



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/86338238259?pwd=n520AgNhxSSD8LI6FgfTy640a7rCz1.1>

Dial-in: 301 715 8592
Webinar ID: 863 3823 8259
Passcode: 693739

Monday, October 21, 2024
7:30 PM

I. Work Session Packet - City Manager Quarterly Update

1. Work Session - City Manager Quarterly Update

Suggested Action:

Agenda

- Introductions - 15 minutes (7:30 - 7:45pm)
- Presentation - 15 minutes (7:45 - 8:00 pm)
- Council Discussion - 60 minutes (8:00 - 9:00 pm)
- Questions and Answers - 15 minutes (9:00 - 9:15 pm)
- Other Items - 15 minutes (9:15 - 9:30 pm)
 - Informational Items

[FY 2025 MBOs \(Qtr 1\) WSOct 21 \(1\).pdf](#)
[10 18 P&R.pdf](#)

2. Special Meeting/Closed Session - Pending Personnel/Legal Matters
[Closed Session Official Notice 241021.pdf](#)

City Council Work Session Agenda Item Report

Meeting Date: October 21, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section: Work Session Packet - City Manager Quarterly Update

Subject:

Work Session - City Manager Quarterly Update

Suggested Action:

Agenda

- Introductions - 15 minutes (7:30 - 7:45pm)
- Presentation - 15 minutes (7:45 - 8:00 pm)
- Council Discussion - 60 minutes (8:00 - 9:00 pm)
- Questions and Answers - 15 minutes (9:00 - 9:15 pm)
- Other Items - 15 minutes (9:15 - 9:30 pm)
 - Informational Items

Attachments:

[FY 2025 MBOs \(Qtr 1\) WSOct 21 \(1\).pdf](#)

[10 18 P&R.pdf](#)

FY 2025 Management Objectives

As of July 1, 2024
*(Updated for October 21, 2024, Work Session,
for reporting July 1 through September 30, 2024)*

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. The Admin team continues to work with Carrington & Associates to identify and track key legislation. We are currently gearing up for both the Oct 23 council work session and Dec. 3 District 22 Legislative Dinner. We will be meeting with Carrington the week of Oct 21 to both to begin identifying potential legislative priorities and setting expectations, processes and reporting guidelines for the upcoming legislative session.</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. ACM meets regularly with department heads and appropriate staff to follow up with staff on projects and deadlines. We are committed to expending/obligating all funds by the 2024 deadline. To that end, Council approved a slate of reallocation projects on 10-14-24 that the ACM is actioning. We are also pressing to make sure all funds are obligated by Nov. 30.</i>	

Administration Accomplishments:

- Received notice of federal earmark awards for PD radios and the Youth Center Roof.
- Coordinated two training for staff on the proper use of Automated External Defibrillators (AEDs).
- Received notice of award of a \$350,000 bond bill for Greenbelt Cinema renovations.
- Processed 54 MPIA requests.
- Launched the records retention coordination across all city departments.
- Made space enhancement at Municipal Building for six additional workstation.
- Acquired Deed for the Greenbelt Armory.

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.
<i>Grant Review Approach and Process final draft prepared. To be presented to Senior Management and implemented in FY 2025 Quarter 2.</i>
Total grant amounts awarded in FY 2024 were \$2,169,604. A goal of a 5% increase for FY 2025 equals an additional \$108,480 for a total goal of \$2,278,084 in grant awards for FY 2025.

Grant Accomplishments

- Received notices of award for 11 additional grants submitted in FY 2024, bringing the total amount of funds received for FY 2024 applications to approximately \$2.17.
- City submitted 3 grant requests totaling over \$1.63 million.
- Completed registration of vehicles with IRS for first federal Direct Pay tax credit.

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 learning journey had been developed to create opportunities for staff to gain dialogue skills and an understanding of key DEI concepts. The senior leadership team has completed the first training in the learning journey.</i>
Establish a JEDI Action Team
<i>As recommended from the results of our phase 1 audit, a JEDI Action Team has been formed with representatives from almost every department. The action team has participated in several training courses, gaining an understanding of JEDI concepts and has created draft definitions for JEDI to later be adapted by the city.</i>
Conduct Phase 2 of DEI Audit
<i>The DEI Office and Tribesy consulting have engaged in several community events to gain insights on resident experiences living in the city. There were 5 focus groups held with Tribesy consulting during the week of September 20th-September 28th. Tribesy is working on analyzing results and putting together a report before the end of the contract on December 31st.</i>
Create definitions for justice, equity, diversity, and inclusion for the city and develop a JEDI vision statement.
<i>The JEDI action team has developed draft definitions for JEDI and a vision statement. The definitions and vision statement have been presented to the city manager and will be presented to employees from the end of October to the beginning of December to gather their feedback. Before finalizing the definitions and vision statement they will also be shared with the community to gather feedback.</i>

Diversity, Equity, and Inclusion Accomplishments

- **JEDI Action Team Formation:** Comprised of departmental DEI leads to achieve city DEI goals.
- **All-Staff Learning Journey:** Launching training to build foundational DEI concepts. Training will be available to all staff on the first Tuesday of every month beginning in November.
 - o **Senior Leadership Participation:** All senior leaders attended the first training session.
- **Phase 1 DEI Audit Completed:** Assessed internal strengths, weaknesses, and opportunities.
- **Phase 2 Audit Underway:** Tribesy is working on putting together a report on findings from engaging Greenbelt residents on community experiences.
- **Draft JEDI Vision and Definitions:** Created draft definitions for JEDI and a preamble to connect them.

- **Town Halls Planned:** JEDI Action Team will hold town halls to present terms and definitions to employees. First presentation has been completed with the city manager and the first employee presentation is scheduled at the end of October.
- **Public Feedback Process:** Definitions will be published in the City Connector and will be shared with residents for feedback.

ECONOMIC DEVELOPMENT
Create a framework for inclusive economic development to ensure that all startups and businesses receive equitable access to resources.
<i>Economic Development and Admin staff (staff) have a series of programs underway to assist businesses. Initiatives include: The restart of the monthly newsletter (to commence November 1, 2024), quarterly business conferences; Bi-monthly-Industry, “Office Park Business coffee talks and brown-bag information sessions” will provide a forum for candid discussions relative to challenges and opportunities facing our local businesses; Collaborate with Greenbelt Business Alliance to encourage local businesses to advertise in the GBA business-directory; which was funded by a \$15,000 grant from the National League of Cities (NLC); coordinate employment job fairs (with CARES and Employ Prince George’s subsequent to the opening of EPG’s location at CCI Health Services location in Greenbelt; direct contact with local business community via onsite business visits, with a goal of 25 onsite visits per month.</i>
<u>Economic Development Strategic Plan</u> <i>The City of Greenbelt has awarded the economic development strategic plan contract to Wildan Consulting. The future Economic Development Strategic Plan will serve as a roadmap for implementing best practices relative to the attraction of new investment and growth of our existing businesses. Essentially, the final plan and implementation of its recommendations will help the ED-department foster growth and expansion of Greenbelt’s existing businesses-base, and spur stakeholder collaboration among state, regional, business resource providers, to effectively help staff provide consistent quality services to Greenbelt’s existing business base.</i>
Develop and implement comprehensive business retention and expansion strategies to more effectively track, retain and grow local businesses.
<i>The EDO currently is creating a new listing of local businesses. The final “scrubbed” business list will be imported into the City’s customer relationship management database (CRM). The new CRM Salesforce™ will enable staff to more effectively track all BRE business interaction activities so as to nurture relationships with Greenbelt businesses, share public and private sector business-programming information quickly and easily, track active attraction/expansion/retention project activity, enable staff to provide aggregate status reports on active ED projects, BRE interaction activity, and finally to set goals and measure outcomes of the ED staff.</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 2nd City hotel-sector Roundtable for the, with plans the host the 1st medical sector roundtable in fall of 2024</i>
Launch business resiliency initiatives that focus on capacity building and sustainability, along with social and economic factors for businesses.
<i>Admin and Economic Development are working The SPACE on two new programs Greenbelt Workforce Development Center, in conjunction with Employ Prince George’s,</i>

and the Greenbelt Entrepreneur Incubator Lab. Both programs will be in Greenbelt West and run by The SPACE, in cooperation with the City. Our Business Conferences also address this MBO by bringing outside subject matter experts to provide valuable content and guidance to our businesses on a variety of topics.

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 will begin **Business-Spotlight** campaigns, utilizing social media to highlight the products and services of businesses who wish to participate. This initiative will feature a cross-section of the city's core industry sectors, an aim to bring greater exposure to offerings from businesses agreeing to participate in the campaign. Staff will also engage in business-support campaigns for businesses within the Roosevelt Center beginning firms located at the Granite Building (115 Center Way). Additionally, staff will work with Quantum (owners of Beltway Plaza) to engage with retail tenants, by partnering with marketing-support subject-matter experts, who will assist retailers in crafting strategy methods to promote the offerings of retail operators within the mall. ED staff will hold Coffee talks with groups of store owners within partnership with the assistance and support of Quantum.*

Economic Development

- Selected Consultant for the Economic Development Strategic Plan
- Bi-monthly industry roundtable including Hotel-sector roundtable for the held in , with plans the to host the 1st Medical-sector Roundtable planned for fall of 2024
- Next quarterly Business Conference, Maryland Department of Housing and Community (DCHD) - Conference Theme – The State of Workforce Housing, and Support for New Housing Development Opportunities subsequent to the recently passed State of Maryland (DCHD) New Housing Package legislation that began on October 1, 2024.
- Launch of the new City Economic Development Customer Relationship Mangement Database (December 1 Launch)
- Restart of the City's Economic Development Newsletter – November 1, 2024
- Attendance at Maryland Economic Development Association Events, including the 2024 fall conference and the DCHD Main Street Conference engaging with peers while promoting Greenbelt,

Human Resources
Audit and review all the City's HR policies and procedures to ensure compliance with state and federal rules and regulations and update them as necessary.
<i>Developed and launched the transitional duty policy to assist the City with managing worker's comp off time and providing an opportunity for staff to continue to work in another capacity until they are ready to return to normal their normal duties.</i> <i>Additionally, we are reviewing the first responders weather policy to update as needed.</i>
Select and implement an HRIS system, ensuring it is compatible with Employee Navigator and the Edmunds financial system.
<i>The City Selected Paycor as the new HRIS Vendor. We are currently in process of implementing the Finance portion of the system.</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 onboarding PowerPoint presentation has been tested on over 25 employees thus far since the launch. We have received positive feedback from new staff regarding this process. We are currently finalizing an exit interview questionnaire to be deployed within the next few months withing the HRIS automated system which will allow the City to be more proactive with staff retention.</i>

Accomplishments:

- Hired a new Economic Development Manager.
- Hired a new Clinical Supervisor for CARES.
- Started the implementation process for the HRIS System.
- Hired a new Animal Control Supervisor.

FINANCE	
1. Convert paper files to digital files.	
	<i>The Finance Department has ceased digitizing files using Laserfiche and has sent a portion of Finance files to the E-ARC Digitizing Company.. The City has a contract for this company to digitize and store company files from all departments. It is noted that it will take some time to digitize all of Finance files as some are stored in the down stairs filing area and some at an external location. This is only for prior year files. For years prior to 2023, staff will continue to attached appropriate files within the Edmunds financial management system.</i>
2. 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>
3. 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 receive an abatement report in April 2024. 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. We will request an updated report when next year's budget preparation begins.</i>

Other Accomplishments in FY2024:

- Applied for and was granted the GFOA Annual Comprehensive Financial Report (ACFR) for the 35th consecutive year.
- Submitted the Quarterly ARPA Report to Treasury covering the period of April 1, 2024 through June 30, 2024.
- Implemented online bill pay and 40 plus residents are now using this new service.
- Completed and submitted the FY2024 year-end report to City Manager and City Council.
- Submitted the application and supporting material to GFOA for the FY2025 Budget award. Awaiting decision.

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>Applied 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 – Compiling ARPA hardware purchase list for FY25.</i>

IT Accomplishments

- Streamlined Amazon Business invoicing for all departments.
- Worked with C-Net to upgrade our fiber connection for the Police Department radios.
- Public Works email rollout to provide all PW employees access.
- Revamped Police car technology and the support process.
- Completed the FBI ITS audit in conjunction with the Police Department.

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>Currently reviewing RFPs for a new website vendor.</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

- Coordinated several news media interviews with FOX5DC, WUSA-TV, DC NewsNow, and PGCTV.
- Coordinated the 2nd quarterly Hotel Roundtable Discussion with new economic development manager, John Mason.
- The PIO started a professional development Corporate Communications certification course with eCornell University.
- Coordinated and completed the printing and distribution of the FY25 City of Greenbelt Budget Book.
- Submitted an entry to the Maryland Recreation and Parks Association annual showcase award for Marketing and Communications.
- Strengthened relationships with PIOs from neighboring municipalities.
- Created a PIO Communications Committee

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 currently developing base mapping that can be used 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>Staff conducted a walk thru of ARPA funded pedestrian and bicycle projects with the City Council. Staff has identified rideable contracts and solicited cost estimates from various vendors to complete pedestrian and bicycle improvement projects and bus stop safety and accessibility projects. As of October 14, 2024, all contracts totaling over \$10,000 received City Council authorization and staff are prepared to move forward with purchasing and scheduling project implementation with Public Works over the next year or so.</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 applied for and was awarded a Safe Streets for All (SS4A) federal grant to complete a Vision Zero Action Plan. A grant agreement is forthcoming. Staff are working to prepare a Request for Proposals.</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 completion of 90% engineering for the Hanover Parkway off-road bicycle path project.</i>	
Work with the Maryland State Highway Administration and neighboring jurisdictions to move the MD 193/Greenbelt Road Corridor improvement project forward	
<i>Planning staff reviewed the Draft FY 2025-2030 Maryland Consolidated Transportation Program and recommended the City Council request the inclusion and funding for the MD 193/Greenbelt Road Corridor Improvement project.</i>	
Pursue grant funding for the implementation of the City's Strategic Wayfinding Plan	
<i>M-NCPPC/The Neighborhood Design Center met with the Advisory Planning Board and the Arts Advisory Board on sign design concepts and the Strategic Wayfinding Plan. The project team will be meeting with County/State agency stakeholders over the next months and a City Council work session is currently scheduled for December 16, 2024.</i>	
Review and comment on the State Consolidated Transportation Program and advocate for City transportation improvement projects.	
<i>Staff reviewed the Draft FY 2025-2030 Maryland Consolidated Transportation Program and presented its findings/recommendations to the City Council on October 14, 2024.</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 scheduled to be presented to the Advisory Planning Board on October 18, 2024, and a community meeting is scheduled for October 29, 2024. A City Council work session will be held on November 20, 2024.</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>Ongoing</i>
Promote the County's expansion of bikeshare stations within the City.
<i>Staff continue to inquire with the County regarding the installation of additional bikeshare stations. The latest update provided is they hope to have additional stations installed by the end 2024.</i>
Complete AICP certification maintenance (CM) requirements to maintain AICP licensure.
<i>Ongoing</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 are in the process of creating GIS map layers that will allow the Department to prepare interactive maps. Staff is currently focusing on mapping ARPA planning projects. Staff also assisted with mapping the spending of ARPA funding by geographic location.</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>On hold until funding becomes available in January 2025.</i>
Prepare a resolution to enact proposed revisions to Chapter 4. Review all other chapters as needed.
<i>Staff has been working on identifying revisions needed to erosion and sediment control regulations to be in compliance with the State's program. Staff are preparing to present revisions to the Zoning Chapter to be in conformance with the County's new zoning code.</i>
Oversee the transition to a new community development software system.
<i>Staff updated Utopia Software for tracking and managing cases has greatly improved efficiency, allowing streamlining of operations and better management of inspection and enforcement activities. Staff provided the City Manager with a summary report on</i>

<i>Community Development software options and funding implications. Moving forward is dependent on ARPA funding at this time.</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 are actively working with the software vendor to expand reporting capabilities.</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>Ongoing</i>
Complete training in project management and construction standards.
<i>Ongoing</i>

P&CD Highlighted Accomplishments – FY 2025 Quarter 1

- The Department applied for and received \$200,000 Federal grant dollars to complete a vision zero plan and demonstration projects.
- The Department applied for and received \$320,000 in grant funding to complete 90 percent engineering drawings for the Hanover Parkway off-road bicycle facility.
- Staff completed their review of the Draft FY 2025-2030 Maryland Consolidated Transportation Plan.
- Staff encumbered its ARPA funding for pedestrian and bicycle improvement projects and bus safety and accessibility projects
- Staff oversaw the acquisition of Parcel 84 in Greenbelt Station development.
- Staff carried out 523 inspections this quarter. As a result of these efforts, 523 licenses were issued in alignment with city standards and procedures.
- Staff successfully investigated a total of 134 complaints, including routine inspections through windshield to ensure compliance with city codes.
- Staff has issued a total of 86 citations, holding property owners accountable for violations and ensuring corrective measures are promptly addressed.

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 continues to focus on property crimes and crimes committed by juvenile offenders. Crime prevention information was provided via social media focused on robbery and theft prevention. • The department investigated and closed a series of robberies and closed three cases related to the same defendants. • The department selected Officer Pineda as the School Resource Officer at Roosevelt High School.
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 provided traffic and crowd control for July 4th Fireworks • The department hosted a community meeting in Franklin Park on August 30th. • The department hosted a National Night Out at Beltway Plaza and participated in events in Windsor Green and Hunting Ridge. • During the Labor Day Weekend the Department conducted outreach at the Festival and Parade. • Officer Rahman participated in the Annual Open Forum Greenbelt Senior Citizen Advisory Committee • Held a neighborhood walk at Charlestowne Village. • The Franklin Park Community Officer hosted a Town Hall event in Franklin Park • Officers attended the Greenbelt station HOA meeting • The department participated in the Windsor Green Static Watch crime meeting.
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 stay focused on maintaining staffing. At the end of the quarter, the department has a single vacancy in Communications and three police officer vacancies. • Sgt Gerald Potts and Sgt Carlos Torres attended the Maryland Chiefs Aspiring Leaders Program in September. • The department participated in the Council of Government Leadership Program
ANIMAL CONTROL
Raise citizen awareness about sharing our environment with wildlife animals.
<i>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.</i>

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.
<i>The Animal Services Unit continues to work with the Prince George County Animal Control Department and private organizations that provide animal care and assistance.</i>
Raise citizen awareness regarding animal cruelty with the assistance of the Greenbelt Police Department.
<i>The Animal Services Unit works with the police department to ensure that residents are properly caring for their pets. This effort includes providing education and assistance programs.</i>

Department Accomplishments

- The department purchased new portable police radios.
- The Criminal Investigations unit investigated a robbery involving a bank, through a cooperative investigation with the ATF, suspects were charged.
- The department swore in six new police officers.
- The Criminal Investigations unit investigated related carjacking cases, and a suspect was charged
- The department hired two police officer candidates, one dispatcher, and the Animal Services Supervisor.
- The department hosted multiple community functions, highlighted with National Night Out and the City Labor Day Festival
- Animal Services hosted the pooch plunge at the outdoor pool.

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).</i> <i>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>

Notable Achievements / Highlights:

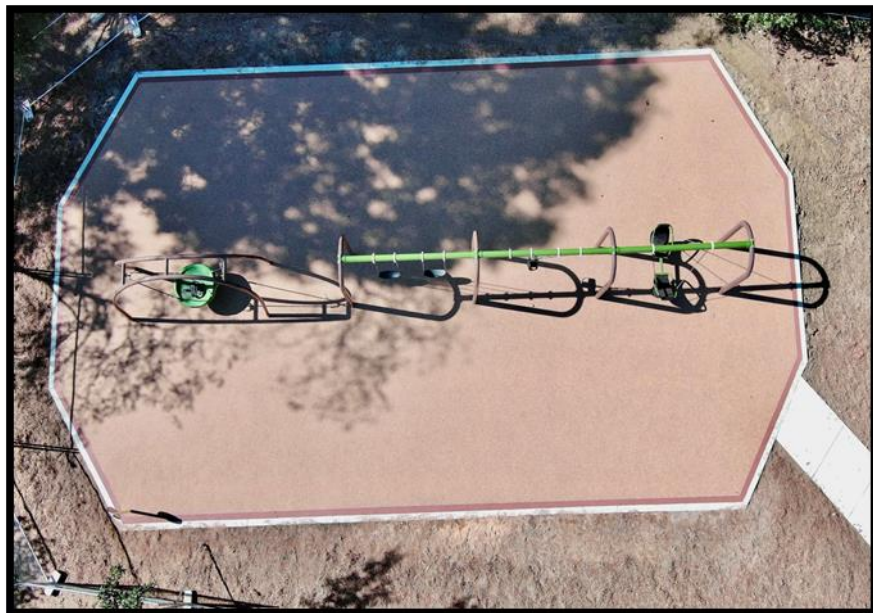
- Partner with local schools for Community Referenced Instructional Program – kids with special needs working with various crews.
- Installation of new HVAC equipment at SLRC.
- Buddy Attick Lake Inclusive playground.
- Armory: Finalize A&E firm to conduct feasibility study. Secure site and buildings.

- Restoration of benches, fabrication of new benches.
- Miscellaneous concrete FY25 – sidewalks, aprons, curb, gutters, and curb cuts.
- Roadworks improvements FY25 – milling, base repair, asphalt overlay, and striping/markings.

Springhill Lake Recreation Center – Upgrades



Buddy Attick Lake Inclusive Playground



FY25 Miscellaneous Concrete Works



Restoration & Fabrication of Benches



Seasonal Bed Maintenance/Changeover



Community Engagement – Birding 101 – 9/21



CARES
Work with administration to develop City plan for Opioid Restitution Fund.
<i>Director worked with Assistance City Manager and Grants Coordinator to draft City plan for Opioid Restitution Fund.</i>
Enhance Partnerships with Greenbelt Schools to provide material and mental health resources to youth and families.
<i>Director has been in contact with Springhill Lake Elementary and Greenbelt Middle School regarding programs for the 2024-2025 school year.</i>

ASSISTANCE IN LIVING (GAIL)
Identify and streamline programs, resources and services to support Greenbelt residents who struggle with hoarding.
<i>GAIL staff continued to facilitate the multi department Crisis Intervention Monthly meetings. GAIL, Code Enforcement, CIT, GHI and Senior Mental Health Counselor attend meetings to develop tailored approaches to resident's experiencing hoarding, specific needs for support.</i>
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. Provided workshops on preventative health strategies - targeting high blood pressure and cholesterol, diabetes. 2. Organized regular health screenings - diabetes, cholesterol, blood pressure. 3. Offered menstrual products distribution

SERVICE COORDINATION PROGRAM
Provide case management, wellness programs and information services to the residents of Green Ridge House.
<i>Staff continued to conduct resident needs assessments to tailor future services and programs and to link residents with programs and services</i>
<i>Staff provided at-risk and frail residents with home-delivered meals and housekeeping aides through the SASS Program</i>

RECREATION ADMINISTRATION
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 Fall of 2024.</i> • <i>Ballfield Improvements – Contracted with Charles P Johnson to handle project management. Projected Completion Fall of 2025.</i> • <i>Springhill Lake Recreation Center Playground Upgrade – Contracted with Structures Unlimited. Projected Completion in Fall of 2024.</i> • <i>Dance Annex – Contracted with CMG Flooring. Complete</i> • <i>Buddy Attick Park Shelter/Pavillion – Received Sourcewell quote from vendor. Will be brought before City Council for approval in October 2024.</i>
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: Shared previous draft MOU with City Manager.</i>
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: Partnered with the Therapeutic Recreation Coordinator and the Enviromental Coordinator to develop and implement new programs including birding, herpetology, and seasonal kayaking. More programs are under development.</i>
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: Ranger staff increased from 5 to 7 non-classified staff. Ranger staff now Certified Crowd Managers; in process of creating training program for event staff.</i>

GREENBELT MUSEUM
Oversee the start of the Museum project to include permitting and phase 1 construction.
<i>In Progress: Following submission of all paperwork to GHI to request approval for the addition at 10A, staff attended four GHI meetings to discuss the project. The GHI Board voted to approve the addition request in September 2024 with the understanding that the City will work to find a solution to a neighbor's expressed need for reserved parking. Staff will work with the Planning department to apply for county permit(s).</i>
Working with Friends of the Greenbelt Museum, identify fund raising opportunities to support the museum project.
<i>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.</i>
Continue training recreation staff to support museum programs.

In Progress: Staff is identifying where the greatest needs are in terms of museum operations. Since the museum's move to the Recreation department, recreation staff help with administrative tasks and with the museum's major annual events has been invaluable. Moving forward, training staff to work on Sundays during the Museum's open hours in addition to their help with events, will likely be the first goal.

RECREATION CENTERS

Explore repurposing of 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. Additional amenities will be added with the ultimate goal of creating the Community Classroom.

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

In Progress: Recreation collaborated with CARES staff to offer behavioral management training this summer for general and inclusion staff. Staff at Springhill Lake Recreation Center also completed inclusion training and hosted staff and advocates from the Autism Society of Maryland.

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

- *Contacted USA Swimming regarding grants to cover cost*
- *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*

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.

In Progress: Revised Community Center rental application and policies have been drafted and will serve as a guide for any updates to rental applications/policies for other Recreation facilities.

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.

In Progress: Revisions to the free usage policy have been drafted to better reflect current practices.

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.

Manage and evaluate new Tween and Teen Takeover Program

In Progress: To help promote the program and provide support, staff was assigned to plan and oversee the Tween Takeover Program (now known as Kidz Connect). The program start and end time was also pushed back to enhance attendance. Teen Takeover has grown since last year with regular attendance increasing around 10%, currently looking into adding more volunteers to the planning committee.

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

In Progress: Springhill Lake Recreation Center staff and arts staff now do art workshops monthly. Staff are currently planning special activities or guests bi-monthly.

THERAPEUTIC RECREATION

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

In Progress: 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.

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.

ARTS
Bring back Summer Circus Camp.
<i>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.</i>
Experiment with the programming of additional, free Artful Afternoon events in Greenbelt West and/or East.
<i>In Progress: Ongoing. Free Artful Afternoon workshops have been provided at the Springhill Lake Recreation Center on the second Sunday of each month. An additional workshop was provided with the SHLRC afterschool program, in connection with the upcoming HUG WALK.</i>
Work with developer Gibbs and Haller to implement an artist selection process for public art at Greenbelt Square.
<i>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.</i>

SPECIAL EVENTS
Evaluate and introduce new activities at community special events
<i>In Progress: 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.</i>
Enhance departmental promotional efforts at community special events.
<i>In Progress: Staff are finding creative ways to promote new and existing activities at events by letting patrons try the activity at the special events.</i>
Manage increase in Community Group requests for program and facility support.
<i>In Progress: Working with facility staff to explore new practices and procedures to ensure equitabilities for all stakeholders.</i>

Regular Meeting, 10/14/2024					
Date	Name	Petition/Request	Staff	Resolution	Follow-up Date
10/14/2024	Fred Gasper	Raised concerns regarding the equity of the implementation of the Pedestrian and Bicycle Master Plan, noting that the bicycle plan may not be executed. He highlighted specific worries about Hanover Parkway, a heavily utilized area for pedestrians and cyclists, emphasizing the need for improvements to ensure safety and accessibility.	Staff	Taken under advisement	Under review
10/14/2024	J Davis	Suggested that the Council support CB-098-2024, which addresses the issue of abandoned shopping carts. She encouraged Council members to submit their concerns to the Transportation Infrastructure and Environmental Committee by this Thursday.	Council	Taken under advisement	No Further Action
10/14/2024	Bill Orleans	Indicated that he is not satisfied with the response received for his previously stated requests from prior meetings.	Council/Staff	Taken under advisement	No Further Action
Regular Meeting, 09/23/2024					
Date	Name	Petition/Request	Staff	Resolution	Follow-up Date
9/23/2024	Frank Fritz	Expressed gratitude for the Capital Bikeshare program and asked the Council to ensure that the project for the metro station is scheduled to be completed by the end of the year.	Council/Admin	Taken under advisement	No Further Action
9/23/2024	Dr. Lois Rosado	Asked that Council review and consider the RC request for "substantial funding" to complete (begin?) their work.	Council/Admin	Council action will be taken on the matter at the October 14 Regular Council Meeting.	No Further Action
9/23/2024	Bill Orleans	Indicated that he is not satisfied with the response received for his previously stated requests from prior meetings. He noted that future meetings be advertised as virtual or in-person.	Council/Staff	Regarding future meetings will be taken under advisement.	No Further Action
Regular Meeting, 09/9/2024					

Date	Name	Petition/Request	Staff	Resolution	Follow-up Date
9/9/2024	Bill Orleans	Indicated that there is no statue/provision for the City Council to allocate a bonus for the then Interim City Manager.	Admin	Mr. Orleans recieved information from the City Clerk regarding the closed session on June 30, 2024.	No Further Action
9/9/2024	Michael Hartman	Spoke to the council on behalf of a resident who expressed frustration that their concerns about drivers not stopping at the stop sign in Roosevelt Center were being ignored. The resident is seeking the council's attention to address the issue and improve compliance with the traffic control.	Council/Staff	On 10/16, APB met to discss the Draft Traffic Calming Study for Greenbelt Center City.	Under review
Regular Meeting, 08/12/2024					
Date	Name	Petition/Request	Staff	Resolution	Follow-up Date
8/12/2024	Bill Orleans	Indicated that there is no statue/provision for the City Council to allocate a bonus for the then Interim City Manager.	Admin	Mr. Orleans recieved information from the City Clerk regarding the closed session on June 30, 2024.	No Further Action
Regular Meeting, 07/08/2024					
Date	Name	Petition/Request	Staff	Resolution	Follow-up Date
7/8/2024	Michael Hartman	Requested the City to research other options for replacement of the fireworks on the Fourth of July.	Council/Staff	Taken under advisement	No Further Action
7/8/2024	Elizabeth Tobey	Request support from the City Council for the Animal Shelter.	Council/Staff	Taken under advisement	No Further Action
7/8/2024	Bill Orleans	Indicated that there is no statue/provision for the City Council to allocate a bonus for the then Interim City Manager.	Admin	Mr. Orleans recieved from the City Clerk information regarding the closed sessions.	No Further Action
Regular Meeting, 06/17/2024					
Date	Name	Petition/Request	Staff	Resolution	Follow-up Date
6/17/2024	Michael Hartman	Extended his gratitude to the city staff and council for the success of the Pride Month activities and festivities.	Council/Staff	No specific request, information only	Completed

6/17/2024	Bill Orleans	Indicated that there is no statue/provision for the City Council to allocate a bonus for the then Interim City Manager.	Admin	Mr. Orleans recieved from the City Clerk information regarding the closed sessions.	No Further Action
6/17/2024	Robert Snyder	Urge the City Council not to consider Dr. Rosado's report on behalf of the Reparations Commission.	Council	Taken under advisement	No Further Action
Regular Meeting, 06/03/2024					
Date	Name	Petition/Request	Staff	Resolution	Follow-up Date
6/3/2024	Mary Johnson	Inquired about the status of her March 25 and April 22 petitions to the City Council.	Council/Admin	Staff will provide Ms. Johnson with a written response.	No Further Action
6/3/2024	Bill Orleans	Requested the statue that allows the City Council to approve a bonus for the then Interim City Manager in closed session.	Admin	Response from the City provided to Mr. Orleans	Response was given to Mr. Orleans on 6/3
Regular Meeting, 05/29/2024					
Date	Name	Petition/Request	Department/ Staff	Resolution	Council/Resident Follow-up Date
5/29/2024	Michael Hartman	Reminded Council and residents of Pride Month activities in June, including a Pride walk on 6/15 and Pride Prom on 6/14	Council	No specific request, information only	Completed
5/29/2024	Bill Orleans	Requested the City Solicitor attend a Council meeting to address Mr. Orleans concerns that the response to his "Apology" petition did not meet his expectations.	City Clerk	Response from the City Solicitor provided to Mr. Orleans - <i>Council asked staff to provide a written response</i>	Response in 6/3 packet
5/29/2024	Bill Orleans	Requested that the City Council play the recording of the 2023 Franklin Park meeting relative to the discussion at an open Council meeting	Council	Denise Knight confirmed at the 2/21 work session that no such survey occurred - <i>Council asked staff to provide a written response</i>	Response in 6/3 packet
5/29/2024	Bill Orleans	Requested information and clarity on the Council's closed meeting to authorize a bonus to the former Interim City Manager	Council	Taken under advisement - <i>Council asked staff to provide a written response</i>	Response in 6/3 packet

5/29/2024	Bill Orleans	Requested that Council follow their standing rules and allow five (5) minutes for Petitions and Requests, not "3 to 5 minutes" as the Mayor suggests.	Council	Taken under advisement	No Further Action
5/29/2024	Konrad Herling	Inquired about when he would be confirmed as a full member of the Reparations Commission, being elevated from Alternate	Council	Approved on the Consent Agenda, 5/29	Completed
Regular Meeting, 05/13/2024					
Date	Name	Petition/Request	Department/Staff	Resolution	Council/Resident Follow-up Date
5/13/2024	Betty Timer	Petition for a new bus and enhanced bus service for seniors programming	Admin/DPW	A new bus was approved May 13.	Completed
5/13/2024	Pastor Cole	They provided information on their church, activities and groups the host and invited all to come by.	Council/Staff	No action was requested	Completed
5/13/2024	Bob Rand	Requested Council increase the City's food pantry support from \$5,000/month to \$10,000/month using ARPA funds. Further requesting this	Council/Staff	Staff will review ARPA fund availability	Under review
5/13/2024	Bob Rand	Requested that Council more clearly show support for DEI and DEI initiatives through Council Goals and their planning framework	Council/DEI	Taken under advisement	
5/13/2024	Bill Orleans	Reminded Council that the Army Corps comment period for the BEP project is open and there are 15 days remaining	Council/Staff	Planning staff is already preparing to submit comments.	No Further Action
5/13/2024	Bill Orleans	Requested the City Solicitor attend a Council meeting to address Mr. Orleans concerns that the response to his "Apology" petition did not meet his expectations.	City Clerk	Response from the City Solicitor provided to Mr. Orleans - <i>Council asked staff to provide a written response</i>	Response in 5/29 packet
5/13/2024	Bill Orleans	Requested that the City Council play the recording of the 2023 Franklin Park meeting relative to the discussion at an open Council meeting	Council	Denise Knight confirmed at the 2/21 work session that no such survey occurred - <i>Council asked staff to provide a written response</i>	Response in 5/29 packet
5/13/2024	Bill Orleans	Requested information and clarity on the Council's closed meeting to authorize a bonus to the former Interim City Manager	Council	Taken under advisement - <i>Council asked staff to provide a written response</i>	Response in 5/29 packet
Regular Meeting, 04/22/2024					

Date	Name	Petition/Request	Department/ Staff	Resolution	Council/Resident Follow-up Date
4/22/2024	Mary Johnson	Re-stated her concern for a recent Admin Dept restructuring stating that 1) only the City Council can restructure a classified position, and to her knowledge, City Council was not involved in the process nor was authorization given. She alleges that this Council violated the City Code. 2) the employee was not given any notice of the restructuring, also a violation of the City Code.	Council	Mayor Jordan directed staff/legal counsel to provide a response. <i>However, the matter is now a legal matter and staff will not provide any further public comments.</i>	TBD
4/22/2024	Renard Brown	Noted that his mother, a long-time Greenbelt resident, passed away a year ago and he wanted to thank CARES staff for being good to her over the years	Council/Staff	No action was requested	Completed
Regular Meeting, 04/08/2024					
Date	Name	Petition/Request	Department/ Staff	Resolution	Council/Resident Follow-up Date
4/8/2024	Bob Rand	Reuested that the Tribesby report be taken off the Consent agenda so the Council could speak to the findings and provide their input.	Council	Council decided to keep it on the Consent and agreed to have a work session on the document at a later date.	No Further Action
4/8/2024	Bill Orleans	Requested the City Solicitor attend a Council meeting to address Mr. Orleans concerns that the response to his "Apology" petition did not meet his expectations.	City Clerk	Response from the City Solicitor provided to Mr. Orleans - <i>Council asked staff to provide a written response</i>	Response in 5/29 packet
4/8/2024	Bill Orleans	Requested that the City Council play the recording of the 2023 Franklin Park meeting relative to the discussion at an open Council meeting	Council	Denise Knight confirmed at the 2/21 work session that no such survey occurred - <i>Council asked staff to provide a written response</i>	Response in 5/29 packet
4/8/2024	Bill Orleans	Requested information and clarity on the Council's closed meeting to authorize a bonus to the former Interim City Manager	Council	Taken under advisement - <i>Council asked staff to provide a written response</i>	Response in 5/29 packet

4/8/2024	Bill Orleans	Made a statement that Council should not go into Closed sessions so often and make decisions within those sessions, specifically mentioning the recent closed session used for staff realignment. He also issued a complaint that the Council does not always provide proper and timely notice to closed meetings.	Council	No action was requested - <i>Council asked staff to provide a written response</i>	Completed
4/8/2024	Hank Myers	Stated his concern for the termination of long-time employee and questioned if the proper procedure was followed, if the action folloed the Code/policies and if other employees now need to be afraid for their jobs and being able to work through to retirement.	Council	No action was requested	Completed
Regular Meeting, 03/25/2024					
Date	Name	Petition/Request	Department/Staff	Resolution	Council/Resident Follow-up Date
3/25/2024	Mary Johnson	Stated her concern for a recent staff restructuring that only the City Council can restructure a classified position and to her knowledge, City Council was not involved in the process nor was authorization given. This, she states, is in violation of the City Code.	Council	Taken under advisement, noting that Council does not publicly comment on personnel matters	No Further Action
3/25/2024	Bill Orleans	Inquired about the recent mid-session legislative dinner. 1) who was the host?, 2) who was in attendance; and 3) who paid for the dinner	Council	Council answered the questions in the meeting	Complete
Regular Meeting, 03/11/2024					
Date	Name	Petition/Request	Department/Staff	Resolution	Council/Resident Follow-up Date
3/11/2024	Bill Orleans	Reiterated that Council address his previous three (3) Petitions and further requested that the three new council members look into his requests and provide a response	Council	All three Petitions have been previously addressed and answered.	No Further Action
Regular Meeting, 02/26/2024					
Date	Name	Petition/Request	Department/Staff	Resolution	Council/Resident Follow-up Date

2/26/2024	Leon Schachter	Requested that Council change the policy for Advisory Board membership to allow "well qualified" residents to serve on more than one board, provided those boards only meet on an as-needed basis	Council	Taken under advisement	No Further Action
2/26/2024	Bill Orleans	Requested the City Solicitor attend a Council meeting to address Mr. Orleans concerns that the response to his "Apology" petition did not meet his expectations.	City Clerk	Response from the City Solicitor provided to Mr. Orleans	No Further Action
2/26/2024	Bill Orleans	Requested that the City Council play the recording of the 2023 Franklin Park meeting relative to the discussion at an open Council meeting	Council	Denise Knight confirmed at the 2/21 work session that no such survey occurred	No Further Action
2/26/2024	Bill Orleans	Requested information and clarity on the Council's closed meeting to authorize a bonus to the former Interim City Manager	Council	Taken under advisement	No Further Action
2/26/2024	Malaika Nji-Kerber	Requested that the Council support keeping the French Immersion program at Dora Kennedy and that the City oppose the deacquisition and/or demolition of the building itself	Council	Council is writing a letter in support of DKFI and the designation as an historic site.	Completed
2/26/2024	Guillermo Guerrero	Presented a \$250 check from the E & F Roosevelt Democratic Club for the City's Emergency Assistance Fund.	Council	No action was requested	No Further Action
Received Via Email					
Date	Name	Petition/Request	Department/Staff	Resolution	Council/Resident Follow-up Date
2/15/2024	Xavier Courouble	Request a discussion with Council and the Advisory Committee on Trees related to Mahan Rykiel Associates and City of Greenbelt's concept proposal which may have potential impact on Buddy Attick Park forested area as well as as on a City of Greenbelt Significant Tree.	DPW	Sent to Brian Townsend for review and comment for CM consideration	
2/15/2024	Xavier Courouble	Requests that the City be mindful of road runoff of salts and other chemicals and the impact on Greenbelt Lake, including the runoff from the City's Crescent Road (parking lot) and the impact on the creek.	DPW	City Manager responded to the resident.	No Further Action
Regular Meeting, 02/12/2024					

Date	Name	Petition/Request	Department/ Staff	Resolution	Council/Resident Follow-up Date
2/12/2024	Bill Orleans	Requested information and clarity on the Council's closed meeting to authorize a bonus to the former Interim City Manager	Council	Taken under advisement	No Further Action
2/12/2024	Bill Orleans	Requested the City Solicitor attend a Council meeting to address Mr. Orleans concerns that the response to his "Apology" petition did not meet his expectations.	City Clerk	Response from the City Solicitor provided to Mr. Orleans	No Further Action
2/12/2024	Bill Orleans	Requested that the City Council and/or the Planning & Community Development Department inquire to Franklin Park at Greenbelt Station about the homeless population survey they (allegedly) conducted.	Council	Denise Knight confirmed at the 2/21 work session that no such survey occurred	No Further Action
2/12/2024	John Campanile	Asked if the wayfinding study could also include recommendations on safety signage for bike/ped, "Share the Road", etc.	Planning/Admin	Staff will look into this	TBD
Regular Meeting, 01/22/2024					
Date	Name	Petition/Request	Staff	Resolution	Follow-up Date
1/22/2024	Bill Orleans	Requested information and clarity on the Council's closed meeting to authorize a bonus to the former Interim City Manager	Council	Taken under advisement	No Further Action
1/22/2024	Bill Orleans	Requested recognition, and apology, that the Council went into closed session on Nov 13 without first going into an open session and voting to go into closed session	City Clerk	Council did not go into Closed session on Nov 13.	No Further Action
1/22/2024	Bill Orleans	Requested that the City Council and/or the Planning & Community Development Department inquire to Franklin Park at Greenbelt Station about the homeless population survey they (allegedly) conducted.	Council	Staff confirmed via the meeting video that no such survey was conducted nor did FP representatives suggest an analysis of the homeless population had been conducted	No Further Action
1/22/2024	Shaymar Higgs	Wanted to thank the Council for the ARPA funds that The SPACE received and to share with the Council good news about new programming coming online. Specifically Spanish to English courses as well as English to Spanish. No specific request was made	n/a	No action was requested	No Further Action

1/22/2024	Rex Wingerter	Requested that the City Council review and support the "Cease Fire" letter regarding the conflict in Gaza.	Council	Council to review	No Further Action
Regular Meeting, 01/08/2024					
<i>Date</i>	<i>Name</i>	<i>Petition/Request</i>	<i>Department/ Staff</i>	<i>Resolution</i>	<i>Council/Resident Follow-up Date</i>
1/8/2024	Bob Rand	Requested the city immediately fund phase 2 of the Tribes Diversity, Equity and Inclusion Audit rather than waiting for funding to be approved in the FY 2025 budget.	Admin/Council	Taken under advisement	ARPA meeting, Feb 7
1/8/2024	Bill Orleans	Requested recognition, and apology, that the Council went into closed session on Nov 13 without first going into an open session and voting to go into closed session	City Clerk	Council did not go into Closed session on Nov 13.	No Further Action
1/8/2024	Bill Orleans	Requested that the City Council and/or the Planning & Community Development Department inquire to Franklin Park at Greenbelt Station about the homeless population survey they (allegedly) conducted.	Council	Staff confirmed via the meeting video that no such survey was conducted nor did FP representatives suggest an analysis of the homeless population had been conducted	No Further Action
1/8/2024	Bill Orleans	Requested information and clarity on the Council's closed meeting to authorize a bonus to the former Interim City Manager	Council	Taken under advisement	No Further Action
1/8/2024	Bill Orleans	Requested the City Solicitor attend Council meetings.	Admin/Council	Taken under advisement	No Further Action

City Council Work Session Agenda Item Report

Meeting Date: October 21, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Special Meeting Item

Agenda Section: Work Session Packet - City Manager Quarterly Update

Subject:

Special Meeting/Closed Session - Pending Personnel/Legal Matters

Suggested Action:

Attachments:

[Closed Session Official Notice 241021.pdf](#)



OFFICIAL NOTICE

By Section 3-305(b)(1) 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, October 21, 2024, immediately following the Council Work Session – City Manager’s Quarterly Update, in the Council Chambers of the Municipal Building, 1) to discuss the appointment, 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; and 2) to consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting is 1) to address personnel matters over which this public body has jurisdiction; and 2) to consult with staff, consultants, or other individuals about pending or potential 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, October 21, 2024.*

Bonita Anderson
City Clerk