CITY COUNCIL AGENDA

Municipal Building & Virtual

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

Please click the link below to join the webinar:
https://us02web.zoom.us/j/88130274642?pwd=UWEyc0RIYVBRZXVlZmU0c2trbmNXUT09
Dial-in: 301 715 8592
Webinar ID: 881 3027 4642
Passcode: 492858

Monday, June 6, 2022
7:30 PM

I. ORGANIZATION

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 staff, subject to removal from the Consent Agenda by Council.)

6. Approval of Agenda and Additions

II. COMMUNICATIONS

7. Presentations

7a. Small Cities Month Proclamation
Suggested Action:
The National League of Cities (NLC) has declared June as Small Cities Month. Councilmember Silke I. Pope, member of the Small Cities Steering Committee, will accept the proclamation.
Small Cities Month proc.pdf

7b. Lesbian Gay Bisexual Transgender Queer (LGBTQ+) Pride Month Proclamation
Suggested Action:
June is Lesbian Gay Bisexual Transgender Queer (LGBTQ+) Pride Month. Mayor Jordan will proclaim the month of June LGBTQ+ Pride Month.
LGBTQ Pride Month.pdf

7c. Gun Violence Prevention Week Proclamation
Suggested Action:
The first Friday in June to be National Gun Violence Awareness Day in the City of Greenbelt to honor and remember all victims and survivors of gun violence and to declare that we as a country must do more to reduce gun violence. Mayor Jordan will present a proclamation declaring the week of June 3 - 9 Gun Violence Prevention Week.
National Gun Violence Awareness Week.pdf

7d. Pollinator Week Proclamation
Suggested Action:
National Pollinator Week is June 20th - 26th, 2022. Kevin Carpenter-Driscoll, Environmental Coordinator, will be present to receive the proclamation and provide updates for the event.
Proclamation-for-National-Pollinator-Week-Greenbelt-2022.pdf

*8. * Minutes of Council Meetings

8a. Statement for the Record - Closed Session, May 11, 2022
Suggested Action:
Reference: Statement for the Record, May 11, 2022

Closed Session of May 11, 2022: The following motion is needed: In accordance with the General Provisions Article, Section 3-05(1)(7) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Wednesday, May 11, 2022 at 8:30 pm, in Council Chambers. Council held this closed meeting 1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction. 2) to consult with Counsel to obtain legal advice on a legal matter.

The purpose of this meeting was a briefing by the Acting City Manger and City Solicitor on personnel matter and legal issues.

Vote to close session:

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

The following staff members were in attendance: Dawane Martinez (until 9:33 pm); Tim George, Acting City Manager (8:29 pm - 9:04 pm) & (9:33 pm - 9:43 pm); and Jason DeLoach, City Solicitor (8:50 pm- 9:03 pm).

Council took no action during this session.
Statement of Record - May 11, 2022.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-1453#docan2352_4054_3510

*10. * Committee Reports

III. LEGISLATION

11. FY 2023 Budget Adoption
Suggested Action:
Reference: Memo, B. Gaymon, 06/03/2022 - (Changes to the Proposed FY2023 Budget)
Memo, B. Gaymon, 06/03/2022 - (Additional Wish List Items to the Proposed FY2023 Budget)

The City Council has completed its budget process which began when the proposed fiscal year 2023 budget was presented to Council on March 28th. Since then, Council has held nine public work session to consider the budget. On May 9th and May 23rd, the City Council held a public hearing in accordance with the City Charter requirements. A list of changes was prepared based on Council discussion at the final budget review work session on June 1st. The budget is now ready for adoption. The City Charter requires hat the budget be adopted by June 10th for the fiscal year starting July 1st.
Included in Council's packet is a memo listing the changes that have been suggested to the budget as it was proposed on March 28th. Council should vote on each of theses changes and then on the new total. Once the changes have been approved, Council can proceed to the next item of business, the ordinance to appropriate the funds included in the budget.
Memo, B. Gaymon, 06/03/2022 - (Changes to the Proposed FY2023 Budget).pdf
Memo, B. Gaymon, 06/03/2022 - (Additional Wish List Items to the Proposed FY2023 Budget).pdf

12. An Ordinance to Adopt the General Fund, Building Capital Reserve Fund, Cemetery Fund, Debt Service Fund, Replacement Fund, Special Projects Fund, Green Ridge House Fund, Capital Projects Fund, Community Development Block Grant Fund and Greenbelt West Infrastructure Fund Budgets for the City of Greenbelt, Maryland, to Appropriate Funds and Establish Real Estate and Personal Property Tax Rates for the Fiscal Year 2023 Beginning July 1, 2022 and including June 30, 2023
Suggested Action:
- 1st Reading, Suspension of the Rules
- 2nd Reading, Adoption

Reference: Ordinance

Section 51 of the City Charter states that "immediately upon adoption of the budget, the City Council shall adopt an ordinance appropriating funds for the ensuing fiscal year. Funds shall be appropriated to each of the various departments, offices, agencies or functions in accordance with the adopted budget. The appropriation ordinance shall also include a summary of estimated income for the ensuing fiscal year in accordance with the adopted budget and shall levy all property and other taxes required to realize the income estimated."

Having amended the Interim City Manager's proposed budget, Council now must introduce an ordinance to adopt the budget, appropriate funds, and establish tax rates for real and personal property for FY 2023. All funds have been incorporated into one ordinance.

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

Note: Per Council's Standing Rules, six (6) votes in the affirmative are needed in order to suspend the rules.
FY2023 Budget Ordinance.pdf

IV. OTHER BUSINESS

13. Award of Bid - Court Repair and Resurfacing
Suggested Action:
Reference:

Memorandum, G. Varda, 05/31/2022
Bid Tabulation
Proposal

In Fiscal Year 2020, the City budgeted $70,000 in Capital Funds to resurface Braden Tennis Courts 5-8 and the Lakecrest Tennis Courts. The project was not completed in the Fiscal Year 2020 or 2021 and was, ultimately, reintroduced in the Fiscal Year 2022 budget with an updated total of $75,200. This total, however, was calculated based on proposals submitted in either 2019 or 2020. With the project delayed, the courts have experienced continued deterioration, requiring additional repairs as part of the resurfacing. In addition, unsatisfactory previous work completed on Braden Tennis Court 1 has left a surface crack that needs to be addressed before worsening.

Staff solicited bids for the court resurfacing project and only received two bids. Subsequently, staff scheduled a site visit with another company that had done previous repair work on the Braden Tennis Courts and received proposals/quotes for

all aspects of the project.

Staff recommends awarding the Court Repair and Resurfacing to ATC Corp (formerly American Tennis Courts), not to exceed $90,000.

Council approval is sought.
Memo - Court Resurfacing Recommendation.pdf
Bid No. 2022-01-B Tabulation Sheet.pdf
ATC Corp Proposals.pdf

14. Award of Bid - Job Classification and Compensation Study

Suggested Action:
Reference: Memorandum, D. Martinez, 05/29/2022
Proposal
Presentation

The City solicited competitive sealed proposals for a qualified and experienced Human Resources consulting organization to provide professional services to conduct a compensation and classification study, including recommendations and suggested implementation and maintenance processes. In addition, to effectively provide the City with resources and expertise to further enhance the classification and compensation program.

The City is requesting that a vendor/ consultant conduct a comprehensive internal equity analysis (primary emphasis) and benchmark market analysis of the City's approximately 120 job classifications. The study will include all classified job classifications, except for sworn officer positions below the Lieutenant level in the Police Department.

Staff recommends awarding the Job Classification and Compensation Study to BakerTilly US, LLP located at 2500 Dallas Parkway, Suite 300 Plano, TX 75093 in the amount of $100,000.

Council approval is sought.

MEMORANDUM.pdf
BakerTilly Proposal.pdf
Microsoft PowerPoint - Greenbelt MD - Interview PPT.pdf

15. Pursuing Composting Projects with the Four Cities Coalition

Suggested Action:
Reference: Green ACES Rec#2022-01 (Pilot Composting Project with Four Cities Coalition)
Four Cities Proposal Appendix A -- Jurisdiction Hauling Costs to Western Branch - PG County 1-7-22
Four Cities Proposal Appendix B -- Supporting Rationale 1-7-22

Green ACES presented a report to Council earlier this year about pursuing composting projects with the Four Cities Coalition. However, although we discussed it at a work session and a Four Cities meeting, we never gave the Sustainability Coordinator or other staff the explicit authority to start those conversations. The language from their recommendation is "that City Council authorize the City of Greenbelt to undertake formal discussions with the Four Cities Coalition to explore possibilities for establishing a collaborative composting facility serving and in close proximity to member jurisdictions of the Four Cities Coalition, and possibly other nearby municipalities in the northern section of Prince George's County." In addition, more recent conversations have centered around the possibilities of curbside pick-up programs for food scraps to be composted. Having a higher quantity of households in close proximity with pick-up service, for example from multiple nearby municipal jurisdictions, could reduce the per-household cost, and should also be explored.

Therefore, I move that City Council authorize the City of Greenbelt staff to undertake formal discussions with the Four Cities Coalition to explore possibilities for establishing a collaborative composting facility serving and in close proximity to member jurisdictions of the Four Cities Coalition, and possibly other nearby municipalities in the northern section of Prince George's County. In addition, that we authorize staff to explore options for expanding composting options in the City, including the possibility of curbside pick-up of food scraps, and specifically considering the feasibility of coordination with the Four Cities Coalition.

Green_ACES_Rec_2022-01_Pilot_Composting_Project_with_Four_Cities_Coalition.pdf
Four Cities Proposal Appendix A -- Jurisdiction Hauling Costs to Western Branch - PG County 1-7-22.pdf
Four Cities Proposal Appendix B -- Supporting Rationale 1-7-22.pdf

16. Start the Process for Selecting a Firm for a City Manager Search
Suggested Action:
Mayor Pro Tem Weaver requested this item be added to the agenda.

While Tim George, as Acting and then Interim City Manager, has done an exemplary job in those temporary roles over the past seven months, it's time to start the process of selecting a permanent City Manager, especially now that the FY23 budget process is nearly concluded and the ARPA process is well in hand.
The motion is for the City Council to request the Interim City Manager to work with the Director of Human Resources to initiate selecting a firm for a City Manager search, to begin as soon as

possible and with a budget to hire a firm not to exceed $35,000.

17. Council Activities

18. Council Reports

*19. * Resignation from Advisory Group
Suggested Action:
Reference: Email - R. Sutfin - May 31, 2022

Warren Wilcox submitted his resignation from the Senior Citizens Advisory Committee.

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

V. MEETINGS

Meetings
Suggested Action:

meetings.pdf

Stakeholders
Stakeholder Schedule.pdf

Agenda Item No: 7a.

City Council Agenda Item Report

Meeting Date: June 6, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: Proclamation
Agenda Section: COMMUNICATIONS

Subject:
Small Cities Month Proclamation

Suggested Action:
The National League of Cities (NLC) has declared June as Small Cities Month. Councilmember Silke I. Pope, member of the Small Cities Steering Committee, will accept the proclamation.

Attachments:
Small Cities Month proc.pdf

P R O C L A M A T I O N

***WHEREAS**, small cities and towns under 50,000 population are the home to millions of Americans and constitute the vast majority of municipalities across the United States; and*

***WHEREAS**, small cities and towns strive to strengthen their communities through the provision of services and programs to improve the quality of life for all citizens; and*

***WHEREAS**, the federal government is an essential partner in the success of small cities and towns, and must be encouraged to continue to support programs and legislation that strengthen small communities; and*

***WHEREAS**, state governments are partners in the success of small cities and towns, and must be encouraged to continue to support key programs and legislation that strengthen communities; and*

***WHEREAS**, organizations, businesses, and residents are partners in the success of small cities and towns, and must be encouraged to continue to grow their efforts to make small communities a viable choice for people to live in; and*

***WHEREAS**, during these challenging economic times, the need for a renewed intergovernmental partnership to support essential public services is more important than ever to ensure the safety and growth of small-town America; and*

***WHEREAS**, the National League of Cities President and the Small Cities Council of the National League of Cities have declared June 2022 as Small Cities Month;*

***NOW, THEREFORE, BE IT RESOLVED**, I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, do hereby proclaim June 2022, as*

SMALL CITIES MONTH

and encourages President Biden, Congress, state governments, organizations, businesses, and all residents to recognize this event, and to work together this month and throughout the year to invest in small cities and towns to better the lives of all residents.

***IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 6th day of June 2022.*

_____

Emmett V. Jordan
Mayor

City Council Agenda Item Report

Meeting Date: June 6, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: Proclamation
Agenda Section: COMMUNICATIONS

Subject:
Lesbian Gay Bisexual Transgender Queer (LGBTQ+) Pride Month Proclamation

Suggested Action:
June is Lesbian Gay Bisexual Transgender Queer (LGBTQ+) Pride Month. Mayor Jordan will proclaim the month of June LGBTQ+ Pride Month.

Attachments:
LGBTQ Pride Month.pdf

P R O C L A M A T I O N

WHEREAS, the Greenbelt Community Pledge states "The strength of Greenbelt is diverse people living together in a spirit of cooperation"; and

WHEREAS, this City strives to be a safe space that does not tolerate violence, harassment, or hate speech; and

WHEREAS, the diverse lesbian, gay, bisexual, transgender and queer (LGBTQ+) community continues to contribute to the widespread academic, economic, artistic and social spheres within and around our greater community; and

WHEREAS, Greenbelt has a diverse LGBTQ+ community that includes people of all ethnicities, religions and professions; and

WHEREAS, the patrons and supports of the Stonewall Inn protest in New York City, resisted harassment that had become all too common for the members of the LGBTQ+ community; and

WHEREAS, out of this resistance, the LGBTQ+ rights movement in America was born; and

WHEREAS, LGBTQ+ Americans have mobilized the Nation to respond to the domestic HIV/AIDS epidemic and have played a vital role in broadening this country's response to the global HIV pandemic; and

WHEREAS, the people of Maryland approved a measure to legalize same-sex marriage on November 6th, 2012; and

WHEREAS, the U.S. Supreme Court issued its opinion in Obergefell v. Hodges, on June 26th, 2015, ruling that the fundamental right to marry is guaranteed to same-sex couples by both the Due Process Clause and the Equal Protection Clause of the Fourteenth Amendment to the United States Constitution; and

WHEREAS, LGBTQ+ families and seniors should be allowed to live their lives with dignity and respect; and

NOW THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, do hereby proclaim June 2022 to be

LESBIAN, GAY, BISEXUAL, TRANSGENDER AND QUEER PRIDE MONTH

an acknowledging this month would be a reaffirming gesture from the City of Greenbelt – a city that many LGBTQ+ residents know and love.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 6th day of June 2022.

_____
Emmett V. Jordan, Mayor

ATTEST: Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: June 6, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: Proclamation
Agenda Section: COMMUNICATIONS

Subject:
Gun Violence Prevention Week Proclamation

Suggested Action:
The first Friday in June to be National Gun Violence Awareness Day in the City of Greenbelt to honor and remember all victims and survivors of gun violence and to declare that we as a country must do more to reduce gun violence. Mayor Jordan will present a proclamation declaring the week of June 3 - 9 Gun Violence Prevention Week.

Attachments:
National Gun Violence Awareness Week.pdf

PROCLAMATION

***WHEREAS**, every day, 100 Americans are killed by gun violence, and* on average, there are more than 13,000-gun homicides every year; and;

***WHEREAS**, Americans are 25 times more likely to be killed with guns than people in other high-income countries;*

***WHEREAS**, Maryland has 682-gun deaths every year, with a rate of 11.3 deaths per 100,000 people. Maryland has the 35th highest rate of gun deaths in the US; and;*

***WHEREAS**, protecting public safety in the communities they serve is a Mayor and City Councilmembers highest responsibility, and;*

***WHEREAS**, support for the Second Amendment rights of law-abiding residents goes hand-in-hand with keeping guns away from people that shouldn't have them;*

***WHEREAS**, by wearing orange and commemorating National Gun Violence Awareness Day on the first Friday in June, Americans will raise awareness about gun violence and honor the lives and lost human potential of Americans stolen by gun violence; and*

***WHEREAS**, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the wrong hands and encourage responsible gun ownership to help keep our children safe.*

***NOW, THEREFORE BE IT RESOLVED**, I, Emmett V. Jordan, by the authority vest in me by the residents and City Council of Greenbelt, declares the week of June 3rd – 9th to be*

NATIONAL GUN VIOLENCE AWARENESS WEEK

As we encourage all residents to expand efforts to prevent the tragic effects of gun violence and to honor and value human lives.

***IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 6th day of June 2022.*

EMMETT V. JORDAN, Mayor

ATTEST: Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: June 6, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: Proclamation
Agenda Section: COMMUNICATIONS

Subject:
Pollinator Week Proclamation

Suggested Action:
National Pollinator Week is June 20th - 26th, 2022. Kevin Carpenter-Driscoll, Environmental Coordinator, will be present to receive the proclamation and provide updates for the event.

Attachments:
Proclamation-for-National-Pollinator-Week-Greenbelt-2022.pdf

City of Greenbelt
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;*

***NOW, THEREFORE**, I, Emmett V. Jordan, Mayor of the City of Greenbelt, do hereby proclaim the week of June 20th – 26th, 2022 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 6th day of June 2022.

_____
Emmett V. Jordan, Mayor

ATTEST: Bonita Anderson, City Clerk

Agenda Item No: *8.

City Council Agenda Item Report

Meeting Date: June 6, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: Meeting Minutes
Agenda Section: COMMUNICATIONS

Subject:
* Minutes of Council Meetings

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: June 6, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: COMMUNICATIONS
Agenda Section: COMMUNICATIONS

Subject:
Statement for the Record - Closed Session, May 11, 2022

Suggested Action:
Reference: Statement for the Record, May 11, 2022

Closed Session of May 11, 2022: The following motion is needed: In accordance with the General Provisions Article, Section 3-05(1)(7) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Wednesday, May 11, 2022 at 8:30 pm, in Council Chambers. Council held this closed meeting 1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction. 2) to consult with Counsel to obtain legal advice on a legal matter.

The purpose of this meeting was a briefing by the Acting City Manger and City Solicitor on personnel matter and legal issues.

Vote to close session:

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

The following staff members were in attendance: Dawane Martinez (until 9:33 pm); Tim George, Acting City Manager (8:29 pm - 9:04 pm) & (9:33 pm - 9:43 pm); and Jason DeLoach, City Solicitor (8:50 pm- 9:03 pm).

Council took no action during this session.

Attachments:
Statement of Record - May 11, 2022.pdf

WRITTEN STATEMENT FOR CLOSING A MEETING OF THE GREENBELT CITY COUNCIL

Date: 05/11/2022 Time: 8:31 pm Location: Council Chambers

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

Members voting to close meeting:

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

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

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

(2) [ ] To protect the privacy or reputation of individuals concerning a matter not related to public business;

(3) [ ] To consider the acquisition of real property for a public purpose and matters directly related thereto;

(4) [ ] To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;

(5) [ ] To consider the investment of public funds;

(6) [ ] To consider the marketing of public securities;

(7) [X] To consult with counsel to obtain legal advice on a legal matter;

(8) [ ] To consult with staff, consultants, or other individuals about pending or potential litigation;

(9) [ ] To conduct collective bargaining negotiations or consider matters that relate to the negotiations;

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

OFFICIALS ATTENDING CLOSED SESSION: [X] BYRD; [X] DAVIS; [X] GORDON; [X] JORDAN; [X] POPE; [X] ROBERTS; [X] WEAVER

STAFF/OTHERS PRESENT: Dawtane Martinez (until 9:33); Tim George (8:29-9:04 & 9:33-9:43)
Jason DeLoach (8:50-9:03)

TOPICS DISCUSSED: personnel issues, ERB grievances, Belle Point property, status update with acting City Manager, council decorum

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: _____

TIME CLOSED SESSION ADJOURNED: 9:53

PLACE OF CLOSED SESSION: Council Chambers

PURPOSE OF CLOSED SESSION: discuss adjustment of acting city manager title & pay & other personnel issues, legal advice on acquisition of Belle Point

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (1); (7); (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; and (7) To consult with counsel to obtain legal advice on a legal matter.

MEMBERS WHO VOTED TO CLOSE: [X] BYRD; [X] DAVIS; [X] GORDON; [X] JORDAN; [X] POPE; [X] ROBERTS; [X] WEAVER

SIGNATURE OF PRESIDING OFFICER: _____

Form Revised: 01/31/22

(10) [ ] To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:

(i) the deployment of fire and police services and staff; and
(ii) the development and implementation of emergency plans;

(11) [ ] To prepare, administer, or grade a scholastic, licensing, or qualifying examination;

(12) [ ] To conduct or discuss an investigative proceeding on actual or possible criminal conduct;

(13) [ ] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;

(14) [ ] Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR <u>EACH</u> CITATION CHECKED ABOVE, <u>THE REASONS FOR CLOSING</u> AND <u>TOPICS TO BE DISCUSSED</u>:

§3-305(b) (1) to address personnel matters over which this public body has jurisdiction.

§3-305(b) (7) to consult with legal counsel regarding outstanding legal matters.

§3-305(b) ( )_____

This statement is made by _____
Emmett V. Jordan (Signature of Presiding Officer)

City Council Agenda Item Report

Meeting Date: June 6, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: LEGISLATION
Agenda Section: LEGISLATION

Subject:
FY 2023 Budget Adoption

Suggested Action:
Reference: Memo, B. Gaymon, 06/03/2022 - (Changes to the Proposed FY2023 Budget)
Memo, B. Gaymon, 06/03/2022 - (Additional Wish List Items to the Proposed FY2023 Budget)

The City Council has completed its budget process which began when the proposed fiscal year 2023 budget was presented to Council on March 28th. Since then, Council has held nine public work session to consider the budget. On May 9th and May 23rd, the City Council held a public hearing in accordance with the City Charter requirements. A list of changes was prepared based on Council discussion at the final budget review work session on June 1st. The budget is now ready for adoption. The City Charter requires hat the budget be adopted by June 10th for the fiscal year starting July 1st.
Included in Council's packet is a memo listing the changes that have been suggested to the budget as it was proposed on March 28th. Council should vote on each of theses changes and then on the new total. Once the changes have been approved, Council can proceed to the next item of business, the ordinance to appropriate the funds included in the budget.

Attachments:
Memo, B. Gaymon, 06/03/2022 - (Changes to the Proposed FY2023 Budget).pdf
Memo, B. Gaymon, 06/03/2022 - (Additional Wish List Items to the Proposed FY2023 Budget).pdf

City of Greenbelt, Maryland
Memorandum

Date: June 3, 2022

To: City Council

From: Timothy George, Interim City Manager
Bertha A. Gaymon, City Treasurer

Re: Changes to the Proposed FY2023 Budget

On March 28, 2022, the Proposed Budget for Fiscal Year 2023 was presented by Interim City Manager Timothy George. The proposed General Fund budget was presented with $33,352,800 in revenues and $33,188,200 in expenditures and with a remaining balance of $164,600.

The FY2023 Proposed Budget has new initiatives, provides funding for infrastructure, as well as funds for all existing services. Below are some highlights from the FY2023 Proposed Budget:

Administration: Two new positions have been added:
- Grants Coordinator Position ($52,600)
- Diversity, Equity & Inclusion Coordinator ($95,400);

Information Technology: Two new positions have been added:
- Security Specialist Position ($89,900)
- Deputy Director Position ($10,300), this position replaces the Senior Network Engineer position;

Planning and Community Development:
- Re-instates the Assistant Director in Community Development ($130,600);

Public Safety:
- Reinstates the Deputy Chief position ($25,103) to be combined with an existing Captain position
- Crisis Intervention Counselor position ($84,700);

CARES:
- Changed the part-time Crisis Intervention Counselor position to full-time ($28,500);

Recreation:
- Raised the minimum hourly rate for non-classified employees to $15.00 per hour,
- Restructured the organization of the Arts Program;

Other:
- Proposed to fund Capital Projects Fund ($1,390,000), Building Capital Reserve Fund ($1,661,000), and the Replacement Fund ($441,500) using a portion of the American Rescue Plan Fund (ARPA),
- Maintained funds to oppose the Maglev effort,
- Included a 2% COLA and 3% merit increase for all classified staff, and
- Maintained health, dental and prescription benefits to all eligible staff .

At the final budget work session, City Council made the following changes to the FY 2023 Proposed General Fund Budget.

General Fund Revenues: No recommended Changes.

General Fund expenditures were changed as follows:

General Government: No Recommended Changes.

Planning & Community Development:

- Add one Inspector position ($80,000).
- Add funds ($20,000) to create an Abatement Fund.

Public Safety:

- Add two E-bikes ($10,000).

Public Works: No Recommended Changes.

Greenbelt CARES: No Recommended Changes

Recreation & Parks: No Recommended Changes

Miscellaneous:

- Increase contribution to the Public Safety Advisory Committee (PSAC) ($1,000).
- Add contribution to Green ACES ($1,000).
- Reduce Contribution to Boys & Girls Club from $15,000 to $12,000.
- Increase Contribution to Youth Baseball from $10,000 to $10,300.
- Remove Contribution to Senior Softball ($900).
- Remove Contribution to GEMZ ($2,700).
- Remove Contribution to Dynamic Governance ($5,000).
- Increase Contribution to Meals on Wheels from $3,000 to $5,000.

Non-Departmental:

- Increase the Retiree Prescription Subsidy amount by $30,000 (from $20,000 to $50,000) based on prior year actual amounts.
- Increase amount for Homeowner Grant Program from $2,000 to $5,000 per person. Assume three participants in FY2023 ($9,000).

These changes resulted in an increase of $141,700 to the General Fund Budget. The final total for the General Fund expenditure is $33,329,900 which leaves a balance of $22,900. No changes were made by City Council to the Cemetery, Debt Service, Replacement, Special Projects, Capital Projects, Building Capital Reserve, or Greenbelt West Funds.

In past years, Council has read each of the changes and made motions to approve them at the departmental level. The practice is not required. Should Council wish to continue this practice, these changes are listed below.

The City Charter only requires that Council adopt the budget. This could be done with a simple motion to adopt the Fiscal Year 2023 Budget. Both the City Charter and State law require Council to adopt an Appropriation Ordinance.

Listed below are changes to the Proposed FY2023 Budget as directed at the final budget work session of June 1, 2022.

General Fund Revenues

Account	Description	From	To	Change
	Total General Fund Revenue	**$33,352,800**	**$33,352,800**	**$0**

General Fund Expenditures

Total General Government	**$4,577,400**	**$4,577,400**	**$0**

Planning & Community Development				
	Description	From	To	Change
220 - 01	Add (1) Inspector Position - Salary	$421,300	$474,300	$53,000
220 - 28	Add (1) Inspector Position - Benefits	181,200	$208,200	$27,000
220 - 34	Create Abatement Fund	$4,000	$24,000	$20,000
Total Planning & Community Development		**$1,160,800**	**$1,260,800**	**$100,000**

Public Safety				
	Description	From	To	Change
310 - 91	Add two (2) E-bikes	$725,900	$735,900	$10,000
Total Public Safety		**$12,491,300**	**$12,501,300**	**$10,000**

Public Works	**$4,047,100**	**$4,047,100**	**$0**

Greenbelt CARES	**$1,501,200**	**$1,501,200**	**$0**

Recreation and Parks	**$6,529,100**	**$6,529,100**	**$0**

Museum & Miscellaneous				
	Description	From	To	Change
910 - 68	Reduce Contribution to Boys & Girls Club	$15,000	$12,000	($3,000)
910 - 68	Increase Contributions to Youth Baseball	$10,000	$10,300	$300
910 - 68	Remove Contribution to Senior Softball	$900	$0	($900)
910 - 68	Remove Contribution to GEMZ	$2,700	$0	($2,700)

910 - 68	Remove Contribution to Dynamic Governance	$5,000	$0	($5,000)
910 - 69	Increase Contribution to Meals on Wheels	$3,000	$5,000	$2,000
910 - 70	Increase Contribution to PSAC	$900	$1,900	$1,000
910 - 70	Add Funding for Green ACES	$0	$1,000	$1,000
Total Museum & Contributions		**$447,700**	**$440,400**	**($7,300)**

Non-Departmental				
	Description	From	To	Change
990 - 73	Increase the Retiree Prescription Subsidy amount	$20,000	$50,000	$30,000
	Increase amount for Homeowner Grant Program by $3,000 per participant for 3 participants	**$0**	$9,000	$9,000
Total Non-Departmental		**$1,363,600**	**$1,402,600**	**$39,000**

Fund Transfers	**$1,070,000**	**$1,070,000**	**0**

Total General Fund	**$33,188,200**	**$33,329,900**	**$141,700**

CITY OF GREENBELT

MEMORANDUM

DATE: June 3, 2022

TO: City Council

FROM: Bertha Gaymon, City Treasurer

CC: Timothy George, Interim City Manager

Re: FY2023 Budget Update – Additional Wish List Items – Updated June 3, 2022

In preparation for Monday's Council meeting, staff has researched possible costs for two of the three Wish List items below. Please note the General Fund balance is currently $22,900 and we could use these funds to cover a portion of the cost and cover the balance using the Total Fund Balance. The estimated costs are as follows:

1. City cell phones for Park Rangers – estimated at $2700 or less per year,
2. Dedicated staff for the Explorers program – estimates a PT position @ $40,000,
3. Paid Interns – cost nominal TBD, final cost based on number of interns, paid/stipend and other factors.

To add the cell phones and Explorer program would increase FY2023 expenditures by $42,700 and with $22,900 available, the added cost would be $19,800.

City Council Agenda Item Report

Meeting Date: June 6, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: LEGISLATION
Agenda Section: LEGISLATION

Subject:
An Ordinance to Adopt the General Fund, Building Capital Reserve Fund, Cemetery Fund, Debt Service Fund, Replacement Fund, Special Projects Fund, Green Ridge House Fund, Capital Projects Fund, Community Development Block Grant Fund and Greenbelt West Infrastructure Fund Budgets for the City of Greenbelt, Maryland, to Appropriate Funds and Establish Real Estate and Personal Property Tax Rates for the Fiscal Year 2023 Beginning July 1, 2022 and including June 30, 2023

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

Reference: Ordinance

Section 51 of the City Charter states that "immediately upon adoption of the budget, the City Council shall adopt an ordinance appropriating funds for the ensuing fiscal year. Funds shall be appropriated to each of the various departments, offices, agencies or functions in accordance with the adopted budget. The appropriation ordinance shall also include a summary of estimated income for the ensuing fiscal year in accordance with the adopted budget and shall levy all property and other taxes required to realize the income estimated."

Having amended the Interim City Manager's proposed budget, Council now must introduce an ordinance to adopt the budget, appropriate funds, and establish tax rates for real and personal property for FY 2023. All funds have been incorporated into one ordinance.

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

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

Attachments:

FY2023 Budget Ordinance.pdf

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

ORDINANCE NUMBER

AN ORDINANCE TO ADOPT THE GENERAL FUND, BUILDING CAPITAL RESERVE FUND, CEMETERY FUND, DEBT SERVICE FUND, REPLACEMENT FUND, SPECIAL PROJECTS FUND, GREEN RIDGE HOUSE FUND, CAPITAL PROJECTS FUND, COMMUNITY DEVELOPMENT BLOCK GRANT FUND, AND GREENBELT WEST INFRASTRUCTURE FUND BUDGETS FOR THE CITY OF GREENBELT, MARYLAND, TO APPROPRIATE FUNDS AND ESTABLISH REAL ESTATE AND PERSONAL PROPERTY TAX RATES FOR THE FISCAL YEAR 2023, BEGINNING JULY 1, 2022, AND INCLUDING JUNE 30, 2023.

BE IT ORDAINED by the Council of the City of Greenbelt, Maryland:

SECT. I. That the following budgets, as revised and approved by Council for the General Fund, Building Capital Reserve Fund, Cemetery Fund, Debt Service Fund, Replacement Fund, Special Projects Fund, Green Ridge House Fund, Capital Projects Fund, Community Development Block Grant Fund, and Greenbelt West Infrastructure Fund Budgets be and the same are hereby adopted at the fund level for the City of Greenbelt, Maryland, for the fiscal year 2023, beginning July 1, 2022, and including June 30, 2023.

SECT. II. GENERAL FUND

A. That the following amounts shall be and hereby are appropriated for the expenditures designated for the fiscal year beginning July 1, 2022, and including June 30, 2023, for the General Fund:

Account #	Activity Title	Approved Budget and Appropriation
100	General Government	$4,577,400
200	Planning and Community Development	1,260,800
300	Public Safety	12,501,300
400	Public Works	4,047,100
500	Cares	1,501,200
600	Recreation and Parks	6,529,100
900	Miscellaneous	440,400
990	Non-departmental	1,402,600
999	Fund Transfers	1,070,000
	TOTAL GENERAL FUND APPROPRIATIONS	**$33,329,900**

B. That the following revenues are, in the considered judgment of the City Council, a fair appraisal and estimate of the revenues available to finance this budget and these appropriations for the fiscal year beginning July 1, 2022, and including June 30, 2023:

Account #	Source	Estimated Revenues
400	Real Estate Taxes	$21,382,200
410	Personal Property Taxes	1,836,700
420	Other Local Taxes	4,158,500
430	Licenses and Permits	1,273,400
440	Revenue from Other Agencies	1,240,300
450	Service Charges	1,633,000
460	Fines and Forfeitures	721,500
470	Interest	20,000
480	Miscellaneous Revenues	247,900
490	Interfund Transfers	839,300
	TOTAL GENERAL FUND REVENUES	**$33,352,800**

SECT. III. BUILDING CAPITAL RESERVE FUND

A. That the following amount shall be and hereby is appropriated for expenditures herein shown for the fiscal year beginning July 1, 2022, and including June 30, 2023, for the Building Capital Reserve Fund:

	Approved Budget and Appropriation
For the purchase of new or replacement capital items for City facilities	**$1,661,000**

B. That the following funds and receipts are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this budget and these appropriations for the fiscal year beginning July 1, 2022, and including June 30, 2023:

Fund balance as of July 1, 2022	$504,825
State Grants	50,000
Interest on Investments	1,000
Special Projects Transfer - ARPA	1,636,000
TOTAL FUNDS AVAILABLE	**$2,191,825**

SECT. IV. CEMETERY FUND

A. That the following amount shall be and hereby is appropriated for expenditures herein shown for the fiscal year beginning July 1, 2022, and including June 30, 2023, for the Cemetery Fund:

	Approved Budget and Appropriation
For transfer to General Fund for the payment of maintenance costs	**$0**

B. That the following funds and receipts are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this budget and these appropriations for the fiscal year beginning July 1, 2022, and including June 30, 2023:

Fund balance as of July 1, 2022	$92,748
Interest	100
Service fees	600
TOTAL FUNDS AVAILABLE	**$93,448**

SECT. V. DEBT SERVICE FUND

A. That the following amount shall be and hereby is appropriated for expenditures herein shown for the fiscal year beginning July 1, 2022, and including June 30, 2023, for the Debt Service Fund:

	Approved Budget and Appropriation
For payment of the City's general obligation and special assessment debt and miscellaneous associated charges	**$1,052,200**

B. That the following funds and receipts are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this budget and these appropriations for the fiscal year beginning July 1, 2022, and including June 30, 2023:

	Approved Budget and Appropriation
Fund balance as of July 1, 2022	$24,395
Interest on investments	300
Fund transfer	1,040,000
TOTAL FUNDS AVAILABLE	**$1,064,695**

SECT. VI. REPLACEMENT FUND

A. That the following amount shall be and hereby is appropriated for expenditures herein shown for the fiscal year beginning July 1, 2022, and including June 30, 2023, for the Replacement Fund:

	Approved Budget and Appropriation
For the purchase of new equipment using established replacement reserves for the replacement of equipment	**$441,500**

B. That the following funds and receipts are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this budget and these appropriations for the fiscal year beginning July 1, 2022, and including June 30, 2023:

	Approved Budget and Appropriation
Replacement reserves as of July 1, 2022	$163,741
Interest on Investments	200
Insurance proceeds	5,000
General Fund Transfer	
Special Projects Fund Transfer - ARPA	429,500
TOTAL FUNDS AVAILABLE	**$598,441**

SECT. VII. SPECIAL PROJECTS FUND

A. That the following amount shall be and hereby is appropriated for expenditures herein shown for the fiscal year beginning July 1, 2022, and including June 30, 2023, for the Special Projects Fund:

	Approved Budget and Appropriation
For the purchase of products, goods, and services, using funds set aside for specific purposes	**$4,639,200**

B. That the following funds are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this budget and these appropriations for the fiscal year beginning July 1, 2022, and including June 30, 2023:

	Approved Budget and Appropriation
Special Projects reserves as of July 1, 2022	$735,567
Cable TV Franchise	231,000
Federal Grants	82,500
Interest on investments & Econ Dev Interest	1,200
Delinquent Speed Camera Fines	18,000
ARPA Grant	1,440,833
ARPA Lost Revenue	10,000,000
Transfers from General Fund	30,000
TOTAL FUNDS AVAILABLE	**$12,539,100**

SECT. VIII. GREEN RIDGE HOUSE FUND

That the following amount shall be and hereby is approved for expenditures herein shown for the fiscal year beginning July 1, 2022, and including June 30, 2023, for the Green Ridge House Budget:

	Approved Budget and Appropriation
For the operation of Green Ridge House:	
* Total Revenues	$1,550,300
* Total Expenditures	1,618,800
* Total Capital Expenditures	$1,009,500

SECT. IX. CAPITAL PROJECTS FUND

A. That the following amount shall be and hereby is appropriated for expenditures herein shown for the fiscal year beginning July 1, 2022, and including June 30, 2023, for the Capital Projects Fund:

	Approved Budget and Appropriation
For the projects in the fiscal year beginning July 1, 2022 and ending June 30, 2023	**$1,390,000**

B. That the following funds and receipts are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this budget and these appropriations for the fiscal year beginning July 1, 2022, and including June 30, 2023:

	Approved Budget and Appropriation
Fund balance as of July 1, 2022	$472,990
Program Open Space Grant	112,500
Special Projects Fund Transfer	1,390,000
TOTAL FUNDS AVAILABLE	**$1,975,490**

SECT. X. COMMUNITY DEVELOPMENT BLOCK GRANT FUND

A. That the following amounts shall be and hereby are appropriated for expenditures herein shown for the fiscal year beginning July 1, 2022, and including June 30, 2023, for the Community Development Block Grant Fund:

	Approved Budget and Appropriation
For public infrastructure and human services projects	**$0**

B. That the following funds and receipts are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this budget and these appropriations for the fiscal year beginning July 1, 2022, and including June 30, 2023:

	Approved Budget and Appropriation
Federal grants	$0
TOTAL FUNDS AVAILABLE	**$0**

SECT. XI. GREENBELT WEST INFRASTRUCTURE FUND

A. That the following amounts shall be and hereby are appropriated for expenditures herein shown for the fiscal year beginning July 1, 2022, and including June 30, 2023, for the Greenbelt West Infrastructure Fund:

	Approved Budget and Appropriation
For projects	**$2,700,000**

B. That the following funds and receipts are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this budget and these appropriations for the fiscal year beginning July 1, 2022, and including June 30, 2023:

	Approved Budget and Appropriation
Fund balance as of July 1, 2022	$2,915,228
Miscellaneous	$475,000
MDOT / SHA TAP	$1,528,900
Interest	800
TOTAL FUNDS AVAILABLE	**$4,919,928**

SECT. XII. RATE OF TAXATION ON REAL PROPERTY

That the rate of taxation on real property to be taxed within the boundaries of the City of Greenbelt, Maryland, be and hereby is established as

EIGHTY-TWO AND SEVENTY-FIVE HUNDRETHS CENTS ($0.8275)

on each one hundred dollar ($100.00) of assessed valuation for the fiscal year beginning July 1, 2022, and including June 30, 2023.

SECT. XIII. RATE OF TAXATION ON PERSONAL PROPERTY

That the rate of taxation for the fiscal year beginning July 1, 2022, and including June 30, 2023, on any personal property to be taxed by the City of Greenbelt, Maryland, shall be and hereby is established as

ONE DOLLAR AND SEVENTY-TWO AND TWENTY-FIVE HUNDRETHS CENTS ($1.7225)

on each one hundred dollars ($100.00) of assessed valuation, unless otherwise provided for by Article 81 of the Annotated Code of Maryland or by ordinance of the Greenbelt City Council.

BE IT FURTHER ORDAINED that this ordinance shall become effective July 1, 2022.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of June 6, 2022.

_____

Emmett V. Jordan, Mayor

ATTEST:

_____

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: June 6, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: OTHER BUSINESS
Agenda Section: OTHER BUSINESS

Subject:
Award of Bid - Court Repair and Resurfacing

Suggested Action:
Reference:

Memorandum, G. Varda, 05/31/2022
Bid Tabulation
Proposal

In Fiscal Year 2020, the City budgeted $70,000 in Capital Funds to resurface Braden Tennis Courts 5-8 and the Lakecrest Tennis Courts. The project was not completed in the Fiscal Year 2020 or 2021 and was, ultimately, reintroduced in the Fiscal Year 2022 budget with an updated total of $75,200. This total, however, was calculated based on proposals submitted in either 2019 or 2020. With the project delayed, the courts have experienced continued deterioration, requiring additional repairs as part of the resurfacing. In addition, unsatisfactory previous work completed on Braden Tennis Court 1 has left a surface crack that needs to be addressed before worsening.

Staff solicited bids for the court resurfacing project and only received two bids. Subsequently, staff scheduled a site visit with another company that had done previous repair work on the Braden Tennis Courts and received proposals/quotes for all aspects of the project.

Staff recommends awarding the Court Repair and Resurfacing to ATC Corp (formerly American Tennis Courts), not to exceed $90,000.

Council approval is sought.

Attachments:
Memo - Court Resurfacing Recommendation.pdf
Bid No. 2022-01-B Tabulation Sheet.pdf
ATC Corp Proposals.pdf

GREENBELT RECREATION
fun • fitness • friendship

Memo

To: Tim George, *Interim City Manager*

From: Andrew Phelan, *Assistant Director-Recreation Facilities & Operations*

Via: Greg Varda, *Recreation Director*

Date: May 31, 2022

Subject: Court Resurfacing Recommendation

BACKGROUND

In FY 20, the City budgeted $70,000 in Capital Funds for the resurfacing of Braden Tennis Courts 5-8 and the Lakecrest Tennis Courts. The project was not completed in FY20 or FY21 and was, ultimately, reintroduced in the FY22 budget with an updated total of $75,200. This total, however, was calculated based on proposals submitted in either 2019 or 2020. With the project delayed, the courts have experienced continued deterioration, requiring additional repairs as part of the resurfacing. In addition, unsatisfactory previous work completed on Braden Tennis Court 1, has left a surface crack that needs to be addressed before worsening. Staff solicited bids for the court resurfacing project and only received two bids. Subsequently, staff scheduled a site visit with another company who had done previous repair work on the Braden Tennis Courts and received proposals/quotes for all aspects of the project.

DISCUSSION

The two bids submitted as part of the formal bidding process had total lump sum costs of $90,200 (The Heiress Group, LLC) and $115,322 (Superior Tennis Courts), with additional costs of $9,800 and $10,360 for repairs to Braden Tennis Court 1. The proposals from ATC CORP totaled $97,038.10, and an additional $7,870 for repairs to Braden Tennis Court 1.

Each of the lump sum costs were based on the same scope of services. The project would provide court resurfacing at three different sites: Braden Tennis Courts 5-8, Lakecrest Tennis Courts, and the Youth Center outdoor basketball court. The resurfacing would include pressure washing, crack filling, crack repair, acrylic resurfacer, 3 applications of color coat, reapplication of existing playing lines, and replacement of any tennis posts and nets. In addition, Braden Tennis Courts 7-8 and the Lakecrest Tennis Courts would be lined to accommodate four pickleball courts at each location and playing lines for one pickleball court would be added to the Youth Center outdoor court. The end result would provide a total of 9 new pickleball/mixed play locations.

The additional repair to Braden Tennis Court 1 would address an issue with a crack caused by unsatisfactory work of a previous contractor. If left unaddressed, the crack will continue to expand and eventually extend across courts 1 and 2.

While the resurfacing of the Youth Center outdoor court was never specifically mentioned in the original capital project, the $75,200 originally budgeted did incorporate a proposal for resurfacing that location. While this court is long overdue for repairs/resurfacing, staff recently elected to remove this location from the scope of this project. This location could be in need of more substantial asphalt work and staff prefers to revisit this site in a separate project that could also address issues with the rebound wall and erosion control.

RECOMMENDATION

Staff recommends that the City of Greenbelt contracts with ATC CORP to complete the proposed repairs and resurfacing at Braden Tennis Courts 5-8, Lakecrest Tennis Courts, and Braden Tennis Court 1 at a price not to exceed $90,000. The amount is over the original amount budgeted, but costs of services have increased since original quotes were obtained and items that will only become costlier if ignored will be addressed. It should also be noted that the improvements to the Lakecrest Tennis Courts will be supported by $30,000 in Program Open Space funds. While ATC CORP was not an original bidder on the project, their total lump sum cost (second lowest) combined with their reputation and specialization in court resurfacing clearly made them the preferred contractor.

ATC CORP (formerly American Tennis Courts) has been in the industry for over 70 years and was recently contracted by the City for minor court repairs. ATC CORP is a certified Minority Business Enterprise whose submitted prices are based on items from a National Cooperative Purchasing Alliance Contract (NCPA #11-18). “NCPA (National Cooperative Purchasing Alliance) is a leading national government purchasing cooperative working to reduce the cost of goods and services by leveraging the purchasing power of public agencies in all 50 states. NCPA utilizes state of the art procurement resources and solutions that result in cooperative purchasing contracts that ensure all public agencies are receiving products and services of the highest quality at the lowest prices.”

ATTACHMENTS:

1. Bid No. 2022-1-B Tabulation Sheet
2. ATC Corp Proposals

Court Repair and Resurfacing
Bid No. 2022-01-B

BID TABULATION
Bid Opening – Wednesday, April 6 @ 11:00AM

Company	Braden Field Tennis Courts 5-8	Lakecrest Tennis Courts 1-2	Youth Center Outdoor Basketball Court	Total Lump Sum	*Add Alternate* Braden Field Tennis Courts 1-4
The Heiress Group LLC	$52,000	$26,000	$12,200	$90,200	$9,800
K&C Construction & Landscaping DBA Superior Tennis Courts	$50,420	$41,352	$23,550	$115,322	$10,360

Authorized Representatives

Greg Varda

Greg Varda, Recreation Director

Date: 4/6/22

Andrew Phelan

Andrew Phelan, Assistant Director – Recreation Facilities & Operations

Date: 4/6/22

EST. 1945

ATC

CORP

FORMERLY AMERICAN TENNIS COURTS

5-11-2022

Mr. Andrew Phelan
The City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

RE: Four (4) Tennis Court Repairs with addition of Pickleball at Braden Complex

Dear Mr. Phelan,

We are please to submit to **The City of Greenbelt** ("the Customer") the following lump sum price of **$48,397.40**, to perform the following work at the above referenced project. All the prices are based on items from The National Cooperative Purchasing Alliance Concract NCPA#11-18.

		Unit Price	Amount	Unit		Total
Item 30	Hot water pressure washing of surface	$1.65	3,200	Square Yards	$	5,280.00
Item 1	Crack Filling	$3.70	150	Linear Feet	$	555.00
Item 8	Leveling Compound Patch Low Areas	$6.25	240	Square Feet	$	1,500.00
Item 2	Crack Repair	$11.20	150	Linear Feet	$	1,680.00
Item 3	Resurfacer-Acrylic	$3.95	3,200	Square Yards	$	12,640.00
Item 4	Color Coat Application-Acrylic - 3 COATS	$6.60	3,200	Square Yards	$	21,120.00
Item 7	Playing Line Application - Pickleball Courts	$1.05	768	Linear Feet	$	806.40
Item 6	Playing Line Application - Tennis Court	$1.05	1,920	Linear Feet	$	2,016.00
Item 32	Tennis Net Post	$400.00	4	Set	$	1,600.00
Item 33	Tennis Net	$300.00	4	Each	$	1,200.00
					$	**48,397.40**

NOTE: THE ABOVE PRICING IS FOR THE LISTED ITEMS ONLY. NO OTHER ITEMS ARE INFERRED OR IMPLIED AND NO OTHER ITEMS, WHETHER IN THE SPECIFICATIONS OR DRAWINGS, WILL BE PERFORMED FOR THESE ITEM PRICES. PRICING BASED ON NON PREVAILING WAGES. CRACKS ALONG OF UNDERNEATH THE FENCE LINE WILL NOT BE ADDRESSED. POCK MARKS WILL RETURN IN TIIME, AS DISCUSSED AT SITE VISIT. PICKLEBALL PLAYING LINES TO BE ADDED TO COURTS 7 & 8.

We hope firm consideration will be given to our proposal so that we may have the opportunity to assist you in maintaining a quality facility. If you have any questions, or if I can be of further service to you, now or in the future, please do not hesitate to contact me at 443-608-3256.

Very Truly Yours,

C.J. Gerbes

EST. 1945

ATC CORP

FORMERLY AMERICAN TENNIS COURTS

5-11-2022

Mr. Andrew Phelan
The City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

RE: Two (2) Tennis Court Repairs with addition of Pickleball at Lakecrest

Dear Mr. Phelan,

We are please to submit to **The City of Greenbelt** ("the Customer") the following lump sum price of **$33,367.70**, to perform the following work at the above referenced project. All the prices are based on items from The National Cooperative Purchasing Alliance Concract NCPA#11-18.

		Unit Price	Amount	Unit		Total
Item 30	Hot water pressure washing of surface	$1.65	1,600	Square Yards	$	2,640.00
Item 1	Crack Filling	$3.70	510	Linear Feet	$	1,887.00
Item 8	Leveling Compound Patch Low Areas	$6.25	550	Square Feet	$	3,437.50
Item 2	Crack Repair	$11.20	510	Linear Feet	$	5,712.00
Item 3	Resurfacer-Acrylic	$3.95	1,600	Square Yards	$	6,320.00
Item 4	Color Coat Application-Acrylic - 3 COATS	$6.60	1,600	Square Yards	$	10,560.00
Item 7	Playing Line Application - Pickleball Courts	$1.05	384	Linear Feet	$	403.20
Item 6	Playing Line Application - Tennis Court	$1.05	960	Linear Feet	$	1,008.00
Item 32	Tennis Net Post	$400.00	2	Set	$	800.00
Item 33	Tennis Net	$300.00	2	Each	$	600.00
					$	**33,367.70**

NOTE: THE ABOVE PRICING IS FOR THE LISTED ITEMS ONLY. NO OTHER ITEMS ARE INFERRED OR IMPLIED AND NO OTHER ITEMS, WHETHER IN THE SPECIFICATIONS OR DRAWINGS, WILL BE PERFORMED FOR THESE ITEM PRICES. PRICING BASED ON NON PREVAILING WAGES. CRACKS ALONG OF UNDERNEATH THE FENCE LINE WILL NOT BE ADDRESSED. POCK MARKS WILL RETURN IN TIIME, AS DISCUSSED AT SITE VISIT.

We hope firm consideration will be given to our proposal so that we may have the opportunity to assist you in maintaining a quality facility. If you have any questions, or if I can be of further service to you, now or in the future, please do not hesitate to contact me at 443-608-3256.

Very Truly Yours,

C.J. Gerbes

EST. 1945

ATC CORP

FORMERLY AMERICAN TENNIS COURTS

5-11-2022

Mr. Andrew Phelan
The City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

RE: Basketball Court Repairs Proposal for Rebound Wall at Braden Complex

Dear Mr. Phelan,

We are please to submit to **The City of Greenbelt** ("the Customer") the following lump sum price of **$15,273.00**, to perform the following work at the above referenced project. All the prices are based on items from The National Cooperative Purchasing Alliance Concract NCPA#11-18.

		Unit Price	Amount	Unit		Total
Item 30	Hot water pressure washing of surface	$1.65	365	Square Yards	$	602.25
Item 1	Crack Filling	$3.70	425	Linear Feet	$	1,572.50
Item 8	Leveling Compound Patch Low Areas	$6.25	550	Square Feet	$	3,437.50
Item 2	Crack Repair	$11.20	425	Linear Feet	$	4,760.00
Item 3	Resurfacer-Acrylic	$3.95	365	Square Yards	$	1,441.75
Item 4	Color Coat Application-Acrylic - 3 COATS	$6.60	365	Square Yards	$	2,409.00
Item 6	Playing Line Application - Pickleball Court	$1.05	480	Linear Feet	$	504.00
Item 7	Playing Line Application - Basketball	$1.05	520	Linear Feet	$	546.00
					$	**15,273.00**

NOTE: THE ABOVE PRICING IS FOR THE LISTED ITEMS ONLY. NO OTHER ITEMS ARE INFERRED OR IMPLIED AND NO OTHER ITEMS, WHETHER IN THE SPECIFICATIONS OR DRAWINGS, WILL BE PERFORMED FOR THESE ITEM PRICES. PRICING BASED ON NON PREVAILING WAGES.

We hope firm consideration will be given to our proposal so that we may have the opportunity to assist you in maintaining a quality facility. If you have any questions, or if I can be of further service to you, now or in the future, please do not hesitate to contact me at 443-608-3256.

Very Truly Yours,

CJ Gerbes
ATC CORP

EST. 1945

ATC CORP

FORMERLY AMERICAN TENNIS COURTS

CERTIFIED MINORITY BUSINESS ENTERPRISE

TO:	The City of Greenbelt 25 Crescent Road Greenbelt, MD 20770	DATE:	5-12-2022
ATTN:	Mr. Andrew Phelan	EMAIL:	aphelan@greenbeltmd.gov
FROM:	C.J. Gerbes	PHONE:	443-608-3256

RE: Crack Repair Proposal on Court #1 at Braden Tennis Complex

TOTAL NUMBER OF PAGES (Including Cover Sheet): 4

Mr. Phelan:

We are pleased to submit the following lump sum price of **$7,870.00** to perform the work specified therein, at the above referenced project.

A) Clean & Fill all structural cracks with **PREMIER COATINGS®** Acrylic Crack Sealing Compound. NOTE: **APPROXIMETELY 60 FEET OF CRACK REPAIR, WORK LIMITED TO COURT #1 ONLY.**
B) Furnish and Install the **ARMOR®** Crack Repair System over structural cracks. **WORK LIMITED TO COURT #1 ONLY.**
C) Furnish and install three (3) coat(s) of **PREMIER COATINGS®** Acrylic Color Sealer, 100% acrylic color-in-depth surfacing system in the color(s) of your choice, **OVER REPAIRED AREAS ONLY. NEW COLOR WILL NOT MATCH EXISTING COLOR EXACTLY, AND WILL BE NOTICEABLY DIFFERENT.**
D) Layout, tape and touch up Tennis playing lines with **PREMIER COATINGS®** Acrylic Line Paint.

NOTE: PROPER ACCESS TO BE PROVIDED BY OTHERS. THE ABOVE PRICING IS FOR THE LISTED ITEMS ONLY. NO OTHER ITEMS ARE INFERRED OR IMPLIED AND NO OTHER ITEMS, WHETHER IN THE SPECIFICATIONS OR DRAWINGS, WILL BE PERFORMED FOR THESE ITEM PRICES. THE EXISTING COURTS HAVE POCK MARKS (EXCESSIVE IRON DEPOSITS IN THE ASPHALT BLEND), THESE MAY RETURN AFTER NEW COATINGS ARE APPLIED. WE WILL DO OUR BEST TO SPOT COAT CORNER TO CORNER AND LINE TO LINE, HOWEVER NEW REPAIRS WILL BE NOTICEABLE DIFFERENT (AND FADE OVER TIME TO BLEND BETTER).

CONDITIONS

Permits, if necessary, to be obtained by and paid for by others. ATC CORP will be using heavy trucks and equipment to perform the work set forth in this proposal. Proper access to be provided by Customer, or Customer's representative. ATC CORP, is not responsible and Customer agrees to hold ATC CORP, harmless for all damage(s) incurred by mobilization through provided access, and to any unavoidable disturbance to the area adjacent to the work (or access route), unless specifically provided for in this contract. Landscaping, seeding, sodding, or topsoil not included in base bid. The cost to repair any unforeseen failure of the existing sub-base, base, surface or fence system that is encountered during the execution of this contract will be charged to the Customer on a time plus materials basis. Vegetative growth on and around track area is to be treated with herbicide and/or removed by others, prior to commencement of work. The cost of the removal and or treatment of such vegetative growth shall be paid for by others. Due to the temperature and climatic conditions, the surface may not be installed when the ambient temperature is less than 60 degrees Fahrenheit, or when rain is imminent. Quoted price is based upon performing the proposed scope of work in a single mobilization. Any additional mobilization(s) that are required due to any negligence, oversight, or misrepresentation by the Customer (or Customer's representative) or due to events beyond the control of ATC CORP, shall result in an additional charge to be paid by the Customer. This additional charge will be computed, and subsequently authorized by the Customer (or Customer's representative) prior to any re-mobilization. Customer will be responsible for prohibiting access on the track and events by general public, animals, wildlife, employees, school personnel and others during performance of our work. Any damages resulting from persons other than employees of ATC CORP, shall be the responsibility of Customer. This proposal, when executed by the Customer, shall be a binding and enforceable contract between the Customer and ATC CORP, *In the event the Customer accepts this proposal, but requires ATC CORP, to execute a separate written contract, the Customer agrees that this proposal will be incorporated by reference into and become a part of the separate written contract, and if there are any conflicts between the terms of the separate written contract and this proposal, the terms of this proposal shall prevail.* In the event that Customer maintains ATC CORP, is not complying with the terms and conditions of this proposal, it shall immediately provide written notice to the ATC CORP, representative who has signed below of the basis of ATC CORP's non-compliance with the proposal, and/or any other problems concerning ATC CORP's performance of its work. Notification to any other individuals shall not be binding on ATC CORP. Any claim for back-charges must be submitted in writing to the ATC CORP, representative who has signed below within five (5) calendar days of said occurrence or such claim shall be deemed waived by Customer. ATC CORP, shall not be responsible for the unavailability of supplies/materials or for any delays or delay damages caused by said unavailability of supplies/materials when the shortage is caused by an event beyond ATC CORP's control. Any controversy or claim arising under, or relating to this proposal, or the breach thereof, shall be settled by arbitration if ATC CORP, in its sole discretion elects to

arbitrate the controversy or claim in lieu of litigation. If ATC CORP, elects to arbitrate; Subcontractor expressly consents to arbitration in Baltimore County, Maryland, which shall be conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise. Any award rendered in any arbitration arising out of a dispute regarding the work of this proposal, shall be enforceable in the circuit court of any county in the State of Maryland. If ATC CORP, in its sole discretion elects to waive arbitration, any controversy or claim shall be resolved by formal litigation in a court of competent jurisdiction in the State of Maryland and the Customer consents to the personal jurisdiction of the State of Maryland. This proposal shall be construed in accordance with the laws of the State of Maryland. **Unless otherwise agreed to by ATC CORP, acceptance of this proposal requires that the Customer sign, date and return the executed proposal to ATC CORP, so that it is received by ATC CORP, within 30 days of the date of the proposal. The price(s) in this proposal is/are valid for a period of 30 days from the date of the proposal, and if this proposal is not accepted by the Customer within such time frame, this proposal shall be deemed null and void. The price(s) in this proposal was/were calculated based upon the assumption that the work set forth herein would be completed within 30 days of acceptance of the proposal. In the event that this proposal is accepted, but ATC CORP is not able to perform the work of this proposal within such a timeframe, for reasons beyond the reasonable control of ATC CORP, ATC CORP shall be entitled to additional compensation associated with any delays or price increases that are caused by such delay in the performance of its work.**

PAYMENT TERMS

A properly executed contract is due upon acceptance of this proposal. Monthly progress payments due for all work completed that month, up until project completion. If Customer fails to pay ATC CORP in accordance with the payment terms set forth in this proposal, ATC CORP shall be entitled to, but not obligated to, suspend its work and/or terminate its contract with the Customer, if the Customer fails to pay invoices when due. In the event of such a suspension or termination by ATC CORP, ATC CORP shall have no obligation to the Customer for the resolution of uncompleted work. In the event of such a suspension or termination by ATC CORP, Customer agrees to defend and indemnify ATC CORP from any and all claims, causes of action or damages resulting from the suspension or termination. In the event of suspension by ATC CORP, Customer agrees that if ATC CORP is subsequently directed to remobilize to the project, ATC CORP shall be entitled to a remobilization fee, which shall be determined by ATC CORP and is to be paid prior to any remobilization as well as any impact, delay and/or acceleration damages, including but not limited to extended home office and field overhead. Customer agrees to pay ATC CORP in full, including retainage (if applicable); within 30 days after the work set forth in this proposal has been completed.

GUARANTEES

We will guarantee for the period of one (1) year from the date of substantial completion, against any defects in materials or workmanship. Warranty does not cover any situations arising from normal wear and tear, negligence, misuse, abuse, vandalism and/or acts of God. The appearance or reappearance of surface and/or structural cracking or any conditions caused by settlement and/or standing water are not covered.

If you have any questions, or if I can be of further service to you, now or in the future, please do not hesitate to contact me at 443-608-3256.

Very Truly Yours,

CJ Gerbes

CJ Gerbes
ATC CORP

_____	_____
Customer Signature:	Printed Name:
_____	_____
Title:	Date:

PLAYING AREA COLOR: _____

BORDER AREA COLOR: _____

TENNIS LINE COLOR: _____

City Council Agenda Item Report

Meeting Date: June 6, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: OTHER BUSINESS
Agenda Section: OTHER BUSINESS

Subject:
Award of Bid - Job Classification and Compensation Study

Suggested Action:
Reference: Memorandum, D. Martinez, 05/29/2022
Proposal
Presentation

The City solicited competitive sealed proposals for a qualified and experienced Human Resources consulting organization to provide professional services to conduct a compensation and classification study, including recommendations and suggested implementation and maintenance processes. In addition, to effectively provide the City with resources and expertise to further enhance the classification and compensation program.

The City is requesting that a vendor/ consultant conduct a comprehensive internal equity analysis (primary emphasis) and benchmark market analysis of the City's approximately 120 job classifications. The study will include all classified job classifications, except for sworn officer positions below the Lieutenant level in the Police Department.

Staff recommends awarding the Job Classification and Compensation Study to BakerTilly US, LLP located at 2500 Dallas Parkway, Suite 300 Plano, TX 75093 in the amount of $100,000.

Council approval is sought.

Attachments:
MEMORANDUM.pdf
BakerTilly Proposal.pdf
Microsoft PowerPoint - Greenbelt MD - Interview PPT.pdf

MEMORANDUM

TO: Timothy George, (Interim City Manager)

CC: Mayor Emmett Jordan and Greenbelt City Council

FROM: Dawane Martinez, (Director, Human Resources)

DATE: May 29, 2022

SUBJECT: Job Classification and Compensation Study

RFP BACKGROUND AND PURPOSE:
The City was soliciting competitive sealed proposals for a qualified and experienced Human Resources consulting organization (compensation emphasis) to provide professional services to conduct a compensation and classification study including recommendations and suggested implementation and maintenance processes, effectively providing the City with resources and expertise to further enhance the classification and compensation program.

Currently, there are three pay scales that cover 300 full-time and part-time employees, ranging from entry level employees to senior level executives within a Council/Manager form of government. The job analysis approach currently being utilized is a point factor system. Employees are eligible for merit increases and/or cost of living adjustments (COLA) on an annual basis, subject to budgetary guidelines, until they reach the maximum of the classification's salary range. The City's fiscal year begins on July 1 and ends on June 30.

The last classification and compensation study was conducted during the Fall of 2008 into the spring of 2009, with implementation as of July 1, 2009. At that time, this resulted in the development of the City's compensation philosophy, which included a pay strategy above the market. The benchmarking and resulting salary structure was strategically placed at 60% of the market. Actual placement in salary ranges was capped at 50%, which helped contribute to ongoing compression issues that need to be reviewed. City job descriptions were updated at that time; however, job duties may have changed since that time.

The City is requesting that a vendor/ consultant conduct a comprehensive internal equity analysis (primary emphasis) and benchmark market analysis of the City's approximately 120 job classifications. The analysis will include all classified job classifications, except for sworn officer positions below the Lieutenant level in the Police Department.

JOB CLASSIFICTION AND COMPENSATION STUDY OBJECTIVES:
Project objectives ensure program outcomes that are: internally equitable, externally competitive, understandable, legally defensible, efficient to administer, flexible to adapt/change in the future, and appropriate for the City's goals and structure.

The primary focus area for this project is internal equity and correcting salary compression where it exists, in addition to external market benchmarking/analysis. Additionally, the

analysis and recommendations must include a review of the current classification system considering changes in Federal and State laws and provide for legally-defensible classification specifications (essential job functions, FLSA, especially exempt/non-exempt status). Further, desired outcomes include identifying and recommending career pathing, as well as establishing recommended titling guidelines based on rules incorporating organizational hierarchy.

a. Determine data required for analysis and identify source of data.

b. Analyze the effectiveness of the existing salary structure and recommend changes, if needed, based on best practices for municipal organizations at the 60th percentile of the market. The analysis should address:

   i. The effectiveness of the current salary structure consisting of pay scales made up of grades and pay ranges (Classified/Admin);
   ii. The appropriateness of the total range of salaries within each pay scale and the number of grades.
   iii. The appropriateness of the percent spread between grades within each pay scale and within each grade range (Classified/Admin);
   iv. Strategies to provide for career advancement or progression within the scales and between the grades;
   v. Any recommendations to changes to job descriptions to ensure they are up to date and accurately reflect employee's current duties and responsibilities;
   vi. Any changes to job titles to further ensure internal equity; and
   vii. Recommendations for titling guidelines based on organizational hierarchy.

c. Analyze internal equity (primary focus) and provide potential solutions to address any inequities identified. The analysis should include data points appropriate for comparing internal equity such as job class, grade, title, base pay, organizational hierarchy, and comparatio. Other data points such as time in position, and tenure should be included in order to determine whether these factors are affecting pay. Make recommendations to adjust individual pay accordingly.

d. <u>The analysis should address:</u>

   i. Pay equity for comparable job classifications located both individually and organizationally across multiple City departments considering organizational hierarchy and specifically analyzing each position's job description, title, and pay;
   ii. Any pay compression, and make recommendations for individual pay adjustments;
   iii. Whether the current criteria for determining the placement of positions in the salary scales ensures equitable and appropriate results and provide appropriate recommendations; and

iv. Whether the City's job classification annual evaluation tool is still relevant and/or needs to be adjusted or modified and make recommendations for any changes.

e. Analyze the regional market (secondary focus) and recommend adjustments to ensure salaries remain competitive.

f. Define and identify relevant labor markets and survey sources, as well as benchmark positions, to be approved by the City.

g. Analyze pay of comparable public employers in the region across all three pay scales and provide recommended benchmarking.

SCOPE OF WORK:

The work shall be on the foundation of analyzing the effectiveness of the existing salary structure, along with titling guidelines and potential career pathing.

With regards to pay analysis, the primary focus shall be on internal equity, with external market analysis as secondary.

Outcomes are to include reporting of results and recommendations for implementation, with deliverables as outlined below.

PROCESS OF SELECTION:
The initial RFP advertisement was posted January 7, 2022 on the following websites: The City's Website, Greenbelt News Review, Indeed and the Maryland Business Express eMarketplace. The advertisement was sent out to 150 potential vendors for the study. Out of 150 vendors, the City received eight (8) responses in which only six (6) vendors submitted an actual bid. The due date for the bid submission was February 18, 2022.

The following vendors below submitted a bid to the City's advertisement: ***Advanced Government Services, Archer Company, Baker Tilly, Management Advisory Group, RKL, LLP and Salary.Com.***

The City Manager and Senior team were given all six (6) vendor submissions to review and assess based on the Session I (Criteria) listed below. The final three (3) top vendors were assessed in two sessions by the senior leadership team based on the criteria listed below which is also located in the RFP.

Session I (Criteria)

- The team was given spreadsheets with the criteria and vendor submissions to review and rate the based upon the information provided.

- During this process, we set a virtual meeting based on everyone's availability to discuss the top final vendors. **(April, 2022**).
- The team rated the vendors based on their submissions and the criteria that is listed in the attached RFP on pages 18- 20.
- In this section the vendor ratings were based on the following (***Experience & Qualifications, Methodology, Cost and Timeline to Complete the Project***.)

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

- ***Links to the following were provided in the spreadsheet***
  - Final Job Class & Compensation Study RFP / Advertisement.
  - Access to each vendor website.
  - Bid submission of each vendor (located under the vendor's tab).
  - Criteria Rating Sheet
  - 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:
Management Advisory Group
2992 Reidville Road
Spartanburg, SC 29301
Management Advisory Group

VENDOR 2:
Baker Tilly US, LLP
2500 Dallas Parkway, Suite 300
Plano, TX 75093
BakerTilly US, LLP

VENDOR 3:
RKL, LLP
1800 Fruitville Pike
Lancaster, PA 17601
RKL, CPA

Session II (Interview Evaluation Criteria)

- During this process, the team evaluated the proposals from information on hand and may also ask questions to clarify information from proposers as required.
- The City Manager and Senior Management Team afforded three (3) proposers an opportunity to make oral presentations to clarify their proposals. The oral presentations were made 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 overall understanding of the scope of work and City's needs.
  - Ability to communicate project approach and technical concepts for conducting the study.

Each vendor conducted an oral presentation to the City Manager and senior staff members on Thursday, May 12, 2022 and Friday May, 13 2022. After the final presentation, all of the rating spreadsheets were collected from the Senior team and the final scores were presented to the City Manager. The HR Director and City Manager reviewed the final scores and selected the top vendor based on the criteria ask and the best fit for the study.

The final vendor selected to conduct the Job Classification and Compensation Study is:

VENDOR 2:
Baker Tilly US, LLP
2500 Dallas Parkway, Suite 300
Plano, TX 75093
BakerTilly US, LLP

The City Manager, HR Director and City Treasurer met with the potential vendor on Tuesday May 31, 2022 to discuss the approval next steps and contract language.

COST/ FEE PROPSAL:

Tab 6 – Fee proposal

Our proposed fee allows for thorough and insightful advice from experienced professionals, providing a high value for fees

Professional fee

Baker Tilly will perform the tasks described in the City of Greenbelt's proposal for a fixed professional fee of **$ 58,100**. This fee is based upon conducting a comprehensive classification and compensation review of approximately 120 positions. The cost has been broken down below for the City to tailor the project scope as necessary.

COSTING BREAKDOWN	PRICE
Compensation and classification study: – Conduct job evaluation using the City's existing job descriptions to establish internal equity – Custom market survey distributed to 10 public peer organizations[1] requesting base pay information on 100 benchmark positions[2] to determine external equity – Development of up to two (2) new pay structure(s) and grade assignments with consideration to internal and external information verified through a regression analysis – Costing analysis for up to three (3) implementation scenarios – Final report and delivery of communication plan, which includes one (1) formal presentation to executive staff and/or elected officials and one (1) informal presentation to employees or designated staff – Client training with human resources staff to administer the new classification and compensation system	$ 49,200
Include benefit comparison	$ 3,200
Include FLSA analysis of all 120 positions	$ 3,000
Include pay policy review and recommendations	$ 2,700
TOTAL	**$ 58,100**

JOB DESCRIPTION OPTIONS	PRICE
Develop new job description drafts for all 120 positions using employee submitted information from the PAQs to prepare a general summary and essential function sections; other sections will be updated to reflect the results of the study: title, FLSA, ADA, education, experience, supervision, etc.	$ 33,000
Update existing job descriptions documents by incorporating updated information related to the results of the study: title, FLSA, ADA, education, experience, supervision, etc.	$ 13,500

Baker Tilly will invoice the City monthly for work completed.

Out-of-pocket expenses

Baker Tilly would charge the City at cost for actual out-of-pocket expenses. Out-of-pocket expenses include, but are not limited to, travel and sustenance, overnight or messenger deliveries, conference calling beyond our internal capabilities, photocopying and mailing costs. Direct out-of-pocket expenses are not expected to exceed **$5,800** for the project and would include up to three (3) on-site visits., if desired.

Additional work

Should Greenbelt request and authorize additional work, we would invoice the City at an agreed-upon fee or our standard hourly fees.

STANDARD HOURLY RATES	
Staff level	**Hourly rates**
Principal, Partner, Managing Director	$320
Director, Senior Manager	$270
Manager	$225
Senior Staff	$195
Staff	$165

BAKER TILLY'S STANDARD HOURLY RATES

We will base additional services on our standard hourly rates. We will always tell you if the assistance you need is out of scope and never perform additional work without approval.

Additional work would include work outside the scope of services as agreed to include, but not limited to:

- Additional peer organizations
- Additional benchmark positions
- Additional pay structures
- Additional implementation scenarios
- Additional position descriptions
- Additional job audits
- Additional on-site meetings
- Additional reports
- Work related to a special request

MEMORANDUM

Best and final offer

Our experience has shown that the greatest risk in a study of this nature is the City's ability to conduct an "apples to apples" comparison of the services recommended by different vendors. From various approaches to measuring internal equity, to quality control standards of market data and even perceived best practices in the design and implementation of a pay structure —how those aspects are priced by responding firms. Baker Tilly's staff understands the impact these differences can have on project deliverables, including the overall ability to adapt to the results. We would welcome the opportunity to discuss the advantages and disadvantages of our approach to assisting your organization in making an informed decision about its study.

If Baker Tilly is identified as a provider of choice, but our professional fees or timeline exceed those of other submittals, we would be pleased to review the competing scope of services and prepare a best and final offer relative to those modified deliverable expectations.

Negotiations

If selected, we will provide the City with our standard engagement terms. Should the City wish to provide alternative terms or proceed based on its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

Providing a timeframe for our proposal

We are committed to providing the services described in your RFP. This proposal is a firm and irrevocable offer for ninety (90) days.

RECCOMENDATIONS/ REQUEST:

The City recommends BakerTilly US, LLP to conduct the Job Classification and Compensation study. The City also request approval of the entire funds in the amount of $100,000, to conduct the initial survey, cover job description options, out of pocket expenses listed above and any unforeseen expenses that may arise during the study.

City of Greenbelt, Maryland

RFP GB 12-21

Professional job classification and compensation study services

February 18, 2022

bakertilly

now, for tomorrow

bakertilly

February 18, 2022

Baker Tilly US, LLP
2500 Dallas Parkway, Suite 300
Plano, TX 75093
T: +1 (972) 748 0300
F: +1 (214) 452 1165
bakertilly.com

Dawane Martinez, Human Resources Director
Human Resources
Greenbelt Municipal Building
25 Crescent Road
Greenbelt, MD 20770

Dear Mr. Martinez:

Please allow me to begin by thanking you for the opportunity to submit this proposal for the City of Greenbelt (the City) in response to your request for proposal (RFP) GB 12-21 for a job classification and compensation study.

Baker Tilly US, LLP (Baker Tilly) is one of the largest independent public sector advisory firms in the United States. For more than 60 years, we have collaborated with entities large and small on a variety of initiatives, including classification and compensation studies, community surveys, organizational improvement projects, strategic planning sessions and performance evaluation systems.

Benefits of working with Baker Tilly include:

National and local leader in human resources consulting

Your proposed project team has an in-depth understanding of current market trends and practices and will leverage this knowledge to help guide the City in this engagement.

Public sector focus

Baker Tilly is one of the foremost providers of compensation services in the public sector. We will move beyond the traditional role of a consultant and instead become a **Value Architect™** to your organization, its leadership and employees.

Deep experience that benefits the City

We have conducted more than 400 compensation-related projects across 25 states since 2012. Our team brings extensive expertise serving organizations similar in size and complexity to Greenbelt.

Our team would be pleased to be counted among the firms you feel could effectively provide your Job classification and compensation study and would welcome the opportunity to discuss our qualifications and recommended approach in greater detail.

Sincerely,

Kate Crowley, Principal
Baker Tilly US, LLP
+1 (608) 240 6718 | kate.crowley@bakertilly.com

Jada Kent, CCP, Senior Manager
Baker Tilly US, LLP
+1 (940) 368 3033 | jada.kent@bakertilly.com

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Baker Tilly is responsive, interactive and produces the results they say they will. We are very pleased with the services they provide and consider **Baker Tilly a leader among accounting and advisory firms.**

Controller

bakertilly
now, for tomorrow

The information provided here is of a general nature and is not intended to address the specific circumstances of any individual or entity. In specific circumstances, the services of a professional should be sought. © 2022 Baker Tilly US, LLP.

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Tab 1 – Proposal acknowledgment/amendments

This section shall include the completed proposal acknowledgment form and any amendments (addenda) to the solicitation provided as an attachment.

City of Greenbelt **JOB CLASSIFICATION AND COMPENSATION STUDY**
RFP GB 12-21

Proposal Acknowledgement | Attachment -A

The undersigned agrees that all the terms and conditions of this solicitation and offer may, at the City's option, be made applicable in any contract issued as a result of this solicitation.

Business Firm's Typed Name: Baker Tilly US, LLP

Name and Title of Person
Authorized to Sign Proposal: Kate Crowley

Signature: [signature] Date: January 25, 2022

Corporate Attestation or SEAL here

Signature: _____ Date: _____
(Corporate officer other than above)

ERIN GEE
Notary Public
State of Wisconsin

Name and Title of Person
Attesting to Authorized Signature: [signature] Senior Manager
my commission expires 9/22/23

NAME AND SIGNATURE REQUIREMENTS FOR PROPOSALS AND CONTRACTS DANE COUNTY WISCONSIN

The correct legal business name of the proposer must be used in all contracts. A trade name (i.e., a shortened or different name under which the firm does business) should not be used when the legal name is different.

Corporations must have names that comply with State Law. The proposer's signature must conform to the following:

Where the proposer is a corporation, a corporate seal is required.
Where the proposer is a partnership, at least one general partner must sign.
Where the proposer is a sole proprietor, the owner of the company must sign.

ACKNOWLEDGMENT OF SOLICITATION AMENDMENTS

Please note, that it is the proposer's responsibility to check the City' website frequently for Addendums, which may impact pricing, this documents requirements, terms and/or conditions. Failure to sign and return an Addendum with your response may result in disqualification of proposal.

The proposer acknowledges receipt of the following amendment(s) to the solicitation:

Amendment Number| Date: _____
Amendment Number| Date: _____
Amendment Number| Date: _____

1

Tab 2 – Confidential, proprietary commercial information or trade secrets

If applicable, information the proposer claims to be confidential, proprietary commercial information or trade secrets shall be identified in this section. This information, along with any claim of confidential financial information, should also be disclosed. The proposer must include an explanation for each individual claim of confidentiality.

Detailing our restriction on disclosure and use of information

The information provided herein contains trade secrets and confidential or proprietary information pertaining to Baker Tilly US, LLP, the disclosure of which may result in substantial harm and provide a competitive advantage to others. Therefore, this information will be disseminated on a need-to-know basis and will not be disclosed or duplicated, in whole or in part, for any purpose without the express prior written consent of Baker Tilly US, LLP.

Tab 3 – Work plan and project approach

Baker Tilly is uniquely positioned to assist the City of Greenbelt in establishing an equitable and competitive compensation system.

Our understanding of the City's needs

Located 17 miles from Washington, D.C., within Prince George's County, the City of Greenbelt prides itself on possessing a strong sense of community and qualify of life to more than 23,000 residents. The City provides community support and services, such as government administration, planning and community development, public safety, law enforcement, public works, and recreation through the work of approximately 300 employees. The City operates under a Council-Manager form of government and has a $31.5 million operating budget for FY2022.

The City is seeking a qualified firm to conduct a classification and compensation study along with recommendations for implementation and maintenance. Additionally, the study should focus on internal equity as well as external competitiveness and establish an approach that meets the City's compensation philosophy and business objectives.

The proposed solution to meet the City's needs

Baker Tilly possesses the requisite knowledge, skills and experience to provide the City with a tailored solution that will meet your organization's classification and compensation goals.

WHAT WE HEARD YOU SEEK	HOW WE WILL DELIVER
1. **Internal equity**	– We will review all positions to ensure position titles adequately reflect the nature and level of work performed and provide recommendations for adjustments as necessary. – We will conduct SAFE® job evaluations, which measure all jobs against nine compensable factors and results in a hierarchy reflective of your organization's internal equity.
2. **External competitiveness**	– We will partner with your organization to identify competitive and comparative peer organizations. – We will distribute a custom market survey to collect base pay information for benchmark positions. – After conducting quality control assessments on the data, we will present the results to the project team to discuss the organization's desired position within the market.
3. **Pay plan**	– We will update your existing pay structure or build a new structure that meets the organization's compensation philosophy and business goals. – We will assign positions to the new pay structure with consideration both to internal equity and external competitiveness. The relationship will be tested with a regression analysis to identify outliers.

WHAT WE HEARD YOU SEEK	HOW WE WILL DELIVER
4. Implementation cost analysis	– We will prepare a costing analysis for implementing the new classification and compensation system using three scenarios: – Employee salaries below minimum moved to a minimum – Organization wide increases – Time in position increases to alleviate compression issues that may have developed over time.
5. Final presentations and training	– A final report will document the project methodology, the findings and our recommendations based on those findings. – We will provide a formal presentation of the results to executive staff and an informal presentation for employees to learn about the results of the study. – Finally, we will provide training to designated staff that will be responsible for administering and maintaining the new classification and compensation system going forward.

Scope of services

Our methodology and proposed project scope for the City's business analysis compensation study are delineated on the following pages. Baker Tilly's approach and project tools were developed by Certified Compensation Professionals on our team, and we take pride in our ability to provide your organization with sound results and recommendations that, if implemented, are fair and defensible.

Project initiation and data collection

Baker Tilly will begin by collecting documentation from the City, such as job descriptions, organization charts, pay plans, policy handbook, an employee census file, etc. Next, Baker Tilly will meet with the City's project team to establish working relationships, finalize a work plan and help ascertain major issues your organization seeks to address in your classification and compensation study. Next, Baker Tilly will conduct leadership and employee communication meetings which will introduce our team to the project process, answer questions about the process and review the position analysis questionnaire (PAQ) that employees will be asked to complete.

The PAQ provides an opportunity for each employee to provide input, in their own words, about the work that is completed in their position. Information collected from the PAQs serves as the foundation for the rest of the study. If necessary, Baker Tilly may also conduct individual or group interviews with employees.

Title review

Over time, position titles may become inconsistent, inaccurate or even inflated. An appropriate job title should reflect the nature and level of work performed in that job. Baker Tilly will review the City's position titles and provide recommendations for adjustments, consolidations, and reclassifications as necessary. Title recommendations may also be made for the purpose of better aligning positions within job families and/or to establishing or refining career ladders.

Standardizing formatting, spelling and use of abbreviations can significantly impact the administration of a classification system. These relatively minor adjustments can lend to easier recruiting and hiring as it takes the guessing out of searching through job postings. Additionally, standardizing job titles can help employees better understand their role within the organization as they come to better understand adjacent roles they interact with.

Job evaluation

Job evaluation is the process of comparing a job against other jobs within the organization to determine a relative value for each. Baker Tilly has a copyrighted job evaluation system known as the Systematic Analysis and Factor Evaluation (SAFE®) system, which was developed specifically to evaluate public sector positions. SAFE® is a point factor evaluation tool that means each compensable factor has a numerical value. The end result is a total score used to determine a hierarchy of jobs relative to internal equity. The nine compensable factors measured by the SAFE® system include:

1. Education
2. Experience
3. Level of work
4. Physical demands
5. Human relations
6. Supervision exercised
7. Working conditions
8. Independence exercised
9. Impact on end results

Furthermore, SAFE® has been tested in a district court and found to be an acceptable means for measuring jobs consistent with federal and state legislation related to the Equal Pay Act. Therefore, the City can trust that our tools are capable and legally recognized as an appropriate vehicle for ensuring positions are internally equitable in your organization.

Fair Labor Standards Act (FLSA) analysis

Baker Tilly will conduct a review of FLSA designation to assist the City with the application of exempt and nonexempt status. Our review will be based on existing documentation describing each position as well as new documentation (PAQs) to ensure a complete picture of the work performed is taken into consideration. If our recommendations depart from existing exempt or nonexempt status, we will provide the rationale for our recommendation as it applies to the Department of Labor guidance for exemption tests.

Please note that Baker Tilly's recommendations on FLSA regulations are based on our staff's nonlegal interpretation of the Department of Labor guidance. Baker Tilly is not engaged in the practice of law and cannot provide legal guidance on FLSA matters. We recommend that clients obtain separate legal reviews of all positions vis-à-vis FLSA decisions.

Job descriptions

Baker Tilly will prepare draft job descriptions using our standard job description format for all titles included in the business analysis compensation study. Our descriptions will include a general summary, essential functions, minimum qualifications, physical demands and working conditions as they relate to the Americans with Disabilities Act (ADA). The description format and template can be modified to include additional information, formatting, logo, and other such design elements as desired, for an additional fee.

General summary and essential functions sections will be developed using data captured by employee submitted PAQs. Therefore, we encourage employees and supervisors to ensure submitted information is complete and accurate. Drafts will include position updates made throughout the study, i.e., adjustments to position titles, minimum qualifications, supervision and ADA-related information. In order to maintain a competitive price for the project, we have assumed that we will deliver draft job descriptions and that the City's project team and human resources staff will distribute drafts to department directors for review and then human resources staff will assume responsibility for any edits or changes to the drafts based on this feedback.

We have included a sample job description in the **Appendix**.

Our Position Analysis Questionnaire (employee questionnaire) contains proprietary information related to our job evaluation process. If Baker Tilly is identified as a finalist for this engagement, we would be happy to share a copy at that time.

Market assessment

Baker Tilly will partner with the City to identify public peer organizations that represent its comparable labor market. Selection of comparable peers should be based on similarity in size (number of employees, population served and/or revenue), geography, services provided, industry and/or competition (organizations you lose employees to or gain employees from). Baker Tilly will distribute a custom survey to identified peer organizations requesting base pay information for analogous positions. Data from published salary sources will be incorporated in the market data sample to serve as a private sector representative for positions with an appropriate private sector equivalent. Commonly utilized sources include the Economic Research Institute, Bureau of Labor Statistics and the Robert Half Salary Survey, although we are happy to consider published salary survey sources the City can provide to be included.

It's important to note that there may be different labor markets for different positions. Some positions may be recruited from the local area, while others are recruited regionally and/or nationally. The consulting team will work closely with the City in determining the appropriate labor market for your job families. Additionally, Baker Tilly will apply a geographic differential to account for the cost of labor differences in those regions.

In selecting benchmark positions, we aim to include at least 50% of all job titles in the market survey but may include more depending on the size of the survey and/or your organization. These positions will closely resemble jobs performed across other organizations and industries. Additionally, they should:

- Be important in the City's internal hierarchy
- Represent as many levels or grades in the City's salary structure as is possible
- Match to at least 70% of the job duties collected by the survey
- Generally, tend toward multiple incumbent jobs with the exception of management or executive-level jobs

Once the market assessment results have been compiled and analyzed for quality assurance, Baker Tilly will conduct a review of the results with the City's project team by providing a snapshot of the market results for benchmark positions and a comparison to existing pay. Additional market scenarios demonstrating above and below market pay will also be prepared to allow the City to select its desired position within the marketplace.

Benefits comparison

In addition to base pay, Baker Tilly's custom market survey will collect data on peer pay plans, pay policies and practices, and fringe benefit offerings, such as health insurance, retirement and paid time off programs. Additional and more detailed sections are available for inclusion in the survey for an additional fee. It would collect data on supplemental pay and benefits programs (i.e., tuition assistance, bonus programs, flexible work schedules, etc.) and total compensation costs at the organizational level.

Benefits results will be compiled and compared to your organization's fringe benefit offerings and will be included in the final report.

Pay plan development

Baker Tilly will facilitate discussions with the City's project team regarding pay plan design preferences and an approach for classifying positions to the pay plan. To that end, Baker Tilly will develop up to two new pay structures, if necessary, which meet the City's stated goals and business needs. Positions will be classified to the new pay structure considering internal and external results. More specifically, results of the SAFE® job evaluation process and market assessment will be used in part or in whole to assign positions to an appropriate pay grade. This relationship will be tested using regression analysis. In reviewing the proposed classification and compensation plan, Baker Tilly will work with the City to address outliers identified through the regression and finalize the new pay structure.

Implementation and costing analysis

Baker Tilly will develop three scenarios for the City to consider in its adoption and implementation of the proposed pay plan(s), which will include a cost analysis for each scenario. Implementation scenarios can be tailored, for an additional fee, to account for unique pay policies or circumstances that may exist within the City. Otherwise, our standard scenarios include:

- Moving employees to the minimum of their proposed pay range if their existing salary is below the proposed minimum

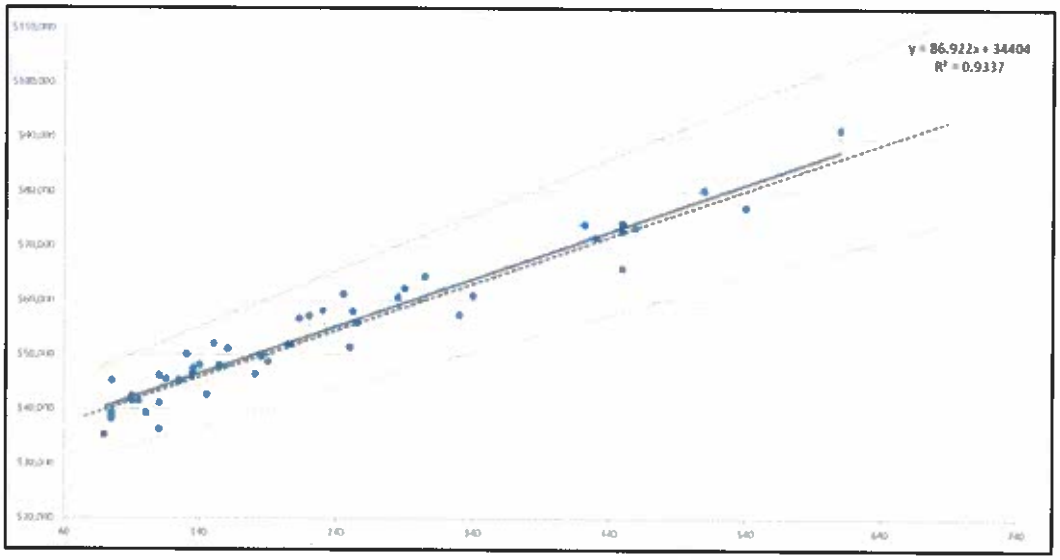
- Providing an organization-wide increase, usually 2%
- Providing an increase (usually 0.5%) per year in the position. This scenario helps combat pay compression (and even pay equity) issues that may have developed over time

Pay policy recommendations

Changes to your classification and compensation system may impact existing pay policies and practices. Therefore, we will work with the City's project team to identify impacted policies and make recommendations for adjustments. These may include the following scenarios:

- **Hiring, promotion, reclassification:** establishing guidelines for which employees can be paid above the starting minimum for the pay range
- **Supplemental pay:** pay for special skills or competencies greater than the minimum requirements, shift differentials, on-call or call back pay, etc.
- **Pay adjustments:** language describing how and when increases and pay structure adjustments will take place

Project completion and communication



SAMPLE REGRESSION ANALYSIS

A final report will be prepared to explain the methodology followed, the results produced and recommendations to the City based on those results. More specifically, the report will document position title recommendations, market survey results (average minimum, midpoint and maximums), proposed pay structure(s), recommended grade assignments and implementation costing calculations for each scenario. This report will not document or publish employee-specific information.

We will proudly stand behind the results of your study through implementation to include a formal presentation to City leadership or elected officials. The City has made an important commitment to its staff in taking steps to undergo a business analysis compensation study such as this one. Therefore, Baker Tilly highly recommends including a communication plan that will explain to employees the results of the business analysis compensation study.

Finally, Baker Tilly will provide training to human resources staff that will be responsible for administering and maintaining the new classification and compensation system into the future. Instruction manuals pertaining to the SAFE® job evaluation system will also be provided.

Ongoing maintenance

While the City's team will be fully trained and able to maintain its new classification and compensation system, Baker Tilly often provides ongoing maintenance to clients after completing a study. Post-contract advisory and maintenance services include:

- Pay structure updates (research and/or application)
- Reclassification requests
- FLSA status review
- Addition of new or revised positions
- New job descriptions
- Formal appeals process
- Review and revision process for job descriptions

This is not included in the scope of this project but is recommended if the City might foresee a need to address any of the above listed tasks through an unaffiliated third party or if the human resources staff may not have the capacity to handle these requests internally.

Remote vs. in-person work

For Baker Tilly, the safety of our people is paramount. We are committed to playing our part in containing COVID-19 by practicing responsible social distancing. As of this writing, our firm continues to allow all professionals to work remotely.

We are prepared to deliver an exceptional study entirely remotely if so desired. The City's engagement team has various tools enabling them to assist you from any location. Baker Tilly professionals each receive their own laptop and remote access credentials to connect to our internal network from outside the office. When Baker Tilly and the City are not able to meet in person, we utilize Microsoft Teams to quickly set up online meetings.

Technology plays a central role in maintaining open, clear lines of communication. Our client portal, **Huddle**, offers an easy way to access your documents, transfer data and exchange information with us on a 24/7 basis when it's convenient for you. This secure online collaborative workspace allows you to share content at any time.

However, should the City desire in-person meetings, we are equally prepared to do so.

Tentative timeline

Your time is valuable, and one significant way we will add value to your organization is by delivering our services on time or ahead of schedule.

Baker Tilly is prepared to initiate your business analysis compensation study within two weeks after receiving the official notice to proceed. A detailed project schedule will be provided at the commencement of your study. *Please be aware that there are factors that may impact the project schedule which is beyond the consulting team's control.*

CITY OF GREENBELT, MARYLAND
JOB CLASSIFICATION AND COMPENSATION STUDY

Activity	Dependency	Target dates
Project initiation: project planning meetings, data collection, leadership and employee communication sessions, PAQs collected	Authorization to proceed, City's assistance in providing data, scheduling meetings, and encouraging employees to complete PAQ's.	April - May
Market assessment: custom market survey prepared and distributed, collected data compiled and analyzed, results reviewed	City to review and approve peers, benchmarks, draft survey, market results	May - June
Position review, job evaluation: title review, initial job evaluation, SAFE training, job evaluation scores finalized	City provides feedback on title recommendations; schedule and attend SAFE training, provide feedback on SAFE designations	May - June
Pay plan development: draft pay plan(s) developed, grade assignments established and reviewed, implementation options calculated	City review of draft pay plan, provides updated employee census, approve implementation scenarios	July - August
Job description development: draft job descriptions are developed from employee completed PAQs	Internal leadership review recommended to collect feedback for the City to consider and incorporate, as necessary	June - September
Project completion: final report prepared, final presentations conducted, staff training conducted	City review and provide feedback on final report, schedule final presentations and attend training	August - September

COMMITMENT TO SUCCESSFULLY DELIVER SERVICES TO MEET THE CITY'S REQUIREMENTS
The City's time is valuable. We will co-develop a timeline to provide the City's services on time or ahead of schedule.

The City's responsibility

Data collection. Baker Tilly will prepare a detailed data request outlining what is necessary to perform these services. Data will be requested in a format compatible with Baker Tilly's computer system and project tools (Microsoft Excel and Word). Upon receiving the data, Baker Tilly will examine it for missing information and consistency. There may be additional fees based on hourly staff rates to convert or reconcile data that is incomplete or provided in a format inconsistent with our documents and tools.

Position analysis questionnaires. The price and scope of the project outlined assume the collection of online PAQs for all position titles included in the study. If there are vacancies, absences or employees unwilling or unable to participate, Baker Tilly will work with the City's project team to identify the appropriate alternative staff to submit documentation on behalf of those positions. If timing becomes a concern, the City may opt to have Baker Tilly utilize existing job descriptions for outstanding positions instead. There may be additional fees based on hourly staff rates to manually enter position data into our system that would have otherwise been imported through the online PAQ process.

Salary and benefits data. Baker Tilly's ability to provide fair and defensible recommendations about pay and benefits is contingent upon the availability of that data. Certain times of the year (holidays, benefits enrollment, budget process, etc.) may present more or different obstacles to Baker Tilly's ability to collect data from peer organizations through our outreach efforts. As a result, we may request for the City's project team or leadership to contribute to the outreach effort in an attempt to collect necessary data from public peer organizations and keep the project on schedule.

Review of and feedback on preliminary results. Baker Tilly encourages clients to be involved in major decisions about preliminary results that will drive the final results of the study. However, we understand that your commitment to providing uninterrupted support and services to the community must come first and that the City's project team may not be as available as expected to review and approve information when provided. Baker Tilly is familiar with the ebb and flow of local government operations and will be flexible in coordinating with the City to keep the project on track as much as possible.

Management synopsis

To facilitate an effective comparison between Baker Tilly's proposal and that of other respondents, we have outlined key project phases, inclusive of deliverables.

1. **Project initiation, data collection**
   a. Planning meeting with City's project team, timeline established
   b. Data request and review
   c. Leadership and employee communication meetings
   d. Position Analysis Questionnaire (PAQ) distributed and collected
   e. Employee interviews and focus groups, if necessary
2. **Position Review**
   a. Title review and recommendations
   b. SAFE® job evaluation
   c. Review and finalize results with City's project team

3. **Market Assessment**
   a. Public peer organizations and benchmark positions identified
   b. Custom market survey distributed to collect information
   c. Quality assurance review of market results
   d. Review and finalize results with City's project team
4. **Job Descriptions**
   a. Information from employee PAQs used to develop draft descriptions
   b. Adjustments made during the study incorporated
      a. For example: titles, minimum qualifications, ADA, FLSA, etc.
5. **Pay Plan Development, Implementation**
   c. Pay structure(s) developed, grade assignments established
   d. Review and finalize results with City's project team
   e. Implementation costing scenarios calculated
6. **Final report**
   a. Final report developed
   b. Final presentations conducted
   c. Training with HR staff
   d. Delivery of all project documentation

Tab 4 – Personnel and technical qualifications

Firm introduction

Baker Tilly has a long history of service to clients located throughout the country and internationally. As a member of Baker Tilly International, the world's 10th largest accountancy and business advisory network, we are able to extend our reach through trusted relationships with firms located across the country and throughout the world.

Baker Tilly was founded in 1931 with one central objective: to use our industry specialization to help our clients improve their businesses. For more than 90 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We will strive to continue to deepen and enhance our relationship with the City as we seek to become your **Value Architect™**.

Key facts about Baker Tilly:

9th largest accounting and advisory firm in the U.S.

6,000+ team members

500 partners

3,100+ public sector clients

$1B firm revenue in fiscal year 2021

60+ office locations across the U.S.

250+ workplace and culture awards

Public sector specialization

Baker Tilly has served local governments since our establishment 91 years ago. We are one of the few professional services firms with a state and local government practice dedicated entirely to serving governmental clients.

Unlike many of our contemporaries, Baker Tilly is organized by industry, not service line. What does this mean for the City of Greenbelt? It means you will be served by a carefully selected team that blends our government-focused professionals with experienced specialists in compensation projects. The City will be working with knowledgeable professionals who understand the specific challenges you face and provide innovative solutions to help you overcome them.

State and local government is a complex, unique environment shaped by fiscal, regulatory and operational considerations not found in other industries. Recognizing this complexity and eagerness to serve as a true **Value Architect™** to the public sector, Baker Tilly formalized its dedicated public sector specialization more than 60 years ago.

More than 420 Baker Tilly professionals — including nearly 40 partners and principals — focus directly on serving state and local governments, providing hundreds of thousands of client service hours annually to the public sector. Nationwide, **our practice serves more than 3,100 state and local government entities**, including cities, counties, municipalities, school districts, public utilities and transit organizations. Your team is ready to help you find solutions to the obstacles that stand between you and your goals.

Baker Tilly's Public Sector Advisory group is composed of knowledgeable, experienced staff with direct experience in assisting city and county governments. Our team of professionals brings practical, realistic and creative solutions to the challenges faced by public entities. Furthermore, **our proposed consulting team is specifically focused on classification and compensation-related services**, including internal equity review, labor market analysis, compensation philosophy development, pay compression analysis, supervisor communication training and total compensation. Our work is competitive, current, court tested and copyrighted to deliver pragmatic outcomes.

Why Baker Tilly is ideally suited to serve the City

As you evaluate professional service providers, we encourage you to consider the following factors that distinguish Baker Tilly's compensation methodology and make our firm the natural choice to perform your engagement:

400+

Our engagement team has conducted more than 400 successful compensation projects since 2012.

- **Our SAFE® job evaluation system is a fair, consistent, defensible, objective and court tested methodology for comparing position characteristics.** In today's environment, organizations need to know that their methods are proven and sound. SAFE® gives you a tested methodology that distinguishes the value of your positions using nine compensable factors.
- **With us, you do not just get a study; you get a customized system.** When we perform a study for our clients, we train them to utilize and maintain it going forward. When we leave, you will have a completed study AND a classification system to grow with you into the future. As positions evolve, new positions are created, market conditions change, etc. your human resources staff will be able to make the appropriate adjustments using the SAFE® job evaluation system.
- **We know that a good study rests on quality data.** In working with public sector organizations, we know that the work we provide to you becomes a public record. Which means, our reputation stands on the quality of that work. Therefore, we have quality assurance protocols in place that guide the way we collect data, analyze data and calculate data to provide you with results you can rely on.
- **We will assign Certified Compensation Professionals to analyze your market data and build your new pay structures.** Our team understands that compensation analysis is both an art and science. We have a strong cadre of trained, experienced professionals working together to ensure appropriate and competitive pay structures are presented for consideration.

We pride ourselves in providing high-quality work that is defensible, transparent and fair both to your organization and to your employees. We realize that a Job classification and compensation study is critical to your ability to maintain and grow the quality of workforce you need to perform at the level expected by your citizenry. We proudly stand by our work and will defend and support it through adoption.

Project team

Your handpicked team of professionals offers a collaborative focus supported by the breadth and depth of our firm's national resources. We believe in strong personal relationships, and this means a personal interest in Greenbelt from some of our most experienced team members. Engagement team members are introduced below, and complete resumes are available in **Appendix A**.

Your proposed project team includes experienced professionals who:

- Represent the staff who will be directly responsible for your project
- Provide a range of expertise to cover the range of service requirements
- Provide input from a geographic, industry and subject matter standpoint
- Provide a national perspective of experience and institutional knowledge to achieve your objectives
- Represent the commitment to take personal and professional responsibility

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR THE CITY OF GREENBELT

Kate Crowley – Managing Principal

4807 Innovate Lane, Madison, WI 53718
+1 (608) 240 6718 | kate.crowley@bakertilly.com

Kate leads Baker Tilly's public sector advisory practice and is a principal in the firm's project finance practice, providing comprehensive project finance solutions for public-private partnerships (P3) and economic development initiatives. Kate's extensive experience includes performing financial analyses of development initiatives to optimize available project financing options, identifying new incentives and tax programs that impact client's growth initiatives, providing application and feasibility reviews for federal and state tax credits, financing and funding programs, working with closely held businesses dealing with growth and capitalization.

Jada Kent, CCP, Senior Manager – PROJECT LEAD

2500 Dallas Parkway, Suite 300, Plano, TX 75093
+1 (972) 748 0514 | jada.kent@bakertilly.com

Jada is a senior manager with Baker Tilly's Public Sector Advisory practice and has a background in human capital consulting, including classification and compensation, organizational assessments and executive recruitment. Jada serves as the practice leader over the compensation consulting team, including SurveyNavigator™, our online pay and benefits data resource. She earned a Master of Public Administration from the University of Texas at Dallas, is a member of the North Texas Compensation Association (NTCA) and is a Certified Compensation Professional (CCP).

Brenda Turner, CCP, Manager – PROJECT MANAGER

2500 Dallas Parkway, Suite 300, Plano, TX 75093
+1 (972) 748 0522; | brenda.turner@bakertilly.com

Brenda is a human capital manager with a background serving in compensation and human resources. Prior to joining Baker Tilly, Brenda served most recently as the senior director of global compensation for a global technology company. She has also served in varying compensation, finance and accounting roles in the hospitality, travel and technology industries. Brenda is a CCP through World at Work and is also a member of the Society for Human Resource Management (SHRM). She earned a Master of Business Administration from the University of Texas.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR THE CITY OF GREENBELT

Anne Lewis, Director

8219 Leesburg Pike, Tysons, Virginia
+1 (703) 923 8214 | anne.lewis@bakertilly.com

Anne co-leads Baker Tilly's public sector executive recruitment team. Prior to joining Baker Tilly, Anne served as an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention and visitor's bureau executive director. She also has had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs. She specializes in providing executive recruitment services to local governments and not-for-profits. Anne holds a Master of Science as well as a Bachelor of Science from Shenandoah University.

Steve Miner, Ed.D./J.D., Managing Director

8219 Leesburg Pike, Suite 800, Tysons, VA 22182
T: +1 (703) 804 2383; steve.miner@bakertilly.com

Steve, a managing director within Baker Tilly's human capital practice group, has nearly 35 years of experience in local government management, organizational performance and human resources. Steve has a lengthy background in public management and human and organizational development. He and his teamwork to provide classification services and competitive compensation structures that fit the organization's needs and pay philosophy. Steve has earned an Ed.D. in human resources, as well as a J.D., and has extensive chief administrative officer experience in several Virginia counties over the last three decades.

Ann Antonsen, Director

225 South Sixth Street, Suite 2300, Minneapolis MN 55402
T: +1 (651) 223 3057; E: ann.antonsen@bakertilly.com

Ann is a consultant with a strong background in organizational management and human resources that she uses effectively in developing position analyses, classification and compensation studies, performance management and evaluation system development and staff training and in conducting executive search efforts for the public sector. She also specializes in performing organizational studies, revising and developing personnel policies and manuals and, conducting organizational management training sessions and providing general human resources assistance. Ann has been with the firm since 2005 and earned a Bachelor of Arts in Psychology from the University of Minnesota.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR THE CITY OF GREENBELT

Jama McClung, Senior Consultant

8219 Leesburg Pike, Suite 800, Tysons, VA 22182
T: +1 (804) 622 6991; E: jama.mcclung@bakertilly.com

Jama joined the human capital advisors practice supporting Mid-Atlantic executive recruitment work. Her specialty focus is classification and compensation studies, performance evaluations and benefits review. Jama has performed prior consulting support work as a capital project assistant for healthcare IT financial system conversions and IT infrastructure upgrades and has served as a public finance assistant supporting senior living and healthcare public finance bankers. She attended Glenville State College and is currently completing coursework towards a bachelor's degree in Business Administration.

Olivia Fisher, SHRM-CP, Analyst

8365 Keystone Crossing, Suite 300, Indianapolis, IN 46240
T: +1 (317) 465 1644, E: olvia.fisher@bakertilly.com

Olivia is a consultant with a strong background in human resources, non-profit, and hospitality work that she uses effectively in coordinating projects, collecting data and developing job descriptions. She assists in position analyses, classification and compensation studies. Olivia is committed to using her abilities and continued training to assist governmental agencies. Olivia earned a Bachelor of Arts in International Studies and Spanish from the Indiana University – Bloomington.

Thomas Patton, Analyst

225 South Sixth Street, Suite 2300, Minneapolis MN 55402
T: +1 (651) 223 3033; E: thomas.patton@bakertilly.com

Thomas is an analyst with a background in Human Resources Management and Human Resources Development. He assists the team with data collection and job description writing. His focus is coordinating the data collection process and ensuring the team gathers quality information for the success of the project. In addition, he assists the team by crafting high quality job descriptions that accurately reflect the essence of the position being analyzed. Prior to Thomas's current role, he supported the team as an Administrative Assistant. Thomas earned a Bachelor of Science in Human Resources Development from the University of Minnesota – Twin Cities.

THE CITY WILL RECEIVE TANGIBLE RESULTS WITH BAKER TILLY

All engagement team members are committed to the City's success. Their industry experience and service expertise translates into tangible results for the City

Staying in compliance: Baker Tilly's past and current litigation

In the normal course of business as a large accounting firm, Baker Tilly may be made a party to litigation alleging various common law and statutory violations. While Baker Tilly expects to resolve all pending matters without any material detrimental impact to the firm, like most accounting firms of any size, the firm does not disclose or discuss its litigation. Litigation is generally disposed of in the normal course of business and under any applicable professional indemnity insurance policy. We enjoy the benefits of a positive reputation.

Respecting our former clients' trust and confidentiality

As a large accounting firm, Baker Tilly may have contracts terminated for a variety of reasons. In the past, we have lost clients due to the following:

- Mandatory audit firm rotation
- Project completion
- Mergers and acquisitions
- Competitive bidding

The relationship that we maintain with each former client is sensitive and based on trust and confidentiality. We cannot disclose the information surrounding these relationships without each organization's explicit, written permission.

Tab 5 – References

Demonstrating successful relationships with similar clients

We encourage you to connect with the clients below to learn more about the value of their relationship with Baker Tilly. Each client will offer a different perspective as you consider your own needs.

City of Salem, Virginia			
Name	Beth Rodgers	**Title**	HR Director
Phone	540-375-3060	**Email**	brodgers@salemva.gov
Services	Market study and pay plan development for the electric department		
Dates of Service	2021		

Potomac Rappahannock Transpiration Commission (PRTC)			
Name	Becky Merriner	**Title**	HR Director
Phone	703-580-6166	**Email**	bmerriner@omniride.com
Services	Classification and compensation study for Omni Ride and Virginia Railway Express		
Dates of Service	2020 - 2021		

Chesapeake Bay Bridge – Tunnel (CBBT)			
Name	Thomas Anderson	**Title**	Deputy Executive Director, Finance & Operations
Phone	757-331-2960	**Email**	tanderson@cbbt.com
Services	Classification and compensation update		
Dates of Service	2021-2022		

City of Fort Wayne, Indiana			
Name	Justin Brugger	**Title**	Deputy Director – CFO
Phone	260-427-2836	**Email**	justin.brugger@cityoffortwayne.org
Services	Classification and compensation update for City Utilities		
Dates of Service	2021-2022		

City of Abilene, Texas			
Name	Robert Hanna	**Title**	City Manager
Phone	325-676-6201	**Email**	rober.hanna@abilenetx.gov
Services	Classification and compensation study		
Dates of Service	2022		

PROVIDING VALUABLE PERSPECTIVES FROM CURRENT CLIENTS

At Baker Tilly, relationships matter. Our Value Architects™ have a record of successfully enhancing and protecting similar clients' value – resulting in experience-based insights for Greenbelt

The following pages include a list of organizations for whom Baker Tilly has provided classification and compensation-related services over the last few years. We realize the list is lengthy, but so is our experience in working with organizations very similar to and very different from yours. We hope you will trust that our length and depth of experience means we've seen and solved our share of challenges and can assist you and your organization through this study and any challenges you may also be facing.

List of relevant projects: 2017 – present

Year	Client	State	Project	Population
Current	Abilene	TX	Class & Comp Study	124,156
Current	Apex	NC	Class, Comp & Org Study	51,370
Current	Baxter	MN	Class & Comp Study	8,202
Current	Beeville	TX	Class & Comp Study	12,912
Current	Bellingham	WA	E-Team Class & Comp Study	89,045
Current	Bluffton	IN	Class & Comp Study	9,919
Current	Chisago County	MN	Class & Comp Study	53,916
Current	Cibolo	TX	Class & Comp Study	28,920
Current	Cleveland County Water	NC	Salary Study	
Current	Cumberland County	VA	Pay & Class Study	9,824
Current	Duplin County	NC	Salary Study	58,967
Current	Eastern Shore of Virginia E911	VA	Salary Study	
Current	Essex County School System	VA	Class & Comp Study	
Current	Fluvanna County	VA	Class & Comp Study	27,270
Current	Goshen	IN	Comp & Benefits Analysis	31,408
Current	Guadalupe County	TX	Class & Comp	166,847
Current	Hutchinson	MN	Comp Study	13,914
Current	Isanti County	MN	Class & Comp Study	40,596
Current	Jackson	MS	Comp Study	164,422
Current	Maplewood	MN	Class & Comp Study	40,545
Current	Monroe	NC	Class & Comp Study	35,105
Current	Montgomery County	TX	Salary Study	607,391
Current	Pope County	MN	Pay Plan Update	11,048
Current	Rosemount	MN	Class & Comp Study	24,292
Current	Roswell	NM	Pay & Class Study	47,941
Current	Spring Lake Park	MN	Class & Comp Study	6,535
Current	Vigo County	IN	Class & Comp Study	107,038
Current	Virgin Islands Water & Power Authority	USVI	Class, Comp & Org Study	
Current	Waite Park	MN	Comp Study	7,718
2022	Chicago Metro Agency for Planning	IL	Class & Comp Study	
2022	Chesapeake Bay Bridge Tunnel	VA	Class & Comp Update	
2022	Fort Wayne City Utilities	IN	Class & Comp Study	
2022	Port Arthur	TX	Class & Comp Study	55,109

List of relevant projects: 2017 – present

Year	Client	State	Project	Population
2022	Sherburne County	MN	Compensation Study	97,238
2022	West Point	VA	Class & Comp Study	3,292
2021	Amelia County	VA	Class & Comp Study	13,145
2021	Auburn	IN	Class & Comp Study	13,056
2021	Basehor	KS	Class & Comp Study	5,951
2021	Bedford Regional Water Authority	VA	Class & Comp Study	
2021	Bellingham/Whatcom County HA	WA	Pay Equity Study	
2021	Farragut	TN	Class & Comp Study	22,729
2021	Harrisonville	MO	Comp & Job Analysis	10,043
2021	Horizon Public Health	MN	Pay Plan Update	
2021	Ligonier	IN	Class & Comp Study	4,654
2021	Potomac Rappahannock Trans. Comm	VA	Class & Comp Study	
2021	Richmond	IN	Comp Study	35,353
2021	Salem	VA	Electric Division Pay Structure	25,317
2021	Stevens Point	WI	Comp Study	26,229
2020	Blackstone	VA	Class & Comp Study	3,391
2020	Crystal	MN	Comp Study	22,463
2020	Elko New Market	MN	Pay Plan Update	4,760
2020	Independent School District No. 0625	MN	Principal Wage Study	
2020	Jordan	MN	Class & Comp Study	6,225
2020	Leland	NC	Class & Comp Update	20,294
2020	Middleton	WI	Class & Comp Study	19,660
2020	Onalaska	WI	Class & Comp Study	18,712
2020	Otsego	MN	Comp Study	17,357
2020	Rappahannock County	VA	Class & Comp Study	7,321
2020	Sauk Rapids	MN	Class & Comp Study	13,703
2020	Scott Co. Community Dev Agency	MN	Market Study	
2020	Traverse County	MN	Class & Comp Study	3,308
2020	Vienna	VA	Class & Comp Study	16,489
2019	Adams County	WI	Class & Comp Study	19,973
2019	AppalCART	NC	Class & Comp Study	
2019	Bellingham	WA	Comp Market Study	89,045
2019	Brooklyn Center	MN	Comp Study	30,712
2019	Capital Region Water	PA	Class & Comp Study	
2019	Circle Pines	MN	Class & Comp Study	4,978
2019	Council Bluffs	IA	Class & Comp Study	62,316
2019	Dallas Housing Authority	TX	Comp Study	
2019	Fillmore Soil & Water Conservation	MN	Class & Comp Study	
2019	Gastonia	NC	Class & Comp Study	75,536

List of relevant projects: 2017 – present

Year	Client	State	Project	Population
2019	Gatesville	TX	Class & Comp Study	12,387
2019	Independent School District No. 2769	MN	Job Desc/Pay Equity Review	
2019	Intermediate District 0287	MN	Pay and Class	
2019	Iowa League of Cities, Des Moines	IA	Comp Study	3,146,000
2019	King County Housing Authority	WA	HR Management Consulting	
2019	Local Government Info Systems	MN	Comp & Benefit Study	
2019	McFarland	WI	Market Survey	
2019	Morehead City	NC	Class & Comp Study - Maintenance	9,203
2019	North Central Regional Library	WA	Comp & Benefits Study	
2019	Payson	AZ	Class & Comp Study	15,476
2019	Pittsylvania County	VA	Comp Study	62,426
2019	Pottawattamie County	IA	Class & Comp Study	93,386
2019	River Falls	WI	Class & Comp Study	15,510
2019	Rocky Mount	VA	Comp Study	4,798
2019	Saginaw County	MI	Class & Comp Phase II	195,012
2019	Saginaw County	MI	Class & Comp Phase III	195,012
2019	Salem	VA	Class & Comp	25,483
2019	Sartell	MN	Class & Comp Study	13,917
2019	Scandia	MN	Class & Comp Study	4,120
2019	Shaker Heights	OH	Class & Comp Study	27,387
2019	St. Charles City-County Library District	MO	Market Study	
2019	Stutsman County	ND	Comp Study	20,704
2019	Tyler	TX	Class & Comp Study	104,991
2019	Wheaton	IL	Market Survey	53,373
2019	Wright County	MN	Class & Comp Study	131,311
2019	Zimmerman	MN	Comp Study	5,499
2018	Battle Creek	MI	Comp Study	51,833
2018	Bemidji	MN	Comp Study	14,435
2018	Blue Springs	MO	Pay Plan Design	53,294
2018	Bonner Springs	KS	Comp and Class Study	7,665
2018	Broad River Water Authority	NC	Class and Comp Study	
2018	Burnsville	MN	Class and Comp Study	61,290
2018	Carver	MN	Comp Study	4,628
2018	Cleveland County	NC	SAFE Database	97,047
2018	Cloquet	MN	Comp Plan Update	12,050
2018	Craven County Schools	NC	Comp Study	
2018	Dallas Area Rapid Transit Authority	TX	Comp Study	
2018	DeSoto	TX	Class and Comp Study	52,599
2018	Dinwiddie County Schools	VA	Review of Compensation Study	

List of relevant projects: 2017 – present

Year	Client	State	Project	Population
2018	Elko New Market	MN	Pay Equity Report	4,513
2018	Eudora	KS	Class and Comp Study	6,211
2018	Grain Valley	MO	Class, Comp & Benes Study	13,125
2018	Harris County Housing Authority	TX	Salary/Wage Comparability Study	
2018	Housing Authority of Durham	NC	Salary Comparability Study	263,016
2018	Ingleside	TX	Class & Comp Study	10,488
2018	Intermediate School District No. 917	MN	Job Description Updates/Training	
2018	Johnson County	IA	Comp and Class Study	144,251
2018	Lakeville	MN	Class & Comp Study	58,562
2018	Laurinburg	NC	Class & Comp Study	15,774
2018	Leavenworth	KS	Comp Study	35,891
2018	Mansfield	CT	Class & Comp Study	25,959
2018	Minnehaha Creek Watershed District	MN	Pay Equity Report	1,124,000
2018	Minnetonka	MN	Class & Comp Study	51,638
2018	Northwest Regional Library	NC	Class & Comp Study	
2018	Person County	NC	Phase III C&C Implementation	39,276
2018	Rappahannock Regional Jail	VA	Comp Study	
2018	Scott Co. Community Dev. Agency	MN	Pay Equity Report	137,232
2018	Thibodaux	LA	Market Study	14,566
2018	Verona	WI	Market Survey	10,632
2018	Wabasha Soil and Water Conservation	MN	Class Study	
2018	Willmar	MN	Comp Study	19,680
2018	Winston Salem	NC	Class & Comp Study-Phase II	236,441
2018	Wright Soil & Water Conservation	MN	Class and Comp Study	
2017	Appalachian Regional Library	NC	Class & Comp	
2017	Assoc. County Commissioners of GA	GA	Class & Comp	10,100,000
2017	Bath County Public Schools	VA	Pay & Class	
2017	Baxter	MN	Comp Study	7,781
2017	Cabarrus County	NC	Class & Comp Study	187,226
2017	Cabarrus Health Alliance	NC	Comp Benefit Study	
2017	Caroline County	VA	Pay & Class Study	29,298
2017	Chapel Hill	NC	Comp Study & FLSA Rev	59,635
2017	Chincoteague	VA	Comp Study	2,929
2017	Cleveland County	NC	Comp & Benes Study	97,047
2017	Craven County	NC	Comp Study	103,451
2017	Dunn County	WI	Market Survey	44,122
2017	Florida Municipal Power Agency	FL	Comp Study	
2017	Fort Wayne City Utilities	IN	Class and Comp	
2017	Harnett County	NC	Comp Study	124,987

List of relevant projects: 2017 – present

Year	Client	State	Project	Population
2017	Harrisburg	PA	Class & Comp Study	49,188
2017	Hopewell	VA	Class & Comp Consult	22,163
2017	Le Sueur County	MN	Market Survey	27,810
2017	Lee's Summit	MO	Comp & Benefit Study	93,184
2017	Lufkin	TX	Comp Study	36,085
2017	Mendota Heights	MN	Class & Comp Study	11,222
2017	Middlesex County	VA	Class & Comp Study	10,762
2017	New Brighton	MN	Market Survey	21,867
2017	New Hope	MN	Market Survey	20,877
2017	North Mankato	MN	Anal of Comp Syst Structure	13,439
2017	Person County	NC	Phase II Implementation	39,276
2017	Piqua	OH	Comp Study	20,906
2017	Pleasant Hill	IA	Class & Comp Study	9,082
2017	Polk County	MN	Market Survey	31,569
2017	Pulaski	VA	Class & Comp Plan	8,948
2017	RC Hospital and Clinics	MN	Class & Comp Study	
2017	Richland	WA	Class & Comp Study	53,019
2017	Roanoke County	VA	Benefits Survey	93,524
2017	Robbinsdale	MN	Comp Study	14,302
2017	Saginaw County	MI	Class & Comp	195,012
2017	Salem	VA	Class & Comp	25,483
2017	Sammamish	WA	Class & Comp Study	50,169
2017	Santa Fe	NM	Class & Comp Study	83,875
2017	Shelby	NC	Class & Comp Study	20,325
2017	Story County	IA	Class & Comp Study	92,406
2017	Topeka and Shawnee Co. Library	KS	Comp Study	
2017	Upper Trinity Regional Water District	TX	Class & Comp Study	
2017	Vienna	VA	Class & Comp Study	16,370
2017	Watauga County	NC	Class & Comp Study	52,372
2017	West Point Public Schools	VA	Class & Comp Study	
2017	Wyoming	MN	Market Survey	7,750
2017	Yellow Medicine County	MN	Market Survey	9,875

Tab 6 – Fee proposal

Our proposed fee allows for thorough and insightful advice from experienced professionals, providing a high value for fees

Professional fee

Baker Tilly will perform the tasks described in the City of Greenbelt's proposal for a fixed professional fee of **$ 58,100**. This fee is based upon conducting a comprehensive classification and compensation review of approximately 120 positions. The cost has been broken down below for the City to tailor the project scope as necessary.

COSTING BREAKDOWN	PRICE
Compensation and classification study: – Conduct job evaluation using the City's existing job descriptions to establish internal equity – Custom market survey distributed to 10 public peer organizations[1] requesting base pay information on 100 benchmark positions[2] to determine external equity – Development of up to two (2) new pay structure(s) and grade assignments with consideration to internal and external information verified through a regression analysis – Costing analysis for up to three (3) implementation scenarios – Final report and delivery of communication plan, which includes one (1) formal presentation to executive staff and/or elected officials and one (1) informal presentation to employees or designated staff – Client training with human resources staff to administer the new classification and compensation system	$ 49,200
Include benefit comparison	$ 3,200
Include FLSA analysis of all 120 positions	$ 3,000
Include pay policy review and recommendations	$ 2,700
TOTAL	**$ 58,100**

[1] Inclusion of published salary survey data is included in the project cost.

[2] The number of benchmark positions is with consideration of the City having approximately 120 positions (unique job titles) in total. Best practices outline establishing market values for at least 50% of positions, therefore, Baker Tilly aims to include a greater number of benchmarks to ensure enough market data is obtained to meet that threshold.

JOB DESCRIPTION OPTIONS	PRICE
Develop new job description drafts for all 120 positions using employee submitted information from the PAQs to prepare a general summary and essential function sections; other sections will be updated to reflect the results of the study: title, FLSA, ADA, education, experience, supervision, etc.	$ 33,000
Update existing job descriptions documents by incorporating updated information related to the results of the study: title, FLSA, ADA, education, experience, supervision, etc.	$ 13,500

Baker Tilly will invoice the City monthly for work completed.

Out-of-pocket expenses

Baker Tilly would charge the City at cost for actual out-of-pocket expenses. Out-of-pocket expenses include, but are not limited to, travel and sustenance, overnight or messenger deliveries, conference calling beyond our internal capabilities, photocopying and mailing costs. Direct out-of-pocket expenses are not expected to exceed **$5,800** for the project and would include up to three (3) on-site visits., if desired.

Additional work

Should Greenbelt request and authorize additional work, we would invoice the City at an agreed-upon fee or our standard hourly fees.

STANDARD HOURLY RATES	
Staff level	**Hourly rates**
Principal, Partner, Managing Director	$320
Director, Senior Manager	$270
Manager	$225
Senior Staff	$195
Staff	$165

BAKER TILLY'S STANDARD HOURLY RATES

We will base additional services on our standard hourly rates. We will always tell you if the assistance you need is out of scope and never perform additional work without approval

Additional work would include work outside the scope of services as agreed to include, but not limited to:

- Additional peer organizations
- Additional benchmark positions
- Additional pay structures
- Additional implementation scenarios
- Additional position descriptions
- Additional job audits
- Additional on-site meetings
- Additional reports
- Work related to a special request

Best and final offer

Our experience has shown that the greatest risk in a study of this nature is the City's ability to conduct an "apples to apples" comparison of the services recommended by different vendors. From various approaches to measuring internal equity, to quality control standards of market data and even perceived best practices in the design and implementation of a pay structure —how those aspects are priced by responding firms. Baker Tilly's staff understands the impact these differences can have on project deliverables, including the overall ability to adapt to the results. We would welcome the opportunity to discuss the advantages and disadvantages of our approach to assisting your organization in making an informed decision about its study.

If Baker Tilly is identified as a provider of choice, but our professional fees or timeline exceed those of other submittals, we would be pleased to review the competing scope of services and prepare a best and final offer relative to those modified deliverable expectations.

Negotiations

If selected, we will provide the City with our standard engagement terms. Should the City wish to provide alternative terms or proceed based on its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

Providing a timeframe for our proposal

We are committed to providing the services described in your RFP. This proposal is a firm and irrevocable offer for ninety (90) days.

Tab 7 – Subcontracting

Baker Tilly is in the process of establishing a sub-contracting relationship with woman/minority owned firm that would assist in the development of new job descriptions. This arrangement has not yet been finalized, would only relate to job description development, and we would seek the City's written approval prior to engaging professionals outside of our firm to perform tasks related to the City's project.

Tab 8 – Required forms

Submit a completed Affidavit form (ATTACHMENT)

Please refer to Appendix B for the signed and notarized Affidavits B1 – B5

Provide a statement that the proposer, if awarded the contract, will provide a certificate of insurance in accordance the City of Greenbelt Insurance requirements (attachment)

Professional liability insurance coverage

Baker Tilly maintains professional liability insurance coverage in an amount consistent with similarly sized firms. We have a positive claims history and positive relationships with our insurance carriers. If awarded the contract, Baker Tilly will provide the City a certificate of insurance.

Each proposer shall submit a completed W-9 form with their proposal. In the event of a contract award, this information is required to issue purchase orders and payments to the contractor.

Please refer to Baker Tilly's W-9 form in **Appendix C.**

Additional Information - Provide any additional information you wish to bring to the City's attention with respect to the proposer's qualifications.

Appendix A: Project team resumes

The City's handpicked engagement team members are well-versed and experienced specialists in the classification and compensation industry.

bakertilly
now, for tomorrow

PRINCIPAL

Kate Crowley

Kate Crowley, principal with Baker Tilly, has been with the firm since 2009.

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Education

Master of Urban Planning
University of Illinois at Urbana-Champaign

Bachelor of Science in economics
University of Wisconsin – Madison

Registered Municipal Advisor with the Securities
and Exchange Commission

Kate leads Baker Tilly's public sector advisory practice. She is a principal in the firm's project finance practice, providing comprehensive project finance solutions for public-private partnerships (P3) and economic development initiatives. These services include strategic planning and economic impact analysis, tax credit and incentives analysis and negotiation, and creative financing and funding solutions.

Specific experience

- Leads the firm's public sector advisory practice, overseeing a diverse and talented team of financial, operational, risk and municipal advisory professionals
- Performs financial analysis of public-private partnerships (P3) and economic development initiatives to optimize available project financing options
- Structures incentives and tax credit programs that impact growth and development initiatives
- Provides application and feasibility reviews for federal and state tax credit, financing and funding programs
- Develops tax increment financing (TIF) strategies and projections, create TIF districts and consults on redevelopment and TIF agreements
- Formerly served as an economic development consultant to public sector and not-for-profit agencies
- Formerly worked as a project manager for a private development firm

Industry involvement

- Industrial Asset Management Council
- Council of Development Finance Agencies
- Wisconsin Economic Development Association
- Financial Industry Regulatory Authority (FINRA) – Series 24, 63, 50, 54 and 79 Securities Licenses

DIRECTOR

Steve Miner, Ed.D., J.D

Steve Miner has more than 35 years of experience in helping local governments achieve their goals.

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Education

Doctor of Education in human resources
The George Washington University, Graduate School of Education and Human Development
(Washington, D.C.)

Juris Doctorate
Cumberland School of Law, Samford University
(Birmingham, Alabama)

Bachelor of Arts, history
The University of Virginia's College at Wise
(Wise, Virginia)

Steve specializes in executive search and organizational analysis and performance. He has a lengthy background in public management, human and organizational development and local government law. His team finds great candidates and matches them to the client using exacting psychological trait assessments. This process helps his clients hire candidates with the optimum set of skills, habits and motivational drivers needed to best succeed in the client's culture and work environment.

Specific experience

- Executive recruitment in local government
- Behavioral analysis
- Career development/coaching
- Strategic planning
- Organizational assessment/performance
- Executive performance review
- HR audits
- Strategic workforce planning
- Served chief administrative roles in various Virginia localities, as well as serving as deputy chief administrative officer and human resources director
- Designed and implemented organizational performance management systems
- Specializes in challenging group dynamics affecting organizational performance

Industry involvement

- International City/County Managers Association (ICMA)
- Society for Human Resource Management (SHRM)
- Association for Talent Development (ATD)
- International Public Management Association for Human Resources (IPMA-HR)

DIRECTOR

Anne Lewis

Anne Lewis co-leads the public sector executive recruitment team and brings nearly 20 years of local management experience.

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Education

Master of Science, organizational leadership and public administration

Bachelor of Science, business administration and management

Shenandoah University (Winchester, Virginia)

Prior to joining Baker Tilly, Anne served as an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention and visitor's bureau executive director. She also has had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs.

Industry involvement

- International City/County Management Association, Credentialed Manager (ICMA)
- Task force on recruitment guidelines handbook
- Task force on women in the profession
- Task force on internship guidelines
- Government Finance Officers Association (GFOA)
- Virginia Local Government Management Association (VLGMA), former member of the executive board
- Virginia women leading government

Community involvement

- Shenandoah University Alumni Association, executive committee
- Shenandoah Apple Blossom Festival®, board of directors

Continuing professional education

- Graduate Certificate in Public Management
- Senior Executive Institute and LEAD graduate, The Weldon Cooper Center, University of Virginia

SENIOR MANAGER

Jada Kent, CCP

Jada Kent, a manager at Baker Tilly, has been with the firm since 2015.

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Education

Master of Public Administration
University of Texas – Dallas

Bachelor of Arts in U.S. history
University of North Texas
(Denton, TX)

Jada is a Senior Manager in the Plano, TX office experienced and passionate about providing human capital and management consulting services to public sector clients. She has provided a variety of services related to job classification, compensation, executive recruitment, and organizational management to local government organizations. Jada is the practice leader of the Compensation Consulting team within Baker Tilly's Public Sector Advisory group, including oversight of our online salary and benefits data resource, SurveyNavigator™.

Formerly, Jada served active duty as a Public Affairs Specialist with the 7th Mobile Public Affairs Detachment in the United States Army and with the 136th Airlift Wing in the Texas Air National Guard

Specific experience

- Serves as a subject matter expert in public sector compensation by providing guidance and advisory to clients regarding strategy, legal compliance, and competitiveness.
- Utilizes industry best practices to provide salary gap analysis using data collected through a custom market survey. This includes assisting clients in defining their competitive labor market and identifying their desired position in the market.
- Provides client training and assistance in the development of a formal or informal compensation philosophy.
- Conducts compensation plan and pay policy reviews to ensure compliance with FLSA, ADA, EEOC, Pay Equity, and more, to include State and local regulations.
- Assists clients with establishing/recalibrating internal equity by conducting job evaluations. This includes a review of job titles as well as the need for position consolidation or reclassification.
- Experienced in developing new base pay structure(s) and revising existing structures to ensure clients are competitive in attracting and retaining necessary talent.
- Collaborates with clients to establish creative classification and compensation plan implementation solutions, including scenarios that combat pay equity and/or pay compression issues, as well as a costing analysis for budgeting purposes

SENIOR MANAGER

Jada Kent, CCP

Page 2

Experience providing compensation services to the following

Cities, Counties, State Legislatures, Judicial Branch, Libraries, Housing Authorities, Metropolitan Planning Organizations (MPO), Municipal Associations, Power Agencies, Public Schools (K-12), Transportation Authorities and Commissions, Utilities, and Water/Wastewater Authorities.

Continuing professional education

- Certified Compensation Professional (CCP)

Industry/Community Involvement

- North Texas Compensation Association (NTCA)
- NTCA Compensation Career Exploration Program Committee
- World at Work, Total Rewards Association
- International Public Management Association for Human Resources (IPMA-HR)
- North Texas Chapter, National Form for Black Public Administrators (NFBPA)

Thought Leadership

- "Your organization's compensation philosophy: what is it, what should it contain, and why is it important?" Accelerated Indiana Municipalities Ideas Summit 2021
- "Implementing a successful Classification and Compensation Study," Wisconsin GFOA Human Resources Conference, September 2021
- "In a World Competing for Hard-to-find Talent, Skill-Based Pay can be your Secret Weapon," Illinois County/County Management Association Newsletter September 2021
- "Salary benchmarking: selecting peer organizations for comparison," bakertilly.com 2021
- Panelist on "Talent management in a post-pandemic world", Resiliency on the Rise: Baker Tilly Public Sector Virtual Summit, June 2021
- "Don't be a (title) creep," bakertilly.com 2021
- "Keeping classification and compensation up-to-date during COVID-19," CommuniTIES: A Baker Tilly public sector podcast, October 2020
- Panelist on "How to attract and retain talent in organizations," University of Texas at Dallas, Public & Nonprofit Management Program 2020

DIRECTOR

Ann Antonsen

Ann Antonsen, a director with Baker Tilly, has been with the firm since 2005.

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Education

Bachelor of Arts in psychology
University of Minnesota-Minneapolis

Ann is a consultant with a strong background in organizational management and human resources, which she uses effectively in developing position analyses, classification and compensation studies, performance management, evaluation system development and staff training for the public sector. She is dedicated to using her well-honed abilities to assist governmental agencies in developing and growing meaningful legacies.

Specific experience

- Performs organizational assessments and studies, revises and develops personnel policies and manuals and conducts organizational management training and provides general human resources assistance
- Strong background in organizational management and human resources
- Experience serving government organizations
- Provides human resources management services for large suburban communities and regional centers
- Human resources experience in both public associations and private corporations

Industry involvement

- International Public Management Association in Human Resources (IPMA)

MANAGER

Brenda Turner, CCP

Brenda Turner, a manager with Baker Tilly, joined the firm in 2020.

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Education

Bachelor of Business Administration
Dallas Baptist University

Master of Business Administration
University of Texas (Dallas, Texas)

Brenda is a manager in Baker Tilly's human capital practice. She is experienced in providing compensation design, implementation and program management services in various industries. Before joining Baker Tilly, Brenda served in compensation leadership and analyst roles in the airline and technology industries. She has also served in finance and accounting roles in the hospitality and technology industries.

Specific experience

- Compensation structure design and implementation, including market-based and point factor approaches
- FLSA and internal pay equity analysis and implementation
- Job documentation and job description development and publication
- Base salary, short-term and long-term incentive design and program management
- Executive compensation VP to C-suite to CEO program design and management
- Organization transactions (M&A, IPO, Private Equity)
- Compensation management technology design, implementation and administration

Industry involvement

- World at Work (WAW)
- Society for Human Resource Management (SHRM)

Continuing professional education

- Certified Compensation Professional (CCP)

SENIOR CONSULTANT

Jama McClung

Jama McClung, a senior consultant with Baker Tilly, has been with the firm since 2010.

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Education

Coursework completed
Glenville State College
(Glenville, West Virginia)

Currently completing coursework toward a bachelor's degree in business administration

Jama joined Baker Tilly as part of the executive recruitment team. She now works as a consultant with the human capital team specializing in classification and compensation studies, performance evaluations and benefits review.

Specific experience

- Specialty focus is classification and compensation studies, performance evaluations and benefits review
- Performed prior consulting support work as a capital project assistant for healthcare IT financial system conversions and IT infrastructure upgrades
- Served as a public finance assistant supporting senior living and healthcare public finance bankers

ANALYST

Olivia Fisher, SHRM-CP

Olivia Fisher, an analyst with Baker Tilly, has been with the firm since 2019.

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Education

Bachelor of Arts, international studies and Spanish
Indiana University – City of Bloomington

Olivia is an analyst with a strong background in human resources, not-for-profit and hospitality work that she uses effectively in coordinating projects, collecting data and developing job descriptions. She assists in position analyses, classification and compensation studies. Olivia is committed to using her abilities and continued training to assist governmental agencies.

Specific experience

- Specialty focus in classification and compensation studies, performance evaluations and benefits review
- Performs research and analysis work on various projects; gathers related project data and participates in the execution of various research and evaluation studies; assists in the preparation and development of recommendations based on findings; prepares related reports
- Experience in creating training and development plans in relation to an organization's strategies and objectives
- Experience in consultation, guidance and coaching, and project management
- Experience assisting organizations with the interpretation, application and resolution of employment topics and issues in various HR areas such as hiring, onboarding, training, employee handbooks and policies, performance management, demotions/promotions, conflict resolution, termination procedures, state/federal employment law, etc.
- Experience in non-for-profit work coordinating and directing multiple events and staff

ANALYST

Thomas Patton

Thomas Patton, an analyst with Baker Tilly, has been with the firm since 2019.

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225 S Sixth St
Suite 2300
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United States

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Education

Bachelor of Science, human resources development
University of Minnesota -- Twin Cities

Thomas is an analyst for the human capital practice, focusing on data collection and analysis and job description formulation and writing. He contributes to the team's endeavors by securing quality data to facilitate successful compensation and benefits studies.

Thomas also supports the team by drafting job descriptions for positions being studied within a project. His expertise assists the team in coordinating projects and ensures smooth transitions between each phase. He brings an abundance of knowledge from working with governmental entities from states such as Arizona, Indiana, Kansas, Minnesota, Virginia, Washington and Wisconsin.

Specific experience

- Assisting with compensation and benefits project coordination
- Collecting and submitting employee positional analysis questionnaires
- Coordinating compensation and benefit surveys
- Performing data entry and analysis
- Providing client support services

Classification & Compensation Study: City of Greenbelt, MD

- Agenda
  - Firm Introduction
  - Project Team
  - Project Overview
  - Project Timeline

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About Us

Baker Tilly

- Headquartered in Chicago, IL
- 10th largest accountancy and business advisory network in the world;
- 9th largest in the U.S.
- Baker Tilly has existed for more than 90 years, and local governments were some of our first clients!

Public Sector

- Baker Tilly is organized by industry, not service line.
- 420+ government focused professionals
- Serving 3,100+ state and local government entities
- 3 main services areas:
  - Tax + Assurance
  - Municipal Advisory
  - Advisory

Public Sector Advisory

- **Human Capital**
  - Compensation
  - Executive Recruitment
  - Strategic Planning
  - Succession Planning
  - Organizational Improvement
- **Operational Finance and Fiscal Planning**
  - Risk Advisory
  - Internal Audit
  - Capital Improvement
  - Budgeting and Financial Management
  - Fiscal Impact Analysis
  - User Fee Studies
- **Economic Development**
  - Incentive Capacity Analysis
  - Development Strategy
  - Statutory Compliance

Compensation

- Conducted more than 400 studies across 25 states since 2012
- Our process and project tools were developed by Certified Compensation Professionals
- Have our own point-factor job evaluation tool, SAFE, which was developed specifically to measure internal values of local government jobs.

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Compensation Consulting Team

Jada Kent, MPA, CCP
Plano, TX

Ann Antonsen
Minneapolis, MN

Brenda Turner, MBA, CCP
Plano, TX

Laura Linehan, MPA, PHR
Minneapolis, MN

Sarah Towne, MPA
Tampa, FL

Jama McClung
Washington, DC

Thomas Patton
Minneapolis, MN

PROJECT TEAM

Jada Kent, Project Leader

- Bachelors in History
- Masters in Public Administration
- Certified Compensation Professional (CCP)
- Compensation consulting practice leader
- Joined Baker Tilly in 2015; resides in the Plano, TX office.
- Formerly public affairs specialist in the U.S. Army and Texas Air National Guard, respectively.

Brenda Turner, Project Manager

- Bachelors in Business Admin.
- Masters in Business Admin.
- Certified Compensation Professional (CCP)
- Global Remuneration Professional (GRP)
- Joined Baker Tilly in 2020; resides in the Plano, TX office.
- Formerly Senior Director of Global Compensation for a global technology company. Has also served in various compensation, finance and accounting roles in the hospitality, travel, and technology industries.

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BENEFITS TO PARTNERING WITH BAKER TILLY

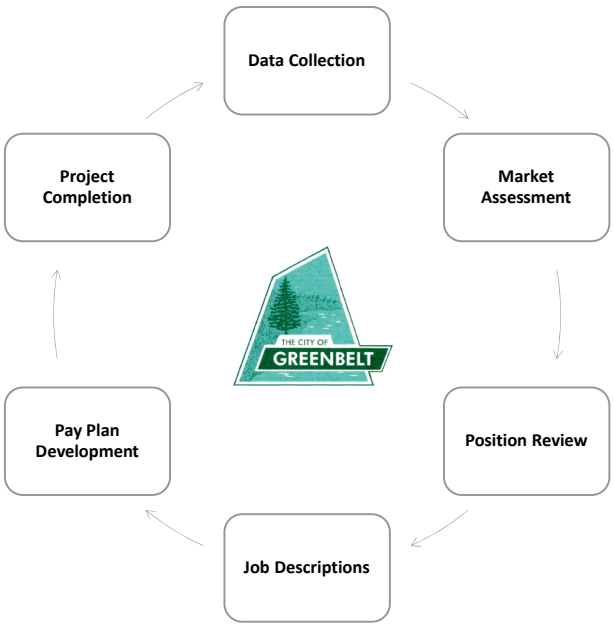
bakertilly + THE CITY OF GREENBELT

There are a number of factors that set Baker Tilly apart from other consulting firms.

- **Our SAFE job evaluation system is a fair, consistent, defensible, and objective methodology for comparing position characteristics.**
- In today's environment, organizations need to know that their methods are proven and sound. SAFE gives you a tested methodology that distinguishes the value of your positions using nine (9) compensable factors

- **With us, you do not just get a study, you get a customized system.**
- When we perform a study for our clients, we train them to utilize and maintain it going forward. When we leave, you will have a completed study AND a classification system to grow with you into the future.
- As positions evolve, new positions are created, market conditions change, etc. your human resources staff will be able to make the appropriate adjustments using the SAFE job evaluation system.

- **We know that a good study rest on quality data.**
- We have quality assurance protocols in place that guide the way we collect data, analyze data and calculate data to provide you with results you can rely on.



Data Collection

- Planning meetings to establish goals for study, discuss timeline, etc.
- Collect data:
  - Pay structures
  - Policy handbook
  - Job descriptions
  - Organization charts
  - Union or collective bargaining contracts
  - Census file (names, salaries, hire dates, etc.)
- Communication meetings with department heads and employees to introduce them to the process.
- Position Analysis Questionnaires(PAQs) completed as necessary

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Market Assessment

- Baker Tilly will partner with the project team to determine comparable and competitive peer organizations.
  - Published salary survey data will be incorporated for private sector comparison.
- A summary of work + minimum qualifications will be included for each benchmark position.
- Measures are in place to ensure quality and quantity control standards are met.
- Results are prepared to assist the organization in identifying its competitive posture in the market.
- Benefits and pay practice information will be collected and analyzed.

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Department	Benchmark Position	Matches	Avg Minimum	95% of Midpoint	Average Midpoint	105% of Midpoint	Avg Maximum	% Range Spread
BUILDING INSPECTOR	Building Official	6	$64,532.85	$79,605.59	$83,795.36	$87,985.13	$103,057.86	60%
BUILDING INSPECTOR	Codes Inspector / Buildings and Sites	11	$42,801.08	$51,213.63	$53,909.08	$56,604.53	$65,233.50	52%
BUILDING INSPECTOR	Codes Inspector / State and County Erosion Plan Reviewer	0	Insufficient Data					
CLERK OF CIRCUIT COURT	Chief Deputy Clerk	6	$51,167.90	$65,198.09	$68,629.57	$72,061.05	$87,035.63	70%
CLERK OF CIRCUIT COURT	Deputy Clerk I	9	$30,114.46	$36,898.75	$38,840.79	$40,782.83	$47,567.11	58%
CLERK OF CIRCUIT COURT	Deputy Clerk II	6	$34,027.55	$42,096.33	$44,311.93	$46,527.53	$54,596.31	60%
CLERK OF CIRCUIT COURT	Deputy Clerk III	4	$38,942.07	$48,093.53	$50,624.77	$53,156.01	$62,307.47	60%
COMMISSIONER OF THE REVENUE	Chief Deputy Commissioner of Revenue	6	$59,731.04	$76,383.60	$80,403.79	$84,423.98	$101,076.54	69%
COMMISSIONER OF THE REVENUE	Deputy Commissioner II	4	$31,866.29	$47,619.58	$50,125.88	$52,632.17	$50,968.74	60%
COMMISSIONER OF THE REVENUE	Deputy Commissioner III	4	$36,403.69	$45,564.22	$47,962.34	$50,360.46	$58,227.84	60%
COMMISSIONER OF THE REVENUE	Deputy Commissioner IV	0	Insufficient Data					
COMMONWEALTHS ATTORNEY	Assistant Commonwealth Attorney	11	$68,125.18	$89,966.67	$94,701.75	$99,436.84	$121,278.32	78%
COMMONWEALTHS ATTORNEY	Commonwealth Administrative Assistant	8	$34,937.48	$42,547.91	$44,787.28	$47,026.64	$58,493.17	67%
COMMONWEALTHS ATTORNEY	Paralegal/Legal Assistant	10	$39,347.33	$48,458.02	$51,008.44	$53,558.87	$62,669.55	59%
COMMONWEALTHS ATTORNEY	Victim Witness Manager	6	$42,559.30	$53,648.76	$56,472.37	$59,295.99	$70,385.44	65%
COUNTY ADMINISTRATION	Admininstrative Programs Assistant	0	Insufficient Data					
COUNTY ADMINISTRATION	Assistant County Administrator	5	$96,747.75	$124,240.01	$130,778.96	$137,317.91	$168,737.58	74%
COUNTY ADMINISTRATION	Executive Assistant / Clerk to the Board of Supervisors	8	$44,914.11	$55,767.92	$58,703.08	$61,638.23	$72,492.05	61%

Department	Position Title	Current Midpoint	95% of Mkt	+ / (-) Mkt	Avg. Midpoint	+ / (-) Mkt	105% of Mkt	+ / (-) Mkt
BUILDING INSPECTOR	Building Official	$70,881.50	$79,605.59	▲12.3%	$83,795.36	▲18.2%	$87,985.13	▲24.1%
BUILDING INSPECTOR	Codes Inspector / Buildings and Sites	$50,573.50	$51,213.63	▲1.3%	$53,909.08	▲6.6%	$56,604.53	▲11.9%
BUILDING INSPECTOR	Codes Inspector / State and County Erosion Plan Reviewer	$53,355.00	Insufficient data					
CLERK OF CIRCUIT COURT	Chief Deputy Clerk	$59,514.00	$65,198.09	▲9.6%	$68,629.57	▲15.3%	$72,061.05	▲21.1%
CLERK OF CIRCUIT COURT	Deputy Clerk I	$39,507.00	$36,898.75	▼(6.6%)	$38,840.79	▼(1.7%)	$40,782.83	▲3.2%
CLERK OF CIRCUIT COURT	Deputy Clerk II	$43,069.00	$42,096.33	▼(2.3%)	$44,311.93	▲2.9%	$46,527.53	▲8.0%
CLERK OF CIRCUIT COURT	Deputy Clerk III	$45,438.00	$48,093.53	▲5.8%	$50,624.77	▲11.4%	$53,156.01	▲17.0%
COMMISSIONER OF THE REVENUE	Chief Deputy Commissioner of Revenue	$59,514.00	$76,383.60	▲28.3%	$80,403.79	▲35.1%	$84,423.98	▲41.9%
COMMISSIONER OF THE REVENUE	Deputy Commissioner II	$43,069.00	$47,619.58	▲10.6%	$50,125.88	▲16.4%	$52,632.17	▲22.2%
COMMISSIONER OF THE REVENUE	Deputy Commissioner III	$45,438.00	$45,564.22	▲0.3%	$47,962.34	▲5.6%	$50,360.46	▲10.8%
COMMISSIONER OF THE REVENUE	Deputy Commissioner IV	$50,573.50	Insufficient data					
COMMONWEALTHS ATTORNEY	Assistant Commonwealth Attorney	$94,856.00	$89,966.67	▼(5.2%)	$94,701.75	▼(0.2%)	$99,436.84	▲4.8%
COMMONWEALTHS ATTORNEY	Commonwealth Administrative Assistant	$43,069.00	$42,547.91	▼(1.2%)	$44,787.28	▲4.0%	$47,026.64	▲9.2%
COMMONWEALTHS ATTORNEY	Paralegal/Legal Assistant	$47,937.50	$48,458.02	▲1.1%	$51,008.44	▲6.4%	$53,558.87	▲11.7%
COMMONWEALTHS ATTORNEY	Victim Witness Manager	$59,514.00	$53,648.76	▼(9.9%)	$56,472.37	▼(5.1%)	$59,295.99	▼(0.4%)
COUNTY ADMINISTRATION	Admininstrative Programs Assistant	No Information	Insufficient data					
COUNTY ADMINISTRATION	Assistant County Administrator	$70,881.50	$124,240.01	▲75.3%	$130,778.96	▲84.5%	$137,317.91	▲93.7%
COUNTY ADMINISTRATION	Executive Assistant / Clerk to the Board of Supervisors	$59,514.00	$55,767.92	▼(6.3%)	$58,703.08	▼(1.4%)	$61,638.23	▲3.6%
COUNTY PLANNER	Administrative Program Specialist	$43,069.00	$52,177.01	▲21.1%	$54,923.17	▲27.5%	$57,669.33	▲33.9%

Position Review

- First, Baker Tilly will review titles to ensure nature and level of work is appropriately reflected.
  - Recommendations for adjustments, consolidations, new classifications, new or additional position levels, etc. will be provided for consideration.
- Baker Tilly has a point factor job evaluation tool called SAFE® which was developed specifically for the measurement of local government jobs.
  - This process will identify internal equity within your organization and is consistent with the Equal Pay Act.
- SAFE® consist of 9 compensable factors:
  - Education, Experience, Level of Work, Human Interaction, Physical Demands, Working Conditions, Independence, Impact, and Supervision.
- FLSA designations will be reviewed to determine appropriate application of exempt/non-exempt status for each position.

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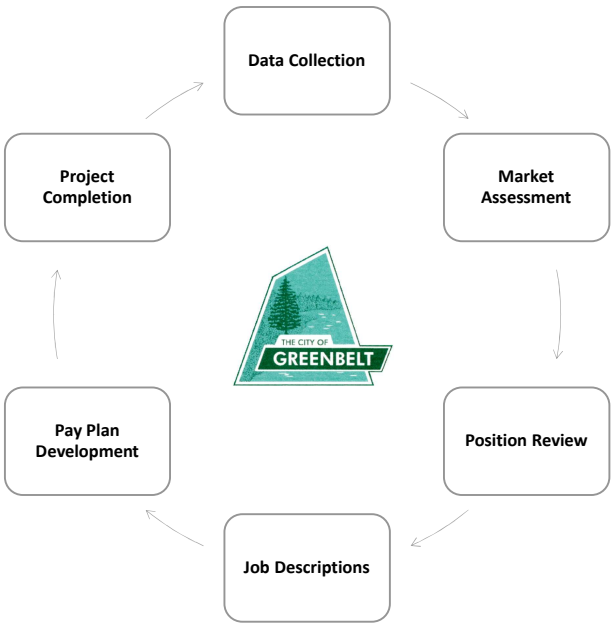

Job Descriptions

<u>New job description drafts:</u>

- Developed from employee completed PAQs.
  - Encourage employees to "recycle" relevant information from existing descriptions.
  - General summary, essential functions, minimum requirements, and ADA section.
  - Drafts will be provided with "track changes" on so you can collect feedback from your leadership and determine what, if any, changes to adopt.

<u>Update to existing job descriptions:</u>

- Major position information will be updated to include title, FLSA, and SAFE adjustments
  - Education, experience, physical demands, working conditions, supervision

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Pay Plan Development

- Baker Tilly will build a new pay plan or update your existing pay plan to accommodate the market results.
- Grade assignments will be determined using SAFE® job evaluation results, market results, or a mixture.
  - A regression analysis will test the relationship between internal and external data; and to identify outliers.
- Implementation calculations will be prepared
  - Move to minimum
  - Organization-wide increases
  - Increase per years in title (combats compression)
- Changes to your pay plan and grade assignments may impact existing pay policies. Baker Tilly will provide recommendations for updates and/or new policies to consider.

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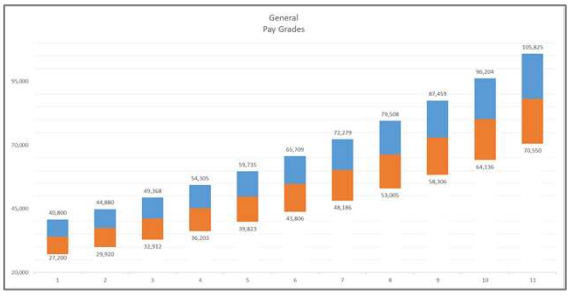

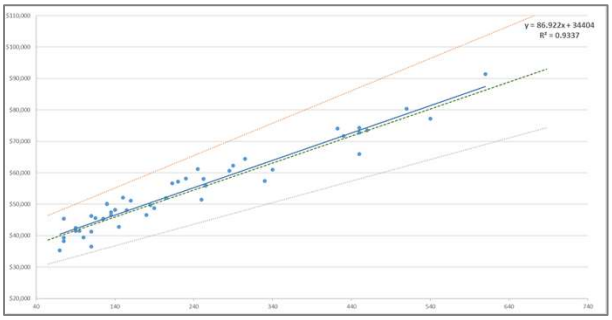

Department	Proposed Title	Market Midpoint	SAFE Points	SAFE Grade	SAFE Midpoint by Grade	Market Grade	Market Midpoint by Grade	Grade	Slot Grade	Minimum	Midpoint	Maximum	Slotted
Administration/City Manager	City Clerk	$71,053	240	9	$70,195	9	$68,595	9		$53,800	$68,595	$83,390	
Administration/City Manager	Deputy City Clerk	$59,343	140	7	$50,333	7	$56,690	7		$44,463	$56,690	$68,918	
Administration/Public Information Office	**Director Of Communications And Tourism**	$99,069	555	14	$96,286	13	$100,431	15	15	$95,311	$121,521	$147,732	*Slotted*
Building Standards	Chief Building Inspector	$77,701	310	11	$76,481	10	$75,455	11		$65,099	$83,001	$100,903	
Building Standards	Building Inspector III		210	9	$70,195			9		$53,800	$68,595	$83,390	
Building Standards	Building Inspector I	$60,362	135	6	$52,384	8	$62,359	6		$40,420	$51,536	$62,651	
Building Standards	Administrative Asst II		120	6	$52,384			6		$40,420	$51,536	$62,651	
Code Enforcement	Code Enf II / Community Maintenance		165	7	$50,333			7		$44,463	$56,690	$68,918	
Code Enforcement	Code Enforcement Officer I	$51,805	135	6	$52,384	6	$51,536	6		$40,420	$51,536	$62,651	
Downtown Monroe	**Downtown Director**	$93,503	510	14	$96,286	12	$91,301	14		$86,646	$110,474	$134,301	
Economic Development	**Executive Director Of Economic Development**	$134,458	695	15	$131,563	16	$133,673	16	16	$104,842	$133,673	$162,505	*Slotted*
Economic Development	Assistant Director Of Economic Development	$98,442	473	13	$98,442	13	$100,431	13		$78,769	$100,431	$122,092	
Economic Development	Economic Development Project Manager		270	10				10		$59,180	$75,455	$91,729	
Economic Development	Economic Development Specialist II	$57,795	170	8	$64,602	7	$56,690	8		$48,909	$62,359	$75,809	

Project Completion

- The final report will document the methodology used, our findings, and recommendations.
- We will present the results to elected officials and to employees or designated staff.
- All project documentation delivered for your records.
- Finally, Baker Tilly will provide training to HR staff to administer and maintain the new classification and compensation system – including the manual to our SAFE® job evaluation process.

