

**City Council  
Work Session**

**City Manager  
Update**

**8 p.m. - Monday  
February 5, 2018**

**Council Chambers  
Municipal Building**

**GREENBELT – CITY MANAGER GOALS AND OBJECTIVES – 2017**  
**(FY 2018)**

**STATUS REPORT DATE:** *August 30, 2017*      *February 1, 2018*

**THEME AREA: COMMUNICATION**

**Goal:** Outreach to community and maintain a high level of contact through the evaluation period.

Objective(s): Provide information on upcoming events/activities at special events; Develop relationships, build trust, and engage citizens and businesses
Staff Assigned: City Manager, All Department Directors, Public Information Coordinator
Timeframe for Completion: Ongoing
Status: City Manager - Continuing introductory meetings with various business, community, and advisory groups; attending special events (detailed in weekly management reports), and encouraging department outreach activities. Meet and Greets, continued presentations and events.  Public Information - An electronic "Info Wall" was created which makes all city social postings available from one place including, Police, City Office, Recreation, Animal Control, Aquatics and Fitness and Arts. Informational calendars, service information and events are posted on multiple platforms including website, News Review and Social Media. For example, the use of Nextdoor to engage residents about upcoming meetings impacting the newest neighborhood, Greenbelt Station. Completed new resident welcome packets and distribution.  Police - New Franklin Park Spring Outreach Event; National Night Out; Greenbelt Rotary Club presentation-Acting Chief Kemp; Establishment of the youth Explorer Program; on-going outreach on the Police Department's Facebook page. Coffee with the Chief and Halloween Trunk or Treat.  Public Works - Staff advisory board liaisons to GreenACES, Green Team, Forest Preserve and the Advisory Committee on Trees. Internship programs are being provided to a Chesapeake Conservation Corp member, high school kids, special needs children and college kids. Volunteer opportunities to educate the community and generating awareness and participation through special events. Examples include: Arbor Day; BioBlitz, Public Works Open House, Earth Day, educational speaking, clean-ups, tree plantings and booth presentations, etc.  Planning - Attended the Greenbelt Station South Core Parking Committee meeting to discuss parking issues. Engaged the Boxwood Community in reviewing WSSC's proposal to replace a water main line in the community.

Animal Control - Working with Ms. Palau to improve public outreach regarding animals available for adoption. Continue to look for opportunities to sponsor special events to promote animal adoptions. Staff is scheduled to meet with WAGS in February to discuss special event planning. Continued to use the established volunteer program to assist with various shelter responsibilities. Also worked with Ms. Palau to develop a survey to gain public input on the planning for a second dog park.

Administration - WMATA Trail Progress Meetings; Greenbelt Station Updates with the developers (Woodlawn, Renard, and WMATA) and residents; Forest Preserve Study progress meetings. To be scheduled in Fall 2017- WMATA Council Senior Mobility Study Work Session. Conducted Recreation Master Plan survey and outreach with advisory boards, City Council, staff and public. Council work session to be scheduled.

Recreation - Recreation Coordinators will attend back-to-school events and PTA meetings throughout the year. The Aquatic & Fitness Center sends email blasts to patrons and members on a monthly basis. Posts are made via social media on a regular basis. Activity Guides are published four times each year. Completing Recreation Logo project for launch to the public (approved by Council on 1/20/18).

**Goal:** Develop a plan to ensure that information is readily available for residents about Council policies and initiatives and City services.

Objective(s): Improve access, implement a document retention policy, implement a document management program,

Staff Assigned: Public Information Coordinator, City Manager

Timeframe for Completion: Ongoing, completion of Welcome Packets by September 1; Document Management RFP responses due September 2017; anticipated website redesign vendor identification by December 2017 and funding request in Spring 2018.

Status:

Staff and services are highlighted regularly through video segments and postings on Social Media sites and on the Municipal Access Channel. Facebook live is used for some larger events. We are working towards providing more Press Releases. The quarterly newsletter, website, and News Review are also tools to accomplish this. A weekly city blog that was featured late last year, and included a synopsis of what when on during the week using stories, photos and videos will be reinstated.

A Document Management System RFP has been issued. Responses are due by September 8, 2017. The System will help staff retain and track documents, reduce paper use and burgeoning City storage needs. Pilot sites will be Human Resources and Administration. In the interim, the second of two temporary employees have sorted and shredded out of date personnel files- supporting City storage backlog and providing Greenbelters with developmental challenges both employment and job training. The first employee assigned to Human Resources blossomed to successfully interview and obtain a full-time, salaried position elsewhere. Responses received and under review by staff committee. Contract anticipated for Council review in February 2018.

Content management system- public information staff continues to research other government websites, hosting agents, and interfaces between the City website, online streaming of Council meetings and other activities, public searches for documents and other information. This would include an update of the City website. Content management system and agenda preparation modules recommended and approved by Council on 1/22/18. Staff work on website review and buildout anticipated by April 2018.

Petitions and Requests and approved public meeting permits (special events held on public property) have been added to the City website.

City Welcome Packets for new residents were updated in August 2017, including materials from City departments, non-profits, and local businesses. Citizen volunteer "Packet Stuffing Parties" were held in August. Packets will be distributed to area offices, realtors, and businesses.

**Goal:** Begin to create a public relations program for the City.

Objective(s): Work to improve public information, branding, and community engagement
Staff Assigned: Public Information Coordinator
Timeframe for Completion: Ongoing
Status: Council approved funding for a part-time employee to assist the Public Information Coordinator to assist in implementing more informational public programs. Interviews have been conducted. Interns have been hired instead. Consultation provided by a candidate on social media strategy is being implemented.

**Goal:** Develop relationships with the business community, agencies and other entities with whom the City interacts (covered with established goal).

Objective(s): Build relationships, exchange information, to engage and mutually support operations while promoting Greenbelt
Staff Assigned: City Manager, All Directors
Timeframe for Completion: Ongoing
Status: As outlined in weekly reports, meetings, events, and introductory activities have taken place to start building and/or improve relationships. Participating in multiagency ULI-TAP with Greenbelt as lead. Will attend 2018 Regional International Shopping Center conference. Participated in discussions on new regional creative placemaking conference in 2018. Attended Maryland Space Business Roundtable, Chamber of Commerce and other activities. Established relationship and partnership with Marriott for future food drive distribution.

**Goal:** Maintain open lines of communication with the City Council (included of Manager performance appraisal).

Objective(s): <b>Maintain two-way communication between elected officials and staff</b>
Staff Assigned: <b>City Manager, Directors</b>
Timeframe for Completion: <b>Ongoing</b>
Status: <b>Management continues to distribute weekly written reports on administrative and departmental activities and projects to support Council goals; ad hoc meetings with Mayor and individual Councilmembers as requested; emails, memoranda, and telephone calls to Councilmembers ranging from routine to police or emergency matters; quarterly City Manager’s Updates; verbal City Manager’s Reports at each regular Council Meeting; monthly financial reports; and annual budget work sessions to develop the next fiscal year’s operations and resources.</b>

**Goal:** Be visible in the community – attend events, HOA meetings and interact with the public and business community (covered in established goal).

Objective(s): <b>Attend special events, HOA and community meetings as requested and/or projects require.</b>
Staff Assigned: <b>City Manager, All Departments</b>
Timeframe for Completion: <b>Ongoing</b>
Status: <ul style="list-style-type: none"> <li>• <b>As noted in weekly reports, attending events at HOAs, Greenbelt Rotary, Green Ridge House, Golden Age Club, Utopia Film Festival, Labor Day and advisory board meetings.</b></li> <li>• <b>Planning staff attends community and business meetings as appropriate. Staff attended the Greenbelt Station South Core Parking Committee meeting. Planning staff met with GHI representatives to discuss the county zoning rewrite project and the Neighborhood Conservation Overlay Zone. Animal Control sponsors a number of community events throughout the year (ex.-Open House, Pet Expo, Kitten Shower, NBC4 Clear the Shelter) and participates in Labor Day festivities.</b></li> <li>• <b>Recreation staff attends back to school events and PTA meetings to promote recreation programs and classes. Staff also attended the Greenbelt Station community day event. Staff is also coordinating with organizations during the Recreation Master Plan outreach activities.</b></li> <li>• <b>Police attended the Community Forums, National Night Out events, Greenbelt Rotary, and various homeowner group meetings (see also public safety).</b></li> <li>• <b>Human Resources has supported employee recruitment and testing activities, as well a Public Safety Advisory Committee (PSAC) staff liaison duties during safety camera discussions. Information Technology staff has also participated in PSAC meetings.</b></li> <li>• <b>Public Works hosts and/or organizes events throughout the year, including Public Works Open House, National Public Land’s Day, Coexisting with Beavers workshops, clean-ups, Greenbelt Station Community Day, Labor Day Festival, holiday tree lighting among others.</b></li> </ul>

**Goal:** Improve and expand technology to improve transparency and accessibility to City documents via the website.

Objective(s): Identify and engage a vendor(s) to host the website, provide content management
Staff Assigned: Public Information Coordinator, City Clerk
Timeframe for Completion: June 2018
Status: The City's website hosts over 4,000 City Documents, all searchable through the site's search engine and through Google (accessible through the site.) Staff is researching vendors for a website update.  Post-election, the City Clerk will begin codification of the City Code, as well as obtaining estimates for converting the City Code to an electronic, searchable document. The current version is a series of pdf images. A time table has not been established as the codification project is several years past due and work has not started. As noted in a previous message, staff recently posted ordinances to ensure that the existing online document was up to date.  Content management vendor selected and approved by Council in January 2018. Redesign underway. Completion expected in June 2018.

**Goal:** Improve visibility of City Council work sessions.

Objective(s): Provide streaming or video playback of Council work sessions that are not held in the Council Chambers; Hold Council work sessions in locations outside of the Council Chambers; Address the technological challenges of converting data and enabling playback
Staff Assigned: Public Information Coordinator
Timeframe for Completion: Ongoing
Status: All Budget Work Sessions were recorded and shown on the Municipal Access Channel and posted to the City's on-demand site for viewing. Work session agendas and minutes are posted as soon as they are available and advertised in the News Review.  Staff is investigating low-cost alternatives to transmit and record offsite work sessions, including Facebook Live and YouTube. These options would be less expensive than the estimated \$50,000 to outfit the large room in the Community Center that is periodically used for Council work sessions. Another alternative is the relocation of activities taking place in the Council Chambers, allowing use of the Chambers.  Council approved the Council Chambers audio and video upgrade in January 2018. Detailed schematics will be provided to brief Council further. Efforts continue to create space in the Community Center for CARES. Alternate locations and methods for the weekly staff meeting will be made, including transport of files or documents.

**Goal:** Emphasize and ensure that staff provides excellent customer service to the City’s residents and guests.

Objective(s): Set expectations, promote, and reinforce excellent service; Provide constructive performance evaluations that help empower employees; Seek feedback through employee and public surveys and outreach.
Staff Assigned: City Manager, Department Directors
Timeframe for Completion: Ongoing; conduct training by December 2017.
<p>Status:</p> <p>Employee evaluations are being re-established. As the evaluation process is being revamped, all employee evaluations are required to be reviewed in advance by Human Resources staff before being presented to the employee. The intent is to ensure consistency, fairness, and equity across departments when evaluating employees, but also reinforcing City expectations and accountability. Customer service training will be explored and guidelines developed.</p> <p>Survey results have been circulated for the Greenbelt Aquatic and Fitness Center. Surveys have also been conducted at events like the Easter Egg Hunt. The upcoming community questionnaire will be distributed in November 2017.</p> <p>Customer feedback has also been received during events like the Community Relations Board’s police/community forums.</p> <p>Surveys conducted for Recreation Master Plan, Community Questionnaire, Police Chief qualities, 2<sup>nd</sup> dog park location, Police Chief search meet and greets. To be scheduled – employee evaluations and training.</p>

**Goal:** Hold regular staff meetings.

Objective(s): Maintain contact with department directors, communicate with staff, and exchange information on activities in the City to support planning and operations.
Staff Assigned: City Manager, Department Directors, City Clerk
Timeframe for Completion: Ongoing
<p>Status:</p> <p>The City Manager leads a weekly meeting of department directors. Agendas include City Council agendas and follow-up, budget, policy or procedures, issues or projects of citywide importance or other matters deemed by participants to be for the good of the order to share with fellow directors and department employees.</p> <p>Public Works has monthly Supervisor’s meetings and quarterly incentive meetings with all staff. CARES has weekly staff meetings.</p>

**THEME AREA: COMMUNITY and ECONOMIC DEVELOPMENT**

**Goal:** Support Phase II renovation of Greenbelt Theater throughout the evaluation period.

Objective(s): Continue to renovate equipment and areas of the Theater that were not completed during Phase I. Council approved FY2018 funds to re-design the HVAC equipment that heats and cools the auditorium. Phase II initially, includes upgrading the sound system, acoustic panels, new HVAC equipment, new screen and the renovating the auditorium area. Given limited funding the work may be completed in more than two phases.
Staff Assigned: Director of Planning and Community Development, Public Works Director
Timeframe for Completion: FY2018 for Engineering design of HVAC equipment.
Status: Mechanical Engineer is currently working on the new HVAC design for the auditorium.

**Goal:** Develop an economic development plan, including a marketing – branding strategy for the City.

Objective(s): Work with City Council on the implementation of the recommendations contained in the Economic Development Study prepared by the Hyattsville Community Development Corporation (HCDC).
Staff Assigned: Director of Planning and Community Development, Director of Recreation, Public Information Coordinator
Timeframe for Completion: Ongoing
Status: Planning staff is currently working on updating the business information and tools posted on the city’s website. New resident packets were updated. Social Media “Info Wall” was established to streamline the City’s multiple sites into one area. As the Recreation Department finalizes the departmental tag line and logo following a consultant led process, staff will identify potential estimates for consultant led citywide marketing and branding strategy for FY 2019 budget.  Staff has been asked to secure signage for the electric car charging station at the Municipal Building to share area information on stores, restaurants and the Greenbelt Theater.

**Goal:** Explore staffing an economic development program.

Objective(s): Identify Council priorities; Establish policy; identify resource needs to support a program, including staffing levels, incentives, and budget.
Staff Assigned: City Manager, Human Resources Director
Timeframe for Completion: FY2019
Status: Council approved \$116,000 for economic development program establishment and outreach to a cross section of certain businesses to gain feedback on the City and learn how the City can support retention, expansion, and attraction

**Goal:** Support efforts to bring FBI to Greenbelt.

Objective(s): Partner with the county and state to attract the FBI Headquarters to Greenbelt. Advocate for county and state funding towards infrastructure improvements.
Staff Assigned: City Manager, Assistant City Manager, Director of Planning and Community Development
Timeframe for Completion: Ongoing
Status: With the Summer 2017 Federal decision to place the project on hold, Council held work session on potential activity at Greenbelt Station. Staff will continue to advocate for the location of a major tenant or series of tenants at Greenbelt Station, and preserving county, state and federal funding that has been allocated to supporting infrastructure improvements. Staff will also support Council's effort to establish an economic development program. Four Cities letters were sent to state, legislative, and county representatives.

**Goal:** Enhance relationships with County and related agencies to further establish Greenbelt as an arts and economic development anchor.

Objective(s): Develop an economic development program; Support community branding
Staff Assigned: City Manager, Recreation, Director of Planning and Community Development
Timeframe for Completion: On-going
Status: Staff has received briefings on County retail strategy, economic development programming, and the County zoning ordinance re-write. Staff is exploring participation in a multi-jurisdictional effort with other Prince George's communities to share a booth at the Spring 2018 International Shopping Center Conference at National Harbor. This will require resources to produce marketing materials.  City Manager and Acting Planning Director attended Maryland Space Business Roundtable. Council hosted Prince George's County Economic Development Corporation, County Planning officials, State commerce and NASA officials for an economic development session.  Staff reviewed and provided comments on the county's Comprehensive Review Draft of the proposed Zoning and Subdivision Ordinances. Staff attended the M-NCPPC guest speaker's series on economic development topics.  Staff and Council participated in Prince George's County Chamber of Commerce activities. The Council later approved joining the Chamber in July.  Council approved \$116,000 for economic development program establishment. Arts-oriented programming has been delivered by the Recreation Department and the Museum, ranging from courses and camps, concerts, museum and visual art exhibits, and expansion of museum offerings.

**Goal:** Conduct a formal strategic planning process.

Objective(s): Estimated- not a March 2017-Council top ranked priority; Develop a citywide process to obtain and incorporate employee and public feedback on short and long-term planning and city operations; Seek Council resources to conduct an effort citywide
Staff Assigned: City Manager
Timeframe for Completion: On-going; conduct a formal process in FY2019.
<p>Status:</p> <p>The City Manager continues to assess the organization, evaluating policies, identifying plans and areas for improvement, monitoring the FY2018 budget and reorganizing with new management staff in key positions. The Information Technology Strategic Plan also needs continual review and resources needed to implement the recommendations in FY2019. Also underway is staff and public outreach and engagement to gain feedback and develop a plan for action and resources, for example, the FY2019 budget preparation which will start this Fall. This includes developing employee and community surveys.</p> <p>Staff will develop a request for qualifications from firms regarding conducting a formal strategic plan process as staff starts preparation of the FY2019 budget. However, the Recreation Department's Strategic Plan was deferred pending the arrival of the City Manager, as well as the development of the Recreation Master Plan which is under also development. If desired, this funding could be applied toward a FY 2018 process.</p>

**Goal:** Install gateway signage.

Objective(s): Design and fabricate signs for the major and minor entrances to the city.
Staff Assigned: Director of Planning and Community Development
Timeframe for Completion: June 30, 2018
Status: Staff has requested a proposal from Bradley Site Design to bid the project and oversee the fabrication and installation of approved signage.

**Goal:** Develop plan to take over electric billing of Greenbelt Theater.

Objective(s): Estimated- Not a March 2017 Council-identified top priority. Assist Theater Management in continued operation of the Theater
Staff Assigned: Finance Director
Timeframe for Completion: Ongoing
<p>Status: As part of the FY 2018 budget, Council approved a four year plan to assist the theater manager in paying an \$18,000 bill that occurred when Pepco changed the rate code of the theater. Mr. Putens suggested adding the Theatre to the City's overall City electric account and paying future bills. The City paid the first year's payment to Pepco in August, about \$4,500. Council has since received a Theatre request for an additional monthly stipend bringing City funding to an additional \$8,000/month through the calendar year.</p> <p>Council approved the stipend and staff subsequently accommodated a request to consolidate the \$8,000 payment. Additional funds are now sought.</p>

**THEME AREA: ENVIRONMENTAL AND COMMUNITY PRESERVATION**

**Goal:** Resolve issues with the City’s Sustainable Land Care Policy.

Objective(s): <b>Finalize the Sustainable Land Care Policy.</b>
Staff Assigned: <b>Public Works</b>
Timeframe for Completion: <b>Submit a report to Council by September 2017; Complete the Policy by December 2017 - Overdue</b>
Status: <b>The Community has worked to develop a policy for about a decade. Staff has been using the draft policy as a guideline for many years. A Council work session was held on August 2, 2017. Representatives of some of the advisory boards and committees that were involved in vetting the policy were in attendance. Staff continues to work with the boards and committees to discuss and incorporate feedback.</b>

**Goal:** Maintain Greenbelt as an environmentally proactive community throughout the evaluation period.

Objective(s): <b>Continue environmental stewardship with emphasis on volunteer and educational opportunities. Continue to retain and improve certifications as a Sustainable Maryland Certified Community and a Tree City USA. Continue to reduce greenhouse gas emissions. Finalize the Sustainable Land Care Policy.</b>
Staff Assigned: <b>Public Works</b>
Timeframe for Completion: <b>Ongoing</b>
Status: <b>In June 2017, the city submitted an application to remain Sustainable Maryland Certified. The city was awarded re-certification with 600 points earned. This was the highest in Prince George’s County, and the second highest in the state.</b>  <b>The city submitted the application for Tree City USA certification in January 2018.</b>  <b>Volunteer programs for Fiscal Year 2018 include several volunteer programs including Public Land’s Day, Coexisting with Beavers events, and other environment day events. Several groups participate in weekly work programs through Public Works. (Parkdale High School, Capital Care, Inc., James Duckworth School)</b>  <b>Green Team/GreenACES continue Zero Waste events throughout the city.</b>  <b>The city has partnered with the county to advance stormwater management practices (rain barrels, rain gardens), pet waste control, etc. The city partnered with backyardcomposting.org to further composing.</b>  <b>The city will implement support to the intern grant group, which was awarded a county grant via city partnership, working on additional composting for residents at Springhill Lake Recreation</b>

Center and the New Deal Café.

The first electric vehicle charging station was installed in Summer 2017. The Level 3 unit is located at the Municipal Building. Staff is working on grant applications and partnership for additional charging stations, including availability of stations that service hybrid vehicles. Staff has also made application through MSEC-MEA for an electric car and charging station at Public Works. Staff continues to monitor costs and usage to determine appropriate resident and non-resident rates.

**Goal:** Continue implementation of bike and pedestrian plan recommendations.

Objective(s): Continue to look at ways to improve pedestrian and bike safety. Install a raised crosswalk at Greenbelt Elementary School. Install sharrows on Edmonston Road and Springhill Drive. Develop a bike improvement plan for Hanover Parkway.

Staff Assigned: Director of Planning and Community Development, Director of Public Works

Timeframe for Completion: Ongoing

Status:

Council accepted the Stream Valley Trail in December 2017. A special event to celebrate completion/opening is being scheduled for warmer weather (Spring 2018).

Bike markings and sharrows were installed on Springhill Drive and pedestrian crossings were upgraded for ADA compliance. Additional funding is needed to install sharrows on Edmonston Road and a raised crosswalk at Greenbelt Elementary.

The city was awarded a \$50,000 grant to undertake a bike improvement plan for Hanover Parkway. A project scope of work is being developed for agency approval.

**Goal:** Follow and refine forest preserve maintenance guideline goals.

Objective(s): Revise existing forest preserve maintenance guidelines. Present Draft Forest Preserve to Council by September 2017.

Staff Assigned: Public Works Director, Planning and Community Development Director

Timeframe for Completion:

Status: The Forest Preserve Advisory Board (FPAB) continues to rewrite the maintenance guidelines. Staff is reviewing the RFP, the consultant's proposal, contract and comments made by City Council and the FPAB against the draft health assessment to determine remaining work. Staff has requested a meeting with the consultant to outline a plan for finalization.

**THEME AREA: INFRASTRUCTURE**

**Goal:** Develop an infrastructure improvements plan, including dam repairs.

Objective(s): <b>Assess and develop a comprehensive list of all infrastructure, needed funding, funding mechanisms, and schedule</b>
Staff Assigned: <b>City Manager, Assistant City Manager, Finance Director, Public Works Director, and Director of Planning and Community Development</b>
Timeframe for Completion: <b>FY 2018</b>
Status: <b>The FY2018 Building Capital Reserve Fund includes funding to support an assessment. Staff will be performing inventory of buildings and will work with a consultant to develop a long term replacement strategy.</b>  <b>Council approved funding to undertake an infrastructure reserve study. Preliminary meetings with a contractor to discuss scheduling, specifications and timing of the project are complete.</b>

**Goal:** Commence Buddy Attick Park Renovations during evaluation period.

Objective(s): <b>Oversee the final design and construction of parking lot improvements at Buddy Attick Park.</b>
Staff Assigned: <b>Planning, Public Works</b>
Timeframe for Completion: <b>Spring 2018</b>
Status: <b>The project is delayed due to Prince George’s County Soil Conservation District requiring approval from Prince George’s County Stormwater Management Concept Plan prior to review and approval of the city’s Sediment and Erosion Control Plan. Bradley Site Design is working on getting the required approvals. Staff also requested a proposal from Bradley Site Design to manage the bidding and construction of the project. Staff still hopes for a Spring construction date, but the schedule may need to be revisited if the timeline extends too far into the parks peak season.</b>

**Goal:** Determine where Animal Control should be housed.

Objective(s): <b>Determine the organizational structure of the Planning Department unit.</b>
Staff Assigned: <b>City Manager</b>
Timeframe for Completion: <b>November 2017</b>
Status: <b>This will be publicly released following discussion with planning staff. Discussion also needs to be coordinated regarding the Northern County animal shelter and the potential impact on Greenbelt.</b>  <b>Planning positions advertised; Council briefed. Acting Planning Director and CARES Director briefed. Will present with FY 2019 budget.</b>  <b>Met with Animal Control. Tour of current facility to be scheduled.</b>

**Goal:** Assess recreational needs – determine if Old Greenbelt Middle School rooms should be used by City.

Objective(s): <b>Resolve the years’ old question of use and acceptable terms of any City/school system agreement</b>
Staff Assigned: <b>Recreation Department</b>
Timeframe for Completion: <b>None</b>
Status: <b>To be scheduled. Synopsis-The condition of the identified space was considered not suitable for Recreation programs and services. Concerns about the cost to renovate the space as well as logistical issues that address suitability for use by Greenbelt CARES or Recreation. In addition, lease terms offered by the school system were not favorable to the city in the past.</b>

**Goal:** Maintain healthy reserves and pay off debt from public works building.

Objective(s): <b>Adhere to City reserve policy; Establish timeline for payoff</b>
Staff Assigned: <b>City Manager, Finance Director, Assistant City Manager</b>
Timeframe for Completion: <b>On-going adherence to policy; Payoff to be determined</b>
Status: <b>The Council adopted a budget that adheres with established City reserve policy -“The City will strive to maintain the unassigned General Fund balance at a level not less than ten (10) percent of current year expenditures.” The public works facility was paid for by a voter approved bond in 2001. The project was completed in 2009 at a cost of \$4.9M. Staff anticipates possible payoff of remaining facility debt by FY2019.</b>

**Goal:** Conduct an efficiency study of the City departments.

Objective(s): <b>Review current operations and resources</b>
Staff Assigned: <b>City Manager, Human Resources, Assistant City Manager</b>
Timeframe for Completion: <b>On-going</b>
Status: <b>City Manager is reorganizing departments, referencing the previous organizational study. Funds have not been requested to revisit the organization with a third party (consultant led) efficiency study.</b>

**THEME AREA: PUBLIC SAFETY**

**Goal:** Hire a new Chief of Police.

Objective(s): <b>Conduct a national recruitment for a new police chief</b>
Staff Assigned: <b>City Manager, Human Resources Director</b>
Timeframe for Completion: <b>December 2017 – June 2018</b>
Status: <b>Council approved funding in the FY2018 budget. Review of request for firm qualifications. Scheduling community forums for position qualifications.</b>  <b>Three firms responded. Community forums underway. Continuing survey online and hard copy. Responses being compiled.</b>

**Goal:** Explore and implement community policing efforts to enhance the perception of public safety within 6 months of the appointment of the new Chief of Police.

Objective(s): <b>1. Participate in Police-Community Forums; 2. Establish a Police Explorer Post; 3. Revive Bike Patrol; 4. Post police training on the city’s website; 5. Improve accessibility of Complaint Form on the city’s website; 6. Hold Meet the Police community events; 7. Institute new performance standards in order to increase foot patrol, bike patrol and community face to face contacts; 8. Increase officer visits to HOA and other community meetings; 9. Start a monthly Coffee With The Chief program in different areas of the city.</b>
Staff Assigned: <b>Interim Chief of Police and Command Staff</b>
Timeframe for Completion: <b>Goal 9 expected to be completed within approximately 60 days</b>
Status: <b>Objectives 1-6 are complete with Community Forums and Meet the Police events to be ongoing. Objectives 8 and 9 are in progress and awaiting selection of a Police Chief.</b>

**Goal:** Consider implementing the PSAC camera survey recommendations.

Objective(s): <b>Refine and begin implementing PSAC Camera recommendations</b>
Staff Assigned: <b>Human Resources Director (PSAC staff liaison), Information Technology Director</b>
Timeframe for Completion: <b>2<sup>nd</sup> quarter of 2018</b>
Status: <b>PSAC reported recommendations to Council in August 2017. Information Technology and Police staff will further review the recommendations and formulate a plan.</b>

**Goal:** Conduct collective bargaining negotiations.

Objective(s): Ratify a three year agreement with Greenbelt FOP Lodge 32
Staff Assigned: City Bargaining Team – City Treasurer, Human Resources Director, and Credentialing Officer
Timeframe for Completion: June 30, 2017
Status: Council approved a 3 year collective bargaining agreement on August 14, 2017. The agreement covers July 1, 2017 through June 30, 2020.

**Goal:** Pilot use of body cameras.

Objective(s): Expand the pilot program and implement a department-wide program
Staff Assigned: Interim Chief of Police
Timeframe for Completion: Implementation by March 1, 2017
Status: The program was implemented in February 22, 2017. Internal policy, procedures, and training continue to be refined with experience.

**THEME AREAS: SENSE OF COMMUNITY AND QUALITY OF LIFE**

**Goal:** Plan 80<sup>th</sup> Anniversary Celebration.

Objective(s): Incorporate history in regularly scheduled events; Expand public knowledge of Greenbelt history; Seek to recognize a capital project or activity as a capstone or milestone project
Staff Assigned: Recreation and Museum Directors
Timeframe for Completion: On-going
Status: Recreation staff have successfully implemented creative initiatives to celebrate the 80 <sup>th</sup> anniversary including: “Letter to Tomorrow” campaign; “Cookie Caper” summer camp theatre performance, Greenbelt Day Weekend- Community Concert Band Performance (complete with “Happy Birthday song” and cake), Greenbelt Elementary School and adult signing group concert (and celebratory refreshments); Art drop in, “Get your Play on”. The Greenbelt Museum has artfully re-opened with a celebratory reception, annual Roosevelt Ride, tours, and emphasis on the anniversary. The ribbon cutting for the Stream Valley Trail will be held when construction, initially anticipated for July completion, is complete.  Stream Valley Trail accepted in January 2018. Ribbon cutting to be held in Spring 2018.

**Goal:** Review the Affordability Report and make recommendations.

Objective(s): Identify and consider affordable housing opportunities for existing and future residents, particularly senior citizens;
Staff Assigned: City Manager, Director of Planning and Community Development, Community Resource Advocate, CARES Director
Timeframe for Completion: Ongoing
Status: Council held a Work Session on Affordable Housing in Spring 2017 identifying several areas for consideration. Staff will research and schedule follow up work sessions on rent stabilization policy and programs, non-market rate senior housing partnerships, innovative housing concepts such as conversion of office space to housing.  A request was made to Takoma Park staff to present to Council in 2017. No response yet.  Staff has met with prospective developers of residential development at Capital Office Park and the former nursing home site. Two recent proposals have been presented to staff, and City Council work sessions to receive a presentation on the development concepts are being scheduled for March 2018. This is in follow-up to previous work session in where Council requested affordable housing and senior housing.

