



CITY COUNCIL WORK SESSION AGENDA
Work Session - City Manager's Quarterly Update

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/86441799788?pwd=VkFNV3dBT09tcVlubGgzUGxVdXFqZz09>

Dial-in: 301 715 8592

Webinar ID: 864 4179 9788

Passcode: 392472

**Wednesday, October 25, 2023
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

[10 25 23 MBO update.pdf](#)

2. Special Meeting/Closed Session - Personnel and Pending Legal Matters
Suggested Action:

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 25, 2023, immediately following the Council Work Session – City Manager, 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 25, 2023.***

Bonita Anderson

City Clerk

City Council Work Session Agenda Item Report

Meeting Date: October 25, 2023

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:

[10 25 23 MBO update.pdf](#)

FY 2024 Management Objectives

As of July 1, 2023
(updated for October 25, 2023 work session)

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 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 level that can impact Greenbelt.	
<i>Ongoing. Staff is researching a legislative services firm to assist in legislation tracking, potentially in partnership with the Four Cities.</i>	
Administer training on the Grant Management Database to City departments so that all grant data is managed through the database.	
<i>The grant database is in place and populated. New grant opportunities are added to the database regularly as our Grant Coordinator identifies them. The Grant Coordinator is working on identifying the financial account numbers for all of the city's grants dating back to 2019. The Grant Coordinator is developing the User Guide for the database.</i>	
Develop a Diversity, Equity and Inclusion program and understanding, and develop city-wide DEI training for all staff.	
<i>Development of the DEI program is underway. We are currently undertaking phase 1 of a City-wide DEI audit that will identify internal strengths, weaknesses and opportunities for DEI initiatives. Phase 2 will consist of an external, community-based assessment to incorporate the values, interests, needs and desires of the most vulnerable communities into the municipal decision-making process. In combination, the two phases will provide the DEI officer a roadmap for development of a DEI strategic plan.</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>Ongoing. Staff presented re-allocation recommendations to Council and received approval to proceed. ACM continues to follow up with staff on projects and deadlines. We are committed to expending/committing all funds by the 2024 deadline</i>	

ECONOMIC DEVELOPMENT
Create a framework for inclusive economic development to ensure that all startups and businesses receive equitable access to resources.
<i>Staff is conducting preliminary research to create a strategic plan for economic development in the City. The formulation of this plan will involve a multi-phase process, as staff (in collaboration with an economic development consulting firm) solicits input from business and community leaders.</i>
Develop and implement a comprehensive business retention and expansion strategies to more effectively track, retain and grow local businesses.
<i>Throughout the quarter, staff conducted seven BRE visits to assess needs, build networks, and share resources. In addition, staff attended and/or participated in 21 industry events to support business connectivity and development.</i> <i>Staff drafted a Business Retention and Expansion (BRE) Implementation Guide that outlined staff's approach to BRE activities, events, methods, and resources. As part of this guide, staff is exploring software to track and manage BRE activities.</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>Hosted the Summer Business Conference on August 2 with Employ Prince George's which focused on workforce development initiatives and programs for businesses. The conference, held at Crowne Plaza Hotel, had nearly 100 attendees.</i> <i>Staff will continue hosting these conferences on a quarterly basis at different locations throughout the City. The next conference will be in December or January.</i>
Launch business resiliency initiatives that focus on capacity building and sustainability, along with social and economic factors for businesses.
<i>Collaborated with the Recreation and Parks Department to promote and support the Learn 2 Earn Youth Workforce Development Program. Staff is reaching out to Greenbelt businesses in an effort to address their workforce needs and offer internship/employment opportunities to local youth that receive workforce training from this program.</i> <i>Staff is developing a training program using \$150,000 of allocated ARPA funds for entrepreneurs and startups to provide them with technical business expertise and support to scale up/expand their business. This training program is expected to launch in early 2024.</i>

Provide ongoing support to Greenbelt businesses recovering from the impacts experienced due to COVID-19.

During this quarter, staff managed the ARPA-funded Business Improvement Recovery Fund Round III (\$700,000 in total grant funds) and Business Capital Infrastructure Grant Program (\$500,000 in total grant funds) that provides up to \$30,000 and \$50,000 in aid to approved business, respectively.

The City received 33 applications for the Business Improvement Recovery Fund Round III, and 27 applications for the Business Capital Infrastructure Grant Program. Staff worked with an independent team of professionals to review the applications and approved selected applicants for funding. Currently, staff is notifying grant awardees of the grant programs.

The City received the Silver Award for Best Use of Federal Economic Development Resources from the International Economic Development Council (IEDC). This award was in recognition for the City's ARPA-funded grant programs for businesses.

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.

Staff is partnering with three local organizations to develop the City-wide Greenbelt Business Directory Project, which is funded by a \$15,000 grant from the National League of Cities. The partnering organizations are working to obtain software for the business directory using NLC grant funds.

Staff is developing a plan to use \$100,000 of allocated ARPA funds for a business resiliency marketing campaign to highlight post-Covid business recovery efforts. By the end of the year, staff plans to develop and release a Request for Proposals (RFP) to obtain proposals from marketing firms for this project.

As part of the Celebrating Greenbelt Development Program, the City coordinated a ribbon-cutting event for a new nonprofit (Reassurance of Hope) in the City, located in Capital Office Park.

HUMAN RESOURCES	
Develop and implement a comprehensive onboarding process, as well as an exit interview process.	
<i>Staff is updating a new hire checklist in addition to the electronic onboarding was rolled out in May 2021. An onboarding PowerPoint presentation is currently being finalized that covers all the HR topics during the face-to-face orientation. An electronic exit interview questionnaire is currently being finalized and set to rollout by early next year.</i>	
Finalize and implement the results of the Classification and Compensation Study.	
<i>The Classification and Compensation Study was implemented effective July 1, 2023 with all classified employees receiving their new job grades and time in service credit. Staff was able to see the changes reflect on the July 7th, 2023 pay check.</i>	
Begin scanning former employee files into Laserfiche now that current staff files have been completed.	
<i>We have already begun the process of scanning the files of former employees. With the upgrade to the web version of Laserfiche system, the we are able to scan the documents using the copiers, which results in cleaner copies of documents. The PDFs generated are then imported to each individual's electronic file.</i>	
Review City policies and procedures to be sure they are compliant with state and federal rules and regulations	
<i>A new Parental Leave policy has been implemented granting 6 or 8 weeks of leave for the mother and 4 weeks of leave for the father for the birth or adoption of a child. In addition, we are reviewing our leave policy for all classified probationary staff and updating the annual evaluation form/process.</i>	

FINANCE

Convert paper files to digital files.

With the new Edmunds financial management system in place, electronic records are now attached to each purchase requisition. The system allows requestors to simply click on the "paperclip" emblem to attach supporting document to the purchase requisition. This eliminates the need for hard copy filing. As such, the Finance Department have these electronic files for most of fiscal year 2023 and will continue in 2024. For years prior to 2023, staff continues to digitize files on Laserfiche, starting with early 2023 year and working backwards. This continues to be an ongoing effort as there are multiple years of files to digitize.

Work with county representatives to convert the city's levy book into a searchable database.

This effort remains a work in progress. While the County has not yet responded to the City's request to receive the City's Levy Book in a format that can be manipulated, either in spreadsheet, database or their suggested format, there is continued hope this request will come to fruition since discussions continue with various State and County representatives. The last discussion was made as part of County earmarks and we await their response.

For those new to this matter, the City receives this 1,000+ page levy book in a non-manipulative format via email. While this format provides some "look up" capabilities, the data cannot be sorted and therefore cannot be grouped by location, size, tax amount or any other category. If the data was in spreadsheet or database format, such grouping of property information could occur.

The reason to remain optimistic about this matter is because the topic is raised periodically and therefore seems to be on radar of more people. In addition to making this request as part of County earmarks recently, there was a meeting back in May with the County's Director of Intergovernmental Affairs with Comptroller Brooke Lierman at which time Mayor Jordan, Tim George and I discussed the need for this request.

Work with state representatives to receive real property abatement reports on a regular schedule and closer to the time the abatements are awarded.

This effort remains a work in progress. Currently, abatement information is sent to the City from the State as part of the monthly payment reports. Abatements simply show as amount(s) credited to the property owner. This is also a hard copy report received either by US mail or email that cannot be manipulated in any way.

There is a representative from the Maryland Municipal League's Government Relations office working with the State to address this matter on behalf of municipalities. I met with this representative and provided vital information to be included in a written presentation to the appropriate State officials. This occurred last late year and I need to follow-up to for an update.

Other Finance Department Accomplishments during this quarter:

As an update to implementing the new Edmunds financial management system, it is now live and the following enhancements are in place.

Status: In addition to processing purchase orders and purchase requisitions electronically (allows invoices, contracts and other pertinent information to be uploaded directly into the system; processing timesheets electronically; processing vendor payments; and producing a variety of financial reports directly from the system, we are close to launching the “online bill pay” feature that will allow our residents to make payments online.

Specifically, online bill pay allows residents to schedule and pay waste collection, property tax and retiree bills from a computer, tablet or mobile phone. This service with Edmunds works by allowing the resident to pay by credit card, bank transfer, or debit card or credit directly from their personal bank account. Residents will be able to pay and receive a receipt that will be generated directly from the new system and all transactions will be recorded within in the system.

At this writing, online pay service for tax payments is already set up. The waste collection and retiree online payment feature will be completed by the end of October. It is highlighted there will be fees attached to this online bill pay features –fees based on method of payment. The final step to launching this new feature is to determine whether or not the City “could: or “should” absorb the fees. Finance is preparing a cost analysis and will share our recommendation with the City Manager and Council soon.

INFORMATION TECHNOLOGY
Work with departments to make the most effective and efficient use of IT resources.
<i>Ongoing.</i>
Implement additional network security monitoring and strengthening.
<i>Ongoing – KnowBe4, new Firewall. Coming – new switches.</i>
Expand Laserfiche document management solution.
<i>Ongoing. Plan to work with Public Works administration staff.</i>
Continue systematic camera system upgrades and expansion.
<i>In process. Contract to expand and upgrade cameras in several buildings.</i>

IT – Cyber Security

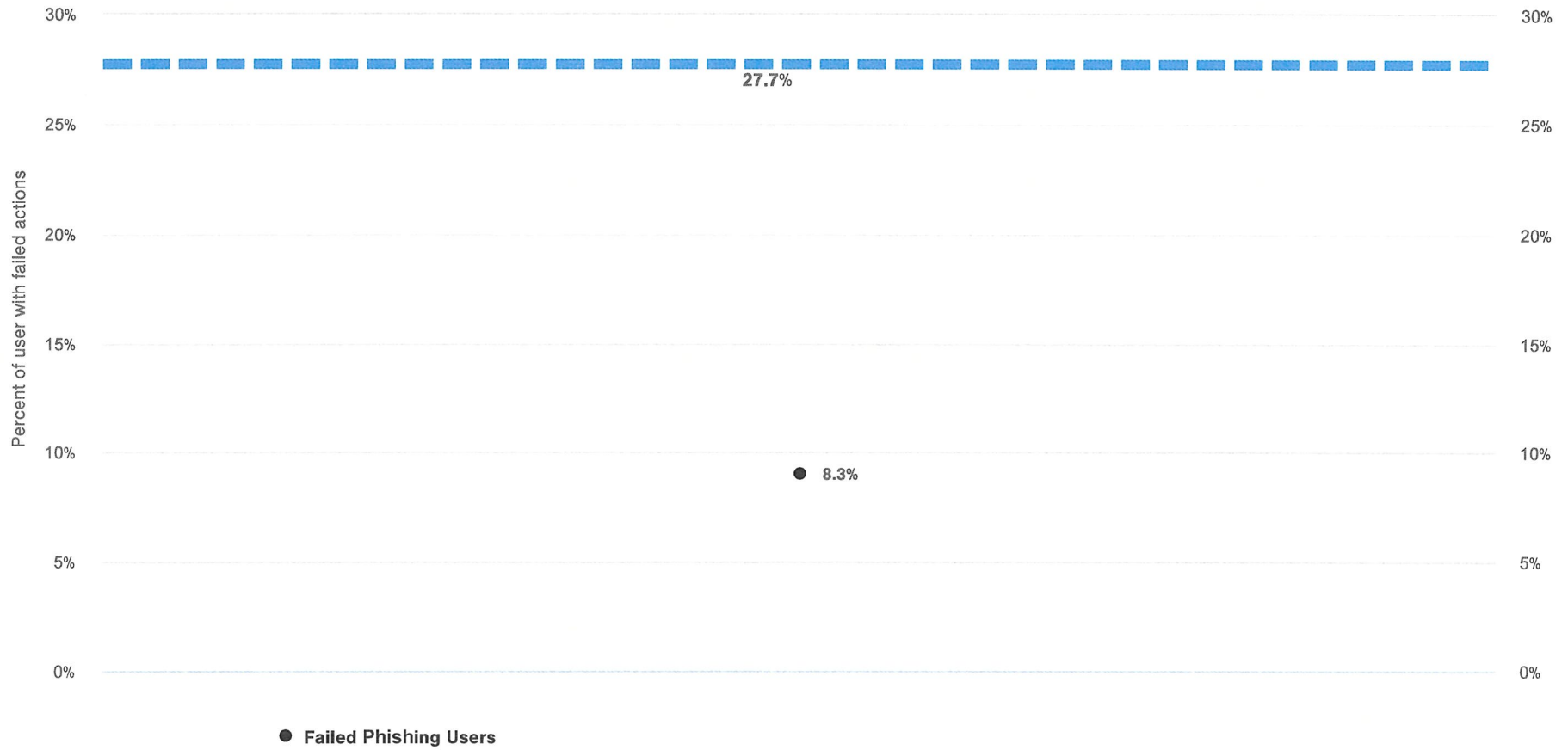
With October being Cyber Security Awareness month, I wanted to give you an update on our training progress. As you know, the City started a cyber security user training campaign with KnowBe4. The first step of the campaign was to test our users with a fake phishing email. The attached 2 graphs show the results of that test and some industry context as well as some ongoing statistics.

Graph 1 shows that on the initial test, the City had 8.3% of our users click on the test email. In our environment, 8.3% translates to 16 users. The Industry average for smaller municipalities on a similar initial test is 27.7%. While the City scored very well, we did not score a 0%.

Graph 2 shows that since implementation, 144 emails have been reported as suspicious using the Phish Alert Button. The majority of those were found to be threats. Those emails that are deemed to be threats are removed from all mailboxes across the City.

While the City appears to be less vulnerable to phishing than most of our industry peers, we are still vulnerable. There is currently a training video deployed for users to take. The plan is to train users, test users, and re-train as necessary. We anticipate approximately 2-3 training videos and 3-4 test phishing messages per year.

Baseline Phishing Campaign Failure Percentage



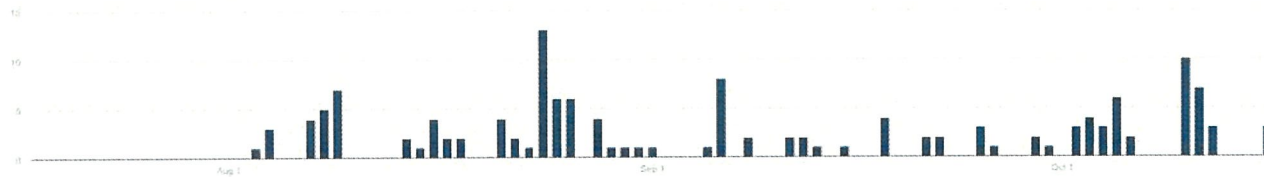
REPORTED MESSAGES
144

AUTOMATICALLY RESOLVED
9

MANUALLY RESOLVED
135

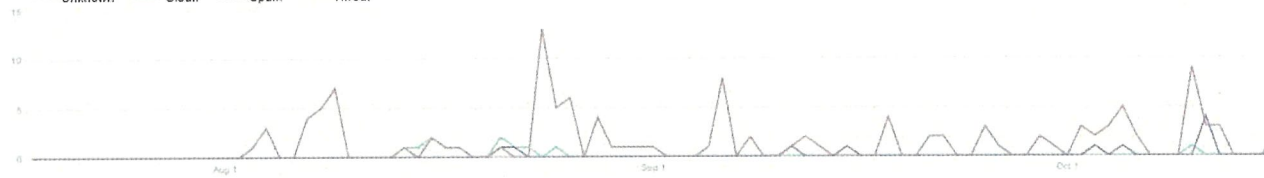
UNRESOLVED
0

Received Messages



Reported Messages by Category

Unknown Clean Spam Threat

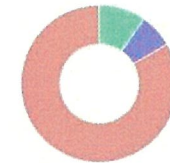


Messages Summary



Automatically Resolved
Manually Resolved
Unresolved

Categories



Unknown
Clean
Spam
Threat

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>On hold. Budget limitations.</i>
Improve the User Experience/User Interface of the city website.
<i>Ongoing.</i>
Develop an emergency communications plan.
<i>Ongoing.</i>
Participate in continuing education initiatives to stay current on communication trends.
<i>Ongoing.</i>

PLANNING	
Oversee the design, permitting and construction of the WMATA connection trail.	
<i>Staff is currently working on the bid documents for the project which the TAP grant requires be submitted with the 90% engineering plans. The 90% plans are completed and ready for submittal to the State. Staff submitted the NPDES permit application.</i>	
Manage the implementation of ARPA projects associated with pedestrian and bicycle improvements and bus safety and accessibility improvements.	
<i>Staff presented a list of proposed pedestrian and bicycle projects to City Council on October 9, 2023, for approval and is now working on design and engineering plans. Public Works completed an assessment of all bus stops in the City, and Planning staff is working to compile a list of proposed bus safety and accessibility projects.</i>	
Manage the Wayfinding Signage project being completed by the county under the Planning Assistance to Municipalities program.	
<i>The County has kicked off the project and staff are working with the consultant (Neighborhood Design Center) to identify major destinations. The consultant is working on developing a survey to gain resident input on the list of destinations to be addressed in the study.</i>	
Work with the State Highway Administration on the Greenbelt Road (MD 193) corridor planning.	
<i>The State Highway Administration recently submitted a grant under the Reconnecting Communities and Neighborhoods grant program. City Planning staff provided requested information to the State for its grant submittal. City Planning staff also provided comments to City Council on the Maryland Draft Consolidated Transportation Program including a request for the Greenbelt Road Corridor project to be added to the draft CTP.</i>	

COMMUNITY DEVELOPMENT	
Expand the community development software capabilities and complete the implementation of the portability of community development software to inspectors while in the field and coordinate training with the software vendor.	
<i>The Department continues to look at software vendors and most recently received a demonstration from iWorQ. New Community Development software remains unfunded but will be requesting consideration of reallocated ARPA monies, if available.</i>	
Increase the inspections at Franklin Park at Greenbelt Station to exceed a 20 percent inspection rate.	
<i>Achieved a 50% inspection rate for Franklin Park at Greenbelt Station.</i>	
Increase on-line capabilities to improve efficiency and reduce paper usage by accepting on-line payments, permits and license applications.	
<i>Staff is currently working with the City Treasurer on implementing an on-line payment option.</i>	
Develop a strategy for addressing the licensing of short-term rentals	
<i>The County is providing monthly reporting of short-term rental applications received for Greenbelt addresses. Staff will be working to develop a list of suspected short-term rental listings to share with the County so they can assist with enforcement efforts.</i>	

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.
<i>The department focused on auto thefts during the last quarter, with prevention information and steering wheel lock giveaways. Additionally, the department focused patrols in hot spots with additional traffic details and interactions with residents.</i>
<i>The department completed the installation of in-car cameras and began work on an LPR camera network proposal.</i>
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.
<i>Participated in community events and focused patrols around areas with a higher crime risk. During this quarter, the department hosted the following events National Night Out, steering wheel lock give away, community basketball game, and a community meeting at Greenbriar.</i>
Develop Staff: Providing department staff with training, career opportunities, education and promotion will reduce turnover and create a stable department to meet the needs of our community.
<i>The department continues to stay focused on maintaining full staffing. However, during this quarter, four officers resigned from the department. This was offset by the addition of three officers that were sworn in on August 30.</i>
<i>The department conducted multiple entry level testing dates that resulted in six applicants advancing in the hiring process for a November academy.</i>

ANIMAL CONTROL
Raise citizen awareness about sharing our environment with wildlife animals.
<i>Animal Services has created flyers and pamphlets to share with the public throughout the city in public areas and via social media.</i>
Continue to establish working relationships with animal resource organizations.
<i>Animal Services 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.</i>
Raise citizen awareness regarding animal cruelty with the assistance of the Greenbelt Police Department.
<i>Animal Services and the Police PIO partnered to create social media content regarding animal cruelty.</i>

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.</i>
Provide staff with a positive and supportive work environment through staff meetings, training opportunities and recognition events.
<i>Increased supervisory meetings from monthly to weekly in addition to the monthly meetings.</i>
Complete all ARPA projects by December 2024.
<i>Ongoing – with the understanding that project start dates are completely driven by others as well as factors outside our control such as but not limited to codes changes, equipment availability, etc.</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, but more drastic measures will need to be taken, such as electrifying our buildings, all our fleets (including Police), and ameliorating our buildings envelope.</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.</i>
Reduce internal work orders through better daily facility inspections
<i>Ongoing – everyday commitment.</i>

MULTI-PURPOSE EQUIPMENT
Incorporate additional alternative fuel vehicles into the city fleet when possible.
<i>Work continues. Hybrid vehicles have been purchased for the Police Department. All electric vehicles are being purchased for Code Enforcement, Public Works Admin, and Administration.</i>
Utilize vehicle software to track mechanics hours and cost of repairs.
<i>Ongoing – everyday commitment.</i>
Develop a 10-year EV equipment and vehicle plan, which will replace gas equipment with EV technology.
<i>Ongoing – everyday commitment.</i>

STREET MAINTENANCE
Continue replacing street signage in compliance with the Manual of Uniform Traffic Control Devices (MUTCD).
<i>Ongoing – everyday commitment.</i>
Conduct the annual street and sidewalk assessment survey to identify hazards and develop upcoming paving schedule.
<i>Ongoing – everyday commitment. Streets and sidewalks are inspected and assessed yearly and updated via GIS.</i>
Develop ten-year paving and concrete infrastructure program.
<i>Ongoing – everyday commitment.</i>
Haul 2,000 yards of mulch from Northway Fields to the Prince George's County compost facility.
<i>Ongoing – everyday commitment.</i>
Inventory city street signs and develop a replacement program.
<i>Ongoing – everyday commitment.</i>
Shorten the annual leaf collection schedule by condensing routes and completing two collections in each designated section by December 31.
<i>Ongoing – everyday commitment.</i>
Using Community Development Block Grant funds, resurface Springhill Lane from Breezewood Drive to Market Street.
<i>Ongoing – finalized contract from CDBG pending.</i>

FOUR CITIES STREET CLEANING
Provide high quality street cleaning service to the Four Cities Coalition.
<i>Ongoing – everyday commitment.</i>
Sweep all city streets a minimum of eight times per year.
<i>Ongoing – everyday commitment.</i>
Meet semi-annually with the other communities to review operations.
<i>Ongoing – everyday commitment.</i>

WASTE COLLECTION
Continue to work with inhouse environmental staff to improve collection operations and reduce items that go to our landfills.
<i>Ongoing – everyday commitment.</i>
Promote and provide composting workshops.
<i>Ongoing – everyday commitment.</i>
Promote recycling to the community to expand knowledge and participation of recycling.
<i>Ongoing – everyday commitment.</i>
Elevate diversion rate to 67% through more public outreach.
<i>Ongoing – everyday commitment.</i>

ROOSEVELT CENTER
Maintain the Center as an attractive community gathering place and as a focal point of outdoor festivals and music.
<i>Ongoing – everyday commitment.</i>
Maintain the physical structure of the theater.
<i>Ongoing – everyday commitment. Requires new scope of work updated agreement to better understand responsibility.</i>

PARKS
Implement recommendations of the Greenbelt Urban Forest Master Plan.
<i>Ongoing – everyday commitment.</i>
Implement the Public Works Callery Pear tree replacement plan.
<i>Ongoing – everyday commitment.</i>
Maintain and enhance community livability in the city by promoting the aesthetic quality of the urban environment.
<i>Ongoing – everyday commitment.</i>
Develop a perennial gardens plan.
<i>Ongoing.</i>
Provide a system of attractive, safe, clean and accessible parks, playgrounds and ballfields throughout the city.
<i>Ongoing – everyday commitment.</i>
Provide oversight and management of the ARPA ballfield projects.
<i>Understood – recreation is spearheading this effort.</i>
Renovate one pedestrian bridge at Springhill Lake Recreation Center.
<i>Understood.</i>
Manage Northway mulch site, separating materials and reducing volume through better management
<i>Ongoing – everyday commitment.</i>

GREENBELT CONNECTION
Provide high quality, reliable and responsive service to the Greenbelt community.
<i>Ongoing – everyday commitment.</i>
Through rescheduling and call backs, increase ridership by 1 per day from 6,200 to 6,500.
<i>Ongoing – everyday commitment.</i>

CARES
Work with the City Manager's Office to develop solutions for staff space needs.
<i>Director has spoken with the new City Manager about space needs.</i>
Work with the Police Department to implement and coordinate services to residents in crisis or who have contact with the Police Department.
<i>CARES provides clinical supervision to the Police CIT counselors, provides follow up to residents referred for mental health and case management services, and CIT meet with GAIL team to coordinate care for seniors.</i>

ASSISTANCE IN LIVING (GAIL)
Work with CARES clinical staff and Green Ridge House staff to provide mental health resources and services to Greenbelt residents.
<i>Ongoing. Staff is also work with nursing interns to coordinate a mental health screening day.</i>
Seek to expand community partnerships with universities and community health programs.
<i>The GAIL Program has expanded our Community Nursing Program with the addition of Chamberlain University from Northern VA. We are also exploring how we can work with Luminus Health's and University of MD Capital Regions mobile wellness vans.</i>

SERVICE COORDINATION PROGRAM
Provide case management and information services to the residents of Green Ridge House.
<i>Staff continued to link residents with programs and services including energy assistance, Groceries to Go, Brown Bag Food Program, COVID Vaccine Clinic, and the Community Nursing Program.</i>

RECREATION ADMINISTRATION	
Manage the Recreation and Museum merger.	
	<i>In progress. Held meeting to discuss museum program needs and gain a better understanding of programs, budget, staffing and administrative needs.</i>
Evaluate retitling the department's title to better represent the programs and services that are offered to the community.	
	<i>No progress.</i>
Manage ARPA projects.	
	<i>In Progress.</i> • <i>Buddy Attick Master Plan - Contracted with Mahan Rykiel Associates Inc. Projected completion in January 2024.</i> • <i>Ballfield Improvements – Held several meetings with community stakeholders and project manager. Awaiting proposal from project manager to determine next steps.</i> • <i>Springhill Lake Recreation Center Playground Upgrade – Reallocation and contract approved. Awaiting scheduling with vendor. Hoping to have the new playground available by summer 2024.</i>

GREENBELT MUSEUM

Guide the museum back to pre-pandemic operations including tours, programs and on-site events while incorporating best practices for safe operation.

Complete. The Museum has fully resumed pre-pandemic operations. As of the beginning of FY 2024, the Museum has resumed normal open hours at the Museum house which are Sundays (1-5pm). We are continuing to recruit volunteers to help staff the house and are working with Recreation Department to help with part-time staff. The Museum had a very successful Labor Day with walking tours, Retro Town Fair, and participation in the parade. Our exhibition of vintage Halloween decorations has been well received and we are planning for our holiday open house called Deco the Halls as well as our participation in Sparkle Mart. Lectures have included a talk about the WWII Japanese internment camp called Manzanar and a lecture about the New Deal WPA muralist Diego Rivera in honor of Hispanic Heritage month. The Museum's transition to the Recreation Department has been successful and has already resulted in improvements in operations and valuable collaboration such as Museum participation in the back to school and health fair held at Spring Hill Lake Recreation Center.

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.

In progress. The Capital Campaign for the Education and Visitor Center at 10A is ongoing. Museum staff worked with the Grants Coordinator and the Interim City Manager to submit a bond initiative request which was successful. The city was awarded \$100,000 in bond funds for the 10A project, bringing the total amount raised to \$330,000. The project is estimated to cost \$550,000, leaving still left to raise to approximately \$220,000. Prior to the bond funds, FOGM has raised \$230,000 to date through grants and private donations. The FOGM Board is continuing to work on fundraising.

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.

In progress. Plans for the new Education and Visitor Center at 10A Crescent continue to move forward. All completed architectural and engineering plans were submitted to GHI in August 2023 as part of a request for renovation and an addition on the garden side of 10A. As per GHI's rules, neighbors of 10A Crescent were contacted for their approval of the addition. Several neighbors returned signed forms with their approval. The next steps are acquiring the county and city permits so that initial demolition work can begin.

RECREATION CENTERS	
Introduce a new method for center membership registration to streamline the process, address existing technical issues and ultimately improve the experience for both staff and customers	
<i>In progress. Staff has worked through initial technical difficulties with the conversion and is preparing to test the pre-printed membership cards with Youth Center pickleball participants.</i>	
Assess current amenities in areas outside centers and identify improvements that can be supported through ARPA funds marked for Outdoor Recreation Amenities.	
<i>In progress. Springhill Lake Recreation Center outdoor area will be vastly improved with the installation of new playground equipment and a new basketball court. Youth Center outdoor amenities may be included in the scope of the Ballfield Improvements project, which will revitalize the Braden Field complex.</i>	

AQUATIC & FITNESS CENTER	
Support the return of all classes and programs while identifying any adjustments to traditional offerings in response to increased or dwindling interest in specific programs.	
<i>In progress. We have been able to bring back the following programs: Children's Home School Swim Lessons, Aquacize, Aqua Zumba was replaced with Aqua Fitness. We will continue to work on bringing back our Private Swim Lesson Program.</i>	
Improve lifeguard recruitment, hiring and retention through a junior lifeguard program and lifeguard skills classes. Explore a collaboration with Camp YOGO participants.	
<i>In progress. Working on reaching out to local High School Swim Teams and GMST Swim Team Members. Staff reaching out to YC Staff regarding cross training in the Spring.</i>	
Review membership application process and identify means to improve recordkeeping while keeping the procedures streamlined for patrons and staff.	
<i>In progress. Created Membership Application, updating Front Desk Staff on Process. Plan to implement late Fall.</i>	

COMMUNITY CENTER	
Manage the new access control/ keyless entry system, maintaining public accessibility while improving the safety/ security of the facility and its occupants	
<i>In progress. The facility has transitioned to the new key fob access system and established a relationship with the IT Security Analyst to provide fobs and adjust users as needed. The final step is acquiring access to the system for managing the facility hours scheduling component.</i>	
Collaborate with the Greenbelt Police Department to implement facility emergency drills.	
<i>No progress.</i>	
Promote high quality service and support to all tenants in the facility	
<i>Complete. The staff makes positive customer experiences a priority and responds to tenant requests promptly. There is ongoing training and discussion about interactions to ensure best practices and priorities.</i>	

RECREATION PROGRAMS	
Collaborate with Greenbelt student organizations at the local high schools to gather input for structure and events for the Teen Takeover program and grow attendance.	
<i>Complete. A volunteer group of high school students from Eleanor Roosevelt High School has been formed that gathers input from participants and the target audience. This group of volunteers also assists with creating decorations for the special events, working the different activities at Teen Takeover, and promotion of events to their peers. As a result, Teen Takeover has a core base of participants and the special events have grown in attendance.</i>	
Explore options for offering a new elementary and middle school aged “Tween” Takeover program.	
<i>No progress.</i>	
Evaluate current Summer Camp staff orientation to increase quality and streamline certain processes.	
<i>In progress. This past summer, orientation was spread out over a full week so that the traditional Saturday orientation day could be more customized and primarily devoted to covering camp specific topics. The staff manual test was moved to a site online where it was graded instantly. In the past, reviewing the test and covering the staff manual took up a majority of the traditional Saturday orientation day. Moving the test online and spreading topics out over a week’s time allowed for more in-depth coverage of topics, higher quality training, and more time for staff to bond and connect prior to camp. There are some additional components that need to be revamped.</i>	
Manage the popularity of pickleball.	
<i>In progress. Recently, eight outdoor pickleball courts were provided at Braden Field and Lakecrest Courts. Permanent pickleball lines were added to provide two indoor courts at the Youth Center gym. The Community Center gym has one indoor court, identified as the location for novice players. Experienced players are welcome to play at the Youth Center and register for a recreation center membership onsite.</i>	

THERAPEUTIC RECREATION	
Provide a comprehensive inclusion program to meet the increased need for inclusion support.	
<i>In progress. Inclusion staff have been identified to support Fall, Winter, and Spring recreation classes and programs. An enhanced training program for inclusion staff is in development.</i>	
Survey existing Active Aging participants to seek input on future program development for senior residents.	
<i>No progress.</i>	

ARTS
Explore strategies to expand the reach of art education programs during the school year.
<i>In progress. Arts staff are partnering with the afterschool program at the Springhill Lake Recreation Center to incorporate workshops with visiting instructors. Staff are also collaborating to host school group arts fieldtrip workshops at SHLRC. These programs are supported by grants obtained by staff from the Anacostia Trails Heritage Area and the Maryland State Arts Council.</i>
As projects progress in the Greenbelt Station community, incorporate public art where possible.
<i>No progress. Project development is on hold pending action on higher priorities identified by the community.</i>

SPECIAL EVENTS
Incorporate the Greenbelt Museum and add historical elements to the department's annual events.
<i>In progress. The Greenbelt Museum participates in Labor Day, Winter Lights Festival, and Greenbelt Day Weekend events. We hope to have the museum join Celebration of Spring in May of this year.</i>
Work with citizen groups to assist in coordination of special events.
<i>In progress. Greenbelt Recreation works year-round in supporting citizen groups special events. Some recent examples include: Hosting several Labor Day Festival Committee events at the Community Center, Movie Night in Greenbelt Station, Senior Citizen Advisory Committee's Open Forum, and Black History & Culture Committee's Emancipation Day event.</i>

City Council Work Session Agenda Item Report

Meeting Date: October 25, 2023

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Closed Session

Agenda Section: Work Session Packet

Subject:

Special Meeting/Closed Session - Personnel and Pending Legal Matters

Suggested Action:

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 25, 2023, immediately following the Council Work Session – City Manager, 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 25, 2023.***

Bonita Anderson

City Clerk

Attachments: