



## **CITY COUNCIL WORK SESSION AGENDA**

### **Work Session - City Manager**

**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](mailto:questions@greenbeltmd.gov)**

**[https://us02web.zoom.us/j/82855365062?](https://us02web.zoom.us/j/82855365062?pwd=Y3Y3WGdNSXpGbjhZa1FoQjM2dzZPQT09)  
[pwd=Y3Y3WGdNSXpGbjhZa1FoQjM2dzZPQT09](https://us02web.zoom.us/j/82855365062?pwd=Y3Y3WGdNSXpGbjhZa1FoQjM2dzZPQT09)**

**Dial-in: 301 715 8592**

**Webinar ID: 828 5536 5062**

**Passcode: 081293**

**Monday, September 18, 2023  
7:30 PM**

#### **I. Work Session Packet**

##### **1. Work Session - City Manager**

**Suggested Action:**

##### **Agenda**

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

2. Special Meeting/Closed Session  
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 Monday, September 18, 2023, immediately following the Council Work Session – City Manager, in the Library 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; and to discuss City Manager performance issues.

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 Monday, September 18, 2023.***

Bonita Anderson

City Clerk

## City Council Work Session Agenda Item Report

Meeting Date: September 18, 2023

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section: Work Session Packet

---

**Subject:**

Work Session - City Manager

**Suggested Action:**

Agenda

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

**Attachments:**

[Memo - CityManager.pdf](#)

[Greenbelt Council Governance Retreat Report.pdf](#)

[GreenbeltMD-Outcome-Areas.pdf](#)

[2023 MBOs w-FY2024 added.pdf](#)



## MEMORANDUM

September 15, 2023

**To: Council**  
**From: Josué Salmerón, City Manager**  
**Cc:**  
**Re: Work Session with City Manager**

---

Dear Council,

In anticipation of our work session scheduled for Monday, September 18, which focuses on goal setting and performance management for my City Manager role, I have reviewed key organizational documents that guide our collaborative efforts. I would like to review these key documents together as they provide a solid foundation for our discussions, ensuring we align our strategies and objectives with the city's broader vision and previously set benchmarks.

### Documents for Review:

- Council Retreat Outcomes and Report (February 5, 2022): This report contains the outcomes, discussions, and decisions made during the Council retreat 2022. It serves as a reference, highlighting our priorities and direction for the year.
- Management Objectives for FY23 with FY24 Draft objectives: These objectives outline the specific objectives, tasks, projects, and goals established by the departments. By revisiting these, we can assess the progress made and identify areas that may require a renewed focus or adjustments.

In conclusion, I look forward to our fruitful discussion on planning for continued success for our residents.

# City of Greenbelt, Maryland

## City Council Strategic Planning Retreat Report

February 5, 2022

## Background

The Greenbelt, Maryland City Council engaged Raftelis to facilitate a City Council governance retreat on February 5, 2022. The purpose of this retreat was to review the City's strategic outcome areas and use those outcome areas to establish priorities and activities for the next 1-2 years in Greenbelt. This retreat was facilitated in person by Catherine Tuck Parrish and Catherine Carter and attended by the following individuals:

- Mayor Emmett Jordan
- Kristen Weaver, Mayor Pro Tem
- Judith "J" Davis, Council Member
- Silke Pope, Council Member
- Rodney Roberts, Council Member
- Ric Gordon, Council Member
- Tim George, Acting City Manager
- Resident in Attendance: Bill Orleans

## Introductions

The Mayor welcomed everyone to the City Council's 2022 strategic planning retreat and each participant introduced themselves. The facilitator reviewed the retreat goals, agenda, and norms for the day.

### Retreat Goals

- Review and refine the strategic plan framework and accomplishments
- Identify top priorities for the next 12-24 months

### Norms

- Listen with respect
  - Let others finish before you start talking
  - Be attentive to the speaker
  - Disagree agreeably
- Be:
  - BOLD
  - Positive and realistic
  - Candid and honest
  - Patient and self-aware
  - Engaged and fully present
- Strive for consensus
- Look for opportunities to agree
- Remember the power of "if" and "and"
- Have fun!

### Introductions

Retreat participants were asked to introduce themselves, and to reflect on the expectations they set for themselves and each other at the 2021 governance retreat. Councilmembers were asked to share one expectation that they had personally been working on.

**Silke:** I'm working to fully digest information before disagreeing and consider points from the perspectives of others.

**Kristen:** I'm working to identify doable ideas and ideas that can be worked toward.

**Rodney:** I have been personally working to convince other Councilmembers that Greenbelt West needs the same resources with regard to parks as the rest of the City.

**Mayor Emmett Jordan:** I'm working to look at how Council has done things in the past and to evaluate whether it is time to change.

**J:** I'm working on being willing to share responsibilities, and to give up some responsibilities that others could do well with.

**Ric:** I'm working on being fully prepared for Council activities.

## Current Strategic Plan Outcome Areas

Prior to the retreat, Councilmembers were provided with the existing strategic plan outcome areas, as well as a status report from the Acting City Manager. Participants were asked to consider whether any outcome areas needed to be revised. The table below captures the outcome areas, revisions, and some of the key projects that have been completed across the areas.

| Outcome Area                                                   | Suggested Revisions                                                     |
|----------------------------------------------------------------|-------------------------------------------------------------------------|
| Enhance Sense of Community                                     | N/A                                                                     |
| Economic Development and Sustainability                        | N/A                                                                     |
| Improve Transportation Opportunities                           | N/A                                                                     |
| Maintain Greenbelt as an Environmentally Proactive Community   | N/A                                                                     |
| Improve and Enhance Public Safety                              | N/A                                                                     |
| Preserve and Enhance Greenbelt's Legacy as a Planned Community | <i>Move to a preamble</i>                                               |
| Promote Quality of Life for all Residents                      | Promote Quality of Life, <b>Health, and Wellbeing</b> for all Residents |
| Provide Excellent Constituent Services                         | <i>Move to a preamble</i>                                               |
| Maintain and Invest in Infrastructure                          | N/A                                                                     |
| <b>Support Equity and Inclusion within Greenbelt</b>           | <i>Add to Framework</i>                                                 |

Based on the discussion, the following preamble and strategic outcomes were drafted and used to drive activities for the remainder of the session.

## Revised Greenbelt Framework

The City of Greenbelt will provide excellent services, preserve and enhance our legacy, and ensure equity and inclusion in the City by:

- Enhancing Our Sense of Community
- Ensuring Sustainable Economic Development
- Improving Transportation Opportunities
- Maintaining Greenbelt as an Environmentally Proactive Community
- Improving and Enhancing Public Safety
- Promoting Quality of Life, Health, and Wellbeing for all Residents
- Maintaining and Investing in Infrastructure
- Supporting Equity and Inclusion within Greenbelt

## Mayor and Council Outcome Area and Priority Update

Participants were provided with an update on the outcome areas and the priorities associated with the 2021 City Council Workplan. The table below captures the update on current projects.

| Outcome Area                                                    | Top Priorities from 2021                                                                                                                    | Status Update                                                                                                                                           |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enhancing Our Sense of Community                                | Build more inclusive self-image beyond our legacy as a planned community (gateway signage, public art)                                      | <ul style="list-style-type: none"> <li>• City is working on the gateway signage; have secured grant funding</li> </ul>                                  |
|                                                                 | Racial and geographic equity                                                                                                                | <ul style="list-style-type: none"> <li>• GARE cohort is being formed to support</li> </ul>                                                              |
|                                                                 | Continue to offer recreation programming for all ages to ensure positive relations throughout the community                                 | <ul style="list-style-type: none"> <li>• In progress</li> <li>• Priority may need more specificity, or to be included in a success statement</li> </ul> |
| Ensuring Economic Development and Sustainability                | Continue and expand resources and funding for COVID-19 affected businesses and organizations                                                | <ul style="list-style-type: none"> <li>• In progress</li> <li>• For future, remove COVID reference and call out small businesses</li> </ul>             |
| Improving Transportation Opportunities                          | Greenbelt Road streetscape                                                                                                                  | <ul style="list-style-type: none"> <li>• In progress</li> </ul>                                                                                         |
|                                                                 | City shuttle/circulator                                                                                                                     | <ul style="list-style-type: none"> <li>• In progress</li> </ul>                                                                                         |
|                                                                 | -                                                                                                                                           | <ul style="list-style-type: none"> <li>• Additional work is in progress on the Capital Bike Share program</li> </ul>                                    |
| Maintaining Greenbelt as an Environmentally Proactive Community | Oppose the SC Maglev and other intrusions (Beltway widening, B-W Parkway widening, and BEP printing facility at BARC) on City's environment | <ul style="list-style-type: none"> <li>• In progress</li> </ul>                                                                                         |
|                                                                 | Continue fighting proposed projects that denude Greenbelt                                                                                   | <ul style="list-style-type: none"> <li>• In progress</li> </ul>                                                                                         |
|                                                                 | Save forest preserve                                                                                                                        | <ul style="list-style-type: none"> <li>• In progress</li> </ul>                                                                                         |

| Outcome Area                                                       | Top Priorities from 2021                                    | Status Update                                                                                                                                                                        |
|--------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Improving and Enhancing Public Safety                              | Armory property                                             | <ul style="list-style-type: none"> <li>This priority should be moved under a different outcome area</li> </ul>                                                                       |
|                                                                    | Public health/safety                                        | <ul style="list-style-type: none"> <li>Work underway, but this priority may need more specificity</li> </ul>                                                                         |
|                                                                    | -                                                           | <ul style="list-style-type: none"> <li>Police reform efforts are in progress</li> </ul>                                                                                              |
| Promoting Quality of Life, Health, and Wellbeing for all Residents | Enhance recreation amenities in Greenbelt West              | <ul style="list-style-type: none"> <li>In progress</li> </ul>                                                                                                                        |
|                                                                    | Programs and help for seniors and children                  | <ul style="list-style-type: none"> <li>In progress</li> </ul>                                                                                                                        |
|                                                                    | Promote housing and food security during and post COVID-19  | <ul style="list-style-type: none"> <li>In progress</li> </ul>                                                                                                                        |
| Maintaining and Investing in Infrastructure                        | Office space reallocation and space utilization study       | <ul style="list-style-type: none"> <li>In progress, recommendations expected in April</li> </ul>                                                                                     |
|                                                                    | Senior housing options                                      | <ul style="list-style-type: none"> <li>Work underway, but this priority may need more specificity</li> </ul>                                                                         |
|                                                                    | Refine capital projects funding policy                      | <ul style="list-style-type: none"> <li>In progress</li> </ul>                                                                                                                        |
| Supporting Equity and Inclusion within Greenbelt                   | Community visioning                                         | <ul style="list-style-type: none"> <li>This will begin around the use of ARPA funding</li> </ul>                                                                                     |
|                                                                    | Broaden citizen involvement in meetings through technology  | <ul style="list-style-type: none"> <li>Several technology upgrades are in place, making it easier for residents to participate in meetings virtually (e.g., Zoom options)</li> </ul> |
|                                                                    | Enhance/expand City election process for more participation | <ul style="list-style-type: none"> <li>Initiatives have been implemented (e.g., voting by mail), but additional activities planned</li> </ul>                                        |

## Defining Success

For each of the outcome areas, participants shared thoughts on how they would define success. Prompts included:

- What does success in this area look like?
- How will we know if we've achieved this outcome area?

The following table captures responses and includes proposed success statements, based on the input from Councilmembers.

| Outcome Area                                                    | Success Looks Like:                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Success Statement                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enhancing Our Sense of Community                                | <ul style="list-style-type: none"> <li>Shared vision and buy-in to the community vision</li> <li>City employees better mirror the population they serve</li> <li>Internal and external understanding of Greenbelt boundaries</li> <li>Promotion of the City</li> <li>Communications reach everyone; greater participation in events</li> <li>Public art</li> </ul>                                                                                              | <i>Greenbelt residents have a shared vision for the community, enjoy public art and amenities, and actively participate in local events and civic activities.</i>                                                                                               |
| Ensuring Economic Development and Sustainability                | <ul style="list-style-type: none"> <li>Welcoming and attractive place to come and start a business</li> <li>Business collaboration and shared promotion, resources</li> <li>Growth and new tax-based income opportunities</li> <li>Variety and diversity of businesses meets the needs of residents</li> <li>Effective business retention</li> <li>Focus on small businesses throughout the City</li> <li>Fully stocked economic development toolbox</li> </ul> | <i>Greenbelt is welcoming and attractive, with diverse entrepreneurs and businesses that meet the needs of residents. The City actively supports collaboration among businesses for shared promotion, resource development, and business retention efforts.</i> |
| Improving Transportation Opportunities                          | <ul style="list-style-type: none"> <li>Pedestrian and bike-friendly roadways</li> <li>Easy access and frequent use of public transportation</li> <li>City Circulator</li> <li>Electric vehicle charging stations throughout</li> </ul>                                                                                                                                                                                                                          | <i>Greenbelt's residents and visitors experience easy access to different modes of transportation, with infrastructure in place to support environmentally friendly options.</i>                                                                                |
| Maintaining Greenbelt as an Environmentally Proactive Community | <ul style="list-style-type: none"> <li>Reduced carbon footprint</li> <li>Easy access to and consistent use of recycling and compost</li> <li>Viable, diverse street trees (retain and increase tree canopy)</li> <li>Community buy-in for environmental programming</li> <li>Climate change adaptation, resiliency, and mitigation plans</li> </ul>                                                                                                             | <i>Greenbelt is a proactive and resilient City, with effective environmental programming, a low carbon footprint, and a healthy and diverse tree canopy.</i>                                                                                                    |
| Improving and Enhancing Public Safety                           | <ul style="list-style-type: none"> <li>All people feel safe in all parts of the City</li> <li>Collaboration and trust between police department and Greenbelt residents and businesses</li> <li>Effective community policing programs</li> <li>Sufficient resources for safety</li> <li>Effective communication and promotion of successes broadly</li> </ul>                                                                                                   | <i>Greenbelt strives to ensure that all people feel safe in all parts of the City, with responsive, effective, community-oriented policing programs.</i>                                                                                                        |

| Outcome Area                                                       | Success Looks Like:                                                                                                                                                                                                                                                                                                                                                                       | Proposed Success Statement                                                                                                                                                                                     |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Promoting Quality of Life, Health, and Wellbeing for all Residents | <ul style="list-style-type: none"> <li>Physical and mental health needs are met for residents and staff</li> <li>Diverse recreational opportunities across the City</li> <li>Convenient and equitable access to recreational facilities and programming</li> <li>Access to housing assistance and food security resources</li> </ul>                                                      | <i>Greenbelt provides opportunities for all people to participate in diverse community activities and benefit from City resources and services that are convenient and responsive.</i>                         |
| Maintaining and Investing in Infrastructure                        | <ul style="list-style-type: none"> <li>Effective stormwater management programming</li> <li>Well-maintained City infrastructure (parks, ball fields, etc.)</li> <li>Adequate and efficient use of facilities for City use</li> <li>Street trees/green space/parks</li> </ul>                                                                                                              | <i>Greenbelt is committed to providing accessible and well-maintained City infrastructure, parks, amenities, and green spaces that meet resident and visitor needs.</i>                                        |
| Supporting Equity and Inclusion within Greenbelt                   | <ul style="list-style-type: none"> <li>City employees better mirror the population they serve</li> <li>Applicants for Boards and Committees from all over the City</li> <li>Voter equity and increased participation</li> <li>Equitable distribution of resources across the City</li> <li>Initiate the Reparations Commission</li> <li>Community engagement around priorities</li> </ul> | <i>Greenbelt advances equitable outcomes by promoting access and inclusion in civic activities, recruiting a diverse and representative workforce, and soliciting community engagement in decision-making.</i> |

## Individual Priorities – Council Priorities

Councilmembers were invited to share individual initiatives that they were interested in pursuing over the next 1-2 years. These initiatives included:

- Increase funding for public safety
- Identify stormwater issues and create a focused management plan
- Reduce the City's carbon footprint
- Promote staff morale and support
- Increase tree canopy by adding to the Forest Preserve
- Purchase available land in Greenbelt West and create a new City park, including playing fields
- Work for federal protection of BARC and adjoining properties
- Address health disparities
- Hold the tax rate/expense line – long-term financial planning
- Develop and implement short- and long-term strategies for community and economic development
- Focus on equity and inclusion
- Improve Council Collaboration

When prioritized, the following initiatives were agreed to by the group. The top priorities will be added to the list of on-going Council priorities.

## Top Priorities

- Promote staff morale and support
- Focus on equity and inclusion
- Increase tree canopy by adding to the Forest Preserve

## Other Priorities

- Increase funding for public safety
- Identify stormwater issues and create a focused management plan
- Reduce the City's Carbon Footprint
- Purchase available land in Greenbelt West and create a new City park, including playing fields
- Work for federal protection of BARC and adjoining properties
- Address health disparities
- Hold the tax rate/expense line – long-term financial planning
- Develop and implement short- and long-term strategies for community and economic development
- Improve Council Collaboration

## Next Steps

Next steps for City staff and Council include the following:

- Senior staff will review this report and share specific activities that are underway associated with the outcome areas and existing priorities and will identify proposed first steps for the new priorities
- Council will refine, confirm, and approve the priority list within the month of February
- Staff will develop a workplan, inclusive of Council priorities
- Staff will propose a reporting cadence, likely linked to the Quarterly City Manager updates

## Last Words

Participants were each asked to share their reflections on our time together.

- **Kristen:** I'm feeling reasonably hopeful.
- **Mayor:** There will be stuff that we disagree on, and there always will be, but we have to find a way to be more productive together. It doesn't need to be as challenging as it is.
- **J:** Once we got past the initial work, I think we're in good shape and have accomplished a lot.
- **Ric:** I feel good about the retreat and wish that everyone could have been here.

# THE CITY OF GREENBELT

## 2022 Outcome Areas



The City of Greenbelt will provide excellent services, preserve and enhance our legacy, and ensure equity and inclusion in the City by:



**Enhancing Our Sense of Community**



**Improving and Enhancing Public Safety**



**Ensuring Sustainable Economic Development**



**Promoting Quality of Life, Health and Wellbeing for all Residents**



**Improving Transportation Opportunities**



**Maintaining and Investing in Infrastructure**



**Maintaining Greenbelt as an Environmentally Proactive Community**



**Supporting Equity and Inclusion within Greenbelt**

# **FY 2023-2024 Management Objectives**

***DRAFT***

*As of June 30, 2023 (edited Sept 7, 2023)*

| <b>CITY COUNCIL</b>                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 &amp; Associates to correspond with agencies regarding the city's opposition to the Maglev.</i>                                 |

| <b>ADMINISTRATION</b>                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.</i>                                                                                                                                                |
| * Administer training on the Grant Management Database to City departments so that all grant data is managed through the database.                             |
| * Develop a Diversity, Equity and Inclusion program and understanding, and develop city-wide DEI training for all staff.                                       |
| * Manage and program ARPA projects, supporting City departments, to ensure that all approved projects are encumbered by the federal deadline of December 2024. |

| <b>ECONOMIC DEVELOPMENT</b>                                                                                                                                                                                                                                                                                             |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Create a framework for inclusive economic development to ensure that all startups and businesses receive equitable access to resources.                                                                                                                                                                                 |  |
| <i>Finalized the Economic Development Department's vision, values, and mission statement in the City's Fiscal Year 2024 budget to provide high-level guidance concerning goals and objectives.</i>                                                                                                                      |  |
| <i>At the March 20, 2023 work session, staff shared with Council its comprehensive strategic plan for economic development.</i>                                                                                                                                                                                         |  |
| Develop comprehensive business retention and expansion strategies to more effectively track, retain and grow local businesses.                                                                                                                                                                                          |  |
| <i>Staff conducted 18 BRE visits to assess needs, build networks, and share resources. In addition, staff attended and/or participated in 22 industry events that support business growth and development.</i>                                                                                                          |  |
| <i>Staff is developing a Business Retention and Expansion (BRE) Implementation Guide that will detail BRE activities, events, methods, and resources.</i>                                                                                                                                                               |  |
| Launch business resiliency initiatives that focus on sustainability, social and economic factors for businesses.                                                                                                                                                                                                        |  |
| <i>Identified and researched local organizations that provide entrepreneurial/business development training and support. Staff's goal is to establish an entrepreneurial support scholarship program using ARPA funds that allows Greenbelt entrepreneurs to potentially receive training from these organizations.</i> |  |
| Improve existing startup resources so that new businesses and entrepreneurs have a more efficient way to navigate starting their business.                                                                                                                                                                              |  |
| <i>The City committed to the National League of Cities' City Inclusive Entrepreneurship Program (CIE). This one-year program supports businesses and entrepreneurs by providing funding and expertise for a data system that identifies and assists entrepreneurs.</i>                                                  |  |
| <i>The CIE program includes a grant of \$15,000 to municipalities to fulfill the program objectives. The plan is to use this grant funding to develop an all-inclusive, city-wide business directory by collaborating with local business organizations.</i>                                                            |  |
| Provide ongoing support to Greenbelt businesses recovering from the impacts experienced due to COVID-19.                                                                                                                                                                                                                |  |
| <i>Staff launched 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 each approved business, respectively.</i>                        |  |
| <i>The City received 33 applications for the Business Improvement Recovery Fund Round III and 27 applications for the Business Capital Infrastructure Grant Program. Staff is currently working with an independent team of professionals to review the applications.</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.

## HUMAN RESOURCES

Contract with a firm to perform the job classification and compensation study to be implemented in FY 2024.

*The job classification and compensation study is complete. Implementation was approved by Council with new salaries effective July 1, 2023.*

Implement Employee Navigator system to allow for electronic and paperless benefit enrollment, and to better inform employees about their benefits.

*The Employee Navigator system has been successfully implemented. This is the second fiscal year in a row of seamlessly completing open enrollment for staff using the self-service option.*

Complete scanning of current employee files into Laserfiche.

*Ongoing. Approximately 97% of the files have been completed.*

\* Develop and implement a comprehensive onboarding process, as well as an exit interview process.

\* Finalize and implement the results of the Classification and Compensation Study.

\* Review City policies and procedures to be sure they are compliant with state and federal rules and regulations

## FINANCE

Implement a new financial management system that will eliminate most manual processes and allow enhanced automated financial processes including electronic payments, purchase order approval, time clock integration, and provide digital copies of documents.

*Implementation of the new Edmunds financial management system is in its final stage. As of this writing, Finance is using the new system to process purchase orders and purchase requisitions electronically and City staff is able to upload invoices and other pertinent information directly into the system. Also, Finance is processing accounts receivables, accounts payables electronically and are able to update fixed assets, manage vendor information in the new system and produce various financial statements. It is noteworthy to mention the Finance Department is now producing and submitting financial reports to Council and Department Heads each month.*

*Additionally, the City now has the capability of processing timesheets and payroll electronically. Each staff member enters hours works, supervisors approves the time in the system and each timesheet is automatically routed to Finance for processing. At*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>the present time, only classified staff is submitting electronic timesheets, however, non-classified staff will be trained to use the system in the fall.</i></p> <p><i>Timesheet processing is part of the new “employee portal” application that allows staff to view their personal information i.e., leave balances, paycheck history, withholdings and benefits, salary information in addition to requesting time off and receiving supervisory approvals within the new system.</i></p> <p><i>Finally, the City’s billings i.e. waste collection, personal property taxes are generated directly from the new system and payments and collections are also recorded in the system.</i></p> <p><i>Coming soon is the final piece which is the “online payments” feature that will allow our residents to make payments online. Such payments will be tracked and recorded within the new financial management system and payment receipts issued to payees.</i></p> |
| Convert paper files to digital files.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><i>The purging and disposal of files (in accordance with established the department’s retention schedule) is completed. Staff continues to digitize files on Laserfiche, starting with the 2023 year and working back. This continues to be an ongoing effort into the near future as there are years of files to automate.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Convert the city’s levy book into a searchable database.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><i>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 spreadsheet, database or their suggested format, there is new hope of this request coming to fruition. A recent discussion about this request with the County’s Director of Intergovernmental Affairs with Comptroller Brooke Lierman’s office and the City making this request via County earmarks may result in receiving this 1000+ page document in a searchable format. As a reminder, the City currently receives the Levy Book in a non-manipulative format via email. While this format provides some “look up” capabilities by property, the data cannot be sorted and therefore cannot group it by location, size, tax amount or any other grouping. If the data was in spreadsheet or database format, such grouping of property information could occur.</i></p>              |
| <p><i>* Work with state representatives to receive real property abatement reports on a regular schedule and closer to the time the abatements are awarded.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| <b>INFORMATION TECHNOLOGY</b>                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Work with departments to make the most effective and efficient use of IT resources.                                                                |
| <i>Ongoing.</i>                                                                                                                                    |
| Implement additional network security measures.                                                                                                    |
| <i>Network security assessment wrapping up. Implemented remediation steps. Implemented KnowBe4 for end user testing and training for phishing.</i> |

|                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Implement additional network security monitoring.                                                                                                                                  |
| <i>To be implemented as part of the ARPA projects.</i>                                                                                                                             |
| Expand Laserfiche document management solution to the Finance Department.                                                                                                          |
| <i>On hold pending installation of the new Finance system.</i>                                                                                                                     |
| Continue systematic camera system upgrades and expansion.                                                                                                                          |
| <i>Cameras at Municipal Building and Springhill Lake installed – working on quotes for system upgrades at the Community Center, Youth Center, Public Works and Police Station.</i> |
| Participate in cable television negotiations, leadership of county-wide Institutional Network (I-Net), COG and MML IT groups.                                                      |
| <i>Ongoing.</i>                                                                                                                                                                    |

| <b>PUBLIC INFORMATION</b>                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Continue ensuring brand accuracy across all city digital communication.                                                                                                                                           |
| <i>Distributed the City of Greenbelt Design and Communications Standards guide to all departments and City Council. The guide will be reviewed and updated annually. An update is scheduled for October 2023.</i> |
| Enhance and improve current communications platforms.                                                                                                                                                             |
| <i>Ongoing.</i>                                                                                                                                                                                                   |
| Create a strategic alliance with local municipal public information officers.                                                                                                                                     |
| <i>Began communicating with PIOs in College Park, Gaithersburg and Laurel.</i>                                                                                                                                    |
| Research costs to soundproof the studio.                                                                                                                                                                          |
| <i>Working with current vendor (Pipino &amp; Assoc.) on cost and timing.</i>                                                                                                                                      |
| * Ensure brand accuracy across all city digital communications.                                                                                                                                                   |
| * Utilize targeted marketing ads on social media platforms for “high-level” city communications (i.e. surveys and elections).                                                                                     |
| * Improve the User Experience/ User Interface of the city website                                                                                                                                                 |
| * Develop an emergency communications plan.                                                                                                                                                                       |
| * Participate in continuing education initiatives to stay current on communication trends.                                                                                                                        |

## GREENBELT MUSEUM

Continue to guide the museum back to pre-pandemic operations including tours, programs and on-site events. Incorporate recommended best practices for safe operation.

*The Museum has fully resumed pre-pandemic operations. The number of group walking tours continues to increase since 2020. In the final months of FY 2023, the Museum prepared to resume normal Sunday Museum house open hours (1-5pm) at the beginning of FY 2024. We are continuing to recruit volunteers to help staff the house. Popular programs in FY 2024 included the return of the in-person Retro Town Fair at Labor Day, a pop-up exhibit of vintage Halloween decorations, the return of our holiday open house called Deco the Halls, and several first Sunday of the month open houses when admission to the Museum was waived. Lectures included a talk about historic Maryland cookbooks, a virtual tour of the Jim Crow Museum for Black History Month, a lecture about a WWII Japanese internment camp, and a lecture about the history of Juneteenth co-sponsored by the Greenbelt Black History and Culture Committee.*

Continue to support the Friends of the Greenbelt Museum in a Capital Campaign to raise funds for its portion of the transformation and operation of the expanded museum.

*The Capital Campaign for the Education and Visitor Center at 10A is ongoing. In 2022, the Museum Director and the FOGM Board worked with a fundraising consultant to develop a fundraising plan, high quality fundraising materials, and prospect lists in support of the campaign. FOGM has had the materials professionally printed and has been distributing them to attract donors. Museum staff worked with the Grants Coordinator and the Interim City Manager to submit a bond initiative request in the amount of \$300,000 to the Maryland State Legislature to complete funding for the Education and Visitor Center. The city was awarded \$100,000 in bond funds for the 10A project, bringing the total amount still left to raise to approximately \$200,000. FOGM has raised \$250,000 to date through grants and private donations.*

Manage and oversee progress on the establishment of the Education and Visitor Center at 10A Crescent while complying with all Greenbelt Homes, Inc. rules and regulations, as well as the new Neighborhood Conservation Overlay Zone.

*Plans for the new Education and Visitor Center at 10A Crescent continue to move forward. All completed architectural and engineering plans were submitted to GHI 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, hopefully in the fall of 2023.*

| PLANNING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Continue to oversee the design, permitting and construction of the WMATA connection trail.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <i>Woodlawn and City staff continue to make progress on obtaining permits and agency approvals. All required easement agreements have been executed. In July 2023, the State issued a right-of-way certification; the State approved the City's waiver request regarding the proposed width of the trail. The developer's engineer has completed revisions to the engineering plans based on State Highway Administration comments, and once staff has a complete set of draft bid documents the revised plans and bid package will be submitted to the State for review and approval.</i>                                                                       |
| Oversee the review of major state and federal projects including the I-495/I-270 Managed Lane Study, SCMaglev, and the relocation of the Bureau of Engraving and Printing to BARC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <i>Staff continues to monitor federal projects. The plans for the Bureau of Engraving and Printing to relocate to BARC are being considered by the National Capital Park and Planning Commission in early October and staff is currently reviewing the latest set of plans.</i>                                                                                                                                                                                                                                                                                                                                                                                  |
| Participate in the County's Master Plan of Transportation—Plan 2035 Implementation project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <i>On hold. This project has experienced delays at the county level.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Secure funding to continue planning work on improving the Greenbelt Road (MD 193) corridor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <i>City has requested a meeting with State Highway Administration staff to discuss next steps.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Obtain grant funding for the implementation of Phase 2 of the Gateway Sign project and oversee installation of remaining welcome signs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <i>Staff met with the wall fabricator and Public Works staff in mid-July to review the project scope. Construction is anticipated to begin summer 2023. In June, the County kicked off the City's wayfinding study being completed under the Planning Assistance to Municipalities program, and staff has been providing reference documents to assist the Neighborhood Design Center with data research and analysis. When appropriate, the Neighborhood Design Center will meet with the appropriate advisory boards and City Council to solicit input. Additional gateway signage will be considered as the County completes its wayfinding sign project.</i> |
| * Manage the implementation of ARPA projects associated with pedestrian and bicycle improvements and bus safety and accessibility improvements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| * Manage the Wayfinding Signage project being completed by the county under the Planning Assistance to Municipalities program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| * Work with the State Highway Administration on the Greenbelt Road (MD 193) corridor planning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

Manage the review of the Beltway Plaza redevelopment and other development projects within the city.

*Beltway Plaza – Project is on hold at this time.*

*7010 Greenbelt Road – The County Planning Board conditionally approved the Detailed Site Plan on June 22, 2023. The developers have reached out to City staff regarding public art and they continue to analyze the feasibility of an all-electric project.*

*Royal Farms – Royal Farms received an erosion and sediment control permit and construction in the right-of-way permit. At this time, Royal Farms has not indicated when it anticipates breaking ground.*

## COMMUNITY DEVELOPMENT

Complete the implementation of the portability of Community Development software to assist inspectors while in the field. Sustain at least a 20% rental inspection rate for all multi-family apartment developments.

*Following discussions with IT regarding the need for investment in updating the Utopia Community Development system, staff has engaged other software vendors to determine if it would be advantageous to transition to a new software system/vendor. Staff has demoed three vendors and obtained cost proposals for each. Senior staff, along with the IT department, are in the process of reviewing them.*

*Code Enforcement staff inspected 100% of the interior units in the following apartments complexes: Verde I (59 units), Verde II (101 units) and Verde III (142 units), Parke Crescent (84 units), Crescent Pointe (42 units,) Green Ridge House (101 units), Parkway Gardens (42 units), and Motiva (354 units). Code Enforcement staff also completed inspections for 50% of Franklin Park at Greenbelt Station apartments (1,516 units). In addition, 262 residential and 72 commercial properties were inspected. Staff investigated 178 complaints.*

Continue to work with the county on the licensing of short-term rental properties.

*Staff has inquired with the County on the status of the reports that the City was receiving monthly. The last report was received in June 2023, and at that time the County noted a total of 28 applications received of which two were approved, two are in the application process and the remaining were either denied or abandoned.*

\* Increase online capabilities to improve efficiency and reduce paper usage by accepting online payments, permits and license applications.

\* Develop a strategy for addressing the licensing of short-term rentals

| <b>POLICE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.                                                                                                                                                                                                                                                              |
| <p><i>Participated in community events and focused patrols around areas with a higher crime risk. As part of the effort to reduce auto thefts, the department partnered with Kia and handed out two hundred steering wheel locks.</i></p> <p><i>The department hosted a week-long youth camp in June with ten kids from the two local elementary schools.</i></p> <p><i>Completed the CALEA accreditation process at the end of the four-year cycle and is on track to be re-accredited in November.</i></p> |
| 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>The department hosted community forums in both old town and Franklin Park. Members of the Community Action Team have met with city groups to provide crime prevention information to senior groups.</i>                                                                                                                                                                                                                                                                                                   |
| Develop Staff: Providing department staff with training, career opportunities, education and promotion will reduce turn over and create a stable department to meet the needs of our community.                                                                                                                                                                                                                                                                                                              |
| <p><i>The department has maintained full staffing and completed a number of training programs.</i></p> <ul style="list-style-type: none"> <li>• <i>Captain Gullede attended the Northwestern School of Staff and Command.</i></li> <li>• <i>Department-wide active shooter training.</i></li> <li>• <i>The traffic officer, Abby Kipke, completed the DUI Institute.</i></li> </ul>                                                                                                                          |

| <b>ANIMAL CONTROL</b>                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Raise citizen awareness with regard to sharing our environment with wildlife animals.                                                                                                              |
| <i>Animal Control 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 Control has continued working on these relationships and improving relationships with Pat Hall, Prince George's County Animal Control, and the College Park Animal Control entities.</i> |
| Raise awareness regarding animal cruelty with the assistance of the Greenbelt Police Department.                                                                                                   |

*The Animal Control Supervisor worked with the Police Department's PIO to create a weekly message during Animal Cruelty Prevention Month. Awareness will be made via social media and posters that were posted in common public areas.*

## **PUBLIC WORKS ADMINISTRATION**

With the possible retirement of a number of longtime employees, continue to review how the department is organized.

*This is an ongoing evaluation. Most, if not all, of the recommendations as outlined in the Organization Assessment have/are being implemented. In fiscal year 2024, we anticipate additional retirements. The department continues to cross train employees and provide opportunities to those who are interested.*

Reduce the city's greenhouse gas generation in-line with state and COG goals (20% lower than 2005 level by 2020 and 80% by 2050).

*The goal for 2020 has been reached. We are working on the goal for 2050, but more drastic measures will need to be taken, such as electrifying our buildings, all our fleets (including Police), and ameliorating our buildings envelope.*

As required by the city's participation in the Maryland Smart Energy Communities program, continue to reduce electricity usage.

*We have made good progress by switching to LEDs. More retrofitting can be done, as well as insulating buildings and changing windows.*

Provide training opportunities for staff in their fields of expertise.

*Conducted in-house training of all employees in storm water pollution prevention. Promote convention attendance – for all crew specific disciplines within the department. Individual training in Sustainability. Monthly safety training sessions are now being conducted on various topics. Staff developed an in-house CDL licensing program.*

\* Improve both internal and external customer service requests through faster service and follow-up contact.

\* Complete all ARPA projects by December 2024

\* Collaborate with organizations, businesses and apartment complexes to promote recycling

\* Develop a city wide food waste collection program.

\* Reduce internal work orders through better daily facility inspections

## **MULTI-PURPOSE EQUIPMENT**

Incorporate additional alternative fuel vehicles into the city fleet when possible.

*Work continues. Hybrid vehicles are being purchased for the Police Department. All electric vehicles are being purchased for Code Enforcement, Public Works Admin, and Administration.*

Look for ways to reduce fuel consumption.

|                                                                                                         |
|---------------------------------------------------------------------------------------------------------|
| <i>Hybrid and electric vehicles are currently being purchased when possible.</i>                        |
| * Develop a 10-year EV equipment and vehicle plan, which will replace gas equipment with EV technology. |

| <b>STREET MAINTENANCE</b>                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Keep streets and public walkways passable during weather and emergency events.                                                                  |
| <i>Ongoing as needed.</i>                                                                                                                       |
| Annually check all centerline, crosswalk, stop line, bike lane and other street markings to confirm they are kept at appropriate safety levels. |
| <i>Ongoing. Assessments are done every year and line stripping is being done by in-house crews.</i>                                             |
| Continue updating and replacing street signage in compliance with the Manual of Uniform Traffic Control Devices (MUTCD).                        |
| <i>Ongoing. Assessments are done every year.</i>                                                                                                |
| Repair and upgrade walking paths when they become deficient.                                                                                    |
| <i>Ongoing. Assessments are done every year.</i>                                                                                                |
| Conduct an annual survey of street, sidewalk and bike lane conditions using GIS technology.                                                     |
| <i>Ongoing. Assessments are done every year.</i>                                                                                                |
| Using Capital Projects funds, resurface Hanover Parkway, Lastner Lane, Greenhill and Ridge Road (Southway to Gardenway).                        |
| <i>Ongoing.</i>                                                                                                                                 |
| * Shorten the annual leaf collection schedule by condensing routes and completing two collections in each designated section by December 31.    |
| * Using Community Development Block Grant funds, resurface Springhill Lane from Breezewood Drive to Market Street.                              |
| * Haul 2,000 yards of mulch from Northway Fields to the Prince George's County compost facility.                                                |

| <b>FOUR CITIES STREET CLEANING</b>                                                             |
|------------------------------------------------------------------------------------------------|
| 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.</i>                                                                                |
| Meet semi-annually with the other communities to review operations and potential efficiencies. |
| <i>Ongoing. The Director meets quarterly to discuss public works operations.</i>               |

| <b>WASTE COLLECTION</b>                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Promote recycling to customers and the community to expand knowledge and participation of recycling.                                                                   |
| <i>The department will continue to provide education training to kids in schools. We will also attend city events to promote and educate citizens about recycling.</i> |
| * Continue to work with inhouse environmental staff to improve collection operations and reduce items that go to our landfills.                                        |
| * Promote and provide composting workshops.                                                                                                                            |
| * Elevate diversion rate to 67% through more public outreach.                                                                                                          |

| <b>ROOSEVELT CENTER</b>                                                                                             |
|---------------------------------------------------------------------------------------------------------------------|
| 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 – facilities and building maintenance.</i>                                                               |

| <b>PARKS – Pg 218</b>                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintain Tree City USA status.                                                                                                                                                                                                                                                                                                     |
| <i>Ongoing management</i>                                                                                                                                                                                                                                                                                                          |
| Conduct a National Public Land’s Day activity to support the city’s green ecosystem.                                                                                                                                                                                                                                               |
| <i>National Public Lands Day was observed on September 24, 2022, with volunteers working to remove 6 yds<sup>3</sup> of invasive species and plant six new fruit bearing trees at the SHL Rec Center.</i>                                                                                                                          |
| Conduct an Earth Day event to improve the natural environment.                                                                                                                                                                                                                                                                     |
| <i>The department held the Earth Day event in April 2023.</i>                                                                                                                                                                                                                                                                      |
| Implement recommendations of the Tree Master Plan.                                                                                                                                                                                                                                                                                 |
| <i>Ongoing. Tree plantings are targeted in Greenbelt East, Historic Greenbelt and Greenbelt West.</i>                                                                                                                                                                                                                              |
| Continue to pursue funding for environmental programming.                                                                                                                                                                                                                                                                          |
| <i>Proposals have been submitted to receive funds from the State of Maryland and the Chesapeake Bay Trust to support future environmental programming.</i>                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>• Implement recommendations from the Greenbelt Urban Forest Master Plan.</li> <li>• Implement the Public Works Callery Pear tree replacement plan.</li> <li>• Maintain and enhance community livability in the city by promoting the aesthetic quality of the urban environment.</li> </ul> |

- Develop a perennial gardens plan.
- Provide a system of attractive, safe, clean and accessible parks, playgrounds and ballfields throughout the city.
- Provide oversight and management of the ARPA ballfield projects
- Renovate one pedestrian bridge at Springhill Lake Recreation Center.
- Manage Northway mulch site, separating materials and reducing volume through better management

### **GREENBELT CONNECTION**

Provide high quality, reliable and responsive service to the Greenbelt community.

*Continues to be a well utilized service.*

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

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

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

| <b>RECREATION ADMINISTRATION</b>                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Evaluate the financial assistance procedures to ensure the program is streamlined and equitable.                                                                                                                 |
| <i>A new streamlined process has been established and will continue to be assessed.</i>                                                                                                                          |
| Evaluate retitling the department's name to better represent the programs and services that are offered to the community.                                                                                        |
| <i>In light of the recent Recreation/Museum Merger, staff discussed including "Culture" in the Recreation Department's title. This proposal may come before City Council in FY 2024.</i>                         |
| Evaluate the department's organizational structure to determine if the current structure, adopted in 2002, permits maximum efficiency as roles are redefined with the natural evolution of the recreation field. |
| <i>Staff will continue to assess the efficiency of the department. When identified, organizational recommendations will be made to the City Manager.</i>                                                         |
| * Manage the Recreation and Museum merger                                                                                                                                                                        |
| * Manage ARPA projects                                                                                                                                                                                           |

| <b>RECREATION CENTERS</b>                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Develop/ update the Center Leader handbook consisting of staff responsibilities and expectations, reference materials, and emergency procedures/ action plans. The handbook will be an effective tool in onboarding new staff and retraining existing staff. |
| <i>Completed and will continue to be updated as needed.</i>                                                                                                                                                                                                  |
| Continue to build and expand upon structured, drop-in programs targeting teens.                                                                                                                                                                              |
| <i>As Teen Takeover has proven to be a successful program, more teen programs will be offered based on feedback from the participants.</i>                                                                                                                   |
| * 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                                                                  |
| * Assess current amenities in areas outside centers and identify improvements that can be supported through ARPA funds marked for Outdoor Recreation Amenities                                                                                               |

| <b>AQUATIC &amp; FITNESS CENTER</b>                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reestablish youth and adult classes/ programs.                                                                                                                                                                   |
| <i>Youth swim classes, adult swim lessons, Aqua Mania, Aqua Fitness, Deep Water Aerobics and Senior Swim have all returned. In addition, First Aid/CPR/AED and lifeguard training courses are being offered.</i> |
| Develop a youth junior lifeguard program designed to introduce teens to the field of aquatics and provide opportunities to develop skills needed to become a lifeguard/ swim instructor.                         |

*No progress. May explore collaboration with teen summer camps during Summer 2023.*

### **COMMUNITY CENTER**

Manage shared use of the Ground Floor East space until a dedicated use is determined.

*Ongoing and will continue until otherwise directed by the City Manager.*

Collaborate with the Greenbelt Police Department to implement facility emergency drills.

*Complete. Greenbelt Police Department reviewed existing emergency plans and provided feedback.*

\* Promote high quality service and support to all tenants in the facility

\* Manage the new access control/ keyless entry system, maintaining public accessibility while improving the safety/ security of the facility and its occupants

### **GREENBELT'S KIDS**

Update emergency plans for summer camp programs.

*Completed and approved by the Maryland Health Department – Summer Camps Subdivision.*

Create and implement a Professional Development Program in collaboration with local businesses and stakeholders to prepare Greenbelt teenagers and young adults to enter the workforce or explore entrepreneurship.

*Contractor has been hired and a pilot program will begin this fall.*

### **THERAPEUTIC RECREATION**

Provide mental health training for inclusion staff.

*Complete. All inclusion staff received specific training in regards to dealing with children and mental health issues.*

Continue to connect and communicate with seniors as the Community Center begins to reopen and senior programs return.

*Senior lunch program has expanded to three days per week. All Active Aging programs have returned onsite.*

### **FITNESS & LEISURE**

As bike infrastructure improves in and around the city, continue a Bike Education program and events to ensure that citizens of all ages and abilities have access and the skill to ride confidently.

*Staff met with a representative from WABA (Washington Area Bicyclist Association) to discuss a partnership to provide Bike Education in Greenbelt.*

Provide Pickleball Clinics to introduce the new Pickleball Courts in Greenbelt.

*Delayed until outdoor courts are complete.*

DRAFT

| <b>ARTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Coordinate with Quantum Companies, NRP Group, Greenbelt Station, Neighborhood Design Center and the Department of Planning & Community Development to explore opportunities for public art.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <i>A Request for Qualifications is currently open for a project at the Motiva development, coordinated in partnership with NRP Group. Staff have reviewed NDC recommendations for Greenbelt Station; according to their community visioning process, public art is a lower priority for residents than functional amenities, but staff are prepared to assist with either hybrid art/design projects or fine art projects as they move up in the priority list. At the invitation of Planning and Community Development, staff had an initial meeting with Gibbs and Haller, the developers of Greenbelt Square on Greenbelt Road; they are receptive to staff's offer to advise and assist them with defining the scope of a public art project and undertaking an artist selection process.</i> |
| Coordinate with Public Works on planned facility upgrades in the art studios and kiln room, pending approval of equipment purchases.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <i>Track lighting equipment has been obtained for the art gallery and visual arts classroom. Ceiling-mounted HEPA air filtration units have been obtained for the three Artist in Residence studios and the visual arts classroom. Installation of all equipment will be coordinated with and by Public Works pending staff availability. The equipment was purchased through a grant obtained by the Arts staff from the Maryland State Arts Council.</i>                                                                                                                                                                                                                                                                                                                                        |

| <b>SPECIAL EVENTS</b>                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Incorporate the Greenbelt Museum and add historical elements to the department's annual special events.                                                                                                                                                                                                      |
| <i>Some recent examples include: The Greenbelt Museum participated in the Greenbelt Day Weekend, Juneteenth, and July 4<sup>th</sup> celebrations.</i>                                                                                                                                                       |
| Continue to work with citizen groups to assist in coordination of special events.                                                                                                                                                                                                                            |
| <i>A couple of recent examples include: 1. Logistical support was provided to the Black History &amp; Culture Committee's events, including Black History Month events and Juneteenth events. 2. Support was provided to Senior Citizens Advisory Committee for the annual "Not for Seniors Only" event.</i> |

## City Council Work Session Agenda Item Report

Meeting Date: September 18, 2023

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Special Meeting Item

Agenda Section: Work Session Packet

---

**Subject:**

Special Meeting/Closed Session

**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 Monday, September 18, 2023, immediately following the Council Work Session – City Manager, in the Library 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; and to discuss City Manager performance issues.

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 Monday, September 18, 2023.***

Bonita Anderson

City Clerk

**Attachments:**