



CITY COUNCIL WORK SESSION AGENDA

CITY OF GREENBELT
25 Crescent Road
Greenbelt, MD 20770

AUGUST 4, 2025
7:30 PM

I. WORK SESSION - 60 minutes (7:30 - 8:30 p.m.)

1. City Manager Quarterly Update

Suggested Action:

- A. Introductions
- B. City Manager Presentation
- C. Council Discussion
- D. Questions and Answers
- E. Other Items

II. SPECIAL MEETING/CLOSED SESSION - 45 minutes (8:30 - 9:15 p.m.)

2. Closed Session Notice

Suggested Action:

FY 2025 Management Objectives

As of June 30, 2025
*(Updated for August 4, 2025, Work Session,
for reporting January 1 through June 30, 2025)*

CITY COUNCIL
Set policy and direction for the city.
<i>Ongoing.</i>
Represent the city's interests with federal, state and regional agencies.
<i>Ongoing.</i>
Meet regularly with major "stakeholders" in the city.
<i>Ongoing.</i>
Continue to oppose the proposed Maglev train, relocation of the Bureau of Engraving & Printing to Beltsville Agricultural and Research Center (BARC), and widening of the Baltimore-Washington Parkway and I-495.
<i>Continuing to work with Jill Grant & Associates to correspond with agencies regarding the city's opposition to the Maglev.</i>

ADMINISTRATION
Implement Council's goals and policies.
<i>Ongoing.</i>
Monitor legislative proposals at the county, state, and federal levels that can impact Greenbelt.
<i>Ongoing. The Admin team continues to work with Carrington & Associates to identify and track key legislation. We are currently gearing up for the new session, reviewing legislative reports, and meeting with Carrington to prepare for the upcoming session. Beginning the planning process for the District 22 Legislative dinner.</i>
Manage and program ARPA projects, supporting City departments, to ensure that all approved projects are encumbered by the federal deadline of December 2024.
<i>All ARPA funds were expended or "obligated" by the December 31, 2024, deadline. Admin staff continues to track projects, working with the City departments to ensure all funds will be fully expended by December 2026.</i>

Administration Accomplishments:

- Welcomed the City's first Constituent Services Coordinator to the team:
 - Community Engagement Events/Efforts
 - Hosted five Town Hall Meetings on various topics stemming from constituent comments and concerns
 - KYR meeting for PG County Municipal Leaders, Train the Trainer, Greenbelt's 1st Touch-A-Truck, Legal Clinic
 - Helped over 50 Constituent Resolve complex issues
 - Serve as a liaison between the city's administration and external partners, such as county agencies and state/federal officials, and local community organizations to better serve and resolve constituent issues
- Onboarded new IT Director
- Presented a balanced budget for FY2026 and achieved approval by Council. Successfully closed a \$4.5 million dollar deficit.
- Secured \$1.5M and commenced work on the GAFC pool remediation
- Achieved bond bill funding for renovations to the Greenbelt Cinema
- Launched Feasibility Study for redevelopment of Greenbelt Armory; organized and participated in four (4) public meetings on the Armory project
- Finalized and presented to Council the City's 10-year EV Plan
- Secured a new retirement plan manager, Nationwide, to manage the City's retirement program, holding Council, staff and retiree meetings
- Launched New Agenda Management System
- Processed 91 MPIO requests.

GRANTS
Finalize and implement revisions to the “Grant Review Approach and Process.” Increase the amount of grant funding received by the City by 5% over FY 2024. COMPLETE
<i>Grant Review Approach and Process final draft prepared. To be presented to Senior Management and implemented in FY 2025 Quarter 2. COMPLETE</i>
<i>Total grant amounts awarded for FY 2024 are \$3,229,218. A goal of a 5% increase for FY 2025 equals an additional \$161,461 for a total goal of \$3,390,679 in grant awards for FY 2025. As of 7/18/2025, the City has received \$3,950,612. GOAL EXCEEDED.</i>

Grant Accomplishments

- In FY 2025, oversaw 27 grant request submissions totaling over \$18,593,022.
- Received \$3,910,072 million in grant funding in FY 2025 Q3 and Q4, bringing the total amount of funds received for FY 2025 applications to \$3,950,612. This amount exceeds the goal for FY 2025 and is expected to continue to increase as more grant awards are announced.
- Hosted Senator Alonzo Washington’s visit, in conjunction with the Senior Lunch hosted by County Council Member Ingrid Watson, to celebrate Senator Washington’s successful sponsorship of Community Center Elevator Bond Bill funding in the amount of \$200,000.

DIVERSITY, EQUITY, AND INCLUSION
Develop a Diversity, Equity and Inclusion program and understanding, and develop city-wide DEI training for all staff.
<i>An all-staff DEI Learning Journey was launched, consisting of a three-tier training structure informed by internal audit results. Tier One is complete, with in-person training originally being held monthly from January through April 2025.</i> <i>Monthly DEI newsletters are distributed to all staff to support ongoing learning and share resources, updates, and engagement opportunities. In addition, the DEI Officer has hosted monthly Lunch & Learn sessions on rotating topics.</i>
Establish a JEDI Action Team
• <i>The JEDI Action Team the Action Team has:</i> • <i>Hosted two employee engagement events</i> • <i>Continued development of policy recommendations for more equitable practices</i> • <i>Held a “Know Your Rights” event in collaboration with the Chief of Police to educate employees on immigration-related protections</i> • <i>Participated in ongoing planning to shape a citywide DEI Strategic Plan with support from the Strategic Planning Subcommittee</i>
Conduct Phase 2 of DEI Audit
<i>Phase 2 of the DEI Audit has been completed. Tribes Consulting finalized the external audit process and presented key findings to City Council. The full report is now available to the public on the City’s website. Building on the recommendations from both Phase 1 and Phase 2, the JEDI Action Team’s Strategic Planning Subcommittee has initiated the development of a comprehensive DEI Strategic Plan.</i>
Launch of Voter Engagement Strategy
<i>In alignment with Greenbelt’s commitment to community engagement and equitable participation, the city has launched a voter engagement strategy led by the DEI Office. This initiative focuses on educating residents about the importance of voting and making the process accessible to all eligible voters.</i> <i>The team has identified a series of community events taking place from August 2025 through the weekend prior to early voting, where staff and volunteers will table to provide information, answer questions, and distribute materials. The team officially kicked off outreach efforts at the Touch-A-Truck event in April 2025</i>

Diversity, Equity, and Inclusion Accomplishments

- **JEDI Action Team established and actively operating** across three subcommittees: Education & Awareness, Employee Engagement, and Strategic Planning
- **All-Staff Learning Journey (Tier 1) completed**, with in-person and asynchronous training modules available to all employees
- **Monthly Lunch & Learns hosted each month** covering tips and tricks on processes, procedures, and practical DEI topics.

- **Monthly DEI newsletters launched and circulated**, keeping employees informed and engaged
- **Two citywide employee engagement events hosted** by the JEDI Action Team and two more are being planned, promoting belonging and connection
- **“Know Your Rights” event delivered for staff** in partnership with the Greenbelt Police Department, focusing on immigration-related protections
- **Draft JEDI Definitions and Vision Statement developed and released** for both internal and community feedback
- **Phase 1 and Phase 2 DEI Audits completed**, with findings guiding the city’s first-ever DEI Strategic Plan currently in development
- **Voter Engagement Strategy launched**, with outreach underway to inform and empower both registered and unregistered voters through targeted community events, educational materials, and tabling efforts across the city

ECONOMIC DEVELOPMENT
Create a framework for inclusive economic development to ensure that all startups and businesses receive equitable access to resources.
<i>Successfully implemented four industry roundtable forums (Hospitality, Non-profits, Government Contractors and Healthcare). Held the first large business conference under the leadership of the new ED director, hosting 100 attendees, most being Greenbelt business owners. The ED department worked with the Greenbelt Grants Coordinator to submit an application for a \$235,000 facade improvement grant that if awarded will be provided to commercial businesses within the Greenbelt Historic District.</i>
<u>Economic Development Strategic Plan</u> <i>Working with Willdan Consulting LLC, the ED department has nearly completed the economic development strategic plan (EDSP). The completed plan will serve as a roadmap for implementing best practices relative to the attraction of new investment and growth of our existing businesses.</i>
Develop and implement comprehensive business retention and expansion strategies to more effectively track, retain and grow local businesses.
<i>The fully functional EDO-CRM currently has 838 business records in the department's Salesforce CRM. The new CRM enables the ED manager and staff to more effectively track all BRE business interaction activities and easily, track active attraction/expansion/retention project activity.</i>
Increase business outreach efforts by enhancing communication tools, expanding programmatic components and scale of business-related events, and increase business engagement sessions with local businesses.
<i>Along with quarterly business roundtable meetings, the ED Manager has implemented a "We Care" business drop-in program, where up to 10 face-to-face BRE visits per week are made to City businesses. The Goal is to meet 520 businesses in FY 2026.</i>
Launch business resiliency initiatives that focus on capacity building and sustainability, along with social and economic factors for businesses.
<i>Continuing to work with Shaymar Higgs and The SPACE to formalize their entrepreneurship program at Beltway Plaza Greenbelt Entrepreneur Incubator Lab.</i>
Establish and coordinate marketing campaigns that focus on the growth, recovery and resiliency of Greenbelt businesses and highlight their service and investment in the community.
<i>The BIRF and BCIG funding programs are closed at this time as we assess funding availability. All told, we funded 27 grants through the BIRF program and an additional 14 businesses through the BCIG program. Staff continues to work with grant recipients</i>

Economic Development Accomplishments

- Completing the final draft of the Economic Development Strategic Plan

- Hosted each of the four Industry-sector Roundtables with targeted business sector leaders: Healthcare, Federal Contractors, Hospitality and Non-Profits.
- Submitted an application to MD-DHCD for a \$235,000 Facade Improvement Grant
- Populated Salesforce CRM with over 830 Greenbelt Businesses
- Refined the City's Economic Development Newsletter and added an additional 200 subscribers, with 715 companies in the latest mailing.
- Launched a healthcare "Level-Up" training cadre with over 15 companies funded through a \$15,000 grant awarded by FSC First.
- Assisted six Greenbelt companies working with DPIE in expediting county permits.

HUMAN RESOURCES
Audit and review all of the City's HR policies and procedures to ensure compliance with state and federal rules and regulations and update them as necessary.
<i>Ongoing policy review. Currently working on updating the language testing and qualification policy. The City has updated and implemented the payroll processing procedure and timecard input policies and procedures.</i>
Select and implement an HRIS system, ensuring it is compatible with Employee Navigator and the Edmunds financial system.
<i>The City has successfully implemented the Paycor HRIS system, and staff have begun to utilize its benefits. It is currently being used for timecard submission, payroll processing, and benefits distribution, aligned with employee navigator.</i>
Streamline the onboarding process for classified employees while implementing an offboarding process that includes a checklist and an exit survey to ensure all city property is returned. This will allow the City to gain additional insight as to why the working relationship has ended and enable the Human Resources team to be proactive with staff retention.
<i>The City was successful in implementing the onboarding process, payroll processing, and benefits management process through the Paycor system. Currently working on ensuring that non-class staff has the access and training they need to be able to flawlessly utilize the system to its full capacity. The exit interview program is currently being finalized, and the plan to roll this out is fall of 2025.</i>

Human Resources Accomplishments:

- Successfully rolled out a new recruiting platform through Paycor reaching over 100 job boards with postings, allowing more access to qualified candidates.
- Successfully trained both active and retiree staff on the transition of retirement plans from Mission Square to Nationwide, decreasing the overall cost from .26 bases points to .02 with Nationwide.
- Onboarded over 50 camp staff using the new Paycor onboarding system.
- Hired a new Director of Information Technology.
- Successfully completed the Maryland State Retirement Pension Audit.

FINANCE
Convert paper files to digital files.
<i>The Finance Department now has in hand the digitized files that were done by the company the City hired to digitize all departmental files. However, as mentioned in previous reports, it will take some time to digitize all of Finance files as some are stored in a downstairs storage area and some at an external location. This is only for prior year files and this effort remains a work in progress as of March 31, 2025.</i> <i>For years after 2023, staff will continue to attached appropriate files within the Edmunds financial management system—this eliminates the need to file in other places.</i>
Work with county representatives to convert the city’s levy book into a searchable database.
<i>This effort remains a work in progress. There has been no movement since August 2023.</i>
Work with state representatives to receive real property abatement reports on a regular schedule and closer to the time the “abatements are awarded.
<i>The City received an abatement report in April 2025. The formal name of the report is “Appeals Over \$2 Million”. The report listed the property owners having assessments over two million who has requested a review, adjustment or otherwise decrease in their property values. The files continue to be on hand and the City has a listing of such properties. The State has committed to sending these reports each April which will be in time to review prior to approving the annual budget each year.</i>

Other Accomplishments in FY2025:

- Completed the FY2026 budget preparation process on time and with balanced revenue vs. expenditures. Completed the FY2026 budget preparation process in time for adoption on or before June 2, 2025. Maintained the salary levels that were established in Compensation Study.
- Completed the application and supporting documentation for the GFOA budget award. Received the award for 32nd year.
- Completed all four quarterly ARPA reports to U.S. Treasury on time and with accuracy.
- Have secured the contract with external auditors to complete the FY2025 annual audit and ACFR.
- Assisted with the transition of the retirement plan from Mission Square to Nationwide.
- Assisted with the implementation of the new Paycor payroll system and now uses the system to process payroll for both classified and non-classified staff.

INFORMATION TECHNOLOGY
Work with departments to make the most effective and efficient use of IT resources.
<i>Continued meeting and working with each department on their IT needs.</i>
Implement additional network security monitoring and strengthening.
<i>Received final FEMA approval for 3 Cyber security grants to add an EDR solution, a citywide security audit, and IT staff security training.</i>
Complete ARPA projects.
<i>In progress – Funding was allocated for FY2026 computers, networking equipment and licensing.</i>

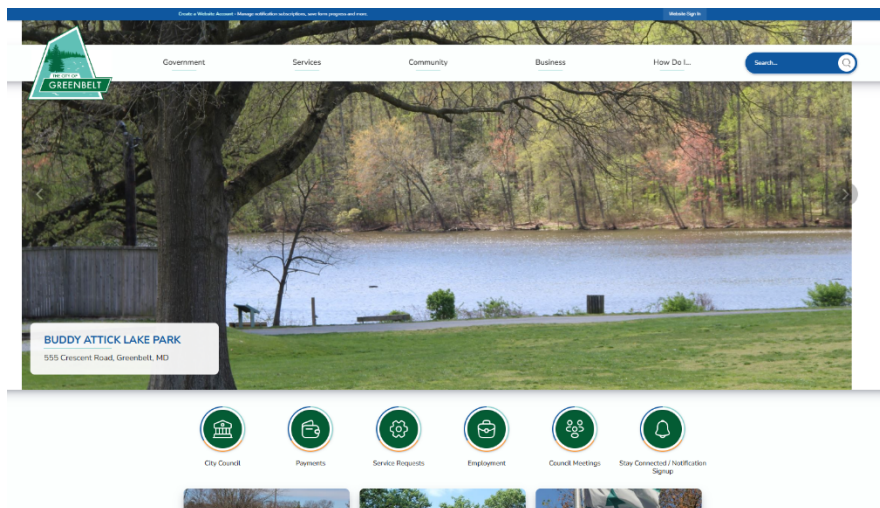
Information Technology Accomplishments:

- Completed moving all users over to OneDrive platform
- Migrated 33 phones from Verizon wireless to T-Mobile resulting of over \$3,800 per year.
- Upgraded P1 mobile software on all Police Toughbooks
- Installed new Xerox copiers in Planning, Finance, and Public Works
- Setup Park Rangers network access at Schrom Hills park
- Upgraded Planning's server and Utopia software
- Windows 11 network upgrade is 70% complete
- Deployed computer lab for Cares GED program at SHL Rec

PUBLIC INFORMATION
Ensure brand accuracy across all city digital communications.
<i>Ongoing.</i>
Enhance and improve current communications platforms.
<i>Ongoing.</i>
Utilize targeted marketing ads on social media platforms for “high-level” city communications (i.e. surveys and elections).
<i>Ongoing.</i>
Improve the User Experience/User Interface of the city website.
<i>Launched the new website on June 25, 2025.</i>
Develop an emergency communications plan.
<i>The Assistant City Manager has taken this initiative.</i>
Participate in continuing education initiatives to stay current on communication trends.
<i>Ongoing.</i>

Public Information High-Level Highlights

- Completed the launch of the new website redesign. Now into Phase II of the project, which is troubleshooting and cleanup
- Coordinated several news media interviews with the Baltimore Sun, College Park: Here and Now, Greenbelt News Review, NBC4, WJLA7, and DC NewsNow.
- Launched a WhatsApp account for the City of Greenbelt
- The PIO completed the Greenbelt Citizens’ Police Academy program



PIO Accomplishments					
GovDelivery New Subscribers			April	May	June
Email			-18	31	146
Open Rate			58.70%	56.40%	56.10%
Total Subscribers			19,378	19,360	19,391
Social Media New Subscribers - Q4					
			New	Total	
Facebook			215	6046	
X (Twitter)			7	2871	
Instagram			113	1870	
LinkedIn			79	555	
Grand Total			164	11,342	

PLANNING	
Incorporate health and equity data into planning processes to better understand community needs, prioritize transportation and land use projects, and analyze potential impacts.	
<i>Staff is working to identify opportunities to track projects by geographic location.</i>	
Manage the implementation of the City's ARPA-funded pedestrian and bicycle improvement projects and bus stop safety and accessibility projects	
<i>All ARPA dollars dedicated to pedestrian and bicycle improvements and bus safety and accessibility projects have been encumbered. Staff is currently in the implementation phase in consultation with the Department of Public Works. Currently bus shelters are under construction and new crosswalks and curb ramps are being installed.</i>	
Apply for and receive grant funding for the completion of a Vision Zero Action Plan with a health equity emphasis and procure and manage consultant services to complete the plan.	
<i>The City was awarded a Safe Streets for All (SS4A) federal grant to complete a Vision Zero Action Plan. Staff is currently working with Federal Highway Administration staff to finalize the submitted draft grant agreement.</i>	
Pursue grant funding to complete 90% engineering of the Hanover Parkway off-road bicycle path and Cherrywood Complete and Green Street projects.	
<i>The city applied for and was awarded an MDOT Kim Lamphier Bikeways Network grant for the Hanover Parkway project. Responses to Request for Proposals are in review and staff anticipates presenting a consultant recommendation to the City Council in August or early September. The City has not received any word about the EPA Community Change Grant application that was submitted a few months ago.</i>	
Work with the Maryland State Highway Administration and neighboring jurisdictions to move the MD 193/Greenbelt Road Corridor improvement project forward	
<i>Staff advocated for the inclusion of this project in the State's Consolidated Transportation Program.</i>	
Pursue grant funding for the implementation of the City's Strategic Wayfinding Plan	
<i>Staff has scheduled a Council Work Session in September to review the final draft of the Plan before the plan goes to Council for acceptance in the fall.</i>	
Review and comment on the State Consolidated Transportation Program and advocate for City transportation improvement projects.	
<i>Staff submitted an application to the State Highway Administration to have the MD 193/Greenbelt Road Corridor Improvement scored under MDOT's project Prioritization Pilot project and received a response that does qualify for scoring.</i>	
Evaluate and respond to resident requests for traffic calming measures.	
<i>The City secured engineering services from Greenman-Pedersen, Inc. to complete a traffic calming study in Central Greenbelt and streets studied were selected based on outstanding citizen requests for traffic calming. The draft study is complete and has been reviewed by</i>	

<i>City staff. Staff anticipates taking a final draft to APB for review in later summer before the plan goes to Council for acceptance in the fall. Staff continues to intake and respond to citizen requests throughout the City.</i>
Work with the Department of Public Works on the implementation of the City's Complete and Green Streets policy.
<i>Ongoing.</i>
Monitor State and County planning and zoning legislation to ensure new regulations accomplish desired change.
<i>Ongoing.</i>
Monitor the SCMaglev project.
<i>No update this quarter.</i>
Promote the County's expansion of bikeshare stations within the city.
<i>In February 2025 the County's bikeshare vendor installed three replacement stations. Citing budget constraints and increases in operation and maintenance costs, County staff has shared that installation of additional stations in the City had to be deferred to FY 2026. At this time the County has not provided any additional timeline information. Staff has requested user data, and will share with City Council when received.</i>
Complete AICP certification maintenance (CM) requirements to maintain AICP licensure.
<i>All planning staff are currently certified and are in compliance with CM requirements.</i>
Utilize GIS analysis to create project visualizations and maps to share with the community in real-time and to better analyze project data.
<i>Staff is working to identify opportunities to create project visualizations and maps.</i>
COMMUNITY DEVELOPMENT
Incorporate health and equity data into code enforcement processes to better understand community needs, prioritize inspections and investigations, and analyze potential impacts.
<i>Ongoing.</i>
Fill the vacant Supervisory Inspector position.
<i>This position was not funded in FY 2026.</i>
Prepare a resolution to enact proposed revisions to Chapter 4. Review all other chapters as needed.
<i>In progress.</i>
Oversee the transition to a new community development software system.

<i>This MBO is no longer relevant as the Department did not receive funding to purchase new community development software. IT moved the existing software to the new server and the system is 100 percent functional.</i>
Develop a report in Utopia software to track Handbills, Residential and Non-Residential False Alarm violations/warning, and all other miscellaneous licenses.
<i>Staff is working with its software vendor to develop additional reporting capabilities. The department is on track to achieve this MBO.</i>
Inspect and license 100% of commercial and single-family rental properties.
<i>Ongoing.</i>
Conduct annual outreach, at a minimum, to owners of multi-family rental developments.
<i>This quarter staff worked to educate property managers/owners of multi-family developments on the City of Greenbelt Eviction filings ordinance. Community development staff also participated in a community meeting at Hunting Ridge to discuss code enforcement concerns.</i>
Complete training in project management and construction standards.
<i>The Assistant Community Development Director has been receiving construction inspection and standards training from our on-call engineer. Staff is continually identifying opportunities for training in sediment erosion and storm water management. Two inspectors received additional certification (i.e., Yellow Card) in erosion and sediment control.</i>

P&CD Highlighted Accomplishments

- Staff awarded a contract for consultant services for the preparation of a Cemetery Preservation Master Plan Project.
- Staff submitted the required 90% submittal package to the State for the WMATA Trail project. State review is expected to take several weeks.
- Planning staff secured \$1.5 in Program Open Space funding for the Greenbelt Youth Center roof project.
- ARPA bus stop improvement project implementation is well underway and to date four out of six new bus shelters have been constructed.
- During the third and fourth quarters, staff received and investigated a total of 228 calls for service, resulting in the logging of 215 code cases (Note: A significant portion of the complaints during this period involved lack of heat at Crescent Pointe and Parkway Gardens apartments.). This includes both complaint-driven and proactive windshield inspections.
- A total of 152 citations were issued during the third and fourth quarter of FY2025, resulting in \$38,051.00 in assessed fines. Of that amount, \$14,200.00 has been

collected to date. The remaining citations are pending adjudication hearings for either abatement or payment. These citations were issued after efforts to achieve voluntary compliance through communication and education. Our enforcement strategy continues to prioritize collaboration and education before pursuing formal action, in support of maintaining safe, healthy, and well-maintained neighborhoods. Note: Many of these enforcement actions were related to heat complaints at Crescent Pointe and Parkway Gardens apartments.

POLICE

Community Safety: The police Department prioritizes community safety. This overall goal determines how the department focuses its efforts on community outreach, enforcement, staff development, and the use of technology.

The department focused on crime prevention details on theft from autos around hotels in the city. Patrol Officers in conjunction with the Special Assignment Team Officers conducted additional patrols during select hours.

The Special Assignment Team partnered with the County Police Narcotics unit to investigate an ongoing complaint of CDS; this resulted in multiple arrests and seized property.

The department completed the installation of three License Plate Reading Cameras

- *The integration with MCAC was completed*
- *The next phase of the project is underway with Pepco completing power installation.*

Community Outreach: The department recognizes that partnerships with all Greenbelt's residents are necessary for Success. The Department will take every opportunity to develop relationships and build trust with our community.

- *The department has participated in community events and focused patrols around areas with a higher crime risk.*
- *The department hosted the following events*
 - *Springhill Lake Elementary School – Read In*
 - *Greenbelt Elementary School Read Across America*
 - *Greenbelt Elementary School Career Day*
 - *Greenbelt Elementary School Dare Program Graduation*
 - *Springhill Lake Elementary School Career Day*
 - *City Touch a Truck Event*
 - *City Bike to Work Day*
 - *Mental Health Wellness Walk*



- *Coffee with a Cop*
- *Community Health Fair*
- *Summer Youth program*
- *Citizens Police Academy program*
- *Greenbelt Station Neighborhood Walk*
- *Greenbriar Community Meeting*

The Department Honor Guard presented the colors during a Baltimore Orioles game



Develop Staff: Providing department staff with training, career opportunities, education, and promotion will reduce turnover and create a stable department that can meet the needs of our community.

The department continues to focus on staffing. At the end of the quarter, the department had one vacancy in Communications and four police officer vacancies.

The department conducted a promotional process for the rank of Sergeant and Corporal.

Officers attended Criss Intervention Instructor Training.

Sgt Fernandez Completed the 10-week FBI National Academy program.

Sgt Guy attended FBI LEEDS program

ANIMAL CONTROL

Raise citizen awareness about sharing our environment with wildlife animals.

The Animal Services Unit promoted spay and neuter programs to citizens by posting information at the community center. It also promoted the advantages of having pets with microchips.

The department continues to establish working relationships with animal resource organizations. The unit supervisor has reestablished contact with rescue organizations to assist in the adoption of animals.

Animal Services has been working with the University of Maryland Animal Sciences Dept to offer a 90hr internship for 1 student over the months of June-August.

Raise citizen awareness regarding animal cruelty with the assistance of the Greenbelt Police Department.

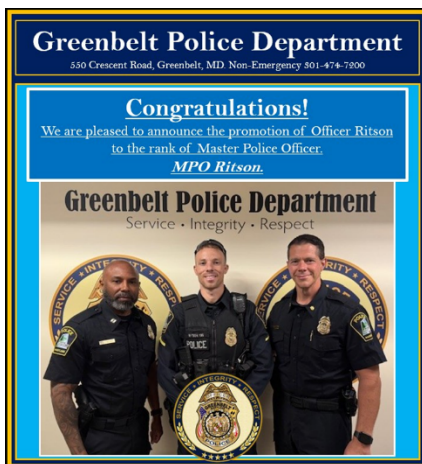
Animal Services continues to educate pet owners on proper care for their animals as well as assisting them with resources available to them including, but not limited to, low-cost vaccinations, rehoming their pets, low-cost microchipping, free spay/neuter programs.

Police Department Accomplishments:

- The department hosted multiple community functions, highlighted by the Citizens Police Academy, the one-week Youth Program, and a neighborhood walk.



- The department completed an internal review of the 2025 Strategic Plan.
- The department conducted a promotional process for the rank of Sergeant and Corporal with future promotions planned.



- The department completed capital expenditure purchases for second portion police radios.
- The department began training on new Axion equipment including a virtual training program.
- The department obtained a grant from LGIT for training in the amount of \$5000.
- The Police Department applied for a Grant from the Governor's Office for Crime Control to provide funds for recruiting.
- The Animal Shelter was renovated and reopened with new HVAC, floors, and equipment.
- Animal Control obtained a grant for a spay and neuter program.

PUBLIC WORKS ADMINISTRATION
Improve both internal and external customer service requests through faster service and follow-up contact.
<i>Automate/leverage technology. As we move towards a more automated “delivery” system this will require IT upgrades, infrastructure support, and staff training.</i>
Provide staff with a positive and supportive work environment through staff meetings, training opportunities and recognition events.
<i>Meetings with Supervisors held weekly and monthly.</i>
Complete all ARPA projects by December 2024.
<i>Ongoing – Armory Feasibility Study, Bus Stop & Accessibility (w/Planning), Ped Bike (w/Planning), GAFC Structural – Indoor Deck, Buddy Attick Lake Master Plan (w/Recreation), CC Chiller Replacement, Dog Park Water – TBD, Animal Control Facility - TBD, Bridge Remediation, Dance Studio Floor (w/Recreation). Ongoing (Projects Alternate Funding Source) – Greenbelt Theater, FY25 Capital Project/BCR, grants, etc., CDBG PY50 – pending NTP, and Solar Farm.</i>
Reduce the city’s greenhouse gas generation in-line with State and COG goals of 80% by 2050.
<i>The goal for 2020 has been reached. We are working on the goal for 2050.</i>
As required by the city’s participation in the Maryland Smart Energy Communities program, continue to reduce electricity usage.
<i>We have made good progress by switching to LEDs. More retrofitting can be done, as well as insulating buildings and changing windows.</i>
Collaborate with organizations, businesses and apartment complexes to promote recycling.
<i>Ongoing – everyday commitment.</i>
Develop a city-wide food waste collection program.
<i>Ongoing – everyday commitment. USDA Grant – started curbside collection pilot program with approximately 200 households participating. Phase II to commence 22-Aug-2024 add an additional 200 household participants.</i>
Reduce internal work orders through better daily facility inspections.
<i>Ongoing – everyday commitment.</i>

Public Works Notable Achievements / Highlights:

- Awarded MEA MSEC Grant for Community Center Chiller Replacement Project: Received a grant of up to \$250,000 from the Maryland Energy Administration’s (MEA) Maryland Smart Energy Communities (MSEC) program to support the purchase and installation of high-efficiency chiller units at the Community Center.
- Awarded MEA Medium/Heavy-Duty Zero Emissions Vehicle Grant: Secured up to \$250,000 in MEA funding to offset the cost of purchasing an electric refuse truck, replacing an older vehicle as part of the City’s fleet electrification and sustainability efforts.

- Received Community Development Block Grant (CDBG) PY51 Contract Award: Officially awarded \$226,394, the largest CDBG allocation the City has ever received, to support our roadworks improvement program.
- Provided Cross-Departmental Project Support: Delivered project assistance across multiple City departments, including Planning and Community Development, Recreation, and the Police Department, ensuring smooth coordination and implementation of key initiatives.

EV CHARGING STATION INSTALLATION – POWER

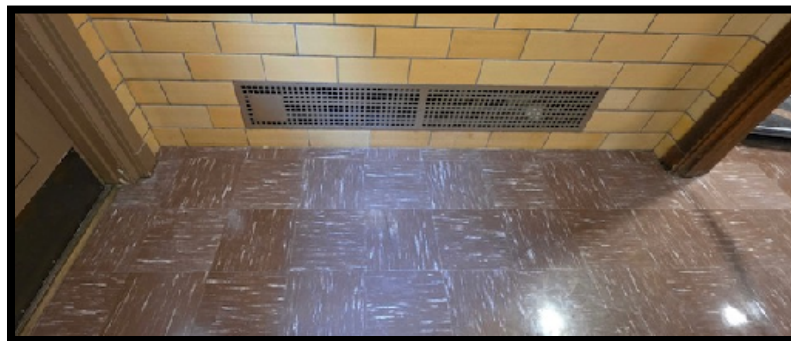


WEATHER EVENT



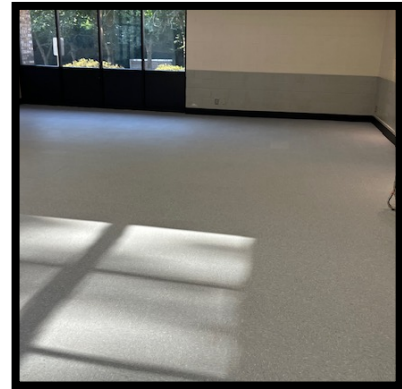


CUSTOM FABRICATION / HISTORIC RESTORATION WORK





SPINGHILL LAKE RECREATION CENTER UPGRADES



PLAYGROUND MAINTENANCE



CARES
Work with administration to develop City plan for Opioid Restitution Fund.
<i>City plan for Opioid Restitution Fund was accepted by the State. CARES worked with finance to set up draw down accounts. CARES purchased NARCAN boxes to be installed in City buildings and will work with PW in FY26 to install them. CARES has contacted County to obtain NARCAN for the boxes. Boxes will contain instructions on NARCAN administration</i>
Enhance Partnerships with Greenbelt Schools to provide material and mental health resources to youth and families.
<i>CARES attempted to offer a Hispanic Parent support group in conjunction with Springhill Lake Elementary. Spanish speaking counselor offered many online sessions; however, attendance was not enough to continue the group. CARES offered a Spanish Speaking parenting class online. A few families attended. CARES plan to grow this program in FY26.</i>

ASSISTANCE IN LIVING (GAIL)
Identify and streamline programs, resources and services to support Greenbelt residents who struggle with hoarding.
1. Expanded the Community Nursing Program by increasing the number of RN to BSN candidates to 4 enabling GAIL to increase the number of residents served 2. Continued to provide case management and Crisis Intervention Team meeting coordination
Work to expand access to social service and educational programs to Greenbelt West residents, especially Spanish speaking families residing in the Franklin Park community.
1. Delivered preventative health workshops on chronic disease 2. Delivered mother and infant care through Greenbelt Nursery Project 3. Offered Menstrual Products through Greenbelt Pink Pantry 4. Hosted Clothing Drive and Pop-Up Clothing Closet for Greenbelt families in need 5. Offered Emergency Diaper Assistance through Greenbelt Nursery Project 6. Offered Produce Distribution at Springhill Lake Recreation via GAIL program 7. Continued the Family First Quarterly Newsletter

SERVICE COORDINATION PROGRAM
Provide case management, wellness programs and information services to the residents of Green Ridge House.
1. Staff continued to conduct resident needs assessments to tailor future services and programs and to link residents with programs and services. 2. Staff provided at-risk and frail residents with home-delivered meals and housekeeping aides through the SASS Program. 3. Collaborated with Green Ridge House management and the Greenbelt Police Crisis Intervention Team to develop more efficient response to resident mental health crises. 4. Improved weekly grocery distributions through Capital Area Food Bank's Partner Direct Program with new store management. 5. Continued producing the Green Ridge House Gazette Quarterly Newsletter

CARES Accomplishments:

- GAIL program offered the spring and summer rotations of Community Student Nursing program.
- Green Ridge House Service Coordinator held the annual Renter's Tax Credit workshop. Participating residents received assistance in completing their 2025 Renter's Tax Credit applications.
- GAIL staff delivered an educational presentation titled, 'Compassion in Action: Effective Response to Hoarding and Dementia', to first responders, including UMD Campus Police, Greenbelt officers, and Prince George's County police and EMTs.
- GAIL staff facilitated the 'Aging Solo', program designed to empower individuals to take charge of their aging journey
- CARES hosted the Job Fair at Beltway Plaza.
- CARES staff participated in community events: the Prince George's Children's Mental Health workgroup's event "Come out and Play". The event promotes the importance of children's mental health.; Touch A Truck event; CIT Wellness Walk; "Untold secrets: The flip side" held at the Old Greenbelt Theatre; Greenbelt Middle school's Literacy Night; various Job Fairs throughout the County; and Greenbelt Business Alliance GALA;
- Director served on Maryland State Commission on Juvenile Justice Reform & Emerging Best Practices and the Prince George's County Opioid Abatement Task Force.
- Director met with a representative from the Greenbelt Reparations Committee and provided information about the work of CARES and data regarding race and city residence of clients served.
- Director worked on HB814 – Department of Juvenile Services – Report on Youth Service Bureaus. The bill was passed and signed by the Governor. Testimony on other bills related to Juvenile Justice was also provided in conjunction with the Maryland Association of Youth Service Bureaus
- CARES/GAIL staff attended trainings on hoarding, immigration, parenting, and mental health and social media
- Bilingual Community Outreach Coordinator became a Certified Dementia Practitioner
- ACE held the Educator Awards and Student Awards Ceremonies

Instructions for Use

Opioid Overdose Response Instructions

NARCAN™ Nasal Spray is a pure opioid antagonist indicated for emergency use outside of a hospital to reverse known or suspected opioid overdose, as manifested by respiratory and/or severe central nervous system depression.

NARCAN™ Nasal Spray can be administered by a bystander (non-healthcare professional) before emergency medical assistance becomes available, but it is not intended to be a substitute for professional medical care. Emergency medical assistance (calling 911) should be requested immediately when an opioid overdose is suspected, before administering naloxone.

Important: For use in the nose only.

Do not remove or test the NARCAN™ Nasal Spray until ready to use.

1

Identify Opioid Overdose

Call for Emergency Medical Help



Check for signs of an opioid overdose:

- Person **DOES NOT** wake up after you shout, shake their shoulders, or firmly rub the middle of their chest
- Breathing is very slow, irregular or has stopped
- Centre part of the eye is very small, like a pinpoint

Call 911 or ask someone to call for you.

Lay the person on their back.

2

Give NARCAN™ Nasal Spray



Remove device from packaging. **Do not test the device.** There is only one dose per device.

Tilt the person's head back and provide support under their neck with your hand.

Hold the device with your thumb on the bottom of the plunger. Put your first and middle fingers on either side of the nozzle.

Gently insert the tip of the nozzle into one nostril. Your fingers should be right up against the nose. If giving to a child, make sure the nozzle seals the nostril.

Press the plunger firmly with your thumb to give the dose.

Remove the device from the nostril.



3

Evaluate and Support



Move the person on their side (recovery position). Watch them closely.

Give a second dose after 2 to 3 minutes if the person has not woken up or their breathing is not improved. **Alternate nostrils with each dose.**

You can give a dose every 2 to 3 minutes, if more are available and are needed.

Perform artificial respiration or cardiac massage until emergency medical help arrives, if you know how and if it is needed.

**ADAPT
PHARMA**

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For more information on NARCAN™ Nasal Spray, visit narcannasalspray.ca

RECREATION ADMINISTRATION
Evaluate retitling the department's title to better represent the programs and services that are offered to the community.
<i>In Progress:</i> Preliminary discussions are underway and will continue into the next fiscal year.
Manage ARPA projects.
<i>In Progress:</i> • Buddy Attick Master Plan – Adopted by City Council • Ballfield Improvements – Contracted with Charles P Johnson to handle project management. Four contracts have been executed and the project began in March. Schrom Hills Park field is near completion and work will begin at Braden complex in August. • Springhill Lake Recreation Center Playground Upgrade – Complete • Dance Annex – Contracted with CMG Flooring - Complete • Buddy Attick Park Shelter/Pavilion – Construction Complete. Rentals will begin late August or early September.
Identify DEI challenges and barriers and begin implementing new procedures and programs to better the Recreation Department's structure and culture.
<i>No Progress</i>
Reengage Greenbelt Middle School regarding access to indoor spaces and athletic fields.
<i>In Progress:</i> Greenbelt Middle School gym is being used by Greenbelt Boys and Girls club for games. Draft MOU is being reviewed before engaging the Board of Education.
Park Rangers will focus on community outreach, introducing interpretive programming to provide opportunities for education and enjoyment in Greenbelt's city parks.
<i>In Progress:</i> Park Rangers continue community outreach with expanded interpretive programming, building on partnerships with Public Works and Therapeutic Recreation: • Hand Dancing "A Night on the Town" - ~50 participants over the course of the 3-hour event • Herpetology 101 – (reptiles and amphibians) - ~20 ppl • Birding: Fall Migration – 25-30 participants • Forest Bathing (part of Active Aging week) – 10 participants • Fall Seasonal Kayaking – 50 ppl • Weekly "Gardening Get Togethers" in BAP Pollinator Gardens – regular attendance of ~10-12 volunteers • Volunteer events for invasive plant removal, Kayak Cleanup Events of Greenbelt Lake etc. • Birding 101: Spring Migration - ~25 participants • CKC and Kinder Camp "Ranger Day"
Park Rangers will invest in additional staff and training to better meet the evolving operational needs of department activities and city special events.
<i>In Progress:</i> Additional rangers have been added, including two that also serve as lifeguards/pool managers and bring additional certifications as professional rescuers. Ranger staff completed the following trainings: Certified Crowd Managers, Mental Health First Aid, and CPR/AED/First Aid. Ran

GREENBELT MUSEUM

Oversee the start of the Museum project to include permitting and phase 1 construction.

In progress. The GHI Board voted to approve construction of an addition in the fall of 2024 with the understanding that the City will work to find a solution to a neighbor's expressed need for reserved parking. Next steps include identifying a project manager who will assist in applying for necessary county permit(s).

Working with Friends of the Greenbelt Museum, identify fund raising opportunities to support the museum project.

In progress: The Friends of the Greenbelt (FOGM) Board continues to work with staff on fundraising to support the project and is in the process of contracting with a fundraising professional to assist in the public and final phase of fundraising.

Continue training recreation staff to support museum programs.

In progress: Staff is continuing to identify where the greatest needs are in terms of museum operations. Since the museum's move to the Recreation department, recreation staff have been invaluable in helping with administrative tasks. Park Rangers have also provided much needed help with the museum's major annual events. Identifying and training interested rangers to work on Sundays during the Museum's open hours is the next step.

RECREATION CENTERS

Explore repurposing the old computer lab at Springhill Lake Recreation Center to provide better functionality and flexibility for the space.

In Progress: The old, deteriorating tables have been removed and replaced with new portable/collapsible furniture. A new refrigerator was purchased. A new tile floor was installed. As funds allow, additional amenities will be added with the ultimate goal of creating the Community Classroom.

Expand training opportunities for part-time, non-classified staff.

Complete: Recreation has collaborated with CARES, The Autism Society of Maryland, and identified asynchronous training modules to share with part-time staff for continued training. The trainings have covered topics such as behavior management, inclusion, and creating safe spaces.

AQUATIC & FITNESS CENTER

Explore feasibility of offering free swim lessons to Springhill Lake Recreation Center afterschool program participants.

In Progress: Researched information Free Swim Programs

- Received information from USA Swimming in regards to a grant to cover costs.
- Contacted M-NCPPC to develop model of their Make-A-Splash Program
- GAFC has limited space and time to offer program, looking at how to fit into schedule
- Program will be presented during the FY27 budget development.

Capitalize on the popularity of water exercise classes by expanding current offerings and/or introducing new classes as the facility schedule permits.

In Progress:

- Working with staff to schedule Aqua Spin class/demo
- Currently borrowing equipment from M-NCPPC
 - Investigating cost of equipment new equipment issue

Improve lifeguard recruitment, hiring, and retention through a junior lifeguard program and lifeguard skills classes.

In Progress:

- Contacted American Red Cross for materials
- Researching program offerings within the area
 - Developing class, protocols, and fee structure

COMMUNITY CENTER

Collaborate with other department facilities to review facility rental applications and policies and identify areas to improve uniformity.

Complete: Community Center rental application and policies were updated with implementation beginning January 2025. These items will serve as resources for updates to the rental application/policies for both the Youth Center and Springhill Lake Recreation Center.

Finalize Dance Studio Annex (Room 12) renovation project.

Complete: The Dance Studio Annex project is now complete, and the room began hosting recreation programs in Fall 2024.

Review free usage policy as it pertains to Recognition Groups and community organizations.

Complete – The free usage policy has been revised to better reflect current practices. While free usage opportunities have expanded, the new updated process does explicitly state limits.

RECREATION PROGRAMS

Ensure diverse and equitable programs are being offered in all parts of the city.

In Progress: Artful Afternoon workshops are now being held at Springhill Lake Recreation Center. New programs have been successfully introduced, and new opportunities will be explored.

July 2025 update: ***Complete*** - Greenbelt Recreation is partnering with the Patuxent Wildlife Refuge to bring nature-themed activities to the Springhill Lake Recreation Center After School Program and participants in the Summer Program will go on field trips to the Patuxent Wildlife Refuge. Participants enjoy activities with Park Rangers from the Refuge, including an inflatable archery range and a fishing game.

Artful Afternoons are ongoing at Springhill Lake Recreation Center, with free art workshops on the second Sunday of most months. The April event included a dance workshop led by Dushaun Thompson of Evolution Dance Studio, based at Beltway Plaza.

The Springhill Lake Coordinators have also been working with the Therapeutic Recreation Coordinator to collaborate on senior programming to begin at the center in the Fall.

Manage and evaluate new Tween and Teen Takeover Program

Complete: Additional staff help support the programs and additional volunteers were added to the planning committee which has resulted in steady attendance and retention.

Provide new enrichment activities for youth programs at Springhill Lake Recreation Center.

Complete: Springhill Lake Recreation Center staff continue to bring in special guests, do art workshops, and other fun activities for the participants.

THERAPEUTIC RECREATION

Plan and implement new programs, based on Active Aging Participant Survey.

Complete: Active Aging Week offered several new programs, including a new lecture series and outdoor interpretive program. Fall trip locations were based on survey input. Participants expressed an interest in recycling, so a trip was provided to the Prince George's County Recycling Facility. Successfully introduced new game room activity, Canasta, and brought back American Sign Language class, Come Sign with Us. New trip locations include the National Museum of African American History and Culture, NASA Goddard Tour, and the Ballet Theatre of Maryland.

Evaluate new Inclusion Assessment Tools and Staff Training Programs.

Complete: A new Camper Intake Document was designed and implemented. Additional training and orientation for both General Camp Staff and Inclusion Camp Staff was provided in collaboration with CARES and GPD staff. All Summer Program staff at SHLRC received Inclusion training, as well as a presentation by the Autism Society of Maryland. Identified and mentored new staff for year-round Inclusion support for various programs. Collaborated with Public Works to become certified in Passenger Bus Driver training and ADA Compliant Wheelchair Operations.

ARTS

Bring back Summer Circus Camp.

Complete: Circus camp ran during sessions 3 and 5 in the summer of 2024 with returning instructor — and former Ringling Brothers clown -- Greg May. Planning is underway for Circus Camp 2025, along with Creative Kids Camp and Camp Encore.

Experiment with the programming of additional, free Artful Afternoon events in Greenbelt West and/or East.

Complete: Free Artful Afternoon workshops have been provided at the Springhill Lake Recreation Center on the second Sunday of the month. Additional monthly workshops continue to be provided in conjunction with the SHLRC after-school program.

Work with developer Gibbs and Haller to implement an artist selection process for public art at Greenbelt Square.

In Progress: A Request for Qualifications has been developed in collaboration with Gibbs and Haller. Release of the RFQ is on hold pending clarification of the construction schedule for Greenbelt Square. Once the timeline is known, staff will open and facilitate the artist selection process.

July 2025 Update: Following a change in project management with Greenbelt Square, staff are working with representatives of Armory Place LLC and Bruno Clay Management to continue developing a Request for Qualifications for a public art project at the site. The parameters are being adjusted to accommodate the current construction schedule (calling for completion in 2028) and the project budget, which has been reduced significantly by the sponsoring agency.

SPECIAL EVENTS

Evaluate and introduce new activities at community special events

Complete: Recreation Coordinators have introduced new elements such as obstacle courses, face painting, crafts, and large interactive games such as Hamster Ball Race and Hamster Ball Soccer. The new elements have been well received by attendees.
Enhance departmental promotional efforts at community special events.
Complete: Staff continue to promote through the usage of flyers, sample activities, and will also purchase yard signs containing a QR code that point them to the latest Activity Guide.
Manage increase in Community Group requests for program and facility support.
Complete: The community group policies were reviewed and updated to set clearer parameters for facility support. Also, community groups needing support for programs now have a preliminary meeting with Recreation staff to discuss the program, level of support, and other logistics.

Recreation Department Accomplishments Through Q-4 Q-4 Updates

- Arts programs continue to grow and offer new opportunities for participation. A few highlights include the twelve free Artful Afternoons held at the Community Center and Springhill Lake Recreation Center. In addition to new art workshops each month, featured elements included: a community ukulele jam, a Chinese dance concert, a hip-hop dance workshop with Evolution Dance Studio, an Art Studio Open House and Sale, and a performance by the Eleanor Roosevelt High School dance program. Additional arts program achievements included: completion of the community-engaged design process for the Braden Complex sculpture commission; a free hip-hop dance workshop in partnership with the Greenbelt Cinema; free weekly fiber arts meet-ups and free monthly Art Shares; and a photography exhibit and artist's talk with Danielle Towers, in partnership with the Greenbelt Museum.
- The Greenbelt Learn 2 Earn Youth Workforce Development Program completed a successful second cohort. To support the participants in their pursuit of gaining real-world experience, the program was able to secure funding for internship positions with local Greenbelt businesses as well as departments within the city. The funding allows participants to work up to 340 paid hours. The participating businesses and departments include Greenbelt Co-Op Supermarket and Pharmacy, Civility Management Solutions, Greenbelt CARES, Greenbelt Recreation, and the city's Public Information Office.
- Our Active Aging 60+ programs are thriving! Our participants provided feedback on desired programs during the annual survey. As a result, more trips, an enhanced lecture series, art workshops, a book club, and a monthly tech café have been added to the programs offered.
- Baby/wading pool repairs completed
- Buddy Attick Park Pavilions will be online in August
- Schrom Hills Park multipurpose field is scheduled to open on time in September
- Buddy Attick Park Master Plan was adopted



OFFICIAL NOTICE

By Section 3-305(b)(1), (3), (7) and (8) of the General Provisions Article of the *Annotated Code of the Public General Laws of Maryland*, a closed session of the Greenbelt City Council will be held on Monday, August 4, 2025, immediately following the Council Work Session – City Manager Update, in the Council Chambers, 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 consider the acquisition of real property for a public purpose and matters directly related thereto; 3) to consult with counsel to obtain legal advice on a legal matter; and 4) To consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting is to discuss Annexation, Personnel Matters, Legal Matters, and Pending Litigation.

** The public may attend the Special Council Meeting of the City Council immediately before the closed session and observe the vote of the Council to move into the closed session on Monday, August 4, 2025.*

Bonita Anderson
City Clerk