



CITY COUNCIL WORK SESSION AGENDA

Work Session - City Manager's Quarterly Update

This meeting will be held in-person and virtual.
25 Crescent Road
Greenbelt, MD 20770

OR

Virtual Participation
Zoom Webinar Attendees:

Please submit your request in writing via email to questions@greenbeltmd.gov
<https://us02web.zoom.us/j/86846321419?pwd=RlI3XAYQTtLUbiMQGbHxXfyoQhLztz.1>

Dial-in: 301 715 8592
Webinar ID: 868 4632 1419
Passcode: 909997

Wednesday, July 31, 2024
7:30 PM

I. Work Session Packet

1. Work Session - City Manager's Quarterly Update

Suggested Action:

Agenda

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

[FY 2024 MBOs \(End-of-Fiscal Year\) v3.pdf](#)

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

OFFICIAL NOTICE

In accordance with Section 3-305(b)(1) and (8) of the General Provisions Article of the *Annotated Code of the Public General Laws of Maryland*, a closed session of the Greenbelt City Council will be held on Wednesday, July 31, 2024, immediately following the Council Work Session – City Manager’s Quarterly Update, in the Council Chambers of the Municipal Building: 1) to discuss the appointment, 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 staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting is 1) to address personnel matters over which this public body has jurisdiction.

2) to consult with staff, consultants, or other individuals about pending or potential litigation.

**** The public may attend the Council Work Session prior to the closed session and observe the vote of the Council to move into the closed session on Wednesday, July 31, 2024.***

Bonita Anderson

City Clerk

City Council Work Session Agenda Item Report

Meeting Date: July 31, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section: Work Session Packet

Subject:

Work Session - City Manager's Quarterly Update

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Attachments:

[FY 2024 MBOs \(End-of-Fiscal Year\) v3.pdf](#)

FY 2024 Management Objectives

As of July 26, 2024
(updated for July 31, 2024 work session)

CITY COUNCIL
Set policy and direction for the city.
<i>Ongoing.</i>
Represent the city's interests with federal, state and regional agencies.
<i>Ongoing.</i>
Meet regularly with major "stakeholders" in the city.
<i>Ongoing.</i>
Continue to oppose the proposed Maglev train, relocation of the Bureau of Engraving & Printing to BARC, and widening of the Baltimore-Washington Parkway and I-495.
<i>Continuing to work with Jill Grant & Associates to correspond with agencies regarding the city's opposition to the Maglev.</i>

ADMINISTRATION	
Implement Council's goals and policies.	
<i>Ongoing.</i>	
Monitor legislative proposals at the county, state and federal level that can impact Greenbelt.	
<i>Ongoing. The City hired Carrington & Associates basis to keep abreast of legislative issues and concerns. Most recently, staff reached out to Carrington to get an update on the County's recently passed Rent Stabilization bill. Carrington & Associates is scheduled to present an update at the August Council meeting.</i>	
Administer training on the Grant Management Database to City departments so that all grant data is managed through the database.	
<i>The grant database is in place and populated (complete). New grant opportunities are added to the database regularly as our Grant Coordinator identifies them (ongoing). The Grant Coordinator is working on identifying the financial account numbers for all of the city's grants dating back to 2019 (50% complete; Currently on pause due to Finance workload). The Grant Coordinator is developing the User Guide for the database (training video was distributed instead of written user guide). The Grant Coordinator presented an overview and orientation regarding Monday.com to senior staff; all Directors and Department grant contacts are registered for access to all grant information; a training video was distributed to all Directors and department grant contacts. Next steps – Grant Coordinator will provide one on one training as requested by staff. Ongoing</i>	
Develop a Diversity, Equity and Inclusion program and understanding, and develop city-wide DEI training for all staff.	
<i>The implementation of the DEI program is in progress. Currently, we have successfully concluded Phase 1 of a comprehensive City-wide DEI audit aimed at identifying internal strengths, weaknesses and opportunities for DEI initiatives. Phase 2 will involve an external, community-based assessment with the objective of integrating the values, interests, needs, and desires of the most vulnerable communities into the municipal decision-making process. In combination, the two phases will provide the DEI officer a roadmap for development of a DEI strategic plan. Meanwhile, we will diligently work to address the cultural strengths, gaps and threats identified in the Phase 1 audit report as we anticipate the commencement of Phase 2.</i>	
Manage and program ARPA projects, supporting City departments, to ensure that all approved projects are encumbered by the federal deadline of December 2024.	
<i>Ongoing. ACM meets regularly with department heads and appropriate staff to follow up with staff on projects and deadlines. We are committed to expending/obligating all funds by the 2024 deadline</i>	

Administration Accomplishments:

- Received notice of federal earmark awards for PD radios and the Youth Center Roof
- Acquired additional AEDs for municipal buildings and PD vehicles.
- Implemented a new MPIA submission & tracking system

- Coordinated the Naturalization Ceremony of 46 new citizens from 28 countries.
- Received notice of award of a \$350,000 bond bill for Greenbelt Cinema renovations
- Attended the 78th IIMC Annual Conference
- Processed 40 MPIA requests
- Integrated and indexed reports from Advisory Boards and Committees from 2017 to current into one document for one-click access on SharePoint

Grants

- Oversaw 33 grant request submissions totaling over \$7.4 million.
- Received \$105,000 in grant funding in FY 2024 Q4, bringing the total amount of funds received for FY 2024 applications to over \$1,000,000. This amount is expected to continue to increase as more grant awards are announced.
- Submitted first-ever federal "earmark" grant requests to Congress in the amount of over \$2.4 million.
- Worked with Department Directors to update Grant Goals, Policies and Procedures to streamline grant process and increase grant awards.

ECONOMIC DEVELOPMENT
Create a framework for inclusive economic development to ensure that all startups and businesses receive equitable access to resources.
<i>Economic Development and Admin staff have a series of programs underway to assist businesses. Initiatives include: a regular business brief that goes out to all city businesses, quarterly business conferences, hotel and business roundtables, coordination with the Greenbelt Business Alliance, job fairs (with CARES) and direct contact with our business community.</i> <i>In addition, Admin has posted an RFP for an Economic Development Marketing Plan, due date July 31, 2024. This plan will involve a multi-phase process, as staff (in collaboration with an economic development consulting firm) solicits input from business and community leaders. A focus of the Plan, and of implementation recommendations, will be responding to and recovering from the impact of the pandemic on our business community.</i>
Develop and implement a comprehensive business retention and expansion strategies to more effectively track, retain and grow local businesses.
<i>The City's BRE program is established and has met with dozens of businesses. While we continue to reach out to businesses, respond to inquiries and assist as needed, formal BRE visits are on hold while the search to fill the Economic Development Manager position continues.</i> <i>Staff drafted a Business Retention and Expansion (BRE) Implementation Guide that outlined the approach to BRE activities, events, methods, and resources. As part of this guide, staff is continuing to explore software to track and manage BRE activities.</i>
Increase business outreach efforts by enhancing communication tools, expanding programmatic components and scale of business-related events, and increase business engagement sessions with local businesses.
<i>Staff is hosting a Business Roundtable in July to meet with our business community, share updates on economic development activities and hear from the businesses.</i> <i>Staff will continue hosting quarterly business conferences at different locations throughout the City. The next conference will be in the fall after Labor Day.</i>
Launch business resiliency initiatives that focus on capacity building and sustainability, along with social and economic factors for businesses.
<i>Admin and Economic Development are working The SPACE on two new programs, the Greenbelt Workforce Development Center, in conjunction with Employ Prince George's, and the Greenbelt Entrepreneur Incubator Lab. Both programs will be located in Greenbelt West and run by The SPACE, in cooperation with the City.</i> <i>Our Business Conferences also address this MBO by bringing outside subject matter experts to provide valuable content and guidance to our businesses on a variety of topics.</i>
Provide ongoing support to Greenbelt businesses recovering from the impacts experienced due to COVID-19.

The BIRF and BCIG funding programs are closed at this time as we assess funding availability. All told, we funded 27 grants through the BIRF program and an additional 14 businesses through the BCIG program. Staff continues to work with recipient businesses to track their success and provide guidance as needed. (See also the Economic Development Marketing Plan)

Establish and coordinate marketing campaigns that focus on the growth, recovery and resiliency of Greenbelt businesses and highlight their service and investment in the community.

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

As noted above, the City is in the process of selecting a consultant to lead an Economic Development Marketing Plan project, using ARPA funds, that will have a focus on resiliency and recovery from the pandemic.

Economic Development

- Posted an RFP for the Economic Development Marketing Plan
- Posted the Economic Development Manager position and reviewed resumes
- Hosted a Business Roundtable for the City's Hoteliers
- Organized a Job Fair with CARES, attracting 80+ attendees
- Attended the MEDA annual conference, engaging with peers while promoting Greenbelt

HUMAN RESOURCES
Develop and implement a comprehensive onboarding process, as well as an exit interview process.
UPDATE: <i>Developed the electronic PowerPoint onboarding system. The onboarding PowerPoint presentation has been successfully tested on (35) employees thus far and is currently used for an orientation for all classified staff.</i> <i>We have received positive feedback regarding the electronic PowerPoint onboarding system. This change has also reduced the time it takes to complete and orientation.</i>
Finalize and implement the results of the Classification and Compensation Study.
UPDATE: <i>This MBO is complete effective July 1, 2023. We are currently staying abreast of the market trends regarding salary changes for all of the City's positions along with a focusing on equity for the City.</i>
Begin scanning former employee files into Laserfiche now that current staff files have been completed.
UPDATE: <i>The process of scanning the personnel files of former employees has been placed on hold. We currently have contracted with the Vendor Paycor to implement a new HRIS system where the employee files will be housed. Paycor will now transfer all existing files into the new system during implementation.</i>
Review City policies and procedures to be sure they are compliant with state and federal rules and regulations
UPDATE: <i>Currently reviewing and updating all City policies. Also reviewing the Code of Personnel and Administrative Regulations (COPAR) to revise and update regulations as needed.</i> <i>In addition, we are finalizing the draft the leave policy to allow new hire staff to be able to use earned annual leave after (3) months of service with the City instead of waiting (1) year after their start date. This incentive will assist in attracting new candidates to the City.</i>

Accomplishments:

1. Hired a new Clinical Supervisor – CARES
2. Hired a new Community Mental Health Counselor – CARES
3. Selected an HRIS vendor/ system
4. Hired / Onboarded 78 new camp staff and 5 Summer Help Staff for Public Works.

FINANCE
1. Convert paper files to digital files.
<i>The Finance Department continues to store current year records electronically within the Edmunds financial management system—this includes files and records for most of fiscal year 2023, all of FY2024 and will include FY2024.</i> <i>For years prior to 2023, staff continues to digitize files on Laserfiche, starting with early 2023 year and working backwards. This continues to be an ongoing effort as there are multiple years of files to digitize.</i> <i>To speed up digitizing old files, we are reviewing the option of having an outside company to digitize files that must be maintained permanently.</i> <i>One last effort is the Department’s effort to update its retention schedule. Working with the Administrative team, we will review and update files and records based on the latest State suggested schedule.</i>
2. Work with county representatives to convert the city’s levy book into a searchable database.
<i>This effort remains a work in progress. There has been no movement since August 2023.</i>
3. Work with state representatives to receive real property abatement reports on a regular schedule and closer to the time the “abatements are awarded.
<i>The City receive an abatement report in April 2024. The formal name of the report is “Appeals Over \$2 Million”. The report listed the property owners having assessments over two million who has requested a review, adjustment or otherwise decrease in their property values.</i>

Other Accomplishments in FY2024:

1. Applied for and was granted the GFOA budget award.
2. Completed the FY2025 budget preparation process in time for adoption on or before June 3, 2024. Maintained the salary levels that were established in last year’s Compensation Study.
3. Submitted the 4th Quarter ARPA Report to Treasury.
4. Completed the 2023 annual audit and the Annual Comprehensive Financial Report (ACFR) and is now on City’s website.
5. Submitted the application and supporting material to GFOA for the FY2023 CAFR award. Awaiting decision.
6. Set up new federal account required for the City to receive energy rebate from the electric vehicle purchases during the year.

INFORMATION TECHNOLOGY
Work with departments to make the most effective and efficient use of IT resources.
<i>Continued meeting and working with each department on their IT needs.</i>
Implement additional network security monitoring and strengthening.
<i>In progress – Continue network switch deployment.</i>
Expand Laserfiche document management solution.
<i>On hold – New departmental software solutions are replacing the need for Laserfisch.</i>
Continue systematic camera system upgrades and expansion.
<i>Complete – Expanded and upgraded cameras in all City buildings. Consolidated 3 City building camera systems into 1 main system and upgraded our backend camera system/storage</i>

IT Accomplishments – July 2024

- Fiber project completed – Fiber is installed and lit on most City buildings
- Switch upgrade – Deployed network switches throughout most City buildings
- Implemented email MFA for all users
- Schrom Hills Comcast connection installed and park cameras brought online
- Replaced 7 EOL Meraki WiFi APs

PUBLIC INFORMATION
Ensure brand accuracy across all city digital communications.
<i>Ongoing.</i>
Enhance and improve current communications platforms.
<i>Ongoing.</i>
Utilize targeted marketing ads on social media platforms for “high-level” city communications (i.e. surveys and elections).
<i>On hold. Budget limitations.</i>
Improve the User Experience/User Interface of the city website.
<i>Currently reviewing website vendors and looking to end current contract with Granicus.</i>
Develop an emergency communications plan.
<i>The Assistant City Manager has taken on this initiative.</i>
Participate in continuing education initiatives to stay current on communication trends.
<i>Ongoing.</i>

Public Information High-Level Highlights

1. Coordinated Buddy Attick Park feature interview with Experience Prince George’s and WUSA TV
2. Participated in a live interview with WPGC host Poet “Poe” Taylor for the American Red Cross Blood Drive
3. Coordinated the NLC 100th Anniversary Roadshow visit to the City of Greenbelt
4. Coordinated the 1st quarterly Hotel Roundtable Discussion with President/CEO Leslie Graves of Experience Prince George’s
5. Completed onboarding for CisionONE News Monitoring Service for Print/Online/Magazine
6. Facilitated the City of Greenbelt Ad placement in the Fall/Winter 2024 and Spring/Summer 2025 Experience Prince George’s Visitors Guide. The guide highlights Prince George’s as a vibrant tourism destination and reaches a wide audience through print and digital formats locally, nationally, and internationally. Annually, 25,000 copies are distributed, and the digital edition garners over 350,000 views.
7. Facilitated the coordination of city staff at careers fairs/days at Roosevelt High School, Greenbelt Middle School, and Springhill Lake Elementary School
8. Completed the City of Greenbelt portion of the final Comcast Franchise Agreement

PIO Accomplishments - Q4

GovDelivery New Subscribers	April	May	June
Email	431	482	403
Open Rate	53.90%	58.50%	55.07%
Total Subscribers	18,310	18,792	19,195
Social Media New Subscribers - Q4			
	New	Total	
Facebook	107	5538	
X (Twitter)	11	2986	
Instagram	66	1623	
LinkedIn	24	323	
Grand Total	208	10470	

PLANNING	
Oversee the design, permitting and construction of the WMATA connection trail.	
<i>The Maryland Department of Transportation Alternatives Grant Program staff and WMATA staff has informed staff the City should continue with engineering and construction of the WMATA trail. Staff will be reaching out to the project engineer of record, Dewberry, to discuss next steps and project schedule.</i>	
Manage the implementation of ARPA projects associated with pedestrian and bicycle improvements and bus safety and accessibility improvements.	
<i>Staff has been meeting with the Public Works Director to determine in-house capabilities and to identify opportunities for outsourcing work. Staff is currently in the process of identifying rideable contracts and soliciting cost estimates from various vendors. Staff is also soliciting engineering proposals for specific projects.</i>	
Manage the Wayfinding Signage project being completed by the county under the Planning Assistance to Municipalities program.	
<i>Staff is working with M-NCPPC staff to schedule work sessions on sign design concepts and the Strategic Wayfinding Plan outline with APB, Council, and County/State agency stakeholders in the next few months and anticipates receiving the draft report deliverable in mid-December.</i>	
Work with the State Highway Administration on the Greenbelt Road (MD 193) corridor planning.	
<i>No progress this quarter</i>	

COMMUNITY DEVELOPMENT	
Expand the community development software capabilities and complete the implementation of the portability of community development software to inspectors while in the field and coordinate training with the software vendor.	
<i>Staff has been researching community development software programs and is in the process of finalizing a recommendation to transmit to the City Manager. In the interim the IT Department has transferred to current Utopia system to a new server. New Community Development software remains unfunded but will be requesting consideration of reallocated ARPA monies, if available.</i>	
Increase the inspections at Franklin Park at Greenbelt Station to exceed a 20 percent inspection rate.	
<i>Achieved a 50% inspection rate for Franklin Park at Greenbelt Station.</i>	
Increase on-line capabilities to improve efficiency and reduce paper usage by accepting on-line payments, permits and license applications.	
<i>Staff is working to create fillable .pdf's of its license applications and has improved the process for issuing renewal letters and maintaining an electronic copy of the letters to improve efficiency and reduce paper usage. Staff continues to work with finance staff on the capability to accept credit card payments and on-line payments.</i>	
Develop a strategy for addressing the licensing of short-term rentals	
<i>The County is providing monthly reporting of short-term rental applications received for Greenbelt addresses. Staff continues to monitor short-term rental platforms and to report suspected short-term rentals to the County for enforcement.</i>	

P&CD Accomplishments

- Oversaw erosion and sediment control inspections and right-of-way construction at the new Royal Farms site.
- Managed to review of a Special Exception application for LOL Child Care Center at Beltway Plaza.
- Managed the procurement of parcel 84, a 22-acre undeveloped parcel located adjacent to the Greenbelt Station Development and State-owned preservation land.
- Successfully applied for the renewal of the City's designation as a Maryland Sustainable Community.
- Prepared and submitted two grant applications. One for 90% engineering of the Hanover Parkway off road bicycle facility and one for the preparation of a Vision Zero plan and associated demonstration projects.
- Managed the review of the WSSC standpipe rehabilitation project and T-Mobile's request to install a temporary 110-foot monopole at 211 Ridge Road to allow continuous cell service during WSSCs project.
- Reviewed and prepared comments on the Bureau of Engraving's Supplemental Environmental Assessment.
- Received City Council approval of ARPA funded bus stop safety and accessibility projects.

POLICE
Community Safety: The police Department prioritizes community safety. This overall goal determines how the department focuses its efforts on community outreach, enforcement, staff development, and the use of technology.
• The department continues to focus on property crimes and crimes committed by juvenile offenders. Crime prevention information was provided via social media focused on robbery and theft prevention. • The Criminal Investigations unit investigated four contact shooting incidents over four weeks in April. Each case was closed, with the defendants being identified and criminally charged. • The department responded to a large-scale shooting incident at Schrom Hills Park. This incident resulted in five individuals suffering injuries. Through the investigation, the department identified two suspects who were criminally charged.
Community Outreach: The department recognizes that partnerships with all Greenbelt's residents are necessary for Success. The Department will take every opportunity to develop relationships and build trust with our community.
• The department has participated in community events and focused patrols around areas with a higher crime risk. • The department hosted information sessions about the shooting incident that occurred at Schrom Hills Park on April 19th. • The department hosted Coffee with a Cop on May 15th. • The department hosted a community walk in Greenbelt Station on June 20th. Council members and residents joined the City Manager and Chief to tour the community. • The department hosted its second annual week-long summer youth retreat. Ten kids from local elementary schools participated in a program that included educational and recreational activities. • The department hosted a mental health wellness walk at Buddy Attick Lake on June 1st. • The department completed its Citizens Police Academy on May 9th. Over 12 residents attended the class, which was well attended.
Develop Staff: Providing department staff with training, career opportunities, education, and promotion will reduce turnover and create a stable department that can meet the needs of our community.
• The department continues to stay focused on maintaining staffing. At the end of the quarter, the department has a single vacancy in Communications and four police officer vacancies, with three applicants in the final stages of background. • The department conducted entry-level testing and anticipates hiring additional officer candidates for a November 2024 Academy. • Lt. Mike Apgar completed the Northwestern School of Staff and Command. This ten-week program is an intensive leadership and management education program that helps prepare experienced law enforcement professionals for success in senior command positions.

ANIMAL CONTROL
Raise citizen awareness about sharing our environment with wildlife animals.
<i>The Animal Services Unit promoted spay and neuter programs to citizens by posting information at the community center. It also promoted the advantages of having pets with microchips.</i>
Continue to establish working relationships with animal resource organizations.
<i>The Animal Services Unit continues to work with the Prince George County Animal Control Department and private organizations that provide animal care and assistance.</i>
Raise citizen awareness regarding animal cruelty with the assistance of the Greenbelt Police Department.
<i>The Animal Services Unit works with the police department to ensure that residents are properly caring for their pets. This effort includes providing education and assistance programs.</i>

Department Accomplishments

The department hosted multiple community functions.

- a) Wellness Walk at Buddy Attick Lake
- b) Community Walk in Greenbelt Station.
- c) Summer Youth Program
- d) Citizens Police Academy

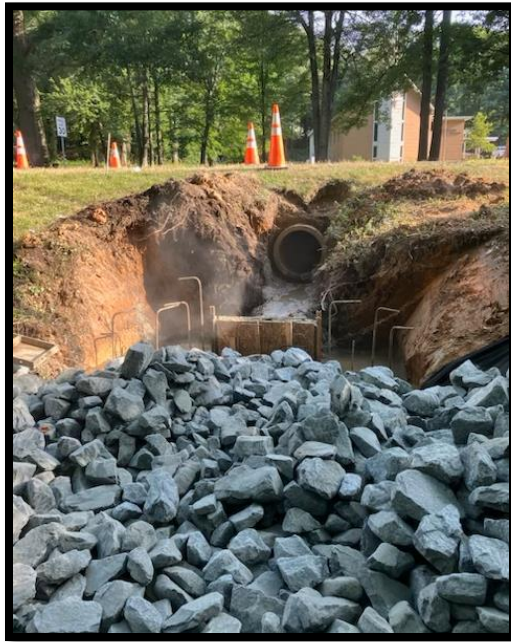
1. *The department responded to a large-scale shooting incident at Schrom Hills Park. This incident resulted in five individuals suffering injuries. Through the investigation, the department identified two suspects who were criminally charged.*
2. *The department continues to enhance the Crisis Response Team. The department has trained two officers who remain assigned to patrol to provide crisis when the full-time team is not available.*
3. *The Criminal Investigations unit investigated four contact shooting incidents over four weeks in April. Each case was closed, with the defendants being identified and criminally charged.*

PUBLIC WORKS ADMINISTRATION
Improve both internal and external customer service requests through faster service and follow-up contact.
<i>Automate/leverage technology. As we move towards a more automated “delivery” system this will require IT upgrades, infrastructure support, and staff training.</i>
Provide staff with a positive and supportive work environment through staff meetings, training opportunities and recognition events.
<i>Meetings with Supervisors held weekly and monthly.</i>
Complete all ARPA projects by December 2024.
<i>Ongoing – Armory Feasibility Study, Bus Stop & Accessibility (w/Planning), Ped Bike (w/Planning), GAFC Structural – Indoor Deck, Buddy Attick Lake Master Plan (w/Recreation), CC Chiller Replacement, Buddy Attick Lake – Inclusive Playground, Dog Park Water – TBD, Animal Control Facility - TBD, Bridge Remediation, Dance Studio Floor (w/Recreation).</i> <i>Ongoing (Projects Alternate Funding Source) – Greenbelt Theater, FY25 Capital Project/BCR, grants, etc.</i> <i>Completed: Purchased 350K worth of equipment for ball field maintenance, deep tine aerator, purchased Mach e, Bolt, new rollback, packer, box truck, bus, concrete infrastructure FY23 and FY24, replace HVAC units in both Finance, Council Chambers, Youth center gym, new fuel management system, two MSU, two VMB, interior office re-work in Finance, SLRC upgrades – new main entrance door, interior paint, RTU, GAFC – structural remediation outdoor deck,</i>
Reduce the city’s greenhouse gas generation in-line with State and COG goals of 80% by 2050.
<i>The goal for 2020 has been reached. We are working on the goal for 2050.</i>
As required by the city’s participation in the Maryland Smart Energy Communities program, continue to reduce electricity usage.
<i>We have made good progress by switching to LEDs. More retrofitting can be done, as well as insulating buildings and changing windows.</i>
Collaborate with organizations, businesses and apartment complexes to promote recycling.
<i>Ongoing – everyday commitment.</i>
Develop a city-wide food waste collection program.
<i>Ongoing – everyday commitment. USDA Grant – started curbside collection pilot program With approximately 200 households participating. Phase II to commence 22-Aug-20204 add an additional 200 household participants.</i>
Reduce internal work orders through better daily facility inspections
<i>Ongoing – everyday commitment.</i>

Springhill Lake Recreation Center – Upgrades



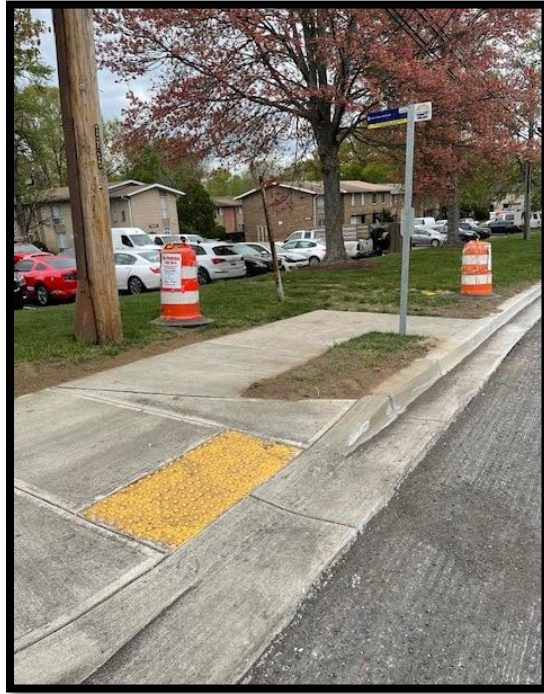
Concrete Headwall - Pipe Culvert Remediation (Crescent Rd)



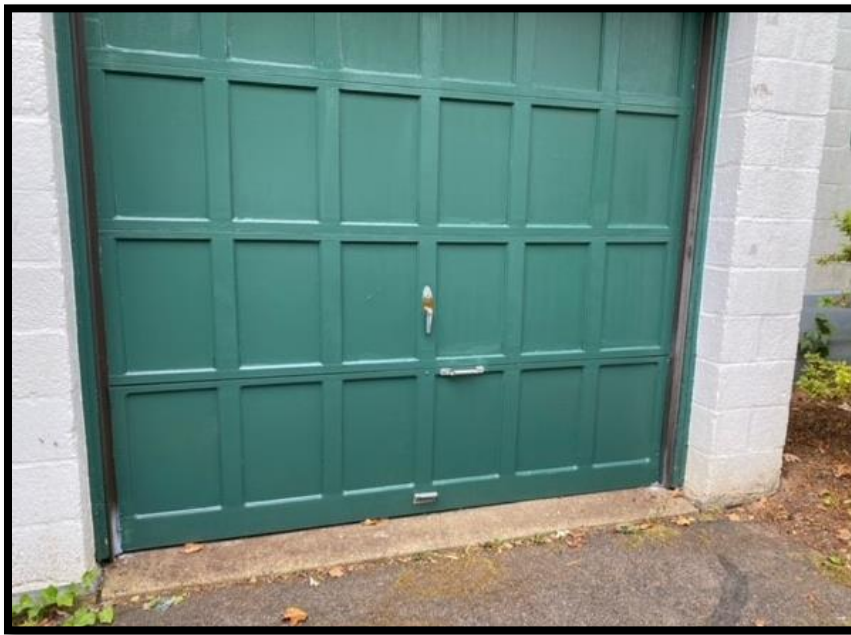
Ball Field Maintenance Equip, Vehicle, Bus, etc.



Roadworks & Miscellaneous Concrete: PY49



Greenbelt Museum Garage Door Restoration



Greenbelt Police Gun Range – New Deck/Stairs



Installation of New Landscape Design



Emergency Response



CARES
Work with the City Manager's Office to develop solutions for staff space needs.
<i>Director has spoken with the new City Manager about space needs. CARES staff will be moving from second floor of the Municipal Building to the first floor (Offices formally occupied by Human Resources). GAIL staff remain in the Community Center Ground Floor East. Director will continue to work with City Management regarding space needs.</i>
Work with the Police Department to implement and coordinate services to residents in crisis or who have contact with the Police Department.
<i>CARES provides clinical supervision to the Police CIT counselors, provides follow up to residents referred for mental health and case management services, and CIT meet with GAIL team to coordinate care for seniors.</i>

ASSISTANCE IN LIVING (GAIL)
Work with CARES clinical staff and Green Ridge House staff to provide mental health resources and services to Greenbelt residents.
<i>Ongoing. Mental Health Counselor works with residents of Green Ridge House. Both individual and groups are provided to support resident's mental health.</i>
Seek to expand community partnerships with universities and community health programs.
<i>The GAIL Program has expanded our Community Nursing Program with the addition of University of Maryland School of Nursing - Baltimore We have partnered with Luminis Health's mobile wellness vans. For our Back-to-School Health Fair.</i>

SERVICE COORDINATION PROGRAM
Provide case management and information services to the residents of Green Ridge House.
<i>Staff continue to provide case management and information services to the residents of Green Ridge House. Staff link residents to programs and services such as, Renter's Tax Credit, Energy Assistance, My Groceries to Go, Senior Brown Bags, COVID vaccine clinics, and the Community Nursing Program. Staff use SASS Program funding to provide at-risk and frail residents with home-delivered meals and housekeeping aides.</i>

RECREATION ADMINISTRATION
Manage the Recreation and Museum merger.
<i>Complete: meetings were held to discuss museum program needs and gain a better understanding of programs, budget, staffing and administrative needs. Staff will continue to review the process and make any changes to ensure efficiency in delivering programs and services to the public.</i>
Evaluate retitling the department's title to better represent the programs and services that are offered to the community.
<i>No progress. Will Carry over to FY25 due to the hiring of a New City Manager in FY24.</i>
Manage ARPA projects.
<i>In Progress and will carry over to FY25:</i> <i>Buddy Attick Master Plan - Contracted with Mahan Rykiel Associates Inc. Projected completion in Fall of 2024.</i> <i>Ballfield Improvements – Contracted with Charles P Johnson to handle project management. Projected Completion Spring of 2025.</i> <i>Springhill Lake Recreation Center Playground Upgrade – Contracted with Structures Unlimited. Projected Completion in Fall of 2024.</i> <i>Dance Annex – Contracted with CMG Flooring. Projected Completion in Summer of 2024.</i> <i>Learn 2 Earn – Pilot Program successfully completed in June of 2024. New session starts in September of 2024.</i>

GREENBELT MUSEUM
Guide the museum back to pre-pandemic operations including tours, programs and on-site events while incorporating best practices for safe operation.
<i>Complete. The Museum has fully resumed pre-pandemic operations. As of the beginning of FY 2024, the Museum has resumed normal open hours at the Museum house which are Sundays (1-5pm). We are continuing to recruit volunteers to help staff the house and are working with Recreation Department to help with part-time staff. The Museum had a very successful Labor Day with walking tours, Retro Town Fair, and participation in the parade. Our exhibition of vintage Halloween decorations has been well received and we are planning for our holiday open house called Deco the Halls as well as our participation in Sparkle Mart. Lectures have included a talk about the WWII Japanese internment camp called Manzanar and a lecture about the New Deal WPA muralist Diego Rivera in honor of Hispanic Heritage month. The Museum's transition to the Recreation Department has been successful and has already resulted in improvements in operations and valuable collaboration such as Museum participation in the back to school and health fair held at Spring Hill Lake Recreation Center.</i>
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.
<i>Complete. The Capital Campaign for the Education and Visitor Center at 10A is ongoing. Museum staff worked with the Grants Coordinator and the Interim City Manager to submit a bond initiative request which was successful. The city was awarded \$100,000 in bond funds for the 10A project, bringing the total amount raised to \$330,000. The project is estimated to cost \$550,000, leaving still left to raise to approximately \$220,000. Prior to the bond funds, FOGM has raised \$230,000 to date through grants and private donations. The FOGM Board is continuing to work on fundraising.</i>
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.
<i>Complete. Plans for the new Education and Visitor Center at 10A Crescent continue to move forward. All completed architectural and engineering plans were submitted to GHI in August 2023 as part of a request for renovation and an addition on the garden side of 10A. As per GHI's rules, neighbors of 10A Crescent were contacted for their approval of the addition. Several neighbors returned signed forms with their approval. The next steps are acquiring the county and city permits so that initial demolition work can begin.</i>

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

AQUATIC & FITNESS CENTER
Support the return of all classes and programs while identifying any adjustments to traditional offerings in response to increased or dwindling interest in specific programs.
<i>Complete. The following programs have returned: Children's Home School Swim Lessons, Aquacize, Aqua Fitness, Senior Fitness, Swimming Lessons for all levels and Private Swim Lesson Program.</i>
Improve lifeguard recruitment, hiring and retention through a junior lifeguard program and lifeguard skills classes. Explore a collaboration with Camp YOGO participants.
<i>Complete. Staff reached out to local high school swim teams, including the GMST members. Also, attended staff meeting within the department to gauge interest from existing non-classified staff. The GAFC did not experience a shortage of lifeguards this summer season.</i>
Review membership application process and identify means to improve recordkeeping while keeping the procedures streamlined for patrons and staff.
<i>Complete. Updated membership application process and trained front desk staff on new process.</i>

COMMUNITY CENTER
Manage the new access control/ keyless entry system, maintaining public accessibility while improving the safety/ security of the facility and its occupants
<i>Complete. The facility has transitioned to the new key fob access system and established a relationship with the IT Security Analyst to provide fobs and adjust users as needed.</i>
Collaborate with the Greenbelt Police Department to implement facility emergency drills.

<i>Complete. Greenbelt Police attended Center Leader staff meetings and provided training and advice on handling emergency situations. Drills are being done periodically.</i>
Promote high quality service and support to all tenants in the facility
<i>Complete. The staff makes positive customer experiences a priority and responds to tenant requests promptly. There is ongoing training and discussion about interactions to ensure best practices and priorities.</i>

RECREATION PROGRAMS
Collaborate with Greenbelt student organizations at the local high schools to gather input for structure and events for the Teen Takeover program and grow attendance.
<i>Complete. A volunteer group of high school students from Eleanor Roosevelt High School has been formed that gathers input from participants and the target audience. This group of volunteers also assists with creating decorations for the special events, working the different activities at Teen Takeover, and promotion of events to their peers. As a result, Teen Takeover has a core base of participants and the special events have grown in attendance.</i>
Explore options for offering a new elementary and middle school aged “Tween” Takeover program.
<i>Complete. Staff launched “Kidz Connect” which is similar to the Teen Takeover program but geared towards youth ages 8-11. The program gained a little bit of traction but was not as popular as Teen Takeover. Staff will work on promotion during the camp season and creating targeted email blasts to increase attendance and participation once it starts again in the fall.</i>
Evaluate current Summer Camp staff orientation to increase quality and streamline certain processes.
<i>Complete. Several improvements were made to Summer Camp staff orientation, including transitioning the staff manual and test to an online process, and adding more team building and in-depth individual camp training sessions to the pre-camp schedule. Inclusion staff attended an inclusion staff training and orientation, as well as the orientation and training of the individual camp program they were assigned to support. An enhanced inclusion training program was offered to all camp staff. Springhill Lake Recreation Center staff attended the inclusion staff training program, in addition to the SHLRC Summer program training.</i>
Manage the popularity of pickleball.
<i>Complete. Greenbelt now has eight outdoor pickleball courts provided at Braden Field and Lakecrest Drive Courts. Permanent pickleball lines were added to provide four indoor courts; two at both the Youth Center gym and the Community Center gym.</i>

THERAPEUTIC RECREATION
Provide a comprehensive inclusion program to meet the increased need for inclusion support.
<i>Complete. A new participant intake document was developed and implemented. This document collects valuable information to guide the design of an individual inclusion support plan for each participant. Enhanced training was provided to all inclusion support staff.</i>
Survey existing Active Aging participants to seek input on future program development for senior residents.

Complete. The survey was completed. Valuable information was collected to help guide new program development. New program development was implemented immediately, including a new Summer Book Club, weekly Canasta class, and a Speaker Series planned to begin in Fall 2024.

ARTS

Explore strategies to expand the reach of art education programs during the school year.

Complete. Arts staff partnered with the afterschool program at the Springhill Lake Recreation Center to provide visual arts and dance workshops on a monthly basis with visiting instructors. Staff implemented arts fieldtrip workshops at SHLRC for all neighborhood third-grade students. These programs were supported by grants obtained by arts staff from the Anacostia Trails Heritage Area and the Maryland State Arts Council. Planning is underway for similar programming during the 2024/2025 school year.

As projects progress in the Greenbelt Station community, incorporate public art where possible.

No progress. Project development is on hold pending action on higher priorities identified by the community. Instead, staff have focused on supporting public art initiatives at Motiva (underway) and Greenbelt Square (awaiting green light from the developer to issue the RFQ).

SPECIAL EVENTS

Incorporate the Greenbelt Museum and add historical elements to the department's annual events.

Complete. The Greenbelt Museum participates in Labor Day, Winter Lights Festival, and Greenbelt Day Weekend events. Where opportunity arises, the museum staff will participate in other City events.

Work with citizen groups to assist in coordination of special events.

Complete. Greenbelt Recreation works year-round in supporting citizen groups special events. Some examples include: Hosting several Labor Day Festival Committee events at the Community Center, Movie Night in Greenbelt Station, Senior Citizen Advisory Committee's Open Forum, and Black History & Culture Committee's event.

FY24 Highlights

1. The Community Center gym floor refinishing project was completed. Two pickleball courts were added. The City now has 8 outdoor and 4 indoor courts.
2. Google Translate Program - Training for all recreation facility staff was completed in May. IT has ordered two new Wireless Access Points to enhance the Wi fi in the Community Center and Greenbelt Aquatic Fitness Center lobbies. IT staff will coordinate with Public Works staff to install the new Access Points. Once the Wi fi enhancement is complete, we plan to install locked tablet stands in recreation facilities to secure the tablets and make them available to the public. Public Works

will soon mount a new large screen tv in the GAFC entry atrium, which will display written announcements in English and Spanish. The tv will provide information on pool hours, rules, appropriate attire and other topics often covered by staff and will significantly reduce the wait time for pool entry during the busy summer season. Tablets are now available in all city recreation facilities. Once the Wi Fi enhancement is complete, we will work with Public Works staff to mount the tablets at the welcome desks of each recreation center.

3. Shade Structures were installed around the perimeter of Greenbelt Station Central Park.
4. The Recreation Department began managing City special events and permitting community organization events. Formalization of the permitting process is underway.
5. Trained ALL summer camp staff in inclusion (not just inclusion staff). Stressed the importance for staff to practice inclusivity for all campers. Inclusion is the responsibility of ALL staff.
6. Camper Intake Form was redesigned to give staff more detailed information on campers. For campers that need inclusion services, pre-camp meetings were held between staff and families to foster a positive relationship.

City Council Work Session Agenda Item Report

Meeting Date: July 31, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Closed Session

Agenda Section: Work Session Packet

Subject:

Special Meeting/Closed Session - Personnel and Pending Legal Matters

Suggested Action:

OFFICIAL NOTICE

In accordance with Section 3-305(b)(1) and (8) of the General Provisions Article of the *Annotated Code of the Public General Laws of Maryland*, a closed session of the Greenbelt City Council will be held on Wednesday, July 31, 2024, immediately following the Council Work Session – City Manager’s Quarterly Update, in the Council Chambers of the Municipal Building: 1) to discuss the appointment, 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 staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting is 1) to address personnel matters over which this public body has jurisdiction.

2) to consult with staff, consultants, or other individuals about pending or potential litigation.

**** The public may attend the Council Work Session prior to the closed session and observe the vote of the Council to move into the closed session on Wednesday, July 31, 2024.***

Bonita Anderson

City Clerk

Attachments: