CITY COUNCIL AGENDA

Municipal Building

This meeting will be held in-person and virtual.

25 Crescent Road
Greenbelt, MD 20770

OR

Virtual Participation
Zoom Webinar Attendees:

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

https://us02web.zoom.us/j/86189147216?pwd=NmpWU2ZOSWN0UmdQWDBqNkRzQzFUdz09
Dial-in: 301 715 8592
Webinar ID: 861 8914 7216
Passcode: 754570

Monday, May 22, 2023
7:30 PM

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

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

4. Petitions and Requests

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

6. Approval of Agenda and Additions

II. COMMUNICATIONS 45 minutes (7:45 - 8:30 pm)

7. Presentations

7a. Public Works Week Proclamation
Suggested Action:
May 21-27, 2023, is Public Works Week. This year's theme is "Connecting the World Through Public Works." Dr. Luisa Robles, Sustainability Coordinator, will be present to receive the proclamation on behalf of the department.
PublicWorksWeek23.pdf

7b. Jewish American Heritage Month Proclamation
Suggested Action:
Mayor Jordan will present a proclamation declaring May as Jewish American Heritage Month. Dr. Joanie Cohen, Mishkan Torah Synagogue President, will accept the proclamation.
Jewish American Heritage Month Proc.pdf

7c. Update on ARPA grant programs
Suggested Action:

Reference:
Memorandum, D. Sandlin, 05/18/2023
Greenbelt Grant Program Status Update

On August 8, 2022 and September27, 2022, the City Council approved the allocation of $5.8 million in ARPA funds to be used towards the development of 14 grant and assistance programs to help Greenbelt families, small businesses and nonprofit organizations still recovering from the negative impacts of the COVID-19 pandemic.

The grant and assistance programs created with the $5.8 million in ARPA funds include:

1. Childcare Voucher Assistance
2. Business Capital Infrastructure Grant
3. Business Improvement Recovery Fund, Round III

4. Education Scholarship Grant
5. GHI First-Time Homebuyers Mortgage Assistance Grant
6. Greenbelt First-Time Homebuyers Mortgage Assistance Grant
7. Healthcare Voucher program
8. Nonprofit Grants
9. Micro Grants
10. Tree Canopy Grants
11. Workforce Development Scholarship program
12. HOA/Rental & Utility Assistance
13. Mortgage/HOA/Co-op Fee Assistance
14. Nonprofit Food Assistance

Debi Sandlin, Interim Assistant City Manager will be present to answer questions about the status of the grant and assistance programs.

Memorandum, D. Sandlin, 05/18/2023.pdf
Greenbelt Grant Program Status Update.pdf

7d. Public Hearing - FY 2024 Proposed Budget/Constant Yield Tax Rate

Suggested Action:

On March 28, 2023, the Interim City Manager presented the proposed budget for Fiscal Year 2024 to the City Council. Since then, the Council has held nine hybrid work sessions to review the budget and has one more scheduled.

The budget is scheduled to be adopted at the Regular City Council meeting on June 5, 2023. The City Code requires that a Public Hearing be on the budget prior to its adoptions. Tonight's Public Hearing is the second of two that were scheduled. the first having been on April 24, 2023.

It is recommended that the Regular Meeting be recessed for the purpose of conducting the Public Hearing on the Fiscal Year 2024 proposed budget and the Constant Yield Tax Rate. The meeting should be reconvened following the hearing. No motion is required to begin or end the public hearing.

Constant Yield Tax Rate

A Public Hearing must be held in accordance with the State of Maryland's Constant Yield Tax Rate requirements. The required notice was published in the May 4, 2023, Greenbelt News Review, a copy of which is included in Council's packet.

Note: At the end of this hearing, to comply with State law, it must be announced that the City's property tax rate will be set when the Fiscal Year 2024 budget is adopted at the City Council hybrid meeting on June 5, 2023, at 7:30 pm.

4 May 2023 Greenbelt News Review.pdf

*8. Minutes
Suggested Action:

* Work Session, December 7, 2022
* Work Session, December 14, 2022
* Interview, December 5, 2022
* Interview, February 13, 2023
* Public Hearing, March 23, 2023

INT221205.pdf
WS221207.pdf
WS221214.pdf
INT230213.pdf
PH230323.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-1475#docan2352_4054_3510

*10. Committee Reports

III. LEGISLATION 30 minutes (8:30 - 9:00 pm)

11.

An Ordinance of the Council of The City of Greenbelt Amending Chapter 10, "Licenses, Permits and Miscellaneous Business Regulations" of the Greenbelt City Code, To Add Article VII "Disposable Plastic Bags" to Prohibit a Retail Establishment from Providing a Plastic Carryout Bag to Customers, to Require a Retail Establishment to Charge At Least Ten Cents for Each Paper and Reusable Carryout Bag Provided to Customers and To Provide a Penalty for Violation

-2nd Reading and Adoption

Suggested Action:

Reference: Ordinance

On February 27, 2023, the City Council accepted Green Greenbelt Advisory

Committee on Environment Sustainability (Green ACES) report #2023-01 (Bring Your Own Bag Ordinance) recommendation.

On March 8, 2023, the Council of the City of Greenbelt held a work session to discuss the recommendations from the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES). Green ACES recommended the City adopt an ordinance to reduce plastic pollution and single-use waste and increase the use of reusable carryout bags or having no carryout bag.

The Council of the City of Greenbelt has determined it is in the public interest to prohibit a retail establishment from providing plastic carryout bags and ban single-use plastic film carryout bags and require retailers to charge at least .10 cents for each paper carryout bag and reusable carryout bag provided by the retailer at the point of sale.

Mayor Pro Tem Weaver introduced this ordinance for first reading at the May 8, 2023, meeting. It is recommended that the ordinance be introduced for second reading and moved for adoption tonight.

Plastic Bag Ban Ordinance_5_4_23_Final.pdf

IV. OTHER BUSINESS 90 minutes (9:00 - 10:30 pm)

12. Forest Preserve Advisory Board Report #2023-01 - Northway Trailhead Erosion
Suggested Action:

Reference: Forest Preserve Advisory Board Report #2023-01

On March 13, 2023, the City Council accepted the Forest Preserve Advisory Board Report #2023-01 by consent agenda. Ms. Davis suggested adding this item to the following agenda for Council discussion and action.

The Forest Preserve Advisory Board recommends that Council instruct Public Works to work with volunteers to close two short sections of trail and reroute them to avoid steep inclines aligning the new trail to shed water and minimize erosion and needs for maintenance. The old trail segments should be blocked off and filled with large woody debris (large tree trunk sections and large limbs across the trail, smaller limbs filling in the trail bed) and leaf material. To further reduce erosion and help the land heal, the gully bottom could be reshaped with short earthern berms and trenches crossways the gully to help trap sediment and facilitate stormwater runoff infiltration and plant regrowth. New trails and trail closures should be marked with temporary signage.

On March 28, 2023, members of the City Council requested a site visit before taking

action. On May 7, Mayor Jordan and Mayor Pro Tem Weaver participated in the Northway Trailhead walk.

It is recommended that the City Council accepts the recommendations of the Forest Preserve Advisory Board.
FPAB_Report_2023-01_Northway_Trail_Erosion.pdf

13. Award of Contract Recommendation - Buddy Attick Park Master Plan
Suggested Action:

Reference:
Memorandum, G. Varda, 05/18/2023
Buddy Attick Park Master Plan Proposal
Buddy Attick Park Master Plan

At the recommendation of the Parks and Recreation Advisory Board, the City budgeted $50,000 out of the American Rescue Plan Act to update the Buddy Attick Park Master Plan. This project was originally funded in the FY21 Budget but fell victim to the pandemic when Capital Projects were placed on hold or cut back due to revenue uncertainties. Currently, Buddy Attick Park management falls under the 1992 Buddy Attick Park Master Plan.

On March 15, 2023, the City released a Request for Proposals (RFP) inviting qualified firms to submit proposals meeting the scope of work stated in the RFP. The RFP was advertised in the Greenbelt News Review, posted on the City's website and eMaryland Marketplace.

DISCUSSION

A total of six (6) RFPs were received before the April 18, 2023 deadline. Fees ranged in price from $39,470 to $57,000. The staff project team: Greg Varda; Recreation Director, Terri Hruby; Director of Planning & Community Development and Kevin Carpenter-Driscoll; Public Works-Environmental Coordinator thoroughly reviewed all proposals, checked references and held interviews with the top three candidates.

RECOMMENDATION

While the project team believes the top three firms are qualified to provide the services requested, staff recommends Mayhan Rykiel Associates (MRA) be awarded the Buddy Attick Park Master Plan project not to exceed $49,970. MRA scored highest overall and demonstrated an understanding of the project scope and the expertise needed to provide a document that the City can use to guide staff in the management and programming of Buddy Attick Park. While MRA's fee proposal was second highest, given the scope of work the Buddy Attick Park Master Plan will entail and the expertise needed in many different areas, staff feels confident that MRA can deliver a product worthy of the fee.

MRA is a 34-person landscape architectural, urban design and planning firm based in Baltimore, Maryland. The firm is a C Corporation and a woman owned business that is celebrating 40 years in business and has completed award winning design work on over 100 parks in the Mid-Atlantic region. Some of these parks include Blandair Park in Columbia MD,

Rash Field in the Inner Harbor and Redgate Park Master Plan in Rockville, MD.

Greg Varda, Recreation Director will be present to discuss.

Buddy Attick Park Master Plan Memo - Award of Contract Recommendation.pdf
Buddy Attick Park Master Plan RFP.pdf
BuddyAttick_MRA_PROPOSAL_DIGITAL.pdf

14. Award of Contract Recommendation - Municipal Building Youth Center HVAC Upgrades
Suggested Action:

Reference: Memorandum, B. Kim, 04/28/2023

In fiscal year 2023 the Department of Public Works identified several HVAC projects that were required at both the Municipal Building and Youth Center. All three (3) proposed furnaces and associated HVAC equipment located in the Municipal Building are approximately twenty-two years old and two years past the twenty-year useful life expectancy. Equipment service areas include both Finance and Council Chamber Room. The Youth Center gym requires two (2) roof top units (RTU) to provide adequate HVAC conditioning, one (1) of which was replaced in FY22, we are proposing the replacement of the second RTU. The RTU is also twenty-two years old and two years past the twenty-year useful life expectancy.

Staff recommends Council approve the purchase of mechanical installation/HVAC replacement to Adrian L. Merton Incorporated for $96,374.00 and Quality Control Program Management services to CPJ & Associates for $12,600.00 for a total project cost of $108,974.00.

Memorandum, B. Kim, 04/28/2023.pdf

15. Award of Purchase – Police Mobile Data Computers (MDCs)
Suggested Action:

Reference: Quote: Front Line Mobile Tech

The police department has been utilizing Mobile Data Computers (MDCs) in patrol vehicles for over 20 years. This technology continues to be a vital link for officers in the field to access critical information to aid in investigations, complete reports and violation paperwork, and also to manage other technologies such as License Plate Readers (LPRs), fingerprint scanners, and video systems.

Manufactured by Panasonic and available for purchase through Front Line Mobile Tech (Jessup, MD), the Panasonic Toughbook FZ-55 is the recommended model for purchase in consultation with the city I.T. department. The department has a need to purchase these computers due to increased officer staffing level, as well as current MDCs reaching their end of life. The Panasonic Toughbook FZ-55 is available for purchase through Front Line Mobile

Tech under GSA contract pricing (Schedule 70 #47QTCA19D00MM).

The FY 2023 General Fund included $54,180 for the annual contract cost of Axon in-car camera systems for police vehicles. As a result of product delays, the Axon in-car cameras will not be installed until the FY24 budget. It is recommended to reallocate the FY23 funds for the purchase of these computers.

Police department staff will be present to answer any questions.

It is recommended that Council approve the purchase of ten (10) Panasonic Toughbook FZ-55 computers from Front Line Mobile Tech under GSA contract Schedule 70 #47QTCA19D00MM, at a total cost of $32,870.00.

Front_Line_Mobile_Tech.001573.v1.5.pdf

16. Meeting Hiatus in Second Half of July
Suggested Action:
Mayor Pro Tem Weaver requested this item be added to the agenda.

Greenbelt City Council's standing rules already allow for a single regular meeting in July, on the second Monday of the month rather than both the second and fourth Mondays as in most months. Extending that policy to include not scheduling any Council work sessions during the last two weeks of July (unless an emergency arises) would allow for a break and scheduling of vacations for both council members and relevant City staff. The National League of Cities Summer Leadership Conference is already planned for the third week in July, which may take one or more council members out on travel. In addition, other council members have already indicated plans to be out of town during the month of July. All other regular activities of the City would continue, aside from Council work sessions. By being pro-active and planning for a scheduled break now we can make sure any necessary, non-emergency business requiring a meeting is taken care of in the first half of July, or that it can wait until our first meeting in August.

17. Preemption of Local Pesticide Policies in the 2023 Farm Bill
Suggested Action:
Mayor Pro Tem Weaver requested this item be added to the agenda.

A bill before Congress, H.R. 7266, includes language that would prohibit local governments from adopting pesticide laws that are more protective than federal rules as part of the 2023 Farm Bill. While our standing rules indicated that we generally don't weigh in on federal legislation, in this instance there would be a direct local impact. The advocacy organization Beyond Pesticides published an article last year which describes how the bill would amend federal pesticide law by adding the following provision:

"(d) LOCAL REGULATION PROHIBITED – A political subdivision of a State shall not impose, or continue in effect, any requirement relating to the sale, distribution, labeling, application, or use of any pesticide or device subject to regulation by a

State pursuant to this section or by the Administrator under this Act."

While our current Sustainable Land Care Policy primarily references use of pesticides on City property, if the language in H.R. 7266 is passed, it could preempt Greenbelt from making wider rules regarding pesticide use in the future should we wish to do so.

A letter for local officials to sign on to is available, but we could also consider drafting something on behalf of the entire City Council.

URLs spelled out:

- 2023 Farm Bill: https://www.agriculture.senate.gov/farm-bill
- Beyond Pesticides Article: https://beyondpesticides.org/dailynewsblog/2022/04/industry-money-and-politics-drives-legislation-to-squelch-local-pesticide-restrictions/
- Greenbelt's Sustainable Land Care Policy: https://www.greenbeltmd.gov/home/showpublisheddocument/16017/637014868
- Local officials letter: https://secure.everyaction.com/aMcVHaaV7ES6Qw6RhBOCbw2

18. Council Activities

19. Council Reports

*20. * Meetings
meetings.pdf

*21. * Stakeholder List
Stakeholder Schedule.pdf

22. Amending the Tennis Court Surfacing Contract
Suggested Action:

Staff is seeking an additional $38,101 to add the resurfacing of Braden Tennis Courts 1-4 to the tennis court resurfacing project. Council had previously approved the resurfacing of Braden Tennis Courts 5-8 and both Lakecrest Courts, as well as Braden Tennis Court 1 crack repair, for an amount not to exceed $90,000. Expanding the project to include the full resurfacing/repair to Braden Tennis Courts 1-4 would cost an additional $38,101, a grand total of $128,101 to resurface all City operated tennis/pickleball courts. Including the resurfacing of Braden Tennis Courts 1-4 would allow the City to take advantage of cooperative contract pricing that will not be available if resurfacing of those courts is delayed until FY25.

Staff recommends that the City Council approve $38,101 for the resurfacing project.

City Council Agenda Item Report

Meeting Date: May 22, 2023
Submitted by: Bonita Anderson
Submitting Department: Administration
Item Type: Presentations
Agenda Section: COMMUNICATIONS 45 minutes (7:45 - 8:30 pm)

Subject:
Public Works Week Proclamation

Suggested Action:
May 21-27, 2023, is Public Works Week. This year's theme is "Connecting the World Through Public Works." Dr. Luisa Robles, Sustainability Coordinator, will be present to receive the proclamation on behalf of the department.

Attachments:
PublicWorksWeek23.pdf

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

WHEREAS, since 1960, the American Public Works Association has designated National Public Works Week to recognize the dedicated efforts of professionals, managers and employees in both the public and private sectors who provide and maintain the infrastructure and services collectively known as public works; and

WHEREAS, the health, safety and comfort of the citizens of Greenbelt greatly depends upon the efficient operation of our Public Works Department —in all seasons and all kinds of weather—from the many successful clean-up, refuse and recycling initiatives; to road and sidewalk construction and maintenance; to the trees, plants, and flowers for which the City is well-known; and to the excellent maintenance of City playgrounds, athletic fields, and facilities; and

WHEREAS, the week of May 15-19 is Infrastructure Week, a national week of events, media coverage, and advocacy actions to elevate infrastructure as a critical issue impacting all Americans; and

WHEREAS, when our nation's infrastructure ages, it becomes less reliable and, in some cases, less safe; and

WHEREAS, this year's theme for National Public Works Week is "Connecting the World through Public Works"; and

WHEREAS, the residents of Greenbelt appreciate the professionalism of our Public Works Department staff and respect the importance of the work they perform to such a high standard every day in our City.

NOW, THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, do hereby proclaim May 21-27, 2023, as

PUBLIC WORKS WEEK

in Greenbelt and call upon all our residents and civic organizations to learn about the issues involved in providing Public Works services and to recognize the contributions our Public Works personnel make daily to enhance the quality of life throughout our community for both present and future generations of Greenbelt residents.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 22nd day of May 2023.

EMMETT V. JORDAN
Mayor

Agenda Item No: 7b.

City Council Agenda Item Report

Meeting Date: May 22, 2023
Submitted by: Bonita Anderson
Submitting Department: Administration
Item Type: Presentations
Agenda Section: COMMUNICATIONS 45 minutes (7:45 - 8:30 pm)

Subject:
Jewish American Heritage Month Proclamation

Suggested Action:
Mayor Jordan will present a proclamation declaring May as Jewish American Heritage Month. Dr. Joanie Cohen, Mishkan Torah Synagogue President, will accept the proclamation.

Attachments:
Jewish American Heritage Month Proc.pdf

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

***WHEREAS**, Jewish American Heritage Month is established by a presidential proclamation declaring each year since 2006 to honor the contributions and achievements of Jewish Americans; and*

***WHERES,** the month of May was chosen due to the highly successful celebration of the 350th Anniversary of American Jewish History in May 2004; and*

***WHEREAS**, Jewish Americans had fought for religious freedom, helping define one of the bedrock principles upon which America was built.*

***WHEREAS,** Jewish Americans continue to enrich every part of American life as educators, entrepreneurs, athletes, artists, scientists, entertainers, public officials, and more; and*

***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 May*

JEWISH AMERICAN HERITAGE MONTH

in the City of Greenbelt and encourage residents to visit and explore the resources of organization, particularly those offering access to online programs and collections honoring Jewish Americans, such as the Greenbelt Museum, Library of Congress, United States Holocaust Memorial Museum, National Archives, National Museum of American Jewish History, and National Gallery of Art.

***IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 22nd day of May 2022.*

_____

Emmett V. Jordan
Mayor

City Council Agenda Item Report

Meeting Date: May 22, 2023
Submitted by: Bonita Anderson
Submitting Department: Administration
Item Type: Presentations
Agenda Section: COMMUNICATIONS 45 minutes (7:45 - 8:30 pm)

Subject:
Update on ARPA grant programs

Suggested Action:

Reference:
Memorandum, D. Sandlin, 05/18/2023
Greenbelt Grant Program Status Update

On August 8, 2022 and September27, 2022, the City Council approved the allocation of $5.8 million in ARPA funds to be used towards the development of 14 grant and assistance programs to help Greenbelt families, small businesses and nonprofit organizations still recovering from the negative impacts of the COVID-19 pandemic.

The grant and assistance programs created with the $5.8 million in ARPA funds include:

1. Childcare Voucher Assistance
2. Business Capital Infrastructure Grant
3. Business Improvement Recovery Fund, Round III
4. Education Scholarship Grant
5. GHI First-Time Homebuyers Mortgage Assistance Grant
6. Greenbelt First-Time Homebuyers Mortgage Assistance Grant
7. Healthcare Voucher program
8. Nonprofit Grants
9. Micro Grants
10. Tree Canopy Grants
11. Workforce Development Scholarship program
12. HOA/Rental & Utility Assistance
13. Mortgage/HOA/Co-op Fee Assistance
14. Nonprofit Food Assistance

Debi Sandlin, Interim Assistant City Manager will be present to answer questions about the status of the grant and assistance programs.

Attachments:
Memorandum, D. Sandlin, 05/18/2023.pdf
Greenbelt Grant Program Status Update.pdf

CITY OF GREENBELT, MARYLAND
MEMORANDUM

TO: City Council
FROM: Debi Sandlin, Interim Assistant City Manager
THROUGH: Tim George, Interim City Manager
DATE: May 18, 2023
RE: ARPA Grant Program Update

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1. Childcare Voucher Program

The purpose of the Childcare Voucher program is to address educational and childcare disparities, and to respond to impacts of the pandemic on households.

- $400,000 allocated towards the voucher program
- Funding awarded to-date: 10 children ($50,000)
- The City entered into an MOU with five (5) Greenbelt Childcare Centers to assist families needing childcare.
- Amount awarded: $5,000 per child
- Status of program: Ongoing
- Deadline: the program is open through December 2024
- Review Panel: N/A

2. Greenbelt Business Capital Infrastructure Grant

The Greenbelt Business Capital Infrastructure (GBCI) Grant program offers financial assistance to local small businesses and property owners impacted by the COVID-19 pandemic. This grant supports business recovery efforts related to business interruption, improvements and continuity.

- Funding Allocated: $500,000
- Amount to be awarded: $40,000 to $50,000
- Applications Submitted to-date: Six (6) have been submitted – 21 applications have been started
- Status of Grant: Applications currently being accepted
- Deadline to apply: June 16, 2023
- Review Panel: The Review Panel is made-up of the same businesses involved in Round 1 & 2.

3. Greenbelt Business Improvement Recovery Fund Round III

The Greenbelt Business Improvement Recovery Fund Round III, offers financial assistance to local small businesses impacted by the COVID-19 pandemic, to include capacity building efforts, operating expenses related to business interruption, business improvements and continuity.

- Funding Allocated: $700,000
- Amount being awarded: $ 20,000 to $30,000
- Applications to-date:
- Status of Grant Program: Applications currently being accepted
- Deadline to apply: July 8, 2023
- Review Panel: The Review Panel is comprised of businesses

4. Greenbelt Education Scholarship Grant

The purpose of the Scholarship Program is to help Greenbelt students/residents cover the cost of higher education and continuing education opportunities.

- Funding Allocated: $500,000
- Amount being awarded: $10,000 for eligible applicants
- Applications received: 22
- Status of Grant Program: Applications currently being reviewed by the Advisory Committee on Education
- Deadline to apply: March 31, 2023
- Deadline extended to June 16, 2023
- Review Panel: The ACE is currently reviewing the grant applications received by 3/31/23

5. GHI First-Time Homebuyers Mortgage Assistance Grant

The purpose of the GHI First-Time Homebuyers Mortgage Assistance Program is to provide financial assistance to qualified homebuyers interested in purchasing a home in Greenbelt Homes, Inc. (GHI) and to promote home ownership.

- Total allocated: $100,000
- Amount to be awarded: $15,000 for eligible residents
- Status: Currently there is one (1) resident going through the loan approval process
- Deadline for funds to be expended: December 2023
- Review Panel: N/A

6. Greenbelt First-Time Homebuyers Mortgage Assistance Grant

The purpose of the Greenbelt First-Time Homebuyers Mortgage Assistance Program is to assist Greenbelt residents with the cost of down payment and/or closing cost to go towards purchasing a home in the City of Greenbelt. This program is being operated by MD DHCD.

- $400,000 total allocated
- Amount to be awarded: $15,000 to eligible applicants
- Status: Currently one (1) resident has applied to be approved for a loan
- Deadline for funds to be expended: December 2023
- Review Panel: N/A

7. Healthcare Voucher Program

The primary goal of the healthcare voucher program is to provide needed healthcare services to Greenbelt residents who are uninsured, underinsured and disproportionately impacted during the pandemic.

- $500,000 total allocated
- $400,000 provided to CCI Health Services
- $50,000 provided to Old Greenbelt Family Health
- $50,000 provided to Luminis Health
- Status of program: Ongoing
- Deadline for funds to be expended: December 2023
- Review Panel: N/A

8. Nonprofit Grant

The purpose of the Nonprofit Recovery Grant is to help nonprofits negatively impacted by the COVID-19 Pandemic.

- $250,000 total allocated
- Amount to be awarded: Up to $25,000 per qualified applicant
- Applications received: Eight (8)
- Total potential grant awards as of 5/17/23 - $200,000
- Status of Grant Program: Applications currently being vetted for the Review Panel
- Deadline: May 19, 2023
- Review Panel: The Review Panel will be comprised of three (3) Greenbelt Businesses & a nonprofit grant writer

9. Micro Grants

The City of Greenbelt Micro Grant program is intended to be a resident-led initiative aimed at building community and engaging residents across neighborhoods.

- $50,000 total allocated
- Amount to be awarded: $500 to $1,500
- Applications received to-date: None
- Status of Grant Program: Applications currently being accepted
- Deadline: May 19, 2023
- Deadline extended to June 16th
- Review Panel – The CRAB will be reviewing the grant applications

10. Tree Canopy Grant

The purpose of the Tree Canopy grant is to assist homeowners and community organizations with the planting of or replacement of trees caused by storm damage, disease or invasive insects.

- $100,000 total allocated
- Amount to be awarded: $1,000 for HOA's & COA's & $750 for residential homeowners
- Applications received to-date: Two (2)
- Status of Grant Program: Applications currently being accepted
- Deadline: June 2, 2023
- Review Panel: The ACT will be reviewing the grant applications

11. Workforce Development Scholarship Program

The purpose of the Workforce Development Scholarship Program is to help Greenbelt residents and those enrolled in the Greenbelt GED, ESOL or Workforce Development Program cover the cost of workforce training, including higher education and continuing education opportunities.

- $150,000 total allocated
- Amount to be awarded: $10,000 for eligible applicants
- Applications received to-date: One (1)
- Status of Scholarship Program: Ongoing
- Deadline: This is a rolling deadline until the funds are depleted
- Review Panel: CARES staff

12. HOA/Rental & Utility Assistance Program

The funds from this program are being used to help residents needing financial assistance to pay their utility bills, rent, and mortgage.

$1,800,000 total funding allocated

$1,544,616.29 spent to-date:

Households receiving Rental/Utility Assistance to-date: 182 households have received assistance

Current Status: Residents still being assisted

Deadline: This is a rolling deadline until funds are depleted

Review Panel: CARES Staff

13. Mortgage/HOA/Co-op Fee Assistance Program

$200,000 allocated

$68,516.91 spent to-date

Households receiving funds to-date: 20

Current Status: Residents still being assisted

Deadline: This is a rolling deadline until funds are depleted

Review Panel: CARES staff

14. Nonprofit Food Assistance

$250,000 total funding allocated

$71,582.91 spent to-date

Nonprofits receiving funds: St. Hughes Food Pantry, Meals on Wheels, College Park Food Pantry & Restoration Center Food Pantry

Current Status: Assistance still being provided

Deadline: This a rolling deadline until funds are depleted

Review Panel: CARES staff

City of Greenbelt ARPA Grant Program Update - 5-18-2023						
Type of Grant Program	**Funds Allocated**	**Number of Grant Applications Submitted to-date**	**Amount Per Grant**	**Status of Grant Programs**	**Original Due Date**	**Extended Deadline**
Childcare Voucher Program	$400,000	10	Pending	Ongoing	12/31/2023	
Greenbelt Business Capital Infrastructure Fund	$500,000	3	Up to $50,000	Applications Open	7/3/2023	
Greenbelt Business Improvement Recovey Fund III	$700,000	15	$20,000 to $30,000	Applications Open	6/16/2023	
Greenbelt Education Scholarship	$500,000	22	$15,000	Being Reviewed by ACE	3/31/2023	6/16/2023
GHI First-Time Homebuyers Mortgage Assistance Grant	$100,00	1	$15,000	Ongoing	12/31/2023	
Greenbelt First-Time Homebuyers Mortgage Assistance Grant	$400,000	1	$15,000	Ongoing	12/31/2023	
Healthcare Voucher Program	$500,000	422	Determined by the cost of the medical treatment received	Ongoing	12/31/2023	
HOA/Rental/Utility Assistance Program	$1,800,000	182	$4,000 to $10,000	Ongoing	Rolling	
Micro Grants	$50,000	2	$500 to $1,000	Applications Open	5/19/2023	6/16/2023
Nonprofit Grants	$250,000	9	up to $25,000	In process of being vetted by staff	5/19/2023	
Mortgage/HOA/COA/Co-op Fee Assistance Program	$200,000	20	$10,000	Ongoing	Rolling	
Nonprofit Food Assistance	$250,000	4	$3,000 to $5,000	Ongoing	Rolling	
Tree Canopy Grants	$100,000	2	$750 to $7,000	Applications Open	6/19/2023	
Workforce Development Scholarship Program	$150,000	1	$10,000	Ongoing	Rolling	
Total Funding Allocated	$5,800,000					

City Council Agenda Item Report

Meeting Date: May 22, 2023
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: Public Hearing
Agenda Section: COMMUNICATIONS 45 minutes (7:45 - 8:30 pm)

Subject:
Public Hearing - FY 2024 Proposed Budget/Constant Yield Tax Rate

Suggested Action:
On March 28, 2023, the Interim City Manager presented the proposed budget for Fiscal Year 2024 to the City Council. Since then, the Council has held nine hybrid work sessions to review the budget and has one more scheduled.

The budget is scheduled to be adopted at the Regular City Council meeting on June 5, 2023. The City Code requires that a Public Hearing be on the budget prior to its adoptions. Tonight's Public Hearing is the second of two that were scheduled. the first having been on April 24, 2023.

It is recommended that the Regular Meeting be recessed for the purpose of conducting the Public Hearing on the Fiscal Year 2024 proposed budget and the Constant Yield Tax Rate. The meeting should be reconvened following the hearing. No motion is required to begin or end the public hearing.

Constant Yield Tax Rate

A Public Hearing must be held in accordance with the State of Maryland's Constant Yield Tax Rate requirements. The required notice was published in the May 4, 2023, Greenbelt News Review, a copy of which is included in Council's packet.

Note: At the end of this hearing, to comply with State law, it must be announced that the City's property tax rate will be set when the Fiscal Year 2024 budget is adopted at the City Council hybrid meeting on June 5, 2023, at 7:30 pm.

Attachments:
4 May 2023 Greenbelt News Review.pdf

COUNCIL continued from page 1

attended the worksession.

Planning Memorandum

Hruby discussed the proposed DSP mentioned in her staff memo of April 12. The memo states that Greenbelt Square will have four four-story apartment buildings consisting of one-level condominium units. At the request of the city, one of the projected 96 units in the southeast building will be replaced with a community meeting room, resulting in a total of 95 for-sale age-restricted units. All units are proposed to be two bedrooms and two bathrooms. Each building is served by one elevator and two staircases. The green area proposed, which includes a community garden, a pavilion, low impact exercise area, pickleball court and a sitting area, makes up approximately 60 percent (a slight increase from previous concepts) of the site. Access to the site is from an existing access road off Md. 193 that is shared with University Square apartments and the former National Guard Armory site.

Hruby and her staff are generally supportive of the proposed DSP as it provides a housing option that is not readily available in Greenbelt and will increase housing opportunities for Greenbelt's aging population. The current proposal is not without its issues, and staff and APB will be working with Armory Place, LLC to satisfactorily address any issues and have a report for council discussion at its regular meeting on May 8.

Greenbelt Square

Haller began his presentation with council's requirements that this development must be age-restricted senior housing, have an attainable value that Greenbelt residents can afford, be available only "for sale" and have one-level living units and an elevator. Haller noted that a product which satisfied all these requirements could not be found until Armory Place, LLC partnered with NVR Inc. NVR markets and builds such products.

Haller talked about working with the Maryland State Highway Administration (SHA) regarding a median to improve traffic circulation and is waiting for the SHA determination on the median. He mentioned that LED and on-site lighting will be provided for the parking areas, the courtyard and the buildings. The DSP calls for dark sky lighting, which is designed to direct light to the ground, not up into the sky where it can contribute to light pollution. Councilmember Ric Gordon inquired if the pathways would be lit also. Hruby discussed how lighting is evaluated (foot-candles from a photometric plan) and will consider all lighting including the signage lighting.

Mayor Emmett Jordan asked how a resident would walk to Roosevelt Center. Hruby noted that that walk would be challenging at this point because of missing connectivity in front of the Armory. Haller noted residents could use existing crosswalks which would lead to Southway and into Old Greenbelt.

Purchase Price

Councilmember Rodney Roberts asked what the cost for a unit will be. Postal, of Armory Place, replied that the first building to be built, the southeast building, will be priced in the upper $300,000 range as consistent with the county according to other similar developments in Westphalia and Brandywine. Square footage of the units is 1600 to 1800 square feet.

Parking

One hundred and nineteen total surface parking spaces will be allocated by the condominium association. Postal noted that the Takoma Park project of Armory Place, LLC allocated one space per unit assigned initially plus some visitor and disability spaces.

For Councilmember Kristen Weaver's question of where else these plans had been built, McCulley responded that a recent NVR project in Midlothian, Va., is very similar to what the Greenbelt project will look like.

Green Buildings

Leadership in Energy and Environmental Design (LEED) is a green building certification program used worldwide. McCulley discussed NVR Inc's use of BuildSmart, a version of LEED green home practices, which are designed to be 30 percent more efficient in new NVR constructed homes compared to other newly constructed homes.

EV Charging

Gordon asked if electric vehicle (EV) charging stations will be available on the property. Postal had proposed two EV charging stations and Hruby had asked for four EV spaces. Postal then considered running four conduit lines to hold electrical wiring (one from each building) and letting a third party provide the EV charging stations as a more practical solution to expanding EV charging on premises.

Trees and Wetlands

Roberts asked how many of the original trees on the property would be left. Haller talked about stormwater management being added to the site and how that would call for a new landscaping plan. The original trees on site were of low quality and had grown up around the foundation of the old nursing home, so those trees had to be taken down to grade the site for stormwater management. The original trees which front the property will be retained and enhanced by landscaping with native vegetation to provide screening for the property.

PTA Spring Fair Saturday, May 13

The Greenbelt Elementary School PTA will be hosting a Spring Fair on Saturday, May 13 from 1 to 4 p.m. at the school.

The main feature will be an entrepreneurship fair where fourth- and fifth-grade students will sell their homemade goods, from jewelry to picture frames. The students will put together their business goals and learn about what it takes to make a successful business. Come to the fair to enjoy food and games, climb on a truck from Public Works and buy a handmade gift to support a young entrepreneur.

For more information, email greenbeltespta@gmail.com or visit sites.google.com/view/gespta/home.

SCHOOLS continued from page 1

Math and IT Academy North High School and parent of an 11th grader, reported that their school had instituted Wellness Wednesdays, during which teachers take at least 10 minutes at the beginning of class to help students decompress, ease anxiety, refocus. "I use the entire class period," said O'Donnell. "We don't have a therapist at our school. We're not able to access the Hazel Health telecare services [a service introduced in PGCPS this year] because the grant did not include charter schools and this week alone I've had three students come to me with issues of depression, not feeling as if they belonged or wishing they could be someone else because they don't like who they are. We must have more mental health access in our school for our kids. My students are begging for it. You just heard parents begging for it. I'm begging for it."

O'Donnell brought letters from her students to the board members sharing their needs. One student wrote that "mental health days" – PGCPS' allowance of one excused absence each semester for students' mental health needs – haven't been explained well to parents, who think it's a way to "skip school and play video games." Another student thought there should be five mental health days each semester instead of one.

Hazel Health

The online medical services through Hazel Health (my.hazel.co/pgcps/info), which began partway through this school year, can provide students with online access to medical appointments and online therapy. Students can access the service both at school and at home. However, there are a limited number of appointments available for therapy services and many students aren't enrolled in the program. One school nurse at a Greenbelt school suspected parents didn't fully understand the Hazel Health offerings, whether they could sign up if they already had a primary care doctor (they can) or afraid costs will be incurred since the service asks for insurance information. Through the partnership with PGCPS, services can be accessed by those who are uninsured and those who have insurance will agree to have their insurance billed but have no cost to the family. The majority of students that Greenbelt school nurse saw were not signed up for the service as their parents had not opted in or completed the permission forms.

City Notes

Public Works staffers attended Miss Utility Onsite Damage Prevention Training. Horticulture/Parks cut grass at city buildings and sports fields. Sustainability/Environmental offered an electronics recycling/styrofoam event and Refuse/Recycling collected 28.89 tons of refuse and 10.17 tons of recyclables.

At the Community Center, Building Maintenance prepared and painted the costume room and installed a transformer for a kiln. Fleet Maintenance attended Takoma Park's EV Sweeper Open House.

The Community Center accommodated Cub Scouts, Concert Band, Golden Age Club, Arts Center, Astronomy, Greenwood Village, Unplugged and 14 rental events. At the Youth Center, the gym floor was painted for basketball and pickleball and the Aquatic & Fitness Center prepared to open the outdoor pool.

Arts staff presented a dance production, an Artful Afternoon and a Studio Open House. Creative Kids Camp is fully booked.

Therapeutic Recreation attended the Senior Citizens Advisory Committee meeting and park rangers hosted a CHEARS poetry reading at Schrom Hills Park.

ANACOSTIA TRAILS HERITAGE AREA, INC.
Explore the History, Culture, Arts and Nature of Prince George's County!
Curated routes and trail maps:
anacostiatrails.org

PHOTO BY KATRINA BOVERMAN

Lunaria annua (Money plant, herbaceous biennial) on Gardenway

CITY OF GREENBELT NOTICE OF A PROPOSED REAL PROPERTY TAX INCREASE

The City Council of the City of Greenbelt proposes to increase real property taxes.

1. For the tax year beginning July 1, 2023, the estimated real property assessable base will increase by 4.10%, from $2,410,059,239 to $2,508,967,350.

2. If the City of Greenbelt, Maryland maintains the current tax rate of $0.8275 per $100 of assessment, real property tax revenues will increase by 4.10%, resulting in $818,465 of new real property tax revenues.

3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to $0.7949, the constant yield tax rate.

4. The City is considering not reducing its real property tax rate enough to fully offset increasing assessments. The City proposes to adopt a real property tax rate of $0.8275 per $100 of assessment. This tax rate is 4.10% higher than the constant yield tax rate and will generate $818,465 in additional property tax revenues.

A public hearing on the proposed real property tax rate increase will be held at 7:30 p.m. on Monday, May 22, 2023, in the City Council Room, Municipal Building, 25 Crescent Road, Greenbelt, MD 20770.

The hearing is open to the public, and public testimony is encouraged.

Persons with questions regarding this hearing may call the City Clerk at 301-474-8000 for further information.

City Council Agenda Item Report

Meeting Date: May 22, 2023
Submitted by: Bonita Anderson
Submitting Department: Administration
Item Type: Meeting Minutes
Agenda Section: COMMUNICATIONS 45 minutes (7:45 - 8:30 pm)

Subject:
Minutes

Suggested Action:

* Work Session, December 7, 2022
* Work Session, December 14, 2022
* Interview, December 5, 2022
* Interview, February 13, 2023
* Public Hearing, March 23, 2023

Attachments:
INT221205.pdf
WS221207.pdf
WS221214.pdf
INT230213.pdf
PH230323.pdf

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, December 5, 2022, to interview a candidate for a City Advisory Group.

The meeting began at 7:10 p.m. The meeting was held in the Library of the Municipal Building.

Councilmembers Judith F. Davis, Ric Gordon, and Kristen L. K. Weaver were present. Mayor Emmett V. Jordan arrived shortly after the Interview.

Councilmembers Colin A. Byrd, Silke I. Pope and Rodney M. Roberts were absent.

Staff present was: Bonita Anderson, City Clerk.

Chiquita Jackson was interviewed for appointment to the Community Relations Advisory Board.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Bonita Anderson
City Clerk

DRAFT

WORK SESSION OF THE GREENBELT CITY COUNCIL held on Wednesday, December 7, 2022, to discuss the Reparations Commission.

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

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

STAFF PRESENT WERE: Tim George, Acting City Manager; James Wisniewski, Communications Specialist; and Bonita Anderson, City Clerk.

ALSO, PRESENT WERE: Bill Orleans, Tom Fishbeck, Michael Hartman, and Lore Rosenthal. Bob Rand, Jonathan Taylor, LaWann Stribling, Stephen Holland, and Susan Walker were online.

Mayor Jordan provided introductions and opening remarks.

Mayor Jordan noted the timeline and process for establishing the Reparations Commission, followed by reading the Council motion to form the 21-member commission. He also pointed out that the Council had an opportunity to rank the interviewed individuals and to select them for approval at the next regular Council meeting on Monday, December 12.

Ms. Davis discussed the modifications to the categorization of the candidate age range. Ms. Weaver noted the changes in the spreadsheet which was displayed during the meeting.

Mayor Jordan asked Mr. George to give a breakdown of the demographic characteristics regarding the modifications. Mr. George stated that because of the three demographic areas, age ranges, and racial characteristics simplify the discussion with so many variables. Ms. Weaver displayed the most recent spreadsheet to include the current submission. Mr. Roberts explained his reason for not submitting a ranking of the candidates. He is in favor of appointing all the candidates who were interviewed for the commission.

Ms. Davis suggested appointing 21 candidates with two alternates. Mr. Gordon agreed with selecting 21 candidates for the commission and reiterated that those appointed as an alternate or not appointed can still attend the meetings as observers. Ms. Weaver noted that the list didn't include an applicant who was not a resident but a business owner and encouraged that applicant to participate as a non-voting member.

The City Council agreed to the updated spreadsheet, which included the entire City Council response breakdown of the proposed 21 candidates with two alternates. If a candidate decides to step down, the alternate would be next to be appointed.

Mr. Byrd requested that the appointments to the Reparations Commission be added to the December 12 Council agenda for approval. The City Council agreed, along with the inclusion of the next steps.

Informational items were discussed.

The meeting ended at 8:55 p.m.

Respectfully submitted,
Bonita Anderson, City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, December 14, 2022, to discuss the FY2024 Pre-Budget.

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

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

STAFF PRESENT WERE: Tim George, Interim City Manager; Bertha Gaymon, City Treasurer; Dawane Martinez, Director of Human Resources; Chondria Andrews, Public Information and Communications Coordinator; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO PRESENT WERE: Bill Orleans; and others.

Mr. George explained that tonight's work session will discuss the Council's priorities for the budget. He noted that staff has been researching adding two or three sets of Level 2 Electric Vehicle Chargers and one Level 3 Electric Charger at Public Works for staff. In addition, there is an Electric Vehicle Plan to install additional chargers for the public.

There was discussion on converting the entire fleet from gasoline/diesel to all-electric. Mayor Jordan suggested converting the fleet of cars by 2025. Mr. George explained the budgetary implications since electric vehicles are more expensive than gasoline vehicles. Mr. Roberts stated that the City didn't need to buy all new cars.

Ms. Davis requested adding a line item for the Reparations Commission. In addition, she suggested asking the Advisory Boards/Committees that receive funds for a report on how the funds are being spent. Finally, Ms. Davis hoped the tax rate doesn't change. She is aware there would be a significant impact on the budget with the Compensation Study.

Mayor Jordan agreed with Ms. Davis's suggestion to include a line item in the budget for the Reparations Commission. He suggested that there should be a funding pool for all the Advisory Boards/Committees to draw from instead of having separate line items for each board/committee. Mayor Jordan recommended holding the tax line, increasing Police personnel, and including a pay increase for Council.

Based on a question by Mayor Pro Tem Weaver, Mr. George answered that the construction at Beltway Plaza would break ground in the next 30-60 days. The target is to hire additional staff when the first residential building comes online. He noted that Mr. Varda, Director of Recreation, plans to add the other Recreation staff to the budget once the recreation space is turned over to the City.

Mr. Gordon suggested that the City research the possibility of buying the CCI location in Franklin Park and converting it into recreation space for Greenbelt West.

Ms. Pope suggested adding amenities to the Dog Park and expanding the Animal Shelter. Mr. George explained he had discussions with Mr. Shafer, Director of Public Works, regarding receiving quotes on running an entire waterline from WSSC into the Dog Park to create a water

fountain. The price quotes will be a part of the FY2024 budget. Mr. George advised that he will discuss the expansion of the Animal Control facilities with Chief Bowers and the staff.

Ms. Davis requested funds be placed in the budget to replace the City's street trees.

Based on a question by Mayor Jordan, Mr. George answered that staff has built into the contracts for Project Managers to oversee the American Rescue Plan Act (ARPA) Fund projects and also bundle many of the projects together. In addition, a staff member would be the liaison to the project.

There was discussion regarding large Capital Projects, which included the Complete Street Project on Cherrywood Lane, Bike and Pedestrian Improvements on Hanover Parkway, the Connecting Trail between Greenbelt Station and the Greenbelt Metro, the Buddy Attick Master Plan, Northway Fields Project, and the Urn Wall at the Cemetery.

Mr. Gordon requested upgrading the lighting Citywide. In addition, he suggested that the City partner with apartment complexes throughout the City. Mr. George explained that staff is finishing discussions with Pepco regarding converting street lights to LED lights.

There was discussion regarding public art.

Ms. Gaymon provided Council with an update on the current FY2023 budget, which included the City receiving 77.29% of the current revenue and has expended 36.3% of expenditures. She noted that the City is operating within the FY2023 budget and, at this time, doesn't see a need to adjust the budget. However, she will continue to monitor all revenue and expense lines and make necessary adjustments as staff prepares for the FY2024 budget. Ms. Gaymon stated that staff has been reviewing revenue for FY2024 and suggested increasing most revenue line items to pre-pandemic figures.

There was discussion regarding abatements. Ms. Gaymon informed Council that the City has $600,000 in the current year's budget reserved for abatements.

Mayor Jordan expressed his concerns regarding retail and office space leases.

There was discussion regarding ARPA-funded projects. Mr. George explained that staff would set sunset provisions on most projects. Ms. Davis stated that many of the projects are community driven and requested that Council give enough notice before any projects are eliminated.

Mayor Jordan informed Council that he, Mayor Pro Tem Weaver, and Mr. Martinez have been in contact with Baker Tilly regarding the Executive Search process for the City Manager. He advised Council that they needed to review the provided materials and, if there are any suggestions or modifications, submit them to Mr. Martinez by Monday.

There was discussion regarding the salary range for the City Manager. Mayor Jordan suggested the annual salary range would be $170,000 - $185,000. Mr. Roberts advised that the salary should stay the same, and Mayor Pro Tem Weaver suggested that the annual salary range should be $160,000 - $185,000.

There was a discussion regarding repaying the candidate's relocation expense. Council all agreed to pay the selected candidate's relocation expense.

There was discussion regarding whether the selected candidate must reside within the City limits.

Information items:

Mr. George informed Council that the Public Works Emergency Crew would be deployed to salt the streets overnight due to the upcoming weather event.

Ms. Davis had conversations with Mr. Glenn Ivey, who stated that he is looking for office space in this area and that Mr. Hoyer will stay in his office at the Courthouse.

Mayor Pro Tem Weaver moved that Council enter into a Closed Session in accordance with the General Provisions Article 3-305(b)(1) of the Annotated Code of Public General Laws of Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; and any other personnel matter that affects one or more specific individuals.

Ms. Pope seconded.

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

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

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

The meeting ended at 8:49 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Assistant to the City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, February 13, 2023, to interview a candidate for a City Advisory Group.

The meeting began at 7:10 p.m. The meeting was held in the Library of the Municipal Building.

Present were: Councilmembers Judith F. Davis and Kristen L. K. Weaver.

Councilmembers Colin A. Byrd, Ric Gordon, Silke I. Pope, Rodney M. Roberts, and Mayor Emmett V. Jordan were absent.

Staff present: Bonita Anderson, City Clerk.

Patricia Rogers was interviewed for an appointment to the Senior Citizen Advisory Committee.

The meeting was adjourned at 7:23 p.m.

Respectfully submitted,

Bonita Anderson
City Clerk

DRAFT

PUBLIC HEARING OF THE GREENBELT CITY COUNCIL held Thursday, March 23, 2023, to hear public comments regarding the Proposed Charter Amendment (City manager Residency).

Mayor Jordan started the meeting at 7:30 pm. The meeting was held virtually via Zoom at the Municipal Building in the Council Chambers.

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

STAFF PRESENT WERE: Debi Sandlin, Interim Assistant City manager, and Bonita Anderson, City Clerk.

ALSO PRESENT WERE: Louise Weisman of University Square, Bill Orleans, Linda Ivy of Lakeside, Dan Gillotte, Scott Legendre, Bob Rudd (virtual), and Peggy Higgins of Windsor Green

Mayor Jordan provided an overview of the public hearing, which is the first of two public hearings on the proposed charter amendment to allow the Council to waive the residency requirement for city managers.

The Greenbelt City Charter currently requires that the city manager live in Greenbelt. The charter amendment would modify the charter to prohibit the city manager from residing outside the city without the Council's approval.

The opinions at the first hearing ranged from yes to no to maybe, with more commenters favoring the amendment.

Ms. Weisman reminded the Council that Greenbelt is no longer a one-stop-sign town and that hiring a fully-qualified applicant is more important than being a resident. Mr. Orleans stated that he does not care where the city manager lives.

Ms. Ivy stated that the last city manager search was a disaster. She said that if we continue to make people live in the city, the pool of applicants will be small, and we may not get the best possible candidates. However, she felt that the city manager should live in Maryland and that Council should consider setting a mileage limit for how far away the city manager could live.

Mr. Gillotte emailed supporting the amendment, which he said would help the city get the best-qualified candidates.

Mr. Legendre, by email, communicated that having the city manager live in Greenbelt creates a vested interest. He said that the charter amendment reflects favoritism toward the acting city manager. In addition, the city manager, as the chief public safety officer, must be on-site in a crisis or natural disaster to evaluate the situation.

Mr. Rudd strongly opposed the amendment. He stated that if the city manager can live outside the city, the position "becomes a job rather than a career." In addition, a resident city manager

becomes part of the community, which does not happen with an 8 am to 5 pm city manager. Mr. Rudd urged the City Council to undertake a national search.

Ms. Higgins stated that it is imperative for the city manager to live in Greenbelt to understand its uniqueness fully. However, she would support the amendment, but it should require the city manager to live in Prince George's County. Ms. Higgins also stated that with a budget of $31 million, the city needs someone with 7 to 10 years of experience in city management.

Mayor Jordan announced that the next public hearing would be held on Saturday, April 1, at 10 am.

The meeting ended at 8:35 pm.

Respectfully submitted,

Bonita Anderson
City Clerk

DRAFT

City Council Agenda Item Report

Meeting Date: May 22, 2023
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: Ordinance
Agenda Section: LEGISLATION 30 minutes (8:30 - 9:00 pm)

Subject:

An Ordinance of the Council of The City of Greenbelt Amending Chapter 10, “Licenses, Permits and Miscellaneous Business Regulations” of the Greenbelt City Code, To Add Article VII “Disposable Plastic Bags” to Prohibit a Retail Establishment from Providing a Plastic Carryout Bag to Customers, to Require a Retail Establishment to Charge At Least Ten Cents for Each Paper and Reusable Carryout Bag Provided to Customers and To Provide a Penalty for Violation

-2nd Reading and Adoption

Suggested Action:

Reference: Ordinance

On February 27, 2023, the City Council accepted Green Greenbelt Advisory Committee on Environment Sustainability (Green ACES) report #2023-01 (Bring Your Own Bag Ordinance) recommendation.

On March 8, 2023, the Council of the City of Greenbelt held a work session to discuss the recommendations from the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES). Green ACES recommended the City adopt an ordinance to reduce plastic pollution and single-use waste and increase the use of reusable carryout bags or having no carryout bag.

The Council of the City of Greenbelt has determined it is in the public interest to prohibit a retail establishment from providing plastic carryout bags and ban single-use plastic film carryout bags and require retailers to charge at least .10 cents for each paper carryout bag and reusable carryout bag provided by the retailer at the point of sale.

Mayor Pro Tem Weaver introduced this ordinance for first reading at the May 8, 2023, meeting. It is recommended that the ordinance be introduced for second reading and moved for adoption tonight.

Attachments:
Plastic Bag Ban Ordinance_5_4_23_Final.pdf

Introduced: Ms. Weaver
First Reading: May 8, 2023
Passed:
Posted:
Effective:

ORDINANCE NO. XXXX

AN ORDINANCE OF THE COUNCIL OF THE CITY OF GREENBELT AMENDING CHAPTER 10, "LICENSES, PERMITS AND MISCELLANEOUS BUSINESS REGULATIONS" OF THE GREENBELT CITY CODE, TO ADD ARTICLE VII "DISPOSABLE PLASTIC BAGS" TO PROHIBIT A RETAIL ESTABLISHMENT FROM PROVIDING A PLASTIC CARRYOUT BAG TO CUSTOMERS, TO REQUIRE A RETAIL ESTABLISHMENT TO CHARGE AT LEAST TEN CENTS FOR EACH PAPER AND REUSABLE CARRYOUT BAG PROVIDED TO CUSTOMERS AND TO PROVIDE A PENALTY FOR VIOLATION.

WHEREAS, pursuant to Section 5-201 et seq. of the Local Government Article, Annotated Code of Maryland, the City of Greenbelt, Maryland (hereinafter, the "City") has the power to pass such ordinances as it deems necessary to protect the health, safety and welfare of the residents of the City and to prevent and remove nuisances; and

WHEREAS, the manufacture and distribution of single-use carryout bags uses natural resources, generates greenhouse gas emissions, contributes to climate change, is a source of pollution; and

WHEREAS, littered bags end up in waterways, the Chesapeake Bay, and the ocean, where they degrade into microplastics, with the waterway absorbing toxic chemicals; and

WHEREAS, plastic shopping bags and microplastics are ingested by marine life, injuring and killing fish, seabirds, and marine mammals and is a lethal threat to livestock and wildlife; and

WHEREAS, scientists estimate humans are ingesting as much as a credit card's worth of plastic weekly, and single-use plastic bags are a source of hazardous chemicals that are known carcinogens, endocrine disruptors, and the cause of respiratory ailments; and

WHEREAS, Greenbelt residents use an estimated 9 million plastic bags annually that are used for a few minutes, then incinerated, landfilled, or left in the environment as litter; and

WHEREAS, plastic carryout bags are not accepted in county single-stream recycling programs, are a source of contamination, and foul recycling equipment; and

WHEREAS, littered bags of all types degrade our communities and adversely impact the quality of life; and

WHEREAS, single-use carryout bags provided by retail establishments impose hidden costs on consumers in the form of overhead incorporated in the price of merchandise, cost taxpayers and local government for collection of litter, recycling, and disposal, and constitute a public nuisance; and

WHEREAS, the Greenbelt Advisory Committee on Environmental Sustainability recommends the City adopt an ordinance to reduce plastic pollution and single-use waste, and increase the use of reusable carryout bags or having no carryout bag; and

WHEREAS, the Council of the City of Greenbelt has determined it is in the public interest to prohibit a retail establishment from providing plastic carryout bags and ban single-use plastic film carryout bags and require retailers charge at least $.10 cents for each paper carryout bag and reusable carryout bag provided by the retailer at point of sale.

NOW THEREFORE, BE IT ORDAINED AND ENACTED, by the Council of the City of Greenbelt, Maryland, that a new Article VII entitled "Plastic Bag Ban,", hereby is added to Chapter 10 of the Greenbelt City Code.

Section 1. **BE IT FURTHER ORDAINED AND ENACTED** by the Council of the City of Greenbelt that Chapter 10 "Licenses, Permits and Miscellaneous Business Regulations" Article VII, § 10-71 "Definitions" be and it is hereby enacted to read as follows:

§10-71 DEFINITIONS

IN THIS SECTION THE FOLLOWING WORDS HAVE THE MEANINGS INDICATED.

A. FOOD SERVICE FACILITY MEANS:

1. A PLACE WHERE FOOD OR DRINK IS PREPARED FOR SALE OR SERVICE ON THE PREMISES OR ELSEWHERE; OR ANY OPERATION WHERE FOOD IS SERVED TO OR PROVIDED FOR THE PUBLIC WITH OR WITHOUT CHARGE.

B. "FOOD SERVICE FACILITY" DOES NOT INCLUDE:

1. A KITCHEN IN A PRIVATE HOME WHERE FOOD IS PREPARED AT NO CHARGE FOR GUESTS IN THE HOME, FOR GUESTS AT A SOCIAL GATHERING, OR FOR SERVICE TO UNEMPLOYED, HOMELESS, OR OTHER DISADVANTAGED POPULATIONS.

2. A FOOD PREPARATION OR SERVING AREA WHERE FOOD IS PREPARED OR SERVED ONLY BY AN EXCLUDED ORGANIZATION, SUCH AS A NONPROFIT, FRATERNAL, CIVIC, WAR VETERANS, RELIGIOUS, OR CHARITABLE ORGANIZATION OR VOLUNTEER FIRE DEPARTMENT, AS DEFINED IN §21-301 OF THE HEALTH GENERAL ARTICLE, ANNOTATED CODE OF MARYLAND OR;

3. A COTTAGE FOOD BUSINESS AS DEFINED IN §21-301 OF THE HEALTH GENERAL ARTICLE, ANNOTATED CODE OF MARYLAND.

C. "PLASTIC CARRYOUT BAG" MEANS A PLASTIC BAG THAT IS PROVIDED BY A RETAIL ESTABLISHMENT TO A CUSTOMER AT THE POINT OF SALE AND IS NOT A REUSABLE CARRYOUT BAG.

D. "PLASTIC CARRYOUT BAG" INCLUDES A COMPOSTABLE PLASTIC BAG THAT MEETS THE SPECIFICATIONS OF THE AMERICAN SOCIETY OF TESTING AND MATERIAL INTERNATIONAL STANDARD SPECIFICATION FOR COMPOSTABLE PLASTICS D6400.

E. "PLASTIC CARRYOUT BAG" DOES NOT INCLUDE A PLASTIC BAG USED TO:
   1. PACKAGE BULK ITEMS, INCLUDING FRUIT, VEGETABLES, NUTS, GRAINS, CANDY, OR SMALL HARDWARE ITEMS;
   2. CONTAIN OR WRAP FRESH MEAT OR SEAFOOD;
   3. CONTAIN OR WRAP FLOWERS, POTTED PLANTS, OR OTHER DAMP ITEMS;
   4. CONTAIN UNWRAPPED PREPARED FOODS OR BAKERY GOODS;
   5. CONTAIN GARMENTS OR DRY-CLEANED CLOTHES, INCLUDING SUITES, JACKETS OR DRESSES;
   6. CONTAIN FRESHLY PREPARED HOT OR COLD FOOD, INCLUDING SLICED DELI AND FOODS PREPARED TO ORDER;
   7. PROVIDED BY A RETAIL ESTABLISHMENT TO TAKE LIVE FISH, INSECTS, MOLLUSKS, OR CRUSTANCEANS AWAY FROM THE RETAIL ESTABLISHMENT.

F. "REUSABLE CARRYOUT BAG" MEANS A BAG WITH STITCHED HANDLES SPECIFICALLY DESIGNED AND MANUFACTURED FOR MULTIPLE REUSE AND IS MADE OF: (1) CLOTH OR OTHER WASHABLE FABRIC; OR (2) A DURABLE MATERIAL SUITABLE FOR MULTIPURPOSE RE-USE THAT IS NOT MADE OF PLASTIC FILM.

G. "RETAIL ESTABLISHMENT" MEANS A STORE, A FOOD SERVICE FACILITY, OR ANY OTHER ESTABLISHMENT THAT PROVIDES BAGS TO ITS CUSTOMERS AS A RESULT OF THE SALE OF A PRODUCT.

Section 2. **BE IT FURTHER ORDAINED AND ENACTED** by the Council of the City of Greenbelt that Chapter 10, "Licenses, Permits and Miscellaneous Business Regulations" Article VII, § 10-72, "Disposable plastic bag use prohibited at point of sale "be and it is hereby enacted to read as follows:

§10-72 PROVISION OF PLASTIC CARRYOUT BAGS PROHIBITED AT POINT OF SALE. ON AND AFTER (SIX MONTHS FROM THE DATE OF ADOPTION BY CITY COUNCIL)

RETAIL ESTABLISHMENTS MAY NOT PROVIDE PLASTIC CARRYOUT BAGS TO CUSTOMERS AT THE POINT OF SALE.

Section 3. **BE IT FURTHER ORDAINED AND ENACTED** by the Council of the City of Greenbelt that Chapter 10, "Licenses, Permits and Miscellaneous Business Regulations", Article VII, § 10-73, "Required for provision of paper and reusable carryout bags" be and it is hereby enacted to read as follows:

§10-73 REQUIRED CHARGE FOR PROVISION OF PAPER AND REUSABLE CARRYOUT BAGS.

A. 1. ON AND AFTER _____, A RETAIL ESTABLISHMENT SHALL CHARGE, COLLECT, AND RETAIN AT LEAST TEN CENTS ($.10) FOR EACH PAPER CARRYOUT BAG IT PROVIDES A CUSTOMER AT POINT OF SALE.

2. THE CHARGE FOR PAPER CARRYOUT BAGS SHALL NOT APPLY TO A PAPER BAG CONTAINING PRESCRIPTION MEDICATION PROVIDED BY A PHARMACHY TO A CUSTOMER.

B. A RETAIL ESTABLISHMENT MAY NOT ADVERTISE, HOLD OR STATE TO THE PUBLIC OR TO A CUSTOMER, DIRECTLY OR INDIRECTLY, THAT REIMBURSEMENT OF ANY PART OF THE MONEY COLLECTED UNDER THIS SECTION WILL BE ASSUMED OR ABSORBED BY THE RETAIL ESTABLISHMENT OR REFUNDED TO THE CUSTOMER.

C. A RETAIL ESTABLISHMENT SHALL INDICATE ON THE CONSUMER TRANSACTION RECEIPT THE NUMBER OF PAPER AND REUSABLE CARRYOUT BAGS PROVIDED BY THE STORE AND THE TOTAL AMOUNT OF MONEY CHARGED.

Section 4. **BE IT FURTHER ORDAINED AND ENACTED** by the Council of the City of Greenbelt that Chapter 10, "Licenses, Permits and Miscellaneous Business Regulations, § 10-74, "Violations and Penalties" be and it is hereby enacted to read as follows:

§ 10-74 VIOLATIONS AND PENALTIES.

A. THE PROVISION OF ONE OR MORE PLASTIC CARRYOUT BAGS PROHIBITED BY §10-72 AT A SINGLE POINT OF SALE IS A VIOLATION. THE FAILURE TO CHARGE THE AMOUNT OF MONEY REQUIRED UNDER § 10-73 FOR THE PROVISION OF ONE OR MORE PAPER OR REUSABLE CARRYOUT BAGS AT A SINGLE POINT OF SALE IS A SINGLE VIOLATION. EACH DAY THE RETAIL ESTABLISHMENT COMMITS A VIOLATION CONSTITUTES A SEPARATE OFFENSE.

B. A VIOLATION OF THIS ARTICLE SHALL CONSTITUTE A MUNICIPAL INFRACTION.

C. WHENEVER IT IS DETERMINED THERE ARE REASONABLE GROUNDS TO BELIEVE THERE HAS BEEN A VIOLATION OF ANY PROVISION OF THIS ARTICLE OR OF ANY RULE OR REGULATION ADOPTED PURSUANT THERETO, WRITTEN NOTICE OF SUCH ALLEGED VIOLATION WILL BE GIVEN TO THE OWNER/OPERATOR OF THE RETAIL ESTABLISHMENT, NOTICE MAY BE GIVEN IN PERSON OR BY REGULAR MAIL. FOR ANY SUBSEQUENT VIOLATION, THE OWNER/OPERATOR OF THE RETAIL ESTABLISHMENT SHALL BE SUBJECT TO A MUNICIPAL INFRACTION AND IS SUJECT TO THE PENALTY PROVIDED HEREIN BELOW:

FIRST VIOLATION	WARNING
SECOND VIOLATION	$250
EACH ADDITIONAL VIOLATION	$500

Section 5. **BE IT FURTHER ORDAINED AND ENACTED** by the Council of the City of Greenbelt that upon formal introduction of this proposed Ordinance, which shall be by way of a motion duly seconded and without any further vote, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall post at City Hall, to the official City website, to the City maintained email LISTSERV, and on the City cable channel, and if time permits, in any City newsletter.

The Ordinance shall be published as soon as possible after its adoption by posting it in a public place or places for ten days or, when required, by publishing it once within ten days in a newspaper of general circulation in the city, or both.

Section 6. **BE IT FURTHER ORDAINED AND ENACTED** by the Council of the City of Greenbelt, all ordinances and resolutions passed by the council shall take effect at the time indicated therein but not less than ten (10) days after the date of their passage, except ordinances of an emergency nature, which may, by direction of council, become effective on date of passage. (1937, Ch. 532, § 10; 1939, Ch. 632)

If any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by a court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase, or word included within this Ordinance, it being the intent of the City that the remainder of the Ordinance shall remain in full force and effect, valid and enforceable.

INTRODUCED by the Council of the City of Greenbelt at a regular meeting on the ___day of _____2023.

ADOPTED by the Council of the City of Greenbelt at a regular meeting on the ____day of _____2023.

EFFECTIVE the ____day of _____2023.

ATTEST:

By: _____
Bonita Anderson, City Clerk

CITY OF GREENBELT

By: _____
Emmett V. Jordan, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

_____
Jason Deloach, City Attorney

City Council Agenda Item Report

Meeting Date: May 22, 2023
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: OTHER BUSINESS
Agenda Section: OTHER BUSINESS 90 minutes (9:00 - 10:30 pm)

Subject:
Forest Preserve Advisory Board Report #2023-01 - Northway Trailhead Erosion

Suggested Action:

Reference: Forest Preserve Advisory Board Report #2023-01

On March 13, 2023, the City Council accepted the Forest Preserve Advisory Board Report #2023-01 by consent agenda. Ms. Davis suggested adding this item to the following agenda for Council discussion and action.

The Forest Preserve Advisory Board recommends that Council instruct Public Works to work with volunteers to close two short sections of trail and reroute them to avoid steep inclines aligning the new trail to shed water and minimize erosion and needs for maintenance. The old trail segments should be blocked off and filled with large woody debris (large tree trunk sections and large limbs across the trail, smaller limbs filling in the trail bed) and leaf material. To further reduce erosion and help the land heal, the gully bottom could be reshaped with short earthern berms and trenches crossways the gully to help trap sediment and facilitate stormwater runoff infiltration and plant regrowth. New trails and trail closures should be marked with temporary signage.

On March 28, 2023, members of the City Council requested a site visit before taking action. On May 7, Mayor Jordan and Mayor Pro Tem Weaver participated in the Northway Trailhead walk.

It is recommended that the City Council accepts the recommendations of the Forest Preserve Advisory Board.

Attachments:
FPAB_Report_2023-01_Northway_Trail_Erosion.pdf

FOREST PRESERVE ADVISORY BOARD Report # 2023-01
REPORT TO COUNCIL

SUBJECT: Northway Trailhead Erosion

DATE: February 24, 2023

BACKGROUND: Members of the Forest Preserve Advisory Board (FPAB) have been drafting a Master Trails Plan as called for in the 2018 Forest Preserve Stewardship Guidelines. One of the issues that the plan addresses is erosion and channelization of steep trails. While preparing to write the trails plan, FPAB members have hiked trails in the Preserve to note any issues that the plan should address. Many members have noted severe erosion of the short sections of the two trailheads on Northway that visitors frequently use to enter the North Woods Tract of the Preserve. FPAB has determined that this erosion is severe enough that it should be addressed before the new trails plan is submitted to Council later this year. The present report is a follow-up to FPAB Report 2016-01 that was submitted February 2016. The trail pilot project implemented under FPAB Report 2021-02 successfully addressed a similar erosion issue on a trail in the Hamilton Woods Tract.

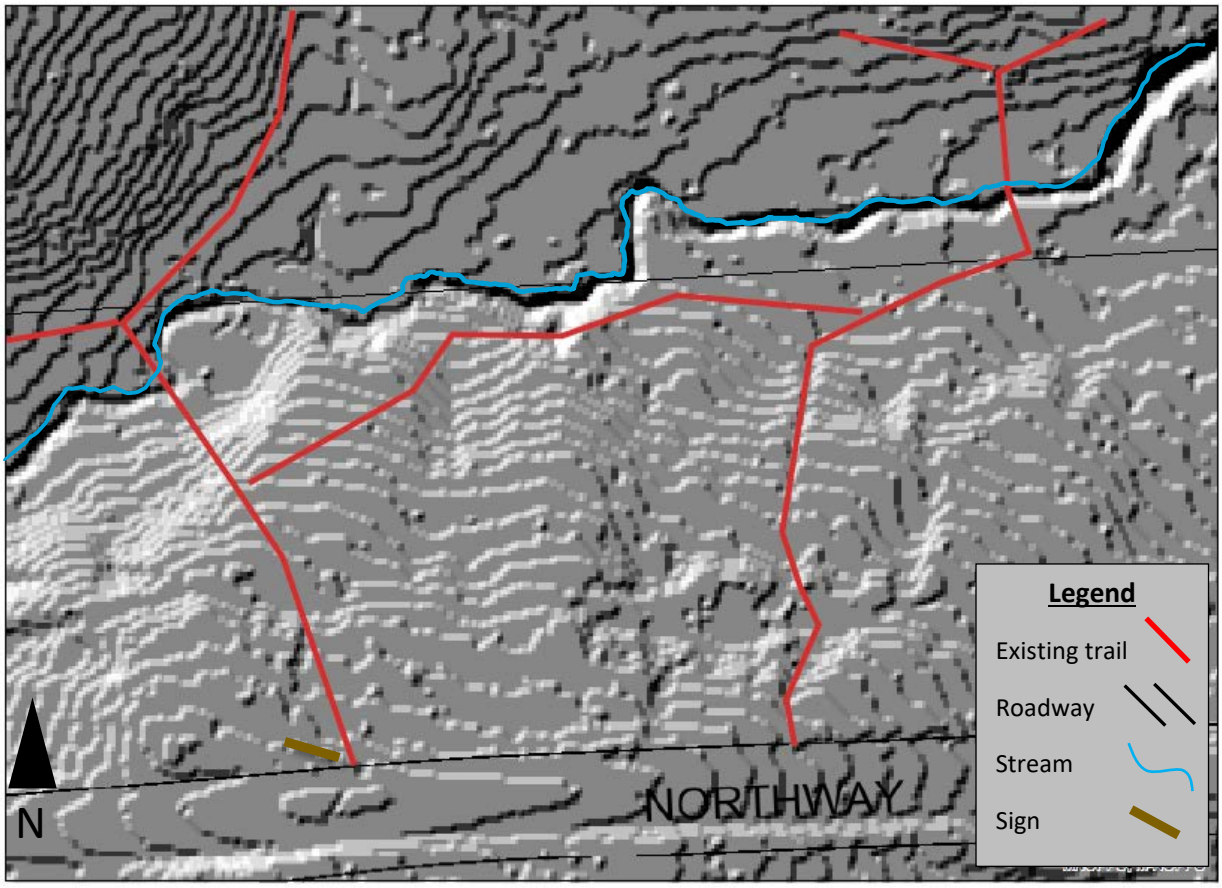
DISCUSSION: Significant erosion has occurred on the steep sections of both trails that begin on Northway and enter the North Woods Tract. One of these trails begins behind the large, wooden Forest Preserve sign on Northway Road and the other is approximately 300 feet east of that sign (see Map 1). Both trails have short, steep sections that have eroded into gullies with exposed roots. The soils here are compacted from decades of trail users.

The two trail sections under discussion are deeply eroded and channelized so much that roots are exposed and have been worn away, and bare clay is visible. These segments are too steep to use water bars or otherwise redirect water away from the trail, and these trails are too popular with Preserve visitors to close completely. Closing ~~small~~ sections of these trails and rerouting the trails to traverse the steep slope with new segments that are designed to shed water should alleviate this issue and allow the soil to eventually regenerate. GHI has had success closing trails by using standard techniques such as filling the closed segment with large woody debris, and by establishing new trails with temporary signage, and by placing tree limbs along the trail to mark the edges of the new walking path.

The trails in the Preserve have developed informally through social usage patterns rather than being planned. Guidance from the US Department of Interior and groups like the Potomac Appalachian Trail Club recommend that trails should not go straight down an incline or steep slope, which concentrates stormwater runoff and erosion that turns trails into gullies. Even on gentle inclines straight trails will erode and channelize with continued usage. Ideally, trails should traverse slopes at angles, using switchbacks and other design features to fit the landscape and keep gentle grades. Trails should be designed to shed water, using features such as “grade dips” where the trail grade reverses, so the trail rises and falls to facilitate drainage (see: https://www.fs.usda.gov/eng/pubs/htmlpubs/htm00232839/page07.htm). These grade dips divide

the trail into a series of short micro-watersheds (Parker 2002 Natural Surface Trails by Design). The pilot project under FPAB Report 2021-02 addressed eroded portions of a trail in the Hamilton Tract that is not very steep but was still eroding. During the pilot project, Greenbelt Public Works led groups of volunteers to install rolling grade dips and other measures to route water off the trail and into the forest.

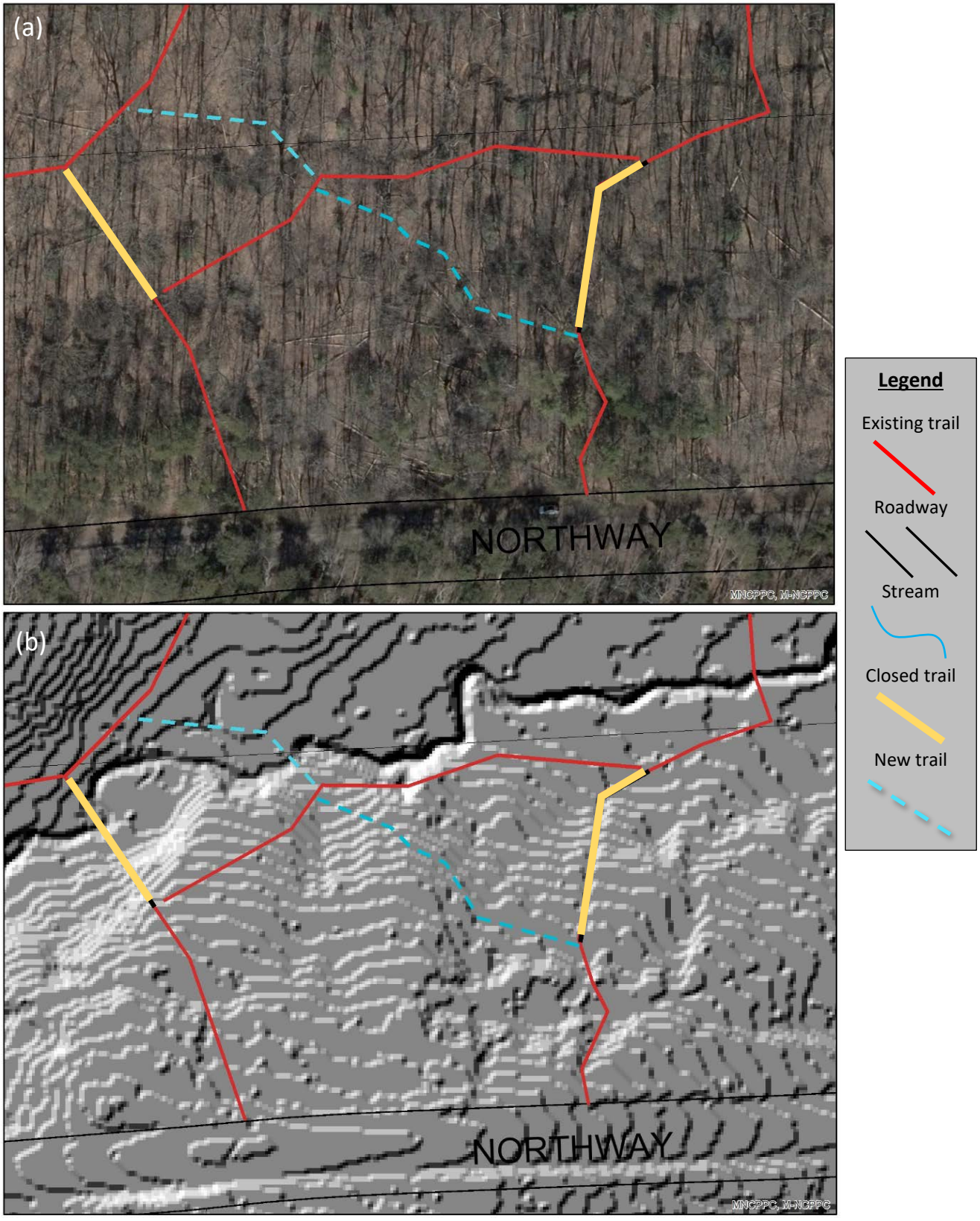
Map 1. Existing trails in the vicinity of two erosion problem spots in the North Woods Tract of the Greenbelt Forest Preserve. This map shows the topography of the land and a portion of the trail system that begins on Northway and enters the forest to the north. Topographical data provided by the Prince George's County Planning Department.



RECOMMENDATION: The Forest Preserve Advisory Board recommends that Council instruct Public Works to work with volunteers to close two short sections of trail and reroute them to avoid steep inclines aligning the new trail to shed water and minimize erosion and needs for maintenance. The old trail segments should be blocked off and filled with large woody debris (large tree trunk sections and large limbs across the trail, smaller limbs filling in the trail bed), and leaf material. To further reduce erosion and help the land heal the gully bottom could be reshaped with short earthern berms and trenches crossways the gully, to help trap sediment and facilitate stormwater runoff infiltration and plant regrowth. New trails and trail closures should be marked with temporary signage.

The suggested new trail configuration is presented below in Maps 2(a) and 2(b). The steepest, most severely eroded segment of the eastern trailhead would be closed. The trail entrance at Northway would remain open and the trail would be rerouted with a new segment that traverses the hill at a gentler slope and merges with an existing trail that is adjacent to an ephemeral stream. The west trail entrance next to the sign would remain open, but the steepest portion of that trail and an unbridged crossing across the ephemeral stream would be closed. The trail would be rerouted onto an existing trail and a new unbridged connection across the stream would be made. This new trail segment would connect to existing trails on the north side of the stream. This would keep both trailheads open and close the badly eroded sections.

Map 2. Maps of the North Woods Tract of the Greenbelt Forest Preserve that show the Forest Preserve Advisory Board's proposed remediation for the eroded trail segments. These two maps show the proposed trail alterations that would close the steepest segments of both entrance trails (yellow lines) and the new trail connections (dashed blue lines) that would be necessary to retain access to the trail system. (a) shows the proposed changes over an aerial image of the location. (b) shows the same proposed changes over a shaded topographical contour map. Basemap data provided by the Prince George's County Planning Department.



City Council Agenda Item Report

Meeting Date: May 22, 2023
Submitted by: Bonita Anderson
Submitting Department: Administration
Item Type: OTHER BUSINESS
Agenda Section: OTHER BUSINESS 90 minutes (9:00 - 10:30 pm)

Subject:
Award of Contract Recommendation - Buddy Attick Park Master Plan

Suggested Action:

Reference:
Memorandum, G. Varda, 05/18/2023
Buddy Attick Park Master Plan Proposal
Buddy Attick Park Master Plan

At the recommendation of the Parks and Recreation Advisory Board, the City budgeted $50,000 out of the American Rescue Plan Act to update the Buddy Attick Park Master Plan. This project was originally funded in the FY21 Budget but fell victim to the pandemic when Capital Projects were placed on hold or cut back due to revenue uncertainties. Currently, Buddy Attick Park management falls under the 1992 Buddy Attick Park Master Plan.

On March 15, 2023, the City released a Request for Proposals (RFP) inviting qualified firms to submit proposals meeting the scope of work stated in the RFP. The RFP was advertised in the Greenbelt News Review, posted on the City's website and eMaryland Marketplace.

DISCUSSION

A total of six (6) RFPs were received before the April 18, 2023 deadline. Fees ranged in price from $39,470 to $57,000. The staff project team: Greg Varda; Recreation Director, Terri Hruby; Director of Planning & Community Development and Kevin Carpenter-Driscoll; Public Works-Environmental Coordinator thoroughly reviewed all proposals, checked references and held interviews with the top three candidates.

RECOMMENDATION

While the project team believes the top three firms are qualified to provide the services requested, staff recommends Mayhan Rykiel Associates (MRA) be awarded the Buddy Attick Park Master Plan project not to exceed $49,970. MRA scored highest overall and demonstrated an understanding of the project scope and the expertise needed to provide a document that the City can use to guide staff in the management and programming of Buddy Attick Park. While MRA's fee proposal was second highest, given the scope of work the Buddy Attick Park Master Plan will entail and the expertise needed in many

different areas, staff feels confident that MRA can deliver a product worthy of the fee.

MRA is a 34-person landscape architectural, urban design and planning firm based in Baltimore, Maryland. The firm is a C Corporation and a woman owned business that is celebrating 40 years in business and has completed award winning design work on over 100 parks in the Mid-Atlantic region. Some of these parks include Blandair Park in Columbia MD, Rash Field in the Inner Harbor and Redgate Park Master Plan in Rockville, MD.

Greg Varda, Recreation Director will be present to discuss.

Attachments:
Buddy Attick Park Master Plan Memo - Award of Contract Recommendation.pdf
Buddy Attick Park Master Plan RFP.pdf
BuddyAttick_MRA_PROPOSAL_DIGITAL.pdf

CITY OF GREENBELT, MARYLAND 20770

25 Crescent Road, Greenbelt, MD 20770
www.greenbeltmd.gov/recreation | 301.397.2200

Greg Varda
Recreation Director

GREENBELT RECREATION
fun • fitness • friendship

MEMORANDUM

To: Tim George, Interim City Manager

From: Greg Varda; Recreation Director

Terri Hruby; Director of Planning & Community Development

Kevin Driscoll-Carpenter; Environmental Coordinator

Date: May 18, 2023

RE: Buddy Attick Park Master Plan – Award of Contract Recommendation

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The City's American Rescue Plan Act spending strategy includes $50,000 to update the 1992 Buddy Attick Park Master Plan. On March 15, 2023, the City released a Request for Proposals (RFP) inviting qualified firms to submit a proposal to provide a public process, community survey, park needs analysis, GSI mapping, operations, maintenance and staffing analysis with cost estimates. The RFP was advertised in the Greenbelt News Review, posted on the City's website and eMaryland Marketplace. An optional pre-proposal meeting was held on April 5, 2023, at Buddy Attick Park.

A total of six (6) RFPs were received before the deadline of April 18, 2023. Fees ranged in price from $39,470 to $57,000. The staff project team: Greg Varda; Recreation Director, Terri Hruby; Director of Planning & Community Development and Kevin Carpenter-Driscoll; Public Works-Environmental Coordinator thoroughly reviewed all proposals based on the following:

1. Demonstrating clearly and completely, the firm's ability to meet all RFP conditions and instructions.
2. Demonstrating the skill and experience necessary to meet Greenbelt's needs.
3. Proposing services with the most advantageous and prudent methodology and cost.
4. Providing references reflecting projects having a scope of services similar to those requested.

Based on staff's review, three firms were short-listed and invited to participate in interviews. Each firm explained their approach to the project in regards to the scope of services requested in the RFP. Further, staff was able to meet the project team and ask any clarifying questions. Following the interviews staff scored the three firms:

Firm	Score out of 100%	Price
MKSK	88%	$49,962
Mayhan Rykiel	90%	$49,970
Bradley Site Design	80%	$39,470

While Staff believes all three firms are qualified to provide the services requested, staff recommends Mayhan Rykiel Associates (MRA) be awarded the Buddy Attick Park Master Plan project not to exceed $50,000. MRA scored highest overall and demonstrated an understanding of the project scope and the expertise needed to provide a document that the City can use to guide staff in the management of Buddy Attick Park. While MRA's fee proposal was second highest, given the scope of work the Buddy Attick Park Master Plan will entail and the expertise needed in many different areas, staff feels confident that MRA can deliver a product worthy of the fee.

MRA is a 34-person landscape architectural, urban design and planning firm based in Baltimore, Maryland. The firm is a C Corporation and a woman owned business that is celebrating 40 years in business and has completed award winning design work on over 100 parks in the Mid-Atlantic region. Some of these parks include Blandair Park in Columbia MD, Rash Field in the Inner Harbor and Redgate Park Master Plan in Rockville, MD.

REQUEST FOR PROPOSALS
RFP No. 2023-03-R
Buddy Attick Park Master Plan
CITY OF GREENBELT, MARYLAND

The City of Greenbelt, Maryland is requesting submission of proposals from all parties wishing to be considered for consulting services related to the City of Greenbelt's Buddy Attick Park Master Plan. Proposals will be evaluated based upon criteria formulated around the most important features of the service, of which quality, references, availability or capability, may be overriding factors.

CONTACT – CITY OF GREENBELT

Greg Varda, Recreation Director
gvarda@greenbeltmd.gov

SUBMISSIONS

Proposers shall submit **Four (4)** hard copies and an electronic PDF copy of the Request for Proposals to the City for review **no later than 11:00am on April 18, 2023.** Proposals received after the submission deadline will not be considered.

Proposals should be clearly marked by the proposer and should be addressed:

Buddy Attick Park Master Plan
RFP No. 2023-03-R
Attn: Greg Varda, Recreation Director
25 Crescent Road
Greenbelt, MD 20770
The electronic PDF copy should be emailed to Greg Varda, Recreation Director, at
gvarda@greenbeltmd.gov

Proposals for the Buddy Attick Park Master Plan will be received by:

Finance Office
Greenbelt Municipal Building, 1st Floor
25 Crescent Road
Greenbelt, MD 20770

There is an optional pre-submission conference scheduled at 10:00am Wednesday, April 5, 2023 at Greenbelt Public Works - 555, Crescent Road, Greenbelt, Md 20770.

Questions regarding this document must be submitted via email to:
Greg Varda, Recreation Director at gvarda@greenbeltmd.gov by **5:00 p.m. April 7, 2023**

Questions of a substantive nature will be answered in writing as an addendum and posted on the Greenbelt website at www.greenbeltmd.gov by **5:00 p.m. on April 12, 2023.**

Disclaimer: The RFP, including the documents incorporated and/or referenced in the RFP, have been prepared to solicit proposals, and are not contract offers. The only document that will be binding on the Owner is the contract, if any, duly executed by the Owner and the selected Design Team. No proposal shall be construed as creating any contractual relationship between the Owner and any party responding to this RFP. Nothing contained in this RFP in writing or implied by the selection process shall create any obligation on the part of the Owner and/or the Owner's Project Manager to select any firm for the services described herein. The Owner reserves the right at their sole discretion to select any firm or team, to decide not to select a firm or team, or proceed with the project, or to otherwise modify their approach to the assignment.

BACKGROUND and OBJECTIVES

The City of Greenbelt is a fast-growing, progressive community located 15 miles north of Washington DC. The City of Greenbelt is approximately 6 square miles and has a population of approximately 25,000 and is a full-service city providing police, public works, recreation and parks, planning and community development and other municipal services in the northern area of Prince George's County, Maryland. The city operates under a council manager form of government. The City of Greenbelt was founded in 1937 and is one of three "planned" communities developed under President Franklin D. Roosevelt's administration in the early 1930's. There are three primary neighborhoods located in the City – Historic (central) Greenbelt, Greenbelt East and Greenbelt West. The historic area of Greenbelt was designated a National Historic Landmark by the United States in 1997. City recreation facilities include two recreation centers, a 55,000 square foot historically significant community center, an indoor and outdoor swimming pool, a fitness center, 8 athletic fields, 10 tennis courts, 22 playgrounds and 528 acres of parkland, including scenic Buddy Attick Park.

The Park was named to commemorate Albert "Buddy" Attick, the first police officer and the first Director of Public Works for the City of Greenbelt. The Park covers 85 acres and contains a 23-acre manmade lake that was constructed as part of the New Deal programs during the Great Depression. Other amenities located in the Park include ten (10) small picnic pavilions with grill, one group picnic area, basketball court, playground, conservation areas, restrooms and pervious paths including a ped/bike trail around the perimeter of the lake. The Park serves a practical need for storm water management and a human need for scenic relief and passive outdoor recreational activities in an urban setting.

Buddy Attick Park is surrounded by an intermediate oak/hickory forest that provides habitat for a diversity of wildlife and provides essential eco-system services to the community including carbon sequestration, stormwater management, and air purification. The park provides shelter and food for many migrating species of birds and nesting habitat through the summer months. Greenbelt Lake is a nutrient rich body

of water, capable of supporting a diversity of plants and animals. Buddy Attick Park's natural habitat and wildlife contribute to the unique character of Greenbelt and are intrinsic to the community's identity.

The City of Greenbelt invites proposals from qualified firms to provide professional services in revamping of a master plan that was adopted in 1992. The City is seeking a community supported, system wide approach in evaluating Buddy Attick Park in order to develop goals, policies, guidelines and achievable strategies. The master plan will serve as a roadmap to ensure an appropriate balance of amenities while maintaining and improving the park's natural resources. The purpose of the plan is to identify and inventory current services and amenities, provide short and long-term guidance to the City and generate sustainable and implementable action plans for maintenance and development.

The Master Plan is meant to create a vision for the future utilization of the park in order to guide the City regarding the implementation of desired improvements in the future while remaining sensitive to the natural environment. The consultant will conduct a site and condition assessment, collect and analyze data to understand how the Park is being used, identify needs and update the master plan keeping sustainability and the park's ecology at the forefront. The consultant will elicit feedback from the community, work closely with City staff and the Parks and Recreation Advisory Board in updating the Master Plan. This process entails the creation of a comprehensive inventory of park amenities, assessment of that inventory and an analysis of forecasted needs and implementation strategies. The consultant will create a document for distribution to the public.

SCOPE OF SERVICES

The final scope of services will be the result of negotiations between the City and the successful respondent.

Public Process

- Identify, describe and implement a comprehensive strategy and methodology for citizen involvement in this process.
- Assure that residents, user groups, associations, and other stakeholders are provided an opportunity to participate in updating the master plan.
- Conduct two (2) community meetings and/or presentations to solicit broad based community input
- Develop a Community Vision of Buddy Attick Park
- Attend at least two (2) meetings with The Parks and Recreation Advisory Board and other select Boards/Committees to solicit their perspective and input. The first meeting will be at the beginning of the process. The 2nd meeting will be presenting the draft master plan.
- Conduct minimum of two (2) meetings with Greenbelt City Council. First meeting will be a Greenbelt City Council Work Session to introduce the updated draft Buddy Attick Park Master Plan. The second meeting will be a Greenbelt City Council meeting to present the final Master Plan for City Council adoption.

- Provide well-organized and directed activities, techniques and formats which will ensure a positive, open and proactive public participation process.
- Provide written records and summaries of the results of all public engagements.
- Foster consensus and agreement on the plan. If consensus is not possible, provide information to allow for appropriate decision making by the City.
- Provide methods to gain feedback from as many citizens as possible, including users and non-users of BAP.

Note: The City shall be responsible for the arrangement and notice of the above meeting schedules. The consultant shall review with the City's Project Manager all prepared information for the public meetings at least three (3) days prior to the scheduled meetings.

Community Survey

- Provide a statistically valid resident survey with a return rate that accurately represents a sampling of the community population. The survey should determine satisfaction levels of park users and identify community needs. This survey will be used as a baseline to determine needs and desires.
- Provide a short/quick survey (not statically valid) that park users, both resident and non-resident, can access and complete quickly while using the park. This survey will be used to collect additional information from recent park users.

Park Needs Analysis and Recommendations

- Perform site visits as necessary. Compile an inventory and assessment of existing amenities (playground, picnic areas, bandstand, conservation areas, ped/bike trail, signage etc. Identify any future improvement needs. The analysis should consider functionality, accessibility including ADA compliance, topography, environmental conditions, utility easements, adequate parking, SITES best practices, sustainability, comfort and convenience.

- Use public input, staff input, best practices and consultant observations and assessments to establish recommendations. This data, along with the results of a statistically valid survey, will provide the basis for determining the priority for park development needs.

Buddy Attick Park Map – Develop a service area map utilizing GIS

- Show location of existing park amenities, entry points, open space and conservation areas. Also, provide a comprehensive trail and pathway map showing pedestrian, bicycle and vehicular access to the park.

Operations, Maintenance and Staffing

- Obtain staff input regarding perception of needs, concerns and opportunities for improved and/or expanded services and recreation amenities.

- Perform a review and analysis of existing Buddy Attick Park personnel management structure and staffing levels. Provide recommendations for future maintenance staffing based on the outcomes of the plan.

- Review past budgets and proposed operating and capital budgets to provide a set of recommendations with associated costs to implement maintenance, renovation and/or expansion of existing park amenities.

- Develop a recommended maintenance plan for the park.

Progress Reporting

- The consultant and the City's Project Manager shall hold progress meetings as often as necessary, at least twice per month until the final plan is approved by the City Council. The consultant shall supply the Project Manager with at least one (1) copy of all completed or partially completed reports, studies, forecasts, maps or plans as deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the Master Plan.

Final Buddy Attick Park Master Plan

- The Consultant will present the final master plan document to the Greenbelt City Council. The plan will serve as a guideline for prioritizing projects, park maintenance, staffing levels, park rules, and fiscal planning of quality of life enhancements for the next 10 years.

Items to be provided by the City of Greenbelt

- A City assigned Project Manager and team.

- Copies of all relevant existing studies, plans, programs, and other data and access to all applicable records.

- Assistance with on-going community meetings.

- **Additional Resources** - Digital links to Planning Documents and Supplemental Studies
    - **1992 Buddy Attick Park Master Plan**
    - **2003 Greenbelt Lake Watershed Assessment and Wildlife Management Plan**
    - **2008 Pedestrian and Bicycle Master Plan**
    - **2017 Greenbelt Recreation and Parks Strategic Plan**

RFP MANDATORY SUBMISSION REQUIREMENTS

This section is provided to assist participating proposers in forming a thorough response for services outlined in this document. Proposals submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Responses to this RFP shall include the following information:

1. Cover Letter
    a. Describe firm size, longevity, structure, and type of clients served.
    b. Describe any memberships in relevant professional organizations.
    c. Firm experience in preparing parks master plans and parks O&M plans.
    d. Firm experience in performing demographic analysis and trend projections.

2. Project Approach/Written Proposal
    a. Describe the intended approach to accomplish the goals of the project.
    b. Demonstrate a clear understanding of the project and the steps necessary to provide a complete and useful master plan.
    c. Highlight any characteristics or capabilities that make the respondent uniquely qualified to perform the requested services.
    d. Any additional information believed necessary to assist the city in evaluating your proposal

3. Fee Proposal – **Budgeted amount for this project is $50,000**
    a. Provide your fee proposal for the required services.
    b. Provide hourly billing rates to be used for both based fee invoicing and additional services should they be approved.
    c. Include a list of reimbursable expenses and an estimate of the total amount anticipated.
    d. Include cost per additional meeting, if required, beyond those included above.

4. Anticipated Project Schedule.

5. Project Team (including a description of responsibilities) and Team Resumes
    a. Provide the name of the person who will be responsible for managing the project, and other significant staff anticipated to contribute including a comprehensive statement of each such person's experience and qualifications.
    b. Highlight any characteristics or capabilities that make the proposer uniquely qualified to perform the services requested.

6. Work Samples
    a. Provide examples of at least three (3) similar projects completed in the last ten (10) years. Examples may be provided in electronic format or by providing an internet link.

7. List of References
    a. Include the organization/business, address, contact person, phone number, date of services, and scope of services.

8. Executed RFP Proposal Response Form- Page 18

9. Executed Byrd Anti Lobbying Certificate (only for projects over $100,000) – Page 19

10. Legal
    a. Submit a statement disclosing any current, pending, or potential disciplinary action or complaint(s) or other like proceedings, including any claims in arbitration, mediation, or litigation, against the firm or against any partner or associate of the firm or team.
    b. Disclose any actual or potential conflicts of interest with the City, its officers, elected officials, agents and employees.
    c. Describe any partnerships with any organizations/subcontractors/suppliers that will play a role in this project.

11. Certificate of Insurance
    a. Provide a copy of your certificate of insurance verifying professional, commercial general, automobile liability, and workers' compensation insurance coverage with minimum policy limits as detailed in this RFP. The coverage must be maintained and carried in force for the duration of the contract.

Commercial General Liability Coverage:	$1,000,000 Each Occurrence $1,000,000 Personal & Advertising Injury $2,000,000 General Aggregate $2,000,000 Products Completed/ Operations Aggregate
Automobile Liability	$1,000,000 Combined Single Limit
Workers Compensation	Workers' Compensation—Statutory $500,000 Each Accident $500,000 Disease-Policy Limit $500,000-Each Employee
Professional Liability Insurance	$500,000 Limit

The above amounts are the minimum insurance requirements necessary to comply with the submission requirements for this RFP and the commercial general liability limits may be achieved through the use of an umbrella or excess coverage policy. Said certificate of insurance shall be written by a reputable insurance carrier approved by Greenbelt and the final certificate will name Greenbelt as an additional insured on general liability and automobile liability coverages. In addition, insurance policies applicable hereto shall contain a provision that provides that City shall be given thirty (30) days' written notice by the insurance company before such policy is substantially changed or canceled.

SELECTION PROCESS TIMELINE

The following dates are provided to assist interested firms in planning participation in the project described herein. The dates listed, however, are in no way guaranteed and are subject to change without notice.

Issue Request for Proposals	**March 16**
Pre-submission conference scheduled	**April 5**
Last Date to submit Questions	**April 7**
Final Addendums Posted to City Website	**April 12**
Proposals Due	**April 18**
City Council Award	**May 22**

The following tentative schedule is anticipated for selection, contract negotiations and contract award. Contract award will be expected in **May of 2023**. The timeline that is projected for the preparation and completion of the Buddy Attick Park Master Plan is **six (6) to eight (8) MONTHS** from the City Council award date.

SELECTION CRITERIA & PROCESS

Greenbelt will thoroughly review all proposals received and may conduct an interview process for top proposals and to further discuss services and pricing. Interviews of selected consultants will be conducted by representatives of the City and the committee's recommendation will be forwarded to the City Council for final action. A proposer's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint. Greenbelt reserves the right to conduct discussion or negotiation with any proposer regarding any proposal Greenbelt deems competitive. Greenbelt may also request best and final offers from any proposers and make an award or conduct negotiations thereafter. Greenbelt reserves the right to select and recommend for award the proposal which best meets, in its sole discretion, its required needs, budget constraints, quality levels, and administrative expectations. Due to the importance of this project, Greenbelt also reserves the right to select one or more firms to accomplish this task or to reject all proposals.

Representatives of Greenbelt will evaluate each proposal based on, but not limited to, the following criteria:

1. Demonstrating clearly and completely, your firm's ability to meet all RFP conditions and miscellaneous instructions;
2. Demonstrating the skill and experience necessary to meet Greenbelt's needs;
3. Proposing services described herein with the most advantageous and prudent methodology and cost to Greenbelt;
4. Providing references reflecting projects having a scope of services similar to those requested by Greenbelt within the last five (5) years (include location, contact person, telephone number, length of the contract, and any other pertinent information related to this type of project);
5. Provision of a certificate of insurance by the successful proposer evidencing insurance coverage for all work and services to be performed as part of the contract award.

GENERAL REQUIREMENT OF THE SELECTED PROPOSING FIRM

1. **SCOPE OF WORK**. The Contractor agrees to perform the work described and be bound by the terms and conditions set forth in ***RFP # 2023-03-R Buddy Attick Park Master Plan***. The Contractor shall perform the services described in this RFP in a timely, diligent and professional manner in accordance with recognized standards of the applicable industry or profession, and; in accordance with the time periods set forth in this RFP and in the schedule and sequencing specified by the City. Contractor shall furnish efficient business administration and superintendence and shall use its best efforts to ensure that such services being performed under this RFP are completed in the best way and in the most expeditious and economical manner consistent with the City's best interests.

2. **REVIEW BY CITY**. The Contractor agrees that the work and records covered by this RFP will be subject to review, at all times, by representatives of the City.

3. **OWNERSHIP RIGHTS**. All finished or unfinished documents, data, studies, surveys, drawings, CADD drawings, maps, models, photographs, letters and reports prepared by the Contractor or its subcontractors shall become the property of the City.

4. **EQUAL EMPLOYMENT OPPORTUNITY.** During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

5. **INDEMNIFICATION**. The Contractor agrees to indemnify and save harmless the City against any liability, claim, demand for personal injury or property damage, and other expenses or losses suffered or arising out of or caused by any negligent act or omission of the Contractor, its subcontractors, servants, agents or employees incurred in the performance of the RFP.

6. **TIME OF THE ESSENCE**. The Contractor acknowledges that time is of the essence in providing the services under this RFP and agrees to assign adequate personnel sufficient to respond to requests for service.

7. **CONTRACT TERM.** This RFP shall be effective upon execution of a Contract signed by both parties and shall continue through completion of the project defined in the Scope of Work.

8. **TERMINATION FOR CONVENIENCE**. The City may terminate this Agreement for convenience by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. If the Agreement is terminated by the City as provided

in this Section the Contractor will be paid on a pro-rata basis for work performed prior to the effective date of such termination.

9. **TERMINATION FOR CAUSE**. If through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligation under this Agreement, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. If the Agreement is terminated by the City as provided in this Section the Contractor will be paid an amount based on the number of hours actually worked at the hourly rates set forth herein, or if no hourly rate is set forth, Contractor shall be paid on a pro-rata basis for work performed. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Agreement by the Contractor, and the City may withhold any payments due the Contractor up to the full amount of the Contractor's fee, until such a time as the exact amount of damages due the City from the Contractor is determined by any Court of competent jurisdiction.

10. **COMPLIANCE WITH LAWS.** The Contractor shall observe and comply with Federal, State, County and local laws, ordinances and regulations that affect the work to be done herein, and shall indemnify and hold the City harmless, and all of its officers, agents and servants against any claim or liability from or based on the violation of any such law, ordinance or regulation, whether by the Contractor or the Contractor's agent. Notwithstanding the foregoing, in the event that the Contractor determines that a conflict exists between any applicable law, ordinance and/or regulation, the Contractor will so advise the City and the City will decide which law, ordinance and/or regulation shall be followed.

11. **SUBCONTRACTS.** None of the services covered by this RFP shall be subcontracted without the prior written consent of the City. The Contractor will require all subcontractors to have in effect at all times insurance coverage as required by the City in Exhibit "A" for negligent acts, errors, and omissions of subcontractors and their employees and the City shall be named as an insured party.

12. **ASSIGNMENT**. The Contractor shall not assign or transfer any interest in this Agreement without the prior written approval of the City.

13. **INSURANCE.** The Contractor shall carry insurance with limits as required by the City and shall provide to the City a certificate evidencing the same.

14. **CONFLICTS OF INTEREST**. The Contractor covenants that it has presently no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required to be performed under this Agreement. The Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed.

15. **DISPUTES.** Except as otherwise provided in this agreement, any dispute concerning a question of fact arising out of this agreement which is not disposed of by agreement, shall be decided in accordance with the City's Purchasing Procedures as set forth in Chapter 2 of the Greenbelt City Code.

16. **GOVERNING LAW**. This Agreement is executed in the State of Maryland and shall be governed by Maryland law. The Contractor, by execution of this Agreement, consents to the jurisdiction of the

Maryland state courts with respect to any dispute arising out of this agreement and further consents to venue in Montgomery County, Maryland.

17. **SUCCESSORS AND ASSIGNS:** This Agreement shall be binding and inure to the benefit of all successors and assigns of the parties hereto. Notwithstanding the foregoing, this Agreement shall be considered a personal services contract and the Contractor shall not assign any right or obligation under this Agreement without the City's express written consent which may be withheld in the City's sole and absolute discretion.

18. **INDEPENDENT CONTRACTOR**. The Contractor shall perform this Agreement as an independent contractor and shall not be considered an agent of the City, nor shall any of the Contractor's employees or agents be subagents of the City.

19. **COMPENSATION.** The Contractor shall provide to the City the services described not to exceed the agreed upon amount. In the event the labor hours and expenses exceed the agreed upon amount, the Contractor shall complete the tasks with no additional compensation.

20. **INVOICING**. Invoices for payment shall include a complete description of the services rendered, personnel, hourly rates, hours and date of services. **All invoices shall be submitted to the City of Greenbelt, Attn: *Greg Varda; Recreation Department*, 25 Crescent Road, Greenbelt, MD 20770.**

21. **MODIFICATION.** This agreement may be modified only by written instrument signed by both parties hereto.

22. **LIVABLE WAGE.** All contractors are encouraged to pay a living wage. Any vendor that has a contract(s) valued at $50,000 or more with the City shall also be required to pay a Living Wage in accordance with State law. The contractor is responsible to check with the State Division of Labor and Industry, or other appropriate agency, to determine the appropriate wage rate. Contractors and Subcontractors subject to the Living Wage Law shall pay each covered employee at least the minimum amount set by law for the applicable Tier Area.

23. **CONTRACT WORK HOURS AND SAFETY STANDARDS.** Contracts that are in excess of $100,000 and involve the employment of mechanics or laborers must include provisions requiring compliance with the Contract Work Hours and Safety Standards Act as follows:

> (1) Overtime requirements: No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such a workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such a workweek.
>
> (2) Violation: liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia

or a territory, to such District or to such territory) for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of $10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The (CITY NAME) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower-tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower-tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

24. **CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT.** Contracts and subgrants in excess of $150,000 must contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders, or regulations of the Clean Air Act and Federal Water Pollution Control Act.

Clean Air Act

(1) The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

(2) The contractor agrees to report each violation to the (NAME OF CITY) and understands and agrees that the (NAME OF CITY) will, in turn, report each violation as required to assure notification to the Treasury Department and the appropriate Environmental Protection Agency Regional Office.

(3) The contractor agrees to include these requirements in each subcontract exceeding $100,000 financed in whole or in part with American Rescue Plan Act funding.

Federal Water Pollution Control Act

(1) The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

(2) The contractor agrees to report each violation to the (NAME OF CITY) and understands and agrees that the (NAME OF CITY) will, in turn, report each violation as required to assure notification to the Treasury Department and the appropriate Environmental Protection Agency Regional Office.

(3) The contractor agrees to include these requirements in each subcontract exceeding $100,000 financed in whole or in part with American Rescue Plan Act funds.

25. **SAM.gov REGISTRATION.** The U.S. Treasury requires all contractors administering a program or providing goods and/or services to the City of Greenbelt (who will be paid using the American Rescue Plan Act (ARPA) funds), will need to have an active registration with the System for Award Management ("SAM") (https://www.sam.gov). Any entity with a Dunn's number must convert to a SAM's number effective April 2022. If you do not currently have a SAM.gov number, one can be issued by going to SAM.gov. to register. Contracts will not be awarded to parties listed on the government-wide exclusion in SAM.gov.

26. **BYRD ANTI-LOBBYING AMENDMENT**. Contractors who apply or bid for an award of $100,000 or more shall file the required Byrd Anti-Lobbying certification attached at the end of this contract. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier, up to the recipient.

27. **PROCUREMENT OF RECOVERED MATERIALS.** Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

28. **PROHIBITION ON CERTAIN TELECOMMUNICATION AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.**

(a) Contractors are prohibited from obligating or expending funds to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. (b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained. (c) See Public Law 115-232, section 889 for additional information. (d) See also § 200.471.

29. **DOMESTIC PREFERENCE FOR PROCUREMENTS.**

(a) As appropriate and to the extent consistent with law, Greenbelt will, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

30. **ENTIRE AGREEMENT**. This agreement, including the exhibits attached hereto, constitutes the entire agreement between the City and the Contractor, and the parties shall not be bound by any prior negotiation, representations or promises, not contained herein.

Byrd Anti-Lobbying Certification

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Organization: _____

Street address: _____

City, State, Zip: _____

CERTIFIED BY:(type or print) _____

TITLE:_____

_____ _____

(Signature) (Date)

PROPOSAL RESPONSE FORM RFP # 2023-03-R FOR PROFESSIONAL SERVICES TO PREPARE BUDDY ATTICK PARK MASTER PLAN FOR THE CITY OF GREENBELT, MARYLAND

Due 11am April 18, 2023

FIRM NAME_____

CONTACT _____

ADDRESS _____

CITY/STATE _____ ZIP _____ PHONE _____

FEE PROPOSAL AMOUNT_____

TAXPAYER I.D. No _____ SAM.gov REGISTRATION No._____

FIRM WEB SITE ADDRESS_____ E-MAIL _____

TYPE OF ORGANIZATION (check one)

Sole Proprietorship _____Partnership _____Corporation _____Public Corporation

In submitting a proposal, firm acknowledges every section of this document including all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which document is outlined. Exceptions to any part of this document and any attachments should be clearly delineated and detailed throughout this proposal process. The undersigned, on behalf of the proposer, certifies that: (1) this proposal is made without previous understanding, agreement or connection with any person, team or corporation making a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm or team in whose name the proposal is entered; (4) they have read the complete RFP and understand all provisions; (5) if accepted by the City, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be the proposer's responsibility.

AUTHORIZED SIGNATURE: _____

TITLE_____ DATE_____

PROPOSAL:

Buddy Attick Park Master Plan

ATT:
Buddy Attick Park Master Plan
RFP No. 2023-03-R
Attn: Greg Varda, Recreation Director
25 Crescent Road
Greenbelt, MD 20770

4/17/2023

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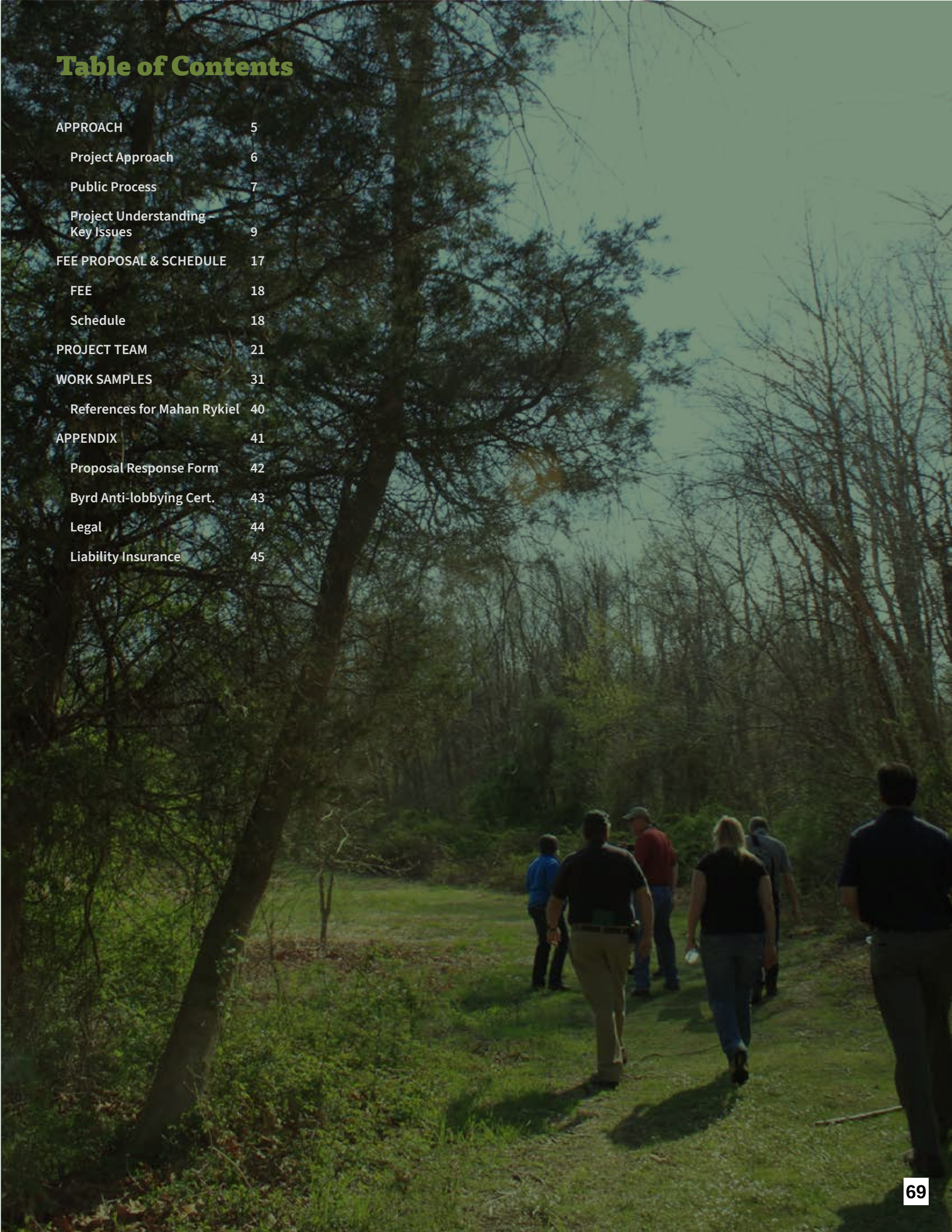


MAHAN RYKIEL
ASSOCIATES INC

April 18, 2023

Mr. Greg Varda
Recreation Director
25 Crescent Road
Greenbelt, MD 20770
Email: gvarda@greenbeltmd.gov

Re: RFP No. 2023-03-R, Buddy Attick Park Master Plan

Dear Mr. Varda:

On behalf of the Mahan Rykiel Team, we are pleased to submit our response to your request for proposals for the Buddy Attick Park Master Plan. Our team brings a diversity of planning and design experience applicable to this assignment and will strive to develop a master plan document that promotes inclusive experiences of recreation, relaxation, exploration, education, and entertainment that celebrate the site's unique culture, ecology, and community history.

Mahan Rykiel Associates Inc. (MRA) is a 34-person landscape architectural, urban design and planning firm based in Baltimore, Maryland. The firm is a C Corporation and a woman owned business that is celebrating 40 years in business and has completed award winning design work on over 100 parks in the Mid-Atlantic region. Some of these parks include Blandair Park in Columbia, Rash Field in the Inner Harbor, East McIntire Park in Charlottesville, Virginia and many others. MRA has provided demographic analysis, most notably for the Lancaster Strategic Plan, which won an APA award.

Our team combines the vision and technical expertise needed to facilitate the County's vision for Buddy Attick Park. We are adding Pros Consulting to our team to assist with the development of surveys, operational analysis and revenue projections. Pros Consulting has more than 28 years of experience providing public agencies park management consulting and planning services throughout the country. Pros Consulting has completed over 450 plans that involved operations, maintenance and organizational development components.

We believe the breadth and depth of our team's experience can crystallize Greenbelt's vision for Buddy Attick Park for the future, and we look forward to working on a project that enriches the lives of its citizens, the environment, and the surrounding region.

We look forward to hearing from you. Please contact Scott Scarfone, Project Manager for this project, with any questions. He can be reached at sscarfone@mahanrykiel.com or on his cell at 410.259.8859. Thank you for your consideration.

Sincerely,
MAHAN RYKIEL ASSOCIATES INC.

Jingpeng Gu, PLA
President

Whitehall Mill
3300 Clipper Mill Rd.
Suite 200
Baltimore, MD 21211
410.235.6001
MahanRykiel.com

James Farm Ecological Preserve
Ocean View, DE

APPROACH

Othello Park Master Plan - Site Tour

PROJECT APPROACH

This master plan update will **provide a vision and strategic framework for the vision for the future utilization** of Buddy Attick Park in order to guide the City to implement short and long-term improvements, protect the parks natural resources and management practices. Our approach, simply stated, is to provide an updated master plan document that outlines and discerns desired improvements for Buddy Attick Park and place them gently upon the land, remaining sensitive to the existing natural and cultural resources of the property while also minimizing impacts to the surrounding community. We understand that creating a destination for local and regional users through diverse programming, scheduled and unscheduled activities with a focus on passive recreation options is a top priority.

Our approach is one driven by process as we understand that public outreach, public input and communication with the Parks and Recreation Board and City Council will be important parts of the master plan process. Our overall approach to citizen input will be conducted over three phases (see below in various tasks) during the planning process. The first phase, "Listening," occurs early in the process when we facilitate discussion to garner input from stakeholders and the public so that we can learn what is important to the community before developing any concepts for the project. This input will coincide with our assessment/site analysis phase of work. Together, they will inform our site design alternatives. The second phase, "Sharing," occurs mid-way through the process when we share the assessment/site analysis and the site design alternatives. Again, we will facilitate discussion and utilize interactive exercises to understand the advantages and disadvantages of each alternative from the community and stakeholder perspective. This input will then inform refinements and development of the preferred (draft and final) master plan, which will likely include elements from multiple alternatives. The last phase, "Reporting," occurs late in the process when the master plan is near completion and at the draft stage. While we are mostly presenting the plan at this time, there are still opportunities for input to inform minor refinements.

Furthermore, we need to conduct further **analysis of the existing resources** and the surrounding context. We will investigate the natural and built systems, current and potential uses and users, maintenance and operations, and recreational offerings and opportunities keeping sustainability and the parks ecology in the forefront. By investigating each of these "systems," we can evaluate how the current park functions; daily

circulation versus surge events; the relative capacity of the land and infrastructure for future programs.

Another part of our process is **understanding the current and future demand** for existing programs and exploring new opportunities based on park and recreation trends. We understand that creativity and pragmatism must be balanced to have a successful master plan. Programs/facilities at a variety of scales and costs will be explored including a potential "destination playground," enhanced and improved picnic facilities, water-edge based passive recreation, efficacy of an improved amphitheater and improved natural systems improvements such as increased pollinator habitat and water edge habitat improvements.

From this base of greater understanding, we will **develop conceptual alternatives** for how to best fit the desired program onto the site, seeking to maximize the existing resources, minimize adjacent impacts, and create an experience for the user that is more than the sum of the parts. Our goal is to provide the desired framework for future parks development and management for the future but also to provide something more--an experience of recreation, relaxation and exploration.

The alternatives will seek to take greatest advantage of the park's resources and program but will each emphasize different themes or elements. We will share these conceptual alternatives with the City of Greenbelt and its stakeholders to gain feedback and support. This is an iterative process that will likely result in parts of each alternative combined into a new concept. Ultimately, the goal will be to develop a preferred plan that has widespread support and represents the best solution for the community and the County, and is uniquely suited to Buddy Attick Park. This is an alternative that will have been tested against the gathered and analyzed data and project goals.

We will recommend **project phasing and sequencing** to minimize disruption to park operations and to coincide with funding cycles. An implementation plan will marry the capital projects, program priorities, capital outlay, and schedule. Oftentimes, tangible successes create opportunities for additional funding. The Master Plan will be detailed enough to provide a framework for decision-making regarding capital projects and will be flexible enough to adapt to changing conditions and capital funding opportunities.

PUBLIC PROCESS

Every park is comprised of a unique combination of natural and man-made features, opportunities and constraints of the specific site all in the context of the specific needs of the community. The overall general approach to facilitating public input for the Buddy Attick master plan, as Mahan Rykiel currently understands, will be to include consideration of the following aspects:

PROJECT APPROACH FOR THE BUDDY ATTICK PARK

Park planning is a dynamic undertaking that involves a combination of consensus building and facilitation, analysis, technical expertise, creative design, and enthusiasm for and respect of public parks and open spaces. The most successful planning and implementation strategies evolve from people coming together and focusing their various perspectives and talents on a particular issue. Mahan Rykiel is committed to a collaborative design process, which will enable the City of Greenbelt (and/or the Client) to achieve the maximum potential for the master plan for Buddy Attick Park.

A public participation program is critical in understanding community values and needs, and ultimately regulating the success of the Park's long-range planning efforts. The participation process that Mahan Rykiel will use will be customized to the community's unique situation, emphasizing data collection methods that are efficient, effective, and that incorporate the Client's available resources to the greatest extent possible.

Mahan Rykiel's participatory planning and design process is based on active Client and stakeholder participation and consensus building. The firm's "bottom-up" process is designed to make a difference. Mahan Rykiel has found that the most effective way to begin to understand a new assignment is through one-on-one interviews with key leaders, staff, and stakeholders. These individual discussions will help the Team begin to build its real understanding of the community's feelings for the future of the Park. The interviews should occur at the beginning of the project during the "listening" stage of Mahan Rykiel' work, which is where the expressed and latent demand will be recognized and translated into a clear series of vision and mission statements. Mahan Rykiel has learned firsthand that listening is the most important part of the project design approach.

To achieve that listening goal, Mahan Rykiel will use a variety of public participation techniques to solicit feedback from key stakeholders through specified methodologies, providing clearly identified and measurable outcomes. While the actual outline of methodology will be determined during the initial stages of the project working in collaboration with the City of Greenbelt, Mahan Rykiel offers a variety of data collection methods under the following design process components:

» **Participation:** Participation will be the encouraged involvement of key stakeholders in the planning process. The benefits of individual and collective participation will include building mutual understanding of issues, establishing new relationships, and creating momentum and support for implementation. Mahan Rykiel will work early with the Client to identify key stakeholders.

» **Facilitation:** Planned face-to-face involvement and collaboration of stakeholder participants in professionally facilitated workshops will foster joint expression and general agreement on goals and objectives. Discussions will be held on target, vision and milestones will be confirmed, and an agenda of next steps will be attained. Mahan Rykiel will provide strong leadership among the consultants; lead public workshops; and communicate and coordinate with the Client. Mahan Rykiel's bottom-up process will engage stakeholders and strengthen the relationships already developed by the Client.

» **Consensus:** Consensus will be the general agreement or collective opinion achieved through facilitated participation.

» **Vision:** This step will be the creative imagining of the future state of the community. It will be a long-range visual and verbal representation of the goals for the community and the product of community participation, facilitation, and consensus.

To gain an informed consensus, Mahan Rykiel will suggest one or more of the following techniques to solicit feedback:

» **Visual Preference Surveys:** Prior to the stakeholder forums, Mahan Rykiel will assemble a series of photographs of built, successful, and vibrant park projects that include recreational as well as environmental park related elements. Mahan Rykiel will use the images during the stakeholder forums to help generate effective feedback from the community and to give people visual examples of possible park design elements for the Park. The images will enable people to easily compare/contrast various park design elements so the key stakeholders can communicate their preferences to help understand their likes, dislikes, and desired results for the park—in essence this will help to flesh out the desired program.

» **Project Liaison Team:** A workshop will be established among Mahan Rykiel and the project team members to refine the project scope and individual team responsibilities, review and firmly establish the schedule, identify gaps in information, and discuss initial thoughts based on review of the recent/current planning and design studies.

» **Stakeholder Workshops:** These are proposed to focus the core constituency including various committees, volunteers, and key City of Greenbelt staff on the issues that will influence the project's development, operations, and physical relationship with the various interest groups. These will be hands-on working sessions where information from Mahan Rykiel as well as ideas from stakeholders will be presented and evaluated.

» **Community Workshops:** These workshops will consist of any interested citizen who will be willing to attend meetings either as a representative or interested party. This public relations program will serve to foster support from the community, identify issues and opportunities, and identify potential partners.

» **Project Planning—Pre-design:** Mahan Rykiel will collaboratively develop, with the Client's input, a project management/process plan. In short, it will entail "planning the plan." It will commence with a global project description and a clear statement of project objectives like program, stakeholder involvement, community process, timeframes for design, and budgets. The process will be completed with the Client and may take the form of a more detailed or refined work schedule/process.

PROJECT UNDERSTANDING – KEY ISSUES

» The physical interplay pedestrians have with elements of a park play a significant role in determining the park's greatness and consequential success. At the

core of any great park must be reasons to be there and use it. Therefore, the new/updated Buddy Attick master plan master plan will serve as a roadmap to ensure an appropriate balance of amenities while maintaining and improving the park's natural resources. The purpose of the plan is to identify and inventory current services and amenities, provide short and long-term guidance for park improvements to the City and generate sustainable and implementable action plans for maintenance and development. Elements that facilitate this could include comfortable and properly located places to sit, improved playgrounds for families to enjoy, art to touch, music to hear, food to eat, history to experience, and places for people to gather and meet. Some of the key aspects, as we understand, that will need to be explored and may influence the master plan may include but not be limited to:

» **Consider Uses and Activities:** Activities are the basic building blocks of a park. Having something to do gives people a reason to come to a park—and return. To gain a greater understanding of the parks uses a site and condition assessment in addition to collection and analysis of usage data will aid in the development of the master plan program.

» **Talking to People Who Will Use the Park:** Mahan Rykiel and our sub-consultant PROS excels at engaging the public. The program must be responsive to the needs of the user groups – so a user analysis/dialog with the community will be essential. Facilitated workshops should be held among the client, the design team, and the community so that a sharing of ideas, desires, and concerns may occur.

» **Take into Account the Regional Context:** Individual facility improvements are generally one component of a network of parks and open space. For this reason, it will be important to have a comprehensive understanding of the existing and planned facilities located in other local or County parks.

» **Plan Maintenance with Budget/Resources in Mind:** The Park will need to be designed to be sustainable based on the resources available. Maintenance facilities and budgets will need to be understood as an integral part of the design process. Financial commitments as well as a commitment to hire trained professionals are the essence of good stewardship and determine the success or failure of a park.

» **Create a Social, Vibrant, Safe, and Secure Park:** Mahan Rykiel wants to focus on design with sociability, vibrancy, safety, and security in mind. Through proper design and planning, Mahan Rykiel will help provide welcomed users of the Park a feeling of safety and one in which potential offenders will feel "at risk" of exposure. Crime Prevention Through Environmental Design (CPTED) is a multidisciplinary approach to deterring criminal behavior through environmental design. Mahan Rykiel is familiar with CPTED principals, and understands how to and can develop design element that can help increase safety in a community.

Spaces need be designed so people can see "into" the spaces without any special effort to help create a natural surveillance. This design technique helps not only makes park users—(people who access the park by walking, running, bicycling, or other forms of transportation)—feel safer but it also discourages potential offenders of the space. Planned park circulation and access will help as well.

» **Plan for Access and Linkages and Compliance with the Americans with Disabilities Act (ADA:** Pedestrian activity is what enlivens a park. Pedestrians must be given convenient and efficient access to the park and the amenities that are within it. Pedestrian routes and park entrance points must be well-defined; well lit; and avoid barriers such as walls, steps, objects. Pedestrians and bicyclists must feel safe traversing these routes.

» **Have Sustainable Design and Green Stormwater:** Sustainable design and operation practices will play a key role in guiding the design process. Effective green infrastructural elements will provide for the proper disposal of rainfall runoff, aids in the filtration of contaminants and the air, prevent water erosion from damaging adjacent property or park landscape elements, and enable vegetation to achieve its maximum potential. Reducing impervious cover through greater use of infiltration systems and pervious materials will be relatively simple and effective methods to reduce runoff. Additionally, properly designed landscapes must consider natural ecosystems and plant communities. A well-functioning ecosystem provided valuable inputs to the environment as well as reduces man-made inputs (maintenance).

METHODOLOGY/SCOPE OF WORK

TASK 1: DATA ANALYSIS

To understand park and its adjacencies and the opportunities and constraints, Mahan Rykiel will analyze background data provided by the City of Greenbelt and its stakeholder groups and data collected during a kick-off meeting, site visit, and stakeholder meetings. Mahan Rykiel will rely on the City of Greenbelt, which will provide Mahan Rykiel with all of the necessary planning documents specified in the RFP document, site survey, etc. prior to the first meeting between prior to this first meeting, Mahan Rykiel anticipates a conference call to review this information with the City of Greenbelt.

Mahan Rykiel will analyze the physical characteristics of the study area. It will include a review of natural features, man-made factors, and essential geographic information such as existing elements and infrastructure. The area will be studied in a context that will extend beyond the specific study area to define its relationship to surrounding parcels. This may include:

- A site and land use visual survey with detailed photographic inventory, documentation of land uses, and site characteristics;
- A review of conditions of the existing features such roadways, existing buildings, and park elements (walkways, pavilions, play areas, etc.); and
- An assessment and inventory of basic site infrastructure including structures, utilities, roads, and service areas.

TASK 2: KICK-OFF MEETING (MEETING #1 COMBINED WITH TASK #3 AND #4)

The kick-off meeting will take place with the Client, planning team, and key stakeholders as identified by the City of Greenbelt. The goal of this session will be to identify key players and their objectives, establish a team approach, build relationships, formulate preliminary assumptions about the project, and outline the course of action and each team member's responsibilities. In addition, at the time of the kick-off meeting, various members of the Team will visit the site to gain a better understanding of the site and the various stake holders' expectations—see Task 4.

TASK 3: SITE ANALYSIS (MEETING #1 COMBINED WITH TASK #2, #4 AND #7)

Mahan Rykiel will compile a photographic record of the existing site conditions. The photographs, or other support drawings as necessary, may be used in later tasks for creating "before" and "after" sketches to illustrate the design recommendations. Also, Mahan Rykiel will facilitate a walking tour of the study area with key City of Greenbelt representatives and/or key stakeholder representatives to fully understand the key issues while discussing existing conditions.

The site reconnaissance will include a visual inventory and physical survey (gathering, recording, and documenting) of the physical characteristics of the study area. It will include review of natural features, man-made factors, and essential geographic information such as existing plant materials massings and key specimen trees other than what has been previously documented. Mahan Rykiel will use the existing site survey provided by others and has not included a topographic or boundary survey as part of this effort.

TASK 4: STAKEHOLDER WORK SESSION (MEETING #1 COMBINED WITH TASK #2 AND #3)

After the completion of Tasks 2 and 3, an evening listening session will be held with the City of Greenbelt and key constituency groups identified by the City of Greenbelt to discuss the project and begin to understand the desired uses for the Park. This listening session will serve as a program tester, idea generator, and will provide feedback from the community. It will be a participatory workshop facilitated by Mahan Rykiel to solicit comments and ideas from the specific interest groups. The session format could be modified, based on collaboration with the City of Greenbelt, to the interest and skill level of the participants.

TASK 5: PRELIMINARY PROGRAMMATIC PLAN

Based on the results of the needs assessment, stakeholder and public engagement, the inventory of current amenities and resources, and the desired services and preservation outcomes, Mahan Rykiel will work with City of Greenbelt staff and committees, the key stakeholders to come to consensus on a desired site program, amenities and services. The preliminary program will include identification of programmatic, operational, maintenance, and capital resource issues.

TASK 6: SCHEMATIC BUBBLE DIAGRAMS (MEETING #2)

Using the information collected during Tasks 1-5, Mahan Rykiel will develop up to two (2) schematic

bubble diagrams to generally identify zones for the potential layout of pathway networks, natural areas for conservation, restoration, or development of or removal of existing or additional park amenities. During the process, Mahan Rykiel will consider any limitations imposed on the design or program (e.g. operating budget and/or maintenance ramifications) including but not limited to applicable laws and regulations, ADA, protection of sensitive natural areas or known species, historic areas or structures, etc. Mahan Rykiel will work closely with the City of Greenbelt to identify:

- Location of pedestrian trail systems;
- Areas for protection, conservation, or restoration;
- Potential future park amenity zones, open space systems, and/or preservation zones;
- Parking areas—expansion or modification;
- Relationships or connections to adjacent residential developments;
- Potential stormwater management opportunities; and
- Identification of rehabilitated park elements.

Bubble diagrams will be produced as Photoshop overlays to existing aerial photograph information (supplied by owner or obtained from Google Earth). The diagrams will be forwarded to the City of Greenbelt for its review prior to any public meetings.

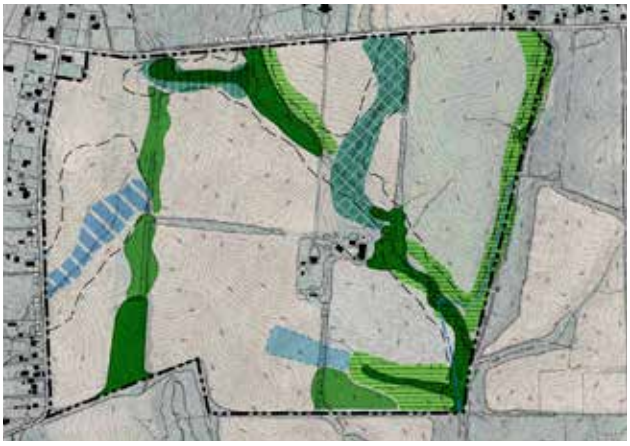
TASK 7: FACILITIES SERVICE ANALYSIS—PROGRAMMATIC AND FISCAL

Mahan Rykiel has developed methodologies that can effectively and comprehensively evaluate the integration of the Park's services (facilities and/or programs) into overall recreation services for the community. The process includes an analysis of each potential service's relevance to the organization's values and vision for this site and overall, the organization's market position in the community relative to other service providers in the service area including quantity and quality of provider, and the economic viability of the service. Using the information collected during Tasks 1-6, Mahan Rykiel will undertake a facilities analysis to prioritize the community needs and uses of the Park.

Kick-off Meeting – Conduct a meeting to present and discuss the following:

- Outcome Expectations Confirmation – The project

Othello Regional Park Circulation Diagram



Othello Regional Park Conservation/Habitat Restoration Diagram

Othello Regional Park Preliminary Master plan

goals and objectives will be discussed in conjunction with project market and economic factors; detailed work plan will be reviewed and project schedule will be confirmed.

» Review of Assumptions and Limiting Factors – The Project Team will facilitate discussion and review with the key management the assumptions required to gauge the dynamic variables for the business operational strategies. These base assumptions will be expanded to provide the framework for continued analysis and strategy development as part of this we shall:

  – List potential recreational and public uses and facilities appropriate to the site and:
    - Describe the level of activity;
    - Indicate projected participation rates; and
    - Provide standards and requirements for sizes, dimensions, etc.
  – List necessary support facilities including:
    - Description, size, and expected benefit for such features as comfort facilities, maintenance areas/facilities, utilities, etc.; and
    - Required parking.

Mahan Rykiel will establish operational standards and costs for the park and the facilities based on set standards for the full park operations. This will include hours of operation, maintenance standards, staffing levels needed, technology requirements and customer service requirements based on established and agreed upon outcomes.

TASK 8: PUBLIC OUTREACH/SURVEYS (COMBINED WITH MEETING #3)

Partnering closely with the City of Greenbelt to facilitate public outreach**, Mahan Rykiel will work to develop public input methods to gather relevant and accountable public opinions on various aspects of the current parks use and condition as well as desires for the future improvements. As part of that effort our team shall:

» Walk the Park Workshop – Mahan Rykiel will facilitate a public site-walk to review the park site, assembling their thoughts and perceptions. Specific notes concerning the conditions of the property and existing facilities will be noted. At the completion of the "walk the park," the group will assemble to review the thoughts and perceptions developed. This on the ground, active participation, of not only the Design Team but also the client team, provides a wealth of information regarding the existing conditions of the park site.

» Online Survey – Mahan Rykiel will create an online survey administered through www.surveymonkey.com. This survey will be promoted through the City's website and promotional mediums to maximize outreach and response rates. These surveys will provide quantitative data and guidance in addition to the stakeholder and focus groups in regards to the recommendations for amenities, specific programs, usage, and pricing strategies.

** We will rely on the City to promote on their website access/links to our survey. Additionally, if the team determines that any mailings are utilized for outreach, we will look to the City to provide that aspect of the outreach approach.

TASK 9: PUBLIC WORKSHOP (MEETING #4)

Mahan Rykiel will convene in Greenbelt, for a public work session to present and discuss the alternative schematic bubble diagrams, facility analysis, and preliminary concept plan. At that time, Mahan Rykiel will solicit feedback on the information, which will direct the public, stakeholders, and the Client toward a final preferred master plan. The workshops will be designed to solicit comments and ideas from the specific interest groups. Each session will be modified to the interest and skill level of the participant. The workshops (two workshops that day—one with the City of Greenbelt the other with stakeholders) will focus on "education" and share preliminary planning concepts as they will relate to the program and existing site. It will flow into the "listening" sessions based on an active questioning.

The feedback may result in the identification of a preferred approach or a combination of elements, which will then be combined and further developed as described in Task 10.

TASK 10: PRELIMINARY CONCEPT PLAN

Preliminary concept plans will be the critical stage when all of the listening, analysis, and programming for the Park will fit together in an overall plan. Based on the feedback received from work developed in Tasks 8 and 9, the plan will begin to "fit" the program and preferred bubble diagram with the site analysis and the physical

arrangement of the site.

Mahan Rykiel will work closely and coordinate with the City of Greenbelt to develop one (1) preliminary master plan concept into the Park's development, conservation and/or restoration. In addition to the overall plan, Mahan Rykiel will prepare large-scale plans (as appropriate) to better express more detailed and intensively developed areas of the site. At this time, Mahan Rykiel will also prepare image boards of comparable images that will best represent and express its ideas.

TASK 11: MASTER PLAN GOALS AND STRATEGIES

The goals and strategies stage of the process will represent the bottom of the funnel and will be the result of a series of all the facilitated workshops. Up to this point, Mahan Rykiel will have listened to public participation from a variety of constituents and will have tested those ideas. Continual input of plan and programmatic issues will be refined to their essence. In general, Mahan Rykiel will expect that these descriptive statements will indicate the "what" and "how' and classified under—

- Neighborhood connectivity;
- Trails/Circulation—pedestrian, bicycle, vehicular;
- Parking;
- Lighting;
- Key park land uses;
- New park features/amenities;
- Ecological restoration and/or habitat creation; and
- Stormwater management.

These descriptive statements will be used by Mahan Rykiel to finalize the physical plan, but will also be used by the City of Greenbelt to finalize and refine their strategic and operational plans.

TASK 12: PREFERRED MASTER PLAN

Based on results of the previous tasks and feedback from the City of Greenbelt and key stakeholder groups, Mahan Rykiel will prepare one (1) final conceptual master plan document to reflect the preferred elements from the conceptual bubble diagrams and the preliminary alternative concept plan. The following items will be completed under this task—

- Rendered preferred master plan illustrating land use areas; park elements; open space linkages and/or recreational amenities; parking areas; recreational uses; and landscape plantings, conservation, or environmental areas;
- Connections to existing roadway networks, adjacent parcels, or greenways (planned); and
- Preliminary (order-of-magnitude) cost estimate for review.

A final plan will be forwarded electronically, and a full-size hard copy will be sent to the City of Greenbelt for its review.

TASK 13: ANNUAL OPERATIONAL BUDGET PROJECTIONS

Once the site program is determined, Mahan Rykiel will conduct an analysis of existing and potential marketing, budgets, financial resources, cost recovery, pricing methodology, and user fees if applicable for any recommended services and facilities. For the Operational Budget/Pro-forma, Mahan Rykiel suggests a focus on potential additional revenue generation, to help cover operational and maintenance costs. Mahan Rykiel has effective methods for determining which types of revenue generation will be most appropriate for Buddy Attick Park. From this information, Mahan Rykiel can create conceptual operating and maintenance budget and pro-forma to detail out the projected expenses, revenues, and cost recovery each year and for the next five years.

- **Operational Determination and Review:** Mahan Rykiel will review all information available for future operations, including contacting staff to gather data and information for review and utilization in creating the operational budget and pro-forma. Examples of the information for review include any past and current planning documents, public input documents, other operational budgets, participation numbers, demographics, alternative provider information, rental agreements and/or opportunities, partnership agreements and/or terms, staff salaries/hourly rates, staff benefits rates, pricing schemes, organizational charts, program brochures, pricing strategies, expenses, revenue/cost recovery information, etc. Any other relevant information concerning operations and facilities will be collected from the staff. Mahan Rykiel will utilize this information to create the most accurate operational projections.

» **Financial Plan/Pro-Forma:** Based on the program, operations, and chosen schematic plan for the park, the Consulting Team will develop detailed financial plans illustrating pricing strategies for each of the programs, services and maintenance expenditures. The detail financial plans will include a utilization summary based on detailed line-item projections and detailed participation by program area. Financial modeling will be completed in Microsoft Excel; a fully functional version of the electronic model will be provided for future use as a budgeting and planning tool. The electronic financial model, fully linked and functional with the ability to project and model dynamic scenarios, will include:

- **Expenditure detail**
  - Detailed staffing requirements
  - Contractual costs, including but not limited to, utilities, maintenance and repair, insurance, office/license/dues, advertising and promotion
  - Commodity costs
  - Program and administration costs
- **Revenue and participation detail**
  - Event participation
  - Rental by space/park area by price point

Pricing strategies will be based on a ten (10) step process which highlights the level of exclusivity received by the participant and the value of experience provided. The detailed financial plan will be included as a deliverable to provide management and staff the ability to affectively plan and budget for future years. In addition to the line item detail and summary schedules for revenues, expenditures, and debt service, this model will provide a pro forma and cash flow for budgetary purposes.

The outcome of the planning process is to provide information for the City to determine what operational model will be needed to provide the park the greatest opportunity for cost recovery (as desired by the City) based on the City's desired outcomes. This will be converted into a six-year pro forma and operating budget. Funding options will be identified and evaluated against their potential support and success. These options will include a combination of partnerships and sponsorships, ancillary revenue generation opportunities, and other available resources.

TASK 14: OPERATIONS AND MAINTENANCE PLAN

Mahan Rykiel will conduct an operational and maintenance plan that includes the following:

» **Organizational Assessment:** will analyze current management practices and limitations to understand the operational situation of the park. This analysis will provide support for a future organizational structure and staffing requirements, and strategies for operational efficiency, policy development, system and technology requirements, and marketing/ communication capabilities.

» **Operational and Maintenance Standards:** will establish operational and maintenance standards and costs for the park based on full operations. This will include hours of operation, reservation of space processes staffing levels needed, maintenance equipment needed, technology requirements and customer service requirements based on established and agreed upon outcomes. Where appropriate, personnel standards as dictated by all state and/or local codes and ordinances will also be determined based on the design and program of the park.

TASK 15: FINAL PRESENTATION (MEETING #6)

One (1) final formal presentation will be given to the City of Greenbelt and the general public upon completion of the master planning process. Mahan Rykiel envisions this being presented prior to completion of the final report so that any last minute changes or additions may be incorporated into the plan. This event should be considered a public relations opportunity and can signify the beginning of the official adopted park plan.

TASK 16: FINAL MASTER PLAN REPORT

The final Master Plan document must be a user-friendly product that City of Greenbelt staff and future consultants could use to guide design development and construction drawings as individual infrastructure elements and Park areas will be implemented. Therefore, design ideas will be presented in a clear, concise, and exciting manner. A series of plans will be compiled in a final master plan document that thoroughly will identify the goals and objectives of the project. Bubble diagrams will be included to illustrate key site relationships considered in the process. The final master site plan will be included with identification of key site areas. Text will elaborate on the goals and desired design expectation of each area.

The final master plan and design manual will/may include the following:

- Color-rendered Master Plan identifying the master plan boundary, priority development zones, park classifications, districts, key landmarks, and land uses, etc;
- Introductory text describing the intent of the master plan along with goals and objectives;
- Brief outline of the public participation process utilized during the planning process;
- Brief overview of site analysis;
- Summary of design considerations and bubble diagrams;
- Overview of facilities analysis;
- Detailed blow-up plans identifying specific design solutions for key areas of the park along with descriptive text that will elaborate on the particulars of each area;
- Operations and financial models; and
- Phasing Diagram and cost estimates.

The design manual will allow for flexibility and accommodate unforeseen changes in priorities and changes in administrative or funding conditions.

STATISTICALLY VALID NEEDS ANALYSIS SURVEY (OPTIONAL)

In the experience of the consultant team, while a statistically valid survey is a useful tool for community engagement, it is an extensive and expensive process and usually more appropriate for projects akin to system level master planning. For a single site master plan or study, it is more than sufficient to just conduct an online survey as long as it is accompanied with other forms of community engagement such as stakeholder interviews, focus groups, and public forums. We have provided in our base scope the development, management, and analysis of an online survey, and provided the costs of a statistically valid survey as an optional service.

ETC Institute, working with the PROS Team and the project team, can perform a random, scientifically valid community-wide household survey to quantify knowledge, need, unmet need, priorities and support for the studied Buddy Attick Park. Questions on the survey can be developed in partnership with the PROS Team and the project team. The PROS Team would complete a statistically valid survey in order to determine the willingness of the community to pay for the development of the park, as well as supporting the operational cost of the park.

Rash Field Park - Baltimore, MD

FEE PROPOSAL & SCHEDULE

BUDDY ATTICK PARK MASTER PLAN
FEE / SCHEDULE

FEE

Buddy Attick Master Plan
City of Greenbelt, Maryland

Proposal for Master Planning Services
Mahan Rykiel Fee Breakdown

14-Apr-23

		Mahan Rykiel								PROS				
		TM		SS		MO		KA		BT		MS		
	Task	**Hrs.**	**$190.00**	**Hrs.**	**$175.00**	**Hrs.**	**$86.00**	**Hrs.**	**$76.00**	**Hrs.**	**$165.00**	**Hrs.**	**$165.00**	**$**
1	Data Analysis	1	$190.00	2	$350.00	0	$0.00	0	$0.00	0	$0.00	2	$330.00	$870.00
2	Kick-off Meeting	3	$570.00	4	$700.00	0	$0.00	0	$0.00	6	$990.00	0	$0.00	$2,260.00
3	Site Analysis	0	$0.00	1	$175.00	0	$0.00	0	$0.00	2	$330.00	0	$0.00	$505.00
4	Stakeholder Work Session	6	$1,140.00	5	$875.00	6	$1,050.00	6	$1,050.00	8	$1,320.00	0	$0.00	$5,435.00
5	Preliminary Programmatic Plan	1	$190.00	1	$175.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$365.00
6	Schematic Bubble Diagrams	1	$190.00	4	$700.00	0	$0.00	8	$1,400.00	0	$0.00	0	$0.00	$2,290.00
7	Facilities Analysis	0	$0.00	2	$350.00	0	$0.00	4	$700.00	0	$0.00	0	$0.00	$1,050.00
8	Public Outreach/Surveys	0	$0.00	2	$350.00	0	$0.00	0	$0.00	4	$660.00	10	$1,650.00	$2,660.00
9	Public Workshop	6	$1,140.00	5	$875.00	6	$1,050.00	0	$0.00	0	$0.00	0	$0.00	$3,065.00
10	Preliminary Concept Plan	1	$190.00	4	$700.00	0	$0.00	20	$3,500.00	0	$0.00	0	$0.00	$4,390.00
11	Master Plan Goals and Strategies	0	$0.00	2	$350.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$350.00
12	Preferred Master Plan	0	$0.00	6	$1,050.00	0	$0.00	20	$3,500.00	0	$0.00	0	$0.00	$4,550.00
12	Annual Operating Budget	0	$0.00	1	$175.00	0	$0.00	0	$0.00	4	$660.00	18	$2,970.00	$3,805.00
14	Operations and Maintenance Plan	0	$0.00	1	$175.00	0	$0.00	0	$0.00	4	$660.00	18	$2,970.00	$3,805.00
15	Final Presentation	0	$0.00	6	$1,050.00	0	$0.00	6	$1,050.00	0	$0.00	0	$0.00	$2,100.00
16	Final Master Plan Report	2	$380.00	20	$3,500.00	26	$4,550.00	8	$1,400.00	2	$330.00	4	$660.00	$10,820.00
	Total Oasis Hours/Fee for Labor	**21**	$3,990.00	**66**	$11,550.00	**38**	$3,268.00	**72**	$5,472.00	**30**	$4,950.00	**52**	$8,580.00	**$48,320.00**
	Estimated Expenses													$1,650.00
	TOTAL FEE													**$49,970.00**

TM -- Tom McGilloway, Principal-in-Charge - Public Outreach
SS -- Scott Scarfone, Project Manager
MO- Megan Oliver - Public Outreach
KA - Katherine Ackerman - Landscape Designer
BT - Brian Trusty - Principal
MS - Michael Svetz - Principal

Optional Service
Statistically Accurate Survey $14,500.00

BUDDY ATTICK PARK MASTER PLAN
FEE / SCHEDULE

SCHEDULE

Buddy Attick Park

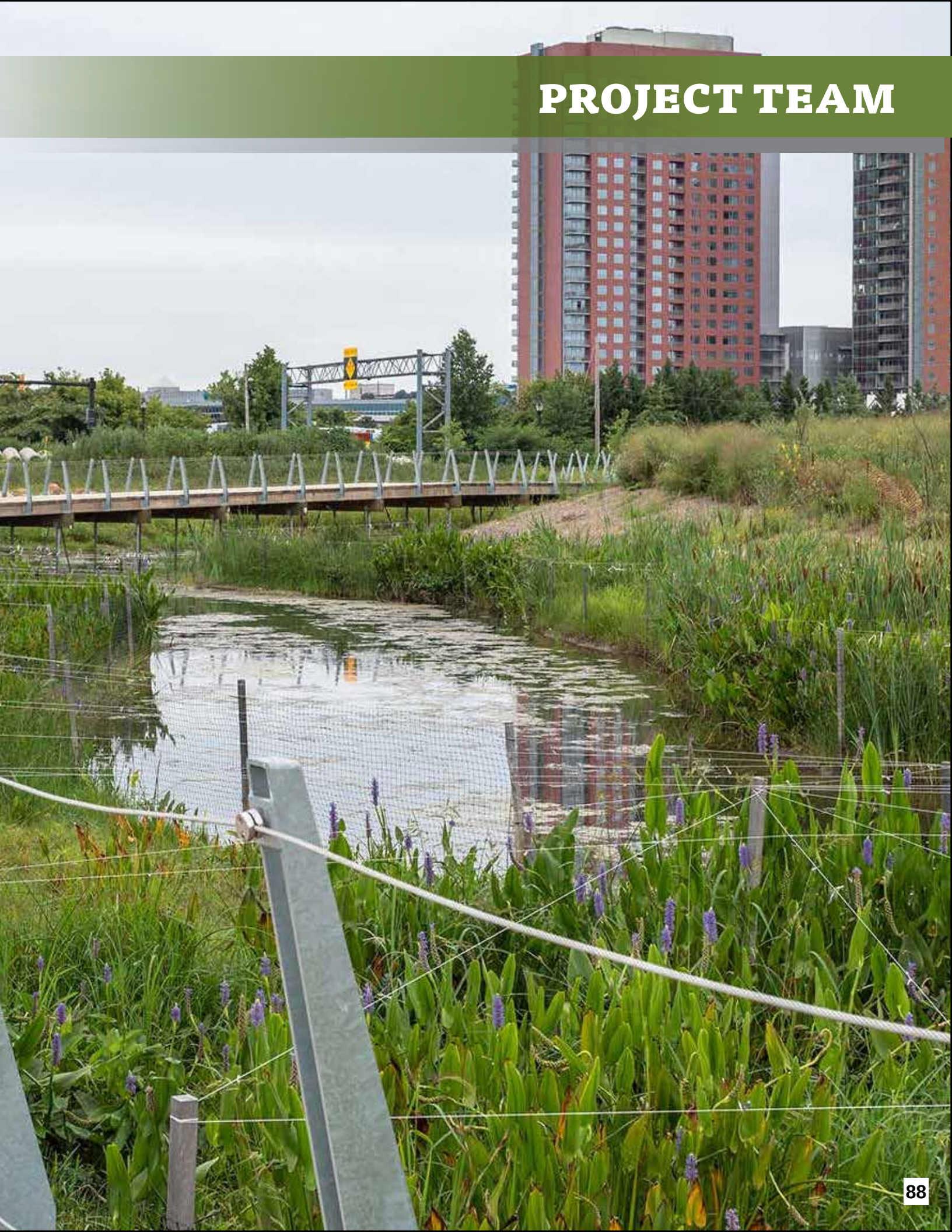
Master Plan Tentative Schedule - Subject to Client Responsiveness

Greenbelt, Maryland

Month	May				June				July				August				September				October				November				December			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Tentative Master Planning Phases																																
Scope Negotiations/Contracting	■																															
Task 1 - Data Analysis		■	■																													
Task 2 - Kick-off Meeting				■																												
Task 3 - Site Analysis				■	■																											
Task 4 - Stakeholder Worksession							■																									
Task 5 - Programmatic Diagram								■																								
Task 6 - Bubble Diagrams									■	■	■																					
Task 7 - Facilities Service Analysis												■	■	■	■																	
Task 8 - Public Outreach/Surveys										■	■	■	■	■	■	■	■															
Task 9 - Public Workshop																		■														
Task 10 - Concept Plan																			■	■	■											
Task 11 - Master Plan Goals																			■													
Task 12 - Preferred Master Plan																						■										
Task 13 - Operational Budgets																						■	■	■								
Task 14 - Operations and Maintenace Plan																									■							
Task 15 - Final Presentation																										■						
Task 16 - Final Master Plan Report																						■					■	■	■			

Wilmington Wetland Park - Wimington, DE

PROJECT TEAM



MAHAN RYKIEL ASSOCIATES INC

PRACTICE

Mahan Rykiel is a small, woman owned landscape architectural firm. MRA is particularly qualified for this project and has significant park experience, having led or worked on over 100 park projects of all scales and types, most within the public sector. Park experience includes park master planning and detail design and implementation; design of new parks and renewal of existing parks; large parks of several hundred acres and small neighborhood parks; recreational and passive parks; as well as historical landscapes. We seek to create places for people that are entertaining, engaging and enjoyable.

Mahan Rykiel Associates has garnered critical acclaim for our work in the planning and design of park and open space facilities. We have worked in urban and rural settings and on assignments that include rich cultural resources as well as sensitive environmental features.

PARK MASTER PLANNING

Our master plans are grounded in stakeholder participation and are context- sensitive, balancing preservation of natural and historic resources with contemporary recreation or cultural needs.

SUSTAINABLE DESIGN

We incorporate green design strategies by addressing site design issues in a way that creates value for the client, protects the environment and reinforces the highest quality end-user experience.

3300 Clipper Mill Rd. Suite 200
Baltimore MD, 21211
MahanRykiel.com

34 LANDSCAPE ARCHITECTS
DESIGNERS
PLANNERS

40YEARS
EXPERIENCE IN **30** COUNTRIES

HIGHLIGHTED AWARDS

2022 *Rash Field Park*
Maryland ASLA
Honor Awards and Wavemaker Award

2021 *Parsons Island Conservation and Regeneration Plan*
National ASLA Honor Award for Analysis and Planning

2021 *Mid-Atlantic Native Meadows Guide*
MD ASLA Honor Award

2020 *"Seeding Specificity: Materials and Methods for Novel Ecosystems"*
ASLA Honor Award in Research

2016 *Patterson Park Master Plan*
Merit Award, Maryland Chapter of the American Society of Landscape Architects

East McIntire Park, Charlottesville, VA

Jones Falls Trail, Baltimore, MD

WW Bridge Trail, Prince George's Co. MD

Fern Valley Trail, Washington D.C.

Tom McGilloway, PLA
Principal

Tom McGilloway has more than 35 years of experience managing and participating in a broad range of master planning and implementation projects for downtowns, neighborhoods, mixed-use developments, campuses and parks. Tom is particularly experienced in the area of park planning and design and has managed more than 20 park projects ranging in size from small urban pocket parks to large regional parks, several hundred acres in size. His particular skills include: balancing contemporary recreation needs with preservation of natural and historic resources; using place-making principles to maximize community's investment in parks; and, stakeholder participation. Tom participates on the boards of several park "Friends" groups in Baltimore, and has been a speaker on the topic of parks and open spaces at several local and national conferences.

PROJECT EXPERIENCE

Redgate Park Master Plan
Rockville, Maryland

Othello Park Master Plan
Frederick, Maryland

Ward Farm Recreation and Nature Park Master Plan
Dunkirk, Maryland

Patterson Park Master Plan
Baltimore, Maryland

Leonardtown Strategic Plan
Leonardtown, Maryland
- *MD ASLA Award*

Hagerstown Arts District and Trail
Hagerstown, Maryland

Seventh Street Fountain Park
Frederick, Maryland

Blandair Park Master Plan
Howard County, Maryland

Lower Stony Run Strategic Plan
Baltimore, Maryland

Upper Stony Run Strategic Plan
Baltimore, Maryland

The Middle Branch Waterfront Framework & Engagement Plan
Baltimore, Maryland

Howard P. Rawlings Conservatory Master Plan and Implementation
Baltimore, Maryland
- *Honor Award, MD/ Potomac ASLA*

Druid Hill Park Various Master Planning Projects
Jones Falls Trail, Athletic Facilities at "The Bowl", Tree Master Plan, Three Sisters Area Master Plan
Baltimore, Maryland

Wyman Park Dell Master Plan and Implementation
Baltimore, Maryland
- *Merit Award, MD/ Potomac ASLA*

Ewell Plaza
Lancaster, Pennsylvania
- *MD ASLA Merit Award*

War Memorial Plaza Design
Baltimore, Maryland
- *Winner MD/ Potomac ASLA Merit Award*

EDUCATION

Bachelor of Science in Landscape Architecture
Pennsylvania State University 1984

PROFESSIONAL REGISTRATION

Maryland, 1985 (PLA #777)

PROFESSIONAL ORGANIZATIONS

Member, American Society of Landscape Architects

Friends of Wyman Park Dell
Past Board of Directors

Friends of Stony Run

Friends of Maryland's Olmsted Parks and Landscapes, Past Board of Directors

Hampden Village Main Street Past Board and Design Committee Chair

PRESENTATIONS

"Planning for Today's Park"
Ocean City, MRPA, 2017

"Get Engaged:Including Everyone in the Park Design Process"
Ocean City, MRPA, 2016

"Designing Downtown NOW: Real Tactics and Tools to Enhance Your Businesses and Districts"
Atlantic City, NJ, July 2012
Conference, Hagerstown, MD May 2008

Scott C. Scarfone, PLA
Associate Principal

For over three decades, Scott has sustained leadership roles in a variety of areas and organizations where he leads, initiates, and manages design, planning and construction projects. He is a registered landscape architect and a certified professional horticulturist. He often serves as leader of multidisciplinary design teams that include allied consultants and client representatives. He specializes in working with public parks and gardens. Scott leads and manages large urban planning/design projects from land planning to site design to horticulture. While owner of Oasis Design Group, he managed two consecutive on call contracts for Baltimore City Recreation and Parks. He is the author of an award-winning book titled, "Professional Planting Design: An Architectural and Horticultural Approach for Creating Mixed Bed Plantings".

PROJECT EXPERIENCE

Conway Park*
Baltimore, Maryland

CC Jackson Park
Baltimore, Maryland

Solo Gibbs Park
Baltimore, Maryland

Chick Webb Recreation Center
Baltimore, Maryland

Parkview Recreation Center
Baltimore, Maryland

Cylburn Arboretum Master Plan and Historic Garden Renovation*
Baltimore, Maryland

Mt. Washington Community Association Park*
Baltimore, Maryland

Clifton Park*
Baltimore, Maryland

Luckman, Park*
Baltimore, Maryland

Harlan Park*
Wilmington, Delaware

McClelland Park*
Erie, Pennsylvania

James Farms Ecological Preserve*
Bethany Beach, Delaware

Central Park*
Bethan Beach, Delaware

Meadowlark Botanical Gardens*
Vienna, Virginia

Wilmington Wetland Park*
Wilmington, Delaware
- *MD ASLA Merit Award*

Centerville Wharf Park*
Centerville Maryland

Buffalo and Erie County Botanical Gardens*
Buffalo, New York

**while at another firm*

PROFESSIONAL REGISTRATION

MD, CA, DE, FL, NJ, PA, VA, WV

EDUCATION

Bachelor of Science, Landscape Architecture, and Bachelor of Arts, Geography with specialization in Planning
West Virginia University,1992

Study Abroad: Park/Recreation Design; Cortona, Italy, The University of Georgia, 1991

Certificate in Ornamental Plants II, Longwood Gardens, Kennett Square, PA, 2003

Specialist in Herbaceous Perennials 1996; Certified Professional Horticulturist 1993; Maryland Nurserymen Association.

PROFESSIONAL ORGANIZATIONS

2005-present: Urban Land Institute

1987-present: American Society of Landscape Architects

Trout Unlimited, Maryland Chapter, MDTU Brook Trout Conservation Coordinator 2014-2022

2007- present: American Public Gardens Association, various leadership positions

Katherine Ackerman
Landscape Designer

Katherine earned a Master of Landscape Architecture from Cornell University in 2021, where she received the E. Gorton Davis Travel Fellowship to study coastal landscapes in Northern Norway. She has worked as a research assistant on multiple climate adaptation projects, focusing on coastal retreat and flood-prone communities in both rural and urban regions of New York. In 2019, Katherine served as a summer fellow at The Cultural Landscape Foundation and worked to archive the legacy of landscape architect Cornelia Oberlander. Drawing on a background in creative nonfiction and ecology, she believes writing and making are invaluable design methods. She views design research and landscape architecture as powerful tools for generating equitable, ecological futures for human and nonhuman communities.

PROJECT EXPERIENCE

Seventh Street Fountain Park
Frederick, Maryland

Blandair Park Phase 6
Columbia, Maryland

Red Gate Park Master Plan
Rockville, Maryland

Annapolis City Dock
Annapolis, Maryland

CC Jackson Park
Baltimore, Maryland

Solo Gibbs Park
Baltimore, Maryland

Fleming Park
Baltimore, Maryland

Parkview Recreation Center and Park
Baltimore, Maryland

Chick Webb Recreation Center
Baltimore, Maryland

Sarah P. Duke Chinese Garden Conceptual Design
Durham, North Carolina

Smthsonian Botanic Garden Facility
Suitland, Maryland

The Village at Providence Point
Annapolis, Maryland

Henrietta Lacks Building
Baltimore, Maryland

Swift Creek Multi- Family Homes
Roanoke, Virginia

Assiniboine Winter Show
Winnipeg, Canada

St. Paul's School for Girls Science Expansion and Outdoor Classroom
Brooklandville, Maryland

Anne Arundel Community College West Campus Renovation
Anne Arundel County, Maryland

PROFESSIONAL BACKGROUND

Mahan Rykiel Associates
2022– present

Cultural Landscape Fellow
The Cultural Landscape Foundation
Summer 2019

Cornell UniversityResearch Assistant
2018-2021

EDUCATION

Masters of Landscape Architecture
Cornell University 2021

Bachelor of Arts- Biology & Creative Writing
Colby College, 2014

CURRENT WORK

Solo Gibbs Park
Baltimore, Maryland

Children's Inn at NIH
Bethesda, Maryland

Luminis Health
Lanham, Maryland

Megan Oliver, AICP, WELL AP

Associate Planner + Designer

Megan Oliver, AICP, WELL AP, is an Associate Planner at Mahan Rykiel Associates. Megan is tuned in to the influence that environments have in driving choices, behaviors, and feelings. Recognizing the power of places to either nourish or discourage us, she is driven to improve well-being through design. Throughout her 12 years of experience, Megan has helped over one hundred communities craft visions for the future. Working directly with her clients and project stakeholders, Megan tailors strategies to be particularly relevant in our present-day, ever-evolving global circumstances. She is a passionate advocate for under-represented voices, and employs storytelling, public art, placemaking, livability planning, and responsive spatial design to foster strong communities and cultivate happier spaces and places.

PROJECT EXPERIENCE

Leonardtown/L-Town Alley
Leonardtown, Maryland

Triangle Park
Hagerstown, Maryland

Hagerstown Arts District and Trail
Hagerstown, Maryland

26th Street Green, Street Park*
Baltimore, Maryland

Rock Creek East I Livability Study*
Washington, D.C.
- *2020 Honors Award, Maryland ASLA*

Pikesville Armory Vision Plan
Pikesville, Maryland

Rash Field Master Plan
Baltimore, Maryland
- *2020- MD ASLA Honor Award*

Patterson Park Master Plan
Baltimore, Maryland
- *MD ASLA Merit Award*

Solo Gibbs Park Master Plan
Baltimore, Maryland

Ellicott City Watershed Master Plan
Ellicott City, Maryland
- *2021 National Association of Counties Achievement Award in Planning*

Skatepark of Baltimore at Roosevelt Park
Baltimore, Maryland

Washington Street Pocket Park
Hagerstown, Maryland

Lancaster Economic Development Strategic Plan
Lancaster, Pennsylvania
- *2016 Honor Award, MD ASLA*
- *2015 Excellence Award, PA APA*

Pigtown Main Street Strategic Plan
Baltimore, Maryland

**while at another firm*

PROFESSIONAL CERTIFICATION

AICP, the American Institute of Certified Planners (earned 2015)

EDUCATION

Master of City and Regional Planning (M.C.R.P.)
Morgan State University, 2014

B.F.A. in Environmental Design
Maryland Institute College of Art, 2009

Fine Arts Coursework
School of Visual Arts, 2005

AFFILIATIONS

Member, American Planning Association (APA)

Member, APA Maryland Chapter

Member, International Association for Public Participation

PRESENTATIONS

Using Mental Health Considerations in Designing Places, May 2021, APA National Planning Conference (NPC)

Escape! Our Happy Places, April 2021, Downtown Happy Hour 2nd Annual Un-Conference

Design for Distancing – Reactivating Baltimore's Public Realm, April 2021, The Nature of Cities Conference

The Human Element of Planning and Design, October 2019, APA Maryland Biennial Conference

Building on Strength: Creative Economic Development, May 2017, APA National Planning Conference

PUBLICATIONS

How to Pandemic-Proof Community Engagement, January 2021, in APA's Planning Magazine

PROS Consulting Firm Profile

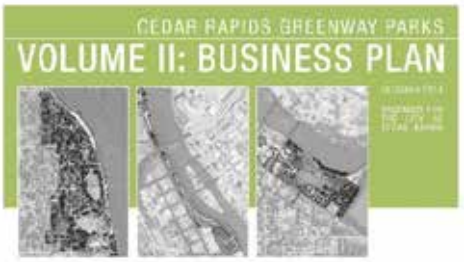
PROS Consulting is a small firm with a big presence in the field of management consulting for public entities and non-profit organizations. With a small team of highly professional and experienced consultants, PROS is a flexible firm that is agile to the evolving dynamics of the social, economic, and political environments our clients operate in. PROS is among only a small handful of firms that have tremendous experience in the field as practitioners and have become nationally recognized for helping to shape and further transform the industry of parks and recreation. The full name and location of the office that will be working on this project are:

Full Legal Company Name: PROS Consulting, Inc.
Years in Business: 28 (formed in 1995)
Contact Information: 35 Whittington Dr., Suite 300; Brownsburg, IN 46112; P: 877.242.7760; F: 877.242.7761
Contact: Leon Younger, President; 317.679.5615; leon.younger@prosconsulting.com

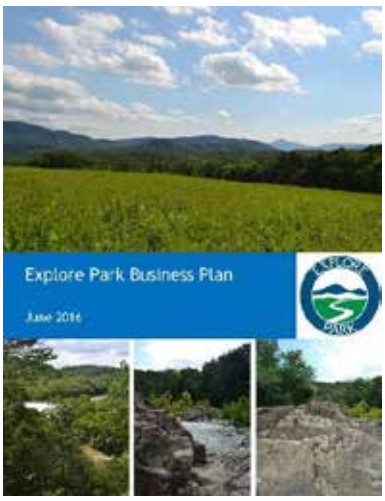
Areas of Focus

Management consulting and planning services offered by PROS span the full spectrum of planning needs for public agencies, and are grouped into the following practice areas:

- **Operations, Maintenance and Organizational Development** – completed over 450 plans that involved operations, maintenance and organizational development components.
- **Feasibility Studies and Business Planning** – completed over 200 feasibility studies and business plans, often counseling our clients on how they can shape their projects and their vision around the reality of what is feasible and sustainable.



- **Needs Assessment** – PROS has worked on over 250 parks and recreation needs assessments on projects in similar nature as this project that include market and gap analyses, as well as extensive community input to quantify opportunities in the market place desired by the community.
- **Financial Planning and Management** – PROS is most renowned for providing the most innovative and proven methods for financial planning and management in the public sector with direct experience with over 150 proven ways to fund public parks, facilities and park systems.



- **Strategic Planning** – completed over 200 strategic plans for cities, counties and state agencies to help them become established in their market or to reposition themselves.
- **Master Planning** – completed over 250 master plans for parks and park systems that have been successfully implemented and driven over $5 billion worth of capital investment.

Greenbelt, MD *PROS Consulting Information*

Brian Trusty

PROS Consulting
Principal
Education

B.S., Texas A&M University, 1995
M.S., Texas A&M University, 2000

Employment History

Principal, PROS Consulting, Jan. 2022-Present
Vice-President, National Audubon Society, Nov. 2012-2021
Vice-President, PROS Consulting, Jan. 2007 to Oct. 2012
Executive Director, Adventure Sports Center International (ASCI), May 2005 to Nov. 2007
Manager – Nature Park System, Lower Colorado River Authority, Sep. 2000 to March 2005
President and Founder, SierraQuest Corporation, Sep. 1993 to Aug. 2003

Professional Experience

Brian Trusty has enjoyed a 28-year career in parks and recreation, land and habitat management, tourism, and economic development that includes executive management responsibilities in private for-profit, private non-profit, and public organizations. Brian's career includes managing an outdoor adventure tour program he founded that operated in 22 U.S. states, Canada, and Mexico; managing a system of nature parks for the Lower Colorado River Authority (LCRA) in Texas; leading the development and operation of the premier adventure sports destination on the east coast; performing strategic planning and management consulting for parks and recreation and land management agencies throughout the United States; and leading Audubon's conservation and environmental education programs in Texas and the Central Flyway. Brian also led the charge in uniting and elevating Audubon extensive network of nature centers and wildlife sanctuaries throughout the United States for the last two years. Brian has served on the Texas State Parks Advisory Committee since 2013 as its Chair, and was the primary author on the recent Committee recommendations to the Texas Parks and Wildlife Commission regarding financial sustainability for the Texas State Parks System in the future. This led to the successful passage of a state constitutional amendment in 2019 establishing a dedicated public funding source for Texas State Parks. In 2019, Brian was recognized as a Distinguished Alumni of Texas A&M's Parks, Recreation and Tourism Sciences Department.

Related Project Experience

- Central Iowa Water Trails Governance and Management Analysis (Des Moines, IA)
- Central Iowa Water Trails Market Assessment and Business Plan (Des Moines, IA)
- Chair, Texas State Parks Advisory Committee, Texas Parks and Wildlife Department
- Chair, Great Plains Landscape Conservation Cooperative, USFWS
- Member, Advanced Environmental Research Institute Advisory Board, University of North Texas
- WOKA Whitewater Park Market Assessment and Operations Plan
- Chickaloon Tribe Matanuska Watershed Recreation and Trails Plan
- Texas State Parks Business Planning Services
- State of Kentucky Parks, Operations and Financial Strategic Plan
- Bays Mountain Regional Park Long Range Strategic Plan
- Eastern Kentucky Regional Adventure Tourism Plan
- Maryland State Parks Operational and Financial Plan
- City of Glendale, AZ Parks and Recreation Master Plan
- City of Sedona, AZ Parks and Recreation Master Plan
- City of West Richland, WA Parks and Recreation Master Plan
- City of Palmer, AK Parks and Recreation Master Plan
- Town of Crested Butte, CO Regional Parks and Recreation Plan
- Missoula County, MT Parks, Recreation, Trails and Open Space Master Plan

Greenbelt, MD *PROS Consulting Information*

Michael Svetz

PROS Consulting
Principal
Education

B.S., Miami University, 1990
M.S., Miami University, 1991

Employment History

PROS Consulting; 2012 to present
Director of Parks and Recreation, City of Goodyear, Arizona; 2009 to 2012
Director of Parks and Recreation, City of Charlottesville, Virginia; 2004 to 2009
Director of Parks and Recreation, City of Strongsville, Ohio 2000 to 2004
Assistant Director of Parks and Recreation, City of Strongsville, Ohio 1997 to 2000
Recreation Supervisor, City of Brunswick, Ohio 1991 to 1997

Certification

Certified Public Manager

Professional Experience

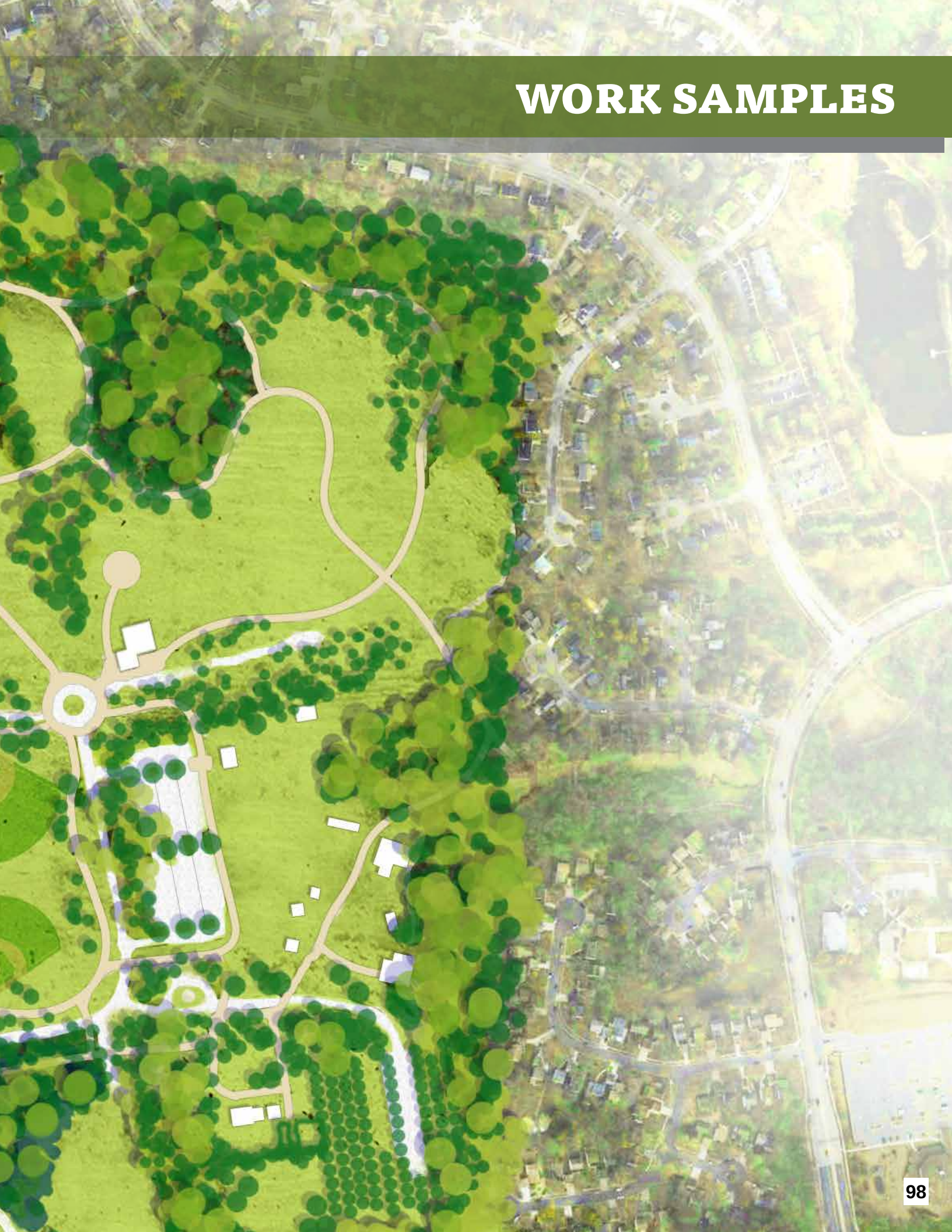
Michael Svetz has nearly 30 years in the field of parks and recreation for local governments, the last 15 of which were at the executive management level. He has held Director-level positions in Strongsville, Ohio (Cleveland vicinity); Charlottesville, Virginia; and most recently for the City of Goodyear, Arizona. He has vast experience in developing and applying cutting edge business processes to create self-sustaining operations of multimillion-dollar community centers, golf courses, and a Major League Baseball Player Development and Spring Training complex. Throughout his career, Mike has successfully developed and implemented strategic master plans for the parks and recreation departments that he led and the city and state associations that he served. As a dedicated public servant, Mike developed a deep knowledge of, and sincere appreciation for, organizational development, citizen engagement, board involvement, and political acumen, all of which are critical elements in the successful creation and implementation of any parks and recreation plan. Since joining PROS Consulting, he has participated in numerous projects in master planning, business planning, maintenance, and strategic implementation. His project management and organizational skills and have assisted in the creation of innovative and fiscally sustainable projects across the United States.

Similar Project Experience

- Emma Long Park Business Plan (Austin)
- Explore Park Business Plan (Roanoke, VA)
- City of Blue Ash, OH Maintenance Management Planning Services
- Fairfax County Park Authority Needs Assessment
- Gilbert, AZ Regional Park Business Planning Services
- New Braunfels, TX Sports Complex Business Planning Services
- Baton Rouge, LA Lake Park Business Planning Services
- Sienna Plantation Park System, Missouri City, TX Business Planning Services
- Penn Valley Park Conservancy, Kansas City, MO Financial Planning Services
- Great Falls, MT Parks and Recreation Master Plan
- Muskingum Watershed Conservancy District, New Philadelphia, OH Business Planning Services
- City of Grandview, MO Park and Aquatic Center Feasibility Services
- Red Mountain Park Commission, AL Red Mountain Park Business Planning Services
- City of Kansas City, MO Garrison Community Center Business Planning Services
- Cleveland Metropolitan Park District, OH Lakefront Parks Business Planning Services
- Winnetka Park District, IL Winnetka Golf Club Business Planning Services
- City of Charlottesville, VA Parks and Recreation Strategic Master Plan

Blandair Master Plan - Columbia, MD
Regional park with nature center and natural preserve with walking trails.

WORK SAMPLES



EAST MCINTIRE PARK

CHARLOTTESVILLE, VIRGINIA

SERVICES:

Community Engagement,

Full Service Landscape Architecture

Visualizations and Renderings

YEARS WORK PERFORMED:

2015-2018

East McIntire Park comprises nearly 80 acres of passive open space north of the downtown Charlottesville area, centrally located within the urban ring of the City and Albermarle County. Mahan Rykiel provided landscape architectural services for the phased conversion of a pasture golf course to natural open space and trails, as well as the preliminary park elements and infrastructure, a family activity center, and botanical garden. A rolling Piedmont landscape with open fields and a mix of farmland succession, the park features a central hilltop with a large stand of trees. The westward-flowing steams enter from underneath the railroad line, and join each other before leaving the park. The natural characteristics of the park create an excellent habitat for wildlife. The East McIntire Park project goals included retaining the site's natural topography, improving safe access and egress for pedestrians, bicycles and vehicles.

MAHAN RYKIEL
LANDSCAPE ARCHITECTURE
URBAN DESIGN & PLANNING

PATTERSON PARK MASTER PLAN

BALTIMORE, MD

AWARDS:

2016 Analysis and Planning Merit Award, Maryland ASLA

SERVICES:

Master Planning and Analysis

Community Engagement

Digital Engagement Web Portal

YEARS WORK PERFORMED:

2014

Using a mix of digital and analog tools, such as public charrettes and site visits, as well as, a project website that includes user surveys and mapping platforms, MRA harnessed stakeholder energy to establish an updated and accurate understanding of current issues and future opportunities. The data and enthusiasm generated throughout the process enabled MRA to make informed recommendations that resonated with project stakeholders and ensured the Patterson Park Master Plan accommodated the diverse needs and demands of one of Baltimore's great civic landscapes. MRA made recommendations concerning the following aspects of Patterson Park: capital and infrastructure improvements, governance and maintenance, financing, ecological performance and natural resource protection, historic and cultural resource preservation, public-private partnerships.

MAHAN RYKIEL
LANDSCAPE ARCHITECTURE
URBAN DESIGN & PLANNING

REDGATE PARK MASTER PLAN

ROCKVILLE, MD

SERVICES:

Master Planning

Activity/Amenity Analysis Report

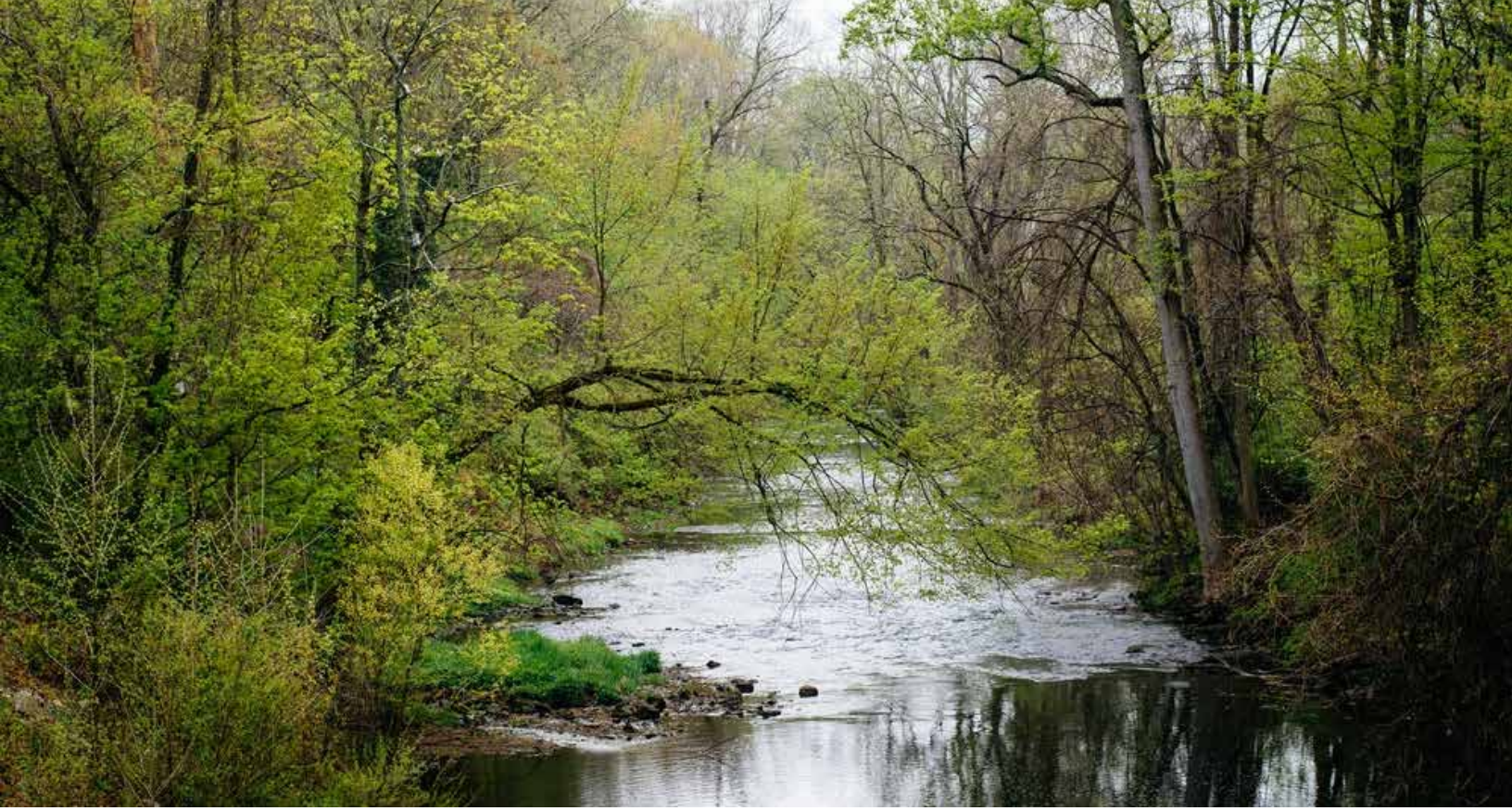
Community Engagement

YEARS WORK PERFORMED:

2021

Following the closure of the RedGate Golf Course, the City of Rockville identified the 130-acre site at the northeastern edge of the city as future parkland to include activities and amenities for both active and passive recreation. The City of Rockville hired Mahan Rykiel for the development of a master plan that could be implemented in phases over time. The master plan process was informed by public input, analysis of existing park conditions, and guidance by the Mayor and Council. RedGate Park is envisioned to be a predominantly passive park that emphasizes natural habitat and pathway enhancements throughout. Passive areas of the park represent approximately 90% of the total park acreage. In addition to the existing parking lot and entry drive, the central park area will include features and amenities interwoven with the natural habitat areas—including a new visitor center, community gardens, picnic area, playground, dog park and amphitheater with an associated deck overlook.

MAHAN RYKIEL
LANDSCAPE ARCHITECTURE
URBAN DESIGN & PLANNING



HERRING RUN PARK MASTER PLAN

BALTIMORE, MARYLAND

SERVICES:

Master Planning

Community Engagement

Herring Run Park is a 300-acre stream valley park that spans three miles and connects many Northeast Baltimore City neighborhoods and institutions. Its varied topography and ecosystems provide an invaluable habitat for wildlife. MRA has created a master plan for park improvements with input from community advocacy groups and Baltimore City agencies. The plan prioritizes the preservation and enhancement of the park's natural features, while also providing space for recreation, historic interpretation, and continued stewardship. The plan addresses the unique needs of each neighborhood adjacent to the park and is inspired by Olmsted Brothers' vision.

BLANDAIR PARK

COLUMBIA, MARYLAND

SERVICES:

Community Engagement,

Full Service Landscape Architecture

Visualizations and Renderings

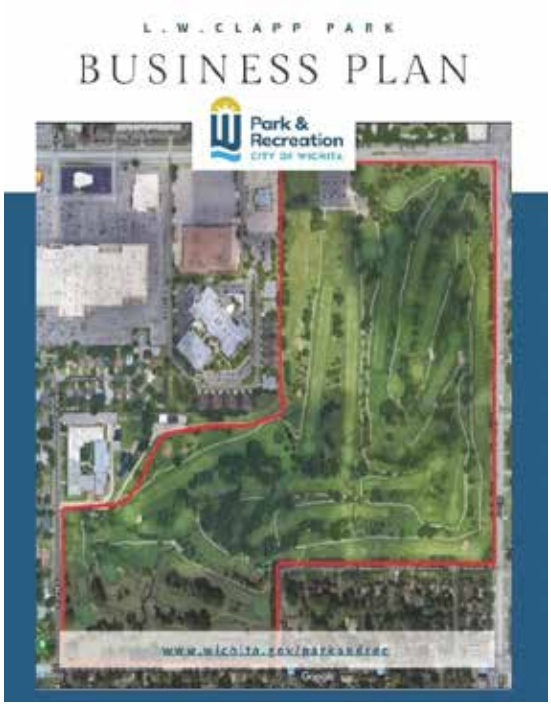
The Blandair Park site is a 300-acre parcel centrally located in Columbia, Maryland. Acquired by Howard County in the mid-1990's, the previously farmed land represents the only undeveloped property of its size within the New Town boundaries of Columbia. Surrounded by a mix of single and multi-family residential neighborhoods, Blandair Park is slated to be Howard County's next significant regional park. Initiated by a County-led advisory committee, MRA and and engineer refined and finalized the master plan. The original Blandair manor home and 16 associated out-buildings are key components of the park's cultural setting and will be restored for events and programming. Active recreation uses include softball, soccer, lacrosse, basketball, tennis and a skate park. Preservation/interpretation uses include a children's garden, nature center and land set aside for walking trails.

MAHAN RYKIEL
LANDSCAPE ARCHITECTURE
URBAN DESIGN & PLANNING

Project Experience

LW Clapp Park Master Plan (2021)

WICHITA, KANSAS



The City of Wichita Parks and Recreation (CWPR) is composed of 126 parks and includes over 5,000 acres of park land. The park system offers a wide variety of facilities, activities, and programing for all residents in Wichita. The new L.W. Clapp Park (LWCP) will be a beautiful park that will offer a range of amenities that include playgrounds, a dog park, event pavilion, picnic pavilions, a in park bistro, walking trails, sports play courts, farmers market, disc golf course and general play space.

The City of Wichita contracted with Confluence to develop a site master plan that included a business plan with the park design. PROS Consulting was responsible for the Business Plan portion of the master plan. The business plan provides valuable information about the cost to operate and maintain the park and will guide CWPR staff in following the program plan recommendations and park maintenance standards for the park. During the development of the business plan, PROS met with the architectural team, CWPR staff, administrators, and community leaders to gather and assemble information about their vision for the park and evaluated the demographic market surrounding the park.

An analysis of the similar park providers was completed that included an Activities / Experience Matrix that indicated what other park systems offer or do not offer in similar size parks to make recommendations for L.W. Clapp Park. Through the market definition, core programs and activities were established for the park from public input and were outlined together into the design of the park to compliment what was chosen for inclusion in the park by CWPR staff and the community. Partnership opportunities were evaluated as well to compliment the planned park amenities to be provided by the city and were recommended to CWPR staff for consideration of outside organizations to offer additional programing and amenities in the park as well.

Operational and Maintenance guidelines were established and coordinated with the parks and recreation staff so the park can be managed using financially responsible methods for effectively pricing of programs and services, to managing the park efficiently and effectively.

This Business Plan presented findings of all areas analyzed, describes recommendations and measurable outcomes for the City of Wichita to use as they move forward in the process of developing L.W. Clapp Park for the residents of the community.

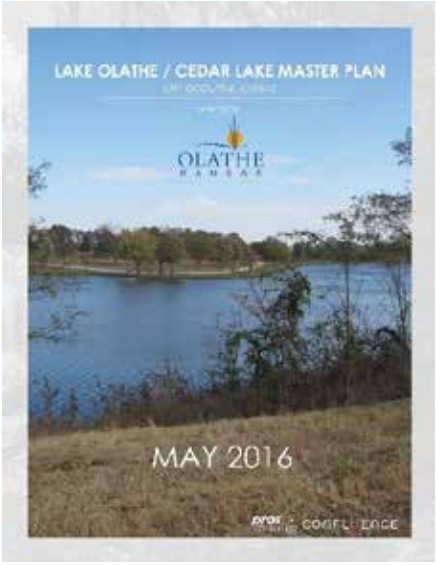
Client Reference: Mr. Troy Houtman, CPRE; Director of Park and Recreation; City of Wichita, P&R Department; 455 North Main; Wichita, Kansas 67202; 316-268-4361; THoutman@wichita.gov

Pro Forma Revenues & Expenditures
Clapp Park

Revenues	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
Farmer's Market / Bistro	$207,750	$220,215	$231,226	$242,787	$252,499	$262,598
Programs / Events	$93,500	$99,110	$104,066	$109,269	$113,640	$118,185
Rentals	$10,400	$11,024	$11,575	$12,154	$12,640	$13,146
Other	$23,000	$24,380	$25,599	$26,879	$27,954	$29,072
Total Revenue	$334,650	$354,729	$372,465	$391,089	$406,732	$423,002
Expenditures	**1st Year**	**2nd Year**	**3rd Year**	**4th Year**	**5th Year**	**6th Year**
Personnel Services	$199,578	$207,561	$215,863	$224,498	$233,478	$242,817
Supplies / Routine Maintenance	$346,680	$357,080	$367,792	$378,826	$390,191	$401,897
Other Services & Charges	$125,193	$130,201	$135,409	$140,825	$146,458	$152,316
Capital Outlay	$20,144	$20,748	$21,370	$22,011	$22,672	$23,352
Total Expense	$691,594	$715,590	$740,435	$766,161	$792,799	$820,382
Total Cost Recovery	**48%**	**50%**	**50%**	**51%**	**51%**	**52%**

Lake Olathe and Cedar Lake Regional Park Operational Plans (2016)

OLATHE, KANSAS



In 2016, PROS Consulting was on a multi-disciplinary team led by Confluence that completed two master plans for Lake Olathe and Cedar Lake. The City of Olathe has always considered its park and recreation system to be a vital component of the City's infrastructure and to the overall well-being of the City's 125,000 residents. Over the past 100 years, Cedar Lake and Lake Olathe have served residents as a source of both water and recreation. As Olathe has grown, a variety of changes have impacted the lake functions and character. These park facilities hold a unique place in the fabric of Olathe and have been identified in the 2014 Olathe Parks & Recreation Department Strategic Master Plan (completed by PROS Consulting) as opportunities to establish signature destination facilities to serve as a local and regional draw.

The master plan and business plan was intended to serve as a guide for future development of Cedar Lake and Lake Olathe as well as the nearly three-mile pedestrian/bicycle trail connection along Cedar Creek that will connect the two sites. The plan established a vision for the two facilities and connecting trail and outlines phased development over time that incorporates community input and desires in a holistic approach which is environmentally responsible.

PROS Consulting completed a market analysis as part of the project, which included a demographic analysis, a market profile, as well as a national and local trend to help drive the program of the two sites. Revenue sources were also explored and evaluated as part of a methodology to identify business units. Business plans were developed that articulated the projected income and expenses for each park, and an action plan was developed with staff for the sustainable management of maintenance, programming, marketing, visitor services, and administration.

Project Reference: Mr. Michael Meadors, Parks and Recreation Director; Olathe Parks & Recreation; 100 E. Santa Fe Street; Olathe, KS 66051; 913.971.8628; mdmeadors@olatheks.org

Total Park Maintenance Expenses (ADJUSTED for inflation)

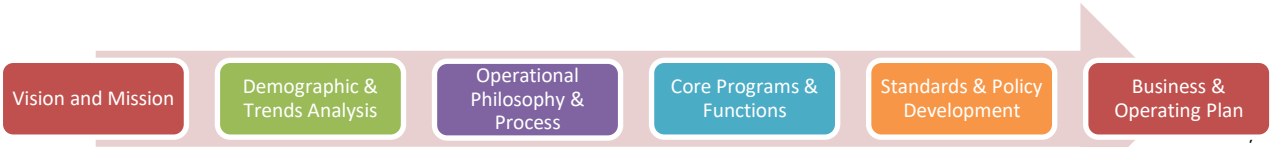
		Y1	Y2	Y3	Y4	Y5	Y6
EXPENSES							
	Total Park Maintenance Expenses						
	Cedar Lake	$ 210,800	$ 217,124	$ 223,638	$ 230,347	$ 237,257	$ 244,375
	Lake Olathe	676,866	697,172	718,087	739,630	761,819	784,673
	Connector	30,400	31,312	32,251	33,219	34,215	35,242
	TOTAL	**$ 918,066**	**$ 945,608**	**$ 973,976**	**$1,003,196**	**$1,033,291**	**$1,064,290**

Emma Long Park Business Plan (2016)

AUSTIN, TEXAS

In 2016, PROS Consulting completed a business plan for Emma Long Park as part of the master planning process. PROS Consulting supported the design team in conducting a comprehensive operations and maintenance analysis, partnership review, revenue generation, and funding strategies. The analysis resulted in a business plan to guide management of the park and to support financial strategies to continue the future development of the park and to create financial sustainability. The Operational & Maintenance Plan identified short term and long term management strategies, as well as established financial strategies and principles to enhance the efficiency and revenue capacity of the park once developed.

Emma Long Park is a 1,142-acre oak, ash, and juniper woodland in the hill country. Nestled beside Lake Austin, the park has approximately one mile of lake front property. The lake itself serves as a flood control and hydropower reservoir of the lower Colorado River. Visitors to the park may enjoy water activities, such as boating, water skiing, swimming, and relaxing on the large, sandy beach, over 350 feet in length. Emma Long Park stands apart from other City of Austin parks due to camping, motocross, and pet-friendly trail options. The process of developing the Business Plan followed a logical planning path, as described below:



cultural and biological resources, but public enjoyment of the park as well. The purpose of the business plan was to develop a shared set of objectives, policies, and goals that meet the needs of the park and have the strength and clarity to direct utilization, growth and management appropriately.

Emma Long Park will serve as a one of the jewels in the crown of the City of Austin's park system that links the visitors to the great outdoors. The community recognizes these opportunities and has envisioned a cohesive plan to remake Emma Long Park into an iconic and vibrant public amenity.

Client Reference: Mr. Kevin Johnson, CIP Project Manager; Austin Parks and Recreation Department; 1600 City Park Rd.; Austin, Texas 78730; 512.974.9506; kevin.johnson@austintexas.gov

REFERENCES FOR MAHAN RYKIEL

Baltimore City Recreation and Parks On Call Landscape Architecture Contracts - (2007 to the present; Construction budgets vary, numerous projects)

Mr. Adam Boarman
Baltimore City Recreation and Parks On Call Landscape Architecture Contracts
Chief of Capital Development
Bureau of Parks Administration Building
2600 Madison Ave.
Baltimore, Md. 21217
Tel: 410.396.7948

Email: Adam.boarman@baltimorecity.gov

Rash Field Redevelopment, Pierce's Park - (Rash Field Sept 2015- present, Phase 1 $14.5 million; Pierce's Park -April 2011-Sept 2011, $2.4 million construction cost)

Laurie Schwartz
President
Waterfront Partnership of Baltimore Inc.
650 S. Exeter Street # 200
Baltimore, MD 21202
Tel: 443-743-3307

Email: laurie@waterfrontpartnership.org ; Laurie. Schwartz@comcast.net

Wyman Park Dell and Stony Run – (reference for stewardship and commitment to parks and understanding of stakeholder needs.)

(2006- present built in phases as funds became available, Master plan - $64K, Wall $8,500, Union Plateau $8,250)

Ms. Sandra Sparks
Friends of Wyman Park Dell
Friends of Stony Run
Mobile 410-980-5844

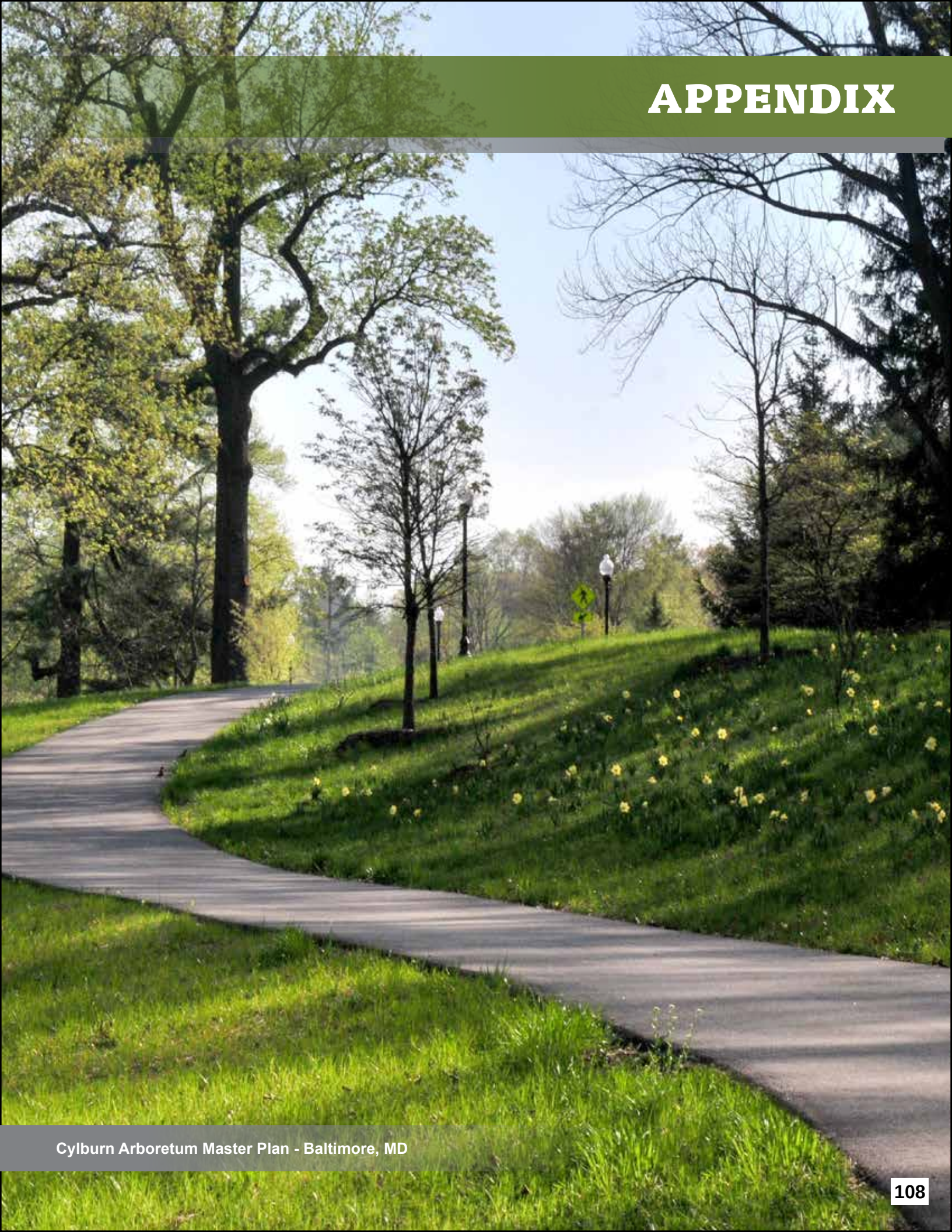
Email: srsparks@verizon.net

Blandair Park Master Plan and Phased Construction - (constructed in 7 phases overall construction $55 million)

Mr. A. Raul Delerme, Director
Howard County Department of Recreation and Parks
7120 Oakland Mills Rd
Columbia, MD 21046-1677
Tel: 410.313.4689

Email: rdelerme@howardcountymd.gov

APPENDIX



PROPOSAL RESPONSE FORM RFP # 2023-03-R FOR PROFESSIONAL SERVICES TO PREPARE BUDDY ATTICK PARK MASTER PLAN FOR THE CITY OF GREENBELT, MARYLAND

Due 11am April 18, 2023

FIRM NAME Mahan Rykiel Associates Inc.

CONTACT Scott Scarfone

ADDRESS 3300 Clipper Mill Rd., Ste 200

CITY/STATE Baltimore ZIP MD PHONE 410.259.8859

FEE PROPOSAL AMOUNT $49,970.00

TAXPAYER I.D. No 52-1421216 SAM.gov REGISTRATION No. JUT9KJ9V7MP4

FIRM WEB SITE ADDRESS www.mahanrykiel.com E-MAIL sscarfone@mahanrykiel.com

TYPE OF ORGANIZATION (check one)

Sole Proprietorship _____Partnership ____X Corporation _____Public Corporation

In submitting a proposal, firm acknowledges every section of this document including all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which document is outlined. Exceptions to any part of this document and any attachments should be clearly delineated and detailed throughout this proposal process. The undersigned, on behalf of the proposer, certifies that: (1) this proposal is made without previous understanding, agreement or connection with any person, team or corporation making a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm or team in whose name the proposal is entered; (4) they have read the complete RFP and understand all provisions; (5) if accepted by the City, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be the proposer's responsibility.

AUTHORIZED SIGNATURE:

TITLE President DATE 4/14/2023

Byrd Anti-Lobbying Certification

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

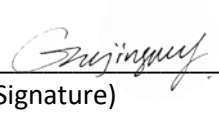
Organization: Mahan Rykiel Associates Inc.

Street address: 3300 Clipper Mill Rd, Ste. 200

City, State, Zip: Baltimore, MD 21211

CERTIFIED BY:(type or print) Jingpeng Gu

TITLE: President



(Signature) 4/14/2023 (Date)

LEGAL

A. MRA is a party to claim that resolved in January 2023 and the settlement documents will be executed in the near future.

B. We have no conflicts of interest.

C. We have no partnerships.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Hoffberger Insurance Agency Inc. 5700 Smith Avenue Baltimore MD 21209	CONTACT NAME: Jennifer Allewalt PHONE (A/C, No, Ext): (410)542-3300 FAX (A/C, No): (410)542-3399 E-MAIL ADDRESS: jallewalt@hoffberger.com
INSURED Mahan Rykiel Associates,Inc. 3300 Clipper Mill Road, Suite 200 Baltimore MD 21211	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Aspen American Ins. Co. — 43460 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: CL1761909752 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N/A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Professional Liability			AAAE10084102	6/24/2022	6/24/2023	Each Claim	$4,000,000
							Aggregate	$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

FOR INSURANCE PURPOSES ONLY

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

C. Hoffberger/JDA C. Peter Hoffberger/JDA

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/22/2023

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Kathy Preterotti	
Diversified Insurance Industries, Inc. 307 International Circle Suite 610 Hunt Valley MD 21030	PHONE (A/C, No, Ext): 410-319-0644	FAX (A/C, No): 410-433-3440
	E-MAIL ADDRESS: kathy.preterotti@dii-ins.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
MAHAN-1 Mahan Rykiel Associates, Inc. 3300 Clipper Mill Rd #200 Baltimore MD 21211	INSURER A : Hartford Casualty Insurance Company*	29424
	INSURER B : Hartford Underwriters Ins. *	30104
	INSURER C : HARTFORD INSURANCE GROUP	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1237224090 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [X] LOC OTHER:			30SBARM8435	2/6/2023	2/6/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 2,000,000 $ 300,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
B	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			30UECAE3484	2/6/2023	2/6/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 1,000,000 $ $ $ $
A	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 10,000			30SBARM8435	2/6/2023	2/6/2024	EACH OCCURRENCE AGGREGATE 	$ 1,000,000 $ 1,000,000 $
C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N / A **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below			30WECNN9306	2/6/2023	2/6/2024	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

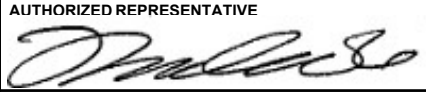
CERTIFICATE HOLDER

FOR INFORMATIONAL PURPOSES ONLY

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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MAHAN **RYKIEL**
ASSOCIATES INC

Whitehall Mill
3300 Clipper Mill Rd.
Suite 200
Baltimore, MD 21211
410.235.6001
MahanRykiel.com

City Council Agenda Item Report

Meeting Date: May 22, 2023
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: OTHER BUSINESS
Agenda Section: OTHER BUSINESS 90 minutes (9:00 - 10:30 pm)

Subject:
Award of Contract Recommendation - Municipal Building Youth Center HVAC Upgrades

Suggested Action:

Reference: Memorandum, B. Kim, 04/28/2023

In fiscal year 2023 the Department of Public Works identified several HVAC projects that were required at both the Municipal Building and Youth Center. All three (3) proposed furnaces and associated HVAC equipment located in the Municipal Building are approximately twenty-two years old and two years past the twenty-year useful life expectancy. Equipment service areas include both Finance and Council Chamber Room. The Youth Center gym requires two (2) roof top units (RTU) to provide adequate HVAC conditioning, one (1) of which was replaced in FY22, we are proposing the replacement of the second RTU. The RTU is also twenty-two years old and two years past the twenty-year useful life expectancy.

Staff recommends Council approve the purchase of mechanical installation/HVAC replacement to Adrian L. Merton Incorporated for $96,374.00 and Quality Control Program Management services to CPJ & Associates for $12,600.00 for a total project cost of $108,974.00.

Attachments:
Memorandum, B. Kim, 04/28/2023.pdf

CITY OF GREENBELT
DEPARTMENT OF PUBLIC WORKS
555 CRESECENT ROAD, GREENBELT, MD 20770 **MEMORANDUM**

Date: 28-April-2023

To: Mr. Tim George, Acting City Manager

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

Via: Mr. Willis Shafer, Director of Public Works

Re: Municipal Building Youth Center HVAC Upgrades

SUBJ.: Award of Contract Recommendation

Summary:

In fiscal year 2023 the Department of Public Works identified several HVAC projects that were required at both the Municipal Building and Youth Center. All three (3) proposed furnaces and associated HVAC equipment located in the Municipal Building are approximately twenty-two years old and two years past the twenty-year useful life expectancy. Equipment service areas include both Finance and Council Chamber Room. The Youth Center gym requires two (2) roof top units (RTU) to provide adequate HVAC conditioning, one (1) of which was replaced in FY22, we are proposing the replacement of the second RTU. The RTU is also twenty-two years old and two years past the twenty-year useful life expectancy.

Project Details:

Department of Public Works utilized Sourcewell, a cooperative purchasing program created and operated by the Minnesota legislature thus allowing us to leverage competitively bid awarded contracts. In doing so, Sourcewell/Gordian (construction contract specialist for Sourcewell) mechanical contractor Adrian L. Merton Incorporated was identified as the contractor providing best value. Company is located in Capital Heights Maryland, PG County. Contractor has approximately 150 employees operating various design build mechanical project in the DMV area.

Charles P. Johnson & Associates, Inc. (CPJ) was also engaged and asked to provide proposal to oversee quality control program (Quality Assurance/Quality Control) for the project.

Scope of Work:

- Municipal Building:
  - Finance: one (1) furnace and associated HVAC equipment.
  - Council Chamber: two (2) furnaces and associated HVAC equipment.
- Youth Center:
  - Gym: one (1) roof top unit (RTU) and associated HVAC equipment and works.

CONTRACTOR	PROPOSAL PRICE	NOTES
Adrian L. Merton, Inc.	$96,374.00	Mechanical Contractor
CPJ & Associates, Inc.	$12,600.00	QA/QC
TOTAL:	**$108,974.00**	

Recommendation:

Staff recommends Council approve the purchase of mechanical installation/HVAC replacement to Adrian L. Merton Incorporated for $96,374.00 and Quality Control Program Management services to CPJ & Associates for $12,600.00 for a total project cost of $108,974.00

City Council Agenda Item Report

Meeting Date: May 22, 2023
Submitted by: Bonita Anderson
Submitting Department: Greenbelt Police
Item Type: OTHER BUSINESS
Agenda Section: OTHER BUSINESS 90 minutes (9:00 - 10:30 pm)

Subject:
Award of Purchase – Police Mobile Data Computers (MDCs)

Suggested Action:

Reference: Quote: Front Line Mobile Tech

The police department has been utilizing Mobile Data Computers (MDCs) in patrol vehicles for over 20 years. This technology continues to be a vital link for officers in the field to access critical information to aid in investigations, complete reports and violation paperwork, and also to manage other technologies such as License Plate Readers (LPRs), fingerprint scanners, and video systems.

Manufactured by Panasonic and available for purchase through Front Line Mobile Tech (Jessup, MD), the Panasonic Toughbook FZ-55 is the recommended model for purchase in consultation with the city I.T. department. The department has a need to purchase these computers due to increased officer staffing level, as well as current MDCs reaching their end of life. The Panasonic Toughbook FZ-55 is available for purchase through Front Line Mobile Tech under GSA contract pricing (Schedule 70 #47QTCA19D00MM).

The FY 2023 General Fund included $54,180 for the annual contract cost of Axon in-car camera systems for police vehicles. As a result of product delays, the Axon in-car cameras will not be installed until the FY24 budget. It is recommended to reallocate the FY23 funds for the purchase of these computers.

Police department staff will be present to answer any questions.

It is recommended that Council approve the purchase of ten (10) Panasonic Toughbook FZ-55 computers from Front Line Mobile Tech under GSA contract Schedule 70 #47QTCA19D00MM, at a total cost of $32,870.00.

Attachments:
Front_Line_Mobile_Tech.001573.v1.5.pdf

FRONT LINE
MOBILE TECH
Technology Mobility Vehicle

HW_FZ55_QTY10

Quote #001573 v1

Prepared For:

Greenbelt Police Dept
Timothy White
550 Crescent Rd
Greenbelt, MD 20770

P: (240) 542-2124
E: twhite@greenbeltmd.gov

Prepared by:

Frontline Mobile Tech
Sarah Ellison
10555 Guilford Rd
Suite 119 - 121
Jessup, MD 20794

P: 240-280-8964
E: sellison@frontlinemobiletech.com

Date Issued:
05.18.2023
Expires:
06.08.2023

Products

Description		Price	Qty	Ext. Price
FZ-55F2-01KM	**Panasonic TOUGHBOOK FZ-55 14" Touchscreen Semi-rugged Notebook - Full HD - 1920 x 1080 - Intel Core i5 11th Gen i5-1145G7 - 16 GB Total RAM - 512 GB SSD - Intel Chip - Windows 11 - In-plane Switching (IPS) Technology - Front Camera/Webcam - 1**	$3,287.00	10	$32,870.00
All Panasonic Toughbook, accessories, and warranty pricing in accordance with GSA Schedule 70 # 47QTCA19D00MM				
			Subtotal:	**$32,870.00**

Shipping

Description		Price	Qty	Ext. Price
Shipping	**Shipping**	$0.00	1	$0.00
			Subtotal:	**$0.00**

Quote Summary	Amount
Products	$32,870.00
Total:	**$32,870.00**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Acceptance

Frontline Mobile Tech

Sarah Ellison
Signature / Name

05/18/2023
Date

Greenbelt Police Dept

Timothy White
Signature / Name Initials

Date

City Council Agenda Item Report

Meeting Date: May 22, 2023
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: OTHER BUSINESS
Agenda Section: OTHER BUSINESS 90 minutes (9:00 - 10:30 pm)

Subject:
Meeting Hiatus in Second Half of July

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

Greenbelt City Council's standing rules already allow for a single regular meeting in July, on the second Monday of the month rather than both the second and fourth Mondays as in most months. Extending that policy to include not scheduling any Council work sessions during the last two weeks of July (unless an emergency arises) would allow for a break and scheduling of vacations for both council members and relevant City staff. The National League of Cities Summer Leadership Conference is already planned for the third week in July, which may take one or more council members out on travel. In addition, other council members have already indicated plans to be out of town during the month of July. All other regular activities of the City would continue, aside from Council work sessions. By being pro-active and planning for a scheduled break now we can make sure any necessary, non-emergency business requiring a meeting is taken care of in the first half of July, or that it can wait until our first meeting in August.

Attachments:

City Council Agenda Item Report

Meeting Date: May 22, 2023
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: OTHER BUSINESS
Agenda Section: OTHER BUSINESS 90 minutes (9:00 - 10:30 pm)

Subject:
Preemption of Local Pesticide Policies in the 2023 Farm Bill

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

A bill before Congress, H.R. 7266, includes language that would prohibit local governments from adopting pesticide laws that are more protective than federal rules as part of the 2023 Farm Bill. While our standing rules indicated that we generally don't weigh in on federal legislation, in this instance there would be a direct local impact. The advocacy organization Beyond Pesticides published an article last year which describes how the bill would amend federal pesticide law by adding the following provision:

"(d) LOCAL REGULATION PROHIBITED – A political subdivision of a State shall not impose, or continue in effect, any requirement relating to the sale, distribution, labeling, application, or use of any pesticide or device subject to regulation by a State pursuant to this section or by the Administrator under this Act."

While our current Sustainable Land Care Policy primarily references use of pesticides on City property, if the language in H.R. 7266 is passed, it could preempt Greenbelt from making wider rules regarding pesticide use in the future should we wish to do so.

A letter for local officials to sign on to is available, but we could also consider drafting something on behalf of the entire City Council.

URLs spelled out:

- 2023 Farm Bill: https://www.agriculture.senate.gov/farm-bill
- Beyond Pesticides Article: https://beyondpesticides.org/dailynewsblog/2022/04/industry-money-and-politics-drives-legislation-to-squelch-local-pesticide-restrictions/
- Greenbelt's Sustainable Land Care Policy: https://www.greenbeltmd.gov/home/showpublisheddocument/16017/6370148685276300
- Local officials letter: https://secure.everyaction.com/aMcVHaaV7ES6Qw6RhBOCbw2

Attachments:

Agenda Item No: *20.

City Council Agenda Item Report

Meeting Date: May 22, 2023
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: MEETINGS
Agenda Section: OTHER BUSINESS 90 minutes (9:00 - 10:30 pm)

Subject:
* Meetings

Suggested Action:

Attachments:
meetings.pdf

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

5/19/2023 11:33 AM

City Council Meetings & Work Sessions
May – June

Advisory Board Interview	Wed.	05/24	7:10 pm
Budget Work Session – Final Budget Review	Wed.	05/24	7:30 pm
Special Meeting/Closed Session – (Personnel Matters/City Manager Applicants)	Thurs..	05/25	7:30 pm
No Meeting – City Holiday – Memorial Day	Mon.	05/29	
Work Session – County Council Representatives (tentative)	Wed.	05/31	7:30 pm
Regular Meeting – Budget Adoption	Mon.	06/05	7:30 pm
Work Session – TBD	Wed.	06/07	7:30 pm
Work Session – TBD	Mon.	06/12	7:30 pm
Work Session – TBD	Wed.	06/14	7:30 pm
Special Meeting/Closed Session – (Personnel Matters/Interim City Manager Evaluation)	Wed.	06/14	Following WS
No Meeting – City Holiday – Juneteenth	Mon.	06/19	
Regular Meeting	Tues.	06/20	7:30 pm
Work Session – TBD	Wed.	06/21	7:30 pm
MML Summer Conference (Ocean City)	Sun. – Wed.	06/25 – 06/28	
No Meeting – MML Summer Conference	Mon.	06/26	
No Meeting – MML Summer Conference	Wed.	06/28	

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

5/19/2023 11:33 AM

Ready to be scheduled:
Parke Crescent Apartment Complex
Virtual Meetings Accessibility for Blind and Visually Impaired
City Contracting Policy
Greenbelt East HOAs/COAs
Hotels
Washington Gas
Washington Suburban Sanitary Commission (WSSC)
Advisory Board Chairs
WMATA – Better Bus Plan
County Council Representatives
Street Lights (Pepco)

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
Bernard Penney *(Memorial Donation in honor of Leonie Penney)*
Potential Bond Referendum/Capital Financing
Cemetery Plans
MARC Train Service/ MDOT
Arts & Entertainment District
EV Chargers Five Year Plan
Fleet Vehicles Ten Year Plan

Agenda Item No: *21.

City Council Agenda Item Report

Meeting Date: May 22, 2023
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: MEETINGS
Agenda Section: OTHER BUSINESS 90 minutes (9:00 - 10:30 pm)

Subject:
* Stakeholder List

Suggested Action:

Attachments:
Stakeholder Schedule.pdf

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

City Council Agenda Item Report

Meeting Date: May 22, 2023
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: OTHER BUSINESS
Agenda Section: OTHER BUSINESS 90 minutes (9:00 - 10:30 pm)

Subject:
Amending the Tennis Court Surfacing Contract

Suggested Action:

Staff is seeking an additional $38,101 to add the resurfacing of Braden Tennis Courts 1-4 to the tennis court resurfacing project. Council had previously approved the resurfacing of Braden Tennis Courts 5-8 and both Lakecrest Courts, as well as Braden Tennis Court 1 crack repair, for an amount not to exceed $90,000. Expanding the project to include the full resurfacing/repair to Braden Tennis Courts 1-4 would cost an additional $38,101, a grand total of $128,101 to resurface all City operated tennis/pickleball courts. Including the resurfacing of Braden Tennis Courts 1-4 would allow the City to take advantage of cooperative contract pricing that will not be available if resurfacing of those courts is delayed until FY25.

Staff recommends that the City Council approve $38,101 for the resurfacing project.

Attachments: