

TOWN
MEETING
September 9, 2021
8:00 PM

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Approval of Consent Agenda***
 - A. Minutes (August 12, 2021 – Town Meeting)
 - B. Grant Requests - Cheverly African American Community Organization (CAACO) and Cheverly Parent Resource Center (CPRC)
5. **Resident Input** - Public comment period. All comments are limited to 3 minutes. Residents are asked to please state name and ward.
6. **Committee Reports**
 - a. Recreation Council
 - b. Green Infrastructure Committee
 - c. Cheverly Day Committee
 - d. Planning Board
7. **Town Administrator Report** – Administrator Galloway will provide a report to the Mayor and Council regarding the status of Town operations as well as a summary of actions taken under the COVID-19 state of emergency
 - Administrator Galloway will also give an Audio and Visual update to Mayor and Council.
 - Finance Update
 - Reclassification of Office Aide Position
8. **Swearing-in of Officers** – Chief Towers will swear-in new police officers.
9. **Police Report** - Chief Towers will give monthly report.

10. **Public Works Report** – Director Brayman will give monthly report.
11. **Board of Elections Charter Amendment Update** – John LeGloahec will give an overview and timeline of the proposed Charter Amendment.
12. **Strategic Plan Update** – Administrator Galloway will give an update to Mayor and Council.
13. **Review of September Worksession agenda and future requests** – The Mayor and Town Administrator will offer a forecast of the September Mayor and Council Worksession agenda.
14. **Mayor and Council Announcements** – Opportunity for Council to share community happenings and events. The mayor will afford each elected official up to five minutes to speak. Unused time may not be transferred, and formal council business will not be conducted.
15. **Adjourn**

(*) denotes an agenda item requiring action (typically expressed by a vote) of Mayor and Council.

Please Note: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session; the Mayor will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such session.

You are invited to a Zoom webinar.

When: September 9, 2021, 08:00 PM Eastern Time (US and Canada)
Topic: Cheverly Town Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84025983118?pwd=cEhscmU2aEs5MGViaGJnWVh6c1h6UT09>

Webinar ID: 840 2598 3118

Passcode: 213079

Or iPhone one-tap : US: +13017158592,,84025983118# or +13126266799,,84025983118#
Or Telephone: US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Town of Cheverly
Town Meeting Minutes
August 12, 2021

Meeting called to order at 8:00 pm via Zoom.

Call to Order: Mayor Munyeneh, Council Members Nettles, Watson, McCann, and Fry. CM Garces arrived late. Town Attorney – Todd Pounds.
Staff: Town Administrator – Dylan O. Galloway, Director of Public Works - Steve Brayman, and Town Clerk – TC Hegeman.

Pledge of Allegiance

Motion to Approve Agenda: CM Fry seconded by CM Nettles. Approved unanimously.

Motion to Approve Consent Agenda: CM McCann, seconded by CM Nettles. Approved unanimously.

The Consent Agenda includes the following:

- The Cheverly Community Forum for Accountability and Action Grant Request - \$2000.
- Archeological project funds

Motion to Approve the Minutes (July 8 2020 and July 22, 2021): CM Watson, seconded by CM Nettles. Approved unanimously.

Ward 4 Vacancy Appointment: Kelly Carnes, Carrie Weletz, Joe Dalaker, and Fred Price spoke about their interest in filling the vacancy and their experience.

Mayor and council asked all four of the candidates the same question regarding becoming a councilmember.

Motion to Nominate Joe Dalaker as the Ward 4 Councilmember: CM Nettles, seconded by CM Garces. Approved by CM Nettles, CM Garces and CM Fry. Opposed by CM Watson and CM McCann.

Mayor Munyeneh swore in Joe Dalaker as the new Ward 4 councilmember.

Community Complaints Board – Ganesha Martin gave an update on the progress and process for the Complaints Board.

1201 Claybrick Road Presentation the attorney representing the project was unable to attend the meeting. Todd Pounds, the Town Attorney discussed the status memo that he sent to mayor and council. There will be another meeting regarding 1201 Claybrick Road.

Air Quality Monitoring Update – Karen Moe gave an update and presentation on the air quality monitoring project.

Committee Reports

Green Infrastructure *Shelia Salo* spoke about a “No Mow Zone” at Kilmer Street Park
Cheverly Day *Nick D’Angelo*, the new point of contact for Cheverly Day discussed the parade at 11:00 am on October 2, Cheverly Day.

Planning Board *Margaret MacDonnell* there’s no meeting this month.

Board of Elections *John LeGloahec* gave an update on the regular scheduled Board of Elections meetings. He also discussed charter amendments needed to address ward map issues and updating the Elections Manual.

Motion to Support the Board of Elections Resolution: CM Dalaker, seconded by CM McCann. Approved unanimously.

Town Administrator Report – Administrator Galloway gave hi bi-weekly Covid-19 report, discussed the September 29 Blood Drive, Civic Plus Website redesign, American Rescue Plan (ARP) Funds, Strategic Planning in November. He also spoke about the SHA sound barrier along Route 50, fall MML Conference, and the cabling project at town hall.

Police Report – given by Administrator Galloway as Chief Towers was away at a conference. Public Safety Day is September 2, 2021, from 4:00 pm – 8:00 pm.

Public Works Report - Director Brayman discussed county grants, infrastructure upgrades and water issues and consultant.

Water Task Force - Mayor Muniyeh discussed the progress and process. She also spoke about the representatives chosen from each ward and that Kate Duis is the Chair.

Gym HVAC – Administrator Galloway gave an update on the \$260,000.00 budgeted to replace the existing HVAC. He also listed the addition issues that will be addressed in addition to the replacement of the HVAC. They include fixing the interior roof, fixing the exterior roof, replacing drywall above the stage, and applying two coats of paint.

Motion to Authorize Administrator Galloway to go outside the Standard Procurement Process: CM McCann, seconded by CM Nettles

Amended **Motion to Allow Administrator Galloway to also Negotiate New Ceiling Fans for the Gym:** CM McCann, seconded by CM Nettles. Approved unanimously.

Review of September Town Meeting agenda and future requests

- Presentations/ discussion with the Cheverly Green Infrastructure Committee, the Cheverly Native Planting Project, and the Friends of Kilmer Street Park.
- Possible grants for the town
- Budget calendar discussion, possible in October

Mayor and Council Announcements

Mayor Munyeneh we will have two Jack Wheat and two Volunteer Awards to make up for the missed Cheverly Day last year. Creating Mayor's Mention to recognize anyone in the town, it can be a resident or an employee. To submit someone, please send her three sentences on why that individual should be recognized. Strategic Planning in the next few months and the Fourth Ward Civic Association meeting on the third Monday of the month.

CM McCann St. Ambrose Men's Club golf outing in the near future.

CM Watson 9/11 Commemoration on Saturday, September 11 at the American Legion.

CM Nettles CAACO Supply drive on the 28th from 8-12 at Town Park pavilion. PCAB Back to School rally on the first day of school, September 8, and will be collecting supplies on Saturday, August 14 and Saturday, August 21 from 10 am to 12 pm in the driveway at Cheverly United Methodist Church.

Motion to Adjourn: CM Fry, seconded by CM McCann. Approved unanimously.

11:52 pm

GRANT ACQUISITION AGREEMENT

All grants issued by the Mayor and Cheverly Town Council are from appropriated funds of the Town of Cheverly and must be accounted for to specified auditing standards.

Name: BARBARA BROWN Phone: 202-670-6418

Address: 6452 FOREST RD
Cheverly, MD 20785

Organization: CHEVERLY AFRICAN AMERICAN COMMUNITY ORGANIZATION (CAACO)

- I hereby agree NOT to expend funds allocated to the designated organization for salaries, stipends and/or personal income.
- As duly authorized by the above named organization to accept this grant, I assume full responsibility for the proper expenditure of funds for the requested expenses and will report to the town staff the manner in which expended.
- Receipts and a full accounting of all grant funds are required by the end of the given Fiscal Year ending June 30th.
- I also understand that the funds provided are not for my own personal use, and that violation of this agreement will result in the reimbursement to the Town of Cheverly of any/all funds spent outside the parameters as denoted in the grant application.

Date: AUG 9, 2021 Barbara Brown
Signature of Grant Recipient

PLEASE ATTACH THE FOLLOWING:

- ❖ THE PURPOSE OF THE GRANT REQUEST.
- ❖ A DETAILED DESCRIPTION OF THE PROJECT/PROGRAM YOU WISH TO EXECUTE WITH THE CHEVERLY GRANT PROGRAM FUNDING.
- ❖ A DETAILED ACCOUNTING OF AMOUNTS AND ACTIVITIES/ITEMS FOR WHICH THE GRANT FUNDS SHALL BE UTILIZED.
- ❖ A DETAILED TIMELINE FOR THE EXPENDITURE OF FUNDS.
- ❖ THE OVERALL BENEFIT TO THE COMMUNITY.

CHEVERLY GRANT REQUEST

The Cheverly African American Community Organization (CAACO) is requesting a grant to host, the CAACO Annual Community Day on September 4, 2021. The grant request is presented below.

GRANT PURPOSE:

To facilitate the CAACO Annual Community Day event. This event is an opportunity for all residents in the Cheverly community, to come together, interact with one another, and meet our neighbors.

The event is scheduled for Saturday September 4, 2021, from 1 PM to 5 PM in the parking lot of the Cheverly United Methodist Church located at, 2801 Cheverly Avenue, Cheverly, MD 20785. We plan to have food trucks, shaved ice, family entertainment, a game station, and DJ. CAACO will also be distributing back-to-school supplies to the children who are in attendance.

REQUESTED FUNDS:

Food Vendor (2)	\$ 600.00
Porta Potty (2)	200.00
Shaved Ice/Ice Cream	200.00
Entertainment	<u>1,000.00</u>
TOTAL:	<u>\$ 2,000.00</u>

COMMUNITY BENEFIT:

The CAACO Annual Community Day event will provide back-to-school supplies for students of Cheverly and a chance for residences to come out and have some good old fashion fun as we whine down from the summer. This also demonstrates CAACO's continued commitment to engage in community awareness and activity events.

Barbara Brown

CAACO Convening Coordinator

Cheverly

Grants# _____

All grants issued by the Mayor and Cheverly Town Council are from appropriated funds of the Town of Cheverly and must be accounted for to specified auditing standards.

Name: Brianna Boswell Phone: 202 841 4053

Address:

Cheverly, MD 20785

Organization:

CPRC (Cheverly Parent Resource Center)

- I hereby agree NOT to expend funds allocated to the designated organization for salaries, stipends and/or personal income.
- As duly authorized by the above named organization to accept this grant, I assume full responsibility for the proper expenditure of funds for the requested expenses and will report to the town staff the manner in which expended.

I also understand that the funds provided are not for my own personal use, and that violation of this agreement will result in the reimbursement to the Town of Cheverly of any/all funds spent outside the parameters as denoted in the grant application.

Date:

8/10/2021



Signature of Grant Recipient

PLEASE ATTACH THE FOLLOWING:

THE PURPOSE OF THE GRANT REQUEST.

A DETAILED DESCRIPTION OF THE PROJECT/PROGRAM YOU WISH TO EXECUTE WITH THE CHEVERLY GRANT PROGRAM FUNDING.

A DETAILED ACCOUNTING OF AMOUNTS AND ACTIVITIES/ITEMS FOR WHICH THE GRANT FUNDS SHALL BE UTILIZED.

A DETAILED TIMELINE FOR THE EXPENDITURE OF FUNDS. THE OVERALL

BENEFIT TO THE COMMUNITY.

August 10th, 2021

Dear Cheverly Town Council Members:

On behalf of the Cheverly Parent Resource Center Board, we (Brie Boswell and Minty Abraham Wade) are writing to request a town grant in the amount of \$2500 for our annual school supply drive to support the students at Gladys Noon Spellman Elementary School and other local elementary schools our children are zoned to attend. From facing evictions to lost jobs, some Cheverly parents hit hard by the pandemic are in a tough spot. As the new school year ramps up and the economic downturn of the COVID-19 pandemic continues, parents are having to make tough financial decisions, especially as school supply lists come out.

Last year, we received a generous grant of \$2,000 and with that, we reached many families. With that money, and \$1,280 donated by community members, as well as a small donation from CPRC, we were able to raise \$3,500 to support Spellman students and families! The citizens of Cheverly take your generous contribution to heart and gauge their financial support of the school supply drive accordingly.

As we enter another year of unique challenges, Spellman has asked us to provide gift cards only. We're aiming to provide at least \$25 per gift card. With the flexibility of gift cards, families would be able to purchase common school supplies such as crayons, paper, and markers, tech related items or any other items of need.

In addition to the anticipated grant from the Council, we're also planning to solicit donations from our members and the broader Cheverly community. Unlike last year where we supported Spellman only, we have an ambitious goal of supporting local schools our students are zoned to attend, particularly Bladensburg Elementary and Robert Gray Elementary. We firmly believe this campaign will contribute to reducing the financial strain on Cheverly families and addressing challenges to learning that have been exacerbated during the pandemic.

CPRC appreciates the Cheverly Town Council's generosity in past years. We are proud and thankful to be a part of a community where our local government supports programs such as this and allows our citizens to serve our community in this way. We appreciate your time and attention to our proposal, and so do the Spellman students we serve. Please contact us with any questions or concerns.

Brieanna Boswell, Minty Abranham Wade & The CPRC Board
cprcpresident@gmail.com



Memo

To: Mayor and Town Council
From: Dylan Galloway, Town Administrator *DG*
Subject: Covid-19 Report
Date: September 2, 2021

Greetings Mayor and Council,

Prince George's County has made several announcements as it relates to COVID-19 within the last several weeks. On August 19, County Executive Angela Alsobrooks announced that third doses of Pfizer-BioNTech and Moderna COVID-19 vaccines would be available to residents who have weakened immune systems starting Friday, August 20, at the Sports and Learning Complex. These vaccinations are free, and appointments are not necessary. Individuals like those receiving active cancer treatments or those with moderate or severe primary immunodeficiencies have been amongst those who the CDC recommends receiving an additional dose. Eligible individuals seeking a third dose do not have to receive them at the same clinic where they received their first and second doses.

On Friday, August 27, County Executive Alsobrooks announced that County Government buildings would reopen to the general public on Monday, August 30. Most County Government agencies will resume normal operations, encouraging residents to make appointments, but will also be accepting walk-ins. Some agencies will require residents to make an appointment to receive in-person services. The indoor mask mandate applies during this safe reopening which means that all employees and visitors must wear masks regardless of vaccination status. Despite the rise in COVID-19 cases, the County continues to move forward with this safe reopening because they realize that some residents do require in-person assistance, so they decided to take the next step. The case rate in Prince George's County has risen to 19.59 new infections per day per 1,000 residents. The positivity rate is up from earlier this summer but is starting to fall and is currently 5.9.

The Town continues to take guidance from local, state, and federal health officials. **The Town will open on Tuesday, September 7 at 9 am to the public for administrative purposes only.** The indoor public mask mandate is still in effect and applies to vaccinated and unvaccinated individuals requiring staff to wear masks while in public spaces. In addition, all residents and visitors over the age of five will be required to wear masks in all indoor Town-owned public buildings, even if they are fully vaccinated.

According to the Prince George's County COVID-19 Vaccine Dashboard, 956,072 people have been completely immunized. When including all residents ages 12 and older, 75.0% of residents have received at least one dose of a COVID-19 vaccine, according to the CDC.

The Town of Cheverly continues to monitor County guidelines and will model the Town's procedures accordingly. However, we reserve the right to deviate from County guidelines if necessary to continue preserve the health and safety of our residents and staff. I encourage those who have not been vaccinated to please do so as soon as possible, not only to protect you and your loved ones, but also to prevent us from sliding back further in our recovery.

Dylan Galloway
Town Administrator
Town of Cheverly, Maryland

09/08/2021

Mr. Galloway,

Thank you for the opportunity to help the Town of Cheverly to develop a solution for updating the broadcast television system for the Council meeting space in Town Hall.

During our onsite exploration of the existing infrastructure, broadcast facilities and subsequent conversations, we determined that the existing system will require a complete overhaul before the needs of the town can be met. The existing analog standard definition (SD) cameras and support equipment are high quality, but very obsolete. Much of the existing system is not functional and repairs are not practical or in most cases, not possible.

Current technology allows that a high definition (HD) solution to be the best value for current needs and can be upgraded easily to Ultra High Definition (UHD) or (4K) when desired. All currently available technology is 100% digital. Current cable bandwidth for government channels is up to HD, depending on the in-place Provider Agreements with Verizon and Comcast.

This is a summary of the current draft of the solution:

(4) Remote controlled cameras mounted on rolling tripods to be set up behind the audience for wide and close-up images of the Council and behind the Council for images of the lectern/audience. An additional non robotic camera will be designated for the ASL translator. These cameras will be connected through portable cabling to the control room.

The control room will have capabilities that include switching between cameras and computer, integrating all into Zoom or other computer video calls and providing feeds to cable and Facebook, etc. The system will embed names and other banners across the bottom of the screen and many other features commonly seen on TV. A server for recording and playing back meetings and other community messages on a schedule will be integrated.

A Large electric rear projection screen, mounted behind and above the Council, at the front of the stage to allow the audience to see video (Computer, cameras and other sources). The projector will be mounted above the stage, near the rear of the stage to protect it from gymnasium activities. The projector will be available for activities other than Council meeting, such as a community movie night or public assemblies.

One or two floor monitors will be placed in front of the Council so Council members can see presented video without needing to move around to see the stage screen.

The audio system will be upgraded to maximize the Council's remarks for TV and within the room. The new, automated audio system will be developed with consideration of stage presentations, including some wireless microphones and stage monitors for presenters to hear audio.

The recommended budget for the described systems is \$65,000.00 for the first phase. This phase will get the Town up and working with two cameras and some of the core control system components integrated for broadcasting to Verizon, Comcast and Zoom. This will provide for hybrid meetings including Cheverly Town Hall as a participant in Zoom meetings, allowing both in person and online Council members as well as residents to participate. Several of the upgrades will be accomplished in subsequent phase(s).

This budget is very flexible with the abilities of adjusting phasing the integration over other fiscal years and/or value engineering features out of the system.

Please let me know how I can assist with the progress of this project.

Jeff Schneider
Senior Broadcast Design Engineer

Cheverly

OATH OF OFFICE

I, Courtland McCullough, do solemnly swear or affirm that:
Print Name

1. I will support the Constitution of the United States,
2. I will be faithful and bear allegiance to the State of Maryland, and support the constitution and laws thereof,
3. I will, to the best of my skill and judgment, diligently and faithfully execute the office of Master Corporal of the Town of Cheverly, Prince George's County, Maryland; without partiality or prejudice, according to the constitution and laws of this State and the Charter of the Town of Cheverly.

Signature

Date

Subscribed and sworn before me this 9 day of September, 2021

Chief of Police

Cheverly

OATH OF OFFICE

I, Ryan Palitchka, do solemnly swear or affirm that:
Print Name

1. I will support the Constitution of the United States,
2. I will be faithful and bear allegiance to the State of Maryland, and support the constitution and laws thereof,
3. I will, to the best of my skill and judgment, diligently and faithfully execute the office of Police Officer of the Town of Cheverly, Prince George's County, Maryland; without partiality or prejudice, according to the constitution and laws of this State and the Charter of the Town of Cheverly.

Signature

Date

Subscribed and sworn before me this ____ day of _____, _____

Chief of Police

Cheverly

OATH OF OFFICE

I, Franklin Braxton, do solemnly swear or affirm that:
Print Name

1. I will support the Constitution of the United States,
2. I will be faithful and bear allegiance to the State of Maryland, and support the constitution and laws thereof,
3. I will, to the best of my skill and judgment, diligently and faithfully execute the office of Police Officer of the Town of Cheverly, Prince George's County, Maryland; without partiality or prejudice, according to the constitution and laws of this State and the Charter of the Town of Cheverly.

Signature

Date

Subscribed and sworn before me this ____ day of _____, _____

Chief of Police

Cheverly

OATH OF OFFICE

I, Zachary Bakker, do solemnly swear or affirm that:
Print Name

1. I will support the Constitution of the United States,
2. I will be faithful and bear allegiance to the State of Maryland, and support the constitution and laws thereof,
3. I will, to the best of my skill and judgment, diligently and faithfully execute the office of Police Officer of the Town of Cheverly, Prince George's County, Maryland; without partiality or prejudice, according to the constitution and laws of this State and the Charter of the Town of Cheverly.

Signature

Date

Subscribed and sworn before me this ____ day of _____, ____

Chief of Police

Cheverly

OATH OF OFFICE

I, William Wallace, do solemnly swear or affirm that:
Print Name

1. I will support the Constitution of the United States,
2. I will be faithful and bear allegiance to the State of Maryland, and support the constitution and laws thereof,
3. I will, to the best of my skill and judgment, diligently and faithfully execute the office of Police Officer of the Town of Cheverly, Prince George's County, Maryland; without partiality or prejudice, according to the constitution and laws of this State and the Charter of the Town of Cheverly.

Signature

Date

Subscribed and sworn before me this ____ day of _____, _____

Chief of Police



Strategic Planning Process for the Town of Cheverly, MD

SOW, Timeline and Estimate
submitted by L. Tia Blount, Founder and Principal
Saving Solutions, LLC



Hello from Saving Solutions!

Dear Mr. Galloway,

Thank you for affording Saving Solutions the opportunity to submit a proposal in support of the Town of Cheverly's five-year strategic planning process.

Saving Solutions is an ideal choice for this project as we have conducted strategic (and other) planning processes that have helped a myriad of organizations in setting appropriate goals and objectives for their institutions/programs/projects/initiatives; creating relevant tactics/activities that ensure strategic priorities are accomplished; and assigning Key Performance Indicators (KPIs) that aid in reporting on progress. Most importantly, our planning processes ensure key stakeholders are fully integrated and engaged, a critical step in boosting transparency and accountability.

The following proposal highlights a SOW, timeline and estimate to assist the Town of Cheverly in planning and publishing its five-year strategic plan.

Again, thank you for your consideration and I look forward to your partnership.

Kind regards,



L. Tia Blount
Founder and Principal, Saving Solutions

I. Background Research and Preparation

In preparation for the strategic planning process, Saving Solutions will conduct background research, reading and leadership team interviews to ensure the planning process is grounded in the realities of the Town's governmental structure, culture, neighborhood Wards, etc.

Proposed activities and hours are as follows:

Activities	Hours
Background research and reading: Saving Solutions will conduct general website research as well as the review of key materials provided by the Town's Administrator (e.g., key guidepost documents, relevant projects/programs/initiatives currently planned during the five-year plan period, notes from past community meetings that offer fodder for the planning process, etc.).	10
Leadership team interviews: Saving Solutions will distribute interview guides to members of the leadership team, as well as the Chief of Police and Director of Public Works. Following completion of those interview guides by each of the aforementioned, we will conduct ten (10) interviews at 30-45 min each. Interviews will be used to gather additional background information to support the planning process (i.e., roles and responsibilities, current departmental priorities, relevant issues and challenges, key strategic priorities from the individual/departmental perspective, etc.).	5

II. Staff and Community Input Sessions

Everyone—from employees to citizens—needs to understand how they fit into the Town’s strategic plan. To that end, Saving Solutions will gather input to support leadership in aligning strategic priorities with staff and community needs. Proposed activities and hours are as follows:

Activities	Hours
<p>Design of staff input session: Saving Solutions will design a unique staff input session that reflects relevant (and appropriate) information from Leadership Team interviews, takes staff roles and priorities into account, and that provides feedback into the design of the community input sessions.</p> <p><i>*Design includes meeting agenda and materials/activities development</i></p>	3
<p>Conduct of staff input session: Saving Solutions will conduct one (1), two-hour (2 hr.) staff input session that provides an overview of strategic planning process, gathers feedback about their priorities, and that gathers insight into the design of the community input sessions.</p>	2
<p>Preparation/design/event logistics for community sessions: Saving Solutions will design, plan for and conduct event logistics for the community input session.</p> <p><i>*Process includes developing the approach, drafting public invitation, preparing session materials</i></p>	5
<p>Facilitate community sessions: Saving Solutions will facilitate two (2), two-hour (2 hr.) on-site community sessions to gather input to the planning process.</p> <p><i>*Process includes pre-session set up/post-session wrap up, travel to the sites</i></p>	10
<p>Develop staff and community session summary: Saving Solutions will summarize key takeaways from staff and community sessions and provide a high-level summary which can be used for internal and external consumption. NOTE: Session summary will be provided in lieu of follow-up staff and community sessions.</p>	2

III. Strategic Planning Retreat

Building on outcomes from the Team-Building Retreat, Saving Solutions will prepare for and design a Strategic Planning Retreat for the Leadership Team. Proposed activities and hours are as follows:

Activities	Hours
<p>Preparation/design/event logistics for Strategic Planning Retreat: Saving Solutions will design, plan for and conduct event logistics for the Strategic Planning Retreat. The retreat will focus on creating five key elements of the Strategic Plan:</p> <ul style="list-style-type: none">1) SWOTT Analysis (limited discussion regarding the Town’s strengths, weaknesses, opportunities, threats and trends)2) Mission3) Vision4) Strategic Priorities (equipped with high-level goals, objectives, sample tactics, and sample Key Performance Indicators)5) Communications and Implementation Plan (limited discussion on ways to plan for communication and strategic plan implementation) <p><i>*Process includes debrief with team-building retreat facilitator, review of strategic priorities created during team-building retreat, preparing agenda, materials, PPT deck, and designing the discussion process</i></p>	15
<p>Retreat Facilitation: Saving Solutions will facilitate a full-day Strategic Planning Retreat to ensure key plan elements are developed and that community and staff input are appropriately integrated.</p> <p><i>*Process includes pre- and post-site work, travel to the site</i></p>	11

IV. Strategic Plan Development

Armed with information from the staff and community sessions, as well as key outcomes from the Strategic Planning Retreat, Saving Solutions will consolidate all information into a Strategic Plan document organized by the five plan areas discussed during the retreat. Proposed activities and hours are as follows:

Activities	Hours
<p>Strategic Plan development: Saving Solutions will consolidate all prior work into a Strategic Plan document which can be shared both internally and externally. The report will provide a dashboard view of the five plan elements discussed during the retreat.</p> <p><i>*Report will be presented in a dashboard format (per Town Administrator's request). Page length to be limited to 8 pages or less (as appropriate)</i></p>	12 <i>(+ 4 hours of plan revisions at no cost)</i>

Strategic Planning Process Detailed Timeline

ACTIVITY	TIMELINE
I. Background Research and Preparation	
<ul style="list-style-type: none"> • General background research and reading • Leadership interviews (<i>Interview guides to be completed by Leadership Team, Chief of Police and Director of Public Works prior to conduct of 30-minute interviews with each of the above</i>) 	<ul style="list-style-type: none"> • Oct. 18 – 29 • Oct. 25 – 29 (Interview guides completed); Nov. 1 – 5 (interview conducted)
II. Staff and Community Input Sessions	
<ul style="list-style-type: none"> • Design of staff input session • Conduct of staff input session • Preparation/design/event logistics for community sessions • Facilitate two sessions/two hours each/on site • Develop staff and community session summary 	<ul style="list-style-type: none"> • Nov. 8 – 12 • Nov. 15 or 16 • Nov. 16 – Dec. 3 • Dec. 9 (during planned Town Meeting [<i>if feasible</i>]) and Dec. 16 • Dec. 17 – 19
III: Strategic Planning Retreat	
<ul style="list-style-type: none"> • Preparation/design/event logistics for strategic planning retreat • Retreat facilitation 	<ul style="list-style-type: none"> • Dec. 3 – Dec. 19 • Dec. 20
IV. Strategic Plan Development	
<ul style="list-style-type: none"> • Strategic Plan development 	<ul style="list-style-type: none"> • Dec. 21 – Dec. 31 (development)

Total Project Hours and Cost Estimate

ACTIVITY	HOURS	COST
I. Background Research and Preparation (15 hours)		
<ul style="list-style-type: none"> General background research and reading Leadership interviews (10 interviews, 30 minutes each with interview guides to be completed by key staff prior to phone interviews) 	10 5	\$3,000
II. Staff and Community Input Sessions (22 hours)		
<ul style="list-style-type: none"> Design of staff input session Conduct of staff input session Preparation/design/event logistics for community sessions Facilitate two (2) sessions/two hours (2 hrs.) each/on site Key takeaways from staff and community sessions 	3 2 5 10 2	\$4,400
III: Strategic Planning Retreat (26 hours)		
<ul style="list-style-type: none"> Preparation/design Retreat facilitation 	15 11	\$5,200
IV. Strategic Plan Development (12 hours)		
<ul style="list-style-type: none"> Strategic Plan development (+ up to four [4] hours of complimentary plan revisions as needed) 	12	\$2,400
TOTAL PROJETCT COST ESTIMATE	75 HOURS	\$15,000



Strategic Planning Process Team Lead and Past Performance

Meet Your Team Lead

L. Tia Blount is the Founder and Principal of Saving Solutions, LLC. She has more than 20 years of experience in marketing, communications, branding, risk management and crisis communications, project management, strategic and event planning. L. Tia has led local, national and international campaigns around HIV/AIDS, malaria, occupational therapy, real estate, community development and a range of other important issues. These initiatives have benefited from her strong leadership, strategic planning and direction, as well as her overall project, resource and budget management skills.

L. Tia previously served as both Chief of Strategy and Vice President of External Relations for the Community Preservation and Development Corporation (CPDC). She effectively led all marketing, communications and fundraising support efforts for the organization. In her previous roles, she successfully spearheaded the organization's 2014 – 2018 strategic planning process; repositioned and strengthened CPDC's brand; created and implemented its external relations strategy; enhanced its visibility; and raised the profile of its real estate projects. These efforts collectively resulted in doubling the size of CPDC's portfolio; expanding its reach into new geographic markets; and securing additional real estate investment capital and grants.

Prior to joining CPDC in 2012, L. Tia spent nearly 10 years working for two large NGOs committed to developing life-saving vaccines and drugs to fight malaria and HIV: the PATH Malaria Vaccine Initiative and the International Partnership for Microbicides, respectively. During her career in global health, L. Tia built communication capacity across dozens of clinical research centers throughout Africa and has worked to raise the profile of malaria vaccines and HIV microbicides across the United States, Europe and Africa. She has also served on several proposals teams that have secured upwards of \$100 million from a single donor.

L. Tia is a passionate and compelling speaker, trainer and no-nonsense budgeting coach with more than 14 years of experience developing and leading training programs; facilitating large group discussions and presenting at major meetings and conferences across the U.S., Europe and Africa.

L. Tia holds a Master of Arts in Public Communication from American University and a Bachelor of Science in Public Relations from Florida A&M University.



Relevant Past Performance

Strategic Planning:

- **Five-year strategic planning process:** Enterprise Community Development (formerly Community Preservation and Development Corporation [CPDC])
- **Strategic and Clinical Trial Network planning process:** International Partnership for Microbicides
- **Annual Strategic Plan Workshop:** Business Builder's Mastermind

Community/Staff Engagement Workshops and Events:

- **Customer Service Training Workshop:** CPDC and Edgewood Management
- **Community Revitalization Celebration:** CPDC
- **Annual Staff Messaging and Brand Ambassador Bootcamp:** CPDC

Overall Event and Logistics Planning: includes event planning, content development, branding, marketing, etc.

- **In-person events**
 - Subcontract with MW Consulting to support the DC Department of Employment Services (DOES) with the following events:
 - DOES Women in Workforce Conference
 - DOES Infrastructure Week Reception
 - DOES 800-person All Staff Meeting/Retreat
 - DOES Apprenticeship Signing and Recognition Program
 - CPDC events (ribbon cuttings, ground breakings, fundraising galas, property tours, etc.)
- **Virtual events**
 - Hampton Roads Housing Consortium - "Vision 2020" Awards Ceremony
 - Northern Virginia Affordable Housing Alliance - 15th Anniversary and Regional Housing Awards Leaders Ceremony
 - Virginia Housing Alliance - Annual Awards Ceremony
 - Virginia Alliance for Housing and Community Development Officials - Legal & Policy Seminar

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