



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/81244539747?](https://us02web.zoom.us/j/81244539747?pwd=R2M0b09pSHJKaStlMTdmMVRxU1N5UT09)
[pwd=R2M0b09pSHJKaStlMTdmMVRxU1N5UT09](https://us02web.zoom.us/j/81244539747?pwd=R2M0b09pSHJKaStlMTdmMVRxU1N5UT09)**

**Dial-in: 301 715 8592
Webinar ID: 812 4453 9747
Passcode: 003437**

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

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

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

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

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

7. Presentations

7a. American Heart Association Month Proclamation

Suggested Action:

American Heart Month is recognized annually during February. Mayor Jordan will present a proclamation in recognition of American Heart Month.

[Heart Health proc.pdf](#)

***8. Minutes**

Suggested Action:

* Interview, August 23, 2023

* Interview, October 30, 2023

* Interview, February 5, 2024

* Interview, February 7, 2024

[INT230823.edited.ba.pdf](#)

[INT231030.edited.ba.pdf](#)

[INT240205.edited.ba.pdf](#)

[INT240207.edited.ba.pdf](#)

8a. Statement of Record - Closed Session, January 8, 2024

Suggested Action:

Reference: Statement for the Record, January 8, 2024

Closed Session of January 8, 2024: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(C)(2) of the Annotated Code of the Public General Laws of Maryland. I moved that the minutes of tonight's meeting reflect that Council met in closed session on Thursday, January 8, 2024, at 10:03 pm, in Council Chambers. Council held this closed meeting in accordance with Section 3-305(b)(8) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland: to consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting to receive a briefing related to code enforcement actions at Charlestowne North.

Vote to close session:

Ms. McKinney - Yes

Ms. Pompei - Yes

Ms. Pope - Yes

Mr. Roberts - Yes

Ms. Weaver - Yes

Mayor Jordan - Yes

The following staff members was in attendance: Josué Salmerón, City Manager (in-person); Jason DeLoach, City Solicitor (virtual); and Terri Hruby, Director of Planning (virtual)

Council took the following actions during this session: None.

[Closed Session Form 01.08.24.pdf](#)

8b. Statement of Record - Closed Session, January 17, 2024

Suggested Action:

Reference: Statement for the Record, January 17, 2024

Closed Session of January 17, 2024: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(c)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Wednesday, January 17, 2024, at 9:16 pm, in Council Chambers, 25 Crescent Road. Council held this closed meeting accordance with Section 3-305(b)(1) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction.

The purpose of this meeting to address/discuss confidential and sensitive information related to personnel acquired during the Diversity, Equity, and Inclusion focus group.

Vote to closed session:

Ms. McKinney - Yes

Ms. Pompei - Yes

Ms. Pope - Yes

Mr. Roberts - No

Ms. Weaver - Yes

Mayor Jordan - Yes

Staff members in attendance: Josué Salmerón, City Manager, and Dawane Martinez, Human Resources Director.

Other attendees were Reena Doyle and Gail Watts, Tribesby Consultants.

Council took no action during this session.

[Closed Session Form 01.17.24.pdf](#)

8c. Statement of Record - Closed Session, January 24, 2024

Suggested Action:

Reference: Statement for the Record, January 24, 2024

Closed Session of January 24, 2024: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(c)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Wednesday, January 24, 2024, at 7:24 pm, in the Library of the Municipal Building, 25 Crescent Road. Council held this closed meeting in accordance with Section 3-305(b)(1) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction.

The purpose of closed session to discuss candidate qualifications for an appointment to Council to fill the current vacancy.

Vote to close session:

Ms. McKinney - Yes

Ms. Pompei - Yes

Ms. Pope - Yes

Mr. Roberts - No

Ms. Weaver - Yes

Mayor Jordan - Yes

Staff member in attendance: Jason DeLoach, City Solicitor (via phone 8:28 - 8:34 pm)

Other individuals were in attendance: None.

Council took no action during this session.

[Closed Session Form 01.24.24.pdf](#)

8d. Statement of Record - Closed Session, January 29, 2024

Suggested Action:

Reference: Statement for the Record, January 29, 2024

Closed Session of January 29, 2024: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(c)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Monday, January 29, 2024, at 10:34 pm, in the Council Chambers of the Municipal Building, 25 Crescent Road. Council held this closed meeting in accordance with Section 3-305(b)(1), (3), (7), and (8) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland: 1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; 2) to consider the acquisition of real property for a public purpose and matters directly related thereto; 3) to consult with counsel to obtain legal advice on a legal matter; and 4) to consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting: To discuss personnel decisions related to specific individuals, a potential property acquisition, a discussion of pending litigation, and receiving updates on legal matters.

Vote to close the session:

Ms. McKinney – Yes

Ms. Pompei – Yes

Ms. Pope – Yes

Mr. Roberts – No

Ms. Knesel – Yes

Ms. Weaver – Yes

Mayor Jordan – Yes

Staff members in attendance: Josué Salmerón, City Manager, and Jason DeLoach, City Solicitor (online).

Other individuals were in attendance: None.

Council took no action during this session.

[Closed Session Form 01.29.24.pdf](#)

9. Administrative Reports

Suggested Action:

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

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

*10. Committee Reports

*10a.Arts Advisory Board Report #24-1 - (Public Art Funds)

Suggested Action:

It is recommended that the City Council accept this report.

[AAB 24-1 public art funds.pdf](#)

*10b.Senior Citizens Advisory Committee Report - Open Forum of October 13, 2023

Suggested Action:

It is recommended that the City Council accept this report.

[SCAC 2023 Open Forum Report with Cover Letter.pdf](#)

*10c.Board of Elections Report #2024-01 (Report on November 2023 Election)

Suggested Action:

It is recommended that the City Council accept this report.

[BOE4032CouncilMemo2023ElectionReport 2024-01.pdf](#)

III. LEGISLATION

IV. OTHER BUSINESS 60 minutes (8:15 - 9:15 pm)

11. Contract for Broadband Feasibility Study

Suggested Action:

Reference: Council Feasibility Study proposal

Contract Greenbelt MCP Broadband Study Final

The City has considered the possibility of building a broadband fiber network to provide internet service to citizens and businesses and to facilitate City initiatives. A major part of the due diligence process is to determine if the project would be feasible and financially supported. The City issued a Request for Proposal (RFP) for a feasibility study for a broadband fiber network. That RFP resulted in four proposals being submitted. The pricing of the proposals ranged from \$27,000 to \$445,000.

Staff is recommending the proposal from Mission Critical Partners with a cost of \$114,597.

Council approval is sought.

[Council Feasibility Study proposal 2.pdf](#)

[Contract_GreenbeltMD_MCP_Broadband Study Final-MCP signed.pdf](#)

12. Maryland Sustainable Communities Program Renewal Application

Suggested Action:

Reference: Memorandum - J. Fearer - 02/07/24

Sustainable Communities Program Application for Designation Renewal

The Maryland Sustainable Communities Program is led by the Maryland Department of Housing and Community Development (MD DHCD), and the entire City was first designated a Sustainable Community in 2014. The intent of the program is to provide communities with the framework for promoting environmentally, economically, and socially responsible growth and development. Designation as a Sustainable Community is required for a community to be eligible for certain State grant programs such as Community Legacy funding.

The City's renewal application is due Monday, February 19, 2024. The renewal application is intended to provide the State with a brief summary report on the progress made toward meeting the desired sustainability outcomes outlined in the City's 2019 Sustainable Community Action Plan as well as an updated Action Plan that looks ahead over the next five (5) years.

Due to the Presidents' Day holiday on Monday, February 19, 2024, staff plans to submit the renewal application by end of day Friday, February 16, 2024. A "Submittal Letter" with the Mayor's signature is required to accompany the application.

Staff recommends Council approve the submittal of the renewal application to the State.

[24-0207_Sustainable Communities Renewal 2024_Council Memo_FINAL.pdf](#)

[Sustainable Communities Renewal Application_2023.11_WORKING DRAFT FOR COUNCIL.pdf](#)

13. Approval of Legislative Support

Suggested Action:

Reference: Proposal

At the January 22, 2024, Council meeting, the City Council authorize the City Manager to pursue proposals from consulting firms specializing in legislative advocacy. The objective is to enhance the city's capacity to influence legislative outcomes in favor of our legislative priorities and the interests of our residents. Mr. Salmeron has identified Carrington & Associates to provide the City with legislative support.

Staff recommends that the Council accept the proposal of Carrington & Associates and authorize the City Manager to enter into a contract to provide legislative professional services including, but not limited to, legislative advocacy, bill/legislation tracking, identifying testimony opportunities, providing weekly updates, and briefing staff and Council at a cost not to exceed \$24,000.00/year, plus reimbursable expenses.

Council approval is sought.

[Legislative Consultant Recommendation Memo v1 TG.pdf](#)

[Carrington 2024 City of Greenbelt Proposal January 2024.pdf](#)

14. Legislative Bill Review

Suggested Action:

Reference:

PG/MC 105-24 PGC - Qualifying Municipal Corporation - Land Use

HB0170/SB0079

AT-A-Glance: Legislative Bill Review

PG/MC 105-24 Prince George's County – Qualifying Municipal Corporation – Land Use

Authorizing a governing body of a qualifying municipal corporation by resolution to exercise the powers of the Prince George's County Planning Board, the zoning hearing examiner for Prince George's County, or the District Council for Prince George's County to make specified land use decisions; subjecting the exercise of those powers to the substantive and procedural requirements and standards established in the Prince George's County zoning law; providing for judicial review of certain actions; and generally relating to land use in Prince George's County.

It is recommended that the Council support PG/MC 105-24.

HB1136 - Human Services - Youth Services Bureaus - Funding (Youth Services Bureau Restoration Act)

Repealing a requirement that a certain substance use disorder assessment and referral training be provided by a certain entity; repealing a requirement that youth services bureaus provide alternative leisure activities; repealing a requirement that the proposed budget of the Department of Human Services list eligible youth services bureaus and estimate the amount of State funds to allocate to each; etc.

It is recommended that the Council support HB 1136.

HB0170/SB0079 - State Finance - Prohibited Appropriations - Magnetic Levitation Transportation System

Prohibiting the State and certain units and instrumentalities of the State from using any appropriation for a magnetic levitation transportation system in the State; and providing that the prohibition does not apply to certain expenditures for salaries.

It is recommended that the Council support HB 0170/SB 0079.

Enclosed is a listing of the legislative bills for the Council to review sponsored by Senator Washington and Delegates Healey and Williams.

[PG-MC-105-24-LR0872-1.pdf](#)

[HB0170.pdf](#)

[Legislative Bill Review_02.09.2024.pdf](#)

15. Presentation of Draft Electric Vehicle Plan

Suggested Action:

Reference: Electric Vehicles and Fleet Electrification Plan

Enclosed in the Council packet is the Electric Vehicle Fleet Plan. This plan aims to move the City of Greenbelt away from internal combustion engine (ICE) vehicles and

equipment to reduce our carbon footprint and be more environmentally sustainable. Also, this plan presents a multi-year effort in terms of charging infrastructure and vehicle and equipment replacement. This effort is planned over the next ten years, as the City budget and EV technology allow.

Also, in this plan, vehicles and equipment will be converted to EV/electric on their regular replacement schedule as supported by the City's annual operating budget. The City will continue to seek grants and other state and federal funding to supplement City resources, understanding that the primary source of funds will come from the General Fund.

Finally, this Plan is focused on City vehicles and equipment and City-facing EV infrastructure. The City's Green Team developed an EVIPG document, "Electric Vehicle Infrastructure: A Plan for Greenbelt," November 23, 2021, that focuses on public-facing charging capacities. Where this plan has provided recommendations to the City for city-facing infrastructure or EV conversion, those recommendations have been incorporated into this Plan.

Timothy George, Assistant City Manager, will present this plan to the City Council.
[City of Greenbelt Electric Vehicles and Fleet Electrification Plan Final Draft, 2-12-24.pdf](#)

16. Council Activities

17. Council Reports

18. Meetings

Suggested Action:

Closed Session: Tonight, the City Council will hold a closed session, immediately following the Council Meeting, in the Council Chambers, to consider the acquisition of real property for a public purpose and matters directly related thereto. The following motion is required to move into a closed session: I move that Council go into Closed Session in accordance with Section 3-305(b)(3)(8) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland: 1) to consider the acquisition of real property for a public purpose and matters directly related thereto; and 2) to consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting will be to 1) consider the acquisition of real property for a public purpose and matters directly related thereto; and 2) to consult with staff, consultants, or other individuals about pending or potential litigation.

[meetings.pdf](#)

*19. Stakeholder List

[Stakeholder Schedule.pdf](#)

*20. Acceptance of the FY2023 City Annual Audit

Suggested Action:

The City Manager, the City Treasurer, and the Finance Manger recommends Council accepts the FY 2023 audited financial statements as prepared by the Mitchell Titus auditing firm. Mitchell Titus will be in person to present a summary of procedures and findings related to the audited financial statement for fiscal year ending June 30, 2023, which covers the period of July 1, 2022, through June 30, 2023.

Mitchell Titus has worked with City staff for several months to receive and review a host of financial information needed to conduct the annual audit for FY2023—for the first time. A short presentation is being prepared to highlight the summary of audit results, required communications and other matters and information about the core Mitchel Titus audit team.

It is recommended that the City Council accepts the FY2023 City Annual Audit Report.

[City_of_Greenbelt_AR_AUDITPresentation.pdf](#)

*21. Approval of Fiber Installation Project Change Order

Suggested Action:

Reference: Fiber Additions

PEI Drawings CO

PEI CO-2 Additional Fiber in buildings 12-19-2023

The City contracted with PEI Engineering and Construction to install fiber between City buildings. Council approved the contract at \$153,595.37. Subsequent to that approval, the Planning department wanted “as built” engineering drawings of the fiber locations. PEI provided those drawings at an additional cost of \$9,855.00. During the construction process, the IT department determined that in the Police Department and in the Municipal Building, the fiber needed to be extended and terminated from the entry location to the server rooms. PEI provided that additional fiber and termination at a cost of \$12,449.28. The final total for the project is \$175,899.65.

[Fiber additions.pdf](#)

*22. Board and Committee Liaison Assignments

Suggested Action:

Reference: City Council Boards and Committees Liaison Assignments

At the February 7th Work Session, Council discussed the boards and committees' liaison assignments. Attached is the updated liaison assignments.

Approval of this item on the consent agenda will indicate Council's approval of the updated liaison assignments.

[City Council Boards and Committees Liaison Assignments_2023-25.pdf](#)

*23. Reappointment to Advisory Board/Committee

Suggested Action:

Reference: Reappointment Survey

Koko Josey indicated her willingness to continue to serve on the Youth Advisory Committee (YAC).

Vijay Parameshwaran indicated his willingness to continue to serve on the Arts Advisory Board (AAB).

Approval of this item on the consent agenda will indicate the Council's intent to appoint both Ms. Josey and Mr. Parameshwaran to a new term.

*24. Resignation from Advisory Board/Committee

Suggested Action:

Reference: Reappointment Survey

Email - H. Boggs - 02/09/24

Patricia Evans have submitted her resignation from the Board of Elections (BoE).

Hailey Boggs have submitted her resignation from the Youth Advisory Advisory Committee (YAC).

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

*25. Approval of the Greenbelt ARPA Outreach and Communications

Suggested Action:

Following our Work Session on February 7, 2024, where citizens presented the

necessity for a more aggressive outreach to ensure the effective disbursement and utilization of ARPA funds, especially in historically underserved communities, this memo seeks to recommend approval for the Greenbelt ARPA Outreach and Communications proposal. The project, estimated at \$40K, aims to increase awareness and applications for available ARPA grants through a targeted outreach in neighborhoods such as Franklin Park, Charlestowne North, and other Apartment Communities.

This proposal, overseen by a dedicated team in close consultation with City Manager Staff, involves a two-phased canvassing plan, social media marketing, and direct communication efforts to maximize the impact of ARPA funds. By leveraging both door-to-door and stationary canvassing, alongside modern communication tactics, this initiative promises a significant step forward in our commitment to reaching every corner of Greenbelt with vital ARPA resources.

Council's approval will not only endorse a comprehensive strategy to enhance civic engagement but also ensure that ARPA funds are utilized to their fullest potential in serving our community's needs.

[ARPA Outreach and Communications Proposal.pdf](#)

26. Appointment of Council Members to Metropolitan Washington Council of Governments Board and Policy Committees

Suggested Action:

Reference: Greenbelt Appointments

At the December 11, 2023, Council Meeting, the City Council approved their appointments to the Metropolitan Washington Council of Governments (COG) policy boards and committees for 2024.

Attached is a revised list for Council discussion.

[City of Greenbelt 2024.pdf](#)

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS 30 minutes (7:45 - 8:15 pm)

Subject:

American Heart Association Month Proclamation

Suggested Action:

American Heart Month is recognized annually during February. Mayor Jordan will present a proclamation in recognition of American Heart Month.

Attachments:

[Heart Health proc.pdf](#)

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

WHEREAS, February is American Heart Month, a time when all people can focus on their cardiovascular health; and

WHEREAS, American Heart Month has been celebrated as a way to educate Americans to join the battle against heart disease since 1963; and

WHEREAS, cardiovascular disease is the world's number one cause of death, killing over 700,000 people every year;

WHEREAS, nearly half of all-American adults have at least one major risk factor for cardiovascular disease. From heart attacks and strokes to high blood pressure, the threat of cardiovascular disease touches almost every family in our Nation.

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

AMERICAN HEART MONTH

in the City of Greenbelt to raise public awareness of Heart disease and take extra care of our heart health.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 12th day of February 2024.

*Emmett V. Jordan
Mayor*

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS 30 minutes (7:45 - 8:15 pm)

Subject:

Minutes

Suggested Action:

- * Interview, August 23, 2023
- * Interview, October 30, 2023
- * Interview, February 5, 2024
- * Interview, February 7, 2024

Attachments:

[INT230823.edited.ba.pdf](#)
[INT231030.edited.ba.pdf](#)
[INT240205.edited.ba.pdf](#)
[INT240207.edited.ba.pdf](#)

WORK SESSION OF THE GREENBELT CITY COUNCIL was held on Wednesday, August 23, 2023, to interview a candidate for a City Advisory Group.

The meeting began at 7:24 p.m. and was held in the Municipal Building Library.

Councilmembers Present: Judith F. Davis, Ric Gordon, Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

Councilmembers Absent: Colin A. Byrd, Silke I. Pope, and Rodney M. Roberts.

Staff Present: Shaniya Lashley-Mullen, Deputy City Clerk.

Abigail Taylor was interviewed for appointment to the Youth Advisory Committee.

The meeting was adjourned at 7:24 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Deputy City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL was held on Monday, October 30, 2023, to interview a candidate for a City Advisory Group.

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

Councilmembers Present: Ric Gordon (7:17 p.m.), Konrad E. Herling (7:23 p.m.), Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

Councilmembers Absent: Judith F. Davis and Rodney M. Roberts.

Staff Present: Shaniya Lashley-Mullen, Deputy City Clerk.

Adriene Lim was interviewed for appointment to the Advisory Committee on Education and Ethics Commission.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Deputy City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL was held on Monday, February 5, 2024, to interview a candidate for a City Advisory Group.

The meeting began at 7:12 p.m. and was held in the Municipal Building Library.

Councilmembers Present: Jenni A. Pompei, Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

Councilmembers Absent: Danielle P. McKinney, Silke I. Pope, and Rodney M. Roberts.

Staff Present: Bonita Anderson, City Clerk.

Nathan Gerdes was interviewed for appointment to the Community Relations Advisory Board.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Bonita Anderson
City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL was held on Wednesday, February 7, 2024, to interview a candidate for a City Advisory Group.

The meeting began at 7:06 p.m. The meeting was held in the Library of the Municipal Building.

Present were: Councilmembers Amy E. Knesel, Danielle P. McKinney (7:13 pm), Jenni A. Pompei, Silke I. Pope (7:18 pm), Kristen L.K. Weaver, and Mayor Emmett V. Jordan.

Councilmember Rodney M. Roberts was absent.

STAFF PRESENT WERE: Shaniya Lashley-Mullen, Deputy City Clerk.

Leon Schachter was interviewed for appointment to the Advisory Planning Board, Board of Appeals, and Public Safety Advisory Committee.

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

Respectfully submitted,

Shaniya Lashley-Mullen
Deputy City Clerk

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS 30 minutes (7:45 - 8:15 pm)

Subject:

Statement of Record - Closed Session, January 8, 2024

Suggested Action:

Reference: Statement for the Record, January 8, 2024

Closed Session of January 8, 2024: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(C)(2) of the Annotated Code of the Public General Laws of Maryland. I moved that the minutes of tonight's meeting reflect that Council met in closed session on Thursday, January 8, 2024, at 10:03 pm, in Council Chambers. Council held this closed meeting in accordance with Section 3-305(b)(8) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland: to consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting to receive a briefing related to code enforcement actions at Charlestowne North.

Vote to close session:

Ms. McKinney - Yes

Ms. Pompi - Yes

Ms. Pope - Yes

Mr. Roberts - Yes

Ms. Weaver - Yes

Mayor Jordan - Yes

The following staff members was in attendance: Josué Salmerón, City Manager (in-person); Jason DeLoach, City Solicitor (virtual); and Terri Hruby, Director of Planning (virtual)

Council took the following actions during this session: None.

Attachments:

**WRITTEN STATEMENT FOR CLOSING A MEETING
OF THE GREENBELT CITY COUNCIL**

Date: 01-08-2024 Time: 10:03 Location: Council Chambers

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

Members voting to close meeting:

	Yes	No	Abstain	Absent
Ms. McKinney	x			
Ms. Pompei	x			
Ms. Pope	x			
Mr. Roberts	x			
Ms. Weaver	x			
Mayor Jordan	x			

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

- (1) ☐ To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) ☐ To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) ☐ To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) ☐ To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) ☐ To consider the investment of public funds;
- (6) ☐ To consider the marketing of public securities;
- (7) ☐ To consult with counsel to obtain legal advice on a legal matter;
- (8) ☒ To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) ☐ To conduct collective bargaining negotiations or consider matters that relate to the negotiations;

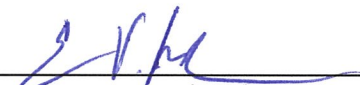
- (10) [] To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
- (11) [] To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) [] Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (8) To consult with staff, consultants, or other individuals about pending or potential litigation;

§3-305(b) () _____

§3-305(b) () _____

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

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

OFFICIALS ATTENDING CLOSED SESSION: ☒ MCKINNEY; ☒ POMPI; ☒ JORDAN;
☒ POPE (virtual); ☒ ROBERTS; ☒ WEAVER

STAFF/OTHERS PRESENT:

Josue Salmeron, City Manager (in person); Jason DeLoach, City Solicitor (virtual); Terri
Hruby, Director of Planning (virtual)

TOPICS DISCUSSED:

Code enforcement actions at Charlestowne North

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: NONE

TIME CLOSED SESSION ADJOURNED: 11:27

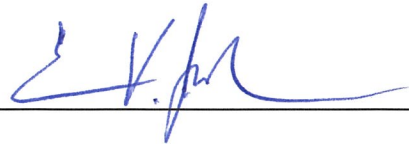
PLACE OF CLOSED SESSION: Council Chambers

PURPOSE OF CLOSED SESSION: Received briefing related to code enforcement actions at
Charlestowne North

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b)(8) to consult with staff,
consultants, or other individuals about pending or potential litigation

MEMBERS WHO VOTED TO CLOSE: ☒ MCKINNEY; ☒ POMPI; ☒ JORDAN; ☒ POPE;
☒ ROBERTS; ☒ WEAVER

SIGNATURE OF PRESIDING OFFICER: _____



Form Revised: 01/31/22

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS 30 minutes (7:45 - 8:15 pm)

Subject:

Statement of Record - Closed Session, January 17, 2024

Suggested Action:

Reference: Statement for the Record, January 17, 2024

Closed Session of January 17, 2024: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(c)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Wednesday, January 17, 2024, at 9:16 pm, in Council Chambers, 25 Crescent Road. Council held this closed meeting accordance with Section 3-305(b)(1) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction.

The purpose of this meeting to address/discuss confidential and sensitive information related to personnel acquired during the Diversity, Equity, and Inclusion focus group.

Vote to closed session:

Ms. McKinney - Yes

Ms. Pompei - Yes

Ms. Pope - Yes

Mr. Roberts - No

Ms. Weaver - Yes

Mayor Jordan - Yes

Staff members in attendance: Josué Salmerón, City Manager, and Dawane Martinez, Human Resources Director.

Other attendees were Reena Doyle and Gail Watts, Tribesys Consultants.

Council took no action during this session.

Attachments:

[Closed Session Form 01.17.24.pdf](#)

**WRITTEN STATEMENT FOR CLOSING A MEETING
OF THE GREENBELT CITY COUNCIL**

Date: 01-17-2024 Time: 9:16 Location: Council Chambers

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

Members voting to close meeting:

	Yes	No	Abstain	Absent
Ms. McKinney	x			
Ms. Pompei	x			
Ms. Pope	x			
Mr. Roberts		x		
Ms. Weaver	x			
Mayor Jordan	x			

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

- (1) ☒ To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) ☐ To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) ☐ To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) ☐ To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) ☐ To consider the investment of public funds;
- (6) ☐ To consider the marketing of public securities;
- (7) ☐ To consult with counsel to obtain legal advice on a legal matter;
- (8) ☐ To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) ☐ To conduct collective bargaining negotiations or consider matters that relate to the negotiations;

- (10) [] To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
- (11) [] To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) [] Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

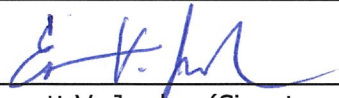
FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (1) to address/discuss confidential and sensitive information related to personnel acquired during the Diversity Equity and Inclusion focus group.

§3-305(b) () _____

§3-305(b) () _____

This statement is made by


Emmett V. Jordan (Signature of Presiding Officer)

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

OFFICIALS ATTENDING CLOSED SESSION: ☒ MCKINNEY; ☒ POMPI; ☒ JORDAN;
☒ POPE; ☒ ROBERTS; ☒ WEAVER

STAFF/OTHERS PRESENT:

Josue Salmeron, City Manager; Dawane Martinez, Human Resources Director; Reena
Doyle and Gail Watts, Tribesy Consultants

TOPICS DISCUSSED:

Concerns about specific personnel matters that came up during the DEI focus groups

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: None

TIME CLOSED SESSION ADJOURNED: 10:13

PLACE OF CLOSED SESSION: Council Chambers

PURPOSE OF CLOSED SESSION: Briefing by Tribesy consultants about specific personnel
concerns

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b)(1) To discuss the appointment,
employment, assignment, promotion, discipline, demotion, compensation, removal,
resignation, or performance evaluation of appointees, employees, or officials over
whom it has jurisdiction; or any other personnel matter that affects one or more
specific individuals;

MEMBERS WHO VOTED TO CLOSE: ☒ MCKINNEY; ☒ POMPI; ☒ JORDAN; ☒ POPE;
☐ ROBERTS; ☒ WEAVER

SIGNATURE OF PRESIDING OFFICER: 

Form Revised: 01/31/22

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS 30 minutes (7:45 - 8:15 pm)

Subject:

Statement of Record - Closed Session, January 24, 2024

Suggested Action:

Reference: Statement for the Record, January 24, 2024

Closed Session of January 24, 2024: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(c)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Wednesday, January 24, 2024, at 7:24 pm, in the Library of the Municipal Building, 25 Crescent Road. Council held this closed meeting in accordance with Section 3-305(b)(1) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction.

The purpose of closed session to discuss candidate qualifications for an appointment to Council to fill the current vacancy.

Vote to close session:

Ms. McKinney - Yes

Ms. Pompei - Yes

Ms. Pope - Yes

Mr. Roberts - No

Ms. Weaver - Yes

Mayor Jordan - Yes

Staff member in attendance: Jason DeLoach, City Solicitor (via phone 8:28 - 8:34 pm)

Other individuals were in attendance: None.

Council took no action during this session.

Attachments:

[Closed Session Form 01.24.24.pdf](#)

**WRITTEN STATEMENT FOR CLOSING A MEETING
OF THE GREENBELT CITY COUNCIL**

Date: 01/24/2024 Time: 7:24 Location: Council Chambers

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

Members voting to close meeting:

	Yes	No	Abstain	Absent
Ms. McKinney	X			
Ms. Pompei	x			
Ms. Pope	x			
Mr. Roberts		x		
Ms. Weaver	x			
Mayor Jordan	x			

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

- (1) ☒ To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) ☐ To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) ☐ To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) ☐ To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) ☐ To consider the investment of public funds;
- (6) ☐ To consider the marketing of public securities;
- (7) ☐ To consult with counsel to obtain legal advice on a legal matter;
- (8) ☐ To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) ☐ To conduct collective bargaining negotiations or consider matters that relate to the negotiations;

- (10) [] To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
- (11) [] To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) [] Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals.

§3-305(b) () _____

§3-305(b) () _____

This statement is made by


Emmett V. Jordan (Signature of Presiding Officer)

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

OFFICIALS ATTENDING CLOSED SESSION: ☒ MCKINNEY; ☒ POMPI; ☒ JORDAN;
☒ POPE; ☒ ROBERTS; ☒ WEAVER

STAFF/OTHERS PRESENT:

Jason DeLoach, City Solicitor via phone 8:28 – 8:34

TOPICS DISCUSSED:

Qualifications for applicants for council vacancy

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: NONE

TIME CLOSED SESSION ADJOURNED: 8:36

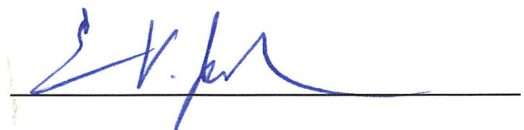
PLACE OF CLOSED SESSION: Library

PURPOSE OF CLOSED SESSION: TO DISCUSS CANDIDATE QUALIFICATIONS FOR AN APPOINTMENT TO
COUNCIL TO FILL THE CURRENT VACANCY.

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b)(1) To discuss the appointment,
employment, assignment, promotion, discipline, demotion, compensation, removal,
resignation, or performance evaluation of appointees, employees, or officials over
whom it has jurisdiction; or any other personnel matter that affects one or more
specific individuals

MEMBERS WHO VOTED TO CLOSE: ☒ MCKINNEY; ☒ POMPI; ☒ JORDAN;
☒ POPE; ☐ ROBERTS; ☒ WEAVER

SIGNATURE OF PRESIDING OFFICER:



Form Revised: 01/08/24

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS 30 minutes (7:45 - 8:15 pm)

Subject:

Statement of Record - Closed Session, January 29, 2024

Suggested Action:

Reference: Statement for the Record, January 29, 2024

Closed Session of January 29, 2024: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(c)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Monday, January 29, 2024, at 10:34 pm, in the Council Chambers of the Municipal Building, 25 Crescent Road. Council held this closed meeting in accordance with Section 3-305(b)(1), (3), (7), and (8) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland: 1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; 2) to consider the acquisition of real property for a public purpose and matters directly related thereto; 3) to consult with counsel to obtain legal advice on a legal matter; and 4) to consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting: To discuss personnel decisions related to specific individuals, a potential property acquisition, a discussion of pending litigation, and receiving updates on legal matters.

Vote to close the session:

Ms. McKinney – Yes

Ms. Pompei – Yes

Ms. Pope – Yes

Mr. Roberts – No

Ms. Knesel – Yes

Ms. Weaver – Yes

Mayor Jordan – Yes

Staff members in attendance: Josué Salmerón, City Manager, and Jason DeLoach, City Solicitor (online).

Other individuals were in attendance: None.

Council took no action during this session.

Attachments:

[Closed Session Form 01.29.24.pdf](#)

**WRITTEN STATEMENT FOR CLOSING A MEETING
OF THE GREENBELT CITY COUNCIL**

Date: 01/29/2024 Time: 10:34 Location: Council Chambers

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

Members voting to close meeting:

	Yes	No	Abstain	Absent
Ms. McKinney	X			
Ms. Pompei	X			
Ms. Pope	X			
Mr. Roberts		X		
Ms. Knesel	X			
Ms. Weaver	X			
Mayor Jordan	x			

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

- (1) ☒ To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) ☐ To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) ☒ To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) ☐ To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) ☐ To consider the investment of public funds;
- (6) ☐ To consider the marketing of public securities;
- (7) ☒ To consult with counsel to obtain legal advice on a legal matter;
- (8) ☒ To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) ☐ To conduct collective bargaining negotiations or consider matters that relate to the negotiations;

- (10) [] To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
- (11) [] To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) [] Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

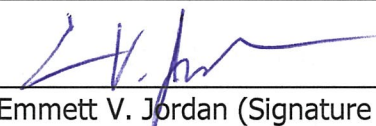
§3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals; and

§3-305(b) (3) To consider the acquisition of real property for a public purpose and matters directly related thereto; and

§3-305(b) (7) To consult with counsel to obtain legal advice on a legal matter; and

§3-305(b) (8) To consult with staff, consultants, or other individuals about pending or potential litigation.

This statement is made by


Emmett V. Jordan (Signature of Presiding Officer)

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

OFFICIALS ATTENDING CLOSED SESSION: ☒ MCKINNEY; ☒ POMPI; ☒ JORDAN;
☒ POPE; ☒ ROBERTS; ☒ WEAVER; ☒ KNESEL

STAFF/OTHERS PRESENT:

Josue Salmeron, City Manager; Jason DeLoach, City Solicitor (online)

TOPICS DISCUSSED:

Personnel matters related to specific individuals, property acquisition opportunity,
potential litigation involving the City, updates on legal matters

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: NONE

TIME CLOSED SESSION ADJOURNED: 12:05 am on 1/30/2024

PLACE OF CLOSED SESSION: Council Chambers

PURPOSE OF CLOSED SESSION: TO DISCUSS PERSONNEL DECISIONS RELATED TO SPECIFIC INDIVIDUALS,
A POTENTIAL PROPERTY ACQUISITION, DISCUSSION OF PENDING LITIGATION, RECEIVING UPDATES ON
LEGAL MATTERS

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b)(1)(3)(7)(8):To discuss the
appointment, employment, assignment, promotion, discipline,
demotion, compensation, removal, resignation, or performance evaluation of appointees,
employees, or officials over whom it has jurisdiction; or any other personnel matter that affects
one or more specific individuals; and
To consider the acquisition of real property for a public purpose and matters directly related
thereto; and
To consult with counsel to obtain legal advice on a legal matter; and
To consult with staff, consultants, or other individuals about pending or potential litigation.