**Goal:** Improve outreach to City residents outside Old Greenbelt.

Objective(s): Inform residents of meetings, events, and services; target opportunities to provide services in Greenbelt East and West; engage residents in Greenbelt East and Greenbelt West in volunteer activities and special events;
Staff Assigned: City Manager, Assistant City Manager, Department Directors, Public Information Coordinator
Timeframe for Completion: Ongoing
Status: An electronic "Info Wall" was created which makes all city social postings available from one place including, Police, City Office, Recreation, Animal Control, Aquatics and Fitness and Arts. Informational calendars, service information and events are posted on multiple platforms including website, News Review and Social Media. For example, the use of Nextdoor to engage residents about upcoming meetings impacting the newest neighborhood, Greenbelt Station.  Council approved FY2018 budget funds to support dedicated community outreach to support CARES in Greenbrier Community.  Police- Police conducted a new Franklin Park Spring Outreach Event in cooperation with Franklin Park Apartments; Police informally interacted with homeowners associations like Greenbrier; National Night Out was held at multiple locations including several in Greenbelt East, as well as Beltway Plaza (Hunting Ridge, Greenbelt East Advisory Committee, Windsor Green, and Greenbrier).

Council Budget Work Sessions were held at both Springhill Lake Elementary School and the Greenbriar Community.

Community Relations Advisory Board meetings were held at Greenbriar Community (Greenbelt East).

Council conducted work sessions with Greenbelt East Advisory Committee, several matters related to Greenbelt Station; the City Manager and police department attended several Greenbriar Home Owners Association Meetings. Conducting community meet and greet activities in each section of town.

Planning-Staff invited Boxwood residents to attend a City Council work session on WSSC's main waterline replacement project.

Animal Control- Staff developed a survey to solicit citizen input on a second dog park in multiple locations in Greenbelt. Staff, along with the Recreation Department, is exploring sites in West Greenbelt including Franklin Park, a soon to be acquired parcel near Greenbelt Station.

Public Works-staff encouraged the consideration of non-Old Greenbelt locations by the citizen volunteers seeking the County compositing grant. The citizens successfully secured funds for a demonstration site and educational outreach at Springhill Lake Recreation Center. This will supplement education and outreach efforts to Franklin Park Apartments and Greenbelt West, including Greenbelt Station and Verde Apartments.

# Capital Projects Update - 2/2/2018

Project	History	Schedule/Timing	Status
Street Resurfacing	FY 18 projects are Morrison Drive, Forestway, Ridge Road (Plateau to Hamilton) and base repair.	Spring 2018	Street work contract on 2/12 agenda.
Breezewood Drive Reconstruction - CDBG	Prince George's County approved full funding (\$116K) for PY 42. Pre-Construction Meeting held 7/12/17.	Fall 2017	Project Completed in December. Seeking CDBG Reimbursement.
Miscellaneous Concrete		Spring/Summer 2018	Concrete contract on 2/12 agenda.
Playground Improvements	CPP Application for FY 2018 playground (Community Center playground) was not funded in State FY 2018 Budget. Council approved using POS funding.	Spring 2018	State BPW has approved project.
Pedestrian/Bike Plan Improvements	FY 18 funds will be used to match Hanover Parkway feasibility study.		
MEA Energy Efficiency Improvements	City awarded \$58,500 for FY 18 for solar roof project.	Spring 2018	On 2/12 Agenda for approval.
Bus Stop Accessibility Study	Planning to install a new bus shelter on Hanover Parkway at the corner of Mandan Road to address concerns raised about ADA accessibility. Also planning to demolish the old dilapidated WMATA shelter at the corner of Springhill Lane and Springhill Drive and replace with a new shelter. Staff will also work with PW on bus stop pads.	Spring 2018	New shelter installed at Hanover & Mandan. Springhill Lane & Springhill Drive shelter later this spring.
Reserves Study	Council approved contract on 12/11/17	Spring 2018	Underway.
Greenbelt Lake Dam Repairs	General Assembly approved bond bill funding @ \$285,000 for later phases. Phase 1 (Lake Drain) construction completed. Voters approved borrowing referendum. MDE provided preliminary approval for \$2.5 million loan.	2018	Plan to bid project this Spring.
Gateway Entrance Signage	Work Sessions held on 8/24/15 and 3/21/16. Maryland Heritage Areas grant approved.	Spring 2018	Planning to bid project in late spring.
Greenbrook Trails			

Capital Projects Update - 2/2/2018

Project	History	Schedule/Timing	Status
Second Dog Park	Council added to FY 16 Budget. List of locations provided 5/2/16. Council discussed 9/14/16 and requested further analysis of 4 locations.		Work Session held 1/31/18.
AFC - Indoor Pool White Coat	Council awarded bid on 7/10/17 and approved \$10,000 in additional funding. Work completed Summer 2017.	Summer 2017	Done.
AFC - Roof and 3 HVAC Units	Replace the roof and 3 HVAC units above the Fitness Center.	Spring 2018	Proposals under review.
AFC Boilers	Work completed Summer 2017.	Summer 2017	Done.
Attick Park Master Plan - Parking Lot	Parking Lot design RFP Issued. 4 proposals received. Council approved Resolution on 12/14/15. Conceptual plans presented to Council on 8/1/16.	Fall 2017	Plans are in permit review and bidding to follow.
Sculpture Repair	Staff just learned that we did not receive the \$15,800 MHT Grant.		Staff is pursuing alternative grant funding.
Theater HVAC Plan		Spring 2018	Engineering/Design work underway.
Land Acquisition			Funds are available when parcels are identified.
Recreation Facilities Needs Assessment	RFP issued 10/16. Council approved contract with Greenplay on 2/27/17. Greenplay held stakeholder meeting and conducted a survey.	Spring 2018	Staff reviewing draft survey report. Facility inventory underway. Plan to hold a work session in mid-March

**PETITIONS AND REQUESTS  
JULY 1, 2012 TO PRESENT**

A - Active    A-H - Hold    C - Complete

Status	Date	Name	Petition or Request	Action
A	1/22/2018	NVR MS Cavalier Greenbelt LLC	Submitted a petition requesting that the City annex .131 acres which they own. This property should have been included in the original petition for the South Core annexation, but was inadvertently left out	Annexation Plan and related legislative and administrative action under way with City Council.
A	1/8/2018	Bill Orleans	Replied to the City Council about the letter he received from the City Solicitor. He recommend the Council hold a Work Session to discuss the Sunnyside Avenue Bridge.	The petitioner discussed this with Council at the meeting. Work Session on Sunnyside Avenue Bridge is scheduled for March 19, 2018.
C	1/8/2018	John Campanile	Offered support for the Bicycle Committee.	Referred to the Advisory Planning Board.
A	12/11/2017	Community Manager	Charlestown Village Condominiums request speed humps to be installed on Lakecrest Drive.	Referred to Police, Planning and Public Works.
A	12/11/2017	Theodora Scorata	Ms. Scorata wanted to make the Council aware of bill on Telecommunications Transmissions Facilities on Public School grounds which is sponsored by Del. Washington. Landlines are not being properly maintained. Ask the Council to consider writing a letter to address the need for landlines to be maintained in this State.	Council is monitoring legislation.
A	12/11/2017	Bill Orleans	Asked for a citation from the City Solicitor	A letter was sent to Mr. Orleans.
A	12/11/2017	Kevin Mottus, Lanham, MD	Health effects from wireless radiation from cell towers. Asked the Council to minimize the placement of cell towers.	Council and staff continue to monitor the cell tower industry.
C	11/27/2017	Theodora Scorata	Concerns regarding the County Zoning Ordinance Re-write consideration of wireless transmissions infrastructure in front yards.	Staff has been monitoring the topic. Ms. Hruby contacted Ms. Scorata and invited her to the upcoming City Work Session on the Re-Write.
C	11/27/2017	Bill Orleans	Same request from 10/9/2017. He is seeking information on the Executive Session of Council regarding annexation, acquisition of property and potential litigation.	Ms. Davis asked Mr. Orleans if the Council respond to his request again and if it is not the response he wants will he continue to ask for a response. Mr. Orleans stated he was asking for a citation that the Council is not required to report in detail what takes place when they conduct an Executive Session. If Council provides him that citation he may consider their response.
A	11/27/2017	Keith Chernikoff	Status of his request on 9/11/17 in reference to the Recreation Department to restore the wooden tennis court backstop	Referred to the Recreation Department. Staff contacted petitioner in December.
C	11/27/2017	Molly Lester	RFP for the Springhill Lake Solar Panel Project.	No action required. She would like for the process to be thoroughly evaluated. Brian Kim, Asst. Public Works Director, contacted Ms. Lester regarding her concerns.
C	10/23/2017	Mr. Dorian Winterfeld	Letter of Support of the New Deal Café application for a Special Entertainment Permit from the Prince George's County Board of License Commissioners.	Council authorized Mayor Jordan to draft a letter of support, which was hand delivered and sent via email to Mr. Winterfeld on 11/3/2017.
A	10/23/2017	Lana Trullinger	Parking at Greenbelt Station Parkway on City Streets	Referred to staff, Ard and Hruby contact with Developer re: Citation complaints as of 02/01/18.

**PETITIONS AND REQUESTS  
JULY 1, 2012 TO PRESENT**

A - Active    A-H - Hold    C - Complete

Status	Date	Name	Petition or Request	Action
A	10/9/2017	Colin Byrd	Recognition of the Vegas shooting. Asked the Council to send a letter to the President asking for support on bump stocks and to direct City Council on a City level to address this issue or on a State level need to supported in the upcoming legislative session.	
C	10/9/2017	Bill Orleans	Same request from 7/10/2017. He is seeking information on the Executive Session of Council regarding annexation, acquisition of property and potential litigation.	Mayor Jordan replied a response was sent to him by certified mail.
A	10/9/2017	Elizabeth Gaines	Petitioners are against the Police Department having military equipment as part of their arsenal.	Council will refer the petition to the Police staff and CRAB updated petition sent to Council (added new Council Member's name).
A	9/25/2017	Jonhn Drago	Recommends an Arts Council	Referred to Art Advisory Board.
C	9/25/2017	Bill Orleans	Same request dated 7/10/2017	A response was sent to him by certified mail.
A	9/25/2017	Rick Gordon	Petition to the City Council to consider taking a position against the speech coming from this current administration and to keep it away from Greenbelt.	
A	9/25/2017	George Boyce	Petition to the City to dedicate the park at Greenbelt Station before October 28 to hold a rally or negotiate with the developer to have the rally there.	Planning Staff continues to indicate that there outstanding landscape and construction issues.
C	9/25/2017	Aileen Kroll	Follow-up to request from 9/11/2017 meeting; Status of the NCOZ letter to the County Council	Staff and Council are working on the letter. Letters sent.
A	9/11/2017	Keith Chernikoff	Request that the Recreation Department restore the wooden tennis court backstop	Referred to the Recreation Department
C	9/11/2017	Colin Byrd	Petition the Council to sign the Mayors' Compact to Combat Hate, Extremism and Bigotry.	On the September 25, 2017 agenda for discussion. Approved.
C	9/11/2017	Aileen Kroll	Petition to Protect Old Greenbelt	Council decided to submit a revised Neighborhood Conservation Overlay Zone (NCOZ) letter to the County Council. Letters submitted.
A	9/11/2017	Phillippe Orlando	Petition to reduce the use of fossil fuel for landscaping.	Jim Sterling, Public Works Directed contacted Lore Rosenthal via email dated 12/8/17 and advised her that a formal report will be done by January 31, 2018. In the meantime he is willing to meet with her along with Dr. Robles to discuss the matter. Memo prepared dated 1/31/18.
A	8/14/2017	Colin Byrd	Request that the early voting in Greenbelt East and West be expanded.	Response by Assistant City Manager in September. Early voting hours & locations determined by the City Code.
C	7/10/2017	Bill Orleans	Asked about Executive Session of Council regarding annexation, acquisition of property and potential litigation.	A response was sent to him by certified mail.
A	7/10/2017	Colin Byrd	What % of negotiated purchase list business are going to Greenbelt Businesses?	Referred to City Treasurer.
A	7/10/2017	Jeff Harrison	Follow-up to request from 5/22/2017; Request that the City promulgate a City Ordinance to reconcile the City's detainer policies and procedures with the policies and procedures of the County DOC.	Under Legal Review; Mr. Pound's is following up with Mr. Brennan
C	6/19/2017	Edith Beauchamp	Petition about homeowner association, to address the matters of fraudulent home foreclosures.	Letter sent to Ms. Beauchamp and phone calls with various staff, City Solicitors referral to private legal counsel.

**PETITIONS AND REQUESTS  
JULY 1, 2012 TO PRESENT**

A - Active A-H - Hold C - Complete

Status	Date	Name	Petition or Request	Action
C	6/5/2017	Colin Byrd & Kate Collin	Request that the Council pass a resolution to affirm the City's vote with the Parris Climate Agreement	Council joined compact at a June 2017 meeting. Letter sent to Governor Hogan.
A	6/5/2017	Lore Rosenthal	PG County Small Donor Election Fund	Referred.
C	5/22/2017	Colin Byrd	Asked if on Peace Officers Day can the Council put in the budget funds to lighten the City Hall Building in blue.	Will be scheduled. Staff can implement without budget changes.
C	5/22/2017	Bill Orleans	Asked about Executive Session of Council regarding annexation, acquisition of property and potential litigation.	Letter sent - see above
C	5/22/2017	Jeff Harrison	Request that the City promulgate a City Ordinance to reconcile the City's detainer policies and procedures with the policies and procedures of the County DOC.	Under Legal Review
C	5/8/2017	Colin Byrd	Comments from the public for petitions, requests and public hearings should be heard prior to the State Legislators Update.	Council thanked Mr. Byrd for feed back on Council agenda scheduling.
C	5/8/2017	Bill Orleans	Asked about Executive Session of Council regarding annexation, acquisition of property and potential litigation.	A response was sent to him by certified mail.
C	5/8/2017	Rick Gordon	Request the City to implement a Ward/District system for the City Elections	Council discussed at Council Work Session on elections.
C	4/25/2017	Colin Byrd	Testing of water for lead in city facilities	Public Works arranging for City testing of water in city facilities. Letter sent with testing results.
A	4/25/2017	Rick Gordon	Toy gun ban ordinance	Under counsel review
A	4/25/2017	Joseph Trullinger	Request for Woodlawn Development Group to continue shuttle transportation for residents.	Staff communication with Woodlawn Development Group and County; Woodlawn contacted residents regarding upcoming service changes. Shuttle continue through 2018.
A-H	4/25/2017	Darlene JonPierre	Request for children living in Greenbelt Station to attend Greenbelt Schools	On-going - city continues to advocate for this boundary change. Work sessions held with 1) PGCPs CEO & School Board Representative Grady on 2-17-16; and 3) PGCPs Pupil & Accounting Office 8-3-17. Work session held with School Board Representative 5-31-17. Met with School Board Reprs January 2018. Will meet again in 2018.
A-H	4/25/2017	Darlene JonPierre	Request that the City continue to advocate with WMATA for trail from Greenbelt Station to Metro.	On-going - city continues to advocate for this trail. 4-28-17- City/County/Woodlawn Development Group meetings underway. WMATA and City continue to meet. Work Sessions held in March and September 2017. City staff comments to be delivered to WMATA by early October. WMATA comments reviewed on 2/1/18, under staff review. Staff submitted a \$75,000 Bond Bill to State Delegation.
C	3/27/2017	Edith Beauchamp	Request that local, county and state governments to work together to address fraudulent foreclosures and squatters in vacant residences	Multiple staff contacted Beauchamp.
C	3/27/2017	Colin Byrd	Request that Council send a letter to President Trump and EPA Administrator Pruitt to recognize and acknowledge that climate change is real	Council declined.

**PETITIONS AND REQUESTS  
JULY 1, 2012 TO PRESENT**

A - Active    A-H - Hold    C - Complete

Status	Date	Name	Petition or Request	Action
A-H	3/27/2017	Brian Almquist, Greenbelt Advocates for Environmental and Social Justice	Opposition to Dog Park on Parcel 7	To be considered when action on establishing a second dog park in the city is evaluated further. Letter received from the petitioner. Work Session held on 1/31/18. Council consensus narrow field of potential locations; removing Parcel 7
C	3/27/2017	Rick Gordon	Provided update on voter registration rally in Franklin Park	Referred to Board of Elections. Discussed during Council Work Session. Mr. Gordon held an event in September 2017.
A-H	3/27/2017	Tanya Owe	Opposition to Dog Park on Parcel 7	To be considered when action on establishing a second dog park in the city is evaluated further. Work Session held on 1/31/18. Council narrow field of potential locations; removing Parcel 7
C	3/27/2017	Theodora Scarata	Opposition to Senate Bill 19 (MOBILE NOW Act)	Letter sent 4-11-2017.
C	3/27/2017	Colin Byrd	Amount of city funds used for Council hotel stays, business lunches, etc.	Provided to Mr. Byrd on 4-3-17
C	3/27/2017	Bob Snyder	Question about missing advisory group minutes on website	Staff updated minutes of advisory group meetings on the website. Reminder sent to advisory group liaisons.
C	3/13/2017	Zero Waste Circle & Greenbelt Compost Group	Request for letter of support of a Community Impact Grant to secure funds for two composting project (including city approval of the use of city property for the project)	Handled administratively by the City Manager
C	3/13/2017	Colin Byrd	Request that Council send a letter to Secretary DeVos asking for her to commit in general terms to supporting public education in terms of funding and opposing any over prioritization of vouchers/privatization of private schools over public schools	Council indicated they would not send a letter as a council body - Suggested Mr. Byrd write a letter to Secretary DeVos
C	2/27/2017	Greenbelt Farmers Market	Request to allow sale of beer and hard cider at the Farmers Market	Referred to staff for review. Ordinance introduced for first reading on 4-24-17. Scheduled for second reading, public hearing and adoption on 5-8-17. Adopted on 5-8-17.
C	2/27/2017	Theodora Scarata	Request that Council request lead testing in schools	Letter sent to PGCPs, copied to Ms. Scarata 4-11-17.
C	2/27/2017	Colin Byrd	Request that Council adopt an ordinance on dissemination of information regarding development proposals	Council/City has formal process for official filed plans for development
A-H	2/13/2017	Green Ridge House Residents	Allow designated smoking area behind Green Ridge House to remain	Considered at work session on 02-15-17. Under staff review. Public Works and GAIL reviewing sites, proposals. GHI referred complaint reviewed. 5-17, temporary location completed. Permanent location in design. Contractors identified. Cold weather delayed. will start again in spring
C	2/13/2017	Springhill Lake Elementary School - 5th Grade Students	Request to provide trees for planting at the school.	Considered at work session on 02-15-17. Letter sent to school by staff 4-11-17. 4-28-17, Public Works staff working with school representatives to arrange for planting. 5/17, trees planted.
A	2/13/2017	Greenbelt Station Residents	Construction of pathway or bus service for residents of Greenbelt Station to Metro	Work session held with Mr. Augustine, WMATA Board, 3-29-17. 4-28-17 - City/County/Woodlawn Development Group meetings underway. Confirmed continued shuttle through 2018 and County bus service. WMATA and City staff continue to meet on path. Work Session held in September 2017. City commits to be delivered to WMATA by early October 2017. Response received 2/1/18, under review by City Staff. \$75,000 Bond Bill paperwork submitted by City Staff to Delegate Gaines and Senator Pinsky.