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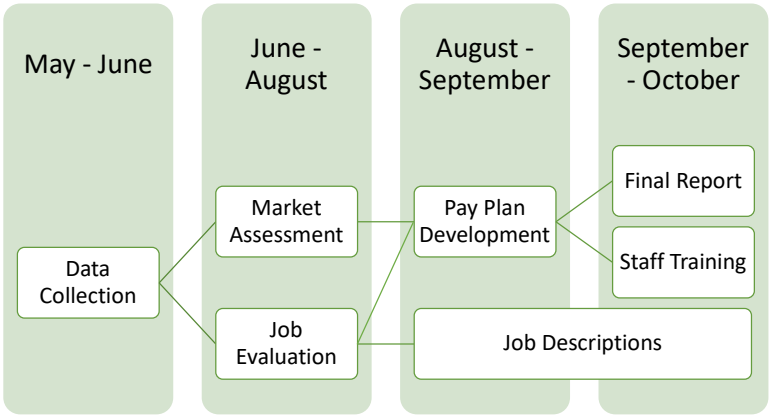
Project Timeline



City Council Agenda Item Report

Meeting Date: June 6, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: OTHER BUSINESS
Agenda Section: OTHER BUSINESS

Subject:
Pursuing Composting Projects with the Four Cities Coalition

Suggested Action:
Reference: Green ACES Rec#2022-01 (Pilot Composting Project with Four Cities Coalition)
Four Cities Proposal Appendix A -- Jurisdiction Hauling Costs to Western Branch - PG County 1-7-22
Four Cities Proposal Appendix B -- Supporting Rationale 1-7-22

Green ACES presented a report to Council earlier this year about pursuing composting projects with the Four Cities Coalition. However, although we discussed it at a work session and a Four Cities meeting, we never gave the Sustainability Coordinator or other staff the explicit authority to start those conversations. The language from their recommendation is “that City Council authorize the City of Greenbelt to undertake formal discussions with the Four Cities Coalition to explore possibilities for establishing a collaborative composting facility serving and in close proximity to member jurisdictions of the Four Cities Coalition, and possibly other nearby municipalities in the northern section of Prince George’s County.” In addition, more recent conversations have centered around the possibilities of curbside pick-up programs for food scraps to be composted. Having a higher quantity of households in close proximity with pick-up service, for example from multiple nearby municipal jurisdictions, could reduce the per-household cost, and should also be explored.

Therefore, I move that City Council authorize the City of Greenbelt staff to undertake formal discussions with the Four Cities Coalition to explore possibilities for establishing a collaborative composting facility serving and in close proximity to member jurisdictions of the Four Cities Coalition, and possibly other nearby municipalities in the northern section of Prince George’s County. In addition, that we authorize staff to explore options for expanding composting options in the City, including the possibility of curbside pick-up of food scraps, and specifically considering the feasibility of coordination with the Four Cities Coalition.

Attachments:
Green_ACES_Rec_2022-01_Pilot_Composting_Project_with_Four_Cities_Coalition.pdf

Four Cities Proposal Appendix A -- Jurisdiction Hauling Costs to Western Branch - PG County 1-7-22.pdf
Four Cities Proposal Appendix B -- Supporting Rationale 1-7-22.pdf

GreenACES

Greenbelt **A**dvisory **C**ommittee on **E**nvironmental **S**ustainability

GREENBELT ADVISORY COMMITTEE ON ENVIRONMENTAL SUSTAINABILITY
REPORT TO CITY COUNCIL

Date: January 26, 2022
Recommendation #2022-01

SUBJECT: Proposal for Composting Pilot Project with the Four Cities Coalition

BACKGROUND: In the past several years, the City of Greenbelt has undertaken projects to initiate food waste recycling through composting operations. These projects include a food waste drop-off site at the Recycling Center at Buddy Attick Park; community composting projects at Springhill Lake Recreation Center, Fitness and Aquatic Center, and the New Deal Café; promotion of backyard composting; and volunteer food scrap collection at city festivals. This has been accomplished through a collaboration of the Public Works Department and the Zero Waste Circle of the Greenbelt Green Team. Food waste is a significant contributor to climate change, and the U.S. government has defined food waste as a critical environmental and food sustainability issue. Food waste buried in landfills emits methane, a powerful greenhouse gas that contributes significantly to global warming. Landfills are the third-highest cause of methane emissions resulting from human activity in the nation. The Economic Research Service of the U.S. Department of Agriculture (USDA) estimates a rate of 31 percent food loss at the retail and consumer levels.

The most recent Waste Characterization Study conducted for the Prince George's County landfill found that, of all compostable-capable materials that were landfilled, food waste comprised 54.9 per cent of the total. Food waste also comprised 17.1 per cent of all residential waste deposited at the landfill.

Local jurisdictions can play a significant role in diverting food waste from the landfill by increasing food waste recycling. Greenbelt City Council has declared a climate emergency, and the city can take action on this resolution by increasing its food waste recycling efforts.

One way this can be accomplished is by creating more localized composting capacity. A local composting advocacy group, Composting Municipalities Organizing Now (CMON), is seeking to address this need by implementing a pilot program in the northern section of Prince George's County. CMON proposes establishing a multi-jurisdiction and collaborative community-scale composting processing facility located close to Greenbelt and other north county jurisdictions. The Greenbelt Public Works Department (represented by Sustainability Coordinator Luisa Robles) is participating in this explorative effort, and other north county municipalities – including members of the Four Cities Coalition – have been involved in discussions.

CMON proposes a small to mid-size facility much smaller than the county's Western Branch Organics Composting Facility. It would process food waste – and possibly yard waste and other compostable materials -- for up to 10,000 households. It would be delivered to the facility by public works crews from participating jurisdictions or by collection contractors. Operations could be managed by contracting with

an experienced composting facility operator, or through a collaboration of shared public works staff from participating municipalities.

The advantages of a more local composting facility include:

- Significantly reducing travel time, staff time, fuel usage, and fuel emissions for food waste hauling. The attached chart (Appendix A) shows an estimate of distance and travel time for several north county towns to the Western Branch facility. For Greenbelt, the round-trip distance to Western Branch from the Public Works building is 42 miles with an estimated average trip time of one hour.
- Reduced fee potential for jurisdictions by setting the food waste tipping rate lower than the landfill rate. The recent increase in tipping fees at the County's Brown Station Road landfill is likely to be an incentive for municipalities to divert more waste from the landfill. (Note: the standard tipping rate was raised from $59 per ton to $70 per ton, effective October 1, 2021).
- Promoting greater public awareness among residents by creating a localized hub for community education on composting and food waste reduction.
- Easy access to quality finished compost for participating towns and residents to use in public landscaping and residential gardening, with the associated benefit of supporting soil health in each community. This offers an example of a circular ecological loop – food waste processed locally and returned to the community as a valuable resource.

The Four Cities Coalition offers a governmental and administrative vehicle to implement this project as a multi-jurisdiction, collaborative effort. Three of the four cities (Greenbelt, College Park, and Berwyn Heights) already have instituted food scrap drop-off programs. CMON, in collaboration with Compost Crew (a locally-owned food scrap recycling business), gave a presentation on this idea at the Four Cities meeting in July 2021.

A collaborative effort among multiple jurisdictions presents opportunities for cost-sharing, additional leverage in seeking grants, and greater public visibility. It can serve as a model for cooperation among jurisdictions to achieve mutually desirable goals amid a challenging crisis. It also offers a vision for a more localized and distributive food waste collection and composting network that supplements the centralized Western Branch operation, and reduces the environmental costs associated with hauling to the more distant location. Recognizing the value of composting, Sustainable Maryland is adding a new Composting Action category to its certification program.

Green ACES and the Green Team believe that it is time to begin full-scale exploration of this pilot program idea with the Four Cities Coalition. A community-oriented facility such as this will provide opportunities and incentives for both towns and individual residents to take more easily accessible actions to mitigate climate impacts.

RECOMMENDATION: Green ACES and the Green Team recommend that City Council authorize the City of Greenbelt to undertake formal discussions with the Four Cities Coalition to explore possibilities for establishing a collaborative composting facility serving and in close proximity to member jurisdictions of the Four Cities Coalition, and possibly other nearby municipalities in the northern section of Prince George's County.

Further rationale for this recommendation is attached in Appendix B, which lists studies and reports that provide additional supporting information.

Appendix A: Estimated Jurisdiction Hauling Costs to Western Branch

Jurisdiction	Roundapp Trip Miles to Western Branch*	Driver Pay**	FEMA Dump Truck Rate***	Cost per Hour	Cost per Minute	Round Trip in Minutes****	Total Cost per Trip (Driver, Truck)*****
Berwyn Heights	44	$36.19	$42.25	$78.44	$1.31	70	$ 91.70
College Park	48	$36.19	$42.25	$78.44	$1.31	75	$ 98.25
Greenbelt	42	$36.19	$42.25	$78.44	$1.31	60	$ 78.60
Hyattsville	39	$36.19	$42.25	$78.44	$1.31	80	$ 104.80
New Carrollton	37	$36.19	$42.25	$78.44	$1.31	60	$ 78.60
University Park	48	$36.19	$42.25	$78.44	$1.31	80	$ 104.80

Notes

*Mileage estimates based on Google Maps designation of shortest travel-time route, leaving around 12 noon on weekdays. Starting point used is based on the address of the public works facility in each jurisdiction.

**Driver pay rate shown is for College Park and is used for example purposes only. Each jurisdiction listed will have its own driver pay rate.

***FEMA truck rate is the rate used by the Federal Emergency Management Administration to reimburse jurisdictions for costs incurred during declared emergencies, and serves as the cost guide here.

****Round trip minutes estimates based on average of Google Maps designation of typical shortest and longest time range, leaving around 12 noon on weekdays. (Example: College Park is listed as “typically 28 - 45 minutes” one way – or a rounded average of 37 minutes – and 74 minutes round trip).

*****This column reflects hauling costs only, and does not include tipping fees.

APPENDIX B

Supporting Rationale for Recommendation

- Local jurisdictions can play a significant role in diverting food waste from landfills by implementing food waste collection programs.
- Greenbelt can save money on tipping fees by diverting food waste from the landfill. As an example, the standard tipping rate at the Western Branch composting facility is $45 per ton as compared to $70 per ton (as of October 1, 2021) at the Brown Station Road landfill.
- The expanded definition of small-scale composting in the Zoning Rewrite Ordinance adopted by the Prince George's County Council in 2018 offers potential to develop more localized composting infrastructure in proximity to Greenbelt, and thereby increase capacity for processing residential food waste.
- Through composting, food waste can be turned into a valuable soil amendment that can remain in the local community to enrich soil in public spaces, tree beds, community gardens, and residential yards.
- Numerous local and national models for food waste recycling already exist, and offer potential application to Greenbelt's needs.
- Climate scientists, U.S. government studies, and international panels state that the next decade is a critical time for putting significant actions in place to mitigate the worst possible effects of climate change. The 2019 United Nations Global Environment Outlook report states: "Time is running out to prevent the irreversible and dangerous impacts of climate change." Speaking about the most recent report (August 2021) from the Intergovernmental Panel on Climate Change (IPCC), the panel's chair stated: "The report clearly shows that recent changes in the climate are widespread, rapid, and intensifying, affecting every part of the world. Some of these changes are unprecedented in thousands of years." *(IPCC Chair Speech, December 2021)*
- Food waste buried in landfills emits methane, a powerful greenhouse gas that contributes significantly to global warming. Landfills are the third-highest cause of methane emissions resulting from human activity in the nation. *(EPA.Gov/US Greenhouse Gas Emissions, p. ES-16)*, *(Environmental and Energy Study Institute), (What's Your Impact.Org/Greenhouse Gases)*
- Each ton of waste recycled saves 2.87 metric tons of CO2, according to EPA's Clean Energy website. *(PG Zero Waste Initiatives, p. 43, footnote 4 for Table 13)*

- Food waste has been defined by the U.S. government as a critical environmental and food sustainability issue. The Economic Research Service of the U.S. Department of Agriculture (USDA) estimates a rate of 31 percent food loss at the retail and consumer levels. In partnership with the U.S. Environmental Protection Agency (EPA), USDA has launched the U.S. Food Loss and Waste 2030 Champion program, through which businesses and organizations publicly commit to reduce food loss and waste in their own operations in the United States by 50 percent by the year 2030. *(USDA.Gov/Foodwaste/FAQs)*
- A Waste Characterization Study (WCS) conducted by the Prince George's County Department of the Environment (DoE) in 2014-2015 found that 48,000 tons of food waste were deposited at the county landfill, comprising 54.9 per cent of compostable materials that were landfilled, and 15.8 per cent of all materials landfilled. Of the 48,000 tons of food waste, 35,000 tons (72.9 per cent) came from the residential sector. *(PG Waste Characterization Study, p. 32)*
- Food waste comprised 17.1 per cent of all residential waste landfilled. *(PG Waste Characterization Study, p. 10)*
- The 2018 report, "Zero Waste Initiatives for Prince George's County, Maryland," from the Prince George's County Department of the Environment (DoE), includes a recommendation to "target organics for diversion" as a strategy. The report states that "the organic fraction of the waste stream represents a significant opportunity to increase diversion and achieve zero waste." *(PG Zero Waste Initiatives, p. 34)*
- Using EPA's Waste Reduction Model (WARM), the Zero Waste Initiatives report calculated that 44,700 metric tons of carbon equivalents (MTCE) would be reduced by recycling vegetative and non-vegetative (meat and dairy) food waste currently disposed at the landfill (according to quantities estimated from the Waste Characterization Study). *(PG Zero Waste Initiatives, p. 4)*
- Increasing food waste diversion is listed as Goal 2 in the 2018 Prince George's County Draft Resource Recovery Master Plan. The plan recommends expansion of residential food waste collection. *(PG Resource Recovery Master Plan, p.38)*
- The Maryland Department of the Environment (MDE) established zero waste goals as part of its legislatively mandated Green House Gas Reduction Plan. These goals are to strive to achieve long-term recycling and waste diversion rates of 80% and 85%, respectively, by 2040. *(PG Zero Waste Initiatives, p. 4)*
- A report on food waste in Prince George's County (April, 2019), prepared by the Prince George's County Planning Department, recommended establishing "a comprehensive composting program that includes all levels of composting" (p. 11), and reported significant interest in taking action to reduce food waste among County residents and businesses (p. 7, 9, and 65). (Reduce, Recover, Recycle: Food Waste in Prince George's County)

City Council Agenda Item Report

Meeting Date: June 6, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: OTHER BUSINESS
Agenda Section: OTHER BUSINESS

Subject:
Start the Process for Selecting a Firm for a City Manager Search

Suggested Action:
Mayor Pro Tem Weaver requested this item be added to the agenda.

While Tim George, as Acting and then Interim City Manager, has done an exemplary job in those temporary roles over the past seven months, it's time to start the process of selecting a permanent City Manager, especially now that the FY23 budget process is nearly concluded and the ARPA process is well in hand.
The motion is for the City Council to request the Interim City Manager to work with the Director of Human Resources to initiate selecting a firm for a City Manager search, to begin as soon as possible and with a budget to hire a firm not to exceed $35,000.

Attachments:

Agenda Item No: *19.

City Council Agenda Item Report

Meeting Date: June 6, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: OTHER BUSINESS
Agenda Section: OTHER BUSINESS

Subject:
* Resignation from Advisory Group

Suggested Action:
Reference: Email - R. Sutfin - May 31, 2022

Warren Wilcox submitted his resignation from the Senior Citizens Advisory Committee.

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

Attachments:

Agenda Item No:

City Council Agenda Item Report

Meeting Date: June 6, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: MEETINGS
Agenda Section: MEETINGS

Subject:
Meetings

Suggested Action:

Attachments:
meetings.pdf

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

6/3/2022 8:40 AM

City Council Meetings & Work Sessions
June – July

Regular Meeting – Budget Adoption (in-person) (MB)	Mon.	06/06	7:30 pm
Work Session – ARPA Recommend Spending Plan (in-person) (MB)	Wed.	06/08	7:30 pm
MML Summer Conference (Ocean City)	Sun – Wed	06/12 – 06/15	
No Meeting – MML Summer Conference	Mon.	06/13	
No Meeting – MML Summer Conference	Wed.	06/15	
No Meeting – City Holiday – Juneteenth	Mon.	06/20	
Work Session – Reparations Commission (in-person) (MB)	Wed.	06/22	7:30 pm
Regular Meeting (in-person) (MB)	Mon.	06/27	7:30 pm
Work Session – Religious/Spiritual Organizations (in-person) (MB)	Wed.	06/29	7:30 pm
No Meeting	Mon.	07/04	
Work Session – TBD	Wed.	07/06	7:30 pm
Regular Meeting	Mon.	07/11	7:30 pm
Work Session – TBD	Wed.	07/13	7:30 pm
Work Session – GHI (stakeholder) (in-person) (MB)	Mon.	07/18	7:30 pm
Work Session – TBD	Wed.	07/20	7:30 pm
Work Session – TBD	Mon.	07/25	7:30 pm
Work Session – TBD	Wed.	07/27	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

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

6/3/2022 8:40 AM

Ready to be scheduled:
Closed Session *(Cable Ordinance)*
MARC Train Service/ MDOT
Arts & Entertainment District
Potential Bond Referendum/Capital Financing
Parke Crescent Apartment Complex
Bernard Penney *(Memorial Donation in honor of Leonie Penney)*
Cemetery Plans
City Contracting Policy
BARC
Hotels
Board of Elections reports:
- Procedure for filling Council vacancies
- Proposal for voting by resident non-citizens *(waiting for CRAB Report)*
- Early Voting
- Discussion with Ethic Commission (Financial Disclosure Reports)

Economic Development Advisory Committee
Police Reform
ERB Reports: (#2020-01 Procedures for Employee Appeals and Grievances); (#2021-02 Collective Bargaining for Non-Managerial Employees) *(waiting for CRAB Report)*
Virtual Meetings Accessibility for Blind and Visually Impaired
Small Cells
Mosquito Control Discussion
Advisory Group Chairs

For later scheduling:
Zoning Enforcement
Parkway Apartment Owners/GHI *(parking)*
Northway Fields Master Plan
City Manager Updates (Jan, Pre-budget; July & Sept/Oct)
Meeting with County on Transportation Plan
Department of Permitting, Inspections & Enforcement (DPIE)
Museum Plan
Term Limits legislation *(referral submitted to CRAB)*
Majority Leader Hoyer

Annual														
Advisory Group Chairs	3/16	2/17	7/18	7/19	6/20	6/21								
Franklin Park at Greenbelt Station Mgmt.	8/16	11/17	12/18	12/19	12/20	12/21								
Greenbelt East Advisory Coalition	3/16	7/17	3/19	6/20	4/22									
Greenbelt Homes, Inc.	6/16	7/17	7/18	7/19	10/20	7/21	12/21							
Greenbelt Station	8/19	12/19	8/20	8/21										
County Executive/ County Council	12/13	9/16	1/19	8/20	11/20									
Biennial														
Roosevelt Center Merchants	11/16	1/18	1/20	1/22										
Beltsville Ag. Research Center/	03/14	7/16	8/18											
NPS Greenbelt Park	7/15	1/18	1/20	1/22										
Beltway Plaza	9/14	3/17	9/20											
Greenbelt Community Garden Club	3/21	9/21												
Greenway Center	7/14	12/16	2/19	12/20										
Civic Associations	8/14	2/18	8/20											
NASA/GSFC	3/15	3/17	9/19	12/20	3/22									
PG Co. Economic Development Corp.	8/14	4/17	7/19	11/21										
School Board	2/16	5/17	10/18	3/19	9/20	9/21								
State Highway Administration	6/15	10/17	11/20											
Every Three Years														
Apartments	2/18	4/21												
Religious/Spiritual Organizations	3/13	6/15	6/19											
Greenbelt Watershed Groups	8/14	10/16	10/19											
Hotels														
University of Maryland	3/13	4/15												
Every Three Years or Major Issue														
Comcast	9/13	11/17	3/21											
Verizon	2/20													
PEPCO	9/14	1/17	2/22											
WSSC	12/12	9/16	2/22											
WGL	12/17													
Capital Office Park	12/12	1/16	9/19											
Other Business Parks:														
Maryland Trade Center														
Golden Triangle														
Hanover Parkway														
Belle Point														
Edmonston Road														

WMATA/PGDPW&T (Semi-Annual)	11/16	9/17	11/18	1/20	3/22	5/22								
Other/As Needed														
M-NCPPC/Planning Board (Major Issue)	6/06	7/14	10/19											
Business Coffee (Every Four Months)	2/21	6/21	10/21											
State's Attorney (4 years)	2/11	4/15	9/19											
Roosevelt Center Owner	9/15	8/20												

(Rev. May 18, 2022)