



CITY COUNCIL AGENDA

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

**Virtual Participation
Zoom Webinar Attendees:**

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

**[https://us02web.zoom.us/j/82305488329?](https://us02web.zoom.us/j/82305488329?pwd=cDNSK2xmWThld0dlQU4xcTUvU05OZz09)
[pwd=cDNSK2xmWThld0dlQU4xcTUvU05OZz09](https://us02web.zoom.us/j/82305488329?pwd=cDNSK2xmWThld0dlQU4xcTUvU05OZz09)**

Dial-in: 301 715 8592

Webinar ID: 823 0548 8329

Passcode: 677924

Monday, March 25, 2024

7:30 PM

I. ORGANIZATION

1. Call to Order
2. Roll Call
3. Meditation and Pledge of allegiance to the Flag
4. Petitions and Requests
5. Consent Agenda - Approval of Staff Recommendations (Items on the Consent

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

6. Approval of Agenda and Additions

II. COMMUNICATIONS

7. Presentations

7a. Arbor Day Proclamation

Suggested Action:

In keeping with its designation as a "Tree City USA," Greenbelt issues a proclamation annually in recognition of Arbor Day. This year, Arbor Day will be celebrated on Friday, April 26, 2024. The Advisory Committee on Trees (ACT) members, Chair Charles Jackman, Bob Trumbule, Ethel Dutky, and Assistant Public Works Director Brian Townsend, will be present to accept the proclamation and give an overview of this year's Arbor Day plans.

[ArborDay24 - evj.pdf](#)

[Arbor Day Event Schedule 2024.pdf](#)

7b. Award of the Government Finance Officers Association (GFOA) Distinguished Budget Award for FY2024 Budget

Suggested Action:

The City has received the GFOA Distinguished Budget Presentation Award for its Fiscal Year 2024 budget. This award is the highest form of recognition in governmental budgeting. It recognized that Greenbelt publishes a budget document that satisfies national guidelines as a policy document, a financial plan, an operations guide, and a communications device. Bertha Gaymon, City Treasurer, will accept the award.

[3 - Budget Award.pdf](#)

7c. Proposed FY 2025 Budget Presentation

Suggested Action:

Josué Salmerón, City Manager, will submit the proposed budget for FY 2025, which begins July 1, 2024, and ends on June 30, 2025. The Council will hold work sessions on each department budget. There are two public hearings on the proposed budget.

*8. Minutes

Suggested Action:

9. Administrative Reports

Suggested Action:

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

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

*10. Committee Reports

III. LEGISLATION

IV. OTHER BUSINESS

11. Springhill Lake Recreation Center Storefront Door & Interior Painting

Suggested Action:

Reference:

Memorandum, B. Kim, 03/19/2024

EJ Whitcomb & Sons Proposal

Tri Star Contractor, Inc. Proposal

In early February, staff attended a meeting to address building and facilities maintenance upgrades at Springhill Lake Recreation Center.

Staff recommends installing the new main entrance door and painting the interior of SLRC and the associated clubhouse. The main entrance door has been problematic, requiring weekly/bi-weekly servicing to maintain normal operations. The Facilities Maintenance Manager recommended replacing it as repair costs are no longer a viable means to maintain consistent door operations.

As part of the upgrade painting of the entire interior of SLRC and Clubhouse, three (3) firms were engaged, and two (2) firms submitted proposals. Tri Star Contractor, Inc. was a low bidder and found to be the best value. The staff has carefully reviewed the proposals, met with SME, and found E.J. Whitcomb & Sons and Tri-Star Contracting the best value for the main door replacement and painting services.

Staff recommends that the Council approve the purchase of a new door and installation to E.J. Whitcomb & Sons, Inc., in the amount of \$14,225.00, and painting services to Tri Star Contractor, Inc., in the amount of \$11,500.00.

[24.03.19_Council_Memo_SLRC_Door_Paint.pdf](#)
[Estimate_3110_from_E_J_Whitcomb__Sons_Inc.pdf](#)
[Proposal_SLRC_Paint.pdf](#)

12. Ballfield Improvements ARPA Project – Schrom Hills Park Multi-purpose Field/Braden Complex Fields #1 & #2

Suggested Action:

Reference: Letters, CPJ & Associates, 03/13/2024

City Council previously approved the disbursement of \$2.35 million in ARPA funds for a ballfield improvements project. Due to the complexity and time-sensitive nature of the project, Staff recommends the project management services of Charles P. Johnson & Associates, Inc. (CPJ) at a cost of \$190,133. City Council recently approved a contract with CPJ for on-call services. Greg Varda, Recreation Director will be present to answer questions.

[CPJ Associates_03.13.24 Schrom Hills Park_Braden Field.pdf](#)

13. Council Activities

14. Council Reports

- *15. Meetings
[meetings.pdf](#)

- *16. Stakeholder List
[Stakeholder Schedule.pdf](#)

- *17. Appointment to Advisory Board/Committee
Suggested Action:
Reference: Application and Code of Conduct

The City Council interviewed Nicole Shyong on February 21, 2024, for the Board of Elections.

Approval of this item on the consent agenda will indicate the Council's intent to appoint Ms. Shyong to the Board of Elections.

- *18. Reappointment to Advisory Board/Committee
Suggested Action:

Reference: Reappointment Survey

Susan Gregersen indicated her willingness to continue to serve on the Forest Preserve Advisory Board.

Approval of this item on consent agenda will indicate the Council's intent to appoint Ms. Gregersen to a new term.

*19.

Letter - TheBus Proposed Spring Service Changes

Suggested Action:

Reference: Draft Letter, J. Fearer

Prince George's County DPW&T has released a package of proposed service changes for Spring 2024. The first proposed service change that affects transit riders in Greenbelt is a reduction in the frequency of Route 11, which would arrive every 45 minutes rather than the current 30-minute headways. This proposed change would directly and adversely affect some of Greenbelt's most vulnerable residents, including those living in Equity Emphasis Areas as defined by the Metropolitan Washington Council of Government's (MWCOC) Transportation Planning Board (TPB). Staff also believes it is shortsighted to reduce bus service to and from Greenbelt Metro Station, particularly in light of the service changes Metrobus is proposing.

Staff recommends the City Council submit a comment letter on DPW&T's Spring 2024 Proposed Service Changes for TheBus opposing the service changes proposed for Route 11 and supporting the proposed changes for Route 15X as well as the addition of a new Route 61 connecting Greenbelt and Laurel. The letter should also request that DPW&T communicate more directly with local jurisdictions and residents as the County's Transit Transformation planning process moves forward.

APB discussed this at their regular meeting on March 20, 2024, and members unanimously concurred with Staff's analysis and recommendation.

[24-0325_TheBus Spring 2024 Proposed Service Changes_Council Letter_DRAFT.pdf](#)

*20. Municipal Building Finance Department Renovations

Suggested Action:

Reference:

Memorandum, J. Salmeron, 03/22/2024

Email, D. McAlmont, 03/18/2024

Proposal

The staff is planning to reorganize the office space strategically in order to enhance efficiency and collaboration between different departments. They have proposed renovating the Finance Department to create a separate area for Human Resources (HR), which is experiencing growth in its operations. As the city is expanding and evolving, the administrative infrastructure needs to be upgraded to meet the increasing demands.

The staff's recommendation is to reconfigure the existing floor plan and allocate a separate section for the Diversity, Equity, and Inclusion (DEI), Grants Coordinators, and Economic Development staff in the current HR office space.

This item is on the consent agenda to update the City Council on the renovations in the Finance Department.

[2024.03.22_Municipal Office Renovations.pdf](#)

[24.01.31_Everyready_Drywall_Proposal.pdf](#)

[24.02.09_TriStar_Drywall_Proposal.pdf](#)

City Council Agenda Item Report

Meeting Date: March 25, 2024

Submitted by: Brian Townsend

Submitting Department: Public Works

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

Arbor Day Proclamation

Suggested Action:

In keeping with its designation as a "Tree City USA," Greenbelt issues a proclamation annually in recognition of Arbor Day. This year, Arbor Day will be celebrated on Friday, April 26, 2024. The Advisory Committee on Trees (ACT) members, Chair Charles Jackman, Bob Trumbule, Ethel Dutky, and Assistant Public Works Director Brian Townsend, will be present to accept the proclamation and give an overview of this year's Arbor Day plans.

Attachments:

[ArborDay24 - evj.pdf](#)

[Arbor Day Event Schedule 2024.pdf](#)

PROCLAMATION

WHEREAS, Arbor Day was first celebrated in the state of Nebraska in 1872 in response to a state proclamation urging settlers and homesteaders to plant trees to provide "shade, shelter, fruit, fuel and beauty" for residents of the largely treeless plains; and

WHEREAS, on that first Arbor Day, more than one million trees were planted in Nebraska's communities and on its farms; and

WHEREAS, trees reduce the erosion of topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce lifegiving oxygen, and provide habitat for wildlife; and

WHEREAS, trees in Greenbelt increase property values, enhance the economic vitality of our business areas, and beautify the community while protecting our environment; and

WHEREAS, Greenbelt is recognized as a Tree City USA by the National Arbor Day Foundation and is pledged to continue its tree-planting and tree-care practices, as well as its policy of preserving green space and forests to enhance its historic "Green Belt"; and

WHEREAS, to those ends, the City, in 2000, established an Advisory Committee on Trees to study, investigate and advise Council on matters related to the City's tree resources; in 2003, established a Greenbelt Forest Preserve; in 2007, established a Forest Preserve Advisory Board to monitor its management and maintenance; and in 2010 joined the Baltimore Washington Partnership for Forest Stewardship.

NOW THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby proclaim Saturday, April 13th to be

ARBOR DAY

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 25th day of March 2024.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

Volunteer Event Schedule
Arbor Day Celebration
April 13, 2024 from 10 am – 12 pm

Location:

Buddy Attic Park, Cove Area

Corner of Lakecrest Dr. & Prince James Way, Greenbelt, MD 20770

Set Up

- Unload truck of tools and check in table (staff)

9:00 am

- Post volunteer event signs (staff)

Registration

- Volunteer registration paperwork

9:45 am – 10:05 am

Orientation

- Introduce staff from Greenbelt Public Works & ACT Committee

10:05 am – 10:25 am

- Arbor Day Proclamation
- Plant first tree (Council) and group picture

Service

- Split into two volunteer groups

10:25 am – 11:45 am

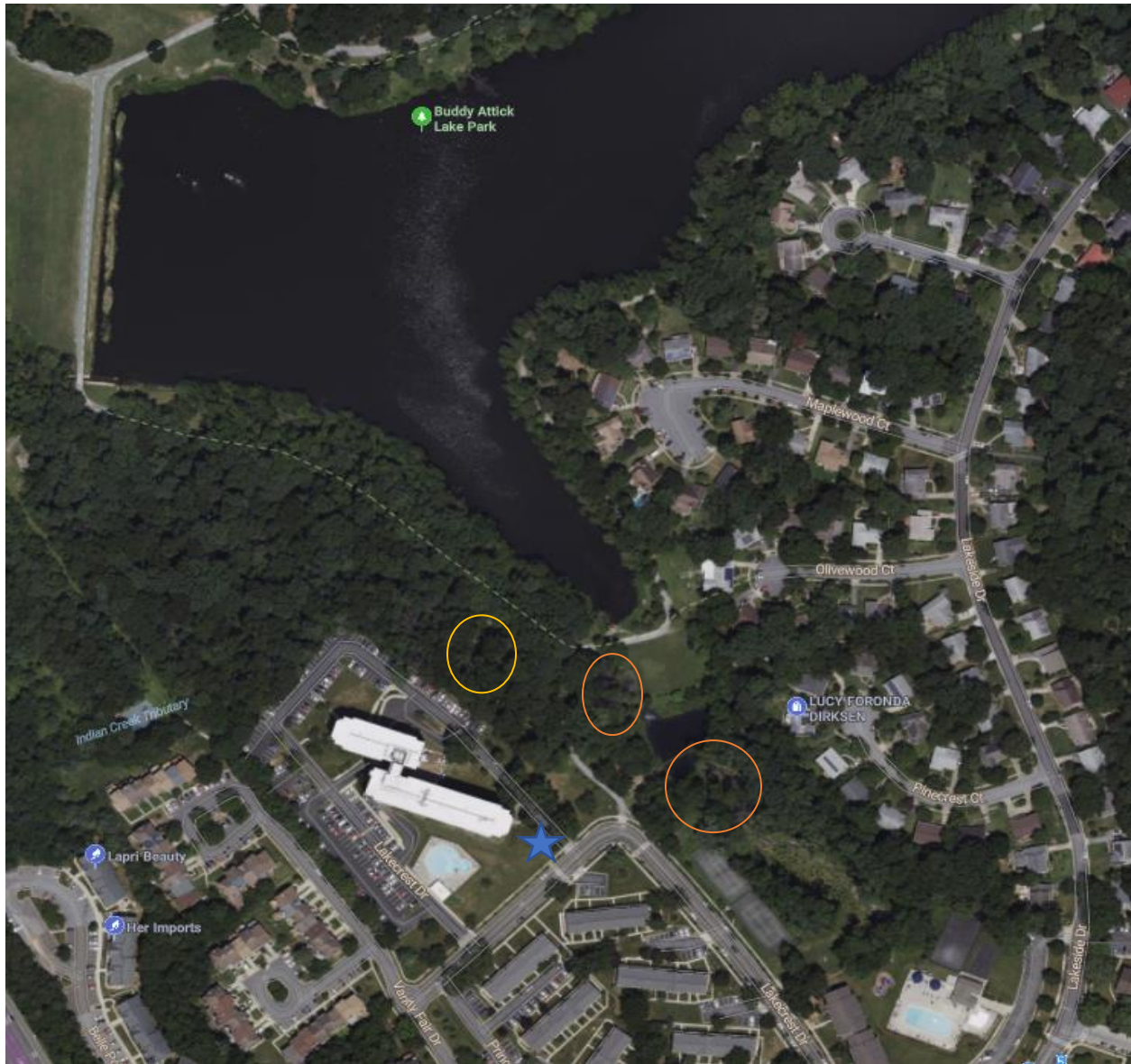
1. Plant trees and place protective tubing
 2. Discussion why we planted riparian and upland species here (ACT)
- During and after pictures (Media)

Clean Up

- Return gloves and equipment to Public Works truck (All)

11:45 pm – 12:00 pm

Tree Planting Area



Volunteer Sign in



Upland Trees Species



Riparian Trees Species

City Council Agenda Item Report

Meeting Date: March 25, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Presentations

Agenda Section: COMMUNICATIONS

Subject:

Award of the Government Finance Officers Association (GFOA) Distinguished Budget Award for FY2024 Budget

Suggested Action:

The City has received the GFOA Distinguished Budget Presentation Award for its Fiscal Year 2024 budget. This award is the highest form of recognition in governmental budgeting. It recognized that Greenbelt publishes a budget document that satisfies national guidelines as a policy document, a financial plan, an operations guide, and a communications device. Bertha Gaymon, City Treasurer, will accept the award.

Attachments:

[3 - Budget Award.pdf](#)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Greenbelt
Maryland**

For the Fiscal Year Beginning

July 01, 2023

Christopher P. Morrell

Executive Director

City Council Agenda Item Report

Meeting Date: March 25, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Presentations

Agenda Section: COMMUNICATIONS

Subject:

Proposed FY 2025 Budget Presentation

Suggested Action:

Josué Salmerón, City Manager, will submit the proposed budget for FY 2025, which begins July 1, 2024, and ends on June 30, 2025. The Council will hold work sessions on each department budget. There are two public hearings on the proposed budget.

Attachments:

City Council Agenda Item Report

Meeting Date: March 25, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS

Subject:

Minutes

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: March 25, 2024

Submitted by: Brian Kim

Submitting Department: Public Works

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Springhill Lake Recreation Center Storefront Door & Interior Painting

Suggested Action:

Reference:

Memorandum, B. Kim, 03/19/2024

EJ Whitcomb & Sons Proposal

Tri Star Contractor, Inc. Proposal

In early February, staff attended a meeting to address building and facilities maintenance upgrades at Springhill Lake Recreation Center.

Staff recommends installing the new main entrance door and painting the interior of SLRC and the associated clubhouse. The main entrance door has been problematic, requiring weekly/bi-weekly servicing to maintain normal operations. The Facilities Maintenance Manager recommended replacing it as repair costs are no longer a viable means to maintain consistent door operations.

As part of the upgrade painting of the entire interior of SLRC and Clubhouse, three (3) firms were engaged, and two (2) firms submitted proposals. Tri Star Contractor, Inc. was a low bidder and found to be the best value. The staff has carefully reviewed the proposals, met with SME, and found E.J. Whitcomb & Sons and Tri-Star Contracting the best value for the main door replacement and painting services.

Staff recommends that the Council approve the purchase of a new door and installation to E.J. Whitcomb & Sons, Inc., in the amount of \$14,225.00, and painting services to Tri Star Contractor, Inc., in the amount of \$11,500.00.

Attachments:

[24.03.19_Council_Memo_SLRC_Door_Paint.pdf](#)

[Estimate_3110_from_E_J_Whitcomb__Sons_Inc.pdf](#)

[Proposal_SLRC_Paint.pdf](#)



Date: 19-March-2024

To: Mr. Josué Salmerón, City Manager

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

Re: **Springhill Lake Recreation Center (SLRC)**
Storefront Door & Interior Painting

SUBJ.: **Award of Contract Recommendation**

Public Works - Background

In early February, we were asked to attend a meeting to address building and facilities maintenance upgrades at Springhill Lake Recreation Center, the items of concern were categorized into two main verticals driven primarily by budgetary constraints – work costs covered by our current budget line items and those that could not. Examples of work already performed utilizing FY24 budgeted resources are: stripping/waxing of floors (SLRC & Clubhouse), new commercial grade doorway entrance carpet/matt material (main entrance and backdoor), adding additional hours for building maintenance, repair touchless water fountain, etc.

In an effort to address work exceeding both budgetary and procurement requirements, we offer the following recommendations for the installation of the new main entrance door and interior painting of both SLRC and associated Clubhouse

Public Works - Recommendation

The door has been problematic at best at times requiring weekly/bi-weekly servicing in order to maintain normal operations. It was the recommendation of the Facilities Maintenance Manager to replace as costs associated with repair is no longer a viable means to maintain consistent door operations. Please also note, Atlantic Door, our primary vendor that addresses maintenance issues for our storefront doors also agreed the door at SLRC has reached the end of useful life and should be replaced. To this end, EJ Whitcomb & Sons, Inc., was engaged by recommendation of Atlantic Door. The door would be considered a specialty door requiring installation companies familiar with the retrofit required (installation of new door to existing aluminum storefront) as only the door is being replaced.



Painting of the entire interior of SLRC and Clubhouse, three (3) firms were engaged and two (2) firms were responsive/submitted proposals. Tri Star Contractor, Inc. was both low bidder and found to be best value.

Proposal Cost Summary:

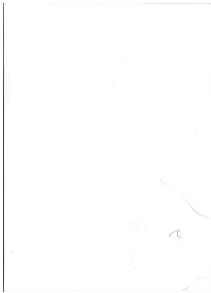
CONTRACTOR	PROPOSAL PRICE	5% - CONTINGENCY	TOTAL
E.J. Whitcomb & Sons, Inc.	\$14,225.00	N/A	\$14,225.00
Tri Star Contractor, Inc.	\$11,000.00	\$550.00	\$11,550.00

Staff has carefully reviewed the proposals, met with SME, and found E.J. Whitcomb & Sons and Tri Star Contracting to be best value for both the main door replacement and painting services respectively.

Summary Recommendations

Staff recommends Council approve the purchase of new door and installation to E.J. Whitcomb & Sons, Inc., in the amount of \$14,225.00 and painting services to Tri Star Contractor, Inc., in the amount of \$11,500.00.

ATTACHMENT: <Estimate_3110_from_E_J_Whitcomb__Sons_Inc>: Door Replacement Proposal
<Proposal_SLRC_Paint>: Painting Proposal



E J Whitcomb & Sons Inc
13110 Chalkstone Way
Silver Spring, MD 20904
301-404-7221
njwhitcomb1@verizon.net

Estimate

ADDRESS
CITY OF GREENBELT 555 CRESENT ROAD GREENBELT, MD 20770

SHIP TO
6101 Cherrywood Lane Greenbelt, Md 20770

ESTIMATE #	DATE	
3110	02/17/2024	

DATE	ACTIVITY	QTY	AMOUNT
02/17/2024	Door Replacement Remove & replace existing pair doors to community center New doors will be similar Dark Bronze finish Window in each door will be 1/4 clear tempered safety glass approximately 22x 34" Doors will be aluminum panel board with continuous hinge on each door Offset panic pull on exterior. Interior consealed verticle rod manual panic bar on each door Existing surrond frame & glass will remain Work will be completed during normsl business hours M-F 8:00 AM to 5:00PM estimate includes all visible replacement. Any unusual problems will be reported prior to correction Deposit 50 %%	1	14,225.00

TOTAL **\$14,225.00**

Accepted By

Accepted Date

TRI STAR CONTRACTOR, INC.

P.O. BOX 6164
COLUMBIA, MD 21045
TEL:(410) 489-0082
FAX:(410) 489-7362

ESTIMATE

Date	ESTIMATE #
3/14/2024	606

TO:
City of Greenbelt 555 Crescent Road Greenbelt, Md 20770

Description	Amount
Gym : Paint lower half of the wall, (Only the blue half the wall). (NO CEILING) Paint the hand rail and door frame, (Only the blue). (NO CEILING) Labor & Material	3,800.00
Rec Center Front : Paint lower half of the wall, (Only the blue half the wall). (NO CEILING) Paint the door frame, (Only the blue). (NO CEILING) Office : Paint lower half of the wall, (Only the blue half the wall). Paint window frame, (blue frame only). Bathroom #1 : Paint lower half of the wall, (Only the blue half the wall). (NO CEILING) Bathroom #2 : Paint lower half of the wall, (Only the red half the wall). (NO CEILING) Meeting Room : Paint lower half of the wall, (Only the blue half the wall). (NO CEILING) Labor & Material	4,600.00
Club Room : Paint all the gray walls only. (NO CEILING) Paint bathroom walls, in one and two bathrooms. (NO CEILING) Paint door frames only. Install vinyl corner trims. (20 pice) Labor & Material	2,600.00
Amount \$11,000.00	

Signature _____

City Council Agenda Item Report

Meeting Date: March 25, 2024

Submitted by: Greg Varda

Submitting Department: Recreation

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Ballfield Improvements ARPA Project – Schrom Hills Park Multi-purpose Field/Braden Complex Fields #1 & #2

Suggested Action:

Reference: Letters, CPJ & Associates, 03/13/2024

City Council previously approved the disbursement of \$2.35 million in ARPA funds for a ballfield improvements project. Due to the complexity and time-sensitive nature of the project, Staff recommends the project management services of Charles P. Johnson & Associates, Inc. (CPJ) at a cost of \$190,133. City Council recently approved a contract with CPJ for on-call services. Greg Varda, Recreation Director will be present to answer questions.

Attachments:

[CPJ Associates_03.13.24 Schrom Hills Park_Braden Field.pdf](#)

CPJ Charles P. Johnson & Associates, Inc.

Civil and Environmental Engineers • Planners • Landscape Architects • Surveyors

Silver Spring, MD • Gaithersburg, MD • Annapolis, MD • Greenbelt, MD • Frederick, MD • Fairfax, VA

~~November 13, 2023~~

~~January 31, 2024~~

March 13, 2024

Mr. Greg Varda
Recreation Director
Greenbelt recreation
555 Crescent Road
Greenbelt, MD 20770

Re: City of Greenbelt Recreation – Schrom Hills Park Multipurpose Field Improvements

Dear Mr. Varda:

Charles P. Johnson & Associates, Inc. (CPJ) is pleased to submit the attached revised proposal to provide professional services in response to the renovations to the City of Greenbelt Recreation. The revisions address the comments discussed with your team on November 21, 2023. Please find attached a fee proposal breakdown for your use, review, and comment. Our lump sum price is \$43,690.00 based on the agreed upon hourly rates. Based on your request a preliminary construction cost is attached as well.

We will start work on the project within two weeks of receiving a Purchase Order and Notice to Proceed. We look forward to participating in this project and should further information be necessary, please do not hesitate to contact us.

Thank you for the opportunity.

Sincerely,



Saifuddin Ahmed, P.E.
Public Sector Division Manager
sahmed@cpja.com

CPJ Charles P. Johnson & Associates, Inc.

Civil and Environmental Engineers • Planners • Landscape Architects • Surveyors

Silver Spring, MD • Gaithersburg, MD • Annapolis, MD • Greenbelt, MD • Frederick, MD • Fairfax, VA

~~November 13, 2023~~

~~February 01, 2024~~

~~March 04, 2024~~

March 13, 2024

Mr. Greg Varda
Recreation Director
Greenbelt recreation
555 Crescent Road
Greenbelt, MD 20770

Re: City of Greenbelt Recreation – Braden Complex Improvements

Dear Varda:

Charles P. Johnson & Associates, Inc. (CPJ) is pleased to submit the attached proposal to provide professional services in response to the renovations to the City of Greenbelt Recreation. After our second submittal of the proposal on February 01, 2024, CPJ met with you on February 15, 2024, to discuss the proposal items. Based on the discussion, please find attached fee proposal breakdown for your use, review, and comment. Our lump sum price is \$146,443.00 based on the agreed upon hourly rates.

We will start work on the project within two weeks of receiving a Purchase Order and Notice to Proceed. We look forward to participating in this project and should further information be necessary, please do not hesitate to contact us.

Thank you for the opportunity.

Sincerely,



Saifuddin Ahmed, P.E.
Public Sector Division Manager
sahmed@cpja.com

City Council Agenda Item Report

Meeting Date: March 25, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: OTHER BUSINESS

Subject:

Meetings

Suggested Action:

Attachments:

[meetings.pdf](#)

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



3/21/2024 4:37 PM

City Council Meetings & Work Sessions
March – April

Regular Meeting – Budget Presentation	Mon.	03/25	7:30 pm
Budget Work Session – Overview, Revenues & General Government / Other Funds / Non-Departmental & Fund Transfers /Economic Development	Wed.	03/27	7:30 pm
No Meeting – Easter Monday	Mon.	04/01	
Work Session – Council Retreat Follow-Up	Tues.	04/02	7:00 pm
Work Session – Budget Work Session – Planning and Community Development	Wed.	04/03	7:30 pm
Regular Meeting	Mon.	04/08	7:30 pm
Work Session – TBD	Wed.	04/10	7:30 pm
NLC 100 th Anniversary Visit	Mon.	04/15	8:00 am – 4:30 pm
Budget Work Session – Misc. – Grants & Contributions/Social Services/ Greenbelt Cinema	Mon.	04/15	7:30 pm
Budget Work Session – Public Works/Capital Projects	Wed.	04/17	7:30 pm
Regular Meeting / 1 st Public Hearing	Mon.	04/22	7:30 pm
Budget Work Session – Recreation/Museum	Wed.	04/24	7:30 pm
Four Cities Meeting (Greenbelt)	Thurs.	04/25	7:00 pm
Budget Work Session – Public Safety	Mon,	04/29	7:30 pm

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

Bonita Anderson, City Clerk

A NATIONAL HISTORIC LANDMARK

(301) 474-8000

fax (301) 441-8248
www.greenbeltmd.gov

MD RELAY 711

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891



3/21/2024 4:37 PM

Ready to be scheduled:

Townhall Meeting: Virtual Meetings Accessibility
for Blind and Visually Impaired
City Contracting Policy
Walk-way fixture
Verde Apartments
Greenbelt Road Corridor
WSSC (*March/April*)
Bureau of Engraving and Printing
Beltway Plaza (stakeholder)
Greenbelt Access TV
Greenbelt Center HOAs/COAs (*May 1st*)
COG Leadership
County Executive Liaison, Denise Ross
NASA Goddard Tour
Economic Development

For later scheduling:

Zoning Enforcement
Parkway Apartment Owners/GHI (*parking*)
Northway Fields Master Plan
City Manager Updates (Jan, Pre-budget; July &
Sept/Oct)
Meeting with County on Transportation Plan
Museum Plan
Bernard Penney (*Memorial Donation in honor of
Leonie Penney*)
Potential Bond Referendum/Capital Financing
Cemetery Plans
MARC Train Service/ MDOT
Arts & Entertainment District
EV Chargers Five Year Plan
Fleet Vehicles Ten Year Plan
GHI/Prince George's County (Stormwater issues)
Office of Human Rights

A NATIONAL HISTORIC LANDMARK

(301) 474-8000

fax (301) 441-8248
www.greenbeltmd.gov

MD RELAY 711

City Council Agenda Item Report

Meeting Date: March 25, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: OTHER BUSINESS

Subject:

Stakeholder List

Suggested Action:

Attachments:

[Stakeholder Schedule.pdf](#)

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

City Council Agenda Item Report

Meeting Date: March 25, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Appointment to Advisory Board/Committee

Suggested Action:

Reference: Application and Code of Conduct

The City Council interviewed Nicole Shyong on February 21, 2024, for the Board of Elections.

Approval of this item on the consent agenda will indicate the Council's intent to appoint Ms. Shyong to the Board of Elections.

Attachments:

City Council Agenda Item Report

Meeting Date: March 25, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Reappointment to Advisory Board/Committee

Suggested Action:

Reference: Reappointment Survey

Susan Gregersen indicated her willingness to continue to serve on the Forest Preserve Advisory Board.

Approval of this item on consent agenda will indicate the Council's intent to appoint Ms. Gregersen to a new term.

Attachments:

City Council Agenda Item Report

Meeting Date: March 25, 2024

Submitted by: Jaime Fearer

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Letter - TheBus Proposed Spring Service Changes

Suggested Action:

Reference: Draft Letter, J. Fearer

Prince George's County DPW&T has released a package of proposed service changes for Spring 2024. The first proposed service change that affects transit riders in Greenbelt is a reduction in the frequency of Route 11, which would arrive every 45 minutes rather than the current 30-minute headways. This proposed change would directly and adversely affect some of Greenbelt's most vulnerable residents, including those living in Equity Emphasis Areas as defined by the Metropolitan Washington Council of Government's (MWCOC) Transportation Planning Board (TPB). Staff also believes it is shortsighted to reduce bus service to and from Greenbelt Metro Station, particularly in light of the service changes Metrobus is proposing.

Staff recommends the City Council submit a comment letter on DPW&T's Spring 2024 Proposed Service Changes for TheBus opposing the service changes proposed for Route 11 and supporting the proposed changes for Route 15X as well as the addition of a new Route 61 connecting Greenbelt and Laurel. The letter should also request that DPW&T communicate more directly with local jurisdictions and residents as the County's Transit Transformation planning process moves forward.

APB discussed this at their regular meeting on March 20, 2024, and members unanimously concurred with Staff's analysis and recommendation.

Attachments:

March 25, 2024

Michael D. Johnson, P.E., Director
Prince George's County DPW&T
9400 Peppercorn Place, Suite 300
Largo, MD 20774
dpwt-od@co.pg.md.us
pgctransit@co.pg.md.us

RE: TheBus Spring 2024 Service Changes

Dear Mr. Johnson:

The Greenbelt City Council would like to thank you for the opportunity to comment on DPW&T's proposed Spring 2024 service changes and their potential impacts to the City of Greenbelt.

The first proposed service change that affects transit riders in Greenbelt is a reduction in the frequency of Route 11, which would arrive every 45 minutes rather than the current 30-minute headways. The reason given is that this is "in order to offer more equitable service across the county", though it is unclear how reducing service in Greenbelt will contribute to more equitable service elsewhere. There are many residents within our communities, especially lower-income residents, who do not drive and rely solely on transit who will be disproportionately hurt by these service reductions.

As you are aware, the City has worked through restructuring of its bus service a number of times, and we understand the challenges and complexity of such an undertaking, including the tradeoffs between variables like bus frequency and coverage. To that end, we are also facing the potential cut of Metrobus route G12, which complements TheBus Route 11 and which DPW&T offers as one of the alternatives available to Route 11 riders. Service cuts to either route would directly and adversely affect some of Greenbelt's most vulnerable residents, including those living in Equity Emphasis Areas (EEA) as defined by the Metropolitan Washington Council of Government's (MWCOC) Transportation Planning Board (TPB). As you are no doubt aware, EEAs are a regional planning concept adopted by the MWCOC Board of Directors to elevate equity, and they comprise census tracts that contain higher concentrations of low-income or minority residents compared to the rest of the region. They also have a higher share of individuals with disabilities and who commute by public transportation—exactly those community members who should not face cuts like those proposed.

Additionally, Greenbelt Metro Station was recently selected as the new location for the FBI Headquarters. The City believes that it would be shortsighted to eliminate and/or otherwise

reduce Metrobus service to and from this critical transit hub that will soon transform into a key regional transit-oriented development (TOD) center.

The City does not have any concerns about the proposed changes to Route 15X, all of which would occur outside the City limits and do not appear to affect overall service, and the City is in support of the new proposed Route 61 connecting Greenbelt and Laurel.

Finally, we were first alerted to these changes by WMATA staff rather than by DPW&T directly. Although City staff have been involved in meetings on DPW&T's Transit Transformation, they were not contacted directly about these proposed changes, there is no alert about proposed service changes on the main Transit Transformation website, and there does not appear to be a method in which to sign up online for updates. As we anticipate additional proposed changes as Transit Transformation continues to move forward, please be sure to keep us in the loop and continue to work to make it easier for the general public to remain in the loop as well.

Again, we thank you for the opportunity to comment on behalf of the City of Greenbelt's transit riders. If you have any questions, please contact Ms. Jaime Fearer, Assistant Planning Director, at 240-542-2040 or jfearer@greenbeltmd.gov.

Sincerely,

Emmett V. Jordan
Mayor

cc: City Council
Efon Epanty, Prince George's County DPW&T
Josué Salmerón, City Manager
Terri Hruby, Director of Planning and Community Development
Jaime Fearer, Assistant Planning Director

City Council Agenda Item Report

Meeting Date: March 25, 2024

Submitted by: Brian Kim

Submitting Department: Public Works

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Municipal Building Finance Department Renovations

Suggested Action:

Reference:

Memorandum, J. Salmeron, 03/22/2024

Email, D. McAlmont, 03/18/2024

Proposal

The staff is planning to reorganize the office space strategically in order to enhance efficiency and collaboration between different departments. They have proposed renovating the Finance Department to create a separate area for Human Resources (HR), which is experiencing growth in its operations. As the city is expanding and evolving, the administrative infrastructure needs to be upgraded to meet the increasing demands.

The staff's recommendation is to reconfigure the existing floor plan and allocate a separate section for the Diversity, Equity, and Inclusion (DEI), Grants Coordinators, and Economic Development staff in the current HR office space.

This item is on the consent agenda to update the City Council on the renovations in the Finance Department.

Attachments:

[2024.03.22_Municipal Office Renovations.pdf](#)

[24.01.31_Everyready_Drywall_Proposal.pdf](#)

[24.02.09_TriStar_Drywall_Proposal.pdf](#)

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



Josué Salmerón
City Manager

MEMORANDUM

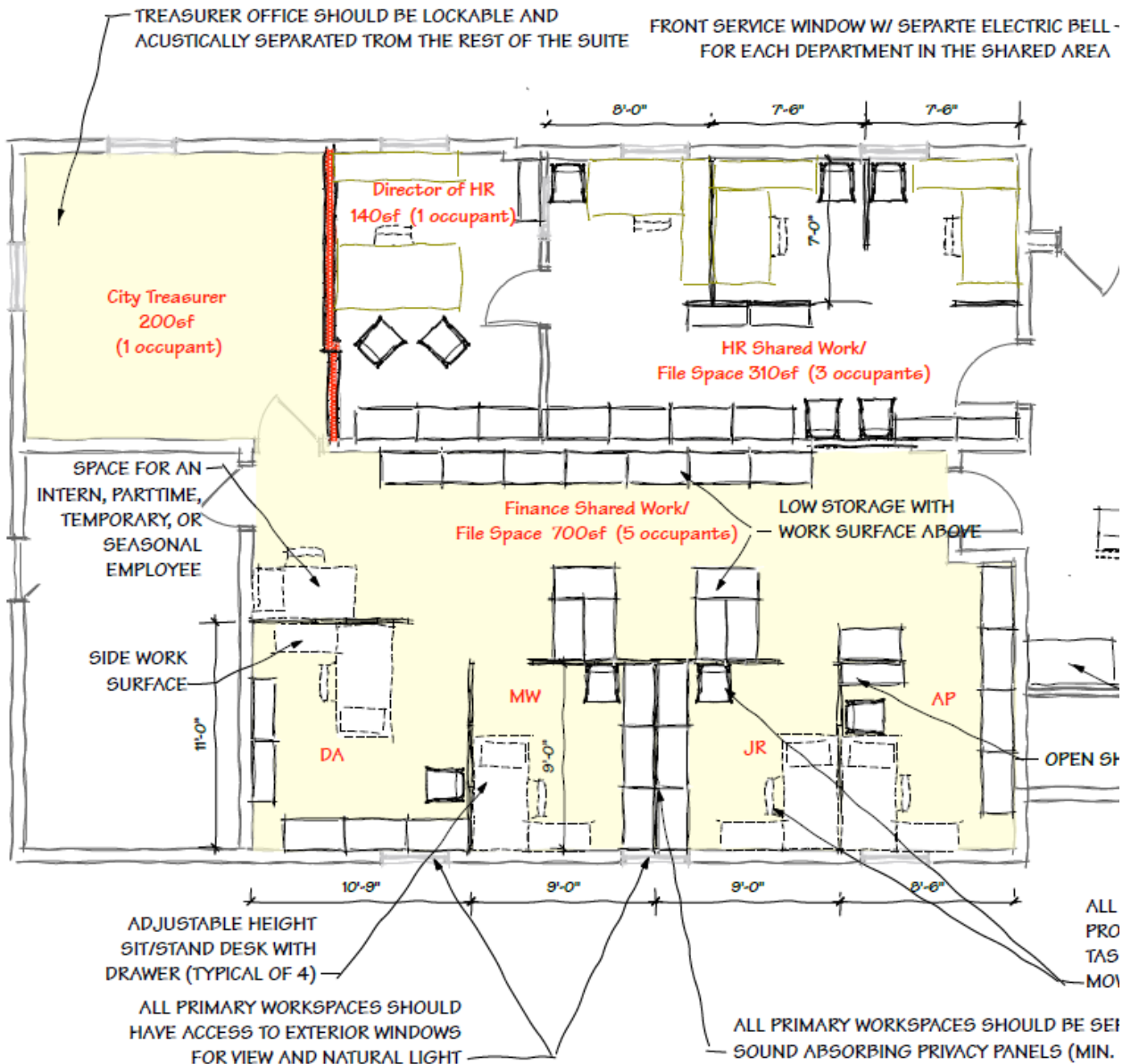
Date: March 22, 2024
To: Council
Re: Municipal Building Finance Department Renovations

Dear Council,

This memo is for information-sharing purposes. As you know, the municipal building lacks space to accommodate the existing staff. To address the lack of space issues in the building, we are separating the two rooms in the Finance Department to create independent space for the Finance Department and Human Resources. After completing this work, the Finance Department and Human Resources will have dedicated space in the new layout. Economic Development, Grants Coordinator, and DEI Officer will share the space being vacated by Human Resources. The contracts and the costs necessary to execute this work are below the threshold requiring Council approval; hence, no contracts are being submitted for Council approval.

This work represents small incremental improvements for the optimization of existing space.

Below is a layout of the changes.



Ground Level Plans - Finance Department Work Space

Please feel free to contact me if you have any questions or require further information regarding this action.

A NATIONAL HISTORIC LANDMARK

PHONE: (301) 474-8000 www.greenbeltmd.gov

From: [Desmond McAlmont](#)
To: [Brian Kim](#)
Subject: Fw: Greenbelt Municiple center
Date: Monday, March 18, 2024 3:32:11 PM
Attachments: [Outlook-wyhwsld0.png](#)

Desmond McAlmont

Facilities Manager
City of Greenbelt
Public Works Department
555 Crescent Road
Greenbelt, MD 20770
[REDACTED]



From: [REDACTED]
Sent: Wednesday, January 31, 2024 7:03 AM
To: Desmond McAlmont [REDACTED]
Subject: Greenbelt Municiple center

EVEREADY DRYWALL INC.
8102 SPRINGFIELD RD
GLENN DALE, MD 20769

GREENBELT CITY
MUNICIPAL BUILDING
NEW ENTRANCE DOOR (OFFICE)

DESMOND
Municipal Building

Eveready will supply and install in municiple Building- New single 30/70 90 Minute wood prefinished door, frame and hardware swinging into the left of existing office, to match existing door in hallway as close as possible.

We will have to remove existing safety window, countertop and reframe for new door install.

Eveready will also frame and close in 6 foot doorway in existing office ready for paint.(
Eveready will not provide any painting or electrical work.)

Door 6565.00

Demo and refraining and drywall. 2900.00

Thank you

Steve Brammer

Eveready Drywall inc.

[Sent from AOL on Android](#)

TRI STAR CONTRACTOR, INC.

P.O. BOX 6164
COLUMBIA, MD 21045
TEL: (410) 489-0082
FAX: (410) 489-7362

ESTIMATE

Date	ESTIMATE #
2/9/2024	605

TO:
The City Of Greenbelt 555 Crescent Road Greenbelt, MD 20770

Description	Amount
25 Crescent Rd 62"X86" Walk Way Opening. Frame with 2"x4"x8 wood studs. Drywall inside wall and insulate inside. Drywall outside wall. Take off all wood trim. Patch up walls. Prime and paint both side of the walls. Take off the counter top inside the office and relocate. 36"x44" Window Opening. Install commercial solid wood door. Door spec: 36"x80", LH inside, No fire rated, 6"x27" light side glass, autumn oak finish or golden hickory, block wall frame, Pushbutton lever lock. Take off all wood trim. Take off security window track that is behind the wall. Cut cender blocks under the window ledge. Patch cender blocks. Trim the door way with wood. Patch drywall. Prime and paint. Relocate (1) outlet. Repair the floor as need it. Carpet, vinyl floor, vinyl base. Labor & Material	15,600.00
Amount	\$15,600.00

Signature _____