MEMBERS WHO VOTED TO CLOSE: ☒ MCKINNEY; ☒ POMPI; ☒ JORDAN;
☒ POPE; ☐ ROBERTS; ☒ WEAVER; ☒ KNESEL

SIGNATURE OF PRESIDING OFFICER: _____



Form Revised: 01/08/24

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Board and Committee Reports

Agenda Section: COMMUNICATIONS 30 minutes (7:45 - 8:15 pm)

Subject:

Arts Advisory Board Report #24-1 - (Public Art Funds)

Suggested Action:

It is recommended that the City Council accept this report.

Attachments:

[AAB 24-1 public art funds.pdf](#)

Greenbelt Arts Advisory Board Report 24-1

To: Greenbelt City Council
Date: January 17, 2024
Subject: Public Art Funds

Recommendation

To its credit, the City of Greenbelt maintains a fund for the maintenance and acquisition of public art. In recent years, the Greenbelt City Manager has recommended – and City Council has approved – a much-appreciated annual contribution of \$5,000 to the public art fund through the budget process. The Greenbelt Arts Advisory Board respectfully recommends that the City Manager and Council increase the public art fund contribution to \$10,000 for fiscal year FY25, in order to accelerate the availability of sufficient funds to support new projects in more Greenbelt neighborhoods.

Background

Greenbelt’s public art fund is formally titled the “Arts Restoration and Acquisition Fund.” It is located in the Special Projects Fund of the City budget. The current balance (\$15,000) can be found on page 245 of the FY24 Adopted Budget book.

Collection maintenance is prioritized for the use of this fund, as per the Public Art Policy developed by this Board and approved by the Greenbelt City Council. Based on discussion with Greenbelt Recreation arts staff, it is our understanding that some or all of the current fund balance may be needed in order to repair the base of the Mother and Child statue in Roosevelt Center as has been urged by City Council. The Department of Planning and Community Development is seeking a qualified contractor for this project.

The AAB has received verbal requests from citizens, council members and artists for an increase in public art. There is specific interest in murals, or other methods of beautifying concrete walls near underpasses and public areas. Additional funding may be needed in order to undertake new projects of the types, and in the locations, which have been suggested.

The Board wishes to acknowledge that select public art projects are already moving forward with in-kind City support. Greenbelt Recreation arts staff are currently working with the Department of Planning and Community Development and with two real estate developers to support public art projects at the Motiva apartment community on Cherrywood Lane and the planned Greenbelt Square residential development on Greenbelt Road. These projects are leveraging staff time to secure the commission of original artwork, with all costs -- including future maintenance -- borne by the sponsoring corporate partners. With gratitude, we recognize the sponsorship of Greenbelt Metro Apartments, LLC (Motiva) and Gibbs and Haller (Greenbelt Square).

It is our understanding that an additional \$10,000 contribution from Woodlawn Development Group is being held by the City of Greenbelt for a city-sponsored public art project on public land within the Greenbelt Station development. Staff will pursue this opportunity as well, after addressing functional amenity needs which were prioritized by community members in the visioning process led by the Neighborhood Design Center. Supplemental funds from the City of Greenbelt and/or other sources may be needed for this project, depending on the desired scope.

The AAB celebrates the above initiatives, and yet we wish to ensure that new public art initiatives are not limited to those areas of the City which are being newly (re)developed. Increasing City funding for public art will enhance the feasibility of undertaking additional, complementary projects in other areas of Greenbelt, enhancing the daily lives of more residents.

Thank you for your consideration.

Respectfully submitted,
Tom LeaMond, Chair, Arts Advisory Board

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Board and Committee Reports

Agenda Section: COMMUNICATIONS 30 minutes (7:45 - 8:15 pm)

Subject:

Senior Citizens Advisory Committee Report - Open Forum of October 13, 2023

Suggested Action:

It is recommended that the City Council accept this report.

Attachments:

[SCAC 2023 Open Forum Report with Cover Letter.pdf](#)



TO: Emmett Jordan and the Greenbelt City Council

FROM: Senior Citizens Advisory Committee

RE: Open Forum of October 13, 2023

DATE: January 30, 2024

Mayor Jordan and Greenbelt City Council:

Attached is the Senior Citizens Advisory Committee's Report from the Senior Citizen Open Forum held October 13, 2023.

We felt the 2023 Open Forum went well. There were many topics as you will see in the attached report. SCAC has indicated its priorities at the beginning of the report.

The SCAC feels that it is unnecessary to hold a work session this year, but some follow-up response regarding the report recommendations would be greatly appreciated.

Sincerely,

Mary Wade
Senior Citizen's Advisory Committee Chair,
November 2023 - November 2024

Senior Citizen Advisory Committee
Annual Open Forum
October 13, 2023

2023 Recommendations to the City Council

Our committee is making the following recommendations for your consideration based on the responses from city residents. A summary of their responses can be found in the meeting notes that follow these recommendations.

- 1.The vehicular safety study is needed to resolve the many issues on Ridge Road to include the drop off and pick-up parking lines at the Greenbelt Elementary School and other Greenbelt schools.**
- 2.While the committee commends the City for its insight in providing eleven new pickle ball courts, the participants felt a need to enhance their play by adding more courts in East and West Greenbelt and helping to develop leagues and competitions, as well as, having the use of indoor courts during summer camps.**
- 3.For the last four Open Forums this Committee has reported, as one of its recommendations, the City should seek more affordable and accessible senior housing. While it appears, this may be in the making, we request as your Senior Citizens Advisory Committee to be included in the process.**

Forum Meeting Notes

Positive Comments:

Labor Day, Roosevelt Center, underpasses for walking, Greenbelt Lake, the walking paths, the News Review, the New Deal Café, walking to CO-OP, first responders, public works, the many playgrounds, open caption movies, volunteerism, appreciation of nature, there is always something to do in Greenbelt.

Challenges:

Vehicular safety

Ridge Road

1. Drivers are not obeying the stop sign on Ridge Road; perhaps install speed bumps/humps along Ridge near the Elementary School would help.
2. There are parking issues around all Greenbelt Elementary at drop off and dismissal times, people are parking in designated neighborhood reserved spaces.

3. Parked cars are blocking sidewalks along Ridge Road.
4. There are places on Ridge Road that have poor lighting at night.
5. The city should consider installing 'continuous sidewalks.'

Other Vehicular Safety Locations

1. Kenilworth Avenue sign on Edmonston Road is really small and needs replacement.
2. The intersection of Legion Drive and Lakecrest Drive is a traffic hazard.
3. On Westway to Ridge Road, the driving lanes are very narrow especially when a bus is sharing the space.

Pickleball Issues

1. There are not enough Pickleball courts in Greenbelt.
2. There need to be courts in Franklin Park.
3. Lines in pickleball courts are painted blue. A contrasting color would help players more easily distinguish the lines.
4. Pickle ball needs to become more inclusive for the deaf.
5. It would be advantageous to organize "pickleball leagues".
6. A request was made to permit the Community Center's courts be accessible to seniors after camps release during the summer months.

Greenbelt Lake Safety

1. It is important to feel safe walking around the lake more security is needed.
2. More benches are needed at the lake.
3. School track team runners are often inconsiderate of walkers by not respecting their space on the path specifically at 3:30 pm each school day.

Other Issues

1. Poor Cell Phone Connectivity-I have a difficult time using my cell phone in my GHI home.
2. Computer classes - Could the Recreation Center offer computer classes for seniors to learn about FaceBook and Twitter?
3. Safety on steps -The bottom two steps of the cement stairway between the library and the Community Center are missing safety strips.
4. Engaging students free time - During the summer months when kids are not in school, Planet Fitness allowed youths to use their facilities. Could the city contact Planet Fitness to make this available all year long?
5. Shuttle bus - A regular service between Greenbelt Center and areas like Beltway Plaza would reduce the number of cars on the road.
6. Senior Housing - There is a real need for additional, handicap, accessible senior housing in Greenbelt.

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Board and Committee Reports

Agenda Section: COMMUNICATIONS 30 minutes (7:45 - 8:15 pm)

Subject:

Board of Elections Report #2024-01 (Report on November 2023 Election)

Suggested Action:

It is recommended that the City Council accept this report.

Attachments:

[BOE4032CouncilMemo2023ElectionReport 2024-01.pdf](#)

MEMORANDUM

DATE: January 31, 2024
TO: City Council, City of Greenbelt
FROM: Board of Elections
RE: Report on November 2023 Election

The Board of Elections respectfully submits to the City Council the following report on the election held November 7, 2023.

SUMMARY AND CONCLUSION

The Board concluded that the 2023 election, even with logistical and technical issues, went reasonably well. From vendor selection and contracting through the obtaining of printed ballots and private election services, we were able to run the election without major demands on staff or more than the usual number of poll workers, and without serious issues prior to or on election day. Campaign finance reporting was greatly improved, in both candidate compliance and timely Board review. Moreover, though vote totals this election were only marginally improved over those in prior years, we found that voters better understood the process, were more informed in casting their ballots, and filed no complaints.

USE OF PRINTED BALLOTS, NO MACHINES

In City elections before 2023, mail-in and early voters marked printed ballots, and election-day voting was by machine. This practice was thought to make for efficiency, but it would not have allowed individual review of election-day ballots, if a recount were necessary. Recounts require individual paper balloting.

The Board also found, after research and discussion, that the trend in local and state elections – including in Maryland – is to return voting to paper ballots that can be preserved for possible later review. We decided

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that ballot preparation and distribution, as well as post-vote scanning and counting, should employ a single form of paper ballot. We found a highly recommended, reliable, and reasonably priced vendor for preparation, printing, and (where requested by individual voters) mailing of ballots, and those same ballots were used for early and election-day voting. We plan to use paper ballots in future elections.

E-POLL BOOKS AND COUNTY VOTER REGISTRATION

Before 2021 our voter lists from the County Board of Supervisors of Elections were on paper, but since then the County has provided us an electronic list. We now upload the list for our electronic, or “e-poll” books, which include all voter data. Voters in prior years had been given a paper card to review and sign, but now their names and addresses are checked against the County’s electronic information.

The “Poll Pad” system used in 2023 allows the networking of the e-poll books, so that voters on election day can vote in any precinct. We found that 268 voters, not counting provisional votes, went outside their assigned precincts in this election.

SELECTION AND USE OF CONTRACT VENDORS

Our experience in 2021, when we used a single vendor for all election services, from ballot preparation to furnishing of machines to tabulating votes, was discouraging. Many mail-in ballots were sent out late to voters, final counts were delayed, and many residents lodged complaints about the election process. With that background we made extra efforts in this election to find and reach agreement with reliable firms. We consulted nearby municipalities about the vendors they used, and the three we selected and reached agreement with performed well.

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A crucial selection was the company used for ballot applications and ballot preparation, printing, and mail-in voting. With much back-and-forth between the Board and our vendor, we designed and had printed the applications and ballots and their envelopes, with instructions in English and Spanish, to allow what we hoped would be expanded mail-in voting. The vendor performed very well, and we are planning to use this company again.

The e-poll book system worked well, in early and election day voting, and we had no problems with networking among the five polling places. When polls opened we had minor technical problems with the e-poll devices – because we didn’t understand how the system worked – but the vendor responded promptly to our calls and we quickly resolved the difficulties operating the devices. We plan to use this firm again.

Our other election vendor provided the ballot marking devices for voters with disabilities and the scanners for vote tabulation on election day. Several voters with disabilities successfully used these devices in early and election-day voting. The devices worked adequately, but we will research other devices before the next election, to see if better alternatives are available.

We found flaws with the scanners, however, that extended vote counting beyond what we had anticipated. Before the next election, we will do research on other scanner systems.

BILINGUAL APPLICATIONS, BALLOTS, INSTRUCTIONS

In this election, for the first time, all ballot applications, ballots, and mail-in instructions were printed in both English and Spanish. As we move forward, the Board believes that all election-related signage, email notices, and website information should be in both languages.

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PRE-ELECTION CANDIDATE ISSUES: EARLY CAMPAIGNING, FILLING OF SINGLE COUNCIL VACANCY AFTER ONE MEMBER'S RESIGNATION

In this election, the only campaign issue that arose involved early campaigning, chiefly in online advertising and collection of petition signatures, by one of the eleven candidates. When other candidates advised the Board that a prospective candidate was posting online advertising and collecting signatures for an election petition before official candidate packets were ready, we reviewed the City Charter and Election Code but could not say that early campaigning was prohibited – in any form. Once that issue was resolved, Council candidates proceeded as usual to obtain voter signatures for petitions; open (or continue) campaign finance accounts and appoint campaign treasurers; file petitions, acceptance forms, and financial disclosures; and place their campaign advertising and signage.

One additional circumstance not involving the Board concerned the August resignation of a sitting Council member. Council applied Section 32 of Charter to select, shortly after the resignation, a former Council member to fill the position until the November election.

CANDIDATE CAMPAIGNS, FINANCIAL REPORTS

The Board did not find significant issues or problems with candidate campaigns in the fall of 2023, through the election on November 7th. We received several questions from a first-time candidate, who also missed a financial reporting deadline. We informed the candidate of the reporting requirement and deadline, and he filed his report and paid the late fee imposed in the Election Code.

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All other candidates complied with the financial reporting requirements in the Code. A Board member contacted all campaign treasurers and secured necessary corrections to initial filings. By the time of final reports all campaigns were in compliance, and all met the transparency and disclosure purposes of the Code.

We were surprised and disappointed at the number of mistakes made in initial financial reports for this election. We plan to hold meetings with campaign treasurers before future elections, well ahead of the first deadline, to go over procedures for completing the forms.

MAIL-IN VOTING

In this election the Board made substantial improvements in mail-in voting. In 2021 our vendor did not timely mail ballots to all voters who requested them, and many residents who sought the convenience of (or in some cases needed) mail-in voting were disappointed. For 2023 we tried hard to reverse voters' perceptions of unreliability, and we believe we succeeded. We had many complaints in 2021 but none this time.

Our 2023 vendor was able to prepare applications and printed ballots well in time for use in the mail-in voting process. An issue arose, however, regarding prepaid postage. We thought all postage had been covered in prior arrangements with the U.S. Postal Service but were informed, just before applications were to be mailed out, that we did not have permission for the prepaid mailing of applications from the voters to the Clerk's office. (Greenbelt's prepaid postage permit allowed only mailings from the Clerk to the voters.) But USPS then had a technical problem issuing us the needed permit in a timely manner, and ballot applications had to be mailed to registered voters without return postage.

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We had the vendor send out the applications with an explanatory note and options for their return. To get the permit in time for prepaid postage on the mail-in ballot envelopes, we needed Congressman Glenn Ivey's assistance. His chief aide called USPS and had its personnel resolve the permit requirements for us, allowing ballots to be mailed to voters with the necessary return postage on the ballot envelopes. We now have all postal permits needed for future elections.

Another minor issue arose because we inadvertently printed an incorrect drop-box location on the ballot envelopes. The error was not found until several batches of ballots with incorrect instructions had already been mailed to voters. But the City Clerk, reacting quickly, obtained an additional drop box from a neighboring city to place at that location. Voters then had use of the new drop box and the three official ones.

A small number of voters – 12 in this election, an improvement over the 43 mistaken mail-ins in 2021 – mailed us ballots but did not follow the printed instructions to sign and date their envelopes. Because they did not complete the voter affidavit, their ballots could not be counted.

A minor surprise was the relative non-use of mail-in ballots by residents who ordered them. In our process, all registered voters receive an application by mail, and those who wish to vote by mail submit their applications by late October. Our Albany vendor received 1,042 applications and mailed ballots out to those voters, but the Clerk's office received only 811 mail-in ballots. We're not sure why that happened. Perhaps some who submitted applications put their mail-in ballots aside until they decided it was too late or otherwise not feasible to submit them – by mail, in a drop box, or in person at the Clerk's office.

One final issue involved the postcard reminders that the County Board sent out. The postcards had misleading instructions, saying that voters

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had to cast ballots in their assigned precincts. These notices should be edited before the next election, to clarify that voters in City elections can cast ballots at any polling place.

EARLY AND ELECTION-DAY VOTING

Early voting this year was curtailed in length of time, as Council agreed with the Board that the month-long early voting periods in prior elections were unnecessary and not cost-effective. Early voting in this election was offered only on the weekend before election day, and those proceedings, using e-poll books, paper ballots (with submission envelopes), and limited Board and City personnel, proceeded without difficulties. Three polling places were available for early voting, and on election day polling places were open in all five precincts.

No major issues arose on election day, after resolving initial difficulties with the e-poll system. When polls opened, at 7:00 a.m., the poll pads did not connect with the printers to produce receipts, and the first six voters at the Community Center had to submit provisional ballots. (These provisional votes were later counted.) At other locations, this technical failure caused minor voter delays, but no provisional ballots were needed. We ultimately reached the vendor, who was able to make corrections, meeting the problem quickly and advising us how to prevent similar errors in the future. All e-poll books were operational by about 7:20 a.m., and we had no other equipment glitches.

Once the e-poll system was running, judges and clerks at the polling places were able to complete their work readily and on time. Some voters later on whose information did not precisely match e-poll listings were required to submit provisional ballots, but all 22 provisionals were ultimately counted. Poll workers collected the paper ballots, delivered them to the Board at the Municipal Building, and certified their

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complete collections. We then over several hours scanned and tabulated all ballots, reporting out preliminary results late on election day, November 7th. Final results were certified two days later.

Although mail-in voting was greatly improved, early voting went smoothly, and election-day voting did not involve significant issues, we did not see notable improvement in voter participation. In 2021 we had 2,675 votes, or 17.8 % of registered voters, and the total this time, 2,685, had essentially the same level of participation.

We also were disappointed by the minimal participation of voters under age 18. The number of registered 16- and 17-year-old voters is just 112 – which itself is far below our population in that age range – and in this election we found that only six actually cast ballots.

The Board believes that in 2025 and later elections, the City should make efforts to reach out to residents early in the year. We can publicize the pendency of each election several times before November; encourage high school teachers and administrators to inform and encourage students to register for and participate in elections; advertise, in bilingual notices, the availability of voting rights to noncitizens; and generally try to “talk up” resident involvement in the election of City officials.

BALLOT ACCESS FOR VOTERS WITH DISABILITIES

The Americans with Disabilities Act of 1990, a federal law, requires the City to offer reasonable ballot access to persons with disabilities. In prior elections the voting machines had accessibility features, though voters with visual impairments still required assistance to use a machine.

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In 2023, because of the change to paper ballots, each polling place needed a ballot marking device. Residents with visual impairments were able to cast their votes with a marking device on election day, and a resident who voted early but could not ink in her ballot also used a marking device. Headphones attached to a marking device allowed a voter to hear a recording of the ballot, and the voter was then able to make their ballot choices with a small numeric keypad.

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 60 minutes (8:15 - 9:15 pm)

Subject:

Contract for Broadband Feasibility Study

Suggested Action:

Reference: Council Feasibility Study proposal

Contract Greenbelt MCP Broadband Study Final

The City has considered the possibility of building a broadband fiber network to provide internet service to citizens and businesses and to facilitate City initiatives. A major part of the due diligence process is to determine if the project would be feasible and financially supported. The City issued a Request for Proposal (RFP) for a feasibility study for a broadband fiber network. That RFP resulted in four proposals being submitted. The pricing of the proposals ranged from \$27,000 to \$445,000.

Staff is recommending the proposal from Mission Critical Partners with a cost of \$114,597.

Council approval is sought.

Attachments:

[Council Feasibility Study proposal 2.pdf](#)

[Contract_GreenbeltMD_MCP_Broadband Study Final-MCP signed.pdf](#)

City of Greenbelt

Date: 2/6/24
To: Josue Salmeron, Council
From: Dale Worley
Re: Broadband Feasibility Study

The City has considered the possibility of building a broadband fiber network to provide internet service to citizens and businesses and to facilitate City initiatives. A major part of the due diligence process is to determine if the project would be feasible and financially supported. The City issued a Request for Proposal (RFP) for a feasibility study for a broadband fiber network. That RFP resulted in four proposals being submitted. The pricing of the proposals ranged from \$27,000 to \$445,000. Staff is recommending the proposal from Mission Critical Partners with a cost of \$114,597.

This study will provide the City with a number of deliverables, including:

1. An assessment of the current infrastructure and market demand
 - a. Provide an assessment of current and developing competitive technologies
 - b. Complete an inventory of existing fiber networks, ownership, and availability by providers
 - c. Provide an overview of broadband providers' services, pricing strategies, and coverage area
 - d. Map the existing location of existing fiber, broadband electronics, and available broadband speeds by provider. Provide a GIS layer that can be integrated into City GIS systems
 - e. Provide an assessment of the services available to our existing and prospective businesses and how that impacts city economic development efforts
 - f. Market Study – Survey residents and businesses to determine Broadband needs across the City
2. Assess Technology Options
 - a. Assess existing and potential technology for improved or expanded service
 - b. Evaluate options for deploying suitable cost-effective technology
 - c. Pre-engineering study – evaluate routes and deployment options including cost estimates
3. Partnership Options
 - a. Assess potential partners along with partnership and ownership options
4. Financial and Legal considerations
 - a. Evaluate funding options the City can pursue
 - b. Provide an assessment of legal requirements, risks and regulations
 - c. Provide financial projections for two project scenarios

STANDARD CONTRACT FORM

THIS AGREEMENT, made this ____ day of *January, 2024*, by and between the **CITY OF GREENBELT**, a municipal corporation organized under the laws of Maryland, hereinafter referred to as the "**CITY**", and Mission Critical Partners, LLC, hereinafter referred to as "**CONTRACTOR**".

WITNESSETH

WHEREAS, the City desires the Contractor to provide consulting support for a Broadband Feasibility Study.

WHEREAS, the City desires to employ the services of the Contractor in connection with the aforementioned service under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the covenants and promises set forth, the parties hereto agree as follows:

1. **SCOPE OF WORK.** The Contractor agrees to perform the work described and be bound by the terms and conditions set forth in the City of Greenbelt Broadband Feasibility Study Request For Proposal, hereto attached and made a part hereof and identified as Exhibit "A" and in the CONTRACTOR'S proposal dated September 14, 2023, hereto attached a made a part hereof and identified as Exhibit "B". In the event any terms of the attached exhibits conflict with this Agreement, this Agreement shall prevail over the aforementioned exhibits. In the event the terms of Exhibit "B" conflict with Exhibit "A", then Exhibit "A" shall prevail over Exhibit "B".

The Contractor shall perform the services described in this Agreement (a) in a timely, diligent and professional manner in accordance with recognized standards of the applicable industry or profession, and; (b) in accordance with the time periods set forth in this Agreement 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 Agreement 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 Agreement 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 Agreement.

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

7. CONTRACT TERM. This Agreement shall be effective upon execution of the contract and shall continue through June 30, 2025, with possible renewal options, subject to the annual review of the City Treasurer, the satisfactory performance of the Offeror, the concurrence of the Greenbelt City Council and the annual availability of an appropriation.

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 Agreement 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 \$1,000,000.00 Liability coverage 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 in the amount not to exceed One hundred and Fourteen Thousand and Five Hundred and Ninety-Seven dollars (\$114,597.00). In the event the labor hours and expenses exceed this 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: Dale Worley, Director of Information Technology, 25 Crescent Road, Greenbelt, MD 20770. Email address: dworley@greenbeltmd.gov. Phone: 240-542-2021.

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.

Principal Contacts (Note: name the person with the day-to-day responsibility for contracted work)

Any notice, provisions or communications required under this contract should be directed as follows:

IF FOR THE CITY OF GREENBELT:

Name: Dale Worley, Director of Information Technology

Address: 25 Crescent Road

Address: Greenbelt, MD 20770

Phone No.: 240-542-2021

Email Address: dworley@greenbeltmd.gov

City of Greenbelt

IF FOR THE CONTRACTOR NAME:

Name: Darrin Reilly, President and CEO

Address: 690 Gray's Woods Blvd.

Address: Port Matilda, PA 16870

Phone No.: 888-862-7911

Email Address: contracts@MissionCriticalPartners.com

Approving Signatures

Signatures acknowledge receipt and understanding of this agreement. Signed and agreed to on the dates indicated below: (Name City Manager or his/her designee)

ATTEST: City of Greenbelt

Approved by: _____

Josue Salmeron, City Manager

Date

City of Greenbelt

ATTEST: Mission Critical Partners, LLC

John L. Spearly, Director of Contract Administration

Approved:  _____

1/26/2024

Date

ATTACHMENT

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: Mission Critical Partners, LLC

Street address: 690 Gray's Woods Blvd.

City, State, Zip: Port Matilda, PA 16870

CERTIFIED BY: John L. Spearly

TITLE: Director of Contract Administration



(signature)

1/26/2024

(date)

EXHIBIT B

Request for Proposal

Broadband Feasibility Study

Original

September 14, 2023

City of Greenbelt, Maryland

Introduction Letter

September 14, 2023

Dale Worley
Director of Information Technology
City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

Re: RFP Broadband Feasibility Study

Dear Mr. Worley:

Mission Critical Partners, LLC (MCP) and Design Nine appreciate the opportunity to present this proposal to provide the City of Greenbelt (City) with a broadband feasibility/engineering study in support of your vision for city residents to be able to use convenient, affordable world-class broadband networks that enable us to survive and thrive in our communities across the globe.

Together, our team serves as an independent agent with considerable experience in local government management roles, and extensive experience in performing public safety consulting services for state, local, and federal government entities. We have assisted more than 300 communities with broadband planning and implementation initiatives.

We will work closely with the City to produce a road map and strategy that leads to improved broadband and broadband access. Our reports will clearly explain the options and tradeoffs with different broadband and fiber technologies, business/financial plans, operational models, costs, and deployment plans. We will also provide detailed recommendations for the next steps required to meet your broadband planning goals including funding strategies, construction oversight, and network management.

MCP acknowledges receipt of the questions and answers document. As required, we are submitting the proposal to you via email to dworley@greenbeltmd.gov.

Mission Critical Partners has identified Chris Faircloth as the point of contact for this proposal response. His contact information follows:

Chris Faircloth, Regional Director, Client Services
Mission Critical Partners, LLC
690 Gray's Woods Boulevard
Port Matilda, PA 16870

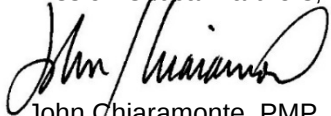
Cell: 919.869.4013
Office: 888.862.7911
Fax: 814.217.6807
Email: ChrisFaircloth@MissionCriticalPartners.com

I am the authorized representative submitting this proposal on MCP's behalf and may be contacted at 571.302.0718 or JohnChiaramonte@MissionCriticalPartners.com.

On behalf of our entire team, we stand behind the City of Greenbelt to serve as your partner and your advocate.

Sincerely,

Mission Critical Partners, LLC



John Chiaramonte, PMP, ENP
President of Consulting Services

Statement of Services

Mission Critical Partners understands the City of Greenbelt (City) has identified the need to obtain a professional services consulting firm to conduct a broadband feasibility/engineering study and analyze, select, and implement the best solutions to improve broadband connectivity across the city if it is determined to be a feasible project.

1. Goals, Objectives, and Project Tasks

We strongly believe in a highly interactive and collaborative approach to broadband planning. Bringing stakeholders, providers, members of the City's broadband team and key users together is crucial to achieving long-term success. We will schedule extensive discussions and dialogues with asset owners, vendors, and service providers.

Our evaluation and mapping¹ of the current environment against current and future needs will be the basis for building our recommendations. We will determine the economic and community impact of broadband issues² including evaluation of key issues limiting broadband expansion³.

Using our surveys⁴, we will verify unserved and underserved areas, specify areas that may qualify for grant opportunities, and document current service provider offerings and prices. We will analyze current provider offerings⁵ and identify where the City's investments may be able to help those service providers.

Our team's assessment⁶ of your telecommunications environment will detail the types of services, pricing, availability, and limitations. We always examine the potential for regional cooperation⁷. Our recommendations⁸ will include discussion of types of networks including Open Access and Proprietary, either owned and operated by the City or a private sector partner. We include operations and management considerations, staffing requirements, legal/regulatory issues, day-to-day management tasks, and asset management recommendations. Our ten-year pro forma is specifically designed to model the costs of community networks under different operational models⁹. We will identify all service providers and assess which providers would like to collaborate¹⁰.

2. Background and Experience

MCP has nine offices across the country to support our mission-critical projects including Port Matilda, Pennsylvania (Corporate Headquarters); Pittsburgh, Pennsylvania; Raleigh, North Carolina; Dallas, Texas; Denver, Colorado; Providence, Rhode Island; Silver Springs, Maryland; Jefferson City, Missouri; and Summit, New Jersey.

MCP is committed to delivering top-quality technical and operational consulting services to help managers overcome mission-critical challenges. Founded in 2009 with only a staff of five, the company has grown to a staff of more than 200 people. The experts at MCP have invested more than three decades in the 911 industry

¹ Section A. Current assessment and market demand

² Section A. Provide an assessment of the services available to our existing and prospective businesses and how that impacts our economic development efforts

³ Section D. Provide an assessment of legal requirements, risks and regulations relevant

⁴ Section A. Provide a market study to establish a likely market penetration rate and clarify which benefits

⁵ Section A. Provide an overview of current broadband providers' services, pricing strategies, and coverage areas

⁶ Section A. Provide a market study to establish a likely market penetration rate

⁷ Section B.a.3. Other options that might involve multiple local entities

⁸ Section B. Options for services provision

⁹ Section D. Prepare financial projections

¹⁰ Section C. Partnership options

and serve in key leadership roles in major industry organizations, such as the National Emergency Number Association (NENA). Our goal is to support our clients through improved policies, systems, and processes. MCP's clients are primarily from the public sector at the federal, state, county, and local levels. We have supported county and local clients with populations of less than 10,000 to large clients with populations of several million. We currently are supporting the Prince George's County, Maryland, 911 center with a call-handling project.

Design Nine has a world-class team of ten broadband analysts and network engineers to support our work with the City. Design Nine's headquarters' staff in Blacksburg, Virginia, and two remote offices--San Diego, California, and Mocksville, North Carolina--have been able to effectively handle projects all across the country and Canada. Many of our planning recommendations have turned into successful, world-class networks, and some of our municipal/county projects have enjoyed more than a decade of financially sustainable operation.

Market Assessment and Demand Aggregation: Market assessment and broadband demand aggregation normally includes the study of telecom service provider coverage areas, types of services available, broadband use patterns and trends for both residential and business customers, and gaps in service coverage.

GIS and Asset Mapping: Mapping work typically includes lot distribution in a community, road layout, identification of public and private tower locations, public buildings and schools, business parks and commercial/retail areas, walking/hiking trails, and easements and rights of way. Our in-house geographic information system (GIS) and mapping systems are interoperable with systems typically used by local governments, including ArcGIS and AutoCAD.

Development of Partnerships and Cooperative Agreements: Much of our work with local governments in successful broadband efforts has been driven by partnerships either between different levels of government, adjoining governmental entities, or public-private agreements that have been instrumental in delivering broadband that meets community needs.

Residential and Business Broadband Surveys: Geo-located surveys are the most effective way of establishing a good data set for existing services and demand for future services. Each survey we do is customized to our client's needs. Random telephone surveys and direct mail surveys can also be included.

Network Design and Technical Specifications: Our team has decades of combined experience designing and building fiber and wireless networks. We can provide detailed network architecture specifications for urban fiber and wireless broadband, backbone/core network routes, local distribution networks for business parks and downtown areas, and fiber-to-the-home (FTTH) network specifications.

Broadband Strategic Planning: Our team has experience with broadband service assessments in small, rural communities, including Clearfield County and Elk County, Pennsylvania. Our assessments determined unserved and underserved areas of the counties, and we are currently supporting the development of a strategic plan to enable the Counties to leverage the Broadband Equity, Access, and Deployment (BEAD) Program funding when it is released for the deployment of high-speed, reliable, affordable internet service to unserved and underserved areas. The plans are "living" documents that will be updated as necessary as new information becomes available.

Business and Financial Planning: Design Nine has developed a sophisticated set of financial analysis tools that are used in our planning projects to provide extremely detailed ten-year financial projections for a proposed community broadband system. Inputs and outputs include take rates, prices for services, income and revenue projections, capital expenditures, operational expenditures, staffing projections, cash flow analysis, loan and grant considerations, buildout costs, and market projections.

a. Network: We can provide detailed network architecture specifications for urban wireless broadband, backbone/core network routes, local distribution networks for business parks and downtown areas, and access (fiber connections to the business/residence) network specifications. In Eagan, Minnesota — Design Nine

planned and managed the build-out of this city-owned network in the Twin Cities area. The network is a 17-mile fiber-to-the-business project that successfully attracted a large data center to the community.

b. Financial: Broadband plans need solid cost estimates that are aligned with the funding and grants available to support them. We provide detailed and specific cost estimates with all major materials, labor, and network equipment itemized. We include estimates of engineering and surveying, permitting, project management, and testing and configuration. Our ten-year pro forma has been designed specifically to model the business characteristics of a community-owned fiber and/or an integrated fiber and wireless network. In Bozeman, Montana — Design Nine’s project, which included a technical design and financial plans, was produced in less than six months. It brought Gig Fiber to the City of Bozeman, Montana. It helped raise the initial \$4 million needed to build the network which has been operating since 2016.

c. Regulatory/Legal: We create an ownership plan that meets state-level and federal regulations and avoids lawsuits. No community we have assisted has ever been sued by a private-sector telecom company. In a study of 43 communities in western Massachusetts, we found a 100-year-old state statute that was successfully used to bring all those communities together for an integrated strategy to make investments.

d. Services: Our team has more than twenty-eight years of experience providing community and business broadband analysis—longer than any other firm in the United States. In Marathon County, Wisconsin, we researched and evaluated the current supply of broadband and telecommunications environment and assets, products, and services in the county. That included detailing the location of facilities, types of services, pricing, availability, and limitations. We provided an analysis of business and financial models for a proposed network, including a discussion of the advantages and disadvantages of each.

e. Project Management: MCP proposes and applies its Project Quality Management Plan methodology in all its project engagements.

