



CITY COUNCIL WORK SESSION AGENDA

Municipal Building & Virtual

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

Virtual Participation

Zoom Webinar Attendees:

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

**[https://us02web.zoom.us/j/81656876919?](https://us02web.zoom.us/j/81656876919?pwd=WTdOM09WYTRETvJBvXJtNlhFZU04dz09)
[pwd=WTdOM09WYTRETvJBvXJtNlhFZU04dz09](https://us02web.zoom.us/j/81656876919?pwd=WTdOM09WYTRETvJBvXJtNlhFZU04dz09)**

Dial-in: 301 715 8592

Webinar ID: 816 5687 6919

Passcode: 119648

**Monday, October 3, 2022
7:30 PM**

1. Work Session Packet

1. Space Study

Suggested Action:

Agenda

- Introductions**
- Council Discussion**
- Questions and Answers • Other Items**

[Greenbelt Space Planning Study Presentation Drawings.pdf](#)
[Greenbelt Space Planning Study Presentation - FINAL.pdf](#)

2. **Meetings**

[meetings.pdf](#)

3. **Stakeholders**

[Stakeholder Schedule.pdf](#)

City Council Work Session Agenda Item Report

Meeting Date: October 3, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section: Work Session Packet

Subject:

Space Study

Suggested Action:

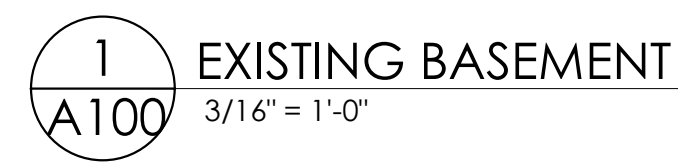
Agenda

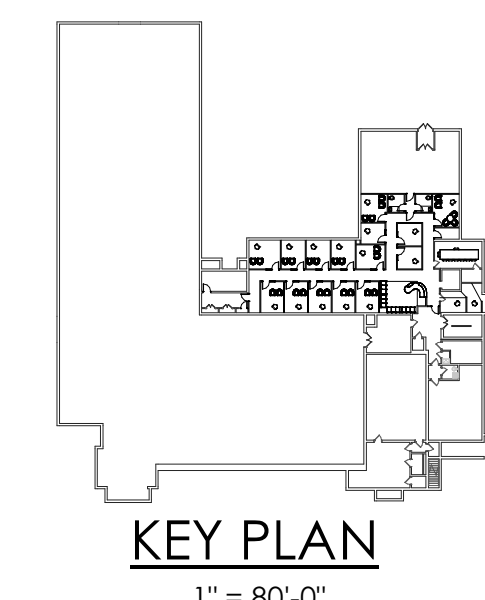
- Introductions
- Council Discussion
- Questions and Answers • Other Items

Attachments:

[Greenbelt Space Planning Study Presentation Drawings.pdf](#)

[Greenbelt Space Planning Study Presentation - FINAL.pdf](#)



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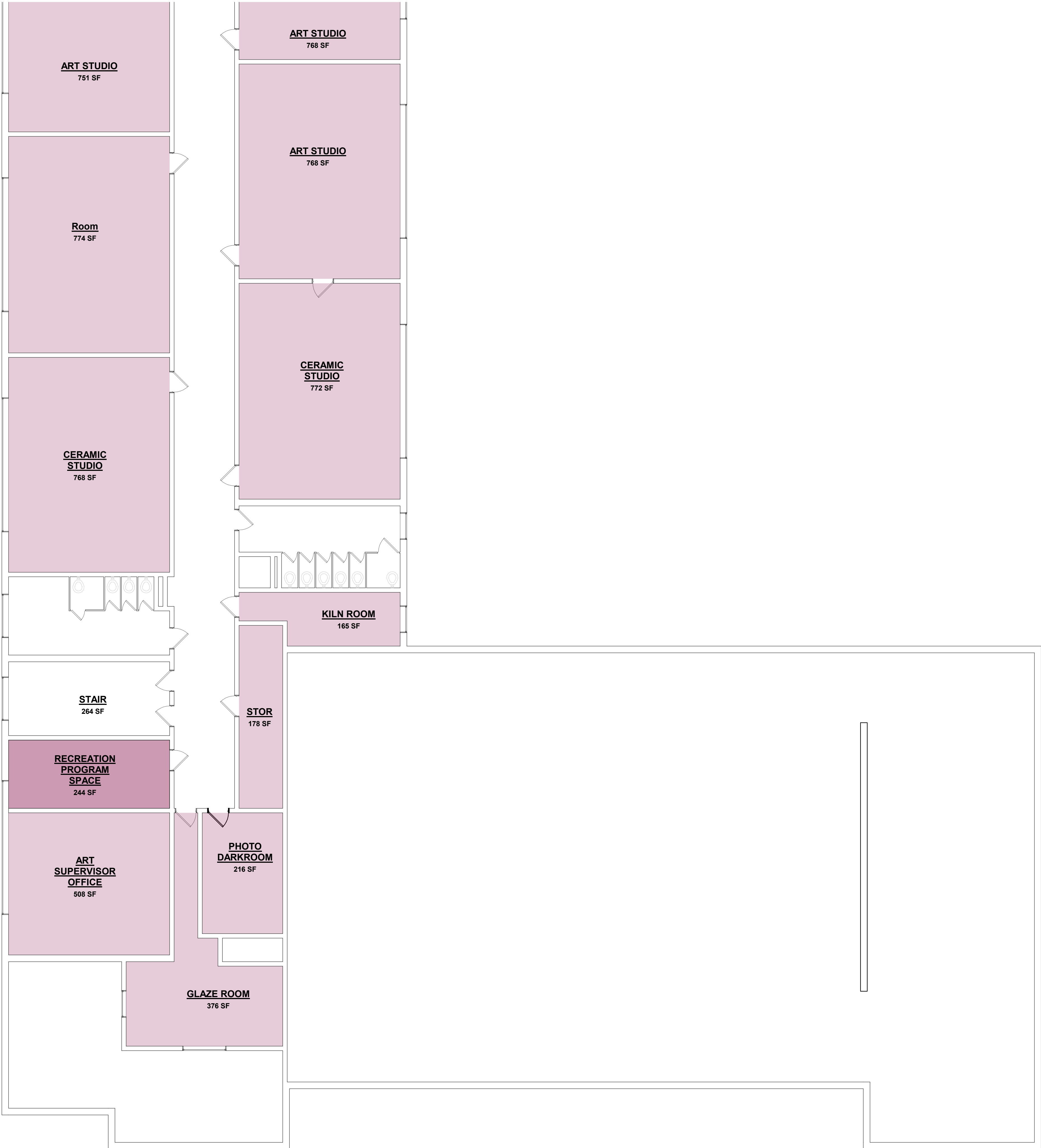
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- RECREATION PROGRAMED SPACE
- NEW RECREATION PROGRAMED SPACE

1

A107

EXISTING SECOND FLOOR PLAN - SOUTH Copy 1
1/8" = 1'-0"

DATE: 09/27/22	DRAWING NO: A107
SCALE: AS NOTED	
DRAWN BY: Author	
CHECKED BY: Checker	FWA JOB NUMBER 2211324.00

COMMUNITY CENTER

PROJECT DESCRIPTION
GREENBELT COMMUNITY
CENTER
15 CRESCENT RD.
GREENBELT, MD 20770

CLIENT:

CITY OF GREENBELT

FWA

ARCHITECTS
ENGINEERS
PLANNERS
SURVEYORS
410-838-7900
www.frederickward.com

FREDERICK WARD ASSOCIATES
P.O. Box 727, S. South Main Street, 4th Fl., Maryland 21014

REVISIONS	
REV#	DESCRIPTION

CITY OF GREENBELT - SPACE UTILIZATION/NEEDS STUDY

GREENBELT, MARYLAND

SEPTEMBER 27, 2022



AGENDA CITY COUNCIL

INTRODUCTION

- FREDERICK WARD

PROCESS

- GOAL
- QUESTIONNAIRES & INTERVIEWS
- BASE DRAWINGS
- PROGRAM
- SPACE PLAN

RESULTS

- OBSERVATIONS
- AVAILABLE SPACE
- FINDINGS
- GROUND FLOOR EAST
- MUNICIPAL BUILDING
- PRO'S & CON'S
- RECOMMENDATIONS



FREDERICK WARD ASSOCIATES

5 SOUTH MAIN STREET, BEL AIR, MARYLAND

1

FIRM DETAILS

Architectural + Engineering Services
42 employees
65+ years in business

2

BARRY A. MILLER, AIA, LEED AP+

Masters of Architectural Degree from Arizona State University
37 years of professional experience
Director of Architecture for FWA

3

EXPERIENCE

Programming and Space Planning experience for SHA, MTA, MAA, MdTA, UMMC, Harford County DPW, Baltimore County DPW, Cecil County DPW, Howard County Bureau of Facilities, HCPS, BCPS, BCPSS, Riverdale DPW.



PROCESS GOAL

1

IDENTIFY SOLUTIONS TO OVERCROWDED DEPARTMENTS WITHIN THE CITY

- Police Department
- CARES Program
- GAIL Program
- Administration Department
- Recreation Department
- Department of Planning & Community Development
- Department of Information Technology
- Department of Community Promotion/Public Information
- Finance Department

2

NEEDS VS. WANTS

- Needs are items necessary for a program to function efficiently and within regulations of an authority;
- Wants are items that can enhance or expand a program but are not necessary to sustain critical operations.

PROCESS

QUESTIONNAIRES & INTERVIEWS

2

DISTRIBUTED QUESTIONNAIRES

Chief Bower :
Liz Park :
Tim George:
Greg Varda:
Andrew Phelan:
Terri Hruby:

Police Department
CARES Program
Interim City Manager
Department of Recreation
Department of Recreation
Department of Planning &
Community

Development

Dale Worley:

Department of Information
Technology

Chondria Andrews:

Community Promotion/Public
Information

Bertha Gaymon:

Finance Department

FREDERICK WARD ASSOCIATES

5 South Main Street
PO Box 727
Bel Air, Maryland 21014
410-638-7900
www.frederickward.com

PROGRAMMING FORM QUESTIONNAIRE

Project Name: City of Greenbelt Space Study
Project Number: 2211334.00
Date: January 17, 2022

Department: RECREATION
Representative: Andrew Phelan
Position: Assistant Director of Recreation Facilities and Operations

SECTION A: GENERAL FUNCTION AND WORK FLOW

Briefly describe your group's basic functions and responsibilities:
Through our expansive programming and numerous facilities and parks, Greenbelt Recreation provides numerous opportunities in recreation, aquatics, arts, and culture. Our services greatly contribute to the well-being and quality of life of the Greenbelt community.

To whom does this department report?
Greenbelt Recreation follows a standard flowchart for full-time staff...
Coordinator>>>Supervisor>>>Assistant Director>>>Director
Ultimately, the department reports to the City Manager.

Identify other departments that your department must have adjacency to, and indicate the reasons for proximity and interaction.
Our facilities can operate sufficiently without direct adjacency to other City of Greenbelt departments.

SECTION A: GENERAL FUNCTION AND WORK FLOW

Briefly describe your group's basic functions and responsibilities:

Greenbelt CARES provides mental health counseling, crisis intervention services, educational supports, case management, community outreach and resource programs, public health programming and services and information and referral services. The department provides services to children, adolescents, adults and seniors.

SECTION B: EVALUATION OF CURRENT SPACE

What is your general evaluation of your current space for your department?

1. The department is in desperate need of more space for staff. Currently all offices are used as shared space with 5 offices housing 2 desks. For example, the Director's office is also used by staff/interns when she is not using it and the Community Resource Advocate has an additional desk in her office for the Public Health intern and the Bilingual Community Outreach Coordinator shares her office as well.
2. We do not have a space to run groups or a dedicated play therapy room. Groups are offered in the Council Room or in recreation center. Offices currently are not sufficiently sound proof for counseling privacy. The reception area is very cramped on the first floor and there is no specific waiting area on the second floor. When we have family clinic, families have to wait in lobby of building and on second floor they are in the area outside the council room.
3. GAIL program staff are scattered throughout the building rather than being in a central location together.
4. Interns do not have a dedicated space and often are sharing staff spaces. Nursing Interns do not have a large room to meet in and are using council room or "library" depending on availability. These groups range from 12 to 15 interns each semester.

SECTION D: PERSONNEL PROJECTIONS / GROWTH INDICATIONS

Staff Summary: Complete the information below.

- List positions that make up your company.
- List positions by current head count quantities.
- List positions and quantities for future.
- Indicate whether positions are full-time, contract employees, or temporary employees.

Job Position	Current and Projected Personnel per Job Title					P = Private Office WS = Work Station (Note any expected workspace type change.)	FT = Full-Time C = Contract T = Temp		
	2022	2024	2027	2029	2032				
Director	1	1	1	1	1	P	FT		
Clinical Supervisor	1	1	1	1	1	P	FT		
Family Counselor	1	1	1	1	1	P	PT		
Crisis Intervention Counselor	3	3	3	3	3	P	FT		

PROCESS QUESTIONNAIRES & INTERVIEWS

3

QUESTIONNAIRES ADDRESSED

- Each group's basic functions and responsibilities;
- Whom the department reports;
- Adjacency to other departments and within departments;
- Evaluation of Current space;
- Positive items of existing space;
- Areas of improvement required to meet needs of department;
- Required spaces within the department;
- Current and projected space requirements;
- Equipment needs;
- Personnel projections/growth indications over 2, 5, 7 and 10 year periods.

4

CONDUCTED INTERVIEWS

- Face to Face Interview with each department head;
- Toured each department with Staff.



PROCESS

BASE DRAWINGS

5

DRAWINGS AND SITE VISITS

- FWA obtained existing drawings of all 7 existing buildings;
- Visited each building to confirm accuracy of the drawings;
- Developed computerized drawing of each building and modified drawing to approximate existing conditions.

		Existing			
		Room Name	Staff Name	Area sf	Area sf
C E N T R A L		Director	Lisa Park	152.88	office
		Clinical Supervisor	Teresa Smithson	152.88	office
		Family Counselor	Tammy Macaluso	35.88	office
		Crisis Intervention	Ricky Jackson	128.88	office
		Crisis Intervention	Myah Moore	128.88	
		Crisis Intervention	Rickada		office
		Administrative Assistant	Mary Barnard	172.88	nubia
		Storage		45.88	
		Graduate Intern - Counseling	S. Johnson	Head Office Interns	
		Emergency Assistance Case Manager	Tyler Parrott, Pamela Blundell	Head Office Interns	
		Waiting area		115.88	high for up to 15-20 people
		Vocational & Education Counselor	Ogre		nubia
		Community Case Manager	Raj Singh		nubia
		Group Facilitator			nubia
P A B L I S M		Delivering Vocational Counselor	Bernie Stephens		nubia
		Geriatric Counselor	Gladys Willis	182.88	nubia
		Family Therapy Room - four		Large enough for family therapy 4-8 people	
		Personal Room			
		Storage			
		Community Resource Assistant	Chantal Boley	288.88	office
		Geriatric Case Manager	Sharon Johnson	127.88	office
		Bilingual Community Out-Reach Coordinator	Katherine Parola	115.88	office
		Senior Coordinator	Phyllis		nubia
		Senior Mental Health Counselor			nubia
		Public Health Intern	Valerie		nubia
		Meeting Room	62-65 interns	In the office of our, need room large enough for	
C O M M U N I T Y		Public Information & Communications Specialist	Chandra Redman	151.88	office
		Public Information Specialist	Jamie Winkler	115.88	office
		Video Producer	TBD		nubia
		Production Assistant	Lola Brown		nubia
		Studio		151.88	
I N F O R M A T I O N		Director	Dale Worley	37.88	office
		Assistant Director	Brice Knecht	37.88	office
		Network Engineer			office
		Network Administrator	Ty Brown	37.88	office
		PC Support Specialist 1	Mark Zurek		nubia
		Help Desk Assistant 1	Clay Norman	35.88	nubia
		Security Analyst	TBD - Location TBD		nubia
		Application Support Specialist			nubia
		Break/Workstation		245.88	
		Storage		175.88	
		IT Server Room		24.88	
		Conference Room		162.88	
		Storage		54.88	
		City Manager	OPEN	154.88	office

PROCESS PROGRAM

6

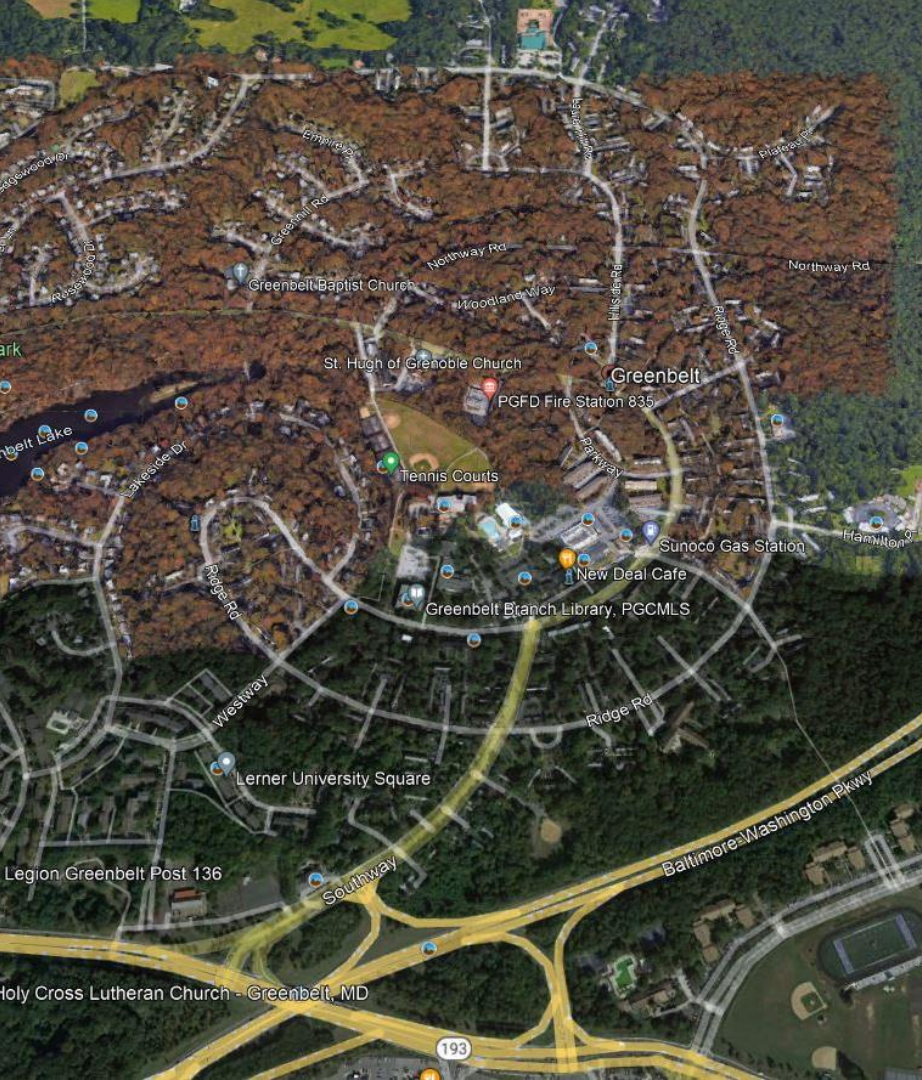
PROGRAM DEVELOPMENT

- Data collected in the questionnaire and during the interviews was compiled in a spreadsheet;
- Existing space use was identified;
- Needs vs Wants were assessed;
- Proposed programs were developed based on immediate needs of the departments.

7

PROGRAM MEETINGS

- Several meetings were conducted with DPW and the Interim City Manager to review the results of the program;
- Additional conversations and meetings were held with departments, as required, to identify departments needs;
- Several revisions to the programs were completed.



PROCESS

SPACE PLANS

8

SPACE PLAN DEVELOPMENT

- Based on the results of the programs, FWA reviewed each department's space and provided space plan drawings identifying possible reconfigurations of space, as required;
- Considerations during this phase of work included consolidating staff within departments, relocation of staff within departments, acquisition of additional space and construction of building additions.

RESULTS

OBSERVATIONS

1

DEPARTMENT "NEEDS AND WANTS"

- Departments with the greatest immediate "needs" are:
 - CARES and GAIL Programs;
 - Administration Department;
 - IT Department.
- The Department with a largest growth potential is Recreation.

2

CARES & GAIL PROGRAM

- Recent growth, doubled up offices and HIPAA regulations present the greatest "needs" in our study;
- Council has allocated \$1.5 million in ARPA funds for expansion
- Consolidation of staff would make the programs more efficient.

RESULTS

AVAILABLE SPACE

3

ADMINISTRATION DEPARTMENT

- 4 new positions require additional office space
- Grant Coordinator; Economic Development Manager; intern and Diversity Equity and Inclusion Officer.

4

IT DEPARTMENT

- New IT Security Specialist requires space
- Existing location is in the basement of the municipal building;
- The basement is in violation of the ADA due to not containing an accessible entry; Stair access only.

5

RECREATION DEPARTMENT

- As the largest user of the Community Center Building, Recreation could benefit from additional space to develop new programs for the community;

RESULTS

FINDINGS

1

LIMITED AVAILABLE SPACE

- Based on our study, there is little readily available space within the buildings that are part of this investigation;
- Ground Floor East (GFE) in the Community Center Building contains the greatest amount of immediate ready space: 4,400 square feet unoccupied space.

2

SPACE OPTIONS

- OPTION 1: Renovation of GFE \$600,000 of ARPA funds available
- OPTION 2: Rental space to provide relief to overcrowded conditions; estimated at \$100,000/year, 3 years with ARPA funds and use of operating budget for remaining 5-7 years.
- OPTION 3: City Hall Expansion of approximately 3000sf with an estimated cost of \$2.5 million for rental, design & construction plus Capital cost.

RESULTS

FINDINGS

3

IMMEDIATE SPACE “NEEDS”

- City Services are adding 7 new staff members within the CARES and GAIL Programs and City Hall.
- This equates to 1,700 sf of future office space not currently available in City Hall (Municipal Building).

4

GENERAL NEEDS OF ALL DEPARTMENTS

- A lack of storage was identified as the greatest “need” of nearly all departments;
- Conference room space was identified as the next greatest “need”;
- Additional space was the greatest “want” from most departments, though department heads were aware of the lack of space and were making existing space work for their organizations.



1 PROPOSED GROUND LEVEL PLAN
A103 01/18/2020



REVISIONS	DATE	DESCRIPTION
ARCHITECTS PLANNERS ENGINEERS FREDERICK WARD ASSOCIATES www.fward.com 4710 13th Street, Suite 100, Greenbelt, MD 20740		
CLIENT: CITY OF GREENBELT		
PROJECT DESCRIPTION GREENBELT COMMUNITY CENTER GREENBELT, MD 20740		
SHEET PROJECT DRAWN BY CHECKED BY DATE	DRAWING NO. A103 DATE 01/18/2020	SCALE 1" = 80'-0"

RESULTS

PRO'S & CON'S

3

Pro's

- Reduce overcrowded conditions within the Municipal Building;
- Provides required space for CARES & GAIL Program;
- Eliminates need for long term lease off site;
- Consolidates staff back into departments;
- Addresses ADA accessibility;
- Maintains growth within existing structures which reduce costs and permit review times.

3

Con's

- Available space does not meet needs of future expansion;
- Tough decisions were made to separate "needs" from "wants", creating a compromise for most departments;
- The GFE building space will require updated services for mechanical, electrical and plumbing services with a conceptual estimated cost of 1 million in renovation construction cost.

RESULTS

RECOMMENDATIONS



The use of GFE to alleviate staff space needs and provide expansion space meets all the needs expressed in the Space Study

- Provides necessary expansion space for CARES & GAIL programs in GFE (3,400sf);
- Provides 1,000sf in GFE for Recreation programming;
- Provides additional office for Planning & Community Development;
- Relocates IT to the 1st floor of the Municipal Building (expansion and ADA compliance);
- Creates needed conference room on the 1st floor of the Municipal Building;
- Meets the multiple departments needs for storage by reprogramming the basement of the Municipal Building;
- Meets the needs of the Administration Department's expansion in the Municipal Building.

- QUESTIONS?



FREDERICK WARD ASSOCIATES

Architecture | Engineering | Planning | Surveying

City Council Work Session Agenda Item Report

Meeting Date: October 3, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: Work Session Packet

Subject:

Meetings

Suggested Action:

Attachments:

[meetings.pdf](#)

CITY OF GREENBELT, MARYLAND
25 Crescent Road, Greenbelt, MD 20770-1891

9/30/2022 11:57 AM



City Council Meetings & Work Sessions
October

Work Session – Space Study	Mon.	10/03	7:30 pm
Work Session – TBD	Wed.	10/05	7:30 pm
MML Fall Conference	Sun. – Tues.	10/09 – 10/11	
Advisory Board Interview	Tues.	10/11	7:10 pm
Regular Meeting	Tues.	10/11	7:30 pm
Special Meeting/Closed Session – City Manager Evaluation	Wed.	10/12	7:30 pm
Advisory Board/Committee Dinner	Sun.	10/16	5:00 pm
Work Session – Reparations Commissions Interviews	Mon.	10/17	7:00 pm
Work Session – Reparations Commissions Interviews	Wed.	10/19	7:00 pm
Work Session – Reparations Commissions Interviews	Sat.	10/22	10:00 am – 2:30 pm
Regular Meeting	Mon.	10/24	7:30 pm
Work Session – City Manager's Quarterly Update	Wed.	10/26	7:30 pm
Closed Session – Personnel Matters/Legal Matters	Wed.	10/26	Following WS
Four Cities Meeting – (New Carrollton)	Thurs.	10/27	7:30 pm
Work Session – TBD	Mon.	10/31	7:30 pm

This schedule is subject to change. For confirmation, call 301-474-8000. Regular and Special meetings and Work Sessions are open to the public. If special accommodations are required for any disabled person, please call 301-474-8000 or 301-474-3870 no later than 10 a.m. on the meeting day. Deaf individuals are advised to use Video Relay Services (VRS) at 711 or e-mail banderson@greenbeltmd.gov to reach the City Clerk. Unless otherwise noted, meetings will be held in the Council Chambers in the Municipal Building (MB) at 25 Crescent Road and virtually by Zoom. Zoom meeting information for public participation is posted on the City's website at www.greenbeltmd.gov on the meeting calendar.

Bonita Anderson, City Clerk

A NATIONAL HISTORIC LANDMARK

(301) 474-8000

fax (301) 441-8248
www.greenbeltmd.gov

MD RELAY 711

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891



9/30/2022 11:57 AM

Ready to be scheduled:

Closed Session (*Cable Ordinance*)
MARC Train Service/ MDOT
Arts & Entertainment District
Potential Bond Referendum/Capital Financing
Parke Crescent Apartment Complex
Cemetery Plans
City Contracting Policy
BARC
Board of Elections reports:
- Procedure for filling Council vacancies
- Proposal for voting by resident non-citizens
(*waiting for CRAB Report*)
- Early Voting
Police Reform
ERB Reports: (#2020-01 Procedures for
Employee Appeals, Grievances, and Collective
Bargaining)
Virtual Meetings Accessibility for Blind and
Visually Impaired
Walk-way Light Fixture
Advisory Planning Board Master Plan
Prince George's County Sierra Club (*Plastic Bag
Ban Presentation*)
Greenbelt Business Alliance (*Presentation*)
Jill Grant and Association (Update Maglev)
Advisory Planning Board/Planning (Master Plan)

For later scheduling:

Zoning Enforcement
Parkway Apartment Owners/GHI (*parking*)
Northway Fields Master Plan
City Manager Updates (Jan, Pre-budget; July &
Sept/Oct)
Meeting with County on Transportation Plan
Department of Permitting, Inspections &
Enforcement (DPIE)
Museum Plan
Term Limits legislation (*referral submitted to
CRAB*)
Majority Leader Hoyer
Bernard Penney (*Memorial Donation in honor of
Leonie Penney*)
Economic Development Advisory Committee

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(301) 474-8000

fax (301) 441-8248
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MD RELAY 711

Annual															
Advisory Group Chairs	7/22														
Franklin Park at Greenbelt Station Mgmt.	12/21														
Greenbelt Center HOAs															
Greenbelt East HOAs and COAs/Greenbelt East Advisory Coalition	4/22														
Greenbelt Homes, Inc.	8/22														
Greenbelt Station HOA/Verde Apts.	8/22														
School Board Member	9/21														
State Highway Administration	11/20														
Biennial															
Beltsville Ag. Research Center	8/18														
Beltway Plaza	9/22														
Roosevelt Center Merchants	1/22														
NASA/GSFC	3/22														
Greenbelt Business Alliance															
Greenbelt Park NPS	1/22														
Greenway Shopping Center	12/20														
Religious/Spiritual Organizations	6/22														
Twice a Year															
County Council Person and At Large Members															
Meetings as Needed															
Apartments	4/21														
Comcast/Verizon	3/21														
Greenbelt Office Parks															
Greenbelt Watershed Groups	10/19														
Hotels															
PEPCO/WSSC	2/22														
Prince George's Economic Development Corp.	11/21														
Prince George's Planning Board	10/19														
Roosevelt Center Owner	8/20														
University of Maryland	4/15														
WMATA/PGDPW&T (Semi-Annual)	5/22														
Newly Elected/Appointed Officials (Presentation of a Council Regular Meeting)															
County Executive															
School Board CEO															

State's Attorney														

(Rev. September 19, 2022)