CITY COUNCIL WORK SESSION AGENDA

Work Session - City Manager's Quarterly Update

Municipal Building & Virtual

This meeting will be held in-person and virtual.

25 Crescent Road
Greenbelt, MD 20770

OR

Virtual Participation

Zoom Webinar Attendees:

Please submit your request in writing via email to questions@greenbeltmd.gov

https://us02web.zoom.us/j/82199703195?
pwd=ZGJUYjdTeGpDM0dkNUpaV1FTeG4wQT09
Dial-in: 301 715 8592
Webinar ID: 821 9970 3195
Passcode: 948512

Wednesday, October 26, 2022
7:30 PM

I. Work Session Packet

1. Work Session - City Manager's Quarterly Update
   Suggested Action:
   Agenda
   • Introductions

- Council Discussion
- Questions and Answers
- Other Items

2023 MBO's.pdf

2. Special Meeting/Closed Session - Personnel Matters/Legal Matters

Closed Session Notice.pdf

City Council Work Session Agenda Item Report

Meeting Date: October 26, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: Work Session Item
Agenda Section: Work Session Packet

Subject:
Work Session - City Manager's Quarterly Update

Suggested Action:
Agenda
• Introductions
• Council Discussion
• Questions and Answers
• Other Items

Attachments:
2023 MBO's.pdf

FY 2023
Management Objectives

As of October 21, 2022

CITY COUNCIL
Set policy and direction for the city.
Ongoing.
Represent the city's interests with federal, state and regional agencies.
Ongoing.
Meet regularly with major "stakeholders" in the city.
Ongoing.

ADMINISTRATION
Implement Council's goals and policies.
Ongoing.
Monitor legislative proposals at the county, state and federal level that can impact Greenbelt.
Ongoing.
Continue to oppose the proposed Maglev train, relocation of the Bureau of Engraving & Printing to BARC, and widening of the Baltimore-Washington Parkway and I-495.
Continuing to work with Jill Grant & Associates to correspond with agencies regarding the city's opposition to the Maglev.

ECONOMIC DEVELOPMENT
Create a framework for inclusive economic development to ensure that all startups and businesses receive equitable access to resources.
Formulating Economic Development Department's vision, values, and mission statement to provide high-level guidance on operations. Retooled the Business Brief Bulletin by increasing frequency of distribution and sharing resources from County, State, local, and private organizations that aids businesses, entrepreneurs, and non-profits that include those in underserved communities. *Items shared to businesses included, but not limited to; Exelon's Racial Equity Capital Fund, Prince George's Employ's Rapid Re-Employment Program, and Prince George's County's Emerge Stronger Restaurant Intensive Training Program.*
Develop comprehensive business retention and expansion strategies to more effectively track, retain and grow local businesses.
Revised business engagement questionnaire to assess and track business retention needs and share resources to local businesses. Implemented engagement strategies by meeting with businesses and non-profits to share resources and gather information.
Launch business resiliency initiatives that focus on sustainability, social and economic factors for businesses.
Promoted public campaigns to bring awareness to the value of business and development. These campaigns included, Maryland Restaurant Week, Women's Small Business Month, and Maryland Economic Development Week. *Collaborated with Greenbelt CARES and the Public Information Office to promote and prepare for the Fall Job Fair at Beltway Plaza which supported local workforce development. The event included over 11 employers and approximately 60 job seekers.* *Initiated plans to partner with the Greenbelt Business Alliance to start in-person forums, meetings, and workshops that educate the business community.*
Improve existing startup resources so that new businesses and entrepreneurs have a more efficient way to navigate starting their business.
Continued to revamp the City's economic development webpage to include more content and resources for businesses, entrepreneurs, and non-profits to start and or maintain businesses and non-profits, and share permitting and licensing guidelines to navigate the regulatory process.
Provide ongoing support to Greenbelt businesses recovering from the impacts experienced due to COVID-19.
Conducted internal discussions and research to determine optimal use of ARPA funds for economic development. The launch of the Business Improvement Recovery Fund Round 3 is expected in late 2022 or early 2023.

HUMAN RESOURCES
Contract with a firm to perform the job classification and compensation study to be implemented in FY 2024.
The job classification and compensation study is underway. The first review of market and current salaries is complete. Baker Tilly reported the analysis results to the Interim City Manager and HR Director. Baker Tilly is currently finishing the pay plan implementation.
Implement Employee Navigator system to allow for electronic and paperless benefit enrollment, and to better inform employees about their benefits.
The Employee Navigator system has been successfully implemented.
Complete scanning of current employee files into Laserfiche.
Ongoing. Approximately 70% of the files have been completed.

FINANCE
Implement a new financial management system that will eliminate most manual processes and allow enhanced automated financial processes including electronic payments, purchase order approval, time clock integration, and provide digital copies of documents.
The process has moved forward to implementation. The data conversion occurred transferring all required data files from the current vendor (Central Square) to the Edmunds system. The City's IT Department worked directly with Edmunds ensure the proper logins and to assist with the data conversion as needed. The completion of the data transfer has allowed Edmunds to move forward with setting the dedicated financial systems with the various business processes. Thus far, Finance staff has met with Edmunds to review the Finance, Payroll, HR, and Employee Self Service areas of the system. These were in-depth discussion to confirm the actual current City process and to discuss how they will work within the new Edmunds system. Our latest meeting with Edmunds confirmed we are on track for Phase One completion in December 2022 and final phase completion in January 2023.
Convert paper files to digital files.
This effort is underway. As a starting point, files were purged and shredded in accordance with established the department's retention schedule. Overall, Finance shredded 66 boxes of outdated file. From here, staff will re-start digitizing files. Additionally, key staff completed Laserfiche training and also has continued help via the Laserfiche website.
Convert the city's levy book into a searchable database.
The City now receives the Levy Book via email and this provided some "look up" information by property. However, we are still unable to sort the data and therefore cannot group it by location, size, tax amount or any other grouping. We will continue to request the information be received in either spreadsheet or database format.

INFORMATION TECHNOLOGY
Work with departments to make the most effective and efficient use of IT resources.
Ongoing.
Implement additional network security measures.
Network security assessment wrapping up.
Implement additional network security monitoring.
To be implemented as part of the ARPA projects.
Expand Laserfiche document management solution to the Finance Department.
On hold pending installation of the new Finance system.
Continue systematic camera system upgrades and expansion.
Cameras at Municipal Building and Springhill Lake pending installation.
Participate in cable television negotiations, leadership of county-wide Institutional Network (I-Net), COG and MML IT groups.
Ongoing.

PUBLIC INFORMATION
Continue ensuring brand accuracy across all city digital communication.
Completed the City of Greenbelt Design and Communications Standards guide that will be distributed to departments and the City Council.
Enhance and improve current communications platforms.
Ongoing.
Create a strategic alliance with local municipal public information officers.
Began communicating with PIOs in the cities of College Park, Gaithersburg and Laurel.
Research costs to soundproof the studio.
Working with current vendor (Pipino & Assoc.) on cost and timing.

GREENBELT MUSEUM
Continue to guide the museum back to pre-pandemic operations including tours, programs and on-site events. Incorporate recommended best practices for safe operation.
The Museum continues to move towards full resumption of pre-pandemic operations. The number of groups booking walking tours has increased and we have had a steady number of visitors on Sundays when the Museum house is open. Ongoing challenges, however, include a reduced number of volunteers and safety concerns within the house including limited space and adequate ventilation. Volunteer recruitment is ongoing. The July lecture was virtual but well attended. Labor Day events were very successful including a free walking tour, fully in-person Retro Town Fair, and Museum participation in the parade.
Continue to support the Friends of the Greenbelt Museum in a Capital Campaign to raise funds for its portion of the transformation and operation of the expanded museum.
The Capital Campaign for the Education and Visitor Center at 10A is ongoing. In 2022, the Museum Director and the FOGM Board hired and worked with a fundraising consultant to develop a fundraising plan, high quality fundraising materials, and prospect lists in support of the campaign. Unfortunately, because of the possibility of recession, FOGM has been advised that it might be more advantageous to remain in the quiet phase of the campaign at present. To date the total amount raised is $283,000.
Manage and oversee progress on the establishment of the Education and Visitor Center at 10A Crescent while complying with all Greenbelt Homes, Inc. rules and regulations, as well as the new Neighborhood Conservation Overlay Zone.
Plans for the new Education and Visitor Center at 10A Crescent continue to move forward. Architectural and engineering drawings are complete. The next steps are acquiring the necessary permits so that initial demolition work can begin.

PLANNING
Continue to oversee the design, permitting and construction of the WMATA connection trail.
Woodlawn and staff have been working with WMATA staff to finalize utility plans. The project has cleared NEPA review. The City recently received extensive comments from State transportation staff regarding revisions needed to the project/plans as a result of Transportation Alternative Program (TAP) funding being used for the project. Staff has requested a meeting with TAP project staff to review the comments and discuss issues/concerns and next steps.
Oversee the review of major state and federal projects including the I-495/I-270 Managed Lane Study, SCMaglev, and the relocation of the Bureau of Engraving and Printing to BARC.
Staff continues to monitor federal projects and to forward pertinent documents to Jill Grant and Associates for review.
Participate in the County's Master Plan of Transportation—Plan 2035 Implementation project.
This project has experienced delays at the County level. It is anticipated that a draft plan will be released to the public for review and comment in November 2022.
Secure funding to continue planning work on improving the Greenbelt Road (MD 193) corridor.
The consultant team for the Greenbelt Road Corridor Plan delivered a preliminary final draft of the plan to City staff in early October. This draft incorporated revisions to the plan made in response to public comments and agency comments during the public comment period in Spring. Staff is currently reviewing the document.
Obtain grant funding for the implementation of Phase 2 of the Gateway Sign project and oversee installation of remaining welcome signs.
The City Council approved funding for the construction of the Southway gateway sign in September 2022, and staff anticipates that construction can begin in the spring. Additional gateway signage will be considered as the County completes its wayfinding sign project.
Manage the review of the Beltway Plaza redevelopment and other development projects within the city.
Staff has completed a review of the Erosion and Sediment Control plans for Phase 1A and anticipates a permit to be issued within the next few weeks. Beltway Plaza is in permitting with the County and has indicated it hopes to break ground within the next couple of months, if not sooner. The City has been notified that the owners of 7010 Greenbelt Road are working on their Detailed Site Plan submittal to the County. It anticipated that the City will be receiving an application for a Departure from Design Standards for this project once the County has accepted the Detailed Site Plan.

COMMUNITY DEVELOPMENT
Complete the implementation of the portability of Community Development software to assist inspectors while in the field. Sustain at least a 20% rental inspection rate for all multi-family apartment developments.
Continuing to work with IT staff to finalize the deployment of Utopia in the field. Community Development staff is striving to achieve a 100% rental inspection rate for all mid- and high-rise multi-family apartment developments, and 20% rental inspection for Franklin Park.
Continue to work with the county on the licensing of short-term rental properties.
The County provides monthly reports to the City. To date, the County notes 24 applications received of which, eleven were closed out for failure of applicant to complete application process, seven were denied, two were abandoned, three expired and one is pending approval. Staff has raised questions/concerns about the low number of applications.

POLICE
Community Safety: Community safety is the priority of the Police Department. This overall goal determines how the department focuses its efforts in the areas of community outreach, enforcement, staff development, and the use of technology.
The department has focused on community outreach with the Community Action Team and the Crisis Intervention Counselor. The department has participated in community events and focused patrols around areas with a higher crime risk. *The department has staffed a Special Assignment Investigator position to develop crime interdiction projects, focusing on theft from autos, carjacking and robberies.*
Community Outreach: The department recognizes that to be successful there needs to be partnerships with all of the residents of Greenbelt. The Department will take every opportunity to develop relationships and build trust with our community.
The department hosted or participated in several community events, including National Night Out, Purple Lights, Hug Walk, and back-to-school details.
Develop Staff: Providing department staff with training, career opportunities, education and promotion will reduce turn over and create a stable department to meet the needs of our community.
The department has focused on recruiting new staff using best practices. A hiring bonus program was implemented using lapsed salaries to increase recruitment efforts.

ANIMAL CONTROL
Raise citizen awareness with regard to sharing our environment with wildlife animals.
Animal Control has created flyers and pamphlets to share with the public throughout the city in public areas and via social media.
Continue to establish working relationships with animal resource organizations.
Animal Control has continued working on these relationships and improving relationships with Pat Hall, Prince George's County Animal Control, and the College Park Animal Control entities.
Raise awareness regarding animal cruelty with the assistance of the Greenbelt Police Department.
The Animal Control Supervisor worked with the Police Department's PIO to create a weekly message during Animal Cruelty Prevention Month. Awareness will be made via social media and posters that were posted in common public areas.

PUBLIC WORKS ADMINISTRATION
With the possible retirement of a number of longtime employees, continue to review how the department is organized.
This is an ongoing evaluation. Most, if not all, of the recommendations as outlined in the Organization Assessment have/are being implemented. In fiscal year 2023, we anticipate additional retirements. The department continues to cross train employees and provide opportunities to those who are interested. At this time, fluctuation (recruitment/retainage) of manpower has been an issue. Issues with hiring skilled craftsperson's remains in issue as current wage rates are not competitive in the open market place. As an example, tree technician/expert is a position most recently filled which took approximately six years. We currently have approximately three vacant positions.
Reduce the city's greenhouse gas generation in-line with state and COG goals (20% lower than 2005 level by 2020 and 80% by 2050).
The goal for 2020 has been reached. We are working on the goal for 2050, but more drastic measures will need to be taken, such as electrifying our buildings, all our fleets (including Police), and ameliorating our buildings envelope.
As required by the city's participation in the Maryland Smart Energy Communities program, continue to reduce electricity usage.
We have made good progress by switching to LEDs. More retrofitting can be done, as well as insulating buildings and changing windows.
Provide training opportunities for staff in their fields of expertise.
Conducted in-house training of all employees in storm water pollution prevention. Promote convention attendance – for all crew specific disciplines within the department. Individual training in Sustainability. Monthly safety training sessions are now being conducted on various topics.

MULTI-PURPOSE EQUIPMENT
Incorporate additional alternative fuel vehicles into the city fleet when possible.
Work continues. Hybrid vehicles are being purchased for the Police Department. All electric vehicles are being purchased for Code Enforcement, Public Works Admin, and Administration.
Look for ways to reduce fuel consumption.
Hybrid and electric vehicles are currently being purchased when possible.

STREET MAINTENANCE
Keep streets and public walkways passable during weather and emergency events.
Ongoing as needed.
Annually check all centerline, crosswalk, stop line, bike lane and other street markings to confirm they are kept at appropriate safety levels.
Ongoing. Assessments are done every year.
Continue updating and replacing street signage in compliance with the Manual of Uniform Traffic Control Devices (MUTCD).
Ongoing. Assessments are done every year.
Repair and upgrade walking paths when they become deficient.
Ongoing. Assessments are done every year.
Conduct an annual survey of street, sidewalk and bike lane conditions using GIS technology.
Ongoing. Assessments are done every year.
Using Capital Projects funds, resurface Hanover Parkway, Lastner Lane, Greenhill and Ridge Road (Southway to Gardenway).
Ongoing.

FOUR CITIES STREET CLEANING
Provide high quality street cleaning service to the Four Cities Coalition.
Ongoing, everyday commitment.
Sweep all city streets a minimum of eight times per year.
Ongoing.
Meet semi-annually with the other communities to review operations and potential efficiencies.
Ongoing. The Director meets quarterly to discuss public works operations.

WASTE COLLECTION
Promote recycling to customers and the community to expand knowledge and participation of recycling.
The department will continue to provide education training to kids in schools. We will also attend city events to promote and educate citizens about recycling.

ROOSEVELT CENTER
Maintain the Center as an attractive community gathering place and as a focal point of outdoor festivals and music.
Holiday lights, remediation to slab on grades, and address any other issues that arise.
Maintain the physical structure of the theater.
Ongoing – facilities and building maintenance.

PARKS
Maintain Tree City USA status.
New application will be submitted in December 2022.
Conduct a National Public Land's Day activity to support the city's green ecosystem.
National Public Lands Day was observed on September 24, 2022, with volunteers working to remove 6 yds^3 of invasive species and plant six new fruit bearing trees at the SHL Rec Center.
Conduct an Earth Day event to improve the natural environment.
The department is still planning the 2023's Earth Day event.
Implement recommendations of the Tree Master Plan.
Ongoing. Tree plantings are targeted in Greenbelt East.
Continue to pursue funding for environmental programming.
Proposals have been submitted to receive funds from the State of Maryland and the Chesapeake Bay Trust to support future environmental programming.

GREENBELT CONNECTION
Provide high quality, reliable and responsive service to the Greenbelt community.
Continues to be a well utilized service.

CARES
Develop strategies to engage youth and young adults eligible for the Community Case Manager's services.
Education and Workforce Development Coordinator works with Recreation staff and other local non-profits, such as Employ PG, to identify youth and young adults in the community and connect them with resources.
Explore avenues to expand workforce development programs coordinating with other city departments.
Education and Workforce Development Coordinator is working with Recreation staff at Springhill Lake Recreation Center and the Economic Development Manager.

ASSISTANCE IN LIVING
Work with CARES clinical staff and Green Ridge House staff to provide mental health resources and services to Greenbelt residents.
Through Greenridge House funds and grant funds, mental health services are being provided to Green Ridge House residents and seniors in the community.
Seek to expand community partnerships with universities and community health programs.
The GAIL program is speaking with Prince George's Community College to explore a partnership.

SERVICE COORDINATION PROGRAM
Provide case management and information services to the residents of Green Ridge House.
A part-time assistant will be hired using ARPA funds to assist the Green Ridge House Service Coordinator in meeting the needs of their residents.

RECREATION ADMINISTRATION
Evaluate the financial assistance procedures to ensure the program is streamlined and equitable.
In progress – transferring responsibility to new staff after staff resignation.
Evaluate retitling the department's name to better represent the programs and services that are offered to the community.
No progress.
Evaluate the department's organizational structure to determine if the current structure, adopted in 2002, permits maximum efficiency as roles are redefined with the natural evolution of the recreation field.
Ongoing.

RECREATION CENTERS
Develop/ update the Center Leader handbook consisting of staff responsibilities and expectations, reference materials, and emergency procedures/ action plans. The handbook will be an effective tool in onboarding new staff and retraining existing staff.
In progress.
Continue to build and expand upon structured, drop-in programs targeting teens.
Ongoing.

AQUATIC & FITNESS CENTER
Reestablish youth and adult classes/ programs.
In progress.
Develop a youth junior lifeguard program designed to introduce teens to the field of aquatics and provide opportunities to develop skills needed to become a lifeguard/ swim instructor.
No progress.

COMMUNITY CENTER
Manage shared use of the Ground Floor East space until a dedicated use is determined.
Ongoing.
Collaborate with the Greenbelt Police Department to implement facility emergency drills.
Complete. Greenbelt Police Department reviewed existing emergency plans and provided feedback.

GREENBELT'S KIDS
Update emergency plans for summer camp programs.
In progress.
Create and implement a Professional Development Program in collaboration with local businesses and stakeholders to prepare Greenbelt teenagers and young adults to enter the workforce or explore entrepreneurship.
Awaiting approval to use ARPA funds.

THERAPEUTIC RECREATION
Provide mental health training for inclusion staff.
Will occur in June before the 2023 camp season.
Continue to connect and communicate with seniors as the Community Center begins to reopen and senior programs return.

FITNESS & LEISURE
As bike infrastructure improves in and around the city, continue a Bike Education program and events to ensure that citizens of all ages and abilities have access and the skill to ride confidently.
No progress.
Provide Pickleball Clinics to introduce the new Pickleball Courts in Greenbelt.
No progress due to the delay in adding pickle ball lines.

ARTS
Coordinate with Quantum Companies, NRP Group, Greenbelt Station, Neighborhood Design Center and the Department of Planning & Community Development to explore opportunities for public art.
Ongoing.
Coordinate with Public Works on planned facility upgrades in the art studios and kiln room, pending approval of equipment purchases.
Ongoing.

SPECIAL EVENTS
Incorporate the Greenbelt Museum and add historical elements to the department's annual special events.
Ongoing.
Continue to work with citizen groups to assist in coordination of special events.
Ongoing.

City Council Work Session Agenda Item Report

Meeting Date: October 26, 2022
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: Closed Session
Agenda Section: Work Session Packet

Subject:
Special Meeting/Closed Session - Personnel Matters/Legal Matters

Suggested Action:

Attachments:
Closed Session Notice.pdf

CITY OF GREENBELT, MARYLAND

25 CRESCENT ROAD, GREENBELT, MD 20770

CITY COUNCIL
Emmett V. Jordan, Mayor
Kristen L.K. Weaver, Mayor Pro Tem
Colin A. Byrd
Judith F. Davis
B. Ric Gordon
Silke I. Pope
Rodney M. Roberts

OFFICIAL NOTICE

In accordance with Section 3-305(b)(1) and (7) 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 Wednesday, October 26th, 2022, immediately following the Council Work Session – City Manager's Quarterly Update, in the Council Chambers of the Municipal Building: 1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; 2) to consult with counsel to obtain legal advice on a legal matter

The purpose of this meeting is 1) to address personnel matters over which this public body has jurisdiction; 2) to consult with legal counsel regarding outstanding legal matters.

**** The public may attend the Council Work Session prior to the closed session and observe the vote of the Council to move into the closed session on Wednesday, October 26th, 2022.***

Bonita Anderson
City Clerk