



CITY COUNCIL AGENDA

**Municipal Building
Monday, January 28, 2019
8:00 PM**

I. ORGANIZATION

1. Call to Order
2. Roll Call
3. Meditation and Pledge of Allegiance to the Flag
4. Consent Agenda - Approval of Staff Recommendations
Suggested Action: (Items on the Consent Agenda [marked by *] will be approved as recommended by staff, subject to removal from the Consent Agenda by Council.)
5. Approval of Agenda and Additions

II. COMMUNICATIONS

6. Presentations:

Random Acts of Kindness Proclamation:
Suggested Action: This year the City of Greenbelt will issue a proclamation to recognize a day of Random Acts of Kindness, to be celebrated by the City on Sunday, February 17, 2019. Robert Goldberg Strasser of Random Unselfish Acts of Kindness (RUAK), will accept the proclamation and give an overview of this year's plans.
[Random Acts of Kindness proc.pdf](#)
7. Petitions and Requests
Suggested Action: (Petitions received at the meeting will not be acted upon by the City Council at this meeting unless Council waives its Standing Rules.)
8. Minutes of Council Meetings
- 8a. Statement for the Record

Suggested Action:

Executive Session of January 14, 2019: The following motion is needed:

In accordance with the General Provisions Article, Section 3-306(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 executive session on Monday, January 14, 2018, at 7:07 p.m. in the Library of the Municipal Building. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to discuss the City Manager performance evaluation form.

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Byrd				X
Ms. Mach	X			
Ms. Pope				X
Mr. Putens	X			
Mr. Roberts				X
Mayor Jordan	X			

Council took no actions during this session.

[Statement for the Record_190114.pdf](#)

8b. Minutes Executive Session of January 2, 2019:

Suggested Action: In order to approve these minutes, the following motion is needed:

I move that the minutes of the executive session of the City Council held Wednesday, January 2, 2019, at 8:44 p.m., in the Library of the Municipal Building be approved as presented. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) and (7) of the Annotated Code of Public General Laws of Maryland, to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that effects one or more specific individuals; and to consult with counsel to obtain legal advice on a legal matter.

9. Administrative Reports

***10. * Committee Reports**

II. LEGISLATION

11. A Resolution To Authorize The Negotiated Purchase Of Professional Architectural/Engineering Services For The Cherrywood Lane Green And Complete Street Retrofit Project From Charles P. Johnson & Associates, Inc. (CPJ) At A Cost Not To Exceed \$130,710.

Suggested Action: 2nd Reading, Adoption

Reference:

Resolution

Memorandum, J. Howerton, 01/08/2019

Request for Proposals, Cherrywood Lane Green and Complete Street Retrofit Project

Preliminary Concept Design Report: Cherrywood Lane Complete and Green Street Project

Charles P. Johnson & Associates, Inc. (CPJ) Proposal

On March 17, 2017, with Council approval, the City of Greenbelt submitted an application for technical assistance through the Chesapeake Bay Trust (CBT). The next step from the conceptual design recommendations for Phase One of the Cherrywood Lane Green and Complete Street retrofit is the development of engineered designs. The city was granted an award in the amount of \$56,000, delivered through the Green Streets, Green Jobs, Green Towns Grant Program as part of a contract agreement signed July 5, 2017. The CBT has stipulated that grant monies must be spent by June 2019.

In October 2018, the City issued A Request for Proposals (RFP) to secure architectural/ engineering (A/E) professional services for the Cherrywood Lane Project. A site visit was scheduled for Wednesday, November 28, 2018 at 1:00 pm (at Springhill Lake Recreation Center). Fourteen (14) consulting firms attended the site visit meeting. Five (5) proposals were received. Staff has carefully reviewed the proposals and costs for each proposal.

Included in the Council's packet is a memorandum from Judith Howerton, Community Planner, detailing the RFP and review process. Ms. Howerton is recommending the Cherrywood Lane Green and Complete Street Retrofit Project to be awarded to CPJ Associates.

Ms. Mach introduced this resolution for first reading at the last meeting. It is recommended the resolution be introduced for second reading and moved for adoption tonight.

Resolution

[MEMO_Staff_Recommendation.pdf](#)

[Request for Proposals, Cherrywood Lane Green and Complete Street Retrofit Project](#)

[Preliminary Concept Design Report: Cherrywood Lane Complete and Green Street Project](#)

[Charles P. Johnson & Associates, Inc. \(CPJ\) Proposal](#)

12. A RESOLUTION TO NEGOTIATE THE PURCHASE OF ANNUAL LAWN MOWING AND LANDSCAPE SERVICES FROM P2 MAINTENANCE SERVICES. OF LAUREL, MARYLAND AT A COST OF \$46,990

Suggested Action: 1st Reading

Reference:

Lawn Mowing and Landscaping Award Memo 2019-01

Mowing and Lanscaping 2018 RFP2

Sign Sheet 2019 RFP land Lawn

2019-01 Lawn&Landscape RFP tabulation

On January 18, 2019, at 1:00 pm. City staff opened the Request for Proposals (RFP) for this

project. Seven proposals were received ranging from a low base proposal of \$46,990 to a high base proposal of \$211,900.00. The RFP document was advertised in the City web site as well as on EMarketplace.

In the RFP document, staff specified lawn mowing and landscaping services for various areas around the City. The RFP includes labor and material to maintain the areas in the RFP for which natural landscaping based standards and specifications are referenced. The proposal clarifies the scope of work for each task that the contractor is required to perform, thus eliminating some of the performance issues that have existed in the past.

The RFP mandated attendance at the pre-proposal meeting. All seven contractors who submitted proposals were at the pre-proposal meeting. The pre-proposal meeting provided an opportunity to review site conditions, examine the scope of work and to answer questions. I have attached a copy of the RFP dated December 5, 2018, the proposal tabulation sheet and the sign in sheet for the pre-proposal meeting.

Staff carefully reviewed the three lowest proposals: P2 Maintenance (\$46,990.00), Brow's Landscaping (\$58,500.00) and Notable Landscaping LLC (\$59,757.03). All three companies' references checked out fine. All three companies' references described them as capable and dependable contractors, capable of doing the work described in the RFP.

On January 19, 2019 staff interviewed P2Maintenance Service, Brow's Landscaping, and Notable Landscaping LLC. All three contractors were asked the same questions. The contractors were given the same opportunity to re-evaluate their proposals, make a pitch on why their company should be chosen. All three companies interviewed well and met the requirements of the RFP.

Staff recommends that Council award the RFP for the lawn mowing and landscaping services to P2 Maintenance Services.

It is recommended the resolution be introduced for first reading tonight.

[Lawn_Mowing_and_Landscaping_Award_Memo_2019-01.pdf](#)
[Mowing and Lanscaping2018RFP2.pdf](#)
[SignSheet2019RFPlandLawn.pdf](#)
[2019-01Lawn_LandscapeRFPtabulation.pdf](#)

IV. OTHER BUSINESS

13. Update on Greenbelt Station TIF Financing

Suggested Action: At the Regular Meeting on October 22, 2018, the City Council adopted Ordinance 1365 which authorized the City to borrow up to \$8 Million in Special Obligation Bonds to finance the construction of public improvements (Greenbelt Station Parkway). This financing has been referred to as the Greenbelt Station Tax Increment Financing (TIF).

In November, the City's financial advisor, Davenport and Company, issued an RFP to over 90 financial institutions. Two responses were received. Davenport and City staff reviewed the responses.

The response from Columbia Bank provided the most favorable terms to the City. Per

Columbia Bank's offer, the City would borrow an estimated \$6,055,700 for a 20 year term. The interest rate is fixed at 3.71% for 10 years, at which time the rate will reset or the City can refinance the outstanding balance. Columbia Bank is the City's current bank and one of the requirements for this loan is that the City maintain its banking relationship with Columbia.

John Stalford with Miles & Stockbridge (the City's Bond Counsel) and Jennifer Diercksen with Davenport & Company (the City's Financial Advisor), will be present to answer any questions.

14. 2019 ACE Grant Proposals

Suggested Action:

Reference:

ACE Grant Report 2019

This is the 10th year since the ACE grants were started in 2008. We made two changes. First, we increased the maximum grant from \$500 to \$600, the first increase we have made. Second, we introduced an opportunity for Teacher Development Grants, up to \$400 each, to support registration fees, tuition and/or required course materials for teachers to take classes, attend conferences or participate in other professional development programs. We announced that we would consider up to 5 Teacher Development Grants, within the available funding.

The FY 2019 Budget includes \$12,500 for the Advisory Committee on Education (ACE) Grants to Educators program. ACE solicited grant proposals for up to \$600 each from the seven ACE core schools: Greenbelt Elementary (GES), Springhill Lake Elementary (SHLES), Magnolia Elementary (MES), Dora Kennedy French Immersion School (DKFIS), Turning Point Academy (TPA), Greenbelt Middle School (GMS) and Eleanor Roosevelt High School (ERHS). ACE received a total of 33 proposals from six schools for a total request of \$17,503.05. ACE did not receive any proposals from Dora Kennedy French Immersion School (DKFIS). Included in Council's packet is the ACE grant proposals for 2019.

After review of the proposals, ACE has recommended 27 grant proposals totaling \$13,631.89 be submitted to Council for funding approval. ACE recommends allocating \$1,131.89 from the ACE Clubs budget for the 2019 grants.

ACE evaluated all grant proposals on the standard of whether they were a good use of city funds. A representative of ACE will be present to answer any questions about these recommendations.

It is recommended Council approve the 2019 grant awards as recommended by ACE in the amount of \$13,631.89.

[ACEGrantReport_2019.pdf](#)

15. Recreation and Park Facilities Master Plan

Suggested Action:

Reference:

Master Plan Cover Memo 1-28-19
Greenbelt Master Plan 01 2019 FINAL

In May of 2017, the City hired GreenPlay, LLC to develop a Recreation and Park Facilities Master plan to guide the City in Recreation and Park planning, programming and maintenance over the next 5 to 10 years. Over the past 18 months, staff has worked with the consultant to employ numerous community outreach efforts to seek input from the citizens, stakeholder groups, staff and City Council in development of this plan. Additionally, we have worked to develop a comprehensive inventory of facilities based on type, location and ownership.

Staff and GreenPlay, LLC presented findings to City Council, the Park and Recreation Advisory Board and the public at a work session in April of 2018, and then presented a draft plan in November of 2018. Along with the outreach efforts noted above and the comments received at the April and November work sessions, the Final Master Plan has been prepared for presentation to the City Council.

Council approval is sought.

[Master Plan Cover Memo 1-28-19.pdf](#)
[Greenbelt_Master Plan 01 2019.pdf](#)

16. State Legislation

Suggested Action:

Reference:

HB 10
SB 200
MML Small Cell Photo Sheet
MML Wireless Bill Comparison Chart

HB 10 – State Highway Administration - Sidewalks within Priority Funding Areas Repair and Maintenance

This bill requires SHA to maintain and repair sidewalks along State roads if they are located within a priority funding area. The MML Legislative Committee voted to support HB 10.

It is recommended Council support HB 10.

SB 200 - Prohibited Appropriations - Magnetic Levitation Transportation System

This bill would prohibit the State from appropriating funds for a magnetic levitation transportation system. It would prohibit the use of right-of-way owned by Amtrak or CSX. Senator Pinsky is the primary sponsor of this bill.

It is recommended Council support SB 200.

SMALL CELL LEGISLATION - Mayor Pro Tem Davis requested this item be added to this agenda and will report on this matter.

[HB 10.pdf](#)

[SB 200.pdf](#)

[small-cell-photo-sheet.pdf](#)

[Wireless_bill_comparison_chart_19.pdf](#)

17. Legislative Dinner Follow-Up

Suggested Action:

Mayor Jordan requested that this item be added to the agenda, in preparation for the upcoming Mid-Session Legislative Dinner.

[Legislative Dinner, December 17, 2018](#)

18. Cell Tower Notice

Suggested Action: Councilmember Byrd requested that this item be included on the agenda this evening.

The motion would be to have the relevant clarifying amendment to the City's Ordinance drafted.

When alerted about the Notice Provision, our Communications Attorney Stated:

"We've reviewed the suggestions with respect to adopting specific notice and hearing requirements. In our view, it would be better not to do so, although we do recognize the importance of transparent procedures.

The procedures in the ordinance do provide for a public process, and do envision that members of the public can participate in the process, including by seeking reconsideration if an application is approved that the public believes should be denied. We did not provide a detailed notice process. One reason we did not do so is that providers argue that under new FCC rules, we are required to treat wireless facilities and other infrastructure similarly. While we disagree with this view, we thought our existing language does provide us with the flexibility to deal with wireless facilities, and to provide for public participation, without tying us to particular procedures that may be challenged. You will see that the ordinance does give the City Manager broad authority to establish procedures which could include notice, and does contemplate that applications will be public and published. It also permits the City Manager to conduct investigations as necessary to decide on an application, which could include public meetings where necessary. We think this may be a better approach than locking in particular procedures now.

This is particularly so because we will be facing some significant deadlines under FCC rules. Final action on an application for placement of a small wireless facility on an existing pole must be completed within 60 days (assuming the application is complete). Decisions must be in writing. Because we do provide for reconsideration, that means that where there is a 60-day window, we will need to have an initial decision issue within about 30-40 days of the submission of an application. Again, we were reluctant to lock in procedures, including hearing and public meeting procedures if those could result in missing federal deadlines.

If the Council does wish to provide for some procedures when we receive applications for placement of facilities on existing utility poles, or for new utility poles, we do ask that they be

flexible enough to ensure we can meet necessary deadlines, and that they focus on affected residential properties.

Two other points are worth addressing. First, it is not the case that we will be unable to provide notice or conduct hearings without an ordinance revision. As mentioned above, the ordinance contemplates that the City Manager can take whatever steps are necessary to make a sound decision on a project.

Second, the letter suggests that there are RF concerns associated with 5G that do not exist with respect to 4G. We have seen the literature raising concerns about 5G, but it is the case that as long as FCC emissions standards are satisfied, we cannot base any decision on wireless placement on RF concerns, so those concerns are not a ground for having additional procedures. As part of each application, we do require applicant to show that there will be compliance with those standards, and it is a condition of every permit that the facility remain in compliance. “

Should City Council still wish to amend the ordinance, I suggest that we wait a bit so that we can see if there is any other issue they feel should become part of the ordinance. This is an ever evolving issue and many municipalities are taking a wait and see type of approach before amending their ordinances. I think the City should see how things evolve before we find ourselves amending the ordinance several time. It would be best to do it all at once. BB & K, our communications attorneys provided us with an ordinance that is worded in a way to give us the most flexibility to address the small cell issue. Attached is the Ordinance, a proposed franchise agreement, and an application.

On the issue of joining the Takoma Park litigation against the FCC, the City has been part of these coalitions and complaints have been filed. We have contacted Takoma Park for a clearer picture of what their suit involves, but do not expect to have complete details until next week. I am not certain that the Takoma Park initiative is different than other coalitions that Greenbelt has already joined.

[Ord1367.docx](#)

[Draft Application.pdf](#)

*19. Appointment to Advisory Board

Suggested Action:

Reference: Application

An inadvertent typographic error on the last meeting's agenda listed the Arts Advisory Board (AAB), instead of the Advisory Planning Board (APB). However, the agenda packet included Mr. Drake's application for APB. The APB did not meet since that time. The next meeting is scheduled for February 20, 2019.

Council interviewed James Drake for appointment to the Advisory Planning Board (APB). Mr. Drake has attended a meeting of the advisory board.

Approval of this item on the consent agenda will indicate Council's intent to appoint Mr. Drake to the APB.

20. Takoma Park-FCC lawsuit
Suggested Action: Councilmember Byrd requested that this item be included on the agenda this evening.
21. Council Activities
Suggested Action: Council will report on activities and events recently attended (if time allows).
22. Council Reports
Suggested Action: Council will provide reports on recently attended meetings (if time allows).

V. MEETINGS

23. Meetings
[meetings.pdf](#)
[Stakeholder Schedule.pdf](#)

City Council Agenda Item Report

Meeting Date: January 28, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: COMMUNICATIONS

Agenda Section:

Subject:

Presentations:

Random Acts of Kindness Proclamation:

Suggested Action:

This year the City of Greenbelt will issue a proclamation to recognize a day of Random Acts of Kindness, to be celebrated by the City on Sunday, February 17, 2019. Robert Goldberg Strasser of Random Unselfish Acts of Kindness (RUAK), will accept the proclamation and give an overview of this year's plans.

Attachments:

[Random Acts of Kindness proc.pdf](#)

PROCLAMATION

WHEREAS, the City of Greenbelt recognizes the value of simple acts of kindness performed without prompting or reason and how these acts can positively impact the performer, the recipient and onlooker of the good deed; and

WHEREAS, people of any age can participate in “Random Acts of Kindness” any time, any place and for the unselfish purpose of spreading goodwill; and

WHEREAS, by providing “Random Acts of Kindness” and reaching out to one another, regardless of social or economic status, education, gender, origin, religious belief, age, lifestyle or abilities, we extend an opportunity for grace, dignity and acceptance that might not otherwise be offered; and

NOW THEREFORE, BE IT RESOLVED I, Emmett V. Jordan, by the authority vested in me by the citizens and City Council of Greenbelt do hereby proclaim February 17, 2019, as

RANDOM ACTS OF KINDNESS DAY

in the City of Greenbelt and ask our residents of our community to join with me to recognize and perform random acts of kindness.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 28th day of January 2019.

EMMETT V. JORDAN
Mayor

ATTEST:

Bonita Anderson, City Clerk



City Council Agenda Item Report

Meeting Date: January 28, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: COMMUNICATIONS

Agenda Section:

Subject:

Minutes of Council Meetings

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: January 28, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section:

Subject:

Statement for the Record

Suggested Action:

Executive Session of January 14, 2019: The following motion is needed:

In accordance with the General Provisions Article, Section 3-306(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 executive session on Monday, January 14, 2018, at 7:07 p.m. in the Library of the Municipal Building. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to discuss the City Manager performance evaluation form.

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis		X		
Mr. Byrd				X
Ms. Mach		X		
Ms. Pope				X
Mr. Putens		X		
Mr. Roberts				X
Mayor Jordan	X			

Council took no actions during this session.

Attachments:

[Statement for the Record_190114.pdf](#)

WRITTEN STATEMENT FOR CLOSING A MEETING OF THE GREENBELT CITY COUNCIL

Date: 1/14/19 Time: 7:07 Location: Library
 Motion to close meeting made by: Davis Seconded by: Mach

Members voting to close meeting:

	Yes	No	Abstain	Absent
Mr. Byrd				✓
Ms. Davis	✓			
Ms. Mach	✓			
Ms. Pope	✓			✓
Mr. Putens	✓			
Mr. Roberts				✓
Mayor Jordan	✓			

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.

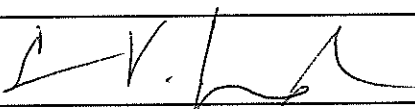
FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) () _____

§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: [] BYRD; [✓] DAVIS; [✓] JORDAN;
[✓] MACH; [] POPE; [✓] PUTENS; [] ROBERTS

STAFF/OTHERS PRESENT:

None

TOPICS DISCUSSED:

City Manager Performance Evaluation form

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

TIME CLOSED SESSION ADJOURNED: *7:35*

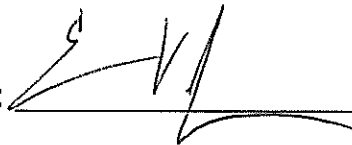
PLACE OF CLOSED SESSION: *Library*

PURPOSE OF CLOSED SESSION: *See above*

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (); (); ()

MEMBERS WHO VOTED TO CLOSE: [] BYRD; [✓] DAVIS; [✓] JORDAN; [✓] MACH;
[] POPE; [✓] PUTENS; [] ROBERTS

SIGNATURE OF PRESIDING OFFICER:



Form Revised: 3/14/18

City Council Agenda Item Report

Meeting Date: January 28, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section:

Subject:

Minutes Executive Session of January 2, 2019:

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Attachments:

City Council Agenda Item Report

Meeting Date: January 28, 2019

Submitted by: Judith Howerton

Submitting Department: Planning

Item Type: LEGISLATION

Agenda Section:

Subject:

A Resolution To Authorize The Negotiated Purchase Of Professional Architectural/Engineering Services For The Cherrywood Lane Green And Complete Street Retrofit Project From Charles P. Johnson & Associates, Inc. (CPJ) At A Cost Not To Exceed \$130,710.

Suggested Action:

2nd Reading, Adoption

Reference:

Resolution

Memorandum, J. Howerton, 01/08/2019

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Preliminary Concept Design Report: Cherrywood Lane Complete and Green Street Project

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Five (5) proposals were received. Staff has carefully reviewed the proposals and costs for each proposal.

Included in the Council's packet is a memorandum from Judith Howerton, Community Planner, detailing the RFP and review process. Ms. Howerton is recommending the Cherrywood Lane Green and Complete Street Retrofit Project to be awarded to CPJ Associates.

Ms. Mach introduced this resolution for first reading at the last meeting. It is recommended the resolution be introduced for second reading and moved for adoption tonight.

Attachments:

Resolution

MEMO_Staff_Recommendation.pdf

Request for Proposals, Cherrywood Lane Green and Complete Street Retrofit Project

Preliminary Concept Design Report: Cherrywood Lane Complete and Green Street Project

Charles P. Johnson & Associates, Inc. (CPJ) Proposal

Introduced: Ms. Mach
1st Reading: January 14, 2019
2nd Reading: January 28, 2019
Passed:
Posted:
Effective:

RESOLUTION NUMBER 20XX

A RESOLUTION TO AUTHORIZE THE NEGOTIATED PURCHASE OF DESIGN AND ENGINEERING SERVICES FOR THE CHERRYWOOD LANE GREEN AND COMPLETE STREET RETROFIT PROJECT FROM CHARLES P. JOHNSON & ASSOCIATES, INC. AT A COST NOT TO EXCEED \$130,710.

WHEREAS, the City Council has included funding for Cherrywood Lane Project within the approved capital budget; and

WHEREAS, the City is committed to granting safe access for all users through better pedestrian and bicycle access and providing best practices that capture, slow down and treat storm water before entering the drainage system and discharging into the Indian Creek; and

WHEREAS, the City completed a preliminary concept design report for Cherrywood green and complete street project; and

WHEREAS, the City issued Request for Proposals (RFP) for professional engineering/design services; and

WHEREAS, the consultant will produce engineered design plans based on previous conceptual design plans but may incorporate next generation green infrastructure where appropriate; and

WHEREAS, plans must be more than ninety percent complete at close of project, meeting all contractual obligations; and

WHEREAS, the cost to the City shall not exceed \$130,710. NOW, THEREFORE,

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the City Manager be authorized to contract with Charles P. Johnson, Inc (CPJ) of Silver Spring, Maryland to provide design and engineering services for the green and complete street retrofit of Cherrywood Lane at a cost of \$130,710.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of January 28, 2019.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

**CITY OF GREENBELT, MARYLAND
MEMORANDUM**

TO: Nicole Ard, City Manager
FROM: Judith Howerton, Community Planner
VIA: Terri S. Hruby, Planning and Community Development Director
DATE: January 8, 2019
SUBJECT: Recommendation for selection of consultant to perform professional services for the Cherrywood Lane Green and Complete Street Retrofit

Background:

The City Council has been briefed on the Cherrywood Lane Green and Complete Street Retrofit Project on several occasions. At their August 24, 2015 work session, planning staff together with Low Impact Development Center (LIDC), a non-profit organization that focuses on sustainable storm water solutions, presented three (3) preliminary street plan design concepts. Each design option illustrated different feasible opportunities for selecting, siting, and utilizing Low Impact Development (LID) storm water retrofits and complete street concepts. Planning staff, the Advisory Planning Board, and GreenACEs each reviewed all the design options. A consensus was formed in support of one. That design option is now part of the final preliminary concept design report.

The concept design report is a recommendation that gives guidance on green and complete street elements that could be integrated within Cherrywood Lane's right-of-way. It provides opportunities for protected bike lanes, on-street parking, and/or specialized bus loading areas to be evaluated and accommodated during more detailed planning processes. It includes calculation of storm water benefits and preliminary cost estimates for construction. It also includes a phasing plan which breaks down the roadway reconstruction into three (3) phases, with Phase One as the immediate focus. Phase One spans 4,200 feet beginning at the CVS Pharmacy entrance drive at Beltway Plaza and ending at 350 feet south of the Greenbelt Metro Access Drive roundabout's center.

On March 17, 2017, with Council approval, the City of Greenbelt submitted an application for technical assistance through the Chesapeake Bay Trust (CBT). The next step from the conceptual design recommendations for Phase One of the Cherrywood Lane Green and Complete Street retrofit was the development of engineered designs. The city was granted an award in the amount of \$56,000 and delivered through the Green Streets, Green Jobs, Green Towns Grant Program as part of a contract agreement signed July 5, 2017. The CBT has stipulated that grant monies must be spent by June 2019.

Proposal:

A Request for Proposals (RFP) to secure architectural/engineering (A/E) professional services was advertised on E-Maryland Market Place, Washington Post, Greenbelt News and Review and sent via email to 'local' firms known to specialize in provision of engineering services for such projects. A site visit was scheduled for Wednesday, November 28, 2018 at 1:00 pm (at the parking lot of Springhill Lake Recreation Center; 6101 Cherrywood Lane, Greenbelt, MD 20770). The submittal deadline was December 7, 2018 at 4pm.

Fourteen (14) consulting firms attended the site visit meeting. The visit provided an opportunity for firms to view the site, examine the scope of work, and ask questions of City staff. Staff was able to address questions by posting responses on city website including the sign-in sheet which was requested by attendees.

Response:

The City received five (5) proposals in response to the RFP. Planning staff assessed this as a good response rate. The consulting firms submitting proposals were as follows:

- Charles P. Johnson & Associates, Inc. (CPJ);
- A. Morton Thomas and Associates, Inc. (AMT);
- Johnson, Mirmiran and Thompson, Inc. (JMT);
- Toole Design Group (Toole); and
- Wallace Montgomery (WM)

Evaluation:

All proposals have been carefully reviewed by staff. All five (5) consulting firms' submitted proposals that show adequate professional qualifications to perform the work requested. In addition, they have demonstrated work experience with similar projects (street improvements, storm water management, and bicycle/pedestrian projects). Staff also considered how well they responded to the specific requirements in the RFP taking into account the City's requests. Beyond that, staff based evaluation on the quality of each submission (proposed work plan).

In reviewing cost estimates provided by the different proposals, staff noted that proposals cited different cost estimates each based on the consulting firms approach to what direction they perceived the project needed to move towards completion. This means that some firms cited cost estimates based on deliverables of engineered design plans at 30% completion while others cited proposals based on deliverables of engineered design plans at 90% completion. Staff has therefore broken down proposed costs into two (2) categories as follows:

Completion at 90% engineered design plans

- Charles P. Johnson & Associates, Inc. (CPJ) \$130,710
- A. Morton Thomas and Associates, Inc. (AMT) \$199,500

Completion at 30% engineered design plans

- Johnson, Mirmiran and Thompson, Inc. (JMT) \$ 85,850
- Toole Design Group (Toole) \$170,884
- Wallace Montgomery (WM) \$ 85,911

Of the five (5) proposals, staff shortlisted CPJ, JMT, and WM based on both the combined quality of their proposals in response to the RFP as well as the cost value. CPJ promises to deliver the project to 90% engineered design plans at a cost of \$130,710. JMT would deliver the project to 30% engineered design plans (at \$85,850) but has also included a detailed plan in their proposal of how they would take the project from what they refer to as stage one (30%) to stage two (90%) engineered designs. This would allow the city to break the project into stages while maintaining continuity with the same contractor. The total cost at 90% would be \$385,150. WM provides a thorough proposal of how they would arrive at 30% engineered designs at a cost comparable to JMT's \$85,850 - \$85,911; however, that is the entirety of their proposal which means the city would potentially have to pursue another contract(or) to get to the next stage.

It is in the interest of the city to work with one of the two consultants that would take them through the different stages to 90% completion. It would eliminate excessive steps in getting to construction and save not only time and effort but money as well. As a result the options were narrowed down to only two (2) proposals. The two (2) feasible options for the city to move forward with this project are CPJ and JMT. While both firms are qualified based on criteria to be considered for selection, CPJ gives a much better cost value and could save the city a lot of money. Staff contacted CPJ for more elaboration on their work plan, as samples of work given with their proposal were heavy on storm water management. Staff wanted to see more street and bicycle/pedestrian related projects. CPJ has been very responsive to staff needs. References were also checked.

It is useful to note that, to date, the city has allocated \$86,000 to this project in the FY 19 budget with \$30,000 as the cash match amount to the \$56,000 CBT grant. Also, Appendix B of the Preliminary Concept report is a table showing 'Phase One Preliminary Cost Estimates'. LIDC estimated final design and engineering (of the conceptual design) at \$319,821. This figure has been reported to the City Council in the past.

Staff recommendation:

It is staff recommendation that Council accept the proposal of Charles P. Johnson & Associates, Inc. (CPJ) to provide A/E professional services for the engineered design plans of the Cherrywood Lane Green and Complete Streets Retrofit as set forth in their proposal dated December 7, 2018 at a cost of \$130,710.

Should Council direct, staff will prepare a Resolution for Negotiated Purchase to be presented for first reading at the January 14, 2019 City Council meeting.

Attachments:

- Request for Proposals: Engineered Design Plans Cherrywood Lane Green and Complete Street Retrofit - Contract No. 2018-04-R
- Preliminary Concept Design Report: Cherrywood Lane Complete and Green Street Project
- Charles P. Johnson & Associates, Inc. (CPJ) Proposal

CITY OF GREENBELT, MARYLAND
REQUEST FOR PROPOSALS
Engineered Design Plans
Cherrywood Lane Green and Complete Street Retrofit
Contract No.
2018-04-R

The City of Greenbelt is seeking Proposals from qualified individuals and/or professional design/engineer firms for the following project:

BACKGROUND

In 2015, the City of Greenbelt completed a preliminary concept design report for Cherrywood Lane complete and green street project which assessed existing conditions of the street and prepared 30% design concepts for retrofitting the street with green and complete street elements. This report is part of the background materials for this Request for Proposal (RFP).

The next step in implementing this project is the preparation of engineered design plans.

SCOPE OF SERVICES AND DELIVERABLES

The selected consultant will produce engineered design plans based on the conceptual design plans previously developed for Cherrywood Lane, but may incorporate next generation green infrastructure technologies where appropriate.

- 1) Meet with client for project kick-off and determination of project schedule
- 2) Prepare engineered design plan for client's review. Plan's must be more than 90% complete at close of project and at a minimum must include the following elements:
 - Site map that includes the below items;
 - Property boundaries
 - Project boundary
 - Field-run topographic survey of existing conditions
 - Drainage area to the treatment practice and impervious cover in the drainage area
 - Mapped utilities and roads
 - As applicable, mean high water, full pool elevation, bank-full/bench-full
 - Proposed design (grade changes, drainage structures, rock placement, etc.)
 - Landowner signature on the plan, which indicates project endorsement
 - Copy of soil survey mapping and field confirmation of soil drainage class;
 - NRCS web soil survey can be found at <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
 - Site details (e.g., topographic lines, roads, land uses, and soils).

- These are available at the Water Resources Registry where you can create an output with the desired metrics requested here:
<http://watershedresourcesregistry.com/>
 - Detailed earthwork volumes (cut, fill, stockpiled, etc.);
 - Planting plan (plant locations and plant types); and
 - Site photos.
- 3) Prepare Cost projections for construction of engineered designs including implementation, operation, and maintenance.
- 4) Prepare permit and technical construction documents
 Prior to final acceptance of plans, a pre-application meeting with the Maryland Department of the Environment (MDE), Prince George's County Department of Permitting, Inspections, and Enforcement, and Prince George's County Soil Conservation District must be held to determine that the design is permittable by local and state agencies.
- 5) Develop a maintenance plan for the low impact development facilities and provide calculations of treatment by practice.

Services shall also include up to three (3) meetings with Greenbelt City Council; four (4) meetings with citizen advisory board(s); and unlimited meetings with project staff.

PROJECT SCHEDULE

TASK	PROPOSED TIMELINE
Kickoff meeting/finalization of scope	01/31/2019 – 02/15/2019
Consultant performs survey, site map, finalizes draft design. Staff provide feedback and revisions as needed	02/18/2019 – 03/29/2019
Public meetings and presentation of plans	04/01/2019 – 04/26/2019
Redesign of plans to reflect community input. Finalization of plans and submission of final report to CBT.	04/29/2019 – 05/24/2019

CONTENT OF RESPONSE AND QUALIFICATIONS

The proposal shall include:

- Proposed scope of services
- Names of project team/firms (please indicate principal contact)
- Qualification statement and resumes of project team
- List of relevant, former projects of similar scope
- List of references
- Proposed schedule
- Proposed fees for services and lump sum cost proposal

This project is funded by the City of Greenbelt and the Prince George's County Stormwater Stewardship grant program administered by the Chesapeake Bay Trust. It must meet with all City of Greenbelt procurement requirements.

The City of Greenbelt is an Equal Opportunity Employer and supports affordable housing.

CONTACT INFORMATION

Proposals must be submitted to Judith Howerton, at the Greenbelt Department of Planning and Community Development, 15 Crescent Road, Suite 200, Greenbelt, Maryland 20770 on Friday, December 7, 2018 by 4:00 pm. A site visit is scheduled for Wednesday, November 28, 2018 at 1:00 pm (meet at Springhill Lake Recreation; 6101 Cherrywood Lane, Greenbelt, MD 20770). While the site visit is not mandatory, attendance is strongly encouraged. Please contact Judith Howerton at 240-542-2040 with any questions regarding this project.

REQUEST FOR PROPOSAL SUMMARY

Project: Engineered Design Plans for the retrofitting of Cherrywood Lane

Lump Sum Cost: \$ _____

Envelopes with responses to this RFP should be clearly marked with 1) Project Name: Engineered Design Plans for the retrofitting of Cherrywood Lane, 2) Contract No: 2018-04-R. Please submit additional information on the services you will provide as an attachment.

To be considered, please submit bid by: 4:00pm on Friday, December 7 2018

Greenbelt Department of Planning and Community Development
Attn: Judith Howerton, Community Planner
15 Crescent Road, Suite 200
Greenbelt, Maryland 20770

Company Name

Contact Name

Telephone

Email

Signature

Date

Your signature will guarantee the proposed production quote will be effective for 120 days.

Preliminary Concept Design Report:

CHERRYWOOD LANE COMPLETE AND GREEN STREET PROJECT

City of Greenbelt
Prince George's County
December 2015



ACKNOWLEDGMENTS

This preliminary concept report was prepared under the guidance of the City of Greenbelt’s Department of Planning and Community Development.

Department of Planning and Community Development

Celia Craze, Director
Terri Hruby, Assistant Director
Jessica Bellah, Community Planner

Low Impact Development Center, Inc.

Neil Weinstein, Executive Director
Emily Clifton, Project Manager / Environmental Planner
Suzy Cho, Environmental Planner
David Miller, Environmental Engineer

Additional Support

The following departments, boards, and committees provided considerable information and assistance with this project: Greenbelt City Council, the Advisory Planning Board, Green ACES, and the Public Works Department.

Funding

This project was funded by the Green Streets - Green Jobs - Green Towns (G3) Initiative, which is managed and administered by the Environmental Protection Agency’s Mid-Atlantic Region in partnership with the Chesapeake Bay Trust. For further information on this funding opportunities, visit www.cbtrust.org.

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PROJECT OVERVIEW

Project Scope

This *Preliminary Concept Design Report: Cherrywood Lane Complete and Green Street Project* has been prepared by the Low Impact Development Center, Inc., under the guidance of the Department of Planning and Community Development. It serves to provide a clear path for transforming a too-wide street into one that better serves multiple modes of transportation, minimizes paved surfaces, and optimizes stormwater management. This report provides guidance on complete and green street elements to be integrated within Cherrywood Lane's right-of-way and breaks down the roadway into three reconstruction phases.

The preliminary concept design and report reflect input gathered through multiple meetings with Planning and Public Works Department staff, the Advisory Planning Board, and Green ACES. Most, if not all, of these ideas are integrated into the final preliminary concept:

- Increase walkability by enhancing safety and convenience and strategically improving and expanding the sidewalk system
- Ensure pedestrian access to Greenbelt's transit system, recreational trails, and nearby neighborhoods such as Franklin Park at Greenbelt Station
- Provide access to transit stop facilities for the full range of users
- Physically protect the bike lane, wherever possible, with the use of bioretention, flexible posts, or other methods to separate bikes from cars
- Reduce impervious area and incorporate green stormwater infrastructure features such as bioretention, bioswales, and tree plantings within the right-of-way

Project Location

Cherrywood Lane is a 1.5 mile long city-owned collector roadway in the heart of Greenbelt, MD. The roadway is a key part of Greenbelt's bike network and acts as an important commuter route to the Metro and MARC stations. West of Cherrywood Lane lies the Indian Creek Stream Valley – one of the last natural floodplains and the sole remaining unchannelized section of the stream valley within the I-495 Capital Beltway. Cherrywood Lane is bound by Maryland State Route 202 (MD-202)/Edmonston Road to the north and Maryland State Route 193 (MD-193)/Greenbelt Road to the south.

Project Purpose

This project's purpose is to 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. It 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.

The following pages provide: 1) a description of the complete and green street elements utilized and 2) concept designs for various segments of the roadway. The intent is to provide the City with planning-level concepts for the reconstruction of the roadway in three separate phases. Retrofit cost estimates and stormwater treatment estimates are included for the first reconstruction phase (Phase One).

Conceptual Site Plan Phases

The Department of Planning and Community Development envisions that Cherrywood Lane will be retrofitted in three separate phases:

Phase One is a roughly 4,200 linear foot segment that extends from the CVS Pharmacy parking lot entrance at Beltway Plaza to 350 feet south of the center of the roundabout at the intersection with Greenbelt Metro Access Drive.

Phase Two begins 350 feet south of the center of the roundabout to where Cherrywood Lane ends at Edmonston Road (MD 201). This segment is approximately 3,400 linear feet in length.

Phase Three is an approximately 500 linear foot segment from Greenbelt Road (MD 193) to the CVS Pharmacy parking lot entrance at Beltway Plaza.

Stormwater treatment calculations and a preliminary opinion of cost for roadway and best management practice construction are provided for Phase One (see Appendix 1).



The 1.5 mile Cherrywood Lane will be retrofitted in three phases.

COMPLETE STREET DESIGN ELEMENTS

Design Criteria Overview

Cherrywood Lane is a collector roadway that provides connectivity between local developed areas, neighborhoods, and arterial roadways within the City of Greenbelt. The right-of-way varies from approximately 80 to 100 feet.

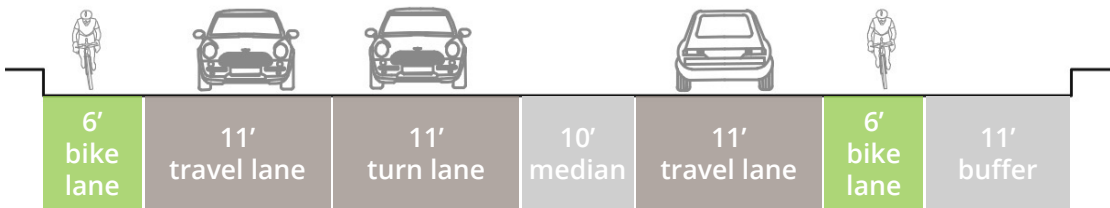
The majority of the 1.5 mile roadway is two travel lanes with wide shoulders and a large, paved median marked with yellow striping. There is minimal on-street parking on the eastern side of Cherrywood Lane, located primarily by Franklin Park at Greenbelt Station Apartments. Southbound left turn storage lanes allow for left turn movement onto Breezewood Drive, Springhill Drive, and Ivy Lane and into Franklin Park at Greenbelt Station Apartments and Springhill Lake Recreation Center. A roundabout exists at the intersection with Greenbelt Metro Access Drive. Cherrywood Lane transitions into a 4-lane road for about a quarter mile on both ends of the roadway as it approaches Edmonston Road (MD 201) to the north and Greenbelt Road (MD 193) to the south.

The design elements identified in this report are intended to fit within the existing right-of-way. Any alternative modifications that might require an expansion of the right-of-way are noted.

Roadway Design Criteria

Functional Classification

Cherrywood Lane is designated and recommended to remain a collector road in the 2013 *Greenbelt Metro Area and MD 193 Corridor Sector Plan and Sectional Map Amendment (SMA)*. The sector plan and SMA also proposes to keep Cherrywood Lane as a two-lane road, with one lane in each direction. This report does not propose any changes to the functional classification.



Existing Cherrywood Lane roadway section north of the intersection with Breezewood Drive.

Traffic and Circulation

The *Greenbelt Metro Area and MD 193 Corridor Sector Plan and SMA* includes recent traffic and circulation observations and forecasts how Cherrywood Lane will perform in year 2040 traffic conditions. Excessive speeding along Cherrywood Lane was observed during off-peak hours in 2012. Prince George's County's regional transportation demand forecasting model found that Cherrywood Lane is and will continue to operate at an acceptable level of service, provided that the entire Capital Beltway (I-95/495) Greenbelt Metro interchange is constructed.

This *Preliminary Concept Design Report* recommends adding green infrastructure elements along the length of the roadway as traffic calming devices. Phase Two recommendations include maintaining the four-lane storage capacity between the Federal Courthouse entrance and Edmonston Road intersection and the two-lane striping between the Federal Courthouse entrance and Greenbelt Metro Access Drive. This is supported by the *Greenbelt Metro Area and MD 193 Corridor Sector Plan and SMA* and the City of Greenbelt's 2014 *Pedestrian and Bicyclist Master Plan*.

This report also recommends that the impact of a full interchange at the existing Capital Beltway (I-95/495) Greenbelt Metro interchange be reviewed prior to finalizing a concept design for Phases Two and Three of the Cherrywood Lane complete and green street retrofit project.

Lane Widths

Existing lane widths average between 10 and 12 feet. The concept designs included in this *Preliminary Concept Design Report* are depicted with 11 feet lane widths.

Streetscape Standards

The *Greenbelt Metro Area and MD 193 Corridor Sector Plan and SMA* recommends that Cherrywood Lane be reconstructed as a green street with landscaped medians, wide bike lanes, turn lanes where needed, and sidewalks on both sides of the street. Inclusion of such features will also ensure conformance with the principles for complete streets design identified in the 2009 *Approved Countywide Master Plan of Transportation*.

Pedestrian Design Criteria

Sidewalks

Cherrywood Lane lacks sidewalks on the western side between the crosswalk nearest Beltway Plaza Mall and the roundabout. Continuous sidewalks are also missing on both sides of the roadway near Edmonston Road (Route 201). The *Greenbelt Metro Area and MD 193 Corridor Sector Plan and SMA* and the *Pedestrian and Bicyclist Master Plan* recommend correcting these issues.

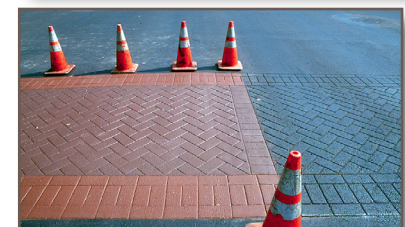


Disconnected/missing sidewalk between Edmonston Road and Breezewood Drive.

The *Pedestrian and Bicyclist Master Plan* identifies the American Association of State Highway and Transportation Officials' (AASHTO) seven characteristics of a well-designed sidewalk. These include ADA accessibility; adequate width for passing; safety/sense of security; continuity; landscaping; social space for interaction; and strengthening of neighborhood identity. This *Preliminary Concept Design Report* supports those recommendations. The final width and placement of the sidewalk will be determined in future stages of design. The cost to install a continuous 5 foot sidewalk on the west side for Phase One are provided in the cost estimates in Appendix B. An optional cost is also included for removing the 4 foot sidewalk on the eastern side and replacing it with a 5 foot sidewalk. The City may have to acquire more right-of-way to expand the sidewalk on the eastern side, if desired.

Pedestrian Crossings

The current roadway configuration requires pedestrians to cross 60 to 70 feet of road width in a single crossing. Very few raised center medians or pedestrian refuge islands are available. This report recommends that best practice designs for crossings be incorporated throughout the length of Cherrywood Lane. This includes utilizing ADA compliant curb ramps, crosswalk markings, raised crosswalks, and curb bumpouts to reduce the crossing distance and limit pedestrian exposure.



Options for improving crosswalk safety include refuge islands and striped or raised crosswalks.

Bicycle Design Criteria

Bike Lanes

Bike lanes are present on both sides of Cherrywood Lane, with the exception of the area between Breezewood Drive and Greenbelt Road and a small segment nearest to MD 201. This *Preliminary Concept Design Report* proposes adding bike lanes on both sides of the road in these segments.

Existing bike lanes are 6 feet wide. Lanes are one-way and go in the direction of the adjacent travel lane. In several places, it is recommended that the width of the bike lanes be reduced from 6 to 5 feet to accommodate the presence of designated buffer spaces, delineator posts/bumps, and other complete and green street elements intended to separate bicycle and auto traffic. Doing so will provide cyclists with greater protection. In other areas, a shared bike lane (“sharrow”) is recommended to indicate where cyclists should bike and to remind drivers to share the street.

Where on-street parking is present, a 3 to 4 foot wide buffer should be placed between the bike lane and parking lane and marked with white diagonal cross hatching or chevron markings.



Bike lanes are present along both sides for the majority of the roadway. This report recommends adding bike lanes where they are not currently present and adding features that enhance bike safety.



Concept design recommendations include installing a series of bioswales on the western side to protect the bike lanes from the flow of traffic.

Colored Bike Facilities

Green colored pavement in bike lanes increases cyclist visibility. It is recommended that the City evaluate whether color should be applied along the entire length of the bike lanes to increase visibility, to reinforce priority to cyclists, and to reduce conflicts. The City would need to evaluate the application process and the long-term maintenance cost. Alternately, green markings can be utilized as spot treatments in conflict areas or within intersections.

Intersection Treatments

Design elements such as signage, medians, pavement markings, bike lane pockets, and bike boxes can increase cyclist visibility and safety. Field observations and public input obtained through the *Pedestrian and Bicyclist Master Plan* process indicates that protected left turns and conflicts with right-turning traffic at intersections are issues.

It is recommended that dashed intersection pavement markings be used to indicate the intended path of cyclists and where vehicles may cross over bike lanes.

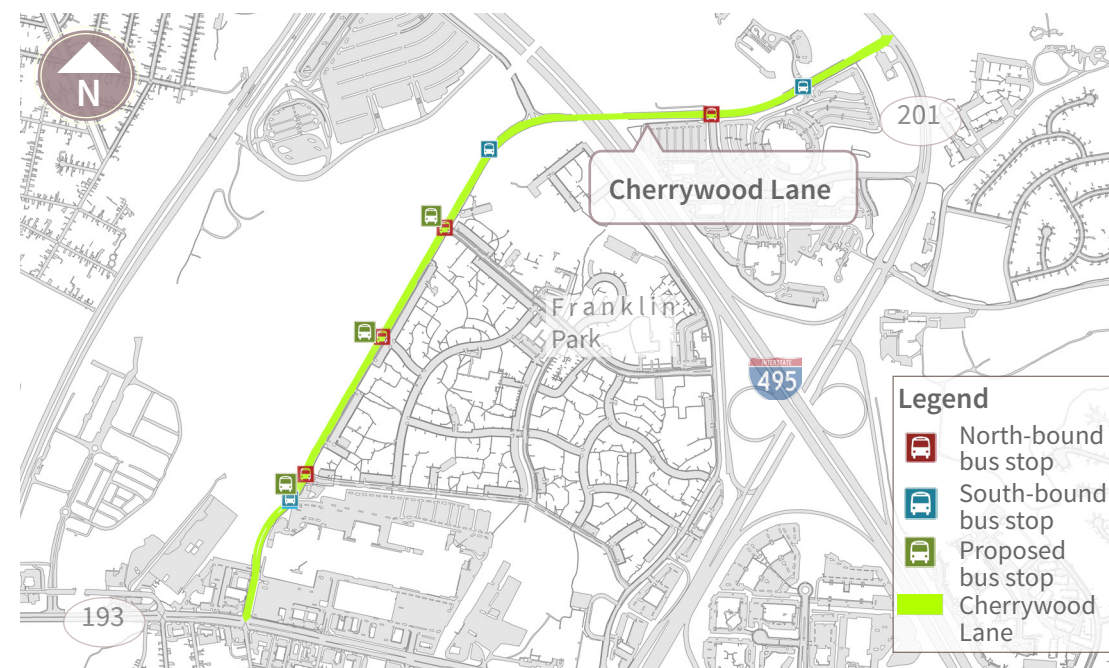


Examples of bike lanes striped (top) or covered (middle and bottom) with green retro-reflective thermoplastic to increase the safety of cyclists. Dashed areas indicate where vehicles may cross over.

Bus Stops, Parking, and Lighting

Bus Stop Placement

Seven bus stops are located along Cherrywood Lane: 4 on the east side and 3 on the west side. Three additional south-bound bus stop are proposed on the west side: one at the Breezewood Drive intersection; one between Breezewood Drive and Sprinhill Drive; and one near the Springhill Drive intersection. It is recommended that the existing bus stop locations be evaluated in future stages to determine whether any should be relocated on the far side of intersections to discourage mid-block crossings and to prevent people from trying to cross in front of a stopped bus where pedestrian visibility is limited.



Location of existing and proposed bus stops along Cherrywood Lane.

Bus Stop Amenities and Shelters

There is a lack of uniform bus stop amenities and shelters along Cherrywood Lane. The *Greenbelt Metro Area and MD 193 Corridor Sector Plan and SMA* and the *Pedestrian and Bicyclist Master Plan* recommend that stops include uniform bus shelters to provide protection for waiting passengers from sun, wind, and rain. Shelters should be placed at the nearside of landing pads to provide adequate boarding and alighting space for persons in a wheelchair (WMATA 2009).

Bus Stop Zones and Waiting Areas

All new bus facilities and modifications to existing bus facilities must comply with the Washington Metropolitan Area Transit Authority (WMATA) *Guidelines for the Design and Placement of Transit Stops*.

Near-side bus stop zones (located just before an intersection) should be placed at least 5 feet from the crosswalk and be a minimum of 100 feet in length. Far-side bus stop zones (located immediately after an intersection) require a minimum of 70 to 90 feet and



Existing bus shelter on Cherrywood Lane's west side near Beltway Plaza Mall.



Existing bus stop without a shelter on Cherrywood Lane's east side near the intersection with Ivy Lane.



should be located at least 50 feet from the intersection. Mid-block bus stops require 110-150 feet of roadside area and are the least-preferred by WMATA.”

The existing bus stops along Cherrywood Lane are all near-side, far-side, or mid-block stops. One new far-side bus stop is proposed for south-bound traffic after the intersection of Cherrywood Lane and Springhill Drive.



Floating Bus Stops

Floating bus stops are designed to allow bicycle traffic to run behind the passenger boarding area at a bus stop. While not assessed in this report, it is recommended that the City of Greenbelt evaluate the use of floating bus stops to determine whether it is possible to have the bike lane run behind the bus loading pad. Consideration must be given as to whether a bus pull-off area is required or if buses may stop in the roadway to load and unload passengers. A bus pull-off area will require additional right-of-way. If no bus pull-off area is needed, the floating bus stop will likely fit within the existing right-of-way.

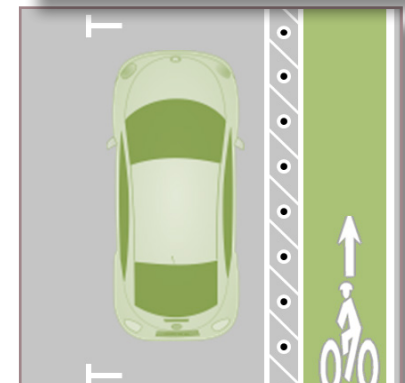
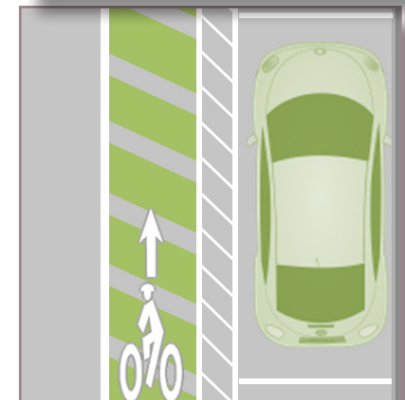


Potential floating bus stop configurations for future consideration. In each, the bike lane briefly raises up to sidewalk level to allow access to the bus boarding area.

On-street Parking

A limited amount of on-street parking exists on the east side of Cherrywood Lane by Franklin Park at Greenbelt Station Apartments. Approximately 28 parallel parking spaces exist along two separate stretches. Input obtained from the Advisory Planning Board and Green ACES indicates that on-street parking may not be necessary. This *Preliminary Concept Design Report* recommends that the Department of Planning and Community Development conduct a parking needs assessment for Cherrywood Lane.

The concept designs were prepared with the assumption that some or all on-street parking will be retained. It is recommended that a 3-4 foot buffer be placed between parked cars and the bike lane to prevent dooring (i.e., an opened door hitting or being hit by passing traffic) where on-street parking exists. The buffer should be marked with 2 solid white lines with interior diagonal cross hatching or chevron markings (NATCO 2013). Alternatively, the street can be redesigned to allow bicycle traffic to run behind the on-street parking area.



The current bike lanes fall within the door zone (top). Proposed (middle) vs. optional (bottom) modifications.

Pedestrian-Scale Lighting

Street lights in the City of Greenbelt are owned and maintained by Pepco. Existing street lights along Cherrywood Lane were designed primarily with automobile safety and comfort in mind. Utility pole-mounted street lights are set at a pole height of between 20-30 feet and are spaced at an average of every 150 feet along Cherrywood Lane. It is recommended that pedestrian-scale light fixtures be used to in-fill between street light poles every 50 feet to provide uniform illumination and security for pedestrians and cyclists. Pedestrian-scale lighting elements also serve to improve aesthetics and can act as a unifying element of other streetscape items.

Pedestrian-scale lighting is characterized by medium height light poles (i.e. 12- to 15-foot-tall posts) fitted with downcast or low- to full-cutoff fixtures to prevent glare. As per the *Pedestrian and Bicyclist Master Plan*, high pressure sodium vapor or metal halide lamps should be used to produce a better color definition and “white light” to areas



LED pedestrian-scale lighting in Holland, MI has helped to create a vibrant downtown community.

with higher pedestrian volumes. Lighting levels should comply with local ordinances and light fixtures should be made to withstand vandalism.

The Department of Planning and Community Development should coordinate light fixture selection and placement with Pepco. It is suggested that standalone solar fixtures and LED and solar-powered lighting options be explored during final design.



Pedestrian-scale lighting on Hayes St. in San Francisco, CA.

GREEN STREET DESIGN ELEMENTS

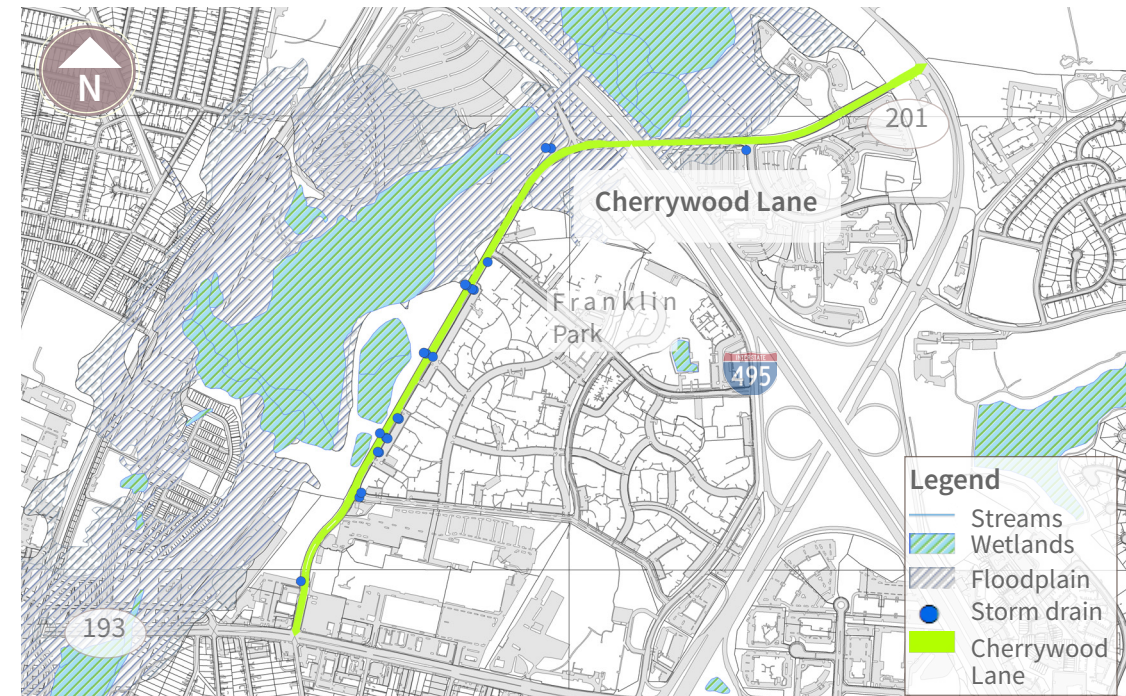
Design Criteria Overview

Cherrywood Lane lies within the Indian Creek subwatershed, which is a heavily populated and industrialized subwatershed within the Anacostia watershed. West of Cherrywood Lane is the Indian Creek Stream Valley – the sole remaining unchannelized section and one of the last natural floodplains inside the beltway.

Portions of the surrounding area have long been designated by the City of Greenbelt and Prince George’s County as important environmental areas. The majority of development along Cherrywood Lane occurred before modern requirements for stormwater management. Little consideration was given for the problems that stream bank erosion, sedimentation, and an abundance of impervious surfaces would bring.

The combination of development without innovative, modern stormwater management features and a high percentage of impervious surfaces has resulted in poor water quality conditions. The existing road and right-of-way encompass a 14.17-acre drainage area, of which 91% or 12.94 acres is impervious.

The roadway drains as sheet flow and shallow concentrated flow to curb inlets on both the east and west sides. Drainage is good and ponding is minimal; however, direct discharge to Indian Creek creates flooding conditions around the stream. There is some evidence of impairment to the stormwater outfalls that lie on Maryland State owned land. The stormwater running off of Cherrywood Lane currently does not receive treatment before it reaches Indian Creek. Green stormwater infrastructure design elements incorporated within the green and complete street design aim to control at least 1 inch of runoff.



Environmental Features

One inch of rainfall in the Greenbelt area is considered as the 90th percentile storm, meaning that 90 percent of all storms that occur within a year are, on average, 1 inch or less. Green stormwater infrastructure can help to improve the water quality by capturing the first inch or more of rainwater within the right-of-way, thus reducing the volume of water entering the storm drain and flowing into Indian Creek during a storm event. This first inch is often referred to as the “first flush” of rainwater because it carries with it a higher concentration of pollutants. Green stormwater infrastructure elements serve to decrease pollutant loads by allowing the runoff to slow down and be treated before either being absorbed into the ground or air, or slowly being released into the storm drain system.



Example of a stormwater curb extension along side a residential street.

Green Stormwater Infrastructure

Stormwater Curb Extensions

Stormwater curb extensions are landscaped bump-outs that are designed as bioretention areas to slow down, collect, and clean stormwater runoff. The top of the planting media is set lower than the street's gutter to allow stormwater to flow into it via one or more inlets. The plants take up some of the stormwater through their root system, while the rest is temporarily stored within the curb extension's media until it either evapotranspires into the air, infiltrates the ground, or slowly makes its way back to the storm drain.

Stormwater curb extensions can be utilized on the east side of Cherrywood Lane in several locations. These areas should be designed to be 8 feet wide, which is the same width as a street parking lane. Alternatively, if protected bike lanes are utilized

on the east side, these water treatment areas can be narrowed to a minimum of 5 feet and set away from the curb as "floating" stormwater curb extensions to allow bicycle traffic to run behind them. Stormwater curb extensions can also be elongated for some or most of a block by adding a bioswale in front of the bioretention area.

Stormwater curb extensions cannot be used where bus pull-off areas or on-street parking areas exist. The feasibility and final location of the stormwater curb extensions will be evaluated during the final design process based on engineer review of utilities, on-street parking conditions, street width, and vehicle turning radii and volumes.

Bioswales

Bioretention swales, or bioswales, are modified swales that use bioretention media beneath the swale to improve water quality, reduce the runoff volume, and modulate the peak runoff rate. Bioswales are designed to collect sheet flow of runoff from small lengths of drainage to help absorb water and then convey the excess runoff from storms.



Top image: bioswale with a grassed strip along the edge. Bottom image: a narrower bioswale with inlets directing water from both the sidewalk (left side) and street (right side) into the treatment area.

Bioswales differ from bioretention cells in that they are designed to be conveyance treatment devices and not storage devices. This *Preliminary Concept Design Report* recommends installing a series of bioswales on Cherrywood Lane's west side to provide stormwater runoff treatment and to create a buffer between the bike lane and travel lane. "Floating" bioswales may replace floating stormwater curb extensions on the roadway's eastern side. The final combination of stormwater treatment elements will be determined in a later stage.

Bioswale widths vary from approximately 6 to 8 feet. Only the 2-foot-wide flat bottom provides treatment. The remainder should be landscaped to match existing landscape. Special attention should be paid to reduce potential maintenance costs.

Impervious Surface Removal

Impervious surface removal refers to the replacement of impervious areas — such as asphalt and concrete — with vegetation or other permeable surfaces. Replacing hard, impermeable areas with healthy vegetated groundcover, bioretention areas, permeable pavement, or tree planting areas improves urban hydrology and water quality. It also adds green spaces back into the urban streetscape.

The removal of impervious area along both sides of Cherrywood Lane and in the paved median will greatly reduce the amount of stormwater runoff that must be treated. This in turn reduces the size and cost of stormwater treatment. The new non-impervious areas also provide pedestrian refuge when crossing the busy street. The reconstructed road's boulevard feel will provide a traffic calming effect, deterring motorists from speeding down the road which is currently an issue.

Tree Plantings and Landscaping

Planting street trees and landscaping in the public right-of-way enhances the physical, ecological, and social aspects of Cherrywood Lane. Because street trees are an important organizing element of the streetscape environment, appropriate tree species selection, location, and design are essential. Proper tree selection and planting will ensure the healthy growth and longevity of trees, enhance streetscape

character, and maximize the City of Greenbelt's investment.

The following guidelines shall be utilized to identify suitable plantings and materials that are attractive, minimize maintenance, avoid obstruction of visibility, discourage graffiti, and conserve water. Trees and landscaping in the median should blend in with existing vegetation or provide a nice contrast. Plant material should be drought tolerant and disease resistant, with preference given to native species. Care should be taken to select trees and shrubs that have room for adequate root growth, keep the visibility triangle free from obstruction, and do not interfere with pedestrian passage or with existing overhead or underground utilities, where applicable.

Flowering trees should be spaced approximately 30 feet apart and shade trees 50 feet apart when preparing the landscaping plan for final design. No trees should be placed closer than 15 feet from street lights or utility poles (DPW&T 2008).

When selecting groundcover, turf grass should be avoided in the median to ensure that no mowing is necessary. Consider adding variation in seasonal appearance and combining evergreen with deciduous material. Stormwater infiltration should be promoted by utilizing a proper soil medium (loamy soil).

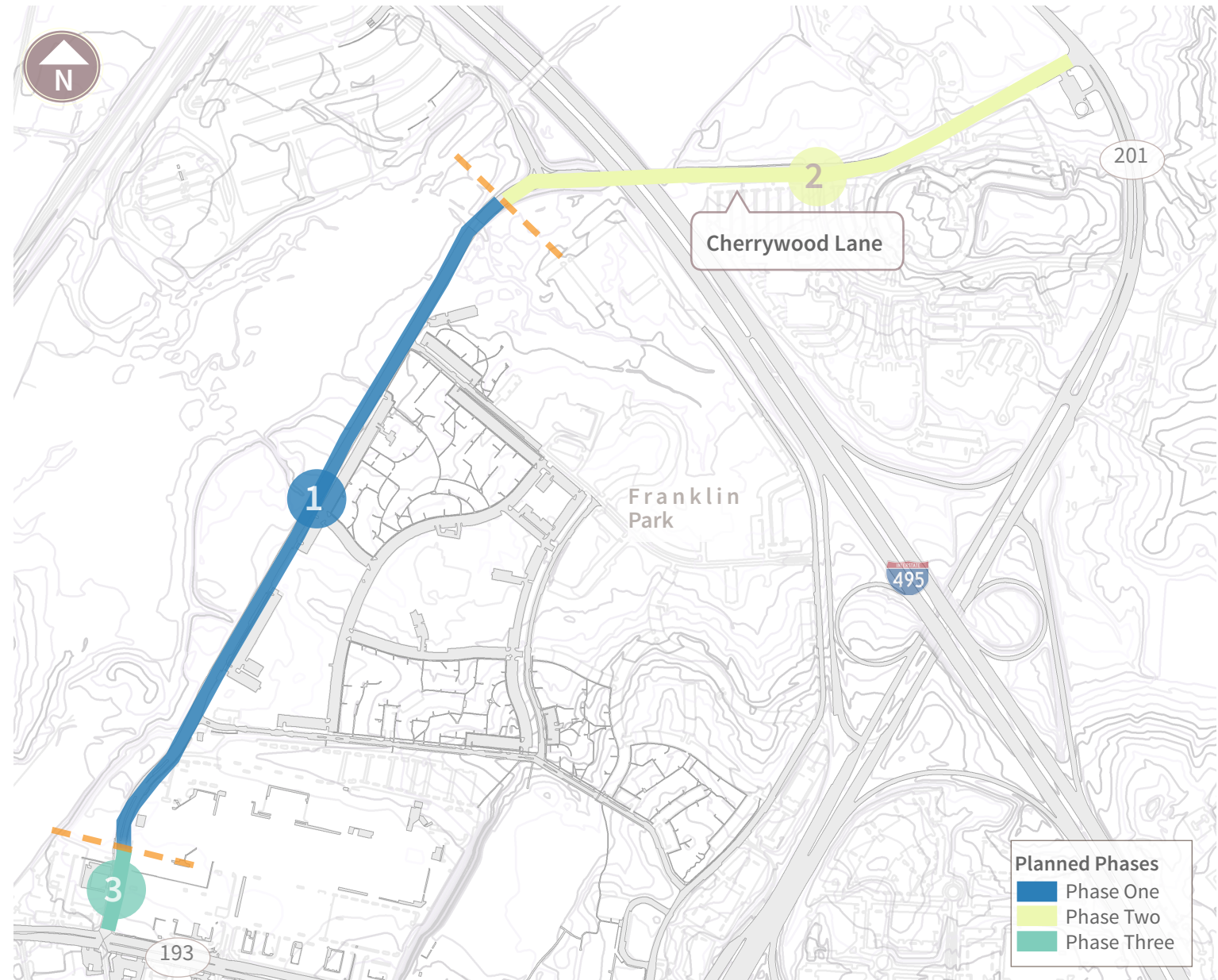


Cherry trees within the existing planted median (top) near Breezewood Drive provide spectacular spring colors (middle). Existing trees can also be found along the eastern sidewalk (bottom).

CHERRYWOOD LANE ILLUSTRATED CONCEPTS

The following pages consist of illustrated concept plans for the retrofit of Cherrywood Lane in three separate reconstruction phases. Phase One extends from the CVS Pharmacy parking lot entrance at Beltway Plaza to 350 feet south of the center of the roundabout at the intersection with Greenbelt Metro Access Drive. Phase Two begins south of the Greenbelt Metro Access Drive roundabout to where Cherrywood Lane terminates at the intersection with Edmonston Road (MD 201). Phase Three extends from the intersection with Greenbelt Road (MD 193) to the crosswalk near Beltway Plaza Mall.

Phase One is targeted for reconstruction first. Because of the long-term nature of this project, cost estimates are provided for Phase One only, for the purpose of securing final design and reconstruction funding. Stormwater treatment estimates are also provided for Phase One.



Cherrywood Lane Illustrated Concepts: Phase One

Phase One of the Cherrywood Lane complete and green street retrofit spans 4,200 feet, or 8/10 of a mile. Phase One begins at the CVS Pharmacy entrance drive at Beltway Plaza and ends 350 feet south of the Greenbelt Metro Access Drive roundabout's center. Beltway Plaza Mall, Franklin Park at Greenbelt Station, Springhill Lake Recreation Center, and Springhill Lake Elementary School lie to the east. A state preservation parcel containing Indian Creek lies to the west. The new Greenbelt Station development also lies further to the west, near the southernmost portion of Phase One.

Bike lanes are absent on Cherrywood Lane until just north of Breezewood Drive. Sidewalks are lacking on the western side of the roadway. In terms of stormwater management, the roadway captures rainwater and snow melt from a drainage area of approximately 6.79 acres, of which 6.23 acres are impervious. This stormwater drains as sheet flow and shallow concentrated flow to curb inlets on both the east and west sides of Cherrywood Lane.

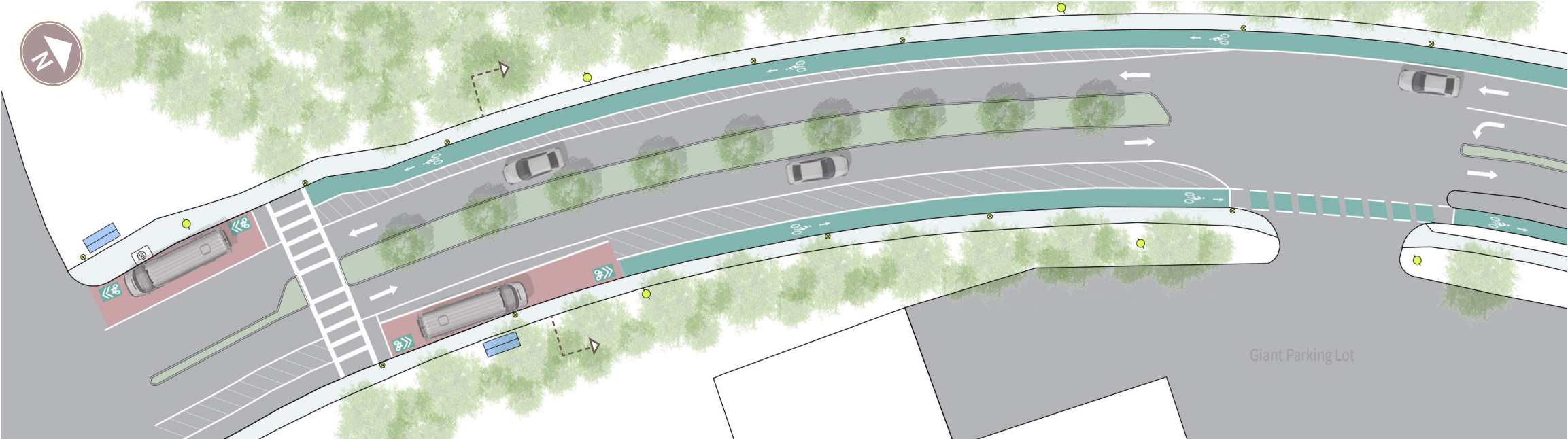
The proposed Phase One concepts are illustrated in roadway segments A, B, C, and D. Each segment represents predominant sections of the roadway. Each representative segment illustrates how sidewalks, bike lanes, and green stormwater infrastructure elements are incorporated into the existing right-of-way.

As conceptualized, 1.3 acres of existing impervious area would be removed. The proposed green stormwater infrastructure elements would treat 19,815 cubic feet, or 148,226 gallons, of stormwater. This preliminary estimate translates to roughly 114% of the volume required to treat the 1 inch storm event. More or less stormwater can be treated by increasing or decreasing the size of the green stormwater infrastructure elements. The final calculation would be determined at full design.

The total estimated cost to design and build Phase One as a complete and green street is \$2,765,514. This estimate includes 17% design and engineering costs and a 30% contingency. Optional improvements to mill and overlay the existing pavement and to widen the sidewalk on the eastern side would increase this estimate to \$3,073,890.



Roadway Segment A



Existing Features

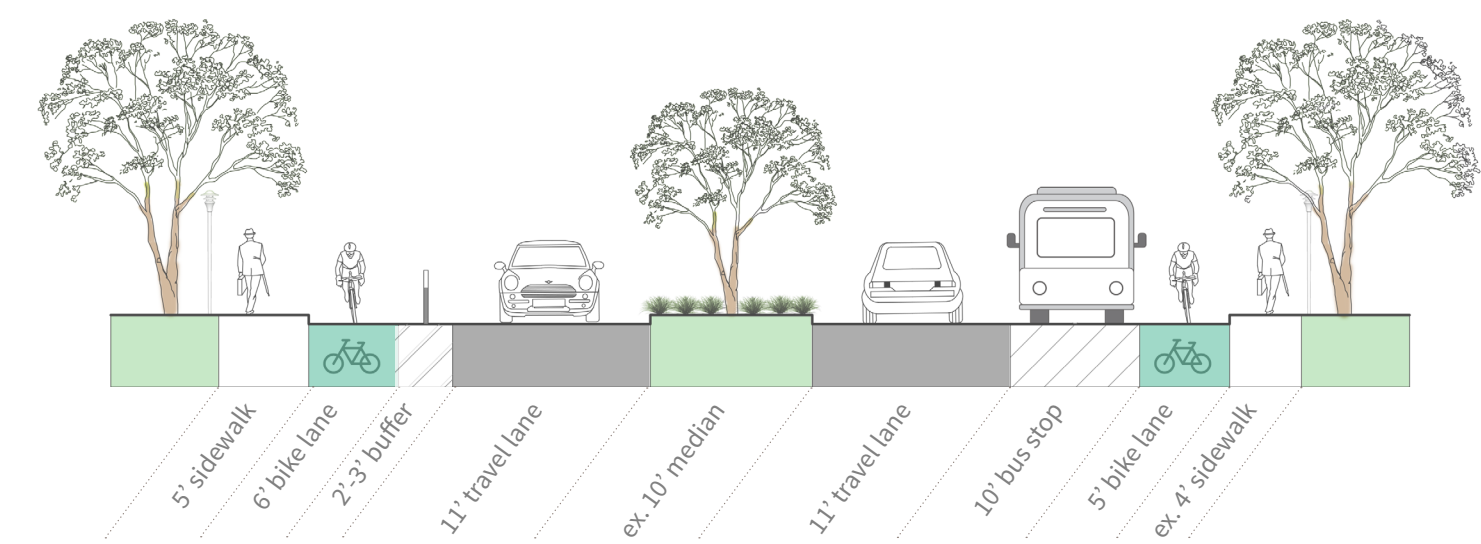
- | | |
|------------------------|-------------|
| ● telephone/light pole | ■ canopy |
| ⊗ storm drain | ▨ crosswalk |
| ○ fire hydrant | ■ bus stop |

Proposed Features

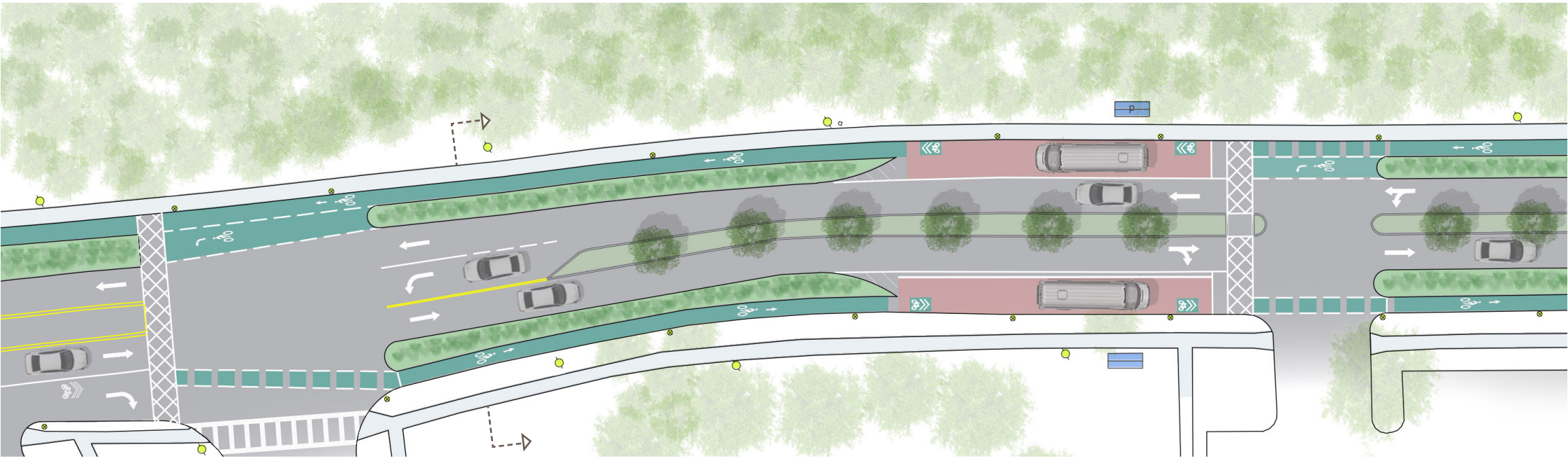
- | | | |
|----------------|-------------|--------------------|
| ■ bioswale | ■ bus stop | ● street tree |
| ■ bicycle lane | ■ bus zone | ● pedestrian light |
| ■ sharrow | ■ crosswalk | ● plastic bollard |

A Across from Beltway Plaza Mall

Phase One begins near Beltway Plaza Mall at the CVS Pharmacy parking entrance. The concept envisions re-striping the existing four-lane road into a two-lane road with a single travel lane in each direction. Doing so provides space for a 6 foot protected bike lane on both sides, except in the location of the bus stops. In the bus stop area, the bike lane narrows to 5 feet and becomes a sharrow (this may need to be reconsidered after discussions with WMATA). A 5-foot-long sidewalk is added to the west side. Opportunities to install green stormwater infrastructure elements within this roadway segment are limited. The road already benefits from the presence of a planted median buffer, and the City may consider replacing portions of the striped protected buffer with a planted buffer. Pedestrian-scale lighting is added to address safety concerns and to incorporate a unifying feature throughout the entire length of the roadway.



Roadway Segment B



Existing Features

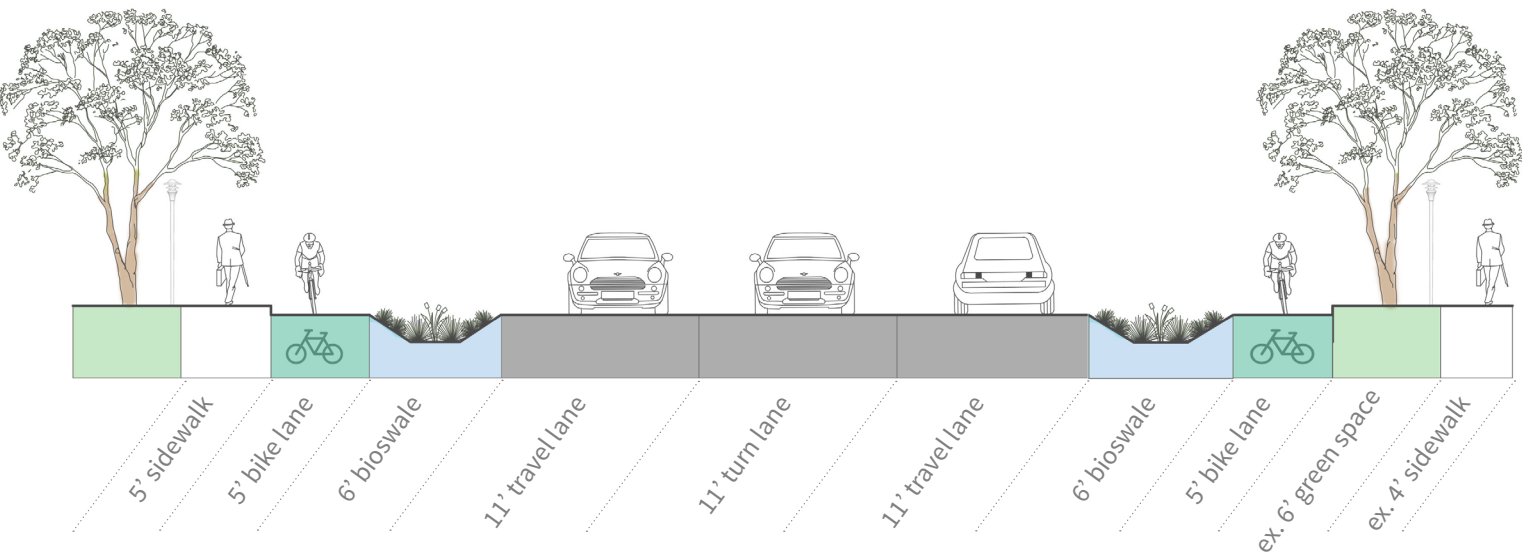
● telephone/light pole	■ canopy
□ storm drain	▨ crosswalk
○ fire hydrant	■ bus stop

Proposed Features

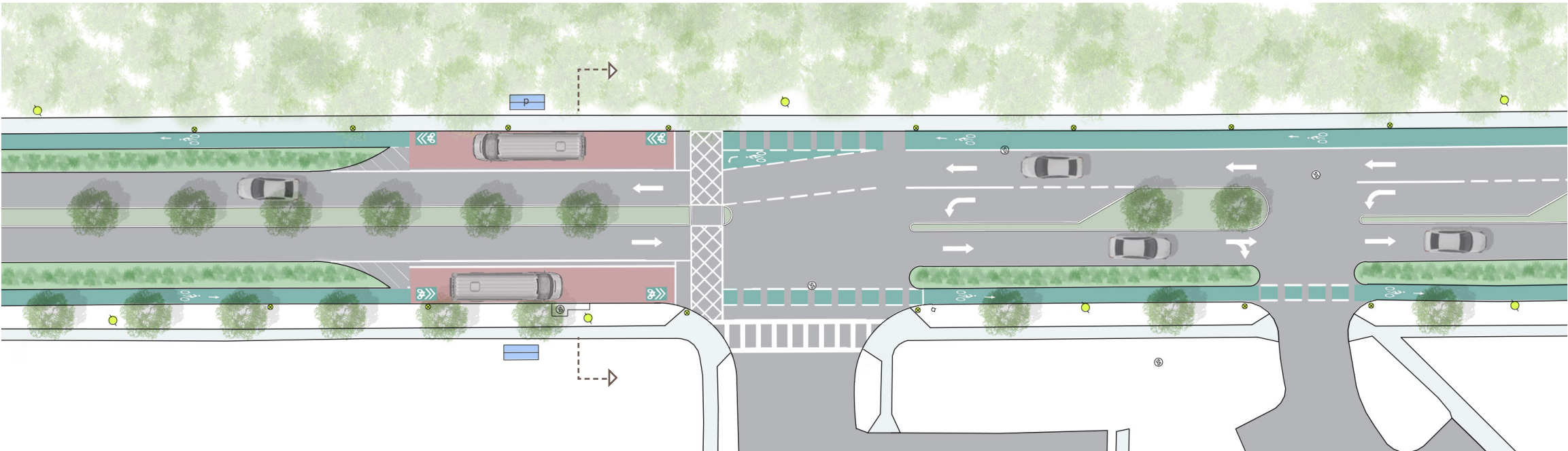
■ bioswale	■ bus stop	● street tree
■ bicycle lane	■ bus zone	● pedestrian light
■ sharrow	■ crosswalk	● plastic bollard

B Breezewood Drive

Approaching Breezewood Drive, additional room within the right-of-way allows for the installation of stormwater treatment areas on both sides and a planted median in the center. The stormwater treatment areas buffer the designated bike lane from the travel lane. Here, the bike lane narrows to 5 feet. A left turn area is provided for south-bound cyclists needing to cross Cherrywood Lane to go onto Breezewood Drive or to get into the apartment parking area. A bus stop is added to the west side. Marked crosswalks are added to increase crosswalk visibility and indicate that vehicles should yield to pedestrians. Crossing distances are reduced by the addition of the planted median and stormwater treatment areas. Pedestrian lighting introduced in segment A continues here to help define the area and allow pedestrians and cyclists to feel more secure during early morning and dusk hours.



Roadway Segment C



Existing Features

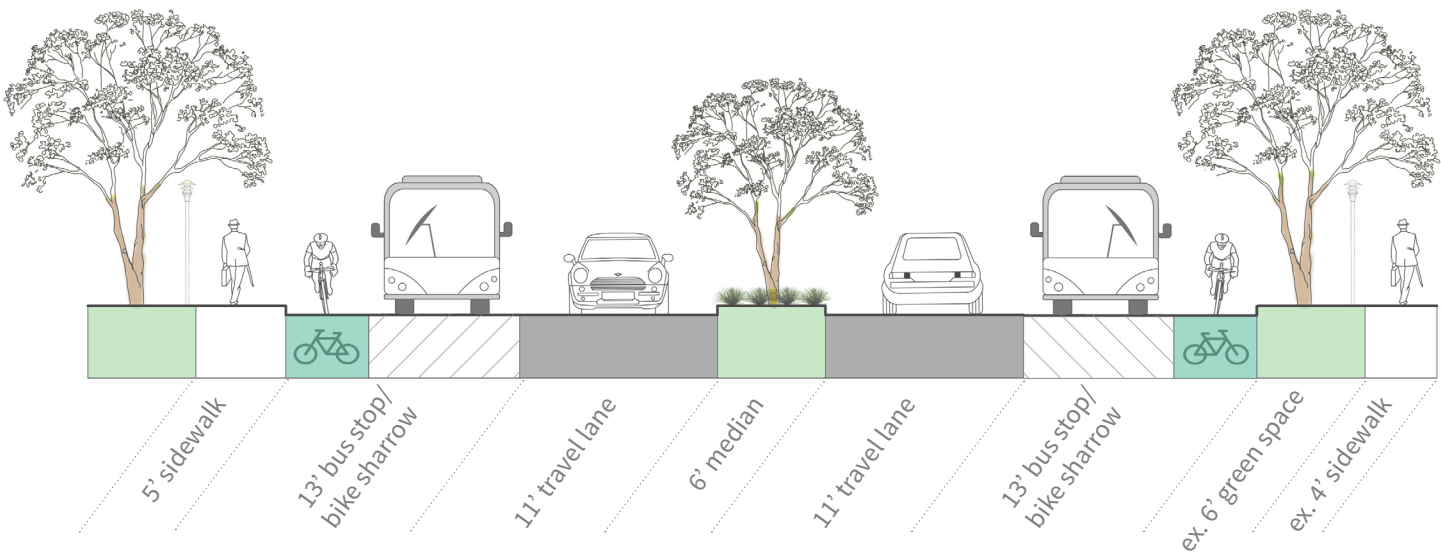
telephone/light pole	canopy
storm drain	crosswalk
fire hydrant	bus stop

Proposed Features

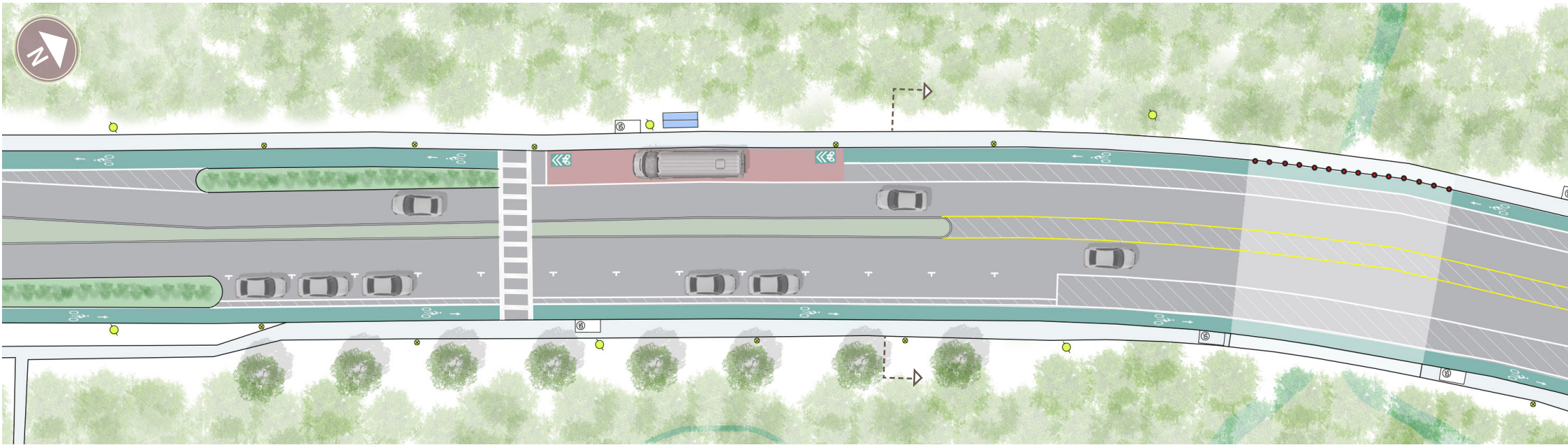
bioswale	bus stop	street tree
bicycle lane	bus zone	pedestrian light
sharrow	crosswalk	plastic bollard

C Springhill Drive

A continuous rhythm of complete and green street elements along Cherrywood Lane provide a unified identity along the corridor. In the area represented by segment C, a narrow planted median is installed. A new bus stop is placed on the west side of the roadway, and pedestrian crosswalks are added at the intersection with Springhill Drive. A median refuge area provides a safe spot for pedestrians crossing the street. Street trees are planted within the median and along the eastern side of the street to provide shade for pedestrians and cyclists. The specific locations of street trees and pedestrian-scale lighting will be determined at final design, as will the locations of other complete and green street elements. The bus stop location may need to be reconsidered after discussions with WMATA.



Roadway Segment D



Existing Features

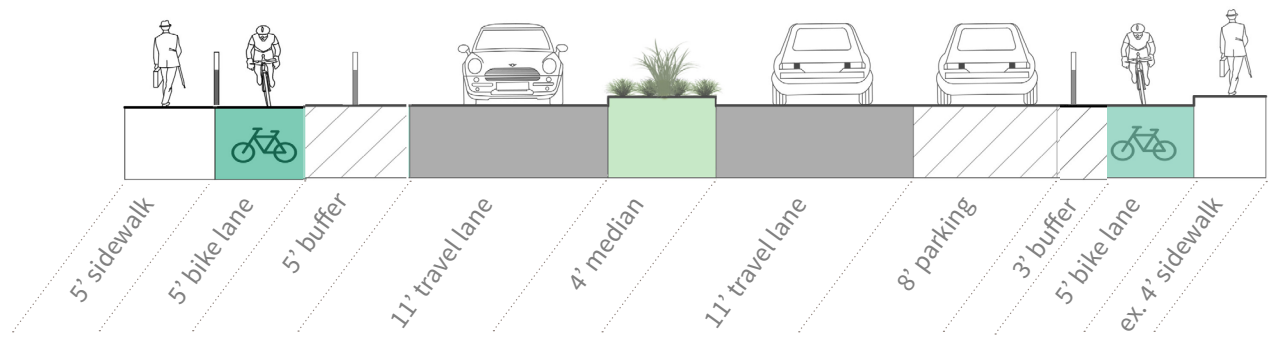
telephone/light pole	canopy
storm drain	crosswalk
fire hydrant	bus stop

Proposed Features

bioswale	bus stop	street tree
bicycle lane	bus zone	pedestrian light
sharrow	crosswalk	plastic bollard

D Indian Creek Tributary Bridge

As the roadway reaches the small bridge across the Indian Creek tributary, the bike lanes are maintained but many of the green street features are removed. The planted median reduces to 4 feet to allow room for protected bike lanes on both sides. A designated area for on-street parking is added on the east side to accommodate overflow parking for events at the Springhill Lake Recreation Center. Alternatively, this parking area could be converted to a stormwater treatment area if the Department of Planning and Community Development’s parking needs assessment determines that additional parking is not needed. Presently, no sidewalk exists along the west side of the bridge. Reflective bollards or delineator posts are added to define the pedestrian walkway and the bike lane.



Phase One Treatment Options

Pedestrian Crossings



Bike Lane Treatments



Phase One Treatment Options (continued)

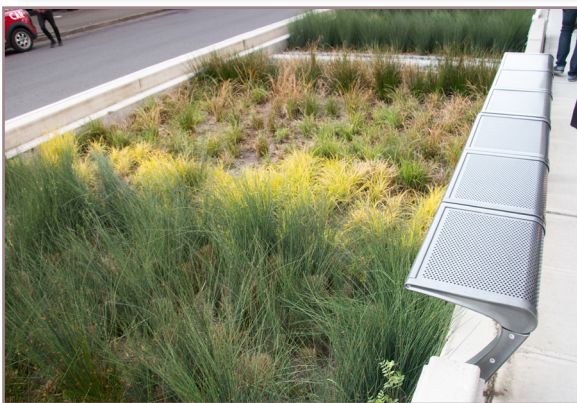
Bridge Segment



Pedestrian-scale Lighting



Green Stormwater Infrastructure



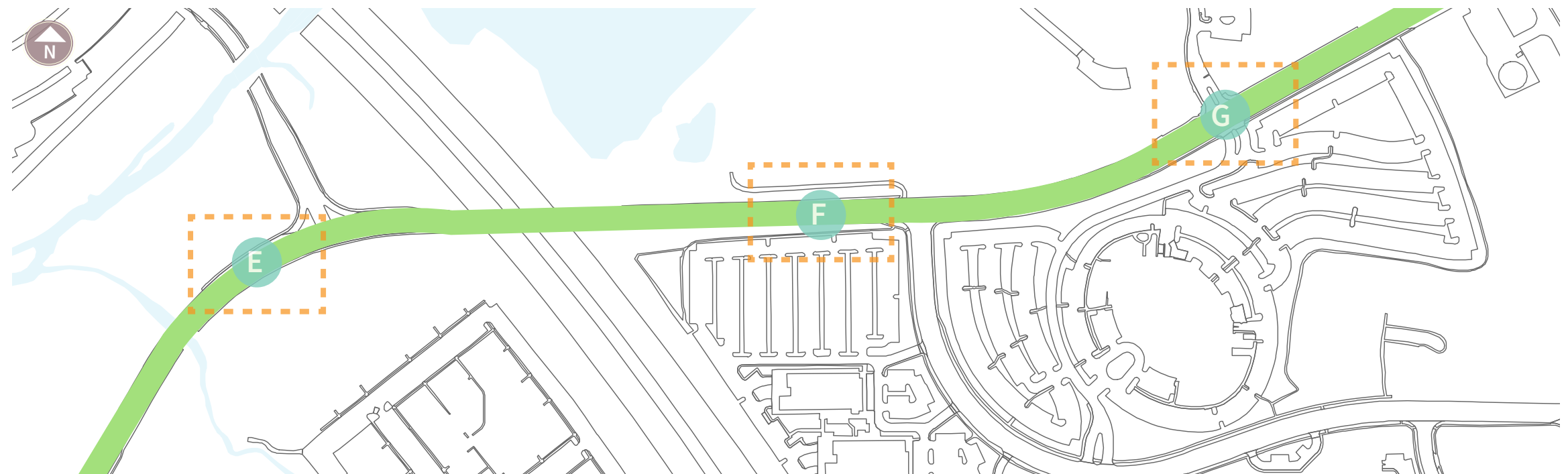
Cherrywood Lane Illustrated Concepts: Phase Two

Phase Two of the Cherrywood Lane complete and green street retrofit begins about 300 feet south of the roundabout at Greenbelt Metro Access Drive and ends at Edmonston Road (Route 201). Phase Two is approximately 3,500 feet long, or just under 7/10 of a mile and encompasses a drainage area of approximately 6.35 acres and includes 5.83 acres of impervious area.

Several segments of Phase Two provide challenges to implementing complete and green street elements. Some concerns have been voiced regarding the flow of bike traffic through the roundabout; however, no physical changes to the roundabout are being proposed. The incorporation of green stormwater infrastructure elements are also limited around the roundabout and the bridge that crosses I-95. Much of this segment falls within the limits of the 100-year floodplain.

In spite of these challenges, Phase Two provides many opportunities to enhance bike and pedestrian safety. Bike lanes and sidewalks are present for the majority of Phase Two, with the exception of the approximately 400-foot-long segment as it nears Edmonston Road. This report recommends extending the sidewalks in this area and ensuring bike lanes are appropriately protected and marked.

Phase Two also provides opportunities to reduce the amount of impervious area by about 1 acre and replace it with a landscaped median and other green stormwater infrastructure features. Opportunity also exists to retrofit an existing grass swale on the west side of the roadway into a bioswale. The proposed Phase Two concepts are illustrated in roadway segments E, F, and G.

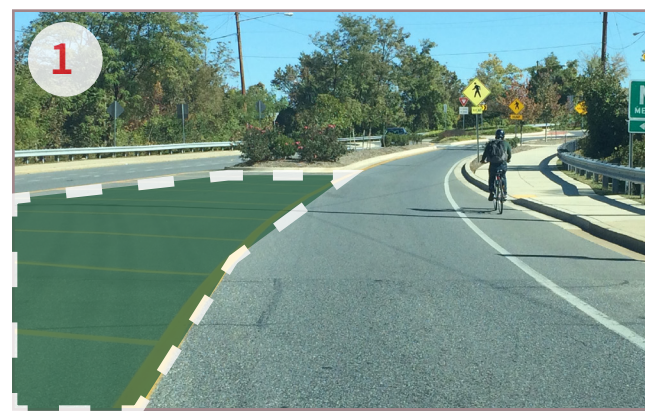


Roadway Segment E



E South of the Roundabout

Phase Two begins about 350 feet south of the center of the Greenbelt Metro Drive roundabout. This concept proposes expanding the existing planted median to reduce the amount of impervious area and further enhance the roadway's aesthetics (1). This portion of the roadway includes sidewalks on either side of the roadway and a raised pedestrian crossing. Pedestrian-scale lighting is recommended to ensure pedestrian and cyclist safety. It is recommended that a sign be incorporated near the roundabout's entrance to alert all road users that cyclists are permitted.

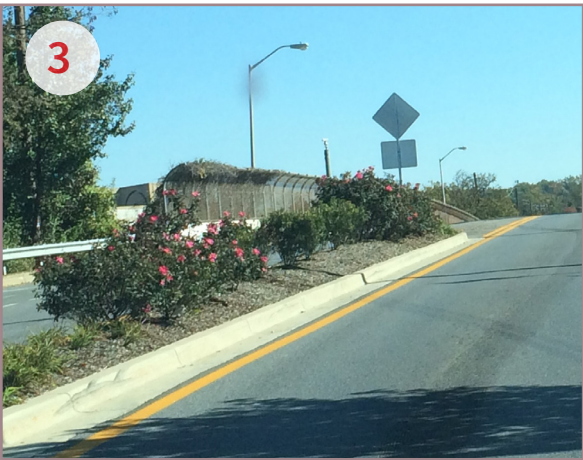


Roadway Segment **F**



F Near Capital Office Park

The opportunity arises to integrate additional complete and green street elements in Phase Two as Cherrywood Lane nears Capital Office Park. The two existing bike lanes are painted green, and a bioswale or planted buffer is added to physically protect the bike lane on Cherrywood Lane’s north/west side while also providing improved stormwater management (2), and the median’s pavement is replaced with a raised planted median (3). A grassed swale on Cherrywood’s south/east side may provide opportunity to be retrofitted into a bioswale, depending on site condition (4). Colored bike facilities, intersection treatments, pedestrian-scale lighting, and tree plantings will also be incorporated within the right-of-way.



Roadway Segment **G**



G Federal Courthouse Entrance

Cherrywood Lane widens from 2 to 4 lanes prior to the entrance drive to Federal Courthouse when approaching Edmonston Road from the west. The proposed concept design roadway provides space for green stormwater infrastructure elements such as bioswales on the north/west side (5). The median is converted to a landscaped median (6) with a pedestrian refuge island on the west of the Federal Courthouse entrance. The crosswalk on the east side of the Federal Courthouse entrance is shifted slightly eastward to reduce the overall crossing distance and allow for a pedestrian refuge island on the east side as well. The bike lanes with intersection treatments



(7) increase cyclist visibility and safety. Missing sidewalk connections (8) are added. Bike sharrows may be used beyond the Federal Courthouse entrance to indicate where a bicyclist should ride.

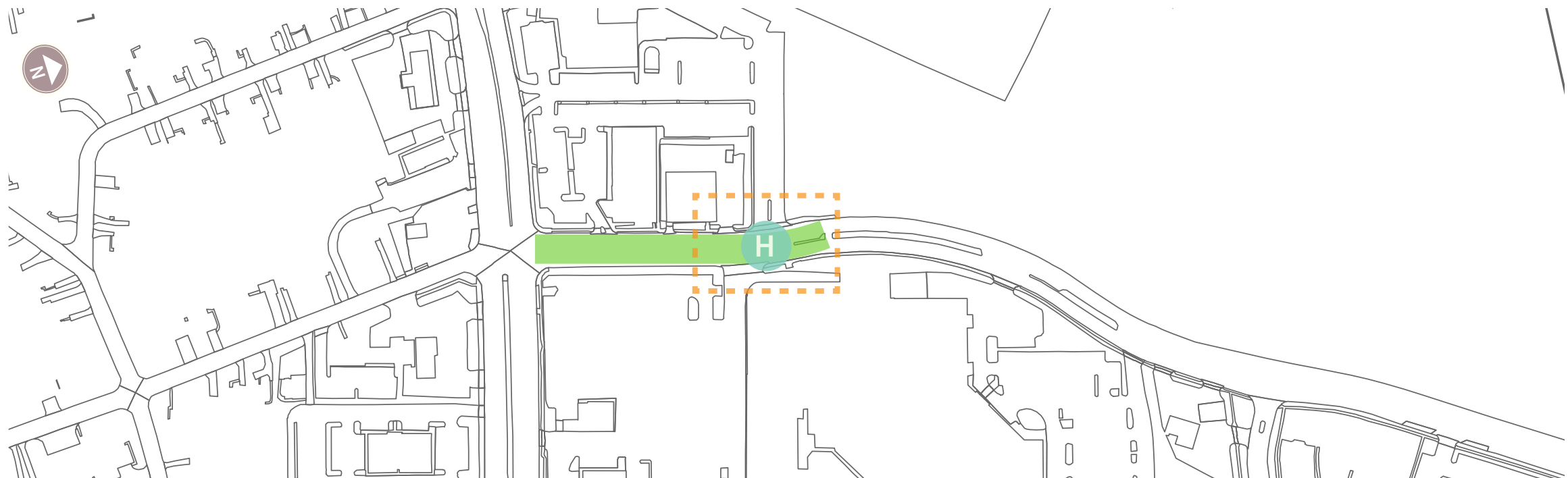


Cherrywood Lane Illustrated Concepts: Phase Three

Phase Three of the Cherrywood Lane complete and green street retrofit is the shortest phase. Phase Three spans 500 feet from the intersection with Greenbelt Road (MD 193) to the CVS Pharmacy parking lot entrance near Beltway Plaza Mall.

An unmarked, mostly uncontrolled intersection of Cherrywood Lane and Beltway Plaza Mall parking lot access road exists in this area. The *Pedestrian and Bicyclist Master Plan* reports that large volumes of turning traffic enter Cherrywood Lane from shopping center driveways, and that the lack of control makes turning movements difficult to predict.

The existing drainage area is approximately 1.03 acres and includes 0.88 acres of impervious area. The roadway drains as sheet flow and shallow concentrated flow to curb inlets on both the east and west sides. There is extremely limited space for green infrastructure with the current lane alignment. If lanes were to be reduced, full treatment could be provided in this space.



Roadway Segment H



H Beltway Plaza Parking Lot Access Road

Traffic at the intersection of Cherrywood Lane and the Giant Food Store parking lot road is largely uncontrolled, making turning movement difficult to predict. Bike sharrows are recommended for this portion of the roadway to indicate where cyclists should ride and to alert motorists of the location bicyclists are likely to occupy within the travel lane (9). The existing crosswalk is maintained. The City of Greenbelt should engage the Maryland State Highway Administration when determining final recommendations in this area due to the segment's close proximity to Greenbelt Road. Alternatively, the intersection could be reconfigured as a roundabout as depicted in the *Pedestrian and Bicyclist Master Plan*. The roundabout configuration should be considered if the Giant Food store location is redeveloped. The City of Greenbelt would need to work with the Maryland State Highway Administration and private landowners to determine the final roundabout configuration, as well as how to provide a bicycle connection in this area.



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REFERENCES

City of Greenbelt. 2014. Pedestrian and Bicyclist Master Plan. Version 1.0. January 2014.

DPW&T. 2008. Specifications and Standards for Roadways and Bridges.

M-NCPPC. 2014. The Approved Greenbelt Metro Area and MD 193 Corridor Sector Plan and Sectional Map Amendment. Series Number 212122306. March 2014.

M-NCPPC. 2009. Approved Countywide Master Plan of Transportation. Series Number 829092405. November 2009.

NATCO. 2013. Urban Bikeway Design Guideline.

WMATA. 2009. Guidelines: Design and Placement of Transit Stops. December 2009.

APPENDIX A: ESTIMATED PHASE ONE STORMWATER BENEFITS

ESD_v Required (Existing Condition)
ESD_v = [(P_E)(R_v)(A)]/12

ESD = 21,557 cf

ESD_v Required (Proposed Condition)
ESD_v = [(P_E)(R_v)(A)]/12

ESD = 17,326 cf

ESD_v Provided (S_v)
ESD_v = [(P_E)(R_v)(A)]/12

ESD = 19,815 cf

	Existing Site Data	Proposed Site Data	Results and Changes
Total Surface Area (sf)	295,600	295,600	0
Impervious Area (sf)	271,274	214,587	-56,687
Non-impervious Area (sf)	24,326	66,863	42,537
Percent Impervious	91.77%	72.59%	-19.18%
BMP Area	N/A	14,150	14,150
Volumetric Runoff Coeff. (R _v)	0.88	0.70	-0.12
Max. Runoff Treatment Depth (in.)	N/A	1.0	N/A

APPENDIX B: PHASE ONE PRELIMINARY COST ESTIMATES

Preliminary Cost Estimate

1 SITE PREPARATION	\$74,280.00
2 STORMWATER MANAGEMENT	\$312,105.00
3 HARDSCAPE	\$314,910.00
4 LANDSCAPING	\$282,842.00
5 EARTHWORK	\$51,325.00
6 SIGNING AND MARKING	\$62,840.00
7 LIGHTING	\$328,000.00
8 LUMP SUM ITEMS	\$455,000.00
SUBTOTAL	\$1,881,302.00
30% CONTINGENCY	\$564,391.00
17% DESIGN AND ENGINEERING COSTS	\$319,821.00
SUBTOTAL	\$2,765,514.00
COST PER FOOT	\$658.00
9 OPTIONAL IMPROVEMENTS	\$209,780.00
30% CONTINGENCY	\$62,934.00
17% DESIGN AND ENGINEERING COSTS	\$35,663.00
SUBTOTAL	\$308,377.00
COST PER FOOT	\$95.50
TOTAL	\$3,073,891.00
TOTAL COST PER FOOT	\$731.00

Notes

- 1 SITE PREPARATION: Cost to remove pavement and to remove concrete curb and gutter
- 2 STORMWATER MANAGEMENT: Cost to excavation of and materials for the preparation of bioswales and stormwater curb extensions
- 3 HARDSCAPE: Cost to install concrete curb and gutter and ADA ramps, and, for the west side, a 5 foot wide concrete sidewalk
- 4 LANDSCAPING: Cost of sod, street trees, stormwater plantings, and regular landscape plantings
- 5 EARTHWORK: Cost of fill and spoil
- 6 SIGNAGE AND MARKING: Cost of street signs and thermoplastic pavement markings, letters, and arrows
- 7 LIGHTING: Cost of pedestrian-scale lighting features
- 8 LUMP SUM ITEMS: Cost of erosion and sediment control and mobilization
- 9 OPTIONAL IMPROVEMENTS: Cost to mill and overlay existing pavement and to remove and replace existing 4 foot wide sidewalk on east side with a 5-foot-wide sidewalk

City of Greenbelt

RFP Cherrywood Lane Green and Complete Street Retrofits

Due: December 7, 2018 @ 4 P.M.



CPI
Associates

1751 Elton Road
Silver Spring, MD, 20903
301-434-7000

Greenbelt Department of Planning and Community Development
Attn: Judith Howerton, Community Planner
15 Crescent Road, Suite 200
Greenbelt, Maryland 20770

Re: Cherrywood Lane Green and Complete Street Retrofit

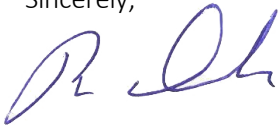
Dear Ms. Howerton,

Charles P. Johnson & Associates, Inc. (CPJ) is pleased to submit this letter of Interest for the above referenced RFP.

CPJ is a full-service civil engineering firm that has provided quality civil and environmental engineering, surveying, and land planning services since 1971. We are comprised of approximately 90 talented employees including licensed engineers, professional surveyors, and registered landscape architects.

In summary, CPJ's team has a dedicated, experienced, and competent staff that is well suited for this contract. We thank you for your consideration.

Sincerely,



Brian Davila, P.E.
Public Sector Division Manager

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Proposed fees for Services and Lump Sum Cost Proposal..... 21

Proposed Scope of Services

After the notice to proceed, CPJ will start by meeting with the City for project kick-off and final determination of project scope and schedule. This meeting will include a site walk with CPJ documenting key sections with Photos. One of the first things we will do is contact all utility companies to request plans and have miss utility mark area. This needs a good lead time to incorporate the plans and markings into the base map. We will gather GIS and LIDSR datasets and review all background info including utility plans. After miss utility has marked the site we will perform a topographic survey of existing conditions including boundary survey of right-of-way, all improvements including but not limited to lane markings, sidewalks, curb and gutter, storm drain, signs, trees, utilities within right-of-way and 25 feet outside of right-of-way and all 24" or larger trees within 50 ft of right-of-way. Additionally we will ID all trees within right-of-way.

After all information is gathered, we will prepare a site base map with project boundary, property boundaries, topo, site details including existing pavement markings, drainage area, mapped utilities and pavement distressed areas. After the base map is created, we will prepare grading plan, we will prepare paving /milling plan to include vehicle and bike lane and pedestrian crosswalk striping, sidewalks, handicap ramps, medians, on-street parking, traffic calming devices, and intersection treatments. We will coordinate with Prince George's County and WMATA to prepare a bus placement plan.

We will prepare the following design plans:

- Grading Plan
- Pavement Improvements
- Pedestrian Safety Plan
- Storm Drain Plan
- Pavement Striping Plan
- Stormwater management Plan incorporating LID devices
- Landscape plan for stormwater management structures and street trees.
- Pedestrian lighting plan.
- Detailed earthworks Plan showing cut/fill locations

After design plans have been prepared, we will then prepare cost estimates and a preliminary report. We will follow up with a meeting with City staff to discuss the plans and submit them for stakeholder review.

During this process we will be obtaining adjacent property owner signatures. And have our geotechnical sub-consultant will perform pavement and infiltration test pits. We will be addressing City and stakeholder comments and revising our plans and cost estimates. After revision are made we will then meet with City Staff again to review the revised plans. And submit to applicable stakeholders for review.

CPJ will coordinate with the City Project Manager in participating in Public Outreach by preparing exhibits for discussion at the City Council meeting and/or Citizen meetings. Detailed meeting minutes will be taken of all comments presented at the meetings. After the approximate 1 month Public Outreach period we will meet with City Staff to determine which relevant comments will be incorporated into the 90% design plans. After we revise the plans addressing all stakeholder comments including City Council comments, we will finalize technical construction documents and final report and submit to City Staff to meet the deadline for the Grant that the City has applied for.

Names of Project Team/Firms

Charles P. Johnson & Associates, Inc. (CPJ) is pleased to submit our proposal for Storm Drainage and Stormwater Management Design Services. Some unique advantages CPJ can offer to the City include:

Unmatched Relevant Experience- CPJ brings to this contract the successful completion of more than 500 stormwater management facility assessment/retrofit projects and over 10,000 stormwater facility inspections. Many of these projects have been performed in some of the most urbanized areas in Maryland and required development of very specialized asset and database management tools. CPJ and our team members bring to this project a record of client satisfaction and project “know-how” on very similar stormwater management programs. We understand that a holistic sustainable program must be properly thought through, taking into account present and future mandates for water quality through stormwater best management practices. We have the expertise and available resources ready to deliver this important project.

Solid Performance Record- The success and stability of CPJ is based on over 40 years of client satisfaction with our technically sound, detail-oriented, cost-effective service. Our repeat selection by over a half dozen Maryland/Metro DC area clients for on-call contracts is a testament to the client-focused service we provide. We currently hold multiple on-call contracts with various county and municipal agencies within the Washington D.C. metropolitan area. These include, but are not limited to, Montgomery County, MD, Howard County, MD, Fairfax County, VA, Loudoun County, VA, and the cities of Rockville, MD, Gaithersburg, MD, College Park, MD, Greenbelt, MD and Hyattsville, MD. We invite you to contact any of our references, as we are confident they will attest to our commitment and ability to provide high-quality service and technically superior engineering solutions.

A Team of Proven Top Performers- Brian Davila, P.E. will be the contract administrator/project manager for this contract, and will be directly available to the City of Greenbelt during all aspects of the project. He can be reached via email at bdavila@cpja.com or by phone at 301-434-7000. He is a graduate of the University of Maryland, and have 29 years of engineering experience. He serves as Division Manager for CPJ’s Public Sector Division, which provides full engineering services to local counties and municipalities including the design and permitting of roads, bikeways, water and sewer lines, and associated stormwater management, sediment control, and forestry issues.

CPJ has held on-call multi-disciplinary contracts since 1994 for counties and municipalities within the Washington D.C. and Baltimore metropolitan areas. During performance of these contracts, CPJ has provided a wide array of services including the design of civil engineering structures and facilities, and standard and specialized surveys. With seven current on-call contracts in place, CPJ continues to meet planning, design, permitting, and construction management support needs of our clients.

Subconsultant

Kim Engineering, Inc., established in 1993, is a locally based firm offering geotechnical engineering, utility locating, surveying, civil engineering, construction testing and inspections, and laboratory material testing services. The main office is in Beltsville, Maryland with a branch office located in Baltimore, Maryland. Kim Engineering is comprised of approximately 50 employees and has a total of five drill rigs. Possessing these drill rigs permits Kim Engineering to quickly respond to meet our Client’s challenging deadlines and assures better quality control in the field. Our field services are complimented with our AASHTO and CCRL certified

laboratories enabling us to conduct the majority of the testing associated with geotechnical studies: moisture content determinations, moisture-density relationships, gradation analysis, Atterberg indices, and California Bearing Ratio tests.

Our Utility locating services includes utility designation and subsurface utility locating by vacuum excavation for infrastructure improvement projects, Higher Education, K-12, residential commercial, and highways.

Qualifications Statement and Resumes

Below is a brief summary of each major team member proposed to work on this contract for the City followed by key staff resumes.

Brief Summary of the Team

Brian Davila, P.E.

Project Manager

Mr. Davila, an associate, will serve as the Project Manager and can provide technical expertise on all civil engineering components of the project. Brian is a 1988 graduate of the University of Maryland, and has 25 years of professional engineering experience. He serves as Division Manager for CPJ's Public Sector Division, which provides full engineering services to local municipalities/agencies including the design and permitting of roads, bikeways, water and sewer lines, and associated stormwater management, sediment control, and forestry issues.

Robyn Barnhart, P.E.

Senior Designer

Ms. Barnhart will be a Senior Designer for this project. Robyn has 12 years of experience in park engineering. Her experience includes SWM designs, parking lots, paths, storm drains and Hydraulic/Hydrologic computations, etc. Ms. Barnhart has designed several parks in the past 5 years which included athletic field, pavilions, and playgrounds. Robyn was responsible for all permitting associated with these sites. Not only does she have design experience, Ms. Barnhart is experienced in Public Outreach and coordination.

Ewald Schwarzenegger, P.E.

Senior Designer/Construction Management

Mr. Schwarzenegger will be a Senior Designer and will support with design for this project. Mr. Schwarzenegger has 30 years of experience providing consulting and design services for various infrastructure projects. He has a strong background in project, construction inspection, and contract management for projects that focus on water, wastewater, stormwater, and resource management.

Steve Jones, Registered Land Surveyor

Professional Land Surveyor

Mr. Jones' surveying experience spans nearly 30 years and includes time spent working outside collecting survey data in the field to his transition to working inside and processing the information collected in the field. He has extensive experience working directly with clients and city agency personnel as well as with attorneys for the various types of surveys that CPJ has had to prepare.

Brian Davila, P.E.

Project Manager

Education:

B.S. Geography / 1978
B.S. Civil Engineering / 1988

Licenses/Registrations:

Maryland Professional
Engineer # 19908
OSHA Confined Space 29
CFR 1910-146 Certified

Years of Experience:

With CPJ: 28
With Others: 5

Project Experience

White Oak Green Streets, Montgomery County, MD

Designed 26 street-side stormwater retrofits along two streets in White Oak, Maryland. The retrofit designs are adaptations of low impact development stormwater management standards used by Portland, Oregon as well as new cost effective configurations of curb and inlet modifications designed for Montgomery County

Corvias, Clean Water Partnership, Prince George's County, MD

Project Manager for conceptual and design plans, reports, and cost estimates for stormwater management retrofit projects. Responsible for obtaining permits/approvals from DPIE, MDE/USCOE, M-NCPPC, WSSC, and Utility Companies.

Former WSSC Composting Facility Dam Breach, Montgomery County, MD

Project Manager and Project Engineer for emergency dam breach through a failing dam at the former WSSC Composting Facility. This process included determining hydrologic characteristics of the drainage area contributing to the dam. Brian designed the breach to safely pass water at non-erosive velocities.

Germantown Estates , Germantown, MD

Project Manager for the design plans for retrofit of existing SWM pond to meet 2000 MDE Stormwater criteria. Obtained Montgomery County Sediment Control and Floodplain District permits, MDE Non-Tidal Waterways Permit. Completed weekly inspection reports and participated in bi-weekly progress meetings.

Ashton Pond, Montgomery County, MD

Project Manager for retrofit of unsafe dam to meet current MDE Dam Safety guidelines featuring cast-in-place riser, filter diaphragm with toe drain, and emergency spillway reinforcement. Prepared a dam breach study and recommended 'Significant Hazard' classification. Obtained Montgomery County Sediment Control, Floodplain District and Access permits, MDE Dam Safety Permit. Mr. Davila reviewed and approved technical submittals and oversaw construction of the facility.

Greenbelt Lake, Greenbelt, MD

Project Manager for dam breach study and inundation map of flood wave over five road crossings. Mr. Davila conducted the dam safety inspection of dam embankment area and outlet works. Based on his finding Brian prepared the Emergency Action Plan and obtained approval from MDE Dam Safety Division

MDE Dam Breach Studies, Maryland

Mr., Davila served as Project Manager overseeing the CPJ team which used GIS and HEC-GeoRAS to perform a dam breach study of 5 dams across the state of Maryland. This process included determining hydrologic characteristics of the drainage areas contributing to several of the dams, routing floodwaves through cross sections developed using HEC-GeoRAS, and creating maps of the various results in GIS.

Various Bathymetric Surveys, Maryland

Managed bathymetric surveys using both dual frequency sonar data collection equipment and traditional survey equipment at the following sites:

- Gudelsky Pond (Montgomery County, Maryland DEP)
- Lake Varuna (City of Gaithersburg, Maryland DPW)
- Greenbelt Lake (City of Greenbelt, Maryland)

City of Gaithersburg Dam Breach Studies, Gaithersburg, MD

Prepared Dam Breach analysis for five dams in series for MDE approval. Mr. Davila provided retrofit design to reduce hazard classification for Dam closest to MD Rt 28. On-Call emergency evaluations + monitoring during National Weather Service extreme weather forecasts. Inspected 6 high hazard dams on an annual basis. Report included photos, check lists and repair/maintenance recommendations

City of Gaithersburg Department of Public Works, On-call Engineering Contract

Project Manager and Designer responsible for preparing design plans, reports, and cost estimates for a transportation and water resources infrastructure for the City. Responsible for coordinating permitting with City of Gaithersburg Department of Public Works and managed construction documentation and reporting.

Stormwater Management Facility Database Maintenance, Montgomery County, MD

Worked closely with the GIS staff at Montgomery County to update their stormwater management and watershed GIS (Arc Info) database. The project scope included preparation of as-built plans and digital photo images; an existing stormwater management report inventory; drainage area map delineations for over 1,000 facilities; and implementation of a stormwater management map display and locator feature.

City of College Park – Dept. of Public Works, MD

Mr. Davila served as the principal design engineer for storm drain improvements on 36th Ave. Designed College Park Friends School Soccer Field

Upper Paint Branch SWM Retrofits- Montgomery County, MD

Performed engineering to retrofit four existing stormwater management dry ponds; Designed three new stormwater management ponds for enhancing the water quality and quantity controls into the Class III Upper Paint Branch Watershed; Responsible for providing construction management and preparing as-builts for stormwater management facilities; also, designed the retrofit for the Rolling Stone SWM Pond which included slip lining the twin 48" CMP spillways and replacing the twin 96" CMP risers with a concrete riser. Prepared Floodplain study and obtained permit from MDE and US Army Corp of Engineers

Hobbit's Glen Golf Course Irrigation Pond, Columbia, MD

Project Manager for dam repair plans for golf course irrigation pond. Mr. Davila provided construction management services, conducting weekly progress reports and progress meetings throughout construction. He coordinated with Columbia Association, Howard County and State of Maryland agencies to obtain permits for construction.

Father Hurley Boulevard - Montgomery County, MD

Principal design engineer for approximately 1350 LF of a primarily residential dual road across a class III trout stream. Incorporated innovative practices to provide safe fish passage and to prevent headwater from encroaching on adjacent upstream properties. Obtained design plan permits from MDE and Corp of Engineers.

Robyn Barnhart, P.E. Senior Design Engineer



Education:

Majored in Civil Engineering
(University of Maryland)

Licenses/Registrations:

Maryland Professional
Engineer #51074

Years of Experience:

With CPJ: 13
With Others: 0

Project Experience

White Oak, Montgomery County, MD

Ms. Barnhart designed 26 street-side stormwater retrofits along two streets in White Oak, Maryland. The retrofits were designs as adaptations of low impact development stormwater management standards used by Portland, Oregon as well as new configurations of curb inlets designed to trap trash and sediment loadings to prevent migration to the receiving stream at the storm drain outfall. She coordinated with MNCPPC and County agencies to obtain permits. She performed construction management services including inspections, progress meetings, shop drawing and submittal reviews, and RFI responses.

MCDEP Water Resources On-Call, Montgomery County, MD

Ms. Barnhart is a design engineer for the On-Call contract including multiple stormwater management pond reconstruction projects. The projects required the facilities to retrofitted to meet NRCS MD 378 criteria and provide stormwater management treatment per Maryland Stormwater Design Manual. Ms. Barnhart's responsibilities include:

- Prepare watershed studies, conceptual and design plans, reports, cost estimates and bid documents. Plans include hydraulics, hydrology, stormwater management, erosion and sediment control, storm drain and outfall, and public right-of-way improvements.
- Responsible for obtaining permits/approvals from MCDPS, MCDOT, MDE/USACOE, M-NCPCC, WSSC, and Utility Companies.
- Perform construction management services including inspections, progress meetings, shop drawing and submittal reviews, RFI responses, and earthwork calculations to aid in reviewing contractor pay requests.

Germantown Town Center Urban Park (MNCPPC)

Ms. Barnhart prepared sediment control plans for grading, infrastructure installation, and park construction. She prepared conceptual and construction design plans and reports for retrofits of two stormwater management facilities in order to provide open space for the park. Retrofits included a combination of traditional and low impact development stormwater management facilities. Designed modifications to an existing infiltration trench to relocate the facility and compliment the aesthetic of the park with landscaping. Ms. Barnhart prepared storm drain and paving plans for modifying and retrofitting existing infrastructure including cascading outfalls with boulders to compliment the park aesthetic. She coordinated with MNCPPC, County and State agencies, and Utility companies to obtain permits for construction. She prepared bid documents including cost estimates and specifications. She performed construction management services including inspections, progress meetings, submittal reviews, RFI responses, and developed solutions to address field conditions as necessary.

Donnybrook Stream Restoration (Montgomery County Department of Environmental Protection)

Designed bioretention and bioswale stormwater management facilities and storm drain outfall stabilization measures as retrofits to an existing residential area without existing stormwater management treatment. Prepared bid documents including cost estimates and specifications. Performed construction management services including inspections, progress meetings, submittal reviews, RFI responses, and developed solutions to address field conditions as necessary.

HILLANDALE LOCAL PARK FACILITY PLAN REPORT

Lead Senior Design Engineer for the development of the Facility Plan Report. This effort involved balancing design and coordination between multiple public agencies, individual community members and stakeholder groups. The 30% Facility Plan design documents were approved by the Planning Board on July 9, 2015, securing funding for the construction phase of the park. Nine layouts were considered for the Hillandale Local Park during the Facility Plan phase of work by inviting feedback from the community at large. These studies explored location options for the road, parking, recreational and play components of the design program. Ms. Barnhart performed earthwork calculations to balance the site grading, prepared preliminary grading for the site and parking lot including ADA accessible routes, designed and obtained approval for the stormwater management concept plan, and coordinated with stakeholders.

WHEATON LIBRARY AND COMMUNITY RECREATION CENTER PLAYGROUND

Lead Senior Design Engineer for the development of 20% design level schematic grading plan and conceptual stormwater management plan for the playground, adjacent open space and adjacent parking lot. These plans were used by M-NCPPC in coordination with other agencies and design professionals. The design featured a thematic playground that is richly designed to incorporate library iconography and musical expression as well as active play and sensory play. The entrance reading circle is articulated with transparent colorful material detailed recalling a bookshelf. The coping for the wall integrate quotes and the wall ends integrates children's book titles. Music is represented in both the ground plane patterns of a bass clef and treble clef and the multiple musical instruments throughout the playground.

NORTH FOUR CORNERS LOCAL PARK

Lead Senior Design Engineer for the design of an 8-acre local park in Silver Spring. The design incorporated a regulation size soccer/lacrosse field, parking, a new playground, expanded walking and biking trails linking to a county-wide trail system, and preserved an existing Walnut Tree that captured the community's attention. Ms. Barnhart performed all the civil engineering design for the project. Ms. Barnhart coordinated with all regulatory agencies to obtain all of the necessary permits. Design work included parking lot design, storm drain, stormwater management, utility coordination and ADA compliant site grading. Ms. Barnhart also provided construction management services.

KEMP MILL URBAN PARK

Lead Senior Design Engineer for the design of an urban park renovation in Silver Spring. The existing park consisted of a concrete lined shallow pond, playground and walking paths. The existing shallow pond suffered from frequent algae blooms. The single pond was replaced with a series of three smaller but deeper pools that were connected through a series of cascading weirs. A pump system was installed to maintain the water circulation between storm events. The playground was completely replaced that featured new equipment for each age group and a multi-purpose court. The park design includes universal access (ADA compliance) by providing walkways unimpeded by barriers and below five percent grade. The walkway system included circulation around the ponds and through the playground area as well as connections to the adjacent residential homes, school, shopping center and synagogue. The walkways also included two decks overlooking the ponds and a bridge between two of the pond cells. The redesigned pond system and two micro-bioretenement facilities provide stormwater management treatment and aesthetic amenities for the site. Ms. Barnhart performed all the civil engineering design and obtained all necessary permits for the project. Design work included storm drain, stormwater management, utility coordination and ADA accessible grading. Ms. Barnhart also provided construction management services.

Ewald F. Schwarzenegger, P.E.

Senior Design Engineer



Education:

BSCE/Mechanical
Engineering/1983

AAS/Building
Construction/1975

Licenses/Registrations:

Maryland/Professional
Engineer #47873; Also PE:
NY, VA, & DE

Rosgen Training: Level I,
2001; Level II 2017; Level III;
(Registered for Level IV
8/17)

OSHA 10 Hours/ Maryland
Erosion and Sediment
Control Certification -
#9305

Years of Experience:

With CPJ: 1
With Others: 33

Project Experience

Greene County Soil and Water Conservation District (GCSWCD), NYC Watershed, Greene County, NY

Mr. Schwarzenegger, as "Engineer of Record" assisted CCSWCD, from 1998 to 2013 in the restoration of approximately 12,000 feet of stream in the NYC Watershed. The streams included the Batavia Kill, West Kill, East Kill, Broadstreet Hollow Creek and the Schoharie Creek. Mr. Schwarzenegger was responsible for assisting the County in the review and design of stream restoration project which included stream assessment and design, preparation of the specifications and bidding documents, assisting in bidding, evaluation of bids and recommending contract award, construction observation, contract administration and project closeout. Other work for the county included reestablishing restoration projects after Hurricane Irene, Greene Infrastructure Stormwater Projects, wetlands construction, and other stormwater management plans.

High Hazard and Flood Protection Dams Fairfax County, VA

Mr. Schwarzenegger serves as the lead professional engineer for the annual inspection of many of the state regulated High Hazard and Flood Protection Dams in Fairfax County as a subconsultant under Hazen and Sawyer's Basic Ordering Agreement with the Fairfax County Department of Public Works and Environmental Services. As part of these inspections, Mr. Schwarzenegger leads an inspection team through the visual assessment of the dam embankment, principal spillway outfall, auxiliary spillway(s), and shorelines to identify structural and maintenance deficiencies. An inspection report including recommendations for repair, monitoring, and maintenance issues is prepared and submitted to the county with full photo documentation.

Lake Churchill Amethyst Stream Restoration Project, Montgomery County, Germantown, MD

Mr. Schwarzenegger serves as Project Manager/Engineer responsible for QA/QC, H&H, permitting, specifications preparation, bidding documents, bidding, construction management and observation and contract administration for 1,330 linear feet of outfall and channel restoration. Project is partially funded by a Chesapeake Bay Trust Fund Grant.

Upper Watts Branch Forest Preserve – Environmental Stabilization, Montgomery County, Rockville, MD

Mr. Schwarzenegger serves as Project Manager /Engineer assisting the City in construction observation and contract administration for this recently awarded complex stream and outfall restoration project. The project consists of 7 phases including 3 separate stream restoration reaches, four severely degraded outfalls, and a 2.5 acre reforestation site. Mr. Schwarzenegger is also responsible for submittal review, RFI preparation/review, Field Orders process and Clarification Requests.

Stonewall Glenn – Windham, NY

Mr. Schwarzenegger was on the design team for Stonewall Glen, a 59 townhouse development on 12.65 acres which included an activity center with pool and commercial store space at the base of the project (project entrance). The design work include: surveying, site design and layout, landscaping, extensive grading, roads, parking, architectural building design, above ground and underground stormwater infiltration/detention, bioswales, water distribution and storage, sewage collection system, electric, cable and telephone utilities layout. Consulting work also included an upgrade design for the Town of Windham water systems pump station with variable speed drive pumps, fire pumps and electric generator. The upgrade was required for the proposed project and future development in the service area adjacent to the Windham Mountain Ski Resort.

Mountain Sporting Club— Windham, NY

Mr. Schwarzenegger was on the design team for The Mountain Sporting Club which consisted of a 464 acre development with 149 single family homes and another 150+ Condo/Town House combination on the side of a mountain adjacent to the Ski Windham Ski Resort. The project also included two resorts with convention centers, and two low impact chairlifts to carry skiers to the top of Windham Mountain. The design included all survey work and infrastructure design for the project including: water distribution and storage, sewer collection, stormwater conveyance, treatment and management, roads and grading and assisting the prime consultant in various other environmental and regulatory tasks including representing the owners at planning board meetings and regulatory meetings.

Hemlock Hills Estates – Windham, NY

Mr. Schwarzenegger was on the design team for the Hemlock Hills Estates (formerly Copper Ridge), a 70 Acre parcel with 12 building lots. The project is situated on the side of a mountain near the Windham Ski resort. The design consisted of wetlands delineation and mitigation, surveying, stormwater conveyance, treatment and management, water distribution system, sewage collection, utility layout, road design, grading and landscaping. Other services including representation of the owners at planning board meetings, town board meetings and regulatory meetings.

Steven Jones

Professional Land Surveyor



Education:

- 270 hrs Theory and Practice of Land Surveying
- 8 hrs Least Square Traverse Adjustments
- 30 hrs of Practical Hydrology
- 70-hrs GPS Static and Kinematics training
- 500 hours Continuing Professional Competency Classes

Licenses/Registrations:

Maryland Professional Land Surveyor #21072
 District of Columbia Land Surveyor #901540
 Virginia Land Surveyor #1915

Years of Experience:

With CPJ: 32
 With Others: 4

Project Experience

Engineering Services for Storm Water Infrastructure and General Land Surveying #QQ-01580 Loudoun County, VA

Project Manager and point of contact for all field and office survey operations for a Task Order Project to provide a variety of surveying and engineering services throughout Loudoun County, Virginia. Tasks included Stormwater Infrastructure Surveying using GPS and GIS software, Boundary Surveys and Plats, Easement Plats, Topographic and Bathymetric Surveys, Engineering Plan and Profiles, Construction Stakeout and Survey As-built. Coordination of Sub-contractor's for Utility markings and locations. Responsible for coordinating regular progress meetings to present deliverables and discuss projects details.

MCDEP, Water Resources On-Call, Montgomery County, MD

Mr. Jones is the Survey Manager for this contract responsible for overseeing all field crews and sealing all surveys. Under this contract he is responsible for Topographic Surveys, Boundary Surveys, ALTA surveys, easements documents, plats, among other survey related activities.

MNCPPC, On-Call Contracts, Montgomery and Prince George's Counties, MD

Mr. Jones is the Survey Manager for this contract responsible for overseeing all field crews and sealing all surveys. Under this contract he is responsible for Topographic Surveys, Boundary Surveys, ALTA surveys, easements documents, plats, among other survey related activities

National Institute of Health, Poolesville, MD

Mr. Jones was responsible for establishing the GPS control network to facilitate locating underground utilities on the 100+ acre NIH Animal Research Facility.

Greenbelt Lake, Greenbelt, MD

Mr. Jones was the Project Manager for a topographic survey around Greenbelt Lake to establish existing conditions including stream cross-sections in the outfall area, including several box culverts.

Dual frequency Bathymetric survey of the lake to identify the soft and hard bottom for quantity of water related to Dam Breach Study.

Ashton Farm Pond, Ashton MD

Mr. Jones was responsible for establishing horizontal and vertical control points utilizing conventional optical equipment and GPS. He was also responsible for topographic survey of limits of pond including Dam and outfall area. He was also responsible bathymetric survey of pond to identify hard and soft bottom of pond below the waterline.

Quantico Marine Corp Base, Quantico, VA

Mr. Jones was the Project Manager for Building 7 Washington Dormitory site topography and construction stakeout.

Dulles International Airport, Dulles, VA

Mr. Jones was the Project Manager for construction stakeout for Ross Aviation.

Don Sinn, P.E.

Senior Geotechnical Engineer

Education

Pennsylvania State University
Ph. D. Candidate Civil
Engineering 2004

Texas A&M University M.S.
Civil Engineering 2002
Won-Kwang University B.S.
Civil Engineering 1998

Registrations

Registered Engineer: MD
(#36760)

Years of Experience

Total: 17 With Firm: 3

Mr. Sinn has 17 years of experience in the geotechnical engineering field. During Mr. Sinn's 17 years, he has developed geotechnical studies pertaining to flexible/rigid pavement designs, soil retention pile systems, deep and shallow foundation systems for structures, slope stability analysis of cut and embankment roadways, bridge foundation designs, and associated laboratory testing. Mr. Sinn has also served as a research assistant in roadway soil stabilization projects. Currently Mr. Sinn serves as Kim Engineering's Senior Geotechnical Engineer.

REPRESENTATIVE PROJECTS

Harbor Place Community Center – Prince George's County, MD: Geotechnical Engineer of record for the one-story structure having perimeter and interior bearing walls and columns. Proposed site work included storm water management facilities as well as retaining walls. Services included SPT borings, infiltration testing, and a geotechnical report with recommendations.

Duval High School Football Field Concession Building – Prince George's County, MD: Mr. Sinn served as project manager and geotechnical engineer of record for the proposed concession building and recreation plaza. Services included two auger borings to a depth of 20 feet and the installation of piezometers at each borehole to monitor groundwater tables at a semimonthly basis for six months.

Columbia Association Tennis Center – Columbia, MD: Mr. Sinn served as Geotechnical Engineer of Record for the proposed indoor facility. Proposed construction will consist of a one-story steel frame structure along with addition of six tennis courts. Services provided were 16 SPT borings, soil analysis, and production of a geotechnical report.

Columbia Association Swim Center – Columbia, MD: Mr. Sinn served as Geotechnical Engineer of Record for the proposed replacement of the water slides, footings, and columns to the existing indoor pool facility. Soil borings were drilled and a geotechnical report was produced.

Ft. Belvoir Baseball Field – Fort Belvoir, VA: Geotechnical Engineer of Record for the proposed upgrade of the baseball field located on the military base in Fort Belvoir. Upgrades included new maintenance shed, light poles, site walls, fences, concrete pad, and bio-retention facilities. Services included five (5) SPT borings, laboratory testing, and production of a geotechnical report.

Sandy Hill Park – Prince George's County, MD: Geotechnical Engineer of Record for the park upgrade located in Laurel, MD. Kim Engineering provided 14 SPT borings at depths from 15 feet to 25 feet for the proposed light poles, pavilions, parking lot, and Stormwater management facilities.

Project Examples

White Oak Low Impact Development Retrofits
White Oak, MD

Client Contact:

Frank Dawson
Montgomery County
Department of Environmental Protection
255 Rockville Pike, Suite 120
Rockville, Maryland 20850
Tel: 240.777.7768

Similarities to Contract

- ✓ New Stormwater Management Facilities
- ✓ Right-of-Way LID designs
- ✓ Infiltration facilities, bioretentions, filtering systems
- ✓ Construction Management
- ✓ Environmental Permitting
- ✓ ADA Compliance

Project Description:

CPJ was contracted by the Montgomery County Department of Environmental Protection (MCDEP) under their Water Resources Engineering contract to provide engineering and survey services for the design of 26 street-side stormwater retrofits along two streets in White Oak, Maryland. The retrofits were designs as adaptations of low impact development stormwater management standards used by Portland, Oregon as well as new configurations of curb inlets designed to trap trash and sediment loadings to prevent migration to the receiving stream at the storm drain outfall. The standards adopted from Portland include those for curbside bioretention and enhanced swales.

CPJ worked with the MCDEP to obtain a Small Land Disturbance Approval permit as well as a Right-of-Way Construction permit to complete construction. Construction began in June 2011 and was completed in June 2012.

Unique Problems and Solutions

As a demonstration project using both design and construction techniques not used before in Montgomery County, CPJ worked closely with MCDEP to develop facility prototype standard details and designs. CPJ also worked closely with other project stakeholders, including the Montgomery County Department of Transportation and the Montgomery County Department of Permitting Services to incorporate their comments into the facility designs and explain the impacts of these new types of stormwater management facilities on their infrastructure. During construction, CPJ worked extensively with the contractor to solve construction related problems arising during installation of these new types of facilities.



University Hills Green Street Project
Hyattsville, MD

Client Contact:

City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781
Tel: (301) 985-5012
Contact: Ms. Julia McTague

Project Description:

CPJ was contracted by the City of Hyattsville to provide engineering and survey services for the design of sidewalk, traffic calming and low-impact stormwater management facilities throughout the University Hills neighborhood. The neighborhood was developed in the 1950s and most of the streets do not have sidewalk.

Prior to preparing design plans, CPJ prepared a thorough feasibility study that analyzed all the potential impacts of the project and identified the locations for sidewalk and stormwater management treatment that minimized impacts. The neighborhood is well established with many potential impacts including existing utilities, infrastructure and mature trees. Due to the significant grade change across the neighborhood, it is not possible for some lots to have driveways and maintaining on-street parking for those lots is critical. CPJ documented all the potential impacts along each side of the neighborhood streets and implemented a weighted ranking system to identify the locations that would minimize impacts.

In order to minimize impacts, the sidewalk location will vary throughout the neighborhood. In some situations the streets are narrowed to provide space for the sidewalk while avoiding impacts.

Permeable pavement was used for all proposed sidewalks to provide stormwater management treatment and not increase the amount of impervious cover in the neighborhood. Low-impact stormwater management facilities were provided where feasible including bio-swales and bioretention facilities.

Similarities to Contract

- ✓ New Stormwater Management Facilities
- ✓ Right-of-Way LID designs
- ✓ Infiltration facilities, bioretentions, filtering systems
- ✓ Construction Management
- ✓ Environmental Permitting
- ✓ ADA Compliance

Germantown Town Center Urban Park
Rockville, Maryland

Client Contact:

Andrew Frank
Montgomery Parks Department
9500 Brunett Avenue
Silver Spring, Maryland 20901
Tel: 301.495.2535

Similarities to Contract

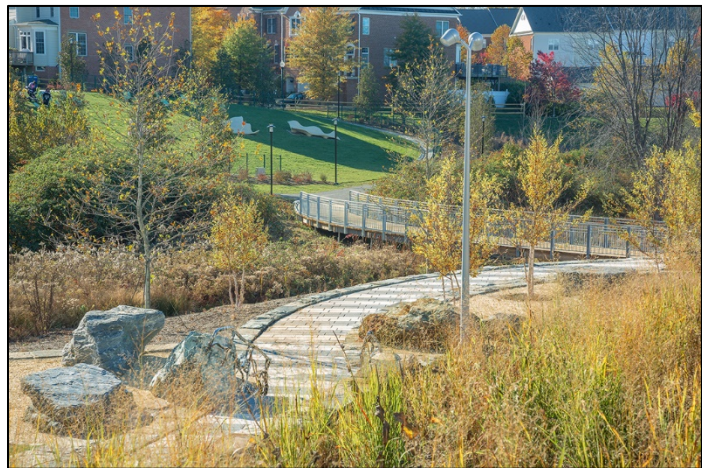
- ✓ SWM Pond Retrofit Design
- ✓ Construction Management
- ✓ Wetland Plantings
- ✓ Environmental Permitting
- ✓ ADA Compliance

Project Description:

Charles P. Johnson and Associates, Inc. (CPJ) was contracted by the Maryland-National Capital Park and Planning Commission Department of Environmental Protection (M-NCPPC) to provide civil engineering design services for the design of an urban park at the Germantown Town Center. As part of these services, CPJ completed a stormwater management plan for the park that included retrofitting existing stormwater management and traditional drainage infrastructure, constructing low impact development (LID) practices to provide stormwater management, and converting the remaining open space to a park for public use. After conducting a hydrologic and hydraulic study of the site, CPJ completed retrofit designs to bring the existing facilities into compliance with current stormwater management and safety standards. Once the designs were completed, approved and fully permitted by local and state regulators, CPJ assisted the M-NCPPC by completing a full set of bid documents for each facility and managing construction on behalf of the M-NCPPC.



The retrofit consisted of retrofitting one existing pond, filling in one existing pond and installing LID facilities to meet 2000 MDE SWM criteria to the maximum extent possible. The retrofit facilities include a shallow wetland, underground sand filter, landscaped infiltration trench, and several water quality inlets (Filterterra units). The open space on site after the placement of the stormwater management facilities will be dedicated to public use in the form of a public park. The retrofit pond design provides 76.5% of the required channel protection volume and the other stormwater facilities treat 100% of the required water quality volume.



Donnybrook Stream Restoration

Chevy Chase, Maryland

Client Contact:

Frank Dawson
 Montgomery County Department of Environmental
 Protection
 255 Rockville Pike, Suite 120
 Rockville, Maryland 20850
 Tel: 240.777.7768

Similarities to Contract

- ✓ New Stormwater Management Facilities
- ✓ Right-of-Way LID designs
- ✓ Infiltration facilities, bioretentions, filtering systems
- ✓ Environmental Permitting

Project Description:

CPI was contracted by the Montgomery County Department of Environmental Protection to provide analysis and design for the restoration of the Donnybrook Tributary to Rock Creek. The goals of the project were to design and construct restoration approaches to stabilize erosive areas, enhance riparian conditions, enhance stream conditions, address storm drain outfall problems, provide stormwater control using LID techniques and improve overall aquatic resources.

In an effort to reduce impacts from uncontrolled runoff, CPI identified twelve opportunities to add stormwater control to existing roadways by utilizing Environmental Site Design and Low Impact Development techniques to treat over 3 acres of impervious surfaces thereby capturing polluted stormwater runoff prior to entering the stream.

Another component of the Donnybrook Tributary Project focused on protecting sewer crossings, reconnecting the channel to a floodplain, stabilizing eroding banks, and repairing storm drain outfalls. Some of the techniques used to stabilize the stream include grading back steep undercut banks, creating bankfull benches, and allowing the stream to access its floodplain again. Reconstructed floodplain areas are wide, gently sloping areas adjacent to the channel where storm flows can spread out and slow in velocity. Bankfull benches are low, gently sloping areas along the toe of the reconstructed banks that narrow the channel making it more effective at moving sediment from upstream sources.

Through ongoing monitoring efforts, it has been shown that the improvements have greatly helped improve stream conditions and create better habitat for fish and other aquatic organisms.

**Unique Problems and Solutions**

Due to location the project required intense coordination with more than 60 local residents and homeowners whose property abutted or overlapped the stream as well as collaboration with the Montgomery County DOT to replace a pedestrian bridge over the stream widely used by the community.

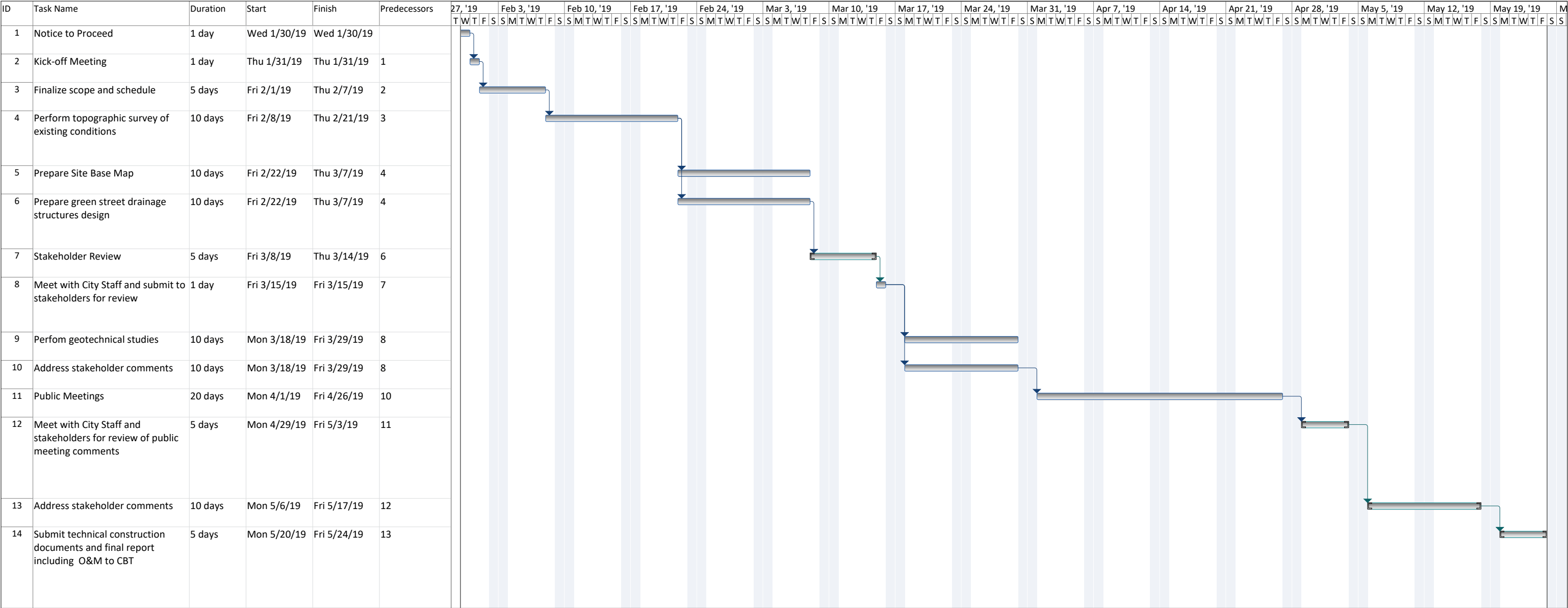
List of References

The following list of references represents clients and agency staff who Charles P. Johnson and Associates Inc. (CPJ) is currently serving or have recently served on the projects described. All references listed have worked with CPJ on multiple projects and have worked with all the managers and most of the staff listed in this proposal. We encourage you to contact any of our clients to discuss their experiences with CPJ.

Steve Halpern
9217 51st Avenue
College Park, MD 20740
Email: shalpern@collegeparkmd.gov
Phone: (301) 474-3033

Mickey Beall
Director, Public Works
Town of University Park
6724 Baltimore Avenue,
University Park, Maryland 20782
Email: mbeall@upmd.org
Phone: (301) 927-4262

Gene Gopenko
Montgomery County DEP
255 Rockville Pike
Rockville, MD 20850
Email: gene.gopenko@montgomerycountymd.gov
Phone: (240) 777-7723



Project: Cherrywood Draft Schedu
Date: Thu 12/6/18

Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

Deadline

Progress

REQUEST FOR PROPOSAL SUMMARY

Project: Engineered Design Plans for the retrofitting of Cherrywood Lane

Lump Sum Cost: \$ 130,710.00

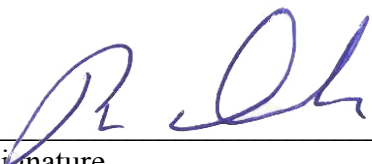
Envelopes with responses to this RFP should be clearly marked with 1) Project Name: Engineered Design Plans for the retrofitting of Cherrywood Lane, 2) Contract No: 2018-04-R. Please submit additional information on the services you will provide as an attachment.

To be considered, please submit bid by: 4:00pm on Friday, December 7 2018

Greenbelt Department of Planning and Community Development
Attn: Judith Howerton, Community Planner
15 Crescent Road, Suite 200
Greenbelt, Maryland 20770

Charles P. Johnson & Associates, Inc.
Company Name

<u>Brian Davila, P.E.</u>	<u>301-434-7000</u>	<u>bdavila@cpja.com</u>
Contact Name	Telephone	Email


Signature

12/7/18
Date

Your signature will guarantee the proposed production quote will be effective for 120 days.

Cherrywood Land Green Streets

				CPJ Public Sector																		
List Position or Title				Principal Engineer		Senior Project Manager/ Civil Engineer - PE Level		Civil Engineer - EIT Level		Environmental Engineer		CADD Operator/ Draftsperson		Professional Surveyor		Two-Person Survey Crew		Sub consultant		COSTS BY TASK	Units	TOTAL COSTS
List Position's Hourly Rate				Rate:	\$165	Rate:	\$125	Rate:	\$110	Rate:	\$110	Rate:	\$85	Rate:	\$125	Rate:	\$150	Rate:	\$1			
Task		Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee			
	Meet with client for project kick-off and final determination of project scope and schedule. Walk site and take photos.	2	\$330.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,330.00	1	\$1,330.00
	Contact all utility companies to request plans and have miss utility mark area.		\$0.00		\$0.00		\$0.00		\$0.00	6	\$510.00		\$0.00		\$0.00		\$0.00		\$0.00	\$510.00	1	\$510.00
	Gather GIS and LIDSR datasets and review all background info including utility plans		\$0.00	4	\$500.00		\$0.00		\$0.00	4	\$340.00		\$0.00		\$0.00		\$0.00		\$0.00	\$840.00	1	\$840.00
	Perform topographic survey of existing conditions including boundary survey of r/w, all improvements including but not limited to lane markings, sidewalks, curb and gutter, storm drain, signs, trees, utilities within r/w and 25 feet outside of r/w and all 24" or larger trees within 50 ft of r/w.		\$0.00		\$0.00		\$0.00		\$0.00	100	\$8,500.00	26	\$3,250.00	96	\$14,400.00		\$0.00		\$0.00	\$26,150.00	1	\$26,150.00
	ID all trees within r/w and flag for surveyor.		\$0.00		\$0.00		\$0.00	8	\$880.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$880.00	1	\$880.00
	Prepare Site Base Map with project boundary, property boundaries, topo, site details, drainage area, mapped utilities and pavement distress areas.		\$0.00	1	\$125.00	8	\$880.00		\$0.00	16	\$1,360.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,365.00	1	\$2,365.00
	Prepare grading plan		\$0.00	8	\$1,000.00		\$0.00		\$0.00	16	\$1,360.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,360.00	1	\$2,360.00
	Prepare paving /milling plan to include vehicle and bike lane and pedestrian crosswalk stripng, sidewalks, handicap ramps, medians, on-street parking, traffic calming devices, and intersection treatments.		\$0.00	24	\$3,000.00		\$0.00		\$0.00	48	\$4,080.00		\$0.00		\$0.00		\$0.00		\$0.00	\$7,080.00	1	\$7,080.00
	Peapare bus placement plan and coordinate with PG and WAMATA.		\$0.00	2	\$250.00		\$0.00		\$0.00	16	\$1,360.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,610.00	1	\$1,610.00
	Prepare green street drainage structures design including all computations, plans, details and specifications. Includes H&H and storm drain analysis.		\$0.00	60	\$7,500.00		\$0.00		\$0.00	80	\$6,800.00		\$0.00		\$0.00		\$0.00		\$0.00	\$14,300.00	1	\$14,300.00
	Prepare landscape plan for swm structures and street trees.		\$0.00	8	\$1,000.00		\$0.00	16	\$1,760.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,760.00	1	\$2,760.00
	Prepare pedestrian lighting plan		\$0.00	2	\$250.00		\$0.00		\$0.00	8	\$680.00		\$0.00		\$0.00		\$0.00	4000	\$4,000.00	\$4,930.00	1	\$4,930.00
	Prepare detailed earthworks calculations		\$0.00	2	\$250.00		\$0.00		\$0.00	8	\$680.00		\$0.00		\$0.00		\$0.00		\$0.00	\$930.00	1	\$930.00
	Prepare soil boring plan for swm and distressed pavement		\$0.00	1	\$125.00	4	\$440.00		\$0.00	4	\$340.00		\$0.00		\$0.00		\$0.00		\$0.00	\$905.00	1	\$905.00
	Prepare Cost estimates		\$0.00	2	\$250.00	12	\$1,320.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,570.00	1	\$1,570.00
	Prepare preliminary report		\$0.00	8	\$1,000.00	16	\$1,760.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,760.00	1	\$2,760.00
	Meet with City Staff	2	\$330.00	3	\$375.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$705.00	1	\$705.00
	Submit to stakeholders for review		\$0.00		\$0.00		\$0.00		\$0.00	2	\$170.00		\$0.00		\$0.00		\$0.00		\$0.00	\$170.00	1	\$170.00
	Obtain adjacent property Owner signatures		\$0.00		\$0.00	16	\$1,760.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,760.00	1	\$1,760.00
	Perform geotechnical studies		\$0.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	9800	\$9,800.00	\$10,300.00	1	\$10,300.00
	Address stakeholder comments for grading plan		\$0.00	8	\$1,000.00		\$0.00		\$0.00	12	\$1,020.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,020.00	1	\$2,020.00
	Address stakeholder comments for paving /milling plan to include vehicle and bike lane and pedestrian crosswalk striping, sidewalks, handicap ramps, medians, on-street parking, traffic calming devices, and intersection treatments.		\$0.00	12	\$1,500.00		\$0.00		\$0.00	24	\$2,040.00		\$0.00		\$0.00		\$0.00		\$0.00	\$3,540.00	1	\$3,540.00
	Address stakeholder comments for bus placement plan and coordinate with PG and WAMATA.		\$0.00	2	\$250.00		\$0.00		\$0.00	4	\$340.00		\$0.00		\$0.00		\$0.00		\$0.00	\$590.00	1	\$590.00
	Address stakeholder comments for green street drainage structures design including all computations, plans, details and specifications. Includes H&H and storm drain analysis.		\$0.00	4	\$500.00	24	\$2,640.00		\$0.00	48	\$4,080.00		\$0.00		\$0.00		\$0.00		\$0.00	\$7,220.00	1	\$7,220.00
	Address stakeholder comments for landscape plan for swm structures and street trees.		\$0.00	1	\$125.00		\$0.00	6	\$660.00	12	\$1,020.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,805.00	1	\$1,805.00
	Address stakeholder comments for pedestrian lighting plan		\$0.00	1	\$125.00		\$0.00		\$0.00	4	\$340.00		\$0.00		\$0.00	1000	\$1,000.00		\$0.00	\$1,465.00	1	\$1,465.00
	Address stakeholder comments for detailed earthworks calculations		\$0.00	1	\$125.00		\$0.00		\$0.00	8	\$680.00		\$0.00		\$0.00		\$0.00		\$0.00	\$805.00	1	\$805.00
	Revise cost estimates		\$0.00	2	\$250.00	8	\$880.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,130.00	1	\$1,130.00
	Revise report	1	\$165.00	8	\$1,000.00	16	\$1,760.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,925.00	1	\$2,925.00
	Meet with City Staff	2	\$330.00	3	\$375.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$705.00	1	\$705.00
	Submit to stakeholders for review.		\$0.00		\$0.00		\$0.00	2	\$220.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$220.00	1	\$220.00
	Address all stakeholder comments including City Council	4	\$660.00	40	\$5,000.00		\$0.00		\$0.00	80	\$6,800.00		\$0.00		\$0.00		\$0.00		\$0.00	\$12,460.00	1	\$12,460.00
	Finalize technical construction documents and final report		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	1	\$0.00
	Develop maintenance plan		\$0.00	4	\$500.00	16	\$1,760.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,260.00	1	\$2,260.00
	4 meetings with Greenbelt City Council and/or citizen advisory boards. Prepare exhibits and take meeting notes.	8	\$1,320.00	32	\$4,000.00		\$0.00		\$0.00	24	\$2,040.00		\$0.00		\$0.00		\$0.00		\$0.00	\$7,360.00	1	\$7,360.00
	2 additional meetings with City Staff	6	\$990.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,990.00	1	\$1,990.00
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	1	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	1	\$0.00
	subtotal	25	\$4,125.00	263	\$32,875.00	120	\$13,200.00	32	\$3,520.00	524	\$44,540.00	26	\$3,250.00	96	\$14,400.00	14800	\$14,800.00		\$130,710.00	1	\$130,710.00	

CPJ
Associates
Civil and Environmental Engineers
Landscape Architects
Land Surveyors
Planners

City Council Agenda Item Report

Meeting Date: January 28, 2019

Submitted by: Brian Kim

Submitting Department: Public Works

Item Type: LEGISLATION

Agenda Section:

Subject:

A RESOLUTION TO NEGOTIATE THE PURCHASE OF ANNUAL LAWN MOWING AND LANDSCAPE SERVICES FROM P2 MAINTENANCE SERVICES. OF LAUREL, MARYLAND AT A COST OF \$46,990

Suggested Action:

1st Reading

Reference:

Lawn Mowing and Landscaping Award Memo 2019-01
Mowing and Lanscaping 2018 RFP2
Sign Sheet 2019 RFP land Lawn
2019-01 Lawn&Landscape RFP tabulation

On January 18, 2019, at 1:00 pm. City staff opened the Request for Proposals (RFP) for this project. Seven proposals were received ranging from a low base proposal of \$46,990 to a high base proposal of \$211,900.00. The RFP document was advertised in the City web site as well as on EMarketplace.

In the RFP document, staff specified lawn mowing and landscaping services for various areas around the City. The RFP includes labor and material to maintain the areas in the RFP for which natural landscaping based standards and specifications are referenced. The proposal clarifies the scope of work for each task that the contractor is required to perform, thus eliminating some of the performance issues that have existed in the past.

The RFP mandated attendance at the pre-proposal meeting. All seven contractors who submitted proposals were at the pre-proposal meeting. The pre-proposal meeting provided an opportunity to review site conditions, examine the scope of work and to answer questions. I have attached a copy of the RFP dated December 5, 2018, the proposal tabulation sheet and the sign in sheet for the pre-proposal meeting.

Staff carefully reviewed the three lowest proposals: P2 Maintenance (\$46,990.00), Brow's Landscaping (\$58,500.00) and Notable Landscaping LLC (\$59,757.03). All three companies' references checked out fine. All three companies' references described them as capable and dependable contractors, capable of doing the work described in the RFP.

On January 19, 2019 staff interviewed P2Maintenance Service, Brow's Landscaping, and Notable Landscaping LLC. All three contractors were asked the same questions. The contractors were given the same opportunity to re-evaluate their proposals, make a pitch on why their company should be chosen. All three companies interviewed well and met the requirements of the RFP.

Staff recommends that Council award the RFP for the lawn mowing and landscaping services to P2 Maintenance Services.

It is recommended the resolution be introduced for first reading tonight.

Attachments:

[Lawn_Mowing_and_Landscaping_Award_Memo_2019-01.pdf](#)

[Mowing and Lanscaping2018RFP2.pdf](#)

[SignSheet2019RFPIandLawn.pdf](#)

[2019-01Lawn_LandscapeRFPtabulation.pdf](#)

CITY OF GREENBELT, MARYLAND

TO: Nicole Ard
City Manager

FROM: Brian Townsend
Assistant Director of Public Works - Parks

DATE: January 25, 2019

SUBJ: Award of Request For Proposal (RFP 2019-01) – Lawn Mowing and Landscape Services

Background

On January 18, 2019, at 1:00 pm. City staff opened the Request for Proposals (RFP) for this project. Seven proposals were received ranging from a low base proposal of \$46,990 to a high base proposal of \$211,900.00. The RFP document was advertised in the City web site as well as on EMarketplace.

In the RFP document, staff specified lawn mowing and landscaping services for various areas around the City. The RFP includes labor and material to maintain the areas in the RFP for which natural landscaping based standards and specifications are referenced. The proposal clarifies the scope of work for each task that the contractor is required to perform, thus eliminating some of the performance issues that have existed in the past.

The RFP mandated attendance at the pre-proposal meeting. All seven contractors who submitted proposals were at the pre-proposal meeting. The pre-proposal meeting provided an opportunity to review site conditions, examine the scope of work and to answer questions. I have attached a copy of the RFP dated December 5, 2018, the proposal tabulation sheet and the sign in sheet for the pre-proposal meeting.

Analysis of Proposals

Staff carefully reviewed the three lowest proposals: P2 Maintenance (\$46,990.00), Brow's Landscaping (\$58,500.00) and Notable Landscaping LLC (\$59,757.03). All three companies' references checked out fine. All three companies' references described them as capable and dependable contractors, capable of doing the work described in the RFP.

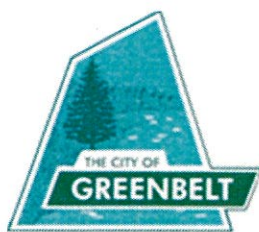
On January 19, 2019 staff interviewed P2Maintenance Service, Brow's Landscaping, and Notable Landscaping LLC. All three contractors were asked the same questions. The contractors were given the same opportunity to re-evaluate their proposals, make a pitch on why their

company should be chosen. All three companies interviewed well and met the requirements of the RFP.

Recommendation

Staff recommends that Council award the RFP for the lawn mowing and landscaping services to P2 Maintenance Services for the following reasons:

- P2 Maintenance Services provided the best price.
- P2 Maintenance Services has governmental experience doing landscaping and lawn mowing services with Baltimore City Schools, Fredrick County schools and Maryland Department of Transportation.
- P2 Maintenance Services has staffing and equipment to accomplish the work.



REQUEST FOR PROPOSALS (RFP)

Lawn Mowing and Landscaping Services For Various Locations

December 5, 2018

Contract No.
2019-01-R

Proposal Deadline: Friday, January 18, 2019, 11:00am

Overview

The City of Greenbelt, Maryland, is seeking proposals for a Contractor who has demonstrated abilities to perform the attached Scope of Work. The contractor must currently be in the business of providing lawn and landscaping maintenance services of this type and must have been doing so for a minimum of at least five (5) consecutive years. All applicable federal, state, and local laws, ordinances and regulations must be adhered to.

Contractors submitting a proposal should review the procurement requirements listed. Specifically, the selected Contractor will be required to:

- Execute a contract with the City of Greenbelt;
- Attend a pre-proposal meeting where City staff will review regulations and requirements;
- Complete certain forms and certifications;
- Maintain General Liability Insurance (\$1,000,000 minimum); Workers Compensation Insurance (\$500,000), business automobile liability (\$1,000,000) and furnish proof of such insurance.

No Contractor who is the recipient of City of Greenbelt funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veterans status, physical or mental disability or perceived disability, or other criteria protected by law.

Discriminatory practices based on the foregoing are declared to be contrary to the public policy of the City. The City of Greenbelt complies with all Equal Employment Opportunity requirements.

The City of Greenbelt does not discriminate in the admission of, or employment in, its programs, activities or services. Minority and women owned businesses, as well as Contractors located in Greenbelt or Prince George's County, are encouraged to submit proposals.

Proposal Submittal

Proposal responses shall be submitted on the Proposal Submission Form (page 11). All costs are to be final.

Proposal must include a minimum of three professional references. These references should be attached to the Proposal Submission Form and include current contact information including name, address, telephone number and email address.

Please direct any questions regarding proposal submission to the Contract Manager listed on Page 10.

Completed proposals must be received no later than January 18, 2018, 11:00am and delivered to: City of Greenbelt, Finance Office, 25 Crescent Road, Greenbelt, MD 20770, clearly marked "Lawn Mowing and Landscaping Services".

NOTE: Proposals received after this deadline may be refused and deemed ineligible for consideration at the City's sole discretion.

Selection of Contractor

The City of Greenbelt (City) will review all proposals submitted and if deemed to be in the best interest of the City, a Contractor will be chosen. The City shall be free to accept any proposal it deems appropriate in its sole discretion. The City will determine final scope and project components, based on funding availability.

The Contractor selected will be required to submit a Certificate of Insurance naming the City of Greenbelt as an additional insured, which will be reviewed by the City Manager's Office.

A contract will then be negotiated between the Contractor and the City, with each agreeing to the terms of the contract and affixing authorized signatures. The contractor will be required to complete all forms and certifications required by the City, State and Federal governments.

Proposal Requirements and Examination of Work to be Performed

The Contractor is required to thoroughly examine the RFP requirements and the work contemplated, and it will be assumed that the Contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered prima facie evidence that the contractor has made such examination.

Before submitting the RFP, the Contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work taking into account any special or unusual features peculiar to this project. By submitting a proposal, the Contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

There will be a mandatory pre-proposal meeting on January 8, 2019, at 10:00 am at the Public Works Maintenance Facility, 555 Crescent Road, Greenbelt, MD 20770 to discuss the Request For Proposal, including viewing existing conditions, examination of scope of work and to answer questions. Proposals received from Contractors who do not attend this meeting will not be considered.

Section 1

GENERAL INFORMATION

This RFP contains instructions governing the content of the proposals and the format in which they are to be submitted. It does not attempt to define all of the contract needs nor detail them. Rather, it is flexible and allows for the credentials of the Contractor to be demonstrated in the areas of expertise necessary to the contract. There are mandatory requirements to be met, but should the Contractor foresee the need for qualification of the effort or additional requirements, concise and relevant discussion is encouraged. Questions from contractors shall be accepted by the Contract Manager via email or phone. Emails shall be submitted to btownsend@greenbeltmd.gov or by phone 240-542-2151.

Living Wage Requirement

The City has a Living Wage Policy. Any contractor to the City with a contract valued at \$50,000 or more must comply with the City's policy and pay all its employees a Living Wage or better. All City contractors are encouraged to pay a living wage. The Living Wage is set July 1 of each year based on the State of Maryland, Living Wage which is set by the State's Division of Labor and Industry.

Section 2

SCOPE OF SERVICES BACKGROUND AND PURPOSE

This scope of work pertains to the requirements of maintaining grass and landscaped areas at various locations in the City. As part of the response to this RFP, bidders if awarded, will be required to fill out a weekly check sheet showing what tasks were completed. The overall responsibility of the Contractor is to coordinate, plan, manage, and perform activities described in this RFP to maintain an acceptable appearance in those areas included in the RFP.

The Contractor shall furnish all labor and materials necessary to perform the mowing and landscaping maintenance tasks in the RFP. Contractor shall complete all the tasks listed below and will comply with all the requirements and specifications.

It shall be the Contractor's responsibility to verify the areas, sizes and quantities of the surfaces and items to be maintained in this RFP. Failure of the Contractor to verify the listed amounts shall not relieve the Contractor of the responsibility to provide all services required to the standards included herein, for the prices submitted in Contractors proposal.

2.1 HOURS WHEN WORK IS TO BE PERFORMED

All work is to be performed Monday through Friday from 7 am to 6 pm and Saturday 8 am to 5 pm. No work shall be done on Sunday without written permission from the City.

2.2 SCHEDULING OF WORK - BEGINNING OF CONTRACT TERM

- A. At least five (5) business days prior to the commencement of the contract, the Contractor shall submit in writing to the Contract Manager or his/her designee, the name of the On-site Supervisor authorized to act for the Contractor in every detail for the lawn mowing and landscape services.
- B. At least five (5) business days prior to the commencement of the contract, the Contract Manager, or his appointee, will confer with the Contractor and review the total specification requirements, total workload and the lawn mowing and landscaping services proposed by the Contractor.

2.3 SPECIFICATIONS

The lawn and landscaped areas must be maintained and serviced at the frequency and to the standards as detailed in these specifications. The Contract Manager or his/her designee shall determine whether the tasks have been performed, and that the performance is in accordance with the standards set forth in these specifications. Failure to perform a task or to perform a task to the specified standard will result in reductions in the Contractor's monthly invoice.

Landscape Maintenance Standards and Specifications

Overview: The City believes that using Natural Landscaping techniques to maintain City property will create a landscape that is healthy, resource-efficient, sustainable, and cost-effective to manage. When Natural Landscaping techniques are applied in landscape design, construction, and long-term maintenance, there are many benefits, including easier maintenance, lower costs, and higher property values.

It is the City's expectation that the Contractor's proposal will comply with these Natural Landscaping-based standards and specifications. It should be the Contractor's expectation that the City will only consider awarding the contract to a Contractor whose bid shows compliance. The Contractor should also expect to be held to these standards throughout the course of the contract.

The following standard outlines the scope of services and responsibilities required of the Contractor, but may not be inclusive of the entire scope of services. The specifications outline the quantity and category of work required. Other parts of the contract (**not included here**) provide requirements such as insurance and licensing standards, hours of work, work authorizations, etc.

A. GENERAL STANDARDS

1. GUARANTEE AND REPLACEMENT

- a. Contractor shall replace, at no additional cost to City, any turf, plant materials or any other City property damaged as a result of improper maintenance attention or procedures. Replacement material shall be of the same size and variety as the dead or damaged material. Property damage must be done within two weeks of identification of damage. Alternatives to size, variety and scheduling of replacement must have written permission of the City.
- b. Contractor is not responsible for losses, repair or replacement of damaged work or plant material resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than Contractor's vehicles) or the acts of others over whom they have no reasonable control.

- c. Contractor shall inform the City on a monthly basis of plant losses unrelated to the maintenance activities, provide the City with a probable cause of the plant loss, and provide recommendations for replacement along with pricing for replacement.
2. CONTRACTOR RESPONSIBILITIES
- a. Contractor will provide staff able to perform work at the highest standards of horticultural excellence. Key staff shall have current knowledge of best management practices (BMP's) regarding: safety, hazardous materials spill response, lawn care, plant health, pruning, and integrated pest management. The City reserves the right to demand the replacement of Contractor's staff who do not meet the City's standards for safety, professionalism, or horticultural knowledge.
 - b. Preference will be given to firms certified by green programs such as Green America <http://www.greenamerica.org/greenbusiness/>.
 - c. Provide an emergency contact list identifying the names, positions held, and phone numbers of key maintenance personnel. Provide mobile numbers for the landscape maintenance manager and site supervisor.
 - d. Attend meetings and site inspections of the grounds as requested.
 - e. Contractor shall maintain a computerized log of activities performed and provide a written copy monthly.
 - f. Establish a schedule/chart for regular maintenance activities by area and submit to the Department of Public Works for review. Contractor to review proposed schedules with Public Works at the regularly scheduled meetings and adjust as necessary to avoid conflicts. There are several events that go on each year that require the property be in compliance with the specifications of the RFP at the time of the event (Earth Day and Fall Fest are two examples).

B. SCOPE OF WORK

1. GENERAL PRACTICE GUIDELINES FOR MATERIALS AND EXECUTION

- a. This document is intended as a benchmark of the City's minimum standards for maintenance, repair and improvements. However, the City respects the Contractor as a professional and as such, will take under consideration, any and all recommendations made by the Contractor.
- b. Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of turf and plantings, as specified herein. It is the intent of the City that the sites identified in the RFP be maintained in a resource-efficient, sustainable, and cost-effective manner.
- c. Maintenance shall consist of spring removal of old mulch, pruning, mowing, Integrated Pest Management (IPM), weed/insect/disease control, litter control and any other procedures consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth of turf and landscape plantings.
- d. All turf shall be mowed with professional quality mulch-mowing equipment. Prior to award of contract, Contractor shall provide to the City the make and model of the mower(s) that will be used.
- e. Contractor is encouraged to use non-polluting devices like rakes and brooms when feasible. The City prefers that blowers and other power equipment are low-decibel, low-fossil fuel consumption, and low-emissions models.
- f. Contractor is encouraged to develop cultural practices which incorporate on-site recycling of organic materials, such as leaves and grass clippings, and the use of recycled materials in its maintenance operations.
- g. Contractor shall visually inspect all landscape areas monthly from April through September to identify potential pest problems. Pest problems include insect, disease, and

weed infestations. The presence of a pest does not necessarily mean there is a problem. Contractor shall keep written records of pests identified and areas where problems may be developing.

- h. Cooperatively identify any area where non-chemical IPM control methods should begin.
 - i. Control of Weeds: Use cultural methods (mulch, proper pruning) to encourage plant health and growth and discourage weeds. Keep planter beds and tree wells free of weeds and debris on a rotational basis, weekly throughout the year by hand pulling or other mechanical means. Entire site shall be weeded by hand or mechanical weeding methods that remove the roots every week. Ground covers are to be trimmed so they meet but do not grow over walkways or outside any of the planters.
2. NOXIOUS WEED CONTROL
- a. Noxious Weed list can be found on **The Maryland Invasive Species Council** web site <http://www.mdinvasivesp.org/>.
 - b. Noxious weeds must be bagged and disposed of at the landfill.
 - c. Non-designated and weeds of concern shall be controlled with ongoing non-chemical IPM and healthy landscape management techniques.

C. MATERIALS AND EXECUTION – TURF MAINTENANCE

1. TURF MOWING

- a. All turf will be mowed with professional quality mulching mower equipment. Pricing assumes that bagging and removing clippings will be required only when excessive leaf debris is present, turf is too long to mulch, or when moisture conditions are too high to allow effective mulching without substantial clumping of turf debris.
- b. Prior to each mowing, remove all litter and debris from lawn areas. Formal turf areas shall be mowed per the schedule below and maintained at a height of no less than 2-1/2 inches and no more than 3 inches. Coordinate mowing schedules with City.
- c. Alternate mowing direction where feasible every mowing. Maintain a uniform lawn height free from scalping.
- d. The City and the Contractor will evaluate and determine any areas that require bagging and removal of clippings on a regular year-around basis.
- e. Contractor is responsible for any damage incurred as a result of mower damage to trees and shrubs and must repair or replace any such damage at no cost to the City. Properly maintained tree wells are encouraged to minimize such damage.
- f. Clippings will be swept or blown from hardscapes after each mowing. Sweeping is encouraged when feasible.

2. TURF MOWING SCHEDULE

Month	Number of cuts
April	Weekly
May	Weekly
June	Weekly
July	Every 10 days
August	Every 10 days
September	Every 10 days
October	Two mowings
November	Two mowings

NOTE: Base Contract price includes 26 mowings per the mowing schedule. Schedule of mowings may be altered per the City's request or as required by climatic conditions.

3. TURF EDGING AND TRIMMING

- a. Mechanically trim all landscape turf edges once a month. Edges include all formal lawn perimeters and tree wells in lawn areas. In April, June, and August, redefine all formal lawn edges with a mechanical blade-type edger or hand spade. Clean debris from hardscapes and non-turf landscape areas. Remove larger debris.
- b. Trim all formal lawn areas that cannot be reached by a mower after each mowing. Areas to be trimmed include any lawn adjacent to poles, signs, bollards, trees, walls and all other obstacles. Perform trimming to the same height as mowing. Clean debris from hardscapes and non-turf landscape areas, remove larger debris.
- c. Contractor shall trim around all guardrails every other mowing.
- d. Contractor is responsible for any damage incurred as a result of trimmer or edger damage to trees and shrubs and must repair or replace any such damage at no cost to the City. Properly maintained tree wells are encouraged to minimize such damage.

D. MATERIALS AND EXECUTION - GENERAL AREA MAINTENANCE

1. LEAF AND BRANCH REMOVAL

- a. Keep walks, patios, planting beds, roadway gutters and lawn areas free of leaves on a weekly basis throughout the year.
- b. In autumn, leaf removal shall occur at each visit as needed to prevent smothering of turf and groundcovers and excessive clumping when mulch mowing. The City's preference is that whenever safety and plant health are not compromised that leaves remain on-site and are incorporated into mulch under plantings. Remove leaves from site only as needed to maintain a neat appearance and the health of the plantings.

2. LANDSCAPE DEBRIS REMOVAL

- a. Remove biodegradable landscape debris (turf clippings (limited to only those times when mulch mowing is not possible), leaves, branches, dead plant material, etc.) to yard refuse recycling sites. Acceptable sites include topsoil producing facilities and/or other facilities, which utilize yard waste for landscape purposes. No biodegradable material should be disposed of as garbage, except noxious weed debris.

3. LANDSCAPE TRASH REMOVAL

- a. Remove all trash from landscaping beds and turf areas. Contractor shall haul it away for appropriate disposal.
- b. All recycling will be separated and disposed to a recycling center at Buddy Attick Park or on Hanover Drive in Greenbelt.

4. MULCH REPLACEMENT

- a. Early Spring, Contractor shall remove old mulch and replenish mulch to maintain a depth of no less than two and a half inches (2-1/2") in all planting areas and tree wells. Established beds where plant foliage or groundcover completely covers the soil surface require no additional mulch. Keep mulch at least two to three inches (2 – 3") away from the crown of plants and trees.
- b. After leaf removal in Fall, a light mulching is to be done in all landscaping to maintain the 2 ½" depth in all planting areas.
- c. Mulch shall be brown shredded hardwood.
- d. "Red" bark mulch or dust shall not be used.

2.4 PROPERTIES AND LOCATIONS OF WORK TO BE PERFORMED UNDER RFP

Properties and locations included in base bid:

LOCATIONS	LAWN CARE	LANDSCAPE MAINTENANCE
1. Mandan Road	From Greenbelt Road to Mathew Street (south side of Greenbelt Road) all medians. Starting at property line of 8209 Canning Terrace right of way (school board property side of street only) including dead end area and hillside to the right at dead end.	All landscaping in medians and tree beds. Includes dead end area.
2. Ora Glen Drive	From Hanover Parkway to Mandan Rd all medians. The right of way west of Morrison Drive on the South side of Ora Glen Drive from the traffic circle to Mathew Street. Right of way starting at Bank Of America (next to pond) south on Hanover Parkway to Hanover Office Park.	Landscaping in circles, medians and choker islands.
3. Hanover Parkway	All medians from Greenbelt Road to Good Luck Rd.	All landscaping in medians and tree beds from Greenbelt Road to Good Luck Road.
4. Hanover Parkway	From Good Luck Road to Green Crescent Court and Brae Brooke Drive right of way directly across the street from Spring Manor Drive (15 ft. from the back edge of the asphalt path).	All landscaping in medians, from Greenbelt Road south on Hanover Parkway to Good Luck Road.
5. Greenbelt Road	Right of way from Mandan Road west bound to the Board of Education Property to the end of guard rail (north side).	
6. Hanover Drive and Dog Park	In and around the Dog Park. Right of way from Hanover Parkway to the dead end of Hanover Drive (Just Dog Park side of roadway).	All tree beds.
7. Schrom Hills Park 6915 Hanover Parkway	All of Schrom Hills Park including fence lines (both sides). Schrom Hills Park right of way frontage. Ball fields are excluded.	All landscaping, tree beds and circles. Excluding the Three Sisters Garden.
8. Greenspring Park on Greenbury Drive	All areas.	All landscaping and tree beds.
9. Green Crescent Court	Right of way, between 6801 and 6807, 6815 and 6820.	At the bottom of the retaining wall.
10. Capital Drive	Right of way from Greenbelt Rd to Walker Drive	Maintain hedges 4ft. tall.
11. Walker Drive	Right of way, medians, and circle	Median and tree.

12. Golden Triangle Drive	Right of way and circle	Median and tree.
13. Springhill Lake Recreation Center (6101 Cherrywood Lane)	All areas, from wood line to Cherrywood Lane.	All landscaping, all tree beds. Except the Three Sister Gardens and the Food Forest.
14. Springhill Drive (6060 Springhill Drive)	Right of way on school board side and medians	Medians.
15. Cherrywood Lane	From the end of the Federal Court House property to Breezewood Drive right of way only on the Federal Court and Metro side.	All landscaping in medians, circles and chokers, from Metro Center Drive to Greenbelt Road.
16. Breezewood Drive	Right of way starting at end of Board of Education property to Edmonston Road around corner to the old school entrance (School side only).	All landscaping in medians, and choker beds on the Beltway Plaza side from Cherrywood Lane to Edmonston Road.

2.5 CONTRACTOR'S EMPLOYEES

- A. Personnel employed by the Contractor shall be capable employees qualified in this type of work. A fully qualified work force shall be maintained throughout the period of this contract. All personnel shall receive close and continuing first-line supervision.
- B. The Contractor's supervisors shall be fully and adequately trained and have a minimum of five (5) years experience in lawn and landscaping supervision sufficient in scope to meet the approval of the Contract Manager.
- C. The Contractor shall employ the quantity and quality of supervision necessary for both effective and efficient management of lawn and landscaping operations at all times.
- D. Contractor shall be liable for any damages caused directly or indirectly by its employees.

2.6 REDUCTIONS IN PAY

- A. Reductions for below standard work will be made if, after the second documented notification, the Contractor has not corrected the deficiency and City worker(s) are assigned to perform the task(s) or was not completed at all by the contractor.
- B. Reductions for non-performance will be made if the task(s) was not done and City worker(s) have to be assigned immediately to perform the task(s).
- C. Reductions for A. and B. above will be based on the hourly billing rate of the City employee(s) plus benefits assigned to perform the task(s) times the hour(s) required for City worker(s) to perform the task(s). If the work was not performed by the contractor and was just omitted, a deduction based on percentage of the overall monthly bill minus the work not completed will be calculated and the bill adjusted accordingly.

2.7 PAYMENT TO CONTRACTOR

- A. At the end of each month, the Contractor shall render to the Contract Manager their invoice for the services provided during the preceding month. The invoice shall not exceed 1/9th of the annual base amount of the contract.

- B. Add Alternate Tasks that were performed during that month shall be itemized separately.
- C. The Contract Manager, or his designee, shall review the invoice and any necessary reductions which must be made in accordance with the conditions of the Contract. Should the Contractor's invoice not include all necessary reductions, the invoice shall be reduced by the amount of the non-included reductions and processed for payment. The Contractor shall be notified of the reductions made and supplied with copies of documentation supporting those reductions.

2.8 CHANGES TO THE SCOPE OF WORK AND TERMINATION OF CONTRACT

- A. The Contract Manager, at any time may have to change the scope of the contract by written contract modification. On the designated effective date, the Contractor shall make the required changes in his/her operation.
- B. Upon receiving notice of the change, the Contractor's monthly invoice shall be adjusted if necessary to reflect the value of the change in the services under this contract.
- C. The City may cancel the contract at any time for any reason upon giving 30 day written notice to the Contractor.
- D. The City shall have the right to cancel this Agreement immediately without prior notice for any breach of any provision of the contract if not cured within seven (7) days from written notice from the City.

2.9 INSPECTIONS AND APPROVAL OF WORK

- A. The City will demand strict conformance to the standards and frequency specified. The Contract Manager or his/her designee will inspect all completed work and will ascertain that the tasks have been satisfactorily accomplished.
- B. The Contract Manager or his/her designee will enforce the standards of this contract.

2.10 ON-SITE SUPERVISION AND TRAINING

- A. The successful Contractor shall provide an On-site Supervisor who speaks and writes fluent English and will represent the Contractor concerning this contract. This On-site Supervisor will make routine communications with the appropriate Contract Manager or his/her designee to receive instructions or other input regarding lawn mowing and landscaping services needs and activities.
- B. The On-site Supervisor is responsible for directing the Contractor's work force and accountable for all activities and behavior of all personnel assigned by the Contractor to perform work under this contract.
- C. The Contractor shall be responsible for training and safety precautions for Contractor employees performing work under these specifications.

2.11 CONTACT INFORMATION

Contract Manager

Brian Townsend
 Assistant Director of Public Works-Parks
 Office: 240-542-2151
 Cell: 240-417-2352
 555 Crescent Road, Greenbelt, MD 20770
 Email: btownsend@greenbeltmd.gov

Horticultural Supervisor

Mike Fox
 Cell: 240-508-7718

Parks Supervisor

Joe Doss
 Cell: 240-417-2349
 555 Crescent Road, Greenbelt, MD 20770

SECTION 3
PROPOSAL SUBMISSION FORM
City of Greenbelt Lawn Mowing and Landscaping Services
For Various Locations

1. COMPANY NAME _____
2. ADDRESS (Home Office) _____
3. TELEPHONE NUMBER (office) _____ (cell) _____
4. NUMBER OF FULL-TIME EMPLOYEES _____
5. OWNERSHIP
_____ Sole Proprietor _____ Other – Please Specify
_____ Limited Partnership

PROPOSAL PRICES. Fixed prices for all requirements identified in Section 2 Scope of Services. Pricing submitted in this portion must be fully inclusive of all anticipated costs of the RFP and shall include all costs for management, supervision, labor and material associated with the RFP.

Pricing to comply with Section 2 Scope of Services of this RFP for locations identified in Section 2.4 This is the base bid for the lawn mowing and landscaping services:

			Annual Cost
_____	X	9 Months	= \$ _____
Monthly Cost			

Signature of Authorized Representative

Name/Title of Authorized Representative

Date

Properties and locations included in base bid:

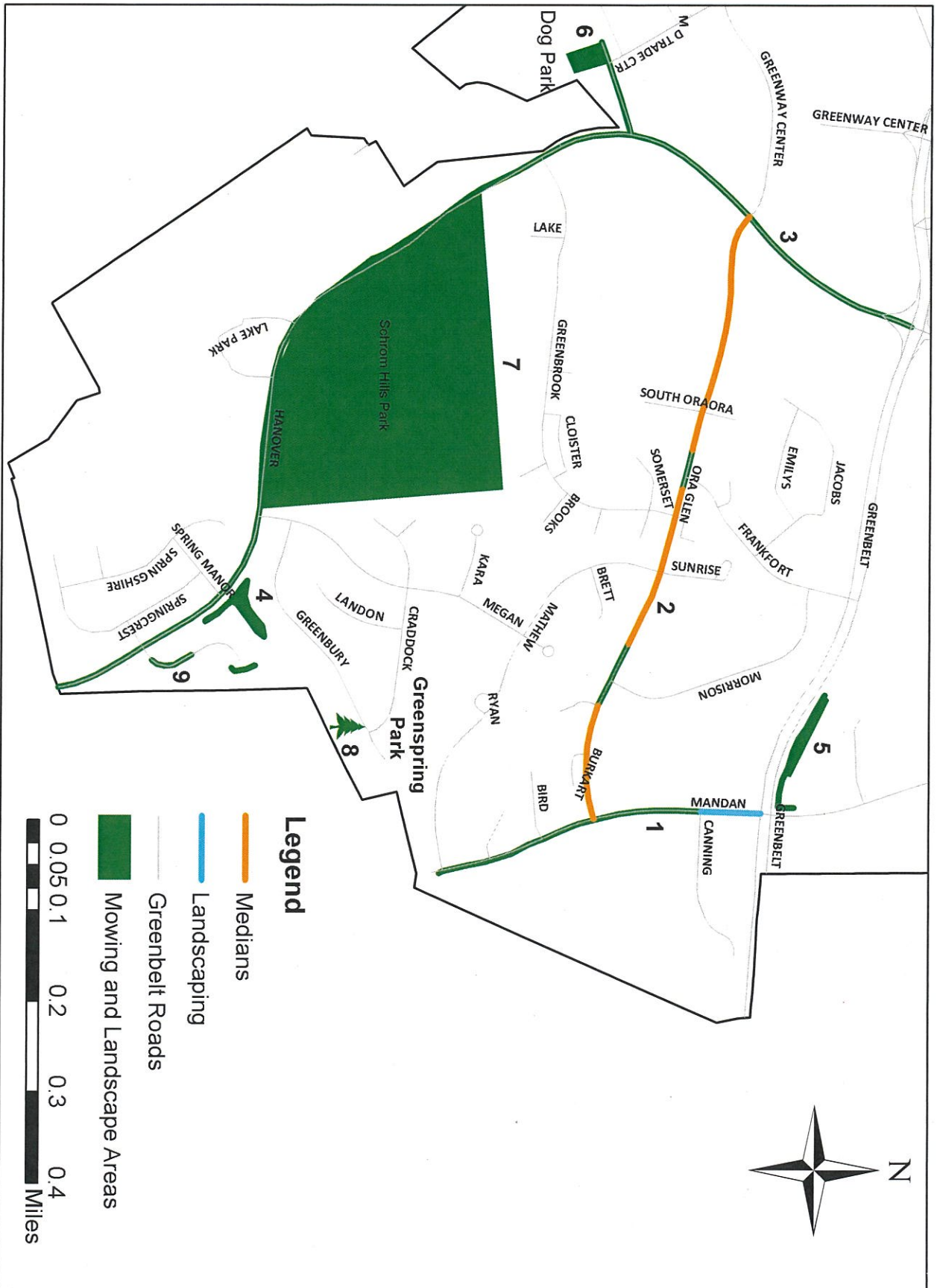
- 1) Mandan Road— From Greenbelt Road to Mathew Street (south side of Greenbelt Road) all median Stating at property line 8209 Canning Terrace right of ways adjacent to school board property including dead end area and hillside on right.
- 2) Ora Glen Drive – From Hanover Parkway to Mandan Rd, all medians.
The Right of way west of Morrison on the South side of Ora Glen from the traffic circle to next median. Right of way adjacent to Bank of America left on Hanover to Hanover Office Park.
- 3) Hanover Parkway - From Greenbelt Rd. to Good Luck Rd. (south side of Greenbelt Road) All medians.
- 4) Hanover Parkway - From Good Luck Rd. to Green Crescent Ct. and Brae Brooke Drive, right of way directly across the street from Spring Manor drive (15 ft. from the back edge of the asphalt path).
- 5) Greenbelt Road from Mandan Road - West Bound Right of way to Board of Education Property at end of guard rail.
- 6) Greenbelt Dog Park- All areas, @ Hanover Dr. From Hanover parkway to dead end of Hanover Dr.
- 7) Schrom Hills Park - All areas, except for Ball Fields.@ 6915 Hanover Parkway
- 8) Greenspring Park - All areas. @ Greenbury Dr.
- 9) Green Crescent Court - Right of way, retaining wall bottom and top. @Hanover Parkway.
- 10) Capital Drive - Right of way, hedges From Greenbelt Rd.to Walker DR.
- 11) Walker Drive - Right of way, medians, and circles from Greenbelt Rd.
- 12) Golden Triangle Dive - Right of way and Circle.
- 13) Springhill Lake Recreation Center - All areas. (6101 Cherrywood Lane)
- 14) 6060 Spring Hill Drive – Right of way (Board of education side) and medians.
- 15) Cherrywood Lane - Right of way, medians, and circles. From Greenbelt Rd to Ivy Lane.
- 16) Breezewood Drive - Right of way and medians. From Cherrywood lane to Edmonston Rd.

For full description of location and work refer to the RFP.

101



Mowing & Landscape Areas East Greenbelt



Pre-Proposal Meeting

Lawn Mowing and Landscaping Services

Date: 01/08/2019

Time: 10:00am.

Print Name	Organization	Title	Phone	Email
1. Brian Townsend	City of Greenbelt PW.	Assistant Director of Public Works-Parks	240-417-2352 C 240-542-2151 off.	btownsend@greenbeltpd.gov
2. Janet Blakeney	Alpine Snow Removal and Landscaping LLC		240 601-7366	AlpineSnowLandscaping@gmail.com
3. Marco Guzman	Notable Land Scope, LLC		\$240 614 8853	guzman Cesar 069@gmail.com
4. Darryl Blanchard	Blanchard's Sons Services		240.750.4483	Blanchard and sons services@gmail.com
5. Aaron Engel Chuck Methken	Lawlance USA LLC	Bruce Murray Account Manager	443-454-1784	aaron.engel@lawlance.com
6. Joe Fisher	Growing Solutions	President	410-351-1190	Joe Fisher - Growing Solutions LLC
7. Ronald Standifer	National Service Contractor		202 510 0626	RStandifer@nsinc.com
8. Brandon Voithofer	Lawn And Order		410 490 9936	Brandon@lawnandorderlawn.com

Pre-Proposal Meeting

Lawn Mowing and Landscaping Services

Date: 01/08/2019

Time: 10:00am.

9.	Gerald Benbow	OSB Landscaping	President	301-651-2494	gerald1229@cymail.com
10.	Chris Ayers	Deverson Landscaping	Business Developer	(301) 653-8441	cayers@deversonlandscaping.com
11.	Keykua Abithe	NSC	Program Manager	(202) 390 7124	labithe@nscinc1.com
12.	Imyrid Benatti	P2cleaningservice	manager	240-704-3125	admin@p2cleaning.com
13.	Nikita F. Floyd	GreenForever	Pres.	301-780-7500	greenforever@comcast.net
14.	Jamelle Tolson	Community Bridge	BUSINESS Development Director	784-400-8992	jtolson@community-bridge.com
15.					
16.					
17.					
18.					

City of Greenbelt, Maryland
Lawn Mowing and Landscape Services
Proposal Tabulation for RFP 2019-01

Company	Individual Contact	Address	# of Full Time Employees	Bid	Interview Date Time
P2 Maintenance Services	Enama Licon Admin@p2cleaning.com	8750 Chery Lane C-17, Laurel, MD. 20707	25 Full time employees	Monthly \$5,211.00 x 9 Months Annual \$46,990.00	1/22/2019 1:00 PM
Brown's Landscaping	Gerry R. Brown (202)868-1686	8452 Gantset Pl. White Plain's, MD. 20695	5 Full time employees	Monthly \$6,500.00 x 9 Months Annual \$58,500.00	1/22/2019 10:00 AM
Notable Landscaping LLC	Cesar Guzman Guzmancesar069@gmail.com	5408 Caters Lane Riverdale, MD. 20737	5 Full time employees	Monthly \$6,639.67 x 9 Months Annual \$59,757.03	1/22/2019 11:00 PM
Lawn And Order	Brandon Voithoffer brandon@lawnandorderlawns.com	29 Farway Is. Grasonville, MD. 21638	7 Full time employees	Monthly \$8,833.00 x 9 Months Annual \$79,497.00	NA
LandCare	Aaron Engel Aaron.Engel@landcare.com	8970 Maier Rd. Lot A, Laurel, MD. 20723	61 Full time employees	Monthly \$9,703.89 x 9 Months Annual \$87,335.00	NA
National Service Contractors	Lewis Kelly lkelly@nscinc1.com	2007B Martin Luther King Jr. Ave, SE Washington, DC. 20020	105 Full time employees	Monthly \$14,205.00 x 9 Months Annual \$127,845.00	NA
GSB Landscaping and Lawn LLC	Gerald Benbow Gerald1229@gmail.com	14401 Lusby Ridge Rd., Accokeek, MD. 20607	2 Full time employees	Monthly \$23,544.00 X 9 Months Annual \$211,900.00	NA

City Council Agenda Item Report

Meeting Date: January 28, 2019

Submitted by: David Moran

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Update on Greenbelt Station TIF Financing

Suggested Action:

At the Regular Meeting on October 22, 2018, the City Council adopted Ordinance 1365 which authorized the City to borrow up to \$8 Million in Special Obligation Bonds to finance the construction of public improvements (Greenbelt Station Parkway). This financing has been referred to as the Greenbelt Station Tax Increment Financing (TIF).

In November, the City's financial advisor, Davenport and Company, issued an RFP to over 90 financial institutions. Two responses were received. Davenport and City staff reviewed the responses.

The response from Columbia Bank provided the most favorable terms to the City. Per Columbia Bank's offer, the City would borrow an estimated \$6,055,700 for a 20 year term. The interest rate is fixed at 3.71% for 10 years, at which time the rate will reset or the City can refinance the outstanding balance. Columbia Bank is the City's current bank and one of the requirements for this loan is that the City maintain its banking relationship with Columbia.

John Stalfort with Miles & Stockbridge (the City's Bond Counsel) and Jennifer Diercksen with Davenport & Company (the City's Financial Advisor), will be present to answer any questions.

Attachments:

City Council Agenda Item Report

Meeting Date: January 28, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

2019 ACE Grant Proposals

Suggested Action:

Reference:

ACE Grant Report 2019

This is the 10th year since the ACE grants were started in 2008. We made two changes. First, we increased the maximum grant from \$500 to \$600, the first increase we have made. Second, we introduced an opportunity for Teacher Development Grants, up to \$400 each, to support registration fees, tuition and/or required course materials for teachers to take classes, attend conferences or participate in other professional development programs. We announced that we would consider up to 5 Teacher Development Grants, within the available funding.

The FY 2019 Budget includes \$12,500 for the Advisory Committee on Education (ACE) Grants to Educators program. ACE solicited grant proposals for up to \$600 each from the seven ACE core schools: Greenbelt Elementary (GES), Springhill Lake Elementary (SHLES), Magnolia Elementary (MES), Dora Kennedy French Immersion School (DKFIS), Turning Point Academy (TPA), Greenbelt Middle School (GMS) and Eleanor Roosevelt High School (ERHS). ACE received a total of 33 proposals from six schools for a total request of \$17,503.05. ACE did not receive any proposals from Dora Kennedy French Immersion School (DKFIS). Included in Council's packet is the ACE grant proposals for 2019.

After review of the proposals, ACE has recommended 27 grant proposals totaling \$13,631.89 be submitted to Council for funding approval. ACE recommends allocating \$1,131.89 from the ACE Clubs budget for the 2019 grants.

ACE evaluated all grant proposals on the standard of whether they were a good use of city funds. A representative of ACE will be present to answer any questions about these recommendations.

It is recommended Council approve the 2019 grant awards as recommended by ACE in the amount of \$13,631.89.

Attachments:

ADVISORY COMMITTEE ON EDUCATION

REPORT TO COUNCIL

SUBJECT: ACE GRANT PROPOSALS - 2019

BACKGROUND: The Advisory Committee on Education recently solicited grant proposals for the 2018-2019 school year. The budget available for ACE grants is \$12,500.00.

This is the 10th year since the ACE grants were started in 2008. We made two changes. First, we increased the maximum grant from \$500 to \$600, the first increase we have made. Second, we introduced an opportunity for Teacher Development Grants, up to \$400 each, to support registration fees, tuition and/or required course materials for teachers to take classes, attend conferences or participate in other professional development programs. We announced that we would consider up to 5 Teacher Development Grants, within the available funding.

ACE solicited grant proposals from the seven ACE core schools: Greenbelt Elementary, Springhill Lake Elementary, Magnolia Elementary, Dora Kennedy French Immersion School, Turning Point Academy, Greenbelt Middle and Eleanor Roosevelt High School. Proposals were welcome either from the school itself or from the school's parent-teacher organization. There was no limit to the number of proposals that could be submitted from each school. The proposals were due on November 5, 2018. The proposals were for activities that will take place between February 15, 2019 and the end of the 2019-2020 school year.

The ACE Grants Program will support activities that enhance or enrich school-based activities. Some examples include supporting field trips, bringing an activity into the school, or purchasing equipment and materials for a special project. The grants are NOT intended to underwrite items that are normally supplied by the school system such as copier paper, etc.

ACE believes that the grant-writing workshops have been successful at both encouraging more proposals and improving the quality of the proposals that are submitted. This year, ACE partnered with the Greenbelt Community Foundation and the ERHS PTSA to organize a grant-writing workshop that was held at ERHS in early October.

ACE runs clubs at three ACE core schools, with Reading Clubs at SHLES, GMS and a new club starting at TPA soon. The clubs, which are not funded by the grants program, provide some balance in ACE programs between the schools in different locations throughout the city. There is a Reading club at MES which was originally started by ACE, but the teachers running the club now organize it without ACE sponsorship.

FINDING: ACE received 33 proposals from 6 schools for a total request of \$17,503.05. Proposals were submitted from Greenbelt, Springhill Lake and Magnolia Elementary Schools, Turning Point Academy, Greenbelt Middle School and Eleanor Roosevelt High School. ACE did not receive any proposals from Dora Kennedy French Immersion School this year.

Selection of the proposals for funding is made by the Greenbelt City Council based on the input from ACE. This table is a summary of ACE recommendations. The details are below.

#	School:	Purpose of grant request:	Request:	Recommend:
1	ERHS	Choral Collaboration 2019	\$ 600.00	\$ 600.00
2	ERHS	Choral Excellence with No Excuses	\$ 600.00	\$ 600.00
3	ERHS	Victory Garden	\$ 600.00	\$ 600.00
4	ERHS	Diverse Voices in Literature - Part II	\$ 600.00	\$ 600.00
5	GMS	Ukeleles for GMS	\$ 450.00	\$ 450.00
6	MES	* CPI - Professional Development for Teachers	\$ 600.00	---
7	MES	Dreambox Learning Intervention Class	\$ 588.00	\$ 588.00
8	MES	North Bay Adventure Education Visit	\$ 600.00	\$ 600.00
9	SHLES	Bringing Home and School Together: Family Game Night	\$ 600.00	\$ 300.00
10	SHLES	SHL Garden Club	\$ 600.00	\$ 600.00
11	SHLES	SWPBIS Incentive Program	\$ 600.00	\$ 600.00
12	SHLES	CRI Community Based Instruction Field Trips	\$ 600.00	\$ 600.00
13	TPA	PTO Events	\$ 600.00	---
14	TPA	* Professional Development	\$ 400.00	\$ 400.00
15	GES	* The K-3 Guide to Academic Conversations	\$ 398.25	\$ 398.25
16	GES	Composting: A Gardening Adventure at GES	\$ 327.11	\$ 327.11
17	GES	* Dancing Through the Curriculum	\$ 400.00	\$ 400.00
18	GES	Digital Project-Based Learning	\$ 600.00	---
19	GES	Drawing Journals - Documenting Plant Life Cycles	\$ 600.00	\$ 600.00
20	GES	Drawing Machines!	\$ 600.00	---
21	GES	First Grade Math and Reading Literacy Materials	\$ 423.38	\$ 423.38
22	GES	Green Screen Me!	\$ 600.00	\$ 600.00
23	GES	Instructional Materials for Teaching the Russian Alphabet	\$ 594.41	\$ 594.41
24	GES	Library Organization Items for the GES Library	\$ 336.95	\$ 336.95
25	GES	Mindfulness Room	\$ 600.00	\$ 600.00
26	GES	Nature Pavers	\$ 600.00	\$ 600.00
27	GES	Greenbelt Outdoor Classrooms	\$ 600.00	\$ 554.79
28	GES	Physical Education Technology Request	\$ 525.95	---
29	GES	Second Step Curriculum	\$ 409.00	\$ 409.00
30	GES	* Staff Book Studies	\$ 400.00	\$ 400.00
31	GES	Student Success-Self Regulation & Behavioral Support	\$ 600.00	---
32	GES	* Introduction to the WIDA Standards Conference	\$ 250.00	\$ 250.00
33	GES	World Drumming at GES	\$ 600.00	\$ 600.00
			\$ 17,503.05	\$ 13,631.89

* Teacher Development Proposals

Proposal Review

ACE met on Tuesday, December 14, 2018, to consider the proposals. For each proposal, the committee listed the strengths and weaknesses and assigned a numerical score on a 100-point scale. The points were assigned according to the following scale:

- Intrinsic merit (40%) – Will the proposed project enhance or enrich school-based activities? Does it meet the criteria listed in the ACE grants call?
- Budget (30%) – Is the proposed budget realistic? Is the budget well justified?
- Benefit to students (20%) – Will the program provide wide benefit to the students in the school, or will it just benefit a few students?
- Proposal format (10%) – Did the proposal follow the proposal rules, including proposal length, project schedule, requisite signatures, etc.? (Note: severe violation of the proposal rules could result in rejection.)

On the basis of this careful consideration, the committee makes the following recommendations:

Proposals:

1) Choral Collaboration 2019. ERHS. Recommended funding: \$600 (full funding).

Summary: This proposal would pay for the hotel rooms for the Eleanor Roosevelt Chamber Choir in Williamsport, PA for a performance and a cultural exchange with a youth choir there.

Strengths: The ERHS Choir participated in a choral collaboration last year, which was a great success.

Weaknesses: The Choral Department will need to hold fundraisers to pay additional hotel costs.

2) Choral Excellence with No Excuses. ERHS. Recommended funding: \$600 (full funding).

Summary: This proposal will purchase choral ring binders for the ERHS Choral Department. The binders will provide a uniform and professional look for the ERHS Chorus during performances. Since the binders are specifically designed for choral music, they will also be easier to use than standard academic folders.

Strengths: The proposal is well-written and the budget is clear and well-justified. The folders are durable and should be able to be reused.

Weaknesses: No weaknesses. The committee recommends that the embossing on the binders say "Eleanor Roosevelt High School" without specifying the name of the choir, to provide flexibility for future use.

3) Victory Garden. ERHS. Recommended funding: \$600 (full funding).

Summary: This proposal from the Gardening Club, and the 'Bring Change to Roose Club', requests funding to rehabilitate the old garden by purchasing and installing raised beds, preparing soil, installing fencing and creating a maintenance plan.

Strengths: Gardening and working outside has been shown to increase self-esteem and reduce stress. This grant is a collaborative effort to create an accessible garden on school grounds. The club hopes to work with the cafeteria staff to include herbs and/or vegetables into the lunches. This proposal, while very ambitious, includes phases to break down the enormous tasks ahead.

Weaknesses: None.

4) Diverse Voices in Literature—Part 2. ERHS. Recommended funding \$600 (full funding).

Summary: The funding would be used to purchase 49 copies of *The Hate U Give* by Angie Thomas. This often-requested novel examines issues of police brutality in communities of color and code switching that students of color often must learn to succeed. It also traces an individual's journey to find her own voice.

Strengths: Reading about characters in books with whom they can relate teaches students about their own humanity; reading about those characters who are different from them teaches them compassion and understanding. This book supports students struggling to improve their skills and since it will be used in ninth grade classrooms, it would help build a foundation for students as they move forward into other grades.

Weaknesses: None.

5) Ukeleles for GMS. GMS. Recommended funding: \$450 (full funding).

Summary: This proposal seeks funding for ukuleles for the general music classes. The students would utilize these while learning about various styles of music including folk and world music. This would be infused into the curriculum.

Strengths: The students in the general music classes will be able to learn about different styles of music using a real musical instrument.

Weaknesses: None.

6) CPI - Professional Development for Teachers. MES. Recommended funding: \$0 (no funding).

Summary: This Teacher Development Proposal seeks to send teachers to the Crisis Prevention Institute for training in how to deescalate crisis situations in class.

Strengths: The training would be valuable and would help the teachers to minimize disruptions. Magnolia intends to send all of their teachers to this training at the rate of two per week.

Weaknesses: The requested grant would pay for substitute teachers to cover the classrooms while the regular teachers are taking the training. The committee did not believe that paying substitute teachers was an appropriate use of ACE grant funding, and therefore does not recommend funding this grant.

7) Dreambox Learning Intervention Classes. MES. Recommended funding: \$588 (full funding).

Summary: This proposal would purchase the subscription rights for 21 students to use on-line tools to improve their math skills. These students are currently testing at Basic or Below Grade Level in math.

Strengths: Dreambox activities are aligned with Common Core Standards, and would provide these students with the extra support they need.

Weaknesses: There are no weaknesses.

8) North Bay Adventure Education Visit. MES. Recommended funding: \$600 (full funding).

Summary: This proposal will provide MES sixth graders with two days of in-school training by North Bay Adventures. The first day will focus on character and team building activities. The second day will be about environmental issues. The two sessions will be used as preparation for a field trip to North Bay Adventures where the students will put their training to work on both physical (zipline, rope course) challenges and environmental ones.

Strengths: This program will provide beneficial character and science education for Magnolia sixth graders. The students will be able to use the information both on the associated field trip and in their school and home communities.

Weaknesses: None.

9) Bringing Home and School Together: Family Game Night. SHLES. Recommended funding: \$300 (partial funding).

Summary: SHLES requests funding to provide math and reading kits which include six different games, at various levels. Each student attending the Family Game Night will bring home a bag of games at their level.

Strengths: These game kits are designed to provide fun math and reading activities for the whole family. The kits allow families to practice skills at home at their convenience.

Weaknesses: The committee recommends fully funding the math and reading kits, but not to fund the \$300 requested for incentives and prizes.

10) SHL Garden Club. SHLES. Recommended funding \$600 (full funding).

Summary: This first Garden Club at SHLES will give students from 3rd to 5th grade the experience of planting and growing their own fruits and vegetables and also help improve the school courtyard. All students will have their own individual plots so they can learn to be responsible and take pride in what they can do and produce. Also planned is a butterfly garden which would benefit all students.

Strengths: Objectives of this club include giving students an opportunity to develop their sense of responsibility and independence as well as collaboration with others, promote love of gardening, increase awareness of the benefits from a green environment, and beautify the school property.

Weakness: None

11) SWPBIS Incentive Program. SHLES. Recommended funding: \$600 (full funding).

Summary: This proposal seeks to utilize various incentives to support a PBIS (positive behavior intervention and supports) program. The incentive program with PBIS will support the climate and culture.

Strengths: The program will work to decrease suspensions, increase attendance rate and overall academic performance.

Weaknesses: None.

12) CRI Community Based Instruction Field Trips. SHLES. Recommended funding: \$600 (full funding).

Summary: The Community Referenced Instruction (CRI) program provides individualized academic, social and emotional assistance for students with disabilities in order to foster their successful integration into the mainstream population. This proposal would enable students to learn and practice skills such as riding public transportation, shopping for grocery items from a list and ordering at a restaurant.

Strengths: There are 54 students in the CRI program. Although PGCPs pays for transportation for Community Based Instruction field trips, they do not provide the funding for the students to practice making individual purchases.

Weaknesses: None.

13) PTO Events. TPA. Recommended funding: \$0 (no funding).

Summary: This proposal would provide refreshments and decorations for a Spring Dance for grades 6-8. It would also be used for some unidentified fundraising.

Strengths: A spring dance run by the PTO could be a nice event.

Weaknesses: This grant did not specify how the \$600 requested would be spent on the refreshments, the decorations or the other fundraising. There was no budget. A spring dance is primarily a social event and would not enhance the school-based educational activities, and therefore is not an appropriate use of ACE grant funding.

14) Professional Development. TPA. Recommended funding: \$400 (full funding).

Summary: This is a Teacher Development Proposal. As a charter school, Turning Point Academy educators do not always get the same professional development opportunities provided to traditional public schools. This proposal will bring professional development speakers to TPA.

Strengths: This will provide useful professional development to a school not usually provided with these opportunities.

Weaknesses: The proposal would have been strengthened by a better description of the trainings which were chosen.

15) The K-3 Guide to Academic Conversations. GES. Recommended funding: \$398.25 (full funding).

Summary: With this Teacher Development Proposal, teachers of grades kindergarten through third grade who also teach ESOL students will be given a copy of the book, The K-3 Guide to Academic Conversations: Practices, Scaffolds, and Activities.

Strengths: The text provides sample lesson plans, rubrics, links to videos and downloadable resources to better work with English language learners. Stronger academic conversation skills aim to increase motivation and allow the students to retain more content.

Weaknesses: None.

16) Composting: A Garden Adventures at GES. GES. Recommended funding: \$327.11 (full funding).

Summary: Funds will be used to purchase two compost bins and gloves. All grade levels will be introduced to the composting process, including lessons in the classroom and staff training by the William S. Schmidt Center. Over time, the goal is to have every classroom visit and use the compost bins. This would include bringing compost materials to the bins, maintaining the bins and contents, and later transferring compost from the bins to the school gardens.

Strengths: The composting program helps meet the goals of environmental literacy set for the school. Students can study life science by viewing the organisms that aid in composting and studying how plants in the garden grow. It will also help both teachers and students access new methods of teaching and learning.

Weaknesses: None

17) Dancing through the Curriculum. Greenbelt ES. Recommended funding: \$400 (full funding).

Summary: This Teacher Development Proposal seeks to support Arts Integration which is used to infuse the arts into the general education program. The Young Audiences of MD (YAMD) will support the mission of Arts Integration through a workshop on learning various dance techniques.

Strengths: Teachers will be able to support their students through learned dance techniques which will better help students to reflect on personal experiences and implement strategies to increase positive behavior.

Weaknesses: None.

18) Digital Project-Based Learning. GES. Recommended funding: \$0 (no funding).

Summary: This proposal seeks to purchase 4 Dell Chromebooks for use in the 4th-grade classrooms.

Strengths: The Chromebooks would be used by the students for project-based learning. The application of technology to real-life problems increases student engagement.

Weaknesses: The proposal was vague and did not specify how the computers would be used. The project-based learning opportunities were not specified or described.

19) Drawing Journals for Life Science. GES. Recommended funding: \$600 (full funding).

Summary: This proposal will cover the expense of having the services of a visiting teaching-artist. It will also provide potting materials and sketchbooks so that 100 3rd grade students can make drawings of plants at various stages of development.

Strengths: This activity will teach observational and artistic skills in order to better understand the biology of plants.

Weaknesses: There are no weaknesses.

20) Drawing Machines! GES. Recommended funding: \$0 (no funding).

Summary: The proposal will bring in a resident artist for a one-session program in designing electrical creatures that draw geometric patterns. Students will use engineering and design thinking to design creatures that they will be able to keep and take home. All students in the third grade will participate.

Strengths: The program sounds both fun and educational.

Weaknesses: The proposal lacks a clear description of the project. No supporting materials from Young Audiences of Maryland, who offers the program, were included. The budget is vague and poorly justified.

21) First Grade Math and Reading Literacy Materials. GES. Recommended funding: \$423.38 (full funding).

Summary: Math and reading materials, including dominoes, dice, magnetic letters and boards, to help convey a more concrete understanding of mathematical concepts and letter correspondence.

Strengths: Materials will be used regularly in group instruction and center learning. These tools can be used throughout the current year at various levels, and for years ahead.

Weaknesses: None.

22) Green Screen Me! GES Requested funding \$600 (full funding).

Summary: In this project, six digital camcorders, a green screen, and an innovative technology kit would be purchased to help students complete assignments that would be impossible with pen and pencil. Fourth grade students could create virtual trips and reports and give them a digital-based learning opportunity.

Strengths: Assignments could be enriched with project-based learning that brings curriculum to life. With this equipment and support system, for example, when students do research papers, they could

speaking about the places and things they studied showing real images as they stand in front of the Green Screen. The level of rigor connected with the application of a real-life life project increases students' engagement and academic success.

Weaknesses: None.

23) Instructional Materials for Teaching the Russian Alphabet. Greenbelt ES. Recommended funding: \$594.41 (full funding).

Summary: This proposal seeks to provide instructional materials for students learning the Russian language. In particular, the younger students need the most support in learning basic knowledge. Through hands-on learning such as games and earning blocks, etc., the students will have a better opportunity to grasp those concepts easier.

Strengths: Hands-on learning is another way for younger students to learn as they grow in any educational setting.

Weaknesses: None.

24) Library Organization Items for the GES Library. GES. Recommended funding: \$336.95 (full funding).

Summary: This proposal will provide shelf dividers, labels, signs, bookends, book baskets and descriptive posters for the GES Library. These items will help the students learn about the sections of the library and how to find the books that they have looked up in the electronic catalog.

Strengths: The items will help to keep the library organized and will enable the students to find the books. Some of the materials, such as the posters, include an educational benefit by themselves. The proposal included a detailed budget.

Weaknesses: None.

25) Mindfulness Room. GES. Recommended funding: \$600 (full funding).

Summary: This proposal will provide carpeting, beanbag chairs, pillows and a tabletop fountain to enhance the Mindfulness Room.

Strengths: Greenbelt Elementary has created a Mindfulness Room for students to use after disciplinary action so they can calm themselves before returning to their classrooms. It has been so successful, the room is also used throughout the day by students and teachers who need a quiet place to regain their focus.

Weaknesses: There are no weaknesses.

26) Nature Pavers. GES. Recommended funding: \$600 (full funding).

Summary: This proposal will provide materials for fifth graders to design and create mosaic pavers which will be installed in the school's garden. Pavers will be designed around the theme "Nature Works Together" and will complement the larger mosaic installed on the school last year.

Strengths: Through art, students will explore their scientific understanding of how natural process work together to sustain life. The project will allow students to take responsibility for their own design process and create something lasting and beautiful for the school.

Weaknesses: None.

27) Greenbelt Outdoor Classrooms. GES. Recommended funding: \$554.79 (partial funding).

Summary: A greenhouse, soil, seeds and other materials are requested to allow students to learn how to grow and care for plants.

Strengths: The greenhouse can be used for years, and will be constructed and maintained by parent volunteers. Teachers have agreed to utilize the greenhouse throughout the season during the science block.

Weaknesses: The request for \$600.00 did not match the budget for \$554.79. The committee recommends funding at the level justified in the budget.

28) Physical Education Technology Request. GES. Recommended funding: \$0 (no funding).

Summary: The Physical Education Department is requesting a grant to purchase iPad Mini 4 and STM Dux Case.

Strengths: The iPad Mini 4 would benefit Physical Education teachers by downloading assessment applications that will allow them to effectively perform formal assessments for large groups of students.

Weaknesses: The ACE Grants Program supports activities that enhance or enrich school-based activities that directly benefit students. This iPad would serve as a convenience for the teachers without providing a strong direct benefit to the students.

29) Second Step Curriculum. Greenbelt ES. Recommended funding: \$409 (full funding).

Summary: This proposal seeks to provide lessons through a curriculum designed to support the social and emotional needs of students. It focuses on things such as listening while tuning out distractions as well as gives support to those who need a basic social skills review. With the support of this curriculum, the goal is for teachers to spend less time correcting behaviors and more time on instruction.

Strengths: Through small group learning, the interventions will help student's better handle conflict in a calm manner while working through their feelings and solving problems.

Weaknesses: None.

30) Staff Book Studies. GES. Recommended funding: \$400 (full funding).

Summary: This Teacher Development Proposal will purchase 5 sets of 3 books on guided reading, challenging behavior and differentiated instruction. The books will rotate through the entire staff at the school. The administrative team will lead weekly meetings for discussion of the books.

Strengths: The book studies will improve the staff's abilities in the areas of student behavior management, Talented and Gifted instructional strategies and guided reading small group instruction.

Weaknesses: None.

31) Student Success- Self-Regulation. GES. Recommended funding: \$0 (no funding).

Summary: This proposal would purchase a Classroom Break Box, flexible chairs, a blow-up sofa, and a Best Behavior Board Book Collection for a resource room for students with special needs.

Strengths: Special needs students could receive some benefit from these purchases.

Weaknesses: The proposal mainly delineated the function of the flexible seating; the Break Box and the books were not adequately described. The budget was over the \$600 limit, even before shipping and handling charges. This proposal is also very similar to GES' Mindfulness Room proposal, which is available to the whole school, including the special needs students.

32) Introduction to the WIDA Standards. GES. Recommended funding: \$250 (full funding).

Summary: This Teacher Development Proposal will pay for registration for the WIDA standards workshop in Baltimore in March of 2019. This workshop will provide beneficial professional training to the ESOL department at GES.

Strengths: The workshop provides information on both background standards and practical application of the standards for students struggling with Language Arts, principally ESOL students. Information from the workshop can be brought back and taught to other educators in the school.

Weaknesses: The proposal would have benefited from a brief description of WIDA standards to help non-educators better understand the workshop.

33) World Drumming at GES. GES. Recommended funding: \$600 (full funding).

Summary: This grant would provide most of the funding needed to purchase 2 sets of three Tubano drums.

Strengths: The GES Music department has a strong world drumming program. Currently, students have to share drums to participate in the drumming circles. These additional drums would allow more students to participate. The drums would also be used by the Drumming Circle after school club and in future years.

Weaknesses: None.

RECOMMENDATION: This is the 10th year that ACE has solicited grant proposals. The ACE grants to schools program has been highly successful. The final grant reports received from the schools document the positive impact on education in Greenbelt that the program has had. The continued interest of the schools and the creativity of the proposed projects are a testament to the success of the program. In this report, ACE recommends that the City Council approve funding for 27 proposals, totaling \$13,631.89 with the following distribution per school:

School	Requested	Submitted	Recommended	Approved	Rejected
ERHS	\$ 2,400.00	4	\$ 2,400.00	4	0
GMS	\$ 450.00	1	\$ 450.00	1	0
MES	\$ 1,788.00	3	\$ 1,188.00	2	1
SHLES	\$ 2,400.00	4	\$ 2,100.00	4	0
TPA	\$ 1,000.00	2	\$ 400.00	1	1
GES	\$ 9,465.05	19	\$ 7,093.89	15	4
DKFI	\$ -	0	\$ -	0	0
Totals	\$ 17,503.05	33	\$ 13,631.89	27	6

This year ACE budgeted \$12,500 for ACE grants, but recommends grants totaling \$13,631.89. ACE was impressed with the overall quality of the proposals submitted this year. ACE proposes to move \$1,131.89 from the funds reserved for the ACE clubs to the grants budget, as the TPA Reading Club got off to a late start this year and will not spend the full allocation.

Approved by ACE on 12/14/2018 with a vote of 7-0 with one member absent and one open position on the committee.

City Council Agenda Item Report

Meeting Date: January 28, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Recreation and Park Facilities Master Plan

Suggested Action:

Reference:

Master Plan Cover Memo 1-28-19
Greenbelt Master Plan 01 2019 FINAL

In May of 2017, the City hired GreenPlay, LLC to develop a Recreation and Park Facilities Master plan to guide the City in Recreation and Park planning, programming and maintenance over the next 5 to 10 years. Over the past 18 months, staff has worked with the consultant to employ numerous community outreach efforts to seek input from the citizens, stakeholder groups, staff and City Council in development of this plan. Additionally, we have worked to develop a comprehensive inventory of facilities based on type, location and ownership.

Staff and GreenPlay, LLC presented findings to City Council, the Park and Recreation Advisory Board and the public at a work session in April of 2018, and then presented a draft plan in November of 2018. Along with the outreach efforts noted above and the comments received at the April and November work sessions, the Final Master Plan has been prepared for presentation to the City Council.

Council approval is sought.

Attachments:

[Master Plan Cover Memo 1-28-19.pdf](#)

[Greenbelt_Master Plan 01 2019.pdf](#)

MEMORANDUM

TO: NICOLE ARD, CITY MANAGER
FROM: JOE MCNEAL, ASSISTANT DIRECTOR OF RECREATION OPERATIONS 
SUBJECT: MASTER PLAN FINAL DRAFT
DATE: JANUARY 28, 2019
CC: GREG VARDA, ASSISTANT DIRECTOR OF RECREATION PROGRAMS
TERRI HRUBY, DIRECTOR OF PLANNING
JIM STERLING, DIRECTOR OF PUBLIC WORKS
BRIAN TOWNSEND, ASSISTANT DIRECTOR OF PUBLIC WORKS-PARKS

In May of 2017 the City hired GreenPlay, LLC to develop a Recreation and Park Facilities Master plan to guide the City in Recreation and Park planning, programming and maintenance over the next 5 to 10 years. Over the past 18 months, staff has worked with the consultant to employ numerous community outreach efforts to seek input from the citizens, stakeholder groups, staff and City Council in development of this plan. Additionally, we have worked to develop a comprehensive inventory of facilities based on type, location and ownership.

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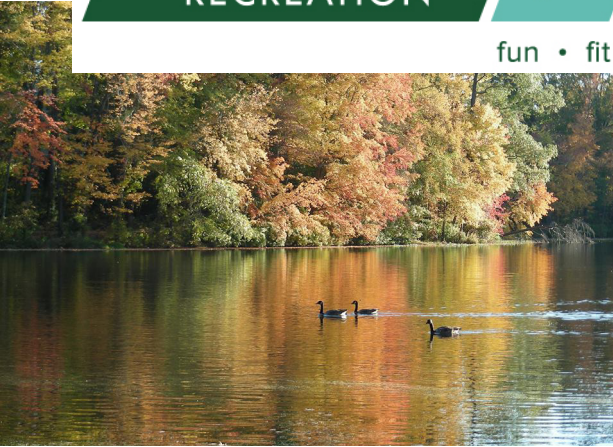
Attachments:

Recreation and Park Facilities Master Plan - FINAL

GREENBELT RECREATION



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RECREATION AND PARK FACILITIES MASTER PLAN

JANUARY 2019



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ACKNOWLEDGEMENTS

Mayor and City Council

Emmett V. Jordan, Mayor
Judith F. Davis, Mayor Pro Tem
Colin A Byrd, Council Member
Leta Mach, Council Member

Silke Pope, Council Member
Edward VJ Putens, Council Member
Rodney M. Roberts, Council Member

Administration

Nicole Ard, City Manager
David Moran, Assistant City Manager

Parks and Recreation Advisory Board

Jacob Chesnutt
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EXECUTIVE SUMMARY

The City of Greenbelt's provision of parks, access to green space, and recreational opportunities has been central to life in the community since the city's development in the late 1930s. Although the city and region has changed significantly in the past 80 years, recreation and access to parks and green space remains of high importance to residents' quality of life and is a major focus of city resources. While Greenbelt is a small city, its provision of parks, recreation amenities, and programs, and its number of annual program participants is more in-line with that of municipalities twice or triple its size.

A. PURPOSE OF THIS PLAN

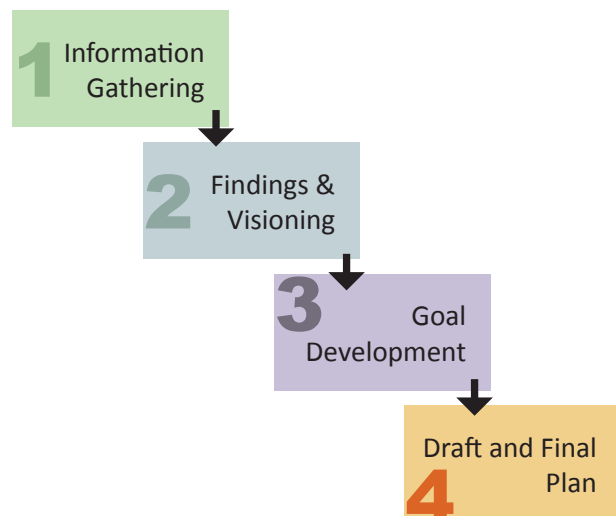
The Greenbelt Recreation and Parks Facilities Master Plan is a tool designed to help the City meet the current and future recreational needs of its growing and diverse population. This document represents the culmination of a 15+ month planning process that assessed the City's current parks and recreation system, completed a community needs assessment and developed a prioritized action plan to guide the City's work to improve its recreational assets and services over the next several years.



Image credit: City of Greenbelt

B. PLANNING PROCESS SUMMARY

The project team, consisting of staff from Greenbelt's Recreation Department, Public Works Department, the Department of Planning and Community Development, and the consultant team, guided this project through a multi-faceted process to gather and analyze quantitative and qualitative data on issues impacting the provision of municipal parks and recreation amenities and programs in Greenbelt. The collaborative, community-oriented approach leveraged the consultant team's expertise and the local knowledge and institutional history provided by Greenbelt's staff and community members.



C. KEY ISSUES SUMMARY

The Greenbelt community has a lot to celebrate in its parks and recreation system, and just as much to plan for to ensure that the city's facilities and recreation programs continue to provide high-quality experiences for all ages and abilities into the future. The City's lands, facilities,

infrastructure, recreation programs, and services directly contribute to community well-being and help make Greenbelt an attractive place to live, work, and play. While the existing park and recreation system is meeting most general needs of the community, this planning process identified key areas to strengthen current service delivery and prepare Greenbelt to continue to meet the recreational needs of its growing population.

Key issues to consider in planning for the future include:

- Close to home, affordable public recreational opportunities are a historic part of the community and remain important today.
- Residents are generally satisfied with existing recreational opportunities but would like the City's parks and facilities to be:
 - Better maintained
 - Offer a wider diversity of programs
 - Connected by bicycle and pedestrian pathways, and be within a short distance from home
- Avenues to better connect with renters and diverse groups within the community is needed.
- An aggressive and proactive long-term management strategy to best maintain the aging and heavy used recreation facilities, including the Community Center and Buddy Attick Park.

D. RECOMMENDATIONS AND ACTION PLAN SUMMARY TABLE

Greenbelt is well positioned to leverage the many strengths of its existing parks and recreation system and catalog of programs and services to ensure that residents continue to have access to diverse and high-quality recreational opportunities. Parks and recreation were central to Greenbelt's original design and remain defining features of the community today. Goals and actions developed through this planning process identified five areas for the city to focus efforts over the next several years to improve parks and recreation service provision. A detailed Goals, Objectives, and Action Table can be found in Section V.

Goal 1: Enhance Organizational and Operational Efficiencies.

Goal 2: Improve Program and Service Delivery throughout the City.

Goal 3: Continue to maintain and improve the quality of Greenbelt's parks and recreation assets.

Goal 4: Enhance the overall level of service provided by Greenbelt's parks and recreation facilities, and address access to recreation facilities, programs, and services.

Goal 5: Continue to balance funding needs while keeping City recreation programs and opportunities affordable for everyone.

I. INTRODUCTION OF THE PLANNING CONTEXT

A. PURPOSE OF THIS PLAN

The Greenbelt Recreation and Parks Facilities Master Plan is a tool designed to help the City meet the current and future recreational needs of its growing and diverse population. This document represents the culmination of a 15+ month planning process that assessed the City's current parks and recreation system, completed a community needs assessment, and developed a prioritized action plan to guide the City's work to improve its recreational assets and services over the next several years.



Early aerial photo of Greenbelt (undated)
Image Credit: Library of Congress

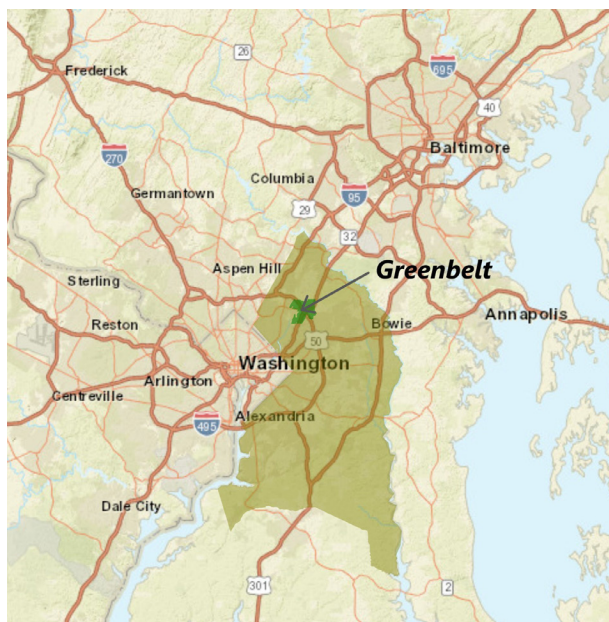
B. BRIEF HISTORY OF PARKS AND RECREATION IN GREENBELT

Located approximately 13 miles northeast of the District of Columbia, the City of Greenbelt is one of 27 incorporated municipalities in Prince George's County, Maryland. Greenbelt National Park occupies the majority of land in the southern half of the City, while the northern portion consists of residential and commercial development. In 2016, the City's population was approximately 22,000.

Greenbelt is not a typical American city. Established in 1937 as the federal government's first venture into developing residential housing, it was the first of three "garden cities" to be built by the Roosevelt Administration during the "New Deal" era.¹ In 1997, the original portions of Greenbelt were designated as a National Historic Landmark. The design of the city included residential housing "superblocks" surrounding an art deco-styled central civic, recreation, and business district, with all areas connected by pedestrian pathways. Large tracts of woods and agricultural land surrounded the city, creating a "belt" of green space. The largest remaining tracts of this original green space are now the National Park Service's Greenbelt Park and the USDA's Beltsville Agricultural Research Center campus. Opportunities for recreation, easy access to open space, and walkability were purposefully built into the city since its inception and remain defining features of the community today that are of central importance to residents.

¹ "History of Greenbelt, Maryland," <http://www.greenbeltmd.gov/DocumentCenter/View/558>, accessed July 2018

In the 80+ years since Greenbelt welcomed its first residents, the city and region has changed significantly, but the physical and social core of the original planned community have endured. The federal government divested its ownership of Greenbelt, selling its stake to co-ops formed by original residents and transferring public spaces to City ownership. Many of the co-ops exist today and own most of the City's original residential buildings. As the region grew, new neighborhoods, condominiums, and apartment complexes were built in the western and eastern portions of the city in the 1950s – 1980s. Post-World War II development greatly favored the automobile and major regional roads and interstate highways were constructed, including Interstate 95/495 (the Capital Beltway) and the Baltimore Washington Parkway. While important regional transportation corridors, physically, these large roads bisected the city, created major barriers to pedestrians and cyclists and divided Greenbelt into three sections. In 1993, the Greenbelt Metro Station, a regional public transportation hub, was opened and provides subway, commuter train, and bus service connections to regional destinations throughout the Baltimore, Washington D.C., and northern Virginia metropolitan area.



The original portion of the city, commonly referred to as “Historic Greenbelt” and “Old Greenbelt” has influenced the development of other planned communities seeking to create an active civic life. The original art deco community and commercial buildings of the Roosevelt Center area of Greenbelt continue to be the hub of recreation and civic life in the city. For example, the Greenbelt Community Center, which hosts dozens of recreation, fitness, arts, civic meetings, social programs and events, was the city's original elementary school. Next door, at the Aquatics and Fitness Center, the region's first public swimming pool opened in 1939 and remains heavily utilized today. Named in the 1960s after one of the city's first police officers, Buddy Attick Park's man-made lake and surrounding open space was created as a recreational open space when Greenbelt was first developed.



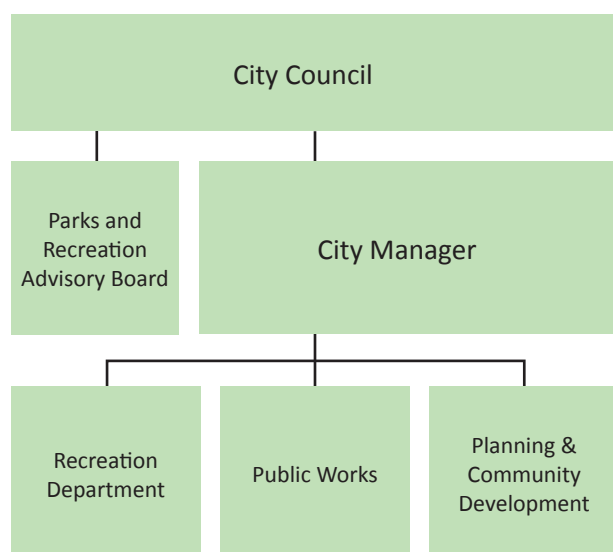
*Greenbelt Community Center
Image Credit: City of Greenbelt*



*Recreating at Greenbelt's artificial lake circa 1942
(now Buddy Attick Park)
Images Credit: Library of Congress*

C. DEPARTMENTS PROVIDING PARKS AND RECREATION SERVICES

In Greenbelt, the Recreation Department, Public Works Department, and the Department of Planning and Community Development each play a key role in the provision of recreational opportunities for residents. Each department has a defined role in the provision of recreation facilities and programs, with all agencies working together under the direction of the City Council and City Manager, and with guidance from the Parks and Recreation Advisory Board. In providing the public with recreational opportunities, the departments' roles are generally as follows.



Recreation Department

- Operates city recreation facilities
- Provides recreation, arts, leisure, and social service programs for all ages and abilities
- Hosts community-wide special events

The mission of the GREENBELT RECREATION DEPARTMENT is to provide recreation programming and facilities which are responsive to the needs of the community, fun, result in self-development through stimulating and satisfying activities, promote wellness and enrich social and cultural experiences.

Public Works Department

- Maintains park grounds, athletic fields, and recreation amenities
- Assists in developing/improving park facilities
- Provides logistical support for citywide special events

Department of Planning and Community Development

- Assists in the development of guiding plans and policies
- Leads efforts to pursue grant funding and administers grants awarded
- Reviews development proposals
- Assists in the planning of short and long-term capital improvement programs

While the City is a key provider of public parks and recreation opportunities in Greenbelt, additional local recreation and leisure programs, facilities, and services are provided by the following agencies and organizations.

Private Local Businesses, Non-Profits and Sports Groups

These include but are not limited to private health clubs and gyms, youth and adult sports leagues, the Old Greenbelt Theater, Greenbelt Arts Center and Greenbelt Museum.



fun • fitness • friendship

Housing Associations, Co-ops and Private Housing Developments

Most of the numerous housing developments in Greenbelt provide a variety of recreation facilities for residents. Many have small gyms/fitness rooms, outdoor sport courts, seasonal outdoor swimming pools, playgrounds and open lawn areas.



live more, play more

Maryland National Capital Park Planning Commission (MNCPPC)

MNCPPC is an award-winning bi-county agency that manages a large portfolio of diverse parks and recreation facilities in Prince George's County and neighboring Montgomery County. MNCPPC Prince George's County Department of Parks and Recreation also provides year-round recreation, fitness, sports, and enrichment programs for residents of all ages and abilities. MNCPPC also supports the City's provision of recreation, fitness, arts and leisure programs through providing recreation leadership grants.

- Lake Artemesia Natural Area in neighboring College Park is a popular park operated by MNCPPC, Prince George's County Department of Parks and Recreation.
- Within a short drive of Greenbelt, MNCPPC manages numerous other parks, sports complexes, regional trails and specialized recreation facilities including aquatics centers, a field house for indoor track and field sports, and a trap and skeet shooting facility.



Maryland Department of Natural Resources/ Maryland State Parks

While no state parks or forests are located within Greenbelt, there are several state managed facilities within less than a one-hour drive including Patapsco Valley State Park and Rosaryville State Park. These sites are popular for hiking, biking, picnicking, nature observation and historic interpretation. The Department of Natural Resources also manages multiple parks and recreation grant programs that have benefited Greenbelt including Program Open Space and the Community Parks and Playgrounds program.

National Park Service

Greenbelt Park is the national park that encompasses most of the southern land area in the City of Greenbelt (1,100 acres). The Park offers miles of wooded trails for hiking and biking, interpretive programs and camping opportunities. The land that is now Greenbelt Park was part of the original "greenbelt" of natural and agricultural lands that surrounded the original portion of the City in the 1930s and 1940s.



Greenbelt Park

Image Credit: National Park Service

USDA Beltsville Agricultural Research Center

The Research Center property abuts the northern portion of Greenbelt. The site's abundant open space and network of low-traffic roadways and trails are popular with walkers and runners. The Agricultural Research Center site was part of the original "greenbelt" of land that surrounded the City of Greenbelt when it was first developed.



Beltsville Agricultural Research Center
Image Credit: USDA

D. STRATEGIC FRAMEWORK

From its very beginning, the provision of opportunities for residents to recreate in diverse sports, fitness, leisure and enriching activities has been of central importance to Greenbelt's City Government. Greenbelt has remained true to these roots and continues to build upon its 80+ year legacy of actively engaging residents in fun, healthy, and community building programs, events and activities for all ages and abilities. As reflected in the materials described in Section E: Related Planning Efforts and Integration below, the city regularly seeks and considers information needed to make educated decisions.

E. RELATED PLANNING EFFORTS AND INTEGRATION

This master plan was informed by other existing plans and policies that guide the City of Greenbelt's provision of public services. The Recreation and Parks Facilities Master Plan is

intended to serve a complimentary function to the City's guiding principles and framework. Guiding documents and ongoing planning work of the city that were considered during the creation of the Recreation and Parks Facilities Master Plan included:

- 1992 Buddy Attick Park Master Plan
- 2013 Greenbelt Bus Stop Safety and Accessibility Study Prioritization Memo (Sabra, Wang and Associates, Inc.)
- 2013 Organizational Assessment (Matrix Consulting Group)
- 2013 & 2015 Community Questionnaire Results Reports
- 2014 Economic Development Strategy (Sage Policy Group)
- 2016 Sustainable Land Care Policy
- 2014 City of Greenbelt Pedestrian & Bicyclist Master Plan
- 2016 Greenbelt Competitive & Collaborative Analysis (Hyattsville Community Development Corporation)
- 2017 Senior Mobility and Accessibility Needs and Barriers Study (KFH Group, Inc.)
- Code of the City of Greenbelt
- Greenbelt Station Park site plans
- Greenbelt Lake Dam Repair Project Phase I documents

F. METHODOLOGY OF THIS PLANNING PROCESS

The project team, consisting of staff from Greenbelt's Recreation Department and Department of Planning and Community Development and the consultant team, guided this project through a multi-faceted process to gather and analyze quantitative and qualitative data on issues impacting the provision of municipal parks and recreation amenities and programs in Greenbelt. The collaborative, community-oriented approach leveraged the consultant team's expertise and the local knowledge and institutional history provided by Greenbelt's staff and community members.

Community Engagement

Members of the community, stakeholders and City staff provided valuable input and feedback regarding their use, satisfaction with, and overall perceptions of the City's existing parks and recreation assets to help inform the development of this plan. Feedback was directly provided to the project team through community member participation in focus group meetings, community meetings, and a citywide survey. Both quantitative and qualitative data was collected from these mixed-methods that helped to identify and corroborate strengths, challenges and opportunities for improving Greenbelt's parks, recreation facilities, arts, programs, and service provision for the public benefit.

Facility Inventory

A comprehensive inventory of City-managed parks and recreation sites was assembled in 2017. The inventory identifies current City-owned or operated parks, open space areas and recreation facilities. The inventory also includes other key parks or recreation sites in Greenbelt that are not managed by the City government. Some of these sites include Greenbelt Park (National Park Service) and a series of quasi-publicly accessible playgrounds and other recreation amenities managed by private housing communities that provide recreation opportunities for a large number of residents.

Assessment and Analysis

On-site assessments of eleven of Greenbelt's key park and recreation sites were conducted by the project team's landscape architect and Recreation Department staff. The assessments evaluated the general condition and functionality of key features that support the recreational use of the site, and considered input received from facility users and City staff. In general, the overall condition of most parks and recreation sites evaluated was fair to good. While most parks and recreation amenities were functional, nearly every site could benefit from some level of improvement.

Needs Assessment

Input and ideas collected throughout the information gathering process served to identify key program, facility and service needs to target for improvement and enhancement.

Operational and Marketing Analysis

The existing organizational structure, staffing and budgets that support the City's provision of parks, open spaces and recreation services was evaluated to determine how well these resources are functioning. City departments that primarily support local parks and recreation opportunities include the Recreation Department, Department of Planning and Community Development and Public Works Department. For the purposes of this Plan, the operational and marketing analysis focused on the resources of the Recreation Department, the primary recreation facility operator and program provider.

Recommendations: Goals, Objectives, and Action Plan

Key findings from the master planning process and preliminary recommendations for improving parks and recreational opportunities provided by the City were reviewed with the project team, senior City staff, the Parks and Recreation Advisory Board and City Council at a public meeting on May 2, 2018. Feedback from this session and additional staff input was utilized to develop the overarching goals, measurable objectives and prescribed actions for Greenbelt to implement to improve the City's parks and recreation system for the benefit of current and future residents. The full goals and action plan are included in **Section V**.

II. THE GREENBELT COMMUNITY

Residents, and providing them with diverse, high-quality recreation opportunities and enriching experiences are at the heart of the mission of the Greenbelt Recreation Department. The Department has historically done a great job adapting its facilities, programs and services to best meet the sports, fitness and recreational needs of its resident base.

A. DEMOGRAPHIC PROFILE

Understanding the characteristics of the local population is a key component of this planning process and necessary for best ensuring that public recreation facilities and services provided are most suitable for the community. People of different ages, cultures, and social or economic backgrounds have different recreational needs, wants, and abilities to participate. To gain an understanding of the character of Greenbelt's resident base, the project team reviewed demographics data from multiple sources. Population data from 2000 and 2010 is from the U.S. Census Bureau. The current population estimates cited are from the U.S. Census Bureau's American Community Survey, City of Greenbelt FY2018 Budget Book and Esri Business Analyst. While their estimates of the City's current total population differed, these three data sources were consistent in their presentation of the population's different traits. **Appendix A** includes more detail information regarding Greenbelt's population, with current estimates based on Esri Business Analyst data.

Total Current Population

Data sources estimated Greenbelt's 2017/2018 total population to be approximately 21,000 – 23,000 residents. Total current population estimates ranged from a low of 21,250 residents (Greenbelt FY2018 Budget Book) to a high-end estimate of 24,639 residents (Esri Business Analyst 2017). While total current population estimates were not consistent, data sources illustrated that the City's population has been growing slowly and steadily since the 2000 Census. Additionally, over the past few years, the large-scale Greenbelt Station residential development has added new housing units and brought new residents into Greenbelt West.

Greenbelt's Population is:

- Steadily Growing
- Young, with a high percentage of youth and young adults
- Racially/Ethnically Diverse
- Well-Educated
- Lower median household income vs. State and County

Table 1: 2018 Greenbelt Population Snapshot

Population	21,250
Median Age	33-36 years
Households	10,306
Median Household Income	\$65,531

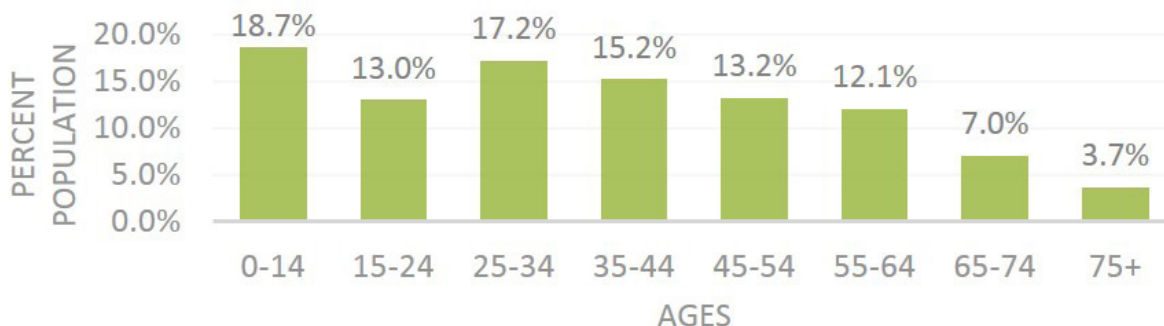
Key Population Characteristics

Prince George's County is often cited as one of the largest, and wealthiest majority-minority communities in the United States. Overall, Greenbelt's population is younger and more diverse than many localities in Maryland, including Prince George's County. The population density of Greenbelt is estimated to be approximately 5,000 residents per square mile (excluding the area of Greenbelt National Park). This population density is in-line with that of the neighboring communities of College Park and Hyattsville.

Greenbelt's Population is Relatively Young and Slowly Growing

Compared with the nation, state and county, the population of Greenbelt is relatively young; with a 2017 median age of approximately 33-34 years. The approximate median age of Greenbelt's population is younger than that of Prince George's County (36 years), State of Maryland (39 years) and of the United States (35 years). As illustrated in **Figure 1**, nearly one third (1/3) of Greenbelt residents were 24 years of age or younger.

Figure 1: 2017 Greenbelt Population Age Cohorts



Source: Esri Business Analyst

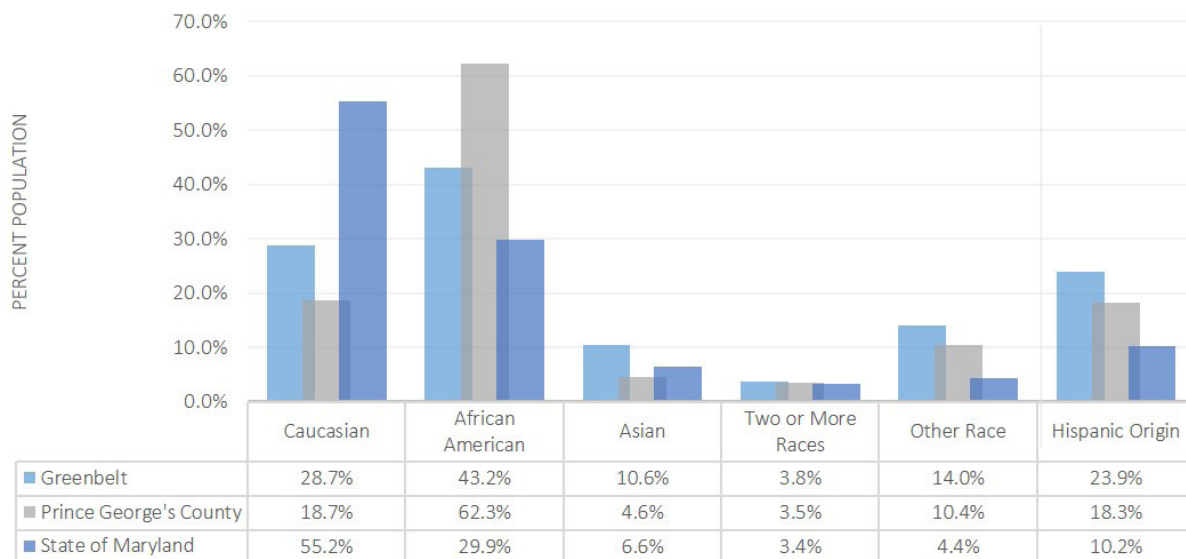


Nearly 19% of Greenbelt residents are under the age of 14.
Image Credit: Greenbelt Recreation Department

Greenbelt's Population is Racially and Culturally Diverse

Greenbelt is a majority-minority community and is racially diverse. The most populous racial group in the City were African Americans (43.2 percent of the population), followed by Caucasians (28.7 percent). Greenbelt's population is more racially diverse than the populations of Prince George's County and/or the State of Maryland as illustrated in **Figure 2**.

Figure 2: 2017 Greenbelt Population Age Cohorts – County/State Comparison



Source: Esri Business Analyst

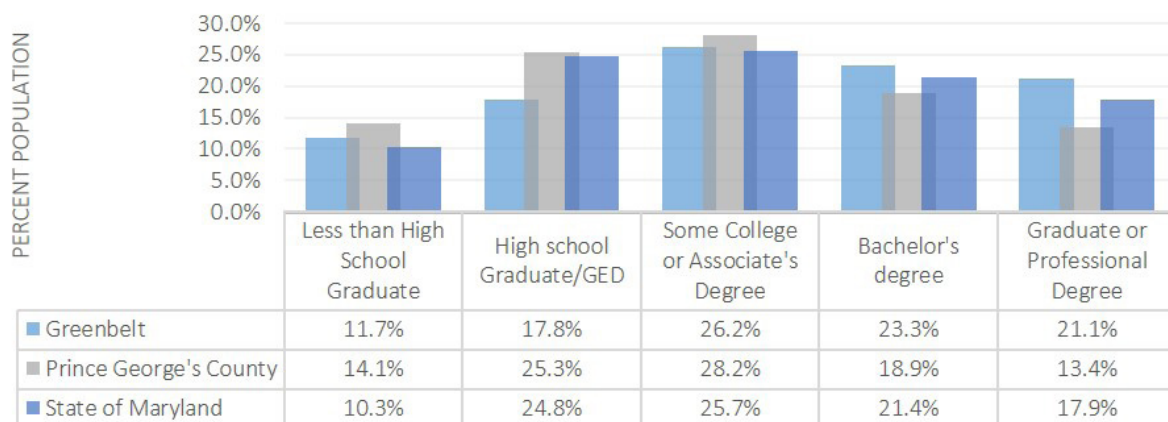
In addition to being racially diverse, nearly one fourth (1/4) of the City's residents also identify as being of Hispanic origin. The U.S. Census views, tracks, and categorizes Hispanic origin differently than other racial or ethnic identifiers. Hispanic origin is not considered a race unto itself, but is rather viewed as the heritage, nationality, lineage or country of birth of a person's parents or ancestors before arrival in the United States. In the Census, people who identify as Hispanic, Latino or Spanish may be of any race, and their identification

as being of Hispanic origins is tracked separately and in addition to their racial identification (such as Caucasian, African American, etc.).

Greenbelt has an Educated Population with Modest Household Income

In comparing the education level of adult (ages 25+) residents of Greenbelt to peers in the County and State, a higher percentage of City residents hold a bachelor's degree or higher (see **Figure 3**).

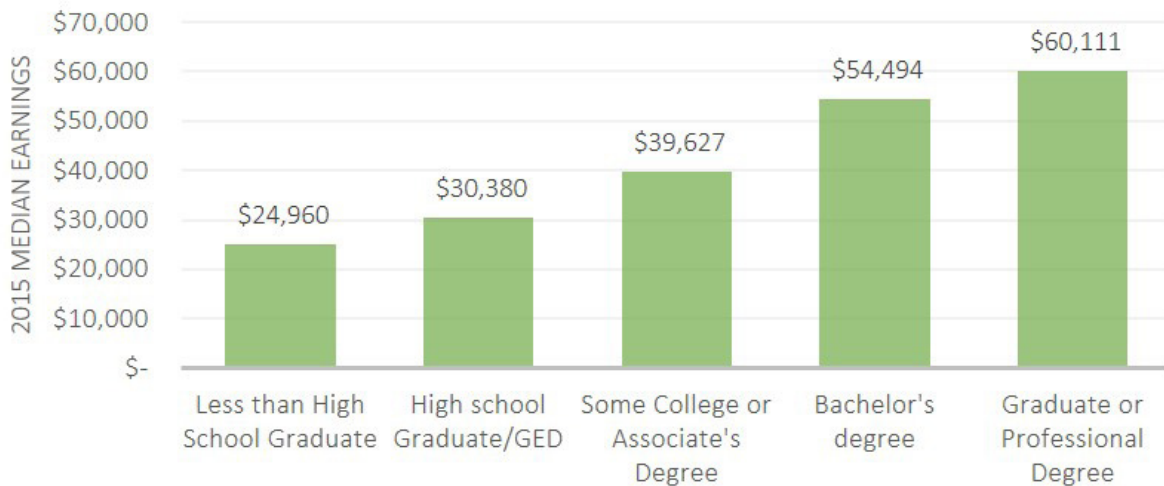
Figure 3: 2017 Greenbelt Adult (Ages 25+) Education Levels



Source: Esri Business Analyst

According to a U.S. Census study, education levels had more of an impact on a person's lifetime earnings than any other demographic factor, such as gender or race.² As illustrated in **Figure 4**, this trend holds true with Greenbelt residents.

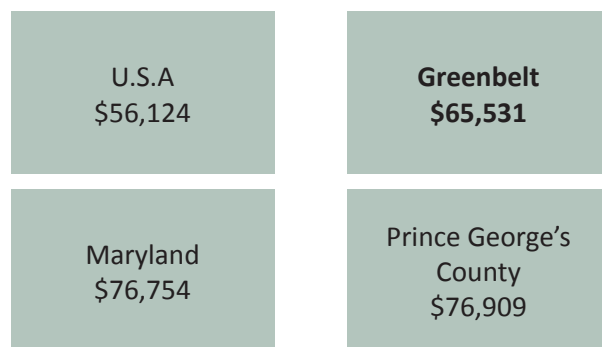
Figure 4: Education and Earnings – Greenbelt Adults (Ages 25+)



Source: Esri Business Analyst

However, despite having a higher percentage of residents with college level educations or higher, Greenbelt's population tended to have a lower median household income when compared to peers in Prince George's County and in Maryland (**Figure 5**).

Figure 5: 2017 Median Household Income Comparison



Source: Esri Business Analyst

² Tiffany Julian and Robert Kominski, "Education and Synthetic Work-Life Earnings Estimates" American Community Survey Reports, US Census Bureau, <http://www.Census.gov/prod/2011pubs/acs-14.pdf>, September 2011.

Housing and Households in Greenbelt

Housing units in Greenbelt include a large mix of co-ops, condominium complexes, apartment complexes and single-family homes.

Each area of the City is generally defined by a predominance of one residential housing type:

- Greenbelt West is home to Franklin Park, the largest apartment complex in Maryland, and the new Greenbelt Station development, which includes a mix of owner-occupied and rental units.
- Central Greenbelt/Historic Greenbelt is where the City's original development occurred. Many of the original housing blocks are now owned and operated by a co-op.
- Greenbelt East housing units primarily consist of a mix of condominiums and apartments.

Greenbelt's supply of residential units generally appears to have grown at a slightly slower pace than the City's population. As noted in **Table 2**, the average size of households is projected to increase, while vacancy rates are expected to remain relatively stable in the near future.

Table 2: Greenbelt Housing and Household Statistics

	2000	2010	2017	2022
Households	9,346	9,747	10,166	10,429
Average Household Size	2.28	2.37	2.42	2.45
Housing Units	10,144	10,433	10,928	11,201
Owner Occupied	42.7%	43.8%	40.3%	39.5%
Renter Occupied	49.4%	49.6%	52.7%	53.6%
Vacant Units	7.9%	6.6%	7.0%	6.9%

Source: Esri Business Analyst

While continued population and housing growth is expected, the number of homeowners in Greenbelt is shrinking, while the number of residents renting homes is increasing.

Renter-Occupied Housing

2022: 53.6%
2017: 52.7%
2010: 49.6%

Owner-Occupied Housing

2022: 39.5%
2017: 40.3%
2010: 43.8%

The Relevance of Greenbelt's Population Trends on Public Recreation

Since its very beginning, Greenbelt has made the provision of high quality and enriching recreation, fitness, and leisure activities central to its public service provision model and philosophy. The City has historically been adaptable and placed a great deal of effort into developing great recreation opportunities that cater to all residents, regardless of age, sex, race, or ability. In planning for the future of recreation in Greenbelt, the City will need to continue to recognize and adapt its programming and service provision strategies to meet the needs of the growing and changing population. Based on the key demographic factors reviewed, several challenges the City will need to consider are:

- Renters are generally harder to engage with versus homeowners. They tend to have a lower level of investment in the community, are generally more challenging to reach with information about recreation programs and opportunities, and usually provide less feedback.
- The racial and ethnic diversity in Greenbelt can make it harder for the City to actively and openly communicate with all residents. Overcoming language and cultural barriers is a challenge that curbs relationship building between the City and its residents.
- With median household income in Greenbelt being lower than that in Prince George's County and statewide, the Recreation Department has, and will need to continue to place a high focus on ensuring recreation programs and services are affordable for residents.

B. COMMUNITY FEEDBACK ABOUT GREENBELT'S EXISTING RECREATION OPPORTUNITIES

Information, ideas, and opinions from the Greenbelt community were sought to help inform the planning process and gain a better understanding of the recreational needs of residents and user groups. While feedback was welcomed throughout the planning process, the primary means in which public comments were collected was through:

1. Stakeholder Focus Groups
2. Public Meetings
3. City-wide Survey



Stakeholder Focus Groups and Public Meeting Summary

Members of the Greenbelt community organizations, city staff and advisory board members, and other “stakeholders” in the City’s public recreation system were invited to participate in a series of eight focus group sessions and three public meetings hosted by the project

team on June 19 – 21, 2017. The goal of the focus group sessions was to gather information and feedback from stakeholders regarding the strengths, challenges and opportunities they see with Greenbelt’s parks, recreation facilities, programs and services. A total of 71 community members and city staff signed-in as participants at these meetings. Participants represented a variety of municipal agencies and advisory boards, park and recreation user groups and local civic, social and religious organizations including:

- City Public Works and Recreation Department Staff
- Planning Advisory Board
- Maryland Milestones
- Tree Advisory Board
- Greenbelt Soccer Alliance
- Girl Scout Troop #27 and #23007
- Greenbelt Museum
- Greenbelt Theater
- Green Aces
- Maker’s Space
- Center for Dynamic Community Governance
- Greenbelt Farmer's Market
- Faith-based organizations
- Senior Citizen Advisory Committee
- Community Relations Advisory Board
- Arts Advisory Board
- Greenbelt Tennis Association
- Golden Age Club
- Greenbelt Station residents
- Greenbelt Homes Inc.
- Greenbelt Sity Stars
- Boys and Girls Club
- Park and Recreation Advisory Board
- Youth Advisory Committee
- Board of Elections
- Friends of the New Deal Café
- Forest Preserve Advisory Board
- Labor Day Festival
- Green Team
- Advisory Committee on Education
- Greenbelt Youth Baseball

While participants in the focus group sessions and public meetings provided diverse feedback, several themes and issues surfaced repeatedly during the majority of meetings. These recurring themes are noted in **Figure 6**. A detailed summary of the input received from focus group and public meeting participants is included in **Appendix B**.

As these recurring themes illustrate, meeting participants appreciate Greenbelt’s existing recreation facilities and programs but also see needs for stronger stewardship of the City’s existing parks and recreation facilities and for enhancing pedestrian and bicycle infrastructure.

City-Wide Survey

In seeking to gain additional perspective and feedback from residents a survey was developed and implemented in late 2017 (September – December). Questions in the survey sought input on participant’s usage of Greenbelt’s recreation facilities and programs, level of satisfaction with existing opportunities, perceived challenges, opportunities and priorities for the future of the City’s parks and recreation system. Community outreach and publicity of the survey was conducted by the Recreation Department and included the posting of flyers in city facilities, publishing of information and notices in the Greenbelt News Review, emails to user groups and civic organizations, emails to participants registered in Recreation Department programs, and sharing of information through social media.

Figure 6: Recurring Themes about Recreation Opportunities in Greenbelt



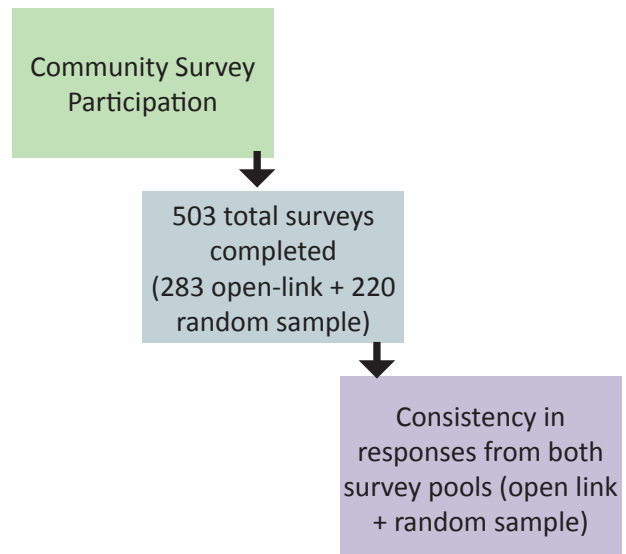
Statistically-Valid Survey Method

To conduct the statistically-valid survey, a random sampling of city residents was invited to participate. Data collected from this pool of participants was tracked independently of the open-link responses. As the survey was distributed to a random sampling of households, respondents are likely to include a mix of residents that utilize Greenbelt's recreation programs, parks and outdoor areas, and others who may not use any city recreation facilities or services. All residents ultimately support Greenbelt's parks, recreation and open space assets through tax contributions.

To solicit feedback 3,500 postcard survey invitations were mailed to Greenbelt residents at random. The postcards included information about the planning effort, the survey and survey website, and an individualized password for selected residents to use to participate in the survey online. An additional 500 door-hangers with postcard invitations were distributed at random to households within several of the apartment and condominium complexes the Greenbelt East and Greenbelt West neighborhoods. These efforts were further supplemented through in-person intercept surveys that were conducted at one Farmer's Market event in November 2017 and at the Festival of Lights event in December 2018. In total 220 respondents completed random-sample surveys, with a margin of error of +/- 6.57%.

Public Open-Link Survey Method

A publicly-accessible version of the survey was hosted online in October and November 2017. This second means of administering the survey allowed for any members of the public to submit their feedback regarding Greenbelt's recreation, parks and open space amenities. A total of 283 open-link surveys were completed. Generally, participants in open-link surveys tend to have an interest in local parks and recreation opportunities, many tend to be current or former users of parks, special events, recreation programs or facilities.



The survey was conducted using two primary methods:

1. Statistically-Valid Survey – respondents were randomly selected Greenbelt residents and included a mix of people who use and do not use city parks and recreation amenities.
2. Public Open Link Survey – members of the public were invited to take part in the survey online; respondents self-selected to participate. This response pool is typically comprised of residents who are familiar with the city's parks and recreation offerings.

While two methods were utilized to manage and analyze response data, the same questions were posed to all survey participants.

Top Ten Findings of the City-Wide Survey Results

Results of the survey provide insight into the general community-wide views of Greenbelt's existing parks and recreation system, programs and services. **Figure 7**, which illustrate key issues and trends in the survey responses. It should be noted that the survey results are one of the multiple tools utilized in this planning process to gain an understanding of key issues and trends that may be impacting the City's provision of parks and recreation services. While valuable, respondent feedback alone does not present a well-rounded view.

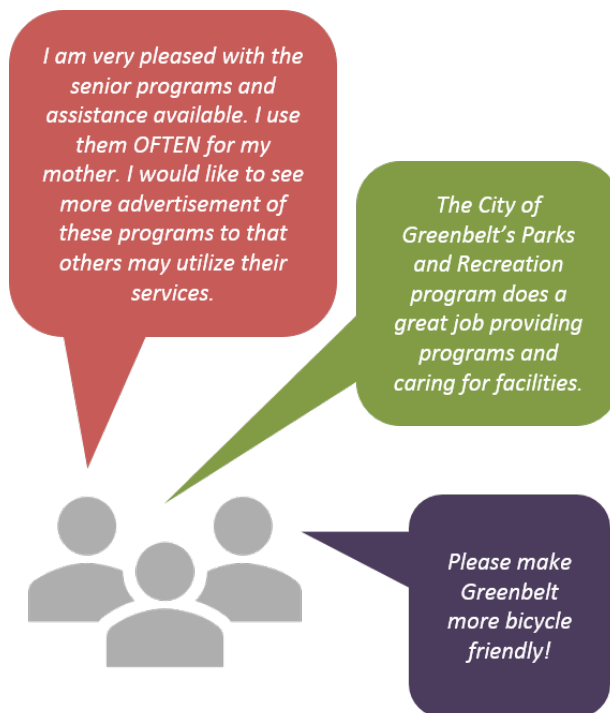


Figure 7: Top Ten Survey Findings

1

Greenbelt respondents are familiar overall with the Recreation Department's offerings. On average, respondents rated their level of familiarity 3.8 out of 5.0 with 66% saying they are familiar and 11% unfamiliar.

2

Respondents to both the invitation and open-link survey are demographically diverse. While over 70% of respondents live in Central Greenbelt, there is a wide array of income profiles, ages, and household statuses.

3

Greenbelt's facilities received high ratings on the degree to which they meet resident needs, despite their importance to the household. Nearly all facilities had over 50% of respondents stating the current facilities were meeting the needs of their household.

4

Programs offered by Greenbelt see a similar trend of meeting the needs of most households. The most important programs for respondents were 1) special events, 2) adult classes, and 3) performing arts. The least important programs were pre-school programs, camps, and sports programs.

5

In comparing the importance of recreation opportunities versus how well current opportunities meet needs, playgrounds and performing arts programs were rated as important but not fully meeting existing needs.

6

In general, increased awareness or communication is listed as the top factor that would lead to increased participation at Greenbelt facilities. Improving the condition/maintenance of existing facilities would also increase participation.

7

Planning for the future, respondents highlighted trail connectivity and open space/natural areas as priorities. These two topics received the most attention and highest rankings for future planning scenarios.

8

For most, increased user fees would not significantly limit their participation. 40% of respondents stated increased fees would not limit their participation, while 34% said it would limit their participation “somewhat.”

9

Sixty-six percent (66%) of respondents stated Greenbelt’s communication was effective, compared to only 12% who said it was not effective. Respondent’s preferred avenue to receive information is the Greenbelt News Review and e-mails from the City.

10

Respondents shared high praise for the City and their recreation facilities/programs in their open-ended comments. Many comments highlighted the level of service of staff, cleanliness, and value to the community.

A detailed summary of survey results was presented to the Greenbelt City Council, Parks and Recreation Advisory Board and senior City Administration and Recreation Staff at a public meeting in May 2018. A full report of survey results and findings is included in **Appendix C**. An additional supplement to the report that includes all individual written comments provided by respondents has been provided to the Recreation Department as a staff resource document.

Key Issues and Trends – Focus Group Input + Survey Input

Feedback from survey respondents and focus group participants provided valuable insight into a wide array of issues of concern and ideas for improving public recreation opportunities throughout Greenbelt. In analyzing public input collected through these means, the following key issues in **Figure 8** were developed that represent those topic areas of the most interest to the community:

Figure 8: Key Issues Summary – All Community Input

Close to home, affordable public recreation opportunities are a historic part of the community and remain important today.

Residents are generally satisfied with existing recreation opportunities but would like the City’s parks and facilities to be:
Better maintained
Accessible by bike or foot
from their homes

Means for better connecting with renters and diverse groups within the community is needed.

Planned capital improvements (FY2018) appear to be in-line with wants and needs identified by community input.

III. WHAT WE HAVE NOW – GREENBELT’S EXISTING PARKS AND RECREATION FACILITIES, PROGRAMS, AND SERVICES

A. INVENTORY OF PARKS AND RECREATION FACILITIES

In total, there are approximately 60 sites in Greenbelt that provide some form of publicly-accessible recreation opportunities. These include a mix of recreation amenities owned by county schools, housing co-ops and homeowners’ associations, apartment complexes, MNCPPC/ Prince George’s County Public Schools (Mandan Road sports field) and the National Park Service (Greenbelt Park). Condominium and apartment complexes in Greenbelt are significant providers of recreation amenities for their residents and guests. Many provide seasonal outdoor pools, picnic and social gathering areas, sport courts, and playgrounds. Some have indoor gyms, fitness studios, and multipurpose rooms. While regular use of recreation facilities in housing communities is generally limited to their residents and guests, a large percentage of the city’s population reside in these communities and has access to their recreation opportunities.

Of the 60+ sites in Greenbelt providing residents with opportunities to recreate, the City of Greenbelt operates and manages a portfolio of 38 individual parks, playground sites, open spaces and specialized recreation facilities. A detailed inventory of public recreation sites in Greenbelt is maintained by the Greenbelt Recreation Department. Not included in the inventory are the numerous public parks and recreation facilities located a relatively short distance outside of the city. These include, but are not limited to, the USDA Beltsville Agricultural Research

Major public parks and recreation features include:

City of Greenbelt Parks and Recreation Facilities

- 38 individual sites
- 515 total acres
- Diverse recreation amenities
- Pedestrian and bicycle paths and trails

Greenbelt National Park

- 1,100 acres
- Outdoor recreation opportunities

Center grounds, which are popular for walking, running, and biking and multiple nearby parks and recreation facilities operated by MNCPPC/ Prince George’s County Department of Parks and Recreation including Lake Artemesia Natural Area and several indoor and outdoor sports facilities.

City Parks and Recreation Facilities

While parks and recreation sites managed by the City of Greenbelt are distributed throughout the community, the majority are clustered in Old Greenbelt, in and around the original City Center at Roosevelt Center as illustrated in **Map 1**. Like many small, well established municipalities, Greenbelt strives to maintain and improve its aging infrastructure. The majority of City-managed recreation facilities and amenities are at least several decades old, with several, including the Community Center, dating back to the City’s founding in the late 1930s.

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- **City Facilities:**

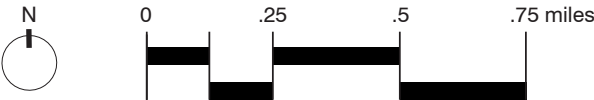
 - 1. Greenbelt Station Park
 - 2. Greenbelt Station Playground
 - 3. SHL Recreation Center
 - Springhill Lake Park Playground
 - 4. Breezewood Drive Playground
 - 5. City Cemetery
 - 6. Boxwood Village Park
 - 7. Buddy Attick Park
 - 8. Indian Springs Park
 - 9. Lakecrest Drive Tennis Courts
 - 10. 73 Court Ridge Playground
 - 11. Fayette Place Playground
 - 12. 1 Court Crescent Road Playground
 - 13. A Block Playground
 - 14. Belle Point Playground
 - 15. St. Hugh's Playground
 - 16. Braden Field Complex
 - 17. Greenbelt Youth Center
 - Greenbelt Skate Park
 - 18. Greenbelt Community Center
 - 19. Community Center Playground
 - 20. 15 Court Laurel Hill Playground
 - 21. Greenbelt Aquatic and Fitness Center
 - 22. 2 Court Southway Playground
 - 23. 1 Court Southway Playground
 - 24. Plateau-Ridge Playground
 - 25. North Preserve
 - 26. 2 Court Northway Playground
 - 27. 2 Court Eastway Playground
 - 28. Westway Playground
 - 29. 2 Court Gardenway Playground
 - 30. 3 Court Gardenway Playground
 - 31. McDonald Field
 - 32. 5 Court Gardenway Playground
 - 33. Greenbriar Park
 - 34. Greenbelt Dog Park
 - 35. Schrom Hills Park
 - 36. South Preserve
 - 37. Northway Ball Fields
 - 38. Greenspring Park Playground
- **County Facilities:**

 - 51. SHL Elementary School
 - 52. Greenbelt Middle School
 - 53. Dora Kennedy French Immersion
 - 54. Greenbelt Elementary School
 - 55. ERHS
 - 56. Mandan Fields
- **Private Facilities:**

 - 71. Verde Apartments
 - 72. Franklin Park at Greenbelt Station
 - 73. Lakeside North
 - 74. 2 Court Research Playground
 - 75. 2 Court Laurel Hill Playground
 - 76. 4 Court Plateau Place Playground
 - 77. 44 Court Ridge Playground
 - 78. 38 Court Ridge Playground
 - 79. 8 Court Southway Playground
 - 80. 7 Court Southway Playground
 - 81. Greenbriar Condominiums
 - 82. Windsor Green
 - 83. Mandan Road Playground
 - 84. South Ora Court
 - 85. Frankfort Drive Playground
 - 86. Ora Glen Drive Playground
 - 87. Canning Terrace Playground
 - 88. Hunting Ridge

Legend:

- Existing Trail
- Greenbelt City Boundary
- Water
- Green/Open Space
- Greenbelt Park (U.S. National Park Service)



The Recreation Department is responsible for the operation and programming of the City's parks and recreation facilities and Public Works Department is responsible for regular maintenance of grounds and structures. Capital improvement planning for parks and recreation facilities is managed by the Recreation Department, in close collaboration with the Parks and Recreation Advisory Board, City Council and staff leadership team, and staff from the Public Works Department and Department of Planning and Community Development.

For the purposes of this plan, Greenbelt's parks and recreation areas are generally classified as:

- Playgrounds
- Preserves
- Indoor Recreation Facilities
- Parks and Outdoor Recreation and Sports Facilities

Playgrounds

Small playground areas are located around the city. Many are essentially stand-alone recreation sites that include open lawn area and children's play structures. Some playground sites also include basic infrastructure such as a paved pathway, bench or trash receptacle. Playground structures are also included as amenities in several of Greenbelt's larger park areas including Buddy Attick Lake Park, Schrom Hills Park, Springhill Lake Recreation Center, and at the Community Center. The City independently operates the majority of playgrounds in Greenbelt but also partners with several co-ops and housing communities to manage several stand-alone playgrounds. In the



2 Court Laurel Hill Playground
Image Credit: Greenbelt Recreation Department

original design of Greenbelt, playgrounds were constructed throughout the residential housing blocks, where parents could collectively keep an eye on the neighborhood children. The City of Greenbelt's stand-alone playgrounds are located:

- 1 Court Crescent Road
- 1 Court Southway
- 15 Court Laurel Hill
- 2 Court Eastway
- 2 Court Laurel Hill
- 2 Court Northway
- 2 Court Research
- 2 Court Southway
- 3 Court Gardenway
- 38 Court Ridge
- 39 Court Ridge
- 4 Court Plateau Place
- 44 Court Ridge
- A Block
- Belle Point
- Breezewood Drive
- Canning Terrace
- Fayette Place
- Frankfort Drive
- Greenspring Park
- Lastner-Ivy
- Parcel 15
- Plateau-Ridge
- St. Hugh's
- Westway



A Greenbelt Playground circa 1942
Image Credit: Library of Congress

Nature/Forest Preserves

Natural, undeveloped areas within Greenbelt that have been protected for natural resource conservation purposes are known as the City's "preserves." These areas are predominantly forested and include some areas of wetlands and are generally free of built infrastructure. At slightly greater than 200 acres, the Greenbelt Forest is the largest preserve. These natural areas provide opportunities for self-directed, natural-resource appropriate recreation including walking, hiking and birding. Preserves in Greenbelt include:

- Belle Point Preserve
- Boxwood Preserve
- Greenbelt Forest Preserve
 - North Woods Tract
 - South Woods Tract
- Sunrise Preserve



Entrance to the Greenbelt Forest Preserve
Image Credit: greenbeltforestpreserve.org

Indoor Recreation Facilities

Three of City's four indoor recreation facilities are located adjacent to one another in the Roosevelt Center area of Old Greenbelt; these include the Community Center, Youth Center and Aquatics and Fitness Center. These three facilities are also located within walking distance of Buddy Attick Park. The Springhill Lake Recreation Center is located on Cherrywood Lane in Greenbelt West. The majority of the Recreation Department's programs, services and staff are based at these facilities. In addition to their indoor recreation spaces, these facilities also include some outdoor recreation amenities such as playgrounds or sports courts. The diverse programs and unstructured play opportunities offered year-round at Greenbelt's indoor recreation facilities are highly popular and facilities receive heavy year-round use.

Greenbelt Aquatics and Fitness Center

The outdoor swimming pool and original bath house at Greenbelt's Aquatics and Fitness Center first opened in 1939 and continues to host competitive and recreational swimmers today. When it opened nearly 80 years ago, it was the first public swimming pool in the Washington D.C. area. Since that time a modest, low-depth wading pool and mushroom-shaped splash feature were added to the outdoor pool area. In the 1980s and early 1990s, the City renovated the original bath house building and constructed an attached natatorium directly adjacent to the outdoor pool.



Greenbelt's Aquatic and Fitness Center today (left) and original pool circa 1940 (right)
Image Credits: Greenbelt Recreation Department (left) and Greenbelt Museum (right)

The present-day Aquatics and Fitness Center amenities include an indoor pool and hot tub, locker rooms, a fully equipped gym and fitness area and support areas for staff and equipment.



*Adult water aerobics at the Aquatics and Fitness Center
Image Credit: Greenbelt Recreation Department*

The Aquatics and Fitness Center hosts seasonal aquatic programs, activities and open-use time at the outdoor pool and year-round activities and open-use time at the indoor pool. A variety of programs are offered throughout the year including swim lessons for children and adults, lifeguard training courses, and adult aquatic fitness classes including water aerobics and water Zumba. The pools also regularly host local school and club swim team practices and competitions. Public use of the facility is fee-based, with purchase options for annual memberships, single-day use and/or program registration.

Greenbelt Community Center

Since the building first opened in 1937 as the Greenbelt Elementary School, the Community Center has truly served its namesake function. The facility operated primarily as an elementary school (operated by Prince George's County) into the early 1990s, but during that 50+ years it also regularly hosted social and religious functions, community meetings and citywide events. After a new elementary school was opened in 1991, the City renovated the facility for the wider recreation and community services and functions it now houses. The Community Center building is a well-known landmark for its art deco architecture and

series of carved bas-relief panels by the artist Lenore Thomas Straus that depict the preamble of the Constitution.

Since its renovation in the early 1990s the Community Center has become the Recreation Department's largest multipurpose facility and includes a gymnasium, dance studio, visual and ceramic arts studios, senior citizens lounge and service space, classrooms and flexible use spaces. The Community Center hosts dozens of diverse programs and activities throughout the average year, ranging from fitness classes, dances, ceramics, yoga, karate, sign language, history lectures and more. Space and amenities in the Community Center including a gymnasium, arts studios, and commercial kitchen are also available to rent for private functions or special events. An outdoor playground is located adjacent to the building.



*2017 Festival of Lights Arts Fair at the Community Center Gymnasium
Image Credit: Greenbelt Recreation Department*

In addition to serving community programming and activity needs, the Community Center is also home to the Greenbelt Co-op Nursery School, Greenbelt Adult Care Center, Greenbelt Access Television, the City of Greenbelt Planning and Community Development Department and the Greenbelt News Review, an independent, Citywide newspaper in publication since the City's founding in 1937.



Greenbelt Community Center (top) home to Kinder Camp in 2018 (bottom right) and kindergarten in 1942 (bottom left).

Image Credit: City of Greenbelt (top); Greenbelt Recreation Department (bottom right); Library of Congress (bottom left)



Greenbelt Youth Center

The Youth Center is located in Old Greenbelt adjacent to the Aquatics and Fitness Center, Community Center, Skate Park and Braden Field Complex. Amenities at the Youth Center include an indoor basketball court/gymnasium, weight room, multipurpose room and game room with ping pong tables, foosball and board games. Health and fitness classes and other activities for children, teens and adults are also offered at the Youth Center throughout the year including children's summer camps and karate and tai chi for teens and



Camp Pine Tree YOGO variety show performers at the Youth Center

Image Credit: Greenbelt News Review

adults. Space within the facility, including the gym, can be rented for private events such as children's birthday parties. The Youth Center is open 365 days a year for drop-in use. Entry and use of the Youth Center requires a Greenbelt Recreation Membership ID.

Springhill Lake Recreation Center

Located adjacent to the densely populated Franklin Park apartment community in Greenbelt East, the Springhill Lake Recreation Center is the City's only indoor recreation facility outside of the historic City-center. Recreation amenities and opportunities at the Recreation Center are similar to those offered at the Greenbelt Youth Center and include an indoor basketball court/gymnasium, game room with ping pong tables, foosball, board games and television, as well as a ten-station computer lab. Outdoor recreation amenities at the site include a basketball court, playground, Three Sisters Garden, and small club house building. Programs for children, teens and adults are offered at Springhill Lake throughout the year and include fitness, wellness and sports classes. The Center is open 365 days a year for drop-in use by members of the public with a Greenbelt Recreation Membership ID.



Dance Group Program at Springhill Lake
Image Credit: City of Greenbelt

Over the past several years, the City made major investments in multiple sustainable infrastructure improvement projects at Springhill Lake. Significant improvements were made to the site's stormwater management systems, including the replacement of the asphalt parking lot and walkways with permeable concrete and porous paver systems.

Cisterns were also added to the building to collect rainwater runoff from the roof. Most recently, in 2018, solar panels were added to the roof of the Recreation Center and are expected to reduce the amount of electrical power the City purchases to operate the facility.

Parks and Outdoor Recreation and Sports Facilities

Braden Field Complex

Abutting the Youth Center to the north is the Braden Field Complex. As with many of Greenbelt's park areas, the open field area at Braden was created during the original construction of the City in the late 1930s. Amenities at the site include eight tennis courts, a sand volleyball court and three ballfields. A trail connects the Braden Complex to Buddy Attick Park.

Multiple local leagues regularly use Braden's fields and courts for games and practices for sports including baseball, softball, soccer, tennis and pickleball. Most of the field space and courts at the site include lighting, allowing the amenities to be used into the evening. The Braden Field Complex is also used by the Recreation Department for programs and summer camps, and is open for public use.

Buddy Attick Park

Buddy Attick Park and its 20+ acre artificial lake and surrounding open space were carefully planned and constructed during the original development of the City in the 1930s. Central to garden City concept that Greenbelt was built upon is the belief that people and families needed regular exposure to the natural environment to live healthy lives. The original park was created to serve this purpose; it was, and remains, an essential piece of community infrastructure necessary that supports the health and wellbeing of residents.

Generations of residents and visitors have connected with nature and enjoyed time spent outdoors at Buddy Attick Park. The Park's central location in the community makes it walkable from multiple residential areas and from the Greenbelt Community Center, Youth Center, Aquatics and Fitness Center and Braden Field. As of 2018, recreation amenities at the park included picnic tables, grills, group picnic grove, benches, playground, basketball court, restroom, open lawn space and forested areas, bandstand, walkways and perimeter trail around the lake.



Picnicking at Buddy Attick Park 1942

Image Credit: Library of Congress



Fourth of July Celebration 2016 at Buddy Attick Park

Image Credit: Greenbelt News Review

The perimeter trail is heavily utilized by all ages of walkers, runners and bicyclists year-round. Picnic facilities are also highly popular for family and social gatherings, with demand frequently exceeding capacity on weekends and weekday evenings during the spring, summer and fall. The park also hosts annual City and civic events such as holiday celebrations, fun-runs and races. No other City park in Greenbelt has a lake, and at Buddy Attick, it is the aesthetic center of the park. While swimming is not allowed, fishing from the shoreline is a popular activity, and is supported through annual fish stocking of the lake by the Maryland Department of Natural Resources. Although there are no formal launch facilities, canoeing and kayaking are allowed on the lake with a City-issued permit.

While there is no quantified number of annual users, feedback received from community members, city staff input and the consultant's observations indicate that Buddy Attick is the most heavily and frequently utilized park in Greenbelt; and has been for some time. The most active and developed portion of the park is located adjacent to the Public Works facility on Crescent Road. Additionally, a 1992 City completed a master plan for the site which recognized challenges associated with heavy use of the park. The master plan prescribed various operational policies, maintenance practices and capital improvements for enhancing the park's natural features and built infrastructure.

Greenbelt Dog Park

In 1996, Greenbelt opened the first dedicated public dog park in the State of Maryland. The Dog Park is located on Hanover Parkway in Greenbelt West, within close proximity of Schrom Hills Park. Amenities at the site include a fenced-in area for off-leash use, tubes and simple training obstacles and seating. Since opening, the Dog Park has seen consistent year-round usage and its popularity has spurred interest in creating a second public dog park in Greenbelt. According to the Recreation Department, the Dog Park was "established to help promote responsible pet ownership and enhance canine training, behavior and safe exercise opportunities."



Greenbelt Skate Park

Image Credit: Greenbelt Recreation Department

Greenbelt Skate Park

The 7,000 square foot concrete skate park was built in the early 2000s and includes a ten-foot deep bowl and series of vertical and street elements. The Skate Park is nestled between the Community Center, Aquatics and Fitness Center and the Youth Center. Use of the facility is free but guests are required to obtain a free skate park user pass from the Recreation Department.

Greenbriar Park

This seven-acre wooded park is located on Hanover Parkway and includes a trail, picnic tables and limited parking.



Entrance to the Dog Park

Image Credit: Greenbelt Recreation Department

McDonald Field

Tucked behind residential buildings on Southway in Old Greenbelt, McDonald Field was opened in 1951. The site includes a single youth baseball field and playground. McDonald Field is the home of Greenbelt Little League baseball.

Northway Ballfields

Built upon the City's former landfill within the Greenbelt Forest Preserve, adjacent to the Baltimore Washington Parkway, are the two side by side Northway ballfields. This site is the furthest removed from residential areas in one of the more isolated locations in the city. Beyond several small bleachers for seating, the only additionally public amenity at Northway is the small observatory managed by the City and Astronomical Society of Greenbelt. The observatory and its telescope were donated to the Astronomical Society in 2001 and observatory constructed in 2007. The Society hosts stargazing parties and events at the observatory every other week. Youth soccer and baseball leagues utilize the Northway fields for practice and games. In addition to its recreational use, the site is utilized by the Greenbelt Public Works Department as a storage and disposal area for bulk unconsolidated construction and landscape materials such as soil, asphalt millings, tree stumps and other debris.

Schrom Hills Park

Located on Hanover Parkway, Schrom Hills Park is the largest developed city park in Greenbelt East. Recreational amenities at Schrom Hills include a baseball and soccer field, basketball court, playground, the Fitness Zone (outdoor fitness station with exercise equipment), covered picnic pavilion with grill, restrooms, small clubhouse building with kitchen, the "Three Sisters" demonstration garden, a central landscaped walkway with benches, and a paved perimeter trail. Several local sports leagues are regular users of the athletic fields, and paths are frequented by walkers and joggers.

There are also two county-designated "champion trees" in the park that are recognized as being among the largest known species of these individual tree types in the Prince George's County.



Celebratory Opening of the Outdoor Fitness Zone at Schrom Hills Park 2016

Image Credit: City of Greenbelt

The two champion trees, a Lingleaf Pine and a Deodar Cedar with a trunk circumference of nearly ten feet are prominently located adjacent to the central pathway.

B. PARKS AND RECREATION FACILITIES ASSESSMENT

Existing conditions at eleven selected City parks and recreation facilities were assessed by the project team to gauge the overall quality of existing outdoor recreation amenities and site infrastructure. The consultant team did not conduct formal evaluations of interior recreation spaces, buildings or their associated mechanical systems. Key city staff responsible for the operation and maintenance of indoor recreation facilities as well as past and present capital improvement plans were consulted to gain insight into the general condition of these assets. The assessment utilized a mixed-methods approach to collect and evaluate information regarding the existing conditions at these sites, including:

- On-site inspections and evaluations of outdoor recreation infrastructure at the eleven subject sites by LSG Landscape Architecture in summer 2017.

- User and community input and perceptions of conditions at city parks and recreation facilities.
- User and community input, ideas and levels of satisfaction with existing conditions at city parks and recreation facilities expressed in the results of the master plan survey and public input meetings.
- Consultation with city staff and elected officials.
- Review of past and existing capital improvement plans.
- Review of general grounds and facility maintenance protocols and resources.

The eleven sites evaluated on-site by the landscape architect were:

1. Aquatics and Fitness Center
2. Youth Center
3. Skate Park
4. Braden Field Complex
5. Buddy Attick Park
6. McDonald Field
7. Dog Park
8. Schrom Hills Park
9. Northway Fields
10. Community Center
11. Springhill Lake Recreation Center

In conducting the on-site evaluation, a simple “3-2-1” scoring system was used to rate applicable site features and amenities. Generally, amenities scoring a three would be in great condition with no functional issues; an amenity with a scoring of two is “average or satisfactory” and may be in decent working order, but in need of some minor repair or improvements; and an amenity with a rating of one is in disrepair and in need of significant repair or replacement. Infrastructure and amenities reviewed at each site, as applicable, included landscaping, lighting, drainage, signage, benches and site furnishings, parking areas, sidewalks, trails and paths, athletic fields, sport courts, picnic facilities, and other amenities unique to the individual site.

Aquatics and Fitness Center Assessment

On-site assessment score: 1.9

The on-site assessment focused on the outdoor pool area adjacent to the natatorium. The assessment did not include the natatorium or indoor aquatics amenities. The outdoor pool, concrete pool deck, site furnishings, perimeter fencing, children’s wading pool, and mushroom shaped spray features look and feel outdated and are heavily worn from years of heavy use. The facility is showing clear signs of its age and wear, as most visibly evidenced in the condition of the concrete pool deck, which is covered in a myriad of different sizes, shapes and colors of concrete patches. While the existing pool and site features are functioning, barring significant investment, the City should expect the operational and repair costs for the outdoor pool area to rise and general condition of the facility to decline as it continues to age and be heavily utilized.

Since the last time the outdoor pool area received any major capital improvement, there have been advances in the designs and materials used to construct public pool areas that are safer, more durable, are more efficient to operate and are more interesting and enjoyable for users. For example, splash pads, spray parks, and interactive fountains have become popular water features in many communities. Public comments in the planning processes noted interest in adding new active features to the outdoor pool area, including spray features and a water slide.

Great things to celebrate about the outdoor pool area:

- History: As the first public pool in the region, hundreds of thousands of people, if not many more, have enjoyed Greenbelt’s pool since it first opened nearly 80 years ago and continue to do so today.
- Utility: As a piece of public infrastructure, the pool provides opportunities for residents to learn to swim, partake in individual and group fitness activities or competitions in aquatic sports, and is a

popular place for cooling off, having fun and socializing. It's a vehicle and venue that encourages health, wellness and positive social interactions while enjoying the water and sunshine.

- Location and accessibility: The pool's central location in Old Greenbelt make it a walkable destination for many residents. There is ample parking at the site and in the adjacent Roosevelt Center area.
- Unique and popular recreation feature: This is the only public outdoor swimming pool in Greenbelt, and it is a popular recreation amenity.

Concerns with existing conditions and ideas for improvement:

- Age and overall condition: the current facility and site amenities are in deteriorating condition. Most infrastructure will require repair, renovation or replacement in the near future to continue to function as intended.
- Current and long-term functionality: the existing outdoor pool and associated elements are functioning, but given their age and overall condition, the City should anticipate operational costs to rise as the aging infrastructure continues to be subject to the wear and tear of regular heavy public use. Declines in the quality of recreation amenities typical equate to a corresponding decline in user satisfaction.
- Community Focal Point – The outdoor pool area could be doing so much more to celebrate its prominence in the city's history. Its location is one of the most visible, accessible, and central in the community, and it is surrounded by art deco buildings. Future improvements to the site should consider embracing the surrounding architecture and incorporate design elements that celebrate Greenbelt's history and culture.
- Consider conducting a comprehensive facility study to best map out future capital improvements for the outdoor pool area.

Youth Center Assessment

On-site assessment score: 2.0

Outdoor amenities at the Youth Center that were the focus on the on-site assessment are limited and included the existing short basketball court with abutting rebound wall, benches, bicycle racks landscaping and paved pathways. Generally, these amenities are aged and worn, and could benefit from minor repairs or replacement. Minor drainage challenges and erosion from of the slope adjacent to the basketball court has caused water and sediment damage to the surface of the court. Some small amount of site work and landscaping work could address the root issue damaging the court surface. Once curbed, the court surface should be patched and painted to improve the usability and longevity of the basketball court.

While the structure and interior spaces of the Youth Center were not formally assessed, the interior basketball court, weight room, game room, multifunction spaces, and restrooms all appeared aged, and in some cases, significantly worn. Given the age of the facility and minimal improvements made to it in the last 20+ years, it may be beneficial for a full facility study be completed to determine and prioritize the facility's capital needs.

Great things to celebrate about the Youth Center:

- The indoor facilities are providing key space for recreation programs and camps and participation in drop-in activities in the gymnasium and game room.
- The site's central location in the community make it highly walkable and it is adjacent to other major recreation assets including the Aquatics and Fitness Center and Braden Field.
- While the Community Center is viewed more prominently, the indoor recreation space at the Youth Center is of equal value and serves the same community needs. It's a used and needed space.

Concerns with existing conditions and ideas for improvement:

- Age and condition: While younger than the neighboring Community Center, the Youth Center is several decades old, and while not formally assessed, the interior facilities appeared well-worn.
- Minor repairs to the outdoor basketball court: grading and stabilization of the slopes adjacent to the court is needed to curb erosion and sediment deposition on the surface of the court. Sediment is abrasive of the court's surfacing and has caused minor damage. The court's surface should be cleaned, patched and painted after the erosion issue is abated.
- Limited functionality and untapped potential: The configuration and condition of indoor recreation spaces at the Youth Center limit its current and future functionality. Space within the facility could likely be better utilized to meet the programming needs of the Recreation Department and community. The City should consider conducting a study of the building to precisely determine needs and prioritize improvements to the space to make it more functional, appealing and architecturally on-theme with the historic art deco buildings surrounding it.

Skate Park Assessment

On-site assessment score: 2.5

The skate park area includes the concrete skate bowls and structures, perimeter fencing adjacent landscaping. The concrete skate structure is approximately ten years old and in relatively good condition. There was evidence of minor surface cracking that had been adequately repaired and expected amount of general wear and tear from a decade of use and exposure to the elements. To keep this specialized amenity in good working condition for its projected 20 to 30 year functional lifespan, a comprehensive maintenance regime should be implemented that follows the manufactures and industry best management practices.

Great things to celebrate about the Skate Park:

- It's a unique feature and recreation amenity that is centrally located.
- The skate park is in good functional condition and appeared free of major defects.

Concerns with existing conditions and ideas for improvement:

- As the skate park ages, it will likely require a greater degree of maintenance to ensure it remains safe and functional.

Braden Field Complex Assessment

On-site assessment score: 2.25

The recreation amenities and infrastructure at the Braden Field Complex was found to be in good general condition but with several current and near-future challenges:

Athletic fields:

- Turf and infield areas did not appear even in some areas, which can negatively impact playability and long-term durability of the fields.
- Fields are adjacent to a small stream and area is subject to periodic flooding, making the fields unusable when inundated or saturated.
- The 20-year-old field lighting is functional but likely utilizes considerably more energy than modern systems. It is also nearing the end of its functional lifespan.

Sport Courts:

- The basketball court surfacing appeared worn and would benefit from painting.
- Tennis court surfacing and nets show some evidence of wear, but lighting appeared in good condition and is reported to work well.
- The volleyball court appeared in good condition but could benefit from better maintenance.

Input from city staff and Braden users indicated that parking can be inadequate when multiple group activities are ongoing at the same time. There are also no bicycle parking accommodations at Braden. The site is regularly used by several local sports leagues and groups, as well as Greenbelt recreation programs.

Great things to celebrate about the Braden Field Complex:

- The diversity of amenities supports multiple organized and individual sports, fitness and recreation activities on one site.
- The site is centrally located in Greenbelt and is walkable from many areas. The Youth Center is located adjacent to the Complex and a trail connects it to Buddy Attick Park.
- The site hosts multiple sports league programs, summer camps and group activities.

Concerns with existing conditions and ideas for improvement:

- While functional, the playability of existing sports fields would benefit from improvement. Minor grading to allow for positive drainage and smoothing of ruts and rises in the turf would be positive improvements. The existing, aged field lighting should be replaced with modern fixtures that provide better light and use less energy.
- Parking and storage areas for bicycles should be designated and installed to promote non-vehicular access to the site.
- The basketball court surface should be improved through minor patching and repainting.
- The configuration of the current athletic fields at Braden may not be making the best use of the space. The City should consider conducting a study of the field area to determine if the layout of the fields could be adjusted to maximize the use of the space.

Buddy Attick Park Assessment

On-site assessment score: 2.0

Built as a piece of the City's original infrastructure in the 1930s, Buddy Attick Park has been, and continues to be, central to lives of generations of Greenbelt residents. Based on the project team's observations and consistent reporting from residents, park users, and City staff, Buddy Attick is very likely the most frequently and heavily utilized city park in Greenbelt. The park's central location, aesthetic appeal of the lake, and variety of opportunities to participate in self-directed and/or organized recreation, fitness, and social activities contribute to people's use and appreciation of the site. Originally designed for use by the few thousand early residents of Greenbelt, the park now serves a significantly larger population.

The phrase "the park is being loved to death" was expressed to the project team by community members and city staff, illustrating shared concern for the existing and future condition of infrastructure under sustained, heavy use. The on-site assessment generally validated these concerns, finding that a few amenities were in good shape; however, most were functional but worn and likely under-maintained. Key items of note included:

Great things to celebrate about Buddy Attick Park:

- History and utility: As the City's original "central park", generations of residents and visitors have enjoyed walking, playing, socializing and attending events outdoors at the park. The site includes a variety of amenities that support a diversity of uses.
- Popularity: The Park has been, and continues to be, a very popular place for people to get outside, enjoy unstructured outdoor activities and appreciate the lake and surrounding landscape. It's a major social gathering spot.
- The playground appeared to be in well-used but in good functional condition.
- The park's central location makes it highly walkable for many residents. There are trail connections to several abutting neighborhoods and to the Braden Field Complex.

Concerns with existing conditions and ideas for improvement:

- It does not appear that the current level of maintenance at the site is sufficient to abate the high level of wear and tear the grounds and facilities receive through consistent heavy use.
- The 1992 master plan for the park proposed a number of ideas for management and capital improvements that do not appear to have been realized. Many of the key issues addressed in the plan 25+ years ago remain relevant today, but community conditions and recreation trends have evolved since the last master plan was prepared. Given the heavy use of the site and its current conditions and challenges, the City should strongly consider completing a new master plan for Buddy Attick Park.
- Picnic facilities appeared to receive heavy use by groups, but defined areas and amenities specifically for group use are limited. Picnic table quality was inconsistent, but most were in fair to good functional condition.
- Parking at the site is limited. The only on-site parking lot at Crescent Road often fills to capacity. While in functional condition, the parking lot surfacing and other features were in deteriorating condition.
- Signage at the site is limited. The addition of strategically placed wayfinding and interpretive signage could enhance the user experience by identifying and providing information about key site amenities, the parks history and natural features.
- Picnic facilities are inadequate to meet current demand for group use. Consideration should be given to adding covered group picnic pavilions as well as designating and furnishing additional group picnic areas to accommodate existing and future demands for group gatherings and events at Buddy Attick Park.

- While a great functional feature for the site, the existing simple bandstand structure is worn and visually obtrusive in its highly prominent lakeside location. Consideration should be given to removing the existing bandstand, relocating it, and/or replacing it with a movable/semi-permanent structure or permanent structure that compliments the landscape and celebrates the City's history.

McDonald Field Assessment

On-site assessment score: 1.5

The overall condition of the single baseball field and associated site amenities was found to be subpar and in need of improvement.

Great things to celebrate about McDonald Field:

- The site is well utilized and is home Greenbelt Little League baseball.
- While this facility is not in the best condition, sports field space in the city for practices and games is a limited commodity that is in high demand.

Concerns with existing conditions and ideas for improvement:

- Access to the site is through a residential parking area. Vehicle parking at the site is limited and insufficient to meet current needs.
- The baseball field surfaces are worn and uneven. Turf coverage is inconsistent. The playability of the field is negatively impacted by these conditions.
- Benches, dugouts, fencing and signage are old, outdated, and/or in disrepair.
- There is significant opportunity for improvement of this site. While it is serving its function, the current conditions limit the site's overall functionality and utility for the city and can be a limitation on positive user experiences.

Dog Park Assessment

On-site assessment score: 2.25

The Dog Park is essentially a fenced-in, predominantly open turf area for off-leash use, play and socialization space for canines and their owners. Dog-focused amenities at the site are limited to a large plastic tube. Amenities for dog owners are limited to benches and on-street parking.

Great things to celebrate about the Greenbelt Dog Park:

- As a first of its kind in the region, Greenbelt's dog park continues to function effectively as a basic, enclosed off-leash area for dogs and their owners.

Concerns with existing conditions and ideas for improvement:

- Consistent use of the single off-leash space has led to inconsistent turf coverage. While expected, there are a number of industry standard best management practices that could be explored and implemented to improve soil health and turf resiliency in the space.
- Similar to playgrounds for people, there are numerous types of recreation and training amenities available specifically for dog parks. The City should consider outfitting the site with additional canine-focused amenities.
- Additional comfort features for people and dogs would benefit the site. Benches, shade and a water source would positively contribute to the user experience.

Schrom Hills Park Assessment

On-site assessment score: 2.75

Conditions of most recreation amenities at Schrom Hills Park were found to be in generally good functional condition, but some are showing their older age. Schrom Hill is the primary recreation facility operated by the City in Greenbelt East.

Great things to celebrate about Schrom Hills Park:

- The park is primarily accessed by automobile. The parking area was found to be in good physical condition and appears to be of sufficient size to support normal use of the park.
- The new outdoor fitness center with multiple pieces of exercise equipment was installed approximately two years ago and includes a shade structure. The fitness center was found to be in excellent condition. The new amenity is reported to be well received by users.
- As the key outdoor recreation site in Greenbelt East, the variety of recreation amenities and multiple uses it accommodates are especially important in this section of the city.

Concerns with existing conditions and ideas for improvement:

- Consideration should be given to adding lighting to the sports field area to extend the amount of available playing time.
- The picnic pavilion is showing signs of its age but is in functional condition. Consideration should be given to renovate or replace the structure and associated amenities.
- Minor surface cracking was noted on the basketball court. Repair or resurfacing should be considered.

Northway Fields Assessment

On-site assessment score: 1.0

The Northway Fields site is located in the Greenbelt Forest Preserve at the end of a lengthy gravel road. The onsite assessment found the site to be in generally poor condition. Large portions of the site are used by the City for the bulk storage of unconsolidated construction and landscape materials and debris (excavated materials, asphalt road millings, tree stumps).

Great things to celebrate about Northway Fields:

- The site includes two baseball/softball fields and ample parking.

- The City observatory, a unique feature, is also located on the site.

Concerns with existing conditions and ideas for improvement:

- The recreational function and purpose of the site appear secondary to its use for the storage of bulk material and debris.
- Field surfaces were found to be uneven and potted, with inconsistent turf coverage. Fencing and backstops were rusted and in disrepair in some areas.
- There are considerable opportunities to improve the use, functionality and aesthetic appeal of this site. For example, with no direct residential neighbors, could the site be renovated to include additional sports fields with lighting? Can the site be better connected by trails and interpretive signage to the Forest Preserve and its natural resources? Should a variety of recreation amenities be developed to allow for multiple uses at the site?

Community Center Assessment

On-site assessment score: 2.5

The on-site assessment of the Community Center focused on the exterior/outdoor recreation amenities and site infrastructure. The interior spaces of the building and operational systems were not formally reviewed and do not factor into the site assessment score. The project team did informally tour the interior of the facility and utilized community meeting room space during the master planning process. Outdoor recreation and support infrastructure at the Community Center was found to be in good functional condition with no major deficiencies.

Great things to celebrate about the Community Center:

- The facility is original to the City and is well-known for its architectural significance and artwork.
- The Community Center has and continues to function as Greenbelt's hub for recreation, arts, cultural, and community programming and events. People of all

ages and abilities can participate in diverse fitness, arts, sports, dance and wellness programs year-round at the facility.

- The central location of the Center and proximity to other major city-owned recreation amenities make it highly walkable for many users.
- A new playground was opened in June 2018 at the Community Center and has been very well received.

Concerns with existing conditions and ideas for improvement:

- There were no major concerns identified with outdoor recreation features and support infrastructure at the Community Center. Paint and masonry on the exterior of the building appears to be in need of repair.
- As the historic facility continues to age and support heavy usage, sustained investment will be necessary to ensure the building remains sound, functional, and capable to serve the community for the foreseeable future.
- There are several non-recreational tenants in the Community Center including the City's Department of Planning and Community Development and space used primarily for storage by local non-profit groups and local access cable network. With space in the building for recreation programming already constrained, the City should evaluate if these spaces would better serve the community if repurposed for recreation programs.

Springhill Lake Recreation Center Assessment

On-site assessment score: 2.25

The on-site assessment of the Recreation Center focused on the outdoor recreation elements and support infrastructure at the site. Indoor facilities were not formally assessed and were not a factor in the scoring. The indoor amenities at the site were informally reviewed. Generally, the outdoor recreation amenities at the site were found to be in good functional condition.

The most significant concern viewed was the limited quantity of on-site parking.

Great things to celebrate about the Springhill Lake Recreation Center:

- The Recreation Center is the major city-owned recreation site in Greenbelt West and is highly accessible by foot from abutting Franklin Park apartment community. A new paved trail also connects the site to the new residential development at Greenbelt Station.
- Major investments in green infrastructure including replacing the asphalt parking area with a porous paver parking lot system and adding solar panels to the roof of the Center.
- The computer lab is a great unique feature and is reported well utilized.
- A new trail between Cherrywood Lane and Greenbelt Station development provides an increased level of pedestrian and bicycle access from the new residential area to existing sidewalks leading to the Recreation Center.



Concerns with existing conditions and ideas for improvement:

- There is not enough parking on-site.
- Wetlands on and near the site could potentially limit options for developing more robust recreation infrastructure.
- There appeared to be a shared sentiment among city staff and facility users that more should be done to expand the recreational opportunities at Springhill Lake.

- The City should consider conducting a site and facility assessment for the Springhill Lake Recreation Center property to determine what potential exists for additional future development of the site.

C. CITYWIDE PARK AND RECREATION SYSTEM LEVEL OF SERVICE ANALYSIS

In reviewing the accessibility of Greenbelt's parks and recreation facilities throughout the city, a geospatial analysis was completed using publicly available GIS data. The City's GIS data for parks and recreation was extremely limited and consultant team worked with city staff to create some supplemental data. However, data was not available for relevant features including trail or bike path data. This overall level of service analysis reviewed walkable access to city parks and recreation sites with playgrounds, open space and sports/athletic facilities.

The study area was defined by the city-limits; however, it should be noted that additional public parks and recreation facilities open for Greenbelt residents' use are located nearby in surrounding Prince George's County communities.

The following series of maps illustrate catchment areas around parks and recreation facilities with either playgrounds, open space areas, or sports/athletic amenities. Catchment areas, or buffers radiate from dark to light. Generally, the darker shaded an area, the more walkable it is to the park site with the playground, open space or athletic amenity. Catchment areas were defined to approximate 1/2-mile distance, which equates to a 10-minute walk. This is a common industry standard used by industry groups including the Trust for Public Land.³ The analysis also considered major barriers to walkability including the Capital Beltway and Baltimore Washington Parkway and

³ https://parkscore.tpl.org/Methodology/TPL_10MinWalk.pdf; accessed July 2018

other major state roads. Additional barriers to safe and free pedestrian and bicycle movement throughout the city, the most prevalent being crossings of major state roadways including Greenbelt Road and Kenilworth Avenue.

Given the generally small land-size of Greenbelt and historic district that was built with its system of interconnected pathways, most residential areas are within a walkable distance to one or more park or recreation facility with a playground, open space and/or athletic facility.

Playgrounds

Playgrounds are distributed throughout Greenbelt's residential areas, as illustrated in the Gap Analysis Map: Playgrounds. There is at least one playground located within a short walk of most homes in the city. Greenbelt West is served by three city playgrounds located in residential areas including Greenbelt Station, the Springhill Lake Recreation Center, adjacent to the heavily populated Franklin Park apartment complex, and on Breezewood Drive. In the central portion of the city, the Old Greenbelt neighborhoods are well-served by playgrounds. They are plentiful and generally well-distributed. In Greenbelt East, playgrounds are generally well distributed through residential areas. In northwest Greenbelt, there is a triangular section of the city bounded by the Capital Beltway and Kenilworth Avenue that is not walkable to a city playground. This area of the city includes a commercial office complex and the U.S. District Courthouse. The area directly south of that is another commercial office park, hotel and retail complex.

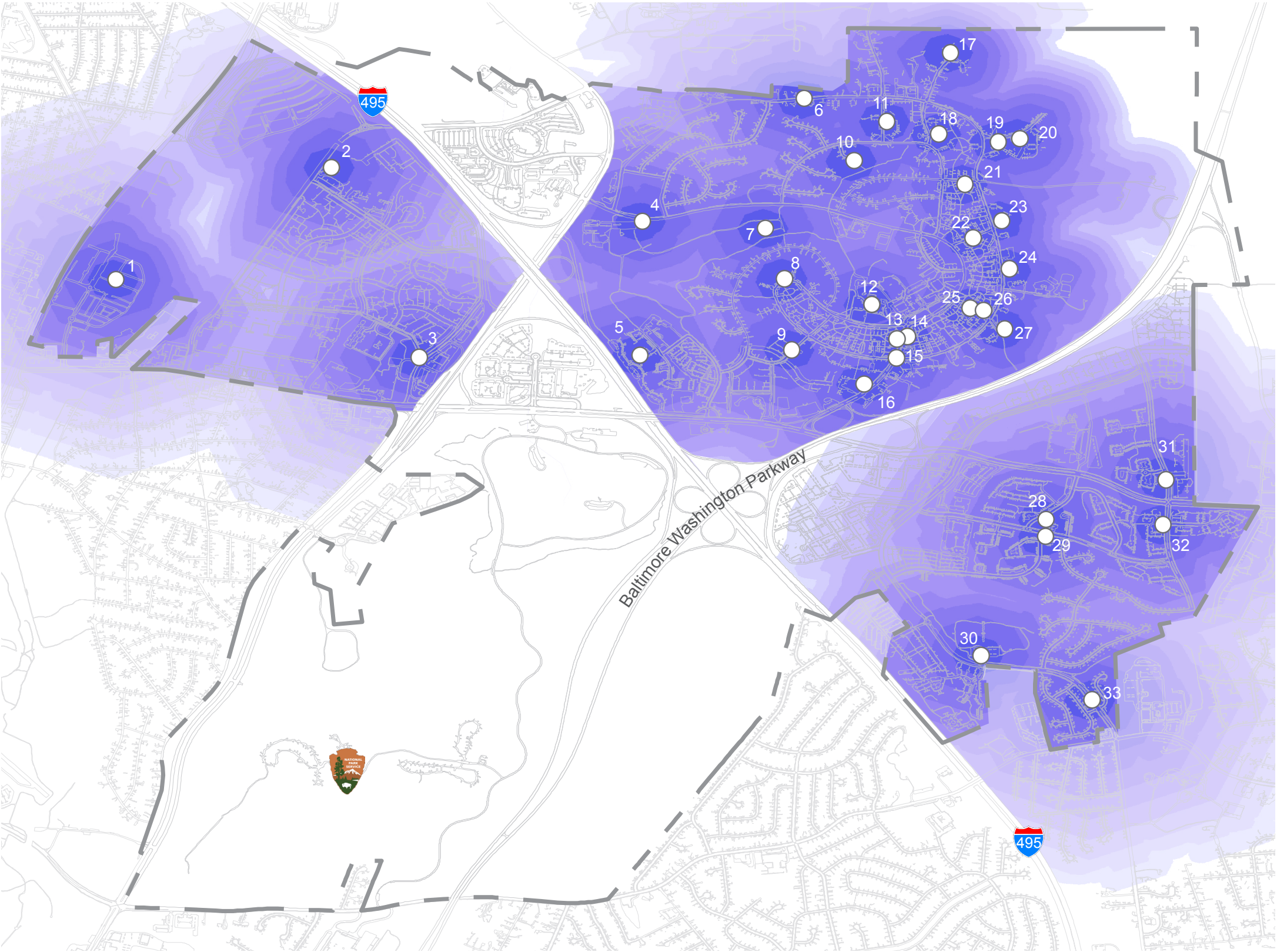
Open Spaces

Open space areas are well-distributed throughout the city. The majority of residential areas have access to open space areas within a ten-minute walk. While a portion of Greenbelt East located directly east of Schrom Hills Park appears less-served by open space, this is not accurate and reflects limitations in GIS data. At least a portion of this area can access the eastern most entrance of Schrom Hills Park by a paved pathway at the end of Craddock Road. Additionally, the southern portion

of Old Greenbelt also appears less well served by open spaces. It should be noted that in each part of the city, the major housing developments tend to provide their residents with additional access to open spaces. For example, in the southern Old Greenbelt area, Greenbelt Homes Inc., and Greenridge Apartments each provide space for community garden and trail connections to the Greenbelt Forest Preserve, located a short distance to the north.

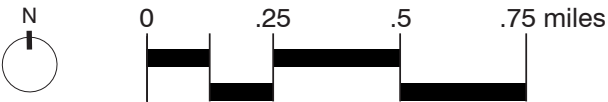
Athletic Amenities

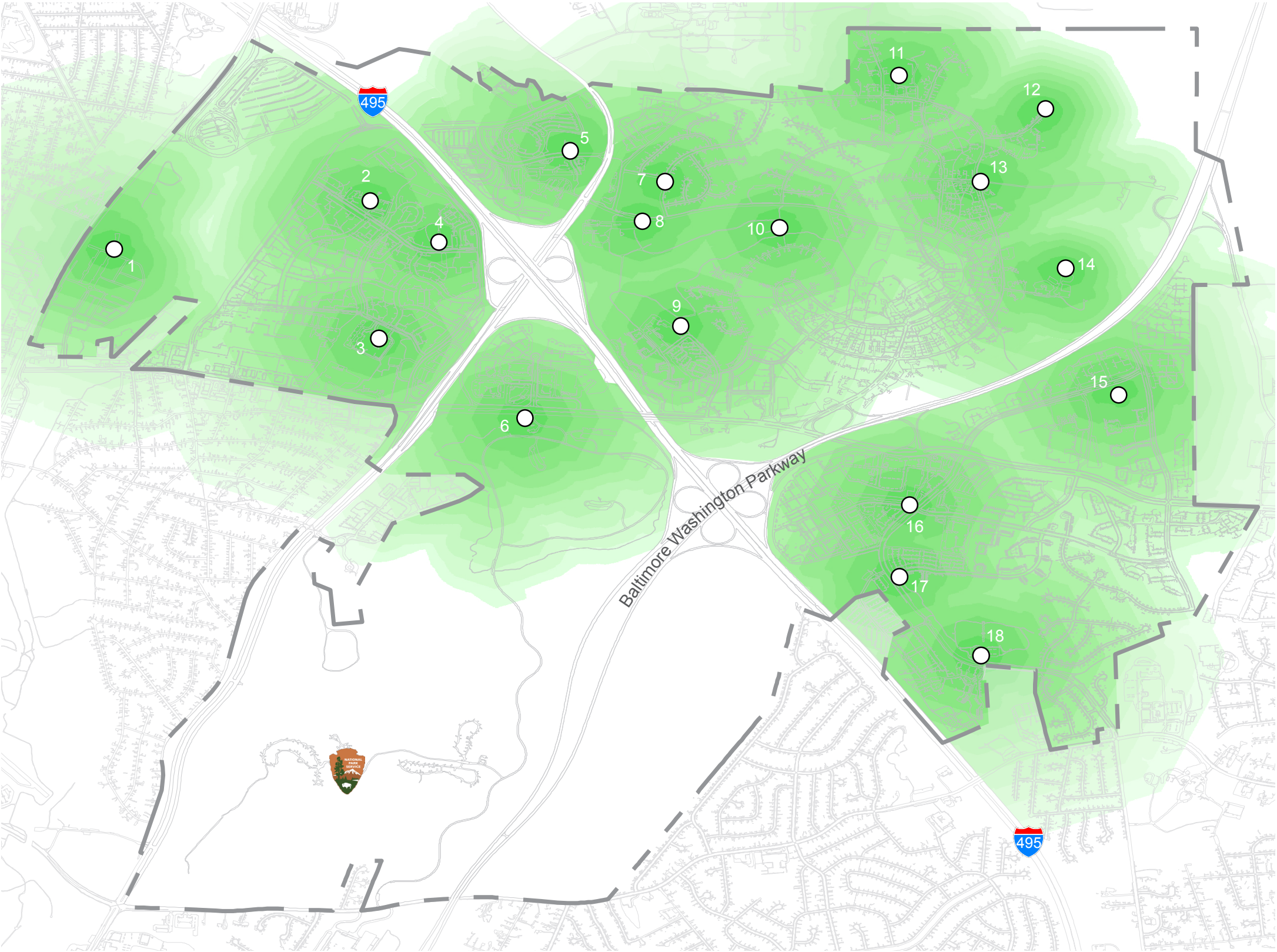
As with playgrounds and open space areas, public sports and athletic amenities were found distributed throughout the city, as illustrated in the Gap Analysis: Athletic Amenities Map. The majority of these facilities are located in Old Greenbelt, with the Youth Center, Braden Field Complex, Aquatics and Fitness Center, and Community Center clustered adjacent to Roosevelt Center. Sites with sports and athletic amenities included in this analysis were those with one or more sports fields, tennis court, basketball court, pool, or similar feature. In Greenbelt West, residents living in the central portions of the Franklin Park community may be at least a ten-minute walk from the nearest sports amenities. In the north-central section of Old Greenbelt, some residents may have a ten-minute walk or greater to the closest sports facility. The Greenbelt Elementary School and its sports field is located in this area and is generally open for public drop-in use outside of school hours. Additionally, Northway Fields are located in the middle of the Forest Preserve and are more than a ten-minute walk from the closest residential neighborhood. In Greenbelt East, residents living at the northern terminus of Mandan Road are also located at least a ten-minute walk from the nearest public sports or athletic amenity.



- Playgrounds:**
1. Greenbelt Station Playground
 2. Springhill Lake Park Playground
 3. Breezewood Drive Playground
 4. Buddy Attick Park Playground
 5. Belle Point Playground
 6. 73 Court Ridge Playground
 7. St. Hugh's Playground
 8. 1 Court Crescent Road Playground
 9. Westway Playground
 10. Fayette Place Playground
 11. 2 Court Research Playground
 12. Community Center Playground
 13. 2 Court Southway Playground
 14. 1 Court Southway Playground
 15. 7 Court Southway Playground
 16. 8 Court Southway Playground
 17. 15 Court Laurel Hill Playground
 18. 2 Court Laurel Hill Playground
 19. Plateau-Ridge Playground
 20. 4 Court Plateau Place Playground
 21. 2 Court Northway Playground
 22. 2 Court Eastway Playground
 23. 44 Court Ridge Playground
 24. 38 Court Ridge Playground
 25. 2 Court Gardenway Playground
 26. 3 Court Gardenway Playground
 27. 5 Court Gardenway Playground
 28. Frankfort Drive Playground
 29. Ora Glen Drive Playground
 30. Schrom Hills Park Playground
 31. Mandan Road Playground
 32. Canning Terrace Playground
 33. Greenspring Park Playground

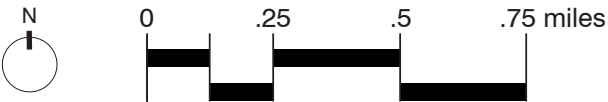
- Legend:**
- Greenbelt City Boundary
 - Greenbelt Park
(U.S. National Park Service)

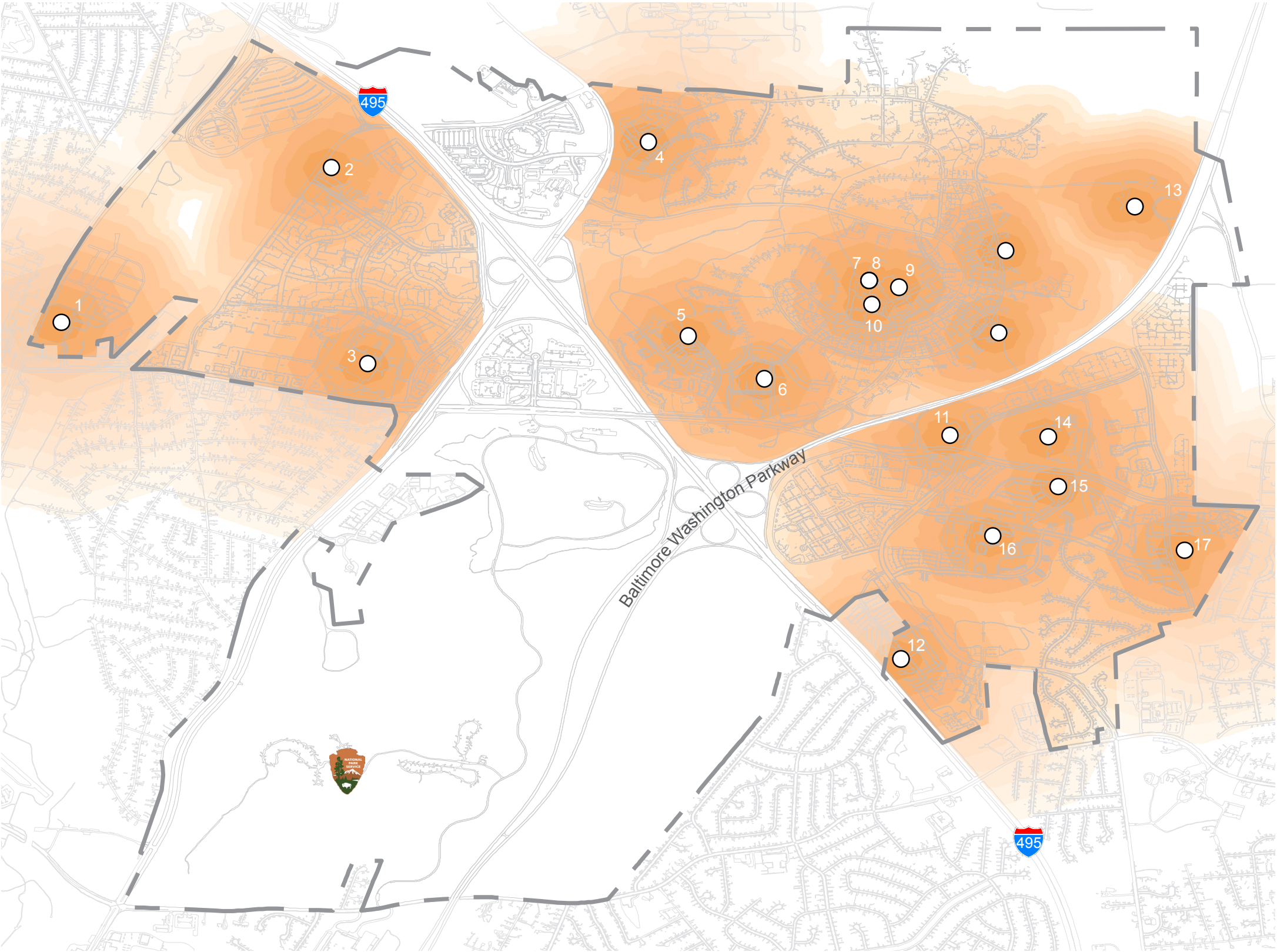




- Open Space:
- 1. Greenbelt Station Park
 - 2. SHL Elementary School
 - 3. Greenbelt Middle School
 - 4. Lakeside North
 - 5. City Cemetary
 - 6. Greenbelt Park
 - 7. Boxwood Village Park
 - 8. Buddy Attick Park (North Entry)
 - 9. Buddy Attick Park (South Entry)
 - 10. Buddy Attick Park (East Entry)
 - 11. Greenbelt Elementary School
 - 12. North Preserve (North Entry)
 - 13. North Preserve (West Entry)
 - 14. South Preserve
 - 15. Greenbriar Park
 - 16. Greenbelt Dog Park
 - 17. Schrom Hills Park (North Entry)
 - 18. Schrom Hills Park (South Entry)

- Legend:
- Greenbelt City Boundary
 - Greenbelt Park
(U.S. National Park Service)



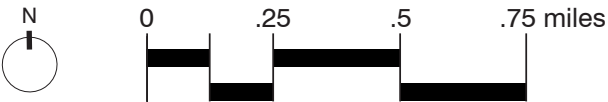


Sports and Recreation Facilities:

- 1. Verde Apartments
- 2. SHL Recreation Center
- 3. Dora Kennedy French Immersion
- 4. Lakeside North
- 5. Lakecrest Drive Tennis Courts
- 6. McDonald Feld
- 7. Greenbelt Youth Center
- 8. Braden Field Complex
- 9. Greenbelt Aquatic and Fitness Center
- 10. Greenbelt Community Center
- 11. Greenbriar Condominiums
- 12. Hunting Ridge
- 13. Northway Fields
- 14. ERHS
- 15. Windsor Green
- 16. South Ora Court
- 17. Mandan Fields

Legend:

- Greenbelt City Boundary
-  Greenbelt Park (U.S. National Park Service)



D. KEY ISSUES AND FINDINGS: GREENBELT'S EXISTING PARKS AND RECREATION FACILITIES

Greenbelt's parks and recreation facilities provide a high level of service but many are aging and subject to consistent heavy use. In considering the sum of feedback received from the community, city staff and officials, findings of the level of service analysis and review of general conditions of Greenbelt's parks and recreation facilities, the following key issues were identified.

These key issues should be considered in planning for the future stewardship of Greenbelt's parks and recreation system to best ensure it continues to serve the public to high level.

- Use of and demand for Greenbelt's parks and recreation facilities is strong, which is something to celebrate, but also means infrastructure is subject to high levels of regular wear and tear.
- The majority of Greenbelt's largest and most heavily utilized parks and recreation facilities are also the City's oldest. The baseline maintenance and operational needs and costs of historic buildings and infrastructure is generally greater than that of newer facilities.
- The current maintenance program parks and recreation sites is not sufficient for managing grounds and infrastructure subject to heavy usage or with highly scheduled needs.
- New park space and trails in the Greenbelt Station development in Greenbelt West provide a platform for engaging new residents in city recreation activities. Opportunities to program the space should be considered.
- Indoor and outdoor space for most programs and informal group sports, recreation, arts and leisure activities appear at or nearing capacity at most facilities, especially at times of peak demand. This was most evident at:
 - Buddy Attick Park: Parking, picnic amenities and space for group social gatherings is often at or over capacity every weekend and pleasant weekday evening spring – fall.
 - Community Center: Indoor space appeared to be at or near capacity for all Recreation Department programs and community activities and services.
 - Springhill Lake Recreation Center: Parking capacity at the site is regularly insufficient during times the facility is used by groups.
 - Youth Center: Indoor amenities show clear evidence of years of sustained use. Most amenities appear and feel well-worn.
 - Athletic field space throughout the city is regularly fully permitted or programmed. Demand appears to exceed capacity at high demand times.
- The on-site conditions of recreation and site infrastructure at Northway Fields and McDonald Field was found to be in relatively poor condition. The condition of the outdoor pool facilities at the Aquatics and Fitness Center were found to be in deteriorating condition. There is significant potential for capital improvements at these three locations that would greatly enhance the quality of the user experience.
- Buddy Attick Park needs a new master plan. The site supports consistent heavy use for diverse activities and infrastructure is not in adequate condition to continue to serve the community at a high level.
- Paths and trails in Greenbelt serve both recreation and transportation functions. Pedestrian and bicycle infrastructure and the safe, walkable and bikeable opportunities it provides residents to connect between points of interest within the community without dependence on an automobile is of high value.

- The 2014 Greenbelt Pedestrian & Bicyclist Master Plan provides a detailed assessment of the City's bike and pedestrian infrastructure and identified 56 location-specific improvements for walkability and 54 location-specific improvements for cycling throughout the city. Greenbelt should continue to implement recommendations of this plan.

E. RECREATION PROGRAM AND PARK MAINTENANCE ANALYSIS

Recreation Department Programs and Activities Analysis

The City of Greenbelt offers an array of year-round recreation, fitness, arts and cultural programs, activities and community events for all ages and abilities. These services are primarily provided through the Greenbelt Recreation Department. Regular, recurring maintenance and stewardship of the grounds and built infrastructure at Greenbelt's parks and outdoor recreation sites is managed by the Public Works Department.

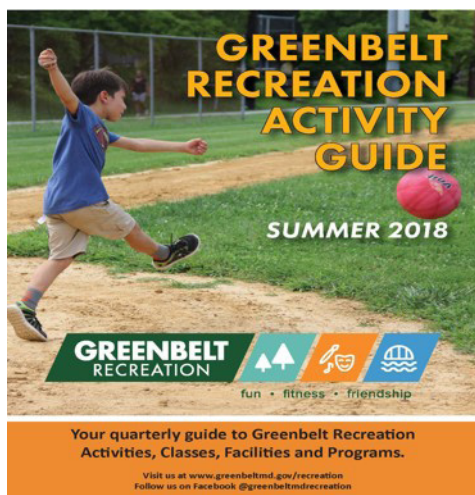
The mission of the GREENBELT RECREATION DEPARTMENT is to provide recreation programming and facilities which are responsive to the needs of the community, fun, result in self-development through stimulating and satisfying activities, promote wellness and enrich social and cultural experiences.

Analysis of Greenbelt's Catalog of Existing Recreation Programs and Activities

The Recreation Department operates the City's sports and recreation facilities and Greenbelt Community Center, and provides a diverse array of recreation, sports, fitness, arts, culture and leisure programs, camps, child and senior care services, special events and community services year-round for residents of all ages and abilities. Structured programs offered by the City are the main driver of use of the Community Center, Aquatics and Fitness Center, Youth Center, and Springhill Lake Recreation Center. Fees generated through program registration are the largest non-tax-based source of funding for the Recreation Department.

Greenbelt prides itself on the quality and diversity of public recreation programs and activities the City offers and purposefully seeks to make participation affordable and financially accessible for all residents. To this end, the City makes all efforts to keep program costs for participants as low as possible and has financial assistance and scholarship programs available to help qualifying individuals or families participate.

The Greenbelt Recreation Activity Guide is the Department's seasonal catalog of program, activity and event offerings. The Activity Guide is published four times a year and supplemented each spring with the Department's Spring and Summer Camp Program Guide. While program and activity offerings vary throughout the year, the Recreation Department categorizes offerings as follows:



The Greenbelt Recreation Activity Guide is available online at www.greenbeltmd.gov/recreation or in print at City facilities.

Events and Exhibitions

Community events, exhibits and activities the Recreation Department provides throughout the year include:

- Art, history and cultural exhibits, talks and film screenings at the Community Center and Greenbelt Theater
- Artful Afternoon and other drop-in arts and crafts activities with the Greenbelt Artist in Residence and other local artists
- Theatrical performances and concerts
- Festival of Lights (winter) and holiday tree lighting
- Greenbelt Farmers Market
- Community races, fun runs, walks and bike rides including the annual Gobble Wobble Thanksgiving 5K race and fun run/walk and Bike to Work Day.
- Holiday and seasonal celebrations and activities including Arbor Day, Earth Day, Labor Day, 4th of July celebration, Fall Fest, National Night Out, Greenbelt Day, New Years and popular underwater Easter egg hunt at the Aquatics and Fitness Center.
- The Pooch Plunge doggie-swim at the Aquatics and Fitness Center outdoor pool.
- Family Fun Nights at the Aquatics and Fitness Center and Summer Skate Series at Springhill Lake Recreation Center

Preschool Programs

The Recreation Department's preschool programs and activities are structured for children age five and under. Most preschool programs are based at the Community Center, Youth Center and Braden Field (for outdoor sports and fitness activities). A variety of programs are offered throughout the year for Greenbelt preschoolers including:

- Mom's Morning Out
- Active Play and Athletics
- Creative Arts
- Dance
- Visual Arts and Music

Elementary and Middle School Programs

A large number and diversity of classes, activities and programs are offered throughout the year that caters to children and younger teens ranging from age five to sixteen. Most activities are organized for small groups of similarly aged participants. Programs for elementary and middle school aged participants are grouped into the following categories:

- Health and Fitness
- Creative and Visual Arts
- Special Interest
- Dance
- Day/field trips
- Swim lessons
- Camps
- Home School Programs
- Free Fun
- MNCPPC Summer Programs



Kinder Camp 2018

Image Credit: City of Greenbelt

Teen and Adult Programs

The Recreation Department's programs and activities for teens and adults are for participants ages 16+. A diverse mix of visual and creative arts classes and activities are offered year-round at the Community Center. An equally diverse array of health, wellness, fitness, sports and outdoor recreation programs are also offered year-round at multiple Greenbelt recreation facilities and parks. City programs that cater to participants ages 16+ are grouped into the following categories:

- Visual Arts
- Ceramics
- Health and Fitness
- Athletics
- Music
- Dance
- Special Interest (cooking, history, etc.)
- Athletics
- Outdoors
- Swim lessons and water exercise

Senior Classes and Programs

The Senior Game Room and Lounge is located in the Greenbelt Community Center and is open for use by residents over the age of 60 years. Amenities available for open use include tables and chairs for social gatherings, games and activities and a billiards table. Most senior programs are targeted for participants ages 55 and over. Organized recreational activities for seniors include game nights, dance lessons, health, fitness and cooking classes as well as bus trips to activities in the region including theater performances, river cruises and shopping malls. Additional senior services including meal and nutrition assistance programs are also provided by the Recreation Department. Senior programs are generally organized in the following categories:

- Recreation and arts classes
- Seasoned Adults Growing Educationally (SAGE) courses
- Senior Globetrotting (regional bus excursions)
- Senior Center Games
- Swimming and water exercise
- Senior Special Events
- Health and Fitness



Seniors attending the Greenbelt Concert Band Christmas Show 2017

Image Credit: City of Greenbelt

Unorganized/Free Play Opportunities

Greenbelt's parks and recreation facilities all offer opportunities for open use, outside of structured programs offered by the Recreation Department and local sports leagues. For example, the Youth Center, Community Center, Springhill Lake Recreation Center and Aquatics and Fitness Center have regular dedicated times for drop-in use. Parks, playgrounds, trails and other recreation opportunities outdoors offer a variety of opportunities for participating in individual or group activities like walking, biking, picnicking and social gatherings, fishing, and more.

According to the National Recreation and Park Association, in 2017 the typical park and recreation agency caters to roughly 200,000 users annually, inclusive of program participants and people's estimated open use of their parks.

Greenbelt is easily serving double to triple this volume of patronage on an annual basis.

Recreation Department Program Participation

Participation in all categories of programs, activities, and services offered by the Recreation Department is strong. Multiple programs are highly popular and are reported to fill to capacity a short time after registration opens. Recreation Department data indicates that through programs,

events, and open usage, the City's indoor recreation facilities consistently welcome about 400,000 visitors annually. This figure does not include people's free and open usage of the City's parks and open spaces. Along with operating city recreation programs the Recreation Department coordinates the use of park facilities and sports fields and courts with leagues and groups. Demand for the use of sports fields and courts by local leagues and organizations is strong, as is demand for the use of group picnic facilities for day-long social gatherings. Highlights of the high use of Greenbelt's parks and recreation facilities and registration in Recreation Department programs from the past year include:

- Annual measured attendance at Greenbelt's recreation facilities and programs over the past three years have averaged approximately 416,000. This figure accounts for registered program participants and users of city recreation facilities that have controlled access that allow for usage figures to be tracked. This figure does not account for people who visit the city's free and open public parks, including Buddy Attick Park.
- In FY 2018 the Recreation Department received and processed over 10,000 facility reservation requests.
- In FY 2016 the Recreation Department issued permits to local youth and adult sports groups for the use of the city's sports fields and tennis courts for over 9,000 hours of field/court time. Permitted usage time for these assets has remained consistently strong.
- In response to demand in Greenbelt West, the Recreation Department added two new (and free) after school programs and weekly drop-in volleyball program catering to elementary and middle school age children at the Springhill Lake Recreation Center.
- Most youth summer camp programs filled to capacity in 2017, with demand for multiple programs exceeding capacity.
- The Youth Soccer program introduced 100+ children ages 3-5 to the sport of soccer. This program has been offered

for ten consecutive years and remains popular.

- Approximately 200 people registered to participate in 2017's eleventh annual Thanksgiving Day Gobble Wobble fun run.
- Demand for performing and studio arts classes and programs is strong and rising. In FY18, nearly 90 classes, camps and programs were offered with multiple offerings filling to capacity.
- 254 individuals participated in nine regional bus trips in 2016. Participant evaluations indicated high satisfaction and enjoy with the trips/program.

Relevant National and Regional Recreation Program Trends

The provision of public parks and recreation services can be influenced by a wide variety of trends, including the desires of different age groups, community values and popularity of a variety of recreational activities and amenities. Several national and regional trends in public recreation appear to be well-represented in Greenbelt, including the following.

Walking and Biking for Fun, Fitness and Transportation

In many surveys and studies on participation in recreational activities, walking, running, jogging and cycling are nearly universally rated as the most popular activities among youths and adults. Walking, jogging and running are often the most highly participated in recreational activity and cycling often ranks as the second or third most popular activity. These activities are attractive as they require little equipment, or financial investment, to get started, and are open to participation to nearly all segments of the population. For these reasons, participation in these activities are often promoted as a means of spurring physical activity, and increasing public health. The design of a community's infrastructure is directly linked to physical activity – where environments are built with bicyclists and pedestrians in mind, more people bike and walk.

Higher levels of bicycling and walking also coincide with increased bicycle and pedestrian safety and higher levels of physical activity. Increasing bicycling and walking in a community can have a major impact on improving public health and life expectancy. The following trends as well as health and economic indicators are pulled from the Alliance for Biking and Walking's 2012 and 2014 "Benchmarking Reports":

Public health trends related to bicycling and walking include:

- Quantified health benefits of active transportation can outweigh any risks associated with the activities by as much as 77 to 1, and add more years to our lives than are lost from inhaled air pollution and traffic injuries.
- Between 1966 and 2009, the number of children who bicycled or walked to school fell 75%, while the percentage of obese children rose 276%.
- Bicycling to work significantly reduces absenteeism due to illness. Regular bicyclists took 7.4 sick days per year, while non-bicyclists took 8.7 sick days per year.

Economic benefits of bicycling and walking include:

- Bicycling and walking projects create 8–12 jobs per \$1 million spent, compared to just 7 jobs created per \$1 million spent on highway projects.
- Cost benefit analyses show that up to \$11.80 in benefits can be gained for every \$1 invested in bicycling and walking.

National bicycling trends:

- There has been a gradual trend of increasing bicycling and walking to work since 2005.
- Infrastructure to support biking communities is becoming more commonly funded in communities.

- Bike share systems, making bicycles available to the public for low-cost, short-term use, have been sweeping the nation since 2010. Twenty of the most populous U.S. cities have a functional bike share system.

Bicycle-friendly communities have been emerging over the last 10 years. In addition to being a popular recreational activity, cycling has become a desirable, regular mode of transportation as people consider the costs and challenges of commuting by car or public transportation, their desire for better health, and concern for the environment.

Fitness and Wellness Programs are Growing

According to the 2017 "Participation Report" by the Physical Activity Council,⁴ over half of each generation participates in fitness sports; with roughly two thirds (2/3) of Millennials and Generation X'ers participating in fitness activities. Generation Z, those generally under the age of 18, participated at higher rates than their older peers in individual, team, and outdoor sports. Baby Boomers participated the least, however, roughly ¼ of this generation participated in individual sports, more than one third (1/3) participated in outdoor sports, and nearly 60 percent participated in fitness sports. **Figure 9** illustrates participation rates by generation .

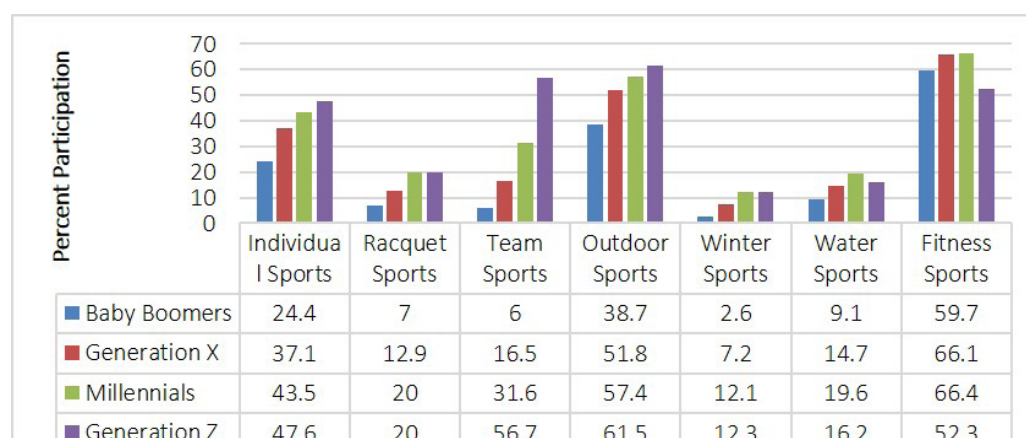
Aquatics Center Experiences

According to the National Sporting Goods Association (NSGA), swimming ranked third nationwide among recreational activities in terms of participation in 2014.⁵ Nationally, there is an increasing trend toward indoor leisure and therapeutic pools. Swimming for fitness is the top aspirational activity for inactive individuals in all age groups, according to the Sports & Fitness Industry Association (SFIA) 2016 "Sports, Fitness and Leisure Activities Topline Participation Report," representing a significant opportunity to engage inactive populations.

⁴ 2017 Participation Report," Physical Activity Council, 2017

⁵ National Sporting Goods Association, "2014 Participation – Ranked by Total,"

Figure 9: Fitness Sports Participation Rates by Generation



Source: Physical Activity Council 2017 Participation Report

Aquatic amenities such as splash pads, shallow spray pools, and interactive fountains are becoming increasingly popular attractions in the summer months, and if designed for such, can be converted into ice rinks for the winter months. These features can also be designed to be ADA-compliant, and are often cheaper alternatives to build and maintain than community swimming pools. Trends in the architectural design for splash parks can be found in *Recreation Management* articles in 2014 and 2015.⁶

Dog Parks

Dog parks are increasingly popular community amenities and have remained among the top planned addition to parks and recreational facilities over the past three years. In fact, the 10 largest cities in the U.S. increased the number of dog parks in their parks system by 34% between 2005 and 2010. Dog parks provide safe spaces for animals to socialize and exercise; and provide the same functions for dog owners as well. These spaces can help build a sense of community and be an attractive community feature for potential new residents or tourists traveling with pets.⁷

In 2014 the National Dog Park Association was established and focused its mission on providing informational resources for establishing and maintaining dog parks. *Recreation Management* magazine⁸ suggested that dog parks can serve as a relatively low-cost way to provide an oft-visited a popular community amenity. Dog parks can be as simple as a gated area, or more elaborate with “designed-for-dogs” amenities such as water fountains, agility equipment, and pet wash stations. Even splash pads are being designed for dog parks.

Well-designed dog parks cater to users with design features for their comfort and pleasure. Some parks agencies even also offer creative programming at some dog parks for owners and their dogs.⁹ Amenities in a well-designed dog park might include the following:

- Benches, shade and water – for dogs and people
- At least one acre of fenced-in space with adequate drainage
- Double gated entry
- Ample waste stations well-stocked with bags

⁶ Dawn Klingensmith “Make a splash: Spraygrounds Get (Even More) Creative,” *Recreation Management*, April 2014 (and April 2015 updates), http://recmanagement.com/feature_print.php?fid=201404fe01

⁷ Joe Bush, “Four-Legged-Friendly Parks,” *Recreation Management*, February 2, 2016.

⁸ Emily Tipping, “2014 State of the Industry Report, Trends in Parks and Recreation,” *Recreation Management*, June 2014.

⁹ Dawn Klingensmith “Gone to the Dogs: Design and Manage an Effective Off-Leash Area,” *Recreation Management*, March 2014, http://recmanagement.com/feature_print.php?fid=201403fe02

- Sandy beaches/sand bunker digging areas
- Custom designed splash pads or water-play feature for dogs
- People-pleasing amenities such as walking trails, water fountains, restroom facilities, picnic tables, and dog wash stations.

Key Findings – Existing Recreation Programs and Activities

- The Recreation Department does a fantastic job providing a diverse array of year-round programs, classes, events and activities that are inclusive, engaging, enriching and fun for people of ages and abilities.
- The Recreation Department’s ability to create new, high quality programs that cater to the changing recreational preferences of users is vital to ensuring services continue to be desirable and add value to the community. Mid and senior level Department staff are in-tune with current trends and in touch with their user base. Maintaining the staffs’ knowledge base and ability to be nimble in evolving activity offerings will best ensure Recreation Department programs remain relevant and important to users.
- Feedback from program participants indicates strong levels of satisfaction with programs and activities provided by the Recreation Department. People genuinely enjoy and derive value from Greenbelt’s recreation programs, events and activities.
- About one fifth (1/5) (and greater in some cases) of participants in Greenbelt’s recreation programs and users of the Aquatics and Fitness Center are not residents of the City. This is a significant number of the current participant base. Non-resident participants also pay higher fees than City residents to register for programs or gain admission to a facility.

Park Maintenance Analysis

Regular ongoing maintenance of Greenbelt’s infrastructure including city grounds, parks, streets and sidewalks is managed by the Public Works

Department. The Department provides a full suite of municipal public works services typical of small city.

In addition to providing core maintenance services at parks and recreation facilities, Public Works provides logistical support necessary for Greenbelt to host citywide events and activities and implement capital improvement projects. A detailed summary of Public Works overall parks and recreation-specific service provision role, staffing and budget is provided in **Section F: Organizational and Marketing Analysis** of this chapter.



“The Public Works Department serves the community by preserving, maintaining and improving the City’s infrastructure and amenities. The Department focuses on providing professional and personal responses to the needs of citizens while maintaining Greenbelt as a unique and satisfying community in which to live and work.”

Greenbelt Public Works Department Mission Statement

Analysis of Greenbelt’s Existing Park Maintenance Program

The parks, recreation facilities and public spaces in Greenbelt are well loved and heavily used throughout the year which speaks highly to their value as community assets. The age, existing physical conditions, and consistency of use of many these facilities pose significant challenges for maintenance. This analysis focuses on the overall outcomes of Greenbelt’s park and recreation facility maintenance program as reported through community input and through the project team’s review of existing maintenance practices, field observations, and level of service analysis.

Community Feedback on Park and Recreation Amenity Maintenance Outcomes

Key findings of feedback received through the public engagement process generally indicated a desire for improving maintenance and conditions of core infrastructure and amenities in parks.

- Focus group participants recognized Public Works is tasked with a heavy and diverse workload including the maintaining parks and recreation amenities. People recognize Public Works has a lot to do and that there are limitations to what can be accomplished with existing resources.
- Athletic field user groups indicated that city fields receive inadequate maintenance. Key concerns reported included poor playability/unevenness in turf and infields, patchy turf, irregular and inconsistent mowing schedules, and deteriorated conditions of associated site infrastructure (i.e. dilapidated or unsafe fencing and pot holes in parking lots).
- About half of survey respondents noted that city parks and recreation facilities are meeting their needs, roughly the same amount noted that improving the “condition/maintenance of parks and facilities” would increase their use of Greenbelt’s parks and recreation amenities.

Project Team Formulation of Key Observations on Parks Maintenance

In formulating the following observations, the project team:

- Considered the community’s feedback regarding existing conditions and levels of maintenance at Greenbelt’s parks and recreation sites.
- Formally reviewed and scored the existing conditions at 11 city park and recreation sites in **Section B: Parks and Recreation Facilities Assessment** of this chapter. This assessment noted challenges with existing conditions and maintenance at multiple facilities.
- Informally reviewed existing conditions at multiple city parks and recreation sites throughout the duration of the project.

- Met with Public Works management and operations staff to gain an understanding of their existing roles, resources, challenges and ideas they have for enhancing the stewardship of Greenbelt’s parks and recreation system.
- Reviewed existing City policies and plans pertaining to the maintenance of parks and recreation amenities.

Key Observations of the Project Team

- Patterns in input received from park and recreation amenity users and city staff indicated a desire for the outcomes maintenance performed to be more consistent and of higher quality. Respondents indicated that improved conditions at parks and recreation facilities would likely increase their usage.
- The age and heavy use of many of Greenbelt’s parks and recreation sites are challenges for maintenance. Some amenities or infrastructure within the park system may require more robust maintenance to remain in good functional condition, while others already in poor condition may be beyond repair and better suited for replacement.
- Public Works staff strive to be responsive to problems and attentive to the needs of residents.
- There appears to be a lack of written park maintenance standards and protocols to guide the completion of regular, recurring maintenance tasks, serve as a template for training future staff and act as a tool for evaluating performance, outcomes and resource allocation needs over time. Many smaller municipal public works agencies operate in this manner. It is not an uncommon practice, but it is also not a good best management practice.
- Current maintenance needs and practices rely heavily on the institutional knowledge and experience of Public Works staff.

- Training and cross-training of Public Works staff to perform a variety of skilled maintenance tasks would improve the team's overall ability to achieve better outcomes across the park and recreation system.
 - For example, few staff have received training on industry best management practices for athletic fields or know how to fully prepare a baseball field for a game or tournament play. Consequently, when trained staff are directed to other duties, field maintenance may be deferred which has a negative impact of on the quality of the facility and associated user experiences.
- **Section B: Parks and Recreation Facilities Assessment** of this chapter provides highlights of existing successes and challenges with existing conditions and maintenance at 11 city parks and recreation facilities. The conditions documented in the assessment are generally representative of conditions found by the project team at other sites where conditions were informally reviewed.

Key Findings – Existing Park Maintenance Program

The outcomes of the City's investment in park and recreation facility maintenance is evident to users of these amenities. Generally, parks and recreation areas that are in poor condition are less welcoming and provide a lower level of service to the community than a high-quality park or recreation facility. In Greenbelt, parks and recreation are part of the City's identity and their condition can be viewed as a reflection of how the City views itself.

Greenbelt's existing system of parks, open space areas and recreation facilities is in adequate physical and functional condition to meet most current needs of residents and users. In this respect, the efforts and hard work of the Public Works Department parks staff deserves recognition. However, when reviewed on a

site-by-site basis, the level of maintenance and overall quality and functionality of infrastructure and amenities at parks and recreation sites is inconsistent. In some cases, the current level of maintenance is simply not adequate to keep up with the wear and tear of heavy use; such as at Buddy Attick Park.

Maintenance of the city's parks and recreation sites can and should be improved. In seeking to enhance the overall outcomes of the City's investment in maintaining its public parks and recreation facilities, the following should be considered regarding Greenbelt's current park and recreation facility maintenance program:

- a) The Public Works Department staff is dedicated to providing high-quality services and takes pride in a job well-done. Levels of training among staff appeared to vary and with few staff cross-trained to complete any/all general maintenance tasks, including somewhat specialized tasks like preparing a ballfield for use. As such, when staff with a needed skill sets unavailable to perform certain tasks, those tasks may not be completed until trained staff has availability.
- b) Cross-training of additional Public Works staff so multiple team members are capable of attending to any park or recreation maintenance need would help fill gaps in service provision and improve Public Works ability to deliver higher-quality outcomes on a more consistent basis. Staff within the Department have strong, diverse skill sets that could be harnessed to develop expanded internal training opportunities. External opportunities for hands-on training in specific aspects of parks and recreation facility maintenance are also available year-round through various public agencies and industry groups including the Maryland Parks and Recreation Association.

- c) The current system of parks and recreation facility maintenance does not appear to follow any written protocol or measurable standards. Most of the knowledge regarding the basic maintenance needs of individual park sites resides with the Public Works staff responsible for completing this work. This leaves the quality of maintenance and long-term stewardship of the city's parks and recreation assets at risk as staff changes and institutional knowledge is lost over time. The development of basic written maintenance standards and schedules would provide a defined set of teachable and measurable metrics for performing regular maintenance tasks and for determining how work can, or should, adapt to best meet community needs with resources that are available over time.
- d) Tied to item c above, the lack of documented operating protocols and schedules made it impossible for the consultant team to make an educated determination regarding the appropriateness of the City's current level of staffing dedicated to parks and recreation facility maintenance.
- e) The performance of maintenance work on City managed athletic fields and other group use facilities with scheduled events should be coordinated so that these facilities are consistently presented in the highest quality condition possible for game days, tournaments or other scheduled activities like group picnics. This level of coordination does not currently exist and consequently the facilities are delivered for scheduled group usage in inconsistent conditions. The Recreation Department permits the use of these facilities so such scheduling could likely be coordinated between the two agencies.

F. RECREATION DEPARTMENT ORGANIZATIONAL, STAFFING AND MARKETING ANALYSIS

City agencies and entities with primary roles in providing parks and recreation facilities and services to Greenbelt residents are outlined below in **Figure 10**.

Figure 10: Primary City Entities Supporting Public Recreation

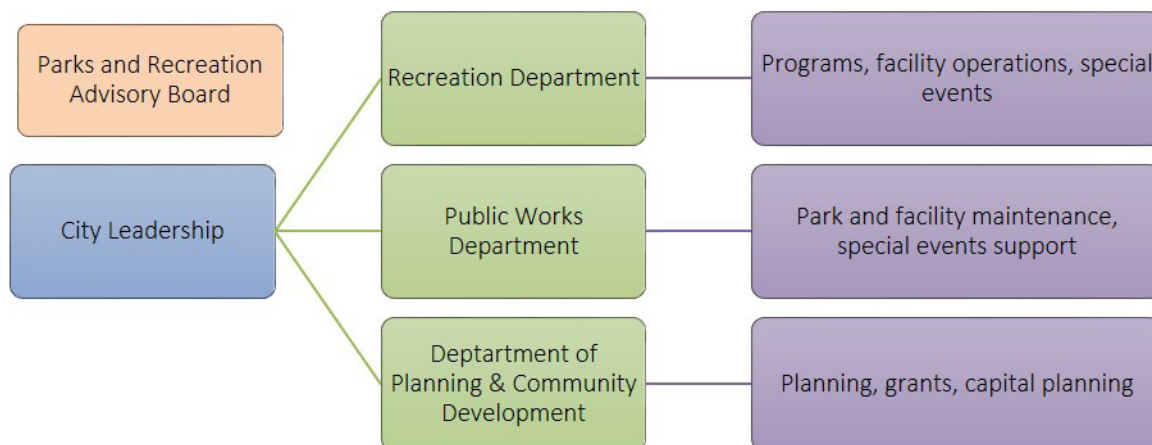
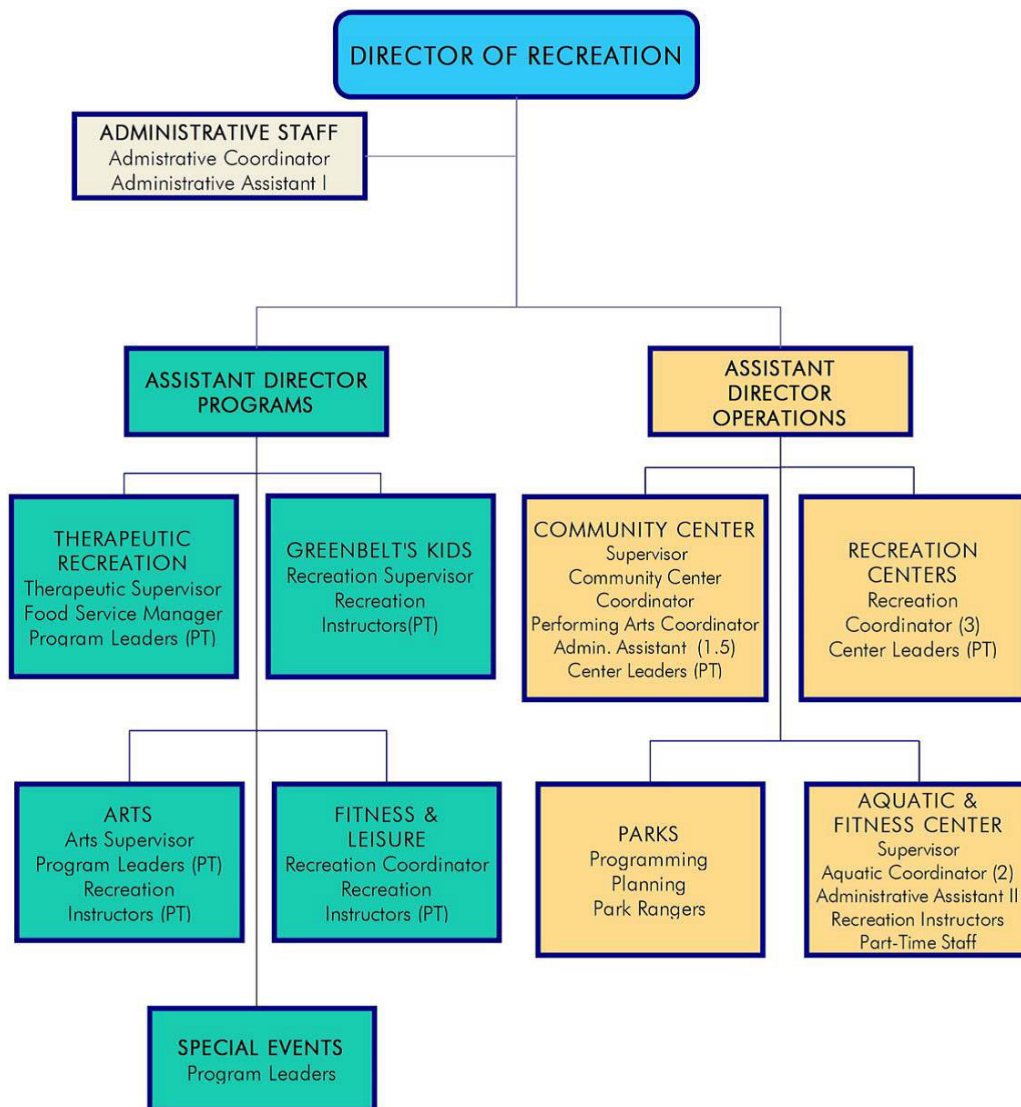


Figure 11: Recreation Department Organizational Chart FY2018



This organizational and marketing analysis focuses on the resources of the Recreation Department. The Recreation Department's provision of programs and services is managed in consultation and coordination with the City Council, senior leadership and Parks and Recreation Advisory Board. Generally, the Department manages regular operations while the Advisory Board, Department Directors and City leadership often focus on broad and long-term issues.

Recreation Department Current Organization

The Recreation Department is divided into three function areas, administration, operations and programs as illustrated in **Figure 11**. Within the City's annual budget book, the Department is organized into nine programmatic groups, Recreation Administration, Recreation Centers, Aquatics and Fitness Center, Community Center, Greenbelt's Kids, Therapeutic Recreation, Fitness and Leisure, Arts and Special Events. This structure appears to be working well overall for the Department.

Staffing Analysis – Recreation Department

The consultant team reviewed the existing staffing resources of the Recreation Department to determine if the Department has the best mix of staff in the most appropriate focus areas to best support the mission of the Department. The staffing analysis considered information from the following primary sources:

- Community input
- Customer satisfaction ratings and reviews
- Recreation Department Staff Focus Group feedback
- Parks and Recreation Advisory Board input
- Interviews with City Council members and leadership staff
- Interviews with Public Works and Planning and Community Development staff
- Volunteer support
- Facility tours and site visits
- Hours of operation
- Last three-years of recreation program catalogs
- Program registration and facility usage data
- Recreation Department organizational chart
- Recreation Department budget

In FY2018 the Recreation Department employed a total of 59.6 full time equivalent employees (FTE). This included a mix of full and part-time administrative staff, facility operations and building maintenance staff, and recreation program and service provision staff. Within the City budget book, the Department's staffing is divided among nine service categories. Work of the Recreation Department to provide Greenbelt with a variety of recreation opportunities is complimented by the efforts of a dedicated pool of volunteers. These members of their community give their time to organize and operate local youth and adult sports leagues and clubs. These groups are regular users of Greenbelt's recreation facilities and work with the Department to schedule use of City amenities.

According to the National Recreation and Park Association's 2018 Agency Performance Review staffing for of park and recreation agencies in communities with a population between 20,000 - 40,000 residents tend to employ between 15-52 full time equivalent staff (FTE) (the median agency in a community of this size employed about 28 FTE), inclusive of program and parks maintenance staff. Greenbelt has a total of 75.6 FTE dedicated to operating and maintaining city parks and recreation facilities and for providing community programs and services (59.6 FTE in the Recreation Department and 16 FTE in the Public Works Department. Greenbelt employing a greater number of FTE staff for parks and recreation purposes than comparably sized municipalities is not surprising. Compared to similar sized cities, Greenbelt's Recreation Department offers a larger number and array of programs and community services and the Public Works Department is tasked to care for a greater number of acres of parkland per resident.

Recreation Department FY 2018 Staffing

Recreation Administration: 5.5 FTE
Recreation Centers: 6.5 FTE
Aquatic and Fitness Center: 19.3 FTE
Community Center: 8.5 FTE
Greenbelt's Kids: 11.9 FTE
Therapeutic Recreation: 2.7 FTE
Fitness and Leisure: 1.8 FTE
Arts: 3 FTE
Special Events: 0.4 FTE
TOTAL RECREATION DEPARTMENT FTEs: 59.6

Staffing Considerations – Recreation Department

In considering the organizational and service provision model of Greenbelt's Recreation Department and outcomes noted by City documents, staff and community members, the consultant team believes that first and foremost:

- The Recreation Department's team is doing a fantastic job utilizing available resources to provide a diversity of high-quality recreation programs and community services for the residents

of Greenbelt and non-resident program participants.

- Senior Recreation Department staff have a keen understanding of programmatic and participation trends and how to best adjust staffing and resources levels in response to changing needs.

Staffing Considerations – Public Works, Parks and Recreation Maintenance

According to Greenbelt’s FY2018 adopted budget, the Public Works Department is staffed by a total of 55.6 full-time equivalent employees (FTE). Of this total, there are 16 FTE positions with specific parks and recreation maintenance roles.

FY18 Public Works - Park/Recreation Maintenance Team

Parks - Playgrounds: 6 FTE

Parks - Ballfields and Fixtures: 4 FTE

Parks - Horticulture: 6 FTE

TOTAL Public Works Park/Recreation Maintenance Staff: 16 FTE

In seeking to improve the capabilities and outcomes of service provision efforts of Greenbelt’s Recreation Department and Public Works parks and recreation maintenance team the consultant team identified the following key staff-related focus areas for consideration:

- a) Recreation staff do a great job offering a large number of diverse programs, services and activities that meet the core needs of the community and user base without diluting the quality of offerings. Current staffing ratios appear to be meeting existing needs well. Recreation Department staff have a solid understanding of participation and facility usage trends and how to best adjusting staffing levels to meeting changing needs.
- b) The growth of recreation and community activity offerings of the Recreation Department is limited by its current level of staffing and amount of space available for hosting programs. As the

local population continues to grow, the City should expect to see an increase in demand for recreation services. For the Department to grow its service provision capabilities to meet this need, additional staff will be needed.

- c) It is unclear if the current staffing level of park and recreation maintenance positions at the Public Works Department is sufficient to meet current needs. There is a lack of sufficient written guiding standards, schedules or operating procedures to evaluate to determine how well or efficiently staff may be performing park maintenance tasks and identify where resource allocation adjustments may be needed.

G. FINANCIAL ANALYSIS

Parks and the provision of recreation opportunities was purposefully planned and built-into the physical and social structure of Greenbelt. Nearly 80 years later the City has maintained and expanded upon this legacy through adding new parks, recreation features and programs to meet the growing needs of the community.

Current Circumstances

Funding for the operation, maintenance, and improvement of Greenbelt’s parks, recreation facilities, and programs is divided into two types of programs – regular operations, programming, and maintenance and capital improvements. The majority of the City’s funding for regular parks and recreation operations is appropriated from the general fund.

Operations Budget for Recreation and Parks

City funding for recreation and parks operations, maintenance and programs is managed by the Recreation Department and Public Works Department. As illustrated in **Table 3**, over the past three fiscal years, Greenbelt’s budget supporting parks and recreation is trending slowly upward.

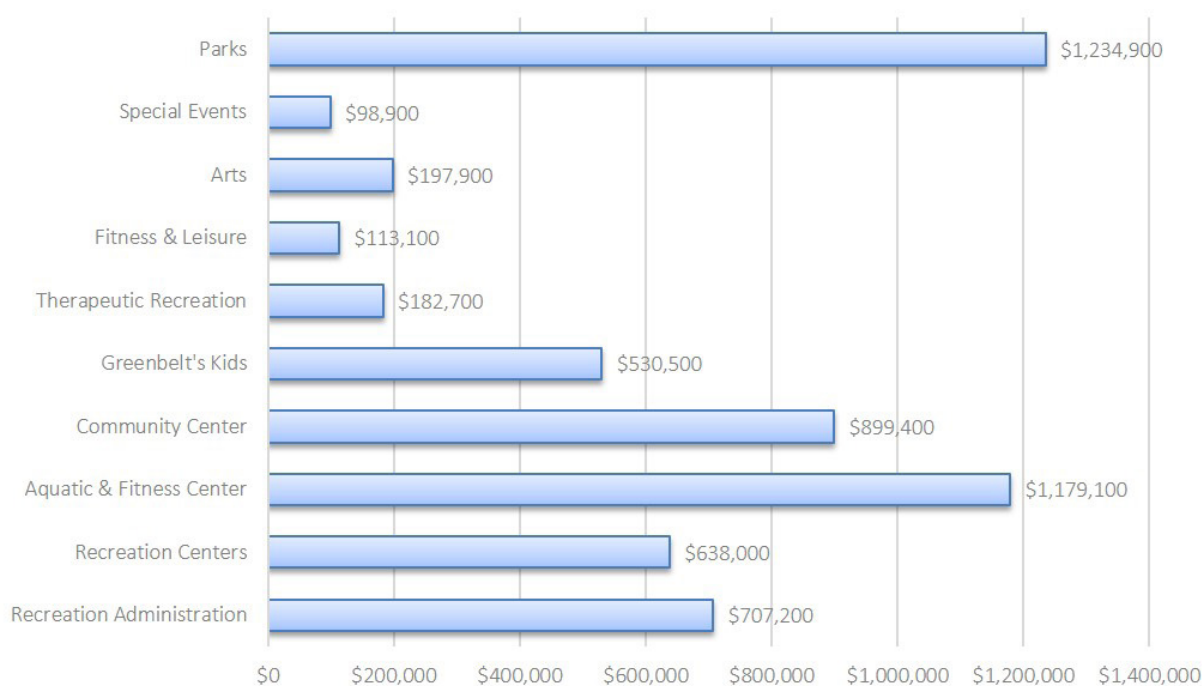
Figure 12 provides a breakdown of how the City’s current parks and recreation budget is allocated. All budget categories are managed by the Recreation Department with the exception of the “Parks” line item, which funds regular maintenance of Greenbelt’s parks and recreation sites. These funds, which accounted for 21 percent of the City’s recreation and parks budget for 2018, are managed by the Public Works Department.

Table 3: Greenbelt Recreation and Parks Budget FY2015 – FY2018

DEPARTMENTAL EXPENDITURE SUMMARY	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Adopted Budget
Recreation Administration	\$626,336	\$646,295	\$648,500	\$656,800	\$707,200
Recreation Centers	\$582,589	\$608,319	\$588,800	\$635,900	\$638,000
Aquatic & Fitness Center	\$1,051,199	\$1,099,909	\$1,095,000	\$1,154,300	\$1,179,100
Community Center	\$795,117	\$854,762	\$831,200	\$882,100	\$899,400
Greenbelt's Kids	\$337,092	\$462,969	\$447,400	\$494,100	\$530,500
Therapeutic Recreation	\$172,878	\$181,083	\$172,300	\$181,400	\$182,700
Fitness & Leisure	\$105,026	\$113,163	\$105,100	\$110,800	\$113,100
Arts	\$183,392	\$190,805	\$200,500	\$198,700	\$197,900
Special Events	\$176,307	\$177,181	\$171,500	\$185,800	\$98,900
Parks	\$1,105,775	\$1,191,618	\$1,216,800	\$1,150,200	\$1,234,900
Total	\$5,135,711	\$5,526,104	\$5,477,100	\$5,650,100	\$5,781,700

Source: Greenbelt Adopted Budget FY2018

Figure 12: Greenbelt Recreation and Parks Budget FY2018



Source: Greenbelt Adopted Budget FY2018

Taxpayer funding of Greenbelt's parks and recreation system is offset by fees charged to users of programs and recreation facilities. The Recreation Department charges highly competitive fees for most programs offered and for memberships to the Aquatics and Fitness Center. While revenue generation is not the overarching goal of the City's recreation program offerings, fees charged by the Recreation Department for program registration and use of certain facilities has generated an average of \$1.7 million in income for the City between 2015 and 2018. **Table 4** provides total operating budget, total revenue figures and the percentage of cost recovery achieved. During the time period examined, Greenbelt's

level of cost recovery for recreation programs and services, or the amount of revenue generated viewed as a percentage of the cost (operating budget) of the City's recreation facility and service provision has remained steady, around 31 percent. Over 61 percent of the Department's revenue is generated through sales of memberships to the Aquatics and Fitness Center and user fees for aquatics programs and Greenbelt Kids programs. **Figure 13** illustrates the percentage of FY2018 Recreation Department income by revenue source.

Figure 13: Department Income by Source

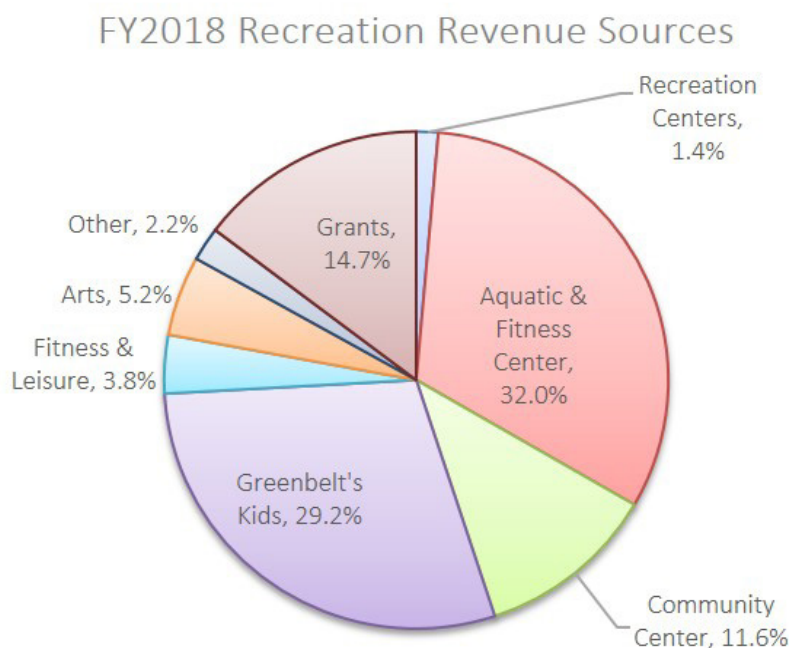


Table 4: Greenbelt Recreation Budget, Revenue and Cost Recovery

	Total Operating Budget	Total Revenue	% Cost Recovery
FY 2015 Actual Trans.	\$5,135,711	\$1,665,849	32.4%
FY 2016 Actual Trans.	\$5,526,104	\$1,681,420	30.4%
FY 2017 Adopted Budget	\$5,477,100	\$1,688,200	30.8%
FY 2017 Estimated Trans.	\$5,650,100	\$1,764,600	31.2%
FY 2018 Adopted Budget	\$5,781,700	\$1,820,700	31.5%

Source: Greenbelt Adopted Budget FY2018

In comparing the City's operating budget for parks and recreation and associated revenue generation and level of cost recovery to national averages reported in the National Recreation and Parks Association 2018 Agency Performance Review the following key findings were noted:

- Greenbelt's main funding sources for regular recreation operations, maintenance and programming are the City's general fund and earned revenues from user fees. These are the two key funding sources for most public parks and recreation agencies nationally.
- Greenbelt's parks and recreation operations, maintenance and programming budget and level of revenue generation are both higher than most communities of similar population size nationally. This is reflective of the City's unique history as a planned community that embraced recreation and access parks and greenspaces as core civic values.
 - Greenbelt is more invested in recreation than most communities of similar size. Recreation was built into the City by design and the community has and continues to place a very high value on local recreation opportunities. As a result, the City generally provides more parks, facilities, programs and services and sees higher rates of participation and facility usage than comparable cities.
 - Most of Greenbelt's major recreation facilities are 30-80 years old and are subject to consistently heavy usage. This results in higher operational and maintenance costs when compared to newer, or less heavily utilized facilities.

Capital Improvement Budget

Greenbelt's capital improvement budget for the next five years is shown in **Table 5**. As illustrated, over the next three years, the city government plans to invest approximately \$800,000 - \$900,000 annually to improve the City's recreation infrastructure. Over the next five years, 56 percent of the citywide capital improvement budget is dedicated to projects that will enhance public recreation opportunities in Greenbelt. Planned enhancements benefiting recreation include pedestrian, bicycle and trail infrastructure improvements, major renovation of the parking lot at Buddy Attick Park, potential creation of a new dog park and purchase of land for parks and open space purposes. In addition to these improvements, the City continues to make annual improvements to existing playground facilities, is continuing its water quality and dam repair program at Greenbelt Lake at Buddy Attick Park, and recently completed major improvements at the Springhill Lake Recreation Center, where solar panels were installed on the roof, parking lot was replaced and major stormwater management improvements were installed. The recent upgrades at Springhill Lake are representative of Greenbelt's commitment to improving the environmental and economic sustainability of its facilities and operations. Over time, these types of infrastructure investments not only pay for themselves, they tend to generate a net benefit to the City through reduced utility costs, and can be great educational/outreach tools when set in visible locations like the Recreation Center with appropriate educational signage.

Table 5: City of Greenbelt FY2018 – FY2022 Capital Improvement Budget

Capital Improvement Project Name	Total Cost FY 2018 - FY 2022	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<i>Pedestrian/Bike Master Plan</i>	\$100,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Bus Shelters/Accessibility Study	\$100,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Gateway Signage	\$67,500	\$67,500	\$0	\$0	\$0	\$0
Street Improvements	\$2,071,000	\$471,000	\$400,000	\$400,000	\$400,000	\$400,000
Miscellaneous Concrete	\$200,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
<i>Greenbrook Trails</i>	\$16,000	\$16,000	\$0	\$0	\$0	\$0
<i>Second Dog Park</i>	\$15,000	\$15,000	\$0	\$0	\$0	\$0
<i>Buddy Attick Park Parking Lot</i>	\$300,000	\$300,000	\$0	\$0	\$0	\$0
<i>Land Acquisition</i>	\$230,000	\$230,000	\$0	\$0	\$0	\$0
Playground Improvements	\$489,300	\$169,300	\$80,000	\$80,000	\$80,000	\$80,000
<i>Buddy Attick Improvements</i>	\$200,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000
<i>Greenbelt Lake Water Quality Improvements</i>	\$1,750,000	\$50,000	\$700,000	\$700,000	\$150,000	\$150,000
Regrade Hanover Parkway Swale	\$10,000	\$0	\$0	\$10,000	\$0	\$0
Animal Control Facility	\$5,000	\$0	\$5,000	\$0	\$0	\$0
<i>Tennis Court Color Coats</i>	\$59,500	\$0	\$32,000	\$27,500	\$0	\$0
Sculpture Repair	\$31,600	\$31,600	\$0	\$0	\$0	\$0
Total	\$5,644,900	\$1,430,400	\$1,347,000	\$1,347,500	\$760,000	\$760,000
Recreation and Parks Focus CIP	\$3,159,800	\$800,300	\$882,000	\$877,500	\$300,000	\$300,000

% CIP for Recreation/Parks 56.0% 55.9% 65.5% 65.1% 39.5% 39.5%

*Recreation and Parks focused projects are italicized.

For a community the size of Greenbelt, this is a robust capital improvement program with a major emphasis of enhancing the City's parks and recreation infrastructure. The City's long-standing dedication to regularly funding improvements that benefit public recreation opportunities for residents and visitors is highly admirable. In addition to the capital improvement budget, Greenbelt also has a building capital reserve fund dedicated for the repair and replacement of major systems in the City's municipal buildings. The City maintains eleven key buildings with a total of 191,900 square feet of facility space. The Recreation Department's facilities account for six of the eleven City buildings and for nearly two-thirds of the City's square footage of facility space. Most of Greenbelt's buildings are at least several decades old. The 55,000-square-foot Community Center is the City's largest building and is nearly 80 years old.

Given the age, existing condition and high usage and demand for Greenbelt's parks and recreation facilities, the City must continue to proactively plan for their long-term stewardship. As identified in the City budget book and through this planning process, while capital improvement needs outweigh available funds, Greenbelt does a good job seeking to dedicate available capital improvement resources for recreation and parks to priority concerns at high-use sites.

Grants and Outside Funding Sources

Greenbelt has and will continue to set aside funds annually from the City general fund into its capital improvement fund where those funds are used to leverage grant funding from outside sources. Over the past three years, the City has received income from eleven outside sources:

Federal Grants

- Safe Routes to School

State and County Grants

- Program Open Space
- Community Parks and Playgrounds
- Maryland Historic Trust
- State Bond Bill
- MSAC

Miscellaneous

- Chesapeake Bay Trust
- Interest on Investments
- Playground Agreement Payments
- Community Legacy
- Donations/Direct Contributions
- National Fish and Wildlife Foundation

Since 2015, only Maryland's Community Parks and Playgrounds grant program has been a consistent source of outside funding for Greenbelt. The \$459,000 influx of Program Open Space funding received in 2017 was the largest single grant received by the City in the past three years. Most grants received are for specific projects or purposes and are finite in nature. They are not regular sources of income, but rather much needed supplemental sources of funding often necessary for completing a capital improvement project. This is true of the majority of grant programs.

While often viewed as “easy money,” grants and other sources of outside funding are generally anything but that. Pursuing grants is a resource-intensive gamble. Considerable staff time is typically required to prepare grant applications and if/when funding is awarded an even larger investment of staff time is needed to administer the City's use of funds. Greenbelt's resources for pursuing and administering grants is highly limited. The Department of Planning and Community Development presently manages the City's pursuit of grants for recreation and parks purposes in close collaboration with the Recreation Department and Public Works Department. City staff working with grants do so in addition to their normal responsibilities and have done well targeting funding opportunities that have had a high return on investment.

The City's future pursuit of outside funding opportunities, including grants, to improve its parks and recreation system is limited by the lack of resources focused specifically on this area of funding. For Greenbelt to be more competitive and successful in leveraging outside funding, including grants, a centralized strategy and resources are need to lead the effort.



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IV. KEY ISSUES

The Key Issues Matrix provides a prioritized summary of all of the key issues that surfaced during this planning process. Issues are presented in five categories with quantitative and qualitative tools used to gauge priorities. Key issues are organized into the following categories on the matrix:

- Organizational Enhancement
- Programs and Service Delivery
- Facilities and Amenities
- Level of Service
- Finance

Qualitative assessment tools used to determine the priority of key issues:

- Consultant team expertise
- Input from City staff
- Stakeholder and public input
- Existing documents

Quantifiable planning data and used to determine the priority of key issues:

- Community survey results
- City data sources
- Facility assessment / level of service analysis

Priorities are rated on the matrix according to the following scale, and are noted with the quantitative or qualitative source of the priority rating (consultant team, staff, survey, etc):

- A = priority issue
- B = opportunity for improvement
- C = minor or future issue
- Blank = issue was not addressed

The preliminary recommendations listed for each key issue were developed by the project team with input received from key staff, City Council and leadership staff and the Parks and Recreation Advisory Board. These preliminary recommendations formed the basis for goals, objectives and actions presented in **Chapter V: Recommendations and Action Plan.**



GreenPlay staff assisting a box turtle that tried crossing Crescent Road.

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V. RECOMMENDATIONS AND ACTION PLANS

When it comes to the provision of public recreation facilities and services, the City of Greenbelt has a lot to celebrate. Parks, recreation, and access to green space were all keystones in the foundation of the City and continue to be central to the lives of Greenbelt residents. Compared to similar sized cities across the country, Greenbelt offers a more robust system of parks and recreation facilities and deeper, more diverse catalog of year-round programs and activities for all ages and abilities.

The success of Greenbelt's current provision of high-quality parks and recreation opportunities should not be understated. The City does a fantastic job working to meet the needs of residents and its recreation and parks user base. As a whole, the community has and continues to place a high value, and strong level of investment on the City's parks and recreation features. While Greenbelt has much to celebrate with its current parks and recreation system, as noted in this study, there are challenges that should be addressed and opportunities to evaluate to best ensure service provision continues to meet the community's needs and expectations.

A. BROAD RECOMMENDATIONS

The City of Greenbelt's parks and recreation system offers a mix of facilities, provides high-quality programs, events and suite of valuable community services that positively contribute to community quality of life. These far-reaching recommendations focus on issues and challenges identified in the planning process on their broadest terms. Overall, Greenbelt is well positioned to continue to provide great programs and engaging recreation, fitness and leisure opportunities for all residents.

- 1) Continue to offer a diverse portfolio of high-quality recreation, fitness and leisure activities and community services for people of all ages and abilities.
- 2) Continue to enhance safe, walkable and bikeable paths and trails in parks and throughout the city are a priority. Locally and nationally, more people want to be able to walk or bike for fitness, leisure or as a transportation option.
- 3) Maintenance of parks and recreation infrastructure will be more effective and consistently achieve better results if it is guided by a set of measurable standards, schedules and shared expectations.
- 4) It is always going to be expensive for the City to operate its aging recreation buildings and park infrastructure. Age and consistent heavy use require significant ongoing investment in maintenance, repairs and renovations to keep such facilities in functional condition.
- 5) The quality of city athletic fields and associated site features are not satisfactorily meeting user needs. Some fields are in relatively good condition, others are in poor condition.
- 6) There are broad segments of the population that are not receiving or understanding information about existing parks and recreation opportunities in the City that are available for them. New means of outreach and relationship building are needed.
- 7) Activating the new park space in the Greenbelt Station neighborhood through programs and activities is an opportunity to engage new residents and develop users and stewards of city parks and recreation services.

B. ACTION PLAN, COST ESTIMATES AND PRIORITIZATION

The following Goals, Objectives, and Action Items for the recommendations are drawn from the public input, inventory, level of service analysis, findings feedback, and all the information gathered during the master planning process with a primary focus on maintaining, sustaining, and improving Greenbelt's system of public parks, recreation facilities and programs. All cost estimates are in 2018 figures where applicable. Most estimates are rough, with more precise figures dependent on the extent of the enhancements the City may choose to implement. Not all action items have an associated cost estimate.

Timeframe to complete is designated as:

- Short-term (up to 3 years)
- Mid-Term (4-6 years)
- Long-term (7-10 years)

GOAL 1: ENHANCE ORGANIZATIONAL AND OPERATIONAL EFFICIENCIES			
Objective 1.1: Enhance regular parks and recreation facility maintenance programs, standards and operational protocols to improve the quality and consistency of the outcomes of maintenance work.			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
1.1.a Develop formal, written, measurable, teachable parks and facility maintenance standards. Utilize industry best management practices recommended for specific amenities as a starting point for developing standards. Adopt a regular schedule for predictable, reoccurring maintenance tasks.	None	Staff time	Short-Term
1.1.b Train all parks maintenance staff in best management practices.	None	Staff time	Short-Term, then ongoing
1.1.c Regularly assess performance outcomes of park and recreation facility maintenance work and adjust practices to better meet needs and improve results.	None	Staff time	Begin in Short-Term, then ongoing
1.1.d Formalize the operating relationship between Recreation and Public Works regarding park maintenance through a memorandum of understanding.	None	Staff time	Short-Term

1.1 e Set up regular meetings between key Public Works and Recreation Department staff as a mechanism to ensure challenges are addressed and opportunities are leveraged in the best manner possible for city residents. The two agencies need to be closer collaborators to improve the predictability, timeliness and consistency of results of park steward activities.	None	Staff time	Begin in Shorter term, then ongoing
Objective 1.2: Ensure staffing levels of the Recreation and Public Works Departments, parks and recreation maintenance teams are adequate now and into the future. As the local population grows, demand for and use of parks and recreation services will continue to grow. The number of staff and level of their training will need to increase to meet the needs of the growing community without sacrificing the quality of city programs, facilities and services.			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
1.2 a Evaluate creating a new “part-time with benefits” employee classification for use in the Recreation Department as a means of attracting and retaining high-quality part-time staff.	None	Dependent upon employee grade/ classification	Short-Term
1.2.b Annually review Recreation Department and Public Works, maintenance team staffing levels to determine if additional staff may be needed to satisfactorily meet current and near-future service provision objectives.	None	Dependent upon increase/decrease in staff levels	Begin in Shorter term, then Annually
1.2.c Develop park maintenance standards as prescribed in Action 1.1.to include metrics to help assess staffing needs (numbers, training) for achieving defined and desired maintenance outcomes.	None	Staff time	Begin in Short-Term, then Annually
Objective 1.3: Better leverage existing relationships and create new connections between the Recreation Department and the community to improve communication and engagement with all segments of the population about local park and recreation opportunities.			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
1.3.a Evaluate the potential for existing city boards and committees to actively assist the Recreation Department grow relationships and better provide services to traditionally “hard to reach” segments of the community, especially renters, Hispanic and non-English speaking residents.	None	Staff time	Begin in Short-Term, Reevaluate at least annually

1.3.b Leverage existing relationships with local groups and organizations including sports leagues, Boys and Girls Clubs, schools, cultural and religious organizations, etc., to share information and regularly collect feedback about city recreation amenities and programs. Evaluate the potential for these organizations to assist the Recreation Department to connect with “hard to reach” segments of the local population.	None	Staff time	Begin in Short-Term Reevaluate at least annually.
1.3.c Work with the Greenbelt Station community to develop and implement programs and activities in the new park space in the neighborhood.	Dependent on needs	Dependent on needs	Begin now

GOAL 2: IMPROVE PROGRAM AND SERVICE DELIVERY THROUGHOUT THE CITY

Objective 2.1: Maintain and grow the City’s annual portfolio of recreation programs, services and special events to ensure offerings remain diverse, high-quality, and enriching for users of all ages and abilities.

Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
2.1.a Continue to provide high-quality recreation, fitness, sports, arts and leisure programs for all ages and abilities.	None	Dependent upon programmatic needs (staffing, material, equipment, etc.)	Ongoing
2.1.b Continue to evaluate, explore and develop new programs and activities in response to participation trends and where demands appear the highest.	Dependent upon programmatic needs of new programs.	Dependent upon programmatic needs (staffing, material, equipment, etc.)	Annually
2.1.c Evaluate the potential for create new, or adding more youth camp programs and arts classes, especially ceramics and performing arts in the near future.	Dependent upon programmatic needs of new programs	Dependent upon programmatic needs (staffing, material, equipment, etc.)	Annually
2.1.d Explore the potential for creating and hosting more community-wide special events.	Dependent on needs of the special event	Staff time	Begin Short-Term, reevaluate at least annually

Objective 2.2: Seek to provide additional organized recreation programs and activities in neighborhoods outside of Old Greenbelt.			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
2.2.a Explore opportunities to partner and coordinate with apartment complexes and condominium communities to offer city recreation programs or activities at their private properties/facilities. The Franklin Park community should be a priority.	None	Staff time	Ongoing
2.2.b Evaluate the potential for offering a variety of different activities and programs at city parks, playgrounds or other recreation sites outside of Old Greenbelt.	None	Staff time	Mid-Term, then Annually
2.2.c Evaluate the potential for creating a mobile recreation program with portable equipment and instructors that could offer scheduled programs and activities anywhere in Greenbelt. This could be a means of achieving Action 2.2b.	Dependent upon vehicle and equipment	Staff time, vehicle operational costs	Mid-Term
2.2.d Improve the marketing of Greenbelt's recreation programs and facilities. Better utilize social media and online tools to share information with the community and improve engagement with users. Consider creating a new position in the Recreation Department to lead and manage marketing and outreach.	None	Staff time, marking/social media service costs	Short-Term
2.2.e Increase the ability of the Recreation Department staff to communicate with residents in multiple languages, especially Spanish. Consider providing language training for Recreation Department program leaders and service provision staff who regularly engage with the public; and/or hiring additional multi-lingual staff.	None	Staff time and training program/teacher costs	Evaluate training opportunities in Short-Term. Implement a program by 2020

GOAL 3: CONTINUE TO MAINTAIN AND IMPROVE THE QUALITY OF GREENBELT'S PARKS AND RECREATION ASSETS.			
Objective 3.1: Improve regular maintenance and capital improvement practices to enhance the quality of infrastructure and amenities at parks and recreation sites and user experiences.			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
3.1.a Implement Action 1.1.a to develop and implement park and recreation facility maintenance standards, practices and schedules for regular, reoccurring maintenance tasks.	None	Staff time	Mid-Term
3.1.b Evaluate existing conditions and opportunities for improving the playability of athletic fields managed by the city. Seek to correct minor problems through enhancing basic maintenance practices for these amenities.	None	Staff time and \$5-\$10K annually for additional materials (soil, seed, gravel, etc.)	Mid-Term
3.1.c Consider hiring an outside consultant to prepare park and recreation master plans and site management/ maintenance plans for Buddy Attick Park, Schrom Hills Park, Northway Fields, McDonald Field and Braden Field. Such site-specific plans can help the City improve conditions at these parks and increase their long-term utility and user satisfaction.	\$20-60K per plan; dependent on site. Field sites should be lower end, while larger park sites could be higher dependent on level of needs and detail of plans.	Staff time	Mid to Long-Term
3.2.d Park and recreation site infrastructure determined to be in less than satisfactory condition (scoring less than 2) through the project team's on-site evaluations should be added to the City's near-term capital improvement program. Functionally obsolete recreation amenities and site infrastructure should be repaired or replaced and brought into satisfactory condition to meet community needs.	Outdoor Pool Area: min. \$250-\$500K; Youth Center Outdoor Amenities: \$20-\$30K; Braden Field: \$20-\$75K; Buddy Attick: \$70-\$100K+; McDonald Field: \$50K for necessary repairs, higher to overhaul the site; Northway Fields: \$25K for necessary repairs, higher to overhaul the site; Dog Park: \$10-\$20K;	Staff time	Mid to Long-Term

3.1.e Evaluate creating and funding a new budget reserve account or accounts specifically to be used to repair or replace worn-out or broken recreation amenities and smaller components of park site infrastructure, such as fencing, basketball hoops, nets, benches, signage, etc. Consider the existing Building Capital Reserve Fund as a model for the creation of a similar account to fund minor needs that currently are not adequately addressed through existing maintenance or the capital budget.	None	Dependent upon city adoption of such a reserve account.	Evaluate in Short-Term. Implement and fund by Mid to Long-Term
3.1.f Seek to leverage sports leagues and other regular user groups as volunteers to help maintain sports fields or another park features they utilize. Develop MOUs to solidify relationships, expectations and agreed upon best management practices to be implemented.	None	Staff time	Mid-Term
Objective 3.2: Increase the quantity of available indoor space and athletic fields that can be used for hosting recreation programs and activities.			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
3.2.a Work with the County and local schools to develop partnerships that allow for Greenbelt's recreation programs to be offered to the community at school indoor gymnasiums or multipurpose spaces and athletic fields on weekends and weeknights (outside of school usage).	None	Staff time	Ongoing, seek pilot program in Mid-Term.
3.2.b Evaluate renovating the Youth Center and reconfiguring interior areas to create more usable program and activity spaces.	Architectural study: \$10-\$20K; Design/construction cost estimates dependent upon design	Staff time	Mid to Long-Term
3.3.c Regularly evaluate the existing use of indoor areas of City recreation facilities, especially the Community Center, to ensure the space is used to its full potential for recreation programs and services.	None	Staff time	Annually

3.3.d Consider relocating existing non-recreation services and uses housed in the Community Center to another location and convert those spaces to meet the programmatic needs of the Recreation Department.	Unclear	Staff time	Long-Term
Objective 3.3: Continue to implement sustainability projects at parks and recreation facilities that are beneficial for the environment and tend to yield long-term operational cost savings.			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
3.3.a Continue to develop and implement sustainable building, site design and operational best management practices in Greenbelt's parks and at recreation facilities.	Dependent on individual project requirements and goals	Staff time	Ongoing

GOAL 4: ENHANCE THE OVERALL LEVEL OF SERVICE PROVIDED BY GREENBELT'S PARKS AND RECREATION FACILITIES, TO MAKE IT EASIER FOR RESIDENTS FROM ALL AREAS OF THE CITY TO ACCESS RECREATION FACILITIES, PROGRAMS AND SERVICES.			
Objective 4.1: Continue to expand and enhance Greenbelt's pedestrian and bicycle infrastructure.			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
4.1.a Continue to regularly implement recommendations of the Greenbelt Bicycle and Pedestrian Master Plan.	\$20-\$30K annually	Staff time	Ongoing
4.1.b Re-evaluate the potential for working with county, state and federal partners to plan and construct pedestrian overpasses or other infrastructure to create safe pedestrian and bicycle routes across major highways that bisect the city and are current barriers to walking and biking.	None	Staff time	Evaluate annually
Objective 4.2: Seek to expand the availability of parks, recreation sites and greenspace in East and West Greenbelt.			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
4.2.a Continue to explore opportunities to acquire land for new parks or to expand existing parks or recreation sites.	Dependent upon cost of land	Staff time	Ongoing
4.2.b Seek to establish regular, open communication with HOAs, apartment complexes and other residential communities in the city to ensure the recreational needs of residents are understood by the City.	None	Staff time	Ongoing

4.2.c Provide additional programming in East and West Greenbelt. Work with residential communities as outlined in Action 4.3.b to best ensure recreational opportunities to be provided are in-line with the local communities wants and needs.	Dependent upon type and extent of programs to be created/offered	Staff time	Mid to Long-Term
4.2.d Seek to find new and innovative ways for the Recreation Department to engage with people living in rental apartment communities. Consider developing a partnership with the Franklin Park apartment's management team to offer city programs for residents living in their neighborhood.	Dependent upon programs to be offered.	Staff time	Short to Mid-Term

GOAL 5: CONTINUE TO BALANCE FUNDING NEEDS WHILE KEEPING CITY RECREATION PROGRAMS AND OPPORTUNITIES AFFORDABLE FOR EVERYONE.

Objective 5.1: Continue to leverage outside funding sources to supplement the City's investment in parks and recreation.

Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
5.1.a Continue to leverage federal, state and county grant programs to help fund capital projects. Continue to utilize programs such as Program Open Space, Community Parks and Playgrounds and MNCPPC leadership grants.	None	Staff time	Ongoing
5.1.b Explore and consider opportunities for new partnership programs to provide public recreation opportunities to residents at a low cost to the City.	None	Staff time	Ongoing. Reevaluate annually
5.1.c Consider developing long-term goals and objectives to guide Greenbelt's efforts to pursue and manage grants and outside funding. Evaluate the potential to create a city-wide grants management position as part of a long-term outside funding strategy.	None	Staff time, potential new staffing cost	Mid to Long-Term

Objective 5.2: Ensure Greenbelt’s recreation programs, activities and facility use remains affordable for everyone and accessible for any resident who wants to participate.

Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
5.2.a Continue to fund the recreation scholarship program to assist individuals and families participate in Recreation Department programs who may not have otherwise been able to afford the full program fee.	None	\$2,500 annually	Ongoing
5.2.b Evaluate the recreation program and facility user fee structure and cost recovery annually to ensure a comfortable balance between revenue generation and program affordability/accessibility.	None	Staff time	Annually

APPENDIX A: DEMOGRAPHIC PROFILE

INTRODUCTION

Gaining a clear understanding of the existing and projected demographic character of the City is an important component of the planning process for the Greenbelt Recreation and Park Facilities Master Plan. Key areas were analyzed to identify current demographic statistics and trends that can impact the planning and provision of public parks and recreation services in Greenbelt. The following characteristics of the County's population were reviewed in preparation of this Report:

- Existing and projected total population
- Age and gender distribution
- Ethnic/Racial diversity
- Household information
- Educational attainment
- Employment
- State and County Health Ranking

This demographic profile was completed using the most updated information available as of July 2017 from Esri Business Analyst, U.S. Census Bureau, and U.S. Census Bureau's American Community Survey. Note that data presented for "Prince George's County includes relevant statistics for Greenbelt. A summary of demographic highlights is noted in **Table 6** below, followed by a more detailed demographic analysis.

Table 6: Greenbelt General Demographic Profile 2017

Population	24,639
Median Age	35.7
Households	10,166
Median Household Income	\$65,531

Source: Esri Business Analyst

Key general 2017 demographic comparisons – City, County, and State

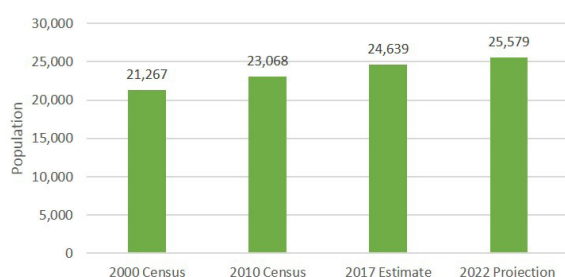
- The median age of Greenbelt residents was 35.7 years, less than the median age for Prince George's County (36.2), and less than the median age of Maryland residents (39).
- The median household income for Greenbelt residents in 2017 was estimated to be \$65,531, higher than the estimated national median household income of \$56,124. Median household income in Prince George's County (\$76,909), and the State of Maryland (\$76,754) was estimated to be higher than that of Greenbelt.
- Greenbelt's estimated population was estimated to five percent fewer males (47 percent) than female (53 percent) residents. The population of Prince George's County also included a higher percentage of female (52 percent) residents.

POPULATION AND DEMOGRAPHIC TRENDS

Population Projections

Although future population growth cannot be predicted with certainty, it is helpful to make growth projections for planning purposes. **Figure 14** contains population figures based on the 2000 and 2010 U.S. Census for Greenbelt, and 2017 population estimate and 2022 projection from Esri Business Analyst.

Figure 14: Greenbelt Population Growth Trend



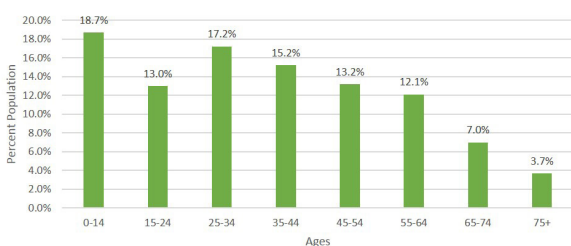
Source: U.S. Census Bureau and Esri Business Analyst – July 2017

Between the 2000 and 2010 Census period, Greenbelt’s population grew by 9.2 percent. As indicated by the 2017 population estimate and 2022 project, continued strong population growth is anticipated.

Population Age Distribution

As illustrated in **Figure 15**, Greenbelt’s estimated 2017 population included a high number (nearly 19 percent) of youth ages 14 and under. The median age of City residents, 35.7 years, is slightly lower than the median age in Prince George’s County (36.2 years), and Maryland (39 years).

Figure 15: Population Age Distribution 2017



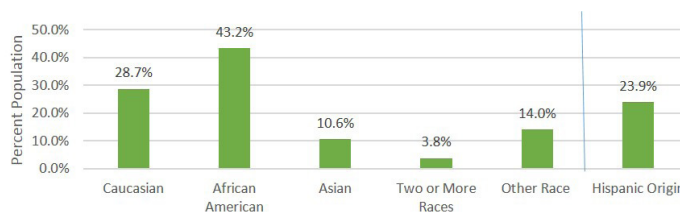
Source: Esri Business Analyst – July 2017

Race/Ethnicity

Prior to reviewing demographic data pertaining to a population’s racial and ethnic character, it is important to note how the U.S. Census classifies and counts individuals who identify as of Hispanic. The Census notes that Hispanic origin can be viewed as the heritage, nationality, lineage, or country of birth of the person or the person’s parents or ancestors before arrival in the United

States. In the U.S. Census, people who identify as Hispanic, Latino, or Spanish may be any race and are included in all of the race categories. All race categories add up to 100 percent of the population, the indication of Hispanic origin is a different view of the population and is not considered a race. **Figure 16** reflects the approximate racial and ethnic composition of Greenbelt’s 2017 population.

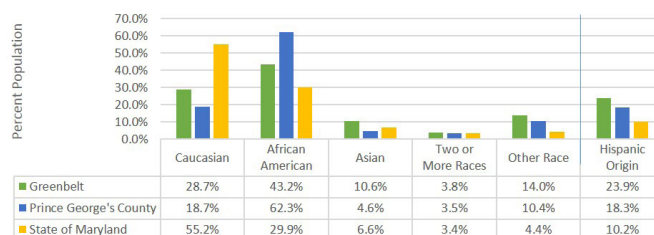
Figure 16: Racial and Ethnic Character 2017



Source: Esri Business Analyst – July 2017

As illustrated in **Figure 17**, the most populous racial group in Greenbelt was African American (43.2 percent) followed by Caucasians (28.7 percent). African Americans are the majority racial group in Prince George’s County (62.3 percent), and comprise a slightly less than one third of the State’s population. Greenbelt’s population included a higher percentage of Asian and residents identifying as of an “other” race. Nearly one quarter of the City’s population identified as being of Hispanic Origin. This is higher than the 18 percent of Prince George’s County population, and ten percent of Maryland’s statewide population that identified as being of Hispanic Origin.

Figure 17: Racial/Ethnic Character 2017 – City, County and State

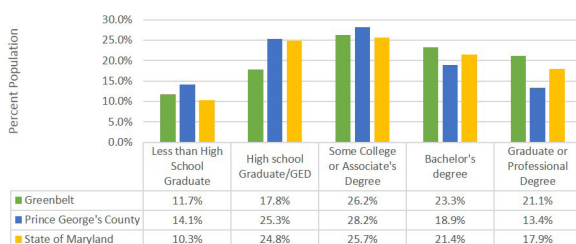


Source: Esri Business Analyst – July 2017

Educational Attainment

Adults (ages 25+) in Greenbelt have higher levels of education than their counterparts in Prince George's County and/or State of Maryland. As illustrated in **Figure 18**, over 40 percent of adult residents in Greenbelt had a bachelor's, graduate, and/or professional degree; compared to 32.3 percent of adults in Prince George's County, and 39.3 percent of Maryland adults.

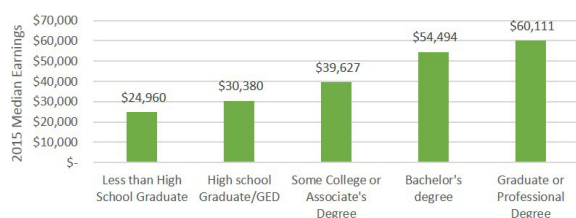
Figure 18: Educational Attainment 2017 – City, County, and State



Source: Esri Business Analyst – July 2017

According to a Census study, education levels had more effect on earnings over a 40-year span in the workforce than any other demographic factor, such as gender, race, and ethnic origin. This link between education and earnings appears clearly illustrated in Greenbelt. As Figure 6 shows, Greenbelt residents (age 25+) with higher levels of education had higher annual incomes than those with lower levels of education. In fact, City adults with a high school education earned 56 percent of those with a bachelor's degree.

Figure 19: Educational Attainment and Median Earnings of Greenbelt Residents Age 25+



Source: American Community Survey - 2015

HOUSEHOLD INFORMATION

As reflected in **Table 7**, the total number of households, and housing units in Greenbelt has been, and is projected to continue to increase. Key trends during the time period reviewed include:

- The number of households in the City is projected to increase through 2022.
- The average household size in Greenbelt is anticipated to continue to increase.
- New housing units are expected to continue to be developed.
- Between 2010 and 2022, the rate of homeownership is projected to decrease by over four percent, while during the same period the percentage of renter occupied housing is projected to increase correspondingly. As estimated by Esri, in 2017, the majority (52.7 percent) of housing units in the City were renter occupied.

Table 7: Greenbelt Housing and Household Statistics

	2000	2010	2017	2022
Households	9,346	9,747	10,166	10,429
Average Household Size	2.28	2.37	2.42	2.45
Housing Units	10,144	10,433	10,928	11,201
Owner Occupied	42.7%	43.8%	40.3%	39.5%
Renter Occupied	49.4%	49.6%	52.7%	53.6%
Vacant Units	7.9%	6.6%	7.0%	6.9%

Source: Esri Business Analyst – July 2017

Household Income

As illustrated in **Figure 20**, median household income in Greenbelt is projected to continue to increase steadily through 2022. Although a positive trend, the 2017 estimated median household income levels in Prince George's County and Maryland were each roughly \$11,000 greater, slightly less than \$77,000 each.

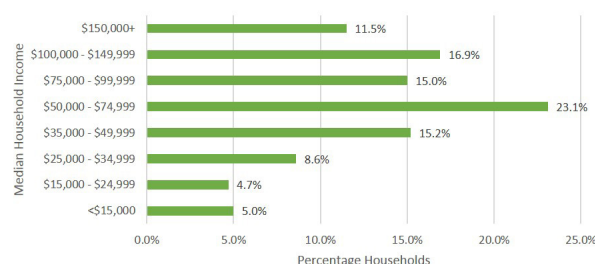
Figure 20: Greenbelt Median Household Income Growth Trend



Source: Esri Business Analyst – July 2017

Figure 21 illustrates the distribution of median household income in Greenbelt in 2017. Nearly one quarter (23.1 percent) of households earned \$50,000 to \$74,999.

Figure 21: Distribution of Median Household Income in Greenbelt 2017

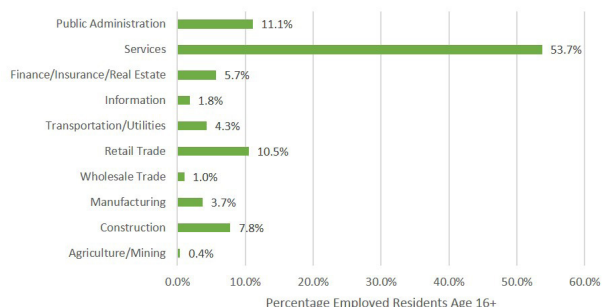


Source: Esri Business Analyst – July 2017

Employment

As defined by the U.S. Census Bureau and Esri Business Analyst, the total potential working population of Greenbelt includes all residents over the age of 16 years. In 2017 Esri estimated that Greenbelt's working population totaled 14,620. Of these potential workers, 95.1 percent were employed, while 4.9 percent were unemployed. The 2017 unemployment rate in Greenbelt was less than of Prince George's County (6.8 percent) and Maryland (5.3 percent).

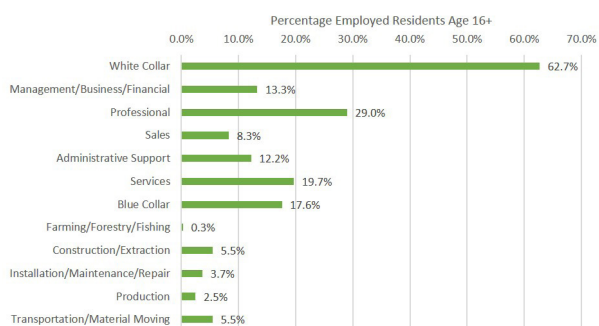
Figure 22: Employment of Greenbelt Residents by Industry - 2017



Source: Esri Business Analyst – July 2017

As illustrated in **Figure 23**, the majority (53.7 percent) of working residents of Greenbelt were employed in the services industry. By occupation, Figure 10 notes that the majority (62.7 percent) of working residents were employed in white collar positions. A significant percent of employed residents were also in professional, services, and blue collar occupations.

Figure 23: Employment of Greenbelt Residents by Occupation - 2017



Source: American Community Survey

HEALTH RANKING

The United Health Foundation's America's Health Rankings and Robert Wood Johnson Foundation's County Health Rankings and Roadmaps provide annual data on the general health of national, state, and county populations. The health rankings generally represent how healthy the population of a defined area can be perceived based on "how long people live and how healthy people feel while alive," coupled with ranking factors including healthy behaviors, clinical care, social and economic, and physical environment factors.



The United Health Foundation's America's Health Rankings 2016 Annual Report ranked Maryland as the 18th healthiest state nationally. According to the Foundation, Maryland's health ranking strengths include ready availability of primary care physicians, low prevalence of smoking, and low percentage of children in poverty. Health challenges faced by the state include high levels of air pollution, high violent crime rate, and large disparity in health status by education level. The Health Rankings Annual Reports combined measures of determinants with the resultant health outcomes to produce a comprehensive view of the overall health of each state. Rankings were based on expert review of data from sources including the U.S. Departments of Health and Human Services, Commerce, Education, Justice and Labor; the U.S. Environmental Protection Agency; U.S. Census Bureau; American Medical Association; American Dental Association; Dartmouth Atlas of Health Care; Trust for America's Health; and World Health Organization.

The 2017 County Health Rankings and Roadmaps ranked Prince George's County 14th of Maryland's 23 counties and City of Baltimore in terms of health outcomes, a measure that weighs the current length and quality of life of residents, and 16th for health factors, a measure that considers the population's future health, based on a measure of multiple factors including health behaviors, clinical care, social and economic factors and physical environment.

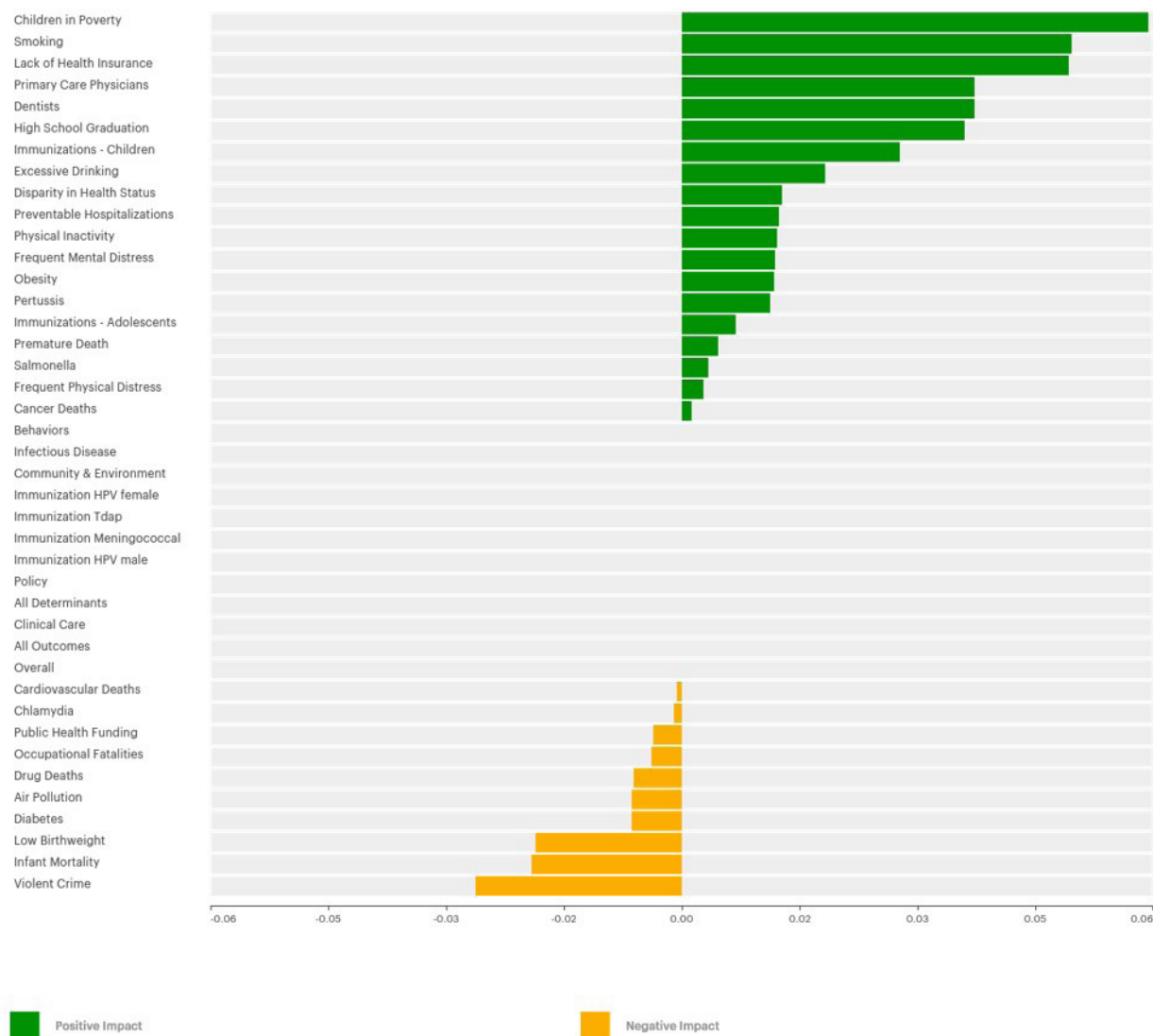
County Health Rankings & Roadmaps

Building a Culture of Health, County by County

A Robert Wood Johnson Foundation program



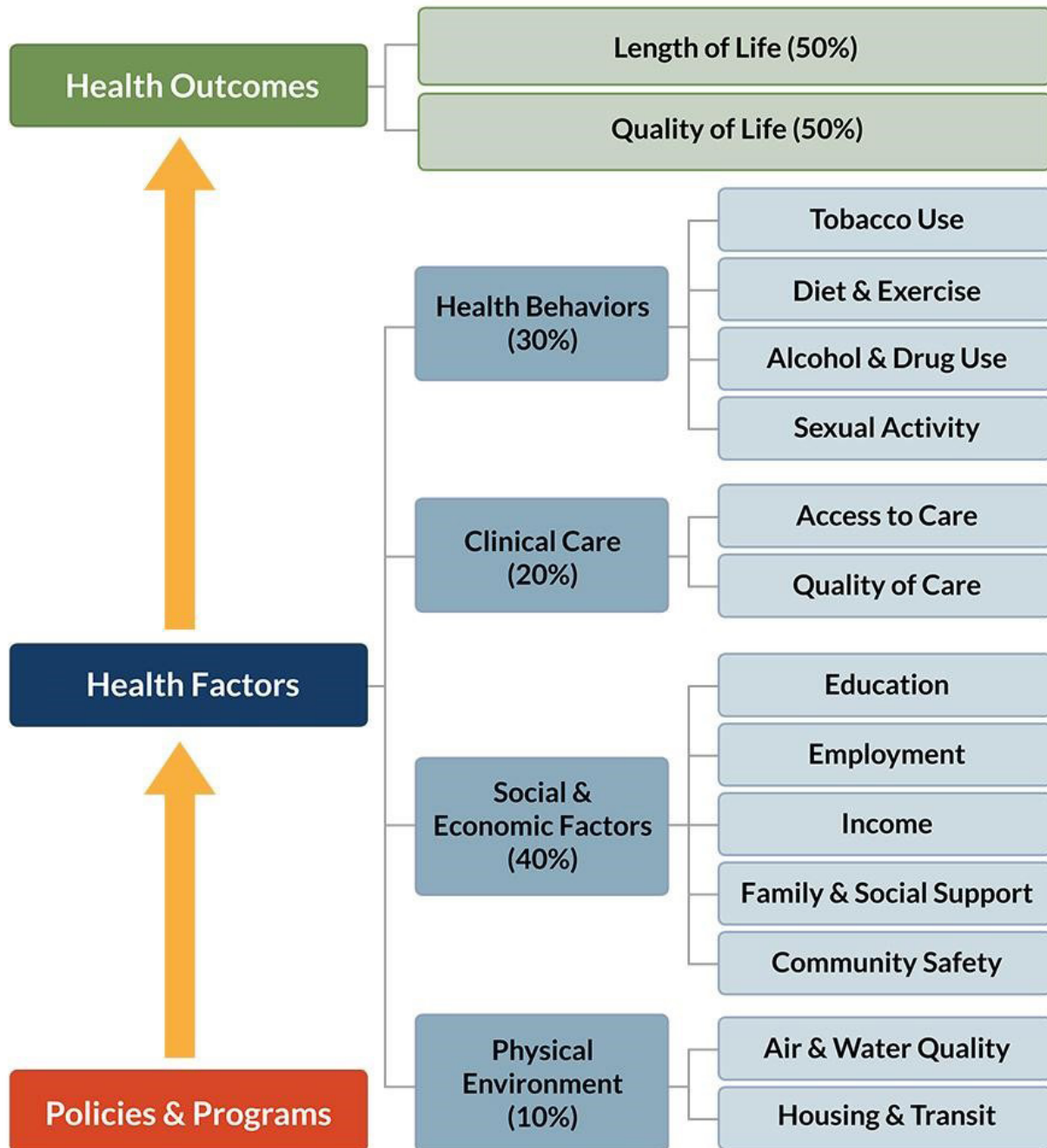
Core Measures Impact: Maryland, 2016 Annual Report



SOURCE:

- CDC, National Vital Statistics System, 2012-2014
- CDC, Behavioral Risk Factor Surveillance System, 2015
- US Department of Education, National Center for Education Statistics, 2014-2015
- America's Health Rankings Composite Measure, 2016
- US Environmental Protection Agency, 2013-2015
- CDC, National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention Atlas, 2014
- CDC, MMWR, Summary of Notifiable Infectious Diseases and Conditions, 2014
- BLS, Census of Fatal Occupational Injuries & Bureau of Economic Analysis, 2012-2014
- Federal Bureau of Investigation, 2015
- US Census Bureau, Current Population Survey, Annual Social and Economic Supplement, 2015
- CDC, National Immunization Survey, 2015
- US Census Bureau, American Community Survey, 2014-2015
- Trust for America's Health, 2014-2015
- Special data request for information on active state licensed physicians provided by Redi-Data, Inc.
- CDC, National Vital Statistics System, 2014
- American Dental Association, 2015
- Dartmouth Atlas of Health Care, 2014
- CDC, National Vital Statistics System, 2013-2014

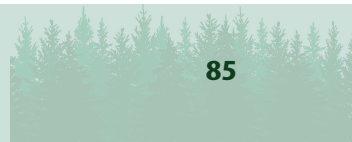
Figure 24: County Health Rankings Model



County Health Rankings model © 2016 UWPHI

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APPENDIX B: FOCUS GROUP AND PUBLIC INPUT SUMMARY



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Memo to: Joe McNeal, Assistant Director of Recreation Operations
Greg Varda, Assistant Director of Recreation Programs
Terri Hruby, Assistant Director of Planning
RRC Associates & LSG Landscape Architecture

From: Adam Bossi, Project Manager, GreenPlay, LLC

Date: July 7, 2017

Subject: Greenbelt Recreation and Park Facilities Master Plan
Community Information Gathering Sessions - June 2017

Community information gathering sessions were held in the City of Greenbelt on June 19 – 21, 2017. These sessions consisted of three community meetings, and eight stakeholder focus group sessions. The goal of these sessions was to gather information from community groups/members, staff, and advisory boards regarding the strengths, challenges, and opportunities for improving the City's parks, recreation facilities, and programs. Findings from these sessions will inform questions developed for the survey portion of the project. A total 71 community members and city staff signed-in as participants at these meetings. Organizations outside of the City government that were represented included:

- Users/community members
- City Public Works and Recreation Department Staff
- Planning Advisory Board
- Maryland Milestones
- Tree Advisory Board
- Greenbelt Soccer Alliance
- Girl Scout Troop #27 and #23007
- Greenbelt Museum
- Greenbelt Theater
- Green Aces
- Maker's Space
- Center for Dynamic Community Governance
- Greenbelt Farmer's Market
- Faith-based organizations
- Senior Citizen Advisory Committee
- Community Relations Advisory Board
- Arts Advisory Board
- Greenbelt Tennis Association
- Golden Age Club
- Greenbelt Station residents
- Greenbelt Homes Inc.
- Greenbelt City Stars
- Boys and Girls Club
- Planning Advisory Board
- Park and Recreation Advisory Board
- Youth Advisory Committee
- Board of Elections
- Friends of the New Deal Café
- Forest Preserve Advisory Board
- Labor Day Festival
- Greenbelt Homes Incorporated
- Green Team
- Advisory Committee on Education
- Greenbelt Youth Baseball

A summary of responses follows. Responses are not prioritized, but recurring responses/themes are denoted by an asterisk. It should be noted that some participants chose not to respond during the sessions.

Strengths

- Parks and recreation facilities are welcoming, inclusive, and have a community vibe*
- Parks and open spaces provide places and opportunities for community members to connect*
- Two recreation centers in the City*
- City Parks draw people in from outside of the community*
- City recreation programs draw people in from outside of the community*
- Variety of recreation amenities within close proximity
- Recreation Department relies (and supports) volunteer groups and services

- High-quality and diverse spectrum of outdoor recreation assets and natural areas (ex. Greenbelt National Park, forest preserves, Schrom Hills Park, and Buddy Attick Park) *
- There are opportunities in the City to run/jog, bike, and walk*
- Centrally located community/recreation “campus” (public complex includes: Community Center, Aquatics and Fitness Center, Youth Center, City Offices, and Roosevelt Center) *
- Recreation facilities and parks serve as gathering places for people in the community
- Great, dedicated recreation staff *
- Camp programs are very high quality*
- Department has a history of providing meeting spaces for civic groups (ex. girl scouts) *
- Roosevelt Center is heavily supported by the city
- Recognition Group reviews proposals from community organizations and provides small grants for projects
- Family-friendly*
- Accessible to a wide range of individuals regardless of age, race, socio-economic status, programming desire, or other individual needs*
- High-level of customer service *
- Strong word-of-mouth marketing, and social network in the community*
- Fees are fair/reasonable for the market
- Strong connection to the community’s unique historic character (Roosevelt’s WPA)
- Community Center is a major asset (historically and programmatically) *
- Recreation Department is willing to evolve and expand*
- Buddy Attick Park is loved and heavily utilized. Offers diverse recreation opportunities (ex. all ages playground, fishing, picnic, running/walking) *
- There is a playground “on nearly every block in some parts of the City”*
- Observatory is a unique city amenity
- Recreation facilities are generally well maintained*
- New covered fitness-station (Schrom Hills Park) is nice
- Tennis courts are a great amenity
- Aquatics and Fitness Center is heavily used*
- City provides some financial assistance to offset program costs for residents who may not otherwise be able to afford to participate.
- Great youth sports programs
- Recreation Department develops/maintains partnerships with other providers in the community
- Springhill Lake Community Center is a strong recreation “anchor” for the Franklin Park/Greenbelt Station portion of the City. *
- Great senior programs – Greenbelt was noted as being a “Naturally Occurring Retirement Community”
- Greenbelt Homes Inc (GHI) Co-op - owns about 1,600 homes, and areas of open space in “old Greenbelt”
 - Remains a vital partner for recreation – existing maintenance partnership/agreements for playgrounds.
 - Maintains trails in co-op open space/woodlands
- Highly diverse community*
- City recently completed a marketing study to review presence and branding effort
- Playgrounds are being systematically upgraded, and City has generally been successful in leveraging state grant funding to assist in this effort.

Opportunities for Improvement

- Springhill Lake Recreation Center was perceived to be “not as nice” as the recreation facilities in central Greenbelt (ex. Community Center) *
- Better connect residents of West Greenbelt to existing City parks and recreation opportunities *
- Heavily trafficked, high volume roads and highways are major challenges for pedestrians and bicyclists.

- Few people seem to know about the forest preserves.
- Engaging city residents in the Franklin Park apartments has been a long-standing challenge (language, reported high turnover/transient population, location away from central Greenbelt facilities, etc.) *
- Springhill Rec Center is oriented towards youth programs and provided limited adult recreation opportunities *
- Re-evaluate marketing strategies * Improve marketing tactics and communication (ex. brochure is distributed, but lacking the next step to go on and register, small presence on FB and Twitter, concentrate on search-engine optimization, provide open-house weekend promote programs
- Potential new marketing opportunities exist with signage, billboards, kiosks with key information at strategic locations.
- Website/online registration has too many layers; can be difficult for users to navigate *
- Provides special events in all parts of the community (expand focus outside of central Greenbelt) *
- Connect clubs and organizations with each other to provide a better service
- City should invest more resources in parks and recreation infrastructure; improve existing facilities and build new ones where most needed. *
- Existing bicycle and pedestrian paths and trails are disconnected. Walkable and bike-able routes that connect residents to places they live, work, play, and shop, including city parks and recreation facilities, are strongly desired. Opportunities for such appeared highly limited outside of Old Greenbelt *
- Could expand/support library services like a reading program
- Limited number of athletic fields in the community (rectangles and diamonds) *
 - Demand may be exceeding supply for fields.
 - Soccer Alliance is going to out of the community to play soccer
 - Missing lights
 - Fields available are over used and under maintained *
- Recreation program and facility use fee structure confusing for some users, especially new ones.
- Existing program and facility fee structure is purposeful in limiting costs for resident participants. Are there cost-recovery opportunities being missed?
- Fee structure should be re-evaluated (ex. is there too much going on? Is the Department providing access for all residents? Is the membership structure appropriate?) *
- Limited staff resources in Public Works Parks Division. *
- Limited recreation program staff. *
- Space is limited in the area for recreation and community programs *
- Trying to meet challenges with engaging diverse user groups (ex. provides more interpretation services, assist in meeting the financial challenges, addressing barriers of use) *
- Existing limited supply and generally poor conditions of athletic fields don't allow the City to host visiting/travelling sports leagues/activities
- Two Northway Ball Fields need to be upgraded (ex. lights, restrooms, field renovation)
- Greenbelt is divided into three distinct, separate areas *
- Lack of group picnic areas and pavilions – facilities that support group gatherings in parks *
- Heavy use from non-residents at city recreation facilities and programs; especially at Buddy Attick Park
- Not enough murals, public art, poetry slams/public art events, etc. *
- Recreation facilities are old and as they continue to age will require continued, consistent maintenance, and capital investment to support high-levels of use and satisfy user expectations. Can they be retrofitted/renovated to meet the needs of the new community? *
- Facility maintenance process should be re-evaluated – Issues include limited manpower, communication challenges, and managing expectations.
- Community Center operations may conflict (ex. Rental space/income vs. need space to expand programs where demand exceeds space for programs)
- Recreation Department needs to pause and reevaluate appropriate use of all its resources *

- City directs public works and recreation department resources to support lots of community groups, events, and programs. Is this negatively impacting the quality of city facilities and services?
- There is a playground “on every block” *
- Adult programs often take programming space and time from the Youth Center
- Parks are congested with some user conflicts reported (aggressive runners/bikers on crowded trails)
- Greenbelt seems to think “we can do it ourselves,” the city could look for partnerships with regional alternative providers for fields or programs*
- Find amenities that attract young families to Greenbelt
- Evaluate if facilities respond well enough to the community that each serve*
- Use historical significance of the Community Center to draw more funding (ex. historical grants)
- Develop a “Friends of ...” group
- Make Old Greenbelt a destination
- Missing opportunities in the system to draw outsiders/visitors
- Buddy Attick Park has many opportunities for enhancement – site master plan needs to be revised*
- Greenbelt-based sports clubs reported regularly traveling and paying for field use outside of the City – limited number and high demand for existing fields, and lower quality fields in the City versus nearby locations.
- Get rid of poured-in-place surfaces on playgrounds – health/environmental concerns
- No artificial turf athletic fields in the City
- Re-evaluate the MOUs w/ communities, County, partners (especially schools), and contractors
- Age of the Community Center presents challenges with facility maintenance
- East Greenbelt may be underserved
- Offerings seem to be centrally located - classes should be offered in other areas throughout
- Many roadways create barriers and challenges to accessing Greenbelt
-
- Many pathways don't seem to be well maintained*
- Missing specific music spaces, programming, and opportunities (ex. improves the space/room utilized for practice) *
- Doesn't have the infrastructure to support larger community events - space, parking, and stages
- Farmer's Market has outgrown its space (ex. No sufficient power supply because the Fire Department will no longer all the use of generators under tents)
- Programs seems to phase out because of lack of expertise (ex. pottery, swimming)
- Chlorine-based pool is causing health issues – evaluate salt-based substitute
- Some programs are behind compared to other providers in the area
- Irrigation at some ball fields isn't working
- Some events are “all hands-on deck” for staff*
- Lacking the man power and resources – maintenance is going through a big staff transition*
- Department needs to evaluate usage at Buddy Attick Park
- Braden Field is overused because it has lights and is more centrally located
- Needs to rotate use to accommodate maintenance and upkeep*

Difficult to build a sense of community around programs because of transient populations and geographic barriers

Activities/Programs/Services that should be enhanced

- Senior programming – fitness, trips, skill building*
- Timing and scheduling should be reevaluated*
- Expand camp for all types, all ages*
- Continued education on appropriate usage in parks and on pathways
- Fitness programs – new classes and trend, and to all parts of the City*
- Dance programs*
- Youth programs*

- Larger community events*
- Marketing/communication programs*
- Teen programming
- Health, wellness, and nutrition programs*

Improvements at Existing Facilities

- Bring back the slide to the pool
- Replace the “baby pool” with a fun splash pad at the Aquatics and Fitness Center.
- More back racks - bike repair stations
- Champion 'aging in place' amenities and update with the changing trends in recreation/parks
- Develop fitness playground like Schrom Hills Park at other city parks
- Consolidate pocket parks in Central Greenbelt
- Level athletic fields*
- Add lights to athletic fields*
- Have an inspection program in place
- Upgrade Buddy Attick Park – re-plan and redesign*
- Upgrade pathways infrastructure with GHI*
- Upgrade/update Springhill Lake Recreation Center
- Update the Community Center/Aquatics and Fitness Center to highlight heritage, but evolve uses*
- Remove all poured-in-place surfacing
- Identify key connections points on pathways*
- Upgrade bathrooms and locker rooms at the Community Center*
- Replace basketball courts in the East Greenbelt
- Upgrade event areas for special events to accommodate power
- Develop Northway Fields for more recreational usage*
- Fences around community gardens and direct water access

New Services Desired in Greenbelt

- Night time swimming in the pool
- Fitness classes in East and West Greenbelt
- More programs/classes for adults and seniors
- Bootcamp classes
- Martial arts/kickboxing classes
- Larger music/arts festivals and community events in other areas
- Poetry slams and “active” arts events
- Interpretive signage
- Historical/educational programming
- Create separations between drivers and bikers
- Additional skill building classes (language, nutrition, woodworking, etc.)

New Amenities Desired in Greenbelt

- Develop artificial turf field*
- Develop covered picnic areas in Buddy Attick Park and Schrom Park*
- Create bike storage and maintenance stations
- Provide more/new community gardens
- Dog park in East Greenbelt*
- Develop areas for storage
- Develop fitness/multipurpose classrooms*
- Purchase and develop Lanham BG Club athletic field
- Add concessions at the pool

- Develop splash pad or park at the Aquatics and Fitness Center*
- Develop destination playground amenities*
- Develop concert stage/ community gathering space

Best Way for Users to Receive Information

- Greenbelt Bulletin
- Weekly newsletter (Thursday)
- Internet/ website
- E-mail and other forms of electronic communication
- Social media*
- Word of mouth**

Key Issues and Values in Greenbelt

- Unique history of Old Greenbelt - Roosevelt's WPA
- Central Greenbelt is the core of the City
- Greenbelt has a small-town feel, surrounded by larger metro area
- Residents want to be able to walk and bike throughout the community

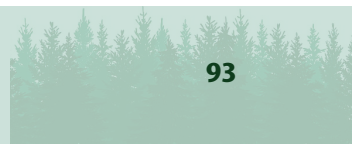
Other Suggestions for Greenbelt

- Ensure this master planning process is not done "in a vacuum" – consider other city planning initiatives/programs and those in the region (Prince George's/MNCPPC)
- Reviews plans with the city council early
- Ensure Greenbelt Station is considered
- Consider impact of FBI relocation and site development on city parks/recreation services

Top Parks and Recreation Priorities for Greenbelt

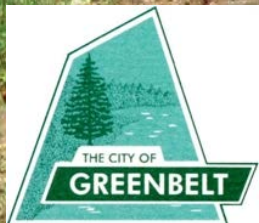
- Improve existing athletic fields, increase supply of athletic fields
- Enhance bike and pedestrian infrastructure—focus on connectivity
- Renovate the pool and aquatics area
- Provide recreation opportunities for citizens outside of the City-center
- Focus on the youth and teens
- Expand the indoor facilities
- Re-plan and design Buddy Attick Park

APPENDIX C: SURVEY REPORT



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GREENBELT RECREATION AND PARKS MASTER PLAN SURVEY FINAL RESULTS DECEMBER 2017



RRC
ASSOCIATES



TABLE OF CONTENTS

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-  DEMOGRAPHICS
-  CURRENT USAGE
-  FACILITIES, PROGRAMS, AMENITIES & SERVICES
-  FINANCIAL CHOICES / FEES
-  COMMUNICATION
-  SUGGESTIONS



METHODOLOGY & SELECTED FINDINGS



INTRODUCTION

The purpose of this study was to gather public feedback on the City of Greenbelt parks and recreation facilities, services, and programs.

This survey research effort and subsequent analysis were designed to assist the City in updating their master plan regarding existing and potential future facilities and services.

METHODOLOGY

The survey was conducted using three primary methods:

- 1) an online, invitation-only web survey to further encourage response from those residents within the defined invitation sample,
- 2) Intercept surveys at select event in Greenbelt,
- 3) Door hanger surveys placed on 500 homes in the Greenbelt East and West neighborhoods,

and

- 4) an “open-link” online survey for members of the public who were not part of the invitation sample. The analysis herein primarily focuses on responses from the statistically-valid invitation sample.

The primary list source used for the mailing was a third party list purchased from Melissa Data Corp., a leading provider of data with emphasis on U.S., Canadian, and international address and phone verification as well as postal software. Use of the Melissa Data list also includes renters in the sample who are frequently missed in other list sources such as utility billing lists.

METHODOLOGY

In total, 220 invitation surveys were completed through a variety of survey approaches. In addition, 283 open-link surveys were received. The invitation sample includes responses gathered from the online invitation via postcard, intercept surveys at two events (Farmers market and Greenbelt Festival of Lights), as well as door hanger surveys placed in Greenbelt East and West. The margin of error for the invitation sample is +/- 6.57%.

The following results present results in two formats: 1) Invitation (random sample) survey results, and 2) overall results. The overall results are a combination of both invitation and open-link results.



TOP 10 FINDINGS

1

Greenbelt respondents are familiar overall with the Recreation Department's offerings. On average, respondents rated their level of familiarity 3.8 out of 5.0 with 66% saying they are familiar and 11% unfamiliar.

2

Respondents to both the invitation and open-link survey are demographically diverse. While over 70% of respondents live in Central Greenbelt, there is a wide array of income profiles, ages, and household statuses.

3

Greenbelt's facilities received high ratings on the degree to which they meet resident needs, despite their importance to the household. Nearly all facilities had over 50% of respondents stating the current facilities were meeting the needs of their household.

4

Programs offered by Greenbelt see a similar trend of meeting the needs of most households. The most important programs for respondents were 1) special events, 2) adult classes, and 3) performing arts. The least important programs were pre-school programs, camps, and sports programs.

5

The importance / needs met matrix identifies one program and one facility with high importance, but a lower than average needs met. For facilities, playgrounds were higher in importance than needs met with performing arts seeing a similar trend for programs.



TOP 10 FINDINGS

6

In general, increased awareness or communication is listed as the top factor that would lead to increased participation at Greenbelt facilities. Improving the condition / maintenance of existing facilities would also increase participation.

7

Planning for the future, respondents highlighted trail connectivity and open space / natural areas as priorities. These two topics received the most attention and highest rankings for future planning scenarios.

8

For most, increased user fees would not significantly limit their participation. 40% of respondents stated increased fees would not limit their participation, while 34% said it would limit their participation "somewhat".

9

66% of respondents stated Greenbelt's communication was effective, compared to only 12% who said it was not effective. Respondent's preferred avenue to receive information is the Greenbelt News Review and e-mails from the city.

10

Respondents shared high praise for the City and their recreation facilities / programs in their open-ended comments. Many comments highlighted the level of service of staff, cleanliness, and value to the community.





DEMOGRAPHIC PROFILE

Both the invitation and overall sample skews female (72% and 73% respectively). Seventy-four percent of invitation respondents are over age 45. Twenty-six percent are under 35. A total of 29% of invitation and 39% overall live with children in their household. Seventy-one percent of invitation respondents do not have children in their home.

Greenbelt Recreation Survey | Demographic Profile

		Invitation sample	Overall
Gender	Female	72%	73%
	Male	28%	27%
Age	Under 25	1%	1%
	25-34	12%	11%
	35-44	13%	21%
	45-54	17%	17%
	55-64	25%	21%
	65-74	23%	21%
	75 and older	9%	8%
Household Status	Single, no children	24%	19%
	Single with children at home	8%	8%
	Single, children no longer at home	13%	10%
	Couple, no children	16%	17%
	Couple with children at home	21%	31%
	Couple, children no longer at home	18%	15%
			232

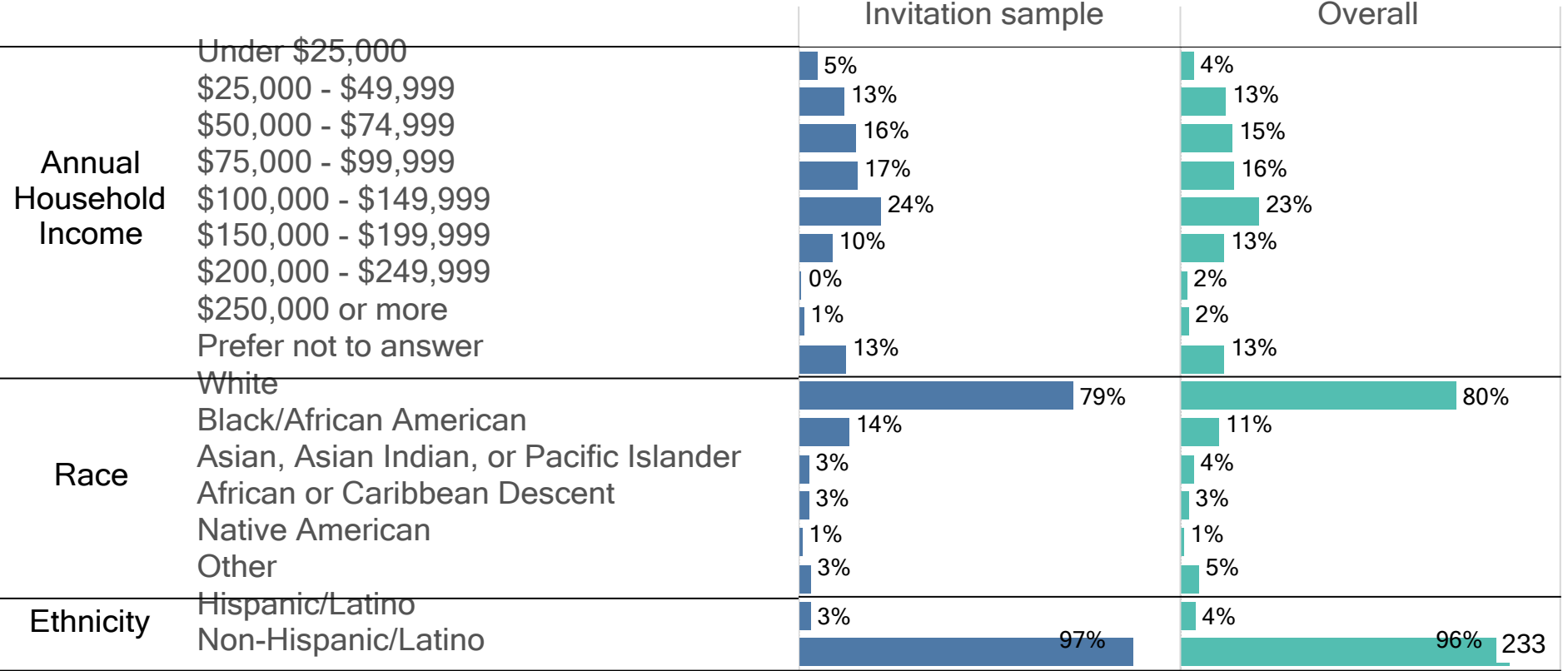
Source: RRC Associates



DEMOGRAPHIC PROFILE

Fifty-one percent of invitation respondent households earn under \$100,000 annually, with 35% earning over \$100k and 13% preferring not to answer. Seventy-nine percent of invitation respondents identify as White, 14% Black or African American, 3% Asian/Asian Indian/Pacific Islander, 3% African or Caribbean Descent, and 1% Native American. Overall results are similar in demographic profile.

Greenbelt Recreation Survey | Demographic Profile



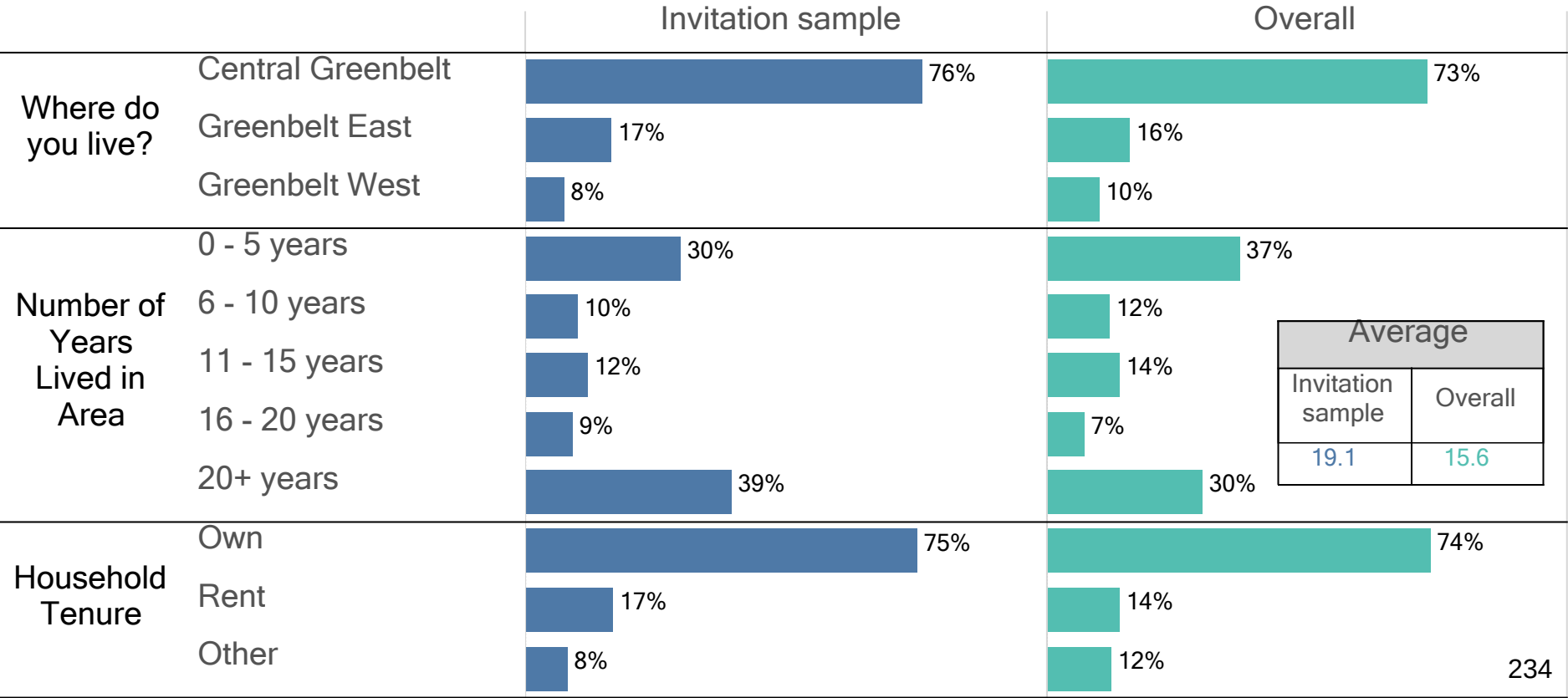
Source: RRC Associates



RESIDENTIAL PROFILE

Central Greenbelt (76%) is well represented by invitation respondents with Greenbelt East (17%) and Greenbelt West (8%) seeing a smaller representation. On average, invitation respondents have lived in Greenbelt for just over 19 years. That said, 30% of respondents have only lived in Greenbelt for 0-5 years. Seventy-five percent of invitation respondents own their residence, 17% rent, and 8% have other types of

Greenbelt Recreation Survey | Residential Profile



Source: RRC Associates

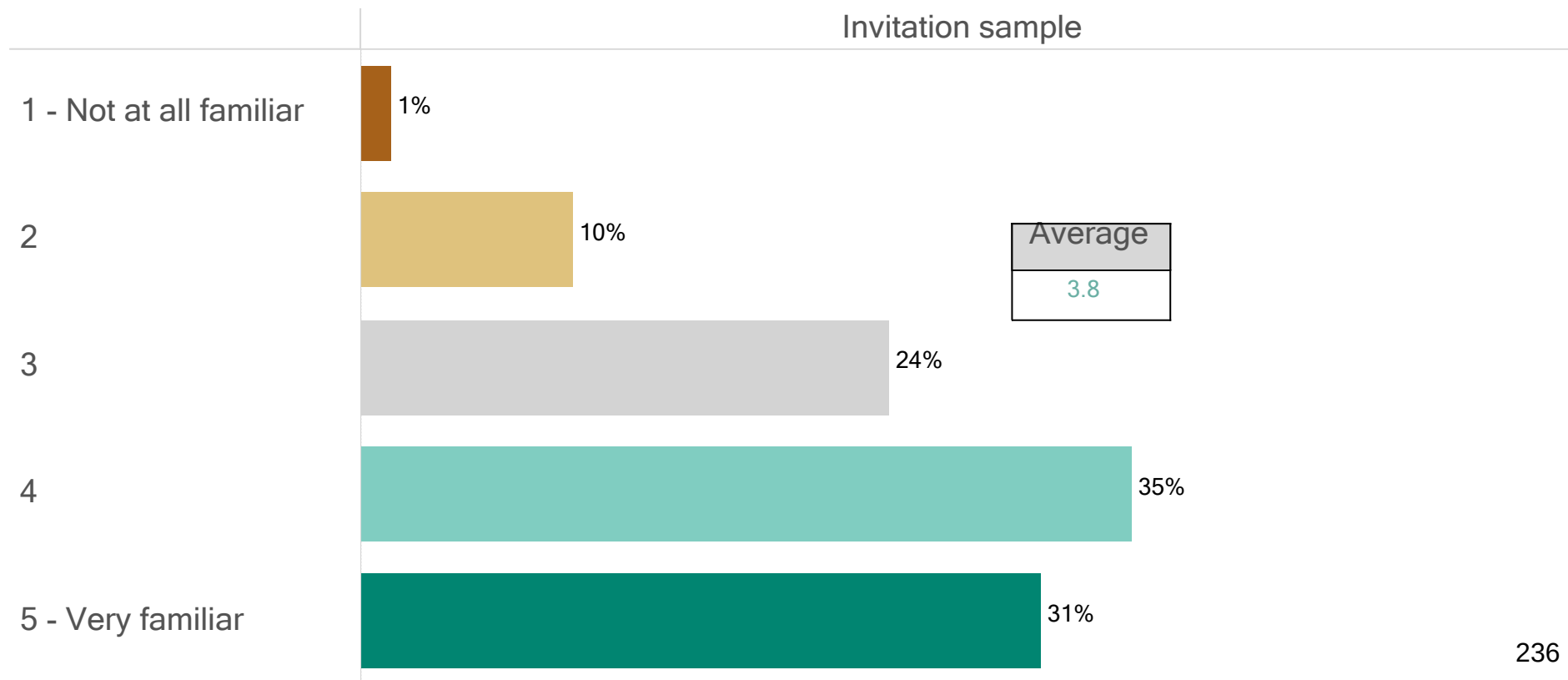


CURRENT USAGE

USAGE OF PARKS/FACILITIES IN PAST YEAR

A majority of invitation respondents are familiar (rated 4 or 5) with City of Greenbelt parks and recreation offerings (66%) and 11% were unfamiliar (rated 1 or 2). Invitation respondents' average rating on their familiarity with parks and recreation offerings is 3.8 out of 5.0, an above average level of familiarity overall.

Greenbelt Recreation Survey | Familiarity with Parks & Recreation Offerings

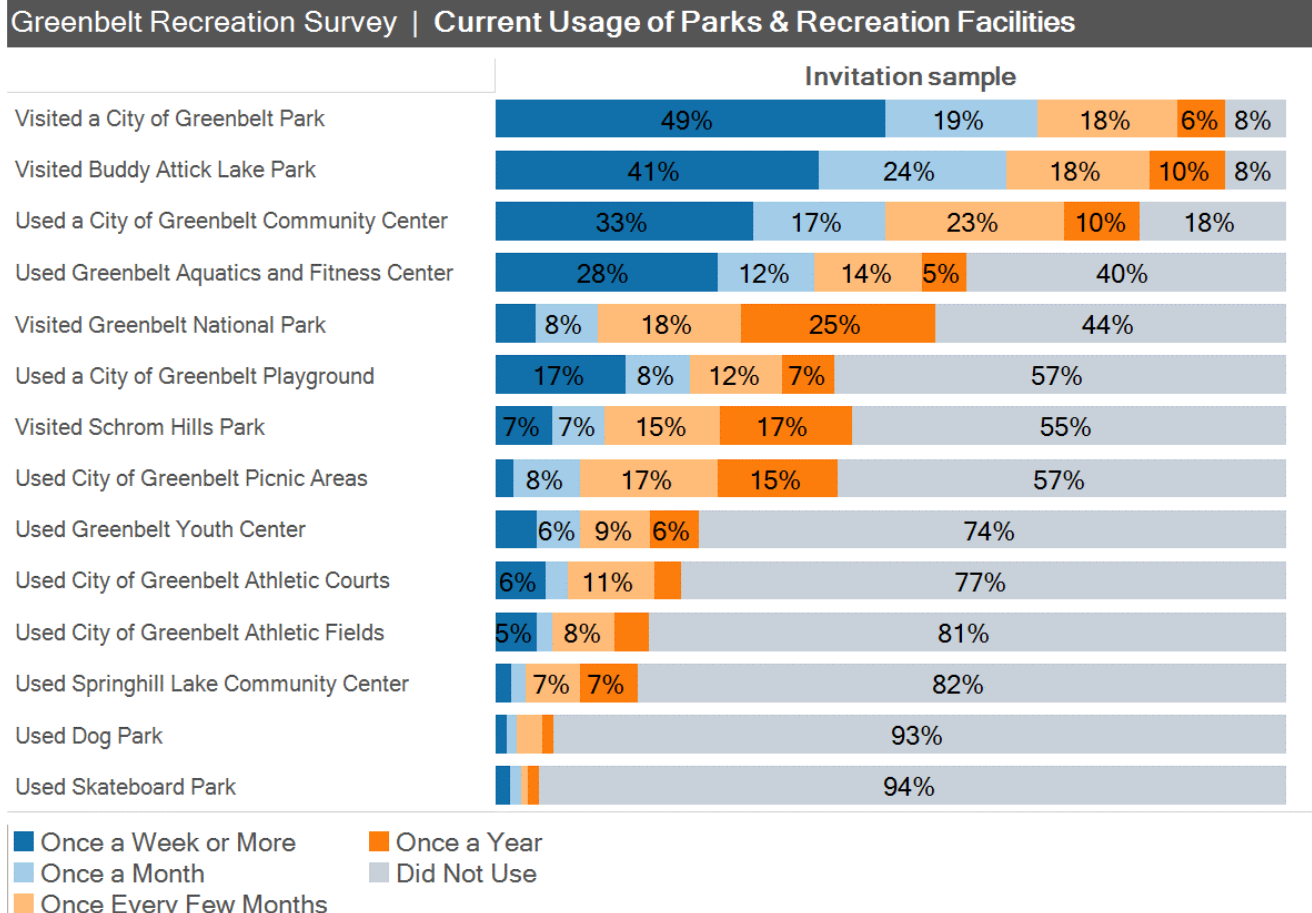


Source: RRC Associates



USAGE OF PARK AND RECREATION FACILITIES

Invitation respondents visit City of Greenbelt parks (92% used in past year) and Buddy Attick Lake Park (92%), and Greenbelt Community Center (82%) commonly. Forty-nine percent of respondents used a Greenbelt park once a week or more. The skateboard park (6% usage), dog park (7%), and Springhill Lake Community Center (18%) are used least.



Source: RRC Associates



FACTORS THAT INFLUENCE YOU TO VISIT PARKS/FACILITIES

Respondents who had used a City of Greenbelt park/facility/program in the past year were asked to identify the factors that influence them to visit or use that facility. Commonly mentioned factors and a brief summary of responses are illustrated below, along with a selection of verbatim responses from the overall sample. As shown, the diversity in activities, cleanliness, proximity, and professional customer service provided by staff are all important factors. The full listing of responses is provided in the appendix.

Influential Factors

- Activities for a variety of ages
- Cleanliness
- Feeling of safety
- Programs / classes at the facility
- Close to home/work
- Ease of access/parking
- Dog friendly
- Peaceful location
- Family friendly areas
- Exercise
- Activities for children
- Special events (e.g. farmers market)
- Presence of water/lake

I love the water, the playground, and trails.

I'm a runner and the lake is a great place to run around!

Lots of activities related to what I am interested in.

Proximity to my home. Most use centers around children's activities.

Good selection of activities for all ages.

Scenic beauty, close access to my home.

The recreational center is an inviting place for my 11 year old son and all of his friends in the community. The place serves as a safe haven with professional that provide a space where kids can be athletic and social.

Convenient hours, clean, well maintained, good staff. The GAFC is a godsend for me.

238

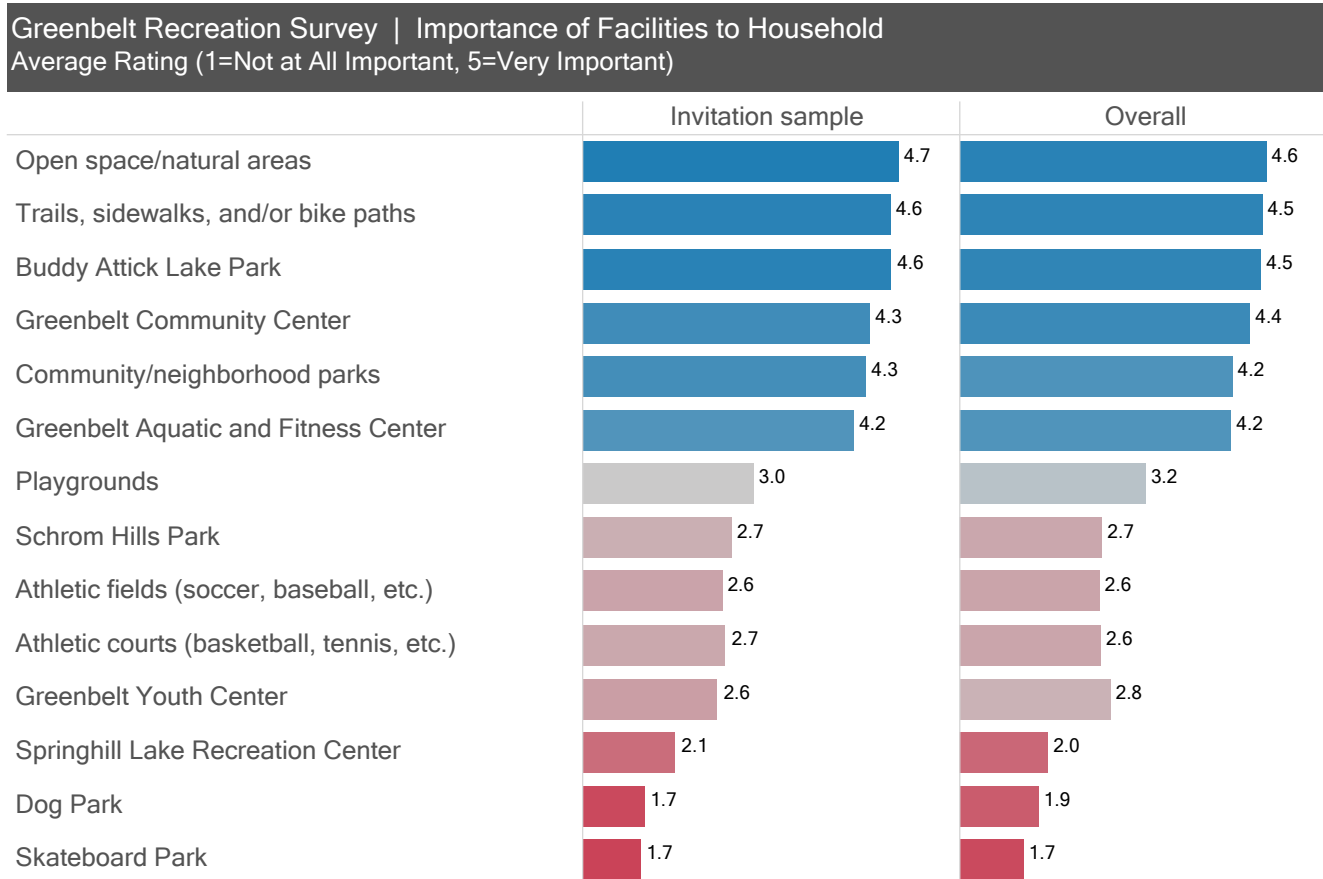


FACILITIES, PROGRAMS, AMENITIES & SERVICES



IMPORTANCE OF EXISTING FACILITIES

When asked how important 15 different existing facilities are to their household, open space/natural areas (4.7), trails/sidewalks/bike paths, and Buddy Attick Lake Park (4.6 each) are most important to invitation respondents. In contrast, the skateboard park (1.7), dog park (1.7), and Springhill Lake Recreation Center (2.1) are least important.

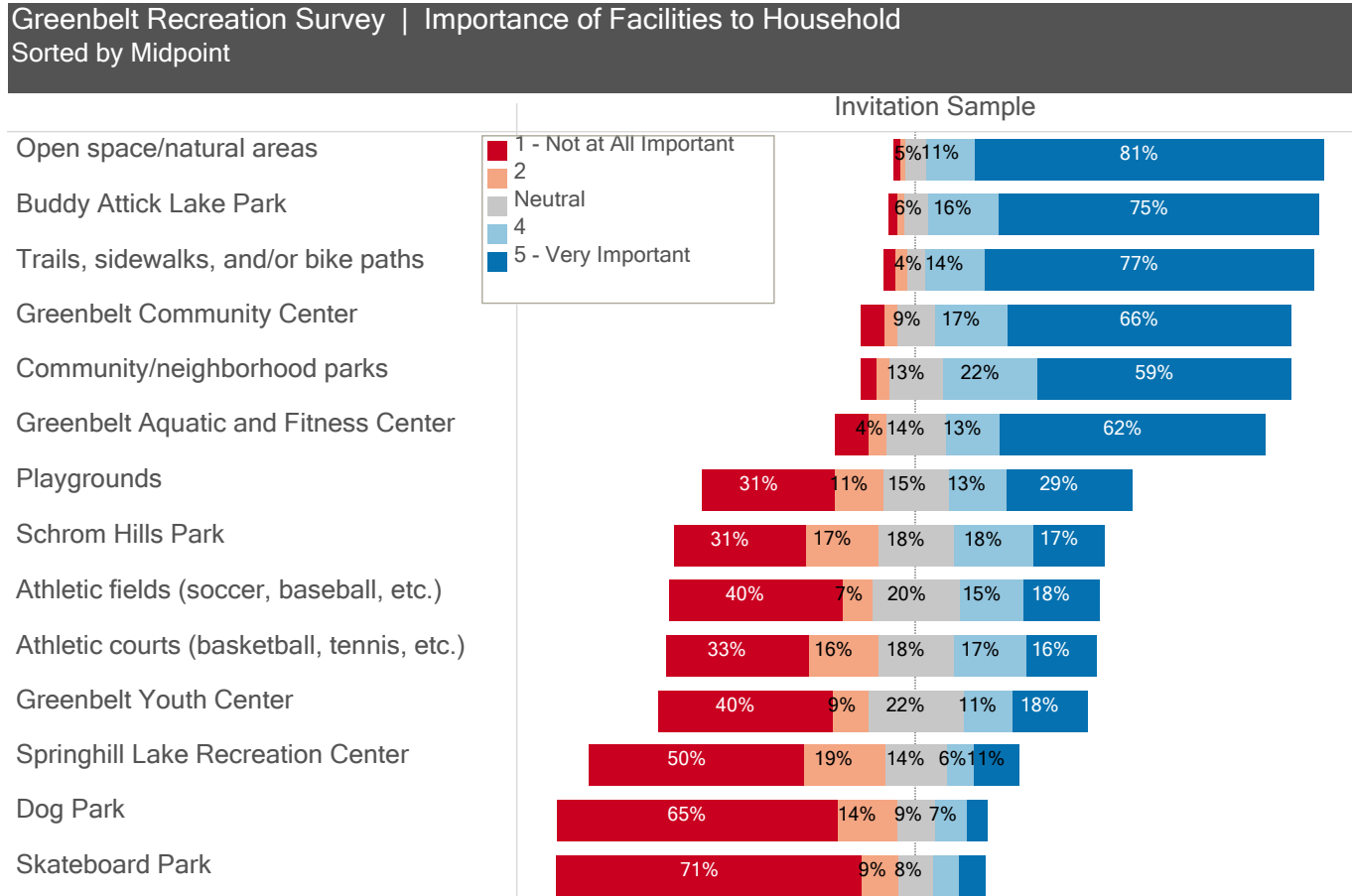


Source: RRC Associates



IMPORTANCE OF EXISTING FACILITIES

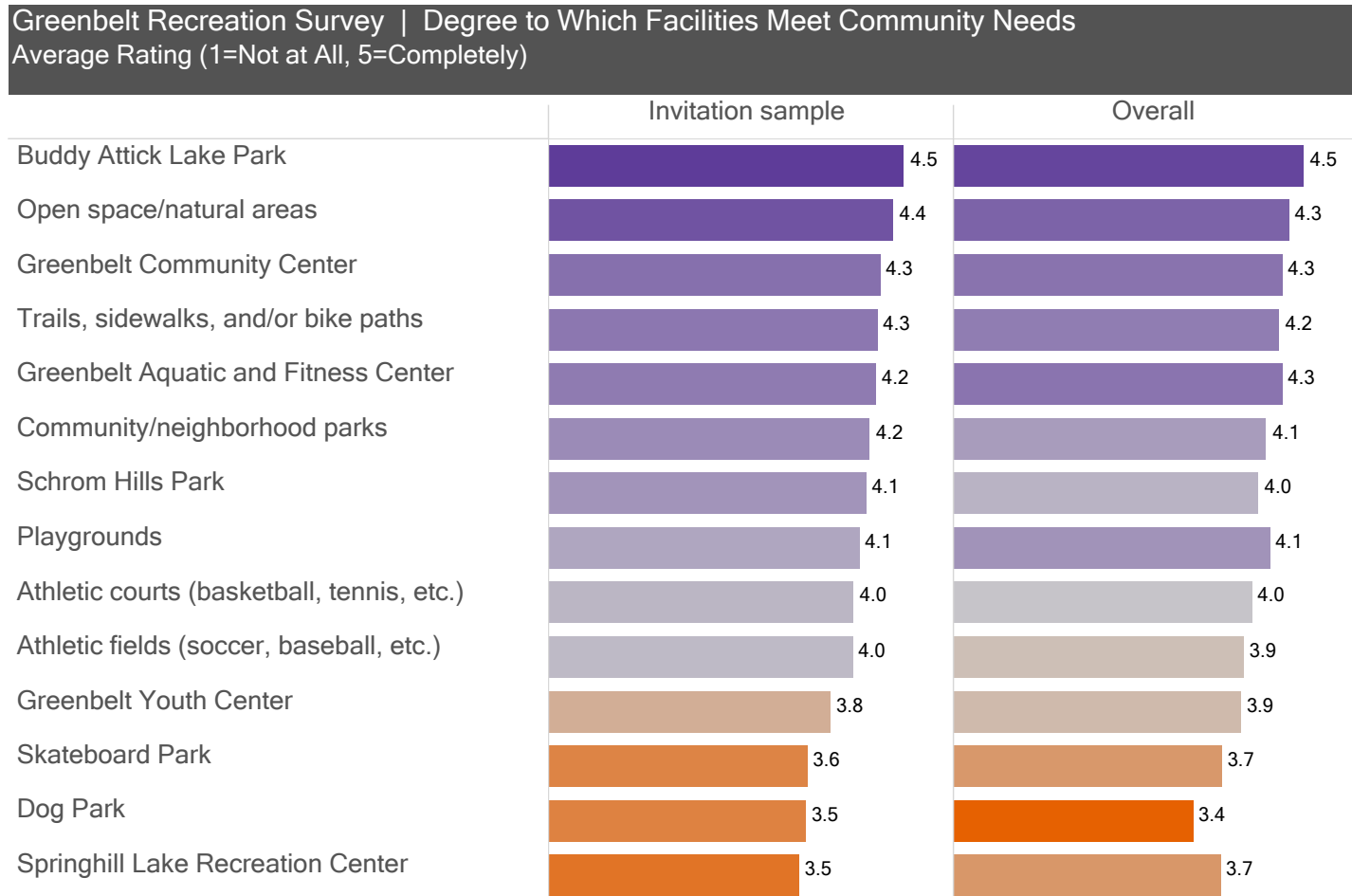
Shown another way, open space/natural areas, six facilities garnered over 50% of respondents rating it 4 or 5 in importance (Open space, Buddy Attick Lake Park, Trails/sidewalks/paths, community/neighborhood parks, Greenbelt Community Center, and Greenbelt Aquatic and Fitness Center).



Source: RRC Associates

LEVEL OF NEEDS MET BY EXISTING FACILITIES

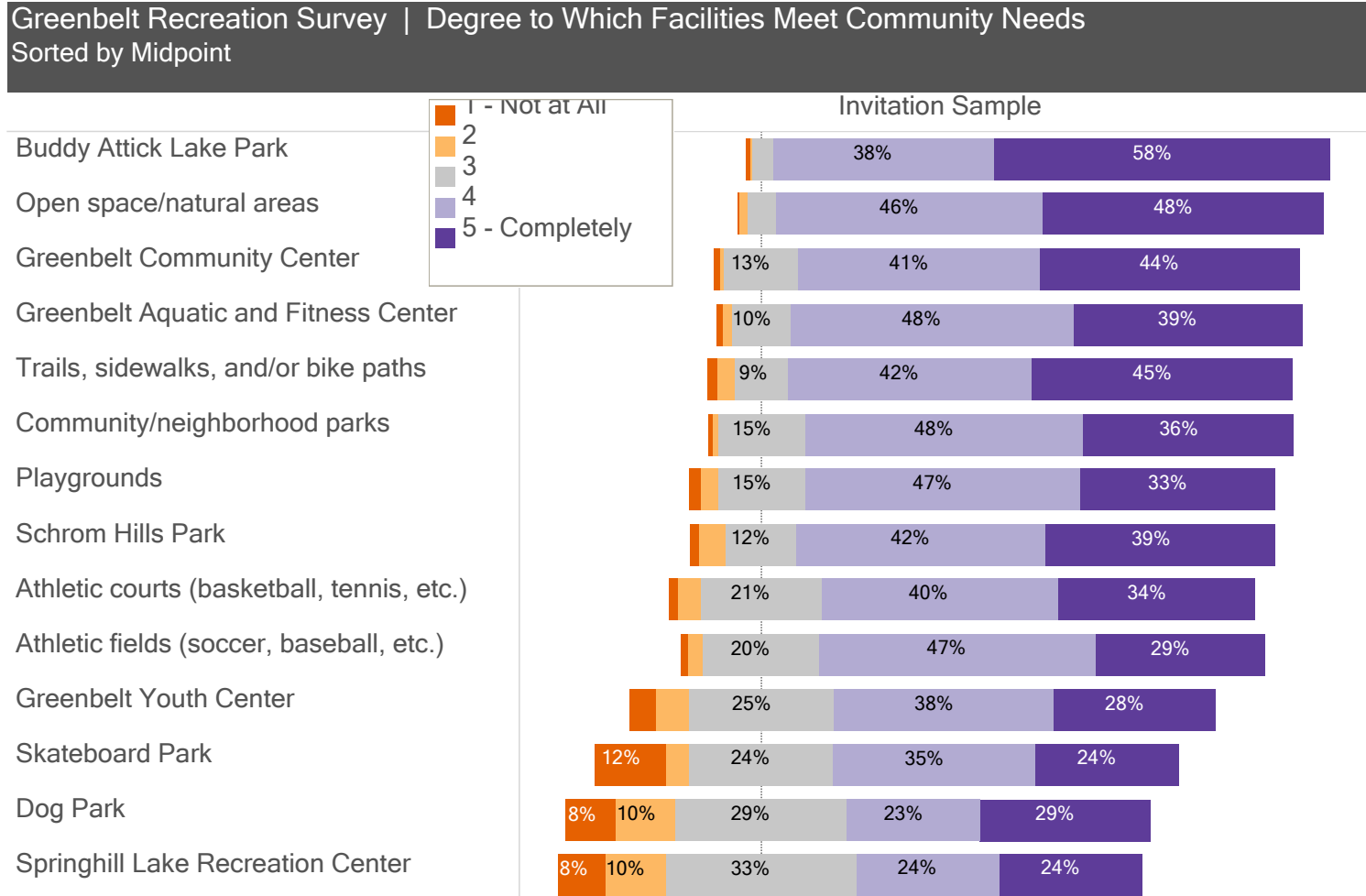
When asked to what extent those same 15 facilities are meeting the needs of the community, average ratings were high. Buddy Attick Lake Park received the highest average rating (4.5) followed by open space/natural areas (4.4), Greenbelt Community Center (4.3), and trails/sidewalks/bike paths (4.3).



Source: RRC Associates

LEVEL OF NEEDS MET BY EXISTING FACILITIES

Shown another way, nearly all facilities received over 50% of respondents stating it was meeting the needs of Greenbelt (rated 4 or 5).

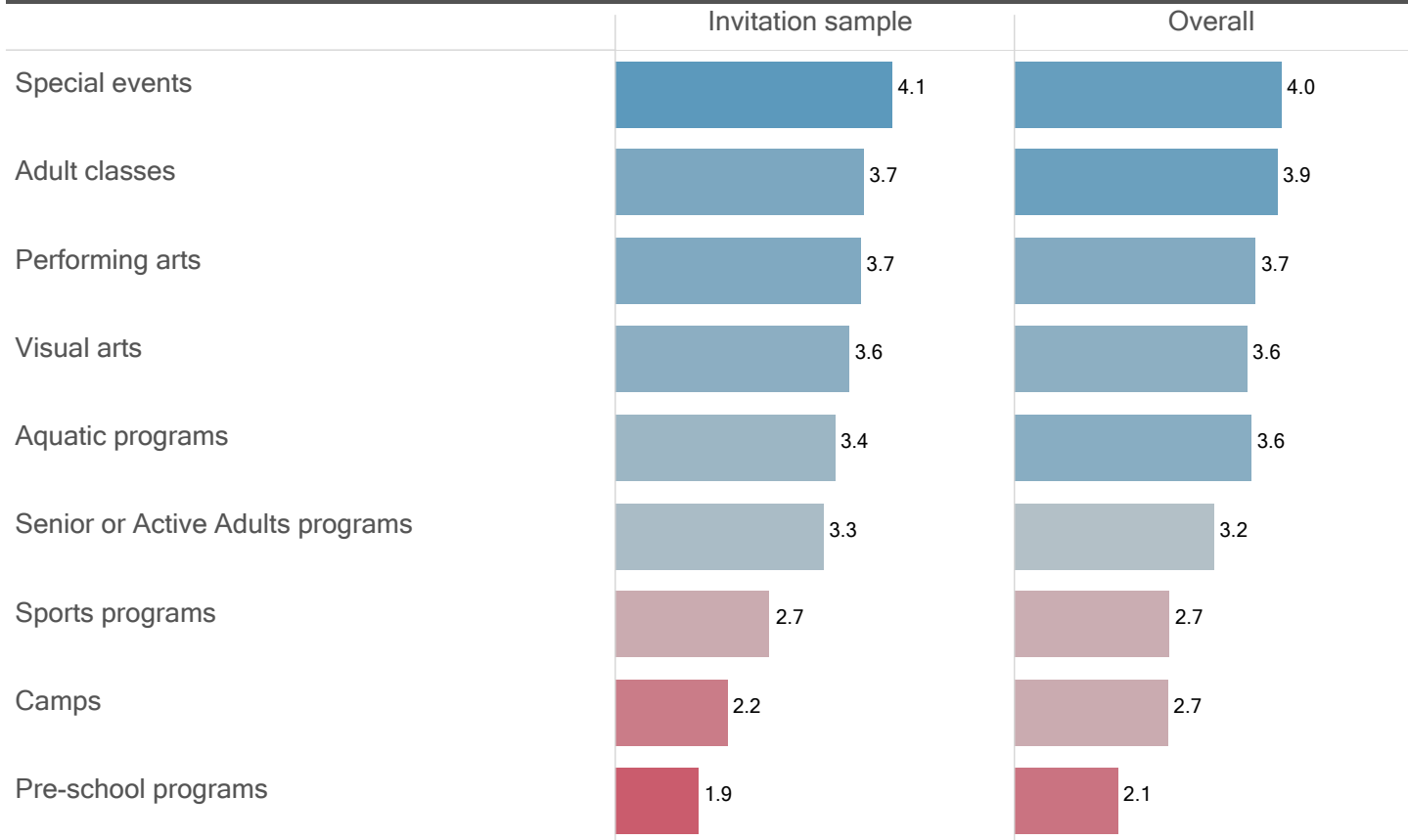




IMPORTANCE OF EXISTING PROGRAMS

When asked how important 9 different existing facilities are to their household, special events (4.0) led in first place with adult classes (3.7), performing arts (3.7) and visual arts (3.6) following behind. Overall results show a similar trend with slightly higher ratings for adult classes and aquatic programs.

Greenbelt Recreation Survey | Importance of Programs to Household
Average Rating (1=Not at All Important, 5=Very Important)

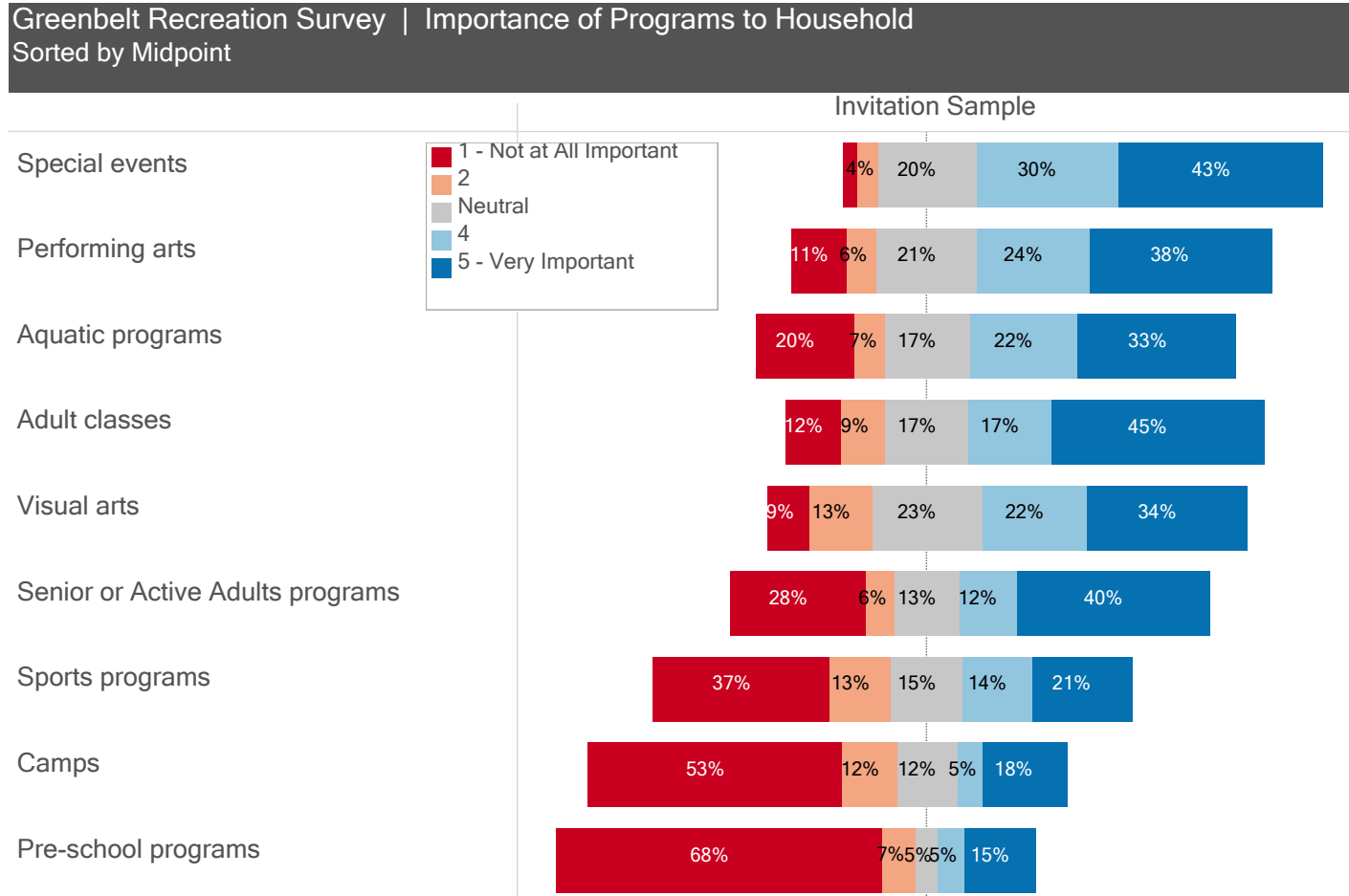


Source: RRC Associates



IMPORTANCE OF EXISTING PROGRAMS

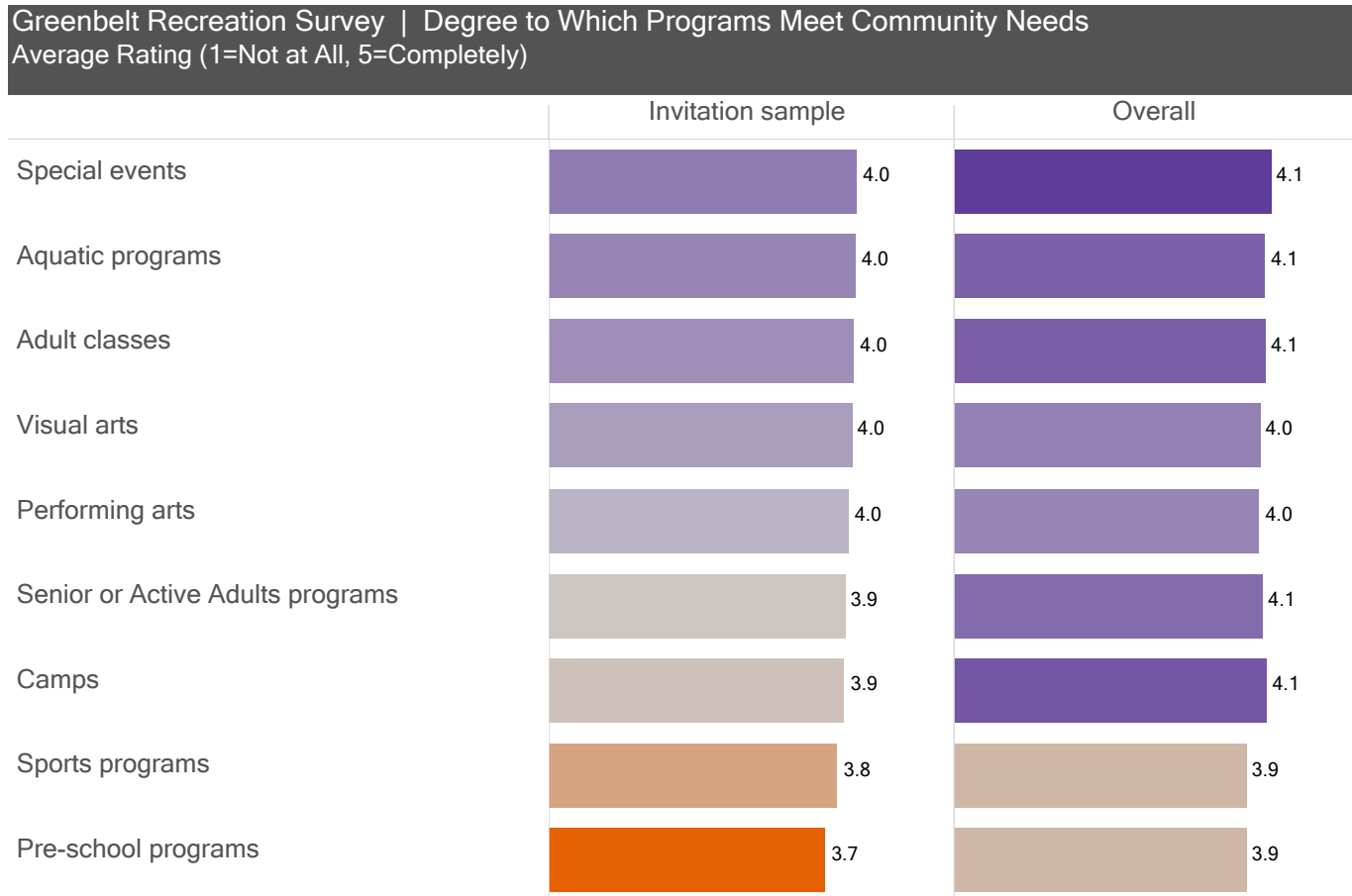
Shown another way, special events, performing arts, adult classes, visual arts, aquatic programs and senior/active adults programs are important (rated 4 or 5) for over 50% of respondents. Pre-school programs, sports programs, and camps are less important and may be favored by only those who have children.



Source: RRC Associates

LEVEL OF NEEDS MET BY EXISTING PROGRAMS

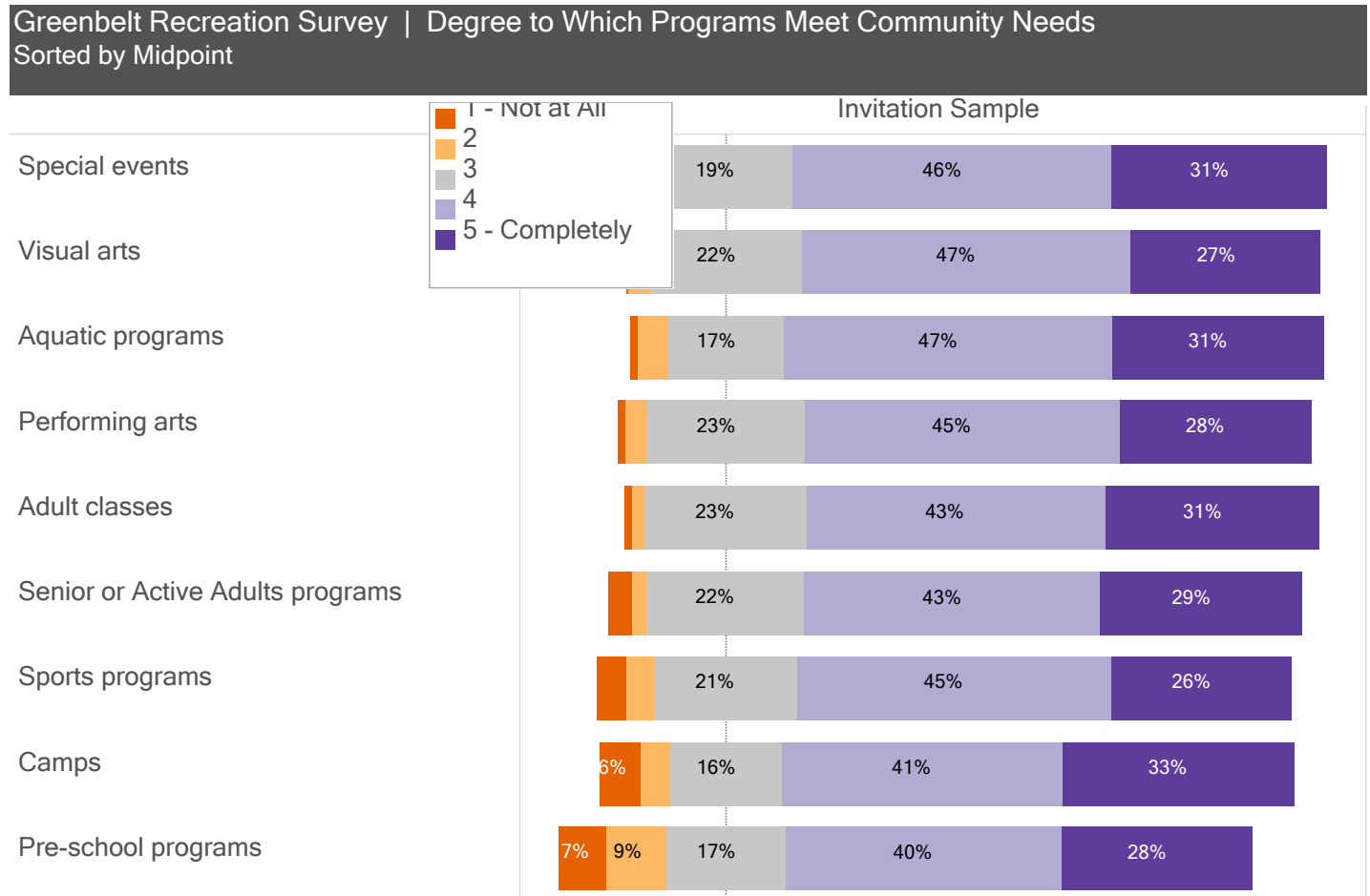
When asked to what extent those same 9 programs are meeting the needs of the community, average ratings were generally high overall. All programs had an average rating between 3.7 and 4.0 overall. Special events, aquatic programs, adult classes, visual arts and performing arts top the list (4.0 each). Overall results were slightly higher for many programs.



Source: RRC Associates

LEVEL OF NEEDS MET BY EXISTING PROGRAMS

Shown another way, all programs received a higher share of respondents reporting their needs were met (providing a rating of 4 or 5) than not met (providing a rating of 1 or 2). Overall, very few respondents highlighted any program as not meeting needs (under 20% for all).



247

Source: RRC Associates



IMPORTANCE-PERFORMANCE MATRIX

High Importance/ Low Needs Met

These are key areas for potential improvements. Improving these facilities would likely positively affect the degree to which community needs are met overall.

High Importance/ High Needs Met

These amenities are important to most respondents and should be maintained in the future, but are less of a priority for improvements as needs are currently being adequately met.

These “niche” facilities have a small but passionate following, so measuring participation when planning for future improvements may prove to be valuable.

Low Importance/ Low Needs Met

Current levels of support appear to be adequate. Future discussions evaluating whether the resources supporting these facilities outweigh the benefits may be constructive.

Low Importance/ High Needs Met



IMPORTANCE-PERFORMANCE MATRIX (FACILITIES)

Greenbelt Recreation Survey | Level of Importance vs. Needs Met for Current Facilities

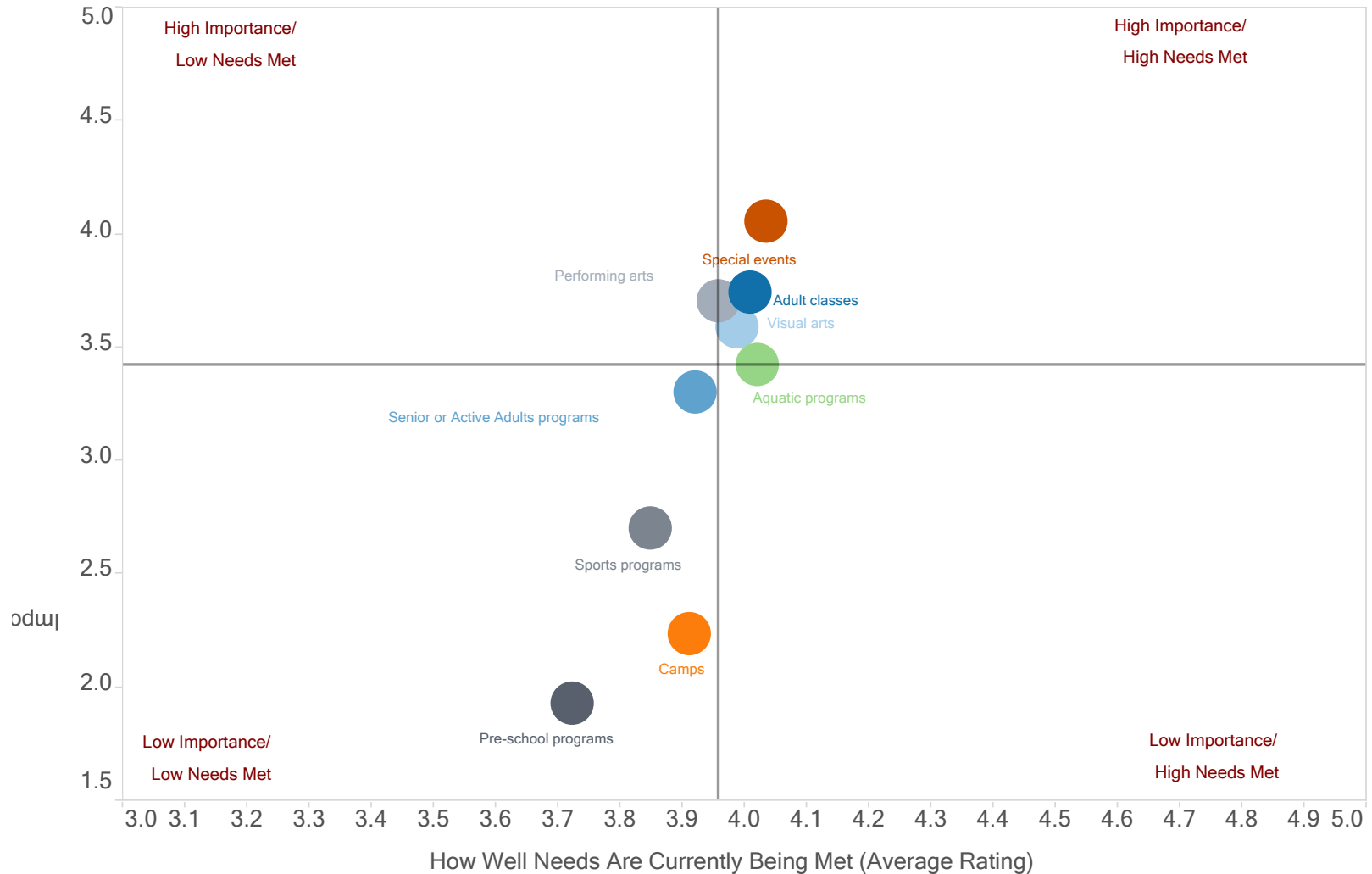


Source: RRC Associates



IMPORTANCE-PERFORMANCE MATRIX (PROGRAMS)

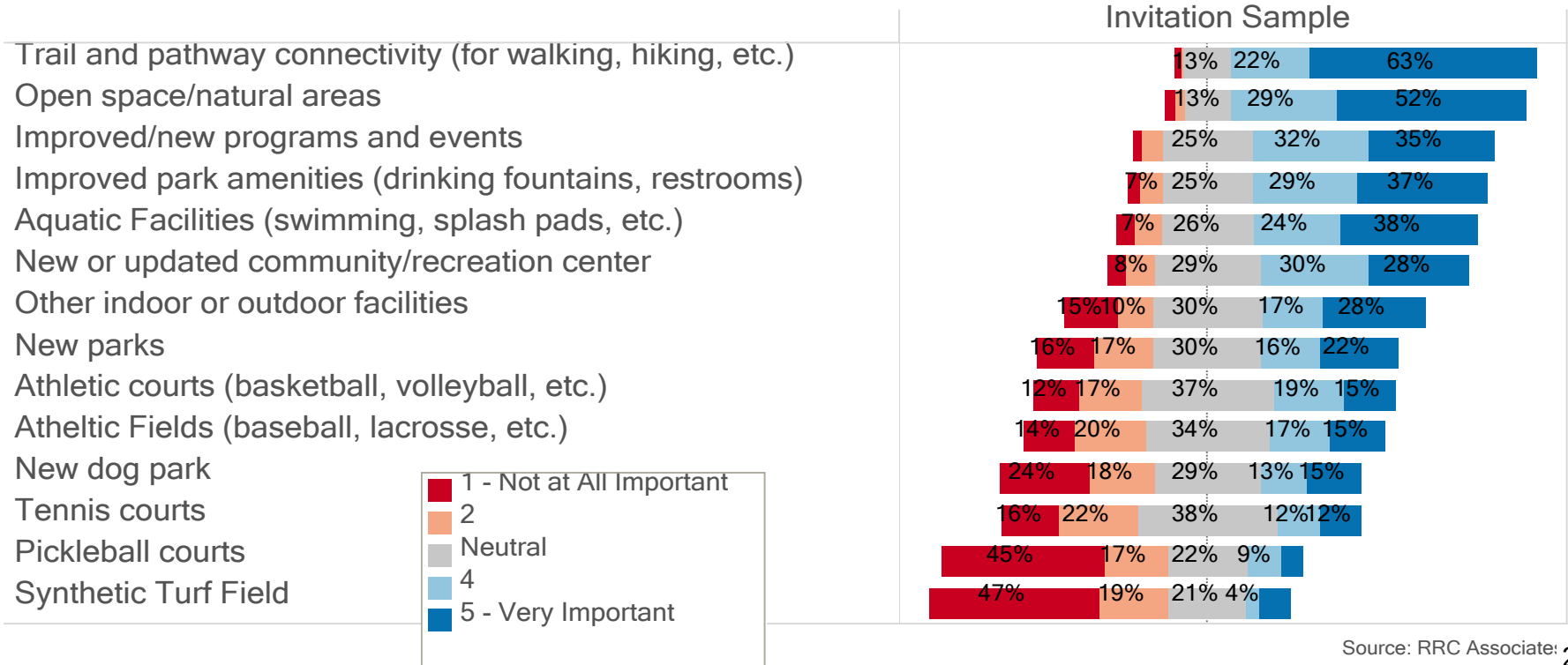
Greenbelt Recreation Survey | Level of Importance vs. Needs Met for Current Programs



IMPORTANCE OF FUTURE FACILITIES & PROGRAMS

Invitation respondents were particularly likely to place importance on trail and pathway connectivity, open space/natural areas, and improved/new programs and events. Meanwhile, respondents placed less importance on a synthetic turf field, pickleball courts, tennis courts, and a new dog park.

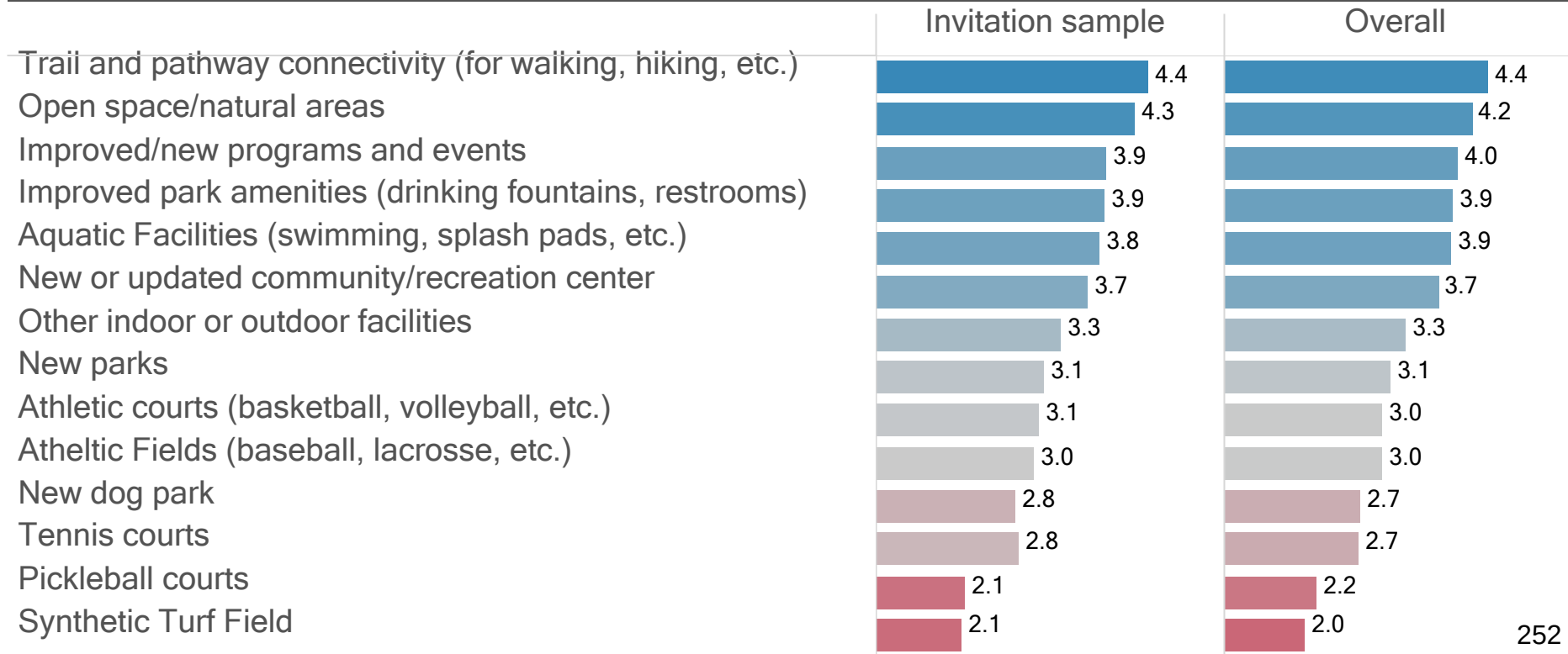
Greenbelt Recreation Survey | Importance of Adding, Expanding, or Improving Facilities Sorted by Midpoint



IMPORTANCE OF FUTURE FACILITIES & PROGRAMS

Using the average rating, trail and pathway connectivity (4.4) and open space/natural areas (4.3) rated high. Just under were improved/new programs and events, improved park amenities (3.9 each), aquatic facilities (3.8), and new or updated community/recreation center (3.7).

Greenbelt Recreation Survey | Importance of Adding, Expanding, or Improving Facilities
Average Rating (1=Not at All Important, 5=Very Important)



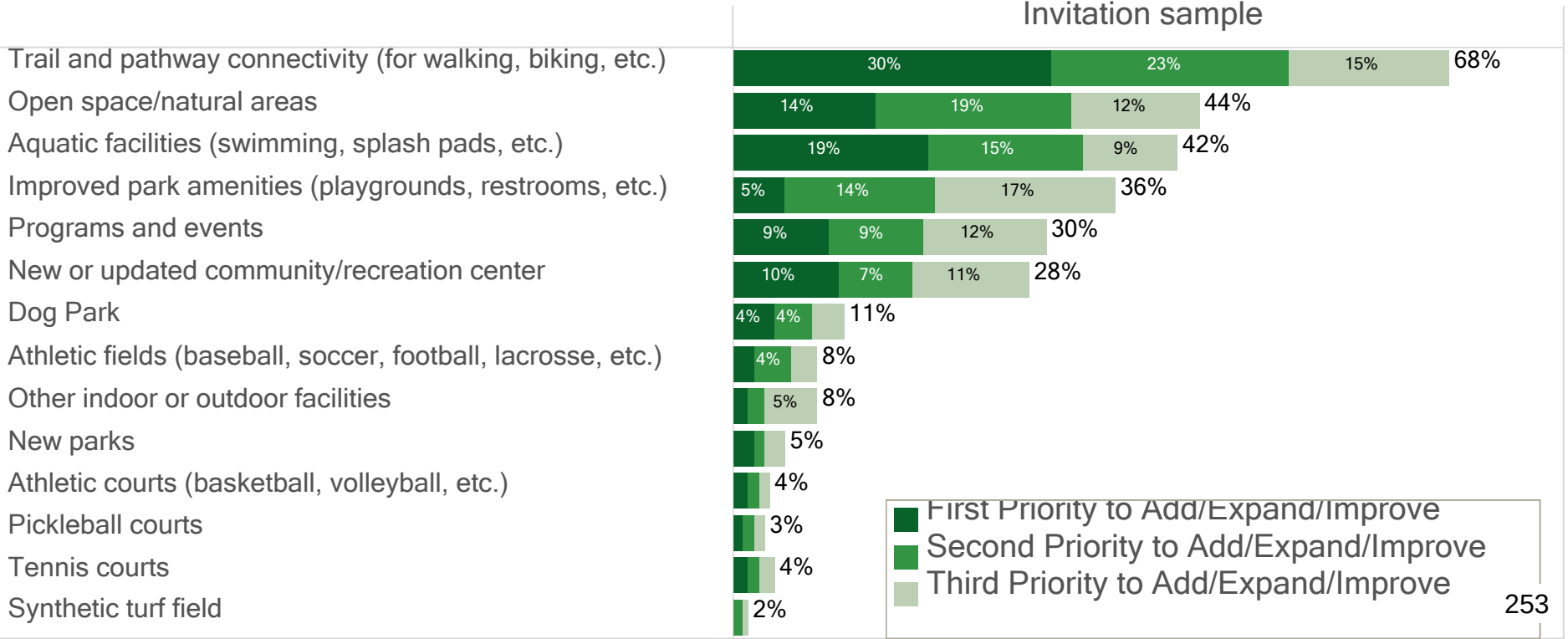
Source: RRC Associates



PRIORITIES TO ADD, EXPAND, AND IMPROVE

When asked to select their top three priorities for Greenbelt to add/expand/improve, invitation respondents were most likely to report trail and pathway connectivity (30% first priority), aquatic facilities (19% first priority), and open space/natural areas (14% first priority).

Greenbelt Recreation Survey | Top Three Highest Priorities to be Added, Expanded, or Improved

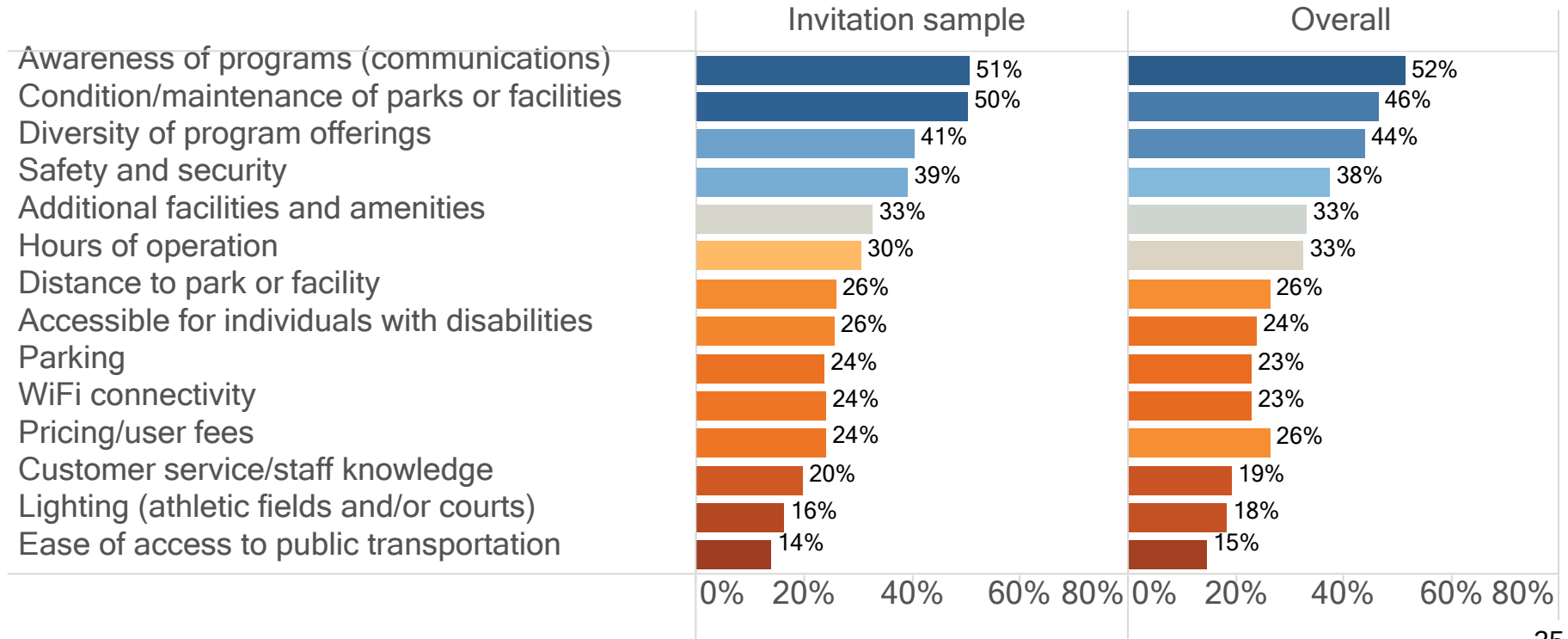


Source: RRC Associates

FACTORS THAT WOULD INCREASE USAGE

When asked what would increase their usage of Greenbelt facilities, invitation respondents were most likely to choose awareness of programs (communications) (51%) and condition/maintenance of parks or facilities (50%). Respondents were also likely to choose diversity of program offerings (41%), safety and security (39%), and additional facilities/amenities (33%). Overall results were very similar for areas to be addressed.

Greenbelt Recreation Survey | Most Important Areas that, If Addressed, Would Increase Usage of Facilities



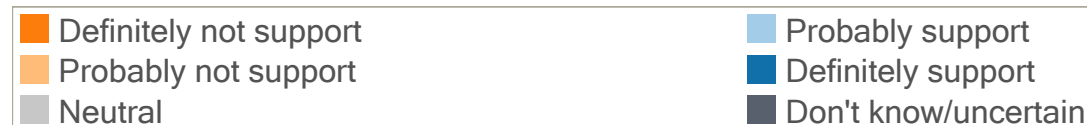
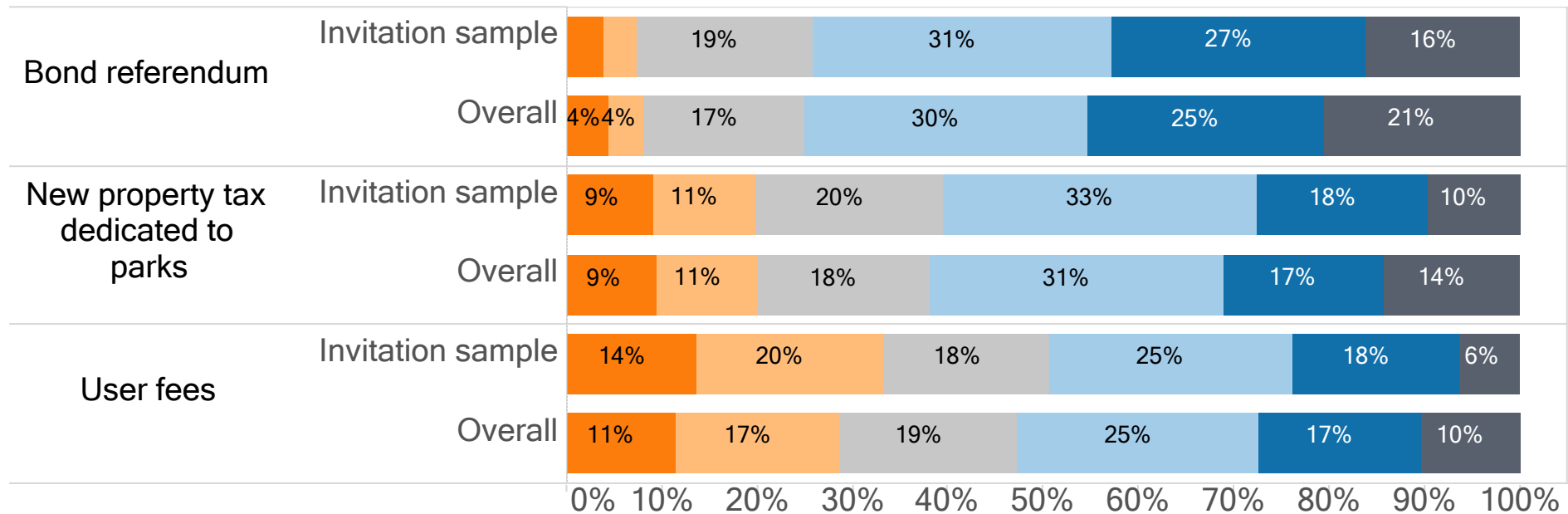
\$ FINANCIAL CHOICES / FEES



LEVEL OF SUPPORT FOR FUNDING

When asked about increasing existing resources, invitation respondents were most supportive of a bond referendum (58% support) but least likely to support user fees (43% support). In each option, a portion of respondents are uncertain about whether they would support any of the funding options.

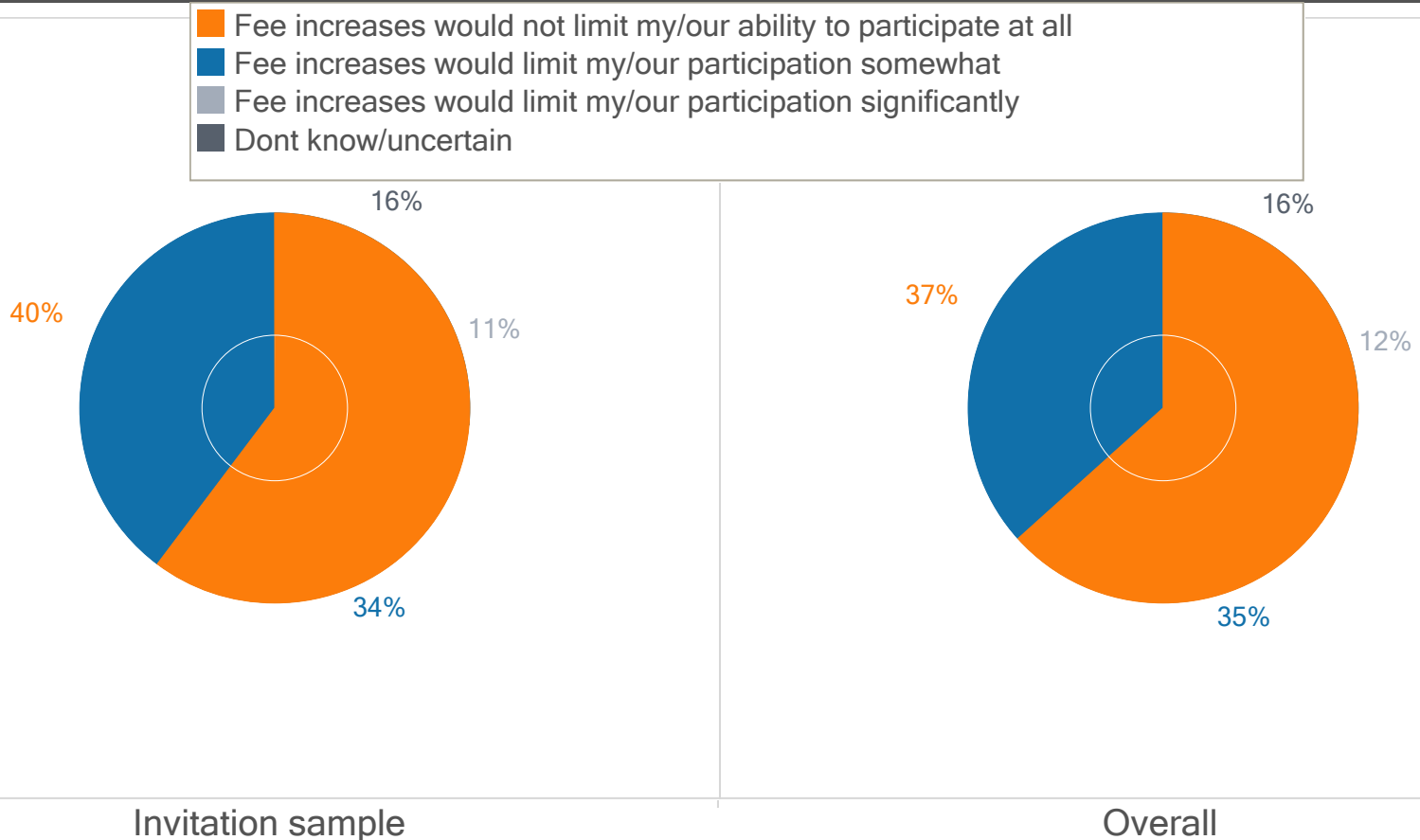
Greenbelt Recreation Survey | Willingness to Support Parks & Recreation Funding Options



IMPACT OF FEE INCREASES

When asked about whether increased fees would impact participation, 40% of invitation respondents stated it would not limit their participation, with 34% limiting somewhat and 11% limiting significantly. Sixteen percent of respondents stated they were uncertain if a fee increase would change their participation.

Greenbelt Recreation Survey | Impact of Fee Increases on Parks & Recreation Participation





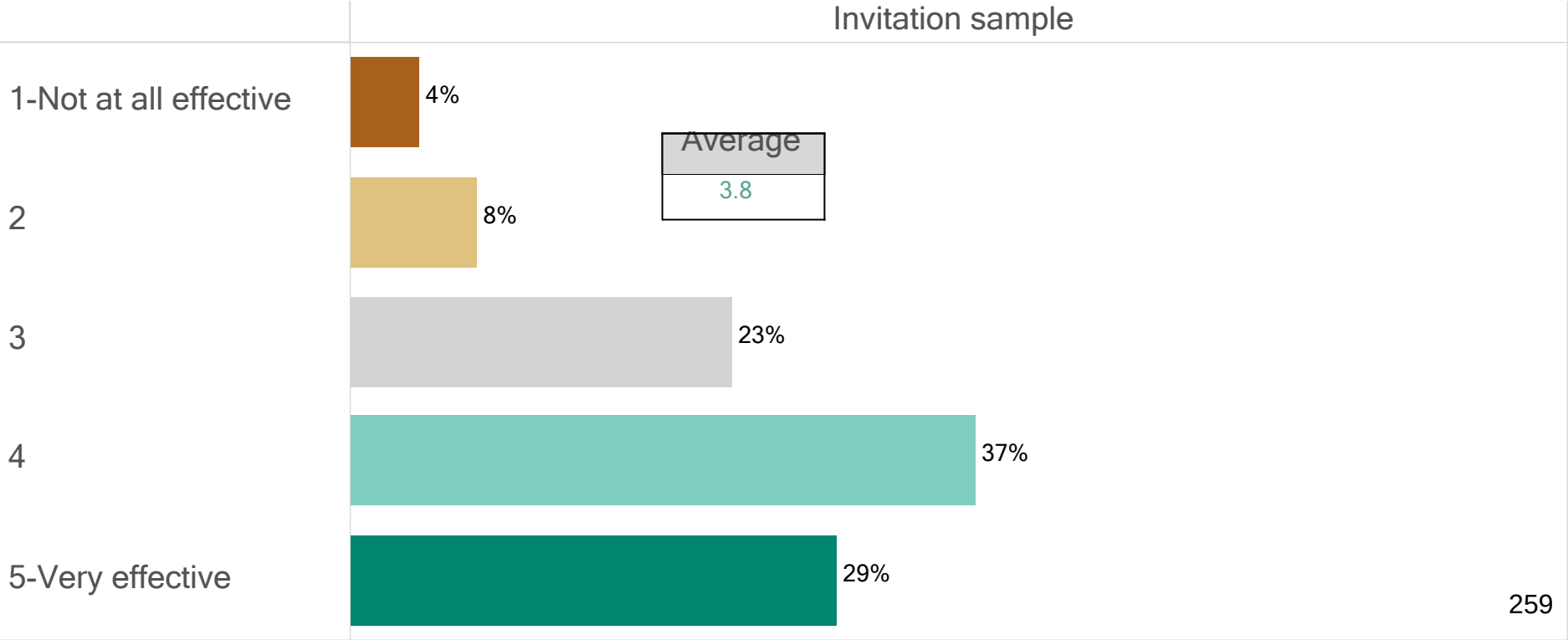
COMMUNICATION



EFFECTIVENESS OF COMMUNICATION EFFORTS

Communication effectiveness was rated by Greenbelt invitation respondents on a scale of 1 = “not at all effective” to 5 = “very effective”. On average, respondents rated effectiveness 3.8 out of 5.0. Sixty-six percent of respondents rated the effectiveness 4 or 5. Only 12% of respondents rated the effectiveness as “not effective” (1 or 2).

Greenbelt Recreation Survey | How effective are we at reaching you with information on parks and recreation facilities, services, and programs?



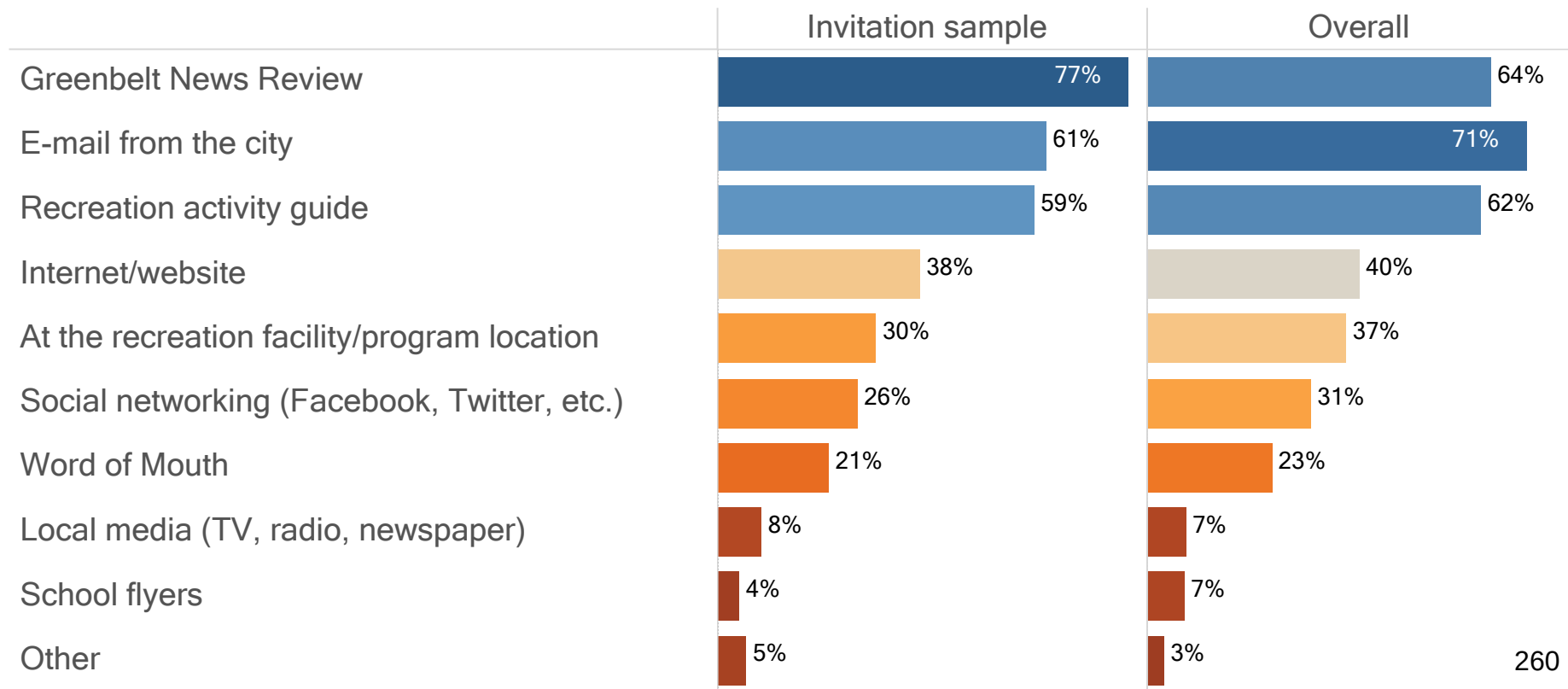
Source: RRC Associates



BEST WAY TO RECEIVE INFORMATION

Respondents indicated the Greenbelt News Review (77%), emails from the city (61%), and the recreation activity guide (59%) as the best avenues to receive information. In a second tier of responses, Internet/website and at the recreation facility/program location were selected (38% and 30% respectively). Overall responses preferred e-mail over all other communication avenues.

Greenbelt Recreation Survey | Best Way to Reach You With Parks & Recreation Information



Source: RRC Associates





ADDITIONAL COMMENTS/SUGGESTIONS

At the end of the survey, respondents were given the opportunity to provide any additional comments or suggestions about parks and recreation facilities and programs in the City of Greenbelt. Themes that came up frequently throughout the survey were again prominent in this comment field, such as more advertisement of programs, high satisfaction with current offerings, and further inclusion of specific amenities to better meet needs (e.g. playground improvements, more classes, increased trail connectivity). A selection of verbatim invitation responses is shown below. The full listing of responses is provided in the appendix.

The City of Greenbelt's Parks and Recreation program does a great job providing programs and caring for facilities.

I am very pleased with the Senior programs and assistance available. I use them OFTEN for my mother. I would like to see more advertisement of these programs to that others may utilize their services.

While I can afford to spend money on parks and recreation I don't want to make it unaffordable for the general public. It's important that everyone has access to these resources.

Trails need to connect with other Prince George's trails without traveling along or across major roadways. Greenbelt trails need to interconnect without traveling along or across major roadways.

Please make Greenbelt more bicycle friendly!

The small area of land soon to be seeded to Greenbelt inside of Greenbelt Station that is currently undeveloped would be PERFECT for a dog park or a small splash pad!

APPENDIX D: INVENTORY SPREADSHEET



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Last updated: June 2018

Notes:

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City Council Agenda Item Report

Meeting Date: January 28, 2019

Submitted by: David Moran

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

State Legislation

Suggested Action:

Reference:

HB 10

SB 200

MML Small Cell Photo Sheet

MML Wireless Bill Comparison Chart

HB 10 – State Highway Administration - Sidewalks within Priority Funding Areas Repair and Maintenance

This bill requires SHA to maintain and repair sidewalks along State roads if they are located within a priority funding area. The MML Legislative Committee voted to support HB 10.

It is recommended Council support HB 10.

SB 200 - Prohibited Appropriations - Magnetic Levitation Transportation System

This bill would prohibit the State from appropriating funds for a magnetic levitation transportation system. It would prohibit the use of right-of-way owned by Amtrak or CSX. Senator Pinsky is the primary sponsor of this bill.

It is recommended Council support SB 200.

SMALL CELL LEGISLATION - Mayor Pro Tem Davis requested this item be added to this agenda and will report on this matter.

Attachments:

[HB 10.pdf](#)

[SB 200.pdf](#)

[small-cell-photo-sheet.pdf](#)

HOUSE BILL 10

R1

9lr0614

(PRE-FILED)

By: **Delegate Carr**

Requested: October 17, 2018

Introduced and read first time: January 9, 2019

Assigned to: Environment and Transportation

A BILL ENTITLED

1 AN ACT concerning

2 **State Highway Administration – Sidewalks Within Priority Funding Areas –**
3 **Repair and Maintenance**

4 FOR the purpose of requiring the State Highway Administration to repair and maintain
5 certain sidewalks that are located within an area designated as a priority funding
6 area; making conforming changes; and generally relating to repair and maintenance
7 of sidewalks located within priority funding areas.

8 BY repealing and reenacting, with amendments,
9 Article – Transportation
10 Section 8–629 and 8–630
11 Annotated Code of Maryland
12 (2015 Replacement Volume and 2018 Supplement)

13 BY adding to
14 Article – Transportation
15 Section 8–631
16 Annotated Code of Maryland
17 (2015 Replacement Volume and 2018 Supplement)

18 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,
19 That the Laws of Maryland read as follows:

20 **Article – Transportation**

21 8–629.

22 (a) (1) With the concurrence of the local government, the Administration may
23 require any developer of an industrial, commercial, or apartment area along a highway
24 maintained by the Administration to construct sidewalks parallel to the highway.

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



(2) The construction of these sidewalks shall meet the conditions specified in entrance permits and the standards adopted by the Administration or the local government.

(b) Sidewalks may not be required under this section if the Administration determines that:

(1) The establishment of sidewalks would be contrary to public safety;

(2) The cost of establishing the sidewalks would be too great considering the need for them or their probable use; or

(3) The sparsity of population, the existence of other available ways, or any other factor indicates that there is no need for the sidewalks.

(c) After sidewalks are constructed under this section, they shall be maintained and repaired by [the]:

(1) **THE** political subdivision in which they are located; **OR**

(2) **THE ADMINISTRATION, IF THE SIDEWALK IS LOCATED WITHIN AN AREA DESIGNATED AS A PRIORITY FUNDING AREA UNDER § 5-7B-02 OF THE STATE FINANCE AND PROCUREMENT ARTICLE.**

8-630.

(a) (1) In this section the following words have the meanings indicated.

(2) "Municipal corporation" means a municipality as defined in § 1-101 of the Local Government Article.

(3) "Urban highway" means a highway, other than an expressway, that is:

(i) 1. Constructed with a curb and gutter and an enclosed type storm drainage system;

2. Located in an urban area and on which is located a public facility that creates appreciable pedestrian traffic along the highway from adjacent areas;

3. Located within urban boundaries as defined by the U.S. Census Bureau; or

4. Located within the boundaries of a municipal corporation; and

(ii) Part of the State highway system.

(b) (1) Sidewalks shall be constructed at the time of construction or reconstruction of an urban highway, or in response to the request of a local government unless:

(i) The Administration determines that the cost or impacts of constructing the sidewalks would be too great in relation to the need for them or their probable use; or

(ii) The local government indicates that there is no need for sidewalks.

(2) Sidewalks constructed under this section shall be consistent with area master plans and transportation plans adopted by the local planning commission.

(c) (1) If sidewalks or bicycle pathways are constructed or reconstructed as part of a roadway construction or reconstruction project, the Administration shall fund the sidewalk or bicycle pathway construction or reconstruction as a part of the cost of the roadway project.

(2) Except as provided in paragraphs (3) and (4) of this subsection, if sidewalks or bicycle pathways are constructed or reconstructed in response to a request from a local government and the adjacent roadway is not being concurrently constructed or reconstructed, the cost to construct or reconstruct the sidewalk or bicycle pathway shall be shared equally between the State and local governments.

(3) If sidewalks or bicycle pathways within a sustainable community as defined in § 6–301 of the Housing and Community Development Article are constructed or reconstructed in response to a request from a local government and the adjacent roadway is not being concurrently constructed or reconstructed, the cost to construct or reconstruct the sidewalk or bicycle pathway may be funded entirely by the State.

(4) (i) This paragraph does not apply to a priority funding area that is a sustainable community as defined in § 6–301 of the Housing and Community Development Article.

(ii) If sidewalks or bicycle pathways within an area designated as a priority funding area under § 5–7B–02 of the State Finance and Procurement Article are constructed or reconstructed in response to a request from a local government and the adjacent roadway is not being concurrently constructed or reconstructed, and if the Administration determines that construction would not occur under this section due to insufficient contribution of funds by the local government, the cost to construct or reconstruct the sidewalk or bicycle pathway shall be shared between the State and local government as follows:

1. 75 percent of the cost shall be funded by the State; and

2. 25 percent of the cost shall be funded by the local government.

(iii) If sidewalks or bicycle pathways within an area designated as a priority funding area under § 5–7B–02 of the State Finance and Procurement Article are constructed or reconstructed based on a determination by the Administration that a substantial public safety risk or significant impediment to pedestrian access exists and the adjacent roadway is not being concurrently constructed or reconstructed, then:

1. The Administration shall categorize the sidewalk or bicycle pathway construction project as “system preservation” and give corresponding funding priority to the project; and

2. The cost to construct or reconstruct the sidewalk or bicycle pathway may be funded entirely by the State.

(5) If sidewalks or bicycle pathways are being constructed or reconstructed in response to a request from a local government and the adjacent roadway is not being concurrently constructed or reconstructed, the local government shall:

(i) Provide public notice and opportunities for community involvement prior to the construction of a sidewalk or bicycle pathway project; and

(ii) Secure any necessary right-of-way that may be needed beyond the right-of-way already owned by the State.

(6) (i) Except as provided in [subparagraph (ii)] **SUBPARAGRAPHS (II) AND (III)** of this paragraph, after sidewalks and bicycle pathways are constructed under this section, they shall be maintained and repaired by the political subdivision in which they are located.

(ii) Subject to approval and the availability of funds, the Administration promptly shall reimburse a political subdivision for the preapproved and documented costs incurred in reconstructing a segment of a sidewalk or bicycle pathway that has deteriorated to the extent that repair is not practical or desirable for public safety.

(III) THE ADMINISTRATION SHALL MAINTAIN AND REPAIR SIDEWALKS CONSTRUCTED UNDER THIS SECTION THAT ARE LOCATED WITHIN AN AREA DESIGNATED AS A PRIORITY FUNDING AREA UNDER § 5–7B–02 OF THE STATE FINANCE AND PROCUREMENT ARTICLE.

(d) The Administration may not construct any project that will result in the severance or destruction of an existing major route for pedestrian transportation traffic, unless the project provides for construction of a reasonable alternative route or such a route already exists.

1 (e) The Administration shall develop guidelines jointly with local governments to
2 carry out the provisions of this section.

3 (f) The Administration shall maintain and repair all facilities for nighttime
4 illumination that:

5 (1) Are constructed by the Administration for the safe conduct of vehicular
6 traffic; and

7 (2) Exist adjacent to urban highways.

8 **8-631.**

9 **THE ADMINISTRATION SHALL REPAIR AND MAINTAIN SIDEWALKS THAT ARE:**

10 **(1) ADJACENT TO STATE HIGHWAYS; AND**

11 **(2) LOCATED WITHIN AN AREA DESIGNATED AS A PRIORITY FUNDING**
12 **AREA UNDER § 5-7B-02 OF THE STATE FINANCE AND PROCUREMENT ARTICLE.**

13 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect
14 October 1, 2019.

SENATE BILL 200

R2, P1

9lr1301

By: **Senators Pinsky and Peters**

Introduced and read first time: January 23, 2019

Assigned to: Budget and Taxation and Education, Health, and Environmental Affairs

A BILL ENTITLED

1 AN ACT concerning

2 **State Finance and Procurement – Prohibited Appropriations – Magnetic**
3 **Levitation Transportation System**

4 FOR the purpose of prohibiting the State and certain units and instrumentalities of the
5 State from using any appropriation for a magnetic levitation transportation system
6 in the State; prohibiting a public or private entity that receives money from the State
7 from authorizing a permit or giving any other form of approval for a magnetic
8 levitation transportation system in the State; prohibiting a proposal for a magnetic
9 levitation transportation system from using certain right-of-way or track owned or
10 operated by certain railroad companies; and generally relating to State
11 appropriations for magnetic levitation transportation systems.

12 BY adding to
13 Article – State Finance and Procurement
14 Section 7–240
15 Annotated Code of Maryland
16 (2015 Replacement Volume and 2018 Supplement)

17 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,
18 That the Laws of Maryland read as follows:

19 **Article – State Finance and Procurement**

20 **7–240.**

21 **(A) NEITHER THE STATE NOR ANY UNIT OR INSTRUMENTALITY OF THE**
22 **STATE MAY USE ANY APPROPRIATION FOR A MAGNETIC LEVITATION**
23 **TRANSPORTATION SYSTEM LOCATED OR TO BE LOCATED IN THE STATE.**

24 **(B) NO PUBLIC OR PRIVATE ENTITY THAT RECEIVES MONEY FROM THE**

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



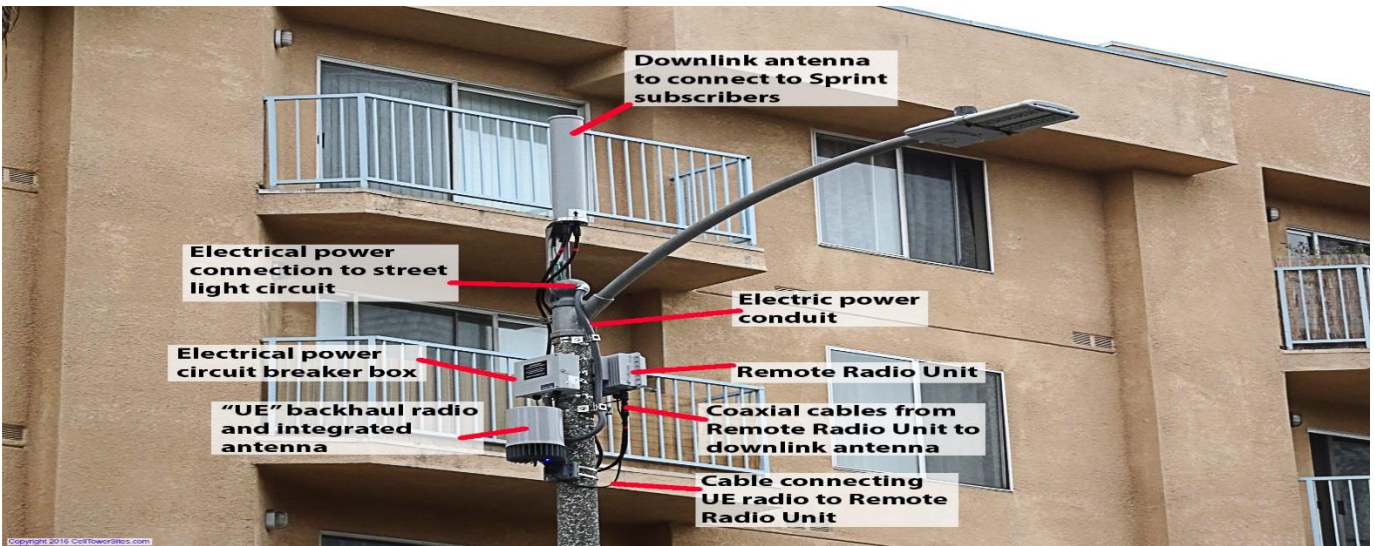
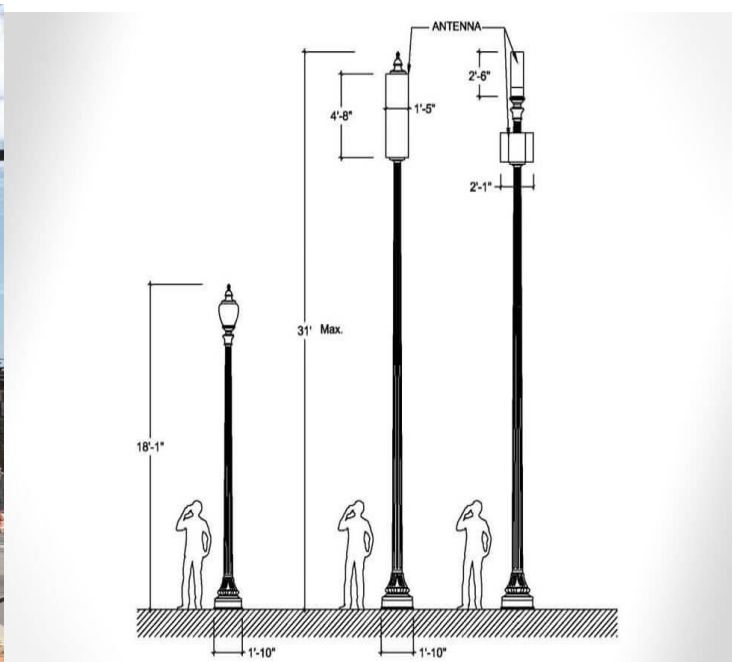
1 STATE MAY AUTHORIZE A PERMIT OR GIVE ANY OTHER FORM OF APPROVAL FOR A
2 MAGNETIC LEVITATION TRANSPORTATION SYSTEM LOCATED OR TO BE LOCATED IN
3 THE STATE.

4 (C) NOTWITHSTANDING ANY OTHER LAW, A PROPOSAL FOR A MAGNETIC
5 LEVITATION TRANSPORTATION SYSTEM MAY NOT INCLUDE THE USE OF THE
6 RIGHT-OF-WAY OR TRACK OWNED OR OPERATED BY:

7 (1) THE NATIONAL RAILROAD PASSENGER CORPORATION,
8 COMMONLY KNOWN AS AMTRAK; OR

9 (2) CSX TRANSPORTATION.

10 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect June
11 1, 2019.



ANALYSIS OF SMALL CELL INFRASTRUCTURE REGULATIONS AND POTENTIAL LEGISLATION

Prior to the FCC Order on small cell infrastructure, which took effect on January 14, 2019, governments evaluated the site and details of this infrastructure just like any other entity seeking to locate within their jurisdiction. Below is an analysis of the key points of the FCC Order, the “Community Coalition” proposed legislation, and the additional provisions sought by the wireless industry.

<u>Key Issue Points</u>	<u>FCC Order*</u>	<u>Community Coalition legislation</u>	<u>Wireless Industry legislation</u>
Conditional Use vs. Use By Right	Does not specifically address the issue of conditional use vs. use by right	Allows for local conditional use process including a public hearing if necessary	Establishes that collocation of small wireless facilities in public right-of way or any non-single-family residential property is a “use by right” and “not subject to local zoning”
Right-of-Way and Property Access	Does not specifically address the issue of right-of-way or property access	Allows for local government process to grant permission to access public rights-of-way	Establishes access as a right and allows for access without approval in certain instances
Applications “Deemed Granted”	Intentionally elected to not address the issue of applications deemed granted	Allows for a judicial remedy if an application extends beyond a shot clock without action by a local government	If an application extends beyond the shot clock without action by the government, the application is deemed granted
Fee Structure	Sets application and recurring fees, but allows a local jurisdiction to charge a higher fee only if it is limited to cost recovery and can be justified	Upholds the FCC’s stance on fee structure	Caps the fees at or below FCC recommended levels and eliminates a local jurisdiction’s ability to charge higher fees based on actual cost recovery
Digital Divide	No provisions to assist in closing the digital divide	Creates a new fund, the resources of which are to be used to deploy wireless service in underserved areas	No provisions to assist in closing the digital divide
Provisions of FCC Order	In effect as of January 14, 2019 but under pending legal challenge which may overturn some or all of FCC Order	Acknowledges the need to follow federal regulations, but remains flexible if there are changes in the future	Codifies FCC regulations in Maryland law and contains no flexibility if any FCC provisions are overturned or amended

*The FCC Order is the subject of a lawsuit seeking to eliminate all or portions of the Order. The case is pending in Federal court.

City Council Agenda Item Report

Meeting Date: January 28, 2019

Submitted by: Bonita Anderson

Submitting Department:

Item Type: Presentations

Agenda Section:

Subject:

Legislative Dinner Follow-Up

Suggested Action:

Mayor Jordan requested that this item be added to the agenda, in preparation for the upcoming Mid-Session Legislative Dinner.

Attachments:

[Legislative Dinner, December 17, 2018](#)

WORK SESSION OF THE GREENBELT CITY COUNCIL/LEGISLATIVE DINNER held Monday, December 17, 2018, at Crown Plaza, for the purpose of discussing the City's legislative priorities and other legislative matters.

PRESENT WERE: Councilmembers Colin A. Byrd (arrived late), Judith F. Davis, Leta M. Mach, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan. Councilmember Silke I. Pope was absent.

STAFF PRESENT WERE: Nicole Ard, City Manager; David E. Moran, Assistant City Manager; Todd Pounds, City Solicitor; and Shaniya Lashley-Mullen, Administrative Assistant.

ALSO PRESENT WERE: Senator Paul G. Pinsky; State Delegates Anne Healey and Tawanna Gaines; County Council Chair Todd Turner; and Bill Orleans.

The meeting began at 7:40 p.m.

Mayor Jordan welcomed the legislators. He noted that the purpose of the dinner was for the City to discuss its legislative priorities for 2019.

The following City priority issues were reviewed.

OPPOSE TRANSFER AND POTENTIAL PRIVATIZATION OF THE BALTIMORE WASHINGTON PARKWAY: The legislators expressed their support.

There was discussion on how the project is being funded. Mr. Roberts stated that the transfer of ownership from the federal government to the State of Maryland would have to be approved by Congress.

OPPOSE BELTWAY WIDENING: It was noted that this item was placed on the Board of Public Works meeting agenda for Wednesday.

There was a discussion on displacement of homes, increased noise levels and traffic congestion. Toll lanes would be added to some type of public-private arrangement.

BLOCK THE MAGLEV TRAIN ROUTES THROUGH GREENBELT AND PRINCE GEORGE'S COUNTY: The legislators expressed their support.

There was discussion on the funding of the project. Delegate Healey stated that a study was done 20 years ago and the developers stopped pursuing the project.

GREENBELT ROAD STREETSCAPE IMPROVEMENTS: Mayor Jordan reported that this project is #2 on the County's project planning priority list.

There was a discussion on the recent Urban Land Institute Technical Assistance Panel (ULI-TAP) study about the Greenbelt Road corridor. The project included the Town of Berwyn Heights and the City of College Park.

GREENBELT METRO STATION IMPROVEMENTS: It was noted that Prince George's County placed a \$2.75 surcharge on the parking lot and that the money hasn't been distributed back into the

City.

County Council Chair Member Turner stated that several other stations have the surcharge added. He noted that it's not for upgrading the station; it's for improving the parking lots.

There was discussion about the walking trail and the various requests by WMATA for additional modifications to the design plans.

Additional items discussed were:

- Increase M-NCPPC Funding for City Recreation Programs
- Children Living in Greenbelt Station Should Attend Greenbelt Schools
- Replace Sidewalks on State Roads
- Ban on Plastic Straws
- Maryland Municipal League Priorities

The meeting ended at 9:06 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Administrative Assistant

City Council Agenda Item Report

Meeting Date: January 28, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Cell Tower Notice

Suggested Action:

Councilmember Byrd requested that this item be included on the agenda this evening.

The motion would be to have the relevant clarifying amendment to the City's Ordinance drafted.

When alerted about the Notice Provision, our Communications Attorney Stated:

"We've reviewed the suggestions with respect to adopting specific notice and hearing requirements. In our view, it would be better not to do so, although we do recognize the importance of transparent procedures.

The procedures in the ordinance do provide for a public process, and do envision that members of the public can participate in the process, including by seeking reconsideration if an application is approved that the public believes should be denied. We did not provide a detailed notice process. One reason we did not do so is that providers argue that under new FCC rules, we are required to treat wireless facilities and other infrastructure similarly. While we disagree with this view, we thought our existing language does provide us with the flexibility to deal with wireless facilities, and to provide for public participation, without tying us to particular procedures that may be challenged. You will see that the ordinance does give the City Manager broad authority to establish procedures which could include notice, and does contemplate that applications will be public and published. It also permits the City Manager to conduct investigations as necessary to decide on an application, which could include public meetings where necessary. We think this may be a better approach than locking in particular procedures now.

This is particularly so because we will be facing some significant deadlines under FCC rules. Final action on an application for placement of a small wireless facility on an existing pole must be completed within 60 days (assuming the application is complete). Decisions must be in writing. Because we do provide for reconsideration, that means that where there is a 60-day window, we will need to have an initial decision issue within about 30-40 days of the submission of an application. Again, we were reluctant to lock in procedures, including hearing and public meeting procedures if those could result in missing federal deadlines.

If the Council does wish to provide for some procedures when we receive applications for placement of facilities on existing utility poles, or for new utility poles, we do ask that they be flexible enough to ensure we can meet necessary deadlines, and that they focus on affected residential properties.

Two other points are worth addressing. First, it is not the case that we will be unable to provide notice or conduct hearings without an ordinance revision. As mentioned above, the ordinance contemplates that the City Manager can take whatever steps are necessary to make a sound decision on a project.

Second, the letter suggests that there are RF concerns associated with 5G that do not exist with respect to 4G. We have seen the literature raising concerns about 5G, but it is the case that as long as FCC emissions standards are satisfied, we cannot base any decision on wireless placement on RF concerns, so those concerns are not a ground for having additional procedures. As part of each application, we do require applicant to show that there will be compliance with those standards, and it is a condition of every permit that the facility remain in compliance. “

Should City Council still wish to amend the ordinance, I suggest that we wait a bit so that we can see if there is any other issue they feel should become part of the ordinance. This is an ever evolving issue and many municipalities are taking a wait and see type of approach before amending their ordinances. I think the City should see how things evolve before we find ourselves amending the ordinance several time. It would be best to do it all at once. BB & K, our communications attorneys provided us with an ordinance that is worded in a way to give us the most flexibility to address the small cell issue. Attached is the Ordinance, a proposed franchise agreement, and an application.

On the issue of joining the Takoma Park litigation against the FCC, the City has been part of these coalitions and complaints have been filed. We have contacted Takoma Park for a clearer picture of what their suit involves, but do not expect to have complete details until next week. I am not certain that the Takoma Park initiative is different than other coalitions that Greenbelt has already joined.

Attachments:

[Ord1367.docx](#)

[Draft Application.pdf](#)

Introduced: Ms. Davis
1st Reading: December 10, 2018
Passed: December 10, 2018
Posted: December 11, 2018
Effective: December 10, 2018

ORDINANCE NUMBER 1367

AN ORDINANCE TO AMEND CHAPTER 5 OF THE CITY CODE TO ADD A NEW CHAPTER 5A TITLED “FRANCHISES AND PERMITS FOR WIRELESS COMMUNICATIONS FACILITIES” AND AMEND CHAPTER 18 OF THE CITY CODE BY ADDING A NEW DIVISION 6 TITLED “MINIMUM REQUIREMENTS FOR OCCUPATION OF RIGHTS-OF-WAY”

WHEREAS, 5-202 of the Local Government Article of the Annotated Code of Maryland provides that the Mayor and Council of the City of Greenbelt have the authority to pass such ordinances as it deems necessary to preserve peace and good order, and to protect the health, comfort and convenience of the residents of the municipality; and

WHEREAS, 2(a)(13) of the Local Government Article of the Annotated Code of Maryland provides that the Mayor and Council of the City of Greenbelt have the authority to pass such ordinances to provide for the City to generally grant public utility franchises; and

WHEREAS, the City Code, Chapter 5, “Cable Television”, the City’s Cable Communications Regulatory Code and lends itself to outline the Regulatory Code for other Communications Systems; including wireless facilities; and

WHEREAS, § 3(5) of the Local Government Article of the Annotated Code of Maryland provides that the Mayor and Council of the City of Greenbelt to regulate the use of sidewalks and all structures in, under, or above them; and

WHEREAS, the City deems it to be necessary and appropriate to provide for certain standards and regulations relating to the location, placement, design, construction and maintenance of telecommunications towers, antennas and other structures within the City's public rights-of-way, and providing for the enforcement of said standards and regulations, consistent with federal and state law limitations on that authority. NOW, THEREFORE,

BE IT ORDAINED by the Council of the City of Greenbelt, Maryland, that the City Code be amended to read as follows:

Chapter 5A

Franchises and Permits for Wireless Telecommunications Facilities

Section 5A-1. General provisions.

- (a) Title. This chapter shall be known and may be cited as the "Wireless Telecommunications Code."
- (b) Effective date and repealer. This chapter shall take effect and be in force from and after passage. All prior ordinances or parts of ordinances in conflict with the provisions of this chapter are hereby repealed.
- (c) Findings and purpose.
 - (1) The City of Greenbelt, Maryland (the "City") finds that the further development of wireless communications may result in great benefits for the people of the City. However, it is projected that development of wireless telecommunications networks may require placement of more and different facilities in the rights-of-way than have been placed in the rights-of-way previously, and those facilities can vary dramatically in size and form, and may have significant impacts on the community.
 - (2) The City finds that minimization of clutter and vertical structures in the rights-of-way is important to the welfare of the community, and that placement near residential structures, in underground areas, or areas that will be undergrounded, and in historical areas should be restricted where not critical to the provision of services.
 - (3) The City already regulates the placement and design of other facilities that are placed in the rights-of-way, to the extent permissible under law, through franchising and permitting processes and local regulations and practices. The City intends to apply similar principles to the regulation of wireless telecommunications facilities.
 - (4) However, because Federal Communications Commission regulations and federal law require that special procedures be applied to consideration of applications for certain wireless telecommunications facilities, the City finds that it is appropriate to specify certain requirements in the code to provide clearer guidance with respect to the placement of wireless telecommunications facilities in the rights-of-way.
- (d) Intent. The City intends that all provisions set forth in this chapter be construed to serve the public interest and the foregoing public purposes, and that any franchise issued

pursuant to this chapter be construed to include the foregoing findings and public purposes as integral parts thereof.

- (e) Delegation of powers. The City may delegate the performance of any act, duty, or obligation, or the exercise of any power, under this chapter or any franchise agreement to any employee, officer, department or agency, except where prohibited by applicable law.
- (f) Implementing regulations. The provisions of this chapter, and the forms for submission of applications may be adopted by regulation approved as provided in this Code.
- (g) Public use. Except as otherwise provided by Maryland law, any use of the rights-of-way authorized pursuant to this Chapter will be subordinate to the City's use and use by the public.

Section 5A-2. Definitions and usage.

- (a) Definitions and usage, general. For the purposes of this chapter, the following terms, phrases, words, and abbreviations shall have the meanings given herein, unless otherwise expressly stated. When not inconsistent with the context, words used in the present tense include the future tense; words in the plural number include the singular number, and words in the singular number include the plural number; and the masculine gender includes the feminine gender, and vice versa. The words "shall" and "will" are mandatory, and "may" is permissive. References to state or federal laws or regulations refer to those laws or regulations as they may be amended. References to agencies refer to the agencies or their successors or designees.
- (b) Application: A formal request, including all required and requested documentation and information submitted by an Applicant to the City for a wireless placement permit.
- (c) Applicant: A person filing an application for placement or modification of a wireless telecommunications facility in the right-of-way.
- (d) Base Station: The term "base station" shall have[s] the same meaning as in 47 C.F.R. Section 1.40001.
- (e) City Manager: The chief administrative officer for the City of Greenbelt, or its designee.
- (f) Construction, modification and repair: shall be broadly construed to include all activities conducted in the rights-of-way with respect to a facility, including but not limited to construction, removal, relocation, alteration, and replacement.
- (g) FCC: The Federal Communications Commission.
- (h) Micro wireless facility: A wireless facility having dimensions no larger than twenty four (24) inches in length, fifteen (15) inches in width and twelve (12) inches in height, and an exterior antenna, if any, no longer than eleven (11) inches, and which antenna may be enclosed in an imaginary cylinder no larger than one (1) inch in diameter.

- (i) Operation: Activities affecting detectable attributes of facilities in the rights-of-way that may physically affect persons or property, such as noise and radio frequency emissions. The term as used in this section does not include radio frequency interference with other licensed facilities.
- (j) Right-of-Way, or ROW: The surface, the air space above the surface, and the area below the surface of any public street, highway, lane, path, alley, sidewalk, boulevard, drive, bridge, park, parkway, easement, or similar property within the City, and in whole or part under the control of the City which, consistent with the purposes for which it was dedicated, may be used for the purpose of installing and maintaining a wireless telecommunications facility.
- (k) Support Structure: Any structure capable of supporting a base station.
- (l) Tower: Any structure built for the sole or primary purpose of supporting any FCC-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless services, including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site. This definition does not include utility poles.
- (m) Underground areas: Those areas where there are no electrical facilities or facilities of the incumbent local exchange carrier in the right-of-way; or where the wires associated with the same are or are required to be located underground; or where the same are scheduled, whether now or at a future time, to be converted from overhead to underground. "Electrical facilities" are distribution facilities owned by an electric utility and do not include transmission facilities used or intended to be used to transmit electricity at nominal voltages in excess of 35,000 volts.
- (n) Utility Pole: A structure in the rights-of-way designed to support electric, telephone, and/or similar utility lines, and which cable operators or telecommunications service providers may use at regulated rates. A utility pole is not a tower.
- (o) Wireless Permit: A permit issued pursuant to this Chapter, authorizing the construction, modification, or repair of a wireless telecommunications facility of a design specified in the permit at a particular location within the right-of-way.
- (p) Wireless Service Provider. An entity that provides wireless services to end users.
- (q) Wireless services: Any FCC-licensed or authorized service, including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services, such as microwave backhaul and the associated site.
- (r) Wireless Infrastructure Provider: A person that owns, controls, operates, or manages a wireless telecommunications facility or portion thereof within the right-of-way.
- (s) Wireless Regulations: Regulations adopted implementing the provisions of this Chapter.

- (t) Wireless Telecommunications Facility: A facility at, or proposed for, a fixed location consisting of a base station, any accessory equipment, and the support structure, if any, associated that is, or that the application proposes will be, associated with the base station.

Section 5A-3. Franchise Required.

- (a) Franchise required. Any person (other than the City, the State, or a subdivision of the State) who will own or control a wireless telecommunications facility in the right-of-way used to provide wireless services must obtain a franchise therefore from the City, unless that person holds a franchise from the State which authorizes it to use the rights-of-way for that purpose, without further permission of the City. An additional franchise is not required for installation of a utility pole or equipment required to install communications lines, electricity or other services to a wireless telecommunications facility by an entity that occupies the rights-of-way and is permitted to perform such work pursuant to a franchise from the City or State.
- (b) Not in lieu of permit or agreements. The franchise is not in lieu of a wireless permit, or any other permit that may be required under this Code in connection with the construction, modification or repair or operation of a wireless telecommunications facility. The permit is not in lieu of agreements required for use of City-owned or controlled support structures, conduit, pipes or other infrastructure which may be used to deploy facilities.
- (c) Divisibility/Transferability. A franchise is not divisible, nor may it be transferred without the permission of City as specified in the franchise.
- (d) Exceptions.
- (1) Facilities used exclusively for public safety purposes are excepted from the requirements of this Section.
- (2) Because a wireless infrastructure providers may not own or control all of the facilities within the wireless telecommunications facility that are used in the provision of wireless services, and may bear full responsibility for constructing, modifying and maintaining those facilities, the franchise for a wireless infrastructure provider may except any customer of the provider from this franchise requirement with respect to a wireless telecommunications facility, if a customer who owns or controls equipment within the wireless telecommunications facility acknowledges and agrees, in a form acceptable to the City Attorney, that the City has not granted it a franchise or consent to be in the rights-of-way for any purpose; that it is bound by franchisee's representations; that it shall have no rights or claims against the City of any sort related to the facilities; that its facilities may be subject to taxes, fees or assessments as provided in Section 5A-3(d)(3); that the City may treat any equipment owned by such entity as if it were owned by franchisee for all purposes (including, but not limited to, removal and relocation); and that the facilities may only be used for

services specified in the franchise. Such customer must further acknowledge and agree that, to the extent it operates a wireless facility, it is responsible for complying with applicable law governing radio frequency emissions, and the City may take appropriate action against it and the franchisee for a violation thereof; and that it agrees that it will be jointly and severally liable for any acts or omissions associated with the wireless telecommunications facility; and will jointly and severally indemnify the City in accordance with this Code and any applicable provision of the franchise. The acknowledgement and agreement may be provided for all wireless telecommunications facilities of a franchisee occupied by the customer within the City, and need not be provided separately, facility by facility.

- (3) Wireless telecommunications facilities installed by a franchised utility solely for internal communications purposes do not require an additional franchise or a permit under this chapter, but the placement and design of such facilities is subject to the review and approval of the City.
- (e) Franchise fees. As a condition of exercising the franchise, each franchisee shall pay a franchise fee, which fee may be set from time to time by the City so that entities making similar use of the rights-of-way, for similar purposes, pay similar fees.
- (f) Limitations. The City may issue a franchise for placement of wireless facilities in the rights-of-way used in the provision of personal wireless services, or in the provision of Internet services to the public, subject to such conditions as the City may reasonably establish. For any other wireless services, City shall only issue a franchise upon a showing that the services to be provided are in the interest of the City, and placement in the right-of-way is appropriate; or that a franchise must be issued as a matter of law.

Section 5A-4. Wireless Permit Required.*

*In conformance with Chapter 18 “Streets and Sidewalks” of the City Code

- (a) Permit. A wireless permit is required for the construction, modification or repair of any wireless telecommunications facility, except as provided herein.
- (b) Exemptions. A wireless permit is not required for:
 - (1) The placement or modification of wireless telecommunications facilities on support structures owned, or under the control of, the City, the use of which is subject to control by enforceable contract for use of the facility between the City and the entity or entities that own or control the wireless telecommunications facility.
 - (2) The placement or modification of wireless telecommunications facilities by the City or by any other agency of the state solely for public safety purposes.

- (3) Modifications to an existing wireless telecommunications facility that makes no material change to the footprint of a facility or to the surface or subsurface of a public street if the activity necessary to modify the facility does not disrupt or impede traffic in the traveled portion of a street or sidewalk, and if the work activity does not change the visual or audible characteristics of the wireless telecommunications facility.
- (4) Installation of a "cell on wheels," "cell on truck" or a similar structure for a temporary period in connection with an emergency or event, but no longer than required for the emergency or event, provided that installation does not involve excavation, movement or removal of existing facilities.
- (5) A micro wireless facility strung between two utility poles and provided further that the installation does not require replacement of the strand, or excavation, modification or replacement of the utility poles, and complies with all applicable safety codes.
- (6) The City, by wireless regulation, may also exempt wireless telecommunications facilities that otherwise are subject to the provisions of this section from the obligation to obtain a permit to install or modify a wireless telecommunications facility where it is determined that because of the physical characteristics of the proposed facilities, and the work associated with them, such a permit is not required to protect the public health, welfare or safety, to maintain the character of a neighborhood or corridor, or to otherwise serve the purposes of this ordinance.

Section 5A-5. General Standards for Placement in the Rights-of-Way.

- (a) Generally. Wireless telecommunications facilities shall meet the minimum requirements set forth in this ordinance and the wireless regulations, in addition to the requirements of any other applicable law. Without limitation, the provisions of Chapter 18 apply to the construction, modification, repair and operation of wireless telecommunications facilities in the rights-of-way.
- (b) Waiver of Requirements. The wireless regulations and decisions on applications for placement of wireless telecommunications facilities in the rights-of-way shall, at a minimum, ensure that the requirements of this section are satisfied, unless it is determined that applicant has established that denial of an application would, within the meaning of federal law, prohibit or effectively prohibit the provision of personal wireless services, or otherwise violate applicable laws or regulations, under circumstances such that deployment of the facilities must be authorized. If that determination is made, the requirements of this ordinance, including any regulations and forms to implement this ordinance, may be waived, but only to the minimum extent required to avoid conflict with federal law.
- (c) Standards. Wireless telecommunications facilities shall be installed and modified in a manner that minimizes risks to public safety, avoids placement of aboveground facilities

in underground areas, avoids installation of new support structures or equipment cabinets in the public rights-of-way, avoids placement in a residential area when commercial areas are reasonably available, and otherwise maintains the integrity and character of the neighborhoods and corridors in which the facilities are located; ensures that installations are subject to periodic review to minimize the intrusion on the rights-of-way and compliance with health and safety codes; and ensures that the City bears no risk or liability as a result of the installations, and that such use does not inconvenience the public, interfere with the primary uses of the rights-of-way, or hinder the ability of the City or other government agencies to improve, modify, relocate, abandon or vacate the rights-of-way or any portion thereof, or the ability of the City or other government agencies to cause the improvement, modification, relocation, vacation or abandonment of facilities in the rights-of-way.

- (d) Concealment. Wireless permits shall incorporate specific concealment elements to minimize visual impacts, and shall incorporate design requirements ensuring compliance with all standards for noise emissions. Unless it is determined that another design is less intrusive or placement is required under applicable law:
- (1) Antennas located at the top of support structures shall be incorporated into the structure, or placed within shrouds of a size such that the antenna appears to be part of the support structure;
 - (2) Antennas placed elsewhere on a support structure shall be integrated into the structure, or be designed and placed to minimize visual impacts.
 - (3) Radio units or equipment cabinets holding radio units and mounted on a utility pole shall be placed as high as possible on the utility pole, placed to avoid interfering or creating any hazard to any other use of the public rights-of-way, and located on one side of the utility pole. Unless the radio units or equipment cabinets can be concealed by appropriate traffic signage, radio units or equipment cabinets mounted below the communications space on utility poles shall be designed so that the largest dimension is vertical, and the width is such that the radio units or equipment cabinets are minimally visible from the opposite side of the support structure on which they are placed.
 - (4) Wiring and cabling shall be neat and concealed within, or within conduit, flush to the support structure, ensuring concealment of these components to the greatest extent possible.
 - (5) Ground-mounted equipment associated with a wireless telecommunications facility shall be permitted only where consistent with the portion of the corridor in which it is to be placed, and may be required to be undergrounded, located in alleys or otherwise shielded. Ground-mounted equipment shall not interfere with pedestrian or vehicular traffic.
 - (6) Wireless telecommunications facilities shall comply with FCC regulations governing radio frequency ("RF") emissions. Every wireless facility shall at all

times comply with applicable FCC regulations governing RF emissions, and failure to comply shall be treated as a material violation of the terms of any permit or lease. No permit shall be issued or effective unless it is shown that the wireless telecommunications facility will comply with those regulations; any areas where occupational or general public exposures will exceed FCC limits are identified, and there is a clear plan addressing safety for any areas where exposures may exceed those limits.

- (7) No towers shall be permitted in the public rights-of-way, and no wireless telecommunications facilities shall be permitted above-ground in underground areas; provided that the City may permit placements where all elements of the wireless telecommunications facility are concealed and the facility does not appear to a casual observer to be a wireless telecommunications facility. Any tower design must in any case be consistent with the corridor in which the facility is placed, and minimize the obtrusiveness of the facility considered individually and as part of a network of wireless telecommunications facilities.
- (e) No speculation. No permit shall be issued except to wireless service providers with immediate plans for use of the proposed wireless telecommunications facility; or wireless infrastructure providers with contracts with wireless service providers which require the service provider immediately to use the proposed wireless telecommunications facility.
- (f) Historic Districts. For placement of wireless telecommunications facilities in rights-of-way in historic districts:
 - (1) The application must describe the impacts of the proposed construction, modification or repair, if any on the historic district, which analysis must consider the impact of any construction work required as well as the impact of the wireless telecommunications facility on the district. If any impacts are identified, the report should describe the steps taken by the applicant to mitigate the effect on the district.
 - (2) Wireless telecommunications facilities in historic districts should be placed:
 - a. so that they are not readily visible to the public, and are designed consistent with their surroundings; or
 - b. on existing or replacement utility poles in the rights of way, with equipment and any replacement poles designed, sized and located consistently with existing facilities in the rights of way; and
 - c. subject to conditions that preclude changes in the design or size of facilities without the discretionary approval of the City to ensure consistency with the historic district.

- (3) Permits will not be granted for construction, modification or repair of the wireless telecommunications facility if the City determines that there would be a material adverse effect on the district.

Section 5A-6. Application Submission Requirements.

- (a) Submission. Unless the wireless regulations provide otherwise, applicant shall submit a paper copy and an electronic copy of any application, amendments or supplements to an application, or responses to requests for information regarding an application to the Department of Planning and Community Development, or such other Department as the City Manager may specify. If forms are prescribed by the City, applications for a permit for a wireless telecommunications facility, and any other permit required in connection with that facility, must be submitted on those forms. Each application may be for up to ten (10) wireless telecommunications facilities, provided that the facilities are of similar design and intended to be placed in a similar manner as part of a single project. To avoid duplication, applicant may cross-reference information from one application to another if the applications are submitted at the same time.
- (b) Content. An application must contain:
 - (1) Any information required pursuant to the wireless regulations;
 - (2) The name of the applicant, its telephone number and contact information, and if different, the name and contact information for the owner, operator, and/or wireless service provider that will be using the wireless telecommunications facility;
 - (3) A complete description of the proposed wireless telecommunications facility and the work that will be required to install or modify it, including, but not limited to, detail regarding proposed excavations, if any; detailed site plans showing the location of the wireless telecommunications facility and each piece of equipment, and specifications for each element of the wireless telecommunications facility, clearly describing the site and all structures and facilities at the site before and after installation or modification; and describing the distance to the nearest residential dwelling unit and any historical structure within 500 feet of the facility. Before and after 360 degree photo-simulations must be provided. The electronic version of an application must be in a standard format that can be easily uploaded on a web page for review by the public.
 - (4) If the application is an eligible facilities request, within the meaning of 47 C.F.R. Section 1.40001, the application must contain information sufficient to show that the application qualifies as an eligible facilities request, which information must include all the information required by Section 5A-6 (b)(1)-(3), and must:
 - a. include the permit that was granted for the existing facility;
 - b. show compliance with all conditions associated with that permit;

- c. identify all changes to the facility from the date of the issuance of the permit;
 - d. provide before and after 360-degree photo-simulations;
 - e. specify the excavation, if any, that will associated with the facility;
 - f. specify whether the supporting structure will be replaced, or a new supporting structure installed;
 - g. identify the number of ground cabinets and their sizes associated with the existing wireless telecommunications facility, and the number and sizes of all ground cabinets that will be associated with the wireless telecommunications facility after modification; and
 - h. identify changes to the height of the support structure; identify what, if any horizontal additions will be attached to the support structure; and identify the size and volume of all components of the wireless telecommunications facility before and after modification.
- (5) If applicant contends that denial of the application would prohibit or effectively prohibit the provision of personal wireless services, or otherwise violate applicable laws or regulations, under circumstances such that deployment of the facilities must be authorized, the application must provide all information on which the applicant relies in support of that claim. Applicants are not permitted to supplement this showing, if doing so would prevent City from complying with any deadline for action on an application and applicant does not agree to toll such deadline for the time necessary to accomplish review of the supplemental materials.
- (6) Applicant must submit any required fees as part of the application.
- (7) To the extent that filing of the wireless application establishes a deadline for action on any other permit that may be required in connection with the facility, the application shall include complete copies of applications for every required permit, including, without limitation, electrical permits, building permits, traffic control permits, and excavation permits, with all engineering completed, and with all fees associated with each permit included with the application. It is the applicant's sole responsibility to determine which, if any, additional permits are required in connection with the facility.
- (8) Requests for waivers from any requirement of this section shall be made in writing to the City Manager or his or her designee. The same may grant a request for waiver if it is demonstrated that, notwithstanding the issuance of a waiver, the City will be provided all information necessary to understand the nature of the construction or other activity to be conducted pursuant to the permit sought.

Section 5A-7.

- (a) Fees. For wireless telecommunications facilities, applicant must agree as part of its application to pay costs incurred by the City in reviewing the application.
- (1) The City Manager may set the fees for review, and shall review the fees periodically, and raise or lower those fees based on costs the City expects to incur.
- (2) Until and unless the City Manager directs otherwise, the initial fee for review of each wireless telecommunication facility will be \$1,500 per facility, and an additional \$4,500 per wireless facility for each facility where applicant contends denial would result in an effective prohibition. If additional costs are incurred by the City in connection with the review, as may occur if the City is required to hire additional staff or third parties to review applications within time frames established by applicable law, City may require applicants to pay those additional costs.
- (3) Prior to submitting an application, an applicant may seek a waiver of the fee requirement if it believes that because of the nature of the requests and number of requests submitted, the cost to the City of reviewing the application may be lower. City may grant that waiver subject to such conditions as may ensure that the City can recover the costs incurred by the City is reviewing the application.

Section 5A-8. Rejection for Incompleteness.

- (a) For personal wireless facilities, as that term is defined under federal law, and eligible facilities requests, as that term is defined under federal law, applications will be processed, and notices of incompleteness provided, in conformity with state, and local and federal law.
- (b) Incomplete applications may be rejected by a written order specifying the material omitted from the application, or the City may notify the applicant of the material omitted and provide an opportunity to submit the missing material. If the wireless application is incomplete, all permits that must be acted upon by the same date as that application will also be deemed incomplete, or denied. If any permit that must be acted upon by the same date as the wireless application is incomplete, both it the wireless application, and any other permit application associated therewith shall be declared incomplete or denied.

Section 5A-9. Termination of Permit/Breach.

- (a) For breach. A wireless telecommunications permit may be revoked for failure to comply with the conditions of the permit, franchise, or applicable law. Upon revocation, the wireless telecommunications facility must be removed; provided that, a support structure owned by City, a utility, or another entity authorized to maintain a support structure in the right-of-way need not be removed, but must be restored to its prior condition, except as specifically permitted by the City. All costs incurred by the City in connection with

the revocation and removal shall be paid by entities who own or control any part of the wireless telecommunications facility.

- (b) For installation without a permit. A wireless telecommunications facility installed without a wireless permit (unless for those exempted by this Chapter) must be removed; provided that, removal of support structure owned by City, a utility, or another entity authorized to maintain a support structure in the right-of-way need not be removed, but must be restored to its prior condition, except as specifically permitted by the City. All costs incurred by the City in connection with the revocation and removal shall be paid by entities who own or control any part of the wireless telecommunications facility.
- (c) Term. A wireless permit, other than a permit issued pursuant to an eligible facilities request, shall be valid for a period of five (5) years. A permit issued in response to an application constituting an eligible facilities request shall expire at the same time as the permit for the underlying existing wireless telecommunications facility, and shall only be valid so long as federal law requires the City to issue permits in response to eligible facilities requests. A person holding a wireless telecommunications permit must either remove the wireless telecommunications facility upon expiration (provided that removal of a support structure owned by City, a utility, or another entity authorized to maintain a support structure in the right-of-way need not be removed, but must be restored to its prior condition, except as specifically permitted by the City); or, at least ninety (90) days prior to expiration, must submit an application to renew the permit, which application must demonstrate that the visual impact of the wireless telecommunications facility cannot be reduced. The wireless telecommunications facility may remain in place until the application is acted upon by the City, and any appeals from the City's decision are exhausted.
- (d) Municipal Infraction. Any violation of this ordinance will be subject to the same penalties as a violation of outlined in Chapter 18 "Streets and Sidewalks" Article II. Construction, Improvements, Etc. Division I Sec.18-34. Violations and Penalties.

Section 5A-10. Vertical Infrastructure Controlled By City.

- (a) Statement of Policy. The City, as a matter of policy, will negotiate agreements for the use of City-owned or controlled light standards and traffic signals in the public rights-of-way.
- (b) Subject to Agreement. The placement of wireless telecommunications facilities on City-owned or controlled light standards and traffic signals in the public rights-of-way is contingent upon entry into, and shall be subject to the terms and conditions in the agreement. The agreement shall specify the compensation to the City for use of the structures. The person seeking the agreement shall additionally reimburse the City for all costs the City incurs in connection with its review of, and action upon the person's request for an agreement. It may, in its discretion, refuse attachment. Proposed placements will be expected to be consistent with the design of the light standards and/or traffic signals to which the wireless telecommunications facility is to be attached, and consistent with the design of other attachments to light standards and traffic signals in the area. Generally, the wireless telecommunications facility should be concealed, unless

placement without concealment will better preserve the design of the underlying facility. The placement may not adversely affect the operation of any light standard or traffic signal, or the financing for the same. Subject to the foregoing, in considering whether to permit a particular use, the City will consider standards that apply to other wireless telecommunications facilities in the same rights-of-way.

Section 5A-11. Administration.

- (a) City Manager. The City Manager is responsible for administering this Chapter. As part of the administration of this Chapter, the City Manager may:
- (1) Adopt administrative regulations governing the placement and modification of wireless telecommunications facilities consistent with the requirements of this Chapter, including regulations governing collocation and resolution of conflicting applications for placement of wireless telecommunications facilities, and guidelines for placement of wireless telecommunications facilities on City-owned or controlled structures in the rights-of-way.
 - (2) Interpret the provisions of this Chapter;
 - (3) Develop acceptable designs for wireless telecommunications facilities in particular corridors, taking into account the zoning districts bounding the rights-of-way. If an applicant uses an approved design for a particular corridor it will be deemed to satisfy the aesthetic standards of this ordinance and the wireless regulations.
 - (4) Issue any notices of incompleteness, requests for information, or conduct or commission such studies as may be required to determine whether a permit should be issued.
 - (5) Develop forms and procedures for submission of applications for placement or modification of wireless telecommunications facilities, and proposed changes to any support structure consistent with this Chapter.
 - (6) Collect, as a condition of the completeness of any application, any required fees.
 - (7) Establish deadlines for submission of information related to an application, and extend or shorten deadlines where appropriate and consistent with federal laws and regulations;
 - (8) Subject to appeal as provided herein, determine whether to grant, grant subject to conditions, or deny an application; and
 - (9) Take such other steps as may be required to timely act upon applications for placement of wireless telecommunications facilities, including, without limitation, issuing written decisions and entering into agreements to extend the time for action on an application.

(b) Decision; Reconsideration.

- (1) The City Manager may, in its discretion, conduct any investigation and take any steps necessary to determine, within the time limits specified by applicable law whether an application for a wireless telecommunications facility complies with the requirements of this Chapter, applicable provisions of the City Code, and any wireless regulations, and whether, based on that review, it should be granted, denied, or granted subject to conditions. Any person adversely affected by a decision of the City Manager may submit a request for reconsideration of that decision, and the City Manager may deny that request or grant it, and conduct such further investigations, or take such additional steps as may be required to reconsider the issues. Any decision on an application for a wireless telecommunications facility shall be in writing and based upon substantial evidence in a written record.
- (2) Reconsideration requests that involve eligible facilities requests, or small wireless facilities as defined in FCC regulations, or any successor provision, must be filed within five (5) business days of the written decision of the City Manager; all other reconsideration requests must be filed within ten (10) days of the written decision of the City Manager, unless the City Manager extends the time to do so; provided, however, that an extension may not be granted where an extension would result in approval of the application by operation of law. If no reconsideration request is filed, the decision of the City is final on the day after the last day reconsideration may be filed; if a request is filed, the decision of City is final on the date that the City Manager acts on the request.
- (3) Reconsideration is not permitted where reconsideration would result in a violation of applicable deadlines for action on an application.

Section 5A-12. Severability.

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

Chapter 18

STREETS AND SIDEWALKS

DIVISION 6. MINIMUM REQUIREMENTS FOR OCCUPATION OF RIGHTS-OF-WAY

Section 18-122. Application.

- (a) Occupant Defined. An “occupant” is a person who owns or controls permanent facilities in the rights-of-way, or (in the case of an application that will result in occupation of the rights-of-way), a person who will own or control permanent facilities in the rights-of-way.
- (b) Generally. Each occupant shall be subject to the requirements of this Section, except as may be provided in a valid franchise held by such occupant, or as may be prohibited by law; provided that, an occupant’s obligations may be limited to the duty to indemnify where:
 - (1) the facilities of an occupant (such occupant being a “secondary occupant”); are wholly within the facilities of another occupant;
 - (2) the secondary occupant holds no franchise, and has no right to enter into the rights-of-way, or perform any work on its facilities;
 - (3) the secondary occupant’s property may be treated for all purposes (including notice) as the property of the occupant within whose facilities the secondary occupant is located;
 - (4) the occupant within whose property the secondary occupant’s property is located accepts full responsibility and liability for complying with all obligations hereunder with respect to the facilities of the secondary occupant and can grant such access to the secondary occupant’s facilities as necessary to permit the City, without liability to the secondary occupant, to perform any action contemplated hereunder;
 - (5) the secondary occupant accepts joint and several liability for the acts and omissions of the occupant;
 - (6) the City owes no duties to the secondary occupant; and
 - (7) the secondary occupant and the occupant responsible for the secondary occupant’s facilities submit a jointly-signed writing affirming the provisions hereof.
- (c) Code Compliance. An occupant shall at all times comply with all applicable provisions of the City Code and regulations. Any permit and any franchise authorizing occupancy of the rights-of-way may be terminated for violations of the Code and regulations, or the terms of any permit, as provided in this Chapter. Costs associated with compliance shall be borne solely by the occupant, and not by City, except as explicitly provided in a franchise or in the Code or regulations.

- (d) Inspections; Emergencies. The City may inspect an occupant's property, and may as a condition of the inspection require occupant to disconnect or remove any facilities that may present a hazard to the inspectors. City may direct occupant to correct any non-compliance found. The occupant shall cooperate with all inspections and may be present for any inspection of its facility by the City. Notwithstanding the foregoing, in an emergency or when the facility threatens imminent harm to persons or property, City may, without notice, inspect, support, repair, disable, or remove any elements of the occupant's facilities and charge occupant the costs therefore, which costs may be recoverable from the bond provided by occupant.
- (e) Contact. The occupant shall at all times maintain accurate contact information for all parties responsible for the facility, which shall include a phone number, street mailing address and email address for at least one natural person who may be contacted at all times in the event of an emergency.
- (f) Resources. An occupant shall maintain the persons and equipment necessary to allow it to respond immediately to any condition of or relating to the facility presenting a hazard to persons or property.
- (g) No guarantee or warranty by City. The City does not guarantee it has the authority necessary to permit an occupant to place or maintain a facility at any site. An occupant is responsible for ensuring it has all authorizations required in order to place a facility at a particular location. Permits improperly granted may be revoked. An occupant assumes all risks associated with placement of facilities in the rights-of-way.
- (h) Insurance. Occupant shall obtain and maintain insurance in the amounts and of types, and subject to such conditions, as may be specified by in any franchise, license or permit, or as may be specified by any other lawful means.
- (i) Indemnities. The occupant shall defend, indemnify and hold harmless the City, its agents, officers, officials, and employees (i) from any and all damages, liabilities, injuries, losses, costs, and expenses, and from any and all claims, demands, law suits, writs of mandamus, and other actions or proceedings brought against the City or its agents, officers, officials, or employees to challenge, attack, seek to modify, set aside, void or annul the City's approval of the permit, and (ii) from any and all damages, liabilities, injuries, losses, costs, and expenses, and any and all claims, demands, law suits, or causes of action and other actions or proceedings of any kind or form, whether for personal injury, death or property damage, arising out of or in connection with any action, or failure to act of occupant or those acting on its behalf, and arising out of the construction, modification, maintenance or operation of facilities in the rights-of-way, except where instances where indemnification is prohibited by Maryland law.
- (j) Performance and Removal Bond.
 - (1) Prior to issuance of a permit, the occupant shall file with the City, and shall maintain in good standing for so long as the facility is in place, a performance bond or other surety or form of security for the removal of the facility in the event

that the use is abandoned or the occupant's rights to occupy expire, or are revoked, or are otherwise terminated, or which may be drawn upon to reimburse City for any costs it incurs as a result of the failure of an occupant to comply with its obligations.

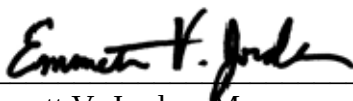
- (2) The amount of the performance bond will be specified by City and adjusted from time to time, following the valuation guidelines for determination of the amount of the bond required under Division 3. The City may increase or decrease the amount of the security based on the type and extent of the facilities of an occupant.
- (3) Where an occupant is required to obtain a bond under Division 3, the City may permit it to satisfy this requirement by a single bond covering construction of the facility and the ongoing occupancy of the rights-of-way.
- (k) *Adverse Impacts on Adjacent Properties.* Occupant shall place and maintain its facilities to avoid undue adverse impacts to adjacent properties and/or uses that may arise from the construction, operation, maintenance, modification, and removal of the facility, and is responsible for restoring property damages to their condition prior to the facility's installation, except as state law otherwise provides.
- (l) *Visual burden minimized. Maintenance of facilities.* All facilities shall be neatly placed and maintained, with unused facilities removed, so that the burden and visual impact of the facilities in the rights-of-way is minimized. Without limitation, it is not permissible to leave wires hanging, or leaving disconnected cabling and conduits on the sides of supporting structures in the rights-of-way.
- (m) *Noninterference with pedestrian and vehicular traffic.* Use by any occupant is secondary to use of the rights-of-way by vehicular and pedestrian traffic, and no facility may be placed in a manner that interferes with such uses. Without limitation, facilities may not be placed or maintained at locations that present a hazard to pedestrians or vehicular traffic (whether physically, or by obstructing sight lines); that violate ADA requirements; or that overhang any street, sidewalk, ramp or driveway unless the City has specifically approved that placement.
- (n) *Noninterference with public projects.* An occupant must promptly move, alter, temporarily relocate, or remove its facilities as necessary for any public project, including, but not limited to, installation of any publicly-owned utility, structure or facility, street widening or re-grading, widening or installation of sidewalks, or as part of an undergrounding project. If an occupant fails to move, alter, temporarily relocate, or remove its facilities by a time specified by City, City may cause the facilities to be removed, and charge the occupant for the cost thereof, which cost shall be recoverable against the bond.
- (o) *Movement for others.* An occupant must promptly, and at no charge to the City, move, alter, or temporarily relocate its facilities as necessary to permit use of the rights-of-way by other franchised entities or entities holding special permits from City that require such

movement, alteration or relocation. An occupant may charge the entity that causes such work to be performed for the cost of the work, except as may otherwise be provided by applicable laws or contract.

- (p) No Right, Title, or Interest. Permissions granted by the City to occupy the rights-of-way shall not in any event constitute an easement on or an encumbrance against the public right-of-way. No right, title, or interest in the public right-of-way, or any part thereof, shall vest or accrue in an occupant by reason of issuance of such permissions.
- (q) General Maintenance. The site and the facility, including, but not limited to, all landscaping, fencing, and related equipment, must be maintained in a neat and clean manner and in accordance with all approved plans. All graffiti on facilities must be removed at the sole expense of the occupant permittee within forty eight (48) hours after notification from the City.
- (r) Abandonment and termination. If a facility is not operated for a continuous period of six (6) months, rights to occupy the rights-of-way it may be treated as abandoned and rights to occupy terminated. City will provide notice of abandonment, and unless an occupant contends in writing submitted within ten (10) days of the notice, that the facility has not been abandoned, the facility will be deemed abandoned and the rights to occupy terminated. If an occupant contends that the facility has not been abandoned, it must provide all facts on which it relies for that contention as part of the submission to City. The City may then determine whether or not the facility is abandoned. If the facility is deemed or determined to be abandoned, City may direct the facility to be removed, and if not removed City by a time specified by the City, City may remove the facility and charge the occupant the cost therefore, which cost may be charged against the bond.
- (s) Records. Any occupant must maintain complete and accurate copies of all applications filed, and all permits and other regulatory approvals issued in connection with the facility, and maintain full and complete records identifying and showing the location of the facilities of occupant in the rights-of-way. Copies of the record shall be promptly provided to City on request, unless production of the records is prohibited by law. Maps of facilities must be provided in a format that will permit the information to be incorporated in the City's GIS system.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon the date of its passage.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of December 10, 2018.



Emmett V. Jordan, Mayor

ATTEST:

A handwritten signature in black ink, reading "Bonita Anderson", written over a horizontal line.

Bonita Anderson, City Clerk

Key:

Underscoring indicates language added to existing law.

~~Overstriking~~ indicates language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged.

CITY OF GREENBELT
APPLICATION FORM INSTRUCTIONS FOR WIRELESS PERMIT:
FACILITIES IN PUBLIC RIGHT-OF-WAY

In addition to obtaining and maintaining any other permit or franchise required for placement and operation of the proposed facility in the rights-of-way, Chapter 5.A of the City of Greenbelt Municipal Code (the "Code") requires a wireless permit prior to the construction or modification or repair of most wireless telecommunications facilities ("WF"). Entities that are required by the Code to obtain a wireless permit must apply for one using the attached form, which must be complete when submitted. Failure to submit a complete form may result in the application being declared incomplete, or rejected. The form must be submitted in hard copy, and in an electronic format that can be posted to the City's website. The electronic copy must be of a quality so that all information is eligible, and in a standard format readable without specialized software (e.g., .pdf). The application will be available for public review and comment.

Each application may be for up to ten (10) wireless telecommunications facilities, provided that the facilities are of similar design and intended to be placed in a similar manner as part of a single project. To avoid duplication, applicant may cross-reference information from one application to another if the applications are submitted at the same time.

When you are requested to provide the dimensions of a WF (or a supporting structure to which it will be attached), the dimensions should include all elements of a WF. For example, if the diameter of a supporting structure will change, that diameter should be identified. If the diameter will not change, but conduit will be added to or next to the supporting structure, it should be clear how far the conduit will extend from the structure, and whether it is flush-mounted or not.

If your response to a question includes attachments, label the attachments as exhibits that reference the Part and Question numbers. For example, for information requested in Part A, Question 5(a), label the documents: Exhibit A(5)(a).

It is up to you to determine what other authorizations and permits are required in addition to the wireless permit. The City is happy to meet with potential applicant to discuss the City's permitting requirements, and to review designs prior to submission of an application. An appointment can be scheduled by calling _____.

Under 5A-4, placement of WFs on City-owned infrastructure that is subject to a proprietary contract does not require an application. A person who wishes to use those facilities may submit a request to the City in accordance with Section 5A-10. Those requests should be submitted to _____, and should set out a proposed contract, compensation terms, an agreement to pay City the costs of negotiating the agreement, and a detailed description of the project, including detailed engineering that shows not only the proposed placement of the requester's facilities, but also the relation of those facilities to the existing facilities, and that contained certified statements as to the impact, if any, of the proposed installation on any existing facility. It should also include information identical to that request in Part A 1-2. A person who wishes to discuss placement on City facilities prior to submitting a formal request may schedule an appointment by calling _____.

CITY OF GREENBELT

APPLICATION FORM FOR WIRELESS PERMIT: FACILITIES IN PUBLIC RIGHT-OF-WAY

PART A: BASIC INFORMATION (ALL APPLICANTS)

1. Type of Application

Please check the applicable box(es) and provide the information required below as an attachment to this Application, along with a written explanation identifying the facts relied upon to support the claimed treatment. Please note that the reference to the FCC shot clocks does not bind the City to those clocks, but is included as a matter of convenience and is designed to reference the rules that were effective at the time this application was prepared. City will only be bound to comply with the shot clocks to the extent required by law. References to CFR provisions refer to those provisions or their successor provisions.

a) **Check all that apply:**

- ☐ This is a request for a “neutral host” facility. [that is, the facility is designed to be used by more than one provider of personal wireless facilities.
- ☐ Applicant will own and control all parts of the WF, other than a support structure owned by a third party. (if a portion of the facility will be owned by a third party, is subject to an IRU, or will be operated or maintained by a third party, do not check this box).

b) **Check one. This application is:**

- ☐ Eligible Facilities Requests. Applicant asserts that the application qualifies as an “eligible facilities request” (EFR) (as defined in 47 CFR § 1.6100(b)(3), or any successor provision). Applicant shall submit the information required in the Application Requirements Part A, Part B. and Part C.1, ***The applicable FCC shot clock is sixty (60) days.***
- ☐ Small Wireless Facility (Existing Structure). Applicant asserts that the application is being submitted for approval of a Collocation of a Small Wireless Facility, that is, the proposed facility both meets the definition of “small wireless facility” and is a “collocation” (both as defined by 47 C.F.R. § 1.6002). Replacements of existing structures are not “collocations”. Applicant shall submit the information required in Part A, Part B and Part C.2, and C.4 is applicable. ***The applicable FCC shot clock is sixty (60) days.***

Small Wireless Facility (New Structure). Applicant asserts that the application is being submitted for approval to deploy a Small Wireless Facility (as defined by 47 C.F.R. § 1.6002(l)) involving placement of a new structure. Replacements of existing structures are considered new structures. Applicant shall submit the information required in Part A, Part B and the Application Requirements Part C.2

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Notes may be used to identify issues with application in more detail., or to mark a particular requirement “NA” “Complete” means information was provided, and it is not an affirmation that the City has determined it is accurate.

☐ Complete
☐ Incomplete
Note: Multiple boxes may be checked.

☐ Complete
☐ Incomplete
Note: only one box should be checked

and if applicable, C.4. ***The applicable FCC shot clock is ninety (90) days.***

- ☐ Other Wireless Facility State or Federal Law Requires City to Allow in the ROW. Applicant asserts that the application is being submitted for approval of a type of WF that state or federal laws require the City to allow in the City's ROW. If you checked this box, please attach an explanation of the basis for your assertion, including citations to supporting law, and state what FCC shot clock you assert applies to this application, if any. Submit the information required in the Application Requirements Part A, B, Part C.2 and C.4 is applicable.
- ☐ Permit Renewal. Applicant asserts that the application is being submitted for a renewal of an existing wireless permit. If you checked this box, please submit a copy of the original permit, any prior renewals or extensions thereof, and the information required in the Application Requirements Section Part C.3 below, and Section C.4 if applicable.

2. Contact Information

- a) Applicant shall notify City of any changes to the information submitted within fifteen (15) calendar days following any such change.
- i) Identity of applicant:
Name: _____
Address: _____

Email: _____
Telephone: _____
Fax: _____
- ii) Identity of the person or persons that will respond to questions regarding this application. If a facility is a "neutral host" facility, a name must be provided of a person or persons who can attest to the answer to questions regarding the facilities and their operation.
Name: _____
Address: _____

Email: _____
Telephone: _____
Fax: _____
- iii) Identity of the any person who will own, control, operate or maintain any part of the proposed WF, other than a support structure owned by a third party.
Name: _____
Address: _____

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- ☐ Complete
☐ Incomplete
NOTES

- ☐ Complete
☐ Incomplete
[Note: Must be more than one contact for neutral host]

- ☐ Complete
☐ Incomplete
[Note: Must be more than one name if 2d box in 1.a is checked]

Email: _____
Telephone: _____
Fax: _____

Identity of the owner of any part of the structure on which the proposed WF would be installed.

Name: _____

Address: _____

Email: _____

Telephone: _____

Fax: _____

- iv) Identity of a contact person available to respond 24x7 to emergencies, or requests to shut down facilities.

Name: _____

Address: _____

Email: _____

Telephone: _____

Fax: _____

3. Purpose of Wireless Telecommunications Facility/Overview of Project

- a) Please provide a brief description of the project for which the permit is sought.
- b) Attach a map showing the location of the proposed WF (the electronic version should link to a map that can be opened in Google Earth, or a similar, generally available program).
- c) Except for eligible facilities requests, if the application is part of the development of a wireless network, please describe that network, including the number of facilities and the manner in which they will be connected (and whether excavation will be required, and if so, where), and provide a map (see requirements for part 3(b) showing the location of all facilities).
- d) Except for eligible facilities requests: Is the proposed wireless communications facility to be used for the provision of "personal wireless services" as defined by 47 U.S.C. Section 332(c)(7)(C)(i) on a sole or comingled basis?
- ☐ No. Specify the type(s) of wireless communications services to be provided using the proposed facility: _____.
- ☐ Yes. Specify the type(s) of personal wireless services: _____
- _____

- e) Except for eligible facilities requests: Identify the purpose of the proposed WF, including, specifically, the service objectives, and the specific personal wireless service problems that would be addressed by the facility. A neutral host should provide

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☐ Complete
☐ Incomplete
NOTES

☐ Complete
☐ Incomplete
NOTES

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☐ Incomplete
Notes

☐ Complete
☐ Incomplete
Notes

☐ Complete
☐ Incomplete
[Note: One box must be checked and additional information may be required]

☐ Complete
☐ Incomplete
NOTES

information that demonstrates that the proposed WF is not being built speculatively.

- f) Are you seeking a waiver of any provision of the City Code applicable to wireless facilities other than a waiver for reasons described in Section C.4?

- ☐ No.
☐ Yes

If yes, at the same time you submit this application you must submit a request for waiver, justifying the waiver to the City in accordance with the City Code. A copy of the waiver must be attached to this application.

4. Application Fees

- a) Applicant shall pay all applicable fees in the amounts established by the current fee schedule. In the event applicant has pre-paid all or a portion of applicable fees, please include a copy of the receipt from that transaction.

- b) Applicant must sign the following:
As required by the City Code of the City of Greenbelt, applicant agrees to pay all costs reasonably incurred by City in reviewing the application, including costs incurred in retaining outside consultants, and understands that the validity of any permit depends upon payment of that fee.

Signed: _____

Title: _____

5. Franchises, Authorizations and Licenses

To have a complete application, the applicant must have: (a) authorization to use the public rights-of-way; (b) licenses to provide proposed services; and (c) authorization to use the proposed structure.

- a) Does applicant have an existing franchise or other authorization to place wireless facilities in the public rights-of-way?

- ☐ No.

If no, the application will be considered incomplete unless applicant requests that authorization from City (see Part B).

- ☐ Yes.

If yes, explain source of applicant's right to use the public rights-of-way and submit related documentation.

- b) Has applicant (or other person identified in this application) obtained all applicable licenses or other authorizations to provide the services proposed in connection with the application, whether required by the Federal Communications Commission, Maryland Public Utilities Commission, or any other agency with authority over the proposed services.

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- ☐ Complete
☐ Incomplete
NOTES

- ☐ Complete
☐ Incomplete
NOTES

- ☐ Complete
☐ Incomplete
Notes

- ☐ Complete
☐ Incomplete
[Note: One box must be checked and additional information may be required]

- ☐ Complete
☐ Incomplete
[Note: One box must be checked and additional information may be required]

- ☐ No.
- ☐ Yes.

If yes, submit related documentation such as FCC licenses or authorizations, a certificate of public convenience and necessity or a wireless identification registration (WIR) from the Maryland Public Utilities Commission.

- c) Is proposed wireless facility to be attached to a structure owned or controlled by a third party (not the owner of the proposed wireless facility)?

- ☐ No.
- ☐ Yes.

- d) Do you have an agreement with that person to use the facility?

- ☐ No.

If no, the application will be considered incomplete.

- ☐ Yes.

If yes, provide a copy of the authorization or license to use the structure.

6. **RF.** : Please provide a study by a qualified RF engineer demonstrating and certifying that the proposed facility will comply with FCC RF standards. Any conditions on the certification (e.g., steps that should be taken to prevent exposures) should be identified. The study should be performed consistent with accepted practices, taking into account cumulative exposures from all relevant sources. The methodology and calculations used to determine exposures should be clear, and all sources considered in performing the calculation, the equipment and emissions levels should be identified. The study should clearly identify any area, in any plane, where the occupational or general public exposures limits would be exceeded.

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- ☐ Complete

- ☐ Incomplete

Note: if answer to (c) is no, skip (d).

- ☐ Application is Complete

- ☐ Application is Incomplete

[Note: If answer to (c) was yes, application is only complete if "yes" is checked and additional information provided]

- ☐ Complete

- ☐ Incomplete

NOTES

PART B: ADDITIONAL PERMITS

1. Based on the work proposed in connection with this project, identify any and all additional permits, approvals, or agreements ("Ancillary Permissions") that will be required for any work within the boundaries of the City in order to deploy the WFs which you contend must be issued (absent agreement or exceptional circumstances) no later than by the same time the City must take action on the wireless application. It is your responsibility to review Code and policies and other state or FCC regulations applicable to the deployment of the WF within the City and identify every Ancillary Permission that will be sought in conjunction with that deployment. The failure to conduct the investigation and to accurately identify all Ancillary Permissions may be grounds for denying the application or for declaring it incomplete. For example, if the WF would be placed on a structure where historical review would be required at the state, federal or local level, the applications required for that review must be identified.
2. With respect to Ancillary Permissions please check one of the following:
☐ I have not applied for, or obtained any Ancillary Permissions.
☐ I have applied for or obtained Ancillary Permissions.
If you have already sought or obtained Ancillary Permissions, please identify the entity from whom you have sought/obtained approval, and provide a copy of the final permit, or the identifying code if the application is still pending.
3. If you have not already applied for every permit or authorization, or initiated every review required in connection with the deployment of the facility, please indicate by checkmark whether you agree with the following:
☐ I agree that any permit, authorization or review for which I have not identified and applied need not be issued by the time the City is required to act on this application, and any time limits for action on such permit, authorization or review will not commence until I file complete applications for the same.

If you do not check the box in response to item 3 *this application will be incomplete unless you have filed complete applications for all permits, authorizations or reviews that may be required prior to deployment. This requirement is inserted strictly to ensure compliance with federal standards for action on permits and authorizations and reviews required in connection with an application. The City recognizes that as normal practice the same may be applied for after placement review is completed, and the City does not intend to require departure from that practice as long as review can be conducted consistent with FCC regulations.*

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☐ Complete
☐ Incomplete
NOTES

☐ Complete
☐ Incomplete
NOTES

☐ Complete
☐ Incomplete
Note: list need not be provided if box for item 3 is checked, and item 2 is completed.

PART C: DETAILED APPLICATION REQUIREMENTS (RESPOND TO RELEVANT SECTIONS)

1. ELIGIBLE FACILITIES REQUESTS: *For an application asserted to be an eligible facilities request*, the application must provide the following information:

- a) Identify the existing facility that will be modified; the existing WF that is installed on that facility; and provide a complete copy of the documents authorizing placement of the existing facility that is to be modified, including the original and any modifications to the authorizations. In order to identify a facility, you must provide its GPS coordinates; the cross-streets and relative location of the facility in connection to the cross-streets; and the pole number or identifier, if any.
- b) A description of all changes made to the existing facility that is to be modified (whether or not approved) including a description of the changes in height from January 22, 2012.
- c) Provide proof that applicant is authorized to modify the existing facility, and provide any lease for use of the existing facility. Such submissions need not disclose financial terms.
- d) If not clearly shown as part of the lease, or other authorization for the existing facility, identify and provide proof of the boundaries defining the site where the existing facility is placed.
- e) Will the existing supporting structure be replaced as part of the work proposed?
☐ Yes
☐ No
- f) Provide a detailed description of the existing wireless facility, including the physical dimensions of all each element of the existing facility; and describe all the modifications that will be made to the wireless facility, including but not limited to the modifications that will be made to the existing support structure (increases in height, additional guying or other strengthening), and identify the dimensions and all elements of the wireless facility after work proposed is completed.
- g) In addition to Item g, identify what equipment, if any, will be added to the existing facility, and what will be removed, and the locations of equipment after work proposed is completed.
- h) In addition to item g, identify what ground cabinets, if any, will be added. If none, say so.

FOR CITY USE

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Note: if yes is checked, this is not an eligible facilities request and the EFR should be denied in writing.

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- i) In addition to item g, identify what excavation or ground disturbance will be required, if any, and clearly identify where the excavation will occur. If the work will affect any other structure, or vegetation, that effect must be clearly identified. If no excavation or ground disturbance, say so.
- j) Provide photographs showing the site proposed before the proposed installation, and photographic mock-ups and scale drawings showing the site after installation (multiple photographs should be submitted as required to show the all Facilities that will be visible at the site from all angles).
- k) Provide site plans detailing proposed improvements¹
Drawings must depict improvements related to the applicable requirements including property boundaries, setbacks, topography, elevation sketch, and dimensions and other elements of proposed.
- l) Provide a report signed by a qualified Maryland licensed professional engineer:
 - (1) Certifying that the structure to which the WF is to be attached will be able to support the WF as proposed; and
 - (2) Specifying any specific steps that should be taken to either ensure that the WF and its supporting structure are in compliance with applicable codes (e.g, additional foundational work required, requirements for placement of equipment); and
 - (3) Providing a list of the safety standards examined, along with a description of the methodology and assumptions used making the certification.

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¹ Site plans should be at a scale of 1"=20' or larger so that all information is legible, and should include and should include a series of sheets before and after showing:

- (1) Overhead view of the existing and proposed WF location of lot lines, streets (with street names), easements, and all structures and improvements, including accessory equipment, underground utilities and support structures, existing and proposed and identifying all pertinent elements of the site, including slopes, contours, and trees. Detail should be provided to show relation of existing and proposed WF to easements, streets sidewalks, ramps and signage so that City may determine whether structure will interfere with other uses, or present hazards.
- (2) Elevation drawing of the existing and proposed facility with dimensions and locations of all elements of the WF shown, and identifying all pertinent elements of the site, including slopes, contours, and trees. Detail should be provided to show relation of existing and proposed WF to streets sidewalks, ramps and signage. Detail should be provided to show relation of existing and proposed WF to streets sidewalks, ramps and signage so that City may determine whether structure will interfere with other uses, or present hazards.
- (3) Diagrams of all equipment that will be installed as part of the project, including make, model, weight and physical dimensions, and any equipment that will be removed.
- (4) If landscaping is involved, separate sheets showing landscaping before and after and providing details as to what sort of vegetation/barriers will be installed, removed or replaced, and showing land contours.
- (5) Title block with applicant's name, owner's name, and contact information; and for overhead and elevations, scales and compass markings.

- m) Describe the concealment elements, if any, associated with the facilities as they will be modified, including but not limited to painting, and shielding as modified. The showing should be sufficient to demonstrate that the modifications will not defeat any existing concealment elements. If in an historic district please show compliance with requirements for that district. If there will be no concealment elements, so state.
- n) Identify all the conditions that were placed upon the base station or tower which is to be modified, or to which it was subject under the City Code, and for each condition, demonstrate that the facility is in compliance with the conditions, and that the conditions will continue to be satisfied after modification. For example, applicant should submit studies as required to demonstrate that the modified facility will comply with applicable noise limits. For any condition where the WF is not now, or after modification will no longer be in compliance, provide a clear description of the variation from the underlying conditions, explain any steps proposed for compliance, and explain why applicant believes the facility is nonetheless an eligible facility. ☐ Check if included - see Exhibit ____
- o) Applicant certifies that, before commencing, during performance of and upon completion of, the work proposed, the permitted wireless facility will comply with all applicable laws, regulation, practices or other requirements under federal, state or local law, including but not limited to, building and electrical codes, and all required permits, authorizations will be received, and reviews completed.
- ☐ Yes
☐ No

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Note: if answer is "No"
application will be
subject to denial

2. ALL OTHER APPLICATIONS: *For all other types of applications*, the following must be provided:

- a) If you are proposing to install a WF on an existing support structure, or to replace an existing structure:
- (1) State if the application is for a replacement facility or a supporting structure at a location where there is not an existing support structure.
 - (2) Identify the existing facility that will be utilized/replaced. In order to identify a facility, you must provide its GPS coordinates; the cross-streets and relative location of the facility in connection to the cross-streets; and the pole number or identifier, if any. For replacement structures, you must clearly identify where the replacement pole will be placed in relation to the existing pole.
 - (3) Identify the zoning classifications that apply on either side of the ROW where the WF will be installed, and any other special district that may overlay the zones.

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- (4) If an existing structure will be replaced, provide a detailed description of the differences in the physical dimensions between the existing and replacement structure (including both visible and below-ground elements), and explain why any differences in any physical dimension are required.
- (5) If an existing structure will be utilized, provide measurements showing the dimensions of the existing support structure prior to and after the proposed work.
- (6) If an existing structure will be utilized, provide measurements showing the dimensions of the existing/replacement supporting structure after installation of the WF.
- (7) Provide measurements showing the dimensions and location of all elements of the proposed WF, other than the dimensions provided in response to question (a)(4)-(6); and the dimensions and locations of any WF that will be on or at the same location as the support structure after the proposed construction is completed. If no other facility, say so.
- (8) Unless the structure is a replacement structure, a description of all changes made to the support structure that is to be used for the attachment, and all work that will be required to install the proposed WF (excavation, strengthening, addition of guy wires and so on).
- (9) For replacement structures, provide a plan and timetable for removal of the existing structure.
- (10) A copy of all approvals and/or permits for the existing facility that is to be used, or replaced.
- (11) A showing that the replacement or existing structure and WF associated with the same, will be in compliance with existing conditions, whether or not it is in compliance with conditions as of the date of application. There must be a plan submitted for correction of any non-compliant condition.
- (12) If you have indicated that the WF proposed qualifies for treatment as an small wireless facility attachment to an existing support structure under FCC rules, identify the facts you rely upon for that contention.
- b) For WFs that involve placement of a new supporting structure,
- (1) Identify the location of the proposed facility. In order to identify a facility, you must provide its GPS coordinates; the cross-streets and relative location of the facility in connection to the cross-streets.

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Note that if there is a response to 4, 5-6 will be skipped

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Note no answer required to b unless it is for a new supporting structure

- (2) Identify the zoning classifications that apply on either side of the ROW where the WF will be installed, and any other special district that may overlay the zones.
- (3) Provide measurements showing the dimensions and location of all elements of the proposed WF, including the supporting structure. This should include both the visible and underground elements of the proposed supporting structure (e.g., the size and depth of any required foundation).
- (4) Are there aboveground utility poles within 1000 feet on the same side of the street where you proposed to place a new structure?
☐ Yes
☐ No
 If yes, describe the height and diameter of those poles, and identify the distance to the poles within 1000 feet
- (5) Are there aboveground utility poles within 1000 feet on the opposite side of the street where you propose to place a new structure?
☐ Yes
☐ No
 If yes, describe the height and diameter of those poles, and identify the distance to the poles within 1000 feet.
- (6) Are there any above-ground structures vertical structures which can support a WF within 1000 feet of the proposed structure?
☐ Yes
☐ No
 If yes, describe those structures, and identify the distance to them from the proposed site.
- (7) Explain why you are not using the facilities identified in items (b)(4)-(6) for placement of the proposed WF. The response should include detail that will permit the City to determine whether installation of a new structure is permitted.
- (8) If you believe that the WF proposed qualifies for treatment as an small wireless facility attachment to an new support structure under FCC rules, please explain the basis for that contention.
- c) To the extent not provided in response to subsections (a) or (b), provide a detailed description of the proposed WF, including the physical dimensions of all each element of the existing facility; and describe all the modifications that will be made to any existing WF, including but not limited to the modifications that will be made to the existing support structure (increases in height,

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additional guying or other strengthening), and identify the dimensions and all elements of the wireless facility after work proposed is completed. If already provided, you may cross-reference the relevant portion of your answer.

- d) In addition to Item c, identify what equipment, will be installed as part of the WF, and what will be removed (if anything), and the locations of equipment after work proposed is completed.
- e) In addition to item c, identify what ground cabinets, if any, will be added. State whether there are ground cabinets in the right of way within 1000 feet of the proposed installation, and identify their sizes. If none, say so.
- f) In addition to item c, identify what excavation or ground disturbance will be required, if any, and clearly identify where the excavation or ground disturbance will occur. If the work will affect any other structure, or vegetation, that effect must be clearly identified. If none, say so.
- g) In addition to item c, a description of the site and any deployment outside the site necessary to complete the proposed project.
- h) Provide photographs showing the site proposed before the proposed installation, and photographic mock-ups showing the site after installation (multiple photographs should be submitted as required to show the all Facilities that will be visible at the site), and to provide a clear indication of the impact on adjoining properties and the corridor in which the WF will be placed. The photosimulations should include any landscaping that will be performed in connection with the project.
- i) Provide site plans detailing the proposed WF consistent with the requirements of n.1, above.
- j) Provide a report signed by a qualified Maryland licensed professional engineer:
 - (1) Certifying that the structure to which the WF is to be attached will be able to support the WF as proposed; and
 - (2) Specifying any specific steps that should be taken to either ensure that the WF and its supporting structure are in compliance with applicable codes (e.g, foundational work required, requirements for placement of equipment); and
 - (3) Providing a list of the safety standards examined, along with a description of the methodology and assumptions used making the certification.
- k) A written description of the concealment measures applicant proposes to use to aesthetically blend the facility to the immediate surroundings and to minimize its visual impact. This should include, but not be limited to, a description of proposed concealment techniques, sizing and placement of elements of

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the WF (including undergrounding proposed), measures proposed to limit visibility of the WF from residential dwelling units, and the textures and colors to be used in the concealment process. If none, say so.

- l) If the proposed facility is in an historic district, provide the information required by Section 5A-5 of the City Code.
- m) If any landscaped ground will be disturbed, or landscaping is proposed as a concealment element, provide a landscape plan for the site, at a scale of 1/8"=1' or larger and including the following. If no landscaping is proposed, say so:
 - (1) Existing trees with trunk diameter over six inches (6") at four feet (4') above grade and/or fifteen feet (15') in overall height within fifty feet (50') of the proposed WF;
 - (2) Species, diameter and condition of all such trees;
 - (3) Final disposition of all existing trees; and
 - (4) Species, location and sizes of trees and other vegetation proposed to be installed in conjunction with the wireless communication facility.
- n) Demonstrate compliance with the City's noise ordinance by providing, among other relevant information, a description of the facilities and/or equipment within the applicant's project that are expected to induce or generate noise, as well as anticipated noise levels of said facilities and/or equipment at maximum output. For facilities that generate noise, please provide testing data for noise in accordance with the City Code.
- o) Justification for WF
 - (1) Review the standards set forth in the City Code, and for each standard in subsection 5A-5(c)-(f) explain why you believe the proposed facility satisfies the standard. If you do not believe it satisfies a standard, so state. You may cross-reference prior answers.
 - (2) Show the search area for placement of the WF proposed, and explain why the particular location was chosen. If the search area is driven by the characteristics for particular frequency bands, identify those bands.
 - (3) Provide a written assessment of not less than two (2) alternative locations considered by the applicant and the reasons why said alternative locations were rejected as candidates.
 - (4) Provide a map of all existing WFs used by the wireless service provider who will be utilizing the proposed WF that serve any portion of City, applicant which are located within the City, and show the coverage those facilities provide within the City by frequency band.

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- (5) Provide a written report setting forth how and why the proposed WF will improve personal wireless services being provided by the wireless service provider. The answer may identify as an "improvement" any personal wireless service that the wireless service provider does not now provide, which it has a planned timetable to provide. The report shall identify areas where the wireless service provider has no coverage, a significant degradation in coverage, or "dead zones". The report shall include a capacity analysis, a propagation analysis, and/or a decibel level report to indicate the quality of service provided by the applicant both at present and after installation of the proposed wireless communication facility. In describing the improvements, applicant should identify the performance indicators that are used by the wireless provider to determine the adequacy of its services (whether for existing or planned personal wireless services), and show the projected improvement in those indicators if the proposed WF were approved. *Please do not include performance indicators for services that are not personal wireless services.*
- (6) Please describe any smaller form factors that applicant or the wireless provider has used in rights of way in the last 24 months, or that it is planning to use to provide service for facilities that include one, two and three frequency bands. Explain why a smaller form factor is not proposed here. The explanation should include strand-mounted facilities.
- (7) If applicant or wireless provider has undergrounded any portion of the WF in other communities in the last 24 months, or is planning to underground in another community, please explain why it is not proposing similar undergrounding here.
- p) Applicant certifies that, before commencing, during performance of and upon completion of, the work proposed, the permitted wireless facility will comply with all applicable laws, regulation, practices or other requirements under federal, state or local law, including but not limited to, building and electrical codes, and all required permits, authorizations will be received, and reviews completed.
- ☐ Yes
- ☐ No

FOR CITY USE

- ☐ Complete
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- NOTES

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- NOTES

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- NOTES

- ☐ Complete
- ☐ Incomplete
- Note: a "no" may make the application subject to denial.

3. RENEWAL OF PERMIT

If applicant proposed to renew a permit, it may provide the information required by this section if no modifications are proposed to the facility that is the subject of the permit.

- a) Identify the permit that is to be renewed.
- b) Provide a copy of approvals related to the WF, including approved modifications.
- c) Provide photographs of the WF in place. Provide photos from multiple angles, so that all elements of the WF are shown.
- d) Provide drawings of the WF, and identify all equipment (whether part of the WF or not) located on the support structure on which the WF is located. The drawings should show dimensions of all elements of the WF, and without limitation include the dimensions of the supporting structure.
- e) Demonstrate that there is a continuing need for the facility, and that its visual impact may not be reduced by providing the information required under subsection 2(n).

4. CLAIM CITY IS REQUIRED TO ISSUE PERMIT

- a) If it is contended that the City is required by federal or state law to approve a proposed WF, other than an EFR, applicant must submit the information it relies upon to support that claim, identifying: (i) the legal standard it claims applies; (ii) the showings it relies upon for its claim; (iii) alternative legal standards that may apply that it claims to meet; and (iv) the showings it relies upon for those claims. Applicants are cautioned that, should they choose not to submit with respect to items (iii) and (iv), and the City believes that applicant misapplies or relies on the wrong legal standard, the waiver (and consequently the application) may be denied. In addition, the showing should be sufficient to show that the placement and size of each element of the WF must be approved by City. For example, if applicant proposed a ground cabinet where one would not otherwise be permitted, but only shows that some type of WF is required at the site proposed, the placement of ground cabinet may be denied.
- b) Any permit issued pursuant to this section will be subject to a contingency that, if any federal legal standard pursuant to which an application was granted changes or is invalidated, the permit will be terminate unless applicant shows that the proposed facility must be approved under applicable law.

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PART D: CERTIFICATION (ALL APPLICANTS)

I (we) hereby certify under penalty of perjury that (1) after diligent investigation, the information provided pursuant to this Application Form is true, accurate, and complete to the best of my (our) knowledge and belief; and (2) upon completion of the work proposed, the permitted personal wireless services facility will comply with all applicable laws, regulation, practices or other requirements under federal, state, or local law, including, but not limited to, building and electrical codes, the FCC's radio frequency emissions standards, and the requirements of the Americans with Disabilities Act.

Applicant's Signature

Date

Applicant's Printed Name

[end of document]

City Council Agenda Item Report

Meeting Date: January 28, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Appointment to Advisory Board

Suggested Action:

Reference: Application

An inadvertent typographic error on the last meeting's agenda listed the Arts Advisory Board (AAB), instead of the Advisory Planning Board (APB). However, the agenda packet included Mr. Drake's application for APB. The APB did not meet since that time. The next meeting is scheduled for February 20, 2019.

Council interviewed James Drake for appointment to the Advisory Planning Board (APB). Mr. Drake has attended a meeting of the advisory board.

Approval of this item on the consent agenda will indicate Council's intent to appoint Mr. Drake to the APB.

Attachments:

City Council Agenda Item Report

Meeting Date: January 28, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Takoma Park-FCC lawsuit

Suggested Action:

Councilmember Byrd requested that this item be included on the agenda this evening.

Attachments:

City Council Agenda Item Report

Meeting Date: January 28, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section:

Subject:

Meetings

Suggested Action:

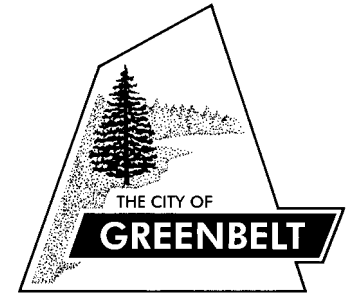
Attachments:

[meetings.pdf](#)

[Stakeholder Schedule.pdf](#)

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

1/24/2019 4:44 PM



City Council Meetings & Work Sessions
January – February - March

Four Cities Meeting (College Park)	Wed.	01/30	7:30 pm
Work Session – Beltway Plaza Redevelopment Proposal	Mon.	02/04	8:00 pm
Work Session – Combined Properties/Greenway Center (stakeholder), (CC)	Wed.	02/06	8:00 pm
Regular Meeting	Mon.	02/11	8:00 pm
Work Session – TBD, (CC)	Wed.	02/13	7:30 pm
No Meeting – President's Day	Mon.	02/18	
Work Session – Development Proposal for Senior Housing Development at Holy Cross Lutheran Church on Greenbelt Road, (CC)	Wed.	02/20	8:00 pm
Regular Meeting	Mon.	02/25	8:00 pm
Business Coffee	Wed.	02/27	7:30 am
Mid-Session Legislative Dinner, (Annapolis)	Wed.	02/27	6:00 pm
Work Session – Prince George's County School Board Member Thomas	Mon.	03/04	8:00 pm
Work Session – Greenbelt East Advisory Coalition (GEAC), (Greenbriar)	Thurs.	03/07	7:30 pm
NLC Conference (D.C)	Sun.-Wed.	03/10-03/13	
Regular Meeting	Mon.	03/11	8:00 pm
Work Session – TBD, (CC)	Wed.	03/13	8:00 pm
Work Session – TBD	Mon.	03/18	8:00 pm
Work Session – TBD, (CC)	Wed.	03/20	8:00 pm
Regular Meeting	Mon.	03/25	8:00 pm
Work Session – TBD, (CC)	Wed.	03/27	8:00 pm

- *Councilmembers will present reports on conferences, meetings and events as the last item of business at Monday Work Sessions.*

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 MD RELAY at 711 or e-mail banderson@greenbeltmd.gov to reach the City Clerk. Unless otherwise noted, meetings will be held in the Council Room of the Municipal Building (MB) at 25 Crescent Rd. Meetings marked "CC" will be held in the Community Center at 15 Crescent Rd and "Greenbriar" will be held in the Terrace Room at 7600 Hanover Parkway.

Bonita Anderson, City Clerk

A NATIONAL HISTORIC LANDMARK

(301) 474-8000

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

MD RELAY 711

322

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891

1/24/2019 4:44 PM

Ready to be scheduled:

Prince George's County Executive Alsobrooks
State's Attorney Braveboy
WSSC
Forest Preserve/Community Gardens
Sustainable Land Care Policy
Capital Office Park
Dog Park
CRAB Report – Police Community Relations
Verizon
Greenbelt Watershed Groups
Cemetery Plans
University of Maryland (2019)
Roosevelt Center Owner
Affordable Housing

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
Hotels
PRAB – Buddy Attick Park Master Plan
Forest Preserve Health Assessment

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

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

(Rev. January 18, 2019)