



CITY COUNCIL WORK SESSION AGENDA

CITY OF GREENBELT
25 Crescent Road
Greenbelt, MD 20770

**OCTOBER 22, 2025
7:30 PM**

I. WORK SESSION

1. Work Session — City Manager's Quarterly Update — Recreation Department

Suggested Action:

1. Introductions — 10 minutes (7:30–7:40 pm.)
2. Presentation City Manager - 15 minutes (7:40 - 7:55 p.m.)
3. Presentation by Recreation Department (7:55- 8:40 p.m.)
4. Council Discussion — 60 minutes (8:45–8:55 p.m.)
5. Question and Answers — 15 minutes (8:55–9:10 p.m.)
6. Other Items — 15 minutes (9:10–9:25 p.m.)
- Informational Items

II. SPECIAL MEETING/CLOSED SESSION

2. Special Meeting/Closed Session

Suggested Action:

FY 2026 Management Objectives

As of July 1, 2025
*(Updated for October 22, 2025, Work Session,
for reporting July 1 through October 22, 2025)*

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 Beltsville Agricultural and Research Center (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 levels 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, reviewing legislative reports, and meeting with Carrington to prepare for the upcoming session. Beginning the planning process for the District 22 Legislative dinner.</i>
Manage and program ARPA projects, supporting City departments, to ensure that all approved projects are completed by the federal deadline of December 2026.
<i>All ARPA funds were expended or "obligated" by the December 31, 2024, deadline. Admin staff continues to track projects, working with the City departments to ensure all funds will be fully expended by December 2026 final deadline.</i>
Implementation of the 10-year EV Plan
<i>Community Center/Library EVSE project under development, approvals received from PEPCO. MB EVSE project underway with EVSE ordered, older EVI EVSE removed and infrastructure installation underway. Working with Departments to ensure the EV/electric alternatives are considered for all future purchases.</i>
Review and revise administrative policies and procedures
<i>New travel policy released. AI Notetaker policy and purchasing/purchase limits policies under development.</i>
Carry-out public engagement activities
<i>Carrying out voter engagement and voter registration activities with a goal of increasing voter participation to 20%. Carrying out Know Your Rights and other engagement activities for undocumented residents and others concerned about the current federal ICE and immigration activities.</i>

Administration Accomplishments:

- Achieved MHT approval to carry out bond bill renovations to the Greenbelt Cinema
- Finalized the Compost Crew resident composting contract
- Worked with the Reparations Commission to secure an Indigenous Persons consultant
- Coordinated and attended the Advisory Boards/Committee dinner
- Attended a COG AI conference and drafted AI use policies
- Led voter engagement meetings
- Completed the development of the 2025 Community Questionnaire
- Completed AED installations at City buildings and GRH
- Processed 82 MPPIA requests.

- Constituent Services:
 - o Town hall at Hunting Ridge Community to discuss rodent infestation issues affecting several communities in Greenbelt East; Over 20 residents in attendance
 - o Legal Clinic, collaborative effort with CARES, to help undocumented families receive legal consultations; 11 attorneys volunteered; 35 families received legal consultations; 15+ Volunteers assisted with distributing KYR information and filling out Standby Guardianship forms
 - o Held Community Cuts for Kids, a collaboration with PEPCO and Craig Shields, Event with free haircuts and school supplies to families in Greenbelt: Over 200+ in attendance; 100+ children received free haircuts and school supplies
 - o Over 40 residents were served by resolving issues requiring collaboration with multiple City departments. Concerns ranged from: Code Violations; Questions about new WMATA; Eviction Prevention; Animal welfare; Construction schedules; Trash and littering; Mental Health Service Inquiries; Assistance with Utilities involving PEPCO, WSSC, and Washington Gas.

GRANTS
Increase the amount of grant funding received by the City by 5% over FY 2025. Total of FY 2025 funding awarded to date is \$5,865,267. Increase of 5% is \$293,263.35. Therefore, total funding goal for FY 2026 is \$6,158,530.35.
Implement approved actions from meetings with City Departments
Incorporate health and equity goals into grant processes and guidelines to better understand community needs, prioritize applications, and analyze potential impacts.

Grant Accomplishments

Received notices of award for 10 additional grants submitted in FY 2025, bringing the total amount of funds received for FY 2025 applications to \$5,865,267.

Submitted 5 grant applications in FY 2026 Q1 totaling over \$805,219 million. To date, Greenbelt has received awards for two of these grants totaling \$223,440.

Conducted interviews with representatives of each of the City of Greenbelt Departments to discuss the City’s current grants procedures and priorities. Each Department identified who they wanted to participate in the meetings. Meetings were held in person at the Department’s facilities. Prepared a report on meetings with recommendations for future actions.

DIVERSITY, EQUITY, AND INCLUSION
Develop a Diversity, Equity and Inclusion program and understanding, and develop city-wide DEI training for all staff.
<i>The City of Greenbelt continues to advance its commitment to Justice, Equity, Diversity, and Inclusion (JEDI) through a citywide learning journey designed to build shared understanding and inclusive leadership across all departments.</i> <i>Tier One of the all-staff JEDI Learning Journey has been transitioned into a self-paced asynchronous learning platform comprised of three interactive modules. Each module includes curated readings, discussion board prompts for peer interaction, and short quizzes to reinforce learning. This format allows staff to engage with materials on their own schedule while maintaining opportunities for reflection and dialogue.</i>
Establish a JEDI Action Team
<i>The JEDI Action Team remains an active driver of organizational culture change, with members serving across two subcommittees: Employee Engagement, and Strategic Planning.</i> <i>The JEDI Action Team the Action Team has:</i> <i>• Hosted three citywide employee engagement events promoting connection, inclusion, and morale, with a fourth event planned before the end of the year.</i> <i>• Supported ongoing policy and procedural reviews to identify barriers to equity and recommend improvements in areas such as recruitment, internal communication, and staff recognition.</i> <i>• Collaborated with the DEI Office to help shape the City's first DEI Strategic Plan, building on the completed Phase 1 and Phase 2 audit findings.</i> <i>• Launched a call for new members, inviting employees across departments to join the JEDI Action Team and help strengthen representation, innovation, and cross-departmental learning.</i>
Records Retention Project
<i>To improve transparency, efficiency, and long-term sustainability, the DEI Office partnered with the City Clerk's Office to lead the Records Retention Project—a citywide initiative to update departmental retention schedules and ensure compliance with state requirements. The project includes templates, training, and structured guidance to help departments catalog and manage records more effectively.</i>
Citywide Voter Engagement and Outreach Strategy
<i>In alignment with Greenbelt's commitment to community engagement and equitable participation, the City has launched a voter engagement strategy led by the DEI Office. This initiative focuses on educating residents about the importance of voting and making the process accessible to all eligible voters.</i>

The voter engagement team has tabled at community events citywide, sharing voting information, answering questions, and distributing multilingual resources to make the voting process accessible and understandable to all residents.

The team also hosted a joint Voter Engagement and Hispanic Heritage Month celebration, creating space for both civic learning and cultural appreciation.

Diversity, Equity, and Inclusion Accomplishments

- Tier One JEDI Learning Journey transitioned to a self-paced, three-module asynchronous learning platform with peer interaction and assessment tools.
- Monthly DEI newsletters and Lunch & Learn sessions continue to strengthen communication and engagement across departments.
- JEDI Action Team actively operating through three subcommittees, hosting three engagement events with one more scheduled for the year.
- Policy and procedural reviews underway to recommend equitable improvements across City systems.
- Ongoing development of the City's first DEI Strategic Plan.
- Citywide voter engagement strategy in progress, including successful participation at events across all Greenbelt neighborhoods and a joint Voter Engagement & Hispanic Heritage Month event.
- Records Retention Project launched to improve data management, transparency, and compliance across all departments.
- Expanded opportunities for employee participation in JEDI work through open calls for new Action Team members.

ECONOMIC DEVELOPMENT

Create a framework for inclusive economic development to ensure that all startups and businesses receive equitable access to resources.

Greenbelt Industry Roundtables

Economic Development Manager has enrolled 22 Greenbelt businesses into Greenbelt Contractor's Roundtable (GBCR). GBCR was created to forge strategic partnerships with public sector procurement leaders, to prepare and position Greenbelt firms to successfully pursue and win public contracts with County and state government agencies. GBED has formerly established a strategic partnership with Prince George's County Maryland Office of Procurement (PGC-OOP) hosts virtual meetings with our group of 20-plus Greenbelt companies to discuss contracting opportunities GBCR firms may pursue. GBCR has emerged as one of GBED strongest industry roundtables.

Economic Development Grant Activity

The ED department is awaiting notification of potential approval for a \$235,000 facade improvement grant from Maryland-DHCD. If awarded, the grant will provide funding to commercial businesses within the Greenbelt Historic District, for façade enhancements and building improvements to Greenbelt retail businesses.

Economic Development Strategic Plan (EDSP)

The EDSP is completed and will be presented to city council at the November 17 city council meeting. The plan will outline six short-term implementation steps and also provide success-metrics used to measure progress and successful outcomes. Progress will be measured real-time via the GBED CRM-EDSP dashboard. The EDSP will serve as a roadmap for implementing best practices related to attracting new investment, while also helping the city's existing businesses to grow and expand.

Develop and implement comprehensive business retention and expansion strategies to more effectively track, retain and grow local businesses.

The GBED Customer Relationship Management CRM database has expanded to nearly 900 business accounts. The ED-CRM enables ED manager to effectively track and document all BRE business interactions, business impressions, business attraction/expansion/retention project activity, and regulatory assistance provided by the GBED to GB businesses. The past year of CRM implementation has enabled the EDO to effectively nurture relationships with Greenbelt businesses, share important public and private sector business information, and track active attraction/expansion/retention project activity. Additionally, EDO staff regularly provide customize aggregate EDO status reports, create metric-dashboards, to set goals and measure outcomes. Additionally, COSTAR Real Estate search database has enabled the GBED to extract valuable commercial and residential analytics information require to determine property valuation, vacancy rates and average lease rates (cost) and historical property data needed to assess real estate supply and demand.

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>The GBED Manager is launched the “We Care” business visitation program where up to 10 face-to-face BRE visits per week are made to City businesses. The EDO’s goal is to meet with 520 businesses in FY 2026.</i>
Launch business resiliency initiatives that focus on capacity building and sustainability, along with social and economic factors for businesses. <i>Continuing to work with Shaymar Higgs and The SPACE to formalize their entrepreneurship program at Beltway Plaza Greenbelt Entrepreneur Incubator Lab.</i>
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. <i>Given that BIRF and BCIG funding has ended, GBED is in the process of launching a business training Cadre’ designed to provide long-term support to businesses that received grants from the City of Greenbelt, the recipients of the 27 grants through the BIRF program and 14 businesses through the BCIG program, as well as the 34 Greenbelt Business that received \$1,055,000 from the county’s covid recovery funding will become part of the ARPA Relief Roundtable Inspiring Vibrant Enterprises (ARRIVE) training cadre. The potential 75 cohorts will be provided with training design to “Futureproofing” their businesses through ARRIVE program.</i>

Economic Development Accomplishments

- 8 Business Marketing campaigns (excluding monthly newsletters) reaching 376 businesses
- 3300 opened emails out of 4100 sent marketing-blast from 9 campaigns
- Created EDSP metrics dashboard to monitor EDSP accomplishments
- 7 GBED Hosted Events with 130 attendees including virtual events
- 69 Face to Face GB Client Interactions
- 51 Client Face to Face one-on-one meetings
- Secured 2 ESRI licenses to research demographic data and infographics data to better market Greenbelt as a strategic location for businesses contemplating relocation projects to PGC.
- 45 new Greenbelt firms added to bring the total to 915 Businesses
- Assisting in 6 new business attraction projects with the larging being a 30,000 ft gym project (DMV-Iron)
- Assisted 4 Greenbelt companies to expedite permits With County-DPIE in expediting county permits.

HUMAN RESOURCES
Audit and review all of the City's HR policies and procedures to ensure compliance with state and federal rules and regulations and update them as necessary.
<i>Ongoing policy review. Currently working on finalizing the language testing and qualification policy. The City has updated and implemented the Travel Policy for all staff.</i>
Select and implement an HRIS system, ensuring it is compatible with Employee Navigator and the Edmunds financial system.
<i>Staff is currently utilizing the Paycor system. It is being used for timecard submission, payroll processing, announcements and benefits distribution, aligned with employee navigator.</i>
Streamline the onboarding process for classified employees while implementing an offboarding process that includes a checklist and an exit survey to ensure all city property is returned. This will allow the City to gain additional insight as to why the working relationship has ended and enable the Human Resources team to be proactive with staff retention.
<i>The City was successful in implementing the onboarding process, payroll processing, and benefits management process through the Paycor system for non-class staff which enabled them access and training they need to be able to flawlessly utilize the system to its full capacity. The exit interview program is currently has been finalized, and the plan to roll this out is November 2025.</i>

Human Resources Accomplishments:

- Hired a New City Treasurer.
- Successfully transitioned retirement plans to Nationwide, decreasing the overall cost from .26 bases points to .02 with Nationwide.
- Onboarded over 73 camp staff using the new Paycor onboarding system.
- Hired a New IT Helpdesk Analyst.
- Implemented new City Travel Policy
- Successfully facilitated an all-inclusive health fair for City Staff.

FINANCE
Convert paper files to digital files.
<i>The Finance Department now has in hand the digitized files that were done by the company the City hired to digitize all departmental files. However, as mentioned in previous reports, it will take some time to digitize all of Finance files as some are stored in a downstairs storage area and some at an external location. This is only for prior year files and this effort remains a work in progress as of September 30, 2026. The Edmunds financial management system does digitize AP files as well as the Paycor system digitizes payroll files.</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 received an abatement report in April 2025. 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. The files continue to be on hand and the City has a listing of such properties. The State has committed to sending these reports each April which will be in time to review prior to approving the annual budget each year.</i>

Other Accomplishments in FY2026:

- Completed and submitted the 2026 GFOA budget award application and supporting documentation.
- Initiated the Fiscal Year 2025 year-end closeout process, including final reconciliations, journal entries, and preparation of financial statements for audit submission and compliance.
- Coordinate the formal adoption of the FY2026 budget and begin planning for implementation, fund allocations, and performance monitoring.
- Submitted 2025 Q4 ARPA reports to U.S. Treasury on time and with accuracy.
- Prepared the items for the FY2025 annual audit and ACFR
- Officially transitioned the retirement plan from Mission Square to Nationwide
- Assisted with the implementation of the new Paycor payroll system and now uses the system to process payroll for both classified and non-classified staff.

INFORMATION TECHNOLOGY
Work with departments to make the most effective and efficient use of IT resources.
- <i>Enhanced printer services for the City by implementing a temporary replacement program, automating supply replenishment through the installation of the Xerox XDA-Fleet Management Portal, and establishing a new service contract—resulting in savings of over \$5,000.</i> - <i>Implemented and tested caller ID pass-through for the Mobile Twinning feature in collaboration with Verizon and Delta. Configured all Avaya IP phones for Mobile Twinning and created clear, user-friendly setup instructions.</i> - <i>Collaborated with all City departments to assess GIS licensing needs and worked with ESRI to update the existing license agreement, ensuring appropriate coverage for all users while reducing long-term costs. Initiated a partnership to bring in ESRI's Geospatial Roadmap Program at no additional expense to the City.</i>
Implement additional network security monitoring and strengthening.
- <i>Procured an Endpoint Detection and Response (EDR) solution, a citywide security audit, and IT staff security training using the Cybersecurity Grant from FEMA. Also completed the purchase of an 18-month MS-ISAC membership.</i> - <i>Installed security cameras in the HR/Finance area and the Community Center commercial kitchen.</i> - <i>Investigated surveillance camera downtime issues at Schrom Hills Park and collaborated with I-Tech to identify and review potential resolutions. Currently coordinating with Public Works to install a new pole and replace a couple of cameras at a new location.</i>
Complete ARPA projects.
<i>In progress – Funding was allocated for FY2026 computers, networking equipment and licensing.</i>

Information Technology Accomplishments:

- Planned and executed the rollout of Microsoft 365 Apps for Business, implementing and monitoring a phased installation across Admin, Finance, HR, and CARES department desktops.
- Monitored and implemented preventive measures to maintain IT network security, including pushing monthly Windows Server Updates (WSUS) to all city computers and servers.
- Resolved and closed over 250 Helpdesk tickets.
- Promptly filled the vacant IT Helpdesk position.
- Worked with Lynx Buyback to process Verizon cell phone buyback.

PUBLIC INFORMATION
Ensure brand accuracy across all city digital communications.
<i>Ongoing. New stationery and business card templates, vehicle and sign branding for Public Works equipment.</i>
Enhance and improve current communications platforms.
<i>Ongoing. Social media strategy and leveraging new website tools.</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>Ongoing. Long-term redesign of website to emphasize core functionality, page navigation, and access to information.</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

- Upgraded website features for easier access to event calendars, user experience, and navigation
- Attended and assisted in Voter Engagement efforts:
 - Supporting Get Out the Vote events (Salsa y Salsa, Labor Day Information Day tabling); provided website updates for candidate and voting information to improve and create engaging ways to access information; Community Questionnaire ads and online surveys
- **Publications:** City Connector, weekly GNR ad, Budget Book, Budget Brief, monthly employee newsletter
- **Outreach meetings and programs:**
 - Prince George’s Department of Public Works & Transportation, creating outreach opportunities and relationship, pursuing improved transportation to/from City events
 - Explore Prince George’s to promote City offerings locally, nationally, and internationally via ad in its Tourism Guide
 - Continued fostering Economic Development relationships with Prince George’s Chamber of Commerce, Hotel Roundtable event, Greenbelt Business Alliance Roundtable, Economic Development Contractors Roundtable, Economic Development Non-Profit Roundtable
 - Baltimore Sun and College Park’s *Here and Now*
 - Attended PDF Remediation for ADA/WCAG compliance meetings
- PIO transition with onboarding of new employee and PIO role

- **Supported** city staff and recognition groups with outreach and assistance (Labor Day, Back to School Health Fair, Flu Clinic, Candidates Forum, Voter Engagement, City election efforts, PreK Bilingual Story Time)
- Provided technical support and livestreaming for the 60th Anniversary Medicaid Town Hall with Congressman Ivey and Delegate Martinez
- **Brand accuracy:** new templates for stationery, new business cards, DPW vehicle branding, visual signage for parks.

Website Analytics (July 1 - October 1)

Total page views: **56,466** Login: **885** Scroll: **182**

- Greenbelt, MD landing page: **7,439**
- Animal Services: **3,017**
- Activity Guide: **2,364**
- GAFC: **1,854**
- News Flash – Celebrate July 4th: **1,668**
- Recreation: **1,651**
- Police Department: **1,200**
- Human Resources: **905**
- Arts: **732**
- Trash & Recycling: **641**

Social Media Analytics (July 1 – October 1)

Total followers: **11,354** (**10,270** from July 1 – October 1, 2024)

- Facebook: **5,912** (**+689**)
- Instagram: **1,975** (**+293**)
- Twitter/X: **2,876** (**-132**)
- LinkedIn: **591** (**+234**)

Post Engagement Rate

- Facebook: No longer collected
- Instagram **4.63%** (**4.25%** from July 1 – October 1, 2024)
- Twitter/X: **5.37%** (**6.06%**)
- LinkedIn: **9.52%** (**9.96%**)

Post Reactions: 4,848 (**3,300** from July 1 – October 1, 2024)

- Facebook: **3,219** (**1,862**)
- Instagram: **1,464** (**1,156**)
- Twitter/X: **81** (**159**)
- LinkedIn: **84** (**123**)

PLANNING
Continue to identify opportunities to incorporate health and equity data into planning processes to better understand community needs, prioritize transportation and land use projects, and analyze potential impacts.
<i>Staff is working to identify opportunities to track projects by geographic location and aims to gather baseline health data as part of the Vision Zero Action Plan process.</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 safety and accessibility projects have been encumbered. Staff is currently in the implementation phase in consultation with the Department of Public Works. Accessible pads and benches have been installed at bus stops, bus shelters are under construction, and solar lighting is being installed at bus stops. New crosswalks, curb ramps, and enhanced pedestrian crossing signage have been installed. Additional signage and markings for pedestrians and bicyclists are being installed across the City.</i>
Manage consultant services to complete a citywide Vision Zero Action Plan with a health equity emphasis and related demonstration projects.
<i>The City was awarded a Safe Streets for All (SS4A) federal grant to complete a Vision Zero Action Plan. Staff has received an executed grant agreement from FHWA and will begin work on the RFP to solicit bids for a consultant.</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. Staff recently released an RFP for consulting services, and after reviewing applications and interviewing finalist firms, the City awarded the contract to a consultant who has begun preliminary work. The City has not received any word about the EPA Community Change Grant application that was submitted several months ago. Staff submitted the Cherrywood Lane Complete and Green Street projects to MDOT for its Pilot Project Prioritization process (scoring only, not funding or CTP placement during the pilot process).</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 also submitted the project to MDOT for its Pilot Project Prioritization process scoring only, not funding or CTP placement during the pilot process.</i>
Pursue grant funding for the implementation of the City's Strategic Wayfinding Plan
<i>Staff presented at a September City Council work session to review the final draft of the Plan and anticipates the final plan will head to Council for acceptance in the fall.</i>
Review and comment on the State Consolidated Transportation Program and advocate for City transportation improvement projects.

<i>Staff submitted both the 193/Greenbelt Road Corridor Improvement project and the Cherrywood Lane Complete and Green Street project for scoring under MDOT's Pilot Project Prioritization Pilot process. Staff is currently reviewing the draft CTP for FY2026-2031 and will bring it to Council's regular meeting on 10/27/25 in advance of the 11/4/25 Prince George's County Road Show meeting.</i>
Complete a street parking study and establish related policy with regard to crosswalks, intersections/driveways, and bus stops.
<i>Not yet started.</i>
Pursue grant funding for the implementation of the Traffic Calming Study for Greenbelt Center City.
<i>Ongoing</i>
Evaluate and respond to resident requests for traffic calming measures.
<i>The City secured engineering services from Greenman-Pedersen, Inc. to complete a traffic calming study in Central Greenbelt and streets studied were selected based on outstanding citizen requests for traffic calming. Staff took a final draft to APB for review in September and anticipates the final plan will head to Council for acceptance in the fall. Staff continues to intake and respond to citizen requests throughout the City.</i>
Pursue grant funding for the implementation of the Traffic Calming Study for Greenbelt Center City.
<i>Ongoing</i>
Oversee the completion of the Cemetery Preservation Master Plan.
<i>A consultant was selected, and a community meeting was held in July 2025. The consultant is scheduled to attend a City Council work session in October 2025 to present a project update to City Council.</i>
Utilize GIS analysis to create project visualizations and maps to share with the community in real-time and to better analyze project data.
<i>Staff is working to identify opportunities to create project visualizations and maps.</i>
COMMUNITY DEVELOPMENT
Maintain a 90% compliance rate with municipal codes through proactive inspections in code enforcement, focusing on ensuring compliance, promoting safety, and improving community well-being
<i>Ongoing.</i>
Prepare a resolution to enact proposed revisions to Chapters 4 and 14. Review all other chapters as needed.
<i>Proposed revisions have been drafted and provided to the City Clerk to be incorporated in the larger code update project.</i>
Continue to develop effective reports in Utopia software to support and track all licenses and miscellaneous data.
<i>Ongoing</i>
Develop an online payment system to enable a more effective/efficient application and payment process, as well as to meet the needs and preferences of customers.

<i>The Department has requested the assistance of the Finance and IT Departments to accomplish this objective this fiscal year.</i>
Launch an awareness program to reduce common violations, such as illegal construction, out-of-date state certificate of inspection, and lead registration
<i>Ongoing</i>
Foster partnerships with Prince George's County Department of Permitting, Inspections and Enforcement and the Town of Berwyn Heights to establish more effective communication.
<i>Ongoing</i>
Develop educational workshops with Community Development staff, property owners and businesses to reduce violations/complaints.
<i>Ongoing</i>

P&CD Highlighted Accomplishments

- During the first quarter, staff received and investigated a total of 116 calls for service, resulting in the logging of 115 code cases. These cases included both complaint-driven investigations and proactive windshield inspections.
- A total of 35 citations were issued during the first quarter of FY2026, resulting in \$11,400 in assessed fines. Of that amount, \$600 has been collected to date. The remaining citations are pending adjudication hearings for either abatement or payment. These citations were issued after efforts to achieve voluntary compliance through communication and education. The department's enforcement strategy continues to prioritize collaboration and education as the primary approach, pursuing formal enforcement actions only when necessary to maintain safe, healthy, and well-maintained neighborhoods.
- Two staff members completed the EPA's Qualified Person to conduct inspections on construction sites related to Erosion and Sediment Controls (ESC) and Stormwater Pollution Prevention Plan (SWPPP).
- Planning successfully bid a consultant contract for the Kim Lamphier Bikeways Network Program grant for the Hanover Parkway Bikeway Design project and work has commenced.
- Planning secured an executed grant agreement for our Safe Streets and Roads for All (SS4A) grant for a Citywide Vision Zero Action Plan and are beginning work on the RFP for consultant services.
- Planning is finalizing both the Citywide Strategic Wayfinding Plan and the Traffic Calming Study for Center City to take to Council for acceptance in the fall.

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 focused on crime-prevention details regarding 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 partnered with agencies across Prince George's County for Blue Lights Night. This outreach and enforcement effort began with an event at Springhill Lake Recreation Center. The department then conducted enhanced traffic enforcement along the Greenbelt Road Corridor.

The year-to-date overall crime total for 2025 continues to trend downward. With a 12 percent decline from the previous year.

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 higher crime risk.*
- *The department participated in the following events*

Fourth of July

National Night Out events



Steering wheel lock events.

Labor Day Weekend booth and security.

Greenbelt Station HOA

Public Safety Advisor Committee Fraud Presentations

Coffee with a Cop



- *Blue Light Kids Night at Springhill Lake Recreation Center*



Develop Staff: Providing department staff with training, career development, education, and opportunities for promotion will reduce turnover and create a stable department that can meet the needs of our community.

The department continues to focus on staffing. At the end of the quarter, the department had one vacancy in Communications and four police officer vacancies.

The department conducted a promotional Ceremony.



ANIMAL CONTROL
Raise citizen awareness about sharing our environment with wild animals.
<i>The Animal Services Unit promoted spay and neuter programs to citizens by posting information at the community center. It also promoted the advantages of having pets with microchips.</i>
The department continues to establish working relationships with animal resource organizations. The unit supervisor has reestablished contact with rescue organizations to assist with animal adoptions.
<i>Animal Services has accepted their second intern from the University of Maryland, as the first intern has completed their 90 hours.</i>
Raise citizen awareness regarding animal cruelty with the assistance of the Greenbelt Police Department.
<i>Animal Services continues to educate pet owners on proper care for their animals as well as assisting them with resources available to them, including, but not limited to, low-cost vaccinations, rehoming their pets, low-cost microchipping, and free spay/neuter programs.</i>

Police Department Accomplishments:

- The department hosted multiple community functions, highlighted by National Night Out and the Blue Lights Night at Springhill Lake Recreation Center.
- The department hired four lateral police officers during the quarter.
- The department facilitated and enhanced security for the Fourth of July Celebration, as well as the Labor Day Festival.
- The department began fleet vehicle replacement, including one EV vehicle, with delivery in 2026.

Animal Control Accomplishments.

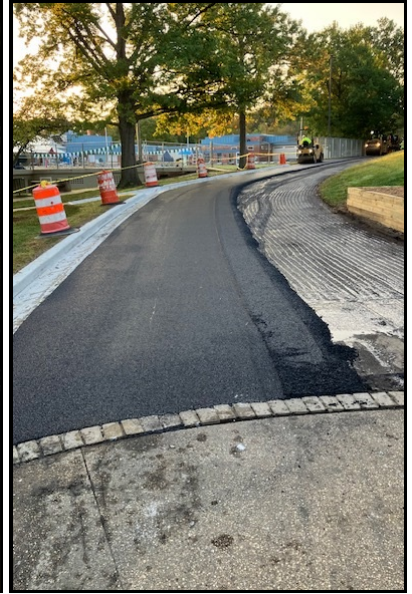
- The current spay-and-neuter grant has issued 34 of the possible 55 vouchers.
- Animal Services has had 11 adoptions during this quarter.
- Animal Services has received confirmation from the Maryland Department of Agriculture that the city was awarded funding in the amount of \$6760 (for the Feral Cat Focused Spay Neuter Grant, which will start January 1, 2026).

PUBLIC WORKS ADMINISTRATION
Improve both internal and external customer service requests through faster service and follow-up contact.
<i>Automated/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 are held weekly and monthly.</i>
Complete all ARPA projects by December 2026.
<i>Ongoing – Ped Bike (w/Planning), GAFC Structural – Indoor Deck, Buddy Attick Lake Master Plan (w/Recreation), CC Chiller Replacement, Dog Park Water, Bridge Remediation, Ongoing (Projects Alternate Funding Source) – Greenbelt Theater, FY25 Capital Project/BCR, grants, etc., CDBG PY51 – pending NTP, Youth Center Roof.</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.</i>
Reduce internal work orders through better daily facility inspections.
<i>Ongoing – everyday commitment.</i>

Public Works Notable Achievements / Highlights:

- Completed FY26 Roadworks and Miscellaneous Concrete throughout the City – Crescent Road, Youth Center Maintenance Road, and Municipal Building/Community Center Parking Lot
- Greenbelt Aquatic Fitness Center Indoor Pool Deck – Structural Remediation Project.
- Provided Cross-Departmental Project Support: Delivered project assistance across multiple City departments, including Planning and Community Development, Recreation, and the Police Department, ensuring smooth coordination and implementation of key initiatives.

FY26 ROADWORK IMPROVEMENT



GAFC INDOOR POOL DECK STRUCTURAL REMEDIATION PROJECT



SPECIAL PROJECTS: CO-OP BIKE RACK, RETIANING WALLS, ETC.



CARES
Work with Constituent Services to develop procedures for collaboration in serving residents presenting with social, mental health and material needs.
Worked with Constituent Services to submit application to NLC's Community Engagement Academy for the Community Engagement Initiative. Unfortunately, Greenbelt was not selected for this cohort.
Respond to emerging community needs and develop programs in collaboration with community groups, agencies, schools and other City Departments to provide mental health, educational and social supports.
CARES staff attended back to school events at Springhill Lake Elementary and Greenbelt Middle School to provide caregivers with information about CARES mental health, education, and community food and diaper distributions

ASSISTANCE IN LIVING (GAIL)
Assess emerging community needs and reevaluate existing programs and partner with community stakeholders to provide programs and services to enable Greenbelters of all ages to live in a community with supportive services that include educational classes, support groups, screenings, health and wellness programming, food distributions and more
Developed and launched a Falls Risk Awareness Initiative to increase awareness, create access to home safety assessments, tools and resources to make necessary home modifications.
Increase access to Memory Cafe and other interactive programming for persons with Dementia as well as resources and support for caregivers of persons with Dementia.
Rolled out 'Seniors Avoiding Isolation and Loneliness' (SAIL) pilot program to support older adults who experience feelings of isolation. SAIL connects them with long-term supports (mental health, social connection, student nursing, case management).

SERVICE COORDINATION PROGRAM
Provide case management, wellness programs and information services to the residents of Green Ridge House.
• Provided at-risk and frail residents with home-delivered meals and housekeeping aides through the SASS Program. • Collaborated with Green Ridge House management to resolve apartment inspection failure and hoarding cases. • Connected with community health agencies to organize vaccination clinic for respiratory virus prevention. • Continue to improve consistency of weekly grocery distributions through Capital Area Food Bank's Partner Direct Program with new partner store management and updated donation guidelines.

CARES Accomplishments:

- CARES had a Learn to Earn intern for summer 2025. Intern worked with several programs and updated referral list.

- CARES Bilingual Counselor and GAIL Bilingual staff worked at the Immigration Legal Clinic to assist with translation and provide support to attendees
- CARES accepted and reviewed applications for Emergency Rental Assistance. Assistance was made possible by community donations and the \$30,000 designated to the Emergency Assistance fund by the Greenbelt City Council.
- CARES offered an AI class at Springhill Lake Recreation Center in partnership with BCauseICAN Inc. The program was sponsored by a grant from ACE.
- CARES and GAIL Staff participated in National Night Out and the CCI Block Party.
- CARES staff launched a “Teen Anger Improvement Group” at Springhill Lake Recreation Clubhouse.
- GAIL program offered a variety of community resources and events including:
 1. Preventative health workshops on chronic disease
 2. Menstrual Products through Greenbelt Pink Pantry
 3. Clothing Drive and Pop-Up Clothing Closet for Greenbelt families in need
 4. Emergency Diaper Assistance through Greenbelt Nursery Project
 5. Produce Distribution in Greenbelt Center and at Springhill Lake Recreation
 6. Annual Back to School Health and Wellness Fair

RECREATION ADMINISTRATION	
Evaluate retitling the department's title to better represent the programs and services that are offered to the community.	
No Progress	
Manage ARPA projects.	
• <i>Buddy Attick Master Plan – Adopted by City Council</i> • <i>Ballfield Improvements – SHP Athletic Field Complete</i> • <i>Braden complex under construction</i> • <i>Springhill Lake Recreation Center Playground Upgrade – Complete</i> • <i>Dance Annex – Complete</i> • <i>Buddy Attick Park Shelter/Pavilion – Complete</i>	
Explore the viability of increasing minimum wage and adding a non-classified second tier for those positions that require year-round special skills, training and/or certification.	
No Progress	
Review performance measures and recommend a better way of “telling the story “In the budget book.	
No Progress	

GREENBELT MUSEUM	
Oversee the start of the Museum project to include permitting and phase 1 construction.	
In progress. <i>The GHI Board voted to approve construction of an addition in the fall of 2024. Next step is to identifying a project manager who will assist in applying for necessary county permit(s).</i>	
Working with Friends of the Greenbelt Museum, identify fund raising opportunities to support the museum project.	
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.</i>	
Identify opportunities for and execution of programming in Greenbelt East and Greenbelt West.	
No progress	

RECREATION CENTERS	
Capitalize on the popularity of the preschool story time program to identify additional programming to be scheduled during the earlier opening hours at Springhill Lake Recreation Center.	
No Progress	
Create a comprehensive RecTrac training guide for center leaders.	
No Progress	
Collaborate with Therapeutic Recreation Coordinator to provide intergeneration activities/events.	
No Progress	

AQUATIC & FITNESS CENTER

Manage operations in relation to indoor pool closure and reopening upon completion of pool deck repairs.

Complete: After resolving some plumbing issues, the Indoor Pool officially reopened for full-time use on September 30th. We're excited to announce the return of our complete lineup of classes and program offerings for the Fall season

Implement junior lifeguard program to establish a pipeline for future staff.

In Progress: We're currently in the process of securing materials and equipment, as well as entering program details into RecTrac. The program is projected to be scheduled for Spring.

Explore feasibility of adding outdoor pool underwater lighting.

Complete: After consulting with pool contractors, I was informed that adding underwater lighting to the outdoor pool would require major construction. This would include, but is not limited to:

- Installing electrical infrastructure
- Adding light niches
- Resurfacing the pool

COMMUNITY CENTER

Explore expansion of lobby front desk functionality by adding RecTrac software to lobby computer.

In Progress: A third monitor for displaying the facility schedule was added to the front desk. Additionally, the daily facility schedule is now available via a tablet at the front desk, allowing staff to bring the tablet with them around the building as they provide rental setup and monitoring. RecTrac will be added when the need arises with new programming.

Develop strategy to attract more paid facility rentals.

In Progress: Additional padded chairs were added to replace metal chairs. Birthday party rentals are once again being accepted. Additional efforts to improve marketing of available rental space are being explored.

Address items to improve facility access and safety for senior and disabled patrons.

In Progress: The front of the steps serving the East and Historic entrances were painted yellow to improve visibility.

RECREATION PROGRAMS

Introduce a pilot program for school year teen field trips

No Progress

Work with community members in Greenbelt West to identify and implement new programming during Springhill Lake Recreation Center's new earlier opening hours.

In progress:

- Offered a kids movement program on Fridays in the fall and trying a longer session in the winter.
- An art exploration program will be introduced in the winter.
- Hosted a workshop for seniors that covered nutrition, had a bingo activity, and provided a demo of the Ageless Grace Program.
- Coordinator at Springhill Lake has completed certifications to teach movement classes for seniors.

THERAPEUTIC RECREATION	
Explore and identify Active Aging programs to be provided at Springhill Lake Recreation Center.	
<i>In Progress:</i> • <i>Hosted Active Aging Open House at Springhill Lake Recreation Center</i> • <i>Provided a Food for Life workshop series with dietary information, food demos, and food tasting</i> • <i>SHLRC Coordinator completed two certification programs to teach Ageless Grace and LA Blast seated exercise classes</i>	
Collaborate with Park Rangers on intergenerational interpretive programs.	
<i>In progress:</i> • <i>Provided Grandparents Day kayaking and Nature Scavenger Hunt at Buddy Attick Park</i> • <i>Provided Birding lecture followed by Birding Walk</i> • <i>Provided Native Plant lecture followed by Fall Planting event</i>	
ARTS	
Facilitate the completion of a public art commission at the renovated Braden Athletic Complex. This project is funded through the American Rescue Plan Act.	
<i>In Progress:</i> <i>The sculpture is in production and community workshops are ongoing. Delivery and installation are currently expected to occur before the end of the year.</i>	
Facilitate the artist selection process for a public art commission at Greenbelt Square. This project is funded by developers Gibbs and Haller.	
<i>In Progress:</i> <i>A Request for Qualifications has been developed in collaboration with Armory Place LLC and Bruno Clay Management. It has been determined that anticipated renderings will not be produced by the builder, so staff are coordinating with the owner on how to best proceed in their absence. The timing of the RFQ launch will be based in part on the timing of some construction milestones which is TBD.</i>	

SPECIAL EVENTS	
Incorporate mini special events into the Springhill Lake Recreation Center After School and Summer youth programs.	
<i>In Progress:</i> <i>Through a partnership with Patuxent Wildlife Refuge Center, summer program participants were able to attend a nature immersion program that included activities such as archery, nature hikes, birding, kayaking, and fishing.</i>	
Enhance departmental promotional efforts at community special events.	
<i>Complete:</i> <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>	
Hire and train new Special Events team.	
<i>In Progress:</i> <i>Special events coordinator is in the process of hiring and onboarding the Special Events team.</i>	

Recreation Department Accomplishments Through Q-1 Q-4 Updates

- Provided inclusion support at summer camps and supported inclusion staff by coordinating on evolving individual support plans for each inclusion participant.
- Developed and implemented a monthly Active Aging Arts Social workshop.
- Provided new programs at Springhill Lake Recreation Center during the expanded hours of operation, including Preschool and Active Aging classes, workshops, and special events.

- Active Aging Week featured twelve unique presentations, in addition to our standard activities, to celebrate Active Aging in Greenbelt.
- Provided arts-based summer camps (Creative Kids Camp, Circus Camp and Camp Encore) serving 355 youth and teens. The campers performed 14 shows which were open to and enjoyed by the community.
- Produced 156 summer and fall quarterly visual and performing arts activities for all ages including classes, workshops, open studio and Parent's Night Out programs with 1,391 enrollments. In addition, coordinated weekly arts meet-ups and produced monthly Art Shares and twice monthly Artful Afternoons.
- Hosted workshops with Empact Art in which an estimated 300 community members glazed and arranged mosaic tiles for incorporation into the sculpture "Joy" being created for the Braden Athletic Complex.
- Hosted a dedication for the public sculpture at Motiva, created through a public/private partnership among the City of Greenbelt, Motiva management and the Washington Glass Studio with community workshop participants.
- Received an FY26 arts program operating grant from the Maryland State Arts Council (\$78,101).
- With the Greenbelt Arts Advisory Board, provided multilingual chalk-art welcoming signage at the Fourth of July celebration at Buddy Attick Park.
- Produced an exhibition of prints, collages and fiber arts by Judith Kornett at the Greenbelt Community Center.
- Juried the 2026 Sparkle Mart Art and Craft Fair, which is full with a waitlist.

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, October 22, 2025, immediately following the Council Work Session – City Manager’s Quarterly Update – Recreation Department, 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, October 22, 2025.*

Bonita Anderson
City Clerk