A few recent Project Management project clients:

- City of Portland, Oregon—Call Allocation and Staffing Studies; and Portland Dispatch Center Consortium Resiliency and Backup Evaluation Study
- North Carolina 911 Board—Statewide Public Safety Answering Point (PSAP) Reviews (100+ individual PSAP assessments)
- Project Management and Coordination Services for the District of Columbia Office of Unified Communications’ Renovation and Console Upgrade Project
- City of Philadelphia, Pennsylvania—Program Level General Consulting and Project Management for 911, including Next Generation 911 (NG911), computer-aided dispatch (CAD) procurement and implementation, 911/ emergency operation center (EOC) facility design through occupancy, land mobile radio, fire records management procurement (five years)

f. Partnerships: Design Nine routinely helps communities negotiate partnership agreements that protect clients while offering partners an opportunity to achieve their goals, including the growth of their business when private partners are involved. In Dakota County, Minnesota, our work spanned several years and included both a feasibility study for a ten-city network and the Dakota County network. The work required extensive interaction with all of the jurisdictions and led to the successful completion of a Joint Powers Agreement. The network is now up and running.

3. Conflicts of Interest

We have no known conflicts of interest in working with the City, including any existing relationships with equipment vendors, internet service providers (ISPs), or other firms. Bringing an independent, objective

perspective to every engagement is our top priority. We stand behind our commitment to always put the fundamental interests of our clients first.

4. References

	Contact Information
Reference 1	Agency: Clearfield County, Pennsylvania Contact Name and Title: Dave Glass, Commissioner Phone Number: 814.765.2642, ext. 5051 Email Address: dglass@clearfieldco.org
Reference 2	Agency: Elk County, Pennsylvania Contact Name and Title: Pat Straub, Chief Clerk Phone Number: 814.776.5310 Email Address: pstraub@countyofelkpa.com
Reference 3	Agency: City of Northampton, Massachusetts Contact Name and Title: Alan Wolf, Chief of Staff, Mayor's Office Phone Number: 413.587.1067 Email Address: awolf@northamptonma.gov

Key Personnel

Scott Neal, Project Manager brings more than three decades of telecommunications experience to the MCP/Design Nine team. Scott served as the governor-appointed single point of contact for the Commonwealth of Pennsylvania for the planning efforts of FirstNet's Nationwide Public Safety Broadband Network (NPSBN) from 2012–2015. Scott has also led MCP's broadband planning efforts in rural Pennsylvania, including Jefferson, Clearfield, and Elk Counties.

Andrew Cohill, Ph.D. is President of Design Nine. He has more than thirty-five years of experience in telecom network design and deployment. Andrew has been the project lead for eighteen projects over the last three years including multi-county projects in West Virginia, Pennsylvania, Texas, and Wisconsin.

Jack Maytum is a Senior Broadband Analyst. He has a deep background in business model development and analysis and will be the lead business analyst for this study. He will also assist with stakeholder meetings, strategic planning and service provider interactions, and coordination of work activities.

Matt Bussing is a Network Engineer. He has worked extensively on community network planning, including fiber and wireless network configurations. Matt does fiber network design, wireless signal propagation studies, service provisioning, and radio testing and configuration.

Daniel Cliburn is a GIS Analyst. His work includes the development of base maps for the network design, and survey response maps such as Internet speed analysis and public satisfaction response maps.

Each team member brings a unique skill set and depth of experience in broadband projects. Additional resources and subject-matter experts are also available, as we are a full-service firm focused on all aspects of public safety communications.

5. Detailed Work Plan and Timeline

SECTION A. CURRENT ASSESSMENT AND MARKET DEMAND

A1. REVIEW OF THE COMPETITIVE ENVIRONMENT (Two Months)

We use a variety of GIS and mapping tools, including ArcGIS, to develop a comprehensive set of maps and data that illustrate where existing assets are located, where service is available, what services are available, where Internet and data cables leave/enter the area, and a wide variety of related information in both map and tabular form. Our team will:

- **Provide an assessment of current and developing competitive technologies.** We provide an assessment of all technologies including cable, fiber, wireless both cellular and other. Our experience designing and building fiber and wireless broadband networks allows us to provide an accurate and unbiased analysis of technical options and how they can best be used to meet the City's technical needs for expanding broadband.
- **Complete an inventory of existing fiber networks, ownership, and availability by providers.** We will map existing public and private broadband infrastructure. Map schools, government facilities, public safety facilities, utility facilities (e.g. pumping stations, water towers, etc.), health care facilities, and other public and private institutions and broadband users. Map business areas, economic development zones, business and industrial parks, and retail/commercial areas.
- **Provide an overview of broadband providers' services, pricing strategies, and coverage area.** We provide a complete and comprehensive analysis of ISPs and wireless ISPs (WISPs) that offer services in the city. The data we collect during the assessment phase is fed directly into our financial modeling work. Our work has included over thirty broadband market assessment studies in the last five years. We will develop an understanding of your market, not only as it is now but also where demand is likely to grow in the future. The data we collect is fed directly into our gap analysis work. Our team will deliver an analysis of current broadband requirements and future projections of bandwidth needs. We also look at all public data on service provider investment plans. We have a history of being able to work with service providers and help them understand that sharing information can often lead to investments that help them grow their business.
- **Map the existing location of existing fiber, broadband electronics, and available broadband speeds by provider. Provide a GIS layer that can be integrated into City GIS systems.** We use a variety of GIS and mapping tools, including ArcGIS, to develop a comprehensive set of maps and data that illustrate where existing assets are located, where service is available, what services are available, where Internet and data cables leave/enter the area, and a wide variety of related information in both map and tabular form. This data can be integrated into existing City maps. Design Nine also provides an analysis of current service provider offerings that details by zip code service provider options, costs, and demographic data. This data and information can be used to identify where the City needs better infrastructure and competition to support business needs.
- **Provide an assessment of the services available to our existing and prospective businesses and how that impacts city economic development efforts.** Our team will look closely at what is available in the city. We will determine what broadband services the City needs to meet its economic goals. We will examine the benefits of community investments in broadband infrastructure. This information is central to our work.

A2. MARKET STUDY (Three Months – Concurrent with Task A1)

Our recommended way of determining potential market, actual broadband speeds, and benefits residents and businesses of a citywide network is by creating a customized web-based survey. We will design an 8 1/2" x 11"

mailer with information about the study on one side, and the residential survey on the other. Residents are invited to fill out the survey online or complete the paper version and return it by mail. The information from the survey is used to produce a GIS map layer with actual broadband speeds that residents receive and other important information about Internet access within the city. The web-based survey and mailer are included in our standard fee. Responses can be driven by the distribution of paper copies and social media campaigns. However, we highly recommend doing our optional proposed EDDM (Every Door Direct Mailing) to all addresses or targeted zip codes in the city. This mailer is sent to every residential address in the city (or targeted ones). This usually boosts the response rate to the survey substantially, and we regularly see response rates to our broadband surveys from 7% to 10% of households. This provides a very solid data basis that can be included in grant proposals.

Our survey collects geo-coded information about broadband services in the city. Our business and residential survey questions and answers will be customized with input from the City. The data we collect is comprehensive and includes demographic information, broadband speed and satisfaction, education and work-from-home questions, Internet use questions, and other data that can be very useful in supporting grant proposals. We geo-locate and map every response and will provide GIS shapefiles of the information as needed. The information collected in the survey helps us correctly identify areas where potential partnerships with private entities might be successful in improving broadband in areas with inadequate speeds or subscriptions.

Our team will schedule meetings with City staff, key stakeholders, ISPs, and related groups to thoroughly understand your community and its broadband needs. Our meetings also help build support for any recommended plans by building relationships with interested parties by exchanging ideas and carefully listening to all viewpoints. Our work with the City will include developing messaging to build support for projects that will help the City become more competitive through improved broadband access, speeds, and reliability.

SECTION B. TECHNOLOGY OPTIONS

B1. EXISTING/POTENTIAL TECHNOLOGY FOR IMPROVED/EXPANDED SERVICE

The City will get a detailed discussion of last mile, technology choices, broadband system options, advantages, disadvantages, costs, and appropriateness for specific areas. We will develop a comprehensive set of options and recommendations, including cost estimates for potential infrastructure investments. We will identify and discuss education, home-based business, and home-based worker technology needs. We will make recommendations that include short-term and long-term strategies, with special attention to business attraction and retention plus new resident recruitment. We will examine the potential for a protected-ring fiber network to connect businesses, institutions, libraries, hospitals, schools, and other key community anchor institutions. We review all potential technology options. Our cross-country experience has provided a wide range of solutions.

B2. OPTIONS FOR DEPLOYING SUITABLE COST-EFFECTIVE TECHNOLOGY

Our team will evaluate a series of options for technology, ownership, and governance, and make recommendations based on local needs and local capacity. We will look closely at potential incentives to enhance private-sector participation. We will evaluate the pros and cons of different ownership and business models (e.g., open access, ISP, etc.). We will deliver a clear comparison of the costs and benefits of an Open Access network versus an ISP-operated network. Our team will present examples of both open access and ISP-operated community networks. Our work will focus on technology, ownership, and management plans that achieve sustainability.

B3. PRE-ENGINEERING STUDY

Our pre-engineering network designs include the type of infrastructure (i.e., aerial and/or buried fiber, wireless, hybrid) that best suits local needs. We can provide a technical specification for possible City investments (e.g., conduit, fiber cable, colocation/data center facility, towers, network equipment, etc.). We provide proposed

infrastructure routes of recommended last-mile solutions mapped to areas of need with an overlay of existing telecommunications infrastructure. We will include redundant backhaul connections and create a conceptual fiber route mapped to show how to achieve the greatest coverage for businesses/facilities within one-half mile of the route. Our mapping data is combined with costs and timelines that come from our extensive fiber/wireless construction experience to provide very accurate total projected project costs which include design, installation, configuration, and testing to bring the network online.

SECTION C. PARTNERSHIP OPTIONS

C1. EXAMPLES OF WHO MIGHT BE A PROSPECTIVE PARTNER

We will show the City which opportunities make the most sense for the City among all potential partners and organizations that can help the City achieve its broadband goals. We will evaluate a range of prospective partners, including cooperatives, nonprofits, ISPs and WISPs, incumbents, K12 and higher education, libraries, and healthcare institutions along with industry and the business community.

C2. WHAT SECTORS, GROUPS, AND INDIVIDUALS CAN HELP THE CITY

We have helped communities that have used the full spectrum of ownership/partnership options. Part of our job is to objectively present your ownership and partnership options. Our analysis will include the advantages and disadvantages of each option and a recommended “best fit” for the City.

SECTION D. FINANCING AND LEGAL CONSIDERATIONS

D1. FINANCING OPTIONS

Our team will identify a range of financing options and strategies. A wide variety of new funding opportunities have emerged in 2023, and we are tracking these funding programs and the requirements for successful awards. We will share all our information about these programs with the City. We will evaluate funding options, including but not limited to private equity, bank and commercial lending, general obligation bonds, revenue bonds, public/private partnerships, and other state and federal funding opportunities.

D2. ASSESSMENT OF LEGAL REQUIREMENTS, RISKS AND REGULATIONS

We will provide an assessment of legal and regulatory requirements, risks, and other factors including risks and regulations relevant to building/operating a network that may affect the City’s plans for investments and partnerships. We include a careful examination of current law and policy that may affect the development of a local telecommunications infrastructure with or without partners. Our report includes a complete discussion of legal, financial, and competitive risks.

D3. FINANCIAL PROJECTIONS FOR AT LEAST TWO PROJECT SCENARIOS

Our team can provide a ten-year financial pro forma that provides projections of revenue, expenses, borrowing, take rates, capital costs, expansion costs, and grant funding for the analysis of both building and operating the network over a long period of time—the critical information the City will need to support bonding and/or grant applications. Our financial pro formas have been the basis of tens of millions of dollars of successful grant applications. The pro forma will provide answers to the following questions: year-by-year cost of operating the network, revenue analysis, including business and residential projected revenues, take rates, and future utilization of services, projections of break-even, financial solvency, and grant and debt requirements for financing. The pro forma includes an income statement, balance sheet, and cash flow statement.

a. Tasks to be Accomplished and Budget Hours

Project Management and Quality Assurance/Quality Control			
	Hours	Blended Rate	Total
Project Management	50	\$243	\$12,150
Quality Assurance/Quality Control	16	\$135	\$2,160
Subtotal			\$14,310
Section A - Current Assessment & Market Demand			
A1 Review of the Competitive Environment	60	\$148.50	\$8,910
A2 Market Study	80	\$148.50	\$11,880
Subtotal			\$20,790
Section B - Technology Options			
B1 Existing/Potential Technology for Improved/Expanded Service	48	\$148.50	\$7,128
B2 Options for Deploying Suitable Cost-Effective Technology options for service provision	74	\$148.50	\$10,989
B3 Pre-engineering Study	80	\$148.50	\$11,880
Subtotal			\$29,997
Section C - Partnership Options			
C1 Examples of Who Might Be a Prospective Partner	70	\$148.50	\$10,395
C2 What Sectors, Groups, and Individuals Can Help the City	76	\$148.50	\$11,286
Subtotal			\$21,681
Section D - Financing and Legal Considerations			
D1 Financing Options	48	\$148.50	\$7,128
D2 Assessment of Legal Requirements, Risks, and Regulations	20	\$148.50	\$2,970
D3 Financial Projections for At Least Two Project Scenarios	60	\$148.50	\$8,910
Subtotal			\$19,008
Total Not-to-Exceed Cost for Professional Services			\$105,786
Consultant Recommended (Optional)			
EDDM Survey—No PO Boxes—Billed at Cost	13,060 Residences		\$8,514

b. Project Timeline with Deliverables and Key Milestones

Our timeline can be adjusted to the particular needs of the City. We will collect the necessary information, deliver maps, recommendations, and agreed-upon reports, and make regular visits to the city. Support from the City in scheduling visits helps to meet any timeline needed for funding opportunities.

Timeline	Deliverables and Milestones
Month 1	• First status meetings with the City staff, stakeholders, and interested parties • Survey questions finalized – Online survey posted and opened for responses • Identify governance and operations options • Identify and map anchor tenants • Conduct current asset and infrastructure owner analysis • Collect and map existing asset data and identify other pertinent assets • Begin current and future bandwidth needs analysis • Partnership, governance, and financial options analysis
Month 2	• Additional status meetings with the City staff, stakeholders, and interested parties • Milestone A1: Review of the Competitive Environment – Service Provider Report Draft • Public/private partnership analysis • Milestone A2: Market Study – First set of meetings completed • Month two status meetings • Milestone B: Technology Options – Potential technology review completed • Financial analysis, risk assessment, and opportunity assessment • Milestone C1: Draft Guidance on Partnership Options
Month 3	• Milestone B2: Deliver options and recommendations for cost-effective technologies • Milestone C1: Provide examples of who might be a prospective partner and relationships • Milestone D1: Financing Options – Provide examples of where and how the City and providers could leverage additional funds • Milestone A3: Online survey closed – mapping of actual broadband speeds delivered to residents and businesses begins • Month three status meeting to review survey results • Milestone D1: Draft of Financing Options – Begin work on pro forma • Milestone B3: Conduct a pre-engineering study at enough depth to estimate costs
Months 4-5	• Pro forma with two options presented • Integration of materials into the Final Report • Milestone: Draft recommendations and next steps options • Status meeting to review recommendations • Milestone: Draft the Final Report for review and feedback, including GIS files
Month 6	• Present Final Report

c. Local Involvement

We do not foresee additional involvement from the City beyond assistance with focus group development, promotion of the online survey through social media, and access to City GIS data/shapefiles if available. Our work plan includes a minimum of three status meetings in addition to any data collection or input/review meetings.

d. Project Management Approach Outline

The Project Management Institute (PMI) framework has been used to develop our response for this project. This industry standard is used by the Project Manager (PM) to promote a successful outcome and alignment with the stakeholder expectations through the project lifecycle. The PMI framework breaks the lifecycle down into four stages: Initiating, Planning, Executing/Monitoring, and Closing.

MCP's project manager, Scott Neal, will be responsible for decision-making and accountability for the completion of project work. The PM has the authorization to make all decisions as necessary to complete the project. All subject matter experts (SME) report directly to the PM. The PM will be supported by broadband subject matter experts, network engineers, and GIS analysts.

e. Areas of Risk

We know of no potential areas of risk or liability that might impact the City or hinder this study. We will evaluate the exposure and any areas of liability that might result from the City's eventual plans or delivery options. As a planning project, we see limited risk in the effort.

f. Detailed Cost Estimate

Professional services outlined in the above scope of work will be provided for a **not-to-exceed fee of \$105,786**, including expenses, for services exclusive of the optional mail survey. The survey will cost an additional \$8,514 if the City elects the option to mail it to every physical household.

MCP recognizes that it is responsible for costs related to travel, housing, transportation, communications devices, and computer equipment. Any additional services contracted in subsequent years will be performed at MCP's then-current fee schedule. Prior to initiating any such additional work, MCP would require a formal letter of authorization from the City of Greenbelt

An invoice shall be submitted each month and include the percentage of work completed relevant to the fee and shall be reviewed and paid within 30 days of receipt.

Based on the current MCP understanding of what is to be accomplished, the pricing identified above represents an estimate of the work anticipated to achieve project success. MCP's priority is for this project to be successful for the City.

Residential Survey Mailing: If the City chooses to do a business and residential survey as part of the Assessment task, a mailing of the residential survey using the USPS EDDM process (Every Door Direct Mail) can be extremely effective in getting a high response rate. The fee for mailing to every physical household would be \$8,514. If we include post office boxes, the total mailing fee rises to \$8,811. We charge the City only the direct cost of the mailing. We provide at no charge the data entry for any surveys returned by mail. (Note that most survey respondents go to the website and fill out the form online)

Hourly Rates: For any work requested outside the Scope of Services requested in the RFP, the following rates would apply on an hourly basis.

Rate Schedule for Staff	Hourly Rate
Project Manager	\$243.00
Principal	\$148.50
Senior Analyst	\$148.50
Broadband Planner	\$148.50
GIS Analyst	\$137.50
QA/QC	\$135.00

g. Commitment to the City

The MCP and Design Nine team commits to working closely with the internal team and the City Council. We will provide status meetings as needed and when requested, with a minimum of three status meetings. We will provide fifteen copies of the Final Feasibility Study along with a digital copy.

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Terri Hruby

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 60 minutes (8:15 - 9:15 pm)

Subject:

Maryland Sustainable Communities Program Renewal Application

Suggested Action:

Reference: Memorandum - J. Fearer - 02/07/24

Sustainable Communities Program Application for Designation Renewal

The Maryland Sustainable Communities Program is led by the Maryland Department of Housing and Community Development (MD DHCD), and the entire City was first designated a Sustainable Community in 2014. The intent of the program is to provide communities with the framework for promoting environmentally, economically, and socially responsible growth and development. Designation as a Sustainable Community is required for a community to be eligible for certain State grant programs such as Community Legacy funding.

The City's renewal application is due Monday, February 19, 2024. The renewal application is intended to provide the State with a brief summary report on the progress made toward meeting the desired sustainability outcomes outlined in the City's 2019 Sustainable Community Action Plan as well as an updated Action Plan that looks ahead over the next five (5) years.

Due to the Presidents' Day holiday on Monday, February 19, 2024, staff plans to submit the renewal application by end of day Friday, February 16, 2024. A "Submittal Letter" with the Mayor's signature is required to accompany the application.

Staff recommends Council approve the submittal of the renewal application to the State.

Attachments:

[24-0207_Sustainable Communities Renewal 2024_Council Memo_FINAL.pdf](#)

[Sustainable Communities Renewal Application_2023.11_WORKING DRAFT FOR COUNCIL.pdf](#)



MEMORANDUM

TO: City Council
FROM: Jaime Fearer, AICP, Assistant Director of Planning
VIA: Terri S. Hruby, AICP, Director of Planning & Community Development
DATE: February 7, 2024
RE: Maryland Sustainable Communities Program Renewal Application

Background

The Maryland Sustainable Communities Program is led by the Maryland Department of Housing and Community Development (MD DHCD), and the entire City was first designated a sustainable community in 2014. The intent of the program is to provide communities with the framework for promoting environmentally, economically, and socially responsible growth and development. Designation as a Sustainable Community is required for a community to be eligible for certain State grant programs such as Community Legacy funding.

To achieve designation in 2014, the City Council was required to pass a resolution outlining the boundaries of the area to be designated and supporting a Sustainable Community Action Plan. The plan provided a summary of initiatives and projects for the City. The Program requires communities to renew their application every five (5) years. In 2019, staff submitted the City's first renewal application, and now, five years later, staff has prepared an updated Sustainable Communities Program renewal application (attached).

The City's renewal application is due Monday, February 19, 2024. The renewal application is intended to provide the State with a brief summary report on the progress made toward meeting the desired sustainability outcomes outlined in the City's 2019 Sustainable Community Action Plan as well as an updated Action Plan that looks ahead over the next five (5) years.

Over the last several months planning staff has worked to complete the attached renewal application. Staff relied on meetings with staff from various departments and the review of multiple community planning documents and efforts (i.e., Recreation and Parks Master Plan, Sustainable Maryland Community Certification renewal application, Complete and Green Streets Policy, Pedestrian and Bicycle Master Plan Updates, Bus Stop Safety and Accessibility Plan, ULI TAP Greenbelt Road/MD 193 Study, Greenbelt Road/MD 193 Corridor Plan, FY20–FY24 Budgets, Community and Economic Development Goals summaries, City Council stakeholder work sessions, and Boards/Committees meeting minutes).

Staff presented a draft of the renewal application to the Advisory Planning Board (APB) at their January 17, 2024, regular meeting for review and feedback. The renewal application prepared by staff represents a snapshot of what the City has accomplished since its last renewal application as a Sustainable Community, and is intended to focus on the questions presented in the application.

Recommendation

Due to the Presidents' Day holiday on Monday, February 19, 2024, staff plans to submit the renewal application by end of day Friday, February 16, 2024. Attached to the application is a "Submittal Letter" that is required to accompany the application, and which staff seeks the Mayor's signature on. The letter affirms the City's agreement to the 2014 Sustainable Communities Application/Action Plan as conveyed in the resolution passed by City Council in 2013, and it approves submittal of the 2024 renewal application. Staff recommends Council approve the submittal of the renewal application to the State.



SUSTAINABLE COMMUNITIES PROGRAM

APPLICATION FOR DESIGNATION RENEWAL

Eligible Applicants:

Local Governments with a Sustainable Communities Designation
Local Government Consortiums with a Sustainable Communities Designation

Application must be submitted
on or before the expiration date of
Sustainable Communities designation.

Maryland Department of Housing and Community Development
Division of Neighborhood Revitalization
2 N Charles Street, Suite 450
Baltimore, MD 21201
410-209-5800
<http://dhcd.maryland.gov/>

WES MOORE
Governor
ARUNA MILLER
Lt. Governor
JACOB R. DAY
Secretary
OWEN McEVOY
Deputy Secretary

Overview of Sustainable Communities

The Sustainable Communities Act of 2010 established a framework for reinvestment and revitalization of Maryland’s existing communities creating a single, locally designated geographic focus area. Since that time the “Sustainable Communities” designation has provided an efficient means of targeting scarce public and private resources for multiple State agency investments and prioritizations.

Purpose or Renewal and Streamlined Application

The Sustainable Communities (SC) designation must be renewed every five years. This renewal application provides an opportunity for local governments to update their existing SC action plan and report on the accomplishments made over the past five years. Through the renewal process, local governments can request additional technical assistance and highlight any areas from the original action plan for which progress must still be made.

Application Eligibility and Threshold Requirements

Local governments (municipal or county) are eligible to apply.

Eligible applicants are to reconvene their **Sustainable Communities Workgroup** to discuss the accomplishments and challenges of their Sustainable Community Action Plans in addition to any update they may like to make to the Action Plan. The applicant may choose to select new members to participate in the Workgroup. The purpose of this workgroup is to continue and reinforce working relationships and collaborations among local governmental departments and better align community development priorities and strategies. In addition, this is an opportunity to assess if the Workgroup would like technical assistance from State government agencies to implement certain action items or develop strategies to address local challenges.

Threshold Requirements

All Sustainable Community applications must meet the following threshold requirements:

1) Sustainable Community Area boundaries must be entirely within a Priority Funding Area (PFA) and should be an area in need of renewal and reinvestment that would benefit from a targeted long-term strategy.

Applicants can verify Priority Funding Area boundaries by visiting the MDP website at:

<http://www.mdp.state.md.us/OurProducts/pfamap.shtml>

2) The proposed Sustainable Community is within or near a town center or transportation center, or there is a need for financing assistance for small businesses, nonprofit organizations or microenterprises;

3) The updated Plan must be consistent with other existing community or comprehensive plans;

4) A Sustainable Communities Workgroup is re-convened and a roster of members should be provided with the application.

Applications that do not meet these threshold requirements will not be considered.

Application Submission and Evaluation

The Sustainable Community application will be evaluated based on thorough assessment of strengths and weaknesses and how well desired outcomes, strategies and action steps are connected to the local conditions.

The first page of the electronic application is the Table of Contents. This should also serve as a checklist and be used to provide corresponding tabs.

Please submit all materials (application, maps, pictures, and/or shapefiles) via email to the Sustainable Communities project management team.

Incomplete applications will not be accepted.

Deliver Sustainable Community Applications via email:

To: Carter Reitman

carter.reitman@maryland.gov

Copy: Olivia Ceccarelli-McGonigal

olivia.ceccarelli@maryland.gov

Site Visits, Follow-up, and Technical Assistance

Attendance at a minimum of one application consultation session or training is mandatory for all applicants. Consult with Carter Reitman at 410-209-5849 or by email at carter.reitman@maryland.gov if you would like to schedule a meeting.

If requested, the Department can provide technical assistance to local governments to prepare their Sustainable Communities applications. When needed, the Department may offer technical assistance, in collaboration with the Maryland Department of Planning, to local governments with limited capacity to prepare their Sustainable Communities applications.

During the application review process, the review team may make site visits and/or hold meetings with applicants. In addition, applicants may be contacted by the Department for follow-up discussions prior to awards.

Approval

Approval of applications will be made by the Governor's Smart Growth Coordinating Committee on the recommendation of an inter-agency review team. The review team is coordinated by the Department of Housing and Community Development. The Governor's Smart Growth Coordinating Committee can defer the approval of a Sustainable Communities renewal to the Governor's Smart Growth Subcabinet.

All questions related to the application, please contact Carter Reitman at 410-209-5849 or by email at carter.reitman@maryland.gov or your regional project manager, found at this link: <https://dhcd.maryland.gov/Communities/Documents/SRP/PM-Map-ContactInfo.pdf>

RENEWAL APPLICATION INSTRUCTIONS

The Sustainable Communities application for renewal has **three** sections:

A. Contact information, General Information, Organizational Capacity:

In this section, applicants are asked to update their contact information, provide information about demographic shifts over the past five years, discuss the strengths and weaknesses of their Sustainable Communities workgroup, and share any technical assistance needs the workgroup may have.

B. Report on accomplishments over past five years:

The report is an opportunity to reflect on any accomplishments achieved in the Sustainable Community area. It is a tool used to evaluate if the SC applicant achieved its intended outcomes and identify what state resources were used, if any, to achieve those outcomes. Renewal applicants are encouraged to discuss how priorities, actions, and objectives were or were not achieved across the Sustainable Communities plan elements, including how any of the elements may have interrelated during the five initial years of SC designation.

C. Sustainable Communities Action Plan Update:

The Sustainable Communities Action Plan details revitalization outcomes and strategies to achieve those outcomes over the next five years. Renewal applicants are encouraged to use their previous Sustainable Communities applications as a basis for their updated Action Plan. You may identify which weaknesses have not yet been addressed or which strategies have not yet been implemented. Include your revitalization priorities for the next five years, basing them on your community's current strengths and weaknesses.

SUSTAINABLE COMMUNITIES PLAN ELEMENTS

The table below provides a description of each subject area/element of the Sustainable Communities Action Plan. Included are examples of common strengths and weaknesses within each subject area and the types of projects that might be implemented to address said strengths and weaknesses.

ENVIRONMENT: Describes projects involving the natural environment, our use of natural resources, and our relationships to the natural environment.

This category includes projects focusing on (but not limited to): the quality of land, water, and air; watershed maintenance and preservation; tree canopies and green spaces; climate change mitigation and adaptation; energy conservation; green infrastructure; stormwater infrastructure and management; water and sewer capacity; recycling, pet waste, and organic waste programs; the mitigation of environmental hazards; and parks and recreation.

ECONOMY: Describes projects centered on economic growth and management.

This category includes projects focusing on (but not limited to): business attraction & retention; improving and maintaining the health of business districts, downtowns, and main streets; commercial vacancy reduction; workforce attraction and retention; employment/job training; marketing, branding, and tourism; improving or creating economic impact of cultural and historic assets; providing technical and financial assistance to businesses; commercial building acquisition, rehabilitation and/or adaptive re-use; and creating a sense of place and vibrancy through streetscaping and beautification.

TRANSPORTATION: Describes projects involving the way people in your community get from place to place.

This category includes projects focusing on (but not limited to): access to transit corridors; pedestrian safety and accessibility; sidewalks; alternative modes of transportation, such as bikeways and trails; public transit, such as bus and rail; carpooling; proximity to transportation centers; parking; and road conditions.

HOUSING: Describes projects involving the homes in which people in your community live and which make it easier for them to find and stay in a place to call home.

This category includes projects focusing on (but not limited to): affordability; increasing homeownership; increasing rental housing; diversifying the kinds of housing available; improving housing conditions (interior or exterior); housing programs; aging in place; preventing foreclosures; and reducing residential vacancies.

COMMUNITY HEALTH & QUALITY OF LIFE: Describes projects concerned with public health, community culture, and the day-to-day life of community residents.

This category includes projects focusing on (but not limited to): improvement of public safety and the reduction of crime; libraries; educational facilities and programs; health and wellness facilities and programs; senior facilities and programs; youth facilities and programs; facilities and programs for the disabled; civic amenities, access to quality food options; collaborations with faith-based organizations; arts and entertainment education; and homelessness prevention, services, and facilities.

LOCAL PLANNING & STAFFING CAPACITY: Describes projects concerned with a local government's ability to plan for the community's future and to meet the current needs of residents.

This category includes projects focusing on (but not limited to): updating zoning ordinances or land use; updating municipal/local policies, taxes, fees, etc.; increasing local government staff capacity; and updating planning documents like sector plans or comprehensive plans.

SUSTAINABLE COMMUNITY ACTION PLAN UPDATE

The Sustainable Community Action Plan (SC Plan or Plan) is meant to be a multi-year investment strategy – a strategic set of revitalization initiatives and projects that local partners believe will increase the economic vitality and livability of their community, increase prosperity for local households and improve the health of the surrounding environment. The Plan should be flexible enough to be updated regularly and renewed every five years as the community envisions new goals. The priority initiatives and projects identified in the action plan are your priorities for improving the livability of community places -- residential, commercial, or other public or private properties – and the sustainability of new work, retail, recreational and housing opportunities for residents. At the same time, the plan should only discuss the strategies that will impact the geographic area targeted for revitalization so that resources have the best opportunity to have the intended effect. These projects can also be designed to reduce the environmental impact of the community through water and energy resource conservation and management strategies. In this way, the Plan can be a road map for local stakeholders as well as State agencies to work together to create a more livable and sustainable community.

All communities submitted an SC Plan when the community earned its original designation. Some applicants may want to take advantage of the designation renewal process to outline new strategies, set new priorities, or reaffirm existing strategies for their Sustainable Community. Changes to SC Plans may reflect changes in external factors affecting the community or changes in the priorities of the applicant.

Action Plan Guidance

1) For each element, identify the essential strengths and weaknesses of your community.

Example:

Strength - Good sidewalk connectivity

Weakness - Insufficient bicycle infrastructure

2) Based on those strengths and weaknesses, formulate specific outcomes that address the most pressing issues or greatest opportunities. Identify a way to measure the success of that outcome.

Example:

Outcome - Expand fiber optic broadband Internet connections in Town

Progress Measure - Linear measurement of broadband fiber laid

3) After defining the outcomes, list detailed strategies and discrete actions that will serve as the means to achieve those goals.

Example:

Strategy A - Increase number of Town sponsored events

Action A - Organize a workgroup tasked with planning weekend events

Action B - Develop, with community input, a series of weekend events that the Town could host

4) List potential partners that can support the successful implementation of these strategies through different types of resources.

Example:

Partner 1 - DHCD (Community Legacy program)

Partner 2 - Small Business Administration (Services and financial assistance)

CHECKLIST AND TABLE OF CONTENTS

APPLICANT: City of Greenbelt

NAME OF SUSTAINABLE COMMUNITY: City of Greenbelt

Please review the checklist of attachments and furnish all of the attachments that are applicable. Contents of the application should be tabbed and organized as follows:

- ☐ **Section A - Sustainable Community Renewal Applicant Information**
 - [Applicant Information](#)
- ☐ **Section B – Sustainable Community Renewal Report (Projects, Strategies and Partners)**
 - [Part 1: Qualitative Assessment](#)
 - [Part 2: Competitive Funding](#)
- ☐ **Section C – Sustainable Community Renewal Action Plan Update (Matrix)**
 - [Action Plan](#)
- ☐ **Section D – Sustainable Communities Workgroup Roster**
- ☐ **Section E – Signature Letter (acknowledging Disclosure Authorization and Certification)**
 - [Disclosure Authorization](#)
- ☐ **Section F – Additional Files:** The following contents should be included:
 - If requesting a boundary modification, map in pdf format and a GIS shapefile of the proposed Sustainable Community boundary
 - Photos (jpeg format) of your aforementioned accomplished projects of the last five years

SECTION A - SUSTAINABLE COMMUNITY RENEWAL

APPLICANT INFORMATION

Name of Sustainable Community:		City of Greenbelt	
Name of Applicant:		Greenbelt, City of	
Applicant's Federal Identification Number:		52-6000793	
Applicant's Street Address:		25 Crescent Road	
City: Greenbelt	County: Prince George's	State: MD	Zip Code: 20770
Phone Number:	Fax Number:	Web Address: greenbeltmd.gov	

Sustainable Community Application Local Contact:

Name: Terri Hruby, AICP		Title: Director of Planning and Community Dev.	
Address: 15 Crescent Rd. Suite 200	City: Greenbelt	State: MD	Zip Code: 20770
Phone Number: 301-345-5417	Fax Number: 310-345-5418	E-mail Address: thruby@greenbeltmd.gov	

Sustainable Community Contact for Application Status:

Name: Jaime Fearer, AICP		Title: Assistant Director of Planning	
Address: 15 Crescent Rd. Suite 200	City: Greenbelt	State: MD	Zip Code: 20770
Phone Number: 301-345-5417	Fax Number: 301-345-5418	E-mail Address: jfearer@greenbeltmd.gov	

Other Sustainable Community Contacts:

Name: Ryan Sigworth, AICP		Title: Community Planner I	
Address: 15 Crescent Rd. Suite 200	City: Greenbelt	State: MD	Zip Code: 20770
Phone Number: 301-345-5417	Fax Number: 301-345-5418	E-mail Address: rsigworth@greenbeltmd.gov	

(1) Sustainable Community Boundary and Description

- (1) Are you requesting any changes to your Sustainable Community boundary? Describe why or why not?** No, the Sustainable Community boundary area comprises the City of Greenbelt in its entirety.
- (2) If yes, Include the following in as an attachment: N/A**
- a. PDF or JPEG of modified Sustainable Communities boundary map,
 - b. GIS shapefiles of modified Sustainable Community boundary (mapped to the parcel boundary),

(3) Approximate number of acres of entire SC Area: 4,060 acres

(4) Existing federal, state or local designations:

- ☐ Main Street ☒ National Register Historic District ☐ Local Historic District
☐ Arts & Entertainment District ☐ State Enterprise Zone Special Taxing District ☐ BRAC
☐ State Designated TOD ☒ Other(s): **National Historic Landmark**

(5) Describe the SC Area's current demographic trends (with respect to age, race, household size, household income, educational attainment, number of housing units, or other relevant factors). How have demographics changed in the last five years?

Population and Race:

According to Census 2020, the City's total population was 24,921. This is a modest population increase over the last 10 years; according to Census 2010 the City's population was 23,068.

The 2018-2022 American Community Survey (ACS) estimates Greenbelt's population as 47.1% African-American, 22.6% White, 15.1% Hispanic, 11.7% Asian, and 6.2% two or more races.

Age:

According to Census 2020, the median age in Greenbelt has increased to 36.2 years old compared to the 2010 Census of 33.7 years. The median age remains between 30-39 years according to the 2018-2022 ACS. The percentage of population 65 and older has increased to 11.9%, a nearly 4% increase from just over 8% in the 2019 Sustainable Communities (SC) application.

Household Size and Income:

The average household size in Greenbelt is 2.41 persons per household, compared to the previous 2.58 according to the 2018-2022 and 2013-2017 ACS, respectively. According to the 2018-2022 ACS, the median household income is up significantly to \$82,019 compared to \$72,846 in the 2019 SC application. This is an over \$20,000 increase when compared to the 2010 Census. In the 2018-2022 ACS, 14.5% of City residents were living in poverty, up from 9.3% based on the 2013-2017 ACS.

Number of Housing Units:

In the 2020 Census, the total number of housing units was 10,789, compared to 10,433 from the 2010 Census. The City's FY23 data report 11,116 housing units, and 49% comprise apartment units. According to the 2018-2022 ACS estimates, the City's total number of housing units are 51.3% owner-occupied, compared to 46% in the 2019 SC application.

Educational Attainment:

According to the 2018-2022 ACS estimates, citizens with a high school education or higher comprise 89.6% of the population. A Bachelor's degree or higher is held by 46.5% of the residents (previously 44.1%), compared to Prince George's County at 35.6% and the State of Maryland at 42.2%.

Other Relevant Factors:

Compared to the County and State, Greenbelt has a larger number of foreign-born persons. Of the City's residents, 32% speak a language other than English at home, compared to 28.2% for the County and 19.8% for the State of Maryland.

(2) Organizational Structure, Experience and Public Input:

(1) Describe any changes to the Applicant's organizational structure. Specifically, how has membership of the Sustainable Communities Workgroup changed in the last five years? Who are/were the leaders, and how will/did the Workgroup advisor or staff manage implementation of the SC Area Plan?

Since last being renewing our Sustainable Community designation in 2019, the City has hired a new City Manager and a new Economic Development Manager and is in the process of hiring a new Director of Public Works. Additionally, the City has hired its first Diversity, Equity, and Inclusion (DEI) Officer and a Grants Coordinator within the City Manager's office.

As in previous applications, the City convened representation from all City departments to guide the development of the application (list attached and below). These same staff members play a key role in the implementation of the SC Action Plan. In addition the City engages with various citizen Advisory Boards and Committees who are charged with addressing specific areas of implementation of the City's Sustainable Communities Action Plan. The Department of Planning and Community Development is responsible for monitoring the activities of various boards, committees, and City departments as well as for updating the City's Sustainable Communities Action Plan accordingly. This approach continues to prove effective and efficient in implementing the Action Plan since tasks can be assigned to the group(s) whose mission, resources, and expertise best aligns with the specific issue being addressed, and it also improves community engagement and participation in local government.

Responsible Parties/Key Stake Holders for Plan Implementation:

City Departments (Director or designee) include:

Planning and Community Development

Public Works

Police Department

Recreation and Parks

Greenbelt CARES

City Manager's Office (Economic Development Manager & Public Information Officer)

Finance and Administrative Services

Advisory Board/Committee Chairs or designee (involvement will be issue-driven)

State and County Agencies (as appropriate)

Homeowner/Condominium Associations (for neighborhood specific issues)

Greenbelt Homes, Inc (for issues specific to the GHI community)

(2) What have been the strengths and challenges of the capacity of the Sustainable Communities Workgroup with respect to implementation of the SC Plan?

Strengths:

One of the key strengths of the approach the City has taken in essentially having multiple Sustainable Communities working groups with one designated plan manager which provides the ability to work on multiple initiatives and projects concurrently. This has led to the City accomplishing the majority of tasks/initiatives outlined in its 2019 Sustainability Action Plan. A multi-group approach allows staff and community resources to be directed where most appropriate and/or needed to accomplish a specific task, providing for both efficiency and effectiveness.

Challenges:

A significant challenge to implementation of the SC Plan—and likely a common challenge for municipalities across the State—has been working through and now recovering from the COVID-19 pandemic. The City has also dealt with senior staff turnover, including the City Manager; difficulty in hiring to fill critical staff vacancies; workload; and funding for implementation of key projects.

(3) How did residents and other stakeholders in the community provide input to the Sustainable Communities Action Plan update? On which existing local plans (comprehensive plans, economic development plans, sector plans, etc.) is the Sustainable Communities Action Plan based?

In preparing the City's renewal application, City Staff relied on community planning and other City agency efforts that have been completed over the last few years. These include, but are not limited to, the *Greenbelt Metro Area and MD 193 Corridor Sector Plan*, *Pedestrian and Bicycle Master Plan Updates*, *Forest Preserve Master Trail Plan 2023*, *Recreation and Parks Master Plan*, annual City budget preparation, the annual City Council Goal Setting Sessions, the most recent update to the City's Sustainable Maryland Certification, annual City Council work sessions with key stakeholders, senior community forums, business conferences, ARPA public input initiatives, and the election-year Community Questionnaire. While it has been some time since the County has completed a small area/sector plan in Greenbelt, the 2013 *Greenbelt Metro Area and MD 193 Corridor Sector Plan* remains a guiding document for land use and planning efforts in the western area of the City.

The City also weighs the input of multiple permanent citizen Advisory Boards and Committees to the City Council on a variety of topics related to planning, education, health and wellness, environment, parks and recreation, young people, and senior citizens.

(4) Would you like any technical assistance from State agencies to help expand the capacity of your SC Workgroup or implement your SC plan? Please describe with which revitalization strategies you would like assistance.

No technical assistance is needed at this time.

SECTION B - SUSTAINABLE COMMUNITY RENEWAL **REPORT**

PART I: QUALITATIVE ASSESSMENT

Purpose:

The purpose of this assessment is to capture significant projects/ improvements that have been completed since the approval of your local government's Sustainable Communities designation.

In relation to the goals stated in your local government's Sustainable Community Action Plan, **please highlight at least three major accomplishments from the last five years**, including how you achieved them. When writing your narrative, consider the questions below and refer to the six elements discussed in the General Information section of this document (page iv) – Environment, Economy, Transportation, Housing, Quality of Life, and Land Use/Local Planning.

- 1) **Outcome:** Which outcomes identified in your Sustainable Community plan were you able to achieve?
- 2) **Projects:** Which projects did you implement in order to achieve the outcome? Also indicate when you started and completed these projects.
- 3) **Partners:** With whom (i.e. state agencies, local stakeholders) did you partner to complete projects?
- 4) **Impact:** What kind of measurable impact did the achieved outcome have on your community? Are there other intangible benefits?
- 5) **Photos:** Please also include pictures that depict your accomplishments.

[EXAMPLE] Descriptive Narrative: Please list the most significant accomplishments that apply

Example – Accomplishment 1

Outcome: Improved stormwater management

Projects:

Project 1: Stormwater Retrofit Plan – In October 2014, the Town Council approved the Town's stormwater retrofit plan which outlines various strategies and capital budget expenditures over the next five years. Strategies include reducing the amount of impervious surface in the community and improving stormwater management. One of the plan recommendations is to pass an ordinance that assesses an environmental protection fee on municipal permits.

Project 2: Green Streets – The Town added green elements to approximately 600 linear feet of roadway that had been experiencing severe flooding. Specifically, bioswales were constructed and trees were planted.

Partners:

Chesapeake Bay Trust – provided technical assistance

MD DHCD – provided financial assistance in form of a Community Legacy grant (totaling \$50,000).

Impact: The implementation of the projects had a significant impact on the community by improving stormwater runoff. The streets with the newly constructed bioswales no longer experience flooding.

Descriptive Narrative: Please list the most significant accomplishments that apply.

Accomplishment 1:

Outcome: Economic Development

Project 1: ARPA support for local businesses (2020–2024) – The City provided nearly \$2 million in American Rescue Plan Act (ARPA) Funds to support businesses negatively impacted by COVID-19. The City received the Silver Award from the International Economic Development Council (IEDC) for Best Use of Federal Economic Development Resources for its ARPA grant programs for businesses.

Project 2: Data systems development (2023) – Committed to the National League of Cities, City Inclusive Entrepreneurship Program, to aid the City in developing data systems to identify and assist local entrepreneurs.

Project 3: Greenbelt Business Alliance (2022) – Provided technical support in the establishment of the Greenbelt Business Alliance, which is a non-profit, membership organization for businesses.

Project 4: Greenbelt Business Conference (2022–Present) – Launched the Greenbelt Business Conference, which are quarterly events that include subject matter experts on business-related topics and involve networking opportunities to promote business-to-business connections. Will hold the fifth conference in February 2024 and anticipate over 100 attendees.

Project 5: University partnership (2023) – Participated in a capstone project with the University of Maryland conducting business-related research to support the City's marketing campaign to COVID-19 business recovery.

Project 6: Technical support for local businesses (2020–Present) – Provided one-on-one assistance during the COVID-19 pandemic to over 60 local businesses to help them navigate application to emergency relief programs, addressing their needs, and connecting them to technical assistance providers.

Project 7: Electronic communication and marketing (2022) – Revamped the Economic Development webpage and Business Brief Bulletin to increase frequency of distribution for the Bulletin and procured new communication services to improve content quality, usability, and visibility.

Project 8: Prince George's County EDC (2022) – Participated in the launch and implementation of the Prince George's County Economic Development Cooperative (EDC) to share information and resources about economic development through monthly meetings.

Project 9: International Economic Development Council (2023) – Joined the IEDC's Marketing Advisory Committee to raise public awareness about economic development. The City received the Silver Award from the International Economic Development Council (IEDC) for Best Use of Federal Economic Development Resources for its ARPA grant programs for businesses (see Project 1).

Partners: Federal government – Small Business Administration (SBA), University of Maryland, Prince George's County Economic Development Cooperative, Prince George's County Chamber of Commerce, IEDC, National League of Cities, Greenbelt Business Alliance, business community, property managers

Impact: The City's investment in economic development initiatives has had a positive impact on the business community. The City continues to forge stronger relationships with its business owners and commercial property managers to assist them in marketing their businesses. Over time, a greater understanding of the needs of the City's business community has developed. City residents have benefitted from the marketing materials that are available advertising services within the City to assist small business creation.

Accomplishment 2:

Outcome: Environmental Sustainability

Project 1: Creation of the Greenbelt Neighborhood Conservation Overlay Zone (“NCOZ”) (2018-2022) – The newly adopted Prince George’s County Zoning Ordinance established the NCOZ which includes the historic parts of Greenbelt including the Greenbelt co-op residential community (Greenbelt Homes, Inc./GHI), the Roosevelt Center, Greenbelt Library, Greenbelt Community Center, the Greenbelt Forest Preserve, Buddy Attick Lake Park, and homes and apartments near the historic core. This overlay will protect and preserve the unique development features and character of established neighborhoods through development standards specific to historic Greenbelt to regulate development, redevelopment, and building alternations.

Project 2: Revised Forest Preserve Stewardship Guidelines (2019) – The City of Greenbelt revised these guidelines which applies to 254.8 acres of forest land which is part of Greenbelt’s cultural identity, ambiance, and sense of place. These revisions have improved ecosystem health and biodiversity in the Preserve while also allowing for recreation opportunities.

Project 3: Completed Forest Preserve Master Trails Plan (Sept. 2023) – This plan establishes the goals and standards for stewarding and maintaining trails within the Preserve. It also sets standards or provides options for the Public Works Department to follow to preserve the natural unmanaged appearance of the Forest Preserve. This plan authorizes specific City staff to respond quickly to issues which may harm the ecosystem health. Finally, the Plan lays out the standards and best practices for trail management which balance the environmental health of the ecosystem and the recreational needs of the citizens of Greenbelt.

Project 4: Parking lot and stormwater improvements at Buddy Attick Park (2022) – The City of Greenbelt completed the reconstruction and enlargement of the parking lot which serves Buddy Attick Park. The reconstruction included an environmentally responsible redesign using permeable pavement, bioretention swales and basins to reduce stormwater runoff and provide sediment control, as well as other stormwater management best practices.

Project 5: Environmental sensitive property transferred to the City of Greenbelt for ownership (2022) – The City of Greenbelt obtained approximately 18 acres within the City limits, north of Greenbelt Road along Indian Creek in the Anacostia watershed. The land features a recreation path, wetlands, riparian woodlands/floodplain, and the tributary stream. This land has been added to the City’s inventory of land to further its environmental stewardship.

Project 6: Food Scraps Drop Off Program – Residents can drop off food scraps that would normally fill a landfill and slowly release greenhouse gases to the Residential Recycling Center. These food scraps are composted to return nutrients back into local soils and the food system by providing the compost to local farms for fertilizer.

Project 7: Sustainable Maryland Certified Community (Green Team Action Plan) – In 2014 the City became a Sustainable Maryland Certified Community (370 points/Bronze), and it has renewed its application in 2017 (600 points/Bronze), 2020 (795 points/Bronze), and 2023 (905 points/Silver).

Project 8: Ordinance #1389, Bring Your Own Bag Bill – On January 1, 2024, the City’s Bring Your Own Bag ordinance went into effect prohibiting the use of plastic bags by all retailers, restaurants, grocery stores, and any other establishment which provides a single-use plastic bag. Paper bags may be supplied for fee of at least 10 cents by the establishment. This ordinance is designed to reduce the use of plastic bags and litter within the City of Greenbelt.

Partners: Greenbelt’s Advisory Committee on Environmental Sustainability (Green ACES) and Green Team, Greenbelt’s Forest Preserve Advisory Board, M-NCPPC, Prince George’s County Government, Compact Crew, University of Maryland Environmental Finance Center, Maryland Municipal League, Chesapeake Bay Trust, Advisory Planning Board

Impact: The projects above are a sampling of projects the City has achieved to continue on its path toward environmental sustainability and responsibility. The City believes it is important for the government to act as a role model for its citizens in environmental stewardship.

Accomplishment 3:

Outcome: Multi-Modal Transportation Improvements

Project 1: Greenbelt Road (MD 193) Corridor Plan (2021-2022) – The plan establishes the path forward for the MD-193 corridor by creating a more comfortable, equitable, and safe movements of all people whether they are walking, biking, riding transit, or driving. By improving access for all people, the plan improves access and key connections between neighborhoods and businesses for enhanced economic development.

Project 2: Capital Bikeshare System (2021) – The regional bikeshare system expanded into the City of Greenbelt with the installation of three bikeshare stations. These station are connected to stations in adjacent jurisdictions such as College Park as well as the larger Capital Bikeshare system throughout the region.

Project 3: Pedestrian and Bicycle Master Plan Updates (2022/2023) – In 2014 the City of Greenbelt adopted a Pedestrian and Bicycle Master Plan to identify and prioritize pedestrian and bicycle improvement projects. In 2022, City staff, the Advisory Planning Board, and City Council worked to update the plan, and the Master Plan has been a key tool in implementing an ARPA spending plan for implementation pedestrian and bicycle improvements across the City.

Project 4: Complete and Green Streets Policy (2019) – The City adopted a Complete and Green Streets Policy that directs the City to develop and provide a well-connected and visually attractive transportation network that balances the needs of all users and promotes a more livable and sustainable community.

Project 5: Bus stop solar lighting pilot (2022): The City installed solar lighting at three bus shelters as a pilot project.

Project 6: Greenbelt Station roadway conversion (2022): The City converted two streets in the Greenbelt Station development to one-way to add additional on-street parking.

Project 7: Cherrywood Lane Complete and Green Street (2020): The City completed 90% engineering plans for Phase 1 of the Cherrywood Lane Complete and Green Street project. When implemented, this project grant safe access for all users of Cherrywood Lane and better pedestrian and bicycle access to surrounding neighborhoods, commercial centers, and the Greenbelt Metro Station. Additionally, the project will provide on-street stormwater facilities that capture, slow down, and treat stormwater before it enters the storm drain system, eventually discharging into Indian Creek.

Project 8: Prince George's County Master Plan of Transportation 2035 (Ongoing): The City continues to participate in the County's Master Plan of transportation 2035 planning project.

Partners: Maryland State Highway Administration, other adjacent local jurisdictions, Prince George's County M-NCPPC, Prince George's County DPW&T, WMATA, Capital Bikeshare, Greenbelt Station HOA, Beltway Plaza Shopping Center

Impact: Because the City's owns, operates, and manages its own roadways, its investment in safe and accessible multi-modal transportation options is pivotal in supporting high quality residential and commercial development as well as healthy lifestyles with a high quality of life. The City is committed to investing in its pedestrian and bicycle infrastructure, and by increasing safe options for walking and bicycling, it reduces reliance on motor vehicles to enhance environmental sustainability and increase transportation equity. These projects also improve residents' access to major destination, both locally and regionally.

Descriptive Narrative: Please use this section to describe any major outcomes or projects from your last Sustainable Communities Action Plan that have NOT been accomplished and why.

Outcome: Construction of WMATA Trail to the Greenbelt Metro Station

Narrative: While not accomplished at this time, the City made great strides in moving this project forward. The City received a \$1.5 million grant from the State's Transportation Alternatives Program (TAP). Due to the requirements of this program and challenges with design and permitting, the City has been delayed in moving the project forward. At this point, the trails have been engineered and designed in partnership with WMATA, and the City has obtained permits from Prince George's County. Currently, the City is navigating the Maryland State Highway Administration (MD SHA) requirements related to the use of TAP as a funding source. Once these challenges are resolved, the City must address both State procurement requirements and WMATA requirements. Finally, with the selection of Greenbelt for the new Federal Bureau of Investigation (FBI) at the Greenbelt Metro Station, the potential exists for this project to be further delayed as the design and location of the trail may need to be reevaluated.

Outcome: Installation of gateway and wayfinding signage

Narrative: This goal has not been fully achieved because the City did not secure all of the grant funding needed. Initially, the Greenbelt City Council approved three types of gateway signage for installation at key entrances to the City. The first project was replacement of the main entry sign on Southway, and with the support of a MD DHCD Community Legacy grant, the stone wall and accompanying monument sign were installed in Summer 2023. However, the construction estimates and final costs were higher than anticipated. Additionally, the MD SHA rejected the City's other wayfinding sign proposal for signs located within their right-of-way. As a result, the City has divided this project into two phases. To kickstart the second phase, the City applied for and received a County Planning Assistance to Municipalities and Communities (PAMC) program for technical assistance to complete a Citywide wayfinding signage master plan. Additional funding will be required for implementation of wayfinding signage in the future.

Outcome: Increase affordable housing opportunities

Narrative: Due to a number of challenges, the City has been unable to increase its inventory of affordable housing since its designation as a Sustainable Community. Prince George's County lacks incentive programs or affordable housing requirements tied to development like other surrounding counties, and this makes it more difficult to attract developers to Greenbelt to construct an affordable housing product even though the demand for affordable housing remains. Although the County has developed a Comprehensive Housing Strategy, it has not adopted affordable housing-related legislation to date. However, it has convened a working group dedicated to this issue, and the City is following its work closely. The City does have a significant inventory of naturally occurring affordable housing (e.g., non-rent restricted or unsubsidized affordable housing). The City will continue to monitor the County's efforts and advocate for policies and programs that will increase affordable housing opportunities as well as for affordable housing in proposed residential development projects.

Part II: Competitive Funding

Use the rows below to list competed funds sought for sustainability or revitalization projects since receiving Sustainable Communities designation.	Source (federal, state, foundation, etc.)	Amount Received	If no funding was received, what technical or other assistance from the state would help with future applications?	Other Notes
Community Legacy (CL): • Solar Trash Compactors • Gateway Signage •	DHCD	\$100,000		
Strategic Demolition Fund (SDF): • •	DHCD			
Community Safety & Enhancement Program:	MDOT			
Maryland Bikeways Program:	MDOT	\$94,685		
Sidewalk Retrofit Program:	MDOT			
Water Quality Revolving Loan Fund:	MDE			

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Other Funding Programs: *examples are U.S. HUD Community Development Block Grants (CDBG), or grants from USDA, EPA, Appalachian Regional Commission, Chesapeake Bay Trust, Maryland Heritage Areas Association, Preservation Maryland, Safe Routes to School, Maryland Rural Development Corporation, Maryland Energy Administration, Maryland Department of Natural Resources, etc.*

*Please add more rows if necessary

Community Compost and Food Waste Reduction	U.S. Department of Agriculture (Federal)	\$266,754		
Service Coordination	U.S. Department of Housing and Urban Development (Federal)	\$409,830		
Community Development Block Grants (CDBG) - Franklin Parks Apts. - Mental Health & Wellness - Breezewood/Cherrywood/Edmonston Infrastructure	U.S. Department of Housing and Urban Development (Federal)	\$970,018		
High Intensity Drug Trafficking Areas (HIDTA)	United States Office of National Drug Control Policy (Federal)	\$13,429		
Maryland Connected Devices Program Round 1	DHCD (State)	\$4,950		
Maryland Smart Energy Communities	Maryland Energy Administration (State)	\$197,397		
Greenbelt Assistance in Living (GAIL)	Maryland Department of Aging (State)	\$488,041		

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Program Open Space	MD Department of Natural Resources (State)	\$1,170,000		
Community Parks and Playgrounds	MD Department of Natural Resources (State)	\$383,312		
Flood Resiliency	MD Department of Natural Resources (State)	\$75,000		
Buddy Attick Storm Water Management	MD Department of Natural Resources (State)	\$480,000		
• Organizational Grants • Arts Relief	Maryland State Arts Council (State)	\$358,763		
Transportation Alternatives Program	MD Department of Transportation / State Highway Administration (State)	\$1,096,007		
Bond Bill Funding • WMATA Trail • Inclusionary Playground • Museum Renovation • Electric Vehicle and Charging Stations	State	\$900,000		
Maryland Heritage Areas Authority (MHAA) / Maryland Historical Trust (MHT) • Sculpture and Bas Relief • Friends of Greenbelt Museum • Lenore Thomas Strauss Sculpture Exhibition	State	\$134,500		

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Youth Services Bureau	State	\$260,032		
MWCOG – Transportation Land Use Connection (TLC)	Regional	\$55,000		
Youth Services Bureau	County	\$416,000		
Maryland-National Capital Park and Planning Commission (M-NCPPC) - Recreation	County	\$1,508,000		
Redevelopment Authority – Community Impact • Friends of Greenbelt Museum	County	\$50,000		
Prince George’s County Council • Eviction Relief • Recreation • ACE Scholarship	County	\$27,000		
Prince George’s Stewardship	County	\$187,700		
Chesapeake Bay Trust	Nonprofit	\$75,100		

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Capital Area Food Bank	Nonprofit	\$32,400		
DC Diaper Bank	Nonprofit	\$19,558 (in-kind)		
National League of Cities – Inclusive Entrepreneurship Program	Nonprofit	\$15,000		

COMPETITIVE FUNDING: Are there any types of projects/needs for which your Sustainable Community needs funding; however, there isn't a funding source?
N/A

SECTION C - SUSTAINABLE COMMUNITIES ACTION PLAN

City of Greenbelt

Submitted by the City of Greenbelt XX/XX/2024

Example Section

<u>Strengths</u>	<u>Weaknesses</u>
Insert bulleted list of strengths (provide some detail as to why and how this is a strength in your community)	Insert bulleted list of weaknesses (provide some detail as to why and how this is a weakness in your community)

<u>Desired Outcomes and Progress Measures</u>	<u>Strategies and Action Items</u>	<u>Implementation Partners</u>
Outcomes should be considered end results of actions and strategies. Based on the strengths and weaknesses, identify the strengths on which you would like to build and the challenges you would like to address. Progress Measure: What will you use to measure success toward outcome? Is it quantifiable or qualifiable?	Identify strategies that will help your community to achieve each identified outcome to the left. If applicable, break down each strategy into specific action items that outline different steps of the strategy. Specify how you are planning to achieve the desired outcomes.	Which community stakeholders need to be involved to realize each action step and strategy? Name specific public and/or private sector partners.
Example Outcome 1: Code violations and complaints are reduced in the Sustainable Community residential areas. Example Progress Measures: Code violations reduced by 25% in Sustainable Community residential areas	Example Strategy A: Review and revise, as needed, code compliance program to reduce frequency and number of residential code violations. Example Action 1: Complete analysis of code violations over the past five years to determine areas, both geographically and topically, for which code violations are most frequent. Example Action 2: Conduct outreach program to determine barriers to code compliance. Example Action 3: Analyze code compliance program for potential inefficiencies and opportunities for proactive engagement. Example Action 4: Pursue façade improvement funding to assist low-income homeowners overcome barriers to code compliance.	Maryland Department of Planning, Maryland Department of Housing, County Planning Department, local homeowners association

Environment

This section describes projects involving the natural environment, our use of natural resources, and our relationships or access to the natural environment.

This category includes projects focusing on (but not limited to): the quality of land, water, and air; tree canopies and green spaces; green infrastructure; habitat improvement, climate change mitigation and adaptation; nuisance flooding; stormwater infrastructure and management; water and sewer capacity; energy conservation; recycling, pet waste, and organic waste programs; the mitigation of environmental hazards; and parks and recreation improvements.

<u>Strengths</u>	<u>Weaknesses</u>
• Sustainable Maryland Certified signifying the City's success in implementing environmentally sustainable policies and program • Sustainable Plan Framework that reduces negative environmental impacts • Department of Natural Resources Forest Stewardship Plan • 62% tree canopy (Tree City USA) • Sustainable Procurement Policy • Numerous recycling programs • Zero Waste initiatives • Farmers Market, Food Forest, and community gardens to provide increased access to local foods • Over 1,700 acres of parkland • Forest Preserve legislation protecting the City's valuable forest lands • Extensive trail system • Sustainable Land Care Policy • Citywide composting (Food Scraps Drop-Off Program and Food Scraps Curbside Pick-up Program)	• Stormwater issues, particularly due to increased storm events, pose drainage and runoff challenges • Aging infrastructure • Highway noise impacts quality of life • Road widening projects threatening quality of life and the environment • Limited financial resources

<u>Desired Outcomes and Progress Measures</u>	<u>Strategies and Action Items</u>	<u>Implementation Partners</u>
Outcome 1: Responsibly manage/reduce the City's ecological footprint Progress Measures: Reduction in carbon footprint, investment in energy efficiency strategies/programs, reduction in greenhouse emissions, number of zero waste programs, number of tons recycled and annual	Strategy A: Invest in the implementation of the City's Sustainability Framework Plan addressing energy efficiency, stormwater management, health living, greenhouse gas emission, carbon footprint, etc. Strategy B: Promote free and low-cost sustainability programs, grants resources and education to all residents. Strategy C: Utilize alternative fuel and powered vehicles whenever feasible. Strategy D: Continue to add Electric Vehicle (EV) charging stations to City park lots and encourage installation in commercial corridors.	• Maryland Energy Administration • Greenbelt's Green Team • Maryland Department of Natural Resources • Prince George's County • PEPCO • Standard Solar

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investment in sustainable infrastructure and amenities.	Strategy E: Protect the City's Forest Preserve. Strategy F: Review development proposals for environmental impacts and work to avoid/minimized impacts to the maximum extent possible. Strategy G: Establish a City solar farm will offset approximately 55-60% of the City's electricity consumption.	• WGES • Compost Crew • USDA • Trinity Church • Private property owners/residents
Outcome 2: Protect the City's natural resources and environmentally sensitive lands Progress Measures: Number of acres protected, reduction in impervious pavement, volume of stormwater treated, number of trees planted/protected and funds programed for natural resource conservation programs	Strategy A: Protect and expand on the City's tree canopy. Strategy B: Implement updates to the newly adopted Master Trails Plan and Stewardship Guidelines for the City's Forest Preserve Areas. Strategy C: Establish a Non-tidal Flood Resiliency Plan that will evolve into a 5-10year stormwater infrastructure plan.	• Prince George's County DPW&T • Greenbelt Forest Preserve Advisory Board • University of Maryland • Maryland Department of Natural Resources • EPA • GHI

Economy

This section is centered on economic growth and management.

Strengths and weaknesses might focus on the following: business attraction & retention; improving and maintaining the health of business districts, downtowns, and main streets; commercial vacancy reduction; workforce attraction and retention; employment/job training; marketing, branding, and tourism; improving or creating economic impact of cultural and historic assets; providing technical and financial assistance to businesses; commercial building acquisition, rehabilitation and/or adaptive re-use; and creating a sense of place and vibrancy through streetscaping and beautification.

<u>Strengths</u>	<u>Weaknesses</u>
• Proximity to DC and Baltimore • Proximity to I-495/Baltimore-Washington Parkway • Public transportation via Metro, MARC, Prince George's County The Bus • Proximity to anchor institutions – NASA Goddard Space & Flight Center, University of Maryland College Park, Beltsville Agricultural Research Center, Doctors Hospital • Selected by the GSA for relocation of the Federal Bureau of Investigation (FBI) headquarters at the Greenbelt Metro Station	• Commercial office vacancy rates higher than county and region • Outdated commercial office parks and shopping centers • Lack of cohesive business attraction/retention goals, strategies, and marketing materials • County permitting and licensing process which often prevents or stalls business attraction/retention efforts • Lack of a central place for businesses to obtain more information about sustainability and reducing carbon footprint

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● Greenbelt Historic Center National Historic Landmark designation ● Multi-sector business community	● Inability to bike or walk seamlessly throughout the City due to major roadways dividing the city ● Limited housing availability ● Challenges in recruiting local talent to businesses ● A portion of businesses continue to face the negative impacts of the COVID-19 pandemic	
Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
Outcome 1: Develop a strategic vision and plan for City’s economic development to guide business retention, expansion, and attraction goals Progress Measures: Adopt strategic plan and that incorporates the new departmental vision, values, and mission statement. Adopt final implementation guide on business retention and expansion practices.	Strategy A: Engage City leadership, local appointed/elected officials, and other key stakeholders in outlining economic development priorities. Strategy B: Compile feedback from residents on economic development ideas. Strategy C: Engage local businesses to understand long-term needs and goals. Strategy D: Partner with local anchor institutions to identify strategic priorities and alignment with City priorities. Strategy E: Identify consultant or other independent party to facilitate strategic planning process. Strategy F: Put together final strategic plan for review and approval. Strategy G: Implement strategic plan, along with business retention and expansion implementation guide. Strategy H: Acquire and utilize software/services to track and quantify key performance indicators of economic activity in the City Strategy I: Create public facing dashboards to share economic development data	● Local businesses ● Local residents ● Greenbelt Business Alliance ● Greenbelt Community Development Corporation ● Prince George’s County Economic Development Corporation
Outcome 2: Build sustainability program and toolkit to help businesses adopt more sustainable practices and reduce carbon footprint. Progress Measures: Number of business that adopt sustainable practices; types of sustainable practices adopted by businesses to reduce carbon footprint	Strategy A: Define sustainability goals and objectives. Strategy B: Determine the types of tools and resources needed to support business and community adoption of sustainable practices such as the bag ordinance. Strategy C: Compile sustainability resources for businesses. Strategy D: Perform outreach to businesses to ensure compliance with the new bag ordinance and other sustainable practices. Strategy E: Develop mechanism for tracking the number of businesses that adopt sustainable practices. Strategy F: Develop mechanism for tracking different types of sustainable practices adopted by businesses to reduce carbon footprint.	● Local businesses ● Greenbelt Advisory Committee for Environmental Sustainability (Green ACES) ● Greenbelt Business Alliance ● Greenbelt Community Development Corporation

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Outcome 3: Develop and maintain a set of programs that provides grants and loans to local entrepreneurs and businesses that supports business recovery, build capacity, and improve infrastructure. Progress Measures: Increase in city funding for revolving loan fund; establishment of a citywide revolving loan fund; number of revolving loans granted, identification of fund management.	Strategy A: Seek additional allocation of ARPA funds for business recovery grants. Strategy B: Establish a City-wide revolving loan fund to support business retention and expansion. Strategy C: Identify and partner with financial institution to manage revolving loan fund. Strategy D: Conduct outreach efforts to market and promote the City's programs and resources for businesses and entrepreneurs.	• Local residents and professionals • Local financial institutions (i.e., banks, community development financial institutions)
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Transportation

This section describes the way people in your community get from place to place.

Strengths, weaknesses and outcomes can focus on: access to transit corridors; pedestrian safety and accessibility; sidewalks; alternative modes of transportation, such as bikeways and trails; public transit, such as bus and rail; carpooling; proximity to transportation centers; parking; and road conditions.

Strengths	Weaknesses
• Access to major roadways: I-295, I-495, US Route 1, MD-193, MD-201 • Access to Greenbelt Metro and MARC Stations and neighboring New Carrollton Metro Station • Access to bus routes: WMATA Metrobus, Prince George's County TheBus, UMD Shuttle, Greenbelt Connection, and RTA bus service • Bicycle infrastructure and amenities (bike lanes, shared lane markings, bike racks, bike repair stations, multi-use trails) • Pedestrian infrastructure (sidewalks, multi-use trails, pedestrian- and bicycle-only underpasses and overpass to avoid dangerous roadway crossings) • Investment in road maintenance and improvements • Complete and Green Streets policy • Pedestrian and Bicycle Master Plan (updated) • Pedestrian and bicycle trails map	• Limited weekend bus service, lack of frequent service hours, and long headways • No direct pedestrian/bicycle access from new residential development in Greenbelt West to Greenbelt Metro Station (in permitting phase) • Lack of contiguous and safe sidewalks and bicycle lanes along MD-193 corridor • Gaps in the City's pedestrian and bicycle trails system • No Capital Bikeshare access at Greenbelt Metro Station which could connect to other existing Capital Bikeshare stations • Gaps in on-street bicycle infrastructure • Lack of local circulator service to provide enhanced transit services to all residents, connecting them with major destinations • City divided by major highways which creates connectivity challenges • Delay in County's full implementation of the bikeshare system

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Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
Outcome 1: Improve the City's pedestrian and bicycle network Progress Measures: Amount of linear feet of sidewalk constructed; amount of investment in bicycle infrastructure; number of bike share stations installed; number of bike share subscriptions purchased	Strategy A: Construct bicycle and pedestrian trail from Greenbelt Station South Core to Greenbelt Metro/MARC Station. Strategy B: Transform MD-193 into a complete and green street. Strategy C: Partner with the County on installation of additional bike share stations. Strategy D: Implement the City's Pedestrian and Bicycle Master Plan and update as needed. Strategy E: Transform Cherrywood Lane into a complete and green street.	• MD SHA • Neighboring jurisdictions • Greenbelt Advisory Planning Board • Property owners • Developers • Prince George's County DPW&T • Urban Land Institute • WMATA • M-NCPPC • ATHA/Maryland Milestones • Capital Bikeshare
Outcome 2: Enhance residents' access to transit services Progress Measures: Number of bus shelters installed, investment in bus stop improvements, increase in frequency and reduction in headways	Strategy A: Study the feasibility of a local circulator route/service. Strategy B: Work with WMATA on improvements to the Greenbelt Metro Station. Strategy C: Implement the recommendations of the City's Bus Stop and Accessibility Plan.	• WMATA • MD SHA • Prince George's County DPW&T • Commercial property owners • Neighboring jurisdictions
Outcome 3: Update traffic calming and safety policies/program Progress Measures: Reduction in serious injuries and deaths on roadways; reduction in average speeds on roadways; increased mode share for transit, walking, and biking; increase in funding for Vision Zero and Green & Complete Streets projects	Strategy A: Apply for funding to complete a Vision Zero Action Plan Strategy B: Incorporate health equity framework into the Vision Zero Action Plan Strategy C: Apply for capital funding for Vision Zero/Complete and Green Streets infrastructure projects (engineering and design, implementation/construction)	• MD SHA • Prince George's County DPW&T • WMATA

Housing

This section focuses on the homes in which people in your community live and efforts which make it easier for them to find and stay in a place to call home.

Strengths, weaknesses and outcomes might focus on the following: affordability; increasing homeownership; increasing rental housing; diversifying the kinds of housing available; improving housing conditions (interior or exterior); housing programs; aging in place; preventing foreclosures; and reducing residential vacancies.

Strengths	Weaknesses
• Variety of housing types: single-family detached, townhouses, cooperative, condominiums and apartments • Central location in the Washington-Baltimore corridor • Quality of life • Relatively affordable housing stock compared to region • Walkability and tranquility • Highway access • Greenbelt Assistance in Living Program (GAIL – support for seniors and adults with disabilities) • Opportunities for new multi-family residential development • Strong property maintenance program • Low residential vacancy rate • County adopted comprehensive housing strategy	• Aging housing stock and infrastructure • Limited ADA accessible multi-family housing • Lack of incentives for development of affordable housing • Very low inventory of developable land for new housing • Demand for affordable/workforce housing • Schools are at, or above, capacity • Limited programs to help the homeless • Limited availability for senior housing

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
Outcome 1: Promote affordable and senior housing Progress Measures: Increased affordable/senior housing units	Strategy A: Advocate for the adoption of affordable housing legislation at the County level as a planning tool to ensure long-term affordability within Prince George's County. Strategy B: Support new development projects that will create affordable rental housing. Strategy C: Promote infill development and other redevelopment options for underutilized residential or commercial lots. Strategy D: Build upon programs that are aimed at assisting homeowners to successfully age in place.	• Maryland DHCD • Prince George's County DHCD • Housing Initiative Partnership • Prince George's County Housing Authority • Habitat for Humanity • Developers

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Outcome 2: Promote home ownership Progress Measures: Increased home ownership	Strategy A: Partner with local and state housing organizations to create housing initiatives that support and encourage homeownership. Strategy B: Support development projects that include a range of housing types and costs. Strategy C: Support programs that assist homeowners that are facing foreclosure. Strategy D: Continue to support funding for homeownership opportunities like the Greenbelt Home Advantage first-time homebuyers grant program and the Greenbelt Employee Homeownership Grant program.	• Maryland DHCD • Maryland Mortgage Program • Prince George's County DHCD • Housing Initiative Partnership • Habitat for Humanity
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Community Health and Quality of Life

This section is concerned with public health, community culture, and the day-to-day life of community residents.

This category includes projects focusing on (but not limited to): improvement of public health including improving community design to promote healthy behaviors such as walking and strengthening community support and connectedness through health and wellness programs and facilities that create inclusive communities. These projects may include built environment, indoor spaces, outdoor environments such as increasing community gardens and access to services including educational facilities and programs; health and wellness facilities and programs that serve multi-generations; senior facilities and programs; youth facilities and programs; facilities and programs for the disabled; civic amenities, access to quality food options; collaborations with faith-based organizations; arts and entertainment education; and homelessness prevention, services, and facilities. Projects should include community engagement that includes participation in the selection of strategies and outcomes, progress reports, and evaluation.

Strengths	Weaknesses
• Extensive off-street trail system throughout Historic Greenbelt • Extensive park land • Greenbelt CARES program (family assistance and support) • Greenbelt Assistance in Living Program (GAIL – support for seniors and adults with disabilities) • Numerous festivals and community placemaking events throughout the year • Capital Area Food Bank, Service Insights Initiative program • Community gardens • Designated National Historic Landmark • Diverse socio-economic population • Strong sense of community and political engagement	• Lack of homelessness assistance programs • Funding challenges in expanding amenities and service which raises the quality of life • Aging infrastructure • Limited opportunities for expanding recreation amenities due to lack of space • Limited protection for historic properties • City divided by major roadways; lack of public transportation connecting recreation amenities to all • Limited funding • Poor wayfinding signage

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• Strong community involvement/advocacy • Superior public recreation and cultural amenities and programs (i.e., parks, playgrounds, pools, gyms, classes, camps, special events, etc.) • Cooperatively owned businesses • Daily free to low cost food service for seniors and youth • Historic Greenbelt Theatre • Greenbelt Museum • Roosevelt High School and Greenbelt's Elementary and Middle Schools • Public library • Arts and entertainment venues • Strong arts community and programs • Proximity to NASA, BARC, University of Maryland and Luminis Health Doctors Community Medical Center • High quality and expansive city services and civic amenities • Full-service City police department and strong pro-active community-oriented policing • Commitment to environmental preservation/conservation (i.e., large amounts of natural woodlands, stream networks, etc.) • Greenbelt Farmers Market • Community gardens • Access to transit • Responsive governing	• Limited opportunities to diversify tax base • Schools at or nearing capacity • Lower median household income relative to the County • Identifying unconscious biases
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Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
Outcome 1: Protect and Preserve Historic Greenbelt Progress Measures: Sign installation; investment in improvements/maintenance of historic resources	Strategy A: Install gateway and wayfinding signs. Strategy B: Complete improvements to Greenbelt Museum. Strategy C: Continue to support the operation of Greenbelt Cinema (Historic Greenbelt Theatre). Strategy D: Support the economic viability of Roosevelt Center, Farmers Market, theatre, etc. Strategy E: Maintain strong community development/property maintenance program	• M-NCPPC • ATHA/Maryland Milestones • Maryland Historical Trust • Friends of the Greenbelt Museum • Property owners/residents • Greenbelt Farmers Market • Friends of the Greenbelt Cinema • Greenbelt Community Development Corporation

Sustainable Communities Renewal Application - Section B

Outcome 2: Enhance Public Safety Progress Measures: Number of officers hired; crime statistics; community engagement events and new technology employed	Strategy A: Focus on reaching staff goals, developing greater use of technologies, and broader use of innovative strategies in the area or predictive policing. Strategy B: Focus efforts in the areas of community outreach, enforcement, staff development, and the use of technology for community safety. Strategy C: Establish partnerships and build trust within the community. Strategy D: Provide city police staff with training, career opportunities, education, and promotion opportunities that will reduce turnover and create a stable department to meet the needs of the community.	• Maryland Police • MD SHA • City and County residents
Outcome 3: Establish additional opportunities for community health and quality of life in Greenbelt West Progress Measures: square footage added for community programs and services, square footage added for social services, square footage added for community policing; improved health outcomes	Strategy A: Expand recreational opportunities in Greenbelt West. Strategy B: Create more classroom space for recreation programs and services. Strategy C: Create office space for Greenbelt CARES (Social Services). Strategy D: Establish police substation with a focus on community policing. Strategy E: Expand recreation/park amenities in Greenbelt Station. Strategy F: Identify opportunities for installation of public art. Strategy G: Oversee the conveyance of indoor recreation space to the City as part of the redevelopment plans of Beltway Plaza. Strategy H: Continue to support job training and workforce development efforts including GED classes, tutoring, and job fairs. Strategy I: Expand health-focused community programming, including annual vaccination and health clinics, weekly Meals on Wheels deliveries for seniors; monthly food/produce distribution; and community nursing programs for both older adults and children.	• M-NCPPC • Department of Natural Resources • Maryland Recreation and Parks Association • Franklin Park Management • National Recreation and Parks Association • State and Federal Delegates • Prince George's County Health Department • Beltway Plaza • Greenbelt Station Homeowners Association • CHEARS • Arts Advisory Committee • Artist Community
Outcome 4: Identify and eliminate unconscious biases when serving the community Progress measures: Community surveys; staff surveys; staff training modules and hours	Strategy A: Complete Diversity, Equity, and Inclusion City Audit Strategy B: Review policies, procedures, and publications to identify unconscious biases. Strategy C: Provide staff training to identify and manage unconscious biases. Strategy D: Update policies, procedures, and publications to eliminate unconscious biases.	• Diversity, Equity, and Inclusion Officer • Maryland Recreation and Parks Association • National Recreation and Parks Association • GARE

Local Planning and Staffing Capacity

This section is concerned with a local government's ability to plan for the community's future and to meet the current needs of residents.

Strengths, weaknesses and outcomes might focus on the following: updating zoning ordinances or land use; updating municipal/local policies, taxes, fees, etc.; increasing local government staff capacity; and updating planning documents like sector plans or comprehensive plans.

Strengths	Weaknesses
• Opportunities for infill development and redevelopment • Designated National Historic Landmark • Three commercial centers located within the City • Greenbelt Metro Area and the MD 193 corridor are designated centers and corridors in the County's General Plan • Strong Advisory Planning Board • Fully staffed Planning Department (Director, Assistant Director, and Community Planner) • Fully staffed Community Development Department (Director, Assistant Director, Inspectors)	• City has limited planning and zoning authority • Outdated Master Plan—the City is reliant on the County to undertake master plans and small area plans • Limited developable land remaining • Expansive surface parking lots • County permitting and approval process can be challenging and lengthy • Constant tax base due to limited growth opportunities • City has limited funds and staff capacity

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
Outcome 1: Actively Participate in the County's planning and zoning processes Progress Measures: Adoption of an updated City Master Plan; expanded planning and zoning authority	Strategy A: Monitor the County's planning and zoning processes. Strategy B: Advocate at the County level for an updated Master Plan. Strategy C: Manage the full transition to the County's new zoning ordinance. Strategy D: Pursue expanded planning and zoning authority.	• M-NCPPC Prince George's County Planning • Property owners
Outcome 2: Incorporate a health equity framework throughout planning and community development/code enforcement processes Progress Measures: Development of a baseline health equity assessment; improved health outcomes tied to planning project implementation	Strategy A: Develop a community-wide baseline health equity report. Strategy B: Incorporate health and equity data into planning processes to better understand community needs, prioritize transportation and land use projects, and analyze potential impacts. Strategy C: Incorporate health and equity data into code enforcement processes to better understand community needs, prioritize inspections and investigations, and analyze potential impacts.	• M-NCPPC Prince George's County Planning • Prince George's County Health Department

Sustainable Communities Renewal Application - Section B

Outcome 3: Expand the City’s GIS capabilities Progress Measures: Increase in map utilization; number of public-facing project maps and dashboards available online; number of GIS interns; number of GIS trainings completed	Strategy A: Hire GIS interns throughout the year. Strategy B: Improve software capacity and training for staff. Strategy C: Utilize GIS analysis to create project visualizations and maps to better analyze project data. Strategy D: Utilize GIS analysis to create project visualizations and maps to share with the community in real-time.	• M-NCPPC Prince George’s County Planning • ESRI
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SIGNATURE LETTER

On behalf of the City of Greenbelt, I hereby approve the application for renewal of the Sustainable Communities designation for the City of Greenbelt. I understand that the Disclosure Authorization and Certification from the original Sustainable Communities application continues to apply to the applicant local government, and as such the applicant agrees that not attaching an objection constitutes consent to the information being made available to the public, and a waiver of any rights the applicant may have regarding this information under Maryland's Access to Public Records Act, State Government Article, Section 10-611 et seq. of the Annotated Code of Maryland.

I also confirm that I am named or a former holder of my current title is named as an authorized official for the Sustainable Communities designation for my local government in the Local Government Authorization submitted with the original application.

Authorized Signature

Emmett V. Jordan, Mayor

Type Name and Title

XXXX, XX 2024

Date



City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 60 minutes (8:15 - 9:15 pm)

Subject:

Approval of Legislative Support

Suggested Action:

Reference: Proposal

At the January 22, 2024, Council meeting, the City Council authorize the City Manager to pursue proposals from consulting firms specializing in legislative advocacy. The objective is to enhance the city's capacity to influence legislative outcomes in favor of our legislative priorities and the interests of our residents. Mr. Salmeron has identified Carrington & Associates to provide the City with legislative support.

Staff recommends that the Council accept the proposal of Carrington & Associates and authorize the City Manager to enter into a contract to provide legislative professional services including, but not limited to, legislative advocacy, bill/legislation tracking, identifying testimony opportunities, providing weekly updates, and briefing staff and Council at a cost not to exceed \$24,000.00/year, plus reimbursable expenses.

Council approval is sought.

Attachments:

[Legislative Consultant Recommendation Memo v1 TG.pdf](#)

[Carrington 2024 City of Greenbelt Proposal January 2024.pdf](#)

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER
25 CRESCENT ROAD, GREENBELT, MD. 20770



MEMORANDUM

To: City Council

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

Date: February 9, 2024

RE: Recommendation for Legislative Services

The City of Greenbelt is seeking the services of a consulting firm that specializes in government relations, advocacy, and advisory services to assist the Council and staff in pursuing the City's legislative priorities at the County and State levels. Specifically, the staff put out an RFP requesting a legislative firm to partner with us to provide services including, but not limited to, legislative advocacy, bill/legislation tracking, identifying testimony opportunities, providing weekly updates and briefing staff and Council. It is also important for their services to include a review of proposed County legislation and make recommendations to the City Staff and Council on policy initiatives and legislation that may impact City policies, programs, operations, and those that have City budget, staff, or resource implications.

A total of five (5) proposals were received from qualified firms ranging in price from \$24,000/year to \$72,000/year. In all responses, the terms were based on a monthly retainer arrangement with an annual contract. The City Manager and Assistant City Manager carefully reviewed all proposals based on the following: 1) Overall experience of the firm; 2) Experience and qualifications of the assigned project team, 3) Strategic approach and methodology; 4) Network and influence; 5) Project cost; and, 6) References/comparable projects.

Firm	Price
Ashlar Government Relations	\$30,000
Carrington and Associates	\$24,000
Cornerstone Government Affairs	\$72,000
LA Perez Consulting	\$36,000
O'Malley, Miles, Nylén & Gilmore	\$30,000

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



While Staff believes all five firms are sufficiently qualified to provide the services requested, we believe the proposal submitted by Carrington & Associates represents the best value for the City. Carrington scored highest on the technical evaluations with impressive experience and qualifications, a detailed work program, and demonstrated an understanding of the project scope and the City's needs. Carrington & Associates is a Prince George's County firm with offices in Bowie.

Based on the discussion above, it is the staff recommendation that the Council accept the proposal of Carrington & Associates, and approve the City Manager to enter into a contract with same to provide legislative professional services including, but not limited to, legislative advocacy, bill/legislation tracking, identifying testimony opportunities, providing weekly updates, and briefing staff and Council at a cost not to exceed \$24,000.00/year, plus reimbursable expenses.



Comprehensive Proposal for Legislative Advocacy Services RFP

TO: Mr. Tim George
Assistant City Manager
City of Greenbelt
25 Crescent Rd
Greenbelt, MD 20770

SUBMITTED BY: Carrington & Associates, LLC
Darrell Carrington - Managing Director – Point of Contact
6007 Hillmeade Road
Bowie, Maryland 20720
Email Address [REDACTED]

Proposal - City of Greenbelt Lobbying Services

January 30, 2024

City Manager
Mr. Tim George
Assistant City Manager
City of Greenbelt
25 Crescent Rd
Greenbelt, MD 20770

Dear Mr. George,

Thank you for giving us this opportunity to submit our strategy proposal to you. We are confident that an engagement between our firms and the City of Greenbelt will bring about a strong union of values and a commitment to securing critical attention for your highest priorities.

Carrington & Associates, LLC, combined with the Barnes International team, brings more than 50 years of successful advocacy experience to every endeavor. Our team possess a wealth of experience and knowledge in representing governments, businesses, and non-profits before local, state, and the federal government. We are certain that we can introduce you to key decision makers in Maryland to bring the City to the foremost attention of government officials and our clients. More importantly, our teams will be able to assist you in a dual capacity of "Purpose and Benefit." We will forge relationships to bring you to the top of priority lists across the board. With our teams advocating on your behalf, you will be poised to streamline your processes and begin reaping the rewards of this expedited service.

We hope you find the enclosed information helpful in guiding your decision and, again, we are thankful for this exciting opportunity. Please note that we recognize that based upon the legislative session already being underway, we will need to expedite all of our processes to assist the City of Greenbelt achieve your legislative goals. Thanks to our decades of experience in Annapolis, we have been a part of the substantive conversations concerning the major issues before the General Assembly.

If you have any questions or concerns regarding our proposed engagement, please feel free to contact Darrell Carrington at [REDACTED]. We can also be reached by email at [REDACTED].

Sincerely,

Darrell Carrington
Managing Director

Please note: The following is an overview based on the specific items requested in the RFP. We have expanded upon those responses in the enclosed document.

Proposed Scope of Services:

Identification of Legislation: Our firms will diligently identify county and state legislation impacting Greenbelt, providing comprehensive information on bill sponsors, cross-filing status, summaries, key issues, and impacts. We commit to delivering copies of bills and related filings promptly.

Key Dates/Milestones: Our proactive approach includes identifying key dates, milestones, hearings, testimony opportunities, and public comment periods, ensuring the City is well-prepared to engage in the legislative process.

Assistance and Reporting: We will provide expert assistance to City officials in interpreting legislation and filing comments as needed. Monthly reports will be detailed, covering all activities related to the City and its legislative agenda.

Account Management: Regular meetings with the City Manager/Assistant Manager will facilitate effective legislative reporting. Weekly reports on tracked bills, along with status updates, will be provided.

Proposal Requirements:

1. **Firm Description:** Carrington & Associates, LLC, and Barnes International, are committed to delivering exceptional legislative advocacy services. Our offices are strategically located to efficiently serve the City.
2. **Certifications:** We hold no certifications; however, our commitment to excellence remains unwavering.
3. **Interest in the Account:** Our firms are genuinely interested in representing Greenbelt due to our longstanding ties, experiences, and admiration for the City.
4. **Expertise:** Our expertise lies in working closely with municipalities and governments, advocating for the interests of our clients.
5. **Project Team:** Our skilled teams, led by Darrell Carrington and Darryl Barnes, respectively, bring extensive experience and qualifications to drive the success of the proposed scope of services.
6. **Client Interaction:** We prioritize open and effective communication, ensuring seamless collaboration with the City.
7. **Fees and Billing:** Our transparent fee structure, including retainer, is provided in the attached document. No third-party costs will be incurred without prior approval.
8. **Conflicts of Interest:** We have no perceived conflicts of interest that would compromise our ability to represent the City effectively.
9. **Examples of Work:** Recent examples showcasing our successful work with comparable local governments is detailed within the proposal.

Evaluation of Proposals:

Our proposal aligns with the evaluation criteria, offering the City:

Proposal - City of Greenbelt Lobbying Services

- **Overall Experience:** Over 50 years of combined experience in legislative advocacy.
- **Project Team:** Qualified and experienced individuals leading the project.
- **Strategic Approach:** A well-defined strategy to address the City's legislative priorities.
- **Network and Influence:** Strong relationships with key decision-makers.
- **Project Cost:** Transparent and competitive pricing.
- **References:** Positive references from comparable local governments.

Organizational Overview & Philosophy

The following is a strategy outline for the 2024 legislative session for the City of Greenbelt (Greenbelt) with the specific goals of advocating for funding the City, including protecting and growing funds for community development activities, and active monitoring and communication of the legislative and political landscape. The Request for Proposals was skillfully prepared and provided the information required for partners to appropriately respond.

This outline is respectfully submitted by Darrell Carrington, Carrington & Associates, LLC (Carrington), a registered lobbyist and professional advocate in the State of Maryland, for the purpose of offering consulting services. In addition, this proposal is also submitted on behalf of Darryl Barnes, Barnes International, Ltd. (Barnes), also a registered lobbyist and professional advocate. This document is a proposal for possible work tasks with strategies - all that follows is subject to discussion and edit. The outline that follows is the intellectual property of the proposal team shared with Greenbelt (to include staff and volunteers associated with this effort) for business purposes. This outline should be considered an internal document until all relevant parties have agreed upon appropriate release of information.

We have experience working with every level of government - Federal, State, County and Municipal. Our experience in government relations, public affairs, campaign and issue development and management spans more than 50 years. To best serve the interests of the residents of Greenbelt and extend the advocacy reach of the City, our teams, on occasion will partner with other firms for special projects as needed. Additionally, Carrington, while serving as the contract and project lead, will direct work tasks for completion. This strategic approach has been designed to maximize the level of customer service for the City - to place additional advocates in Annapolis and beyond for Greenbelt. A summary of our capabilities follows in Table 1.

Capability	We & Associates, LLC	Barnes International, Ltd.
Bill Tracking	Yes	Yes
Successful Grant Writing	Yes	Yes
Past Performance Serving Prince George's County Municipalities	Yes	Yes
Minority and/or Woman-Owned	Yes	Yes
Prince George's County Residency	Yes	Yes

Table 1: Capabilities

We have a constant goal of service within the communities we serve. As a snapshot of this service, Darrell Carrington currently serves or has served, on a wide range of professional, educational, philanthropic and policy development boards and councils including: the National Association of Blacks in Criminal Justice, American Correctional Association, University Continuing Professional Association, the New Jersey Nutrition Council, New Jersey Juvenile Intensive Supervision Program, the Maryland Emergency Food Assistance Program, Maryland Statewide Nutrition Assistance Program as well as board memberships for the Public Employees for Environmental Responsibility (PEER), the Mission of Love, Community Support Systems, Inc and the Take Charge Juvenile Diversion Program where Darrell, Managing Director, currently serves as Board Chair since 2007.

Darryl Barnes, President, has a deep understanding of the legislative process and a strong network of relationships with key decision-makers. With a focus on effective advocacy, Barnes International, Ltd. has a proven history of securing legislative wins for their clients. Former State Delegate Barnes' noteworthy bold and courageous style of leadership and his work ethic has enabled him to become among the highest-ranking members of the House of Delegates, as Chief Deputy Majority Whip in 2023. He also serves as the President of the Bi-County Business Roundtable and Chairman of the Board of the Men Aiming Higher Program.

Politics is an integral element of any legislative equation. Success in Annapolis takes a shrewd understanding of both the processes and politics of legislative action. It is not enough to have a working understanding of how legislative procedures operate but advocates also need a deep appreciation for the political and public policy tenets surrounding an issue. These tools coupled with instant access to the key decision makers are the recipe for a successful and sustainable legislative program.

We have an excellent track record of identifying and helping to pursue opportunities for collaboration with community groups, hospitals, economic development corporations, state and local governments, and other entities in the successful pursuit of issue advocacy. In our initial and ongoing assessment of Greenbelt's needs and assets, we will help identify and pursue partnership opportunities of this nature.

We will submit status reports to keep Greenbelt officials apprised of developments with the General Assembly and other entities as directed. These reports may take the form of conference calls, written memoranda, emails, or other media, depending on your preference and our mutually agreed-upon framework. Again, our close ties to Members and Staff in Annapolis will allow the best intelligence and reporting to Greenbelt.

Greenbelt will need access at the Federal, State and County levels. We have these relationships within Maryland's geographically-diverse regions: Prince George's, Montgomery, Charles, Baltimore, Frederick, Howard and Anne Arundel Counties as well as Baltimore City. We are well-known sponsors of both the Maryland Municipal League (MML) and Maryland Association of Counties (MACo) Annual Conferences and will continue to attend at no additional cost to Greenbelt. These relationships will assist Greenbelt with the multitude of issues that will need to be addressed during the legislative session, such as the fiscal impacts of our recovery from the COVID-19 Pandemic and the implementation of the Blueprint for Maryland's Future recommendations. As these conversations dominate the 2024 General Assembly Session, which will impact budget and policy decisions across a broad spectrum of issues, we will advocate and communicate for Greenbelt.

It is important to note the rapid changes that have occurred in the General Assembly over the past 3 years and the turnover we will see with the elections in May and November. Beginning in the 2023

Session, it was the first time in more than 30 years that Maryland had new Presiding Officers. All Senate Committee Chairs have been appointed to their positions within the last few years as is the case in the House of Delegates. The new Chair for Health and Government Operations (HGO), Delegate Joseline Peña-Melnyk, was appointed to her position on Sine Die 2022. This radical level of change is a very significant development. As changes to committee assignments and other leadership posts are announced, Greenbelt will benefit from a team that can leverage decades of relationships to ensure your priorities are addressed and you have access to the decision-makers.

It is worth noting that the General Assembly has evolved to a younger and more progressive body. This trend will continue and advocates will need to evolve accordingly. We have demonstrated its ability to work within the progressive wings of the Senate and House - we have knocked on doors together, participated in conferences and symposiums and strategized for the work still left to do. These relationships will prove invaluable as we address issues of interests to Greenbelt - the City will require a team that can not only work with the 2024 legislature but who looks forward to change as an opportunity.

We have a proud tradition of representing our clients and take great lengths to avoid conflicts of interests. The lead for this proposal, Darrell Carrington, is a Maryland-registered state lobbyist current in his ethics training. Clients of his firm are listed on the State Ethics Commission's website and are as follows:

- Prince George's County Council – Legislative focus on public safety, alcohol, transportation, environment, municipalities, gaming/igaming, elections, ethics/elected officials and the law enforcement subcommittee
- Chesapeake Physicians for Social Responsibility (CPSR) – Non-profit focused on issues that affect public health
- Maryleaf, dba Bloom Medicinals – Cannabis dispensary in Germantown
- Keenan Pharmacy Solutions – A Pharmacy Coalition that is a prescription drug purchasing pool that offers access to deeply discounted pricing and rigorous financial and service performance guarantees for self-funded groups such as school systems, governments, hospitals, community colleges and other large public and private employers.
- Carrington & Associates, LLC – Work related to our firm's interests in legislative and regulatory matters before the General Assembly and State Agencies
- Maryland Community Action Partnership (MCAP) – Securing funding for 2 Generation programing and a statewide Anti-Poverty Fund. All matters related to Community Action Agencies (CAAs) across Maryland.

Our representation of these clients should not present any conflicts of interests for Greenbelt and hopefully, will serve to be mutually beneficial relationships for the City.

Lastly and perhaps as importantly as all other items, there is no substitute for perseverance. We are often the first to walk the halls of the House and Senate each and every morning as well as the last ones to leave Annapolis in the evening. We take great pride in our individual and collective stellar reputations, integrity, and decades of achievement for our clients. References are listed for your review and use.

Scope of Services

Monitoring and Bill Tracking

We maintain a daily presence in Annapolis during the Legislative Session. We monitor every piece of legislation introduced in the 2024 legislative session and appropriately track each relevant bill throughout the process. This is a skill that is improved by time spent working within the Maryland General Assembly - including the ability to know how to get questions asked by bill drafters and determine unintended consequences early so amendments can be drafted and/or the sponsor can be encouraged to rethink the legislation. Monitoring legislation is more than simply knowing the bills that are introduced - we know the “why” and we know how to find the answers when questions arise.

We will utilize appropriate electronic tools to provide easily understood distributable reports for Greenbelt stakeholders. As such, we are able to provide reliable and consistent information in real time to the Mayor, Council, City Manager and Staff from the state legislature and agencies. We will provide weekly reports to Greenbelt, both orally and in writing, that track the budget process and all bills deemed legislative priorities or needs of the City. We will provide the Mayor, Council, City Manager and Staff with weekly bill tracking reports. Please see the attached sample report. The weekly bill tracking report will contain the bill number, bill title, sponsor, hearing dates, committees of jurisdiction and opposite Chamber hearing dates as applicable. Additionally, we will provide copies of all bills and amendments that are deemed to have an impact on Greenbelt. We review every bill that is introduced in Annapolis for its impacts and/or opportunities for our clients. Any additional information can be added in our reporting.

We will also immediately schedule meetings with Greenbelt’s elected officials and Department Heads. As a way to improve communication, this will facilitate having decision-makers fully briefed on Greenbelt’s priorities and the impacts future legislation and regulations will have on the City. We will facilitate meetings and communication with the various delegations as needed and requested. We have a long history of working closely with our clients and their designees to achieve successful outcomes.

Anticipated Deliverables: Meetings arranged and executed for the Mayor, Council, City Manager and Staff. Weekly reports, including bill tracking, submitted to Greenbelt in a format of the City’s choosing.

Legislative Advocacy

Years of success and a reputation as authentic relationship builders makes our team the strongest choice to serve the City of Greenbelt. Our collective network will be immediately utilized to schedule strategic meetings to prepare for the legislative session. Connecting staff and legislators to Greenbelt will continue to be a valuable and necessary step in the ongoing advocacy work for the City.

Meeting protocols will be followed, despite the fact that “meetings” in Annapolis can be, at times, five-minute check-in’s while walking with a legislator to their destination. We believe that meetings should be purpose-driven and that the attendees should have a clear goal identified, next steps outlined, and notes provided to meeting attendees with any follow-up items included. We, in ongoing consultation with the Mayor, Council and City Manager and Staff, will transmit Greenbelt’s position on key legislative and/or state agency actions. We will arrange meetings with the appropriate officials and staff as directed as well as providing Greenbelt with position statements and draft correspondence as directed.

Anticipated Deliverables: Meeting notes with follow-up action designated.

Coordination of Legislative/Regulatory Efforts

We will work closely with Greenbelt to design, develop and implement a coordinated and comprehensive legislative and regulatory program. In our initial and ongoing assessment of Greenbelt's needs and assets, we will help identify and pursue partnership opportunities. We have a long-track record of working cooperatively with Greenbelt's State Delegation and Members of the General Assembly in general, in drafting successful legislation. A recent example is [HB0619/CH0447 - Prince George's County - Speed Monitoring Systems - Residential Districts PG 302-21](#) from the 2021 Session. The bill was in response to the preventable death of 14-year-old Kamal Nashid who was killed crossing Church Road. Working with the Prince George's County House Delegation and County Council, we were able to successfully navigate the bill through the General Assembly during the COVID-19 Pandemic.

While one cannot guarantee success on legislative action, however, our impressive track record of assisting in passing some of the highest profile legislation demonstrates our detailed knowledge of the legislative process and how to "work" a bill through Annapolis. "They" say that there are two things you never want to see people make: laws and sausages! Fortunately, we have a strong constitution and will be able to stomach all that the legislature dishes out.

Collectively, we have over 50 years of experience in delivering testimony and coordinating witnesses for legislation on behalf of clients in Maryland and elsewhere. We regularly testify on their behalf as requested. Typically, we prefer to have our clients testify, so the legislature can put a local face with the issue at hand. However, we recognize that it is not always possible nor practical for a client to testify in person in Annapolis, so we are able to stand in for Greenbelt.

Anticipated Deliverables: A 2024 legislative and regulatory program for Greenbelt, collateral to communicate this program to external stakeholders, ongoing communications, and strategies to achieve results for the City's goals.

Enhance Intergovernmental Relationships

We, in coordination with the Mayor, Council, City Manager and Staff, will design and implement a strategy to raise the already impressive profile of Greenbelt. We will identify opportunities for Greenbelt to attend events and meetings that will increase knowledge of new opportunities, initiatives and programs that may be beneficial to the City and fit into our comprehensive legislative strategy. Using our long-standing relationships with the key lawmakers, agency directors and staff, we can increase Greenbelt's profile and access to those in the best position to assist the City with its goals and objectives. We work closely with leadership on both sides of the "aisle" and that has proven to be an effective recipe for success in Maryland.

Anticipated Deliverables: Reports the Mayor, Council, City Manager and Staff detailing events and meetings attended.

Establish an Active Presence

Our Principals are among the most visible and well-known lobbyists in the Maryland Statehouse
Proposal - City of Greenbelt Lobbying Services

Office Complex. Darrell has worked on a wide range of issues - including his work on legislation achieving Marriage Equality to and reforming Maryland's Medical Cannabis program. We has worked with every Committee in both the House and Senate as well as engaged the current Administration's legislative team and agencies. These relationships have been forged over work on a variety of bills and initiatives that have gone from conception into law. In one case, Marriage Equality, the United States Supreme Court made our work the law of the Land. We maintains a daily presence in Annapolis during the Legislative Session and regularly attends Board and Commission meetings that affect our clients throughout the year.

As Chairman Emeritus of the Maryland Legislative Black Caucus, the largest in the nation, Del. Barnes is very well-known and respected, not just in Maryland, but across the country and around the globe. He has served in every leadership position in the House of Delegates outside of Speaker, and led two Sub-Committees on the powerful taxing authority, the Ways & Means Committee. His portfolio included everything from education, to casinos through cannabis. His leadership on W/MBE issues as well as his fight for the HCBU's, is well documented and historic.

We believe that communication is part of the foundation for success. As such, we will be available to meet on-site with the Mayor, Council, City Manager and Staff on matters of importance to Greenbelt and make presentations on key issues.

We work closely with both the Greater Bowie, Prince George's, Latino and Minority Chambers of Commerce. This gives us a statewide perspective and network. This will afford Greenbelt a team of diverse consultants, that are present, work at every level of government and knowledgeable of the legislative process from introduction through passage. We take great pride in focusing on our clients' individual needs.

Anticipated Deliverables: *Reports to the Mayor, Council, City Manager and Staff detailing events and meetings attended.*

State Budget Issues

We have a long-established track record of performance in this particular area that will benefit Greenbelt greatly. We have worked closely with the current Speaker of the House, the first African-American Women elected to the position, the Honorable Delegate Adrienne Jones, on budget matters across the full spectrum of issues before the General Assembly for more than 15 years in her role as Chair of the House Appropriations Capital Budget Sub-Committee. Additionally, we have worked closely with the former Senate Capital Budget Sub-Committee Chairman, the Honorable Douglas "J.J." Peters, the former Senator for District 23. We are still shocked and saddened to lose our dear friend. We are quite fortunate to have long standing relationships of more than 20 years with the Chairs of the relevant budget committees.

Additionally, we also worked very closely with then-Senator Peters securing \$225,000 for the Town of Upper Marlboro's Welcome Center. This was the first time, in the more 300-year history of the Town of Upper Marlboro, that they received a bond initiative from the State of Maryland. We also represented a client working with the Town of Forest Heights to permanently appropriate \$120,000 each year from the Video Lottery Terminal casino fund for their public safety and police force. We also worked closely with the Western Maryland Delegation to secure an additional \$1,000,000 in bond initiatives for the region.

We also have close relationships with the Chairs of every Standing Committee and Delegation in Annapolis which affords the City of Greenbelt, the City Manager, City Council and Staff access to the decision-makers as they make their assessments. This is a key element of having us on the ground daily in Annapolis. Our team has some of the very few Principals in Annapolis that takes an active role in representing the firm's clients. Nothing can substitute for a personal touch.

***Anticipated Deliverables:** Reports to the Mayor, Council, City Manager and Staff detailing events, meetings and hearings attended.*

Proposed Timeline (please note that the proposed timeline can be adjusted to reflect when Greenbelt wishes to begin the contract for services)

February 2024

Immediately meet with Mayor, Council, City Manager and Staff to do inventory of needs and discuss legislative priorities. Setup meetings as instructed with key decision-makers in Annapolis and State Agencies.

We will attend Floor Sessions, Hearings and Delegation Meetings that corresponds to our legislative goals and objectives. We will inform the City Manager of opportunities for the City of Greenbelt to participate in the legislative process and raise the City's profile.

We will continue to send weekly updates to the Mayor, Council, City Manager and Staff.

Early February will have a mad dash to submit bills before the Senate and House "Introduction Dates," 27th day (the 5th) and 31st day (the 9th), respectively. Members who get their bills in by this date are guaranteed a hearing on their bill and those that do not have their bills referred to "Rules" Committees of their respective Chambers. Most of the bills referred to Rules do not get a hearing. The Governor will deliver the State of the State Address on the 7th. Committee work has already begun, but we have been tracking bills since the "Pre-file" list was released. We share that with you so that you can reduce the learning curve for the bills already moving through the legislative process. We will update the City regularly as bills that affect Greenbelt's legislative priorities are introduced and scheduled for hearings.

March 2024

On-going meetings with the Mayor, Council, City Manager and Staff to refine and expand upon legislative priorities. Setup meetings as instructed with key decision-makers in Annapolis and State Agencies.

We will attend Floor Sessions, Hearings and Delegation Meetings that corresponds to our legislative goals and objectives. We will inform the City Manager of opportunities for Greenbelt to participate in the legislative process and raise the City's profile.

We will continue to send weekly updates to the Mayor, Council, City Manager and Staff as directed.

The intensity and frequency of hearings, sub-committee meetings and amendments heats up. We will inform the City as our legislative priorities move through the process.

March brings us to “Crossover Date,” which is the 69th day of the Session, March 18th. Bills that pass from one Chamber to the next by this date are guaranteed a hearing in the opposite Chamber. Bills that do not pass by this date are referred to Rules in the opposite Chamber if they are passed. As with bills that do not make the Introduction Date, most bills referred to Rules once they pass from one Chamber to the next, rarely get a hearing nor committee vote.

April 2024

We will meet with the Mayor, Council, City Manager and Staff as needed throughout the final days of the Legislative Session. Sine Die is midnight, April 8th. The last day of the Legislative Session is a combination of celebration, extreme stress, and resolution. There is a “Bill Signing Ceremony” on April 9th at 10:00am. We will work closely with the Governor’s Office to notify the City if one of our legislative priorities will be included on April 9th.

We will continue to provide updated reports to the Mayor, Council, City Manager and Staff and will compile a final legislative report before the end of the final week of Session. The report will summarize our work on behalf of Greenbelt and include a final bill tracking report.

We will be prepared to brief the Mayor, Council, City Manager and Staff on the Legislative Session as directed and in a public forum if desired.

The 20th day after adjournment is the final date for presentment of bills to the Governor and 30th day after presentment is the final date for the Governor to sign or veto bills. Bills that the Governor chooses not to sign that have been presented, automatically become law without their signature.

May 2024

On-going meetings and discussions with Mayor, Council, City Manager and Staff regarding legislative priorities, goals, and objectives. Based upon these meetings, we will draft document updating priorities.

We will arrange meetings with key decision-makers that are implementing policy passed in the most recent Legislative Session. These meetings will afford the City more opportunities to affect policy decisions with respect to Greenbelt’s legislative priorities and/or minimize any negative impact that the City may face from those decisions.

May brings the International Council of Shopping Centers (ICSC) RECon Conference in Las Vegas, Nevada. The Conference is among the best attended and may provide key members with networking opportunities to raise the City’s profile and attract investment.

June 2024 – August 2024

We will be available to meet with the Mayor, Council, City Manager and Staff as needed and directed. The legislative calendar slows down during the summer months; however, this affords the City an opportunity to have substantive discussions with Elected Officials, Agency Directors, and key Staff as we draft our legislative priorities for 2024.

The summer has several conferences of note including, but not limited to: MML, National Democratic Convention (DNC), National Conference of State Legislators (NCSL), Maryland Association of
Proposal - City of Greenbelt Lobbying Services

Counties (MACo) and the Republican National Convention (RNC). We will keep Greenbelt informed of national trends and opportunities for partnerships that may arise.

We will discuss with Greenbelt which Members of the General Assembly that should be approached to champion the legislative priorities for the 2025 Legislative Session. Lawmakers and their Staff are able to better focus on the nuances of policy during this time period. Additionally, it moves the City's priority to the top of their lists as they decide which bills to sponsor for 2025. The statutory deadline for Members to request drafting a pre-filed bill is in November. Drafted bills not pre-filed are prepared for Members to introduce on the first day of the Legislative Session. Departmental and County Senate bills introduced after the pre-file deadline are referred to Senate Rules.

Other than Emergency Bills and as otherwise provided, June 1st is the earliest date for bills to take effect. July 1st is the date that budgetary, tax, and revenue bills go into effect.

September 2024

Continued refinement and implementation of legislative priorities developed in consultation and approval from the Mayor, Council, City Manager and Staff. Frequency of meetings with key decision-makers should increase to reflect the priorities identified.

Committees begin meeting with Departments and Agencies to discuss legislative priorities for 2025. We participate in these hearings and briefings each year. We will provide reports to Mayor, Council, City Manager and Staff as directed and in conjunction with the legislative priorities identified.

October 2024

Meetings with Mayor, Council, City Manager and Staff to do an inventory on goals, objectives, and priorities. Emphasis on legislative priorities, vision for Greenbelt. These meetings should occur as soon as possible. The Legislative Session begins January 8, 2025, at 12:00 PM. We will have been actively meeting with House and Senate Leadership over the past several months, which will benefit Greenbelt greatly with the reduced preparation time for the upcoming Session. We, operating as a Maryland-based firms, are uniquely knowledgeable of the issues that face the City, the concerns of its residents and the aspirations of us all. We will draft a document for the Mayor, Council and City Manager to approve for our legislative priorities for 2025 and beyond.

Meetings with several key decision-makers and/or legislative staff in Annapolis including the Presiding Officers, Committee Chairs and other Leadership positions, should be discussed & scheduled as needed.

November 2024

Continued refinement of legislative priorities developed in consultation and approval from the Mayor, Council, City Manager and Staff. Frequency of meetings with key decision-makers should increase to reflect the priorities identified. We will be available for meetings with the Mayor, Council, City Manager and Staff as needed.

Deadline for pre-filed bills request is in November and pre-filed approval deadline is in December. It is imperative that Greenbelt makes its legislative requests to the appropriate Senators and Delegates

from both Legislative District 22 well in advance of the pre-file deadlines. We have worked closely with your Legislative Delegation for decades in a variety of capacities.

December 2024

On-going meetings with Mayor, Council, City Manager and Staff to refine and expand upon legislative priorities. Setup meetings as instructed with key decision-makers in Annapolis and State Agencies.

January 2025

We will begin sending out weekly updates to the Mayor, Council, City Manager and Staff that will include a bill tracking report. We will also attend a myriad of receptions during the first two weeks of the Legislative Session. MML hosts an evening reception annually on the first day of Session.

During the Legislative Session, most Agency heads and senior staff are frequent visitors to the state complex for meetings, hearings, and the like. This provides outstanding opportunities for the Mayor, Council, City Manager and Staff to meet with decision-makers on matters that affect Greenbelt. With reasonable notice, we can setup meetings for the City with Members of the General Assembly or State Agencies as needed.

We recommend Greenbelt prepares to send a delegation to Annapolis for the first day of Session, January 8, 2025. The opening Floor Session begins at noon, with “full pomp and circumstance.” Dignitaries from across the State as well as our Federal Delegation will be in attendance. It is an outstanding networking opportunity that We will assist the City in coordinating for maximum impact and visibility.

We will attend Floor Sessions, Hearings and Delegation Meetings that corresponds to Greenbelt’s legislative goals and objectives. We will inform the Mayor, Council, City Manager and Staff of opportunities for Greenbelt to participate in the legislative process and raise the City’s profile.

Principal for Contract

The principal for Carrington & Associates, LLC, is Darrell Carrington, Managing Director . Mr. Carrington will be the point of contact for the City of Greenbelt. He maintains overall responsibility to the performance of this contract. Barnes International, Ltd., is led by Darryl Barnes, President, who will collaborate with Carrington on the performance of this contract and maintains an office at 1845 Brightseat Road, Hyattsville, Maryland 20785.

There is no negative history to report for either firm.

Fee Structure

The proposed fee is \$24,000 per year; payable in monthly installments of \$2,000 for 12 months. First payment is due upon contract signing, and upon the first of every month thereafter by way of invoice from Carrington to Greenbelt, with a “Net 30” term.

References

The Honorable Tonga Turner, Former Mayor/Council President, Town of Upper Marlboro, Maryland, 9545 Bowling Drive, Charlotte Hall, Maryland 20622 [REDACTED]

Mr. William Hollander, COO, Bloom Medicinals, 11530 Middlebrook Road, Germantown, Maryland 20876 [REDACTED]

The Honorable Todd M. Turner, Esq., Former Board Chair, Prince George's County Council, 9201 Basil Court, Suite 155, Largo, MD 20774 [REDACTED]

Successful Outcomes for Maryland Government Organizations

1. Assisted Town of Upper Marlboro in securing \$225,000 in bond initiatives, first time in the Town's history that it received these funds.
2. Assisted Allegany County Economic Development Corporation and Council to secure \$1,000,000 in funding from the State Capital Budget.
3. Assisted the Town of Hancock in securing more than \$220,000 for infrastructure improvements.
4. Assisted the Town of Forest Heights secure a permanent budget line of \$120,000 for public safety and traffic control.
5. Assisted Allegany County and the Town of Hancock in securing \$350,000 and \$75,000, respectively, for economic development projects.
6. Assisted the Prince George's County Council in passing landmark legislation establishing the first in the nation Private-Public Partnership (P3) for school construction.
7. Assisted the Department of Transportation in reauthorizing the Video Lottery Terminal Minority Business Enterprise (MBE) program which is worth more than \$16M per year to those companies that participate in the Programs.
8. Assisted the Prince George's County House and Senate Delegations to successfully pass HB619 in 2021 to expand the use of speed cameras outside of school zones.
9. Expanded the number of available liquor licenses in the County for use by new restaurants to our region.
10. Successfully lobbied on behalf the Prince George's County Council to include women and minority businesses into the newly created sports betting program for Maryland.
11. Successfully lobbied on behalf the Prince George's County Council to ban "ghost guns" in Maryland.
12. Successfully lobbied on behalf the Prince George's County Council during the COVID-19 Pandemic for [HB 670 - Maryland Police Accountability Act of 2021 - Police Discipline and Law Enforcement Programs and Procedures](#).

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 60 minutes (8:15 - 9:15 pm)

Subject:

Legislative Bill Review

Suggested Action:

Reference:

PG/MC 105-24 PGC - Qualifying Municipal Corporation - Land Use

HB0170/SB0079

AT-A-Glance: Legislative Bill Review

PG/MC 105-24 Prince George's County – Qualifying Municipal Corporation – Land Use

Authorizing a governing body of a qualifying municipal corporation by resolution to exercise the powers of the Prince George's County Planning Board, the zoning hearing examiner for Prince George's County, or the District Council for Prince George's County to make specified land use decisions; subjecting the exercise of those powers to the substantive and procedural requirements and standards established in the Prince George's County zoning law; providing for judicial review of certain actions; and generally relating to land use in Prince George's County.

It is recommended that the Council support PG/MC 105-24.

HB1136 - Human Services - Youth Services Bureaus - Funding (Youth Services Bureau Restoration Act)

Repealing a requirement that a certain substance use disorder assessment and referral training be provided by a certain entity; repealing a requirement that youth services bureaus provide alternative leisure activities; repealing a requirement that the proposed budget of the Department of Human Services list eligible youth services bureaus and estimate the amount of State funds to allocate to each; etc.

It is recommended that the Council support HB 1136.

HB0170/SB0079 - State Finance - Prohibited Appropriations - Magnetic Levitation Transportation System

Prohibiting the State and certain units and instrumentalities of the State from using any appropriation for a magnetic levitation transportation system in the State; and providing that the prohibition does not apply to certain expenditures for salaries.

It is recommended that the Council support HB 0170/SB 0079.

Enclosed is a listing of the legislative bills for the Council to review sponsored by Senator Washington and Delegates Healey and Williams.

Attachments:

[PG-MC-105â€“24-LR0872-1.pdf](#)

[HB0170.pdf](#)

[Legislative Bill Review_02.09.2024.pdf](#)

Bill No.: _____
Requested: _____
Committee: _____

Drafted by: Smith
Typed by: Fran
Stored – 10/23/23
Proofread by _____
Checked by _____

By: **Prince George’s County Delegation and Montgomery County Delegation**

A BILL ENTITLED

1 AN ACT concerning

2 **Prince George’s County – Qualifying Municipal Corporation – Land Use**

3 **PG/MC 105–24**

4 FOR the purpose of authorizing a governing body of a qualifying municipal corporation by
5 resolution to exercise the powers of the Prince George’s County Planning Board, the
6 zoning hearing examiner for Prince George’s County, or the District Council for
7 Prince George’s County to make specified land use decisions; subjecting the exercise
8 of those powers to the substantive and procedural requirements and standards
9 established in the Prince George’s County zoning law; providing for judicial review
10 of certain actions; and generally relating to land use in Prince George’s County.

11 BY repealing and reenacting, with amendments,
12 Article – Land Use
13 Section 22–119
14 Annotated Code of Maryland
15 (2012 Volume and 2023 Supplement)

16 BY repealing and reenacting, without amendments,
17 Article – Land Use
18 Section 25–101 and 25–301
19 Annotated Code of Maryland

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



(2012 Volume and 2023 Supplement)

BY adding to

Article – Land Use

Section 25–304

Annotated Code of Maryland

(2012 Volume and 2023 Supplement)

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,

That the Laws of Maryland read as follows:

Article – Land Use

22–119.

(a) (1) Except as provided in paragraphs (2) and (3) of this subsection **AND § 25–304 OF THIS ARTICLE**, within the regional district, the zoning powers vested by Division I of this article in a municipal corporation or the council of a municipal corporation within the regional district shall be construed to be vested exclusively in the appropriate district council.

(2) A municipal corporation in Prince George’s County has concurrent jurisdiction with Prince George’s County to enforce zoning laws in the boundaries of the municipal corporation.

(3) The power to enforce zoning laws for the City of Takoma Park and the Town of Kensington is as provided in §§ 24–201 and 24–202 of this article, respectively.

(b) Before exercising the authority granted by this section, a municipal corporation in Prince George’s County shall enter into a written agreement with the district council concerning:

(1) the method by which the county will be advised of citations issued by a municipal inspector;

(2) the responsibility of the municipal corporation or the county to prosecute violations cited by the municipal corporation;

(3) the disposition of fines imposed for violations cited by the municipal corporation;

(4) the resolution of disagreements between the municipal corporation and the county about the interpretation of zoning laws; and

(5) any other matter that the district council considers necessary for the proper exercise of the authority granted by this section.

25–101.

This title applies only in Prince George’s County.

25–301.

(a) Except as otherwise provided in this section, the district council may provide that the governing body of a municipal corporation may exercise the powers of the district council as specified in this subtitle.

(b) When exercising authority delegated under subsection (c) or (d) of this section, the governing body of a municipal corporation:

(1) shall be subject to the substantive and procedural requirements and standards established by the district council; and

(2) may not impose:

(i) with respect to general delegation under subsection (c) of this section, a different requirement or standard than the requirements or standards that would apply if the district council had not delegated its authority to the municipal corporation; or

(ii) with respect to delegation in a revitalization overlay zone under subsection (d) of this section, a stricter requirement or standard than the requirements or standards that would apply if the district council had not delegated its authority to the municipal corporation.

(c) (1) This subsection applies to land in a municipal corporation in the regional district.

1 (2) The district council may delegate to the governing body of a municipal
2 corporation the powers of the district council regarding:

3 (i) design standards;

4 (ii) parking and loading standards;

5 (iii) sign design standards;

6 (iv) lot size variances and setback and similar requirements;

7 (v) landscaping requirements;

8 (vi) certification, revocation, and revision of nonconforming uses;

9 (vii) minor changes to approved special exceptions;

10 (viii) vacation of municipal rights-of-way; and

11 (ix) except as provided in paragraph (3) of this subsection, all
12 detailed site plans.

13 (3) The authority to delegate with regard to detailed site plans does not
14 apply to detailed site plans:

15 (i) for a zone that requires detailed site plan approval by the district
16 council;

17 (ii) that are required as a condition of approval of a zoning map
18 amendment or a preliminary plan of subdivision;

19 (iii) for which the approval of a conceptual site plan or a preliminary
20 plan of cluster subdivision is required; or

21 (iv) that are required for designated parcels as a specific condition of
22 a sectional map amendment.

(d) (1) This subsection applies to a revitalization overlay zone created by the district council.

(2) For any portion of a revitalization overlay zone in a municipal corporation, the district council may delegate to the governing body of a municipal corporation the powers of the district council regarding:

- (i) design standards;
- (ii) parking and loading standards;
- (iii) sign design standards;
- (iv) lot size variances and setback and similar requirements; and
- (v) landscaping requirements.

(3) The delegation of powers under paragraph (2) of this subsection may not impede a development that meets the requirements the district council sets for the revitalization overlay zone.

(4) For any portion of a revitalization overlay zone not within a municipal corporation, the district council may authorize the county planning board to approve:

- (i) departures from parking and loading standards;
- (ii) departures from design standards; and
- (iii) any variance from the zoning laws.

25–304.

(A) IN THIS SECTION, “QUALIFYING MUNICIPAL CORPORATION” MEANS A MUNICIPAL CORPORATION IN THE REGIONAL DISTRICT IN THE COUNTY THAT HAS A POPULATION OF AT LEAST 15,000 ACCORDING TO THE MOST RECENT UNITED STATES CENSUS.

(B) (1) SUBJECT TO PARAGRAPHS (2) AND (3) OF THIS SUBSECTION, A

1 GOVERNING BODY OF A QUALIFYING MUNICIPAL CORPORATION MAY BY
2 RESOLUTION EXERCISE THE POWERS OF THE COUNTY PLANNING BOARD, THE
3 ZONING HEARING EXAMINER FOR THE COUNTY, OR THE DISTRICT COUNCIL TO MAKE
4 LAND USE DECISIONS RELATING TO ANY LAND WITHIN THE CORPORATE LIMITS OF
5 THE MUNICIPAL CORPORATION.

6 (2) WHEN EXERCISING THE POWERS AUTHORIZED UNDER
7 PARAGRAPH (1) OF THIS SUBSECTION, THE GOVERNING BODY OF A QUALIFYING
8 MUNICIPAL CORPORATION SHALL BE SUBJECT TO THE SUBSTANTIVE AND
9 PROCEDURAL REQUIREMENTS AND STANDARDS ESTABLISHED IN THE COUNTY
10 ZONING LAW, INCLUDING THE REGULATIONS AND MAPS.

11 (3) THE POWERS GRANTED UNDER THIS SECTION DO NOT AUTHORIZE
12 A GOVERNING BODY OF A QUALIFYING MUNICIPAL CORPORATION TO:

13 (I) AMEND THE COUNTY ZONING LAW; OR

14 (II) ADOPT A MUNICIPAL ZONING LAW.

15 (4) WITHIN 30 DAYS AFTER THE DATE OF ADOPTION OF A
16 RESOLUTION UNDER PARAGRAPH (1) OF THIS SUBSECTION, THE GOVERNING BODY
17 OF A QUALIFYING MUNICIPAL CORPORATION SHALL SUBMIT A COPY OF THE
18 RESOLUTION TO THE DISTRICT COUNCIL.

19 (C) A PARTY OF RECORD TO AN ACTION OF A GOVERNING BODY OF A
20 QUALIFYING MUNICIPAL CORPORATION UNDER THIS SECTION MAY SEEK JUDICIAL
21 REVIEW OF THE FINAL DECISION OF THE GOVERNING BODY TO THE CIRCUIT COURT
22 FOR PRINCE GEORGE'S COUNTY.

23 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect
24 October 1, 2024.

Department of Legislative Services
Maryland General Assembly
2024 Session

FISCAL AND POLICY NOTE
First Reader

House Bill 170 (Delegate Williams)
Environment and Transportation and
Appropriations

State Finance - Prohibited Appropriations - Magnetic Levitation Transportation System

This bill prohibits the State (or any unit or instrumentality of the State) from using any appropriation for a magnetic levitation (Maglev) transportation system located or to be located in the State. The bill does not apply to expenditures for the salaries of personnel assigned to review permits or other forms of approval for a Maglev transportation system. **The bill takes effect June 1, 2024.**

Fiscal Summary

State Effect: No immediate effect. There are no current plans to appropriate funding for a Maglev system; however, the bill could have an effect on any future Maglev project.

Local Effect: No immediate effect.

Small Business Effect: None.

Analysis

Current Law: None directly relevant. For information on the status of Maglev transportation projects in the State, please see the **Appendix – Magnetic Levitation Transit Systems in Maryland.**

Additional Information

Recent Prior Introductions: Similar legislation has been introduced within the last three years. See SB 50 and HB 106 of 2023; SB 359 and HB 326 of 2022; and SB 188 and HB 63 of 2021.

Designated Cross File: SB 79 (Senator A. Washington) - Budget and Taxation and Education, Energy, and the Environment.

Information Source(s): Maryland Department of Transportation; Anne Arundel, Baltimore, and Prince George's counties; Department of Legislative Services

Fiscal Note History: First Reader - January 12, 2024
rh/lgc

Analysis by: Richard L. Duncan

Direct Inquiries to:
(410) 946-5510
(301) 970-5510

Appendix – Magnetic Levitation Transit Systems In Maryland

Magnetic Levitation Trains – Generally

Unlike traditional steel wheel trains that travel along rails, magnetic levitation (Maglev) trains use superconducting magnets to levitate train cars. Magnets attached to the train interact with magnets along rails within a concrete guideway to propel the train. The U.S. Department of Energy (DOE) reports that a Maglev train can travel at speeds of up to 375 miles per hour with very little turbulence compared to steel wheel trains. DOE also notes that Maglev trains are safer than traditional trains; for example, traditional train derailments that result from cornering too quickly are nearly impossible. Several countries have implemented Maglev train systems, including Germany, Japan, and South Korea, and many others have explored the prospects of doing so.

History of Maglev in Maryland

The federal Transportation Equity Act for the 21st Century (TEA-21), which was signed into law in 1998, authorized federal funding to implement a Maglev system in the United States. Funding through TEA-21 lapsed in 2003, and although the Act did not result in the implementation of a Maglev system, several states explored the costs and benefits of doing so. Maryland was particularly interested because a Maglev system could significantly reduce the travel time between Baltimore City and the District of Columbia.

The Maryland Department of Transportation (MDOT) began to devote funding to the development and evaluation of a Maglev system in fiscal 2001. At that time, the Federal Railroad Administration (FRA) and MDOT commenced the Environmental Impact Study (EIS) for the project, which is required by the National Environmental Policy Act.

The final EIS was never published, however, because State legislation enacted in 2003 and 2004 prohibited the funding of a Maglev project following the final report of the Task Force to Evaluate the Development and Construction of a Magnetic Levitation Transportation System. In its final report, which was issued in 2003, the task force noted that, among other challenges, a significant amount of funding would be required to implement a Maglev system in Maryland. As a result, during the 2003 session, the General Assembly prohibited spending any State funds to study, develop, or construct a Maglev system and required the enactment of legislation prior to any agreement to construct or operate such a system. During the 2004 session, these provisions were modified to prohibit any State or federal funding for any phase of a Maglev project after

July 1, 2005. The Budget Reconciliation and Financing Act of 2011, however, repealed these prohibitions.

Current Status of Maglev in Maryland

The Baltimore-Washington Superconducting Magnetic Levitation (SCMAGLEV) Project, which has been proposed by a private company, is a proposed Maglev train system between Baltimore City and the District of Columbia, with an intermediate stop at the Baltimore Washington International Thurgood Marshall Airport. In 2016, MDOT was awarded \$27.8 million by FRA to conduct the required EIS, and in January 2021, [the draft EIS](#) for the project was released. However, the environmental review and permitting process for the project has been put on hold by FRA, and there is no current timeline for the completion of that process. Additional information about the project can be found on the [Baltimore-Washington SCMAGLEV Project Website](#).

AT-A-GLANCE: LEGISLATIVE BILL REVIEW

Bill	Sponsor	Title	Status	Position	Synopsis
HB0641	Williams	Election Law - Curbside Voting	In the House - Hearing 2/15 at 1:00 p.m.		Requiring each local board of elections, at least 6 months prior to each statewide primary election, to designate an outside location for curbside voting, subject to the approval of the State Board; requiring a local board to take into account certain factors when determining a location for curbside voting; and establishing requirements governing curbside voting, including requirements related to the designation of curbside voting locations and how to vote at a curbside voting location.
HB0309 (SB0015)	Healey	Cooperative Housing Corporations - Dispute Settlement	In the House - Hearing 2/13 at 1:00 p.m.		Altering procedures for the dispute settlement mechanism under the Maryland Cooperative Housing Corporation Act; and applying the Act prospectively.
HB0389 (SB0514)	Washington/Healey	State Highways - Sidewalks and Bicycle Pathways - Maintenance and Repair	In the Senate - Hearing 2/22 at 1:00 p.m.		Repealing a requirement that a political subdivision maintain and repair certain sidewalks constructed by any developer of an industrial, commercial, or apartment area along a highway maintained by the State Highway Administration; and repealing a requirement that a political subdivision maintain and repair sidewalks and bicycle pathways constructed or reconstructed as part of the construction or reconstruction of an urban highway or in response to the request of a local government.

AT-A-GLANCE: LEGISLATIVE BILL REVIEW

SB0085	Washington	Corporations and Associations - Limited Worker Cooperative Associations - Authorization (Maryland Limited Cooperative Association Act)	In the Senate - Hearing 2/07 at 2:00 p.m.		Authorizing the formation of limited worker cooperative associations; and establishing rules and procedures for the formation, governance, conversion, and dissolution of limited worker cooperative associations.
SB0141 (HB0199)	Washington	Multifamily Dwellings - Smoking Policies	In the Senate - Hearing 1/30 at 1:00 p.m.		Requiring the governing body of a common ownership community to develop a smoking policy if the property subject to the control of the governing body is a multifamily dwelling.
SB0155 (HB0212)	Washington	Vehicle Laws - Noise Abatement Monitoring Systems – Authorization	In the Senate - Hearing 1/31 at 1:00 p.m.		Authorizing the use of noise abatement monitoring systems in Anne Arundel County, Montgomery County, and Prince George's County to enforce certain motor vehicle noise requirements; etc.
SB0515	Washington	Elections - Voter Registration Age – Alteration	In the Senate - Hearing 2/27 at 1:00 p.m.		Altering, from 16 years old to 15 years and 9 months old, the age at which an individual may register to vote.

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Tim George

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 60 minutes (8:15 - 9:15 pm)

Subject:

Presentation of Draft Electric Vehicle Plan

Suggested Action:

Reference: Electric Vehicles and Fleet Electrification Plan

Enclosed in the Council packet is the Electric Vehicle Fleet Plan. This plan aims to move the City of Greenbelt away from internal combustion engine (ICE) vehicles and equipment to reduce our carbon footprint and be more environmentally sustainable. Also, this plan presents a multi-year effort in terms of charging infrastructure and vehicle and equipment replacement. This effort is planned over the next ten years, as the City budget and EV technology allow.

Also, in this plan, vehicles and equipment will be converted to EV/electric on their regular replacement schedule as supported by the City's annual operating budget. The City will continue to seek grants and other state and federal funding to supplement City resources, understanding that the primary source of funds will come from the General Fund.

Finally, this Plan is focused on City vehicles and equipment and City-facing EV infrastructure. The City's Green Team developed an EVIPG document, "Electric Vehicle Infrastructure: A Plan for Greenbelt," November 23, 2021, that focuses on public-facing charging capacities. Where this plan has provided recommendations to the City for city-facing infrastructure or EV conversion, those recommendations have been incorporated into this Plan.

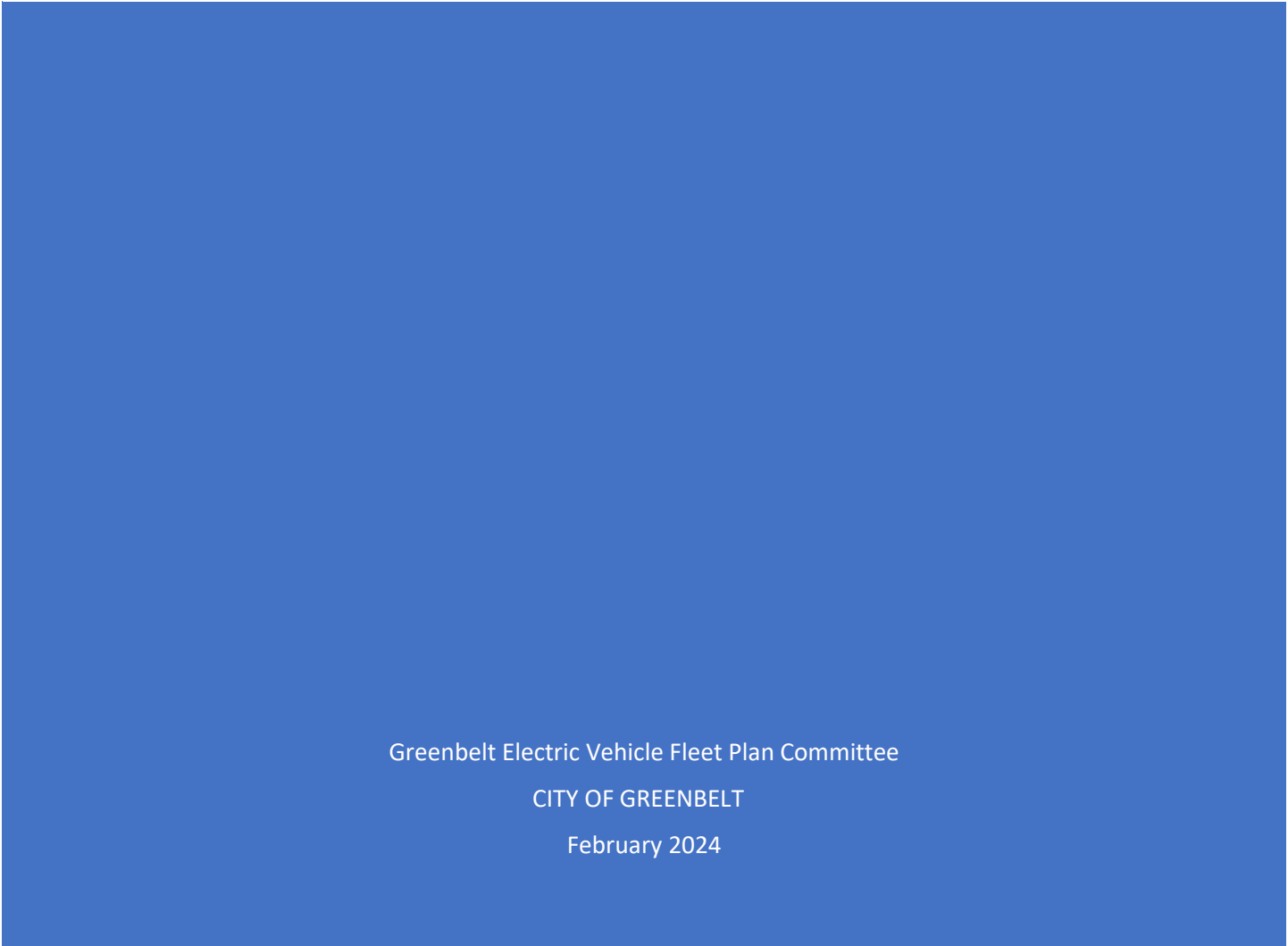
Timothy George, Assistant City Manager, will present this plan to the City Council.

Attachments:

[City of Greenbelt Electric Vehicles and Fleet Electrification Plan Final Draft, 2-12-24.pdf](#)



Fleet and Equipment Electrification Plan



Greenbelt Electric Vehicle Fleet Plan Committee

CITY OF GREENBELT

February 2024

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Preface – Common Terminology and Electric Vehicle (EV) Basics

This section presents common terms and acronyms used when describing Electric Vehicles (EVs)

Battery Electric Vehicle (BEV) are vehicles only powered by a battery rather than an internal combustion engine (ICE). The vehicle's internal battery is charged from an external EVSE charger.

Hybrid Electric Vehicle (HEV): A vehicle with an internal combustion engine (ICE) which runs on gasoline or diesel. The vehicle has a regenerative braking system which captures energy as it slows down, stores it in a small battery, and then uses it to provide a boost to the vehicle upon subsequent acceleration. All power for the vehicle originates from gasoline or diesel. The hybrid technology only serves to improve fuel efficiency. An example of this vehicle would be a Toyota Prius.

Plug-in Hybrid Electric Vehicle (PHEV) contain both a battery for all-electric driving (which can be charged from an external power source) and a gasoline engine. The term “**electric vehicle**” (EV) frequently refers to only BEVs, but can sometimes be used to refer to PHEVs as well since even though PHEV batteries are much smaller than BEVs, PHEVs can be charged just like BEVs

Electric Vehicle Supply Equipment (EVSE) is used to supply power to an EV. An EVSE is sometimes colloquially called a “**charging station**.” Charging stations can be either mounted on a wall (e.g. in a garage in a home) or mounted on a free-standing pedestal (e.g. at a public EVSE).

- Public-facing – EVSE charging stations that are open to the public. These facilities are typically operated by a third party for a fee.
- City-facing – EVSE charging stations for the exclusive use of the city for city vehicles and equipment. The electric fee for usage is included in the department's annual operation budget.

There are three classes of EVSE devices:

Level 1 (L1) chargers, which are based on a standard 120-volt(V) circuit;

Level 2 (L2) chargers, which are based on a 240V circuit (typical of that used by a standard household clothes dryer); and

Direct Current Fast Chargers (DCFC). DCFC EVSEs are sometimes called level 3 (L3) chargers. DC fast chargers require a 480V circuit.

L1 chargers typically charge at 12-amperes, or around 1.5kW. Thus, to fully charge a 75kWh EV battery using an L1 EVSE can require up to 50 hours (battery capacities in EVs vary widely between manufacturers and models, and determine the driving range of a particular vehicle as well as the time needed to recharge.)

L2 chargers typically charge at around 30A, or 7.5kw. Thus, an L2 charger can fully charge a 75kw-hr EV in around 5-10 hours, corresponding to a typical overnight charging session, again depending on battery size and transmission rate. L2 chargers are also called “**destination chargers**” since they are suitable for overnight or day-long charging.

DCFCs “Level 3 Fast Chargers” are needed for charging while on long-distance travel and where a short-duration, high-rate charging session is needed. a DCFC can charge at rates ranging from 50kw to 250kw

and can fully charge a car in approximately 30 to 60 minutes. Circuits of this capacity are generally only available at commercial sites and not available in residential applications.

Because of the long charging times required for L1 chargers (20-40 hours) this type of charger is not a preferred option unless a 240v circuit is not available. Level 2 chargers will charge in one-quarter of the time and are typically available and can be easily installed in locations such as homes, apartments, or shopping centers. L2 chargers are a preferable choice in situations where an EV owner can leave the car either overnight or for a longer time during the day (e.g., at a work location).

There are currently four different connector plugs in common use. For L1 and L2 charging in North America, most EVs have a connector type called “**J1772**.” For DCFC charging, EVs other than Tesla vehicles use a plug called a “**combined charging system**” (**CCS**). Some EVs manufactured by Nissan use a “**CHAdemo**” connector for all levels of charging. EVs manufactured by Tesla use a proprietary connector provided by the manufacturer. Aftermarket adapters can be purchased to use Tesla connectors with non-Tesla cars (and vice versa).

Section 2. Introduction and Purpose

The purpose of this Electric Vehicle Fleet Plan is to move the City of Greenbelt away from internal combustion engine (ICE) vehicles and equipment to reduce our carbon footprint to be more environmentally sustainable. An overarching construct is that this plan presents a multi-year effort, both in terms of charging infrastructure as well as vehicle and equipment replacement. It will not be financially feasible to replace the full fleet in the next 2-3 years. This effort is planned to occur over the next 10 years, again, as the City budget and EV technology allows. Another key assumption in this plan is that vehicles and equipment will be converted to EV/electric on their regular replacement schedule as supported by the City's annual operating budget. The City will continue to seek grants and other state and federal funding to supplement City resources, with the understanding the primary source of funds will come from the General Fund. Finally, this Plan is focused on City vehicles and equipment and City-facing EV infrastructure. The City's Green Team developed a EVIPG document "Electric Vehicle Infrastructure: A Plan for Greenbelt", November 23, 2021 that focuses on public-facing charging capacities. Where this plan has provided recommendations to the City for city-facing infrastructure or EV conversion, those recommendations have been incorporated into this Plan.

A key first in developing an Electric Vehicle Fleet Plan is to evaluate our current fleet, operations and replacement schedule. This inventory will be important in setting the course forward. The full fleet is evaluated every year by Public Works and Greenbelt Police senior staff prior to and during the budget preparation process. However, EV technologies are changing so fast that it is not feasible to identify the replacement vehicles more than one to two years in advance. Because of this, decisions regarding the acquisition of EVs, and replacement of corresponding gasoline vehicles, will be made annually based on vehicle equipment availability and budget support. Similar considerations will be made for equipment.

The Greenbelt Electric Vehicle Fleet Plan Committee has identified the following key steps in implementing Greenbelt's fleet electrification program.

- Step 1. Develop an inventory of the equipment, including fleet and other equipment. Include in the inventory a projection of when each vehicle/piece of equipment will need to be replaced. As a part of the annual budget process, Public Works senior staff and fleet managers, along with the relevant department Directors, identifies vehicles and equipment that are ready to be replaced.
- Step 2. Site Planning for Charging Stations and Preliminary Assessments. Public Works and the Department of Planning and Community Development have identified locations where charging stations could be placed, taking into account available parking spaces, proximity to EV users and access to power. Note for the purposes of this plan, charging station locations are for city-facing infrastructure.
- Step 3. Develop Cost Estimates. Cost estimates for new electric vehicles, equipment and charging stations will be developed for budgetary purposes for the next two budget cycles. Beyond that, the plan will identify vehicles/equipment replacement by year Procurement, Legal, and Technical Support to Purchase EVs and EVSE might be needed.
- Step 4. Identify Funding Sources. The City's Grants Coordinator will work with DPW and other departments to identify potential grant and other funding sources beyond the City's general fund budget. This will include county, state and federal funding opportunities.

- Step 5. Installation of Charging Infrastructure. A charging infrastructure plan and schedule will be developed to ensure that the proper EVSE is installed and available to coincide with the acquisition of EVs.

Each step is discussed in further detail below.

DRAFT

Section 3. Inventory of Vehicles and Equipment and Projection of Replacement

I. Inventory of Vehicles (Fleet)

The biggest impact on reducing the City’s carbon footprint and combustion engine use is in the vehicle fleet. Currently, there are over 160 vehicles in the City’s fleet, with the majority of those vehicles in Public Works (70) and the Police Department (78). Department of Public Works is currently building an inventory of the combustion engine-powered vehicles and equipment that will be considered for replacement with electric vehicles or equipment noting any vehicles at or near retirement age, making them strong near-term candidates for EV conversion. Due to the scope of this project, Public Works is currently working with Maryland Energy Advisors to complete this inventory. The anticipated timeline for completing the inventory is May, 2024. This program is described in greater detail below. DPW and PD fleet managers are consulted year to year to find the best option to replace vehicles or equipment and this input will be included in the planning process.

The table below presents the staff’s current recommendations for replacement, subject to budget availability, for vehicle replacement over the FY2024-FY2027 period. For each vehicle, the replacement cost for a vehicle with an internal combustion engine (ICE) and electric vehicle (EV) is provided. Staff recommendation on converting each vehicle to EV is provided in the last column.

DPW Fleet Conversion List – 2024-2027					
Vehicle Number	Vehicle Description	Department	2024 Replacement Cost - ICE	2024 Replacement Cost - EV	EV Swap?
405	Ford F-150	DPW	\$ 20,100	\$ 60,000	Y
621	Case FE Loader	DPW	\$ 155,100	\$250,000	N
300	Ford Escape Hybrid	Rec	\$ 29,000	\$ 30,000	Y
263	Freightliner w/18cy packer (ARPA)	DPW	\$ 174,100	\$600,000	N
146	F550 Aerial Lift	DPW	\$ 52,800	NA	N
465	Ford Stake Body	DPW	\$ 58,400	NA	N
469	Ford 750 2T Dump	DPW	\$ 93,800	NA	N
152	Chevy 2500 Cargo Van	DPW	\$ 22,300	\$ 55,000	Y
211	Polaris GEM Electric Truck	DPW	n/a	\$ 24,999	Y
264	Freightliner w/25cy packer	DPW	\$ 379,900	\$ 500,000	Y
443	Kubota ZD331 Zero Turn Mower	DPW	\$ 17,400	\$ 25,000	Y
726	Ford Fusion Hybrid	GPD	\$ 32,000	\$35,000	Y
118	Ford F350 Crew Cab	DPW	\$ 39,300	NA	N
126	Ford 750 2T Dump	DPW	\$ 94,900	NA	N
409	Ford F250 Pickup	DPW	\$ 36,500	NA	N
104	Ford Explorer	DPW	\$ 33,500	\$45,000	Y
402	Ford F250 Pickup	DPW	\$ 33,200	NA	N

Where “NA” is entered under the EV column, that vehicle is not currently available in an all-electric model. Research shows that super-duty pick-up trucks and heavy-duty dump trucks will not be available until 2030-2035 as GM and Ford continue to develop and test these platforms.

The vehicles in the table below are currently scheduled for replacement between FY2028 and FY2031 and represent the extended list of vehicle replacements in our Replacement Fund table. As we are 3-4 years away from FY2028, it is not practical to estimate the replacement cost in either ICE or EV powertrains. The table is meant to illustrate the vehicle replacements anticipated when we look longer range.

DPW Fleet Conversion List – 2028-2031		
Vehicle Number	Vehicle Description	Department
121	Ford F250 Pickup	DPW
197	Dulevo Street Sweeper	DPW
266	Freightliner w/25cy packer	DPW
458	Ford F250 Pickup	DPW
436	John Deere Tractor	DPW
2	Dodge Grand Caravan	Admin
727	Chevy Bolt (discontinued)	Planning
154	Ford Transit Cargo	DPW
213	Chevy Silverado Pickup	DPW
459	Ford 550 Dump	DPW
504	Intra-city Bus	DPW
728	Chevy Bolt (discontinued)	Planning
105	Chevy Bolt (discontinued)	DPW
120	Skid Steer	DPW
159	Ford F150	DPW
460	Leaf Vac	DPW
106	Chevy Bolt (discontinued)	DPW
123	Ford 550 Dump	DPW
114	Ford 3/4ton pickup	DPW
129	Case Backhoe	DPW
155	Cargo Van	DPW
310	Cargo Van	Rec
401	Ford F150	DPW
411	Ford F250 Pickup	DPW
468	Wood Chipper	DPW

Clean Fuels Technical Assistance (CFTA) Program

The Clean Fuels Technical Assistance (CFTA) Program aims to provide eligible local government and municipal fleets with technical assistance as they consider alternative transportation fuel options. Through CFTA, a technical assistance contractor, ICF, employed by MEA is tasked to work directly with eligible fleets, selected via an application process, for the purpose of developing potential alternative fuel fleet strategies for on-road light-, medium-, and heavy-duty vehicles. Possible alternative fuels for evaluation include electricity, ethanol, hydrogen, natural gas, propane, and other biofuels. The participating local government or municipal fleet chooses their preferred fuel for technical evaluation. This assessment includes vehicle electrification recommendations, an economic analysis of vehicle electrification, an emissions analysis of electrification recommendations, an overview of charging infrastructure needed to support the electrification recommendations, and best practices based on the City's primary concerns.

The City has entered into a contract with ICF, a global consulting and technology services provider, to develop a fleet assessment as part of Pepco's EVsmart program. The assessment will provide a fully customized report that will help the City analyze our conditions and unique needs, understand data about how EVs will impact our fleet, and provide solutions. The City will also gain access to additional financial incentives through the EVsmart program. The report is on track to be completed by May 2024.

II. Inventory of Other Equipment

In addition to inventorying the City's vehicular fleet, this plan will also identify key pieces of equipment, both vehicular and hand-held, used by Public Works with the potential to be replaced by electric/battery alternatives. These will include non-roadworthy vehicles/equipment and lawn tractors as well as handheld equipment and other combustion-engine (ICE) based tools (blowers, chainsaws, lawn mowers, etc.) that have battery-powered alternatives.

Public Works has already begun introducing EV and battery-power equipment into their operations. This includes blowers, lawnmowers, trimmers and chainsaws. In general, battery-powered equipment are used on smaller projects with shorter durations. At this time, the operating time of battery-powered equipment is not sufficient for "all-day" use. As battery technology continues to improve and battery-powered equipment becomes more commercially viable, Public Works will move additional ICE equipment to EV/battery-powered alternatives.

III. Projection of Replacement Combustion-engine Vehicles and equipment to EV/Electric

While EV technology and battery efficiency is improving daily, there are still vehicle applications for which EVs have not yet been proven successful and reliable. As noted above, the CFTA analysis will provide guidance and recommendations on a replacement schedule for the vehicles in our fleet. It is also important for Greenbelt and this plan, to consider the integration of fully electric vehicles for the use of police patrol activities. EVs and PHEVs are suitable for command staff, detectives, animal control and parking enforcement and the Greenbelt Police Department has already deployed 27 hybrid vehicles in its fleet. At the time of this draft plan, EVs for regular police patrol have not been proven effective and the

options for police platform EVs is limited. This plan does recognize that police departments around the country have begun to test EVs in their daily patrol operations. There are a number of police package-EV platforms that are under development and expected to come to market in the next year. These include the Chevy Blazer EV, Ford Lightning, and Ford Mach-e. It is recommended that the Greenbelt Police Department develop a 'pilot' program to evaluate one or more EVs for use as police patrol vehicles. This should include research of other law enforcement organizations nationwide regarding the implementation of EVs.

DRAFT

Section 4. EVSE Infrastructure: Siting Planning, Charging Needs and Preliminary Assessments

This section will cover the EVSE infrastructure needed to charge the EVs that are proposed to be added to our fleet. Similar to the phasing of the EV acquisitions, new EVSE facilities will be added as the EV demand requires. This section will also briefly address the charging infrastructure needed by the new handheld battery-powered equipment.

I. Inventory of Existing and Planned EVSE Facilities

The City of Greenbelt has been focused on adding EVSE infrastructure for several years, with the first efforts focused on public-facing chargers. The City's Green ACES and Green Team drafted a report with recommendations for locations, sizes and processes for providing those chargers. Although that report was primarily focused on public-facing charging facilities, it does provide a series of recommendations for the City with respect to City vehicles and charging facilities. While the public-facing chargers will be briefly described below, the focus of this plan is to provide City-facing EVSE facilities to support the electrification of our fleet.

Public-facing EVSE Facilities. Currently, there are six (6) public-facing Level 2 chargers and 1 DCFC in Greenbelt. These chargers are located in Schrom Hills Park (4), Spring Hill Lake Recreation Center (2) and at the Municipal Building (1). The units at both Schrom Hills Park and SHLRC were installed, by PEPCO in 2021 and are owned, maintained, and operated by PEPCO. The current cost to users is \$0.18/kWh. Additional public-facing EVSEs are planned for Buddy Attick Park and adjacent to the Greenbelt Library/Community Center, with the latter project currently under development.

The DCFC is located adjacent to the Municipal Building in central Greenbelt. This charger has plugs for both SAE Combo (CCS) and CHAdeMO public fast charging. It has been operating since October 2017. Electric Vehicle Institute (EVI) of Baltimore paid for, owns, and installed the charger and provides for its billing and maintenance. The City of Greenbelt and EVI share in the revenue. The charging revenue structure is meant for the City to "break even".

City-facing EVSE Facilities. At the time of this report, the City had six (6) L2 chargers available for City vehicles. These chargers consist of three double-pole chargers and are located in the Department of Public Works (DPW) yard. The additional EVSE facilities planned for the Greenbelt Library/Community Center will have both public-facing and City-facing chargers

Proposed charging stations – infrastructure needs assessment

With the help of Public Works Facility Manager, DPW Director, Sustainability Coordinator, and Planning staff several locations were identified for future EVSEs.

- Parking lot near the Library (behind the Community Center), electricity can be taken from a pole, and parking spaces are available) (under development).
- Parking lot at Buddy Attick Park, a conduit was established with the recent lot renovations, electricity can be taken from a pole, parking spots along the conduit can be used.

- Parking lot in front of the Aquatic and Fitness Center, electricity can be taken from the Fitness Center, parking spots adjacent to the handicapped ones can be used.
- Parking lot behind the Food COOP, near the shed used for tools by PUBLIC WORKS employees, electricity can be taken from the shed, and parking spots near the dumpster can be used.
- Parking lot behind the Police Station, near Animal Control.

EVIPG recommends the City pursue partnership opportunities. Some ideas include:

- Hosting a Tesla Supercharger Site (now that conversion kits can be purchased and anyone can charge at a Tesla station).
- Installing a parking Lot Solar Canopy.
- Installing EVSEs on street light circuits owned by the City (at select parking lots) and working with third-party developers.

Once the fleet has been evaluated for electrification opportunities through the ICF study, the EV Planning Committee will identify locations for additional electric vehicle supply equipment (EVSE) installations and evaluate the site's existing infrastructure and the infrastructure fleet EVs will require.

Next Steps

As noted above the ICF report will be delivered the City in May 2024. The EV Planning Committee will review the findings and begin moving forward on infrastructure planning and developing a replacement schedule and Part 2 of this EV Plan. Key components of the follow-on work will include the following.

- Developing a replacement schedule in junction with City budgetary planning
- Identifying EVSE locations and developing an installation schedule
- Developing cost estimates, by Phase, for Vehicle and Infrastructure
- Identifying funding sources to supplement the City budget

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: OTHER BUSINESS 60 minutes (8:15 - 9:15 pm)

Subject:

Meetings

Suggested Action:

Closed Session: Tonight, the City Council will hold a closed session, immediately following the Council Meeting, in the Council Chambers, to consider the acquisition of real property for a public purpose and matters directly related thereto. The following motion is required to move into a closed session: I move that Council go into Closed Session in accordance with Section 3-305(b)(3)(8) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland: 1) to consider the acquisition of real property for a public purpose and matters directly related thereto; and 2) to consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting will be to 1) consider the acquisition of real property for a public purpose and matters directly related thereto; and 2) to consult with staff, consultants, or other individuals about pending or potential litigation.

Attachments:

[meetings.pdf](#)

[Closed Session Notice.pdf](#)

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



2/9/2024 4:19 PM

City Council Meetings & Work Sessions
February – March

Regular Meeting	Mon.	02/12	7:30 pm
Special Meeting/Closed Session – Real Estate and Consult with Staff on Pending Litigation	Mon.	02/12	Following R.M.
No Meeting	Wed.	02/14	
Tour of City Facilities	Thurs.	02/15	9:00 am - Noon
No Meeting – Presidents' Day	Mon.	02/19	
Tour of Franklin Park at Greenbelt Station	Tues.	02/20	3:30 pm
Work Session – Franklin Park at Greenbelt Station (stakeholder)	Wed.	02/21	7:30 pm
Regular Meeting	Mon.	02/26	7:30 pm
Work Session – Religious/Spiritual Organization	Wed.	02/28	7:30 pm
Work Session – TBD	Mon.	03/04	7:30 pm
Work Session – Economic Development	Wed.	03/06	7:30 pm
NLC Congressional Cities Conference (DC)	Mon. – Wed.	03/11 - 03/13	
Regular Meeting	Mon.	03/11	7:30 pm
Advisory Board Interview	Wed.	03/13	7:10 pm
Work Session – Northway Fields Security Improvement	Wed.	03/13	7:30 pm
Work Session – Board of Elections (tentative)	Mon.	03/18	7:30 pm
Greenbelt Mid-Session Legislative Dinner (Annapolis)	Wed.	03/20	6:00 pm
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

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



2/9/2024 4:19 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
Prince George's County Council
WSSC (*March/April*)
Bureau of Engraving and Printing
Beltway Plaza (stakeholder)
Greenbelt Access TV
Reparations Commission (*April 3rd*)
Greenbelt Center HOAs/COAs (*May 1st*)
Council Retreat Follow-Up
Greenbelt Cinema

For later scheduling:

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

CITY OF GREENBELT, MARYLAND

25 CRESCENT ROAD, GREENBELT, MD 20770



CITY COUNCIL

Emmett V. Jordan, Mayor
Kristen L.K. Weaver, Mayor Pro Tem
Amy E. Knesel
Danielle P. McKinney
Jenni A. Pompei
Silke I. Pope
Rodney M. Roberts

OFFICIAL NOTICE

In accordance with Section 3-305(b)(3)(8) of the General Provisions Article of the *Annotated Code of the Public General Laws of Maryland*, a closed session of the Greenbelt City Council will be held on Monday, February 12th, 2024, in the Council Chamber of the Municipal Building immediately following the Regular Council Meeting: 1) to consider the acquisition of real property for a public purpose and matters directly related thereto; 2) to consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting will be to 1) consider the acquisition of real property for a public purpose and matters directly related thereto; and 2) to consult with staff, consultants, or other individuals about pending or potential litigation.

**** The public may attend the Special Meeting prior to the closed session, and observe the vote of Council to move into closed session on Monday, February 12th, 2024.***

Bonita Anderson
City Clerk

A NATIONAL HISTORIC LANDMARK

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

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: OTHER BUSINESS 60 minutes (8:15 - 9:15 pm)

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													
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														
Twice a Year															
County Council Person and At Large Members	5/23														
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: February 12, 2024

Submitted by: Bonita Anderson

Submitting Department: Finance

Item Type: Presentations

Agenda Section: OTHER BUSINESS 60 minutes (8:15 - 9:15 pm)

Subject:

Acceptance of the FY2023 City Annual Audit

Suggested Action:

The City Manager, the City Treasurer, and the Finance Manger recommends Council accepts the FY 2023 audited financial statements as prepared by the Mitchell Titus auditing firm. Mitchell Titus will be in person to present a summary of procedures and findings related to the audited financial statement for fiscal year ending June 30, 2023, which covers the period of July 1, 2022, through June 30, 2023.

Mitchell Titus has worked with City staff for several months to receive and review a host of financial information needed to conduct the annual audit for FY2023—for the first time. A short presentation is being prepared to highlight the summary of audit results, required communications and other matters and information about the core Mitchel Titus audit team.

It is recommended that the City Council accepts the FY2023 City Annual Audit Report.

Attachments:

[City_of_Greenbelt_AR_AUDITPresentation.pdf](#)



City of Greenbelt, Maryland 2023 audit results

Presentation to the Mayor and Members of the City Council

January 22, 2024



January 22, 2024

Mayor and Members of the City Council
City of Greenbelt, Maryland

Dear Mayor and Members of the City Council,

We have audited the basic financial statements of the City of Greenbelt, Maryland (the City) as of and for the year ended June 30, 2023. Professional standards require that we advise you of audit matters that are, in our professional judgment, significant and relevant to those charged with governance in overseeing the financial reporting process. This communication is intended to provide you with these required communications as well as other findings and information regarding our audit.

This communication is intended solely for the information and use of the Council members and management of the City, and is not intended to be, and should not be, used by anyone other than these specified parties.

We are pleased to work with you and the City and appreciate the opportunity to present our audit findings to you. Should you have any questions or are interested in further discussing matters reflected in our presentation or other items pertaining to the audit, please contact Daniel Kenney, Engagement Partner, at 202 466-0169.

Very truly yours,

Mitchell Titus, LLP

200 East Pratt Street
Baltimore, MD 21202
T +1 410 385 5200
F +1 410 385 5201
mitchelltitus.com

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Audit highlights

An overview

Scope of services summary:

- Express opinions on, and report to the City of Greenbelt, Maryland (the City), the results of our audit of the governmental activities, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2023, and the related notes to the basic financial statements, which collectively comprise the City's basic financial statements, in accordance with accounting principles generally accepted in the United States of America.

Engagement status:

- The 2023 basic financial statement audit has been completed and we issued unmodified opinions on the basic financial statements.

Comments on the City's internal controls:

- We considered internal controls for the purpose of determining our audit procedures but not to express an opinion on internal controls. We did not identify any deficiencies in internal controls that we consider to be significant deficiencies or material weaknesses.

Nonattest services:

- We have prepared the basic financial statements of the City in conformity with U.S. GAAP based upon information provided by the City; however, we did not assume management's responsibilities on behalf of the City regarding those services.

Audit highlights *(continued)*

Our audit approach was based on the following phases:

- **Planning** — We established our understanding of management's audit needs, expectations and service delivery requirements, including communication protocols, to help us define the scope of our services.
- **Strategy and risk assessment** — We gained an understanding of the current and emerging developments that may affect your business risks and internal control environment, as well as financial reporting requirements. Our goal was to identify business risks and to link those risks to financial statement implications. We documented our understanding over the City's significant financial processes using narratives and confirmed our understanding of the processes by performing walkthroughs.
- **Execution of a customized approach** — Our approach to performing the audit was collaborative. We believe that leading practices in conducting an efficient and effective audit result from management's active participation in the audit planning process. The insights gained through our risk assessment procedures enabled us to establish customized procedures based on your significant accounts, disclosures and classes of transactions, as well as our assessment of risk of error or fraud. Our procedures included tests of internal controls, substantive tests of details of significant account balances and transactions and analytical procedures.
- **Continuous communication** — We worked hard to provide frequent, transparent communication regarding the planned effort, scope and any audit findings, making every possible effort to avoid surprises. Our reporting to management was based on the requirements of your financial calendar and the financial statement close process.
- **Conclusion and reporting** — The conclusion of our audit consists of the quality control procedures that we have instituted before issuing the basic financial statements and the related independent auditor's report. We worked with you to produce the basic financial statements so that they were issued by the mutually agreed-upon date. Upon completion of the audit, we issued our opinion on the City's basic financial statements. This document provides the formal required communications to management and the Members of the City Council.

Core team members

Name	Title	Phone	Email
Daniel Kenney	Engagement Partner	202 466 0169	DKenney@mitchelltitus.com
Paul Geraty	Concurring Reviewer	202 466 0171	PGeraty@mitchelltitus.com
Tiwa Turton	Manager	202 466 0177	TTurton@mitchelltitus.com
Lisa Conti-Bacon	Supervisor	912 308 8744	LConti-Bacon@mitchelltitus.com
Kristina Pasteur	Staff	202 466 0167	KPasteur@mitchelltitus.com

Summary of audit results

Critical accounting policies, estimates and areas of audit emphasis Basic financial statement accounts and disclosures

Financial statement account or area of emphasis	Summary of procedures and findings
Revenue recognition	We confirmed revenue and performed analytical procedures over revenue. No revenue recognition issues were identified.
Cash and investments	We confirmed cash and investments with the financial institutions and tested internal controls over bank reconciliations. We tested investment income and reviewed disclosures in accordance with Governmental Accounting Standard Board (GASB) Statement No. 40. No exceptions were identified.
Accounts receivable	We tested individually significant accounts receivable balances and confirmed certain receivable balances, as applicable. No exceptions were identified.

Summary of audit results *(continued)*

Critical accounting policies, estimates and areas of audit emphasis Basic financial statement accounts and disclosures *(continued)*

Financial statement account or area of emphasis	Summary of procedures and findings
Capital assets and depreciation expense	We performed substantive audit procedures surrounding capital assets, including detail testing of significant additions during the year, recalculating depreciation expense, and performed analytical procedures over account balances. No exceptions were identified.
Accounts payable, accrued expenses and related expenditures/expenses	We tested the City's internal controls over the cash disbursements process. We also performed substantive tests of details and performed a search for unrecorded liabilities. No exceptions were identified.
Accrued wages and related payroll expenditures/expenses	We tested the City's internal controls over the payroll process. We also recalculated accrued wages. No exceptions were identified.
Unearned revenue/deferred inflow of resources	We recalculated the City's unearned revenue/deferred inflow of resources balances by confirming or tracing cash received during the year to bank statements, testing revenue earned during the year and cash collected shortly after year-end. No exceptions were identified.

Summary of audit results *(continued)*

Critical accounting policies, estimates and areas of audit emphasis Basic financial statement accounts and disclosures *(continued)*

Financial statement account or area of emphasis	Summary of procedures and findings
Long-term liabilities	We confirmed loan and bond outstanding balances, activity and terms with the financial institutions; and recalculated the City's compensated absence liability, using employee leave balances and wages, and applicable leave policies. No exceptions were identified.
Pension and OPEB liability and related deferred inflows/outflows and pension/OPEB expense	We obtained and reviewed the actuarial report information and agreed amounts recorded by the City to that report and determined that amounts recorded, and disclosures made, were in accordance with GASB Statement No. 68, 74 and 75. No exceptions were identified.
Net position/fund balance	We rolled forward net position/fund balance from the prior year, recalculated the components of net position and fund balance, and traced each component to supporting documentation, as applicable. No exceptions were identified.

Required communications and other matters

Communication topic	Team response
Planned scope and timing of the audit The auditor is required to communicate with those charged with governance an overview of the planned scope and timing of the audit.	We conducted our audit consistent with the planned scope and timing previously communicated to you.
Compliance with all ethics requirements regarding independence	The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.
Qualitative aspects of the entity's significant accounting practices Significant accounting policies Management has the responsibility to select and use appropriate accounting policies.	A summary of the significant accounting policies adopted by the City is included in Note 1 to the basic financial statements. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Required communications and other matters *(continued)*

Communication topic	Team response
Qualitative aspects of the entity's significant accounting practices <i>(continued)</i> Significant accounting estimates Accounting estimates are an integral part of the basic financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.	Other than Pension and OPEB obligations, no significant accounting estimates were identified.
Financial statement disclosures Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users.	Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and their susceptibility to change. As described above, there were no key or sensitive accounting estimates affecting the basic financial statements.
Identified or suspected fraud	We did not identify any actual or suspected instances of fraud.

Required communications and other matters *(continued)*

Communication topic	Team response
Significant difficulties encountered during the audit	We encountered no significant difficulties in dealing with management during the performance of the audit.
Uncorrected and corrected misstatements Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the basic financial statements as a whole.	There are adjusting journal entries and GASB journal entries while assisting in the preparation of the City's financial statements, which were provided to and agreed to by the management. There were no passed adjustments.
Qualitative aspects of accounting practices ▪ Significant unusual transactions	No matters have come to our attention that would require us to inform you about the methods used for significant unusual transactions.

Required communications and other matters *(continued)*

Communication topic	Team response
Disagreements with management For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the the Library's basic financial statements or the auditor's report.	No such disagreements arose during the course of the audit.
Representations requested from management	We obtained a signed representation letter from management. A copy of this letter can be obtained from the City's management.
Management's consultations with other accountants In some cases, management may decide to consult with other accountants about auditing and accounting matters.	Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.
Other significant matters, findings or issues	In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating conditions affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition impacting our retention as the City's auditors.

Required communications and other matters *(continued)*

Communication topic	Team response
Noncompliance with laws and regulations	We did not identify any matters involving noncompliance with laws and regulations that came to our attention during the course of the audit.
Other information in documents containing audited basic financial statements	Pursuant to professional standards, our responsibility as auditors for other information in documents containing the City's audited basic financial statements did not extend beyond the financial information identified in the audit report, and we were not required to perform any procedures to corroborate such other information. We reviewed the unaudited Required Supplementary Information, noting that information was consistent with that reflected in the audited basic financial statements.
Substantial doubt on the entity's ability to continue as a going concern	Management noted no events or conditions that would indicate substantial doubt on the entity's ability to continue as a going concern for one year from when the basic financial statements will be issued or are available to be issued, as appropriate. We concur with management's assessment.

Appendix – About Mitchell Titus

About Mitchell Titus

...Achieving excellence together

- As the largest minority-controlled accounting firm in the U.S., Mitchell Titus provides assurance, tax and advisory services to Fortune 1000 organizations, financial service firms, not-for-profit organizations, real estate entities, government and public sector entities and middle-market companies. Our inclusive culture and diverse talent bring unique and varied points of view and innovative ideas that enhance business outcomes for our clients. Mitchell Titus' mission is to be recognized for quality, integrity and value and for the continued commitment to our people and the communities in which they serve.
- For over 49 years, our deep commitment to excellence and to a collaborative approach have provided clients with high-touch service and quality solutions across many key industries. Mitchell Titus brings extensive knowledge to our clients through a well-trained, diverse and experienced staff.

Office locations

New York	Illinois
80 Pine Street, 32nd Floor New York, NY 10005	141 West Jackson Blvd., Suite 2030 Chicago, IL 60604
Pennsylvania	Washington, DC
2000 Market Street, Suite 620 Philadelphia, PA 19103	1625 K Street, NW, Suite 775 Washington, DC 20006
New Jersey	Maryland
One Gateway Center, Suite 2600 Newark, NJ 07102	200 East Pratt Street, Suite 4100 Baltimore, MD 21202

Public Sector Market Group

Mitchell Titus has built a strong and active practice performing accounting, auditing, financial control and financial compliance support services for clients in the federal, state and local government arenas. Our Government and Public Sector Market Group provides audit and accounting services to many government entities annually, much of which are conducted in accordance with *Generally Accepted Government Auditing Standards*. These engagements require an extensive knowledge of legislative and accounting requirements for Federal, state and local government entities.

While a significant amount of our work involves financial statement audits and single audits, we also provide a broad range of audit-related services to public sector clients. Included among our clients are federal, state, and local governments, their departments, special districts and authorities.

The value of Mitchell Titus

- ***Focused government experience*** — Governmental organizations select Mitchell Titus because of our significant industry experience and focus on providing exceptional client service. This market leadership, combined with our understanding of the intricacies of auditing these organizations, means that we can address your present needs and anticipate changes that may impact you in the future.
- ***Responsive team, ready to hit the ground running*** — We know that a responsive team is important to the Library. The Mitchell Titus team selected to serve you consists of top performers who have a solid track record of serving their clients with passion and excellence. We offer an excellent service delivery approach and a commitment to providing high-quality service to the Library.
- ***Industry thought leadership*** — Our insights and perspectives, together with the thought leadership we offer our clients, differentiate Mitchell Titus from other professional service firms in the marketplace. We bring timely and consistent thought leadership for exempt organizations and will be committed to delivering relevant ideas, leading practices and industry knowledge to the Library.

About Mitchell Titus

Mitchell & Titus, LLP is the largest minority-controlled accounting firm offering Assurance, Tax and Advisory services in the US.

Our inclusive environment and diverse talent result in creative thinking and innovative approaches for our clients. Mitchell Titus' tenured team of quality and seasoned professionals bring varied insight to every engagement.

For more information about our organization, please visit **mitchelltitus.com**.

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 60 minutes (8:15 - 9:15 pm)

Subject:

Approval of Fiber Installation Project Change Order

Suggested Action:

Reference: Fiber Additions

PEI Drawings CO

PEI CO-2 Additional Fiber in buildings 12-19-2023

The City contracted with PEI Engineering and Construction to install fiber between City buildings. Council approved the contract at \$153,595.37. Subsequent to that approval, the Planning department wanted “as built” engineering drawings of the fiber locations. PEI provided those drawings at an additional cost of \$9,855.00. During the construction process, the IT department determined that in the Police Department and in the Municipal Building, the fiber needed to be extended and terminated from the entry location to the server rooms. PEI provided that additional fiber and termination at a cost of \$12,449.28. The final total for the project is \$175,899.65.

Attachments:

[Fiber additions.pdf](#)

[PEI - Drawings CO.pdf](#)

[PEI CO-2 Additional Fiber in buildings 12-19-2023.pdf](#)

City Fiber Project

The City contracted with PEI Engineering and Construction to install fiber between City buildings. Council approved the contract at \$153,595.37. Subsequent to that approval, the Planning department wanted “as built” engineering drawings of the fiber locations. PEI provided those drawings at an additional cost of \$9,855.00. During the construction process, the IT department determined that in the Police Department and in the Municipal Building, the fiber needed to be extended and terminated from the entry location to the server rooms. PEI provided that additional fiber and termination at a cost of \$12,449.28. The final total for the project is \$175,899.65.

Dale Worley

From: Jarod Pfeiffer <jarod.pfeiffer@peimd.com>
Sent: Thursday, November 16, 2023 2:52 PM
To: Dale Worley
Cc: Brian Kennell; Chad Figueira; Emmett Wilson; Chris Velez
Subject: RE: Signed contract
Attachments: Sample Drawing Eng..pdf

Hello Dale,

The cost to provide engineered drawings for this project is \$ 9,855.00 and will include the entire route all the way to each exterior building wall. We did not include any drawings for inside of the buildings. The drawings will take approximately 3 weeks to complete.

I have attached a sample drawing for general reference purposes only. Notes, call outs, etc. may vary depending on the information available.

Let us know if you have any questions or would like to jump on a call to discuss.

Thanks,

Jarod Pfeiffer



Engineering & Construction

7606 Energy Parkway

Baltimore Md, 21226

O: 443-702-7700

M: 443-324-4148 (Preferred)

F: 443-702-7801

www.peimd.com

<http://peiengineeringconstruction.thebluebook.com/>

From: Jarod Pfeiffer
Sent: Wednesday, November 8, 2023 11:16 AM
To: Dale Worley <dworley@greenbeltmd.gov>
Cc: Brian Kennell <bkenell@greenbeltmd.gov>; Chad Figueira <chad.figueira@peimd.com>; Emmett Wilson <Emmett.Wilson@peimd.com>; Chris Velez <chris.velez@peimd.com>
Subject: RE: Signed contract

Hello Dale,

We will prepare a cost and timeframe to provide the engineered drawing package.

From: Dale Worley <dworley@greenbeltmd.gov>

Sent: Wednesday, November 8, 2023 10:30 AM

To: Jarod Pfeiffer <jarod.pfeiffer@peimd.com>
Cc: Brian Kennell <bkennell@greenbeltmd.gov>
Subject: FW: Signed contract

Please see comments from our Planning Director.

Thanks,
Dale Worley
Director of Information Technology
City of Greenbelt

240-542-2021 (d)
301-648-1945 (c)

From: Terri Hruby <thruby@greenbeltmd.gov>
Sent: Wednesday, November 8, 2023 10:14 AM
To: Dale Worley <dworley@greenbeltmd.gov>
Subject: FW: Signed contract

Hi Dale,
I am not sure the redline drawings they are proposing are sufficient for the marking of the utility in the future. Typically much more detailed drawings are used. Just so we know, can you ask for a balk park if we were to request full engineered drawings? Or do you know another municipality who has done a similar project that we can see how they handle utility marking calls? I will also see if I can do some research.

Thanks,
Terri

Terri Hruby
Director of Planning and Community Development
City of Greenbelt
(301)474-0569

From: Jarod Pfeiffer <jarod.pfeiffer@peimd.com>
Sent: Monday, November 6, 2023 12:46 PM
To: Dale Worley <dworley@greenbeltmd.gov>; Emmett Wilson <Emmett.Wilson@peimd.com>
Cc: Brian Kennell <bkennell@greenbeltmd.gov>; Terri Hruby <thruby@greenbeltmd.gov>; Gilberto Cabrera <gcabrera@greenbeltmd.gov>; Chad Figueira <chad.figueira@peimd.com>; Chris Velez <chris.velez@peimd.com>
Subject: RE: Signed contract

Hello Dale,

We will provide "As Built" drawings shortly after the installation is complete. This will include the location of vaults, depth of conduit / cable and off set measurements from edge of pavement (curb, driveway, sidewalk, etc.)

I have attached a sample for reference.

Thanks,

Jarod Pfeiffer



Engineering & Construction

7606 Energy Parkway

Baltimore Md, 21226

O: 443-702-7700

M: 443-324-4148 (Preferred)

F: 443-702-7801

www.peimd.com

<http://peiengineeringconstruction.thebluebook.com/>

From: Dale Worley <dworley@greenbeltmd.gov>

Sent: Monday, November 6, 2023 12:07 PM

To: Emmett Wilson <Emmett.Wilson@peimd.com>

Cc: Brian Kennell <bkennell@greenbeltmd.gov>; Jarod Pfeiffer <jarod.pfeiffer@peimd.com>; Terri Hruby <thruby@greenbeltmd.gov>; Gilberto Cabrera <gcabrera@greenbeltmd.gov>; Chad Figueira <chad.figueira@peimd.com>; Chris Velez <chris.velez@peimd.com>

Subject: RE: Signed contract

Good afternoon Mr. Wilson.

I was speaking with Terri Hruby, our Director of Planning and Community Development this morning about the project. We would like to explore if we can get "as built" drawings for the project. This will facilitate the City's ability to document and locate the infrastructure after some of us have moved on. Can you let me know if that is possible and what that would involve.

Thanks,

Dale Worley

Director of Information Technology

City of Greenbelt

240-542-2021 (d)

301-648-1945 (c)



PROJECT SALES SHEET

This Quotation is Valid for Thirty (30) Days

CUSTOMER NAME: City of Greenbelt

DATE: 12/19/23

CONTACT NAME: Dale Worley

PEI CONTACT: Emmett Wilson

PROJECT NAME: Greenbelt Fiber

JOB TYPE: Comm./Elec.

NOTES: CO for Installing (1) 24ct SM indoor rated fiber optic cable from the Demark in the Police station to the 1st floor comm closet. Install (1) 48ct SM indoor rated fiber optic cable from the demark in the Municiple Building to the data room in the basement.

TASK	SCOPE OF WORK	PRICE
1	Install (1) 24ct fiber from basement to 1st floor data closet, Police bldg.	
2	Install Wall mount cabinet Police bldg. demark basement.	
3	Terminate the 24ct cable on both ends with LC connectors	
4	Power meter test and provide test results upon project completion	
5		
6	Install (1) 48ct fiber from the 1st floor demark to basement data room	
7	Municiple bldg.	
8	Install (1) 1U rack mount enclosure in the Data room	
9	Profide addional termination materials in the demark 4U enclosure	
10	Terminate the 48 ct fiber on both ends with LC connctors	
11	Power meter test and provide test results upon project completion	
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27	Labor	\$ 7,153.34
28	Materials	\$ 5,295.94
	Terms & Conditions on Page 2	
	TOTAL SALES PRICE	\$ 12,449.28

By signing this document, you are agreeing to the previously defined "Price", "Scope of Work", "Assumptions and Exclusions" and the "Standard Terms and Conditions" as set forth below.

Customer Signature/Date

PEI Signature/Date

STANDARD TERMS AND CONDITIONS FOR SUPPLY OF SERVICES

1 - INTERPRETATION - In this document the following words shall have the following meanings:

- 1.1 "Customer" means any person who purchases Services from the Supplier;
- 1.2 "Supplier" means PEI Engineering & Construction, LLC or (PEI);
- 1.3 "Terms and Conditions" means the terms and conditions of supply set out in this document and any special terms and conditions agreed in writing by the Supplier.

2 - GENERAL

- 2.1 These Terms and Conditions shall apply to all contracts for the supply of Services by the Supplier to the Customer and shall prevail over any other documentation or communication from the Customer.
- 2.2 Any variation to these Terms and Conditions shall be inapplicable unless agreed in writing by the Supplier.

3 - PRICE AND PAYMENT

- 3.1 Payment shall be paid on applicable terms, if agreement is silent concerning payment terms, Terms are set forth as **NET30** days from the date of the invoice. Payment can be made by credit card, by EFT or by check.
- 3.1 **There will be a Late Fee and Interest charges for payments received outside of terms. The late fee will be \$1,500, and interest at the maximum allowable by law (18% annually) on all outstanding amounts and plus reasonable attorney's fees. THIS NOT A "PAY WHEN PAID" AGREEMENT.**
- 3.2 **The Supplier reserves the right to pursue payment through all legal remedies, including but not limited to "Mechanics Liens" and "Litigation".**
- 3.3 The Supplier reserves the right to modify or update any service at any time. The Supplier reserves the right to change the price of any service at any time. Once a service has been ordered, the price shall remain fixed for the Customer. Under no circumstances shall the Supplier refund the difference should the price of that service decrease.

4 - CUSTOMER'S OBLIGATIONS - To enable the Supplier to perform its obligations the Customer shall:

- 4.1 Co-operate with the Supplier;
- 4.2 Provide the Supplier with any information reasonably required by the Supplier;
- 4.3 Keep the supplier notified of any new information related to the Services,
- 4.4 Comply with such other requirements as agreed between the parties.
- 4.5 Comply with all other statutory requirements.

5 - SUPPLIER'S OBLIGATIONS

- 5.1 The Supplier shall perform the Services with reasonable skill and care and to a reasonable standard in accordance with recognized standards and codes of practice.
- 5.2 The Supplier accepts all responsibility for the condition of tools and equipment used in the performance of the Services and shall ensure that any materials supplied shall be free of defects.

6 - LIMITATION OF LIABILITY

- 6.1 Nothing in these Terms and Conditions shall exclude or limit the liability of the Supplier for death or personal injury. However, the Supplier shall not be liable for any direct loss or damage suffered by the Customer howsoever caused, as a result of any negligence, breach of contract or otherwise in excess of the price of the Services.
- 6.2 The Supplier shall not be liable under any circumstances to the Customer or any third party for any indirect or consequential loss of profit or other economic loss suffered by the Customer howsoever caused, as a result of any negligence, breach of contract, misrepresentation or otherwise.

7 - FORCE MAJEURE - Neither party shall be liable for any delay or failure to perform any of its obligations if the delay or failure results from events or circumstances outside its reasonable control, including but not limited to acts of God, strikes, lock outs, accidents, war, fire, breakdown of plant or machinery or shortage or unavailability of raw materials from a natural source of supply, and the party shall be entitled to a reasonable extension of its obligations.

8 - SEVERANCE - If any term or provision of these Terms and Conditions is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction such provision shall be severed, and the remainder of the provisions hereof shall continue in full force and effect as if these Terms and Conditions had been agreed with the invalid, illegal or unenforceable provision eliminated.

9 - GOVERNING LAW - These Terms and Conditions shall be governed by and construed in accordance with the law of the State of Maryland and the parties hereby submit to the exclusive jurisdiction of the Maryland courts.

City of Greenbelt
Greenbelt Fiber
Job Assumptions & Exclusions
<i>This Quotation is Valid for Thirty (30) Days from the Date Shown on the Project Sales Sheet</i>
- The customer will provide access to all necessary workspaces required to facilitate the projects progress. Any and all notification to property owners and/or customer prior to construction. - PEI will not assume accountability for or absorb costs associated with delays that are the direct result of client scheduling, policies, procedures, and personnel or denied accessibility. If delays or work stoppage does occur, the onsite personnel affected by the delay can be billed at the scheduled rates until such time as the delay is remedied and the installation work can proceed. - Any changes made during this project, which are not within this original SOW shall be agreed to in writing by the customer and PEI, and shall be documented on a PEI Change Order Quotation. No work operations, which are considered, as changes to the original SOW will be performed until the proper signatures are affixed to an associated Change Order. - The customer will provide, in advance, notification of any unique requirements, hazardous materials or locations, security precautions, access restrictions or other extraordinary conditions that may exist and which may affect the execution of installation duties as described herein. - Adequate equipment storage and material lay down area provided by property owner. - All work performed during normal daytime business hours. - Excludes any costs for Prevailing Wages or Davis-Bacon Wages

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 60 minutes (8:15 - 9:15 pm)

Subject:

Board and Committee Liaison Assignments

Suggested Action:

Reference: City Council Boards and Committees Liaison Assignments

At the February 7th Work Session, Council discussed the boards and committees' liaison assignments. Attached is the updated liaison assignments.

Approval of this item on the consent agenda will indicate Council's approval of the updated liaison assignments.

Attachments:

[City Council Boards and Committees Liaison Assignments_2023-25.pdf](#)



CITY COUNCIL BOARDS AND COMMITTEES LIAISON ASSIGNMENTS

Advisory Boards and Committees	Current Liaison 2021-2023	Assigned Liaison 2023-2025
Advisory Committee on Education	Mr. Byrd	Ms. Pompei
Advisory Planning Board	Ms. Davis	Ms. McKinney
Arts Advisory Board	Mr. Roberts	Mr. Roberts
Community Relations Advisory Board	Mr. Gordon	Ms. Pompei
Forest Preserve Advisory Board	Ms. Davis	Ms. Knesel
Greenbelt Advisory Committee on Environmental Sustainability	Ms. Weaver	Ms. Weaver
Park and Recreation Advisory Board	Ms. Weaver	Ms. Weaver
Public Safety Advisory Committee	Ms. Pope	Ms. Pope
Senior Citizens Advisory Committee	Ms. Pope	Ms. Pope
Youth Advisory Committee	Mr. Byrd	Ms. McKinney
Other Assignments		
Anacostia Trails Heritage Area	Mayor Jordan	Mayor Jordan
GATe	Mr. Gordon	Ms. Knesel
PGCMA Legislative Committee	Ms. Davis	Mayor Jordan

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 60 minutes (8:15 - 9:15 pm)

Subject:

Reappointment to Advisory Board/Committee

Suggested Action:

Reference: Reappointment Survey

Koko Josey indicated her willingness to continue to serve on the Youth Advisory Committee (YAC).

Vijay Parameshwaran indicated his willingness to continue to serve on the Arts Advisory Board (AAB).

Approval of this item on the consent agenda will indicate the Council's intent to appoint both Ms. Josey and Mr. Parameshwaran to a new term.

Attachments:

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 60 minutes (8:15 - 9:15 pm)

Subject:

Resignation from Advisory Board/Committee

Suggested Action:

Reference: Reappointment Survey

Email - H. Boggs - 02/09/24

Patricia Evans have submitted her resignation from the Board of Elections (BoE).

Hailey Boggs have submitted her resignation from the Youth Advisory Advisory Committee (YAC).

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

Attachments:

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Administrator Administrator

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 60 minutes (8:15 - 9:15 pm)

Subject:

Approval of the Greenbelt ARPA Outreach and Communications

Suggested Action:

Following our Work Session on February 7, 2024, where citizens presented the necessity for a more aggressive outreach to ensure the effective disbursement and utilization of ARPA funds, especially in historically underserved communities, this memo seeks to recommend approval for the Greenbelt ARPA Outreach and Communications proposal. The project, estimated at \$40K, aims to increase awareness and applications for available ARPA grants through a targeted outreach in neighborhoods such as Franklin Park, Charlestowne North, and other Apartment Communities.

This proposal, overseen by a dedicated team in close consultation with City Manager Staff, involves a two-phased canvassing plan, social media marketing, and direct communication efforts to maximize the impact of ARPA funds. By leveraging both door-to-door and stationary canvassing, alongside modern communication tactics, this initiative promises a significant step forward in our commitment to reaching every corner of Greenbelt with vital ARPA resources.

Council's approval will not only endorse a comprehensive strategy to enhance civic engagement but also ensure that ARPA funds are utilized to their fullest potential in serving our community's needs.

Attachments:

[ARPA Outreach and Communications Proposal.pdf](#)

Proposal: Greenbelt ARPA Outreach and Communications

How to serve neighborhoods better

Purpose: This document outlines proposals for outreach and communication throughout all of Greenbelt, especially to historically underserved communities. This effort is intended to test and learn how to better engage and communicate with all residents of Greenbelt. In this process, our goal is to increase participation in the remaining \$1 million plus of American Rescue Plan Act (ARPA) funds through increasing awareness and applications from underserved neighborhoods for ARPA grants. Subject to City Council approval, efforts would focus on ARPA \$ that are still available in 2024 to qualifying Greenbelt residents for healthcare vouchers, first time homebuyers mortgage assistance, education scholarships, and childcare vouchers and any related opportunities.

Oversight: Learning as we make progress

The Project will be overseen by a small group made up of People First leaders, residents of the neighborhoods involved in the pilot, a representative of our fiscal sponsor working in close consultation with City Manager Josue Salmeron. The Project Team's goal is to guide the success of the project and to learn and report to the City Manager and City Council lessons that will improve outreach and communications in Greenbelt in the future.

Canvassing: Coordinated with Non-Profit Contractor

This project will take lessons learned from canvassing as an outreach method in this region and around the nation and seek to adapt them to selected Greenbelt neighborhoods.

Phase I: Establish Canvassing and Communications Best Practices in Greenbelt (**4-6 weeks**)

Phase II: Based on results of Phase I, canvassing will be refocused on specific neighborhoods and locations for an additional **4-6 months** in order to achieve desired outreach objectives.

These objectives include completion of outreach in selected neighborhoods (see below) and full utilization of all available ARPA grant funds.

Canvassing Plan

Canvassing will be focused in neighborhoods with a relatively high proportion of underserved communities like immigrants, minorities, and low-income residents.

Door to Door

- Franklin Park Apartments
- Charlestowne North Apartments
- Mandan Village Apartments

With a target of 100 hrs. of outreach worker labor hours during Phase I, our aim is to canvass a minimum of 10 buildings (120 units) in Franklin Park, 20 units in Charlestowne North Apartments, and 10 buildings in Mandan Village. In Phase two, we expect to allocate about x hours in the three neighborhoods over the 4-6 months.

Stationary Canvassing

- Safeway at Greenway Center
- Giant at Beltway Plaza

In addition to door knocking in selected neighborhoods, canvassers will also be posted in front of Safeway at Greenway Center and entrance to Giant at Beltway Plaza. The same script and flyers will be used. 10% (or 10 hrs.) of the 100 labor hours of the pilot time is to be devoted to canvassing each location.

Staff

Two options are being considered for staffing: Selecting a Coordinator and hiring local residents as canvassers and/or contracting with an experienced canvassing organization for some parts of the work. (See Appendix A for more details on staffing if done with local residents. Cost details are being solicited from a potential contractor.)

Communications Goals

This effort will build on what has worked in reaching underserved neighborhoods of Greenbelt and experiment with new approaches to communications. Communications efforts will focus on:

1) Social Media Marketing

Paid targeted advertising in zip code 20770 (e.g Facebook, Instagram, Google Ads, etc)

Example Text: "If you live in Greenbelt you may qualify for scholarships, healthcare vouchers, childcare vouchers, homebuyers assistance, and many other grants from the City of Greenbelt." Include links to application websites and possibly to video of screen recording in the aforementioned website recommendations.

2) Greenbelt Municipal Website Recommendations:

1. **ASAP** Reopen all grants and update the deadlines
2. General review of all ARPA applications to simplify process
3. Create a video using a screen recording walkthrough of the application process for the applications.
4. Add contact information

- a. phone number for live assistance from Greenbelt city worker
- b. Email something like help@greenbelt.org and receive support on applications, services, updates on applications, etc

3) Flyers

The Coordinator and Canvassers will experiment with different types of flyers and QR Codes to determine what is most effective.

Flyers will include the summaries of programs from the “Script” and QR codes to ARPA links e.g [First-time Homeowners Grant](#), etc. Copies in multiple languages will be printed.



Budget: In Process

The Budget for this project is approximately \$30,000. Once the approach to canvassing is finalized, the Project Team will review with the City Manager the budget and a not to exceed amount will be established for this initiative. (See Appendix B for expected expenses and preliminary budget.

Additional Objectives beyond ARPA Uptake

After investigating and establishing good fundamental canvassing practices in Greenbelt during Phase I, additional goals of canvassing beyond ARPA outreach in Phase II could include the following:

- **Recruit residents** for advisory committee to formulate plans for better outreach and communications within Greenbelt
- **Voter registration**, especially non-citizen voter registration, as part of a full canvassing including **on-the-spot registration** with residents at their doorsteps by accessing Greenbelt city website using tablets

- Recruiting for local PTA Organizing (Springhill Lake ES, Greenbelt MS, etc)

In addition to ARPA outreach, with the more general aim of increasing civic and economic engagement of all Greenbelt residents, *there will be much to learn* that can be applied beyond ARPA funds to connect all residents to all of the City of Greenbelt's services and resources, both municipal and community based.

Appendix A: Staff

The following are preliminary estimates of staffing, operations procedures and costs to be refined in collaboration with the Project Committee and City Manager.

Staffing

1 **Coordinator** overseeing 3-5 **Outreach Workers** and **Senior Outreach Workers**

Coordinator Duties and Responsibilities:

- Training canvassers
- Scheduling and tracking canvassing
- Managing social media marketing
- Purchasing supplies/track expenses
- Tracking and comparing results of canvassing and social media channels

Wages

- **Outreach Workers** starting at \$20/hr.
- Opportunity for promotion (by **Coordinator**) to **Senior Outreach Worker** (\$25/hr.)
 - Promotion would include additional responsibilities of onboarding new trainees through mock interaction training.
 - Increase pay \$5/hr. for demonstrated spoken, second-language competency in Spanish, French, or Persian/Daari (possible for both **Outreach Worker** or **Senior Outreach Worker**)

Onboarding process would include a provisional paid training period (\$15/hr) of two days after which the trainee would be rejected or hired for the remainder of Phase I and beyond.

Schedule

Paid canvassing times would be from 4-7 PM Monday to Friday.

4:00-4:30 PM

Training and Practice (The Space or the Greenbelt Municipal Building)
Travel to canvassing site

4:30-6:30 PM

Canvassing Time

6:30-7:00 PM

Debrief
Report addresses and interaction data

Appendix B: Preliminary Budget Estimate

Budget

Category	Line Item	Monthly Budget
Labor	Outreach Worker Wages	\$2000-2500 100 labor hrs. \$20-\$25 per hour
Advertising	Flyers	\$500-1000 1000x matte cover, rack cards @ \$0.68 per card \$680 total
	Social Media Marketing	\$1000 Approx. \$30 per day on Facebook <i>Advantage Ads</i> <i>Campaign</i> targeted to 20770

Additional Expenses	Cost
Bookkeeping and Accounting	TBD
Tablets/iPads <i>to show residents how to navigate the city application websites</i>	5x @ \$500/tablet \$2,500
Polo Shirts with City Logo <i>Uniform for City Outreach Workers</i>	TBD

Total Budget full 6-month canvass

\$40,000.00

Appendix C: Scripts for Canvassers

In addition to English script, Outreach Workers and Senior Outreach Workers with second language ability will be provided multilingual script.

“Hi! My name is _____. I’m a paid outreach worker for the City of Greenbelt. How are you today? Did you know that there’s almost \$1 million dollars of unused funds for scholarships, healthcare vouchers, childcare vouchers, first time homebuyers grants, and mortgage assistance?”

Scholarship:

“Tuition grants of \$10,000 are available for all Greenbelt residents currently enrolled in or recently accepted to an institution of higher education in Maryland including community college, university, and vocational school.”

Healthcare Vouchers:

“For a limited time, uninsured and underinsured Greenbelt residents can access free healthcare through CCI Health Services with two locations in Greenbelt. One at Greenway Center Bldg 4747 and on Springhill Ln across from Springhill Lake Elementary School. And also through Old Greenbelt Family Health located in the Granite Building at Roosevelt Center.

Childcare Vouchers:

“The childcare vouchers are grants of \$5000 per child available to Greenbelt residents with children at Greenbelt Children’s Center, Greenbelt Nursery School, Greenway Learning Center, or Champions Discovery, which is an Aftercare program at local schools like Springhill Lake ES.”

First Home buyer’s grant:

“The first time homebuyers grant includes a grant of \$15,000, which can be used for closing costs and for the down payment on FHA, VA, USDA, FNMA or Freddie Mac loans. The program is for renters residing in zip code 20770 who are first time homebuyers purchasing a home in zip code 20770.”

Appendix D: Grant Specific Outreach Proposals

Education Scholarship

- Disseminate information about Scholarship to Eleanor Roosevelt guidance department
- Design and print flyers or rack cards on high quality paper with instructions and QR code to a welcoming* scholarship application website.

*See recommendations for website below

Healthcare Vouchers

- Recommend more direct advertising by
 - Old Greenbelt Family Health
 - CCI Health
- Formulate more uptake plans in direct consultation with a representatives from the above Greenbelt healthcare providers

Appendix E: Data Management

- **Data Collection:**
 - Quantitative - Outreach workers will tally “Doors Knocked” and “Interactions” every shift and report back to Coordinator
 - Qualitative Outreach Workers will verbally report their experiences of walking among and talking with their neighbors. Coordinator will summarize and record the feedback from Outreach Workers.
- **Analysis:** Coordinator will synthesize and analyze both qualitative and quantitative data analyze data in order to make recommendations
- **Recommendations:** Coordinator makes recommendations for updating neighborhood canvassing strategy e.g focus more time in neighborhood *A* vs neighborhood *B* on the basis of the rate of positive interactions.

City Council Agenda Item Report

Meeting Date: February 12, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS 60 minutes (8:15 - 9:15 pm)

Subject:

Appointment of Council Members to Metropolitan Washington Council of Governments Board and Policy Committees

Suggested Action:

Reference: Greenbelt Appointments

At the December 11, 2023, Council Meeting, the City Council approved their appointments to the Metropolitan Washington Council of Governments (COG) policy boards and committees for 2024.

Attached is a revised list for Council discussion.

Attachments:

[City of Greenbelt 2024.pdf](#)

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
Solicitation for Appointments: City of Greenbelt

Board/Committee	2023 Appointment	2024 Appointments
COG Board of Directors (Appoint 1 member and 1 alternate)	Member Name: Emmett Jordan Alternate Name: Kristen Weaver	Member Name: Emmett Jordan Email: ejordan@greenbeltmd.gov Alternate Name: Kristen Weaver Email: kweaver@greenbeltmd.gov
Transportation Planning Board (Appoint 1 member and 1 alternate)	Member Name: Emmett Jordan Alternate Name: Rodney Roberts	Member Name: Kristen Weaver Email: kweaver@greenbeltmd.gov Alternate Name: Rodney Roberts Email: rroberts@greenbeltmd.gov
Metropolitan Washington Air Quality Committee (Appoint 1 member and 1 alternate)	Member Name: Kristen Weaver Alternate Name: Brandon R. Gordon	Member Name: Kristen Weaver Email: kweaver@greenbeltmd.gov Alternate Name: Email:
Region Forward Coalition (Appoint 1 member and 1 alternate)	Member Name: Emmett Jordan Alternate: Vacant	Member Name: Emmett Jordan Email: ejordan@greenbeltmd.gov Alternate Name: Email:
Human Services Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Silke Pope Alternate: Brandon R. Gordon	Member Name: Danielle McKinney Email: dmckinney@greenbeltmd.gov Alternate Name: Silke Pope Email: spope@greenbeltmd.gov
Climate Energy and Environment Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Colin Byrd Alternate: Judith Davis	Member Name: Jenni Pompei Email: jpompi@greenbeltmd.gov Alternate Name: Email:
Chesapeake Bay and Water Resources Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Judith Davis Alternate: Silke Pope	Member Name: Jenni Pompei Email: jpompi@greenbeltmd.gov Alternate Name: Silke Pope Email: spope@greenbeltmd.gov
Food and Agriculture Regional Member Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Vacant Alternate: Vacant	Member Name: Danielle McKinney Email: dmckinney@greenbeltmd.gov Alternate Name: Email: