoing is a true and correct report of the Special Charter Meeting of the City Council of Greenbelt, Maryland, held November 13, 2023."

Emmett V. Jordan
Mayor

DRAFT

City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Board and Committee Reports

Agenda Section: COMMUNICATIONS 45 minutes (7:45 - 8:30 pm)

Subject:

Board of Elections (BoE) Report #2024-03: Noncitizen Voting Legislation

Suggested Action:

It is recommended that the Council accepts this report. This report appears later on the regular agenda.

Attachments:

[BoENoncitizenCharterandCodeMemo2-Report 2024-03.pdf](#)



A NATIONAL HISTORIC LANDMARK

MEMORANDUM

TO: City Council, City of Greenbelt
FROM: Bonita Anderson, City Clerk
DATE: August 8, 2024
SUBJECT: Noncitizen Voting Legislation – Report #2024-03

The Board of Elections has prepared for Council review the attached updated draft legislation.

After the Council work session held on August 7th, the Board of Elections made several changes to the draft Charter and Code amendments to incorporate edits requested by Council during the session. In addition, two new changes were added by the Board:

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.

Attachments:

- Draft Charter Amendments
- Draft Code Amendments

BoENoncitizenCharterandCodeMemo2-Report #2024-03

8 AUG 2024

NONCITIZEN VOTING CHARTER AMENDMENTS

SECTION 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 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 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 19. REGISTRATION [LIST] LISTS.

(a) Implementation plan for universal registration. Not less than six (6) months prior to a council election, and immediately upon the call for a special election, the city clerk, who is designated the municipal liaison for the City of Greenbelt, shall submit to the board of elections of Prince George's County a request for the development of a plan and schedule to implement universal registration, in accordance with [the] applicable provisions of [Section 3 of Article 33 of] the Annotated Code of Maryland [(1957 as amended)].

The plan shall include, but not be limited to, provisions for:

1. Identifying the city's boundaries and precinct boundaries;

2. Obtaining, updating, and maintaining in the county's files the voter history of registrants who vote in city elections; and updating and maintaining any changes to the city's boundaries or precincts;
3. Establishing the county's deadline for accepting registration applications from city residents for inclusion in the city's voter registration list for a city election;
4. Determining the format of the voter registration list, including voter history and data for city registrants, and the timing for providing this list to the city by the Prince George's County supervisor of elections;
5. Furnishing to the city ninety (90) days prior to the date of a regular election, or within one week of the call for a special election, a preliminary list of registered voters residing within the city at such time, and separate listings of the names of voters who have been a) removed from or b) added to the list of qualified voters since the last regular council election of the city;
6. Notifying the supervisor of elections of Prince George's county within twenty (20) days after receipt of the preliminary list of registered voters of any potential or known errors in the list, including residency of registered voters; and
7. Developing procedures for obtaining additional copies of registration lists or parts thereof in the form of printed lists, mailing labels, and/or floppy disks or other computerized data.

(b) Posting of list. It shall be the duty of the city clerk before every municipal election to:

1. Post the current registration list together with a list of all names added or removed since the last regular council election in a public place or places within the boundaries of the city by the twelfth Monday preceding the date of any regular council election.
2. Post at least three (3) weeks preceding the date of the regular council election a supplemental list of all names added or removed since the posting of the registration list in all locations at which the registration list was posted.
3. Post in a public place within the city not more than ten (10) days after a special election has been called by the city council or board of elections the registration

list for the last regular council election and a supplemental list of names added or removed since the last regular council election and, upon the close of the registration list prior to the special election, post another list of names added or removed since the previous posting.

(c) Copies; availability to public. The city clerk shall provide, without charge, to the chairman of the board of elections of Greenbelt a copy of each registration list and each list of names added to or deleted from the list which is required to be posted by this charter, and may provide the other members of the board, the city council, and certified candidates for the office of city council the copies as well. Any person may make application for a copy or copies of the registration list or parts thereof to the supervisor of the board of elections of Prince George's County. Any person, with reasonable notice to the city clerk, shall be permitted to examine and to copy, without the payment of any service charge, the names and addresses from the registration list for any purpose relating to a city election. Each application for examination or copying of registration lists at the office of the city clerk shall be accompanied by a sworn or affirmed statement of the applicant, declaring that the information obtained from the list will not be used for purposes of commercial solicitation or other business purposes.

(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 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 33. APPEALS.

(a) Any challenges to the registration list provided by the supervisor of the board of elections 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.

KEY:

[Brackets] indicate matter deleted from existing law.

Underlining indicates matter added to existing law.

BoENonCitizenCharterAmdmts3

8 AUG 2024

NONCITIZEN VOTING CODE AMENDMENTS

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.

KEY:

[Brackets] indicate matter deleted from existing law.

Underlining indicates matter added to existing law.

BoENonCitizenCodeAmdmts5

City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Board and Committee Reports

Agenda Section: COMMUNICATIONS 45 minutes (7:45 - 8:30 pm)

Subject:

Board of Elections (BoE) Report #2024-04: Provisions and Proposed Amendments Regarding Council Vacancies

Suggested Action:

It is recommended that the Council accepts this report.

Attachments:

[BoE4212Charter32VacanciesDraft3.pdf](#)

8 AUGUST 2024

GREENBELT CHARTER, SECTION 32

Present Provisions and Proposed Amendments
Regarding Council Vacancies

PRESENT CHARTER PROVISIONS

SECTION 32. Vacancies on council.

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

FIRST PROPOSED CHARTER AMENDMENTS

SECTION 32. Vacancies on [council] Council.

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

SECOND PROPOSED CHARTER AMENDMENTS

SECTION 32. Vacancies on [council] Council.

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

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

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

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

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

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

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

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

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

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

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

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

KEY:

[Brackets] indicate matter deleted from existing law.

Underlining indicates matter added to existing law.

City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: LEGISLATION

Agenda Section: LEGISLATION 15 minutes (8:30 - 8:45 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
- 1st Reading

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.

It is recommended this resolution be introduced for first reading.

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:
1st Reading:
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	998	998	43,691	38,605	32,208	Competitive Pricing & Value
2	C.A. Lindman Inc - CALIN005	GAFC Pool Room Remediation	32,431					Specialty contractor
3	Capital Area Food Bank	Non-Profit Assistance	14,129					Specific Service Provided
4	CDW-G Computer Center Inc-CDWGC005	WIFI Expnasion/Network Sec Impvmt	15,848	50,508	25,366	11,416	9,297	Competitive Pricing & Value
5	Charles P. Johnson & Assoc - CHARL065	Pool Room Remediation	19,841	34,804	14,026	57,172	195,868	Competitive Pricing, long-term relationship
6	Charles P. Johnson & Assoc - CHARL065	Braden Field/Baseball	12,173					Competitive Pricing, long-term relationship
7	CMG Flooring	Dance Studio Flooring/Updates	31,211					Specialized Service
8	College for Creative Studies	Higher Education Support/Scholars	10,000					Grant Recipient
9	College Park Community Food Bank	Non-Profit Assistance	14,000	10,000				Specific Service Provided
10	Doosan Bobcat North America Inc	Ballfields: Equipment	32,115					Specialty contractor
11	Doyle Printing & Offset Co.	Post Cards - ARPA Grants	0	967	15,701	8,990	3,780	Long-term relationship
12	EcamSecure	Security System Improvements	29,590					Specialty contractor
13	Everything2Go.com	New Tables for GFE	12,040					Specialty contractor. Competative pricing
14	Franklin Park of Greenbelt Station	Rental/Utilities	11,815	727,653	533,552	-	-	Grant Funded/Emerg Assistance
15	Frontline Mobile Tech	Vehicle Equipment Upfit	59,868	208,327	-	-	-	State Contract
16	Gaithersburg Farmers Supply (Rippeon Equipment)	Ballfields: Equipment	44,663					Specialty contractor. Competative pricing
17	Grainger	Pool Room Remediation	1,105	4,252				Local Vendor, Competitive Pricing
18	Greenbelt Children's Center	Childcare Voucher Program	70,000	50,000				Specific Service Provided
19	Greenbelt News Review	Business Improvement Recovery	30,000	2,246				Local Vendor, Competitive Pricing
20	Greenbelt Nursery School	Childcare Voucher Program	25,000	50,000				Specific Service Provided
21	Kinder Care Education LLC	Childcare Voucher Program	85,000	50,000				Specific Service Provided
22	LS Systems (NEW)	Access Control	0	76,700	NEW FY23			Local vendor,specialized svc
23	Masters Touch Inc (Food Pantry)	Non-Profit Assistance	10,000					Grant-Funded Service
24	Meals on Wheels-4067	Contribution/Food Assistance	26,970	55,340	46,660	57,840	-	Grant-Funded Service
25	Next Day Concrete	GAFC Pool Room Remediation	14,850					Local contractor. Competative pricing.
26	Pinacle Property Group-7854	Rental Assistance	53,784	53,784	52,981	1,000	-	Grant Funded/Emerg Assistance
27	Sardis Catering	Food Assistance Program	10,000	10,000				Specific Service Provided
28	SHD Holdings LLC dba Academy of Computer Education	Workforce Development Program	48,308	9,706				Specific Service Provided
29	SHD Holdings LLC dba Academy of Computer Education	Higher Education Support/Scholars	27,744					Specific Service Provided
30	SHD Holdings LLC dba Academy of Computer Education	SB Capital Investment Program	50,000					Specific Service Provided
31	Spatco Energy Solutions LLC	PW Fuel Management System	28,125					Specialty contractor. Competative pricing
32	St Hugh of Grenoble Catholic church	Food Pantry Non-Profit Assistance	55,000	57,500				Speiific Service Provided
33	Swimstyle Pool Group	GAFC Pool Room Remediation	21,613	25,253				local vendor, competitive pricing
34	Transportation Supply LLC	Variable Message Boards	46,896					Specialty contractor. Competative pricing
35	Tri Star Contractor, Inc.	Bus Shelter Construction	850	0	0	0	0	Specialty contractor
36	University of Maryland, Baltimore county	Higher Education Support/Scholars	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	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	Percontl 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 sofware 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	-	-	-	Selecred 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 compitive 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: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 90 minutes (8:45 - 10:15 pm)

Subject:

Authorizing the City Manager to Execute a Five-Year Contract with Axon Enterprise, Inc. for Body-Worn Cameras, Digital Evidence Management, Tasers and Related Training

Suggested Action:

Reference: Axon Quote

The Police Department is recommending the extension of our existing contract with Axon Enterprise, Inc. of Scottsdale, AZ. The recommended extension

is for a five-year term. Axon has proven to be a reliable solution for our body-worn camera program, digital evidence management, and less-than lethal weapons.

Through this contract extension, the Department will be able to maintain our successful body-worn camera program, which includes all hardware, licensing, data storage and related equipment. The contract warranties all of the equipment and technology, as well as provides upgrades to all hardware at the start of the new contract and the midpoint. In addition to current features, the department will have access to new features that will allow for enhanced efficiency and transparency.

Under this contract, the Department's current less-than lethal Taser weapons will be upgraded to the newest version available, the Taser 10. This new technology is proven much more effective in restraining combative subjects and preventing the need for force-escalation. All of the less-than lethal training and equipment is provided under the contract.

The contract also includes a state-of-the-art virtual reality training system, which allows for advanced and progressive de-escalation training programs for officers. The combination of the latest less than lethal weapons and advanced de-escalation training will best prepare our officers to resolve difficult and high-stress situations in the safest manner possible.

The total cost of the five-year contract is \$737,151.90. The Year 1 cost is \$136,774.58, which has been allocated into the approved FY25 budget.

Staff recommends that the City Council authorize the City Manager to execute the five-year contract with Axon Enterprise, Inc. for body-worn cameras, digital evidence management, less-than-lethal weapons, and associated training, at a total cost of \$737,151.90. The cost for Year 1 is \$136,774.58, which has been allocated in the approved FY25 budget.

Attachments:

[Greenbelt PD Final Quote.pdf](#)



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-571391-45483.573AM

Issued: 07/10/2024

Quote Expiration: 12/01/2024

Estimated Contract Start Date: 01/15/2025

Account Number: 108106

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Greenbelt Police Dept. - MD 550 Crescent Rd Greenbelt, MD 20770-1600 USA	Greenbelt Police Dept. - MD 550 Crescent Rd Greenbelt MD 20770-1600 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Andrew Malherek Phone: Email: amalherek@axon.com Fax:	Tim White Phone: (240) 542-2124 Email: twwhite@greenbeltmd.gov Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$737,151.90
ESTIMATED TOTAL W/ TAX	\$737,151.90

Discount Summary

Average Savings Per Year	\$54,521.26
TOTAL SAVINGS	\$272,606.30

Payment Summary

Date	Subtotal	Tax	Total
Dec 2024	\$136,774.58	\$0.00	\$136,774.58
Dec 2025	\$141,382.88	\$0.00	\$141,382.88
Dec 2026	\$147,038.20	\$0.00	\$147,038.20
Dec 2027	\$152,919.73	\$0.00	\$152,919.73
Dec 2028	\$159,036.51	\$0.00	\$159,036.51
Total	\$737,151.90	\$0.00	\$737,151.90

Quote Unbundled Price:	\$1,009,758.20
Quote List Price:	\$867,237.20
Quote Subtotal:	\$737,151.90

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
100845	TRUE UP - TASER 10 CERTIFICATION	35	3		\$45.36	\$45.36	\$4,762.80	\$0.00	\$4,762.80
B00020	BUNDLE - UNLIMITED	18	60	\$161.62	\$140.82	\$140.82	\$152,085.60	\$0.00	\$152,085.60
M00012	BUNDLE - OFFICER SAFETY PLAN 10 PLUS	35	60	\$355.07	\$297.90	\$275.94	\$579,474.00	\$0.00	\$579,474.00
A la Carte Hardware									
H00002	AB4 Multi Bay Dock Bundle	7			\$1,638.90	\$0.00	\$0.00	\$0.00	\$0.00
H00001	AB4 Camera Bundle	53			\$849.00	\$0.00	\$0.00	\$0.00	\$0.00
A la Carte Software									
20248	AXON TASER - EVIDENCE.COM LICENSE	35	3		\$5.20	\$5.20	\$546.00	\$0.00	\$546.00
A la Carte Services									
101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1			\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
85144	AXON BODY - PSO - STARTER	1			\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00
101267	AXON VR - PSO - FULL INSTALLATION	1			\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00
20246	AXON TASER 7 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	35	3		\$2.70	\$2.70	\$283.50	\$0.00	\$283.50
Total							\$737,151.90	\$0.00	\$737,151.90

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100681	AXON SIGNAL - SIDEARM SENSOR ONLY	35	1	12/15/2024
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	71044	AXON SIGNAL - BATTERY - CR2430 SINGLE PACK	70	1	12/15/2024
BUNDLE - UNLIMITED	100681	AXON SIGNAL - SIDEARM SENSOR ONLY	18	1	12/15/2024
BUNDLE - UNLIMITED	71044	AXON SIGNAL - BATTERY - CR2430 SINGLE PACK	36	1	12/15/2024
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100126	AXON VR - TACTICAL BAG	2	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100748	AXON VR - CONTROLLER - TASER 10	2	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100832	AXON VR - CONTROLLER - HANDGUN VR19H	2	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	101122	AXON VR - HOLSTER - T10 SAFARILAND GREY - RH	1	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	101123	AXON VR - HOLSTER - T10 SAFARILAND GREY - LH	1	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	101294	AXON VR - TABLET	2	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	101300	AXON VR - TABLET CASE	2	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	20378	AXON VR - HEADSET - HTC FOCUS 3	2	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	35	2	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	1	2	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	35	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	1	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE	3	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100396	AXON TASER 10 - MAGAZINE - INERT RED	30	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100399	AXON TASER 10 - CARTRIDGE - LIVE	700	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100400	AXON TASER 10 - CARTRIDGE - HALT	210	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100401	AXON TASER 10 - CARTRIDGE - INERT	300	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	33	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100613	AXON TASER 10 - SAFARILAND HOLSTER - LH	2	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100623	AXON TASER - TRAINING - ENHANCED HALT SUIT V2	1	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	20018	AXON TASER - BATTERY PACK - TACTICAL	35	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	20018	AXON TASER - BATTERY PACK - TACTICAL	6	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	20018	AXON TASER - BATTERY PACK - TACTICAL	1	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	03/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	03/01/2025
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	53	1	04/01/2025
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	1	1	04/01/2025
AB4 Camera Bundle	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	59	1	04/01/2025
AB4 Camera Bundle	74020	AXON BODY - MOUNT - MAGNET FLEXIBLE RAPIDLOCK	59	1	04/01/2025
AB4 Multi Bay Dock Bundle	100206	AXON BODY 4 - 8 BAY DOCK	7	1	04/01/2025
AB4 Multi Bay Dock Bundle	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	7	1	04/01/2025
AB4 Multi Bay Dock Bundle	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	7	1	04/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100399	AXON TASER 10 - CARTRIDGE - LIVE	110	1	03/01/2026
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100400	AXON TASER 10 - CARTRIDGE - HALT	280	1	03/01/2026
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100399	AXON TASER 10 - CARTRIDGE - LIVE	100	1	03/01/2027
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100400	AXON TASER 10 - CARTRIDGE - HALT	280	1	03/01/2027
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100210	AXON VR - TAP REFRESH 1 - TABLET	2	1	06/15/2027
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	101009	AXON VR - TAP REFRESH 1 - SIDEARM CONTROLLER	2	1	06/15/2027
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	101012	AXON VR - TAP REFRESH 1 - CONTROLLER	2	1	06/15/2027

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	20373	AXON VR - TAP REFRESH 1 - HEADSET	2	1	06/15/2027
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	73309	AXON BODY - TAP REFRESH 1 - CAMERA	36	1	06/15/2027
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	5	1	06/15/2027
BUNDLE - UNLIMITED	73309	AXON BODY - TAP REFRESH 1 - CAMERA	18	1	06/15/2027
BUNDLE - UNLIMITED	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	2	1	06/15/2027
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100399	AXON TASER 10 - CARTRIDGE - LIVE	110	1	03/01/2028
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100400	AXON TASER 10 - CARTRIDGE - HALT	280	1	03/01/2028
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100399	AXON TASER 10 - CARTRIDGE - LIVE	100	1	03/01/2029
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100400	AXON TASER 10 - CARTRIDGE - HALT	280	1	03/01/2029
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	73310	AXON BODY - TAP REFRESH 2 - CAMERA	36	1	12/15/2029
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	73688	AXON BODY - TAP REFRESH 2 - DOCK MULTI BAY	5	1	12/15/2029
BUNDLE - UNLIMITED	73310	AXON BODY - TAP REFRESH 2 - CAMERA	18	1	12/15/2029
BUNDLE - UNLIMITED	73688	AXON BODY - TAP REFRESH 2 - DOCK MULTI BAY	2	1	12/15/2029

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	20370	AXON VR - FULL ACCESS - TASER ADD-ON USER	35	01/15/2025	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	35	01/15/2025	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	73618	AXON COMMUNITY REQUEST	35	01/15/2025	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	73638	AXON STANDARDS - LICENSE	35	01/15/2025	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	73680	AXON RESPOND PLUS - LICENSE	35	01/15/2025	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	73682	AXON EVIDENCE - AUTO TAGGING LICENSE	35	01/15/2025	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	350	01/15/2025	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	35	01/15/2025	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	73739	AXON PERFORMANCE - LICENSE	35	01/15/2025	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	73746	AXON EVIDENCE - ECOM LICENSE - PRO	35	01/15/2025	01/14/2030
BUNDLE - UNLIMITED	73638	AXON STANDARDS - LICENSE	18	01/15/2025	01/14/2030
BUNDLE - UNLIMITED	73680	AXON RESPOND PLUS - LICENSE	18	01/15/2025	01/14/2030
BUNDLE - UNLIMITED	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	180	01/15/2025	01/14/2030
BUNDLE - UNLIMITED	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	18	01/15/2025	01/14/2030
BUNDLE - UNLIMITED	73746	AXON EVIDENCE - ECOM LICENSE - PRO	18	01/15/2025	01/14/2030
A la Carte	20248	AXON TASER - EVIDENCE.COM LICENSE	35	01/15/2025	03/31/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	101180	AXON TASER - DATA SCIENCE PROGRAM	35	04/01/2025	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	20248	AXON TASER - EVIDENCE.COM LICENSE	35	04/01/2025	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	20248	AXON TASER - EVIDENCE.COM LICENSE	1	04/01/2025	01/14/2030

Services

Bundle	Item	Description	QTY
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	35
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	101184	AXON INVESTIGATE - TRAINING - OPERATOR AND EXAMINER	3
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	101193	AXON TASER - ON DEMAND CERTIFICATION	1
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	11642	AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT	35
A la Carte	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1
A la Carte	101267	AXON VR - PSO - FULL INSTALLATION	1
A la Carte	20246	AXON TASER 7 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	35
A la Carte	85144	AXON BODY - PSO - STARTER	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100197	AXON VR - EXT WARRANTY - HTC FOCUS 3 HEADSET	2	02/01/2026	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100213	AXON VR - EXT WARRANTY - TABLET	2	02/01/2026	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	101007	AXON VR - EXT WARRANTY - CONTROLLER	2	02/01/2026	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	101008	AXON VR - EXT WARRANTY - HANDGUN CONTROLLER	2	02/01/2026	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	35	03/01/2026	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	1	03/01/2026	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	35	03/01/2026	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	6	03/01/2026	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	1	03/01/2026	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	03/01/2026	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	80464	AXON BODY - TAP WARRANTY - CAMERA	35	04/01/2026	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	80464	AXON BODY - TAP WARRANTY - CAMERA	1	04/01/2026	01/14/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	5	04/01/2026	01/14/2030
BUNDLE - UNLIMITED	80464	AXON BODY - TAP WARRANTY - CAMERA	18	04/01/2026	01/14/2030
BUNDLE - UNLIMITED	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	2	04/01/2026	01/14/2030

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	550 Crescent Rd	Greenbelt	MD	20770-1600	USA
2	550 Crescent Rd	Greenbelt	MD	20770-1600	USA

Payment Details

Dec 2024

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Gap Coverage	20246	AXON TASER 7 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	35	\$283.50	\$0.00	\$283.50
Gap Coverage	20248	AXON TASER - EVIDENCE.COM LICENSE	35	\$546.00	\$0.00	\$546.00
Year 1	100845	TRUE UP - TASER 10 CERTIFICATION	35	\$879.34	\$0.00	\$879.34
Year 1	101267	AXON VR - PSO - FULL INSTALLATION	1	\$0.00	\$0.00	\$0.00
Year 1	B00020	BUNDLE - UNLIMITED	18	\$28,079.10	\$0.00	\$28,079.10
Year 1	H00001	AB4 Camera Bundle	53	\$0.00	\$0.00	\$0.00
Year 1	H00002	AB4 Multi Bay Dock Bundle	7	\$0.00	\$0.00	\$0.00
Year 1	M00012	BUNDLE - OFFICER SAFETY PLAN 10 PLUS	35	\$106,986.64	\$0.00	\$106,986.64
Total				\$136,774.58	\$0.00	\$136,774.58

Jan 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Invoice Upon Fulfillment	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
Invoice Upon Fulfillment	85144	AXON BODY - PSO - STARTER	1	\$0.00	\$0.00	\$0.00
Invoice Upon Fulfillment	B00020	BUNDLE - UNLIMITED	18	\$0.00	\$0.00	\$0.00
Invoice Upon Fulfillment	M00012	BUNDLE - OFFICER SAFETY PLAN 10 PLUS	35	\$0.00	\$0.00	\$0.00
Total				\$0.00	\$0.00	\$0.00

Dec 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	100845	TRUE UP - TASER 10 CERTIFICATION	35	\$914.52	\$0.00	\$914.52
Year 2	101267	AXON VR - PSO - FULL INSTALLATION	1	\$0.00	\$0.00	\$0.00
Year 2	B00020	BUNDLE - UNLIMITED	18	\$29,202.27	\$0.00	\$29,202.27
Year 2	H00001	AB4 Camera Bundle	53	\$0.00	\$0.00	\$0.00
Year 2	H00002	AB4 Multi Bay Dock Bundle	7	\$0.00	\$0.00	\$0.00
Year 2	M00012	BUNDLE - OFFICER SAFETY PLAN 10 PLUS	35	\$111,266.09	\$0.00	\$111,266.09
Total				\$141,382.88	\$0.00	\$141,382.88

Dec 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	100845	TRUE UP - TASER 10 CERTIFICATION	35	\$951.10	\$0.00	\$951.10
Year 3	101267	AXON VR - PSO - FULL INSTALLATION	1	\$0.00	\$0.00	\$0.00
Year 3	B00020	BUNDLE - UNLIMITED	18	\$30,370.37	\$0.00	\$30,370.37
Year 3	H00001	AB4 Camera Bundle	53	\$0.00	\$0.00	\$0.00
Year 3	H00002	AB4 Multi Bay Dock Bundle	7	\$0.00	\$0.00	\$0.00
Year 3	M00012	BUNDLE - OFFICER SAFETY PLAN 10 PLUS	35	\$115,716.73	\$0.00	\$115,716.73

Dec 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Total				\$147,038.20	\$0.00	\$147,038.20

Dec 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	100845	TRUE UP - TASER 10 CERTIFICATION	35	\$989.14	\$0.00	\$989.14
Year 4	101267	AXON VR - PSO - FULL INSTALLATION	1	\$0.00	\$0.00	\$0.00
Year 4	B00020	BUNDLE - UNLIMITED	18	\$31,585.21	\$0.00	\$31,585.21
Year 4	H00001	AB4 Camera Bundle	53	\$0.00	\$0.00	\$0.00
Year 4	H00002	AB4 Multi Bay Dock Bundle	7	\$0.00	\$0.00	\$0.00
Year 4	M00012	BUNDLE - OFFICER SAFETY PLAN 10 PLUS	35	\$120,345.38	\$0.00	\$120,345.38
Total				\$152,919.73	\$0.00	\$152,919.73

Dec 2028						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	100845	TRUE UP - TASER 10 CERTIFICATION	35	\$1,028.71	\$0.00	\$1,028.71
Year 5	101267	AXON VR - PSO - FULL INSTALLATION	1	\$0.00	\$0.00	\$0.00
Year 5	B00020	BUNDLE - UNLIMITED	18	\$32,848.61	\$0.00	\$32,848.61
Year 5	H00001	AB4 Camera Bundle	53	\$0.00	\$0.00	\$0.00
Year 5	H00002	AB4 Multi Bay Dock Bundle	7	\$0.00	\$0.00	\$0.00
Year 5	M00012	BUNDLE - OFFICER SAFETY PLAN 10 PLUS	35	\$125,159.19	\$0.00	\$125,159.19
Total				\$159,036.51	\$0.00	\$159,036.51

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

100% discounted body-worn camera and docking station hardware contained in this quote reflects a TAP replacement for hardware purchased under existing contract Q-236232. All TAP obligations from this contract will be considered fulfilled upon execution of this quote.

Signature

Date Signed

7/10/2024



City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 90 minutes (8:45 - 10:15 pm)

Subject:

Presentation regarding Stop Sign Monitoring Systems and enabling legislation

Suggested Action:

Reference: Carrington 2024 Report on HB364 Stop Sign Monitoring

Discussion of House Bill 364 (HB364), a legislative measure that permits the use of stop sign monitoring systems on state and local highways situated within school zones in Prince George's County. This initiative aims to enhance compliance with stop sign laws and improve safety for

pedestrians, particularly school children.

Attachments:

[Carrington 2024 Report on HB364 Stop Sign Monitoring.pdf](#)



Report on HB364: Authorization of Stop Sign Monitoring Systems in Prince George's County

Overview

House Bill 364 (HB364) is a legislative measure that permits the use of stop sign monitoring systems on state and local highways situated within school zones in Prince George's County. This initiative aims to enhance compliance with stop sign laws and improve safety for pedestrians, particularly school children.

Key Provisions

- 1. Authorization of Monitoring Systems:**
 - The bill authorizes the implementation of stop sign monitoring systems for a period of five years, from July 1, 2024, to June 30, 2029.
 - These systems will be installed on highways within designated school zones.
- 2. Civil Penalties:**
 - Drivers captured by the monitoring systems violating stop sign laws will be subject to a civil penalty of up to \$40, unless they were issued a citation by a police officer at the time of the violation.
 - The civil penalty serves as a deterrent to ensure adherence to stop sign regulations.
- 3. Jurisdiction and Process:**
 - The District Court will have exclusive original civil jurisdiction over infractions resulting from the monitoring systems.
 - The Chief Judge of the District Court, in collaboration with law enforcement agencies, is tasked with developing procedures for the issuance of citations, conducting trials for violations, and managing the collection of civil penalties.
- 4. Expansion of Statutory Provisions:**
 - The bill expands existing statutes governing the collection and disposition of fines related to automated monitoring systems to encompass stop sign monitoring systems.
- 5. Reporting Requirement:**

6007 Hillmeade Road
Bowie, Maryland 20720
732-763-7398
darrell.carrington@verizon.net

- Prince George's County is mandated to provide reports related to the implementation and effectiveness of the stop sign monitoring systems, ensuring accountability and transparency.

Implementation Timeline

- **Effective Date:** The bill is set to take effect on July 1, 2024.
- **Termination Date:** The authorization will expire on June 30, 2029, at which point a review of the system's effectiveness may be conducted.

Conclusion

HB364 presents a proactive approach to enhancing traffic safety in school zones within Prince George's County by leveraging technology to enforce stop sign compliance. By establishing clear procedures and penalties, the bill aims to promote safer driving behaviors and protect vulnerable pedestrians. The reporting requirements will facilitate ongoing evaluation and potential adjustments to the program, ensuring it meets its safety objectives effectively.

City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: OTHER BUSINESS 90 minutes (8:45 - 10:15 pm)

Subject:

Meeting

Suggested Action:

For the past few years, parking in the Municipal Building and Community Center parking lots has become increasingly difficult in the evening due to the arrival of the Labor Day Carnival. In order to accommodate Council members, staff, and meeting attendees, staff recommends the meeting scheduled for Monday, August 26th and Wednesday, August 28th at 7:30 pm be held virtually via Zoom.

Attachments:

[meeting.pdf](#)

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



8/7/2024 2:42 PM

City Council Meetings & Work Sessions
August – September

Council Retreat	Wed.	08/14	7:30 pm
Special Meeting/Closed Session – City Manager's Evaluation Process	Mon.	08/19	7:30 pm
Work Session – Advisory Board/Committee Chairs	Wed.	08/21	7:30 pm
Advisory Board Interviews (virtual)	Mon.	08/26	7:10 pm
Work Session – Recognition Group Policy Review/Greenbelt Community Center	Wed.	08/28	7:30 pm
Business Plan Review (virtual)			
No Meeting – Labor Day	Mon.	09/02	
Work Session – TBD	Wed.	09/04	7:30 pm
Regular Meeting	Mon.	09/09	7:30 pm
Work Session – TBD	Wed.	09/11	7:30 pm
Work Session – TBD	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

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



8/7/2024 2:42 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: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 90 minutes (8:45 - 10:15 pm)

Subject:

Approval of Online Bill Pay Proposal to cover fees for first year of program

Suggested Action:

Reference: Memorandum - B. Gaymon - 08.05.2024

Bill Pay Capabilities

As the final phase of implementing the new Edmunds Financial Management System, staff is now ready to launch the online bill pay feature. This feature allows Greenbelt residents to access, schedule , and securely pay their bills online.

Currently, the City covers the cost of the limited credit card transactions. Staff is looking to launch this Online Bill Pay Program and expand users, the cost to the City will increase significantly. Staff is asking Council to confirm its desire for the City to continue covering the fee amounts associated with the various payment options.

Bertha Gaymon, City Treasurer, will be in attendance to discuss and answer questions.

Council approval is approval is sought.

Attachments:

[Online Bill Pay - Memo of Explanation to City Manager and Councilv2 - final 8-5-2024.pdf](#)

[Announcing Bill Pay Capabilities - final 8-5-2024.pdf](#)



CITY OF GREENBELT

MEMORANDUM

DATE: August 5, 2024

TO: City Council

THRU: Josue Salmeron
City Manager

FROM: Bertha A. Gaymon
City Treasurer

RE: Announcing Online Pay Capabilities

As the final phase of implementing the new Edmunds financial management system, we are now ready to launch the online bill pay feature. This feature allows Greenbelt residents to access, schedule and securely pay their bills online. The attached announcement provides more details about how online bill pay works; however, it is important to highlight the cost requirement associated with this new program.

Currently, the city covers the cost of the limited credit card transactions. As we look to launch this online bill pay program and expand users, the cost to the city will increase significantly. Therefore, we are asking Council to confirm its desire for the City to continue covering the fee amounts associated with the various payment options. The main features for paying bills is to deduct a payment directly from a resident's account and transfer it to the City's account using either 1) an echeck; 2) a bank transfer, or 3) a debit card or credit card. The cost for each option if agency funded and if resident funded is listed below. Please note there is a discount if the City continues to cover all costs.

Key	Agency Funded	Resident Funded
echeck fee	\$0.95	\$1.95
cc trans fee	\$0.40	\$0.40
cc fee (avg)	2.25%	2.95%

The City currently pays the fees for residents electing to pay by credit card. In FY2023, actual credit card users were as follows:

Number of Greenbelt Residents		25,000			
	Billing Cycle	No. of Bills	Current Residents Credit Card Payments	Total of Credit Card Payments	% of Credit Card Payments
Personal Property Invoices	541 per Month	6492	30	360	5.55%
Retiree Invoices	35 per Month	420	18	216	51.43%
Waste Collection Invoices	672 per Quarter	2688	83	332	12.35%

And the cost to the City in FY2020 through FY2023 for credit card fees are noted below:

FY2023	FY2023	FY2022	FY2022	FY2021	FY2021	FY2020	FY2020
<u>Budgeted</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Actual</u>
\$13,000	\$3,026	\$13,000	\$7,064	\$13,000	\$8,365	\$13,000	\$8,719

With the increased number of City residents who have expressed a desire to have online bill pay, it is important to highlight the fact as users grow, the cost to the City will also grow. And while this service is desired, it is prudent to confirm whether or not the City wants to continue covering the cost. And while it is difficult to know the exact number of new residents who might participate; our Edmunds vendor indicated they have seen resident participation grow to 40% to 50% within the first year of based on other client experiences. As such, they have provided a possible scenario if 60% of residents used the echeck option—see the agency-funded costs and resident-funded costs below—and also note the discount occurs only if the City continues to cover all fees.

Agency Funded - Echeck Option	
6492	Number of Personal Property Bills
0.2	Total number of bills by the 20% participation
1,298	Total Number of Personal Property Bills will be paid by echeck
0.6	The number of residents paying electronically using the e-check option
779.04	Dollar Amount to be Assessed
0.95	Agency Funded Fee
740.09	Total Amount to Agency

Resident Funded - Echeck Option	
6492	Number of Personal Property Bills
0.2	Total number of bills by the 20% participation rate
1,298	Total Number of Personal Property Bills will be paid by echeck
0.6	The number of residents paying electronically using the e-check option
779.04	Dollar Amount to be Assessed
1.95	Resident Funded Fee
1,519.13	Total Amount to Agency

Furthermore, the cost for credit card fees will vary based on the type of card being used i.e., American Express, Discover, etc. With this, there are a host of different scenarios that could occur; however, the point to highlight is that the credit card transaction fee of \$0.40 will be imposed on both the agency and resident funded options. The additional credit card fee noted above is where the cost differs—2.25% if agency funded and 2.95% if resident funded (see fee chart above).

Again, this information is provided to inform Council about the new online pay feature and to solicit your approval of the City continuing to cover the associated costs. As a reminder, the City currently pays the transaction fees on behalf of Greenbelt residents when they participate in other City-sponsored programs in the Recreation, Code Enforcement and Police Departments.

We look forward to further discussing this matter with you at the August 12th Council meeting.

Announcing “Online Bill Pay” Capabilities for Residents of the City of Greenbelt

The Finance Department is excited to announce “Online Bill Pay Capabilities” for Greenbelt residents! This is a new feature of the City’s new Edmunds financial management system that allows residents to access, schedule and securely pay their bills online.

What is this feature all about?

Specifically, online bill pay allows residents to schedule and pay bills from a computer, tablet or mobile phone. Our online bill pay service with Edmunds works by deducting a payment directly from a resident’s account and transferring it to the City using an echeck, bank transfer, or debit card or credit card.

This means rather than sending a check to the City by mail or visiting the City’s Finance Office, the resident’s tax payment, waste collection payment and retiree payment can be deducted electronically in the form of a one-time payment or recurring payment as set up in the resident’s account.

What are the Benefits of “Bill Pay”?

- ✓ Convenience: Resident can pay and monitor your bills from one location.
- ✓ Credit Score: When you set up automatic payments, you minimize the chance of being late or delinquent, which can damage your credit score. On time payments helps ones credit score.
- ✓ Decrease Identify Theft: Online bill pay allow you to pay everything digitally, resulting in less paper statements mailed to your home.
- ✓ Saves Money: Checks, stamps, envelopes and trips to the post office are eliminated.

And we’ve made sure to make set-up easy. Here’s how it works:

1. Sign into the City’s “bill pay portal” to register your account
2. Tap “Pay Bills”
3. Select the bill you want to pay
4. Enter the amount to pay and tap schedule
5. Review payment details and tap Schedule
6. Make the Payment
7. You will receive a payment confirmation via email on file

This feature works directly with our new system Edmunds system integrating with other Edmunds GovTech modules which automatically reflects payment activity as it occurs.

We hope Greenbelt resident will choose to use this new feature and the Finance Department is available to assist as needed. Please contact us at 301-474-1552.

City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 90 minutes (8:45 - 10:15 pm)

Subject:

Opposition to Federal Funding Cuts for Activities Related to DEI and Climate Change

Suggested Action:

Requested to be added by Mayor Pro Tem Weaver

Background information:

This time-sensitive request came through the Greenbelt Advisory Committee for Environmental Sustainability (Green ACES). An invitation was received from the Urban Sustainability Directors Network asking local governments to sign on by August 20th to a letter to be sent to House and Senate Appropriation staffers regarding cuts that may affect grant or other funding municipalities receive from the federal government. There is not time for Green ACES to have a meeting to make a formal recommendation before City Council would need to take action to sign on to the letter, but the membership is being polled by email and it was requested to add this item to the council agenda for discussion and possible action.

Here is the text of the request from the email:

Members of the House of Representatives have proposed harmful language, which would block funding in the FY 2025 appropriations for programs and activities promoting diversity, equity and inclusion (DEI) and those related to climate resilience. This language will roll back the social, environmental, and economic benefits in the Inflation Reduction Act (IRA) and the Infrastructure Investment and Jobs Act (IIJA) and will be detrimental to the communities benefiting from these financial investments. The Urban Sustainability Directors Network (USDN) invites you to join a coalition letter of local governments and local government facing organizations opposing House Republicans' FY25 proposed language cutting all funding for activities related to DEI and Climate Change. Please consider signing onto this joint letter to urge that such language to defund these investments be stricken from any final FY 2025 appropriations measures.

The full text of the [letter to House and Senate Appropriation Staffers](#) is also available for reference.

The City of Greenbelt has previously indicated a strong commitment to efforts related to both climate change mitigation and resilience and diversity, equity and inclusion, as seen in various of the projects outlined in our recent FY2025 budget, such as electric vehicle acquisition and infrastructure, carbon

reduction goals, and the DEI audit underway, to name just a few. It is in the City's interest to be able to pursue federal funding for future projects related to those aims, and it would be detrimental to our efforts if language restricting the projects that can be funded is included in the federal governments FY2025 budget. Therefore, it is worth council considering taking a position by signing on to this joint letter in opposition to those funding restrictions.

Attachments:

[Joint Letter - DEI and Climate - FY25.docx.pdf](#)

FY25 SIGN ON LETTER: Oppose the House of Representatives proposed language banning funding for diversity, equity, and inclusion and climate resilience

The Urban Sustainability Directors Network (USDN) invites you to join a coalition letter opposing House Republicans' FY25 proposed language cutting all funding for activities related to Diversity, Equity, and Inclusion (DEI) and Climate Change.

Text of the letter is below. **Deadline is 8/20 at 5PM ET**

Form to add your organization to the letter: <https://forms.gle/vaQdBHTxcUDnp4mY9>

If you have any questions, please contact Cynthia McCoy at cynthiamccoy@usdn.org
Thank you for your interest.

Letter to House and Senate Appropriations Staffers

August 21, 2024

Dear Member of Congress [Senate or House Member]:

As members of XXX local government facing organizations and local governments across the United States, we express strong opposition to harmful language in pending FY 2025 appropriations bills that would work to negate gains for disadvantaged and climate-affected communities.

The Biden/Harris Administration affirmed in [Executive Order 14008](#), Tackling the Climate Crisis at Home and Abroad, “The United States and the world face a profound climate crisis. We have a narrow moment to pursue action at home and abroad in order to avoid the most catastrophic impacts of that crisis and to seize the opportunity that tackling climate change presents.”

The Administration went further to advance environmental justice in [Executive Order 14096](#), Revitalizing Our Nation’s Commitment to Environmental Justice for All, and affirm that, “To fulfill our Nation's promises of justice, liberty, and equality, every person must have clean air to breathe; clean water to drink; safe and healthy foods to eat; and an environment that is healthy, sustainable, climate-resilient, and free from harmful pollution and chemical exposure. Restoring and protecting a healthy environment—wherever people live, play, work, learn, grow, and worship—is a matter of justice and a fundamental duty that the Federal Government must uphold on behalf of all people.” EO 14096 goes on to note that achieving this vision will only successfully occur through meaningful engagement and collaboration with underserved and

overburdened communities saddled with the negative impacts of adverse environmental conditions – many brought on by climate change.

However, some in the Congress wish to turn back the clock and block funding in FY 2025 appropriations measures for programs and activities promoting diversity, equity and inclusion (DEI) and those related to climate resilience.

For example, the House Energy and Water Appropriations bill for FY 2025 includes the following language:

“Sec. 506. None of the funds appropriated or otherwise made available by this Act may be made available to implement, administer, apply, enforce, or carry out the Equity Action Plan of the Department of Energy, or Executive Order 13985 of January 20, 2021 (86 Fed. Reg. 7009, relating to advancing racial equity and support for underserved communities through the Federal Government), Executive Order 14035 of June 25, 2021 (86 Fed. Reg. 34593, relating to diversity, equity, inclusion, and accessibility in the Federal workforce), or Executive Order 14091 of February 16, 2023 (88 Fed. Reg. 10825, relating to further advancing racial equity and support for underserved communities through the Federal Government).”

In another example, the House Commerce-Justice-Science Appropriations bill for FY 2025 includes the following language:

“Sec. 554. None of the funds made available by this Act may be used – (1) by the – (A) Department of Commerce for – (i) the National Institute of Standards and Technology Center of Excellence in Climate Change; or (ii) climate change fisheries research; (B) National Science Foundation for the – (i) U.S. Global Change Research Program (USGCRP); or (ii) Clean Energy Technology program; or (2) to implement, administer, apply, enforce, or carry out Executive Order 14008 of January 27, 2021, ‘Tackling the Climate Crisis at Home and Abroad’ (86 Fed. Reg. 7619).”

Similar language is included in other pending appropriations bills, as well as provisions to defund significant measures under the landmark Infrastructure Investment and Jobs Act (IIJA) and Inflation Reduction Act (IRA) which have been instrumental in revitalizing communities across the country. It would be detrimental to these communities to roll back those investments now, which have allowed local governments to address long standing infrastructure needs and have been a boon to all in investment areas, socially, environmentally, and economically.

We are grateful to those in the Congress who helped to fund meaningful environmental justice and infrastructure investments at the inception. We urge that such language to defund these investments be stricken from any final FY 2025 appropriations measures.

Sincerely,

SIGNATORIES:

City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 90 minutes (8:45 - 10:15 pm)

Subject:

Authorizing City Manager to execute contract for File Scanning Project, to digitize records for Administration and Finance

Suggested Action:

Reference: Memorandum - J. Salmerón - 08.12.24

Records Digitization Services to The City of Greenbelt Proposal by ARC

Document Solutions - 8-9-24

City of Greenbelt-Statement Of Work_8-9-24

Living Wage Certification

The City Administration is requesting approval to enter into a contract with e-ARC to provide file collection, file scanning, and data integration for files in the City's Municipal Building, primarily in the Administration and Finance departments. This file scanning work, in conjunction with the revision of the City's retention policy, will allow for the reprogramming and more efficient use of space in the City Manager's suite and Finance suite.

Attachments:

[File Scanning Recommendation Memo 8-9-24.pdf](#)

[Records Digitization Services to The City of Greenbelt Proposal by ARC Document Solutions - 8-9-24.pdf](#)

[City of Greenbelt-SOW_8-9-24.pdf](#)

[Living Wage Certification - Completed By ARC.pdf](#)

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



TO: City Council

From: Josué Salmerón, City Manager
Tim George, Assistant City Manager

Date: August 12, 2024

RE: File Scanning Contract

The City's American Rescue Plan Act (ARPA) approved spending plan includes funds to implement the recommendations of the Space Study, which include office optimization. City Administration reached out to six (6) qualified firms to submit a proposal to provide file collection, file scanning, and data integration for files in the City's Municipal Building, primarily in the Administration and Finance departments. This file scanning work, in conjunction with the revision of the City's retention policy, will allow for reprogramming and more efficient space utilization of both the City Manager's area and Finance suite.

A total of four (4) quotations were received from qualified candidates. The City Manager, Assistant City Manager and City Clerk carefully reviewed all proposals based on the following: 1) Responsiveness to the request; 2) Timeliness of the deliverable, and 3) Per/unit fee proposal. Based on the staff's review follow-up questions were submitted and the top two firms were invited to pick up a "test box" to scan. Note that at that time one of the two firms rescinded their proposal citing work capacity issues.

While Staff believes all four firms are qualified to provide the services requested, staff believes the proposal submitted by e-ARC represents the best value for the City. e-ARC is a local firm, was willing to offer a price-per-box pricing option and has a cloud data solution if the City chose to house our data off-site. e-ARC is also the only contractor of the four that opted to come in for an on-site evaluation of our scanning needs and present their recommendations.

Based on the discussion above, it is staff recommendation that the Council accepts the proposal of e-ARC to provide scanning services and authorize the City Manager to enter into a contract for Phase 1 and Phase 2 a cost not to exceed \$64,172.00.



This Proposal is prepared specifically for The City of Greenbelt

Records Digitization, Indexing Services and Creating a Digital Paperless Environment

Proposal Submitted to:

Timothy George
Assistant City Manager
City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770
Email: tgeorge@greenbeltmd.gov
Phone: (301) 474-8000

Submitted By:

Karen Groseclose
Account Executive
ARC Document Solutions LLC
9130 Red Branch Avenue, Suite P
Columbia MD 21045
Email: karen.groseclose@e-arc.com
Phone: (410) 776-8255

Notice of Intent to Award Request: Kindly inform me of the offer results and intent to award.

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COVER LETTER

August 9, 2024

Timothy George
Assistant City Manager
City of Greenbelt

Dear Mr. George,

ARC Document Solutions is pleased to present our proposal for **Records Digitization, Indexing and creating a digital paperless environment in the City of Greenbelt.**

ARC is 100% compliant with the State and Federal Records Digitization guidelines including the recently introduced FADGI Quality Standards by the National Archives and Records Administration. And we can easily meet and exceed all requirements identified during the site assessment.

Our company, ARC Document Solutions, LLC was founded in 1988 and has been providing digital transformation services required in this project for over 35 years and has successfully delivered hundreds of projects with similar scopes of work identified at the city of Greenbelt. Our website is www.e-arc.com.

At ARC, we prioritize compliance and quality assurance, ensuring full adherence to the Scope of Work identified in this initiation. As evidence of our commitment to excellence, we are proud to be an approved **GSA Schedule holder (GS-03F-142DA), registered on SAM.gov with a Unique Entity Identification (HQGRUXMBQN15) and a Federal Disaster Response provider**, demonstrating our capability and credibility in providing top-tier services. Moreover, our adherence to **ISO, HIPAA, FADGI, and SOC2 standards** underscores our dedication to maintaining the highest levels of security and regulatory compliance.

With a specialization in digitizing a wide range of Public Agency documents ranging from small format and public record documents to large format land and engineering records, ARC stands out, backed by over three decades of expertise in this domain. Our extensive experience includes successful projects with government agencies that span State, Local, Education and Federal agencies. What sets us apart is our expertise, technology, project tested processes and capability to scale operations seamlessly to accommodate any document volume or expedited timeline. We ensure dedicated project management, supervision, and experienced document capture/indexing staff for your project. Our team is poised to deliver exceptional results.

We look forward to partnering on a successful project and fulfilling our mission of delighting our customers.

Thank you for the opportunity.

Respectfully,
Dennis Dillon
Vice President
ddillon@e-arc.com
Phone: (301) 332-7879

EXECUTIVE SUMMARY AND QUALIFICATIONS

ARC Document Solutions (NYSE: ARC) is a leading document solutions company in the United States, catering to government agencies at all levels, utilities, and municipalities. Our expertise spans document conversion technology and services, with a legacy of over 30 years and a nationwide presence. Our website, www.e-arc.com, provides detailed information about our Board of Directors, CEO & Chief Officers, and recent financial updates.

With conversion centers in **Columbia, MD; Washington DC; and Tysons Corner, VA; and 140 nationwide**, ARC has supported thousands of document conversion and data migration projects over the last 30 years. The knowledge, technology and expertise gained from all those projects is what we can bring to delivering your project successfully, on time, and on budget. No other company can claim to have this level of experience.



ARC Document Solutions will meet 100% of the requirements and provide staff to complete tasks Off-Site at an ARC facility. ARC is one of the early FADGI adopters, meeting the scanning standards set by the National Archives and Records Administration (NARA), HIPAA Certification to handle Protected Health Information (PHI) and Personally Identifiable Information (PII), ISO Certification for quality and SOC2 TYPE II Security Compliance to provide secure scanning services for all document types. ARC is also a GSA Schedule holder (GS-03F-142DA).

Our commitment to excellence in scanning, reprographics, and document services is unmatched in the area. For the City of Greenbelt, ARC will deploy a customized and proven digitization workflow to meet the project goals. We understand that the City of Greenbelt aims to create a paperless environment, providing easy, fast and secure access to The City records for various departments via centralized Solution (Proposed SkySite Archives Cloud) or using existing Applications including SharePoint or Laserfiche. From the barcode-based detailed **chain of custody process** to the delivery of final digital records, we have designed this production capture process to meet all the requirements identified, as well as to adhere to **modern ISO and National Archives guidelines**. We also guarantee access to specific documents during conversion projects, with retrieval within 24 hours and seamless delivery coordination managed directly by the assigned Project Manager.

At ARC, we prioritize understanding our customers' environments, challenges, and goals to ensure successful project delivery. **Our approach emphasizes transparent communication, robust project management, document chain of custody, cutting-edge technology, and stringent data security measures.** ARC's proven process, combined with innovative technology and experienced staff, ensures the success of digital transformation projects. Our data processing teams specialize in preparing images compatible with the *Proposed Cloud solution or existing in-house solutions* and providing necessary services to complete the data migration process as required.



The importance of transforming and digitally accessing your documents should be entrusted only to an expert partner like ARC Document Solutions. There is no local supplier that has the resources we currently have in place to meet your project needs.

WHY ARC?

Comprehensive Compliance and Security: We prioritize the highest standards of compliance and security, adhering to NARA, FADGI, and HIPAA guidelines. Our facilities and processes are designed to meet rigorous security requirements, including SOC2 TYPE II and HIPAA compliance. The security of your records is further ensured through video surveillance in production areas, a secure cloud-based online file migration portal, and confidentiality agreements signed by production staff members.

Proven Expertise and Unmatched Experience: With over 30 years of experience digitizing mission-critical documents for public agencies, ARC Document Solutions brings an unparalleled depth of knowledge and reliability to scanning project. Our extensive track record of successful document conversion projects ensures that we understand the unique challenges and requirements of handling sensitive and essential public records.

Cutting-Edge Technology for Superior Accuracy: ARC Document Solutions leverages state-of-the-art technology to achieve industry-leading results. Our production-grade scanning equipment and advanced software, combined with AI and machine learning-powered data extraction solutions, guarantee precision and efficiency. Our key verification and database validation workflows ensure an exceptional 99.9% indexing accuracy, minimizing errors, and maximizing the integrity of your documents.

Commitment to Best Practices: ARC Document Solutions has honed its best practices over tens of thousands of document conversion projects. Our methodologies are refined and optimized to deliver the highest quality service, ensuring that your project benefits from the most efficient and effective processes in the industry. Our commitment to continuous improvement and excellence ensures that your records are handled with the utmost care and professionalism.

Tailored Solutions for Public Agencies: Understanding the specific needs of public agencies, ARC Document Solutions offers tailored solutions that meet and exceed expectations. Our approach is collaborative, working closely with your team to ensure that our services align perfectly with your project goals and regulatory requirements. By partnering with us, you gain access to a wealth of expertise and resources dedicated to preserving the accuracy and security of your documents.

Hence, choosing ARC Document Solutions means selecting a partner with proven experience, cutting-edge technology, stringent security measures, and a commitment to best practices. We are dedicated to delivering a seamless and accurate scanning and indexing service, ensuring the integrity and accessibility of your essential public records. Trust ARC Document Solutions to provide the expertise and reliability needed for the successful completion of your document scanning project. Moreover, document digitization differentiates ARC from other competitors, making us the trusted choice for this important project.

QUALITY ASSURANCE PLAN (QAP) – OVERVIEW

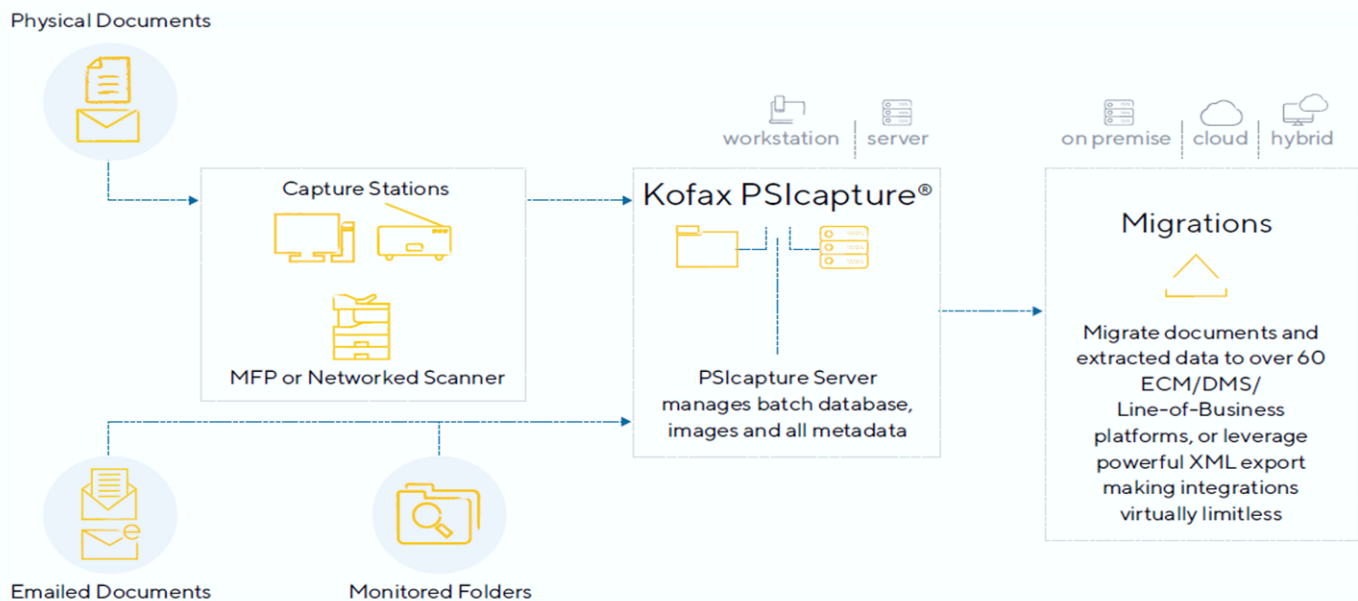
ARC considers its QAP to be at the center of our offering, where we can assure our customers with a high level of confidence that our work product (deliverables) will be produced with the highest quality and consistency possible. Although we do perform multiple levels of Quality Checks, we believe that having the strongest possible QAP means that we can be less dependent on error correction during our quality checks because we have significantly reduced the risk of error through the proper development of a project specific QAP. By mitigating the need for re-work, and through a properly developed plan, we can increase our efficiency, and therefore deliver on-time performance. Our customers can rely on timely deliveries, and increased confidence with the quality delivered, achieving the project goals, and minimizing our customer's time to validate our work product.

QAP Elements - Details of these elements are discussed in their respective sections of our Technical Proposal:

1. Equipment
 - a) Small Format (SF) Scanners:
 - i) Automatic Scanner Calibrations
 - ii) Black Backing
 - (1) Reduce image interference from backside
 - (2) Deskew to Page Edge

- iii) Double Page Feed Detection
- iv) Duplex Scanning
- v) Auto-Crop
- vi) Auto Color Threshold Control
- b) Large Format (LF) Scanners
 - i) Manual Feeding, one sheet at a time
 - ii) Image reviewed while being scanned.
 - iii) Auto cropped
 - iv) Image deskewed
 - v) Image quality adjusted on individual basis
 - vi) Ensure best possible image quality for each original
- 2. Software
 - a) Lock-in Scanner Specs to Project
 - b) Assures files are created and remain within designed folder structure
 - c) Validates Index data
 - d) Provides database lookups to customer data for validation
- 3. IT Infrastructure Data Security and Image Tracking
 - a) When Created
 - b) While being process
 - c) When Deliverables Completed
 - d) When Transported to Customer
- 4. Use of Barcode Technology
 - a) Barcodes at box, folder and document level as needed
 - b) Barcodes are either read correctly, or not to drive workflows
- 5. Process
 - a) Programmed Digital Workflows, “customized” for each document collection
 - b) Use of Automation (reducing human interaction where possible, to minimize risk of error)
- 6. Employee Roles, Responsibilities, Experience, Training & Certification
 - a) Task Specific Training per employee
 - b) Task accountability by employee
 - c) Task Audit Trails
- 7. Quality Checks
 - a) Image quality review
 - b) Index data review
- 8. Predictable & Scalable Throughput
 - a) Daily, Weekly and Monthly throughput tracking
 - b) Performance Dashboard for customer access
- 9. Risk Mitigation:
 - a) ARC Footprint (multiple facilities for redundant & consistent operations)
 - b) Best Practices across all locations
 - c) Equipment (Maintenance & Upkeep)
 - d) Software (Newest Releases)
 - e) Staffing (Bench Depth)
 - f) High security, air-gapped onsite if needed
- 10. Operations & Certifications
 - a) Security Systems
 - i) Controlled facility access
 - ii) 24/7 video surveillance
 - b) ISO 27001
 - c) HIPAA
 - d) SOC2

TECHNOLOGY AND METHODOLOGY



We use the best technology from **Kofax (PSIcapture)** for Smart Data Capture and Automated Data Extraction (ADE) which reads and extracts information from sources like computer printed type, handwriting or metadata, checking the data against a database for verification. PSIcapture and ADE are fast and scalable, capable of handling even the most demanding workloads.

Kofax (Virtual ReScan – VRS), multiple **OCR engines (Abbyy and Tesseract)**, highest capacity **production grade scanners from Kodak and Canon**, and ARC's **proprietary image processing technology based on Machine Learning and Artificial Intelligence** are tools we leverage to enable our Quality Assurance program. Tools like VRS act as an automated quality control operator who will never miss any image quality issue and help to clean your toughest documents and reveal data so we can access the index data accurately.

Automation is a significant focus for ARC, and we implement custom workflows to meet the scope of work for each of our customers. **It is not a one size fits all, but rather a tailored solution to meet The City's specific conversion requirements.** When we automate the routine tasks, our team can spend their time on administering the Quality Assurance Procedures that help prevent errors proactively rather than error correction which is a typical approach that costs time and causes budget overruns. With features like PSIcapture, VRS and ADE combined with our custom Workflow setup, we can automate your processes freeing our technicians to focus on monitoring image quality and data verifications. With over 60+ Enterprise Content Management (ECM) and file/folder types to choose from, integrating into your office ecosystem is easy. We can move files to ECMs like Laserfiche, Microsoft SharePoint, Box, M-Files, DocuWare, and OnBase, just to name a few. ARC will work with the City of Greenbelt team to efficiently migrate data to the destination electronic records management platform.

These imaging and workflow tools enable us to clean your toughest documents by analyzing each scanned page to produce the best image quality, reveal indexable data so you can access accurate information and ensure a verifiable process is being followed on each document leaving no room for human error. Our **HIPAA, SOC 2 and ISO certifications** form the foundation of our approach to being a custodian of your records and securely processing the data. Our approach is to apply all available resources to deliver the best quality result with an auditable process to make your digital transformation goals a reality. *This approach is being applied to an on-going engagement with The City of Petersburg to scan and duplicate documents from multiple departments.*

We are a strong team of experienced and creative thinkers who understand the moving parts of a conversion project: records management, records custodian, data security, scanner resolutions, image processing, taxonomy, data normalization, data management and migration. Our offer will provide The City of Greenbelt with a comprehensive advantage by providing a unique solution to go beyond what a traditional supplier may provide.

Let the Workflow Do the Work

After capturing data from a variety of sources and employing powerful OCR, data extraction and document identification, digital workflow transformation becomes the natural result. Processes are completed in a fraction of the time, boosting productivity and saving valuable resources.



Information Just Waiting to be Discovered.

Your documents are actionable business intelligence. Harness it with PSiCapture.

Data Where You Need It

With numerous ECM and file/folder types to choose from, integrating into your office ecosystem is easy. Our solutions move files to ECMs like Microsoft SharePoint, DocuWare, OnBase and many others. Or if you simply need it put into a folder on your company server, you can do that too.

SAMPLE PSiCapture WORKFLOW



EXPERIENCE & CUSTOMERS SERVED

ARC Document Solutions has extensive experience with Digital Transformation projects with specific expertise in Document Capture, Data Management, Indexing and Metadata extraction, Security, Document Custody and Document Management Solutions for all segments of public agencies: Federal, State, Local/Municipal, Unified School Districts, Utilities and Agencies.

Please see the below sampling from thousands of similar clients for whom we have provided document conversions services:

✓ City of Richmond, VA	✓ Arlington Public Schools, VA	✓ Children's National Medical Center, DC
✓ The City of Petersburg, VA	✓ Town of Westminster, MD	✓ Pfizer Inc, PA
✓ Powhatan County, VA	✓ RIVANNA Water and Sewer Authority, VA	✓ City of Boston, MA
✓ City of Baltimore, MD	✓ Federal Reserve Bank of New York	✓ Town of Fairfax, VT
✓ City of Rockville, MD	✓ National Institute of Standards and Technology, MD	✓ Reading Housing Authority, PA
✓ Montgomery County, PA	✓ City of Laurel, MD	✓ Kings County Court, NY
✓ Delaware County, PA	✓ City of White Plains, NY	✓ City of Lancaster, PA
✓ Wise County, VA	✓ SEPTA – PA	✓ National Institute of Health, DC
✓ Rhode Island Housing Authority, RI	✓ Providence Schools, RI	✓ Dominion Energy, VA
✓ Washington Gas, VA	✓ Kiln Creek HOA - VA	✓ Dept. of Homeland Security
✓ Regent University, VA	✓ City of Yonkers, NY	✓ University of Richmond

Specific Customer references relating to our proposed Document Imaging, Digitalization and Conversion Services for The City of Greenbelt are included within this proposal.

ARC'S COMMUNITY ENGAGEMENT

At ARC Document Solutions, we believe in making a positive impact on our planet while serving our customers' needs. That is why we have teamed up with the non-profit environmental organization, **One Tree Planted**, to introduce the **Print & Plant Initiative**.

The Print & Plant program is a unique initiative that allows us to give back to the environment in a tangible way. We understand that printing is a necessity for many businesses, but we also recognize the impact it can have on our forests. That is why for every 8,333 sheets of paper our clients print – which is the amount of paper made from a single tree – we ensure that at least one tree is planted to replace it. To date we have planted 7,798 trees.

This initiative not only helps in reforestation efforts but also raises awareness about the importance of responsible printing practices. By participating in the Print & Plant program, our clients can make a difference and contribute to a greener, more sustainable future.

We are proud to be part of this initiative and are committed to continuing our efforts in community engagement and environmental stewardship. Together with One Tree Planted, we are making a positive impact one tree at a time. Join us in the Print & Plant Initiative and help us create a greener tomorrow for generations to come.

MEET OUR TEAM

ARC's extensive talent pool is poised to deliver tailored and effective solutions for the City of Greenbelt's document conversion project. With unparalleled experience in digital document conversion, ARC offers a depth of expertise unmatched by any other provider. Our team is comprised of the following skilled professionals, brings a wealth of collective knowledge and capabilities to ensure the city finds the optimal solution for their needs.

Vince Pingel

General Manager

National Director of Document Scanning Operations – 30+ years

Vince has been involved in providing document imaging solutions since 1991. His experience expands a wide variety of industries, markets, and specialty areas. In 1996 Vince was contracted to capture the complete legacy of the National Geographic magazine, including every page from every issue, in high-quality full color.

In the early 2000's, Vince served as a liaison for the marketing team at Adobe, introducing Adobe to the wide format construction document industry, and was later asked to sit on an Adobe committee for the development of their Acrobat-Version 6.

In 2006, Vince's team was contracted to capture the historical legacy of the State Supreme Court for the State of Louisiana. This project resulted from the disastrous hurricane Katrina, which nearly destroyed all hand printed decisions and transcripts for State Supreme Court cases dating back to 1845.

In his role as GM of our National Scanning Operations, Vince serves as a Technical Consultant for ARC and many of our customers, developing our Best Practices, Workflows and Processes for numerous large and highly visible Document Conversion Projects such as the US Courts, Federal Reserve Banking System, National Geographic and numerous State and Local Government agencies across the country.

Uday Pathirana

Director of Scanning Operations

VA/MD/DC Operations – 20+ years

Uday Pathirana is an expert in the Document Scanning and records management industry with over 20 years of experience. He embarked on his career journey in 2004 as a programmer, specializing in the development of document imaging tools. Over time, Uday transitioned into Electronic Records Management and Document Imaging Operations, where he honed his skills in overseeing a wide array of projects across various industries and geographies.

Uday holds a plethora of certifications, including Certified Document Imaging Architect (CDIA+), Project Management Professional (PMP), Microsoft Certified Trainer, and Certified Records Management Expert. He earned his B.Sc. in Information Management from University College Dublin, Ireland, and an MBA from the University of Wales, UK.

As a Document Imaging Consultant, Uday plays a pivotal role in managing all Document Scanning Projects in the Mid-Atlantic for ARC. His responsibilities include providing pre-sales consultancy, project management expertise, establishing production and quality guidelines, conducting training sessions, and ensuring the successful delivery of projects while meeting project objectives.

Uday's impressive portfolio includes projects of varying scales, ranging from a single box of documents to digitize to large-scale projects involving over 96 million documents within a six-month timeframe. Some of his notable clients include Pfizer Inc, Federal Reserve Bank, Washington Gas, City of Richmond, City of Baltimore, U.S. FDA, U.S. DHS, and U.S. DOE.

Dennis Dillon

Regional Vice President

VA/MD/DC Market Leader – 30+ years

Dennis, a dynamic and results-driven leader, brings over three decades of expertise as the VA, MD, and DC Market Leader with ARC. Adept at fostering collaboration and optimizing operational efficiency, Dennis has honed exceptional coaching and mentoring skills, elevating numerous teams to success.

With a keen eye for problem-solving and a talent for effective communication, he consistently exceeds expectations. Dennis's remarkable ability to engage diverse clientele underscores his commitment to superior customer service. Recognized for his autonomy in tackling complex challenges, Dennis is a pivotal asset, driving organizational success. As Chief of Culture, he has played a crucial role in recruiting and nurturing talent, contributing significantly to the team's triumphs.

Additionally, Dennis's extensive 30+ years of document experience underscores his unique proficiency in the field, making him an invaluable leader in the MD/DC/VA regions. He has worked on several notable projects, including Washington Gas in DC, Children's National Hospital in Washington, DC, and Federal Realty in MD.

Phyllis Webster

Service Center Manager

MD Center Operations – 10+ Years

Phyllis boasts an extensive tenure of over 10 years within the document scanning and records management industry. Since 2018, she has been an invaluable asset to ARC Document Solutions. Throughout her career, Phyllis has demonstrated an unwavering commitment to staying abreast of industry advancements, evolving from traditional Xerox copies and blueprints to pioneering the transition towards digital printing and scanning technologies.

Under Phyllis's stewardship, our Columbia MD Service Center has undergone significant augmentation over the past 5 years, enhancing its scanning capabilities with state-of-the-art small and large format equipment, alongside expanded

storage facilities, to seamlessly accommodate the burgeoning demand for scanning services. She has led successful projects for the City of Baltimore – Department of Public Works, Montgomery County Archives – PA, and the City of Richmond – VA.

Karen Groseclose

Account Executive

MD/VA/DC Operations – **20+ Years**

Karen is a seasoned account executive with over 20 years of extensive business experience and a strong track record in customer service. She excels in driving growth within the DC/MD/VA region, with a particular focus on federal and state agencies. Karen is renowned for her ability to build and maintain long-lasting client relationships, consistently delivering exceptional results that exceed client expectations.

Her deep understanding of regional dynamics, coupled with invaluable local insights, positions her as a trusted advisor in the industry. Karen's expertise includes navigating complex business environments, identifying opportunities for client growth, and implementing innovative solutions tailored to meet the unique needs of each client. Her commitment to excellence and her proactive approach to problem-solving have earned her a reputation for reliability and success in achieving project goals for prestigious customers including Capgemini, PwC and Deloitte.

For the purposes of this proposal document, the main contact and project manager at ARC will be:

Uday Pathirana - Project Manager, Maryland Scanning Team

P: 410-302-1927

udayanqa.pathirana@e-arc.com

ARC'S PROJECT PLAN AND STATEMENT OF WORK

GENERAL OVERVIEW

To execute this project, and meet any volume and timeline requirements, **ARC will provide the Document Conversion Services off-site, at its Production Centers in Columbia MD, and Tysons Corner VA will be a Secondary/backup location.** All Service Centers employ redundant, state of the art production equipment, with a dedicated and experienced staff including **Service Center Manager (Phyllis Webster) with over 10 years of document digitization experience.**

The conversion process includes the scanning of all hard copy documents, into a digital facsimile image, captured at **300 DPI** using a programmatic Auto Color/Grayscale or B&W for small format and large format documents.

The resulting source images will be consolidated into an Industry standard **PDF or PDF/A file**, arranged in sequential page order. Each distinct document delineated by file folder or envelope will generate a separate PDF file (Document). Furthermore, pertinent indexing information will be extracted from each Document and linked to the respective PDF file, both named and organized within designated folders.

This structuring, including file naming and folder arrangement, will be customized post-award, aligning with the data extracted from the source documents. Accompanying this process, index data will be collated in either a CSV text file or an Excel file for seamless association with the PDF files.

ARC will perform the following services off-site at the ARC HIPAA compliant scanning facility in **Columbia MD**.

- Receiving boxes in ARC vehicle from The City of Greenbelt with proper chain of custody and security.
- Validation of box inventory and security seals in-tact.
- Document inventory creation, inserting uniquely barcoded folder separation and document separation sheets into each hard copy files folder.
- Recording of separator barcodes into inventory spreadsheet.
- Creating an automated workflow to process digital images into **destination document management system** by:
 - Retrieving conditioned index data for the document.
 - Applying the template to the document.
 - Pushing the indexing information into the correct template fields.
 - Renaming the document based on the index data.
 - Storing the document in a prescribed folder location.
- Indexing of box information and folder details into index database.
- Document preparation:
 - Insertion of unique barcoded document separators, before the first page of each document (as designated by each Department) within each folder.
- Removal of binding materials (Excluding the source material that will be digitized using Books Scanners)
 - Unfolding pages.
 - Removal and/or repositioning of post-it notes, flags, and other attachments.
- Image Acquisition (Document Scanning).
- Scanned Image QC.
- Document level indexing.
- Document De-Prep:
 - Returning hard copy document pages to their source folder & box, without replacement of binding materials or attachments.
- Return of completed documents in original boxes and in original order.
- Processing of Quality Checked Images:
 - Programmatic compilation of **SkySite/SharePoint** PDF files.
 - Running OCR against all PDF files if needed.
 - Programmatic file naming, based on index data collected.
 - Programmatic folder structuring, based on index data collected.
 - Migrating the completed images, folder structures and index data into the City's electronic records management Archive.
- Inventory spreadsheet validation of each box for return or disposal as instructed by the City.
- Secure non-stop transport of returning boxes to The City.
- Close out chain of custody process controls.

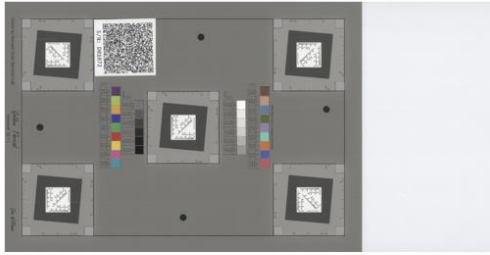
CURRENT CONDITION

Based on ARC's assessment most of the collection is in good to fair condition. At the same time, we can assure The City, we are well equipped and experienced to handle documents of all shapes, sizes, and conditions. We anticipate that we may have to repair a very small quantity of documents, to bring them to a "scannable" state. *An example of this capability happened recently when ARC had the good fortune of digitizing hand-drawn, fragile, and significant turn-of-the-century engineering drawings for **The City of Richmond VA**. These documents required very special handling as they represented the City Official's digitizing of the paper documentation of all the facilities, engineering, and operations documents.*

Furthermore, we acknowledge the necessity of preparing small format documents before scanning, which entails removing binding materials, unfolding pages, and eliminating post-it notes and flags. Additionally, recognizing that small format pages may be printed either simplex or duplex, our scanning process will utilize duplex mode to ensure retention of any backside images in the output SkySite or SharePoint PDF file.

OUR APPROACH

MAINTAINING FADGI COMPLIANCE



Sample Scanned Test Target Image

Last year, the **National Archives and Records Administration (NARA)** released its latest version of **Federal Agencies Digital Guidelines Initiative (FADGI) standards**, intended to establish highly accurate and repeatable levels of quality when digitizing hardcopy documents. ARC Document Solutions celebrates and supports the advancement of the newest release of this standard. In fact, ARC is one of the few, or maybe the only service provider who has invested in dedicated document scanners, firmware, software, test targets, and developed a thorough process to validate that it maintains compliance with these standards. In fact, our process is solid, repeatable, and will sustain audits at any time during the production process.

Each morning, before the production process begins, the scanner technician will scan the Golden Thread Test Target, using the pre-established scanner settings. The resultant image will be submitted to the Golden Thread Software, for analysis. The Golden Thread software will generate a detailed Image Analysis Report, indicating dozens of analytics of the source target image, and indicating a pass or fail grade for the target 3 Star Level desired for this project. The scanning of the test target will be conducted once per day for each scanner as used in this project. The resultant scanned image will be programmatically named to indicate the exact date and time the image was created, as well as the model and serial number of the exact scanner used to generate the test image. The corresponding report will also show the exact image from which the analysis was derived.

FADGI Test Target Report

Start

Image

Tonescale

Color

Resolution

Noise

Summary

QRD01072

DRG2140_JF306420_ARC_04112024.tif

☐ Show Details

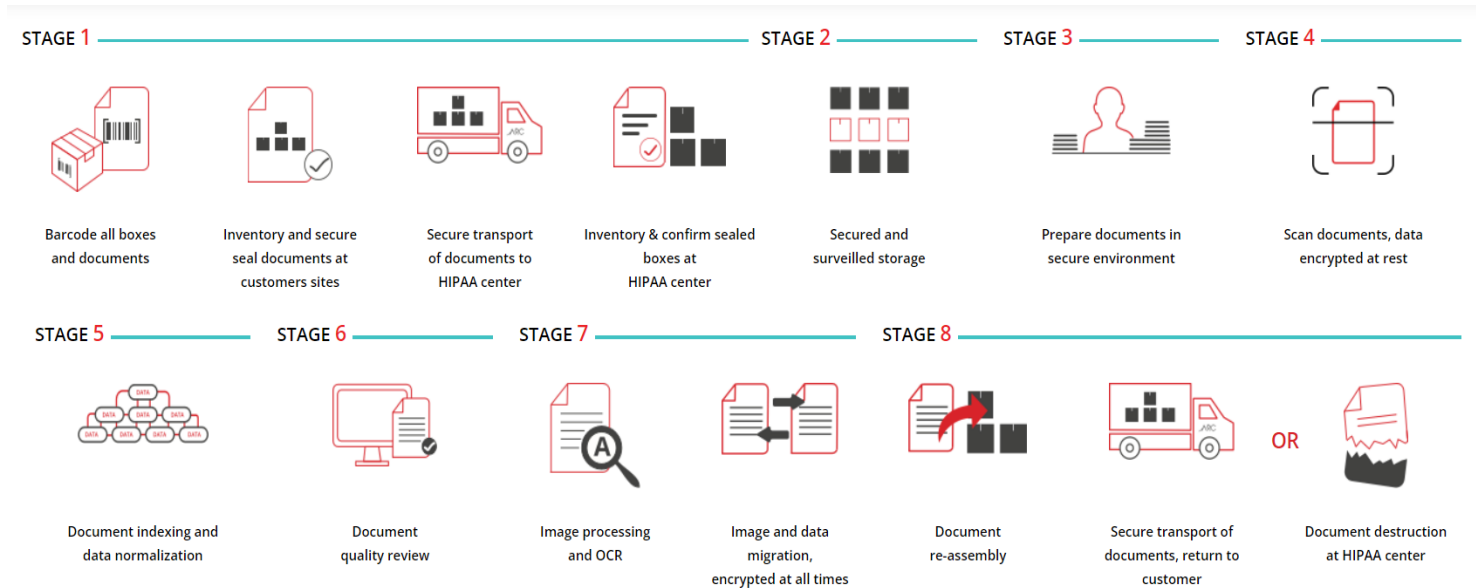
Colorimetric

Image Name	Analyzed	Result	Measurement	Pass/Fail	Lower Limit	Value (Aim)	Upper Limit
DRG2140_JF306420_ARC_04112024.tif	Yes	Pass	① Lightness / Tone Response	PASS			
			② Delta E(a*b*) / White Balance	PASS			
			③ Lightness Uniformity	PASS			
			④ Avg. & 90% Color Accuracy - DeltaE 2000	PASS			
			⑤ Color - Registration	PASS			
			⑥ Sampling Frequency - Resolution	PASS			
			⑦ Reproduction Scale Accuracy	PASS			
			⑧ 10% SFR - Sampling Efficiency	PASS			
			⑨ 50% SFR	PASS			
			⑩ L* Noise	PASS			

As each report shows a positive or passing grade, the respective document scanner will be released for use on City of Greenbelt Project for the following 24-hour period. If any report comes back negative, the respective scanner will be temporarily removed from production, where adjustments and calibrations can be made to bring the scanner back into compliance, and tested again, until generating a positive report.

The source target test images and image analysis reports will be archived for at least 180 days after final deliverables are submitted to City of Greenbelt. All source target images and reports will be made available to City of Greenbelt auditors at any time to prove ARC's compliance with the FADGI standards.

The following chart and narrative illustrate the workflow process that we currently plan to utilize for this project.



INVENTORY TRACKING AND CONTROL

Process Managed by: Keturah Nelson (Production Manager)

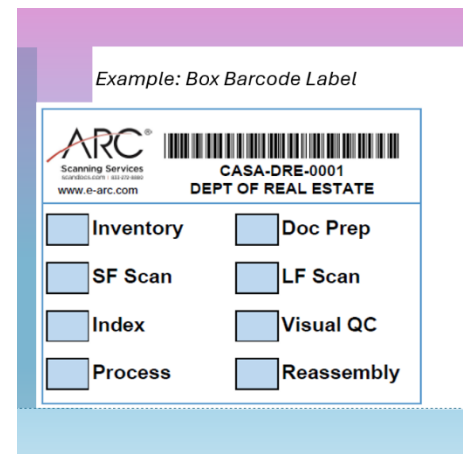
Position Qualifications: Having at least 3 years' experience in the handling of and managing inventory. Having a deep understanding of barcode technology and database applications. Strong organizational skills. Having the ability to lift and move document storage boxes weighing as much as 45 pounds.

ARC Document Solutions understands the seriousness of inventory tracking when it comes to working with its clients' records, and other sensitive document information. That is why we have been trusted to handle Public Agency documents of all types. *This was notably valuable in an ongoing project for The City of Richmond- Department of Public Utilities where ARC is digitizing hundred thousand documents. The City of Richmond is releasing documents in batches, so inventory control is critical.*

ARC has implemented a proven process to help manage and track document inventory from the time we accept possession of the documents, through the necessary processing stages, until delivery back to The City or arrange certified document shredding at the City's approval. This chain of custody processes includes the use of Barcoding, Proper Labeling, Master Spreadsheets, Chain-of-Custody Forms and more.

This process will be customized to meet the specific needs of each record collection/departments such as Admin, Finance, HR to assure your teams that the hard copy and data will transfer into the digital file collection accurately. Following this procedure properly ensures that:

1. All boxes provided by The City of Greenbelt will be received, processed, and returned correctly.
2. All box content will be processed in sequential order, and no content will be overlooked or missed
3. All digital files created can have a direct link back to the original documents, allowing for an easy file validation process
4. All boxes can be identified at glance, and their current status be clearly stated
5. All content can be easily located in storage, based upon their barcodes, and the location tracking listed in the Master Spreadsheet Tracker
6. Any requests for expedited files have a much easier path to be located & processed, allowing for quicker turn-around times.
7. A high percentage of possible human error is minimized through the use of barcodes & barcode readers



CUSTOMER	BOX BARCODE	DATE RECEIVED AT ARC	DATE BOX SHREDDED	DATE RETURNED TO CUSTOMER		
Department of Real Estate	CASA-DRE-0001	2/2/2023				
Department of Real Estate	CASA-DRE-0002	2/2/2023				
Department of Real Estate	CASA-DRE-0003	2/2/2023				
Department of Real Estate	CASA-DRE-0004	2/2/2023				
Department of Real Estate	CASA-DRE-0005	2/2/2023				
Department of Real Estate	CASA-DRE-0006	2/2/2023				
Department of Real Estate	CASA-DRE-0007	2/2/2023				

Example Inventory Control/ Chain of Custody Sheet

odes will be applied to the boxes, and the Custody Sheet will be completed, prior to loading the boxes onto the ARC provided transp

DOCUMENT TRANSPORTATION

Process Managed by: Process Managed by Greg Holley

Position Qualifications: Having at least 3 years' experience driving small to medium size trucks. Having strong customer communication skills. Having the ability to lift and move document storage boxes weighing as much as 45 pounds, as well as operating pallet jacks.

ARC Document Solutions operates its own fleet of vehicles in Virginia, DC and MD, complemented by contracted large trucks that can be mobilized as needed.

Given the substantial volume and sensitive nature of the pallets/documents to be handled for The City, we will exclusively designate all pick-ups and deliveries as "Exclusive Use," ensuring that each trip is conducted without intermediate stops.

Our team comprises experienced drivers proficient in operating our box trucks and delivery vehicles. Prior to employment, all ARC drivers undergo thorough background checks encompassing criminal records and driving history. Moreover, they are subject to routine random drug screenings as part of our employment protocol. The ARC Drivers regularly handle, transport, load and unload pallets containing boxed paper supplies, many of which weigh more than 50 pounds. In addition, the drivers transport all kinds of equipment, palletized and otherwise. They are very skilled at handling heavy loads as well as awkward loads.

ARC Drivers are trained to provide exceptional Customer Service, as they communicate regularly with our customers, acting as liaison while performing their tasks. All ARC Drivers provide written reports to their management staff, indicating their successes, goals and accomplishments achieved for each day/trip completed.

DOCUMENT INDEXING

Process Managed by: Keturah Nelson (Production Manager)

Position Qualifications: Having at least 3 years' data entry experience. Strong reading skills and having a deep understanding of barcode technology and database applications. Ability to learn and understand customer documents and content.

Establishing clear expectations is key. One of the most critical parts of any digitization undertaking is establishing search criteria based on the unique and individual needs of our clients. Although a custom approach will be taken based on The City of Greenbelt's needs, we are mentioning that the most common indexing method would be the use of WYSIWYK (what you see is what you key) data entry methods into three groups:

1. Box Level Index values
2. Folder Level Index values
3. Document Level index values.

The Box and Folder Level Index values will be collected prior to Document Prep and Scanning. This will ensure that all Folder information (File Number) is collected from the hardcopy folders or envelopes before the documents have been handled and while they are still in their original form as provided by The City of Greenbelt.

The data collected will be associated to the corresponding barcoded control ticket and/or barcoded separator sheet, thereby locking the collected data to the hard copy document in hand. In addition, the keyed data will also be associated to any spreadsheet data provided by the City.



More importantly, capturing the Box & Folder Level Index values early in the process will assist with expediting any Pull Request that each Department may initiate.

The next Indexing step will be conducted post scanning and image QC. In this step the individual Document Index Values will be collected via a "Key from Image" process where the image of the first page will be displayed on screen, and the indexing clerk would key the values as shown from the document image. This ensures that the document index collected will be locked to the exact document, and risk of error completely minimized.

Once collected, specific index values will be used to generate the naming of output file folders and output file names, which will be determined at the time of the start of the project. If any index value is to be used for file and/or folder naming, it may be necessary to replace certain characters (such as replacing a "/" with a "-"), as certain characters are restricted from use in file/folder naming as well as by digital records Archives In addition, all indexed data would be compiled to Batch Data Migration Formats.

No.	CUSTOMER	BOX BARCODE	DOCUMENT BARCODE	INDEX VALUE 1	INDEX VALUE 2	INDEX VALUE 3	NOTES
1	Department of Real Estate	CASA-DRE-0001	NEWDOC-0001	INDEX 1	INDEX 2	INDEX 3	
2	Department of Real Estate	CASA-DRE-0002	NEWDOC-0002	INDEX 1	INDEX 2	INDEX 3	
3	Department of Real Estate	CASA-DRE-0003	NEWDOC-0003	INDEX 1	INDEX 2	INDEX 3	
4	Department of Real Estate	CASA-DRE-0004	NEWDOC-0004	INDEX 1	INDEX 2	INDEX 3	
5	Department of Real Estate	CASA-DRE-0005	NEWDOC-0005	INDEX 1	INDEX 2	INDEX 3	
6	Department of Real Estate	CASA-DRE-0006	NEWDOC-0006	INDEX 1	INDEX 2	INDEX 3	
7	Department of Real Estate	CASA-DRE-0007	NEWDOC-0007	INDEX 1	INDEX 2	INDEX 3	

Example Document Indexing Control Sheet

DOCUMENT PREPARATION

Process Managed by: Phyllis Webster (Production Manager)

Position Qualifications: Having at least 3 years' experience in document preparation for document scanning and/or litigation support services. Strong organizational and reading skills.

ARC Document Solutions maintains a Standard Procedure for the typical document preparation steps required to prepare a document collection for scanning. This Procedure can be slightly modified to incorporate the special requests or processing needs of a specific City document collection. For The City of Greenbelt project described in this Scope of Work, ARC Document Solutions will expect to follow this standard procedure for preparation.

For Small Format Documents:

Instructions:

- Project Manager (PM) will issue each box to Prep Clerk for this Document Preparation phase.
- It is mandatory that Prep Clerks are to work on only one box at a time.
- Prep Clerks are never to share the prep work within the same box with any other Prep Clerk.
- If the Prep Clerk is to leave box incomplete for break, they must complete prepping the current document before leaving for break.
- Prep Clerk is to work from front of box to back of box and always remain in that sequence.
- Prep Clerk is to always keep Progress Marker placed where current Document was positioned in box.

Process:

- Remove the first folder from the box.
- Begin by removing content from folder and covering the content with the next available barcoded document separator sheet.
- Remove all binding materials from each folder, working from first page to last. Except for the Bound volumes that will be scanned using book scanners.
- Place each individual page face down, one on top of each other, ensuring that each page is fully separated from the next, and remains in sequential order.
- Unfold any folded page(s).
- Remove and discard any post-it notes and/or flags.
- Follow Document Preparation Instructions as displayed in document prep area.
- Return fully prepared document to its folder and return folder to its box in its position from which it came just in front of progress marker.
- Remove the next folder and repeat steps 1 through 7 until the box is complete.
- Forward box to small format scan station.

Supplemental Instructions:

- When encountering a large format map or drawing, remove the map/drawing from the document, and place a barcoded sequential placeholder page in its place
- Attach the corresponding placeholder page to the map/drawing(s)

- c. Mark the Box/Folder/Document barcode numbers at the bottom of the placeholder page
- d. Place these at the back of the box for scanning later
- e. This process ensures that the scanned image from each map/drawing is programmatically inserted into exact page position within the output PDF file

DOCUMENT SCANNING

Process Managed by: Phyllis Webster (Production Manager)

Position Qualifications: Having at least 3 years of experience in operating document scanners. Strong organizational skills. Moderate mechanical aptitude, and strong understanding of document imaging concepts and technology.

ARC Document Solutions prides itself on producing the very best quality images possible when converting a document collection into a digital file archive. This ability stems from our over-30-years of experience in the document imaging arena. More specifically, our company has been involved in the imaging, printing, and distributing of construction and related documents since its inception. Many of our facilities across the country have been producing and handling documents for over 100 years. ARC is the only vendor who can bring these many years of experience to bear for The City of Greenbelt.

We have countless small format and wide format scanner operators across all our locations, having well over 30 years of experience in this field. Our Management Team, as evidenced earlier, has significant years of experience, and serves as the backbone of our team. We actively pass that institutional knowledge to our whole operations and technical teams. We hold regular training sessions for our Prep, Scanner, Indexing and Data Management staff and all other positions in the company, providing the opportunity for each employee to grow in their knowledge and experience.

One of the major strengths of ARC and its scanner operators is the ability to handle aged and fragile documents, passing them through our scanners while posing absolute minimal risk to the document itself. In fact, *we have been involved with several projects involving documents dating back to the mid-19th century, one of which was for the **National Archives and Records Administration**. In fact, the **National Archive Records Administration (district 7 in Kansas City)** brought one of its oldest and most treasured maps to ARC for digitizing; this artifact was a map that was hand drawn by R.E. Lee, Surveyor (prior to becoming a General during the civil war), drawn in 1845!*

For The City of Greenbelt documents, unless otherwise requested, ARC will be scanning all document pages at a pixel density of **300 dpi** to ensure a detailed image representation of the original document.

Most likely for The City of Greenbelts, all document collections will be captured as Auto-color (where based on defined threshold, the scanners algorithm will determine whether to scan the page in color or B&W/Grayscale. And if necessary, ARC will facilitate capture documents in black & white (1-bit) image, Full Color, Index Color, Grayscale. ARC's professional grade scanners will capture B&W image using an "adaptive threshold" (*sliding scale of black pixels and blank white space*) whereby the pixel placement is analyzed with the surrounding pixels around it to help determine the actual image requirements. This results in a cleaner, better detailed scan than a standard Black & White image, yet it remains at a pixel depth of 1-bit per pixel, allowing a suitable level of compression to be applied (if allowed).

Small Format Document Scanning Equipment:

ARC utilizes only state of the art Production Grade Scanners, manufactured by the leading document scanner manufacturer such as Kodak Alaris. These scanners are duplex scanners, meaning that they will capture both the front side and back side images simultaneously as they feed through the scanner one-time. In addition, these scanners are designed to transport fragile documents through a smooth stainless-steel transport path, thereby minimizing any risk of adding wear and tear to the source hard copy.

Also, these scanners utilize a switchable "Black Back" or "White Back" scan surface, to allow the best possible image quality, while minimizing any image reflection or bleed through from the backside of the source document. This also allows

each document image to be programmatically de-skewed to the page edge (as opposed to the page content), which yields an exact facsimile of the source document. And this allows each page image to be automatically cropped to the page edge so that the resulting image matches the physical size of the hard copy page. In addition, these scanners deploy CCD imaging technology. These scanners use a high-resolution lens to record the image onto a Charge Couple Device which interprets the image into digital form. This technology is identical to the technology used by the highest level of professional digital cameras, such as Nikon and Canon.

Although these scanners are self-calibrating, we also run test patterns on a weekly basis to verify that these scanners remain within our specification tolerances. If the scanner is found to be out of tolerance, a Kodak Factory Service tech is called in to service and calibrate the scanner. Although the specification indicates to scan at 300 DPI, these scanners have the capability of scanning up to 600 DPI, B&W, Grayscale, Color or Auto-color. These scanners have an 11" wide path, and therefore can scan any paper as small at 2.5" x 2.5", up to 11" wide by as long as 208". Therefore, the typical business size paper, Letter, Legal or tabloid sizes, are easily handled.

NOTE: Many of ARC's competitors use mid-grade scanners using the lower cost CIS technology (derived from Fax technology of the 1990s) to capture images. ARC will never deploy this mid-grade, mid-quality, technology for the services provided to The City or any other customer.

Lastly, and of significant importance, these scanners are equipped with three ultrasonic multi-feed sensors positioned across the entry edge. These sensors continuously emit ultrasonic sound waves through the paper as it feeds into the scanner. This real-time detection system instantly halts the scanning process if multiple pages are fed simultaneously, ensuring 100% accuracy in achieving a one-to-one correspondence between scanned images and hard copies. In the event of a multi-feed, scanning is promptly paused, allowing the operator to retrieve the affected pages, manually separate them, and re-insert them into the feed tray, thereby preserving the exact sequential order of all pages throughout the batch. Moreover, the scanner software meticulously logs key information such as the quantity of images, scanning time, scanner operator, and the scanner and scan station utilized for image acquisition, providing comprehensive documentation of the scanning process.



High Quality Production Grade Kodak Alaris i4650 Scanner

Large Format Document Scanning Equipment:

ARC deploys the Best of Breed Wide Format Scanners, also incorporating the best CCD imaging technology available. These scanners use a high-resolution lens to record the image onto a Charge Couple Device which interprets the image into digital form. This technology is identical to the technology used by the highest level of professional digital cameras, such as Nikon and Canon.

Although these scanners are self-calibrating, we also run test patterns on a weekly basis to verify that these scanners remain within our specification tolerances. If the scanner is found to be out of tolerance, a Context Factory Service tech is called in to service and calibrate the scanner.

Although The City of Greenbelt specification indicates to scan at 300 DPI, B&W images, these scanners have the capability of scanning up to 600 DPI, B&W, Grayscale, Color or Auto-color.

NOTE: Many of ARC’s competitors use mid-grade scanners using the lower cost CIS technology to capture images. ARC will not use mid-grade, mid quality technology for the scanning services.

The scanners ARC proposes to use for this project are the Award Winning Context Ultrax wide format scanner, many of which can capture an image as wide as 60” by any length. In addition, ARC deploys and may use WideTek WT44 or WT48 scanners. Both scanners deploy CCD technology and are world renowned for handling fragile or delicate originals. These scanners use a “straight through” path, and therefore place very little stress on any of the documents being scanned.

ARC has equipped these scanners with large 65” display monitors, allowing the operator to instantly view the scanned result on screen and make any adjustments needed. While viewing the image, the operator will also fully QC the image, adjusting the skew/rotate, ensuring the image is complete edge to edge, crop any unnecessary edge, and adjusting the image to achieve the best representative image as possible.

Every image is saved in accordance with their Placeholder barcode cover. ARC’s exclusive image processing technology will programmatically insert the Scanned/QC’d image into the proper document, in the exact page sequence position.



IMAGE QC

Process Managed by: Phyllis Webster (Production Manager)

Position Qualifications: Having at least 3 years’ experience operating document scanners or 5 years’ experience operating multi-function copiers. Strong organizational skills. Good understanding of MS Windows OS and strong understanding of document imaging concepts and technology.

Since each Large Format scanned image is quality checked as it is being scanned, QC of the large format scans are completed in conjunction with the scanning itself. Meanwhile, as the small format images are being scanned, each image is briefly displayed on screen, allowing the operator to view the images at a high level, checking for folded corners, streaks, or other major defects.

Once each batch is completed, the operator will scroll through, viewing every scanned image, checking each image at a closer level, to ensure that each image had been properly captured, that each image is the best image possible from the source page, and that all images have been properly cropped, rotated and blanks removed.

If any image is found to have a defect, the batch will be rejected and the batch will be investigated to determine the cause of the defect and the process refined or corrected to minimize the defect from re-occurring. In any event, the affected

image will be rescanned and replaced to allow the batch to continue in the process. Once the image QC is completed, the batch will be released for image processing and indexing.

Also see “Assurance for Quality Imaging” section below.

DOCUMENT DE-PREP

Process Managed by: Phyllis Webster (Production Manager)

Position Qualifications: Having at least 3 years’ experience in document preparation for document scanning and/or litigation support services. Strong organizational and reading skills.

Once all small format scanned images have passed Image QC and released for processing, and if not already completed post scan, the source hard copy will be reinserted back into the source folder from which they were removed, and folders returned to their source box in proper order.

While all hard copy pages will be returned to their respective folders in the same order, staples, paper clips and other binding devices, as well as posit-notes and flags, **will not be replaced** unless otherwise directed by the City.

DOCUMENT REASSEMBLY

Process Managed by: Phyllis Webster (Production Manager)

Position Qualifications: Having at least 3 years’ experience in document preparation for document scanning and/or litigation support services. Strong organizational and reading skills.

If City of Greenbelt wishes to have all documents reassembled (meaning replacing all binding materials such as staples, clamps, clips, coil/comb binds, etc.). For this process if a single document were found to have more than one staple, then only one staple would be used when reassembled.

To manage this, ARC will use special barcoded sheets inserted at the front of each document (inserted during the document prep phase) where the sheet will indicate whether a staple, clip or clamp would be used to rebind the document. Although these sheets would be scanned, the images of the sheets would be programmatically deleted before the final PDF files are generated. This process allows ARC to define where and which type of binder was used when the documents were first received.

Once all small format scanned images have passed Image QC and released for processing; reassembly clerks will work through each box and folder, to locate the special barcoded sheets mentioned above, then re-apply the appropriate document binder as indicated by the barcoded sheet. All documents would be reassembled, then inserted into their respective folders, and the folders inserted into their respective boxes, all in sequential order, to match the original.

IMAGE PROCESSING AND DATA MIGRATION INTO SHAREPOINT/SKYSITE

Process Managed by: Keturah Nelson (Production Manager)

Position Qualifications: Having at least 5 years’ experience in migrating records into Enterprise Records Management Platforms including SkySite Archives, SharePoint. With strong organizational and reading skills, as well as in-dept knowledge of all processes surrounding document conversion workflows.

All Images and Index data will be programmatically processed via specialized software to ensure that all deliverable files meet The City of Greenbelt’s specifications. The processing software will know the types of documents it is processing and will programmatically build the folder structure and file names (based on the index values) in accordance with the requirements for each document as pre-determined prior to the start of the project.

The processing software will also build the output files to create the PDF, PDF/A or TIFF files, one for each source document, ensuring that all pages are placed, regardless of size, and in proper page order. In addition, the process software will validate that all images and documents within each batch are successfully output, and that all batches are properly processed.

DOCUMENT SECURITY

Process Managed by: Managed by Udayanga Pathirana

Process Oversight: Technical Consultant – Vince Pingel & Project Manager – Uday Pathirana

ARC Document Solutions takes the security of all its clients' records seriously. This means we take precautions not only for the physical security of the records, but also to best control the accessibility to the record content as well as the resulting image and data files. To assist with this process, ARC has implemented the following steps to help control the access to this information: All project barcoding lists the client names by *Initials or Abbreviation*. This eliminates the immediate identification by non-ARC employees as a box of records from a specific client.

All ARC Full-time, Part-time, and Temp Employees are required to sign a Confidentiality/Non-Disclosure Agreement form prior to employment. This is in addition to the Full Background Checks and/or Drug Screen Tests that are required for general Employment. All Client Boxes must go through a defined scanning workflow, which involves attaching a Box In-Progress label and a Box ID Barcode label to each box. The Box In-Progress label requires the ARC Employee to be responsible for a specific process to initial and date the label, indicating when and by whom the process was handled. Standard ARC Scanning Procedures require that all ARC operators can check-out and process **only 1 box** of documents at a time.

All IT systems will be secured, and employees required to log-in and out of the system using unique login credentials. If preferred by The City, all data and images will be placed onto encrypted USB Drives for return to The City of Greenbelt. We propose using the Apricorn Aegis Fortress 1 TByte (USB Connected Encrypted Drive). This drive meets the U.S. government standards for information technology and computer security. NIST FIPS 140 is the cryptography standard program required by the US federal government for protection of sensitive data. <https://apricorn.com/fortress>. [Additional prices will apply for procuring these encrypted hard drives.](#)

THE CITY OF GREENBELT DOCUMENT PULL REQUEST

Process Managed by: Phyllis Webster (Production Manager)

Process Oversight: Uday Pathirana (Project Manager)

ARC understands that the documents within its custody are active documents, and at any time, may need to be returned to each Department, allowing The City of Greenbelt to continue its operations. We refer to this service as a Document Pull Request.

Because ARC maintains such tight controls on its inventory and index data, we make it easy and fast to execute any pull request made by The City. The Pull Request will be fulfilled by expediting the scanning of the requested document(s) and transmitting the scanned images back to the requestor at The City of Greenbelt.

Although ARC welcomes the requestor to make such a request via voice phone call, we do require the request to be made in writing via email, which will be preserved and maintained as documentation of such request. While typically most requests are fulfilled within the same day, ARC guarantees all requests will be fulfilled within 2 business days from receipt of written request.

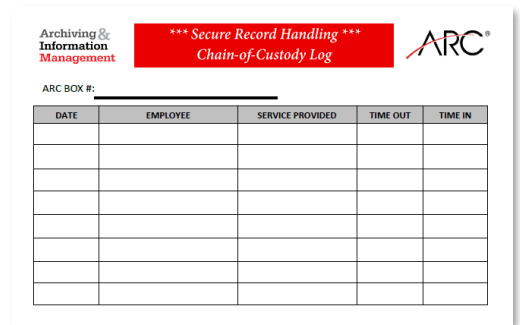
ARC will make available Pull Request services for The City of Greenbelt, at no additional costs for up to 10 pull requests per month. If additional pull requests are required, the rate for these may be negotiated prior to the contract agreement.

PRODUCTION PROCESS & TIME TRACKING

Process Managed by: Phyllis Webster (Production Manager)

Process Oversight: Uday Pathirana (Project Manager)

As part of our Production Process and Audit Controls, ARC will assign one **Chain of Custody Control Card** to each box when received and inventoried. With this Control Card, each employee who handles the box and performs a specific function will log their time spent on that function. This will allow us to track and record actual time spent on each function and provide an audit trail for invoicing and validating time elements that may be charged to The City per the pricing worksheet.

The image shows a 'Chain-of-Custody Log' form from ARC. At the top left is the 'Archiving & Information Management' logo. To its right is a red box with the text '*** Secure Record Handling ***' and 'Chain-of-Custody Log'. The ARC logo is at the top right. Below the logos, there is a line for 'ARC BOX #:' followed by a blank space. The main part of the form is a table with five columns: 'DATE', 'EMPLOYEE', 'SERVICE PROVIDED', 'TIME OUT', and 'TIME IN'. There are eight rows of empty cells for data entry.

ASSURANCE FOR QUALITY IMAGING

Process Managed by: Udayanga Pathirana

Process Oversight: Dennis Dillon (Executive Oversight)

ARC utilizes leading Image Processing Software to assist with image quality consistency, starting with the scanner software to properly control the hardware, and including post image capture software to manage the image after the scan is complete.

ARC technicians set predetermined parameters for each project, and the system will automatically compare the scanned image against those parameters within a split second. Any image that is found to be outside of the acceptable limits is automatically flagged and prompts the technician to manually correct the image so that it is within the acceptable ranges.

This includes tasks such as programmatic de-skewing (*correcting an image that is captured off center*), brightness/contrast levels, blank page identification and removal.

Upon completion of a project, the software will calculate and report the total number of images scanned versus images processed, and blank images removed, helping to keep the overall costs of scanning to its minimum actual level. Scanner operators will also quality check all images during the capture process for visual accuracy and readability.

We will ensure:

- Every document page in the source file is converted into digital format
- Images are in correct readable rotation
- Output images are in focus and properly aligned
- Image sizes are a correct 100% scale with no abnormal cropping
- Documents are scanned in the same order they have been received
- Proper capture and protection of old & damaged documents
- Proper management of hard copy attachments and small size documents

Operators perform quality control checks throughout the conversion process, comparing an individual scan to the original document to ensure there is no decline in quality. If for some reason a scanned image is not as clear as the original, our quality control inspectors will rescan the image to the highest attainable quality.

Supervisors also perform defined Project In-progress Inspections, validating that the digital file output specifications match the Scope of Work requirements for the project. Output matching Scope of Work requirements is passed through. Output found with minor issues are corrected, revalidated, and passed through.

However, any output with major issues, or items that could potentially affect additional records within the project would

require a Non-Conformance Report (NCR) to be filed and logged against the project. An NCR would define the cause of the non-conforming item, the method in which it will be corrected, and the Corrective Action that will be taken to ensure the issue will not replicate itself again for the remainder of the project.

The NCR will require multiple signatures of both supervisors and managers to validate the resolution of the issue before it can be closed out.

Document Scanning Center:		QC Form 103.2 REV. 0	
NonConformance Report		Page 1 of 1	
Inspection Date:		NCR ID #:	
Customer:	Project Description:		
PO #:	AIM Tracker #:	Inspector:	
Qty. Accepted:	Qty. Rejected:	Inspection Process Performed:	
Description of NonConformance:			
NCR Confirmed by:	Signature:	Date:	
Resulting Disposition:	☐ Rescan ☐ Reindex ☐ Reprep/Repair Use "As Is" ☐ Other: Modification to Psigen DocType		
NCR Dispositioned by:	Signature:	Date:	
Corrective Action:			
Corrective Action Completed By:	Signature:	Date:	
NCR Verified/Closed by:	Signature:	Date:	
			

Document Scanning Center:		QC Form 105.1 Rev. 0																																																																			
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All employees will be trained in their specific tasks before being released to perform such tasks. Training sessions will be held on a regular basis to ensure that all employees meet the standards established and apply the techniques learned consistently throughout the term of the project.

The Project Manager will maintain a training log to ensure that all employees receive and maintain the expected performance levels.

SKYSITE ARCHIVE CLOUD DOCUMENT MANAGEMENT SOLUTION

SkySite Archive is a secure, ISO 27001 Certified and HIPAA compliant cloud based electronic records management solution that provides advanced search ability options, file sharing, collaboration and implements the highest level of security. SkySite Archives is specially designed for managing Facilities Records, Architectural, Engineering and Construction Records with optimizations and custom workflows.

Features & key notes.

1. **Powerful search** – Quickly find what you need with enhanced search capabilities, custom index tagging and intelligent filtering.
2. **Advanced Information Capture** – OCR based document storage system helps find information, even in scanned documents.
3. **Document Retention** – Assign document types, retention timelines and retention managers to receive automatic notifications when it is time to act on old files.
4. **Forms** – Go paperless by digitally managing your standardized forms from start to finish.
5. **All your favorite devices** – iOS or Android manage your archived documents online and offline. Link, Search, Sync – take all functions with you.
6. **Unlimited and Scalable** – There is no storage limit or user limits. From one file cabinet to full document rooms, our digital document archive storage is designed to grow with you.
7. **Quick and easy uploads** – SkySite's accelerated and optimized upload is drag and drop simple and uploads even those massive files quickly.
8. **Single Sign-on** – Get improved security, reduced admin costs and streamlined access with SSO.
9. **File Sync** – Sync all your files between desktops, mobile and among all your teams. Ensure everyone is working with current information.
10. **Enhanced Security** – Protect yourself from data breaches, phishing attacks, and password leaks
11. **Email Management** – Sync and Archive Email messages.
12. **Content Support** – Ability to manage all the different electronic file formats with optimized web viewers for standards formats.
13. **Professional Services Support** – 24x7 professional help and support teams waiting to assist our customers.
14. **Customization and feature development** – Our design and development teamwork with customers to build customer capabilities and branding.
15. **Proven and tested with high secure environments** – SkySite Archive is used by a variety of public and private sector customers managing their secure and sensitive information through this platform.



Additional more Information: <http://support.skysite.com/support/solutions/36000027375>

ARC can arrange SkySite Archive demonstration to Customer at onsite or via web meeting on demand.

The proposed solution will offer following capabilities:

- Unlimited number of Users to access the Cloud based solution. SkySite Archives solution is hosted with Amazon Virtual Private Cloud environment.
- Authorized users can access the Cloud environment with any standard web-browser and iPhone and Android Phone apps, Apple iPad Apps. No dedicated hardware needed.
- 500GB of Storage Space.
- We will create multiple document collections/ repositories as needed to manage the records.

SkySite Archive User Training

1. ARC will arrange 5 sessions of SkySite Archive Administrative and End User trainings.
2. City of Greenbelt may request on-demand trainings as needed.

- Solution overview: <https://www.e-arc.com/technology-solutions/archives/>
- Links to access information about our Compliances: <https://www.e-arc.com/services/hipaa-compliance/>
- Download product brochures: https://www.e-arc.com/wp-content/uploads/2015/12/ARC-HIPAA_Brochure.pdf

OPTICAL CHARACTER RECOGNITION (OCR)

Our Optical Character Recognition (OCR) process serves as a cornerstone in the transformation of diverse document formats into searchable data, encompassing scanned paper documents, microfilm, PDF files, and digital camera images.

As ARC professionals follow our meticulous processes for document scanning, indexing and quality assurance procedures, the scanned images results are used to create each PDF file. The output PDF files will be subjected to an Optical Character Recognition (OCR) process. This process will programmatically recognize all machine printed text, and embed the recognized results into the PDF file, thereby rendering a “Searchable Image” PDF file.

The Searchable Image PDF files will prove to be quite beneficial to City of Greenbelt, allowing city staff to conduct “Word” or “Phrase” searches against the content of the PDF file (formerly hard copy originals) to find matching Word/Phrases within each PDF file searched. Essentially, this process provides new life and extends the usefulness of hardcopy documents that have been locked away in files cabinets and storage boxes for years.

The proposed SkySite Archives Cloud Platform offers advanced and patented OCR search capabilities unlike any other document management solutions in the industry. End users will be able to search optical characters in complex documents such as large format drawings using this technology. Most of the standard document or image formats such as PDF, PDF/A uploaded to SkySite Application will become text searchable, even if they are not OCR’d documents at the time of digitization.

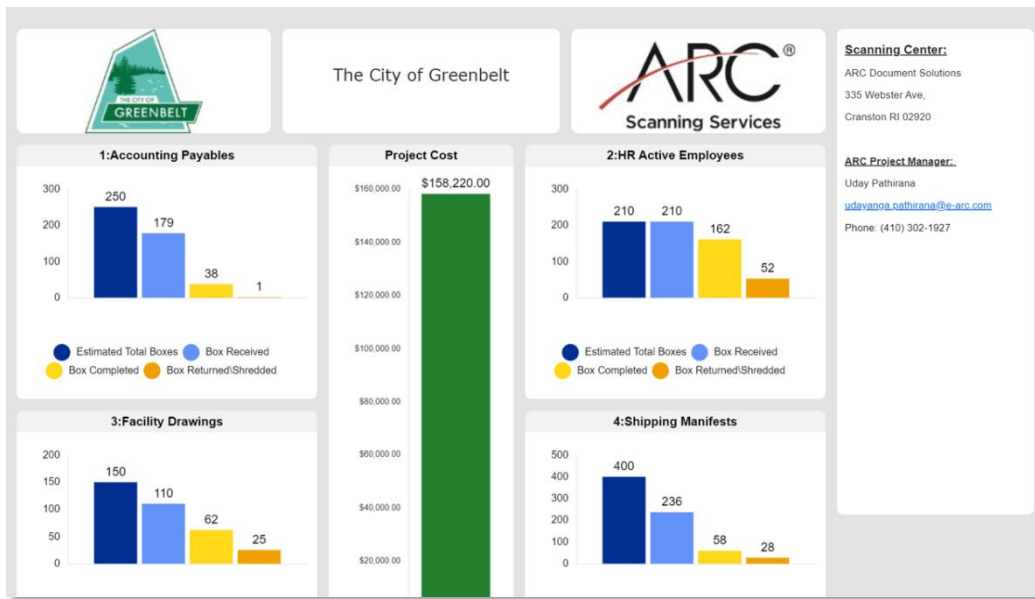
PERFORMANCE REPORTS, COMMUNICATIONS AND PRODUCTION SCHEDULE

Process Managed by: Project Manager – Udayanga Pathirana

Process Oversight: Executive Oversight – Vince Pingel

PERFORMANCE REPORTS

The ARC Project Management Team will actively engage in weekly scheduled project status meetings, during which comprehensive reports will be provided both verbally and electronically. These reports will include operational statistics, key performance indicators, milestones achieved, as well as any trouble areas or pending issues needing resolution.



Furthermore, ARC will set up an "Online Dashboard" accessible to the City of Greenbelt team 24/7 via a URL link. This dashboard will display project status, completion percentage by project phase, funds consumed, and remaining available funds allocated for the project at no extra cost.

Moreover, should any issues or concerns arise in the interim, please do not hesitate to reach out to your assigned project manager for assistance.

COMMUNICATION

As stated in the Executive Summary and Vendor Profile above, ARC has the resources, labor, technology, knowledge, and experience to deliver this project at nearly any volume required. Although the quantity of documents may vary from collection to collection, ARC will work with City of Greenbelt to refine a plan to complete the desired quantities within the mutually agreed timeframe.

ARC will assign a Project Manager as a single point of contact for this project. The ARC Project Manager (PM) will be accountable to the City of Greenbelt Program Manager, and will host regular Progress Meetings, provide regular production status and progress reporting, and will work with the Program Manager to prioritize locations for scheduling off-site and/or on-site collections to be converted. General questions or inquiries can be presented and addressed in scheduled production meetings. And any urgent inquiries can be brought to the ARC Project Manager, via email or phone. The city of Greenbelt can expect a response within 2 business days. Any unresolved issues can be escalated to the Vice President of MD/DC/VA and would be immediately addressed. Once specific collections have been identified, a target production schedule will be established, and specific timelines will be developed for the various stages of this project.

As with many other large-scale projects currently underway, the ARC PM can establish an on-line Project Dashboard, specifically developed for this project. This dashboard would provide up-to-the-minute project statistics and status for each collection and location in production. The Project Dashboard will be available to any individual, as assigned by the Program Manager. Access to the Project Dashboard will be provided via a simple link to a specific web address.

For the project, pick-up and delivery schedules would be established at a mutually agreed cadence to specifically minimize the time the original documents are in ARC's custody and coordinated by the ARC PM.

PROJECT TIMELINE

Please note that the timeline outlined is an initial estimate. A more precise timeline will be furnished once definitive start and end dates have been established.

Our distinctive capacity to adjust our operations according to volume and demand ensures that your project receives meticulous attention and is completed within the specified deadline.

With our commitment to security and scalability, you can trust ARC to deliver projects promptly, consistently meeting deadlines and budget requirements.

EST. PROJECT TIMELINE

Stage 1	 Pre-Production 08/01/2024 – 08/09/2024	Statement of Work (SOW) Weekly Reporting Scheduling
Stage 2	 Production Staging 08/12/2024 – 08/23/2024	Pick-up Logistics Records Transfer Chain of Custody
Stage 3	 Document Processing 08/23/2024 – 12/20/2024	Document Prepping Imaging/Scanning OCR Enhancements Batch Quality Assurance
Stage 4	 Project Completion 12/23/2024 – 12/31/2024	Finalizing Export/Importing of the Batch Records Returned Final Archive QA Knowledge Transfer Project Closure

PRICING

Based on our on-site assessment we understand City of Greenbelt is aiming to execute this project in multiple phases. While ARC Document Solutions will meet 100% of the City's goals in this project, we are proposing a pricing structure that is easy to plan and budget, specially providing ability to the City of Greenbelt to plan for future records digitization efforts and budgeting.

PHASE 1: Admin/Finance Records

Estimated 150 boxes of records. (Admin 70 boxes and Finance 80 boxes)

***Not to exceed 180 Boxes**

#	Service Description	Unit of measurement	Units	Unit Price	Total
1	Secure direct shipping from City of Greenbelt to ARC Service Center	Per (10x12x15") size box	150 Boxes	\$7.50	\$1,125.00
2	Records digitization and indexing services per (10x12x15") size box	Per (10x12x15") size box	150 Boxes	\$229.00	\$34,350.00
3	Certified Document Shredding Services – after receiving customer confirmation or Record Return	Per (10x12x15") size box	150 Boxes	\$7.50	\$1,125.00
Subtotal before any government taxes					\$36,600.00

PHASE 2: Cage (Basement) Admin/Finance/HR Records

Estimated 113 boxes of records. (Finance 45 boxes, HR 38 boxes and Admin 30 boxes). Records are already boxed.

***Not to exceed 150 Boxes**

#	Service Description	Unit of measurement	Units	Unit Price	Total
1	Secure direct shipping from City of Greenbelt to ARC Service Center	Per (10x12x15") size box	113 Boxes	\$7.50	\$847.50
2	Records digitization and indexing services per (10x12x15") size box	Per (10x12x15") size box	113 Boxes	\$229.00	\$25,877.00
3	Certified Document Shredding Services – after receiving customer confirmation or Record Return	Per (10x12x15") size box	113 Boxes	\$7.50	\$847.50
Subtotal before any government taxes					\$27,572.00

REFERENCES

Reference 1			
Company Name	City of Richmond – Department of Public Utilities, Richmond Virginia		
Customer Name	Vianney Herrera, Project Manager		
Customer Email	Vianney.m.herrera@gmail.com	Phone	(804) 512-1445
Address	900 E. Broad Street, Richmond, VA 23219		
Project Description & Scope			
The City of Richmond - Department of Public Utilities faced significant challenges managing and accessing their diverse collections of records. These records spanned various formats, including small and large documents, and were related to projects, facilities, customers, financials, and other critical areas. The manual processes in place were inefficient, making it difficult to locate and retrieve specific documents quickly, which hampered productivity and service delivery. ARC Document Solutions was contracted in 2019 to digitize and index the City of Richmond's records. The project involved scanning and digitizing multiple collections, with 2million plus small format documents and 79,000 large format documents. ARC indexed records for easy retrieval and access, ensuring that all records related to projects, facilities, customers, financials, and other critical areas were organized systematically. A structured digital archive was implemented to enhance accessibility and ensure secure storage. Throughout the project, ARC maintained close communication with the client to ensure their needs were met and provided continuous support and updates. The initial success of the project led the City of Richmond to extend the work order to include additional departments, further enhancing their overall document management system. The digitization project has been a resounding success, significantly improving the City of Richmond's operational efficiency. Enhanced accessibility and retrieval of critical documents have led to faster response times and better service delivery. Improved organization and management of records have reduced the risk of loss or damage to important documents. Increased productivity within the Department of Public Utilities and other departments that joined the digitization effort has been notable. The ongoing contract, valued at approximately \$500,000 to date, has demonstrated the tangible benefits of document digitization. The successful implementation has encouraged the City of Richmond to continue expanding the scope of the project, recognizing the substantial improvements in efficiency and record management.			
Reference 2			
Company Name	Montgomery County – Pennsylvania		
Customer Name	Angela Amoroso, Archives & Printshop Manager		
Customer Email	angela.amoroso@montgomerycountypa.gov	Phone	(610) 278-3441
Address	86 Eagleville Rd, Eagleville, PA 19403		
Project Description & Scope			
Montgomery County faced a significant challenge in managing the vast number of physical records stored at the County Archives, encompassing vital documents for the Clerk of Courts, District Attorney, Prothonotary, and Planning			

Commission. The physical storage of 10,000 boxes not only consumed valuable space but also made it cumbersome for the departments to access and retrieve records efficiently, hindering their day-to-day operations and compromising timely access to critical information.

ARC Document Solutions was engaged to undertake the massive task of digitizing the 10,000 boxes of records. The project commenced on July 20, 2023, with a strategic plan to digitize and upload all records into ARC's SkySite Archives Cloud Management Platform. This involved meticulously scanning each document, ensuring high-quality digital images, and systematically organizing them within the cloud platform. ARC's team worked diligently to maintain the integrity and security of the records throughout the process, providing regular updates and training to end users for seamless transition and access.

To date, over 90% of the records have been successfully digitized and uploaded to the SkySite Archives Cloud Management Platform. The Clerk of Courts and District Attorney's office are already utilizing the digitized files for their daily responsibilities, significantly improving their efficiency and access to information. The project is nearing completion, with a current invoiced amount of \$1.2 million. Montgomery County is highly satisfied with the progress and the value delivered by ARC, leading to ongoing discussions about expanding these digitization services to several other departments, which could potentially add an extra \$2 million in project value. This successful collaboration has positioned ARC as a trusted partner in the County's digital transformation efforts.

Reference 3

Company Name	Washington Gas (WGL Holdings)		
Customer Name	Matthew Eubanks – Engineering Support Services		
Customer Email	meubanks@washgas.com	Phone	(703) 750-4407
Address	6801 Industrial Rd. Springfield, VA 22151		

Project Description & Scope

Washington Gas faced the challenge of digitizing a diverse range of documents efficiently. ARC stepped in with a comprehensive solution, leveraging our proprietary SkySite Archives platform, known for its robust document storage capabilities. Over the course of five years, we executed multiple projects valued at over \$500,000.

These projects involved digitizing various document formats, including small-format documents and large drawings. Our team meticulously scanned, indexed, and organized these documents, ensuring easy retrieval and management.

By implementing our solution, Washington Gas experienced a significant transformation in their document management practices. They gained a streamlined and efficient method for accessing and managing their documents digitally. This not only enhanced their operational efficiency but also reduced their reliance on physical archives, leading to cost savings and improved accessibility to critical information.

Reference 4

Company Name	City of Petersburg, VA		
Customer Name	Naomi Siodmok, AICP – Director, Planning and Community Development		
Customer Email	nsiodmok@petersburg-va.org	Phone	(804) 733-2300, Ext. 2310
Address	135 N Union Street, Petersburg, VA 23803		

Project Description & Scope

The City of Petersburg faced a significant task of digitizing over 60,000 large format drawings and more than 1 million small format images. Initially, the Department of Public Works contracted ARC Document Solutions in 2021 for this purpose. As the project advanced, the scope expanded to include the Planning and Community Development Department and the District Attorney's Office. The primary challenge was to digitize these diverse records and ensure their secure and easy access through a reliable platform.

ARC Document Solutions implemented a comprehensive digitization strategy, meticulously scanning, indexing, and organizing the documents. ARC deployed their SkySite Archives Cloud Solution to manage and provide seamless access to these digitized records. This platform allowed city officials and staff to easily search, retrieve, and manage documents from various departments. The project's success led to an expanded scope, including the digitization of records for the Human Resources Department.

The digitization of over 60,000 large format drawings and more than 1 million small format images has transformed the City of Petersburg's document management. The Department of Public Works, Planning and Community Development, and the District Attorney's Office now have enhanced accessibility and security of their records through ARC's SkySite Archives Cloud Solution. This transition improved operational efficiency, reduced physical storage needs, and ensured the preservation of important documents. The ongoing collaboration with the Human Resources Department signifies the city's continued trust in ARC's capabilities and the scalable nature of their solutions.

Reference 5

Company Name	Powhatan County, VA		
Customer Name	Jamie Timberlake		
Customer Email	jtimberlake@powhatanva.gov	Phone	(804) 598-5616, Ext. 2028
Address	3834 Old Buckingham Rd. STE C, Powhatan, VA 23139		

Project Description & Scope

Powhatan County, VA, faced a critical need to digitize its extensive collection of land-use and taxation documents. With records spanning various departments and years of accumulation, the challenge lay in preserving and making these documents easily accessible while ensuring compliance with regulatory requirements.

ARC Document Solutions undertook a comprehensive approach to digitize Powhatan County's land-use and taxation documents. Leveraging their expertise in document management, ARC thoroughly scanned, indexed, and organized the diverse records. This process included ensuring that each document met stringent quality and security standards throughout the digitization process.

The digitization initiative has revolutionized Powhatan County's document management landscape. By converting physical records into digital formats, ARC's solution has significantly enhanced the accessibility and security of crucial land-use and taxation documents. County officials now benefit from streamlined access to historical and current records, facilitating better decision-making processes and operational efficiency. This transformation marks a pivotal step towards modernizing Powhatan County's administrative capabilities while safeguarding the integrity and accessibility of its archival records.

Reference 6

Company Name	Rivanna Water and Sewer Authority – VA
Customer Name	Angela Ott

Customer Email	aott@rivanna.org	Phone	(434) 977-2970, Ext. 171
Address	695 Moores Creek Lane, Charlottesville, VA 22902		
Project Description & Scope			
Rivanna Water and Sewer Authority in Virginia faced a daunting task: managing and accessing over 15,000 large format drawings crucial to their operations. These drawings spanned various infrastructure projects and utility systems, posing a challenge in terms of preservation, access, and efficiency. In response, ARC Document Solutions implemented a tailored approach to digitize and index Rivanna Water and Sewer Authority's extensive collection of large format drawings. Employing state-of-the-art scanning technologies and leveraging deep expertise in document management, ARC ensured meticulous scanning, accurate indexing, and systematic organization of each drawing. This meticulous process maintained the integrity and fidelity of the original documents. The initiative has revolutionized document management at Rivanna Water and Sewer Authority. By converting 15,000 large format drawings into digital formats and implementing robust indexing practices, ARC has vastly improved access and operational efficiency. Stakeholders now benefit from streamlined retrieval of historical and current drawings, empowering better decision-making, project planning, and operational maintenance. This transformation underscores ARC's commitment to enhancing infrastructure management through innovative document solutions, positioning the authority for continued success in managing and maintaining critical utility systems.			

ARC'S UNIQUE QUALIFICATIONS

The following are highlights of our unique offering, recommendations, and innovative ideas that ARC can provide that were not outlined in the requirements. Our goal is to exceed your expectations:

Imaging Standards: - All equipment and practices designated here will exceed ANSI-AIIM MS 44 Standards.

Equipment to be deployed for this project (additional equipment and personnel may be added as SOW changes and as needs evolve):

- 2 – Kodak i4650 Small Format Scanners
- 6 – Canon DR-G2140 Small format scanners
- 4 – Contex UltraX 4290 Large Format Scanner
- 12 – Windows PCs with various software, for Inventory, Indexing & QC

Equipment Capacity: - For both **the Kodak and Canon Small Format scanners**, these devices are rated at 140 pages per minute when scanned in landscape mode with all documents being A4 size. If scanning duplex, this could yield up to 280 images per minute. However, for the majority of our projects, we expect to achieve a more realistic throughput of **approximately 75 images per minute, equating to about 4,100 images per hour**. Therefore, operating for a full shift (approximately 7 hours of working time), we could process **approximately 28,700 images per working day (one shift); or 602,700 images per working month (one shift)**.

For the Contex Large Format Scanners, the actual realized output can vary depending on the size, condition, and quality of the originals. On average, for most of our projects, we anticipate scanning about 75 sheets per hour. This translates to **around 525 sheets per working day (one shift); or 11,025 sheets per working month (one shift)**.

Security and Document Scanning Location - ARC provides the necessary document triage to ensure the most important, and the most confidential chain of custody process. To do this, ARC will utilize our Virginia and MD Scanning Centers. We

will NOT allow mixed customer assets, nor allow pick up or delivery of documents and boxes that have other customers' content inside the trucks. ARC will transport The City of Greenbelt documents exclusively in our vehicles and each trip will be non-stop.

Staffing – ARC has current staff to fulfill all requirements as put forth in this SOW. Should the SOW change to the point where additional staff are required, ARC will train as necessary and develop marketable skills for all new hires and contribute to the local job market and invest in the local economy.

Security – ARC will perform the work in HIPAA compliant, SOC2 and ISO certified facilities. Our staff has received specialized training in handling sensitive and confidential information, we have been audited by third-party verification companies and our facilities have secured areas for scanning which can be accessed only via secure card access. Our HIPAA and SOC2 compliant Centers are under 24/7 video surveillance, as well as extensive perimeter security management.

Expedited Project Delivery – ARC can handle any amount of documents collections for this contract period. We can scale operations locally to meet the timelines required as ARC has the resources to adapt to any quantities or timeline that The City may determine. The key benefit to The City is the access to digitized content at an accelerated pace giving the City of Greenbelt the opportunity to derive the benefit of digitized content earlier, improving staff and information request performance. In other words, your ROI will begin earlier and be greater over time.

CONCLUSION

As evidenced in this proposal, ARC Document Solutions has extensive experience, technical expertise, and a detailed comprehensive workflow to handle this project.

Our Quality Assurance Plan and attention to detail throughout all phases of this project ensures transparent communications, strong project management, absolute focus on document chain of custody as the custodian of records, best of breed image processing technology, and highest data security measures to deliver a successful project. Furthermore, ARC's customer focused approach extends to all aspects of the project – not just production. From transportation, to communication, to project updates, to accounting and billing, ARC will provide an effortless and enjoyable process.

We would like to address two key elements cited in the requirements.

Cost – ARC understands the City's need to be judicious with their spending. We have priced our services aggressively, offering easy to budget "Box" and "Per Drawing" level production and pricing options. However, maintaining high standards requires us to invest in top-tier software, hardware, and personnel. While our costs may exceed those of other providers, we strive to provide unparalleled value to our customers. This commitment is reflected in our motto: "Delight our customers by making it easy and fun to work with ARC." This approach fosters satisfaction and long-lasting relationships, demonstrating the value we bring at every level of our interaction, from delivery to accounting.

Performance & Experience - Understanding the critical importance of past performance and experience in fulfilling The City of Greenbelt digitization SOW, ARC stands out as a pioneer in document digitization. We have consistently led the industry by embracing cutting-edge technology and best practices to enhance customer service. ARC is renowned nationwide as one of the most reputable providers of Document Management services.

Our team comprises industry-leading professionals, ensuring that ARC offers unmatched experience and expertise. With over a century of experience, our staff—from delivery drivers to accounts receivable and from the CEO to scanner operators—demonstrates unparalleled knowledge and commitment. This depth of experience permeates every aspect of our operations, going beyond mere "production."

ARC's local presence ensures that we can meet the SOW requirements within the specified deadline. Should the scope expand, or the timeframe shorten, ARC has the resources in the State of MD to accommodate any changes. Our unique capabilities, knowledge, and experience translate into tangible outcomes: secure, on-time, on-budget project delivery with minimal effort, consistently meeting expectations.

Organizations like The City of Greenbelt with several departments such as Admin, Finance, HR etc. benefit from ARC's exceptional capabilities, knowledge, and experience. We have provided three references for your review and are prepared to offer additional references of any size and scope upon request.

In summary, the Controls we have in place considers the following factors:

- Tracking, Completion, and Inclusion of all documents and document pages
- Quality of Scanned Images
- Readability of Resultant Images
- Accuracy of Index Data collected
- Secure Control and Tracking as a custodian of records
- Consistency and Accurate Accounting of all Deliverables to Hard Copy Records
- Maintaining the highest level of security and protection for the hard copy documents, as well as protecting the resultant images and data, being encrypted while in transit

We are confident that these workflows, processes, and procedures will exceed all requirements for the conversion of records for The City of Greenbelt.

Thank you for the opportunity and we look forward to assisting The City of Greenbelt with providing the strongest document conversion solution for its records conversion project.

Respectfully Submitted,

Karen Groseclose

Account Executive

ARC Document Solutions LLC

9130 Red Branch Avenue, Suite P

Columbia MD 21045

Email: karen.groseclose@e-arc.com

Phone: (410) 776-8255

EXHIBIT A - STATEMENT OF WORK FORM

STATEMENT OF WORK NUMBER 24-01 Project Name: Records Digitization Services Phase 1

This Statement of Work Number 24-01 (this "SOW") is entered into pursuant to the Scanning and Archiving Master Services Agreement, dated **August 14, 2024** (the "MSA") by and between ARC Document Solutions, LLC ("ARC") and **City of Greenbelt** ("Customer").

This SOW is incorporated into the MSA. In the event of any conflict with this SOW, the MSA will govern. The provisions of this SOW govern only the subject matter hereof and not any other subject matter covered by the MSA. Capitalized terms not otherwise defined in this SOW will have the meanings given in the MSA.

Effective Date: 08-14-2024

Customer: City of Greenbelt

Customer Location:

25 Crescent Rd. Greenbelt, MD 20770

ARC Service Location (if work performed off-site):

**ARC HIPAA CENTER, 9130 Red Branch Road, Suite P, Columbia MD
21045**

Estimated Start Date: 08-22-2024

Estimated Completion Date: 10-31-2024

1. Services and Technical Specifications:

ARC will provide the scanning and archiving services specified below: (Services included are indicated by checked boxes below)

☒ Services to be performed at ARC Location (indicated above)

Or

☐ Services to be performed at Customer Location (indicated above)

☒ Document Inventory and Chain of Custody:

- Box Level Barcode & Track
- Document Level Barcode & Track

☒ Document Transportation:

- From Customer Location to ARC Service Location

☒ Document Preparation:

- Remove all binding materials (staples, clips, clamps, binders)
- Unfold pages

☒ Remove and reposition attachments (Posit-Notes & Flags), previously taped down receipts will not be disturbed

Or

☐ Remove and discard attachments (Posit-Notes & Flags), previously taped down receipts will not be disturbed

☒ Document Indexing:

- Fields to be Indexed:
 - BOX Name
 - File Folder Name

☒ Document Scanning:

- Small Format Scanning (Sheetfed duplex scanning, 11"x17" or smaller)

☐ 200 DPI ☒ 300 DPI ☐ Other _____

- ☒ Auto-Color ☐ 24-bit Color ☐ 8-bit Color ☐ 8-bit Greyscale
- ☐ 1-bit Black & White ☐ Other _____
 - ☐ Programmatic:
 - ☐ Image Deskew
 - ☐ Image Auto-Crop
 - ☐ Auto Rotate
 - ☐ Blank Page Removal
- Large Format Scanning (Manually fed simplex scanning, generally larger than 11"x17")
 - ☐ 200 DPI ☒ 300 DPI ☐ Other _____
 - ☒ Color for Color ☐ 24-bit Color ☐ 8-bit Color ☐ 8-bit Greyscale
 - ☐ 1-bit Black & White ☐ Other _____
 - ☐ Image Crop & Deskew
 - ☐ Rotate to proper orientation
- ☒ Quality Assurance:
 - ☐ Images will be checked for readability and proper orientation
 - ☐ Every source page will be represented in digital delivery
 - ☐ All Boxes and Documents will be reviewed to insure they have been captured and processed to desired output
 - ☐ All Indexed data will be reviewed for accuracy and completeness
 - ☐ All digital output files and folders will be reviewed to insure desired result
- ☒ Document Reassembly:
 - ☒ Return hard copy originals to source folders and boxes, in original sequence as received, without replacing binding materials and/or refolding pages
- Or
 - ☐ Return hard copy originals to source folders and boxes, in original sequence as received, including rebinding originals in similar fashion as originally received, and refolding pages
- ☒ File Naming and Folder Structuring:
 - ☐ All Files and Parent Folders will be named using Document Indexes stated above
- ☐ Output File Format:
 - ☐ All output files will be generated as multi-page, Image Only PDF files
- Or
 - ☒ All output files will be generated as multi-page, Searchable Image PDF files
- ☒ Deliverables and Delivery Method:
 - ☒ Email download link
 - ☐ USB Hard Drive/Thumb Drive
 - ☐ Encrypted Hard Drive/Thumb Drive
 - ☐ Customer Supplied SFTP Site
- ☒ Destroy Hard Copy Originals (Certified Shred)
- ☒ Return Hard Copy Originals

Original documents provided by the Customer will be of good quality (in ARC's sole determination) and will not require additional preparation or remediation prior to scanning. If the quality or condition of the original documents provided by Customer require additional preparation (in ARC's sole determination), Customer will be notified and additional instructions will be provided by Customer, following which ARC will provide Customer with revised pricing for the handling of such original documents.

HIPAA Compliance: (one of the following two boxes must be checked)

- ☐ Box Content does not include PHI and/or is NOT subject to HIPAA Regulations
- ☒ Box Content includes PHI and must be processed in accordance with HIPAA regulations

2. Special Instructions:

None.

3. Price Schedule:

ARC reserves the right to revise the pricing specified below based on actual condition of original documents provided by Customer and indexing requirements.

Services	Price	Estimated Qty	Estimated Total
Small format Records Scanning – Per 1.2 Cu. Ft. Size box	\$229.00/Per box	263	\$60,227.00
Document Destruction	\$7.50/Box	263	\$1,972.50
Document Transport	\$7.50/box/trip	263	\$1,972.50

Optional Services	Price	Estimated Qty	Estimated Total
Scanning Large Format Documents up to 36" x 48"	\$0.99/sheet	TBD	TBD
Large Format Document Indexing	\$0.30/Sheet	TBD	TDB
Hard Drive/Thumb Drive Delivery	\$25.00/Drive	TBD	TDB
Non-destructive Book Scanning Services	\$0.40/ image	TBD	TDB

4. Exclusions:

Unless otherwise indicated in Sections 1, 2 or 3 above, original document storage and document destruction services are not included in this SOW. If Customer does not provide written instructions regarding destruction or return of original documents within 30 days following the completion date, Customer agrees to reimburse ARC for the monthly fee for storage of boxes at the ARC location, in the amount of \$5.00 per box, per month or any portion thereof. If not included in Sections 1, 2 or 3 above, document destruction services may be added to this SOW though a Change Order. Upon Customer signing a Change Order adding document destruction services, ARC will arrange for the destruction of Customer's original documents by a third party chosen by ARC in its sole discretion Customer will indemnify, defend and hold ARC harmless from any claim or liability related to or arising from such original document storage or destruction.

5. Project Management:

- Customer and ARC will designate and assign a project manager. The project managers' responsibilities will include coordinating and communicating project requirements and providing feedback and information as appropriate to their respective parties in a timely manner. Delays in communications may impact the project schedule. The Customer's project manager will also be responsible for the validation testing and sign off. ARC will schedule a mutually agreeable timeline for the monthly progress meeting to keep all stakeholders updated on the progress and to discuss open items. The Customer project manager must be available for these meetings.
- During the document scanning and conversion process, all scanning and technology services will be managed by ARC's Project Manager.

Customer Project Manager: _____

ARC Project Manager: Uday Pathirana (410-302-1927)

6. Change Orders:

Specifications included in this SOW may be changed through a written change order signed by both parties.

7. Responsibilities of Parties:

a) Customer:

Customer will provide access to original paper documents specified in this SOW in a timely manner and will coordinate ARC's access to such documents:

- For transfer to the service location if off-site services requested, or
- Making them available to ARC's on-site services team if on-site services

If any documents are provided by Customer that, in ARC's sole discretion, are beyond the number and quality specified in this SOW, then additional fees, as specified in a Change Order, will apply.

b) ARC:

In the event that any unforeseen issues arise which may jeopardize the outcome of the project (quality, accuracy, timeline and/or costs), the ARC Project Manager will notify the Customer Project Manager and they will work together to resolve such issues in a mutually agreeable manner.

ARC Project Manager will generate a report on a regular basis (frequency to be mutually agreed), indicating the then-current status and progress of the project, quantities completed, estimating quantities remaining and projecting completion date and/or milestones for the project.

This SOW is effective as of the Effective Date.

ARC Document Solutions, LLC

Signature: _____

Name: Dennis Dillon

Title: Regional Vice-President

City of Greenbelt

Signature: _____

Name: _____

Title: _____



Josué Salmerón
City Manager
jsalmeron@greenbeltmd.gov

CITY OF GREENBELT, MARYLAND LIVING WAGE CERTIFICATION RESOLUTION NUMBER 1022 COMPLIANCE

CONTRACTOR/VENDOR/BUSINESS INFORMATION

Name of Contractor/Vendor/Business: ARC Document Solutions, LLC
Address: 9130 Red Branch Road, Suite P, Columbia, MD 21045
Contact Person: Karen Groseclose
Contract Number (if applicable): 2024-01
Contract Value: \$64,172.00

CERTIFICATION STATEMENT

As an authorized representative of the above-named contractor/vendor/business, I hereby certify that:

1. Living Wage Compliance:

We are in full compliance with the City of Greenbelt's Living Wage policy as outlined in Resolution Number 1022, effective September 20, 2007. Specifically:

- We pay all employees performing work under any contract(s) valued at \$50,000 or more with the City of Greenbelt no less than the Living Wage rate as determined annually by the State Division of Labor and Industry or other appropriate agency in accordance with Maryland State Law.
- We provide applicable credits for offering health insurance, pension, and deferred compensation, if applicable, as part of the wage rate determination.

2. Commitment to Fair Compensation:

We are committed to paying a wage that supports our employees' basic needs, including but not limited to housing, food, healthcare, transportation, and education. We recognize the importance of providing wages that reflect the cost of living in the region, and we ensure that all employees, regardless of their role or position, are compensated equitably.

3. Regular Review and Adjustments:

We conduct regular reviews of our wage and income structures to ensure alignment with economic changes, inflation rates, and cost-of-living considerations. Adjustments are made as necessary to maintain a fair and sustainable compensation model.

4. Comprehensive Benefits:

In addition to a living wage, we offer comprehensive benefits that support the overall well-being of our employees, including healthcare, paid time off, and other essential workplace protections.

5. Accountability and Continuous Improvement:

We regularly assess our compensation policies to ensure their effectiveness and adherence to the principles of fairness, equity, and social responsibility. Feedback from employees and stakeholders is actively sought and considered, and we are committed to continuous improvement in our compensation practices.

ACKNOWLEDGMENT

By signing below, I affirm that the above statements are accurate and that our organization is in full compliance with the City of Greenbelt's Living Wage policy as required by Resolution Number 1022.

Signature:



Name:

Title:

Date:

City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 90 minutes (8:45 - 10:15 pm)

Subject:

Authorization of Engine Rebuild/Replacement for Vehicle 607

Suggested Action:

Reference: Memorandum - B. Kim - 07.10.2024

Repair Estimate

Earlier this year, unit 607, a 2018 Chevy Tahoe assigned to the K-9 Unit, was brought in due to a check engine light. Upon initial inspection by our shop supervisor, it was determined that the issues exceeded our diagnostic capabilities. Consequently, the vehicle was forwarded to Sport Chevrolet in Silver Spring for further assessment. The service advisor at Sport Chevrolet has identified extensive repairs necessary, including replacement of the engine long block assembly, fuel lines, injector seals, and miscellaneous gaskets.

Staff is seeking the Council's authorization for the City Manager to approve the attached proposal from Sport Chevrolet, totaling \$16,396.00, to proceed with the required engine rebuild and replacement for unit 607.

Attachments:

[Memorandum - B. Kim - 07.10.2024.pdf](#)

[RepairEstimate 607.pdf](#)



Date: 10-July-2024

To: Mr. Josué Salmerón, City Manager

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

Re: **2018 Chevy Tahoe/1GNLCDEC4JR217263/K-9 Unit**

SUBJ.: **Council Approval – Unit 607 Engine Rebuild/Replacement**

Background:

Earlier this year, unit 607, a 2018 Chevy Tahoe assigned to the K-9 Unit, was brought in due to a check engine light. Upon initial inspection by our shop supervisor, it was determined that the issues exceeded our diagnostic capabilities. Consequently, the vehicle was forwarded to Sport Chevrolet in Silver Spring for further assessment. The service advisor at Sport Chevrolet has identified extensive repairs necessary, including replacement of the engine long block assembly, fuel lines, injector seals, and miscellaneous gaskets.

Recommendation:

We are seeking Council's authorization for the City Manager to approve the attached proposal from Sport Chevrolet, totaling \$16,396.00, to proceed with the required engine rebuild and replacement for unit 607.

Attached: < RepairEstimate 607>: Sport Chevrolet 607 Repair Proposal

Repair Estimate

PREPARED FOR
GREENBELT CITY POLICE
(301) 580-2267

Service Advisor
Derek Selden (245)
dselden@sportautomotive.com

Date 07/10/2024 09:16 AM
2018 Chevrolet TAHOE
VIN 1GNLCDEC4JR217263
Mileage 97,027
RO# 246523

Service Name	Price
[Primary]: CELDIAG : C/S: ENGINE LIGHT IS ON MISS FIRE #5CYLINDER .SWAPPED PLUGS AND WIRES STILL MISFIRE ON #5. PERFORMED COMPRESSION TEST. HAS GOOD COMPRESSION. REMOVED VALVE COVER TO INSPECT FOR BROKEN VALVE SPRING.ALL LOOKDS GOOD. C/S: ENGINE LIGHT IS ON MISS FIRE #5CYLINDER SEE DEREK	\$185.00
[Primary]: 10 : MULTI POINT INSPECTION MULTI POINT INSPECTION	\$37.00
Fuel Injector Replacement: RECOMMEND REPLACING #5 INJECTOR TO START	\$899.51
Engine Rebuild/Replace: REPLACE ENGINE ASSSEMBLY (LONG BLOCK). FUEL LINES, INJECTOR SEALS, MISC. GASKETS.	\$15274.38
Printed on July 10, 2024	
Quote expires on August 09, 2024	

Subtotal	\$16395.89
Total	\$16395.89



CHEVROLET

Sport Chevrolet
3101 Automobile Boulevard
Silver Spring, MD 20904

(240) 293-0442

City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 90 minutes (8:45 - 10:15 pm)

Subject:

Stakeholder List

Suggested Action:

Attachments:

[Stakeholder Schedule.pdf](#)

Annual													Follow-Up Letter Sent
Advisory Group Chairs	7/22	7/23											
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											
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												

(Rev. August 6, 2024)

City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 90 minutes (8:45 - 10:15 pm)

Subject:

Authorizing City Manager to execute contract with Granicus for the Website Renewal

Suggested Action:

Reference: Granicus Website Renewal Contract

The Public Information Office received the renewal contract for Granicus Web Services for FY25 at \$42,214.39. This amount will be prorated and partially refunded when we cancel the service after migrating to a new website platform, provided we give Granicus a 30-day cancellation notice. The migration to a new platform is expected to take approximately 6-8 months.

Attachments:

[GRANICUS WEBSITE RENEWAL.pdf](#)



Invoice

Date 07/01/2024 Invoice # 186103
Terms Net 30 Due Date 07/31/2024
P.O. Number:

Please remit via ACH to:
Routing #: 022000020
Acct #: 269099115

Please Send Checks to:
Granicus
Dept CH – Box 19634
Palatine, IL 60055 - 9634

Bill To

Greenbelt, MD
25 Crescent Rd
Greenbelt MD 20770-1891
United States

Sold To

Greenbelt, MD
25 Crescent Rd
Greenbelt MD 20770-1891
United States

Description	Term Start Date	Term End Date	Tax Rate	Tax Amount	Amount
Open Platform Suite	07/01/2024	06/30/2025	0.00%	\$0.00	\$1,926.93
Government Transparency Suite	07/01/2024	06/30/2025	0.00%	\$0.00	\$13,310.33
Granicus Encoding Appliance Software (GT)	07/01/2024	06/30/2025	0.00%	\$0.00	\$0.00
Peak Agenda Management	07/01/2024	06/30/2025	0.00%	\$0.00	\$8,478.52
Communications Cloud	07/01/2024	06/30/2025	0.00%	\$0.00	\$9,634.69
govAccess - Maintenance, Hosting, & Licensing Fee - Core	07/01/2024	06/30/2025	0.00%	\$0.00	\$8,863.92

Subtotal \$42,214.39

Tax Total \$0.00

Total \$42,214.39

Amount Due \$42,214.39

For any questions about your invoice, please contact
us at AR@granicus.com or 1-800-314-0147

Thank you for your business

City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 90 minutes (8:45 - 10:15 pm)

Subject:

Acceptance of Recommendation to Approve the GATe TV Recognition Group Application

Suggested Action:

Reference: Memorandum - G. Varda

Greenbelt Access Television (GATe) Application for Basic Certification

Staff recommends that City Council accept Greenbelt Access Television (GATe) Basic Certification Application requesting Recognition Group status. Staff believes that GATe meets the eligibility requirements under the Recognition Group Policy.

Attachments:

[Memo - Greenbelt Access Television FY25 Basic Certification Request.pdf](#)

[Greenbelt Access Television - FY25 Basic Certification Application-Recognition Group.pdf](#)

CITY OF GREENBELT, MARYLAND 20770

25 Crescent Road, Greenbelt, MD 20770
www.greenbeltmd.gov/recreation | 301.397.2200

GREENBELT
RECREATION



fun • fitness • friendship

Greg Varda

Recreation Director

MEMORANDUM

To: City Council

From: Josué Salmerón, City Manager

Via: Greg Varda, Recreation Director

RE: Greenbelt Access Television – Recognition Group Status Request

Staff recommends that City Council accept Greenbelt Access Television (GATe) Basic Certification Application requesting Recognition Group status. Staff believes that GATe meets the eligibility requirements under the Recognition Group Policy listed here:

ELIGIBILITY AND OTHER REQUIREMENTS

1. **Mission.** The primary purpose of the organization should be to provide or underwrite ongoing cultural, athletic, recreational, civic, service and social opportunities which are open to the general public.
2. **Political organizations** are not eligible for Recognition Group designation. These organizations are defined as groups having an affiliation with a political party, and/or having a primary mission of influencing legislation or public policy at the local, county, state or federal level. Approved Recognition Groups are not prohibited from engaging in public policy advocacy, as long as such advocacy is non-partisan and it is not their primary purpose or activity, at the discretion of the City Manager and Council.
3. **Religious organizations** are not eligible for Recognition Group designation. These organizations are defined as groups having an affiliation with a religious organization or tradition and/or a mission which includes proselytizing activities, religious education, or worship practices.
4. **Non-profit status.** Recognition Group certification is available to not-for-profit organizations only.
5. **Benefit to the community.** The organization's activities should reflect significant participation by and benefit to, Greenbelt residents.
6. **Liability insurance.** The City may require an organization to secure liability insurance for programming activities which the group intends to provide at City facilities. Insurance binders must be submitted to the Recreation Department business office before any such activities take place.
7. **Complementary services.** In order to be eligible for City recognition and support, an organization's proposed activities must be compatible with City of Greenbelt facilities, programs, services and financial interests.
8. **Non-Discrimination.** In applying for City support, Recognition Groups will affirm their commitment to providing a respectful, safe and fair environment for all leaders, personnel (paid or volunteer), participants, and spectators. Discrimination or abuse on the basis of race, color, sex, sexual orientation, gender identity, ancestry, religion, national origin, age*, marital

A NATIONAL HISTORIC LANDMARK

Youth Center: 301.397.2200

FAX: 301.397.2203

Community Center: 301.397.2208

Aquatic and Fitness Center: 301.397.2204

Springhill Lake Recreation Center: 301.397.2212

Weather Hotline: 301.474.0646

or parental status or disability may result in the reduction or termination of City support at the discretion of the Greenbelt City Council. Recognition Groups are encouraged to identify and address any barriers to participation by diverse residents in their sponsored activities and governance. *Age ranges are permissible in program design.

9. **City staff participation.** Classified City of Greenbelt employees are not permitted to hold appointed or elected leadership positions (as an officer, Board member, etc.) which are responsible for policy making, development, oversight and/or fiscal management of a City Recognition Group. This policy does not preclude classified employees from membership in Recognition Groups or participation in their sponsored activities in a non-leadership capacity.
10. **Background checks.** To help ensure the safety of young program participants, all staff, contractors, and/or volunteers whom the Recognition Group intends to entrust directly with the care and control of minors must complete a criminal background check. These individuals will undergo a criminal background check at the City's expense based on their social security numbers. Background checks are valid for only one year and must be resubmitted accordingly. It is the responsibility of each Recognition Group to ensure full compliance with this requirement, throughout the year. If your organization currently conducts background checks mandated by a parent organization, your organization's leader will be required to sign an affidavit affirming that all volunteers have completed a background check, provided the background checks meet or exceed the standards of the City's policy. For assistance with the background check policy, please contact the Acting Assistant Director for Recreation Facilities at aphelan@greenbeltmd.gov or 240-542-2194. The City is facilitating this screening process in keeping with the "Operation TLC-Making Communities Safe" program of the National Recreation and Parks Association.

If approved, GATe will be granted Basic Certification status under the Recognition Group Policy. Basic Certification entails the following privileges:

- **Limited free use of Recreation Department facilities in accordance with facility guidelines for cultural, athletic, recreational, civic, service and social activities that are open to the general public.** Requests for use of City facilities will be handled at the staff level. Note: free use is not available for religious or partisan political activities, or for income-generating activities other than authorized fundraisers at City events.
- **Inclusion in listings of contacts in City online and print publications as space allows.**

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
APPLICATION FOR BASIC CERTIFICATION
For new certification or renewal of current status. In-kind services only.

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

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

BEFORE COMPLETING THIS APPLICATION:

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

1. **Name of organization:** Greenbelt Access Television

Year of founding: 1986 **Website:** GreenbeltAccessTV.org

Social media: Instagram: @GreenbeltAccess / Facebook: facebook.com/GreenbeltAccessTV

Please check one: ☒ **new application** ☐ **application for renewal of status**

2. **Contact person:** Name: Sheila Tilert Position: Executive Director

Telephone: (301) 507-6581 E-mail: GreenbeltAccess@gmail.com

3. **Organization's mailing address** (not a City of Greenbelt facility):
15 Crescent Rd, Suite 204, Greenbelt, MD 20770

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

Greenbelt Access Television aims to inform and empower Greenbelt residents by championing community involvement through our programming and educational services. We place precedence on education, specifically around media, and offer an array of affordable classes to children, teenagers, adults, and senior adults who live in and around the Greenbelt area. These classes provide them the skills to animate, shoot, and edit videos for their own intended creative and/or informational purposes.

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

We offer an array of filmmaking, digital animation, and claymation classes through our own organization as well as the Greenbelt Recreation Department. It is through the Recreation Department that we also offer classes for Creative Kids Camp classes, as well as activities for Parent's Night Out. We regularly record and broadcast community and city events, and we are also the primary sponsor of Greenbelt's annual Utopia Film Festival.

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

Total number of active participants: 110 % Greenbelt residents: 65

% ages 12 and under: 60 % 13-17 yrs: 5 % 18-59 yrs: 20 % 60+ yrs: 15

Briefly explain whom you have included in these figures.

These figures encapsulate the age demographic of our students, as well as filmmakers and attendees of the Utopia Film Festival.

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

Total number of spectators: 700 % Greenbelt residents: 60

% ages 12 and under: 20 % 13-17 yrs: 15 % 18-59 yrs: 35 % 60+ yrs: 30

Briefly explain whom you have included in these figures.

The total number is estimated from our social media viewership analytics.

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

Total number of supporting volunteers: 10% Greenbelt residents: 80%

% ages 12 and under: 0 % 13-17 yrs: 0 % 18-59 yrs: 40% % 60+ yrs: 60%

Briefly describe the volunteers' activities.

Board members, many of whom assist with video coverage of events.

9. **BACKGROUND CHECK VERIFICATION**

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

Please check where applicable for your organization.

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

Parent Organization: _____

Sheila Tiler	Executive Director	5/24/2024
NAME	TITLE/POSITION	DATE

Recommended Criteria for Exclusion

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of

whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

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

FELONIES

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

MISDEMEANORS

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

PENDING CASES

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

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

Name	Role	Greenbelt resident (yes/no)

Frank Gervasi	President	Yes
Maria Silvia Miller	Vice President	Yes
John Campanile	Treasurer	Yes
Jennifer Dudley	Secretary	No
Amy Knesel	City Council Appointed Board Member	Yes
Konrad Herling	Board Member	Yes
Susan Harris	Board Member	Yes
Nelea Johnson	Board Member	No
Michael McMullin	Board Member	Yes
Robert Zugby	Board Member / President Emeritus	Yes

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

We have very recently applied for the City's ARPA Grant.

12. Electronic Signature

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

Signature: Sheila Tilert

Date: 5/24/2024

Role within the organization: Executive Director

City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 90 minutes (8:45 - 10:15 pm)

Subject:

Approval of a Buddy Attick Lake Park Playground Project-Change Order

Suggested Action:

Reference: Memorandum - B. Kim - 08.07.24

Sparks@Play Proposal

As a follow up to Council's approval of the Buddy Attick Lake Inclusive Playground, please note project scope increases has exceeded the original contingency amount of \$29,115.36 by \$27,486.44. This additional expenditure was anticipated, as certain project elements were initially descope in an effort to manage costs and leverage alternative funding sources, such as Miscellaneous Concrete. Our strategy aimed to reduce expenses while completing the project within budget constraints.

The increased scope has resulted in a cost slightly above the original contingency allocation. To ensure the highest quality of the final product, it is our recommendation to continue working with the same contractor, Sparks@Play, rather than engaging a separate concrete contractor. This approach is expected to deliver a superior end result and maintain project continuity.

Staff is seeking Council's authorization for the City Manager to execute the attached proposal with Sparks@Play, 3705 Crondall Lane, Owings Mills, Maryland 21117 for a total project cost of \$56,601.88.

Attachments:

[24.08.07_Memo_Council_BAP_Playground_II.pdf](#)

[Buddy Attick Lake Park-Change Order 1 \(4\)_24.08.06.pdf](#)



Date: 07-August-2024

To: Mr. Josué Salmerón, City Manager

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

Re: **Buddy Attick Lake Inclusive Playground**

SUBJ.: **Change Order Number 1**

Summary:

As a follow up to Council's approval of the Buddy Attick Lake Inclusive Playground, please note project scope increases has exceeded the original contingency amount of \$29,115.36 by \$27,486.44. This additional expenditure was anticipated, as certain project elements were initially descope in an effort to manage costs and leverage alternative funding sources, such as Miscellaneous Concrete. Our strategy aimed to reduce expenses while completing the project within budget constraints.

The increased scope has resulted in a cost slightly above the original contingency allocation. To ensure the highest quality of the final product, it is our recommendation to continue working with the same contractor, Sparks@Play, rather than engaging a separate concrete contractor. This approach is expected to deliver a superior end result and maintain project continuity.

Attachments:

- <Buddy Attick Lake Park-Change Order 1 (4)_24.08.06>: Change Order Number 1

CONTRACTOR	PROPOSAL PRICE	NOTES
Sparks@Play	\$56,601.80	Change Order No. 1
Contingency 5%	(\$29,115.36)	Original Amount Set Aside/Approved
TOTAL:	\$27,486.44	Required

Recommendation:

We are seeking Council's authorization for the City Manager to execute the attached proposal with Sparks@Play, 3705 Crondall Lane, Owings Mills Maryland 21117 for a total project cost of \$56,601.88.



PROPOSAL

Proposal Number: 010023-1

Proposal Date: August 5, 2024

Opportunity No.: 010023

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

Sparks at Play, LLC
3705 Crondall Lane
Owings Mills, MD 21117
T: 410-356-4151 F: 410-356-2198

Proposal Presented To:

TO: Brian Kim

FROM: Jason Sparks

RE: Buddy Attick Lake Park-Change Order 1

Customer ID	Good Through	Sales Rep Name
City of Greenbelt Public Works Department	30 days from proposal date	Jason Sparks

Quantity	Unit Type	Description	Unit Price	Amount
440	LF	Furnish and pour 6" x 12" thick concrete curbs. • #4 rebar to be installed top and bottom with vertical every 4'. • color: integral color in the browns	\$86.03	\$37,853.20
65	LF	Concrete Sidewalk- Mobilize materials, equipment, and manpower • Form approximately 65L.F. of sidewalk to be poured • Layout and excavate 65 L.F. x 5' wide 8" deep • Furnish and install 6x6 10 gauge welded wire mesh • Furnish and pour 4" thick concrete sidewalk as indicated on the plans • Clean up job site of all Hunt Valley Contractors generated debris	\$288.44	\$18,748.60
			SUBTOTAL	\$56,601.80
			SALES TAX	\$0.00
			TOTAL AMOUNT	\$56,601.80

SCOPE OF WORK:



PROPOSAL

Proposal Number: 010023-1

Proposal Date: August 5, 2024

Opportunity No.: 010023

**ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE
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Sparks at Play, LLC
3705 Crondall Lane
Owings Mills, MD 21117
T: 410-356-4151 F: 410-356-2198

Provide labor, material and equipment to install concrete borders per line item descriptions above. Pricing is based on (1) mobilization and direct access to the site for Sparks At Play. employees, equipment and vehicles necessary to perform the work. Clean up job site at the end of each day of all Sparks At Play generated debris.

EXCLUSIONS:

Sparks At Play. excludes wage rates, permits, fees, inspections, maintenance of traffic, traffic control and any work not stated in the SCOPE OF WORK.

SECURITY NOT PROVIDED: Based on the SCOPE OF WORK above, Sparks at Play, LLC will not be responsible for security after our crew has left the job site each day, unless we are the acting general contractor.

WEATHER: Favorable weather conditions must be present for the proper installation products. Sparks at Play, LLC reserves the sole and exclusive right to determine if appropriate daily weather conditions exist prior to our dispatch of installation crew.

WORKDAY: Normal work hours are weekdays between 7 am and 5 pm. However, work hours may be adjusted to early morning or late evening to facilitate the installation. This pricing does not include any weekend or evening work.

ADDITIONAL MOBILIZATION FEE: Sparks At Play, LLC. will charge a fee of \$2,500.00 for additional mobilizations if one of the following occurs:

1. When Sparks At Play, LLC. or its subcontractor is caused to remobilize, unplanned, to the project for reasons caused by others.
2. If Sparks At Play, LLC. or its subcontractor arrives on site as scheduled and the site is not ready to receive the work of Hunt Valley Contractors or their subcontractor.

Please note all pricing and terms are subject to change unless contract agreement has been made.

TERMS: Payment terms are as follows:

50% deposit due upon signing, and monthly progressive billing. *Payments are due net 30 (thirty days) from invoice date.* By signing this proposal, the customer and/or customer's agent agrees that if the customer cancels this order, the customer will need to pay a cancellation fee. If the order is cancelled prior to being shipped, the fee will be 30% of entire proposal amount. Once the product has left the manufacturer the cancellation fee will be 100% of the shipped product plus 20% of the remainder of the proposal. Proposal expires in 30 days.

Equipment/Materials will be billed 100%, payment due Net 30 days, when it is delivered to site, Sparks At Play or it's sub-contractor(s) facility(ices).

New customers for projects not secured by a payment and performance bond or government funding will require a credit application.

CREDIT CARD: We do not accept credit card payments.



PROPOSAL

Proposal Number: 010023-1

Proposal Date: August 5, 2024

Opportunity No.: 010023

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

Sparks at Play, LLC
3705 Crondall Lane
Owings Mills, MD 21117
T: 410-356-4151 F: 410-356-2198

Note that prices increase after January 1. All product must be ordered **and** shipped prior to December 31. Check lead times and available delivery dates to ensure your order is placed and shipped this year to avoid a price increase. Orders will not be placed until submittals are approved.

COLLECTION EXPENSE: Sparks at Play, LLC shall be entitled to recover from purchaser its collection costs, including the reasonable fees of counsel, if Sparks at Play, LLC turns purchaser's account over to an attorney or collection agency for collection.

Please call if you have any questions.

Accepted by Customer: _____

Print Name: _____

Company Name: _____

Customer PO Number: _____ **Date:** _____

Signing above indicates that you have reviewed and accepted the above quote. Items will be ordered as per the quote, so please make sure the items are what you want. All standard Sparks At Play, LLC. terms and conditions apply, as well as payment terms related to this specific account. Signee is responsible for any applicable sales taxes, whether quoted or not. All prices are subject to change without notice due to current market volatility.

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

City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 90 minutes (8:45 - 10:15 pm)

Subject:

Reappointment to Advisory Board/Committee

Suggested Action:

Reference: Reappointment Survey

Oliver Gaycken has expressed his willingness to continue serving on the Arts Advisory Board (AAB).

Lawrence Hilliard has expressed his willingness to continue serving on the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES).

Matthew Dirksen has expressed his willingness to continue serving on the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES).

Approving this item on the consent agenda will indicate the Council's intention to reappoint Mr. Gaycken, Mr. Hilliard, and Mr. Dirksen to a new term.

Attachments:

City Council Agenda Item Report

Meeting Date: August 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 90 minutes (8:45 - 10:15 pm)

Subject:

Resignation from Advisory Board/Committee

Suggested Action:

Reference: Letter - R. Sewall-Raysor

Rene' Sewall-Raysor have submitted her resignation from the Reparations Commission.

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

Attachments: