



CITY COUNCIL WORK SESSION AGENDA
Work Session - City Manager 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/81085730206?pwd=F47S0XNIpb9BOYa5v3axRyTGralbKv.1>

Dial-in: 301 715 8592

Webinar ID: 810 8573 0206

Passcode:644275

Wednesday, January 29, 2025
7:30 PM

Work Session Packet

Work Session - City Manager Quarterly Update

Suggested Action:

Agenda

- Introductions
- City Manager Presentation
- Council Discussion
- Questions and Answers
- Other Items

[FY 2025 MBOs \(Qtr 2\) WSJan29_FINAL.pdf](#)

Special Meeting/Closed Session - Pending Personnel/Legal Matters/Deployment of Fire

and Police staff and Discussion of Emergency Plans.

[Closed Session Official Notice 250129.pdf](#)

City Council Work Session Agenda Item Report

Meeting Date: January 29, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section: Work Session Packet

Subject:

Work Session - City Manager Quarterly Update

Suggested Action:

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Attachments:

[FY 2025 MBOs \(Qtr 2\) WSJan29_FINAL.pdf](#)

FY 2025 Management Objectives

As of October 1, 2024
*(Updated for January 29, 2025, Work Session,
for reporting October 1 through December 30, 2024)*

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

ADMINISTRATION
Implement Council's goals and policies.
<i>Ongoing.</i>
Monitor legislative proposals at the county, state and federal level that can impact Greenbelt.
<i>Ongoing. The Admin team continues to work with Carrington & Associates to identify and track key legislation. We are currently gearing up for the new session and reviewing legislative reports. We planned and coordinated the District 22 Legislative Dinner and will begin planning the mid-Session dinner.</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>ARPA Expenditures/Obligations are Complete. All ARPA funds were "obligated" by the December 31, 2024 deadline. While most projects are complete there are a number of projects, including consulting projects, the CC chiller project, that will continue into 2025 and 2026. All funds will be fully expended by Dec 2026.</i>

Administration Accomplishments:

- Obligated the full \$22.889M ARPA allocation across over 120 projects/initiatives
- Processed 49 MPIA requests.
- Launched the records retention coordination across all city departments.
- Completed Space optimization initiatives: 1) Reorganized Admin Offices and created space for two additional workstations; 2) Digitized Admin Records and created Digital Archives Sharepoint; 3) Complete relocation of Finance, HR, and Cares Workstations resulting in additional workstations, better use of space and improved service coordination within departments.
- Reviewed Legal Analysis and Proposed New City CODE outline.
- Coordinated drafting and implementation of new legislation for Charter Amendment to fulfill Council Vacancies.
- Completed Police CBA Negotiations and Proposed CBA Agreement.
- Conduct Pilot Program on Automatic Stop Sign Enforcement.

GRANTS
Finalize and implement revisions to the “Grant Review Approach and Process.” Increase the amount of grant funding received by the City by 5% over FY 2024.
<i>Grant Review Approach and Process final draft prepared. To be presented to Senior Management and implemented in FY 2025 Quarter 2. COMPLETE</i>
<i>Total grant amounts awarded in FY 2024 has increased to \$3,985,050. A goal of a 5% increase for FY 2025 equals an additional \$199,253 for a total goal of \$4,184,303 in grant awards for FY 2025. As of 12/31/24, the City has submitted applications for \$13,732,449.</i>

Grant Accomplishments

- Since 9/30/24, received notices of award for 5 additional grants submitted in FY 2024, bringing the total amount of funds awarded for FY 2024 applications to approximately \$4 million.
- City submitted 13 grant applications in FY 2025 totaling over \$13,732,449.
- As of 12/31/24, City received awards of \$40,450 for grants submitted in FY 2025.
- Initiated bi-weekly Grant Opportunity Report posted on SharePoint for Grant Team Review to streamline notice of opportunities to Team.

DIVERSITY, EQUITY, AND INCLUSION
Develop a Diversity, Equity and Inclusion program and understanding, and develop city-wide DEI training for all staff.
<i>UPDATE:</i> <i>An all-staff learning journey has been launched to employees and a schedule for all training in Tier 1 have been set.</i>
Establish a JEDI Action Team
<i>UPDATE:</i> <i>As recommended from the results of our phase 1 audit, a JEDI Action Team has been formed with representatives from almost every department. The action team has participated in several training courses, gaining an understanding of JEDI concepts and has created draft definitions for JEDI to later be adapted by the city. The action team has created three subcommittees in which they will work to provide various learning opportunities, employee events and strategic planning for the city.</i>
Conduct Phase 2 of DEI Audit
<i>UPDATE:</i> <i>Tribesy consulting has sent a draft report of the findings and have presented an overview of the report to city council. Once the draft is finalized it will be available for the public on the city's website.</i>
Create definitions for justice, equity, diversity, and inclusion for the city and develop a JEDI vision statement.
<i>UPDATE:</i> <i>The JEDI action team has developed draft definitions for JEDI and a vision statement. The definitions and vision statement have been presented to the city manager and employees to gather their feedback. The drafts are now available to the public on the city's website and in the city connector. The GNR has also shared the form in which residents can leave their feedback for the drafts.</i>

Diversity, Equity, and Inclusion Accomplishments

- **JEDI Action Team Formation:** Comprised of departmental DEI leads to achieve city DEI goals. The action team has created 3 subcommittees in which they will operate. A Education and Awareness subcommittee, an Employee Engagement subcommittee and a Strategic planning subcommittee.
- **All-Staff Learning Journey:** Launched training to build foundational DEI concepts. Training is available to all staff on the first Thursday of every month or by request on a date that fits departmental needs.
 - o **Senior Leadership Participation:** All senior leaders attended the first training session.
 - o **All staff participation:** About 11% of employees have participated in the training sessions that have been completed thus far.
- **Phase 1 DEI Audit Completed:** Assessed internal strengths, weaknesses, and opportunities.

- **Phase 2 Audit Completed:** Tribesy is working on putting together a final report on findings from engaging Greenbelt residents on community experiences.
- **Draft JEDI Vision and Definitions:** Created draft definitions for JEDI and a preamble to connect them.
 - o **Town Halls Completed:** JEDI Action Team has completed a total of 3 employee Town Hall sessions, with participation from 40 employees. During the town hall presentations, the Action Team gathered feedback on the draft definitions, vision statement, and preamble from those who attended.
 - o **Public Feedback Process:** Definitions have been published in the City Connector and are available on the city's website for community feedback.

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

Business Conferences also address this MBO by bringing outside subject matter experts to provide valuable content and guidance to our businesses on a variety of topics.

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

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

Economic Development Accomplishments

- Selected Consultant for the Economic Development Strategic Plan
- Hosted the 2nd City hotel-sector Roundtable for the, with plans to host the 1st medical sector roundtable fall of 2024
- Quarterly Business Conference – Maryland Department of Housing and Community - Focus will be The New Housing Package Legislation that commenced October 1, 2024.
- Launch of the new City Economic Development Customer Relationship Management Database (December 1 Launch)
- Partnered and provided support to Greenbelt Business Alliance (GBA) to hold the inaugural GBA Business Awards Gala (over 100 attendees and businesses), where the Newly-created GBA Business Directory and website was launched
- Restarted of the City's Economic Development Newsletter – November 1, 2024
- Partnered with Employ Prince George (EPG) to launch the Workforce Development Center satellite office at "The Space" in Beltway Plaza
- Attended the MEDA Main Street Conference in Fredrick, MD, and began conversations with the MD-DHCD to determine feasibility of pursuing a Maryland Mainstreet designation for the Historic Roosevelt Center
- Major Business Expansion – CCI Services expanded from their 12,000 square foot facility, Franklin Park, to their newly renovated 50,000 square facility on the Medical Mile (Hanover Parkway).
- Worked with EPG and CCI to launch EPG's healthcare employment CCI's new location on Hanover Parkway (Greenbelt Medical Mile)

HUMAN RESOURCES
Audit and review all the City's HR policies and procedures to ensure compliance with state and federal rules and regulations and update them as necessary.
<i>Update: Updated the City's remote work policy to provide additional clarity to staff. Also, we are currently updating the severe weather policy and identifying first responders in all departments. The policy was created in 2001 and had not been updated since.</i>
Select and implement an HRIS system, ensuring it is compatible with Employee Navigator and the Edmunds financial system.
<i>Update: The City Selected Paycor as the new HRIS Vendor. We are currently in the process of finalizing the Finance portion of the system and launching the HR side of the system. Training has already been presented to staff members regarding the system.</i>
Streamline the onboarding process for classified employees while implementing an offboarding process that includes a checklist and an exit survey to ensure all city property is returned. This will allow the City to gain additional insight as to why the working relationship has ended and enable the Human Resources team to be proactive with staff retention.
<i>Update: The onboarding PowerPoint presentation has been tested on over 53 employees thus far since the launch. We have received positive feedback from new staff regarding this process. We are currently finalizing an exit interview questionnaire to be deployed within the next few months within the HRIS automated system which will allow the City to be more proactive with staff retention.</i>

Human Resources Accomplishments:

- Hired a new Constituent Services Coordinator.
- Hired a new Director of Public Works.
- Hired a new Community Center Supervisor.
- Hired a new Recreation Therapeutic Coordinator.

FINANCE
Convert paper files to digital files.
<i>The Finance Department has ceased digitizing files using Laserfiche and has sent a portion of Finance files to the E-ARC Digitizing Company.. The City has a contract for this company to digitize and store company files from all departments. It is noted that it will take some time to digitize all of Finance files as some are stored in the downstairs filing area and some at an external location. This is only for prior year files and this effort remains a work in progress as of December 31, 2024.</i>
<i>For years prior to 2023, staff will continue to attached appropriate files within the Edmunds financial management system.</i>
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>
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 is scheduled to receive an abatement report in April 2025—one received in April 2024. The formal name of the report is "Appeals Over \$2 Million". The report listed the property owners having assessments over two million who has requested a review, adjustment or otherwise decrease in their property values. We will request an updated report in April 2025.</i>

Finance Accomplishments in FY2025:

- Completed the CBA negotiations for police staff in time for inclusion in FY2026 budget process.
- Started the FY2026 budget process—setting timeliness, reviewing recurring salary and benefit costs as well as telephone services and other recurring cost. Also, have set a meeting schedule with City directors to review their planned expenditures for the remainder of the 2025 fiscal year and for upcoming 2025 fiscal year.
- Continue to produce monthly financial reports to City Directors to ensure they are aware of their respective departmental financial activity/status.
- Working with Police staff, submitted application for State Application for Police Protection (SAPP) grant.
- Submitted application to GFOA for the Annual Comprehensive Financial Report Award (ACFR) formerly called Comprehensive Annual Financial Report (CAFR).
- Hired a new temporary employee to help close out ARPA projects.
- Submitted the Quarterly ARPA Report to Treasury covering the period of July 1, 2024 through September 30, 2024—report was due in October 2024.
- Finalized ARPA fund allocations by due date December 31, 2024.
- Received the GFOA Budget award for FY2025 budget.

INFORMATION TECHNOLOGY
Work with departments to make the most effective and efficient use of IT resources.
<i>Held Year End Technology Review/Budget Prep meetings with all departments.</i>
Implement additional network security monitoring and strengthening.
<i>Waiting for final FEMA approval for 3 Cyber security grants to add an EDR solution, a citywide security audit, and IT staff security training.</i>
Complete ARPA projects.
<i>In progress – Completed 100K ARPA hardware/licensing purchase package for FY25.</i>

Information Technology Accomplishments:

- Added permanent security cameras to the Armory.
- Completed network switch deployment for all city buildings.
- Lit fiber to all buildings where City owned fiber was constructed.
- Designed/Implemented new security measures for WiFi networks.
- Worked in conjunction with the PD to implement Verkada LPR camera system.
- Worked with PIO on the website redesign RFP and selection.

PUBLIC INFORMATION
Ensure brand accuracy across all city digital communications.
<i>Ongoing.</i>
Enhance and improve current communications platforms.
<i>Ongoing.</i>
Utilize targeted marketing ads on social media platforms for “high-level” city communications (i.e. surveys and elections).
<i>Ongoing.</i>
Improve the User Experience/User Interface of the city website.
<i>Working with the new vendor on the development of a new website design and the migration of content</i>
Develop an emergency communications plan.
<i>The Assistant City Manager has taken this initiative.</i>
Participate in continuing education initiatives to stay current on communication trends.
<i>Ongoing.</i>

Public Information High-Level Highlights

- Coordinated the RFP process for the website redesign project
- Coordinated several news media interviews with the Greenbelt News Review, FOX5DC, WUSA-TV, DC NewsNow, WTOP and PGCTV.
- Provided audio/visual support at the annual legislative dinner, Prince George’s Chamber of Commerce Business Conference, and the Greenbelt Fire Department Town Hall
- Purchased equipment to extend communications outreach (podcast equipment, video conferencing, etc.)
- The PIO completed the Cornell University Corporate Communications Certification program

PLANNING	
Incorporate health and equity data into planning processes to better understand community needs, prioritize transportation and land use projects, and analyze potential impacts.	
<i>Staff are working to identify opportunities to track projects by geographic location. Additionally, the Safe Streets and Roads for All (SS4A) funding includes a complementary health equity analysis and framework for our Vision Zero Action Plan.</i>	
Manage the implementation of the City's ARPA-funded pedestrian and bicycle improvement projects and bus stop safety and accessibility projects	
<i>All ARPA dollars dedicated to pedestrian and bicycle improvements and bus stop safety and accessibility projects have been encumbered. Staff is embarking on the implementation phase in consultation with Public Works.</i>	
Apply for and receive grant funding for the completion of a Vision Zero Action Plan with a health equity emphasis, and procure and manage consultant services to complete the plan.	
<i>The City was awarded a Safe Streets for All (SS4A) federal grant to complete a Vision Zero Action Plan and staff are currently working to draft the required grant agreement. Staff is also participating in SS4A-related technical assistance offerings from USDOT/FHWA and the Local Infrastructure Hub.</i>	
Pursue grant funding to complete 90% engineering of the Hanover Parkway off-road bicycle path and Cherrywood Complete and Green Street projects.	
<i>The city applied for and was awarded an MDOT Kim Lamphier Bikeways Network grant for the Hanover Parkway project and applied for an EPA Community Change Grant in partnership with ATHA and Friends of the Greenbelt East Trail for the Cherrywood Lane Complete and Green Street Project.</i>	
Work with the Maryland State Highway Administration and neighboring jurisdictions to move the MD 193/Greenbelt Road Corridor improvement project forward	
<i>Staff advocated for the inclusion of this project in the State's Consolidated Transportation Program and is communicating with the County DPW&T on possibly submitting the project for MDOT's project Prioritization Pilot.</i>	
Pursue grant funding for the implementation of the City's Strategic Wayfinding Plan	
<i>Completed work session on sign design concepts and the State Wayfinding Plan outline with APB/AAB, County and County/State agency stakeholders. Staff is working with M-NCPPC staff to schedule the presentation of the Draft Strategic Wayfinding Plan to APB/AAB in the next few months and anticipates receiving the final draft report deliverable in summer 2025.</i>	
Review and comment on the State Consolidated Transportation Program and advocate for City transportation improvement projects.	

<i>Staff is communicating with the County DPW&T on possibly submitting projects for MDOT's Project Prioritization Pilot.</i>
Evaluate and respond to resident requests for traffic calming measures.
<i>The city secured engineering service from Greenman-Pedersen, Inc. (GPI) to complete a traffic calming study on select streets in Center City. Staff presented the draft study to APB in mid-October, followed by a public meeting in late October and a Council work session in November. Staff are now working with GPI on the comments/feedback received to date and anticipates a final draft for review and adoption in mid-2025.</i>
Work with the Department of Public Works on the implementation of the City's Complete and Green Streets policy.
<i>Ongoing.</i>
Monitor State and County planning and zoning legislation to ensure new regulations accomplish desired change.
<i>Ongoing.</i>
Monitor the SCMaglev project.
<i>Ongoing.</i>
Promote the County's expansion of bikeshare stations within the city.
<i>Staff has requested an update from County as implementation was expected to be completed by the end of 2024.</i>
Complete AICP certification maintenance (CM) requirements to maintain AICP licensure.
<i>Ongoing.</i>
Utilize GIS analysis to create project visualizations and maps to share with the community in real-time and to better analyze project data.
<i>Ongoing.</i>
COMMUNITY DEVELOPMENT
Incorporate health and equity data into code enforcement processes to better understand community needs, prioritize inspections and investigations, and analyze potential impacts.
<i>Ongoing.</i>
Fill the vacant Supervisory Inspector position.
<i>Staff will be working with the Director of Human Resources to fill the position.</i>
Prepare a resolution to enact proposed revisions to Chapter 4. Review all other chapters as needed.
<i>Staff are finalizing draft changes to Chapters 4, 14 and 20 to ensure compliance with current building codes, County Zoning Ordinance and current requirements for erosion and sediment control enforcement.</i>

Oversee the transition to a new community development software system.
<i>Funding is not available at this time to upgrade/replace Community Development Software. Staff are working with IT to transfer the current system to a new server.</i>
Develop a report in Utopia software to track Handbills, Residential and Non-Residential False Alarm violations/warning, and all other miscellaneous licenses.
<i>Staff has successfully implemented the tracking of Handbills and Non-Residential False Alarm violations and warnings. Staff continue to work with the software vendor to refine existing reports and develop additional reporting capabilities to further improve functionality.</i>
Inspect and license 100% of commercial and single-family rental properties.
<i>Ongoing.</i>
Conduct annual outreach, at a minimum, to owners of multi-family rental developments.
<i>In addition to outreach regarding Maryland Department of the Environment lead regulations, staff have engaged in discussions with Franklin Park Upper Management to clarify Greenbelt's code complaint processes.</i>
Complete training in project management and construction standards.
<i>The Assistant Director of Community Development is actively engaging in live and on-demand webinars on stormwater management and erosion and sediment control through the Stormwater University online platform.</i>

P&CD Highlighted Accomplishments – FY 2025 Quarter 1

- Staff released the Request for Proposals for the Cemetery Preservation Master Plan Project
- Staff assisted in obtaining Board of Public Works approval for the city's Program Open Space funding application for the Greenbelt Aquatic and Fitness Center indoor pool decking project.
- Staff applied for and received a Program Open Space reimbursement for the Lakecrest Tennis Court project.
- Staff completed review of 30% plans for off-site road improvements for the relocation of the Bureau of Engraving and Printing to BARC.
- Staff worked with Friends of the Greenbelt East Trail and ATHA to submit an EPA Community Change Grant application that included funding for the Cherrywood Lane Complete and Green Street Project and pedestrian and bicycle improvements on MD 193/Greenbelt Road, including the Greenbelt East Trail.

- Staff have received and investigated a total of 116 calls for service and logged 92 code cases. This includes both complaints and proactive windshield inspections. These efforts are part of our commitment to ensuring compliance with city codes and maintaining a safe and healthy environment for all residents.
- During the second quarter, staff issued a total of 49 citations, totaling \$20,900.00 in fines, across 41 properties. Payments received \$1,550.00; Pending payment \$2,850.00; Pending court 31 cases totaling \$15,500.00. Note: Some fines will be reduced or dismissed in court. These citations and fines were issued after working collaboratively with residents to achieve compliance. Our approach emphasizes education and cooperation to address violations and uphold city codes, ensuring a safe and well-maintained community for all.

POLICE

Community Safety: The police Department prioritizes community safety. This overall goal determines how the department focuses its efforts on community outreach, enforcement, staff development, and the use of technology.

- *The department continues to focus on property crimes and crimes committed by juvenile offenders. Crime prevention information was provided via social media focused on robbery and theft prevention.*
- *The department conducted multiple criminal investigations during the quarter, in one instance, detectives investigated an attempted murder case that resulted in two juvenile defendants being charged. The same defendants were also charged with several other robberies as a result of the investigation.*
- *The department focused on crime prevention details on theft from autos around hotels in the city. Patrol Officers in conjunction with the Special Assignment Team Officers conducted additional patrols during select hours.*
- *The department completed the installation of three License Plate Reading Cameras—the final configuration is underway for MCAC integration.*

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 a public meeting with the residents of Greenbriar*
- *The department participated in Walk to School Day*
- *The department participated in PSCA public events*
- *The department host Trunk or Treat*
- *The department participated in the HUG Walk*
- *The department participated in the Franklin Park Food Giveaway.*
- *The department partnered with the Recreation Department to Host a community basketball game*
- *The Department Hosted Shop with a Cop.*

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 reassigned officers to multiple specialized Units Including*
 - *Evidence*
 - *Special Assignment Team*
 - *Criminal Investigations*
- *The department completed a Memorandum of Understanding with the U.S. Marshals Service to participate in the Fugitive Task Force.*
- *The department conducted a promotional process for the rank of Lieutenant and future promotions are upcoming.*
- *The department continues to stay focused on maintaining staffing. At the end of the quarter, the department had one vacancy in Communications and four police officer vacancies.*

- *The department attended a Use of Force Training Conference*
- *Officers attended Criss Intervention Instructor Training.*
- *Officers in the Criminal Investigation Unit attended specialized training*

ANIMAL CONTROL

Raise citizen awareness about sharing our environment with wildlife animals.

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.

The department continues to establish working relationships with animal resource organizations. The unit supervisor has reestablished contact with rescue organizations to assist in the adoption of animals.

The Animal Services Unit continues to work with the Prince George County Animal Control Department and private organizations that provide animal care and assistance.

Raise citizen awareness regarding animal cruelty with the assistance of the Greenbelt Police Department.

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.

Police Department Accomplishments:

- The department completed negotiations with the FOP on a new Collective bargaining agreement.
- The department hired an Animal Services Officer.
- The department hosted multiple community functions, highlighted with Trunk or Treat, Shop with a Cop and the youth basketball game.
- The department conducted a promotional process for the rank of Lieutenant and future promotions are upcoming.
- The department completed capital expenditure purchases for police radios and protective equipment.

PUBLIC WORKS ADMINISTRATION
Improve both internal and external customer service requests through faster service and follow-up contact.
<i>Automate/leverage technology. As we move towards a more automated “delivery” system this will require IT upgrades, infrastructure support, and staff training.</i>
Provide staff with a positive and supportive work environment through staff meetings, training opportunities and recognition events.
<i>Meetings with Supervisors held weekly and monthly.</i>
Complete all ARPA projects by December 2024.
<i>Ongoing – Armory Feasibility Study, Bus Stop & Accessibility (w/Planning), Ped Bike (w/Planning), GAFC Structural – Indoor Deck, Buddy Attick Lake Master Plan (w/Recreation), CC Chiller Replacement, Dog Park Water – TBD, Animal Control Facility - TBD, Bridge Remediation, Dance Studio Floor (w/Recreation). Ongoing (Projects Alternate Funding Source) – Greenbelt Theater, FY25 Capital Project/BCR, grants, etc., CDBG PY50 – pending NTP, and Solar Farm.</i>
Reduce the city’s greenhouse gas generation in-line with State and COG goals of 80% by 2050.
<i>The goal for 2020 has been reached. We are working on the goal for 2050.</i>
As required by the city’s participation in the Maryland Smart Energy Communities program, continue to reduce electricity usage.
<i>We have made good progress by switching to LEDs. More retrofitting can be done, as well as insulating buildings and changing windows.</i>
Collaborate with organizations, businesses and apartment complexes to promote recycling.
<i>Ongoing – everyday commitment.</i>
Develop a city-wide food waste collection program.
<i>Ongoing – everyday commitment. USDA Grant – started curbside collection pilot program With approximately 200 households participating. Phase II to commence 22-Aug-2024 add an additional 200 household participants.</i>
Reduce internal work orders through better daily facility inspections
<i>Ongoing – everyday commitment.</i>

Public Works Notable Achievements / Highlights:

- Submitted MEA MSEC grant for Community Center Chiller Replacement – seeking \$250,000 to help purchase and install new high efficiency chiller units for the Community Center.
- Submitted MEA Medium/Heavy Duty Zero Emissions Vehicle Grant – seeking \$241,000 to subsidize the purchase of an electric refuse truck that is scheduled for replacement.
- Staff Obtained - Certified Playground Safety Inspector (CPSI) Certification.

WEATHER EVENT



RESTORATION/REMEDIATION WORK



INSTALLATION OF CARPET & BASEBOARD



CARES
Work with administration to develop City plan for Opioid Restitution Fund.
<i>City plan for Opioid Restitution Fund was completed and submitted to State for approval.</i>
Enhance Partnerships with Greenbelt Schools to provide material and mental health resources to youth and families.
<i>CARES working with Springhill Lake Elementary staff to offer increased resources to Spanish speaking families. Looking to offer a Hispanic Parent support group and/or Parenting class for these parents.</i>

ASSISTANCE IN LIVING (GAIL)
Identify and streamline programs, resources and services to support Greenbelt residents who struggle with hoarding.
<i>GAIL staff continue to facilitate the multi-department Crisis Intervention Monthly meetings. GAIL, Code Enforcement, CIT, GHI and Senior Mental Health Counselor attend meetings to develop tailored approaches to resident's experiencing hoarding, specific needs for support.</i>
Work to expand access to social service and educational programs to Greenbelt West residents, especially Spanish speaking families residing in the Franklin Park community.
<i>1. Provided workshops on preventative health strategies - targeting high blood pressure and cholesterol, diabetes, and nutrition.</i> <i>2. Offered Menstrual Products via Greenbelt Pink Pantry</i> <i>3. Offered Emergency Diaper Assistance via Greenbelt Nursery Project</i> <i>4. Offered Produce Distribution at Springhill Lake Recreation via GAIL program</i>

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

CARES Accomplishments:

- The GAIL Program hosted a Free Flu Clinic, the Holiday Food Box Distributions and the Winter Wonderland event
- Community Education and Workforce Development Coordinator hosted GED Graduation Ceremony and the Holiday Financial Literacy Class
- Director began serving on Maryland State Commission on Juvenile Justice Reform & Emerging Best Practices and the Prince George's County Opioid Abatement Task Force.
- CARES staff conducted a training for the Greenbelt Aquatic staff on De-Escalation Skills that are essential for defusing conflict and partnered with Public Works for their staff to attend ESOL classes.
- CARES Clinical Staff received training on Suicide Prevention, Traumatic Brain Injury and Opioid Use Disorders, and Handling Ethical Issues in Therapy
- GAIL Staff attended National Service Coordinator Conference and the Greenridge House Service Coordinator has achieved status as a Certified Care Manager (CMC)

RECREATION ADMINISTRATION	
Evaluate retitling the department's title to better represent the programs and services that are offered to the community.	
<i>In Progress:</i> Preliminary discussions are underway.	
Manage ARPA projects.	
<i>In Progress:</i>	
• Buddy Attick Master Plan - Contracted with Mahan Rykiel Associates Inc. PRAB will submit a final recommendation to City Council in February/March. • Ballfield Improvements – Contracted with Charles P Johnson to handle project management. Four contracts have been executed and the project is scheduled to start this March. • Springhill Lake Recreation Center Playground Upgrade – Complete • Dance Annex – Contracted with CMG Flooring. Complete • Buddy Attick Park Shelter/Pavilion – Under Contract. Start date TBD.	
Identify DEI challenges and barriers and begin implementing new procedures and programs to better the Recreation Department's structure and culture.	
<i>No Progress</i>	
Reengage Greenbelt Middle School regarding access to indoor spaces and athletic fields.	
<i>In Progress:</i> Shared previous draft MOU with City Manager.	
Park Rangers will focus on community outreach, introducing interpretive programming to provide opportunities for education and enjoyment in Greenbelt's city parks.	
<i>In Progress:</i> The following Interpretive events were held in the fall. More events are being schedules this spring.	
• Hand Dancing "A Night on the Town" - ~50 participants over the course of the 3-hour event • Herpetology 101 – (reptiles and amphibians) - ~20 ppl • Birding: Fall Migration – 25-30 participants • Forest Bathing (part of Active Aging week) – 10 participants • Fall Seasonal Kayaking – 50 ppl	
More events are being schedules for winter/spring.	
Park Rangers will invest in additional staff and training to better meet the evolving operational needs of department activities and city special events.	
<i>In Progress:</i> Ranger staff increased from 5 to 7 non-classified staff. Ranger staff now Certified Crowd Managers. Rangers will continue to train and develop best practices for event/logistical support for expanded/improved capacity.	

GREENBELT MUSEUM	
Oversee the start of the Museum project to include permitting and phase 1 construction.	
<i>In progress.</i> The GHI Board voted to approve construction of an addition in the fall of 2024 with the understanding that the City will work to find a solution to a neighbor's expressed need for reserved parking. Next steps include identifying a project manager who will assist in applying for necessary county permit(s).	
Working with Friends of the Greenbelt Museum, identify fund raising opportunities to support the museum project.	

<i>In progress:</i> The Friends of the Greenbelt (FOGM) Board continues to work with staff on fundraising to support the project and is in the process of contracting with a fundraising professional to assist in the public and final phase of fundraising.
Continue training recreation staff to support museum programs.
<i>In progress:</i> Staff is continuing to identify where the greatest needs are in terms of museum operations. Since the museum's move to the Recreation department, recreation staff have been invaluable in helping with administrative tasks. Park Rangers have also provided much needed help with the museum's major annual events. Identifying and training interested rangers to work on Sundays during the Museum's open hours is the next step.

RECREATION CENTERS
Explore repurposing of the old computer lab at Springhill Lake Recreation Center to provide better functionality and flexibility for the space.
<i>In Progress:</i> The old, deteriorating tables have been removed and replaced with new portable/collapsible furniture. A new refrigerator was purchased. Additional amenities will be added with the ultimate goal of creating the Community Classroom.
Expand training opportunities for part-time, non-classified staff.
<i>Complete:</i> Recreation has collaborated with CARES, The Autism Society of Maryland, and identified asynchronous training modules to share with part-time staff for continued training. The trainings have covered topics such as behavior management, inclusion, and creating safe spaces.

AQUATIC & FITNESS CENTER
Explore feasibility of offering free swim lessons to Springhill Lake Recreation Center afterschool program participants.
<i>In Progress:</i> Researched information Free Swim Programs ○ Received information from USA Swimming in regards to a grant to cover costs. ○ Contacted M-NCPPC to develop model of their Make-A-Splash Program ○ GAFC has limited space and time to offer program, looking at how to fit into schedule
Capitalize on the popularity of water exercise classes by expanding current offerings and/or introducing new classes as the facility schedule permits.
<i>In Progress:</i> ○ Working with staff to schedule Aqua Spin class/demo ○ Currently borrowing equipment from M-NCPPC ▪ Investigating cost of equipment new equipment issue
Improve lifeguard recruitment, hiring, and retention through a junior lifeguard program and lifeguard skills classes.
<i>In Progress:</i> ○ Contacted American Red Cross for materials ○ Researching program offerings within the area ▪ Developing class, protocols, and fee structure

COMMUNITY CENTER

Collaborate with other department facilities to review facility rental applications and policies and identify areas to improve uniformity.

Complete: Community Center rental application and policies were updated with implementation beginning January 2025. These items will serve as resources for updates to the rental application/policies for both the Youth Center and Springhill Lake Recreation Center.

Finalize Dance Studio Annex (Room 12) renovation project.

Complete: The Dance Studio Annex project is now complete and the room began hosting recreation programs in Fall 2024.

Review free usage policy as it pertains to Recognition Groups and community organizations.

Complete – The free usage policy has been revised to better reflect current practices. While free usage opportunities have expanded, the new updated process does explicitly state limits.

RECREATION PROGRAMS

Ensure diverse and equitable programs are being offered in all parts of the city.

In Progress: Artful Afternoon workshops are now being held at Springhill Lake Recreation Center. New programs have been successfully introduced and new opportunities will be explored.

Manage and evaluate new Tween and Teen Takeover Program

Complete: Additional staff help support the programs and additional volunteers were added to the planning committee which has resulted in steady attendance and retention.

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

Complete: Springhill Lake Recreation Center staff continue to bring in special guests, do art workshops, and other fun activities for the participants.

THERAPEUTIC RECREATION

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

Complete: Active Aging Week offered several new programs, including a new lecture series and outdoor interpretive program. Fall trip locations were based on survey input. Participants expressed an interest in recycling, so a trip was provided to the Prince George's County Recycling Facility. Successfully introduced new game room activity, Canasta, and brought back American Sign Language class, Come Sign with Us. New trip locations include the National Museum of African American History and Culture, NASA Goddard Tour, and the Ballet Theatre of Maryland.

Evaluate new Inclusion Assessment Tools and Staff Training Programs.

Complete: A new Camper Intake Document was designed and implemented. Additional training and orientation for both General Camp Staff and Inclusion Camp Staff was provided in collaboration with CARES and GPD staff. All Summer Program staff at SHLRC received Inclusion training, as well as a presentation by the Autism Society of Maryland. Identified and mentored new staff for year-round Inclusion support for various programs.

<i>Collaborated with Public Works to become certified in Passenger Bus Driver training and ADA Compliant Wheelchair Operations.</i>
ARTS
Bring back Summer Circus Camp.
Complete: <i>Circus camp ran during sessions 3 and 5 in the summer of 2024 with returning instructor — and former Ringling Brothers clown -- Greg May. Planning is underway for Circus Camp 2025 along with Creative Kids Camp and Camp Encore.</i>
Experiment with the programming of additional, free Artful Afternoon events in Greenbelt West and/or East.
Complete: <i>Free Artful Afternoon workshops have been provided at the Springhill Lake Recreation Center on the second Sunday of the month. Additional monthly workshops continue to be provided in conjunction with the SHLRC afterschool program.</i>
Work with developer Gibbs and Haller to implement an artist selection process for public art at Greenbelt Square.
In Progress: <i>A Request for Qualifications has been developed in collaboration with Gibbs and Haller. Release of the RFQ is on hold pending clarification of the construction schedule for Greenbelt Square. Once the timeline is known, staff will open and facilitate the artist selection process.</i>

SPECIAL EVENTS
Evaluate and introduce new activities at community special events
Complete: <i>Recreation Coordinators have introduced new elements such as obstacle courses, face painting, crafts, and large interactive games such as Hamster Ball Race and Hamster Ball Soccer. The new elements have been well received by attendees.</i>
Enhance departmental promotional efforts at community special events.
Complete: <i>Staff continue to promote through the usage of flyers, sample activities, and will also purchase yard signs containing a QR code that point them to the latest Activity Guide.</i>
Manage increase in Community Group requests for program and facility support.
Complete: <i>The community group policies were reviewed and updated to set clearer parameters for facility support. Also, community groups needing support for programs now have a preliminary meeting with Recreation staff to discuss the program, level of support, and other logistics.</i>

Recreation Department Accomplishments Since Q-2

- Springhill Lake Recreation Center outdoor play area renovation project was completed.
- The second season of Learn to Earn is under way with 15 participants. Graduation is scheduled for March 29th. Summer internships are being planned.
- A new public art installation occurred near the entrance to Motiva on Cherrywood Lane. The piece was created by Erwin Timmers and the Washington Glass Studio. The inset glass panels were made by about 30 community participants in a series of free workshops in February at the glass studio. This piece was commissioned by the

property owners (Greenbelt Apartments LLC/ The NRP Group LLC). Arts staff managed the artist selection process, participated in contract development, and coordinated workshop registration.

- Two vacant positions were filled: Trevin Green, Community Center Supervisor and Priya Gardner, Therapeutic Recreation Coordinator.
- Park Rangers and the Public Works Environmental Coordinator corresponded and planned a Kayaking program at Buddy Attick Park. Due to the overwhelming attendance, Kayaks were purchased and more events are being planned for the spring and summer.
- The 2025 Spring and Summer Camp Guide was released. Resident registration begins in February.
- After a 10 year hiatus, the ever-popular Circus Camp returned in 2024 and is scheduled again the 2025 camp season.

City Council Work Session Agenda Item Report

Meeting Date: January 29, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Special Meeting Item

Agenda Section: Work Session Packet

Subject:

Special Meeting/Closed Session - Pending Personnel/Legal Matters/Deployment of Fire and Police staff and Discussion of Emergency Plans.

Suggested Action:

Attachments:

[Closed Session Official Notice 250129.pdf](#)



OFFICIAL NOTICE

By Section 3-305(b)(1) and (8) of the General Provisions Article of the *Annotated Code of the Public General Laws of Maryland*, a closed session of the Greenbelt City Council will be held on Wednesday, January 29, 2025, immediately following the Council Work Session – City Manager’s Quarterly Update, in the Council Chambers of the Municipal Building, 1) to discuss the appointment, performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; 2) to consult with staff, consultants, or other individuals about pending or potential litigation; consult with staff, consultants, or other individuals about pending or potential litigation; and 3) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans.

The purpose of this meeting is 1) to address personnel matters over which this public body has jurisdiction; and 2) to consult with staff about pending or potential litigation; and 3) deployment of fire and police staff and a discussion of emergency plans.

** The public may attend the Special Council Meeting of the City Council immediately before the closed session and observe the vote of the Council to move into the closed session on Wednesday, January 29, 2025.*

Bonita Anderson
City Clerk