



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/84065597389?](https://us02web.zoom.us/j/84065597389?pwd=ZG8NOLDkRMVGDsFS3EvIHZqtBYlhw.CHQCGUgd3AmohMHK)
[pwd=ZG8NOLDkRMVGDsFS3EvIHZqtBYlhw.CHQCGUgd3AmohMHK](https://us02web.zoom.us/j/84065597389?pwd=ZG8NOLDkRMVGDsFS3EvIHZqtBYlhw.CHQCGUgd3AmohMHK)
Dial-in: 301 715 8592
Webinar ID: 840 6559 7389
Passcode: 537449**

**Monday, June 17, 2024
7:30 PM**

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

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

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

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

7. Presentations

7a. National Pollinator Week Proclamation

Suggested Action:

Mayor Jordan will present a proclamation proclaiming National Pollinator Week June 17-25, 2024. Kevin Carpenter-Driscoll, Environmental Coordinator, will be present to receive the proclamation and provide updates for the events.

[Proclamation-for-National-Pollinator-Week-Greenbelt-2024_rev.pdf](#)

*8. Minutes

Suggested Action:

* Work Session, September 06, 2023

* Regular Meeting, September 11, 2023

* Work Session, September 13, 2023

* Work Session, September 20, 2023

* Regular Meeting, September 26, 2023

* Regular Meeting, October 9, 2023

* Regular Meeting, October 23, 2023

[WS230906.pdf](#)

[RM230911.draft.pdf](#)

[WS230913.pdf](#)

[WS230920.pdf](#)

[RM230926.pdf](#)

[RM231009.draft.pdf](#)

[RM231023.draft.pdf](#)

9. Administrative Reports

Suggested Action:

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

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

*10. Committee Reports

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

11. An Ordinance to Make a Supplemental Appropriation in the Greenbelt West Fund for the Fiscal Year Ending June 30, 2024, in the amount of Fifty Thousand Dollars (\$50,000) for Additional Greenbelt West Fund Expenditures Over the Appropriated Amount
- 1st Reading

Suggested Action:

Reference: Ordinance

MSA_C2381_20540

MSA_S1250_20067

Copy of the receipt and check

Recorded MOU

In order to have amenities for summer programs, staff recommends City Council introduce for first reading an ordinance to appropriate \$50,000 from the Greenbelt West Infrastructure Fund to the Greenbelt West Infrastructure Fund. \$50,000 was the agreed upon amount for fee-in-lieu between the City of Greenbelt and the developer of the Motiva property. The \$50,000 is earmarked for facility/programmatic improvements at Springhill Lake Recreation Center.

Greg Varda, Recreation Director, will be present to answer any questions.

[Ordinance.pdf](#)

[MSA_C2381_20540.pdf](#)

[MSA_S1250_20067.pdf](#)

[Copy of the receipt and check #134 for \\$50000.00 that was received from Matthew C. Tedesco for developer contribution for the Springhill Lake Recreation Cen.pdf](#)

[Recorded MOU \(002\).pdf](#)

IV. OTHER BUSINESS - 120 minutes (8:30 - 10:30 p.m.)

12. Authorizing the City Manager to execute the Human Resources Information System Contract
Suggested Action:
Reference:

Paycor HRIS Presentation

Paycor Background
Paycor HRIS Proposal
Memorandum, D. Martinez, 06/15/2024

In American Rescue Plan Act (ARPA) funding, there is an allocation of \$85,000 for an automated Human Resource System implementation. A Human Resources Information System (HRIS), is software designed to help organizations meet core HR needs and improve the productivity of both managers and employees. A Human Resources Information System helps businesses create innovative workforce strategies and deploy them effectively.

The current Human Resources System consists of excel spreads and lacks the integration and efficiency needed to manage our growing workforce effectively. After thorough research and evaluation with multiple potential vendors, Paycor Human Resources Information System (HRIS) has been identified as the optimal solution to address our operational needs in human resources.

Staff propose that the City Council authorize the City Manager to execute a contract with Paycor HRIS. This system will provide a comprehensive suite of HR management tools, including payroll, benefits administration, time and attendance tracking, and employee self-service functionalities.

It is recommended that the City Council authorize the City Manager to execute the contract with Paycor HRIS in the amount of \$72,000. This will enable us to modernize our HR functions and improve overall efficiency and employee satisfaction.

Dawane Martinez, Director of Human Resources and Paycor Representatives will be present to respond to any questions.

[City of Greenbelt ROI.pdf](#)

[City of Greenbelt.pdf](#)

[City of Greenbelt Maryland Quote - 2024-6-13 v2.pdf](#)

[Memorandum, D. Martinez, 06/15/2024.pdf](#)

13. FY 2025 Proposed Program Open Space Projects and Overview of Program Changes

Suggested Action:

Reference: PowerPoint Presentation, M-NCPPC, 5/21/24

Memo, T. Hruby, 6/13/24
Proposed FY 2025 Annual Development Program

The County's FY 2025 POS allocation is \$4.7M, compared to \$13.2M in FY 2024, representing a 35% reduction. Since the County has met its parkland level of service goals it is allowed to use a maximum of 75 percent of its allocation, with a 10 percent match requirement, for development projects and a minimum of 10 percent for acquisition projects. Including the County's FY 2025 allocation, the total unencumbered POS balance for the County including participating jurisdictions is \$26,520,070 of which \$18,280,660 is eligible for development projects. M-NCPPC has stated it plans to encumber \$19M in FY 2025 leaving \$7M available for municipal use.

M-NCPPC staff is proposing significant changes to how POS funding is allocated in the County. In summary, M-NCPPC staff is proposing to place all unencumbered funds in one pot that can be spent by M-NCPPC or municipalities in a given year. A presentation prepared by M-NCPPC on the proposed changes and a memorandum prepared by City planning staff outlining the proposed changes and its recommendations for FY 2025 POS project funding are provided in Council's packet.

To fully benefit from the POS program changes and to ensure that the City capitalizes on its unencumbered balance as of FY 2024, staff recommends City Council support the submittal of two development projects to be included in the County's FY 2025 Program Open Space Annual Program: Greenbelt Aquatic and Fitness Center Indoor Pool Deck Structural Repairs (\$1,650,000 with 90% being Pos funded) and Greenbelt Station Outdoor Recreation Facilities (\$275,000 with 90% being POS funded), specifically funding to continue to address items identified in the Greenbelt Station Green Spaces Visioning Plan developed by the Neighborhood Design Center (NDC). Amenities will be added to the creekfront recreation area off the Indian Creek trail with a subsequent plan for the area and community feedback serving as a guide.

The City's Annual Program is due to the County on June 17, 2024.

[POS Meeting FY25 Plan.pdf](#)

[Memo POS changes and 2025 projects.v.2.thruby.6.13.24_jf edits.pdf](#)

[proposed development_program_2025.v2.5.30.23.t.hruby.pdf](#)

14. ARPA Bus Stop Safety and Accessibility Improvements - Proposed Project List

Suggested Action:

Reference: Memorandum, R. Sigworth, 6/17/24

ARPA Bus Stop Improvements 2024_Map

City_Council_2024_ARPA_Bus_Stop_Improvements 6-17-2024

The Greenbelt City Council allocated \$150,000 in American Rescue Plan Act (ARPA) funding to improve bus stops within the city. Staff has utilized a variety of assessments, studies, and other information to develop a proposed list of bus stop improvements.

Staff presented a draft list of proposed improvements to APB at their June 5, 2024, regular meeting, and APB voted to approve it. Staff recommends that City Council approve this proposed list of improvements.

[Final_6-17-2024_City Council_Greenbelt Staff Rec Memo_ARPA_Bus_Stops.pdf](#)

[ARPA Bus Stop Improvements 2024_Map_V2.pdf](#)

[City_Council_2024_ARPA_Bus_Stop_Improvements_List_6-17-2024.pdf](#)

15. Authorizing the City Manager to execute the Recodification, Supplementation, and Online Code Hosting Services Contract

Suggested Action:

Reference:

Memorandum, B. Anderson, 06/13/2024

Municode Proposal

Contract Agreement

The city's existing code is outdated, with the last supplemental update dating back to 2012. To ensure that our municipal code is current, comprehensive, and easily accessible, it is crucial to proceed with the recodification process. This effort will involve making the language used in the code gender-neutral and hosting it online, allowing for quick updates and making the city code searchable and easily accessible to the public.

Staff propose that the City Council authorizes the City Manager to enter into a contract with Municode. The scope of this contract includes:

- Recodification of the city's code
- Regular updates to keep the code current
- Hosting the code online with a searchable interface
- Gender neutralization of the language used in the code

The implementation period is approximately 18 months, with access to the platform

within a couple of months after the contract is executed.

The City Council has allocated \$30,000 in the budget line item 30 for professional services. Staff is seeking authorization for \$18,454.97 to cover the costs associated with the contract with Municode.

The current codification does not reflect recent legal updates and municipal needs. Ensuring the code is up-to-date and accessible online promotes transparency and compliance with modern governance standards. The searchable online platform will make it easier for staff, officials, and residents to access and navigate the city's code.

It is recommended that the City Council approve the authorization for the City Manager to execute the contract with Municode. This approval will facilitate the timely and effective recodification of our municipal code, enhancing both its accuracy and accessibility.

[Codification Memorandum.pdf](#)

[Greenbelt MD Recodification MunicodeNEXT Proposal 6.10.2024.pdf](#)

[Greenbelt MD Recodification agreement 06142024.pdf](#)

16. Authorizing for the City Manager to execute the Charter Review Contract

Suggested Action:

The city charter, which is the foundational legal document for our municipal governance, has not been updated for a significant period. It is crucial that we conduct a thorough review to ensure that it reflects current laws, best practices, and the evolving needs of our community.

The expertise of the City Solicitor is essential for a detailed and legally sound review of the charter. This review is crucial for maintaining the integrity of our governance framework and ensuring that it aligns with current legal standards and best practices.

Staff is requesting that the City Council approve the authorization for the City Manager to encumber funds and make payments for services to the City Solicitor not to exceed \$15,000 for the charter review. This payments will cover the costs associated with performing a thorough review of the city charter throughout the process.

17. Rent Stabilization Discussion

Suggested Action:

Councilmember Pompei requested this item be added to the agenda.

Council Report on CB-055-2024 - Rent Stabilization Program

Introduction: CB-055-2024, introduced by Council Chair Ivey, seeks to make permanent the provisions of CB-007-2023, a bill of the same title. This legislation is co-sponsored by Councilmembers Harrison, Fisher, Franklin, Hawkins, and Watson and has been referred to the Committee of the Whole.

Summary: The primary goal of CB-055-2024 is to "permanently protect renters of property from excessive rent increases." The affected code sections are 13-147, 13-146, 13-145, 13-144, and 13-138, which amend Subtitle 13 of the County Code.

Key Points:

- Purpose: The bill aims to provide long-term stability and protection for renters by making rent stabilization measures permanent.
- Support: The bill has the support of the majority of the council.
- Amendments: While the bill is expected to pass, some minor "friendly" amendments may be added before the final passage.

[24-0612_Apartment Complex Construction Dates_updated.pdf](#)

[B2024055.pdf](#)

[CB-055-2024 Summary.pdf](#)

[CB-055-2024 PAFL.pdf](#)

[Carrington 2024 Greenbelt CB0552024 Report June 12.pdf](#)

18. Council Activities

19. Council Reports

20. Meeting

Suggested Action:

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

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

[Closed Session Official Notice 240617.pdf meetings.pdf](#)

*21. Stakeholder List

[Stakeholder Schedule.pdf](#)

*22. Appointment to Advisory Board/Committee

Suggested Action:

Reference: Application and Code of Conduct

The City Council interviewed Kathy Reynolds on September 16, 2020, for the appointment to the Public Safety Advisory Committee (PSAC).

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

*23. Reappointment to Advisory Board/Committee

Suggested Action:

Reference: Survey

Stephenie Arcido has expressed her willingness to continue serving on the Advisory Committee of Education (ACE).

Approving this item on the consent agenda will indicate the Council's intention to reappoint Ms. Arcido to a new term.

*24. Resignation to Advisory Board/Committee

Suggested Action:

Reference: Email - M. Wilson - 06/11/2024

Mark Wilson has submitted his resignation from the Community Relations Advisory Board (CRAB).

Approval of this item on the consent agenda will indicate the Council's intent to accept Mr. Wilson's resignation.

*25. Reclassifications

Suggested Action:

Reference: Memorandum - D. Martinez - 06.12.2024

Community Mental Health Counselor I Class Specification

In the CARES Department, we currently have two part-time classified positions, which are vacant. We have the Community Mental Health Counselor position and the Family Counselor position. We are combining the two positions to create one full-time Community Mental Health Counselor I position. This position change is currently funded in the FY25 budget, and the duties will remain the same per the Job Description.

This change will assist the department in providing continued efficient services to the Greenbelt community. In addition, it will save the department \$15,125.00 by eliminating benefits and insurance costs by combining the positions to one. One of the deciding factors for this change has been the feedback received from potential qualified candidates that they are in search of full-time positions with benefits rather than a parttime role, which made the search for a part-time staff member with that skill set challenging.

Included in the Council packet is the job description for review.

[CARES - Position Merging- Council Session 6.17.24.pdf](#)
[Community Mental Health Counselor I.pdf](#)

*26. Authorization for Auction of Surplus Vehicles

Suggested Action:

Reference: Bill of Sale

Background:

Pursuant to Sec. 2-131 of the city's code, staff conducted an auction of surplus vehicles. It was anticipated that none of the vehicles would exceed the \$5,000 limit, which necessitates Council approval. However, one vehicle surpassed this threshold and requires Council's approval for the sale to be finalized.

Vehicle Details:

- Vehicle Identification Number (VIN): 1FTSF21R48EC87955
- Year: 2008
- Make and Model: Ford F-250 Super Duty
- Mileage: 84,855 miles
- Issues:
 - Unit injectors are starting to fail.
 - Scratches on the body.
 - Wear on upholstery.

Sale Report:

The vehicle identified above sold at auction for \$5,050.00. Despite our expectations, the sale price exceeded the \$5,000.00 limit.

Request for Approval:

In compliance with Sec. 2-131, staff seeks the Council's approval for the sale of this vehicle.

[Bos-10469-40.pdf](#)

City Council Agenda Item Report

Meeting Date: June 17, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

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

Subject:

National Pollinator Week Proclamation

Suggested Action:

Mayor Jordan will present a proclamation proclaiming National Pollinator Week June 17-25, 2024. Kevin Carpenter-Driscoll, Environmental Coordinator, will be present to receive the proclamation and provide updates for the events.

Attachments:

[Proclamation-for-National-Pollinator-Week-Greenbelt-2024_rev.pdf](#)

PROCLAMATION

WHEREAS, pollinators such as thousands of species of bees are essential partners in producing much of our food supply; and

WHEREAS, pollinators provide significant environmental benefits that are necessary for maintaining healthy, diverse ecosystems in towns and cities; and

WHEREAS, pollination plays a vital role for the trees and plants of our community, enhancing our quality of life, and creating recreational and economic development opportunities; and

WHEREAS, the City of Greenbelt manages parks, public landscaping, and other public lands that may include greenways and wildlife habitats; and

WHEREAS, the City of Greenbelt provides recommendations to developers and residents regarding landscaping to promote wise conservation stewardship, including the protection of pollinators and maintenance of their habitats; and

NOW, THEREFORE, I, Emmett V. Jordan, Mayor of the City of Greenbelt, do hereby proclaim the week of June 17th – 25th, 2024 as our municipality's observance of

National Pollinator Week

and, as Greenbelt is an affiliate of **Bee City USA**, do urge all residents to recognize this observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 17th day of June 2023.

Emmett V. Jordan, Mayor



WORK SESSION OF THE GREENBELT CITY COUNCIL was held Wednesday, September 6, 2023, to discuss the Diversity, Equity, and Inclusion Audit with Tribesy.

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, Ric Gordon, Silke I. Pope (virtual), Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Josué Salmerón, City Manager; Tyra Smith, Diversity, Equity, and Inclusion Officer; and Shaniya Lashley-Mullen, Deputy City Clerk.

ALSO PRESENT WERE: Tribesy Consultants Reena Doyle, Gail Watts, and others.

Ms. Smith provided a PowerPoint presentation, which included a brief history of Greenbelt, an outline of the Diversity, Equity, and Inclusion (DEI) Audit and outcomes of the process.

Ms. Doyle explained Tribesy and the audit process, which includes creating definitions relatable to not only the residents but also to the employees of Greenbelt and the components of an organizational change. The organizational change transformation components include assessment, lens, vision, historical context, accountability, roadmap, skills, and change. Ms. Doyle described the impacts on the organization when all the components aren't completed, leading to a false start, confusion, status quo, frustration, trauma, and distrust.

Ms. Davis requested that Council receive a copy of the Tribesy presentation.

Lore Rosenthal, a Greenbelt resident, said there are many marginalized residents within the Greenbelt community, who face challenges of food distribution, affordable housing, access to information, social services, and recreation services. She requested that the audit include the community and not just staff.

Michael Hartman, a Greenbelt resident, stated that other aspects of the plan needed to be researched, including commitment, adoption, evaluation, and adaptation. The plan should be a living document.

Konrad Herling, 11 B Ridge Road, echoed Ms. Rosenthal's list and added transportation challenges.

Danielle McKinney, 8222 Minor St., inquired how the audit would engage different members of the community.

Ms. Doyle explained that the DEI audit creates a sustainable foundation, researching where the City is now and aligning it with where it would like to be. She reviewed the Phase I process, which consists of structural analysis, reports, process presentations, and the cultural analysis process.

Mr. Gordon expressed his appreciation for Tribesy dealing with healing regarding past trauma.

Ms. Weaver inquired if Ms. Smith or Tribesy discussed this with Megan Searing-Young, Greenbelt Museum Director. She noted that this DEI audit process could help the Reparation Commission. Ms. Smith stated that the Reparation Commission and community would be a part of the Phase II process.

There was discussion regarding combatting oppression.

Ms. Doyle explained Phase I's methodology in order to understand the culture of the City of Greenbelt, which will include focus groups, interviews, surveys, and policy documentation. She noted that Phase I would collect qualitative and quantitative data from all levels of employment and employee groups. Ms. Watts outlined the timeline and outcomes of the Phase I audit. Phase I sets the foundation for a future community impact assessment.

Council requested that Ms. Smith provide Council with two updates on how the DEI audit is progressing.

Ms. Rosenthal requested that Council fund Phase II of the DEI audit.

Ms. McKinney suggested creating ways and opportunities for outreach to the community to encourage contributions to the conversation, including social media.

There was discussion regarding the focus groups. Ms. Davis suggested that participants should only attend one focus group.

Mr. Hartman requested that a safe environment be created before any discussions are held in the focus groups.

Sarah Wampler, 432 Ridge Road, expressed her grave concerns, especially that steps must be taken to include the disabled community.

Bob Rand, 19 T Ridge Road, said he hoped the City would fund Phase II to get the community's input which is very important. He inquired when the schedule for Phase II and Phase III will be determined. Ms. Watts explained that, ideally, there won't be much of a gap between the various phases. Ms. Doyle added that Phase II involves a great deal of work, such as conducting community focus groups. Phase III includes building the lens of DEI.

Ms. Davis requested that the City's Advisory Board/Committee members be included in Phase I.

Mr. Herling recommended using Greenbelt Access Television and the City's Public Information Department to get information out. He suggested speaking with the Recreation coaches for sources of information.

Meeting and Stakeholder List:

Council reviewed the Meeting List.

Council discussed and agreed to schedule the following work sessions: City Manager's Quarterly Update, Building Services and Boundaries with the Board of Education, the Prince George's County Council, and Council's Retreat.

Mr. Gordon said he could not attend the September 20th work session with the Department of Permitting, Inspections, & Enforcement as he would be attending and representing the City of Greenbelt at the LGBTQIA Black Caucus event in Washington, D.C.

Informational items:

Ms. Davis circulated the informational pamphlets she had picked up at Information Day during the Labor Day Festival. She reported on the Maryland Municipal League Legislative Committee meeting she had attended on August 30th.

Mayor Jordan stated that the City was still waiting on getting a Request for Proposal (RFP) drafted to track legislative initiatives at the State and County levels. He advised that the City could possibly share the tracker with the Town of Berwyn Heights, the City of New Carrollton, and the City of College Park.

Mr. Gordon pointed out that the Welcome to Historic Greenbelt sign had been installed.

Council discussed the success of the Labor Day Festival.

The meeting ended at 9:33 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Deputy City Clerk

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

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

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

ALSO PRESENT were Josué Salmerón, City Manager; Timothy George, Assistant City Manager; Bertha Gaymon, City Treasurer; Terri Hruby, Planning Director; Jaime Fearer, Assistant Planning Director; Ryan Sigworth, Community Planner; and Bonita Anderson, City Clerk.

Mayor Jordan asked for a moment of silence in honor of Mariame Toure Sylla, Robert Lewis, Genevieve “Jenny” Iacovazzi, and the Victims of September 11, 2001.

Mayor Pro Tem Weaver then led the pledge of allegiance to the flag.

APPOINTMENT TO FILL THE COUNCIL VACANCY: Mr. Gordon moved to nominate Konrad Herling to fill the Council vacancy. Ms. Pope seconded. The motion passed 5-1. (Mr. Roberts)

Mayor Jordan swore in Mr. Herling as a member of the City Council.

PETITIONS AND REQUESTS:

Peggy Higgins, a resident, presented the petition results from the Charter change challenge and requested that the question be added to the 2023 ballot.

Jenni Pompei, a resident, shared concerns about the new management of Charlestown North and requested that Council hold a work session with the Charlestown North property management.

Bill Orleans, a resident, requested information and clarity on Council's closed meeting to authorize a bonus to the former Interim City Manager. He asked for the City Solicitor to attend a Council meeting to address Mr. Orleans's concerns that the response to his "Apology" petition did not meet his expectations and requested that the City Council and the Planning & Community Development Department ask Franklin Park at Greenbelt Station about the homeless population survey they allegedly conducted.

CONSENT AGENDA: Ms. Davis moved to approve the Consent Agenda and Ms. Pope seconded. The motion passed 7-0.

Council thereby took the following actions:

MINUTES OF COUNCIL MEETINGS

Work Session - July 20, 2020

Work Session - July 29, 2020

Work Session - October 26, 2022

Work Session - November 7, 2022

Work Session - January 4, 2023

Regular Meeting - February 13, 2023
Work Session - February 15, 2023
Work Session - March 20, 2023
Regular Meeting - April 11, 2023
Work Session - April 12, 2023
Work Session - April 17, 2023
Work Session - June 7, 2023
Regular Meeting - July 10, 2023
Interview - July 12, 2023
Approved as presented.

COMMITTEE REPORTS

Forest Preserve Advisory Board Report #2023-05 - Proposal to close and reroute a trail section along Goddard Branch: City Council accepted the report.

MEETINGS: City Council approved the meeting list.

STAKEHOLDER LIST: City Council approved the stakeholder list.

REAPPOINTMENT TO ADVISORY BOARDS: City Council approved the reappointment of Bryan Bruns to serve a new term on the Forest Preserve Advisory Board (FPAB) and Benjamin Friedman to serve a new term on the Advisory Planning Board (APB).

RESIGNATION FROM ADVISORY GROUP: City Council accepted the resignation of Korrie Johnson and Elsie Waynes from the Advisory Committee on Education.

Letter of Support Request Reconnecting Communities and Neighborhoods - Unlocking University Boulevard Community Connectivity: City Council approved the letter of support.

APPROVAL OF AGENDA: Ms. Pope moved and Mr. Herling seconded that the agenda be approved as presented. The motion passed 7-0.

PRESENTATIONS:

OATH OF OFFICE – CITY MANAGER JOSUÉ SALMERÓN: Mayor Jordan administered the oath of office to Greenbelt's new City Manager, Josué Salmerón.

GREENBELT AQUATIC & FITNESS CENTER LIFEGUARDS: Mayor Jordan presented the Greenbelt Aquatic & Fitness Center Lifeguards with a certificate thanking them for all their work over the summer. Cynthia Brown, Aquatic Coordinator, and lifeguards Sofia Nya Martinez and Douglas Medina were present to accept the certificate and provided remarks.

NATIONAL PUBLIC LANDS DAY PROCLAMATION: Mayor Jordan proclaimed Saturday, September 23, 2023, National Public Lands Day. Kevin Carpenter-Driscoll, Environmental Coordinator, accepted the proclamation and provided an update on this event.

NATIONAL HISPANIC HERITAGE MONTH PROCLAMATION: Mayor Jordan proclaimed National Hispanic Heritage Month from September 15 to October 15. This year's theme is "Prosperity, Power, and Progress." Mayor Jordan presented the proclamation in recognition of National Hispanic Heritage Month and provided an update on events happening during the month.

MINUTES OF COUNCIL MEETINGS: None

ADMINISTRATIVE REPORTS: Mr. Salmerón briefly discussed his onboarding and provided Council with an update from the weekly report.

LEGISLATION

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

Mayor Jordan read the agenda comments. Ms. Weaver introduced the resolution for second reading and adoption. Ms. Davis seconded.

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

The Ordinance was declared passed (Resolution No. 1293, Book 8)

A Resolution of the Council of the City of Greenbelt, Maryland, providing for a Referendum to be held at the Regular Municipal Election on Tuesday, November 7, 2023, to submit to the Voters of the City of Greenbelt, Maryland, the Question of Amending the City Charter and Code to Allow Voting by Resident Noncitizens for City Elections

Mayor Jordan read the agenda comments. Mr. Gordon introduced the resolution for second reading and adoption. Mr. Herling seconded. There was discussion.

Ms. Pope moved to table the discussion until the September 26 Council Meeting. Ms. Davis seconded.

ROLL CALL:	Ms. Weaver	- Yes
	Mr. Herling	- Yes
	Ms. Davis	- Yes

Mr. Gordon - Yes
Ms. Pope - Yes
Mr. Roberts - No
Mayor Jordan - Yes

MAGLEV - MDE WATER QUALITY CERTIFICATION REQUEST AND PROJECT UPDATE:

Mayor Jordan read the agenda comments. There was discussion. Ms. Davis moved that the City Council allow Jill Grant & Associates to submit comments on behalf of the City by November 2, 2023. Mayor Jordan seconded. The motion passed 7-0.

GREENBELT FOREST PRESERVE MASTER TRAIL PLAN: Mayor Jordan read the agenda comments. Ms. Davis moved that the City Council accept the Forest Preserve Advisory Board recommendations outlined in Report # 2023-03, Greenbelt Forest Preserve Master Trail Plan. Ms. Pope seconded. The motion passed 6-1. (Mr. Roberts)

NATIONAL CAPITAL PLANNING COMMISSION REFERRAL ON BUREAU OF ENGRAVING PRINTING RELOCATION TO BARC:

Mayor Jordan read the agenda comments. Ryan Sigworth, the City's Community Planner, presented the Bureau of Engraving and Printing Currency Production Facility – National Capital Planning Commission Final Concept Review to Council. There was discussion. Mayor Jordan moved that the City transmit comments to NCPC on the proposed construction of the Bureau of Printing and Engraving at BARC, including the concerns and considerations outlined in the staff memo. Ms. Davis seconded. The motion passed 7-0.

REALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS: Mayor Jordan had recommended and directed staff to extend the deadlines for the nonprofit and tree canopy grants to allow for a second round of applications. He emphasized the importance of showcasing how the funds are being used and the resulting accomplishments. Staff have confirmed that the deadlines will be rolling. They will keep the engagegreenbelt.org website updated with this information.

COUNCIL ACTIVITIES:

- August 16: MCRT meeting (Ms. Davis)
- August 17: Buddy Attick Park Master Plan Community Meeting Mayor Jordan, Ms. Weaver, Ms. Davis, and Mr. Gordon)
Greenbelt East Trail Walk (Mayor Jordan and Ms. Weaver)
- August 18: Greenbriar Appreciation Dinner (Mayor Jordan, Ms. Davis, Ms. Pope, Mr. Gordon, Mr. Herling)
- August 22: Sustainable Maryland Executive Committee meeting (Ms. Weaver and Ms. Davis)
- August 24: Basketball Tournament, SHL Rec Center (Mayor Jordan, Ms. Weaver, Ms. Davis, Ms. Pope, Mr. Gordon, and Mr. Byrd)
- August 25: 21st Annual Women's Equality Day Luncheon, Congressman Steny Hoyer, The Hotel, College Park (Mayor Jordan and Ms. Davis)
- August 26: Grand Opening Resurrection of Hope Counseling Center (Mayor Jordan, Ms. Weaver, Ms. Davis, and Mr. Gordon)
- August 27: Prayer Vigil for Mariame Sylla at Dora Kennedy French Immersion School (Mayor Jordan, Mr. Gordon, and Ms. Weaver)

August 29: Swearing-In Ceremony, Police Department (Mayor Jordan, Ms. Weaver, and Ms. Davis)
August 31: MML Legislative Committee meeting (Ms. Davis)
Sept. 1-4: Labor Day Festival and Parade (Mayor Jordan, Ms. Weaver, Ms. Davis, Ms. Pope, Mr. Gordon, Mr. Herling and Mr. Roberts)
September 2: Golden Age Club Bake Sale (Ms. Davis)
Bricks and Blocks Historic Walking Tour (Ms. Weaver)
September 3: Tour de Greenbelt (Mayor Jordan and Ms. Weaver)
September 4: Luncheon-on-the-Lawn, Community Church (Ms. Weaver and Ms. Davis)
September 8: Funeral service for Mariame Toure Sylla (Mayor Jordan and Ms. Weaver)
September 9: Pooch Plunge (Ms. Davis)

COUNCIL REPORTS: None.

ADJOURNMENT: A motion to adjourn the meeting was made by Ms. Davis and seconded by Mr. Gordon. The motion carried 7-0. The Mayor adjourned the regular meeting of September 11, 2023, at 10:59 p.m.

Respectfully submitted,

Bonita Anderson
City Clerk

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

Emmett V. Jordan
Mayor

WORK SESSION OF THE GREENBELT CITY COUNCIL was held Wednesday, September 13, 2023, to meet with Parke Crescent Apartment Complex.

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, Ric Gordon, Konrad Herling, Silke I. Pope, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Josué Salmerón, City Manager; Terri Hruby, Director of Planning and Community Development; and Shaniya Lashley-Mullen, Deputy City Clerk.

ALSO PRESENT WERE: Bill Orleans, Danielle McKinney, Mathew Inzeo, Jennifer Pompei, and others.

Information items:

Mayor Jordan informed Council that Senator Washington had scheduled a meeting with the mayors in District 22 tomorrow to discuss legislative priorities. Council discussed the City's legislative priorities.

There was a discussion regarding the stage for the upcoming Blues Festival. Mr. Salmerón informed Council that he had contacted other municipalities and provided alternative solutions, including building a temporary structure or renting a stage.

Ms. Hruby provided Council with an update on the inspections at Charlestown North Apartments. Ms. Pope stated that there had been an issue with the complex draining the pool. Ms. Hruby indicated that staff would follow up on this issue. She advised that staff will conduct a public education campaign on pool regulations with communities which have pools, collaborating with the Public Information Office.

Ms. Hruby provided Council with an update on the stormwater pond on Hanover Parkway and Ora Glen. Ms. Davis inquired about the fallen trees by Bank of America. Ms. Hruby stated that she would follow up on that issue.

Ms. Hruby provided Council with an update on the inspections at Parke Crescent Apartments.

Mr. Salmerón then informed Council that the representatives from Parke Crescent Apartments could not attend tonight's work session due to circumstances beyond their control.

The meeting ended at 8:06 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Deputy City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL was held Wednesday, September 20, 2023, to meet with the County Department of Permitting, Inspections, and Enforcement.

Mayor Pro Tem Weaver 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, Konrad E. Herling, Silke I. Pope, Rodney M. Roberts (7:31 pm), Kristen L. K. Weaver, and Mayor Emmett V. Jordan (7:43 pm). Councilmember Ric Gordon was absent.

STAFF PRESENT WERE: Josué Salmerón, City Manager; Terri Hruby, Director of Planning and Community Development; and Shaniya Lashley-Mullen, Deputy City Clerk.

ALSO PRESENT WERE: Lori Parris, Yvette Gayles, Crystal Tibbs, Karen Spears, and Robert Gentry, Department of Permitting, Inspections, and Enforcement (DPIE); and others.

Ms. Parris provided a PowerPoint Presentation outlining the permitting process and explaining the new application system, Momentum. Ms. Gayles added that the last phase of Momentum was rolled out to replace the Legacy System. Momentum provides more transparency concerning the permitting application process with additional tracking and notices. She advised that a monthly report of short-term rentals will be supplied to Ms. Hruby add a semi-colon; information on issued permits would also be provided. The old system would be phased out, and no new licenses would be administered through that system.

There was a discussion regarding tracking the length of time it takes to obtain permits. Mayor Pro Tem Weaver pointed out that that was one of the complaints Council had received. Ms. Gayles explained that the Momentum system is data-driven. Ms. Parris added that the Momentum system provides information to the applicant and the owner.

Ms. Spears explained the Virtual Permit Center, which includes assisting homeowners through the application process. Customers receive alerts on their digital devices when next steps are needed. Permits are issued online.

Mayor Jordan explained that there has been an issue with the applicant needing to check with the municipality if additional permits are required. Ms. Parris explained that DPIE issues permits per the County Code and would follow up with her team to see if a check box could be added to the website for applicants to check with the municipalities if additional permits are needed. There was additional discussion regarding applicants receiving County permits instead of municipal permits.

Based on a question by Mayor Jordan, Ms. Spears answered that DPIE had received permit requests from applicants out of state. Applicants have to comply with all State and County codes. Ms. Parris added that the permit process could take longer if applicants don't know the State or County codes.

Mr. Gentry explained the County's Short-Term Rental Program. Short-term licenses must be obtained before rental, the short-term licensee shall comply with all applicable license requirements, and the short-term rental must be the applicant's primary residence. Ms. Parris added that CB-11-2018 has been amended to include the application process.

There was further discussion regarding unlicensed short-term rentals. Ms. Parris advised DPIE investigates all reports of unlicensed short-term rentals. Mr. Gentry added that all complaints should go through 311. Ms. Hruby explained that staff sends a letter explaining the County's Short-Term Program and process. The first letter is a warning, and the second includes an administrative citation starting at \$1,000.

Ms. Parris explained that food truck hubs have been eliminated in the County. Food trucks can now operate anywhere within the County. DPIE is no longer enforcing or regulating food trucks.

Council further discussed food trucks and the County legislation. Ms. Hruby stated that the City would have to work with the County to amend the legislation that excluded food trucks operating within municipalities. Based on a question asked by Ms. Pope, Ms. Parris answered that the Health Department is responsible for inspecting food trucks. Complaints should go to the Health Department and 311.

Ms. Parris explained that DPIE enforces violations of the Rent Stabilization Act. Rent is not allowed to increase over 3%. She stated that even if after an investigation is made and a citation is issued to the landlord, the resident must still pay rent until there is a court decision.

Based on a question asked by Mayor Jordan, Ms. Hruby answered that tenants would have to formally complain to 311 about a rent increase over 3% with utilities included.

Jenni Pompei, 1 Lakeview Circle, asked if all the tenants of the building must make their complaints by dialing 311. Ms. Parris answered that DPIE would have to investigate each complaint separately. She explained that the Rent Stabilization Act will end in April 2024; however, the Rent Stabilization workgroup will continue to study how the County can establish further rent stabilization.

Michael Hartman, 2 Court Gardenway, inquired if DPIE staff was trained to assist deaf and hard-of-hearing residents. He also asked if DPIE considered using the Virtual Center for small businesses, not just for residential customers. Ms. Parris requested Mr. Hartman's information and would follow up. She informed Mr. Hartman that DPIE has a Business Development Section that works with small businesses only.

Based on a question asked by Ms. Davis, Ms. Parris answered that DPIE doesn't handle the enforcement of the Plastic Bag Ban. The Department of Environment is conducting that enforcement.

There was additional discussion regarding the permit process.

Informational items:

Council discussed the liquor license for the Old Greenbelt Theatre.

Meeting and Stakeholder List:

Council reviewed the Meeting List. Ms. Davis requested that Franklin Park at Greenbelt Station be added to the Ready to be Scheduled list.

Mayor Pro Tem Weaver provided a report on the Better Bag Bill.

The meeting ended at 9:38 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Deputy City Clerk

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held September 26, 2023.

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

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

ALSO PRESENT were Josue Salmeron, City Manager; Jason DeLoach, City Solicitor; Willis Shafer, Public Works Director; Brian Kim, Assistant Public Works Director; Greg Varda, Recreation Director; Andrew Phalen, Assistant Recreation Director; Terri Hruby, Planning Director; Ryan Sigworth, Community Planner; Dale Worley, Information Technology Director; Brian Kennell, Information Technology Assistant Director; Kevin Simpson, Economic Development Manager; and Bonita Anderson, City Clerk.

Mayor Jordan asked for a moment of silence in honor of Kevin Francis Sullivan.

Mr. Herling then led the pledge of allegiance to the flag.

PETITIONS AND REQUESTS:

Louise Weissman, a resident, expressed her support for non-citizen voting in City elections.

Bill Orleans, a resident, requested the City Solicitor attend a Council meeting to address his concerns that the response to his "Apology" petition did not meet his expectations. Mr. Orleans's final request was that the City Council or the Planning & Community Development Department ask Franklin Park at Greenbelt Station about the homeless population survey they allegedly conducted.

CONSENT AGENDA: It was moved by Ms. Davis and seconded by Mr. Gordon that the Consent Agenda be approved. The motion passed 7-0.

Council thereby took the following actions:

MINUTES OF COUNCIL MEETINGS

Work Session - April 19, 2023

Work Session - May 24, 2023

Work Session - May 31, 2023

Approved as presented.

COMMITTEE REPORTS

Board of Elections Report #2023-07 (Provisional Appointment of Konrad Herling as City Council Member): City Council accepted the report.

Board of Elections Report #2023-08 (Election Year Update): City Council accepted the report.

MEETINGS: City Council approved the meeting list.

STAKEHOLDER LIST: City Council approved the stakeholder list.

APPROVAL OF AN ON-CALL CONTRACT FOR ENGINEERING SERVICES TO GREENMAN-PEDERSEN, INC. (GPI): City Council approved the on-call contract for engineering services to GPI using the hourly and billable rates from Montgomery County, Maryland.

RESIGNATION FROM ADVISORY GROUP: City Council accepted Daniel Hamlin's resignation from the Community Relations Advisory Board.

APPROVAL OF AGENDA: Ms. Davis requested item #29, "Approval of the Pepco Commercial Service Connection at the Library Site," to be added to the agenda. Mayor Jordan asked to replace the resolution with Mr. Roberts's document for item #12, A Resolution Regarding the Petition to Referendum to Revoke Charter Amendment Resolution 2023-1 / Resolution 2105, Changing the Language of the City Manager's Residency Requirement. It was moved by Ms. Pope and seconded by Mr. Herling that the agenda be approved as amended. The motion passed 7-0.

PRESENTATIONS: None.

MINUTES OF COUNCIL MEETINGS:

Closed Session of September 18, 2023: Ms. Weaver moved that the minutes of tonight's meeting reflect that the Council met in closed session on Monday, September 18, 2023, at 9:35 pm, in the Council Chambers. Council held this closed meeting in accordance with Section 3-305 (b)(1) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland: to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

The purpose of this meeting was to discuss personnel matters related to specific individuals.

Vote to close the session:

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

The following staff members were in attendance: Josué Salmerón, City Manager, and Dawane Martinez, Human Resources Director (until 9:51 pm).

Council took the following actions during this session: None.

Ms. Pope seconded.

Roll call vote:

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

ADMINISTRATIVE REPORTS:

Kevin Simpson, Economic Development Manager, announced that the City was awarded the Silver Award from the International Economic Development Council for Small Business Assistance best use of Federal economic resources. This award recognized the work the City has put forth through the American Rescue Plan Act grant program to attract and retain businesses.

Mr. Salmerón has met with GHI about stormwater improvements. He noted that staff is continuing to work on the EV Plan (electric vehicle infrastructure and electrification of equipment). Mr. Salmeron said the end-of-year financials have been submitted to Council. The auditing process will begin next week.

Mr. Salmerón pointed out illegal dumping had occurred at Northway; a proposal for surveillance for this site is forthcoming for Council approval. He announced a bilingual counselor had been hired as well as new interns in the CARES Department. (25 does not seem to be the correct #)

LEGISLATION

A Resolution of the Council of the City of Greenbelt, Maryland, providing for a Referendum to be held at the Regular Municipal Election on Tuesday, November 7, 2023, to submit to the Voters of the City of Greenbelt, Maryland, the Question of Amending the City Charter and Code to Allow Voting by Resident Noncitizens for City Elections: Mayor Jordan read the agenda comments.

Ms. Davis introduced the resolution for second reading and adoption. Mr. Gordon seconded. There was discussion that this resolution is non-binding.

Mr. Gilbert suggested not to include language about the Charter in the resolution as this is a non-binding advisory question.

Ms. Davis introduced the amended resolution for first reading and suspension of the rules. Mr. Gordon seconded.

ROLL CALL: Ms. Davis – Yes

Mr. Gordon – Yes
Mr. Herling – Yes
Ms. Pope – Yes
Mr. Roberts – Yes
Ms. Weaver – Yes
Mayor Jordan – Yes

Ms. Davis introduced the resolution for second reading and adoption. Mr. Gordon seconded.

Ms. Davis moved that Council table this legislation until the City Solicitor can provide input. Mr. Herling seconded. The motion passed unanimously.

Contract to Upgrade/Replace City Cameras in Various Buildings (ARPA): Mayor Jordan read the agenda comments. Ms. Davis moved that the City Council approve the proposal from our existing camera vendor, I-Tech, totaling \$246,188. Mr. Gordon seconded. Mr. Kennell explained to Council about various departments' interior camera upgrades and the expansion of the Youth Center cameras to include exterior views. The motion passed 7-0.

Contract to Install Fiber between City Buildings (ARPA): Mayor Jordan read the agenda comments. Ms. Pope moved that the City Council approve the contract from PEI Engineering and Construction for \$153,000. Mr. Herling seconded. Mayor Jordan inquired about the status of the I-Net contract. Mr. Worley noted that in 10 years, the City will have the option to pay monthly fees or the City maintains the connectivity. The motion passed 7-0.

Purchase of a backup Firewall device (ARPA): Mayor Jordan read the agenda comments. Ms. Davis moved that the City Council approve the purchase of a backup firewall device for \$13,947.51. Ms. Pope seconded. The motion passed 7-0.

Purchase of Additional Computers to Support Staff (ARPA): Mayor Jordan read the agenda comments. Ms. Pope moved that the City Council approve the purchase of additional computers to provide for an expanded footprint and additional mobility for \$50,579 using ARPA funds. Mr. Gordon seconded. The motion passed 7-0.

Purchase of Replacement Network Switches: Mayor Jordan read the agenda comments. Ms. Davis moved to purchase the replacement network switches for \$17,511 with ARPA funds. Ms. Pope seconded. The motion passed 7-0.

Purchase of a Network Attached Storage Device: Mayor Jordan read the agenda comments. Ms. Pope moved that the City Council approve the purchase of a network storage device for \$14,827. Ms. Davis seconded. The motion passed 7-0.

SPECIAL ORDER: Ms. Davis moved to special order item #20, Arched Cantilever Shade - Greenbelt Station, as the next item of business. Ms. Pope seconded. The motion passed 7-0.

Arched Cantilever Shade - Greenbelt Station: Mayor Jordan read the agenda comments. Ms. Davis moved that the City Council approve the purchase and installation of shade structures by

Cunningham Recreation in Greenbelt Station – Central Park not to exceed \$55,460.15. Andrew Phalen presented the project to Council. Ms. Pope seconded. The motion passed 7-0.

LEGISLATION

Jason DeLoach, City Solicitor, joined the meeting via Zoom to answer questions regarding legislation.

Mr. Gordon moved to remove legislation items #11 and #12 from being tabled. Ms. Davis seconded.

ROLL CALL:	Ms. Davis	– Yes
	Mr. Gordon	– Yes
	Mr. Herling	– Yes
	Ms. Pope	– Yes
	Mr. Roberts	– Yes
	Ms. Weaver	– Yes
	Mayor Jordan	– Yes

A Resolution of the Council of the City of Greenbelt, Maryland, providing for a Referendum to be held at the Regular Municipal Election on Tuesday, November 7, 2023, to submit to the Voters of the City of Greenbelt, Maryland, the Question of Amending the City Charter and Code to Allow Voting by Resident Noncitizens for City Elections: Mr. DeLoach explained the difference between an advisory question and a referendum, noting that a referendum is binding. This resolution is an advisory question, which is not binding. There was discussion among Council regarding this resolution.

Mr. Jordan called the question. Ms. Pope seconded. The motion passed 7-0.

Ms. Davis moved that the City Council adopt the resolution regarding a non-binding advisory question concerning resident noncitizen voters as amended. Mr. Gordon seconded.

ROLL CALL:	Ms. Davis	– Yes
	Mr. Gordon	– Yes
	Mr. Herling	– Yes
	Ms. Pope	– Yes
	Mr. Roberts	– Yes
	Ms. Weaver	– Yes
	Mayor Jordan	– Yes

The Resolution was declared passed (Resolution No. 2108, Book 8).

SPECIAL ORDER: Mayor Jordan moved to special order item #22, Application for Liquor License - Friends of the Greenbelt Theatre, as the next item of business. Mr. Herling seconded. The motion passed 7-0.

Application for Liquor License - Friends of the Greenbelt Theatre: Mayor Jordan requested this item to be added to the agenda and asked Dr. McGrath for an update. She noted that the County approved

the liquor license for beer and wine that day. Mayor Jordan moved to support the liquor license. Ms. Pope seconded. The motion passed 6-1. (Mr. Roberts)

A Resolution Regarding the Petition to Referendum to Revoke Charter Amendment Resolution 2023-1 / Resolution 2105 Changing the Language of the City Manager Residency Requirement:

Mayor Jordan read the agenda comments. Mr. Roberts introduced the resolution for first reading and suspension of the rules.

Ms. Pope seconded.

ROLL CALL:	Ms. Davis	– Yes
	Mr. Gordon	– Yes
	Mr. Herling	– Yes
	Ms. Pope	– Yes
	Mr. Roberts	– Yes
	Ms. Weaver	– Yes
	Mayor Jordan	– Yes

Mr. Roberts introduced the resolution for second reading and adoption. Mr. Herling seconded. Mr. DeLoach explained that the petition submitted for referendum failed to meet the 20% threshold.

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

The resolution failed 1-6.

SPECIAL ORDER: Mayor Jordan moved to special order item #19a, Reallocation of ARPA Funds – Springhill Lake Recreation Center, as the next item of business. Ms. Pope seconded. The motion passed 7-0.

Reallocation of ARPA Funds - Springhill Lake Recreation Center: Mr. Varda explained to Council that \$500,000 of ARPA funding should be reallocated to the Springhill Lake Recreation Center Community Playground Renovation Project, which will cost \$474,258.07. Ms. Weaver moved that the City Council approve reallocating the ARPA funding to the Springhill Lake Recreation Center Community Playground Renovation Project. Ms. Pope seconded. The motion passed 7-0.

ARPA Status Update: Mayor Jordan moved to table this item until the next regular meeting (October 9). Ms. Davis seconded. The motion passed 7-0.

Briefing on Blue/Orange/Silver Capacity & Reliability Study: Mayor Jordan read the agenda comments. Ryan Sigworth, Community Planner, provided Council with an update on the project by presenting the proposed study. He noted that the comment period will be open until the end of the

month and recommended that Council send a letter of support. Ms. Weaver moved that the City Council submit a letter of support to WMATA on the Blue/Orange/Silver Capacity & Reliability Study. Mayor Jordan seconded. The motion passed 7-0.

SPECIAL ORDER: Ms. Davis moved to special order item #29, Approval of the Pepco Commercial Service Connection at the Library Site, as the next item of business. Mayor Jordan seconded. The motion passed 7-0.

Approval of the Pepco Commercial Service Connection at the Library Site: Mayor Jordan read the agenda comments. Mr. Shafer provided Council with an update on the agreement. Mayor Jordan requested that staff work with the Library System on this project. Ms. Davis moved that the City Council approve the Pepco electric power distribution installation for \$30,658 at the Library Site. Mr. Gordon seconded. The motion passed 7-0.

COUNCIL ACTIVITIES:

Sept. 12 – NLC EENR Committee meeting (Ms. Davis)

Sept. 13 – MWCOC Board Meeting (Mayor Jordan)

Sept. 14 – MML Board Retreat (Mayor Jordan)

Virtual Mayor's Meeting with Delegate Alonzo Washington (Mayor Jordan)

Sept. 15 – MWCOC Chesapeake Bay Policy Committee 12th Annual Bay and Water Quality Forum (Ms. Davis)

Sept. 16 – Blues Festival, Roosevelt Center (Mayor Jordan, Ms. Weaver, Ms. Davis, Mr. Gordon, and Mr. Herling)

Sept. 18 – Jewish New Year Celebration, Roosevelt Center (Mayor Jordan, Ms. Weaver, Ms. Davis, Mr. Gordon, and Mr. Herling)

Sept. 19 – Police Community Meeting, Greenbriar (Mayor Jordan, Ms. Weaver, Ms. Davis, and Ms. Pope)

Sept. 20 – MCRT Strategy Meeting (Ms. Davis)

LGBTQ Black Leaders Caucus Reception (Mr. Gordon)

Transportation Planning Board Meeting (Mayor Jordan)

Sept. 21 – PGCMA General Body Meeting (Mayor Jordan, Ms. Davis(virtual), Mr. Gordon, and Mr. Herling)

Fellowship with Public Leadership for Inclusion Council (Mayor Jordan)

Congressional Black Caucus Foundation Legislative Conference (Mayor Jordan)

Sept. 23 – International Peace Day Commemoration, Rotary Club (Ms. Weaver and Ms. Davis)
Old Greenbelt Theatre 85th Anniversary (Mayor Jordan, Ms. Weaver, Ms. Davis, Mr. Gordon, and Mr. Herling)

Sept. 25 – Government Shutdown Tele-Town Hall, Congressman Glenn Ivey (Ms. Davis)

Sept. 26 – Central Maryland Transportation and Mobility Commission Meeting (Ms. Davis)
MML Past Presidents Task Force: Policy Review meeting (Ms. Davis)

COUNCIL REPORTS:

ADJOURNMENT: A motion to adjourn the meeting was made by Ms. Davis and seconded by Ms. Pope. The motion carried 7-0. The Mayor adjourned the regular meeting of September 26, 2023, at 11:08 p.m.

Respectfully submitted,

Bonita Anderson
City Clerk

"I hereby certify that the above and foregoing is a true and correct report of the regular meeting of the City Council of Greenbelt, Maryland, held September 26, 2023.

Emmett V. Jordan
Mayor

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held October 9, 2023.

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

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

ALSO PRESENT were Josué Salmerón, City Manager; Timothy George, Assistant City Manager; Richard Bowers, Police Chief; Jaime Fearer, Assistant Planning Director; Kevin Simpson, Economic Development Manager; Chondria Andrews, Public Information Officer; and Bonita Anderson, City Clerk.

Mayor Jordan asked for a moment of silence in honor of Kathleen Williams Brady and former residents Larry B. Hartzell, Sr, and Gregory Gerhardt.

Mr. Herling then led the pledge of allegiance to the flag.

PETITIONS AND REQUESTS:

Carl Kirk, Captain Kirk Premium Seafood, requested information on the Business Capital Infrastructure Grant awards status.

Bill Orleans, a resident, requested that the City Council or the Planning & Community Development Department ask Franklin Park at Greenbelt Station about the homeless population survey they conducted. He further asked for information and clarity on the Council's closed meeting to authorize a bonus to the former interim City Manager. Mr. Orleans's final request was that the City Solicitor attend a Council meeting to address Mr. Orleans's concerns that the response to his apology petition did not meet his expectations.

CONSENT AGENDA: It was moved by Ms. Davis to remove item #19, Appointment to the Reparations Commission, seconded by Mr. Herling. The Consent Agenda was approved as amended. The motion passed 7-0.

Council thereby took the following actions:

MINUTES OF COUNCIL MEETINGS

Regular Meeting, March 28, 2023

Regular Meeting, April 24, 2023

Regular Meeting, June 20, 2023

Approved as presented.

COMMITTEE REPORTS

Greenbelt Reparations Commission Report #2023-01 – Report to the Greenbelt City Council, dated 09/24/2023: City Council accepted the report.

GREENBELT NEWS REVIEW LEASE AGREEMENT: City Council approved the lease agreement.

MEETINGS: City Council approved the meetings list.

STAKEHOLDER LIST: City Council approved the stakeholder list.

APPROVAL OF AGENDA: It was moved by Ms. Davis to add item #23 Maryland Department of Environment Public Hearings and #24 Prince George's County Board of Education Hearings on School Boundaries and seconded by Mr. Herling that the agenda be approved with these additions. The motion passed 7-0.

PRESENTATIONS:

ARPA Education Scholarship Recipients: Mayor Jordan acknowledged the American Rescue Plan Act Education Scholarship recipients administered through the City of Greenbelt. They were recognized by Council. The recipients expressed gratitude for the scholarship.

Cooperative Month Proclamation: Mayor Jordan designated October as Cooperative Month and presented a proclamation to the representatives of the City of Greenbelt Cooperatives.

Breast Cancer Awareness Month Proclamation: Mayor Jordan proclaimed October as National Breast Cancer Awareness Month and presented the proclamation to Ms. Davis, a breast cancer survivor.

Indigenous People's Day Proclamation: Mayor Jordan declared October 9 Indigenous People Day.

MINUTES OF COUNCIL MEETINGS: None

ADMINISTRATIVE REPORTS:

Mr. Salmerón announced the kickoff of the audit process for FY 2023. The installation of the dashcams in police vehicles is almost complete. He noted that the City has sent notices to the selected Business Improvement Recovery Fund and Business Capital Infrastructure Grant Program applicants. Mr. Salmerón indicated that the GAIL program held a successful flu clinic. He mentioned that staff is inspecting and monitoring the clearing of the Royal Farms site. Mr. Salmerón noted that Tribes Consulting submitted a proposal to include the advisory boards and committees in the DEI Focus Groups for an additional \$2,000, which he plans to move forward as it will be a good investment.

LEGISLATION: None

FY 2024-2029 Draft Maryland Consolidated Transportation Program: Mayor Jordan read the agenda comments. Ms. Fearer provided Council with an update on the pre-tour meeting attended by staff. She announced that staff recommended that Council transmit a letter to the Maryland Department of Transportation requesting that the MD 193 Greenbelt Improvement Project be added to the CTP with funding allocated for planning and engineering. Ms. Fearer stated that staff also recommended that the letter restate the City's opposition to the Baltimore-Washington Superconducting MAGLEV Project and any alternatives in the I-270, Eisenhower Memorial Highway, and I-495 Capital Beltway – Phase 1 South project that involve widening I-495. Mayor Jordan expressed concern about the MD193 – Greenbelt Improvement Project not being included in the CTP for improvements. Ms. Davis moved that the City Council transmit a letter to the Maryland Department of Transportation with the suggested comments from staff and Council. Ms. Pope seconded. The motion passed 7-0.

List of Proposed ARPA Funded Pedestrian and Bicycle Projects: Mayor Jordan read the agenda comments. Ms. Davis moved that the City Council approve the proposed spending plan drafted for ARPA-funded Pedestrian and Bicycle Master Plan Implementation. Mr. Herling seconded. Ms. Fearer noted that the Advisory Planning Board approved the proposed project list with recommendations.

SPECIAL ORDER: Ms. Davis special ordered #14 Forest Preserve Advisory Board Report #2023-05 – Proposal to close and reroute a trail section along Goddard Branch as the next item of business.

Forest Preserve Advisory Board Report #2023-05 – Proposal to close and reroute a trail section along Goddard Branch: Ms. Davis requested this item to be added to the agenda for discussion. Ms. Davis moved that the City Council approve the Forest Preserve Advisory Board recommendations to authorize and instruct Public Works to take steps to close off the eroding section of the trail and reroute to an alternate trail. Mr. Herling seconded. The motion passed 7-0.

ARPA Status Update: Mayor Jordan read the agenda comments. There was a discussion on funding for which items on the priority list should be reallocated by staff. Ms. Davis moved that staff reallocate funding for the following eleven (11) items: Refuse Packer (\$300K); Loader (\$250K); HR HRIS (\$85K); Police Vehicles (5) (\$330K); Dance Studio Floor (\$100K); Indoor Pool Deck Repair (\$250K); Dog Park Water Station (\$120K) to be re-evaluated; Portable Radios (\$525K); LPR Camera Network (\$100K); Message Boards (\$75K); and Pool Splash Pad (\$400K). Mr. Gordon seconded. The motion passed 7-0.

Authorizing the City Manager to purchase an Event Stage for Various City Events: Mayor Jordan read the agenda comments. There was a discussion. Ms. Davis moved that the City Council authorize the purchase of the new event stage for \$16,352.58 to be paid with the ARPA fund designated for Outdoor Recreation Amenities. Ms. Pope seconded. The motion passed 7-0.

Community Questionnaire: Mayor Jordan read the agenda comments. There was a discussion. Ms. Davis moved that the City Council select questions 1-3 recommended by staff with minor

suggested modifications to be included in the community questionnaire. Ms. Pope seconded. The motion passed 7-0.

SPECIAL ORDER: Ms. Davis special ordered the following items of business: #19 Appointment to Reparations Commission; #23 Maryland Department of Environment Hearings; and # 24 Prince George's County School Boundaries Hearings. Mr. Gordon seconded. The motion passed 7-0.

Appointment to Reparations Commission: Ms. Davis moved that Mr. Herling be reappointed to the Reparations Commission upon the conclusion of his term on the City Council. Ms. Pope seconded. The motion passed 6-0. (Mr. Herling recused himself from voting)

Maryland Department of Environment Public Hearings: Ms. Davis noted that Jill Grant & Associates will be providing comments on the water quality issues and will attend the hearing virtually. Ms. Grant had asked if others will be attending. Mr. Roberts indicated that he might testify in person.

Prince George's County Board of Education Hearings: Ms. Davis announced that the School Board will hold hearings on school boundaries in October and will act on this issue at its November 9th meeting.

COUNCIL ACTIVITIES:

NLC EENR Committee meetings – Ms. Davis
Cookies at the Bridge – Mayor Jordan, Ms. Davis, Ms. Pope, and Mr. Gordon
Greenbelt Volunteer Fire Department Annual Crab Feast – Mayor Jordan, Ms. Weaver, Ms. Davis, Mr. Gordon, Mr. Herling, Ms. Pope, and Mr. Roberts
Advisory Board/Committee Appreciation Dinner – Mayor Jordan, Ms. Weaver, Ms. Davis, Mr. Gordon, Mr. Herling, Ms. Pope, and Mr. Roberts
295 Coalition meeting – Ms. Davis
EV Fair – Mayor Jordan, Mr. Gordon, Ms. Pope, and Mr. Herling
Public Land's Day – Mayor Jordan, Mr. Gordon, Ms. Pope, and Mr. Herling
Prince George's County Council TIEE Committee hearing for an amendment to the County's Better Bag Bill – Ms. Weaver
Artful Afternoon – Mayor Jordan, Ms. Weaver, and Mr. Gordon
Walk to School Day – Mayor Jordan, Ms. Weaver, Mr. Gordon, and Ms. Pope
Coffee with a Cop – Mayor Jordan and Ms. Weaver
Sierra Club Workshop – Environmental Justice and You: Stormwater Management – Ms. Weaver

COUNCIL REPORTS: None.

ADJOURNMENT: A motion to adjourn the meeting was made by Ms. Davis and seconded by Mr. Gordon. The motion carried 7-0. The Mayor adjourned the regular meeting of October 9, 2023, at 10:57 p.m.

Respectfully submitted,

Bonita Anderson
City Clerk

"I hereby certify that the above and foregoing is a true and correct report of the regular meeting of the City Council of Greenbelt, Maryland, held October 9, 2023.

Emmett V. Jordan
Mayor

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held October 23, 2023.

Mayor Jordan called the meeting to order at 7:33 p.m.

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

ALSO PRESENT were Josué Salmerón, City Manager; Timothy George, Assistant City Manager; Kevin Simpson, Economic Development Manager; Willis Shafer, Public Works Director; Kevin Carpenter-Driscoll, Environmental Coordinator; Dr. Caitlin McGrath, Executive Director of the Greenbelt Cinema; Chondria Andrews, Public Information Officer; and Bonita Anderson, City Clerk.

Mayor Jordan asked for a moment of silence in honor of April Allen Ashpes and Royce Allen Buzzell. Ms. Davis then led the pledge of allegiance to the flag.

PETITIONS AND REQUESTS:

Bill Orleans, a resident, requested that the City Council or the Planning & Community Development Department ask Franklin Park at Greenbelt Station about the homeless population survey they conducted. He further asked for information and clarity on the Council's closed meeting to authorize a bonus to the former Interim City Manager. Mr. Orleans's final request was that the City Solicitor attend a Council meeting to address Mr. Orleans's concerns that the response to his apology petition did not meet his expectations.

CONSENT AGENDA: It was moved by Ms. Davis and seconded by Mr. Herling that the Consent Agenda be approved. The motion passed 7-0.

Council thereby took the following actions:

MINUTES OF COUNCIL MEETINGS

Work session, January 25, 2023

Work Session, March 1, 2023

Work Session, March 8, 2023

Work Session, March 15, 2023

Work Session, March 22, 2023

Work Session, April 26, 2023

Approved as presented.

APPOINTMENT TO ADVISORY BOARD: Council appointed Abigail Taylor to the Youth Advisory Committee.

REAPPOINTMENT TO ADVISORY BOARD/COMMITTEES: Council reappointed Dea Zugby to the Community Relations Advisory Board; Mary Wade, to the Senior Citizens Advisory Committee; and Isiah Horton to the Ethics Commission to a new term.

MEETINGS: Council approved the meeting list.

STAKEHOLDERS LIST: Council approved the stakeholders list.

COMMON INTEREST AGREEMENT WITH THE MARYLAND COALITION FOR RESPONSIBLE TRANSIT (MCRT): Council approved the agreement.

APPROVAL OF AGENDA: It was moved by Ms. Davis and seconded by Ms. Pope that the agenda be approved as presented. The motion passed 7-0.

PRESENTATIONS:

Forest Preserve 20th Anniversary Proclamation: Mayor Jordan acknowledged the Greenbelt Forest Preserve 20th Anniversary by presenting a proclamation. Kevin Carpenter-Driscoll, the Environmental Coordinator and the Forest Preserve Advisory Board staff liaison, members of the Forest Preserve Advisory Board and others accepted the proclamation and provided remarks.

Community Grant Program: Ethan Sweep, Community Liaison, Office of Congressman Glenn Ivey, announced that the 15 proposed Community Grant Program projects were approved. He noted that the program will sponsor a webinar in early December to discuss the process and answer questions on lessons learned.

Maryland Economic Development Week Proclamation: Mayor Jordan proclaimed Maryland's Economic Development Week on October 23-27, 2023. Kim Kash and Paul Ricketts, Co-Chairs of the Greenbelt Business Alliance, accepted the proclamation and remarked on this year's activities.

National Blindness Awareness Month: Mayor Jordan proclaimed October Blindness Awareness Month and presented the proclamation to Rev. Ray Raysor. Rev. Raysor expressed gratitude for the acknowledgment and briefly spoke on the blind and visually-impaired community and the realities of life without sight, asking that the community support programs for the visually-impaired (delete community).

Maryland Main Street Affiliate Program for Roosevelt Center: Christine McPherson of the Maryland Department of Housing and Community Development conducted a presentation on the process of participating in the program for Roosevelt Center. The focus is to make Roosevelt Center more appealing, accessible, and user-friendly through this designation as an affiliate.

Ms. McPherson stated that municipalities can become affiliates in this program at no cost and may obtain grants. Mr. Roberts indicated concerns that improvements might lead to rent hikes and force some small businesses out of Roosevelt Center.

Dr. McGrath favored the affiliate program, expressed the challenges affected by the pandemic, and said that the designation would benefit the City.

MINUTES OF COUNCIL MEETINGS

Statement for the Record - Closed Session of October 18, 2023: Ms. Weaver moved that in accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, the minutes of tonight's meeting reflect that Council met in executive session on Wednesday, October 18, 2023, at 9:00 p.m., in the Council Chambers. Council held this closed meeting 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.

Vote to close the session:

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

The following staff members were in attendance: Josué Salmerón, City Manager.

During this session, the Council took the following actions: Unanimously approved the confidential agreement between the City of Greenbelt, its legal counsel, and the Maryland Coalition for Responsible Transit.

Ms. Pope seconded.

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

ADMINISTRATIVE REPORTS:

Mr. Salmeron reported that the City had received the risers in time for upcoming festivities. He noted that the County modified its position, and the City will receive credit for ARPA funding using the general fund. Mr. Salmeron congratulated the Recreation staff for a successful Fall Fest. He mentioned that staff is researching marketing strategies for the Bring Your Own Bag initiative, including street banners and postcards, and seeking funding to distribute this information to businesses and residents.

LEGISLATION: None.

OTHER BUSINESS:

Northway Gate Installation & Management of Dumping: Mr. Shafer addressed an ongoing issue of illegal dumping at Northway Fields. The City spends thousands of dollars every year disposing of this waste. Public Works proposed that Greenbelt purchase a mobile camera attached to a trailer for surveillance. This agenda item coincides with the next item, a special order.

SPECIAL ORDER: Ms. Weaver special ordered agenda item #13 Purchase of One Trailer Camera. Mr. Gordon seconded. The motion passed unanimously.

Purchase of One Trailer Camera: Mr. Roberts expressed concerns about illegal dumping, including used oil and chemicals. Mr. Driscoll noted that the State is responsible for oil collection and that the City provides space for their barrels. Mr. Shafer explained that the proposed camera will be able to photograph license plates. The City will be able to assess a fine of up to \$1,000 for illegal dumping. Ms. Davis suggested that signage indicating that the area is under surveillance be installed. Mr. Shafer noted that the current signage will need to be modified. Ms. Pope moved that the City Council authorize the purchase of the trailer camera for \$31,090. Ms. Davis seconded. The motion passed 6-1. (Mr. Roberts)

PGCMA Legislative Action Request: Council itemized their legislative priorities; juvenile justice reform, retroactive renter tax credit, enabling zoning authority, timeliness for property tax abatement notification, and opposition to the Maglev train and Beltway widening/toll lanes. Ms. Davis moved that the suggested PGCMA legislative action request be submitted, including the additions to Mayor Jordan's reference opposing Maglev and Beltway widening. Mayor Jordan seconded. The motion passed 7-0.

ARPA Status Update: Mr. Salmeron noted that in the packet there is a list of grantees for the business grants, examples of infographics describing how funding has been allocated, how much remains, and how much will be reallocated per Council request. This list will be placed on the City's website to let the community and stakeholders know what the City has done with the ARPA funds. Mr. Salmeron asked for Council's feedback on hosting a reception for the ARPA awardees to share their stories. Mayor Jordan suggested a press conference be held at a later date and a Comprehensive ARPA Update work session be scheduled in December. Ms. Weaver inquired about the remaining funding shown under direct assistance reflecting reallocations. Mr. Salmeron noted some funding was committed on a rolling basis and is expected to be fully expended. Mr. Simpson pointed out that the Business Improvement Recovery Fund (BIRF) and Business Capital Infrastructure Grant (BCIG) funds are fully committed and will be completely expended.

Council Activities:

Greenbelt Business Alliance 1-year Celebration – Mayor Jordan, Ms. Davis, Mr. Gordon, Ms. Weaver and Mr. Herling

Job Fair – Ms. Davis and Mr. Gordon

Senior Citizens Advisory Committee Forum – Mayor Jordan, Ms. Weaver, Ms. Davis, Mr. Gordon and Mr. Herling

St. Hugh's Oktoberfest – Mayor Jordan, Ms. Weaver, Ms. Davis, Mr. Gordon, Ms. Pope and Mr.

Herling

HUG Walk – Mayor Jordan, Mr. Gordon, Ms. Davis, Ms. Pope, Ms. Weaver and Mr. Herling

MML Fall Conference – Mayor Jordan, Mr. Gordon, Ms. Weaver, Ms. Davis and Mr. Herling

Ingrid Watson HOA Roundtable – Mr. Gordon and Ms. Weaver

PGCMA Meeting – Mayor Jordan, Ms. Davis, Ms. Weaver, and Mr. Gordon

Pumpkin Carving – Mayor Jordan and Mr. Gordon

PGCMA Legislative Committee meeting—Ms. Davis

MD Department of Environment Public Hearing, Water Quality Certification for BWRR—Ms. Davis

Utopia Opening Night – Mayor Jordan, Ms. Weaver, Ms. Davis, Mr. Gordon, Ms. Pope and Mr. Herling

Birds of The Air (Utopia Film) – Mr. Gordon

Fall Fest at Schrom Hills Park – Mayor Jordan, Ms. Weaver, Ms. Davis, Ms. Pope, Mr. Gordon, and Mr. Herling

Greenbelt Bahai Devotional Gathering – Mr. Gordon

Pumpkin Walk Northway – Mayor Jordan, Ms. Weaver, Mr. Gordon, and Mr. Roberts

Eleanor New Deal Cabaret Spooktacular Theater and Drag Show at New Deal – Mr. Gordon

County Medical Center Groundbreaking – Mayor Jordan, Ms. Weaver, Ms. Davis, and Mr. Gordon

COUNCIL REMARKS:

Council Members Davis and Herling provided closing remarks on their service on the Greenbelt City Council.

ADJOURNMENT: A motion to adjourn the meeting was made by Ms. Davis and seconded by Ms. Pope. The motion carried 7-0. The Mayor adjourned the regular meeting of October 23, 2023, at 10:48 p.m.

Respectfully submitted,

Bonita Anderson
City Clerk

"I hereby certify that the above and foregoing is a true and correct report of the regular meeting of the City Council of Greenbelt, Maryland, held October 23, 2023.

Emmett V. Jordan
Mayor

City Council Agenda Item Report

Meeting Date: June 17, 2024

Submitted by: Bonita Anderson

Submitting Department: Recreation

Item Type: LEGISLATION

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

Subject:

An Ordinance to Make a Supplemental Appropriation in the Greenbelt West Fund for the Fiscal Year Ending June 30, 2024, in the amount of Fifty Thousand Dollars (\$50,000) for Additional Greenbelt West Fund Expenditures Over the Appropriated Amount
- 1st Reading

Suggested Action:

Reference: Ordinance

MSA_C2381_20540

MSA_S1250_20067

Copy of the receipt and check

Recorded MOU

In order to have amenities for summer programs, staff recommends City Council introduce for first reading an ordinance to appropriate \$50,000 from the Greenbelt West Infrastructure Fund to the Greenbelt West Infrastructure Fund. \$50,000 was the agreed upon amount for fee-in-lieu between the City of Greenbelt and the developer of the Motiva property. The \$50,000 is earmarked for facility/programmatic improvements at Springhill Lake Recreation Center.

Greg Varda, Recreation Director, will be present to answer any questions.

Attachments:

[Ordinance.pdf](#)

[MSA_C2381_20540.pdf](#)

[MSA_S1250_20067.pdf](#)

[Copy of the receipt and check #134 for \\$50000.00 that was received from Matthew C. Tedesco for developer contribution for the Springhill Lake Recreation Cen.pdf](#)

[Recorded MOU \(002\).pdf](#)

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

ORDINANCE NUMBER XXXX

AN ORDINANCE OF THE COUNCIL OF THE CITY OF GREENBELT, MARYLAND TO MAKE A SUPPLEMENTAL APPROPRIATION IN THE GREENBELT WEST INFRASTRUCTURE FUND IN THE AMOUNT OF FIFTY THOUSAND DOLLARS (\$50,000) FOR AMENITIES AT SPRINGHILL LAKE RECREATION CENTER LOCATED AT 6101 CHERRYWOOD LANE, GREENBELT MD.

WHEREAS, in accordance with the agreement made on March 31, 2020 by and between the City of Greenbelt (hereinafter the “City”), a municipal Corporation of the State of Maryland, with its principal offices at 25 Crescent Road, Greenbelt, Maryland 20770, and Greenbelt Apartments LLC, a Delaware limited company, with its principal office at 1228 Euclid Avenue, Cleveland, Ohio 44115 (hereinafter the Developer”), and

WHEREAS, fee-in- Lieu, the Developer made a financial payment of Fifty Thousand Dollars (\$50,000.00) to the City’s Parks and Recreation Department upon the City’s approval of a building permit for Building No. 2000 and,

WHEREAS this financial payment shall be used by the City’s Parks and Recreation Department for use at the City’s discretion towards improvements planned for Springhill Lake Recreation Center.

NOW, THEREFOR, IT BE ORDAINED by the Council of the City of Greenbelt, Maryland, that an additional fifty thousand dollars (\$50,000) shall be and hereby is appropriated as a supplemental appropriation in the Greenbelt West Infrastructure Fund of the City’s FY2025 Budget for amenities at Springhill Lake Recreation Center located at 6101 Cherrywood Lane, Greenbelt MD.

BE IT FURTHER ORDAINED that said supplemental appropriation will come from the Greenbelt West Infrastructure Fund 305 and be appropriated to Greenbelt West Infrastructure Fund 305.

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

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of June 17, 2024.

Emmett V. Jordan, Mayor

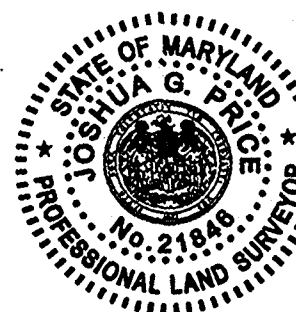
ATTEST:

Bonita Anderson, City Clerk

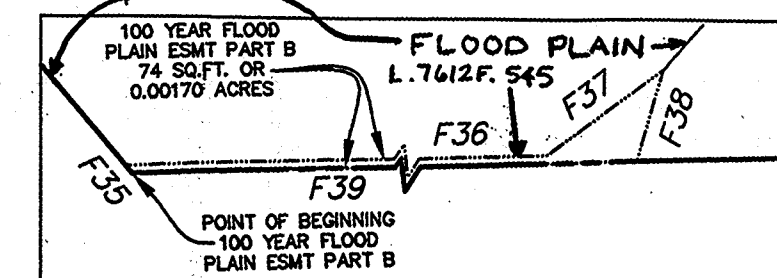


SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE PLAT SHOWN HEREON IS CORRECT: THAT IT IS A PLAT OF ALL OF THE PROPERTY ACQUIRED IN THE FOLLOWING THREE CONVEYANCES: 1) FROM GREENBELT/SPRINGHILL LAKE ASSOCIATES, LLC TO GREENBELT APARTMENTS LLC, BY DEED DATED MAY 21, 2020 AND RECORDED IN BOOK 12402 AT PAGE 235; 2) FROM GREENBELT GKA REALTY LLC TO GREENBELT APARTMENTS LLC, BY DEED DATED MAY 21, 2020 AND RECORDED IN BOOK 12402 AT PAGE 217; 3) FROM GREENBELT L REALTY LLC TO GREENBELT APARTMENTS LLC, BY DEED DATED MAY 21, 2020 AND RECORDED IN BOOK 12402 AT PAGE 220, AND ALSO BEING ALL OF PARCELS L, K, AND J, RECORDED AS PLAT BOOK VI 182, PLAT 39, ALL AMONG THE LAND RECORDS OF PRINCE GEORGE'S COUNTY, MARYLAND. THE TOTAL AREA INCLUDED IN THIS PLAT OF SUBDIVISION IS 692,375 SQUARE FEET OR 15.89474 ACRES OF LAND.



DATE 4/1/2020
JOSHUA G. PRICE
PROFESSIONAL LAND SURVEYOR
MARYLAND NO. 21846
LICENSE EXPIRES: MAY 31, 2020



100 YEAR FLOOD PLAIN EASEMENT PART B DETAIL NOT TO SCALE

CAPITAL BELTWAY
INTERSTATE 95
S.R.C. PLAT 18327

NOTES:

- 1.) APPROVAL OF THIS PLAT IS PREDICATED UPON PUBLIC WATER AND SEWER BEING AVAILABLE PRIOR TO CONSTRUCTION.
- 2.) DEVELOPMENT OF THE PROPERTY MUST CONFORM TO THE DETAILED SITE PLAN WHICH WAS APPROVED BY THE PRINCE GEORGE'S COUNTY PLANNING BOARD ON JANUARY 16, 2020, DSP-19014/00, OR AS AMENDED BY ANY SUBSEQUENT REVISIONS THERETO.
- 3.) THIS SUBDIVISION RECORD PLAT IS NOT INTENDED TO SHOW EVERY MATTER AFFECTING THE OWNERSHIP AND USE, NOR EVERY MATTER RESTRICTING THE OWNERSHIP AND USE OF THE PROPERTY. THE SUBDIVISION RECORD PLAT IS NOT INTENDED TO REPLACE AN EXAMINATION OF TITLE OR TO DEPICT OR NOTE ALL MATTERS AFFECTING TITLE.
- 4.) APPROVAL OF THIS PLAT IS BASED UPON A REASONABLE EXPECTATION THAT PUBLIC WATER AND SEWER SERVICE WILL BE AVAILABLE WHEN NEEDED AND IS CONDITIONED ON FULFILLING ALL OF THE COMMITMENTS CONTAINED IN THE WASHINGTON SUBURBAN SANITARY COMMISSION PROJECT/AUTHORIZATION #SU1785-2019.
- 5.) THIS PLAT IS SUBJECT TO A RECREATIONAL FACILITIES AGREEMENT RECORDED IN LIBER 43349 AT FOLIO 149.
- 6.) THIS PLAT IS SUBJECT TO THE RECORDED OF A WOODLAND CONSERVATION EASEMENT PURSUANT TO SECTION 25-122(d)(1)(b) WITH THE LIBER AND FOLIO REFLECTED ON THE TYPE 2 TREE CONSERVATION PLAN, WHEN APPROVED.
- 7.) THE ISSUANCE OF PERMITS AND DEVELOPMENT ARE SUBJECT TO THE TRANSPORTATION CONDITIONS OF PGCPB NO. 19-118.
- 8.) A SUBSTANTIAL REVISION TO THE MIX OF USES ON THE SUBJECT PROPERTY THAT AFFECTS SUBTITLE 24 ADEQUACY FINDINGS, AS SET FORTH IN THIS RESOLUTION OF APPROVAL, SHALL REQUIRE THE APPROVAL OF THE NEW PRELIMINARY PLAN OF SUBDIVISION PRIOR TO THE APPROVAL OF ANY BUILDING PERMITS.
- 9.) DEVELOPMENT OF THIS SITE SHALL BE IN CONFORMANCE WITH THE APPROVED STORMWATER MANAGEMENT CONCEPT PLAN (59556-2018-0) AND ANY SUBSEQUENT REVISIONS.
- 10.) CONSERVATION EASEMENTS DESCRIBED ON THIS PLAT ARE AREAS WHERE THE INSTALLATION OF STRUCTURES AND ROADS AND THE REMOVAL OF VEGETATION ARE PROHIBITED WITHOUT PRIOR WRITTEN CONSENT FROM THE M-NCPPC PLANNING DIRECTOR OR DESIGNEE. THE REMOVAL OF HAZARDOUS TREES, LIMBS, BRANCHES, OR TRUNKS IS ALLOWED.
- 11.) DEVELOPMENT IS SUBJECT TO RESTRICTIONS SHOWN ON THE APPROVED TYPE 1 TREE CONSERVATION PLAN, TCP1-009-2019, OR AS MODIFIED BY THE TYPE 2 TREE CONSERVATION PLAN AND PRECLUDES ANY DISTURBANCE OR INSTALLATION OF ANY STRUCTURE WITHIN SPECIFIC AREAS. FAILURE TO COMPLY WILL MEAN A VIOLATION OF AN APPROVED TREE CONSERVATION PLAN AND WILL MAKE THE OWNER SUBJECT TO MITIGATION UNDER THE WOODLAND CONSERVATION ORDINANCE. THIS PROPERTY IS SUBJECT TO THE NOTIFICATION PROVISIONS OF CB-60-2005. COPIES OF ALL APPROVED TREE CONSERVATION PLANS FOR THE SUBJECT PROPERTY ARE AVAILABLE IN THE OFFICES OF THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION, PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT.
- 12.) PRIOR TO ISSUANCE OF ANY PERMITS, WHICH IMPACT WETLANDS, WETLAND BUFFERS, STREAMS OR WATERS OF THE UNITED STATES, THE APPLICANT SHALL SUBMIT COPIES OF ALL FEDERAL AND STATE WETLAND PERMITS, EVIDENCE THAT APPROVAL CONDITIONS HAVE BEEN COMPLIED WITH, AND ASSOCIATED MITIGATION PLANS.
- 13.) PRIOR TO APPROVAL OF A BUILDING PERMIT, WHICH INCLUDES RESIDENTIAL DWELLING UNITS LOCATED WITHIN THE UNMITIGATED 65 dBA Ldn NOISE CONTOUR, A CERTIFICATION BY A PROFESSIONAL ENGINEER WITH COMPETENCY IN ACOUSTICAL ANALYSIS SHALL BE PLACED ON THE BUILDING PERMITS STATING THAT THE BUILDING SHELLS OF STRUCTURES HAVE BEEN DESIGNED TO REDUCE INTERIOR NOISE LEVELS TO 45 dBA Ldn OR LESS.
- 14.) PRIOR TO APPROVAL OF A BUILDING PERMIT, THE TIMING OF A FINANCIAL PAYMENT OF \$50,000.00 BY THE APPLICANT TO THE CITY OF GREENBELT'S PARKS AND RECREATION DEVELOPMENT, FOR USE TOWARDS CITY IMPROVEMENTS PLANNED FOR THE SPRINGHILL LAKE RECREATION CENTER, SHALL BE AGREED UPON.

THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION
PRINCE GEORGE'S COUNTY PLANNING BOARD
APPROVED April 30, 2020
Elizabeth M. Sulecki CHAIRMAN
Jessica Ornel ASSISTANT SECRETARY
MNCPPC FILE NO.: 5-19167
LAYOUT: RECORD PLAT-MD, Plotted By: JPrice

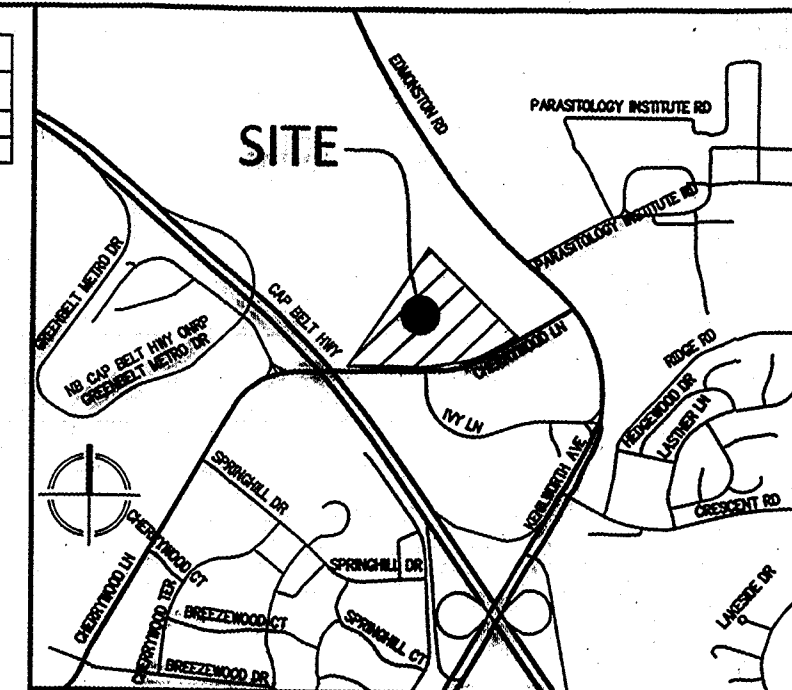
DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT
PRINCE GEORGE'S COUNTY, MARYLAND
APPROVED 4/7/2020
Daniel Rodan DIRECTOR OR DESIGNEE

PARCEL 1
692,375 SQ. FT. OR 15.89474 ACRES

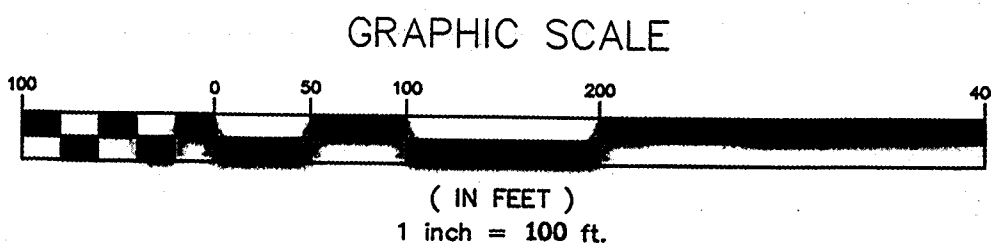
CHERRYWOOD LANE
VARIABLE WIDTH RIGHT-OF-WAY
DP&WT PLATS No. 1406 & 1434
PB NLP-118 P. 78
L.7975 F.248

CURVE TABLE						
NO.	RADIUS	LENGTH	TANGENT	CHD BEARING	CHD DISTANCE	DELTA
C1	1105.92'	535.11'	272.90'	N74°27'15"E	529.91'	27°43'24"
C2	7789.44'	97.21'	48.60'	N40°14'14"W	97.18'	00°42'54"

100 YEAR FLOODPLAIN EASEMENT LINE TABLE					
NO.	BEARING	DISTANCE	NO.	BEARING	DISTANCE
PART A					
F1	S82°31'42"W	13.61'	F21	S74°25'33"W	35.37'
F2	N53°34'18"W	267.22'	F22	S41°58'15"W	24.37'
F3	N82°48'02"W	18.47'	F23	S73°13'24"W	30.60'
F4	N85°03'13"W	48.23'	F24	N53°34'29"E	12.50'
F5	CB:N54°02'05"W	CD:22.39'	F25	N20°22'58"E	68.90'
	R:73.00'	L:22.48'	F26	S3°16'02"E	168.31'
F6	N82°51'23"W	14.13'	F27	N10°34'02"E	254.21'
F7	N49°43'25"W	20.35'	F28	N07°28'38"E	30.82'
F8	CB:N77°38'36"W	CD:31.37'	F29	N07°30'33"E	14.75'
	R:33.50'	L:32.65'	F30	N42°21'42"E	444.50'
F9	S74°26'12"W	35.89'	F31	N72°27'02"E	93.30'
	CONTINUE WITH L26-L38		F32	S54°57'31"E	243.31'
F10	CB:S28°00'01"W	CD:82.99'	F33	N54°07'00"E	9.24'
	R:83.95'	L:84.66'	F34	S49°43'30"E	203.20'
F11	S07°45'54"W	21.63'	PART B		
F12	S11°02'05"W	7.68'	F35	N39°49'23"W	0.72'
F13	S70°37'33"W	4.02'	F36	N88°19'39"E	89.36'
F14	S07°18'51"W	58.09'	F37	N53°34'29"E	10.32'
F15	S13°48'59"W	119.80'	F38	S15°46'55"W	6.76'
F16	N82°46'09"W	41.38'	F39	S88°19'39"W	95.37'
F17	S49°04'01"W	4.47'			
F18	S78°35'23"W	33.78'			



VICINITY MAP
SCALE: 1" = 2000'



CONSERVATION EASEMENT AREA

CONSERVATION EASEMENT LINE TABLE					
NO.	BEARING	DISTANCE	NO.	BEARING	DISTANCE
PART A					
L1	S82°31'42"W	3.23'	L24	N48°54'48"W	38.07'
L2	N55°02'18"W	88.29'	L25	N50°39'19"W	24.75'
L3	N55°02'18"W	407.89'	L26	N53°20'55"W	14.91'
L4	S48°24'55"W	238.18'	L27	S74°26'12"W	28.60'
L5	S45°03'41"W	207.93'	L28	CB:S81°17'03"W	CD:26.63'
L6	S05°02'50"W	111.48'	L29	R:60.00'	L:26.85'
L7	S88°59'13"W	137.81'	L30	S48°47'54"W	106.44'
L8	S37°02'41"W	302.20'	L31	S80°21'01"W	17.63'
L9	S20°28'42"E	10.42'	L32	S48°00'54"W	73.17'
L10	N78°28'55"W	22.25'	L33	CB:S42°21'53"W	CD:23.10'
L11	CB:N40°21'19"W	CD:81.74'	L34	R:119.03'	L:23.14'
	R:7.989'	L:61.74'	L35	S88°52'40"W	130.37'
L12	N44°52'19"E	980.33'	L36	CB:S44°03'26"W	CD:15.03'
L13	S49°45'30"E	681.42'	L37	R:69.07'	L:15.07'
PART B					
L14	CB:S87°51'01"W	CD:51.86'	L38	S51°10'07"W	28.97'
	R:60.00'	L:53.63'	L39	CB:S23°16'15"W	CD:36.20'
L15	N66°32'42"W	30.05'	L40	R:38.38'	L:37.70'
L16	N57°35'02"W	31.09'	L41	CB:S25°31'32"W	CD:10.12'
L17	CB:N54°15'57"W	CD:7.17'	L42	R:10.00'	L:10.61'
	R:66.00'	L:7.17'	L43	S55°59'06"W	5.37'
L18	N50°48'12"W	31.67'	L44	CB:S48°19'00"W	CD:5.03'
L19	N52°46'19"W	10.75'	L45	R:83.95'	L:5.03'
L20	N53°17'43"W	38.18'	L46	N63°02'50"E	106.91'
L21	CB:N46°07'57"W	CD:14.96'	L47	N46°03'41"E	200.07'
	R:80.00'	L:15.00'	L48	N48°24'55"E	221.82'
			L49	S55°02'50"E	388.74'

OWNERS CERTIFICATE

WE, GREENBELT APARTMENTS LLC, OWNER OF THE PROPERTY SHOWN HEREON AND DESCRIBED IN THE SURVEYOR'S CERTIFICATE, HEREBY ADOPT THIS PLAT OF SUBDIVISION, ESTABLISH THE FLOODPLAIN EASEMENT SUBJECT TO THE TERMS AND PROVISIONS RECORDED IN LIBER 38869 AT FOLIO 223, ESTABLISH THE MINIMUM BUILDING RESTRICTION LINES AND GRANT TO THE PUBLIC UTILITIES, THEIR SUCCESSORS AND/OR ASSIGNS, A TEN (10) FOOT PUBLIC UTILITY EASEMENT, AS SHOWN, SUBJECT TO THE TERMS AND PROVISIONS RECORDED AMONG THE LAND RECORDS OF PRINCE GEORGE'S COUNTY, MARYLAND, IN LIBER 3703 AT FOLIO 748. PROPERTY MARKERS WILL BE PLACED IN ACCORDANCE WITH SECTION 24-120(b)(6)(f)(ii) OF THE SUBDIVISION REGULATIONS OF THE PRINCE GEORGE'S COUNTY CODE. THERE ARE NO SUITS, ACTIONS AT LAW, LEASES, LIENS, MORTGAGES OR TRUSTS AFFECTING THE PROPERTY INCLUDED IN THIS PLAT OF SUBDIVISION.

GREENBELT APARTMENTS LLC,
A DELAWARE LIMITED LIABILITY COMPANY

NOAM MAGENCY 3-24-2020 A. R. S.
NAME: NOAM MAGENCY DATE: 3-24-2020
TITLE: SECRETARY WITNESS: ARIELLE SCHWARTZ

EAGLEBANK,
A MARYLAND BANKING CORPORATION

KATHY HAROLD 3-26-2020 Kenneth L. Gray
NAME: KATHY HAROLD DATE: 3-26-2020
TITLE: SENIOR VICE PRESIDENT WITNESS: KENNETH L. GRAY

FILED

MAY 05 2020

CLERK OF THE CIRCUIT COURT
FOR PRINCE GEORGE'S COUNTY, MD

RECORDED: 05/05/2020
PLAT BOOK: ME 254
PLAT NO.: 22
4-19010
212NE06
C-0, D-D-0

PARCEL 1
GREENBELT METRO
(BEING A RESUBDIVISION OF
PARCELS L, K, AND J)
21TH ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND
SCALE: 1" = 100' DATE: MARCH, 2020



VIKA MARYLAND, LLC
20251 Century Blvd., Suite 400
Germantown, MD 20874
301.916.4100 | vika.com

Our Site Set on the Future.

THE INFORMATION, DESIGN AND CONTENT OF THESE DRAWINGS OR DOCUMENTS ARE PROPRIETARY TO VIKA MARYLAND, LLC AND CONSTITUTE ITS PROPRIETARY INTELLECTUAL PROPERTY. THESE DRAWINGS AND/OR DOCUMENTS MUST NOT BE FORWARDED, SHARED, COPIED, DIGITALLY CONVERTED, MODIFIED OR USED FOR ANY PURPOSE, IN ANY FORMAT, WITHOUT PRIOR WRITTEN AUTHORIZATION FROM VIKA MARYLAND, LLC. VIOLATIONS MAY RESULT IN PROSECUTION. ONLY APPROVED, SIGNED AND SEALED PLANS OR DRAWINGS MAY BE UTILIZED FOR CONSTRUCTION PURPOSES.

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P237362

MSA C2381-20540

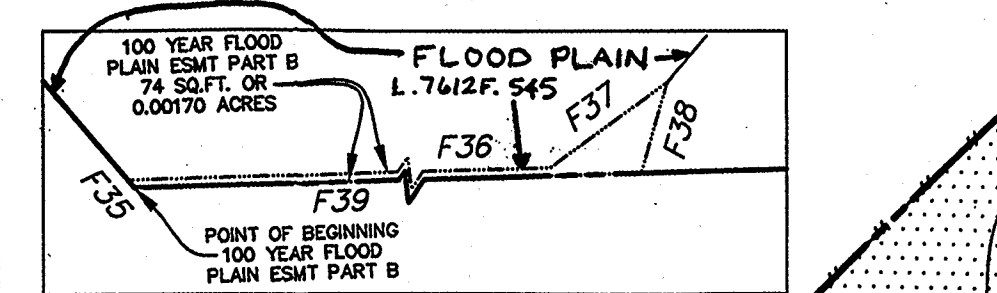
02/15/2019

SURVEYOR'S CERTIFICATE

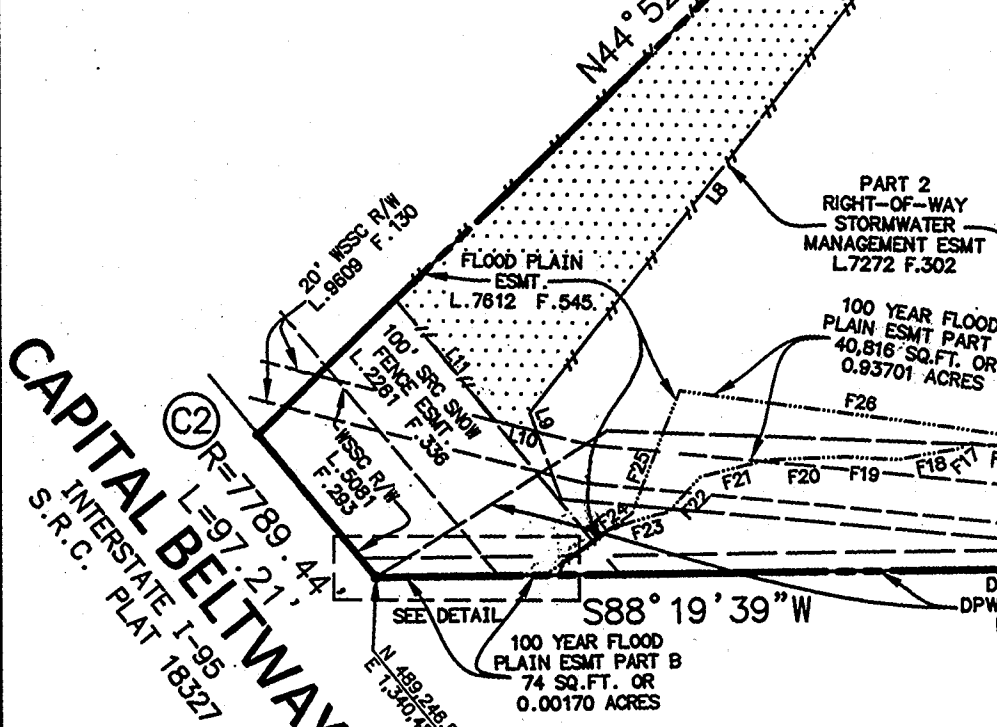
I HEREBY CERTIFY THAT THE PLAT SHOWN HEREON IS CORRECT: THAT IT IS A PLAT OF ALL OF THE PROPERTY ACQUIRED IN THE FOLLOWING THREE CONVEYANCES: 1) FROM GREENBELT SPRINGHILL LAKE ASSOCIATES, LLC TO GREENBELT APARTMENTS, LLC, BY DEED DATED MARCH 21, 2020 AND RECORDED IN BOOK 433402 AT PAGE 255; 2) FROM GREENBELT SGA REALTY LLC TO GREENBELT APARTMENTS, LLC, BY DEED DATED MARCH 21, 2020 AND RECORDED IN BOOK 43402 AT PAGE 217; 3) FROM GREENBELT REALTY LLC TO GREENBELT APARTMENTS, LLC, BY DEED DATED MARCH 21, 2020 AND RECORDED IN BOOK 43402 AT PAGE 220, AND ALSO BEING ALL OF PARCELS L, K, AND J, RECORDED AS PLAT BOOK VJ 182, PLAT 39, ALL AMONG THE LAND RECORDS OF PRINCE GEORGE'S COUNTY, MARYLAND. THE TOTAL AREA INCLUDED IN THIS PLAT OF SUBDIVISION IS 692,375 SQUARE FEET OR 15.89474 ACRES OF LAND.



DATE: 4/1/2020
JOSHUA G. PRICE
PROFESSIONAL LAND SURVEYOR
MARYLAND NO. 21846
LICENSE EXPIRES: MAY 31, 2020



100 YEAR FLOOD PLAIN EASEMENT PART B DETAIL
NOT TO SCALE



NOTES:

- 1.) APPROVAL OF THIS PLAT IS PREDICATED UPON PUBLIC WATER AND SEWER BEING AVAILABLE PRIOR TO CONSTRUCTION.
- 2.) DEVELOPMENT OF THE PROPERTY MUST CONFORM TO THE DETAILED SITE PLAN WHICH WAS APPROVED BY THE PRINCE GEORGE'S COUNTY PLANNING BOARD ON JANUARY 16, 2020, DSP-19014/00, OR AS AMENDED BY ANY SUBSEQUENT REVISIONS THERETO.
- 3.) THIS SUBDIVISION RECORD PLAT IS NOT INTENDED TO SHOW EVERY MATTER AFFECTING THE OWNERSHIP AND USE, NOR EVERY MATTER RESTRICTING THE OWNERSHIP AND USE, OF THE PROPERTY. THE SUBDIVISION RECORD PLAT IS NOT INTENDED TO REPLACE AN EXAMINATION OF TITLE OR TO DEPICT OR NOTE ALL MATTERS AFFECTING TITLE.
- 4.) APPROVAL OF THIS PLAT IS BASED UPON A REASONABLE EXPECTATION THAT PUBLIC WATER AND SEWER SERVICE WILL BE AVAILABLE WHEN NEEDED AND IS CONDITIONED ON FULFILLING ALL OF THE COMMITMENTS CONTAINED IN THE WASHINGTON SUBURBAN SANITARY COMMISSION PROJECT AUTHORIZATION #SU1785-2019.
- 5.) THIS PLAT IS SUBJECT TO A RECREATIONAL FACILITIES AGREEMENT RECORDED IN LIBER 43349 AT FOLIO 149.
- 6.) THIS PLAT IS SUBJECT TO THE RECORDED OF A WOODLAND CONSERVATION EASEMENT PURSUANT TO SECTION 25-122(d)(1)(b) WITH THE LIBER AND FOLIO REFLECTED ON THE TYPE 2 TREE CONSERVATION PLAN, WHEN APPROVED.
- 7.) THE ISSUANCE OF PERMITS AND DEVELOPMENT ARE SUBJECT TO THE TRANSPORTATION CONDITIONS OF PGCPB NO. 19-118.
- 8.) A SUBSTANTIAL REVISION TO THE MIX OF USES ON THE SUBJECT PROPERTY THAT AFFECTS SUBTITLE 24 ADEQUACY FINDINGS, AS SET FORTH IN THIS RESOLUTION OF APPROVAL, SHALL REQUIRE THE APPROVAL OF THE NEW PRELIMINARY PLAN OF SUBDIVISION PRIOR TO THE APPROVAL OF ANY BUILDING PERMITS.
- 9.) DEVELOPMENT OF THIS SITE SHALL BE IN CONFORMANCE WITH THE APPROVED STORMWATER MANAGEMENT CONCEPT PLAN (59556-2018-0) AND ANY SUBSEQUENT REVISIONS.
- 10.) CONSERVATION EASEMENTS DESCRIBED ON THIS PLAT ARE AREAS WHERE THE INSTALLATION OF STRUCTURES AND ROADS AND THE REMOVAL OF VEGETATION ARE PROHIBITED WITHOUT PRIOR WRITTEN CONSENT FROM THE M-NCPPC PLANNING DIRECTOR OR DESIGNEE. THE REMOVAL OF HAZARDOUS TREES, LIMBS, BRANCHES, OR TRUNKS IS ALLOWED.
- 11.) DEVELOPMENT IS SUBJECT TO RESTRICTIONS SHOWN ON THE APPROVED TYPE 1 TREE CONSERVATION PLAN, TCP1-009-2019, OR AS MODIFIED BY THE TYPE 2 TREE CONSERVATION PLAN AND PRECLUDES ANY DISTURBANCE OR INSTALLATION OF ANY STRUCTURE WITHIN SPECIFIC AREAS. FAILURE TO COMPLY WILL MEAN A VIOLATION OF AN APPROVED TREE CONSERVATION PLAN AND WILL MAKE THE OWNER SUBJECT TO MITIGATION UNDER THE WOODLAND CONSERVATION ORDINANCE. THIS PROPERTY IS SUBJECT TO THE NOTIFICATION PROVISIONS OF CB-60-2005. COPIES OF ALL APPROVED TREE CONSERVATION PLANS FOR THE SUBJECT PROPERTY ARE AVAILABLE IN THE OFFICES OF THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION, PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT.
- 12.) PRIOR TO ISSUANCE OF ANY PERMITS, WHICH IMPACT WETLANDS, WETLAND BUFFERS, STREAMS OR WATERS OF THE UNITED STATES, THE APPLICANT SHALL SUBMIT COPIES OF ALL FEDERAL AND STATE WETLAND PERMITS, EVIDENCE THAT APPROVAL CONDITIONS HAVE BEEN COMPLIED WITH, AND ASSOCIATED MITIGATION PLANS.
- 13.) PRIOR TO APPROVAL OF A BUILDING PERMIT, WHICH INCLUDES RESIDENTIAL DWELLING UNITS LOCATED WITHIN THE UNMITIGATED 65 dBA Ldn NOISE CONTOUR, A CERTIFICATION BY A PROFESSIONAL ENGINEER WITH COMPETENCY IN ACOUSTICAL ANALYSIS SHALL BE PLACED ON THE BUILDING PERMITS STATING THAT THE BUILDING SHELLS OF STRUCTURES HAVE BEEN DESIGNED TO REDUCE INTERIOR NOISE LEVELS TO 45 dBA Ldn OR LESS.
- 14.) PRIOR TO APPROVAL OF A BUILDING PERMIT, THE TIMING OF A FINANCIAL PAYMENT OF \$50,000.00 BY THE APPLICANT TO THE CITY OF GREENBELT'S PARKS AND RECREATION DEVELOPMENT, FOR USE TOWARDS CITY IMPROVEMENTS PLANNED FOR THE SPRINGHILL LAKE RECREATION CENTER, SHALL BE AGREED UPON.

THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION
PRINCE GEORGE'S COUNTY PLANNING BOARD
APPROVED: April 30, 2020
CHAIRMAN: [Signature]
ASSISTANT SECRETARY: [Signature]

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT
PRINCE GEORGE'S COUNTY, MARYLAND
APPROVED: 4/7/2020
DIRECTOR OR DESIGNEE: [Signature]

OWNERS CERTIFICATE

WE, GREENBELT APARTMENTS LLC, OWNER OF THE PROPERTY SHOWN HEREON AND DESCRIBED IN THE SURVEYOR'S CERTIFICATE, HEREBY ADOPT THIS PLAT OF SUBDIVISION, ESTABLISH THE FLOODPLAIN EASEMENT SUBJECT TO THE TERMS AND PROVISIONS RECORDED IN LIBER 38869 AT FOLIO 223, ESTABLISH THE MINIMUM BUILDING RESTRICTION LINES AND GRANT TO THE PUBLIC UTILITIES, THEIR SUCCESSORS AND/OR ASSIGNS, A TEN (10) FOOT PUBLIC UTILITY EASEMENT, AS SHOWN, SUBJECT TO THE TERMS AND PROVISIONS RECORDED AMONG THE LAND RECORDS OF PRINCE GEORGE'S COUNTY, MARYLAND, IN LIBER 3703 AT FOLIO 748. PROPERTY MARKERS WILL BE PLACED IN ACCORDANCE WITH SECTION 24-120(b)(6)(f)(i) OF THE SUBDIVISION REGULATIONS OF THE PRINCE GEORGE'S COUNTY CODE. THERE ARE NO SUITS, ACTIONS AT LAW, LEASES, LIENS, MORTGAGES OR TRUSTS AFFECTING THE PROPERTY INCLUDED IN THIS PLAT OF SUBDIVISION.

GREENBELT APARTMENTS LLC,
A DELAWARE LIMITED LIABILITY COMPANY

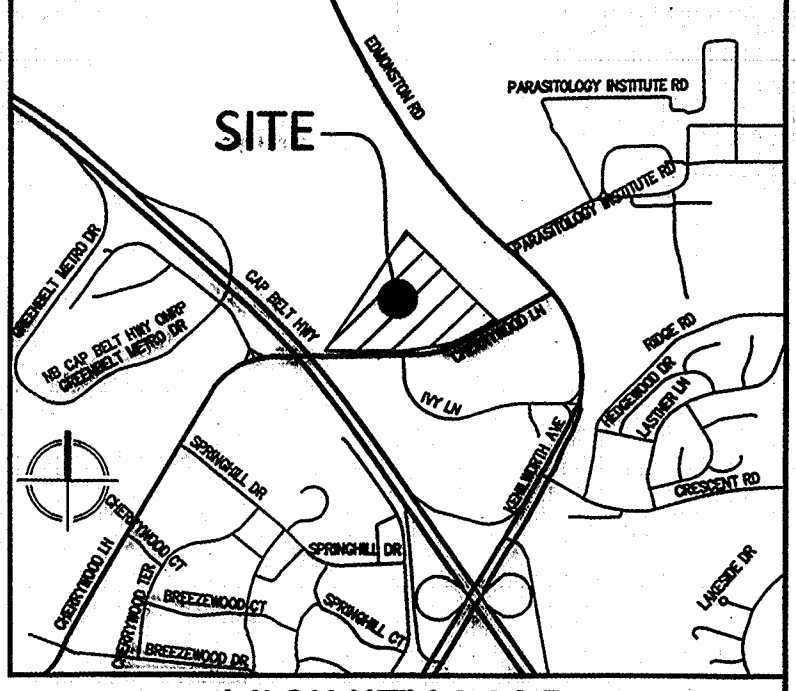
NAME: NOAM MAGENCE
TITLE: SECRETARY
DATE: 3-24-2020
WITNESS: Arielle Schwartz
WRITE NAME: Arielle Schwartz
NAME: KATHY HARBOLD
TITLE: SENIOR VICE PRESIDENT
DATE: 3-26-2020
WITNESS: KENNETH L. GRAY
WRITE NAME: KENNETH L. GRAY

FILED
MAY 05 2020
CIRCUIT COURT
FOR PRINCE GEORGE'S COUNTY, MD

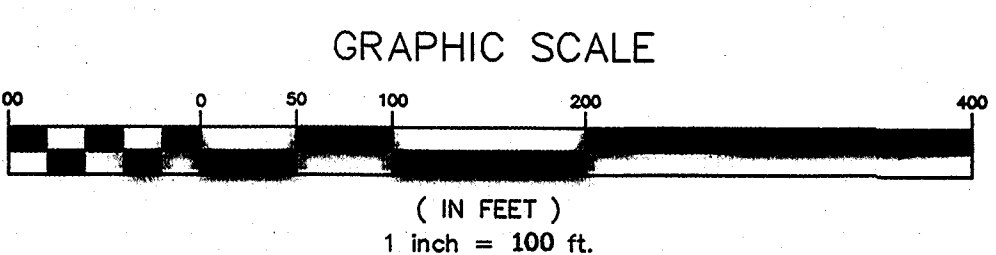
RECORDED: 0510512020
PLAT BOOK: ME254
PLAT NO.: 22
4-19010
212NE06
C-0, D-D-0

CURVE TABLE						
NO.	RADIUS	LENGTH	TANGENT	CHD BEARING	CHD DISTANCE	DELTA
C1	1105.92'	535.11'	272.90'	N74°27'15"E	529.91'	27°43'24"
C2	7789.44'	97.21'	48.60'	N40°14'14"W	97.18'	00°42'54"

100 YEAR FLOODPLAIN EASEMENT LINE TABLE					
NO.	BEARING	DISTANCE	NO.	BEARING	DISTANCE
PART A					
F1	S62°31'42"W	13.61'	F20	S86°45'41"W	27.71'
F2	N53°34'18"W	267.22'	F21	S74°25'33"W	35.37'
F3	N82°46'02"W	19.47'	F22	S41°58'15"W	24.37'
F4	N65°03'15"W	46.23'	F23	S73°13'24"W	30.60'
F5	CB:N45°02'05"W	CD:22.39'	F24	N53°34'29"E	12.50'
F6	R:73.00'	L:22.48'	F25	N20°22'38"E	68.90'
F7	N62°51'23"W	14.13'	F26	S83°16'02"E	185.31'
F8	N49°43'25"W	20.35'	F27	N10°34'02"E	254.21'
F9	CB:N77°38'36"W	CD:31.37'	F28	N07°28'38"E	30.82'
F10	R:33.50'	L:32.65'	F29	N07°30'33"E	14.75'
F11	S74°26'12"W	35.88'	F30	N42°21'42"E	444.50'
F12	CB:S28°01'01"W	CD:62.99'	F31	N72°27'02"E	93.30'
F13	R:63.95'	L:64.58'	F32	S54°57'31"E	243.31'
F14	S07°45'54"W	21.03'	F33	N54°07'00"E	9.24'
F15	S11°02'05"W	7.66'	F34	S49°43'30"E	203.20'
F16	S70°37'33"W	4.02'	PART B		
F17	S07°18'51"W	58.08'	F35	N38°49'23"W	0.72'
F18	S13°48'59"W	119.80'	F36	N88°19'39"E	89.36'
F19	N82°46'09"W	41.38'	F37	N53°34'29"E	10.32'
F20	S49°04'01"W	4.47'	F38	S15°46'55"W	6.76'
F21	S78°35'23"W	33.76'	F39	S88°19'39"W	95.37'



VICINITY MAP
SCALE: 1" = 2000'



CONSERVATION EASEMENT LINE TABLE					
NO.	BEARING	DISTANCE	NO.	BEARING	DISTANCE
PART A					
L1	S62°31'42"W	13.61'	L23	N38°49'23"W	17.10'
L2	N53°34'18"W	267.22'	L24	N48°54'48"W	34.88'
L3	N82°46'02"W	19.47'	L25	N50°39'19"W	24.75'
L4	N65°03'15"W	46.23'	L26	N53°20'55"W	14.91'
L5	CB:N45°02'05"W	CD:22.39'	L27	S74°26'12"W	28.60'
L6	R:73.00'	L:22.48'	L28	CB:S61°37'03"W	CD:26.63'
L7	N62°51'23"W	14.13'	L29	S48°47'54"W	108.44'
L8	N49°43'25"W	20.35'	L30	S50°21'01"W	17.63'
L9	CB:N77°38'36"W	CD:31.37'	L31	S48°00'54"W	73.17'
L10	R:33.50'	L:32.65'	L32	CB:S42°21'53"W	CD:23.10'
L11	S74°26'12"W	35.88'	L33	R:119.03'	L:23.14'
L12	CB:S28°01'01"W	CD:62.99'	L34	S36°52'40"W	130.37'
L13	R:63.95'	L:64.58'	L35	CB:S44°03'26"W	CD:15.03'
L14	S07°45'54"W	21.03'	L36	R:58.97'	L:15.07'
L15	S11°02'05"W	7.66'	L37	S61°31'07"W	28.97'
L16	S70°37'33"W	4.02'	L38	CB:S23°16'15"W	CD:36.20'
L17	S07°18'51"W	58.08'	L39	R:38.39'	L:37.70'
L18	S13°48'59"W	119.80'	L40	CB:S26°21'52"W	CD:10.12'
L19	N82°46'09"W	41.38'	L41	R:10.00'	L:10.61'
L20	S49°04'01"W	4.47'	L42	S55°55'08"W	5.37'
L21	S78°35'23"W	33.76'	L43	CB:S48°19'00"W	CD:5.03'
L22			L44	R:83.95'	L:5.03'
L23			L45	N05°02'50"E	106.91'
L24			L46	N20°22'38"E	200.07'
L25			L47	N48°24'55"E	221.82'
L26			L48	CB:N48°07'57"W	CD:14.96'
L27			L49	R:60.00'	L:15.00'

PARCEL 1
GREENBELT METRO
(BEING A RESUBDIVISION OF
PARCELS L, K, AND J)
21TH ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND
SCALE: 1" = 100' DATE: MARCH, 2020

VIA MARYLAND, LLC
20251 Century Blvd., Suite 400
Germantown, MD 20874
301.916.4100 | vika.com
Our Site Set on the Future.
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© 2020 VIKIA MARYLAND, LLC

RECEIPT		No. 869082	
DATE <u>9/28/21</u>			
FROM <u>MATTHEW C. TEDESCO</u>		<u>\$50,000.00</u>	
<u>Fifty Thousand Dollars & 10/100</u>		DOLLARS	
☐ FOR RENT ☒ FOR <u>DEVELOPER CONTRIBUTION FOR THE SPRINGHILL RECREATION CENTER GREENBELT APTS, LLC</u>			
ACCT. <u>134</u>	☒ CASH	FROM	TO
PAID <u>50,000.00</u>	☒ CHECK	BY <u>Matthew C. Tedesco</u>	
DUE	☐ MONEY ORDER	T-1152	
	☐ CREDIT CARD	T-4161	

Greenbelt Apartments LLC

CITY OF GREENBELT

DATE	INVOICE NO	DESCRIPTION	INVOICE AMOUNT	DEDUCTION	BALANCE
7-22-21	072221RBLT	PARKS AND REC FEE	50000.00	.00	50000.00
<i>Received</i> <i>9/28/21</i> <i>ms</i>					
CHECK DATE	7-27-21	CHECK NUMBER	134	TOTAL >	50000.00
					.00
					50000.00

PLEASE DETACH AND RETAIN FOR YOUR RECORDS

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

Greenbelt Apartments LLC
 1228 Euclid Ave, Suite 400
 Cleveland OH 44115-1831
 216-475-8900

EagleBank
 7815 Woodmont Avenue
 Bethesda, MD 20814

134

DATE 07/27/2021

Pay:*****Fifty thousand dollars and no cents

\$ *****50,000.00

2 Signatures Required Over \$10,000 00

TO CITY OF GREENBELT
 THE 25 Crescent Road
 ORDER Greenbelt, MD 20770
 OF

Elena Arslanian
 Vold After 180 Days
Scott Fildes

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

000000 134 055003 298 200337798

PRIVATE RECREATION FACILITIES AGREEMENT FOR GREENBELT METRO

THIS AGREEMENT made this 31st day of March 2020, by and between **The City of Greenbelt** (hereinafter the "City"), a municipal corporation of the State of Maryland, with its principal offices at 25 Crescent Road, Greenbelt, Maryland 20770, and **Greenbelt Apartments LLC**, a Delaware limited company, with its principal office at 1228 Euclid Avenue, 4th Floor, Cleveland, Ohio 44115 (hereinafter the "Developer").

WHEREAS, the City is a municipal corporation located outside of the Maryland-Washington Metropolitan District and it provides, maintains, and operates its own park system; and

WHEREAS, the City has delegated authority over the operation of parks and recreation in its municipal boundary to its Parks and Recreation Department; and

WHEREAS, according to Section 24-134(a) of the Prince George's County Code, Developer's proposed development was not subject to the mandatory dedication of parkland to the Maryland-National Capital Park and Planning Commission (hereinafter the "M-NCPPC") requirement because the property is located outside of the Maryland-Washington Metropolitan District; and

WHEREAS, Section 24-134(a), however, requires mandatory dedication of parkland to a municipality, upon a request from such a municipality, and, in accordance with this section, the City requested that the mandatory dedication of parkland be met through the provision of a fee-in-lieu and private on-site recreational facilities; and

WHEREAS, Section 24-135 of the Subdivision Regulations of the Prince George's County Code provides that, in conjunction with certain types of development, recreation facilities which equal or exceed the requirements for mandatory dedication may be provided by a subdivision applicant to satisfy the mandatory dedication requirement of the Subdivision Regulations, which was requested by the City; and

WHEREAS, the Developer is the contract purchaser of certain property that is the subject of a preliminary plan of subdivision 4-14010 (PGCPB No. 19-118) and a detailed site plan DSP-19014 (PGCPB No. 20-02). Said property being the same land owned by Greenbelt/Springhill Lake Associates, LLC; Greenbelt GKA Realty, LLC; and Greenbelt L Realty, LLC, respectively; being further identified as Parcels J, K, and L in Plat Book VJ 182 at Plat No. 39, comprising of approximately 15.89 acres of land in the 21st Election District, Prince George's County, Maryland (the "Property"); and

WHEREAS, the Developer has proposed to provide a fee-in-lieu and private on-site recreation facilities to satisfy the City's requirements of mandatory dedication; and

LR - Agreement
Recording Fee 20.00
Name: GREENBELT
APARTMENTS LLC
Draw: Agreement
Schedule 40.00
Total: 60.00
Total: 60.00
04/06/2020 10:46
#589925200703 -
Prince George's
County/CGF-3.01 -
Register

WHEREAS, the City has accepted the Developer's proposal.

NOW, THEREFORE, in consideration of the acceptance by the City of the Developer's offer to provide a fee-in-lieu and private on-site recreation facilities in lieu of mandatory dedication, the mutual promises and obligations contained herein, and for other good and valuable consideration which is hereby acknowledged, the parties hereto have agreed to the following provisions:

1. Recreation Facilities. The Developer shall construct on that portion of the property being subdivided, in accordance with approved preliminary plan of subdivision 4-14010 (PGCPB No. 19-118) and detailed site plan DSP-19014, the recreation facilities approved by the Planning Board (PGCPB No. 20-02) (the "Project"), as specified below:

- (a) **Fee-in-Lieu:** The Developer shall make a financial payment of Fifty Thousand Dollars (\$50,000.00) to the City's Parks and Recreation Department upon the City's approval of a building permit for Building No. 2000. This financial payment shall be used by the City's Parks and Recreation Department for use at the City's discretion towards improvements planned for the Springhill Lake Recreation Center.
- (b) The private on-site recreation facilities to be constructed by the Developer, subject to force majeure, are as follows:

FACILITY DESCRIPTION	CONSTRUCTION SCHEDULE
Clubhouse & Pool Facility	Prior to the issuance of the 210 th Use and Occupancy Permit
Community Garden	Prior to the issuance of the 210 th Use and Occupancy Permit
Dog Park	Prior to the issuance of the 354 th Use and Occupancy Permit
Pet Spa/Wash	Prior to the issuance of the 354 th Use and Occupancy Permit
Tot Lot	Prior to the issuance of the 354 th Use and Occupancy Permit

(c) It is occasionally necessary to adjust the precise timing of the construction of private on-site recreational facilities as more details concerning grading and construction become available and due to impacts of severe weather events. Phasing of the recreational facilities may be adjusted by written permission of the City, or its designee, without modification of this

Agreement, under certain circumstances, such as the need to modify construction sequence due to engineering/building necessity. An increase in the number of permits allowed to be released prior to construction of any given facility shall not exceed 10% over the number originally provided herein for each trigger. All other modifications will be governed by Section 7 of this Agreement.

(d) "Force majeure" shall be defined as any delay or added cost due to one or more of the following: (i) area-wide strikes or lockouts affecting the Project area generally, (ii) delays in the delivery of materials or disruption of shipping affecting the Project area generally, (iii) acts of God, (iv) weather conditions that exceed usual conditions for the geographic area, (v) fire, casualty, criminal acts, embargoes, quarantines, enemy action, wars, riots, civil commotion, civil insurrections or acts of terrorism, (vi) tariffs, changes in laws, codes and regulations, or capricious or arbitrary governmental interpretations, policies or procedures concerning same, or unforeseeable delays in receiving required licenses, permits, inspections or approvals, (vii) adverse and unknown physical or environmental site conditions not otherwise disclosed in an environmental Phase I report, (viii) materials shortages not due to the failure to contract for the same, and (ix) other cases or circumstances beyond the control of the Developer.

2. Non-discrimination. The Developer shall not discriminate against any employee or applicant for employment due to age, sex, race, creed, color, national origin or disability.

3. Indemnification. The Developer shall indemnify and save harmless the City from and against all actions, liability, claims, suits, damages, cost or expense of any kind arising from the Developer's negligence or failure to perform any of the obligations under the terms of this Agreement.

4. Certificate of Compliance. Within thirty (30) days of written request by either party given to the other Party requesting a statement of compliance with this Agreement, the other Party will execute and deliver to the requesting Party a statement certifying that:

- (a) This Agreement is unmodified and in full force and effect, or if there have been modifications, that this Agreement is in full force and effect as modified and stating the date and nature of each modification;
- (b) There are no current uncured defaults under this Agreement, or specifying the date and nature of each default;
- (c) All improvements outlined in Section 1(b) have been completed and are acceptable as approved in DSP-19014 (PGCPB No. 20-02); and/or
- (d) Any other information that may be reasonably requested.

5. Mortgagee Protection. This Agreement will not affect the right of Developer to encumber all or any portion of the Property by mortgage, deed of trust or other instrument to secure financing for the Project. The City understands that a lender providing financing of the development of the Property ("Lender") may require interpretations of or modifications to this Agreement and agrees to not unreasonably refuse to cooperate with Developer and its Lenders' representatives in connection with any requests for interpretations or modifications so long as such modifications are not substantially inconsistent with the terms of this Agreement. The City agrees not to unreasonably condition, withhold or delay its approval of any requested interpretation or

modification if the interpretation or modification is consistent with the intent and purposes of this Agreement. The City further agrees as follows:

- (a) The City will, upon written request of a Lender given to the City by certified mail, return receipt requested, at the addresses provided by Lender, provide the Lender with a copy of any written notice of default given to Developer under this Agreement within ten (10) days of the date such notice is given to Developer.
- (b) Upon default by Developer under this Agreement, a Lender may, but will not be obligated to, promptly cure any default during any cure period extended to Developer, either under this Agreement or under the notice of default.
- (c) Any Lender who comes into possession of any portion of the Property by foreclosure or deed in lieu of foreclosure will take such Property subject to the terms of this Agreement. No Lender will be liable for any defaults or monetary obligations of Developer arising prior to the Lender's acquisition of title, but a Lender will not be entitled to obtain any permits or approvals with respect to that Property until all delinquent fees and other obligations of Developer under this Agreement that relate to the Property have been paid or performed.

6. **Binding Covenant.** The provisions of this Agreement shall be a covenant which runs with the lands and is binding on the Developer, his heirs, successors and/or assigns. In the event that the Developer assigns this RFA to more than one successor, the City reserves the right to require a new or amended RFA for each successor.

7. **Recordation.** This Agreement shall be recorded in the Land Records of Prince George's County prior to the acceptance of the above-referenced plat by the Development Review Division of M-NCPPC. All recording fees shall be paid by the Developer. The original recorded RFA shall be returned to the City with a copy to the Developer and M-NCPPC. The failure of the Developer to record this Agreement shall preclude the issuance of any building permits applied for in the above-named subdivision.

8. **Modification.** Any substantial modification to this Agreement, which shall only be deemed to include a modification that contemplates the removal of any or all of the on-site recreational facilities, shall be permitted only upon the filing of a new preliminary plat or site plan by the Developer, approval by the Planning Board or its designee, and the recording of an Amended Recreation Facilities Agreement.

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

10. **Severability.** The invalidity or illegality of any provision of this Agreement shall not affect the remainder of this Agreement or any other provision contained herein.

11. **Applicable Law and Forum.** This Agreement shall be interpreted and enforced in

accordance with the laws of the State of Maryland.

12. Waiver. The failure of the City to enforce any part of this Agreement shall not be deemed as a waiver thereof.

13. Termination. This Agreement shall extend for twenty-five (25) years from the date of execution. All obligations of the Developer under this Agreement shall become due one (1) year prior to the expiration of this Agreement.

14. Recitals. The Recitals are hereby incorporated in this Agreement.

[The remainder of this page has been intentionally left blank.]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be properly executed on the day and year first written above.

SEAL/WITNESS:

GREENBELT APARTMENTS LLC.


 Name: Noun M. G. G. G.
 Title: Secretary

ATTEST:

THE CITY OF GREENBELT

 Name:
 Title:

STATE OF MARYLAND :
 COUNTY OF _____ :

I hereby certify that before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____, _____ who acknowledged that he/she is authorized to execute the above Agreement for the reasons and purposes stated therein.

Witness my hand and official seal this _____ day of _____, 2020.

 Notary Public

My commission expires: _____

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be properly executed on the day and year first written above.

SEAL/WITNESS:

GREENBELT APARTMENTS LLC.

Name:

Title:

ATTEST:

THE CITY OF GREENBELT

Name: Nicole Ard
Title: City Manager

STATE OF MARYLAND :
COUNTY OF Prince Georges :

I hereby certify that before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Nicole Ard, City Manager who acknowledged that he/she is authorized to execute the above Agreement for the reasons and purposes stated therein.

Witness my hand and official seal this 27th day of March, 2020.

Brita Under
Notary Public

My commission expires: 01/10/2023

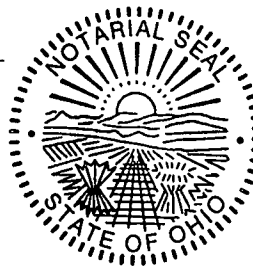
STATE OF Ohio
 COUNTY OF Cuyahoga ss

I hereby certify that before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Noam Magence, _____
 for GREENBELT APARTMENTS LLC, who acknowledged that s/he is authorized to execute the above Agreement for the reasons and purposes stated therein.

Witness my hand and official seal this 31 day of March, 2020.

[Signature]
 Notary Public

My commission expires: June 28, 2020



MISTY THELEN
 NOTARY PUBLIC
 STATE OF OHIO
 Recorded in
 Cuyahoga County
 My Comm. Exp. 6/28/2020

State of Maryland Land Instrument Intake Sheet

☐ Baltimore City ☒ County, Prince George's County

Information provided is for the use of the Clerk's Office, State Department of Assessments and Taxation, and County Finance Office Only.
(Type or Print in Black Ink Only—All Copies Must Be Legible)

1	Type(s) of Instruments	☐ Check Box if addendum Intake Form is Attached.						
		Deed	Mortgage	☒ Other RFA	Other			
		Deed of Trust	Lease					
2	Conveyance Type Check Box	Improved Sale Arms-Length /1/	Unimproved Sale Arms-Length /2/	Multiple Accounts Arms-Length /3/	Not an Arms-Length Sale /9/			
3	Tax Exemptions (if applicable)	Recordation	N/A					
	Cite or Explain Authority	State Transfer	N/A					
		County Transfer	N/A					
4	Consideration and Tax Calculations	Consideration Amount				Finance Office Use Only		
		Purchase Price/Consideration	\$ 0.00		Transfer and Recordation Tax Consideration			
		Any New Mortgage	\$ 0.00		Transfer Tax Consideration \$			
		Balance of Existing Mortgage	\$ 0.00		X () % = \$			
		Other:	\$		Less Exemption Amount - \$			
		Other:	\$		Total Transfer Tax = \$			
		Full Cash Value:	\$		Recordation Tax Consideration \$			
					X () per \$500 = \$			
				TOTAL DUE \$				
5	Fees	Amount of Fees		Doc. 1	Doc. 2	Agent:		
		Recording Charge	\$ 60.00		\$	Tax Bill:		
		Surcharge	\$		\$	C.B. Credit:		
		State Recordation Tax	\$		\$	Ag. Tax/Other:		
		State Transfer Tax	\$		\$			
		County Transfer Tax	\$		\$			
		Other	\$		\$			
		Other	\$		\$			
6	Description of Property SDAT requires submission of all applicable information. A maximum of 40 characters will be indexed in accordance with the priority cited in Real Property Article Section 3-104(g)(3)(i).	District	Property Tax ID No. (1)	Grantor Liber/Folio	Map	Parcel No.	Var. LOG	
		21	3136959; 3136942; 3136967	26	J, K, L		☐ (S)	
		Subdivision Name		Lot (3a)	Block (3b)	Sect/AR (3c)	Plat Ref.	SqFt/Acreage (4)
		Capitol Office Park					VJ 182; 39-40	
		Location/Address of Property Being Conveyed (2)						
		6400, 6410, and 6420 Cherrywood Lane, Greenbelt, MD 20770						
		Other Property Identifiers (if applicable)						Water Meter Account No.
		Residential ☐ or Non-Residential ☐ Fee Simple ☐ or Ground Rent ☐ Amount:						
		Partial Conveyance? ☐ Yes ☐ No Description/Amt. of SqFt/Acreage Transferred:						
	If Partial Conveyance, List Improvements Conveyed:							
7	Transferred From	Doc. 1 – Grantor(s) Name(s)				Doc. 2 – Grantor(s) Name(s)		
		The City of Greenbelt						
		Greenbelt Apartments, LLC						
		Doc. 1 – Owner(s) of Record, if Different from Grantor(s)				Doc. 2 – Owner(s) of Record, if Different from Grantor(s)		
8	Transferred To	Doc. 1 – Grantee(s) Name(s)				Doc. 2 – Grantee(s) Name(s)		
		New Owner's (Grantee) Mailing Address						
9	Other Names to Be Indexed	Doc. 1 – Additional Names to be Indexed (Optional)				Doc. 2 – Additional Names to be Indexed (Optional)		
10	Contact/Mail Information	Instrument Submitted By or Contact Person					☒ Return to Contact Person	
		Name: Matthew C. Tedesco, Esq.					☐ Hold for Pickup	
		Firm: McNamee Hosea					☐ Return Address Provided	
		Address: 6411 Ivy Lane, Suite 200, Greenbelt, MD 20770						
		Phone: (301) 441-2420						
11	Assessment Information	IMPORTANT: BOTH THE ORIGINAL DEED AND A PHOTOCOPY MUST ACCOMPANY EACH TRANSFER						
		Yes ☒ No	Will the property being conveyed be the grantee's principal residence?					
		Yes ☒ No	Does transfer include personal property? If yes, identify: _____					
		Yes ☒ No	Was property surveyed? If yes, attach copy of survey (if recorded, no copy required).					
	Assessment Use Only – Do Not Write Below This Line							
	Terminal Verification	Agricultural Verification	Whole	Part	Tran. Process Verification			
	Transfer Number	Date Received:	Deed Reference:		Assigned Property No.:			
	Year	20	20	Geo.	Map	Sub	Block	
	Land			Zoning	Grid	Plat	Lot	
	Buildings			Use	Parcel	Section	Occ. Cd.	
	Total			Town Cd.	Ex. St.	Ex. Cd.		
	REMARKS:							

Space Reserved for Circuit Court Clerk Recording Validation

Space Reserved for County Validation

City Council Agenda Item Report

Meeting Date: June 17, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 120 minutes (8:30 - 10:30 p.m.)

Subject:

Authorizing the City Manager to execute the Human Resources Information System Contract

Suggested Action:

Reference:

Paycor HRIS Presentation

Paycor Background

Paycor HRIS Proposal

Memorandum, D. Martinez, 06/15/2024

In American Rescue Plan Act (ARPA) funding, there is an allocation of \$85,000 for an automated Human Resource System implementation. A Human Resources Information System (HRIS), is software designed to help organizations meet core HR needs and improve the productivity of both managers and employees. A Human Resources Information System helps businesses create innovative workforce strategies and deploy them effectively.

The current Human Resources System consists of excel spreads and lacks the integration and efficiency needed to manage our growing workforce effectively. After thorough research and evaluation with multiple potential vendors, Paycor Human Resources Information System (HRIS) has been identified as the optimal solution to address our operational needs in human resources.

Staff propose that the City Council authorize the City Manager to execute a contract with Paycor HRIS. This system will provide a comprehensive suite of HR management tools, including payroll, benefits administration, time and attendance tracking, and employee self-service functionalities.

It is recommended that the City Council authorize the City Manager to execute the contract with Paycor HRIS in the amount of \$72,000. This will enable us to modernize our HR functions and improve overall efficiency and employee satisfaction.

Dawane Martinez, Director of Human Resources and Paycor Representatives will be present to respond to any questions.

Attachments:

[City of Greenbelt ROI.pdf](#)

[City of Greenbelt.pdf](#)

[City of Greenbelt Maryland Quote - 2024-6-13 v2.pdf](#)

[Memorandum, D. Martinez, 06/15/2024.pdf](#)



Return On Investment Prepared For *City of Greenbelt*



Prepared by: Ramesh Sundaresan

Email: rsundaresan@paycor.com

Date Created: June 13, 2024

Link to ROI:

<https://www.theroishop.com/enterprise/11/?roi=91321&v=1cd12ddcf2748a189cf762f33138c8b7f630d77d>





EXECUTIVE SUMMARY:

Your organization could realize an ROI of: **\$270,836**
over a 2 year period while saving 1,287 hours with Paycor



Talent Management
\$84,142



Workforce Management
\$48,048



Benefits Administration
\$22,451



Employee Experience
\$116,195



Talent Management

Paycor Talent Management can help you attract and retain the right talent. Whether it's finding quality candidates quickly, optimizing the candidate experience, driving company performance or using compensation to drive recruitment, investing in a talent management platform will be a game changer. With the Talent Management product bundle, HR Leaders can:

- **Leverage powerful features like analytics** for time-to-fill, candidate pipeline and more
- **Manage the budget** to ensure you're making the right decisions for your workforce with Paycor Recruiting
- **Enhance engagement and drive performance** by shifting to more continuous development and coaching conversations with Paycor Talent Development.
- **Create compensation strategies** that reduce turnover and drive better recruiting with Compensation Planning

Paycor Recruiting, Talent Development, Compensation Planning

\$84,142

2-YEAR PROJECTION

PROJECTED SAVINGS BREAKDOWN:

Recruiting:	\$21,727
Onboarding:	\$6,006
Work Opportunity Tax Credits:	\$0
Performance and Compensation Management :	\$16,552

Conservative factor applied: 5%



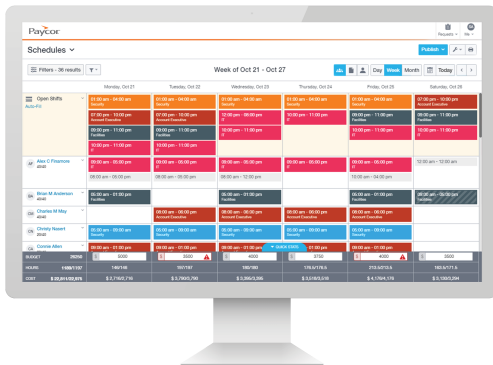


Workforce Management

With Paycor's Workforce Management Solutions, HR Leaders can optimize productivity, track labor costs, confidently pay employees and ensure you have the right coverage when you need it. With the Workforce Management product bundle, HR Leaders can:

- Manage your workforce easier than ever with Paycor Time
- Manage and track overtime costs and increase productivity through our simplified time and attendance solution
- Create schedules that work for your people and your business with Paycor Scheduling

Paycor Time and Scheduling



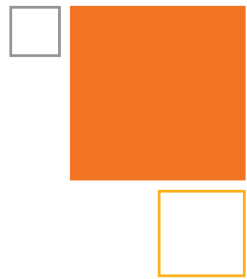
\$48,048

2-YEAR PROJECTION

PROJECTED SAVINGS BREAKDOWN:

Time Keeping:	\$0
Overtime:	\$0
Scheduling:	\$0
Payroll + Reporting Labor Cost Reduction	\$24,024

Conservative factor applied: 0%





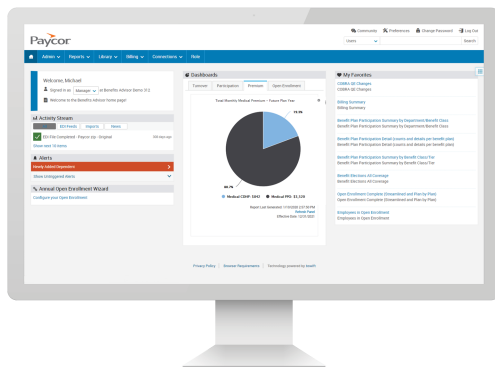
Benefits Administration

Benefits should be a key component in your workforce strategy.

Benefits drive a range of positive outcomes, from recruiting and retention to employee engagement and experience. With the Benefits product bundle, HR Leaders can:

- **More easily manage the complex world of benefits** with Paycor's Benefits Advisor
- **Remove tedious admin work**, empower employees and contain costs
- **Access powerful analytics** that track your benefits spend and benchmark your overall benefits offering against the competition

Benefits Advisor



\$22,451

2-YEAR PROJECTION

PROJECTED SAVINGS BREAKDOWN:

Labor Cost Reduction:	\$12,473
Premium Reduction for HDHP	\$0

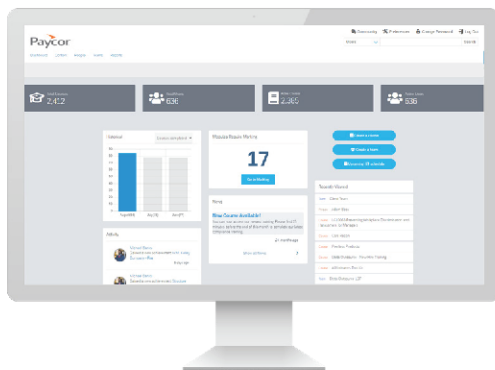
Conservative factor applied: 10%



Employee Experience

Paycor's Employee Engagement platform helps HR Leaders create an environment where talented people with different skillsets, work styles, goals and career paths, can work together toward a common goal. Our Engagement platform helps you build and maintain a place where people genuinely want to come to work. With the Employee Engagement product bundle, HR Leaders can:

- **Engage and grow your employees** with Paycor Learning Management System
- **Regularly gauge what employees are thinking and feeling** in real time with Paycor Pulse
- **Accurately gather and convert employee feedback** into real insights so you can solve issues like turnover and low morale before they become problems.
- **Create better career strategies**, facilitate internal movement and identify talent risks with Paycor Career Management.



Paycor Pulse, Paycor Learning Management Systems (LMS), Career Management

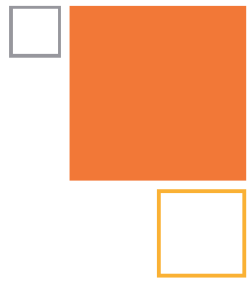
\$116,195

2-YEAR PROJECTION

PROJECTED SAVINGS BREAKDOWN:

Turnover:	\$9,405
Pulse:	\$0
Learning Management:	\$51,750

Conservative factor applied: 5%



Annual HR Tech Spend Summary

Current HR Tech Spend	Amount
Annual spend with HCM Provider	\$0
Talent management spend	\$0
Workforce management spend	\$0
Benefits administration	\$0
Employee Experience	\$0
Total HR Spend	\$0

Projected Spend With Paycor	Amount
Implementation	\$0
Subscription Year 1	\$0
Total	\$0
Net Difference	\$0





Thank you

For over 30 years, we've been listening to and partnering with leaders, so we know what they need. That's why 40K+ SMBs trust Paycor to help them achieve their goals.



Meet Paycor®



33+ years of experience

as a trusted partner & HCM technology innovator.



40K+ businesses*

partner with Paycor in all 50 states.



50%+ of our Customers

were referred by a trusted advisor or a Paycor customer.



We're Recognized



Forbes

Best HCM Software 2023



Six 2023 Titan Awards



Excellence in Customer Service Award Finalist

We Stand Out from the Crowd

Paycor at 4.4/5 with Capterra
(average rating with over 2,300 reviews)



We're Trusted

“

When we went live, it was simple. It was turning a switch and it worked perfectly.

Steve Browne, Chief People Officer, LaRosa's

“

It was white glove service. The whole process has been simple and easy.

Erin Miller, HR & Payroll, EVO Entertainment

“

Being able to have the mobile app empowers me to be a great leader. It's the convenience and efficiency inside the Paycor Mobile app.



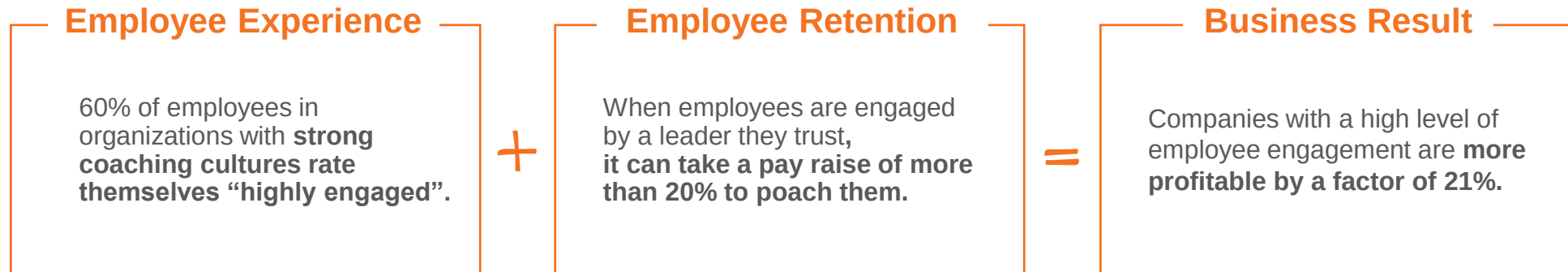
Alex Schweppe,
Game Entertainment Manager
Cincinnati Bengals

Key Customers Leveraging the Paycor Platform



Why We're Different:

Employee engagement is the #1 driver of business success, and nothing engages employees more than a **great leader**.

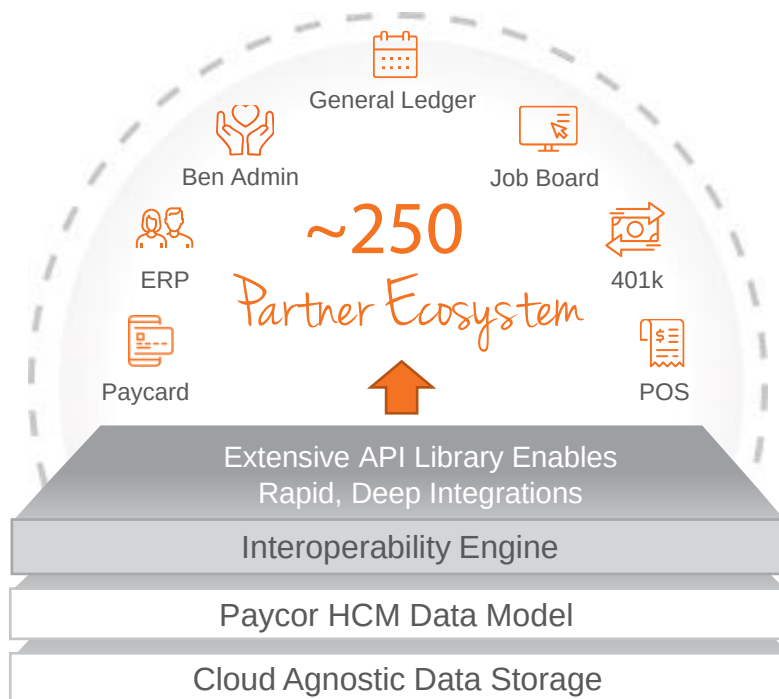


Paycor is the only HCM partner that's purpose-built for leaders.

How We're Different: Flexible Technology



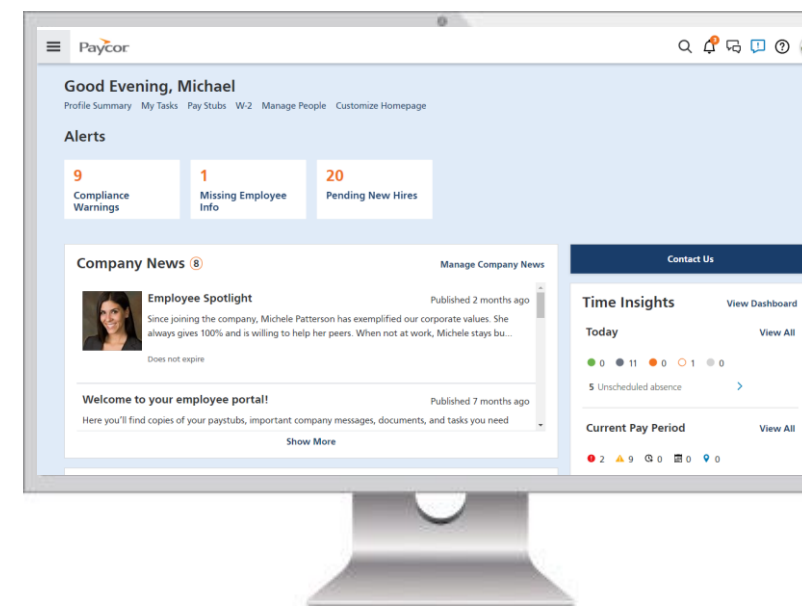
Open, Unified and Interoperable Platform



Unrivalled Product Depth



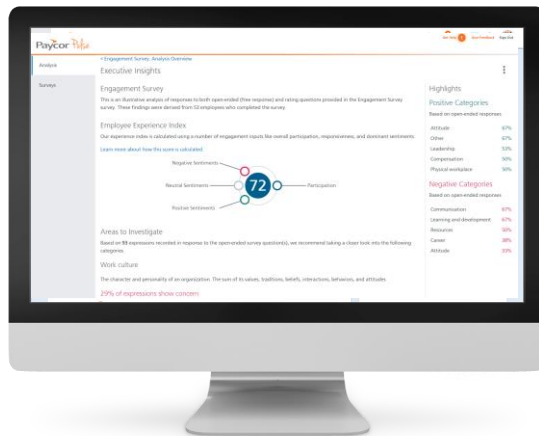
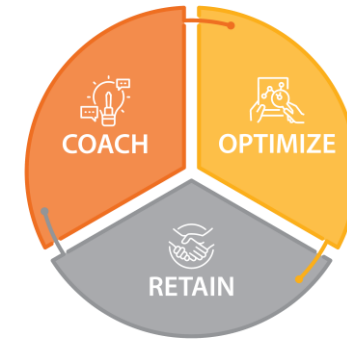
Single Pane of Glass



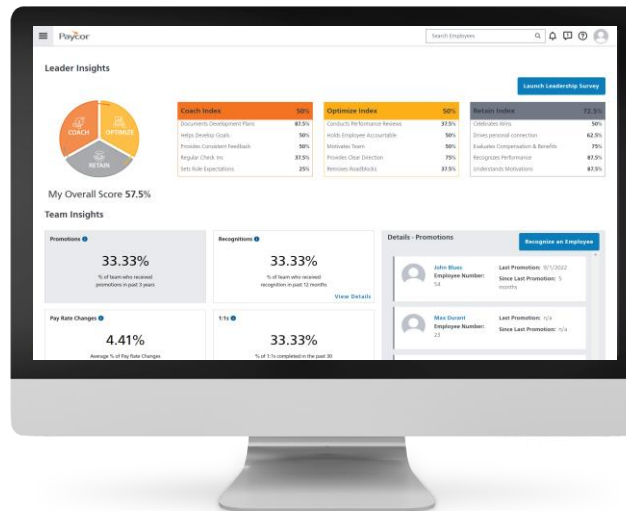
Our Acquisition strategy enables us to provide best in breed technology deeply embedded in our unified solution.

COR Leadership Framework

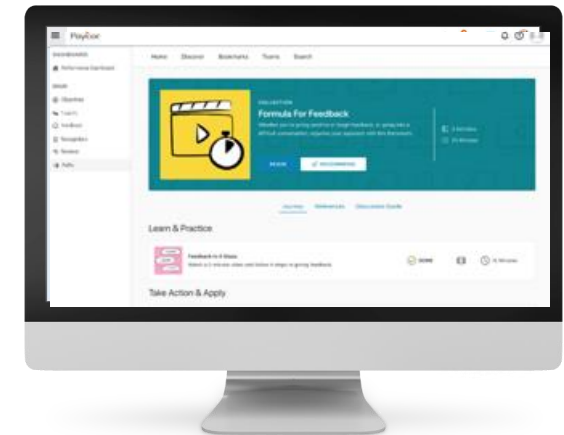
Transform your frontline leaders into effective managers with Paycor's COR Leadership Framework and purpose-built products.



Gain insight into leader effectiveness and EE sentiment with **Paycor Pulse**.



Inspire behavior change by reinforcing leadership best practices like recognition, feedback and fair compensation with the **COR Leadership Dashboard**.



Improve manager leadership skills with **Paycor Paths**.



Paycor Customer Experience

Paycor gives leaders the technology and expertise they need to achieve their goals. **Whatever our customers need, we match them with exactly the right person or resource.**

SUPPORT ADVOCATES

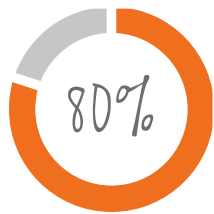
Highly skilled, empowered by a strong training culture including a robust internal knowledge system, so your Advocate has instant access to the right materials and information.

EMPOWERED SERVICE

Solutions at your fingertips, the Paycor Support Center leverages machine learning to give you easy, quick answers with 4,000+ Knowledge articles, breaking compliance news, webinars, training.

PAYCOR LISTENS

We're constantly fine-tuning the customer experience by listening to and acting on customer feedback via interactions, in product feedback options, advisory groups and surveys.



Of phone and chat cases are resolved the same day

Omni-channel Support



Live Chat



Phone



Online Case Management

Specialized Expertise

Our personalized support model is reinforced by expert teams to deal with your more complex needs.

Benefits and Open Enrollment,
Tax, Distribution, Project Services,
Technical Account Consultants,
Premium Support



City of Greenbelt Maryland
25 Crescent Rd
Greenbelt, MD 20770-1891
(301) 474-1552

Prepared by Ramesh Sundaresan

Pricing Summary



One Time Fees

Setup Fees	\$31,000.00
Clock Purchase	\$0.00
Net One Time Fees	\$31,000.00



Annualized Fees

Service Fees	\$117,930.00
Year End Fees	\$2,835.00
Net Annualized	\$120,765.00



First Year Investment

One Time Fees	\$31,000.00
Annualized Fees	\$120,765.00
Net Total	\$151,765.00

Pricing Detail

	Payrolls	Employees	Processings per Year
City of Greenbelt v2	1	300	0
GB		300	24
	1	300	0

City of Greenbelt v2 Per Payroll Processing Fees

Service	Unit	Qty	\$ Cost Per	\$ Total
Pro Wage Garnishment	Each	1	\$3.75	\$3.75
Premium Only Plan	Each	300	\$0.00	\$0.00
			Subtotal:	\$3.75

City of Greenbelt v2 New Hire Filing Fees (Incurred per new employee)

Service	Unit	Qty	\$ Cost Per	\$ Total
E-Verify Service	Per Active Employee	1	\$0.00	\$0.00
			Subtotal:	\$0.00



City of Greenbelt v2
Monthly Fees

Service	Unit	Qty	\$ Cost Per	\$ Total
HCM Cor - Pro Expansion	Per Active Employee	300	\$2.40	\$720.00
Customer Sandbox			Included	0
Pay Benchmarking			Included	0
Paycor Expense Management			Included	0
Paycor Position Management			Included	0
HCM Cor	Per Active Employee	300	\$12.00	\$3,600.00
ACA Per EE Fee			Included	0
Check Stuffing			Included	0
Electronic Custom Data File			Included	0
Employee Import			Included	0
General Ledger Report			Included	0
HR Support Ctr			Included	0
HR Support Ctr On Demand			Included	0
Labor Distribution			Included	0
Labor Law Poster			Included	0
New Hire Filing EVS			Included	0
Off-Cycle Payrun Fee			Included	0
Onboarding			Included	0
Online Check Stub			Included	0
Online Reporting			Included	0
Pay Options			Included	0
Paycor Analytics Plus			Included	0
Paycor Compensation Planning			Included	0
Paycor HR			Included	0
Paycor Pulse			Included	0
Payroll and Tax Service			Included	0
Reporting Options			Included	0
Talent Acquisition Bundle	Per Active Employee	300	\$3.00	\$900.00
Paycor Recruiting Pro			Included	0
Paycor Smart Sourcing Upgrade			Included	0
Talent Management Bundle	Per Active Employee	300	\$4.20	\$1,260.00
Paycor Career Management			Included	0
Paycor Paths			Included	0
Paycor Talent Development			Included	0
Workforce Management Pro Bundle	Each	100	\$3.00	\$300.00
Paycor Scheduling Pro			Included	0
Paycor Time			Included	0
Paycor Time Geovalidation			Included	0
Paycor Time Points & Incidents			Included	0
360 401k Integration	Each	300	\$0.00	\$0.00
401(k) EDI Processing	Each	300	\$0.00	\$0.00
Electronic GL Monthly	Per Active Employee	300	\$0.00	\$0.00
Electronic GL Per Run	Per Active Employee	300	\$0.00	\$0.00
Employee Navigator	Per Active Employee	300	\$0.75	\$225.00
Job Costing Electronic GL	Per Active Employee	300	\$0.00	\$0.00
OnDemand Pay	Per Active Employee	1	\$0.00	\$0.00
Paycor Learning Library	Per Active Employee	300	\$1.93	\$577.50
Paycor Learning Management	Per Active Employee	300	\$1.63	\$487.50
Premium Support - Monthly Fee	Each	1	\$1,000.00	\$1,000.00
Premium Support - Per Employee	Per Active Employee	300	\$2.00	\$600.00
Standard PSO Support	Each	1	\$150.00	\$150.00
The Work Number	Per Active Employee	1	\$0.00	\$0.00



Time Off Manager	Per Active Employee	300	\$0.00	\$0.00
Worker Opportunity Tax Credit	Per Active Employee	1	\$0.00	\$0.00
			Subtotal:	\$9,820.00

City of Greenbelt v2

Estimated Year End Fees (Actual value based on quantity of W2's processed. Amount varies by yearly number of employees)

Service	Unit	Qty	\$ Cost Per	\$ Total
ACA YE 1094 Fee	Each	1	\$75.00	\$75.00
ACA YE 1095 Fee	Each	300	\$2.00	\$600.00
W2 Base Fee	Each	1	\$75.00	\$75.00
W2 Processing	Each	300	\$6.95	\$2,085.00
			Subtotal:	\$2,835.00

City of Greenbelt Maryland Implementation

Implementation Fees	Qty	\$ Cost Per	\$ Total
401KEDI Setup Fee	1	\$1,000.00	\$1,000.00
ACA Setup Fee	400	\$2.50	\$1,000.00
Customer Sandbox Setup Fee	300	\$3.33	\$1,000.00
Electronic GL Setup Fee	1	\$1,000.00	\$1,000.00
Employee Navigator Setup Fee	1	\$350.00	\$350.00
Onboarding Setup Fee	400	\$2.50	\$1,000.00
One Year of Pay History Import	5	\$750.00	\$3,750.00
Pay History Import	400	\$7.50	\$3,000.00
Paycor HR Setup Fee	400	\$8.25	\$3,300.00
Paycor Learning Management Setup Fee	400	\$8.25	\$3,300.00
Paycor Recruiting Pro Setup Fee	400	\$3.75	\$1,500.00
Paycor Time Setup Fee	200	\$12.50	\$2,500.00
Payroll Setup Fee	400	\$13.25	\$5,300.00
Standard PSO Setup Fee	1	\$3,000.00	\$3,000.00
			\$31,000.00



**Quote Summary for City of Greenbelt
Maryland**

25 Crescent Rd, Greenbelt, MD
(301) 474-1552

City of Greenbelt v2 (Semi-monthly processing on MM - HCM Core Pricing solution)

	Occurrences	\$ Cost Per	\$ Total
Per Payroll Processing Fees	0	\$3.75	\$90.00
Monthly Fees	12	\$9,820.00	\$117,840.00
Estimated Year End Fees	1	\$2,835.00	\$2,835.00
Annualized Total			\$120,765.00

City of Greenbelt Maryland Total

	\$ Total
Per Payroll Processing Fees – Annual Total	\$90.00
Monthly Fees – Annual Total	\$117,840.00
Estimated Year End Fees – Annual Total	\$2,835.00
Annualized Total	\$120,765.00
Implementation Fees	\$31,000.00

Pricing provided in this proposal is subject to change pending Provider management approval.

MEMORANDUM



TO: Josue Salmeron, City Manager and City Council

FROM: Dawane Martinez, Dir of Human Resources

CC: Bertha Gaymon, City Treasurer
Tim George, Assistant City Manager

DATE: June 15, 2024

SUBJECT: **Human Resources Information System Vendor Selection**

Dear Mr. Salmeron and Council,

In September 2023, the City partnered with our broker (NFP) Nonfarm Payrolls and placed an ad and a Reason for Proposal (RFP) on eMarketplace for a potential vendor to implement (HRIS) Human Resources Information System. A Human Resources Information System is software designed to help organizations meet core HR needs and improve the productivity of both managers and employees. A Human Resources Information System helps organizations create innovative workforce strategies and deploy them effectively. This benefits the organization by allowing it to adapt to the evolving market of employees with different workplace expectations.

Current State:

- a) No HRIS is in place, and the process for tracking employee data is very manual with excel spreadsheets. Examples of some reports (staffing headcount, employee demographics, pay rate changes, job history, onboarding experience, and annual evaluations).
- b) Electronic Benefits administration through Employee Navigator.
- c) Electronic payroll is in place through Edmunds.

Desired State:

- d) Deeper analytics, data integrity, and ability to leverage that for operations.
- e) Easy and intuitive user experience.
- f) Integration where possible to reduce data entry issues or extra time spent on the manual process.
- g) Gain efficiency and consistency in processes by using a centralized database.

System Objectives:

The prime objective of an HRIS is to assist and support the City's human resource team. A Human Resources Information System will allow the team to operate efficiently, handle the different HR management processes, maintain and offer accurate information for better decision-making, and manage the City policy framework and analysis.

Additional Objectives of the Human Resource Information System:

- To form and maintain a comprehensive data of employee information to fulfill different business needs and requirements
- To produce the data in the necessary format as and when needed to the appropriate personnel
- To develop complete technical and functional specifications to help the HR team
- To use the most efficient method and algorithms for data processing and analysis

- To identify what information needs to be retrieved and reported back
- To prepare relevant and supporting documentation for more accessible learning and management of the HRIS
- To provide the necessary security and protect confidential employee information
- To maintain the existing information and keep it up-to-date

SCOPE OF WORK:

The work shall be based on analyzing the effectiveness of the existing Human Resources Information System processes and provide a structured implementation plan and time frame that works for the team. Outcomes are to include reporting results and recommendations for implementation with deliverables.

PROCESS OF SELECTION:

The initial RFP advertisement was posted in October 2023 on the following websites: the City's Website, Indeed, and the Maryland Business Express eMarketplace. The advertisement was sent to 40 potential vendors for the project. Out of 40 vendors, the City received five (5) responses, of which only four (4) vendors submitted an actual bid. The due date for the bid submission was October 2023.

The following vendors below submitted a bid to the City's advertisement: ***Neogov, Paylocity, ADP, and Paycor.***

The City Manager and Senior team were presented with (4) vendors to review and assess based on the Session I (Criteria) listed below. The team assessed the final three (3) top vendors in two sessions based on the criteria listed below.

Session I (Criteria)

- The team was given specific HRIS Evaluation Checklist and vendor submissions to review and rate based on the information provided.
- During this process, we set a meeting (November 2023) based on everyone's availability to discuss the top final vendors.
- In this section, the vendor ratings were based on the following (***Experience & Qualifications, Methodology, Cost, and Timeline to Complete the Project.***)

HRIS Evaluation Checklist

- Does the System Help with Compliance?
- Does the HRIS empower Employees?
- Is Payroll Included or Easy to Integrate?
- Can Predictive Analytics Assist with Decision Making?
- Are Recruiting and Onboarding Features Included?
- Can Performance Review Features Help Increase Engagement?

The team was also provided access to the following to assist with the rating process:

- ✚ **Links to the following were provided in the spreadsheet**
 - Access to each vendor's website
 - Vendor background information
 - Methods of Awards

At the end of the first session, the top vendors that were selected to move forward in the process were:

VENDOR 1:

NEOGOV
2120 Park Place, Suite 100
El Segundo, CA 90245
www.neogov.com

VENDOR 2:

ADP
One ADP Blvd
Roseland, NJ 07068
www.adp.com

VENDOR 3:

Paycor
4811 Montgomery Road
Cincinnati, OH
www.paycor.com

Session II (Interview Evaluation Criteria)

- During this process, the team evaluated the proposals based on the information on hand and may also ask questions to clarify information from proposers as required.
- The City Manager and Senior Management Team gave three (3) proposers an opportunity to make oral presentations to clarify their proposals at no cost to the City.
- An additional spreadsheet was provided to the team to evaluate the final vendors during this section.

Criteria Ratings for Vendor Presentation/ Meeting

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

Each vendor conducted an oral presentation to the City Manager and senior staff members. After the final presentation, the Director of HR and the team reviewed the final scores. They selected the top vendor based on the criteria asked and the best fit for the project implementation.

After thorough research and evaluation with multiple potential vendors, Paycor Human Resources Information System (HRIS) has been identified as the optimal solution to address our operational needs in human resources:

VENDOR 3:

Paycor
4811 Montgomery Road
Cincinnati, OH
www.paycor.com

The graphic is a promotional slide for Paycor. At the top left, it says "Meet Paycor". Below this, there are three boxes with statistics: "33+ years of experience as a trusted partner & HCM technology innovator", "40K+ businesses* partner with Paycor in all 50 states", and "50%+ of our Customers were referred by a trusted advisor or a Paycor customer". To the right of these is a "TOP WORK PLACES 2023 USA" badge. Below the statistics, there are several award logos including "Forbes Best HCM Software 2023", "TITAN", and "Business Intelligence". To the right of the awards, it says "We Stand Out from the Crowd" and "Paycor at 4.4/5 with Capterra (average rating with over 2,300 reviews)". On the far right, there is a section titled "We're Trusted" with three testimonials from clients. At the bottom, there is a small disclaimer: "*Represents approximately 50,000 corporate clients covering 40,000 businesses employing people."



City's Recommendation

Staff proposes that the City Council authorize the City Manager to execute a contract with Paycor HRIS. This system will provide a comprehensive suite of HR management tools, including payroll, benefits administration, time and attendance tracking, and employee self-service functionalities.

It is recommended that the City Council authorize the City Manager to execute the \$72,000 contract with Paycor HRIS. This will enable us to modernize our HR functions and improve efficiency and employee satisfaction.

In American Rescue Plan Act (ARPA) funding, \$85,000 has been allocated for an automated Human Resource System implementation. A Human Resources Information System (HRIS) is software designed to help organizations meet core HR needs and improve the productivity of both managers and employees. It helps businesses create innovative workforce strategies and deploy them effectively.

City Council Agenda Item Report

Meeting Date: June 17, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 120 minutes (8:30 - 10:30 p.m.)

Subject:

FY 2025 Proposed Program Open Space Projects and Overview of Program Changes

Suggested Action:

Reference: PowerPoint Presentation, M-NCPPC, 5/21/24

Memo, T. Hruby, 6/13/24

Proposed FY 2025 Annual Development Program

The County's FY 2025 POS allocation is \$4.7M, compared to \$13.2M in FY 2024, representing a 35% reduction. Since the County has met its parkland level of service goals it is allowed to use a maximum of 75 percent of its allocation, with a 10 percent match requirement, for development projects and a minimum of 10 percent for acquisition projects. Including the County's FY 2025 allocation, the total unencumbered POS balance for the County including participating jurisdictions is \$26,520,070 of which \$18,280,660 is eligible for development projects. M-NCPPC has stated it plans to encumber \$19M in FY 2025 leaving \$7M available for municipal use.

M-NCPPC staff is proposing significant changes to how POS funding is allocated in the County. In summary, M-NCPPC staff is proposing to place all unencumbered funds in one pot that can be spent by M-NCPPC or municipalities in a given year. A presentation prepared by M-NCPPC on the proposed changes and a memorandum prepared by City planning staff outlining the proposed changes and its recommendations for FY 2025 POS project funding are provided in Council's packet.

To fully benefit from the POS program changes and to ensure that the City capitalizes on its unencumbered balance as of FY 2024, staff recommends City Council support the submittal of two development projects to be included in the County's FY 2025 Program Open Space Annual Program: Greenbelt Aquatic and Fitness Center Indoor Pool Deck Structural Repairs (\$1,650,000 with 90% being Pos funded) and Greenbelt Station Outdoor Recreation Facilities

(\$275,000 with 90% being POS funded), specifically funding to continue to address items identified in the Greenbelt Station Green Spaces Visioning Plan developed by the Neighborhood Design Center (NDC). Amenities will be added to the creekfront recreation area off the Indian Creek trail with a subsequent plan for the area and community feedback serving as a guide.

The City's Annual Program is due to the County on June 17, 2024.

Attachments:

[POS Meeting FY25 Plan.pdf](#)

[Memo POS changes and 2025 projects.v.2.thruby.6.13.24_jf edits.pdf](#)

[proposed development_program_2025.v2.5.30.23.t.hruby.pdf](#)

The Maryland-National Capital Park and Planning Commission

DEPARTMENT OF PARKS AND RECREATION

PROGRAM OPEN SPACE (POS) PROGRAM

May 21, 2024



PROGRAM ALLOCATION STATUS

- FY25 allocation from DNR is 35% of FY24 allocation. POS is funded by the transfer tax. When home sales are down, POS is down.
- Total allocation to Prince George's County is \$4.7M in FY25 (FY24 was \$13.2M).
- Prince George's County 75/25 (development/acquisition) allocation because the County has met our level of service goals for parkland.
- Matching requirement for development projects is 10%
- ,



ENCUMBERED FUNDS

Project Location	Applicant	State Funding	Payments	Remaining	BPW Date
Rollins Ave Neighborhood Park	M-NCPPC (Prince George's)	\$ 112,000.00	\$ 102,927.82	\$ 9,072.18	8/1/2007
Potomac Landing ES Community Center	M-NCPPC (Prince George's)	\$ 330,000.00	\$ 162,729.01	\$ 167,270.99	10/3/2007
Green Branch Community Park	M-NCPPC (Prince George's)	\$ 997,000.00	\$ 584,794.08	\$ 412,205.92	3/18/2009
Buddy Attick Park	Greenbelt	\$ 323,572.00	\$ 101,886.00	\$ 221,686.00	8/5/2009
Greenbelt Aquatic and Fitness Center	Greenbelt	\$ 191,137.00	\$ -	\$ 191,137.00	10/7/2009
Laurence Woodworth Park	Cheverly	\$ 58,325.00	\$ -	\$ 58,325.00	1/23/2019
Riverfront Park	Laurel	\$ 466,875.00	\$ -	\$ 466,875.00	12/4/2019
District Heights Sports Complex	District Heights	\$ 82,500.00	\$ -	\$ 82,500.00	12/2/2020
Henson Creek SVP	M-NCPPC (Prince George's)	\$ 1,013,102.00	\$ -	\$ 1,013,102.00	4/27/2022
Western Branch SVP	M-NCPPC (Prince George's)	\$ 509,450.00	\$ -	\$ 509,450.00	6/8/2022
Lakecrest Tennis Court	Greenbelt	\$ 30,000.00	\$ -	\$ 30,000.00	5/11/2022
Canter Creek Park	M-NCPPC (Prince George's)	\$ 1,875,000.00	\$ -	\$ 1,875,000.00	10/12/2022
Marlow Heights Community Center	M-NCPPC (Prince George's)	\$ 5,000,000.00	\$ -	\$ 5,000,000.00	4/22/2024
Prince George's Plaza Community Center	M-NCPPC (Prince George's)	\$ 4,509,450.00	\$ 4,509,450.00	\$ -	11/16/2022
Piscataway Creek Stream Valley Park	M-NCPPC (Prince George's)	\$ 512,000.00	\$ -	\$ 512,000.00	1/4/2023
Western Branch SVP	M-NCPPC (Prince George's)	\$ 411,925.00	\$ -	\$ 411,925.00	3/15/2023
Belair Mansion	Bowie	\$ 127,000.00	\$ -	\$ 127,000.00	6/21/2023
Cosca Regional Park	M-NCPPC (Prince George's)	\$ 750,000.00	\$ -	\$ 750,000.00	10/4/2023
Good Luck Community Center	M-NCPPC (Prince George's)	\$ 5,240,000.00	\$ -	\$ 5,240,000.00	10/25/2023
Charles Branch Stream Valley Park	M-NCPPC (Prince George's)	\$ 12,831,525.00	\$ -	\$ 12,831,525.00	10/25/2023
Prince George's County Sports and Learning Complex	M-NCPPC (Prince George's)	\$ 1,400,000.00	\$ -	\$ 1,400,000.00	10/25/2023
Prince George's Equestrian Center	M-NCPPC (Prince George's)	\$ 2,514,720.00	\$ -	\$ 2,514,720.00	10/25/2023
Upper Marlboro	Upper Marlboro	\$ 523,666.38	\$ -	\$ 523,666.38	10/25/2023

UNENCUMBERED FUNDS

Unencumbered funds - This is the amount that has been allocated to the County that is not attached to a project. 7 years to encumber the funds and then 5 years to spend the encumbered funds

	Total Balance	Amount of Balance Eligible for Park Development
Unencumbered Balance as of May 1, 2024*	\$21,747,181.05	\$14,700,993.38
FY 2025 Apportionment Available July 1, 2024	\$4,772,889.00	\$3,579,666.75
Total	\$26,520,070.05	\$18,280,660.13

CY 2019 funds will expire in July 2025

M-NCPPC has plans to encumber \$19M leaving \$7M available for municipal use (acquisition or development)



PROPOSED CHANGES FY24



The 75/25 split, especially in a lean year, does not allow for large amounts of funding to go to municipalities. More municipalities than the 8



Municipalities have struggled to spend the POS funds annually, leaving a large amount of unencumbered funds



More municipalities than the 8 who have historically participated have approached the Department asking to participate in POS.



The Department has proposed, moving forward, to keep all funds in one pot that can be spent by MNCPPC or the municipalities in a given year



Municipalities with Shovel-ready projects who intend to encumber funds within the fiscal year may apply to use POS through MNCPPC

Benefits:

Equitable distribution of funds, all municipalities have equal opportunity
Municipalities could have access to more funding that they would have under old system.

Notes:

*If more projects are proposed than funds available, M-N C P P C will use a scoring system or discuss a phased funding approach

*If funds are not encumbered during the fiscal year, M-N C P P C will need to reconsider including them in the plan the following year based on schedule

M-NCPPC PROJECTS FOR FY25 ANNUAL REPORT

Acquisition

Moose Lodge - \$5,000,000

Cross Creek - \$1,000,000

Total = \$6,000,000

Development

Prince George's Equestrian Center -
\$1,205,867

Rollingcrest Community Center - \$3,000,000

Westphalia Central Park - \$3,600,000

Service Area 7 Aquatic Complex - \$1,735,000

Total = \$9,540,000



COMPONENTS OF FY25 PLAN

- Choose shovel-ready projects
- Provide list of proposed projects to M-NCPPC by June 3, 2024
- M-NCPPC will respond back regarding the next steps depending on how many projects are proposed by June 10, 2024
- Once approved, the following is due by June 21, 2024:
- Provide a map of each property or development location
- Follow numbering system using A for acquisition and D for development
- Vision Narrative/Justification for each property or development
- Table showing plan for expenditure of funds and match

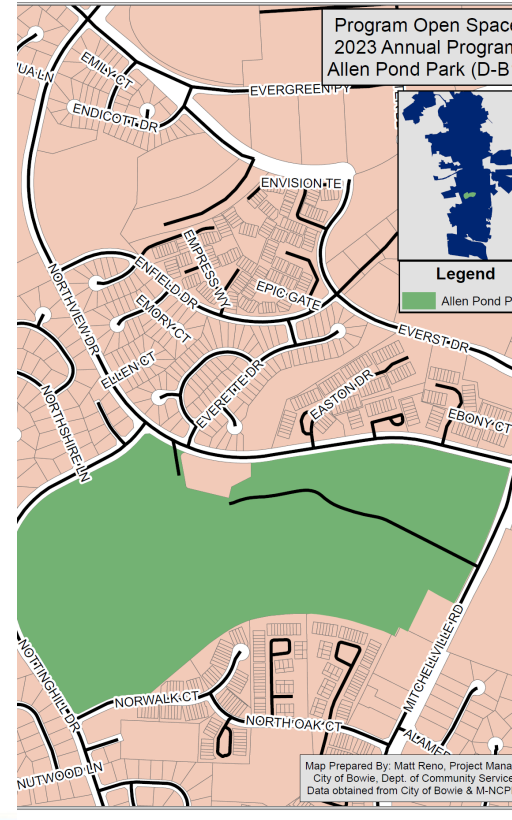
VISION STATEMENTS AND NUMBERING SYSTEM

VISION STATEMENTS	
M-NCPPC ACQUISITION PROJECTS	
PROJECT ID	PROJECT NAME, PROJECT DESCRIPTION
A-1	<u>Avondale Park</u> - This project consists of the acquisition of a 8.6-acre property located on the eastside of LaSalle Road, approximately 1/2 mile south of Chillum Road. This acquisition would add some much needed acreage to the existing park for future expansion and connectivity opportunities. This project supports Vision 3 by concentrating development in existing population and business centers; Vision 8 by acquiring land that will promote economic development; and Vision 11 by master planning the land to provide for sustainable balanced communities and resources.
A-2	<u>Brandywine Area Community Park</u> - The acquisition of approximately 22 acres of land adjacent to Brandywine Area Community Park. This project supports Vision 8 by promoting employment opportunities within the capacity of the state's public service and facilities.
A-3	<u>Rollins Avenue Park</u> - The acquisition of approximately 13 acres of land adjacent to Rollins Avenue Park. This acquisition would provide some much needed open space in an area with a deficit of parkland. This project supports several visions including: Vision 1 by achieving sustainable communities and protection of the environment and Vision 8 by promoting economic development.
A-4	<u>Prince George's Plaza Community Center</u> - Acquisition of property adjacent to the community center will allow for future expansion of the facility and parking. This project supports several visions including: Vision 2 through a design process that will engage the community to determine the recreational programming residents desire in the expanded community center; Vision 3 through development of an expanded facility that will serve the new "downtown" in Prince George's County; Vision 4 because the community center will serve the residents of the Prince George's Plaza Metro Transit District; Vision 5 because the project will be a renovation and expansion of an existing facility; and Vision 12 since the project is part of the overall effort to increase the economic vitality and quality of life in the Prince George's Metro Transit District.
A-5	<u>Riversdale Historic Site</u> - The acquisition of residential lots adjacent to the Riversdale Mansion will improve the environmental setting for this National Historic Landmark and enable the recreation of a historic landscape for interpretation and education. Visions 2, 4, and 11 are supported through community involvement and the protection and stewardship of a historic resource.
A-6	<u>North College Park Community Center</u> - This project is for the acquisition of property to build the new 12,000 square foot North College Park Community Center (location to be determined). This project supports several visions including: Vision 1 by achieving sustainable communities and protection of the environment and Vision 8 by promoting economic development.

VISION STATEMENTS	
DEVELOPMENT PROJECTS	
PROJECT ID	PROJECT NAME/PROJECT DESCRIPTION
D-CP1	<u>Duval Field Phase 2 Renovation</u> Phase 1 construction of a concession building and recreation plaza is complete. The remaining work includes design and renovation of the existing fields, playground, and parking. The City is currently funding design which is 70% complete. Program Open Space funds will be used for construction starting in Fall 2022.
D-CP2	<u>Design and Construction of College Park Swim Club Recreation Area</u> This project involves design and construction of a multi-purpose recreational facility. The City is funding the design and construction of a community center building on the site. Program Open Space funds will be used for design and construction of the surrounding land potentially including a community garden, dog park, playing fields and playground.
D-CP3	<u>Design and Construction of Sentinel Swamp Sanctuary</u> This project involves environmental research and planning for the protection and celebration of the sentinel swamp area adjacent to the Old Town Playground. Possible features include interpretive signage, a boardwalk, landscaping and an overlook.

MAP OF PROJECT OR PROPERTY LOCATION

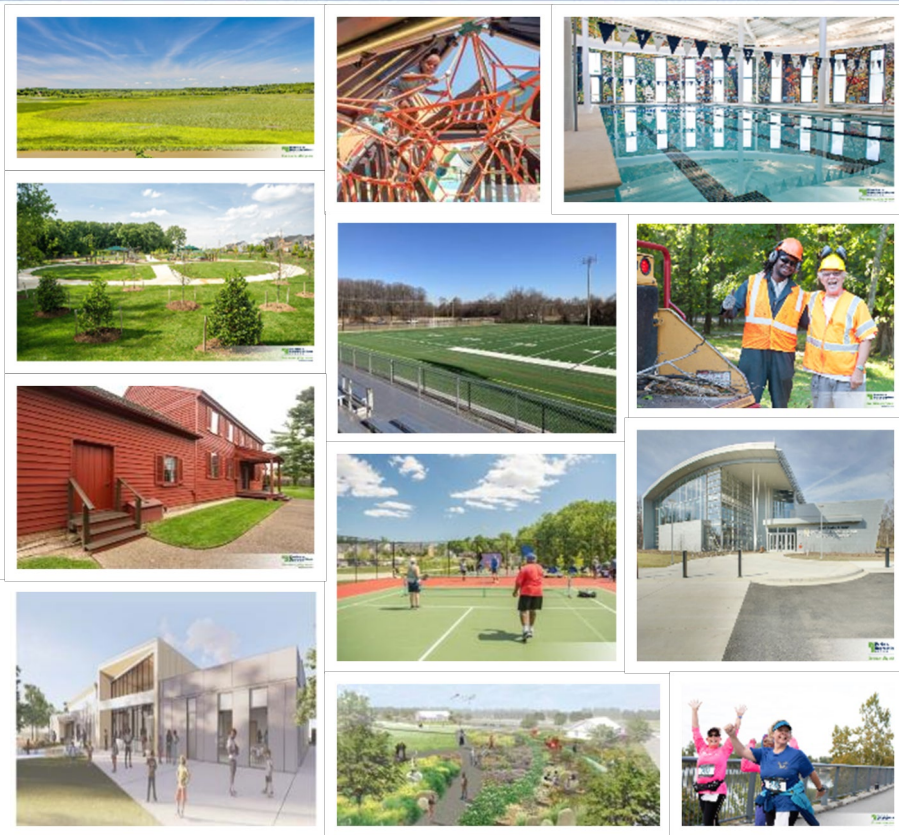
- Instead of one map for each project, jurisdictions can provide one map of the County or jurisdiction with all projects identified



TABLES

Sponsor	Project ID	Project Name, Project Description	Acreage			Source of Funds for Annual Program Only		
			Existing	Ultimate	Project	Total	Local	State (POS Local Funds)
		Regional Stream Valley Park Acquisition (Projects A-9 thru A-23) FY17 \$73,076 FY18 \$1,397,734 FY19 \$2,053,423 FY20 \$1,769,000 FY21 \$2,822,000 FY22 \$3,401,622 FY23 \$2,620,249				\$14,137,105		\$14,137,105
	A-9	Anacostia River Stream Valley Park	795.78	1,000	1.64 Mullican	\$350,000		\$350,000
	A-10	Charles Branch Stream Valley Park	342	1,000	622 Girl's Scouts of America	\$11,400,000		\$11,400,000
	A-11	Chesapeake Beach Railroad Trail	12	20	TBD	TBD		TBD
	A-12	Collington Branch SVP	786	1,000	TBD	TBD		TBD
	A-13	Green Branch Athletic Complex	380	450	TBD	TBD		TBD
	A-14	Henson Creek Stream Valley Park	1103	1,200.00				
	A-15	Paint Branch Stream Valley Park	463	470	TBD	TBD		TBD
	A-16	Mattawoman Watershed Stream Valley Park	497	850	TBD	TBD		TBD
	A-17	Patuxent River Park	7271	10,000	20.0 Golden	\$100,000		\$100,000
					13.88 Zehner	\$200,000		\$200,000
	A-18	Piscataway Creek Stream Valley Park	1491	2,000	TBD	TBD		TBD
	A-19	Potomac River Park	25	100	TBD	TBD		TBD

QUESTIONS/DISCUSSION



Claire Worshtil
Capital Budget Manager
Claire.Worshtil@pgparks.com

Kevin Hodgkins
Budget Analyst
Kevin.Hodgkins@pgparks.com



MEMORANDUM

TO: Josué Salmerón, City Manager

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

DATE: June 12, 2025

RE: FY 2025 Program Open Space

Overview

On May 28, 2024, M-NCPPC Department of Parks and Recreation staff met with the eight jurisdictions (Greenbelt, Bowie, Cheverly, Laurel, District Heights, Upper Marlboro, City of College Park, and Forest Heights) that receive a percent of Program Open Space (POS) funding on an annual basis based on census population. The purpose of the meeting was to review significant program changes for FY 2025 and to discuss the timeline for submission of FY 2025 Program Open Space Annual Programs (PowerPoint presentation attached).

The County's FY 2025 POS allocation is \$4.7M, compared to \$13.2M in FY 2024, representing a 35% reduction. Since the County has met its parkland level of service goals, it is allowed to use a maximum of 75 percent of its allocation, with a 10 percent match requirement, for development projects and a minimum of 10 percent for acquisition projects. Including the County's FY 2025 allocation, the total unencumbered POS balance for the County including participating jurisdictions is \$26,520,070, of which \$18,280,660 is eligible for development projects. M-NCPPC has stated it plans to encumber \$19M in FY 2025, leaving \$7M available for municipal use.

Proposed Program Changes

M-NCPPC staff is proposing significant changes to how POS funding is allocated in the County. In summary, M-NCPPC staff is proposing to place all unencumbered funds in one pot that can be spent by M-NCPPC or municipalities in a given year. Stated reasons for the proposed changes are as follow:

- The 75/25 split, especially in a lean year, does not allow for large amounts of

funding to go to municipalities.

- Municipalities have struggled to spend the POS funds annually, leaving large amounts of unencumbered funds.
- Additional municipalities have expressed interest in participating in POS.

M-NCPPC staff believe that the proposed program changes will allow for a more equitable distribution of funds by allowing all municipalities in the County to have equal opportunity and will allow municipalities to have access to more funding than they would have under the current system. At this time, the County believes there are sufficient unencumbered funds to meet demand, but are prepared to implement a project scoring system if the need arises. The County is also restricting municipalities to only including shovel-ready projects in their annual programs.

Greenbelt's POS Program

The City currently has an unencumbered balance of \$634,028 in acquisition funds and \$1,104,769 in funds eligible to be used for development or acquisition projects, which includes \$191,137 that was encumbered for the Greenbelt Aquatic and Fitness Center project (i.e., splash pad) in 2009. The State is requiring the \$191,137 be reverted due to the time that has lapsed, and the City can reapply for funding when the project is shovel-ready. As stated above, under the proposed program changes, the City's unencumbered balance will be absorbed into one pot that is available to all municipalities to request.

Given the proposed program changes, the City has the ability for program year FY 2025 to request POS funds exceeding its current POS unencumbered balance for development projects and acquisition funds. To fully benefit from the POS program changes, and to ensure that the City capitalizes on its unencumbered balance as of FY 2024, staff is proposing two development projects be included in the City's FY 2025 Program Open Space Annual Program: Greenbelt Aquatic and Fitness Center Indoor Pool Deck Structural Repairs (\$1,500,000) and Greenbelt Station Outdoor Recreation Facilities (\$247,500), specifically funding to continue to address items identified in the Greenbelt Station Green Spaces Visioning Plan developed by the Neighborhood Design Center (NDC). Amenities will be added to the creekfront recreation area off the Indian Creek trail with a subsequent plan for the area and community feedback serving as a guide.

Attached is a draft of staff's proposed FY 2025 Program Open Space Annual Development Program. The Program is due to the County by June 17, 2025. Based on communications with M-NCPPC staff it is anticipated that sufficient funding will be available to fully fund the City's FY 2025 request. Per new program guidelines, funds for these projects must be encumbered in FY 2025 which staff does not anticipate being an issue.

<u>Project ID</u>	<u>Project Name & Project Description</u>	<u>Source of Funds for Annual Program Only</u>			
		<u>Total</u>	<u>Local</u>	State (POS <u>Local Funds</u>)	<u>Federal</u>
D-G1	Description: <u>Greenbelt Station South Core Recreation Amenities</u> – Funds will continue to address items identified in the Greenbelt Station Green Spaces Visioning Plan developed by the Neighborhood Design Center (NDC). Recreation amenities will be added to the creekfront recreation area off the Indian Creek trail with a subsequent plan for the area and community feedback serving as a guide.	\$275,000	\$54,308.00	\$247,500	
D-G2	Description: <u>Greenbelt Aquatic and Fitness Center Facility Indoor Pool Deck Structural Repairs</u> – This project will address the remediation of significant structural deficiencies on a large portion of the pool deck at the Greenbelt Aquatic and Fitness Center’s indoor pool area. The City retained an engineer, concrete remediation contractor, and two structural engineering firms to provide professional recommendations with regards to a remediation plan. POS funds will be used towards remediation work, including professional engineering and acoustical survey services needed to engineer and implement the recommended remediation plan.	\$1,650,000	\$150,000	\$1,500,000	

City Council Agenda Item Report

Meeting Date: June 17, 2024

Submitted by: Bonita Anderson

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 120 minutes (8:30 - 10:30 p.m.)

Subject:

ARPA Bus Stop Safety and Accessibility Improvements - Proposed Project List

Suggested Action:

Reference: Memorandum, R. Sigworth, 6/17/24

ARPA Bus Stop Improvements 2024_Map

City_Council_2024_ARPA_Bus_Stop_Improvements 6-17-2024

The Greenbelt City Council allocated \$150,000 in American Rescue Plan Act (ARPA) funding to improve bus stops within the city. Staff has utilized a variety of assessments, studies, and other information to develop a proposed list of bus stop improvements.

Staff presented a draft list of proposed improvements to APB at their June 5, 2024, regular meeting, and APB voted to approve it. Staff recommends that City Council approve this proposed list of improvements.

Attachments:

[Final_6-17-2024_City Council_Greenbelt Staff Rec Memo_ARPA_Bus_Stops.pdf](#)

[ARPA Bus Stop Improvements 2024_Map_V2.pdf](#)

[City_Council_2024_ARPA_Bus_Stop_Improvements_List_6-17-2024.pdf](#)



To: Greenbelt City Council

From: Ryan Sigworth, AICP, Community Planner

VIA: Jaime Fearer, AICP, Assistant Director of Planning

Date: June 17, 2024

RE: American Rescue Plan Act (ARPA) Funding – Bus Stop Safety & Accessibility Improvements

I. General Information, Background, and Analysis

The Greenbelt City Council allocated \$150,000 in American Rescue Plan Act (ARPA) funding to improve bus stop safety and accessibility throughout the City of Greenbelt. City staff has developed a list of proposed bus stop improvements based on relevant master plans, studies, ridership data, Department of Public Works' assessments, citizen requests, and on-site observations for needed maintenance and/or upgrades to existing bus stops. Staff has chosen to not include any bus stops located along State roadways for this funding, due in large part to the time necessary to coordinate with the relevant State agency to make improvements along State right-of-way.

The proposed bus stop improvements focus primarily on amenities, safety, and accessibility. For example, amenity and safety improvements would be adding benches, solar lighting, and shelters. Improving accessibility to bus stops typically includes installing a concrete landing pad between the sidewalk and the back of the curb to ensure a 5-foot-wide by 8-foot-deep access point for accessibility to the bus loading ramp (Figure 2). This dimension allows a bus to pull up to the curb to deploy its wheelchair ramp while allowing passengers the room to safely load and unload. In some cases, staff are proposing a short extension of existing sidewalk infrastructure to significantly improve accessibility to the bus stop from existing sidewalks.



Figure 1 – Example of a bus stop in need of a short sidewalk extension and landing pad for access

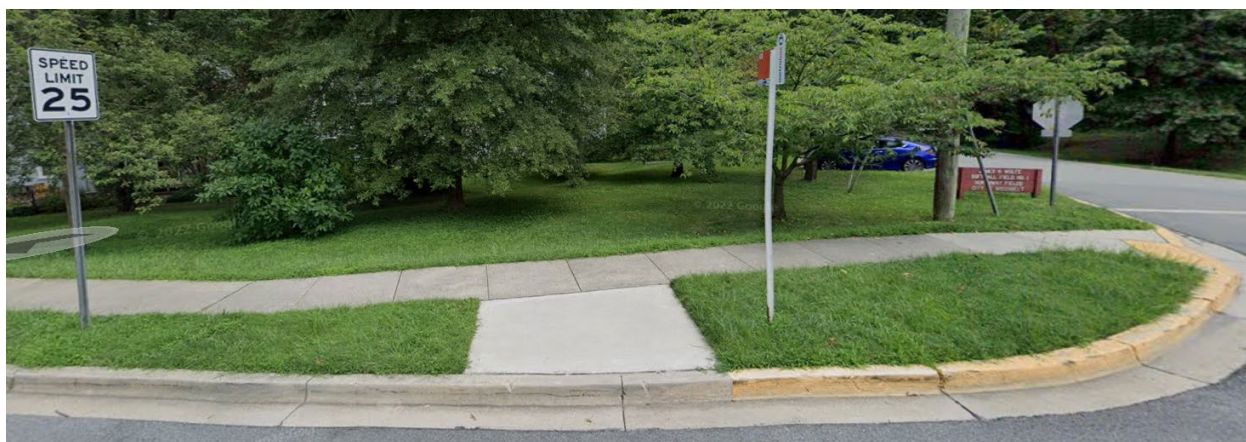


Figure 2 – Typical 5' x 8' concrete landing pad



Figure 3 – Example of bench; new installations will include a concrete pad under the bench (not shown)

For all future bench installations, a concrete pad will be installed under the bench in order to meet WMATA’s design guidelines (estimated to be approximately 36” x 48”).

One focus of these improvements is to ensure new improvements comply with Americans with Disabilities (ADA) accessibility standards. Some previous improvements in specific locations inhibit accessibility by blocking access to the loading zone at the curb face (Figure 5). Other improvements don’t provide the 8 feet of minimum depth necessary to deploy ramps on buses for loading and unloading individuals using wheelchairs and other assistive devices.

The proposed list of improvements also includes an expansion of solar-powered lighting which was a successful pilot project at three bus stops (Figure 4). Feedback from ridership has been positive, and the Public Works Department has noted that the lighting as installed has been durable and requires little-to-no maintenance. Increasing the amount of solar lights will improve safety and visibility for riders who commute to and from work in the early morning or late-night hours as well as during the darker winter months.



Figure 4 – Solar powered lighting on a bus stop shelter



Figure 5 – Example of a shelter that blocks ADA access

This month WMATA released their Better Bus Proposed 2025 Network modifications which proposes to eliminate stops currently along the current TheBus #11 route in Center City and along Greenbrook Drive. There are also minor route changes to the WMATA G12 route which will become the P21 route. Staff will bring more detail on the Better Bus Proposed 2025 Network to City Council at the July 8, 2024, meeting. Due to these proposed route changes, Staff has not proposed improvements for bus stops that may be eliminated. In the event that any of these bus stops are ultimately maintained or reestablished, they can be included in bus stop capital improvements in future years.

Staff has also made a purposeful effort to equitably distribute these improvements across the West, Central, and East sections of Greenbelt. However, a number of the bus stops in West Greenbelt were improved recently in conjunction with other improvement projects. As a result, there are fewer stops in Greenbelt West on the proposed list of improvements.

Staff presented a draft list of proposed improvements to APB at their June 5, 2024, regular meeting, and APB voted to approve it. Subsequently, staff removed one stop on southbound Cherrywood Lane just north of Springhill Lake Recreation Center due to right-of-way constraints.

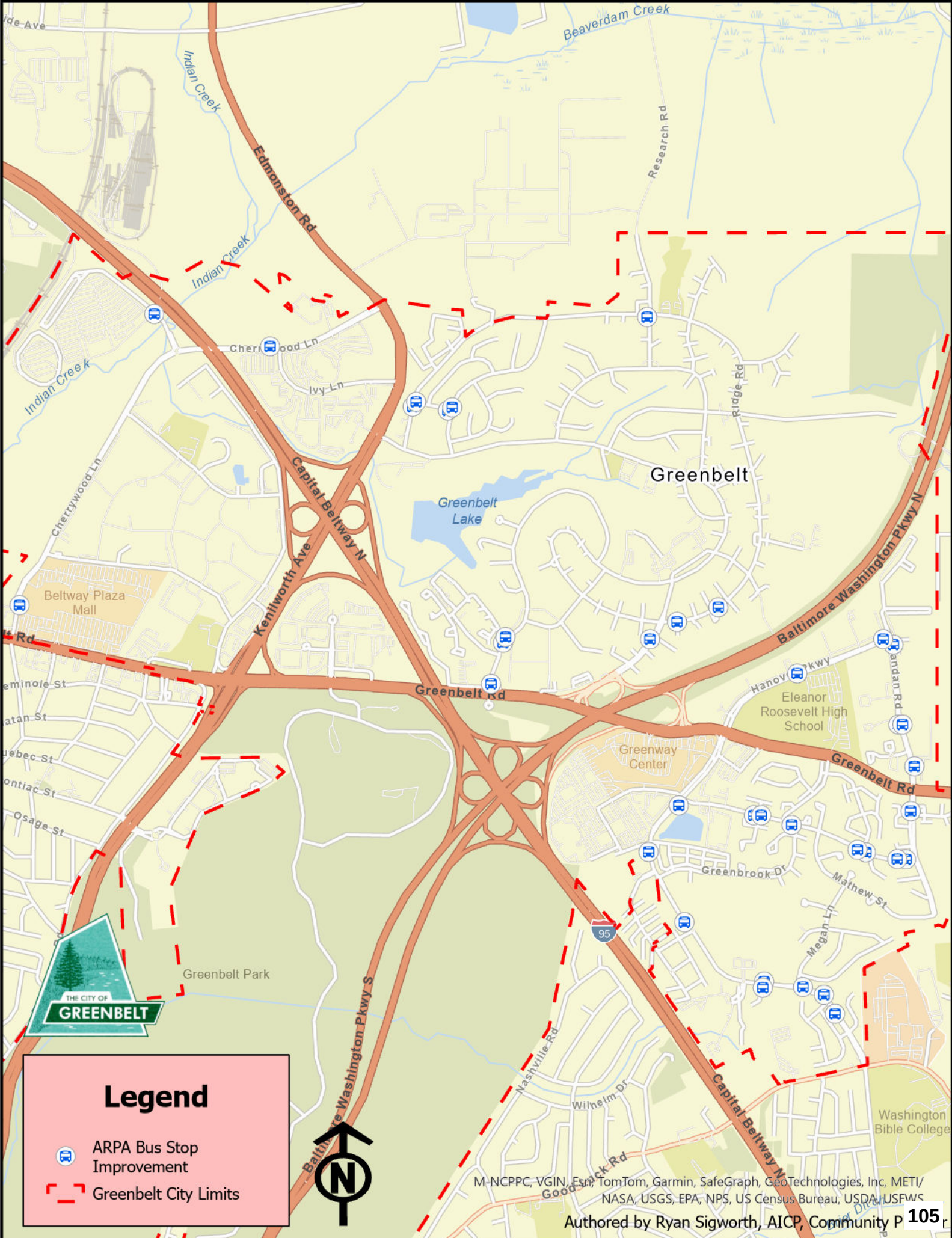
II. Conclusion & Recommendation

The ARPA funding must be encumbered before the end of the current calendar year, and the related work must be completed by the end the 2026 calendar year. Once the City's list of proposed bus stop improvement priorities is established, staff will begin the process of procuring the necessary materials and contracting out the required concrete work. Staff recommends that City Council approve this proposed list of improvements.

Attachments:

Attachment 1 – Distribution Map

Attachment 2 – ARPA Bus Stop Improvement List



Legend



ARPA Bus Stop Improvement



Greenbelt City Limits

M-NCPPC, VGIN, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/
NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

Authorized by Ryan Sigworth, AICP, Community Planning Department
Page 105

LOCATION	Bus Route	Proposed Improvements	Cost Estimate
Mandan Road at #7516-7546 (northbound)	11, G12	Concrete landing pad to create 5 X 8 ft. area and bench with 36 in X 48 in concrete pad under bench	\$950.00
Mandan Road at #7516-7546 (southbound)	11, G12	Concrete landing pad to create 5 X 8 ft. area and bench with 36 in X 48 in concrete pad under bench	\$950.00
Hanover Pkwy at Schrom Hills (across street from park)	16, G12	Replace concrete and shelter, add solar lighting	\$11,300.00
Hanover Pkwy at Schom Hills (Park Side)	16, G12	Replace concrete and shelter, add solar lighting	\$11,300.00
Hanover Pkwy at Hunting Ridge Traffic Circle	G12	Replace concrete and shelter, add solar lighting	\$11,300.00
Hanover Parkway at Megan Lane (northbound)	16, G12	Concrete landing pad to create 5 X 8 ft. area and bench with 36 in. X 48 in concrete pad under bench	\$950.00
Ridge Road at 21 Ct. (eastbound)	G14	Install bench with 36 in. X 48 in concrete pad under bench; will require parking removal	\$650.00
Cherrwood Lane at Giant (Mall Side)	16, C2, G14, R12	Add solar lighting to existing shelter	\$3,100.00
Cherrywood Lane at Ivy Lane (westbound)	11, 89M, 203, G12	Add solar lighting to existing shelter	\$3,100.00
Ora Glen Dr + Mandan Rd (westbound)	G12	Add shelter and solar lighting	\$11,300.00
Ora Glen Dr + Mandan Rd (eastbound)	G12	Add shelter and solar lighting	\$11,300.00
Hanover Pkwy at Mandan Rd.	G12	Add solar lighting to existing shelter	\$3,100.00
Mandan Road and Hanover Pkwy (northbound)	11, G12	Add full size shelter and solar lighting	\$11,300.00
Greenbelt Metro Dr + Cherrywood Ln (eastbound)	11, 16, 89M, 302, C2, G12, G14, R12	Add full size shelter and solar lighting	\$12,000.00
7505 Mandan Road (northbound)	G12	Add full size shelter and solar lighting	\$11,300.00
Hanover Pkwy + #7722	11, G12	Add full size shelter and solar lighting	\$11,300.00
Hanover Pkwy + Hanover Dr (southbound)	11, 16, G12	Add solar lighting to existing shelter	\$3,100.00
Ivy Lane and Ridge Rd. (westbound)	G12	Install concrete landing pad to create 5 ft. wide X 8 ft. deep access (can include sidewalk) from back of curb	\$275.00
Southway at Ridge (southbound)	G14	Install bench and concrete landing pad to create 5 ft. wide X 8 ft. deep access from back of curb	\$775.00
Lakecrest Drive at Lakeside Drive (southbound)	G12, G14	Install bench and concrete landing pad to create 5 ft. wide X 8 ft. deep access from back of curb	\$775.00
Lakecrest Drive at Lakeside Drive (northbound)	G12, G14	Install bench and concrete landing pad to create 5 ft. wide X 8 ft. deep access from back of curb	\$775.00
Mandan Road at Canning Terrace (southbound)	G12	Install bench and concrete landing pad to create 5 ft. wide X 8 ft. deep access from back of curb	\$775.00
Ora Glen Drive at Morrison Drive (eastbound)	11, G12	Install bench and 36 in. X 48 in. concrete pad under bench	\$650.00
Ora Glen Drive at Morrison Drive (westbound)	11, G12	Install bench and 36 in. X 48 in. concrete pad under bench	\$650.00
Ora Glen Drive at Greenbrook Drive (eastbound)	G12	Install bench and 36 in. X 48 in. concrete pad under bench	\$650.00
Ora Glen Drive at Ora Glen Ct. (westbound)	G12	Install bench and 36 in. X 48 in. concrete pad under bench	\$650.00
Ora Glen Drive at South Ora Glen Ct. (eastbound)	G12	Install bench and 36 in. X 48 in. concrete pad under bench	\$650.00
Hanover Parkway at Spring Manor Dr. (northbound)	16, G12	Install bench and 36 in. X 48 in. concrete pad under bench	\$650.00
Hanover Parkway at Spring Manor Dr. (southbound)	16, G12	Install bench and 36 in. X 48 in. concrete pad under bench	\$650.00
Lastner Lane and Ivy Ln. (eastbound)	G12	Install bench with 36 X 48 in. concrete pad under bench, 5 ft wide. X 8 ft. deep concrete landing pad, and additional sidewalk connecting to existing sidewalk/path	\$1,350.00
Ridge Road at Ivy Lane (northbound)	G12	Install bench with 36 in. X 48 in. concrete pad under bench, crosswalk across Ivy Lane, rebuild ramp for crosswalk, install ramp on other side, sidewalk to bus stop, 5 ft. wide X 8 ft. deep concrete landing pad	\$4,250.00
Hanover Pkwy at Greenway Center Dr. (northbound)	16, G12	Install bus shelter and solar lighting	\$11,300.00
Ridge Road at 18 Ct.	G14	Install bench and 36 in. X 48 in. concrete pad under bench	\$650.00
Ridge Road at Research Road (eastbound)	G12	Install bench and 36 in. X 48 in. concrete pad under bench	\$650.00
Lastner Lane and Ivy Ln. (westbound)	G12	Install pad to back of curb to create 5 ft. wide X 8 ft deep landing pad	\$300.00
Lakecrest Drive at Lakecrest Circle (northbound)	G12, G14	Install bench and 36 in. X 48 in. concrete pad under bench	\$650.00

Total Cost\$145,375.00

The total cost is not to exceed \$150,000. Staff considers this a working list that may need modification over time, particularly as projects move into design and planning, cost estimates may evolve for final implementation.

Estimated Costs Solar lighting = \$3100 Shelter with bench and concrete pad = \$8200 Bench = \$500 plus concrete Concrete = \$11 per square foot Two ramps, crosswalk, signage = \$2700 Crosswalk = \$900
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City Council Agenda Item Report

Meeting Date: June 17, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 120 minutes (8:30 - 10:30 p.m.)

Subject:

Authorizing the City Manager to execute the Recodification, Supplementation, and Online Code Hosting Services Contract

Suggested Action:

Reference:

Memorandum, B. Anderson, 06/13/2024

Municode Proposal

Contract Agreement

The city's existing code is outdated, with the last supplemental update dating back to 2012. To ensure that our municipal code is current, comprehensive, and easily accessible, it is crucial to proceed with the recodification process. This effort will involve making the language used in the code gender-neutral and hosting it online, allowing for quick updates and making the city code searchable and easily accessible to the public.

Staff propose that the City Council authorizes the City Manager to enter into a contract with Municode. The scope of this contract includes:

- Recodification of the city's code
- Regular updates to keep the code current
- Hosting the code online with a searchable interface
- Gender neutralization of the language used in the code

The implementation period is approximately 18 months, with access to the platform within a couple of months after the contract is executed.

The City Council has allocated \$30,000 in the budget line item 30 for professional services. Staff is seeking authorization for \$18,454.97 to cover the costs associated with the contract with Municode.

The current codification does not reflect recent legal updates and municipal needs. Ensuring

the code is up-to-date and accessible online promotes transparency and compliance with modern governance standards. The searchable online platform will make it easier for staff, officials, and residents to access and navigate the city's code.

It is recommended that the City Council approve the authorization for the City Manager to execute the contract with Municode. This approval will facilitate the timely and effective recodification of our municipal code, enhancing both its accuracy and accessibility.

Attachments:

[Codification Memorandum.pdf](#)

[Greenbelt MD Recodification MunicodeNEXT Proposal 6.10.2024.pdf](#)

[Greenbelt MD Recodification agreement 06142024.pdf](#)



MEMORANDUM

TO: City Council

FROM: Bonita Anderson, City Clerk

DATE: June 13, 2024

SUBJECT: Authorization to Execute Contract with Municode for Recodification, Supplementation, and Online Code Hosting

The city's existing code is outdated, with the last supplemental update dating back to 2012. To ensure that our municipal code is current, comprehensive, and easily accessible, it is crucial to proceed with the recodification process. This effort will involve making the language used in the code gender-neutral and hosting it online, allowing for quick updates and making the city code searchable and easily accessible to the public.

Staff propose that the City Council authorizes the City Manager to enter into a contract with Municode. The scope of this contract includes:

- Recodification of the city's code
- Regular updates to keep the code current
- Hosting the code online with a searchable interface
- Gender neutralization of the language used in the code

The implementation period is approximately 18 months, with access to the platform within a couple of months after the contract is executed.

The City Council has allocated \$30,000 in the budget (line item 30) for professional services. The staff is requesting authorization for \$18,454.97 to cover the costs associated with the contract with Municode. This amount includes \$13,449.97 for recodification, \$530 for gender neutralization, \$3,100 for supplementation, and \$1,375 for the premium bundle.

The current codification does not reflect recent legal updates and municipal needs. Ensuring the code is up-to-date and accessible online promotes transparency and compliance with modern governance standards. The searchable online platform will make it easier for staff, officials, and residents to access and navigate the city's code.

It is recommended that the City Council approve the authorization for the City Manager to execute the contract with Municode. This approval will facilitate the timely and effective recodification of our municipal code, enhancing both its accuracy and accessibility.

municode codification

POWERED BY CIVICPLUS

Recodification, Supplementation, and Online Code Hosting
Services

Greenbelt, MD

Presented by:

J.R Riley, Legal Account Executive

Contact

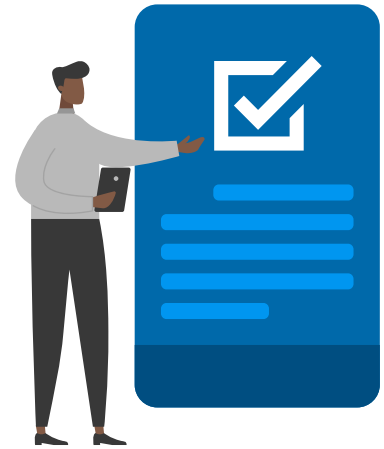
850-696-7012

JRiley@civicplus.com



Recodification

During the recodification process, the attorney assigned to your project will organize and examine all ordinances and code-related material in order to produce a code of ordinances that is free from conflicts and inconsistencies and conforms to state statutes. Your codification attorney will be available to consult with you and your staff at any time during the recodification process. This personal dialogue ensures that your code will accurately reflect the intent of your ordinances and the unique needs of your community. The complete process is outlined below, followed by the scope of services for supplementation and online hosting of your new code.



Recodification Process

1. **Ordinances** – Only legislation of a general and permanent nature, passed in final form by you, as set forth in this proposal, will be included in the code. All material that we receive will be acknowledged via e-mail to establish a record of included ordinances. Legislation not of a general and permanent nature is not included as part of the code and does not need to be provided to us. Notations can be added in the code to reference legislation adopted by reference, if elected.
2. **Attorney Analysis and Review of Material** – Your codification attorney, along with their team of legal editors, proofreaders, and indexers will be assigned to this project. Our legal team will research legislation permanent in nature submitted by you to ensure conformity with state statutes and to determine if there are any inconsistencies or conflicts within the legislation itself. If requested, we will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure.
3. **Page Format Options** – Based on our experience codifying legislation for thousands of customers, we have devised a standard style that has proven time and again to provide the most user-friendly and readable code for staff and residents alike. We will provide our Style Guide which outlines this effective style and layout. Any deviations from this style will add time and cost to your project. Please reach out for additional information.
4. **References** – We will provide state statutes references within the code. Editorial notes will be provided as appropriate. Internal cross references within the code will be hyperlinked in the online version.
5. **Legal Memorandum** – We will provide you with a user-friendly Legal Memorandum containing all our analyses and recommendations. This memorandum will reflect our attorney's Legal Review and will provide you with recommendations to remove conflicts and inconsistencies; delete obsolete provisions; conform to state statutes, when appropriate; and ensure compliance with your charter (if included in the project). This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible.
6. **Conference** – Within 45 days of your receipt of the Legal Memorandum, we will conduct a conference via either telephone or webinar to review the Legal Memorandum and our recommendations. All interested personnel may be included, but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision-making authority for



resolution of issues brought up at the conference or noted in the Legal Memorandum. Up to three hours is included in the contract with additional hours available for purchase.

7. **Editing and Proofreading** – Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.
8. **Index, Graphics, and Tables** – Our team will create a hierarchical, subject matter Index (if elected) and all tables (contents, ordinance disposition, etc.) for your code as necessitated by the materials provided. We will insert the graphics you have provided into the printed and electronic versions of the code.

The following tables will be created and are included in the quoted cost: supplement history table, code comparative table, and ordinance history table. An additional hourly charge applies for creation, modification, addition, or updating of any table or schedule (including traffic and fee tables or schedule) other than those enumerated above.

Tabular matter, defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion can also be reviewed and included for an additional charge.

9. **Post Conference Code Draft** – After editing and proofreading, one post-conference code draft (Proofs) incorporating solutions captured in the Legal Memorandum and agreed upon at the legal conference will be delivered to you for final review prior to printing and shipping. You will have 30 days to review and provide any needed corrections. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement. Any new legislation adopted after the code draft is provided will be held for your first supplement unless you would like to add it to the project for an additional charge.
10. **Sample Adopting Ordinance** – Our attorney will provide a sample adopting ordinance upon completion of the recodification.
11. **Printing and Binding** – We will print your new code on high quality acid-free paper, with an SFI (Sustainable Forest Initiative) certification. These copies will be housed in heavy duty, three-post leatherette binders (with four color choices), name-stamped on the front and spine of each binder. Divider tabs for each major section of the code and index (if elected) will also be provided.

Your Role

Your participation in the Scope of Services for Codification of the code is anticipated to be as follows:

- Provide all ordinances and code material in an editable, electronic format, preferably Microsoft Word format.
- Provide images, graphics, and tabular matter, preferably in original electronic format.
- Be available to answer any questions from the codification attorney conducting the project.
- Attend the conference to discuss the findings of the Legal Memorandum.
- Work with the codification attorney to resolve the findings of the Legal Memorandum.
- Determine the desired formatting and style of the new code.
- Return the draft code within 30 days with any revisions noted.
- Adopt the new code.





Codification Timeline

STEP 1	Immediately	CUSTOMER sends signed contract and all applicable material. CIVICPLUS acknowledges contract, provides a Disposition List of all ordinances/material received.
STEP 2	Within 2 Weeks	CIVICPLUS provides a project introduction letter outlining all phases of the project and all material received to date. CUSTOMER confirms CivicPlus has all applicable materials.
STEP 3	Within 6-10 Months	CIVICPLUS submits Legal Memorandum. CUSTOMER attorney reviews Legal Memorandum and prepares questions/comments for conference.
STEP 4	Within 45 Days	CIVICPLUS hosts Legal Memorandum conference. CUSTOMER attorney and other interested officials meet virtually with CivicPlus to discuss issues of concern noted in the Legal Memorandum and come to an agreement on the implementation of recommended changes.
STEP 5	Within 2-4 Months	CIVICPLUS submits final code draft. CUSTOMER reviews code draft, and returns it to CivicPlus within 30 days, with all corrections noted for final implementation and publication.
STEP 6	Within 3-5 Months	CIVICPLUS delivers final code and model adopting ordinance. CUSTOMER adopts code and provides CivicPlus with a copy of the officially enacted adopting ordinance. CivicPlus ships the code and publishes code online via our Online Code Hosting system. Supplementation begins anew with Supplement No. 1.

MEETING DEADLINES

The time frame for completion of the codification project is within 15 to 24 months from our receipt of all relevant material in an editable, electronic format and excepting any delays occasioned by your submission of the material or return of the draft code. More time would need to be added to this project timeline if the materials provided must be converted to an editable, electronic format as well as incurring additional fees. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the code is adopted and published. Legislation added to the project must be approved and received prior to the established cutoff date.

To ensure a successful project completion, it is important that a conference is held to discuss the findings of the Legal Memorandum within 45 days of its receipt, and that the subsequent code draft we provide be returned within 30 days with any revisions noted. Following the delivery of the final code draft for customer proofing, any extensive changes requested in the code content, and/or any material added to the code that was not previously contemplated, will be subject to an additional code draft update fee. Further, if the code draft is not returned within 30 days, additional update fees may apply.



Supplementation Services

Our supplementation process has been designed for timeliness, efficiency, simplicity, and most of all, for our customers' convenience. Supplements will be provided on your chosen schedule, and you will be billed on an annual basis. Color printing and an increase in the desired number of supplement hard copies may result in an increase in the annual fee.

We pride ourselves on a turnaround time of 40 to 45 days for printed supplements and can provide our always-up-to-date electronic update services within 15 days. The online code is updated within three days after shipping the supplement; there is no additional fee for this service. Rush supplements will be assessed an additional one-time fee. A recent analysis of our printed supplement services indicated an editorial error rate of less than 0.1 percent, which is made possible by our attention to detail, ongoing communication with our customers, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to CivicPlus during the preparation, printing, and maintenance of the code will be corrected at no cost. The printed supplement process is outlined as follows:

Supplementation Process

- Initial Receipt** – The receipt of the new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date, and ordinance number(s). You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our supplement team for codification. If our OrdBank service is elected (advance legislation service), the legislation will be posted online within 48 hours as a PDF under "adopted legislation not yet codified" at this time.
- Editorial Review** – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated; and whether the table of contents in the front of the code and at the chapter/title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. Our editorial team will make no substantive changes to your legislation; however, minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal, or proofreading team find discrepancies in your ordinances, we will communicate with you promptly.
- Indexing** – If an Index is elected, your supplement will be sent to our indexing team, where new legislation is indexed and cross-referenced in all appropriate locations.
- Proofreading** – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy, and layout and confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Finally, your supplement is examined line by line again to ensure that the improvements made by

Printed Supplementation Process	
	Submission of Materials
	Editorial Review
	Mark Up
	Indexing
	Proofreading
	Corrections
	Printing & Shipping
	Upload to the Internet

the editorial team are thorough and accurate. The original ordinance is compared with the newly added text to ensure editorial accuracy.

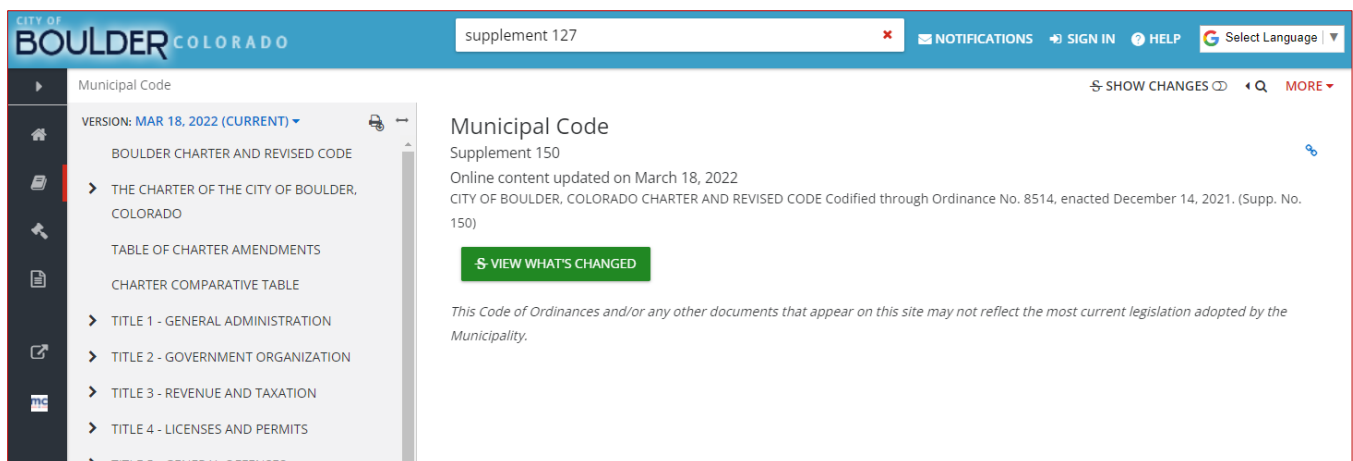
5. **Posting the Supplement Online** – After your supplement has been completed, your online code will be updated within one to three days, and we will provide any electronic products requested. You will receive a notification that the website has been updated via email. If our CodeBank Compare + eNotify service is elected, subscribers will be notified when the online code is updated. When your code is updated, all internal cross-reference links are updated on our Online Code Hosting system.
6. **Printing and Shipping** – We will print, cut, hole-punch, insert divider tabs (if elected), and ship your supplement to you per your elected schedule.

If you utilize OrdBank and a CivicPlus Agenda and Meetings Management solution, your newly adopted legislation will be posted on the landing page of your online code of ordinances within one minute of sending said legislation to CivicPlus. The history notes throughout your code of ordinances will also be automatically linked and associated to the meeting in which your newly adopted legislation was considered. If you are interested in learning more about our CivicPlus Agenda and Meetings Management solutions, please let me know.

Online Code Hosting

Our Online Code Hosting system is continuously enhanced and improved by our in-house team of Internet Technology professionals. It includes Standard and upgradeable Premium features, designed to provide a wide variety of additional capabilities for researching and navigating your code and preserving its history.

Our system is extremely user-friendly and requires no special training or login information. In addition, we offer a variety of on-demand video tutorials. We can also host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new code goes live online.



Online Code Hosting Standard Features

Responsive Design – We designed our intuitive User Interface (UI) to provide easy access to our full suite of features from any device, including a tablet or mobile device running iOS or Android.

4-2-1. - Legislative Intent.

The purpose of this chapter is to protect the health and welfare by requiring all persons to be licensed to offer for sale any alcohol beverage. The city council may issue local licenses for sale of such beverage in accordance with state law, and that the city's licensing requirements shall be those for state licenses under state law.

Ordinance No. [8173 \(2017\)](#)

4-2-2. - City License to Sell Required.

[Share Link](#)
[Print](#)
[Download \(docx\)](#)
[Email](#)
[Compare](#)

Print/Save/Email – With delivery available in Microsoft Word or PDF format, users can share a link, print, download (as a Microsoft Word document), or email files at the section, article, or chapter levels or even non-sequential sections from multiple portions of your code(s).

Not all codification companies enable you to download Microsoft Word documents directly from the website. Being able to do so enhances your ability to draft new legislation.

Social Media Sharing – You and your users can share code sections via Facebook and Twitter. This functionality makes it easier for you and your team to utilize social media to engage your community and enhance your level of transparency.

Browsing – Online Code Hosting provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also sync as you scroll to deliver the most intuitive reading experience possible.

Ease of Navigation – Our collapsible table of contents, continuous next-hit feature, and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and residents the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets, and more.

Searching – Our powerful search engine allows users to easily search the code using keywords or phrases and print, download, or email any portion of your code. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the

The screenshot displays the Hometown, FL online code hosting interface. The top navigation bar includes the city logo, name, a search bar with 'animals' entered, and links for notifications, sign in, help, and language selection. The main content area is divided into three sections: a left sidebar with a table of contents, a central content pane, and a right sidebar with search results. The table of contents lists various chapters and articles, with 'Chapter 6 - ANIMALS' currently selected. The central pane shows the details of Chapter 6, including footnotes and sections like 'ARTICLE I. - IN GENERAL' and 'Sec. 6-1. - Penalty.' The right sidebar displays search results for 'animals', listing relevant sections and articles.



results, which enables a user to quickly move through search results and view results simultaneously. The section also indexes your code, returning more accurate, granular results. Search results can be sorted by relevance or book order.

- **Advanced Searching** – Conduct searches using Natural Language (think Google) or Boolean Logic, including simple or advanced searches supporting stemming, wildcards, proximity searches, and a global synonym list.
- **Multiple Publications** – Multiple publications (e.g., code, zoning) incorporated into the Online Code Hosting system will be searchable from one interface.
- **Narrow Searching** – Search terms can be applied to the entire code or narrowed within specific chapters or sections with the ability to sort results by relevance or book order.
- **Stored Searching** – Online Code Hosting allows all search result listings to be bookmarked under your browser's bookmark tabs; users need only conduct a search and press Ctrl+D to add the search result listing to your browser's tabs.
- **Searchable Ordinances** – With our OrdBank service, ordinances posted pre- and post-codification are full-text searchable.
- **Search All Content Types** – If you use our OrdBank or MuniDocs service, you can search any combination of your code, ordinances, and MuniDocs simultaneously; Search results are labeled for easy identification.

Internal Cross-Reference Linking – Cross-references within your code are linked to their respective destination article, chapter, or section.

Mouseover (clue tips) – Navigate to your code, and any linked cross-reference will quickly display in the pop-up preview window.

Collapsible TOC – The table of contents collapses, providing additional real estate with which you may view your code. Easily view your maps, graphs, and charts by enlarging the item.

Translation – Google Translate allows users to view our hosted codes in over 100+ languages.

Static Linking – Copy links of any section, chapter, or title to share via email or social media.

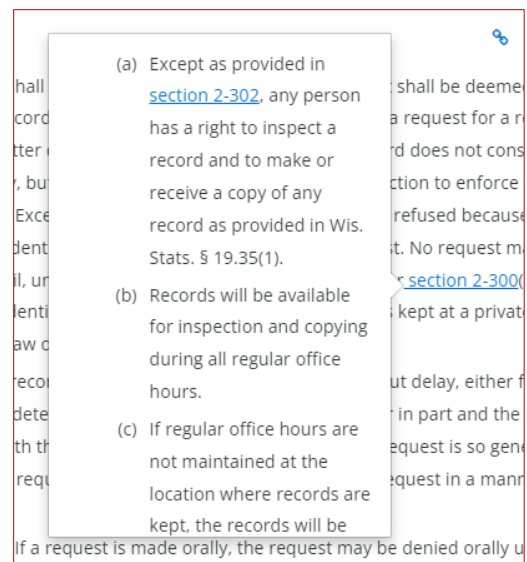
Scrolling Tables and Charts – Headers stay fixed while you scroll through the table/chart.

GIS – We can provide a permalink to any code section and assist staff in creating a link from your GIS system to relevant code sections.

In-line Images and PDFs – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. CivicPlus can also incorporate PDFs of certain portions of the code that have particular viewing and layout requirements.

Public Notes – Post public notes or documents within the online code to inform residents about current issues pertinent to any specific section of your code.

Website Accessibility – The User Interface and all HTML content viewed via our Online Code Hosting System's web application are WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the Online Code Hosting System, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our Online Code Hosting System, it will remain compliant while stored in our system. Each PDF document uploaded to our system is OCR scanned and document title, primary language, and other PDF metadata fields, and base level of tags for screen readers are set.



Hosting and Security – Our tech stack includes HTML5 and CSS3, Javascript (AngularJS), and a RESTful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers, including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later. We host our Online Code Hosting System in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95 percent uptime. SSL encryption is used by default to secure access to the site, and the entire system is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

Support – Phone, email, and web support for residents and staff: 24-hour email response; phone support from 7 a.m. to 8 p.m. CT. We offer a variety of video tutorials, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

There are multiple premium features available to enhance your staff and residents' experience using and searching through your code – most available for purchase in our Premium Bundle or à la carte.

Premium Features

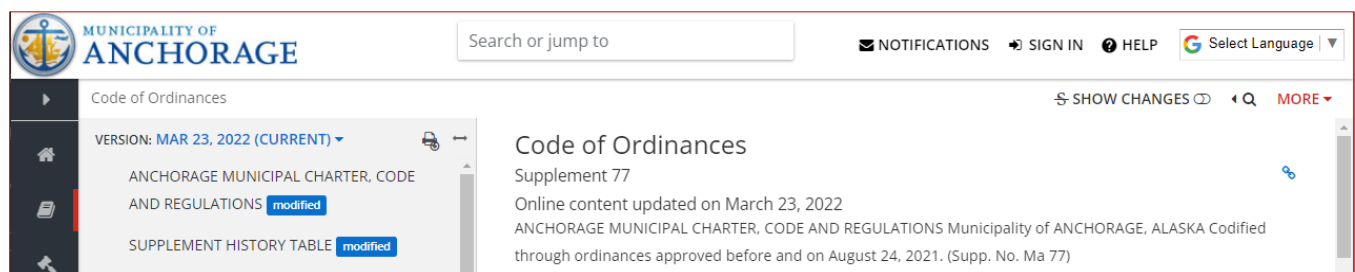
We recommend our **Premium Bundle** for the most transparent and feature-rich code possible at the best cost savings. The bundle includes our annual online code hosting and maintenance service along with each of the following features:

- Custom Banner
- CodeBank
- CodeBank Compare + eNotify
- OrdBank
- MuniPRO Service

OrdLink and MuniDocs can be added to a **Premium Bundle**, if desired.

Summary of All Premium Features

Custom Banner – We can customize the look and feel of your code to match your website more closely.



The screenshot displays the 'Municipality of Anchorage' website's 'Code of Ordinances' section. The header includes the city logo, a search bar, and links for notifications, sign-in, help, and language selection. The main content area shows the 'Code of Ordinances' title, 'Supplement 77', and a notice that the online content was updated on March 23, 2022. A sidebar on the left lists 'ANCHORAGE MUNICIPAL CHARTER, CODE AND REGULATIONS' (marked as modified) and a 'SUPPLEMENT HISTORY TABLE' (also marked as modified). The page is branded with the 'civicplus.com' logo.

CodeBank – Our CodeBank feature provides an online archival system for previous supplements of your code. Empower your staff and residents to access every previous code version with one click.

CodeBank Compare + eNotify – Our CodeBank Compare service is a powerful feature that allows users to select a past version of your online code and compare it to any other version. The differences will be shown via highlights (added material) or strikethrough (deleted material). Users will be notified of the changes in the table of contents and within the text of the code via “modified,” “new,” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes made. In addition, the CodeBank Compare service will show all amendments to your code that were implemented during the most recent update. Please note that the CodeBank feature is required to access CodeBank Compare.

The screenshot displays the Municipality of Anchorage CodeBank interface. The top navigation bar includes the logo, a search bar, and links for notifications, sign in, help, and language selection. The main content area shows a comparison of code versions for '16.100.035 - Review, certific...'. The left sidebar lists various code sections, with '7.20.020 - Solicitation and acceptance of bids.' marked as 'modified'. The central pane shows the text of the code with highlights and strikethroughs indicating changes. The right sidebar shows a list of recent changes, including '16.100.040 - Number of vehicles operated per license.' and '16.100.045 - Eligibility for transport.'.

The screenshot shows the eNotify service enrollment form. It includes a 'Get Notified' header, a brief description of the service, and a form with fields for 'Email' and 'Profession'. Below these fields is a 'Publications' section with a list of checkboxes for selecting publications to receive notifications for. The 'Code of Ordinances' section is expanded, showing options for 'CODE OF THE CITY OF ARVADA, COLORADO', 'SUPPLEMENT HISTORY TABLE', 'Part I - CHARTER', 'Chapter 1 - GENERAL PROVISIONS', 'Chapter 2 - ADMINISTRATION', and 'Chapter 6 - ALCOHOLIC BEVERAGES'. The 'Chapter 2 - ADMINISTRATION' option is selected. At the bottom of the form are 'CLOSE' and 'SUBMIT' buttons.

Our eNotify service allows users to enroll online and receive email notifications each time the online code is updated. Please note that the CodeBank Compare feature is required to utilize the eNotify service.



Arvada, Colorado - ... / Chapter 102 - UT... / ARTICLE II. - WAT... / DIVISION 6. - WA... / Sec. 102-161. - R...

VERSION: DEC 30, 2021 (CURRENT) ▼

> DIVISION 5. - SEWAGE

▼ DIVISION 6. - WATER FEES AND RATES

Sec. 102-161. - Residential water fees within city.

Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden Rock Metropolitan District, the Leyden Ranch Metropolitan District, and Candelas Filings 2, 3, 4 and designated properties in latest edition of the AWWA Manual M22, "Sizing Water Service Lines and Meters," which is hereby adopted by reference, justifies the change. Calculations so made will be submitted to the Utilities Director for review and approval.

(Code 1981, § 33-77; Ord. No. 2574, § 1, 11-21-1988; Ord. No. 2671, § 14, 10-16-1989; Ord. No. 2763, § 3, 11-5-1990; Ord. No. 2823, § 11, 7-1-1991; Ord. No. 2931, § 10, 10-19-1992; Ord. No. 2938, § 1, 12-14-1992; Ord. No. 3127, § 10, 10-24-1994; Ord. No. 3202, § 5, 8-7-1995; Ord. No. 3223, § 7, 10-23-1995; Ord. No. 3262, § 9, 4-15-1996; Ord. No. 3297, § 1, 10-21-1996; Ord. No. 3403, § 15, 10-20-1997; Ord. No. 3489, § 1, 10-26-1998; Ord. No. 3560, § 3, 10-11-1999; Ord. No. 3650, § 1, 10-23-2000; Ord. No. 3722, § 1, 10-8-2001; Ord. No. 3773, § 1, 10-21-2002; Ord. No. 3839, § 1, 10-13-2003; Ord. No. 3920, § 1, 11-8-2004; Ord. No. 3969, § 1, 10-10-2005; [Ord. No. 4027, § 1, 10-16-2006](#); [Ord. No. 4099, § 1, 11-19-2007, eff. 1-1-2008](#); [Ord. No. 4139, § 1, 11-17-2008, eff. 1-1-2009](#); [Ord. No. 4184, § 2, 10-19-2009, eff. 1-1-2010](#); [Ord. No. 4193, § 1, 1-11-2010, eff. 7-1-2010, 1-1-2011](#); [Ord. No. 4361, § 1, 10-22-2012, eff. 1-1-2013](#); [Ord. No. 4411, § 1, 10-21-2013, eff. 1-1-2014](#); [Ord. No. 4465, § 1, 10-20-2014, eff. 1-1-2015](#); [Ord. No. 4524, § 1, 10-19-2015, eff. 1-1-2016](#); [Ord. No. 4571, § 1, eff. 1-1-2017](#))

Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden

VERSION: JUL 29, 2021 (CURRENT) ▾

IRVINE MUNICIPAL CODE

SUPPLEMENT HISTORY TABLE modified

➤ CHARTER - CITY OF IRVINE

▼ TITLE 1 - GENERAL SERVICES Amended

▼ Division 1 - GENERAL PROVISIONS Amended

Sec. 1-1-101. - How designated, cited.

Sec. 1-1-102. - Rules of construction, definitions.

Sec. 1-1-103. - Headings; catchlines of sections; history notes; etc.

Sec. 1-1-104. - Incorporation by reference.

Sec. 1-1-105. - Reference to Code, conflicts

[< TITLE 1 - GENERAL SERVICES](#)
[Division 2 - CITY COUNCIL >](#)

Division 1 - GENERAL PROVISIONS

Amended by Ordinance No. 21-15 >

Sec. 1-1-101. - How designated, cited.

This Code, which consists of administrative, criminal and regulatory ordinances of this City, shall be known as the "Irvine Municipal Code," and it shall be sufficient to refer to said Code as the "Irvine Municipal Code" in any prosecution for the violation thereof; it shall also be sufficient to designate any ordinance adding to, amending or repealing said Code as an addition to or amendment to or repeal of the "Irvine Municipal Code."

(Code 1976, § I.A-101)

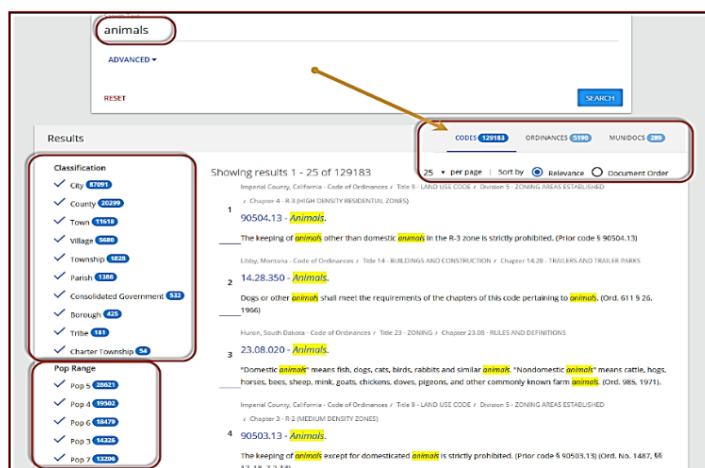
Charter reference— Codification of ordinances, [§ 409](#).

Sec. 1-1-102. - Rules of construction, definitions.

In the construction of this Code and of all ordinances of this City, the following definitions and

MuniPRO Services – MuniPRO searching allows you to search the over 4,000 codes we host (the entire country, a single state, or individually selected codes of your choosing). MuniPRO searches are ideal for researching local regulations of interest or discovering how other communities are dealing with similar issues. In addition, MuniPRO provides subscribers with the following tools:

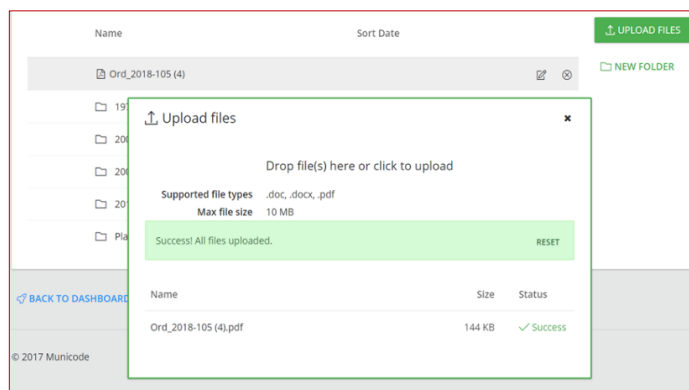
- **Multiple Code Search** – Search all codes within one state, multiple codes within one state, or search all codes in the U.S. hosted by CivicPlus; search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- **MuniPRO Saved Searches** – Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- **MuniPRO Notes** – Create a note and attach it to any section in any publication; note icons are present when viewing the section, alerting the user to a previously written note; a global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- **MuniPRO Drafts** – Begin a new ordinance draft to keep track of pending legislation.
 - Draft icons are present when viewing the section, alerting the user to a previously created draft.
 - A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.



MuniDocs – MuniDocs allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users log in, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users can pick from a list of predefined document types.

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.

Your MuniDocs files can also serve as storage for archived ordinances within MuniDocs. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online code.



Investment Proposal

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing is valid for 90 days upon date received.

Recodification

- Includes Zoning
- 530 single column, 10-point font pages
- Receipt, review, and organization of materials
- Legal analysis and research by a codification attorney
- Legal memorandum by a codification attorney
- Up to three-hour virtual conference with attorney
- Implementation of approved legal findings
- Update state statutes references
- Editorial preparation, proofreading, page formatting, and indexing
- Insertion of tables and graphics
- Final proofreading, corrections, and quality control review
- Print three copies, including three post-stamped binders and tabs
- Sample adopting ordinance prepared by a codification attorney

Supplementation

- Supplementation of legislation permanent and general in nature (omitted legislation not included)
- Includes Zoning
- Acknowledgment of material
- Editorial work, proofreading, and updating the index
- Updating online code upon completion of each supplement
- Printing up to three black and white copies per print schedule elected, includes instruction sheet and checklist of up-to-date pages
- Freight for supplements
- Images, graphics, and tabular matter
- Increase to Supplementation Plus to update your Code online on a monthly basis (must select supplementation and supplementation plus)

Online Code Hosting

- Mobile friendly site with full functionality and optimal screen resolution on all devices
- In-line images with scrolling tables and charts
- Narrow, pinpoint, and advanced (including Boolean) searching
- Previous and hit buttons
- Persistent breadcrumb trail
- Print or save as formatted Word (DOCX)
- **Premium Bundle – Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank, and MuniPro Service**



Investment	One-Time
Recodification	\$13,450.00
Gender Neutralization (suggested)	\$530.00
Total One-Time	\$13,450.00
	Renewable
Supplementation	\$3,100.00
Online Code Hosting	\$550.00
Total Annual Renewable	\$3,650.00

Standard Invoicing

Additional Fees

- Sales tax will be applied, if applicable
- Actual freight costs will be submitted for initial code delivery, but excluded from annual supplement cost
- Additional pages outside materials submitted for proposal, will be charged \$25.38 per-page changed in the code of ordinance before publication.

Invoicing

- An Initial Term shall commence upon contract signing and continue for **18 months**. Payments for the initial term shall be invoiced as follows:
 - 25% upon execution of agreement
 - 25% upon submission of the legal memorandum
 - 25% upon submission of proofs
 - Balance upon delivery of final code
 - Any additional costs will be billed separately, upon delivery
- The Initial Annual Recurring Services will be invoiced 18 months from the date of signing
- Subsequent Annual Recurring Services shall be invoiced annually on the anniversary date of the Initial Annual Recurring Services and will be subject to a 5% increase start of year 3.

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the



contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract.

Optional Enhancements

We are confident in the ability of our proposed project to meet your main needs. However, we recommend the following options that could positively impact your experience and goals.

Optional Services & Tools	One-Time	Annual
Codification		
Gender Neutralization of code	\$530	N/A
Archival OrdBank, per ordinance	\$25	N/A
One additional hour of virtual conference with attorney	\$200	N/A
Creation, modification, addition, or updating of any table or schedule (including traffic and fee tables or schedules) not described as included.	\$25.38 per page	N/A
Supplementation		
Code in Microsoft Word (DOCX) (sent via email download)	N/A	\$175
Adobe PDF of the complete code (sent via email download)	N/A	\$175
Adobe PDF of each supplement (sent via email download)	N/A	\$175
State Statute Linking	\$75/hour	\$425
Additional copies, reprints, binders, and/or tab orders	Quote upon request	
Legal services, creation of fee schedules, gender neutral review/implementation, and/or external linking	Quote upon request	
Codifying a: - Complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent) - New adopted full Chapter/Title Appendix - Newly adopted term change legislation	Quote upon request	N/A

Online Code Hosting		
Online Code Hosting Only	N/A	\$550
Custom Banner	\$250	N/A
CodeBank	N/A	\$175
CodeBank Compare + eNotify	N/A	\$275
OrdBank	N/A	\$450
OrdLink (must be purchased with OrdBank)	N/A	\$175
MuniDocs – Upgraded capabilities to host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets, and more for self-loading to the MuniDocs platform	N/A	Up to: 25GB \$375.00 50GB \$675.00 75GB \$975.00 100GB \$1,375.00 Over 100GB – quote upon request
MuniPRO Service – Search over 4,000 codes in our full-service codification library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances	N/A	\$500.00
Additional MuniPRO service licenses	N/A	\$110 each
Premium Bundle: Online Code Hosting, Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank, and MuniPRO Service	N/A	\$1,375



**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-78189-1

6/13/2024 3:54 PM

8/12/2024

Client:

City of Greenbelt, MD

Bill To:

GREENBELT, MARYLAND

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Krystal Hays		khays@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
530.00	Recodification	Recodification (per page): 10pt font, single-column; includes zoning	One-time	USD 13,449.97
530.00	Gender Neutralization - In Project	Gender Neutralization (Removing and Replacing Gender Based Code)	One-time	USD 530.00
1.00	Online Code Hosting Premium Bundle	Premium Bundle: Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank and MuniPro - Start MP Day 1 @ no charge	Renewable	USD 1,375.00
1.00	Full-Service Supplementation Subscription	Full-Service Supplementation Subscription inc zoning	Renewable	USD 3,100.00
1.00	Quarterly Electronic Supplementation Service Included	Online Supplementation will begin with the ordinances received on a quarterly basis.	Renewable	USD 0.00
1.00	Annual Print Supplementation Service Included	Print Supplementation will begin with the ordinances received from the municipality on an annual basis.	Renewable	USD 0.00
3.00	Printed Copies and Freight Included – up to [#] copies	Printed Copies and Freight Included	Renewable	USD 0.00
Total Investment Initial Term			USD 13,979.97	
Annual Recurring Services			USD 4,475.00	

Total Days of Quote:365

1. This Statement of Work ("SOW") is between City of Greenbelt, MD ("Client") and CivicPlus, LLC (the "Service Provider"), and shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://>

www.civicplus.help/hc/en-us/p/legal-stuff ("MSA"), to which this SOW is hereby attached. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.

2. This SOW shall remain in effect for an initial term starting at signing of this Agreement ending eighteen (18) months from the signing of this Agreement or Service Provider's shipment of the final code, whichever occurs earlier ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW may be renewed for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. The Total Investment Initial Term shall be invoiced as follows:
 - a. Upon signing this Agreement: 25%
 - b. Upon submission of the Legal Memorandum: 25%
 - c. Upon Submission of Proofs: 25%
 - d. Upon Delivery: Balance of Total Investment Initial Term.
 - e. Any additional costs will be billed separately, upon delivery.
4. The initial Annual Recurring Services shall be invoiced eighteen (18) months from the signing of this Agreement or upon Service Provider's shipment of the final code, whichever occurs earlier ("Annual Services Start Date"). Subsequent Annual Recurring Services shall be invoiced on the anniversary date of the Annual Services Start Date of the relevant calendar year and subject to a 5% annual increase each Renewal Term following the Annual Services Start Date.
5. Codification Services shall Include: Pages with single column and 10 point font unless otherwise listed above; receipt, review and organization of materials; Legal analysis and research by a full-time Service Provider attorney; Preparation of a legal memorandum by a Service Provider attorney; 3-hour Teleconference with attorney (additional time billed at \$150/hr); Implementation of approved legal findings; one draft copy of code with approved changes ("Proofs"); Updating State Law references; Editorial preparation, proofreading, and page formatting; Indexing; Tables; graphics and tabular matter; Final proofreading and corrections; Quality control review and printing – an amount of printed copies set forth in the line items above, to include 3-post stamped binder and tabs; and Sample adopting ordinance prepared by a Service Provider attorney. "Tables" shall include: supplement history table, code comparative table, and ordinance history table. An additional hourly charge shall be assessed for the creation, modification, addition or updating of any table or schedule other than those enumerated herein.
6. Codification Services do NOT include: freight; state sales tax; or any annual recurring services.
7. Client understands and agrees that the Total Investment for Codification Services may be increased by the addition of legislation or materials; or pages over the amount of pages with columns and font size listed in the line items above which may be added at the per page rate agreed upon by the Parties based on column and font size listed above. Legislation added to the project must be approved and received prior to the cutoff date established by the parties. Following the delivery of the final code draft for client proofing (the "Proof"), any extensive changes requested in the Proof content, and/or any material added to the Proof that was not previously contemplated by the parties, will be subject to an additional "Proof Update" fee. Proofs not returned within 45 days may be subject to a Proof Update fee.
8. Client agrees to provide all necessary and correct documentation, materials and communication in a timely manner as agreed upon by the parties following execution of this SOW. Service Provider shall not begin work under this SOW until all necessary documentation, materials, of a general and permanent nature and in a useable format (MS WORD or editable PDF), and communication are received. Service Provider will not be liable or responsible for any delay in the time or completion of the services due to the action or inaction of Client
9. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the final code ("Code") is adopted and republished. To ensure a successful project completion, it's important that a conference between the parties is held to discuss the findings of the Legal Memorandum within 45 days of its receipt, and that the subsequent Proof the Service Provider provides be

returned within 45 days with any revisions noted. If the Proof is not returned within 45 days, additional update fees may apply. Client acknowledges Service Provider reserves the right to ship and close out any project if no feedback to the Proof is received within 45 days.

10. Client acknowledges Service Provider does not permanently retain prior versions of the legal Code or any other work product.

11. Additional services, including but not limited to, additional labor required because of delays, errors or omissions on the part of Client, may be purchased upon mutual written agreement between the parties.

12. Client acknowledges that Service Provider may provide legal analysis through codification, Codification or legal review services. Unless indicated otherwise, information sent via Internet email or through websites cannot be guaranteed to be confidential. Client further acknowledges that any legal analysis provided by Service Provider is provided to Client's legal counsel for their use and direction and is not intended to be legal advice nor is it intended to substitute for the advice or services of an attorney. Additionally, no attorney-client relationship can be established under this SOW.

13. The Parties agree that notwithstanding the indemnification covenants at Section 15 of the MSA, shall not apply to public interpretation of Legal Code or work product. Service Provider shall not be responsible for the legal sufficiency or copyright infringement of any material initially or subsequently published.

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Additional Terms and Conditions:

If Annual Recurring Supplement Services is included in the services to be delivered under this SOW, the following terms apply:

1. Annual Recurring Supplement Services does NOT include:
 - Additional copies, reprints, binders and tab orders;
 - Documents that contain multiple tables, graphics, unique formatting requirements, or any other form-based code requirements;
 - Documents drafted in InDesign or that contain form-based code requirements, are subject to additional editorial fees;
 - Legal work, creation of fee schedules, gender neutral review/implementation, external linking;
 - Adding entirely new material such as but not limited to new Zoning chapters will be covered in your current annual cost. However, the addition will lead to an increase in your annual cost upon your next renewal. We will work with you to provide a revised annual cost.
 - Codifying a newly adopted full Chapter/Title/Appendix. This may be subject to a one-time additional editorial fee and an increase in the annual supplement rate and online hosting fee(s). Material to be reviewed upon receipt;
 - Codifying a newly adopted term change legislation. This may be subject to a one-time additional editorial fee. Material to be reviewed upon receipt;
 - The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent). Quotation upon request; and
 - Online Code hosting and online features, this is listed separately.
2. In the event Client wishes to increase its Supplement Updates frequency, Client agrees to pay an annual increase in an amount to be agreed upon between the parties, such amount to be prorated from the time of purchase to align with Client's Renewal Date. Client shall provide CivicPlus with written notice, email is sufficient, of its intent to acquire such services. Rush Supplement requests will be assessed an additional one-time fee.

If Legal Review is included in the services to be delivered under this SOW, the following terms apply:

1. Legal Review services include legal review of Client's Code of Ordinances ("Code") as published, to ensure conformity with state statutes and to identify any areas of possible legal concern. The review will also determine if there are any inconsistencies or conflicts within the legislation itself. Service Provider will notate any state law references within the Code that need to be updated in the memorandum. Legislation not currently included in the Code can be reviewed for an additional fee. Within 30 days of Client's receipt of the Legal Memorandum, Client may purchase an optional conference, via telephone or webinar, to review the Legal Memorandum and Service provider's recommendations, to be billed at Service Provider's current rates. The Legal Review services excludes implementation of any recommendations.

If Self Publishing Software is included in the services to be delivered under this SOW, the following terms apply:

1. Client's responsibilities include:
 - a. Providing all code and/or book material to be converted to the Self-Publishing Software frame in digital format. The destination format for storage and presentation of the Client's document will be in the form of standard HTML and PDF;
 - b. Participating in the training necessary to use the software for the publication and integration of enacted legislation, and the drafting of future ordinances for self-updating; and
 - c. Integrating all future legislation into the existing code and continue to use the Self-Publishing Software to update and maintain any additional Client publications (unless for an additional fee the Service Provider is utilized for this service).

2. Client may add additional publications to the Self Publishing Software services purchased herein at an additional annual rate for each added publication, to be agreed upon by the parties, including without limitation: Minutes; Policies and Procedures; Resolutions; Public Works; Construction Standards; Plans; Charters, Museums, Airports.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Contact Information

Organization

URL

Street Address

Address 2

City

State

Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact

E-Mail

Phone

Ext.

Fax

Billing Address

Address 2

City

State

Postal Code

Tax ID #

Sales Tax Exempt #

Billing Terms

Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES):

Y [] or N []

Please list all external sources:

Contract Contact

Email

Phone

Ext.

Fax

Project Contact

Email

Phone

Ext.

Fax

City Council Agenda Item Report

Meeting Date: June 17, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 120 minutes (8:30 - 10:30 p.m.)

Subject:

Authorizing for the City Manager to execute the Charter Review Contract

Suggested Action:

The city charter, which is the foundational legal document for our municipal governance, has not been updated for a significant period. It is crucial that we conduct a thorough review to ensure that it reflects current laws, best practices, and the evolving needs of our community.

The expertise of the City Solicitor is essential for a detailed and legally sound review of the charter. This review is crucial for maintaining the integrity of our governance framework and ensuring that it aligns with current legal standards and best practices.

Staff is requesting that the City Council approve the authorization for the City Manager to encumber funds and make payments for services to the City Solicitor not to exceed \$15,000 for the charter review. This payments will cover the costs associated with performing a thorough review of the city charter throughout the process.

Attachments:

City Council Agenda Item Report

Meeting Date: June 17, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 120 minutes (8:30 - 10:30 p.m.)

Subject:

Rent Stabilization Discussion

Suggested Action:

Councilmember Pompi requested this item be added to the agenda.

Council Report on CB-055-2024 - Rent Stabilization Program

Introduction: CB-055-2024, introduced by Council Chair Ivey, seeks to make permanent the provisions of CB-007-2023, a bill of the same title. This legislation is co-sponsored by Councilmembers Harrison, Fisher, Franklin, Hawkins, and Watson and has been referred to the Committee of the Whole.

Summary: The primary goal of CB-055-2024 is to "permanently protect renters of property from excessive rent increases." The affected code sections are 13-147, 13-146, 13-145, 13-144, and 13-138, which amend Subtitle 13 of the County Code.

Key Points:

- Purpose: The bill aims to provide long-term stability and protection for renters by making rent stabilization measures permanent.
- Support: The bill has the support of the majority of the council.
- Amendments: While the bill is expected to pass, some minor "friendly" amendments may be added before the final passage.

Attachments:

[24-0612_Apartment Complex Construction Dates_updated.pdf](#)

[B2024055.pdf](#)

[CB-055-2024 Summary.pdf](#)

[CB-055-2024 PAFI.pdf](#)

[Carrington 2024 Greenbelt CB0552024 Report June 12.pdf](#)

List of Apartment Rental Properties in Greenbelt by Construction Year
As of 6/14/2024

Apartment Complex	Number of Units	Construction Year	Running Total
Lawrence	48	1937	48
Jane	52	1937	100
GDC Parkway	60	1937	160
Parkway Gardens	42	1937	202
Crescent Square I	42	1937	244
Crescent Square II	24	1937	268
Crescent Pointe	42	1939	310
Parke Crescent	84	1960	394
Lakeside North	276	1963	670
Franklin Park at Greenbelt Station	2,877	1964	3,547
Charlestowne North	179	1965	3,726
University Square	496	1967	4,222
Glen Oaks	463	1976	4,685
Greenridge House	101	1979	4,786
Verde Apartments	302	2016	5,088
Motiva	354	2022	5,442
Total Apartment Units	5,442		

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2024 Legislative Session

Bill No. CB-055-2024

Chapter No. _____

Proposed and Presented by Council Members Ivey, Harrison, Fisher, Franklin, Hawkins and
Watson

Introduced by _____

Co-Sponsors _____

Date of Introduction _____

BILL

AN ACT concerning

Permanent Rent Stabilization and Protection Act of 2024

For the purpose of establishing permanent protections for renters against excessive rent increases and generally stabilizing rent prices in Prince George's County, subject to certain conditions.

BY repealing and reenacting with amendment:

SUBTITLE 13. HOUSING AND PROPERTY STANDARDS.

Sections 13-138, 13-144, 13-145, 13-146, and 13-147,

The Prince George's County Code

(2023 Edition).

BY adding:

SUBTITLE 13. HOUSING AND PROPERTY STANDARDS.

Sections 13-147.1, 13-147.2, and 13-147.3,

The Prince George's County Code

(2023 Edition).

SECTION 1. BE IT FURTHER ENACTED by the County Council of Prince George's County, Maryland, that Sections 13-138, 13-144, 13-145, 13-146 and 13-147 of the Prince George's County Code be and the same are repealed and reenacted with amendment:

SUBTITLE 13. HOUSING AND PROPERTY STANDARDS.

DIVISION 3. LANDLORD-TENANT REGULATIONS.

SUBDIVISION 1. GENERAL PROVISIONS

Sec. 13-138. - Definitions.

(a) For the purposes of this Division (and Division 4):

(2.1) **Banked amount** means the dollar amount of an annual rent increase allowance that a landlord did not use to increase the rent for a regulated unit.

(2.2) **Base rent** means rent charged for a regulated rental unit under a lease, exclusive of any rental discounts, incentives, concessions, or credits that are:

(A) offered by the landlord;

(B) accepted by the tenant; and

(C) itemized in the lease separate from the rent.

(3.1) **Capital improvements** mean permanent structural alterations to a regulated unit intended to enhance the value of the unit. **Capital improvements** include structural alterations required under federal, state, or County law. **Capital improvements** do not include ordinary repair or maintenance of existing structures.

(4.1) **CPI-U** means the Consumer Price Index for All Urban Consumers for the Washington-Arlington-Alexandria Area, published by the U.S. Bureau of Labor Statistics.

(12.1) **Multifamily dwelling** means a building containing four or more dwelling units. Units may be located side by side in a horizontal configuration or stacked one above the other in a vertical configuration, sharing common vertical walls or horizontal floors and ceilings. **Multifamily dwelling** does not include single family attached or detached houses.

(15.1) **Regulated rental unit** or **regulated unit** means a rental unit that is not exempted under Section 13-147.

(18.1) **Substantial renovation** means permanent alterations to a building that:

(1) are intended to enhance the value of the building; and

(2) cost an amount equal to at least 40 percent of the value of the building, as assessed by the State Department of Assessments and Taxation.

Sec. 13-144. Annual rent increase allowance.

(a) Annual rent increase allowance. The Director annually shall calculate a rent increase allowance for regulated rental units applicable to rental lease renewals equal to the lesser of:

(1) CPI-U plus 3 percent; or

(2) 6 percent.

(b) Duration. A rent increase allowance under Subsection (a) remains in effect for a 12-month period, beginning July 1st of each year and ending on June 30th of the following year.

(c) By May 1st of each year, DPIE shall provide notice to the public of the annual rent increase allowance under Subsection (a), above, that will become effective on July 1st of that year.

Sec. 13-145. Rent increases – in general; limited surcharges for capital improvements.

(a) In general. Except as provided under Subsection (b), below, upon a lease renewal, a landlord shall not increase the rent of a regulated rental unit to an amount greater than:

(1) the base rent; plus

(2) the rent increase allowance under Section 13-144; plus

(3) any banked amount (the manner of application and determination of a “banked amount” shall be established by rent stabilization regulations adopted by the Director and shall include a requirement that the applicant fully compensate the County for any costs the Director determines are associated with determining whether the applicant meets the requirements of being able to utilize a banked amount); and

(4) does not exceed 10 percent of the base rent.

(b) Limited surcharge for capital improvements. Subject to Subsection (c), below, the Director shall grant a landlord’s petition to add a surcharge to the amount permitted under Subsection (a) if the Director determines, in accordance with rent stabilization regulations adopted by the Director:

(1) the surcharge is limited to an amount necessary to cover the costs of capital improvements to the regulated unit, excluding the costs of ordinary repair and maintenance;

(2) the surcharge does not take effect until after the capital improvements are completed;

(3) if the capital improvements are for all rental units within the building, the surcharge:

(A) is divided equally among the units;

(B) is prorated over at least 96 months; and

- 1 (C) does not exceed 20 percent of the base rent;
- 2 (4) if the capital improvements apply only to certain regulated rental units within the
- 3 building, the surcharge:
- 4 (A) is divided equally among the affected units;
- 5 (B) is prorated over at least 60 months; and
- 6 (C) does not exceed 15 percent of the base rent;
- 7 (5) the surcharge for each unit ends once the costs of the capital improvements, including
- 8 any interest and service charges, have been recovered by the landlord;
- 9 (6) the capital improvements would protect or enhance the health, safety, and security of
- 10 the tenants or the habitability of the rental housing;
- 11 (7) if the capital improvements would result in energy cost savings:
- 12 (A) the savings would be passed on to the tenant; and
- 13 (B) either:
- 14 (i) the improvements would result in a net savings in the use of energy in the
- 15 building; or
- 16 (ii) the improvements are intended to comply with applicable law;
- 17 (8) the capital improvements are depreciable under the federal Internal Revenue Code;
- 18 (9) the applicant has certified to the Director the costs of the capital improvements,
- 19 including any interest and service charge;
- 20 (10) the applicant has certified to the Director that required governmental permits and
- 21 approvals have been granted; and
- 22 (11) the applicant fully compensates the County for any costs the Director determines are
- 23 associated with determining whether the applicant meets the requirements of this Subsection.
- 24 (c) Surcharge – additional requirements.
- 25 (1) A landlord must maintain, and must make available to a tenant with an active lease
- 26 for the affected unit or the Director upon request, all plans, contracts, specifications, and permits
- 27 related to any capital improvements for which a surcharge has been granted.
- 28 (2) Immediately upon the completion of capital improvements under this Section, a
- 29 landlord must permit the return to affected rental units of any tenant with an active lease for the
- 30 unit who was displaced due to the improvements.

Sec. 13-146. Fair return.

(a) Fair return rent increase. In accordance with this Section and rent stabilization regulations adopted by the Director:

(1) a landlord may apply to the Director to increase rent for a regulated unit in an amount that exceeds the annual rent increase allowance prescribed in Section 13-144; and

(2) the Director shall grant the application if the Director finds that the increase is necessary for the landlord to obtain a fair return on the regulated unit; provided that

(3) the applicant fully compensates the County for any costs the Director determines are associated with determining whether the applicant meets the requirements of this Section.

(b) For purposes of this Section, fair return means a return on investment:

(1) sufficient to offset operating expenses; and

(2) commensurate with returns on investments in other enterprises having comparable risks.

(c) The Director shall adopt rent stabilization regulations establishing:

(1) a formula to determine the rent increase necessary to obtain a fair return for a regulated unit;

(2) application requirements, including the information an applicant must submit to demonstrate the rent necessary to obtain a fair return;

(3) a uniform system and procedures for processing applications;

(4) criteria the Director must use to evaluate and to grant or deny an application; and

(5) the duration of a rent increase approved under this Section.

Sec. 13-147. Exempt rental units.

(a) Exemptions. The requirements and limits of Section 13-145 do not apply to:

(1) a newly constructed unit whose construction was completed on or after January 1, 2000;

(2) a unit in a licensed facility, the primary purpose of which is the diagnosis, cure, mitigation, and treatment of illnesses;

(3) a unit in a facility owned or leased by an organization exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code if the primary purpose of the organization is to provide temporary shelter for qualified clients;

(4) an owner-occupied group house;

- (5) a religious facility, including a church, synagogue, parsonage, rectory, convent, and parish home;
- (6) a hotel or motel only serving transient residents;
- (7) a school dormitory;
- (8) a licensed assisted living facility or nursing home;
- (9) a building originally designed and constructed to contain only 2 dwelling units, one of which the owner currently occupies as a principal residence (domicile);
- (10) an accessory dwelling unit;
- (11) a unit subject to a regulatory agreement with a governmental agency or an agreement with a third-party entity that restricts occupancy of the unit to low and moderate income tenants;
- (12) Subject to rent stabilization regulations adopted by the Director, a unit located within a substantially renovated building if:
 - (A) the substantial renovation was or is completed on or after January 1, 2000; and
 - (B) the building is not in violation of Subtitles 4 or 13;
- (13) a rental unit owned by a landlord who:
 - (A) owns 5 or fewer rental units within the County; and
 - (B) is either:
 - (i) a natural person; or
 - (ii) the trust or estate of a decedent;
- (14) a rental unit being leased to a new resident;
- (15) any rental unit that is (or is located within) a dwelling that is majority owned by one or more individuals domiciled in Prince George's County and is not a multifamily dwelling or located within a multifamily dwelling;
- (16) a condominium unit owned by one or more individuals domiciled in Prince George's County; and
- (17) any unit within or a part of a building cooperative.

(b) Expiration of exemption.

An exemption under Subsection (a), above, expires when the conditions entitling the unit or facility to an exemption cease or no longer exist.

[Sec. 13-144. - Temporary Rent Stabilization—Limiting rent increases, notification requirements.]

1 [(a)From the effective date of this Rent Stabilization Act (Act), a landlord shall not:

2 [(i) increase rent in an amount that exceeds three percent (3%) per annum of the existing
3 rent amount for any Pre-existing Tenant; nor]

4 [(ii) terminate the lease because tenant sought enforcement of this Act.]

5 [(b)For the purposes of this section, the term Pre-existing Tenant is any tenant who was
6 subject to a valid lease at the Landlord's rental property prior to April 17, 2023.]

7 [(c)Exemptions. The following units shall be exempt from the provisions of this Act:

8 [(i) Dwelling units that received an initial use and occupancy permit in the last five years
9 of the effective date of this Act.]

10 [(ii) The Department of Housing and Community Development shall review all
11 applications for exemption for any dwelling unit governed by a Federal, State or County
12 agreement that subsidizes the tenant's rent and that agreement remain in effect during the tenure
13 of this Act. All provisions of this Act shall remain in full effect until DHCD grants the
14 application for exemption.]

15 [(d)Senior Housing. To the extent not preempted by federal law, all landlords of senior
16 housing properties are subject to this Rent Stabilization Act.]

17 **[Sec. 13-145. - Notices of Rent Adjustments and Rent Payment Plans During the Rent
18 Stabilization Act (Act).]**

19 [During the one-year period of this Act, a landlord:]

20 [(a)Shall inform a tenant in writing to disregard any notice of a rent increase if:]

21 [(1)the landlord provided the notice to the tenant prior to the enactment of this Act; and]

22 [(2)the effective date of the increase would occur on or after the date that the Act became
23 effective; and]

24 [(b)May offer rent payment plans, in writing, to tenants.]

25 **[Sec. 13-146. - Information and Enforcement.**

26 [(a)Department of Housing and Community Development (DHCD) and Department of
27 Permitting, Inspections and Enforcement (DPIE) shall provide information about the
28 requirements of the Section on their respective websites, including the date that this Act expires.]

29 [(b)DHCD and DPIE shall email and post notice to license holders of the three percent (3%)
30 per annum limit on rent increases for any tenant within fifteen (15) days of enactment of this
31 Act.]

1 [(c)DPIE shall exercise the enforcement authority provided pursuant to Section 13-102 of
2 Subtitle 13 and Section 1-123 of Subtitle 1 of this Code:]

3 [(1)This enforcement authority shall include the authority to impose fines for violations
4 of the provisions of this subtitle, including:]

5 [(i) The authority to impose a penalty in the amount of \$500 for the first violation of
6 the provisions of this Act; and]

7 [(ii) The authority to impose a penalty in the amount of \$1,000 for any subsequent
8 violations of the provisions of this Act; and]

9 [(iii) Any penalty collected shall be distributed to the general fund.]

10 **[Sec. 13-147. - Expiration and Notice of Expiration.]**

11 [This Act expires, and has no further force or effect, one-year after the effective date of this
12 Act without further action by the County Council or the County Executive. DPIE and DHCD
13 must post, on their respective websites, information about the requirements of this Subdivision
14 and the related Sections, including the date that these requirements expire.]

15 SECTION 2. BE IT FURTHER ENACTED by the County Council of Prince George's
16 County, Maryland, that Sections 13-147.1, 13-147.2, and 13-147.3 of the Prince George's County
17 Code be and the same are hereby added:

18 **Sec. 13-147.1. Regulation of fees.**

19 (a) Regulations. The Director shall adopt rent stabilization regulations regarding limitations
20 on fee increases or new fees charged by the landlord to the tenant for a regulated rental unit.

21 (b) Fee schedule. At the discretion of the Director, a fee schedule may be included, as a part
22 of the rent stabilization regulations.

23 **Sec. 13-147.2. Rent stabilization data collection.**

24 (a) On or before September 30th of each year, a landlord must submit to the Department a
25 report for the preceding 12-month period, beginning July 1st and ending on June 30th, regarding
26 regulated rental units, rents, and notices of rent increases.

27 (b) The landlord shall submit the report in the form and manner prescribed by the Director
28 pursuant to rent stabilization regulations.

29 **Sec. 13-147.3. Information and Enforcement.**

30 (a) The Department of Housing and Community Development (DHCD), DPIE, and the
31 Office of Community Relations (OCR) shall provide information about the requirements of this

1 Subdivision on their respective websites, including, but not limited to, informing landlords,
 2 tenants, and the general public about the types of units subject to the provisions of this
 3 Subdivision and exempt from some or all of its provisions. By January 1, 2026, DHCD shall
 4 provide a publicly available web portal that the general public can access and utilize to determine
 5 whether a particular rental property is subject to the limits of the rent increase allowance
 6 prescribed in Section 13-144 and whether the provisions of Sections 13-145, 13-146, or 13-147
 7 are applicable to the property.

8 (b) DPIE shall email and post notice to license holders of the per annum limits on rent
 9 increases prescribed in this Subdivision within fifteen (15) days of its effective date.

10 (c) DPIE shall exercise the enforcement authority provided pursuant to Section 13-102 of
 11 Subtitle 13 and Section 1-123 of Subtitle 1 of this Code:

12 (1) This enforcement authority shall include the authority to impose fines for violations
 13 of the provisions of this Subtitle, including any regulations authorized by this Subdivision,
 14 including:

15 (A) The authority to impose a penalty in the amount of \$500 for the first violation of
 16 the provisions of this Subdivision; and

17 (B) The authority to impose a penalty of an amount up to \$5,000 for any subsequent
 18 violations of the provisions of this Subdivision; and

19 (C) Any penalty collected shall be distributed to the general fund.

20 SECTION 3. BE IT FURTHER ENACTED that by January 1, 2026, the Director shall adopt
 21 and publish rent stabilization regulations authorized and/or required by this Act. Such regulations
 22 shall implement and be consistent with the provisions of this Act. Such regulations shall become
 23 effective on February 1, 2026 and be published on the official DPIE website. At least sixty (60)
 24 days in advance of the adoption of the regulations, the Director is strongly encouraged to publish
 25 an informal draft of the rent stabilization regulations on the official DPIE website and solicit
 26 public feedback. After the initial adoption, rent stabilization regulations may be amended from
 27 time to time by the Director upon 60 calendar days advance public notice published on the DPIE
 28 official website. Such public notice shall also be transmitted to the County Executive and County
 29 Council.

30 SECTION 4. BE IT FURTHER ENACTED that, excluding Sections 13-144, 13-145(a)(1)
 31 and (2), 13-147(a)(1)-(11), 13-147(a)(13)-(17), 13-147(b), and 13-147.3(c) of the Code, Sections

1 and 2 of this Act shall not take effect or be enforced until the rent stabilization regulations prescribed in Section 3 of this Act become effective.

SECTION 5. BE IT FURTHER ENACTED, notwithstanding Sections 13-144(b) and (c) of the Code and solely for calendar year 2024, the rent increase allowance prescribed in Section 13-144(a) of the Code shall become effective on October 17, 2024 and shall remain in effect until July 1, 2025. The July 1, 2025 rent increase allowance and those thereafter shall be determined in accordance with the schedule established in Section 13-144 of the Code.

SECTION 6. BE IT FURTHER ENACTED that DHCD shall provide technical support and consultation to the Director and DPIE for the implementation of this Act and the rent stabilization regulations authorized and required by this Act. DHCD, in collaboration with the OCR and DPIE, shall conduct public information, education, and outreach efforts to landlords and tenants about the requirements and provisions of this Act, including, but not limited to, direct communications to tenants in age restricted communities, assisted living facilities, and other vulnerable communities as determined by DHCD.

SECTION 7. BE IT FURTHER ENACTED that the Director of DPIE is authorized to propose increasing rental license fees (and any other fees associated with rental housing) to an amount commensurate with the costs of administering and enforcing this Act. Such fee increases shall become effective once approved by County Council resolution, with concurrence of the County Executive, after the Council holds a public hearing on the proposal.

SECTION 8. BE IT FURTHER ENACTED that the provisions of this Act are hereby declared to be severable; and, in the event that any section, subsection, paragraph, subparagraph, sentence, clause, phrase, or word of this Act is declared invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining words, phrases, clauses, sentences, subparagraphs, paragraphs, subsections, or sections of this Act, since the same would have been enacted without the incorporation in this Act of any such invalid or unconstitutional word, phrase, clause, sentence, paragraph, subparagraph, subsection, or section.

SECTION 9. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45) calendar days after it becomes law.

Adopted this ____ day of _____, 2024.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Jolene Ivey
Chair

ATTEST:

Donna J. Brown
Clerk of the Council

APPROVED:

DATE: _____ BY: _____
Angela D. Alsobrooks
County Executive

KEY:
Underscoring indicates language added to existing law.
[Brackets] indicate language deleted from existing law.
Asterisks *** indicate intervening existing Code provisions that remain unchanged.



Prince George's County Council

Agenda Item Summary

Meeting Date: 6/18/2024

Effective Date:

Reference No.: CB-055-2024

Chapter Number:

Draft No.: 1

Public Hearing Date:

Proposer(s): Ivey, Harrison, Fisher, Franklin, Hawkins and Watson

Sponsor(s): Ivey, Harrison, Fisher, Franklin, Hawkins and Watson

Item Title: AN ACT CONCERNING PERMANENT RENT STABILIZATION AND PROTECTION ACT OF 2024 for the purpose of establishing permanent protections for renters against excessive rent increases and generally stabilizing rent prices in Prince George's County, subject to certain conditions.

Drafter: Karen T. Zavakos, Associate Council Administrator

Resource Personnel: Amy Fry, Chief of Staff, Council District 5

LEGISLATIVE HISTORY:

Date:	Acting Body:	Action:	Sent To:
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06/04/2024	County Council	removed from Consent Agenda	
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Action Text:

This Council Bill was removed from the Consent Agenda.

06/04/2024	County Council	presented and referred	COW
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Action Text:

This Council Bill was presented by Council Members Ivey, Harrison, Fisher, Franklin, Hawkins and Watson and referred to the Committee of the Whole.

06/11/2024	COW	no action	
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Action Text:

This Council Bill was no action

AFFECTED CODE SECTIONS:

13-147 13-146 13-145 13-144 13-138

BACKGROUND INFORMATION/FISCAL IMPACT:

On February 28, 2023, the Council enacted Council Bill No. CB-007-2023, to establish a Rent Stabilization Program for the protection of renters of property in the County. The bill was a temporary measure by design, enacted to sunset without further action of the County Council after one (1) calendar year from its taking effect. Accordingly, this bill will amend Subtitle 13 of the County Code to permanently protect renters of property from excessive rent increases.

Document(s): B2024055, CB-055-2024 Summary, CB-055-2024 PAFI, CB-055-2024 OOL
Comment, CB-055-2024 Public Comments COW 6-11-2024

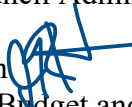


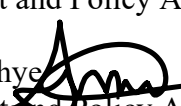
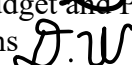
FISCAL AND POLICY NOTE

June 8, 2024

TO: Jennifer A. Jenkins
Council Administrator

Colette R. Gresham, Esq.
Deputy Council Administrator

THRU: Josh Hamlin 
Director of Budget and Policy Analysis

FROM: Shalene Miller-Whyte 
Legislative Budget and Policy Analyst
David Williams 
Legislative Budget and Policy Analyst
Lavina Baxter 
Senior Legislative Budget and Policy Analyst

RE: Policy Analysis and Fiscal Impact Statement
CB-055-2024 Permanent Rent Stabilization and Protection Act of 2024

CB-055-2024 (*proposed by*: Council Members Ivey, Harrison, Fisher, Franklin, Hawkins, and Watson)

Assigned to the Committee of the Whole (COW)

AN ACT concerning Permanent Rent Stabilization and Protection Act of 2024 For the purpose of establishing permanent protections for renters against excessive rent increases and generally stabilizing rent prices in Prince George's County, subject to certain conditions.

Fiscal Summary

Direct Impact:

Expenditures: Significant additional administrative expenditures will be required for program implementation, enforcement, and compliance.

Website: <https://pgccouncil.us> | Wayne K. Curry Administration Bldg.
Office: (301) 952-3431 | 1301 McCormick Drive, 3rd Floor
FAX: (301) 780-2097 | Largo, Maryland 20774

Revenues: No anticipated revenue impact.

Indirect Impact:

There will likely be a mixed indirect impact.

Legislative Summary:

CB-055-2024¹ Sponsored by Council Members Ivey, Harrison, Fisher, Franklin, Hawkins, and Watson, it was presented to the Council on June 6, 2024, and referred to the Committee of the Whole. It would amend Subtitle 13, Housing and Property Standards, of the Prince George's County Code to establish a permanent rent stabilization to protect renters against excessive rents.

If enacted, CB-055-2024 would:

- Repeal and reenact with amendments County Code sections 13-138, 13-144, 13-145, 13-146, and 13-147 and add sections 13-147.1, 13-147.2, and 13-147.3.
-

Resource Personnel:

- Karen T. Zavakos, Associate General Council Administrator
 - Amy Fry, Chief of Staff, Council District 5
-

Current Law/Background:

Prior to CB-055-2024, CB-007-2023² was introduced to temporarily amend the Landlord-Tenant Code to limit landlords' ability to increase rent, with a cap set at 3%. This included an initial 6-month period but was extended through CB-008-2024³ to extend the sunset date of this temporary measure by an additional six months, from April 17, 2024, to October 17, 2024.

To address the concerns of all stakeholders regarding rent stabilization, a rent stabilization work group was developed in partnership with Enterprise, Urban Institute, and Equitable Housing Solutions to engage stakeholders and provide clear recommendations for a permanent rent stabilization policy within the County.⁴ Stakeholders included housing advocates, apartment companies, investment partners, non-profits, County agencies, and others with interests and

¹ [CB-055-2024](#)

² [CB-007-2023](#)

³ [CB-008-2024](#)

⁴ [Rent Stabilization Work Group](#)

concerns regarding the potential implementation of this policy. Findings were reported on February 27, 2024.⁵

Discussion/Policy Analysis

Bill Provisions

Bill Provisions	CB-055-2024
Base Rent	Base rent means rent charged for a regulated rental unit under a lease, exclusive of any rental discounts, incentives, concessions, or credits that are: (A) offered by the landlord; (B) accepted by the tenant; and (C) itemized in the lease separate from the rent.
Annual Rent Increase	Equal to the lesser of the CPI-U plus 3 % of 6%. This will be provided on May 1 of each year and effective on July 1 of that year.
Limited Surcharges for Capital Improvements	This surcharge covers the costs of capital improvements, excluding ordinary repair and maintenance. It becomes effective after the completion of capital improvements. The surcharge is divided equally among all units in a building, prorated for at least 96 months, and does not exceed 20% of the base rent. For certain units in a building, the surcharge is divided equally among the affected units, prorated over at least 60 months, and does not exceed 15% of the base rent. Surcharges end when the cost of capital improvements, including interest and service charges, have been recovered.
Limited Surcharges for Capital Improvements - Banking	The banked amount is to be established by rent stabilization regulations adopted by the Director. Landlords may petition for a limited surcharge, not to exceed 10% of the base rent, including the rent increase allowance.
Fair Return for Regulated Units	A landlord may apply to the Director for a rent increase that exceeds the allowance; a fair return is to mean a return on investment such as: Offsetting operating expenses and commensurate with returns on investments in other enterprises having comparable risks. A formula for regulations is to be established, as well as application requirements.

⁵ [Rest Stabilization Task Force Recommendations and Report](#)

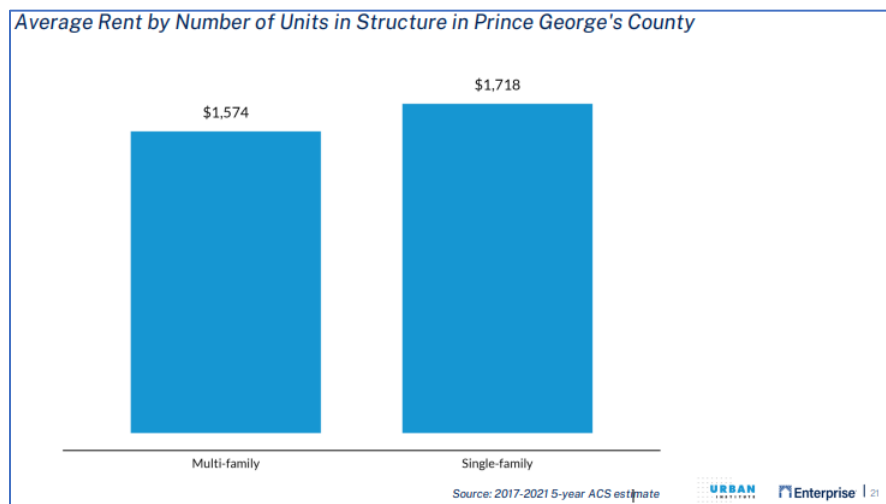
Automatic Exemptions	(1) a newly constructed unit whose construction was completed on or after January 1, 2000; (2) a unit in a licensed facility, the primary purpose of which is the diagnosis, cure, mitigation, and treatment of illnesses; (3) a unit in a facility owned or leased by an organization exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code if the primary purpose of the organization is to provide temporary shelter for qualified clients; (4) an owner-occupied group house; (5) a religious facility, including a church, synagogue, parsonage, rectory, convent, and parish home; (6) a hotel or motel only serving transient residents; (7) a school dormitory; (8) a licensed assisted living facility or nursing home; (9) a building originally designed and constructed to contain only 2 dwelling units, one of which the owner currently occupies as a principal residence (domicile); (10) an accessory dwelling unit; (11) a unit subject to a regulatory agreement with a governmental agency or an agreement with a third-party entity that restricts occupancy of the unit to low and moderate-income tenants; (12) Subject to rent stabilization regulations adopted by the Director, a unit located within a substantially renovated building if: (A) the substantial renovation was or is completed on or after January 1, 2000; and (B) the building is not in violation of Subtitles 4 or 13; (13) a rental unit owned by a landlord who: (A) owns 5 or fewer rental units within the County; and (B) is either: (i) a natural person; or (ii) the trust or estate of a decedent; (14) a rental unit being leased to a new resident; (15) any rental unit that is (or is located within) a dwelling that is majority owned by one or more individuals domiciled in Prince George’s County and is not a multifamily dwelling or located within a multifamily dwelling; (16) a condominium unit owned by one or more individuals domiciled in Prince George’s County; and (17) any unit within or a part of a building cooperative. <i>An exemption listed above expires when the conditions entitling the unit or facility to an exemption cease or no longer exist.</i>
------------------------------------	---

Fee Regulation	The Director will adopt regulations regarding limitations on fee increases or new fees charged by the landlord to the tenant in a regulated unit. A fee schedule may be included.
Data Collection	A landlord must submit a report to the Department regarding regulated rental units, rents, and notices of rent increases for the 12-month period from July 1 to June 30.
Enforcement	DHCD, DPIE, and OCR must inform landlords and tenants about the provisions of this Bill. DHCD must provide a public web portal for landlords to determine if their property is subject to rent increases. DPIE must notify license holders of the limits on rent increases 15 days before the effective date. With enforcement, DPIE may impose penalties of \$500 for first violations and up to \$5,000 for all other violations.

Prince George's County Renters & Rent Growth

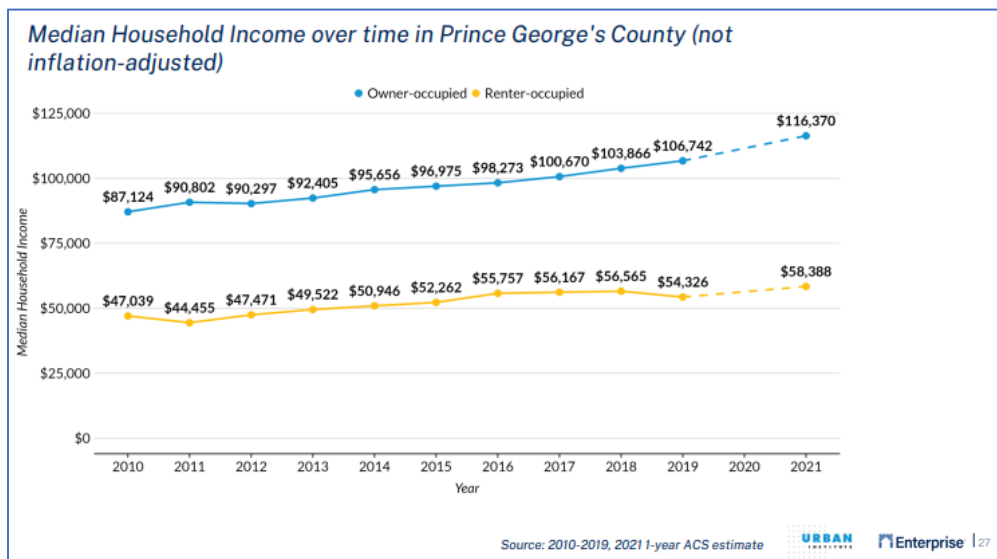
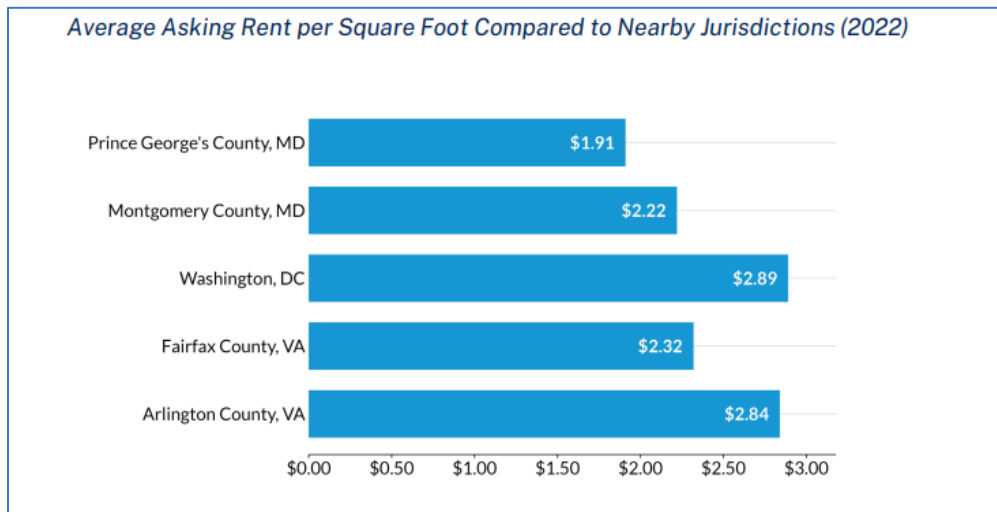
According to the American Community Survey 2018-2022, 52% of the County's renters had unaffordable housing costs within the County. In 2023, 30% of the County's housing stock was affordable to households with low incomes. With an annual housing production target of 2,380 units through the Council of Government Housing Targets, the County only built 1,172 new units. With a 4 year target of 9,520, the County has missed its targets, only developing at least 5,576 units.⁶ In 2021, there were 64,777 cost-burdened renters within the County, this has steadily grown since 2010 from 55,766.⁷

Other important figures provided by the Rent Stabilization Task Force demonstrate that the average rent for multi-family units is \$1,574, and the median household income for owner-occupied units is double the median household income for renter-occupied units. This demonstrates that with lower rents per square foot in the County, the median household income amongst renters is not enough to meet the cost of rent in comparison to neighboring jurisdictions, especially given the cost burdens mentioned previously.



⁶ [Prince George's County | Housing Indicator Tool | HAND \(handhousing.org\)](#)

⁷ 2010-2019, 2021 1-year ACS estimate, Rent Stabilization Task Force PowerPoint



Based on the current provisions, it is important to understand the number of units to be regulated through CB-055-2024. This is to regulate units built before January 1, 2000. According to CoStar's data⁸, prior to 2000, 444 buildings were constructed, including 86,040 units; these units may be subject to regulation; in the chart below, these are considered Class B and Class C units. However, there are several other stipulations that can remove them from this number, including:

- a unit subject to a regulatory agreement with a governmental agency or an agreement with a third-party entity that restricts occupancy of the unit to low and moderate-income tenants;
- a unit located within a substantially renovated building if:
 - (A) the substantial renovation was or is completed on or after January 1, 2000; and
 - (B) the building is not in violation of Subtitles 4 or 13;

⁸ CoStar ©, a commercial listing firm, for apartment counts and rents.

According to 2022 CoStar rent data, as provided by the Rent Stabilization Task Force, 11% of all multi-family units are affordable, also to be excluded from the number of units to be regulated under this policy.⁹

In the table below, at least 12,275 Class A units were built after January 1, 2000, in 41 buildings, and at least 7,916 Class B or C units were built after 2000, in 48 buildings.

Further, rent growth in the County is an important measurement to understand how rents in the County are currently rising prior to establishing a form of rent stabilization. Based on U.S. Bureau of Labor Statistics Data depicted in the below table, the County saw rent growth of 3% across all classes. This is .15% below the CPI-U for our region. Rent growth slowed from 4.5% in 2022 to 1.5% in 2023 among Class B and C units and from 3.0% to 1.5% during the same period among Class A units. CPI-U went from 6.72% in 2022 to 3.15% in 2023. Focusing strictly on units built before 2000, since 2017, the growth of rent has only seen a 6% increase in 2019, which would be the maximum cap as outlined in this Bill. Since 2017, the County has averaged a 3.2% rent increase across Class B and Class C units.

PRINCE GEORGE'S COUNTY ANNUAL RENT GROWTH SUMMARY				
YEAR	ALL APARTMENT UNITS	WORKFORCE UNITS	LUXURY UNITS	Washington-Arlington-Alexandria, DC-VA-MD-WV
	~106,000 Units	Class-B & Class-C (Generally Built Before 2000)	Class-A (Generally Built After 2000)	CONSUMER PRICE INDEX FOR ALL URBAN CONSUMERS (CPI-U)
2017		2.00%	3.50%	1.08%
2018		1.60%	3.10%	2.05%
2019		6.30%	6.70%	1.28%
2020		2.10%	0.60%	0.89%
2021		4.50%	2.50%	3.79%
2022		4.50%	3.00%	6.72%
2023		1.50%	1.50%	3.15%

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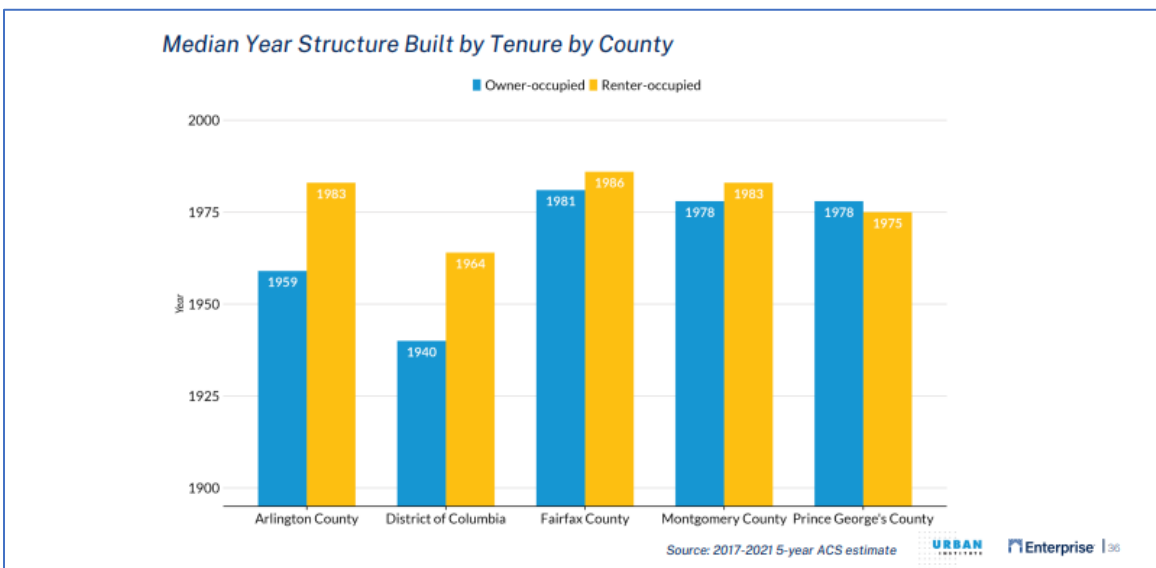
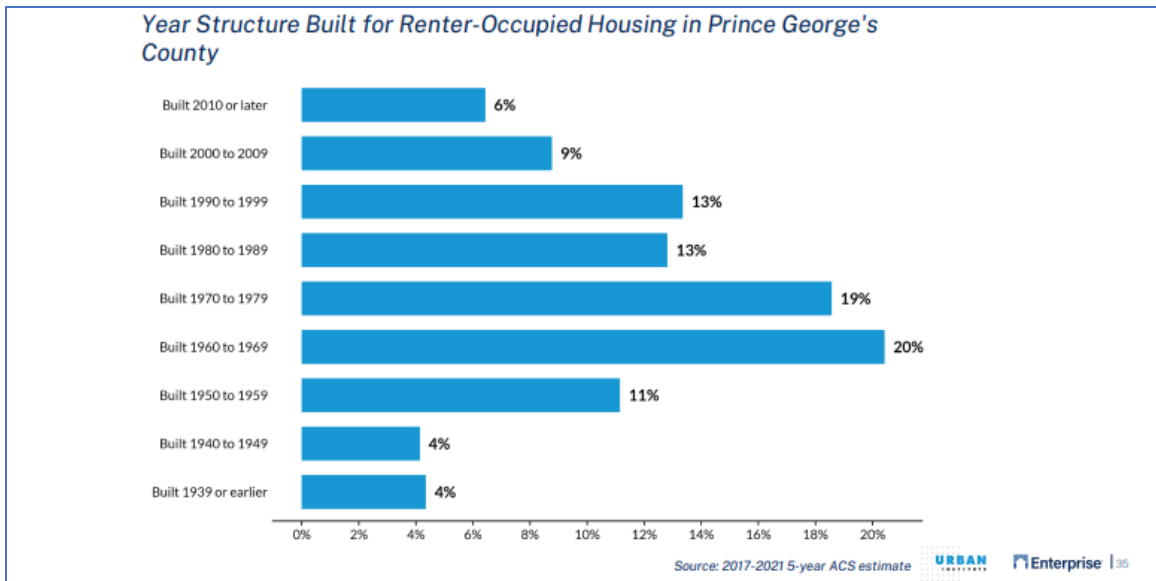
⁹ 2022 CoStar rent data, Rent Stabilization Task Force Recommendations PowerPoint

¹⁰ U.S. Bureau of Labor Statistics for CPI.

¹¹ CoStar ©, a commercial listing firm, for apartment counts and rents.

Housing Stock

As established through CoStar data, most of the County's rental stock, including A, B, and C class units, was built before 2000. Based on 2017-2021 5-Year American Community Survey estimates, as highlighted in the Rent Stabilization Task Force's presentation.¹² As depicted in the chart below, 80% of renter-occupied units in the County were built before the 1960s. This demonstrates the overall aging of the County's housing stock. It is the only County within the region with renter-occupied units, which are, on average, older than owner-occupied units. In Prince George's County, the average age of a renter-occupied unit is 49, compared to 41 in Montgomery County.¹³



¹² [Prince George's County Rent Stabilization Task Force Meeting Two](#)

¹³ 2017-2021 5-Year American Community Survey estimates

Construction Growth

Data shows that the supply of multifamily units within the County is still growing, potentially adding to the number of units not to be regulated due to the exemption from post-2000 construction. In terms of new construction, among all units, 2.8% were under construction, with six buildings and 885 units completed in 2023, according to CoStar data. While it is important to understand the effect of temporary rent stabilization on the number of units under construction during that time, this data is not yet available, as CB-007-2023 likely happened as these units had already been under construction. It is important to note that overall, construction spending is down, according to the Census Bureau, with a 0.1% increase during April 2024. Growing interest rates are a major concern amongst developers, and at this rate, they will continue to require increased incentives and local and federal dollars to produce multi-family housing that is affordable.¹⁴ As noted previously, about 11% of the County's units are affordable and are through LIHTC and similar incentives.

The Maryland Business Industry Association (MBIA) made a presentation on Monday, June 3, to the PHED committee highlighting the need for increased construction to reduce housing costs for renters. They noted that the unit shortage would exacerbate housing costs if this rent stabilization bill is implemented. The data provided by MBIA shows that in 2023, only 16% of new unit starts in the region were in Prince George's County, and of those units, none were conventionally financed without PILOT agreements or impact fee waivers. The MBIA contrasts the difference between sunbelt cities (predominantly in the Southern US), where housing unit supply is increasing and rents are decreasing, and gateway cities, where housing unit supply is decreasing and rents are increasing (major coastal metropolitans).¹⁵

The factors also cited by the MBIA as impeding housing affordability also include interest rates, increasing tax rates and impact fees, as well as property insurance costs and construction costs. Generally, rent stabilization is *only one factor of many that may hamper* new construction. It is important to note that the industry believes if rent caps were in place in the previous decade, landlords would have raised rents up to the cap to ensure return on investment. Additionally, they believe that Maryland has reached a point where every multifamily project will require a government incentive for construction due to increased building costs and regulation.¹⁶

In terms of recordation and transfer taxes, there has been a significant decrease in recordation taxes collected in FY 2022 to now. According to the Office of Finance's FY 2025 budget¹⁷, transfer and recordation taxes are the most volatile due to the correlation between revenue collected and local market activity. Things that influence transfer and recordation taxes include the tax rate, business cycle, interest rates, availability of credit, and the real estate market. While there are noticeable differences in the amount of recordation and transfer taxes collected between FY 2023 and FY 2024, many factors may be affecting this, including the real estate market; as mentioned previously, construction is down nationally.

¹⁴ [U.S. Census Bureau](#)

¹⁵ [MBIA presentation pg. 32](#)

¹⁶ [MBIA presentation pg. 29](#)

¹⁷ [Proposed Operating Budget pg. 48](#)

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024 Estimate	FY 2025 Proposed	Change FY24- FY25
Recordation Tax	\$50,749,806	\$60,279,962	\$73,179,036	\$42,695,925	\$52,431,400	\$39,000,000	\$42,000,000	-19.90%
Transfer Tax	\$121,875,124	\$143,642,925	\$168,454,273	\$128,254,383	\$152,139,900	\$122,500,000	\$122,500,000	-19.50%

Neighboring Jurisdictions

Montgomery County has adopted Bill 15-23¹⁸, with a rent increase allowance of 6% of the existing rent or 3% plus the CPI-U. Exemptions include newly constructed units offered for less than 23 years, accessory dwelling units, certain owner-occupied properties, a rental unit owned by a landlord who owns two or fewer rental units who is a natural person, estate or trust, health facilities, religious and non-profit organizations, and licensed facilities. Additionally, rent increases can be permitted to fund certain capital improvements.

CB-055-2024 is very similar in substance to Bill 15-23. The major differences between them are time limits for newly constructed rental stock and exemptions for landlords who own a certain number of units. As the stock continues to age, newly constructed units in Montgomery County will be regulated after 23 years in the rental market, while the provisions of this Bill do not provide for a dynamic age-related exemption. Instead, this Bill age exemption is static, applying to all units built after January 1, 2000. Using a fixed date of construction for an exemption, while it diverges from Montgomery County, is the model used by the District of Columbia.¹⁹ This may be important to note, as aging stock may require increased capital improvements and a potentially heightened number of surcharges to be passed on to tenants. Additionally, fixing applicability to the pre-2000 construction essentially means that the number of covered units will only diminish over time. Effectively, this results in a permanently shrinking pool of regulated units.

In terms of exemptions for small landlords, to be exempt under CB-055-2024 a landlord who owns five (5) units or fewer in the County. This number is two (2) units in Montgomery County. This may excuse more units to be considered for regulation under CB-055-2024.

Analyzing Montgomery County's transfer and recordation taxes may be necessary when considering construction growth. Like Prince George's County, Montgomery County is also seeing a decrease in recordation and transfer taxes, with a -20.60% decrease in recordation taxes from FY 2024 to FY 2025 and 19.80% for transfer taxes²⁰. As noted above, for Prince George's County, these taxes can be the most volatile, but the real estate market plays a factor.

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024 Estimate	FY 2025 Proposed	Change FY24- FY25
Recordation Tax	\$57,692,541	\$60,573,086	\$85,819,161	\$53,288,501	\$56,501,236	\$42,884,800	\$44,878,953	-20.60%
Transfer Tax	\$115,719,567	\$132,288,901	\$180,217,441	\$110,458,782	\$118,050,247	\$90,513,416	\$94,772,310	-19.80%

¹⁸ [Sec. 29-56. Rent stabilization - Montgomery County](#)

¹⁹ [DC Rental Housing Act of 1985](#) p. 24, [District of Columbia Register, 12.3.23, Vol 6-49 p.012731](#)

²⁰ [Montgomery County Maryland Operating Budget](#)

Task Force Findings and Recommendations

The rent stabilization task force had several recommendations for developing a permanent rent stabilization policy.²¹

Summary  		
COMPONENT	RENT STABILIZATION ACT OF 2023	RECOMMENDATIONS
LIMITATIONS ON RENT INCREASES	- Baseline factor: N/A - Escalator: N/A - Cap: 3%	- Anchor to an inflation index - Design to see allowable rent increases at least 4% but no more than 10% - Include a hard cap to ensure predictability
EXEMPTIONS	- Federal, state, locally subsidize units or any unit that the tenant is receiving rental assistance - Dwelling units that received an initial use and occupancy permit in the last five years of policy effective date	- Understand how different exemptions intersect and add up; compare to overarching policy goal(s) - Clearly define exemptions, including any relating to committed affordable housing units - Evaluate the macro effects of age-based exemptions over time
EXCEPTIONS	N/A	- Fair return - Significant capital improvements - Substantial renovations
DECONTROL	N/A	- Partial vacancy decontrol that allows property managers to increase rent somewhere between 8-12% - Allow rent increases to be banked up to 10%
RELATED TENANT PROTECTIONS	Anti-retaliation ordinance (Emergency Act Concerning Landlord Retaliation for Rent Stabilization)	- Proactive education - Clear tenant appeals processes - Option for mediation - Legal support for renters - Dedicated staff/office of landlord-tenant affairs

Based on the provisions of this Bill, it loosely follows recommendations established by the task force, including:

- limitations on rent increases with a 6% hard cap
- clearly defined exemptions, excluding committed affordable housing units
- exceptions for fair return, capital improvements, and renovations; and
- allowable rent increases with a cap of 10%, including the banked amount.

However, this Bill does mention vacancy control or partial vacancy decontrol for tenant-related protections. The Rent Stabilization Task Force advised that there be partial vacancy control, capping rent increases for vacant units somewhere between 8-12%. This may leave room for uncertainty and allow for vacant regulated units to be raised to high rents, which will, in turn, be the base of the next tenant's regulation.

This Bill does include potential education related to tenant protections, but its intensity is unclear. Further, there is no additional information related to potential appeals, mediation, or legal support for renters. Also noted, the enforcer of this Bill is the Department of Permitting and Inspection. The Department of Housing and Community Development will help inform renters and landlords of this policy; however, this leaves no indication that a separate office or dedicated staff for landlord-tenant affairs will be established.

²¹ [Rent Stabilization Task Force Recommendations and Report](#)

Administrative Impact

Section 13-147.3 stipulates that the Department of Housing and Community Development, the Department of Permitting, Inspection, and Enforcement, and the Office of Community Relations must publish information on the program parameters and criteria for enforcement on their respective websites. DPIE is granted enforcement authority for any landlord violations including the imposition and collection of fines and notifying license holders of the annual limits on rent increases. DCHD will be responsible for the development and implementation of a publicly accessible web portal to verify if a rental unit is subject to the legislation. Full implementation of this bill may require establishing new dedicated units within DHCD and DPIE.

Cost Considerations

- Increased staffing/FTE demands for program administration within DCHD.
- Increased staffing/FTE demands for program administration within DPIE.
- Hardware and software asset demands for establishment and operation of public access portal.

Fiscal Impact:

- *Direct Impact*

The adoption of CB-055-2024 will have an adverse fiscal impact as it will add significant administrative responsibilities to DPIE, DHCD, and OCR. This bill will likely require the creation of dedicated units within both DPIE and DHCD to handle the additional labor demand. Some of these costs may be offset by the imposition of fees and fines, however the fiscal impact is anticipated to remain adverse. For Montgomery County's Bill 15-23 the estimated first-year expenditures for personnel and operations were approximately \$1,227,394 with a total of \$6,889,725 over the subsequent six years. Montgomery County Office of Management and Budget also estimated a labor demand forecast of six new positions to administer this program. Prince George's County will most likely have a higher expenditure requirement than Montgomery County due to differences in the structure of the Counties' respective housing agencies.²²

- *Indirect Impact*

The adoption of CB-055-2024 is likely to have a mixed indirect impact. Its impact may be favorable in reducing resident displacement and creating greater housing affordability for middle to low-income renters. However, this favorable impact may be offset by an adverse impact on new multifamily construction, as referenced by the MBIA.

²² [Montgomery County Bill 15-23 Fiscal Impact](#)

- *Appropriated in the Current Fiscal Year Budget*

No.

Questions for Committee Consideration:

1. Does the Department have sufficient staff to meet enforcement of this Bill? What additional staffing would be required?
2. Does the department have an estimated fiscal impact for establishing the necessary provisions outlined in this Bill? How much additional staff would be required to meet the provisions outlined?
3. How many multi-family rental units (more than 4 units in a building, in this case) built before January 1, 2000, are licensed and operating in the County?
4. How many units are currently being operated within the County under an agreement for low—and moderate-income rents?
5. How many multi-family rental units (more than 4 units in a building, in this case) built before January 1, 2000, have had a substantial renovation?
6. How will all additional regulations be determined? For example, how is a fair return exception considered/approved?

Effective Date:

CB-055-2024 shall be effective forty-five (45) calendar days after it becomes law. However, the Bill contains a number of uncodified transitional provisions, as follows:

- the Director shall adopt and publish rent stabilization regulations authorized and/or required by this Act by January 1, 2026.
- The rent stabilization regulations shall become effective on February 1, 2026 and be published on the official DPIE website.
- The substantive provisions of the Act shall not take effect or be enforced until the rent stabilization regulations become effective.
- Solely for calendar year 2024, the rent increase allowance prescribed in Section 13-144(a) of the Code shall become effective on October 17, 2024, and shall remain in effect until July 1, 2025.
- The July 1, 2025 rent increase allowance and those thereafter shall be determined in accordance with the schedule established in Section 13-144 of the Code.

If you require additional information or have questions about this fiscal impact statement, please call me.



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Council Report on CB-055-2024 - Rent Stabilization Program

Introduction: CB-055-2024, introduced by Council Chair Ivey, seeks to make permanent the provisions of CB-007-2023, a bill of the same title. This legislation is co-sponsored by Councilmembers Harrison, Fisher, Franklin, Hawkins, and Watson and has been referred to the Committee of the Whole.

Summary: The primary goal of CB-055-2024 is to "permanently protect renters of property from excessive rent increases." The affected code sections are 13-147, 13-146, 13-145, 13-144, and 13-138, which amend Subtitle 13 of the County Code.

Key Points:

- **Purpose:** The bill aims to provide long-term stability and protection for renters by making rent stabilization measures permanent.
- **Support:** The bill has the support of the majority of the council.
- **Amendments:** While the bill is expected to pass, some minor "friendly" amendments may be added before the final passage.

Details of the Affected Code Sections:

1. **Section 13-147:** Defines the procedures and requirements for annual rent adjustments.
2. **Section 13-146:** Establishes guidelines for rent increases and limits to prevent excessive hikes.
3. **Section 13-145:** Provides tenant protections against retaliatory rent increases and evictions.
4. **Section 13-144:** Outlines the enforcement mechanisms and penalties for violations of the rent stabilization provisions.
5. **Section 13-138:** Includes additional tenant rights and landlord obligations to ensure compliance with rent stabilization.

Conclusion: CB-055-2024 aims to create a more stable and predictable rental market by ensuring renters are protected from significant rent increases. The bill's passage appears likely due to its widespread support among council members.

Next Steps:

- **Council Discussion:** The bill will be reviewed and discussed in the Committee of the Whole.
- **Amendments:** Any proposed amendments will be considered during the committee review.
- **Final Vote:** The bill will be put to a vote with the expectation of passage, with any amendments incorporated.

City Council Agenda Item Report

Meeting Date: June 17, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: OTHER BUSINESS - 120 minutes (8:30 - 10:30 p.m.)

Subject:

Meeting

Suggested Action:

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

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

Attachments:

[Closed Session Official Notice 240617.pdf meetings.pdf](#)



OFFICIAL NOTICE

By Section 3-305(b)(1)(8) and (10) of the General Provisions Article of the *Annotated Code of the Public General Laws of Maryland*, a closed session of the Greenbelt City Council will be held on Monday, June 17, 2024, immediately following the Council Meeting, in the Council Chambers of the Municipal Building: 1) to discuss the appointment, performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; 2) To consult with staff, consultants, or other individuals about pending or potential litigation; and 3) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;

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

** The public may attend the Regular Council Meeting of the City Council immediately before the closed session and observe the vote of the Council to move into the closed session on Monday, June 17, 2024.*

Bonita Anderson
City Clerk

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891



6/11/2024 11:38 AM

City Council Meetings & Work Sessions June – July – August

No Meeting – Juneteenth	Wed.	06/19	
MML Summer Conference (Ocean City)	Sun. – Wed.	06/23 – 06/26	
No Meeting – (MML Summer Conference)	Mon.	06/24	
No Meeting – (MML Summer Conference)	Wed.	06/26	
Work Session – Council Planning Framework	Mon.	07/01	7:30 pm
No Meeting – Fourth of July	Wed.	07/03	
Regular Meeting	Mon.	07/08	7:30 pm
Work Session – Charter Review Initiative	Wed.	07/10	7:30 pm
No Meeting – Council Summer Recess	Mon.	07/15	
No Meeting – Council Summer Recess	Wed.	07/17	
No Meeting – Council Summer Recess	Mon.	07/22	
Four Cities Meeting (Berwyn Heights)	Wed.	07/24	7:30 pm
Work Session – Board of Elections/Community Relations Advisory Board	Mon.	07/29	7:30 pm
Work Session – City Manager's Quarterly Update	Wed.	07/31	7:30 pm
Special Meeting/Closed Session – Personnel and Pending Legal Matters	Wed.	07/31	Following WS
Work Session – GATe	Mon.	08/05	7:30 pm
Work Session – TBD	Wed.	08/07	7:30 pm
Regular Meeting	Mon.	08/12	7:30 pm
Work Session – TBD	Wed.	08/14	7:30 pm
Work Session – TBD	Mon.	08/19	7:30 pm
Work Session – TBD	Wed.	08/21	7:30 pm
Work Session – TBD	Mon.	08/26	7:30 pm
Work Session – Recognition Group Policy Review/Greenbelt Community Center Business Plan Review	Wed.	08/28	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



6/11/2024 11:38 AM

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
Beltway Plaza (stakeholder)
Greenbelt Access TV
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: June 17, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: OTHER BUSINESS - 120 minutes (8:30 - 10:30 p.m.)

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

City Council Agenda Item Report

Meeting Date: June 17, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 120 minutes (8:30 - 10:30 p.m.)

Subject:

Appointment to Advisory Board/Committee

Suggested Action:

Reference: Application and Code of Conduct

The City Council interviewed Kathy Reynolds on September 16, 2020, for the appointment to the Public Safety Advisory Committee (PSAC).

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

Attachments:

City Council Agenda Item Report

Meeting Date: June 17, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 120 minutes (8:30 - 10:30 p.m.)

Subject:

Reappointment to Advisory Board/Committee

Suggested Action:

Reference: Survey

Stephenie Arcido has expressed her willingness to continue serving on the Advisory Committee of Education (ACE).

Approving this item on the consent agenda will indicate the Council's intention to reappoint Ms. Arcido to a new term.

Attachments:

City Council Agenda Item Report

Meeting Date: June 17, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 120 minutes (8:30 - 10:30 p.m.)

Subject:

Resignation to Advisory Board/Committee

Suggested Action:

Reference: Email - M. Wilson - 06/11/2024

Mark Wilson has submitted his resignation from the Community Relations Advisory Board (CRAB).

Approval of this item on the consent agenda will indicate the Council's intent to accept Mr. Wilson's resignation.

Attachments:

City Council Agenda Item Report

Meeting Date: June 17, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 120 minutes (8:30 - 10:30 p.m.)

Subject:

Reclassifications

Suggested Action:

Reference: Memorandum - D. Martinez - 06.12.2024

Community Mental Health Counselor I Class Specification

In the CARES Department, we currently have two part-time classified positions, which are vacant. We have the Community Mental Health Counselor position and the Family Counselor position. We are combining the two positions to create one full-time Community Mental Health Counselor I position. This position change is currently funded in the FY25 budget, and the duties will remain the same per the Job Description.

This change will assist the department in providing continued efficient services to the Greenbelt community. In addition, it will save the department \$15,125.00 by eliminating benefits and insurance costs by combining the positions to one. One of the deciding factors for this change has been the feedback received from potential qualified candidates that they are in search of full-time positions with benefits rather than a parttime role, which made the search for a part-time staff member with that skill set challenging.

Included in the Council packet is the job description for review.

Attachments:

[CARES - Position Merging- Council Session 6.17.24.pdf](#)

[Community Mental Health Counselor I.pdf](#)

MEMORANDUM



TO: City Council

FROM: Dawane Martinez, Dir. of Human Resources

CC: Josue Salmeron, City Manager; Liz Park, Dir. of CARES; Bertha Gaymon, City Treasurer

DATE: June 12, 2024

SUBJECT: Merging Positions - CARES

Dear Council,

In the CARES Department, we currently have two part-time classified positions, which are vacant. We have the Community Mental Health Counselor position and the Family Counselor position.

We are combining the two positions to create one full-time Community Mental Health Counselor I position. This position change is currently funded in the FY25 budget, and the duties will remain the same per the Job Description.

This change will assist the department in providing continued efficient services to the Greenbelt community. In addition, it will save the department \$15,125.00 by eliminating benefits and insurance costs by combining the positions to one.

One of the deciding factors for this change has been the feedback received from potential qualified candidates that they are in search of full-time positions with benefits rather than a part-time role, which made the search for a part-time staff member with that skill set challenging.

Along with this memo, I am providing a copy of the Job Description for review.

Feel free to reach out to me directly at dmartinez@greenbeltmd.gov or Dr. Liz Park at lpark@greenbeltmd.gov if you have any additional questions or concerns.

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE:	Community Mental Health Counselor I	SALARY GRADE: 12
DEPARTMENT:	CARES	FLSA STATUS: NE
REPORTS TO:	Director of CARES	DATE: 11/2022

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Provides emergency and on-going counseling services to citizens who have had contact with the City Police and/or live in the community. Responds to cases such as those involving juvenile crime, domestic violence, rape, attempted suicide and other traumatic experiences. Participates in Family Clinic and provides family therapy services. Work is performed under the limited supervision of the CARES Director.

ESSENTIAL JOB FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Responds to police officer's specific requests for assistance at incident scenes and interacts with police, victims, families, and other people at the incident scene in order to help bring accurate communication between all parties involved.

Assists clients at the incident scenes, including evaluating and assessing their level of safety, stabilizing them in a crisis situation, listening and empathizing with them and helping them connect with family and friends.

Provides crisis intervention and other forms of emergency therapy and intervention.

Provides services at local family clinic on a regular basis.

Provides follow up services, such as individual short-term counseling and referrals, when needed.

Maintains a comprehensive database of resources for area services and provides referrals and information for a variety of services, such as counseling, health, medical, psychiatric services, legal and financial.

Provides consultation services to police and code enforcement personnel regarding individuals or families in need of services.

Offers community outreach and psycho-educational programs.

IMPORTANT JOB FUNCTIONS:

Consults with outside agencies to provide emergency assistance, case management and crisis counseling.

Helps clients utilize appropriate resources toward the resolution of problems.

Makes home or hospital visits as necessary.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	General Office Equipment	Automobile	Mobile Telephone
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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's Degree from an accredited college or university in Social Work, Counseling, or a related field culminating with licensing as a mental health provider; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Licensed Mental Health Provider

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

Appropriate family and crisis counseling techniques, skills and theory.

Psychology, human behavior and group dynamics.

Pertinent Federal and State statutes and City ordinances.

Supervisory processes and practices (at the II level).

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Effective delivery of appropriate crisis counseling techniques in a wide variety of settings.

Establishing supervisory relationships with subordinate employees/interns (at the II level).

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to apply counseling techniques with diverse clients.

Ability to assess crisis situation and act quickly as needed to provide professional services.

Ability to be tactful, courteous and poised in difficult situations.

Ability to establish and maintain effective working relationships with a variety of people.

Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. This is sedentary work requiring the exertion of up to 10 pounds of force rarely.

Working Conditions:

Work is performed in an office and in the field exposing the employee to various outside atmospheric conditions, fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin. The employee is occasionally exposed to persons who have contagious diseases/illnesses, volatile situations and imminent danger when performing the essential functions of the job.

The incumbent's working conditions are typically moderately quiet to loud.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

City Council Agenda Item Report

Meeting Date: June 17, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 120 minutes (8:30 - 10:30 p.m.)

Subject:

Authorization for Auction of Surplus Vehicles

Suggested Action:

Reference: Bill of Sale

Background:

Pursuant to Sec. 2-131 of the city's code, staff conducted an auction of surplus vehicles. It was anticipated that none of the vehicles would exceed the \$5,000 limit, which necessitates Council approval. However, one vehicle surpassed this threshold and requires Council's approval for the sale to be finalized.

Vehicle Details:

- Vehicle Identification Number (VIN): 1FTSF21R48EC87955
- Year: 2008
- Make and Model: Ford F-250 Super Duty
- Mileage: 84,855 miles
- Issues:
 - Unit injectors are starting to fail.
 - Scratches on the body.
 - Wear on upholstery.

Sale Report:

The vehicle identified above sold at auction for \$5,050.00. Despite our expectations, the sale price exceeded the \$5,000.00 limit.

Request for Approval:

In compliance with Sec. 2-131, staff seeks the Council's approval for the sale of this vehicle.

Attachments:

[Bos-10469-40.pdf](#)

Greenbelt Public Works, MD
555 Crescent Rd
Greenbelt, MD 20770-1670



Bill of Sale Date: 27 May 2024

Asset ID: 40

Bill of Sale ID: 527202440

Inventory ID: 408

Award Amount: \$5,050.00 USD

Asset Information



Description: 2008 Ford F-250 SD XL 4WD with
7.5-foot-wide Meyer Snowplow

VIN/Serial: 1FTSF21R48EC87955

Year: 2008

Make/Brand: Ford

Model: F-250
SD

Meter: 88862 Miles (Accurate?:
Yes)

Body: REGULAR CAB
PICKUP 2-DR

Trim: XL 4WD

Color:

Title Restriction: Clean Title

Sale Information

Actual Sold Amount: \$5,050.00 USD

Other Amount: \$0.00 USD

Buyer's Premium: \$631.25 USD

Total Amount: \$5,681.25 USD

Paid On: 03 Jun 2024 Wire Transfer

Other Amount Description:

Buyer Information

Buffalo Road Marking Inc.
9670 Martin Rd
CLARENCE CENTER, NY
14032 USA
mrwasik7@aol.com
7163083130

Asset is sold as is, where is and without warranty. Once the asset is removed from the seller's premises there is no refund of monies previously paid.

Buyer/Agent Signature: _____

Print Name: _____

Date: _____