**PETITIONS AND REQUESTS  
JULY 1, 2012 TO PRESENT**

A - Active    A-H - Hold    C - Complete

Status	Date	Name	Petition or Request	Action
A	2/13/2017	Bob Snyder	Expand membership on ACT from three to seven or nine members	Referred to ACT to review on 2-27-17
C	2/13/2017	Eli Zimet, Greenbelt Concert Band	Waive matching funding requirement for the Music Director Funds	Considered during the FY 17 budget process
C	2/13/2017	Colin Byrd	City testing of water	Staff response sent 1-18-17 directing to WSSC water testing report data.
C	2/13/2017	Michael Hartman	Support of SB 0835 (Maryland Law Enforcement and Governmental Trust Act)	Discussed at legislative dinner. Letter sent.
C	2/13/2017	Ryan Yager	Need for larger shuttle by Woodlawn Development for transportation of residents of Greenbelt Station from Metro	Concern conveyed to Woodlawn and email response forwarded to Mr. Yager. 4-29-17 - Woodlawn has continued shuttle service.
C	2/13/2017	Renard Brown	Protection for citizen from U.S. Immigration and Customs Enforcement Raids	Acting Chief Kemp responded at same meeting regarding policy
C	2/13/2017	Colin Byrd	Release of additional information from 2-6-17 Executive Session re. potential/pending litigation.	City complies with the requirements set forth in the Annotated Code of Public General Laws of Maryland
A	1/23/2017	Colin Byrd	Recognition plaque for Greenbelt City Managers	Recognition under council review
C	1/23/2017	Brian Almquist (Greenbelt Advocates for Environmental and Social Justice)	Inquiry regarding petition submitted 6-6-17, presentation of signatures on petition	Letter of opposition approved by Council on 02-13-17
C	1/9/2017	Colin Byrd	Recognition of Law Enforcement Appreciation Day (January 9) Annually	Council expressed appreciation of Law Enforcement at meeting - To be included for annual recognition
C	1/9/2017	Colin Byrd	Testing of lead in city water fountains	Responses sent 1-18-17 and 2-10-17.
A	12/12/2016	Colin Byrd	Replica gun ban ordinance	Under staff review
A	11/28/2016	Colin Byrd	Allow for out of precinct voting (emergency situations) on election day	Under staff review. Discussed in 2017 at Work Session with petitioner and Election Board. Transportation is provided.
C	11/28/2016	Colin Byrd	Change in procedure for election of Mayor	To be considered on future agenda; Discussed at Council Work Session with petitioner, no change.
A	11/28/2016	Valerie Orlando	Designation of Greenbelt as a sanctuary city	Under Council review
C	10/24/2016	Laura Kressler	Establishment of a Community Animal Response Team	Work Session held 5-24-17; funding budgeted in FY2017 in June 2017
C	10/24/2016	Theodora Scorata	Concern about cell phone tower plans at Eleanor Roosevelt High School	Discussed at work session with Mr. McNeill on 1-4-17 and regular meeting on 4-25-17. Concerns relayed to Millestone, Board of Education, County Executive, etc.
C	10/24/2016	Colin Byrd	Support of State Legislation - Public Safety Firearms Watch list	Legislation not introduced during 2017 Legislative Session
C	10/24/2016	Theodora Scorata	Letter to the Maryland Department of Health about cell phone radiation and the need to inform the public.	Council approved sending letter 11-28-16. Letter sent 11-29-16.
C	9/12/2016	Colin Byrd	Official action regarding the use of government email for conducting City business and the handling of confidential information/communications.	City policies already in place.
A	8/8/2016	Colin Byrd	Anti-discrimination ordinance providing protections based on sexual orientation, gender expression, and gender identity, including letting transgender people use public bathrooms that correspond with their gender identity, not gender at birth, and barring businesses from refusing services to same-sex couples (*Spoke on same request at 9-12-16 and 1-23-17 meetings)	Under Council review. Council affirmed Community Pledge and referred the Pledge to CRAB for review and any updates.

**PETITIONS AND REQUESTS  
JULY 1, 2012 TO PRESENT**

A - Active A-H - Hold C - Complete

Status	Date	Name	Petition or Request	Action
C	8/8/2016	Bob Snyder	Sound problems with video streaming/cablecasting of meetings.	Addressed by staff.
C	7/11/2016	Emma Smith/YAC	Lowering the voting age (YAC Report #2015-1)	Work session held 11-2-16. Council referred to CRAB & ACE for review at 11-28-16 meeting. Hearing held Council in 2017. Forwarded to the Voters, Questions scheduled for Fall 2017 Ballot.
C	7/11/2016	John Drago	Affordable housing options for residents (also 6-20-16 meeting) and low(er) cost medical care.	Affordable Housing Study complete. Work session to be scheduled.
C	7/11/2016	Lore Rosenthal	Support for statewide ban on hydraulic fracking.	Council approved support 7-11-16. Letter sent 7-19-16.
C	6/20/2016	John Drago	Affordable housing options for residents.	Affordable Housing Study complete. Work session to be scheduled.
C	6/6/2016	Brian Almquist (Greenbelt Advocates for Environmental and Social Justice)	Opposition to proposed Lakeside North Development	Letter of opposition approved by Council on 02-13-17.
C	6/6/2016	John Stith	New housing units/action to keep rental rates of existing rental units flat.	Affordable Housing Study complete. Work session to be scheduled.
C	4/25/2016	Patricia Walters	Concerns about crime in Greenbelt Station.	Police Dept. reached out to residents.
C	4/11/2016	Barbara Simon	Request for a work session with GCDC on Greenbelt Road Streetscape Project	Joint work session held with GCDC, Town of Berwyn Heights and City of College Park on 3-20-17.
C	4/11/2016	Patricia Walters	Concerns about Greenbelt Station Parkway & Trash & Debris in area of Indian Creek.	Concerns answered by staff. Cleanup of Indian Creek held 4-16-16.
C	3/29/2016	Linda Benko	Request for trees along train tracks by Lake Artemesia.	Staff referred request to M-NCPPC.
C	2/22/2016	Brian Almquist	Request regarding Animal Shelter: 1) stop advertising as a "No Kill" or "No Kill for convenience" organization; and 2) implement adequate record keeping policies and practices.	Completed - response sent.
C	2/8/2016	Elizabeth Barber	Use of Old Newspaper Boxes)	Approved by Council on 02-13-17.
C	2/8/2016	Bill Norwood	Street Lighting on Greenbelt Road.	Referred to SHA. SHA responded 9-8-16. Response forwarded to Mr. Norwood.
C	12/14/2015	Labradoodles	Appraise Council of Plans for Cleanup at Lake	PW Notified. No further action required.
C	12/14/2015	Bill Norwood	Labor Day Sound Level Reports.	Forwarded to PD & Planning Depts. Capt. Kemp and the Labor Day Festival Committee met with Mr. Norwood prior to 2016 Festival. No complaints received.
C	11/23/2015	Lore Rosenthal & Stephanie Warner, GCAN	Letter to President Obama urging his support for a strong international climate deal at the 21 <sup>st</sup> Annual Meeting of the United Nations Framework Convention on Climate Change.	Council approved sending letter 11-23-15.
C	11/23/2015	Josh Hamlin	Letter of support for Syrian Refugees to Governor Hogan.	Letter sent.
C	11/23/2015	Alicia	Harm to wildlife caused by abandoned fishing lines at lake.	Parks Crew removed fishing lines. Park Ranger will educate fishermen.
C	10/19/2015	Valerie Orlando	Speed Humps on Ridge Road.	Response provided. "Stop for Pedestrians" signs installed.
A-H	10/19/2015	John Drago	Designation of Arts Destination in Center.	Mr. Drago will discuss with AAB at a future time.
C	9/15/2015	Toni Dorben	Permission to install bench and table at Center.	Location agreed to. Need funding.
C	8/10/2015	Willis Witter	Publish bids received for the Forest Preserve Health Assessment.	Bids published prior to public work session.
C	7/13/2015	Donna Hoffmeister	Peace Pole installation.	Peace pole installed.
C	7/13/2015	Donna Almquist	Delay/cancel award for contract for the Forest Preserve Health Assessment.	Vendor approved 9-28-16.
C	6/22/2015	Joe Murray	Tick Control Program.	Discussion with BARC Director on 7-18-16.

**PETITIONS AND REQUESTS  
JULY 1, 2012 TO PRESENT**

A- Active    A-H - Hold    C - Complete

Status	Date	Name	Petition or Request	Action
C	6/22/2015	Basil Early	Transgender Use of GAFc Restrooms.	Response sent 6-26-15. Policy to return to Council.
C	6/8/2015	Bill Orleans	Bus Stop & Budget Questions.	Answers provided at same meeting.
C	5/25/2015	Bill Orleans	Budget Questions.	Answers provided at same meeting.
C	4/13/2015	William Peterson	Lowering Voting Age for City Elections.	Scheduled for Fall 2017 Ballot. (see above)
C	4/13/2015	Sue Krofchik	Near accident involving a County school bus and Ms. Norden, Lakewood resident/ Speeding busses and vehicles in Lakewood.	Police Department contacted Ms. Norden. P&CD monitored speeding problem. P&CD found speeds in line with limits. PGCPs investigated and could not ID bus. PGCPs responded to Ms. Norden.
C	4/13/2015	William Peterson	Lowering Voting Age for City Elections.	Memo sent to Council 6-26-15.
C	4/13/2015	Amanda Brozana	Request for repairs on fence and gate at Greenbelt Dog Park.	Done.
C	3/9/2015	George Boyce	Request for permission to provide outdoor seating at Greenbelt Maker Space.	Request reviewed by staff and approved.
C	2/9/2015	John Drago	Provided update on AAB discussion of tree sculpture.	No further action required.
C	2/9/2015	Bob Snyder	Request that FPAB be involved in RFP for Forest Preserve Assessment.	FPAB involved in RFP.
A	1/26/2015	Michael Hartman	Update to previous petition for Advisory Committee on Inclusion and Diversity – Provided update on CRAB’s review of request	CRAB report submitted March 2015. CRAB now working on related topics – Police Community Relations. Held meetings throughout the community.
C	1/26/2015	Betty Edwards	Animal Shelter Concern.	Responded.
C	1/26/2015	Tim Cohen-Mitchell	Background check requirements for Youth Advisory Committee Adult Members.	Requirement included on advisory group application form.
C	12/8/2014	Chris Shuman	Proper Equipment (rakes, etc.) for Public Works Employees.	Provided.
C	11/24/2014	Pat McAndrew	Request for reinstatement of step increases for all City employees	Considered/Approved in FY 16 Budget.
C	11/24/2014	Brian Almquist	Petition regarding personnel matter	Personnel Matters are not publicly addressed.
C	10/27/2014	Margaret Carpuso & Phil Carpenter	Request for support of Community Healing Arts Fair in Greenbelt.	Responded in City Manager Report of 1-16-15.
C	10/27/2014	Theodora Scorata	Request for Council to Oppose cell phone towers on school property’s and issue proclamation regarding safety concerns of cell phones	Action taken at Council meeting on 11-24-14.
C	10/27/2014	Susan Barnett	1)Expressed appreciation to Council for support of Forest Preserve and announced Forest Preserve Anniversary	No action required.
C	10/27/2014	Pat McAndrew	Request for reinstatement of step increases for police officers.	Considered/Approved in FY 16 Budget.
C	10/13/2014	Bill Orleans	Questions regarding Open Meeting Law.	Answered by Mr. Shay.

**PETITIONS AND REQUESTS  
JULY 1, 2012 TO PRESENT**

A - Active    A-H - Hold    C - Complete

Status	Date	Name	Petition or Request	Action
C	9/22/2014	Darren Washington	Expressed concern regarding lack of diversity in the Police Department.	Staff response issued in October 2014.
C	9/22/2014	Bill Orleans	Misc. questions .	Answered by staff.
C	9/22/2014	Michael Hartman	Expressed appreciation of Council's support of cooperatives and invited Council to attend Rhythm & Drum Festival.	No action required.
C	9/8/2014	Betty Sonneweldt	Request for assistance with problems at University Square basketball courts.	Work session held 12-01-14. Court moved and locked.
C	8/11/2014	Bob Snyder	Request for an alternative location for the proposed Belle Point playground more central to the Belle Point community and not in the Forest Preserve.	Project approved by Council at 9-22-14 meeting.
C	7/14/2014	Bob Snyder	Request for Council to establish rules prohibiting board/committee members from sharing personal contact information of members.	Code of Conduct for Board/Committee Members approved by Council on 10-28-14.
C	6/23/2014	Anne Dickerson	Petition for Recycling Bin at Northway	Recycling bin installed.
C	6/4/2014	Bill Orleans	Question regarding Impasse Hearing not cablecast.	Question answered.
C	5/12/2014	Jonathan Murray	Petition to allow Ancestral Knowledge use of the Forest Preserve.	Work session held 7-09-14.
A	4/28/2014	George Boyce	Science & Technology Advisory Committee	ACE Report 2015-3 accepted by Council on 6-8-15.
A-H	4/28/2014	George Boyce	Science and Technology Business District	To be considered as part of Economic Development Study
C	4/28/2014	Jean Snyder	Water Fountain for Roosevelt Center	Not feasible at this time due to costs - Included on Unfunded Capital Projects List @ 2/10/16
C	4/28/2014	Jean Snyder	Petition for Drinking Fountain at Roosevelt Center.	Response sent to Council 10-24-14.
C	4/28/2014	George Boyce	1) Request that Council establish a Science & Technology Advisory Committee 2) Request that Council enact legislation to show support of a Science & Technology Business District in Greenbelt (similar to County B ill CR-7-2014).	Work session held 08-20-14. CRAB Report 2015-1 report & ACE Report .
C	4/7/2014	Barbara Simon (GCDC)	Update on Animation Program films at Greenbelt Theater and comments on family film events.	No action required.
C	3/24/2014	Michele Touchet & Lutz Rastatter	Comments regarding their support of Greenbelt Animal Shelter & its staff.	No action required.
C	2/24/2014	Joel Rubenstein	Comments regarding his use of Greenway Center.	No action required.
C	2/10/2014	David Abraham	Request for Councilmembers to join him in his efforts to support a constitutional amendment to reverse the Supreme Court ruling in the Citizens United vs. Federal Elections Commission case.	No action required.
C	1/13/2014	Willis Witter	Request for Council to intervene and allow Ancestral Knowledge Use of the Forest Preserve.	Work Session held
C	1/13/2014	Willis Witter	Request for Council to intervene and allow Ancestral Knowledge Use of the Forest Preserve.	Work Session held 7-09-14.
C	1/13/2014	Jonathan Murray	Petition in protest of the FPAB Report 2013-2.	Work Session held 7-09-14.
C	11/25/2013	Michael Hartman	Request for Advisory Group on Inclusion and Diversity.	Work session held 08-20-14/ Referred to CRAB.
C	11/25/2013	Michael Hartman	Request Council schedule Work Session with Recognition Groups.	Work sessions held during budget review process.

**PETITIONS AND REQUESTS  
JULY 1, 2012 TO PRESENT**

A- Active    A-H - Hold    C - Complete

Status	Date	Name	Petition or Request	Action
C	10/28/2013	Bill Orleans	Request for Information – Property tax abatement & whether any abatement requests had been challenged.	Staff provided information.
C	10/28/2013	Joe Murray	Request that Council review his Conflict of Interest status on the FPAB due to his work with Ancestral Knowledge.	Referred to the Greenbelt Ethics Commission/ Ruling provided.
C	10/28/2013	Joel Mason Gaines	Request for sidewalk improvements on Rt. 193 @ Branchville Road.	SHA notified.
C	10/14/2013	Bob Snyder	Read letter from FPAB regarding Greenbelt Community Gardens.	Work Session held 2-19-14.
C	10/14/2013	Michael Hartman	Request that the Community Questionnaire be readable with an optical character reader through the City website to allow blind and limited visual ability residents to participate in the survey.	Questionnaire was able to be accessed by users with disabilities through Survey Monkey - communicated to Mr. Hartman
C	7/8/2013	Barbara Simon (SCDC)	Request for installation of a digital projector and a reel-to-reel projection system for the Greenbelt Theater.	Work sessions held 9-25-13 and 12-18-13/Project approved at 6-4-14 meeting.
C	6/17/2013	Theodora Scarato	Request that rubber mulch/poured in place playground surfacing not be used in City playgrounds .	Work session held 06-18-14.
C	5/28/2013	Michael Terborg	Request that Council encourage the County to increase funding for school libraries.	ACE has considered.
C	5/13/2013	Theodora Scorata	Request that rubber mulch/poured in place playground surfacing not be used in City playgrounds.	Work session held 06-18-14.
C	5/13/2013	Dennis Finchham	Request for operating contract for Greenbelt Theater and questions about plans for future operation.	Contract provided/ Decision will be made on the future operation after the project is underway.
C	4/22/2013	Sue Krofchick	Request for change in policy regarding public use of restrooms at Community Center during camp sessions.	Policy adjusted prior to 2013 camp sessions.
C	4/22/2013	Joe Murray	Request for campfire ring at Northway Field.	Referred to staff for review/ Discussed at 10-27-14 meeting.
C	3/11/2013	Bob Snyder	Request Council consider implementing a daily user fee for Buddy Attkick Park.	Considered during the budget process.
C	2/25/2013	Jennifer Robinson	Request Council support HB 1274/SB 601 (Maryland Hydraulic Fracturing Moratorium and Right to Know Act).	Council supported legislation at 2-25-13 meeting.
C	2/11/2013	Barbara Simon	Update on GCDC fundraising efforts for Greenbelt Theater.	Work session held 10-21-13.
C	1/28/2013	Chris Shuman	Request for clear procedure on reporting owners of free range cats.	Advised to contact Animal Control.
C	1/14/2013	Edith Beauchamp	Request for City assistance with Pepero Tree Work on Rt. 193 by Windsor Green.	Public Works & Planning staff worked with SHA and Windsor Green HOA.
C	1/14/2013	Susan Barnett	Update on 10 <sup>th</sup> Anniversary of the Forest Preserve.	No action required.
C	12/10/2012	Ruth Kastner	Clearing of Trees in Hamilton Place Gardens.	Staff report issued.
C	11/26/2012	Lore Rosenthal & Bill Norwood (85 Decibel Club)	Request for Council action on limiting noise levels at events in the City.	Advised of City Ordinance.

**PETITIONS AND REQUESTS  
JULY 1, 2012 TO PRESENT**

A - Active    A-H - Hold    C - Complete

Status	Date	Name	Petitioner Request	Action
C	11/13/2012	Bill Orleans	Request for staff to mail his citation for scavenging.	Citation mailed.
C	10/22/2012	Barbara Simon (GCDC)	Request regarding the Greenbelt Theater Renovation Project (Use of local contractors or possible contributions, video projector and completing the project in phases to reduce impact to local merchants).	Work sessions held 9-25-13 and 12-18-13/Project approved at 6-4-14 meeting.
C	10/22/2012	Frank Genvasi	Need of a HVAC split system for the Theater lobby and projection room, but not the large auditorium.	Work sessions held 9-25-13 and 12-18-13/Project approved at 6-4-14 meeting .
C	10/22/2012	John Abell	Request for policy regarding the reporting of crime to the community and special procedures for crimes involving child pornography.	Work session held 06-16/ Action taken at 11-24-14 meeting.
C	10/9/2012	Bill Orleans	Request that Council check on the low level radiological waste burial site on BARC property .	City has been briefed on project and is notified when work occurs.
C	7/9/2012	Bill Orleans	Question regarding a PIA request submitted.	Mr. Manzi issued response.

# COUNCIL ACTION REQUESTS (CAR) REPORT

## as of February 2, 2018

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
<b>2017</b>						
23	M & C Meeting	11/27	Check and follow-up on uneven sidewalks in Greenspring I neighborhood.	12/31/17	Jim	List of sidewalks received from HOA. Sidewalk grinding being done in the community.
21	Mr. Byrd	11/14	Anti-discrimination Ordinance for Greenbelt		Nicole/Karen	Council reaffirmed the Community Pledge. Community Pledge was referred to CRAB.
17	Ms. Davis	4/5	Design and install interpretive panel at Dora Kennedy French Immersion school.		Megan/David	Megan is investigating fabrication. <i>Council approved funding in FY 2018.</i> Finalizing photos and location. 2-3 week turn around after that point.
<b>2016</b>						
24	Work Session	12/19	Consideration of lower GAFC fees for city retirees during budget review.	5/30/17	Jeff	Will allow - Jeff to update the fee schedule.
23	M & C Meeting	12/12	Implement Tax Credit Program for renters.	3/30/17	Jeff	Implementing.
15	Work Session	9/28	Undertake study of configuration/geometrics/safety of intersection of Lakecrest Drive/Lakecrest Circle/Legion Drive.	12/30/18	Terri	Meeting with GPI week of 2/5/18 to review project scope.
9	M & C Meeting	7/11	Referral to CRAB on proposal for Freedom Day holiday.	6/30/17	David	Referred @ 7/22/16. Deadline changed to 6/30/17 due to CRAB workload on police/community relations.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
6	M & C Meeting	4/11	Refer to PSAC – comprehensive review of security cameras in the City.	4/30/17	Mary/Tom	PSAC has been meeting monthly. Report presented to Council in August 2017. Staff will refine location and implementation.
4	City Manager	2/12	Refer revised Sustainable Land Care policy to advisory groups for review within 60 – 90 days.	5/30/16	Jim S.	All referrals received. Public Works is finalizing a timeframe to present to Council. While a schedule for council had been anticipated this week, the policy was returned to Green ACES given volume of comments. Draft report submitted to Council. Council work session held in August. Staff continues incorporate feedback.
<b>2015</b>						
39	Work Session	10/14	Can there be signage on the Beltway for Roosevelt Center (e.g. – McDonalds)?	12/30/15	Terri	This issue has been raised on multiple occasions with SHIA representatives and responses were not favorable. Staff submitted another request the week of January 29, 2018.
37	M & C Meeting	10/19	Request from Mr. Drago to have periodic art sales at Roosevelt Center - Refer to AAB.	3/30/16	Julie	Board discussed 11/3 and 12/1.
31	Work Session	8/24	Develop a complete green street policy/standard.	6/30/16	Terri	APB has reviewed. Waiting for feedback from Public Works/GreenACES.
27	M & C Meeting	8/10	Incorporate PSAC recommendations into Emergency Operations Plan.	11/30/15	David	PSAC has made recommendations.
26	M & C Meeting	8/10	Proceed on vacation of GHI ROW's.	12/31/15	Terri	Completed.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
16	M & C Meeting	6/22	Review Joe Murray's Tick Control proposal – contact BARC and Greenbelt Park NPS.	12/30/15	Terri/Jim S.	Reviewed with BARC on 7/18/16.
14	M & C Meeting	6/08	Refer to PSAC – feasibility of re-establishing “fire sirens” for emergency alerts.	12/30/15	Mary/Tom	PSAC requested a copy of the referral in August 2017.
6	M & C Meeting	1/26	Report on petition from Tim Cohen-Mitchell on application to Youth Advisory Committee.	3/30/15	Cindy	
<b>2014</b>						
32	Work Session	8/29	Assess pros and cons of relocating Parking Enforcement, Animal Control and/or Code Enforcement functions (Organizational Assessment).	12/30/14	Nicole/Terri	Parking Enforcement moved to Police 7/1/16. Others under consideration by City Manager May 2017.
30	Work Session	8/29	Prepare report on Green Ridge House admission policies.	10/30/14	Liz/Christal	Amendments being worked on. Staff report prepared. Council closed held in August. Work session will be schedule.
17	M & C Meeting	7/14	Request installation of crosswalk on Southway in vicinity of B-W Parkway Ramp.	12/30/14	Jim S.	Sent to SHA. Discussed at 6/10/15 work session. Update provided 9/21/15. On SHA work program.
10	Work Session	4/23	Research whether city can/should enforce recycling for multi-family housing.	6/30/14	Karen	
<b>2013</b>						
45	M & C Meeting	10/28	Are there limitations on how long banner signs can be in use – County Zoning Code or City Covenants – Franklin Park signage issue?	1/31/14	Terri	Signs allowed by permit for 6 months with a 6 month renewal if allowed by county DPIE. Enforcement of sign violations done on a complaint basis and via windshield inspections. Complete.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
<b>2011</b>						
9	Work Session	6/13	Look at need for lighting along walkways between 11 and 13 Court Ridge. Also look at condition of existing lighting, walkway and vegetation. Further survey and referral to PSAC.	9/30/11	Jim	Checking power availability at 11 - 13 Courts. Public Works is surveying residents on potential lighting options (week of May 19, 2017).
<b>2010</b>						
32	Mayor Davis	6/25	Does city need its own ordinance to limit roadside solicitation per 2008 State law?	8/30/10	Karen	City Solicitor response in 9/3/10 City Manager Report. A city ordinance is being drafted.
28	Work Session	6/9	Draft legislation to implement new planning authority (CB-16).	9/30/10	Karen	County legislation approved 5/3/11. Planning Director checking with College Park and Bowie on usage of authority.
16	Work Session	4/21	Develop policy on when city will issue proclamation - Mayor's authority?	7/30/10	Cindy	Ms. Davis has reviewed proclamations back to 2000 and working on report.

# **FY 2018 Management Objectives**

As of February 2, 2018

## CITY COUNCIL

Set policy and direction for the city.

*Ongoing.*

Represent the city's interests with federal, state and regional agencies.

*Ongoing. Meetings held with Congressman Hoyer, WMATA, MWCOG, Four Cities, MML, State Delegation, City Council, ATHA, PGCMA and others.*

Meet regularly with major "stakeholders" in the city.

*Ongoing. Held meeting with groups like GHI, NASA, School Board Representatives, County Library, Human Relations Council, Pepco, Green Ridge House residents and Advisory Board Chairs.*

Support efforts of federal, state and county governments to bring a new FBI headquarters to Greenbelt Metro Station area.

*On July 11, 2017 a press release was issued stating the General Services Administration and the Federal Bureau of Investigation cancelled the search for a new headquarters due to funding shortfalls. Meetings with state delegation, Congressman Hoyer, WMATA and Four Cities.*

## ADMINISTRATION

Implement Council's goals and policies.

*Ongoing.*

Monitor legislative proposals at the county, state and federal level that can impact Greenbelt.

*County and federal - ongoing. State - starting.*

Implement economic development recommendations from Sage Policy Group and Hyattsville Community Development Corporation.

*Awaiting report from Hyattsville CDC. Business Breakfast held October 11, 2017, and scheduling a breakfast for February 2018.*

Work with county and possible developer on bringing Federal Bureau of Investigation (FBI) headquarters to Greenbelt.

*On July 11, 2017 a press release was issued stating the General Services Administration and the Federal Bureau of Investigation cancelled the search for a new headquarters due to funding shortfalls. Effort is underway to secure interchange improvement funding and a major tenant or series of tenants for Greenbelt Station North Core.*

## FINANCE

Continue to update personnel policies and procedures.

*Ongoing. Anti-Harassment policy updated.*

Form an employee group to update performance appraisals.

*In progress.*

Form an employee group to develop improvements to the city's payroll reporting system.

*Completed this phase. Recommendation to implement electronic time sheets and the related cost will be in the FY 2019 proposed budget.*

Work with the IT Department and the city's bank to improve payment options, e.g. online bill pay for waste collection and personal property taxes.

*Finance staff has requested an online solution for payment via the Internet with Superior (the city's financial software provider). This request is on hold until Superior completes their system upgrade for all of their clients. When the system upgrade is complete, the city's request will be placed in a queue and completed in turn.*

## INFORMATION TECHNOLOGY

Work with department(s) to make most effective and efficient use of IT resources.

*Ongoing efforts.*

Review and update IT Strategic Plan.

*Complete.*

Participate in cable television negotiations, leadership of county-wide Institutional Network (I-Net) and COG and MML IT groups.

*Ongoing efforts.*

Determine course of action to implement Next Generation 911 (NG911) capabilities in Police Dispatch.

*Decision made – implementation planning.*

Select and implement document management solutions.

*Solution selected – Laserfische. Working with vendor on proposal and statement of work.*

**PUBLIC INFORMATION**

Oversee upgrade of Greenbelt Municipal Access studio and presentation systems in Council Room and Community Center.

*Held several meetings with the vendor to recommend a final plan. Council approved vendor. Briefing materials are being prepared.*

Explore new content management system and redesign for website (\$25,000).

*Council approved a vendor. Design is underway.*

Develop operations manual for city communications.

*No progress.*

## GREENBELT MUSEUM

Ongoing programming related to current exhibit on Lenore Thomas, entitled *The Knowing Hands That Carve This Stone: The New Deal Art of Lenore Thomas*.

*Forty-eight people attended a lecture hosted by Ty Gray-EL the Museum Mr. Gray-El, an African American grew up at Langston Terrace in Washington, D.C., a New Deal' era housing complex where one of Lenore Thomas Straus' sculptures sits on the playground. In August, welcomed 252 children and camp staffers to the Museum house and 10A Crescent, where they used rubber stamps to recreate Thomas Straus' bas reliefs on the Community Center. Work is ongoing on a short film about Lenore Thomas Straus' interest in social justice issues and how she incorporated them into her art. The next lecture is scheduled for October 19 and will feature photographer Jason Reblando, speaking about his new book, *New Deal Utopias*, which includes photographs of Greenbelt.*

With the acquisition of 10-A Crescent, undertake planning to incorporate the new site into Museum operations.

*Planning is ongoing. The flood that took place at 10B last fall has delayed this MBO, somewhat, but the Museum house reopened in June 2017 and operations have normalized. The Museum was awarded a Technical Assistance grant from the Maryland Department of Housing and Community Development for \$10,000 to pay for a planning firm. FOGM drafted a request for proposals, which seeks the services of an architect, exhibit planner or space planner to design the conversion of 10A into the Greenbelt Visitor and Education Center. Vendor selected, planning is underway.*

Support the Friends of the Greenbelt Museum in a Capital Campaign to raise funds for its portion of the operation of the expanded Museum.

*FOGM has begun the quiet phase of its capital campaign to raise funds for 10A. Much of the last fiscal year was spent executing improvements to the administrative side of the Museum in preparation for the campaign. FOGM also worked with an intern and consultant from Greenbelt firm Paradyme Management to develop a timeline plan for the capital campaign. In addition, the following grants have been awarded:*

- *Maryland Heritage Area Authority grant for \$50,000, a matching grant, requiring FOGM to raise \$37,500 as a match;*
- *Greenbelt Community Foundation for \$5,000;*
- *Maryland Department of Housing and Community Development Operating Assistance Grant, Technical Assistant Grant for \$10,000 for hiring of a planning consultant; and*
- *County Council Special Appropriation for \$3,000.*

*The following grants were applied for in July 2017:*

- *Maryland Department of Housing and Community Development*
- *Community Investment Tax Credit program for \$25,000 (will be notified late November);*
- *County Council Non Departmental grant for \$5,000; and*
- *Operating Assistance Grant, for \$25,000 for expansion of staffing to support 10A Crescent (will be notified late November).*

## PLANNING

Work with county transit staff and WMATA to maintain high quality bus services.

*A transit work session was held on August 23, 2017. Staff prepared comments on the proposed changes to the G12 and G14 that calls for the elimination of the timed transfer at Roosevelt Center and revisions to B30 service.*

Implement recommendations from the Bus Stop Safety and Accessibility Study.

*Public Works installed an ADA accessible bus stop on Hanover Parkway at Mandan Road in response to concerns that the existing bus shelter was not ADA accessible. Staff has been working with the City Solicitor to prepare a letter of indemnification that will allow Public Works to proceed with the installation of a new shelter on Springhill Drive at Springhill Lane. Staff continues to coordinate with Public Works on bus stop pad installation as scheduled road and/or curb and gutter work permits. Staff is looking at the recommendations of the Bus Stop Safety and Accessibility Study and comparing the top rated bus stops (those in greatest need of improvements) to ridership levels.*

Facilitate the TLC Senior Mobility and Accessibility Study through final recommendation and action plan development.

*The report has been completed and City Council received a presentation on the Study.*

Obtain a grant and contract with a conservator to clean and repair bas reliefs and Mother and Child Statue.

*The City has been notified that it did not receive the MHAA/Capital Grant for this project. Staff is preparing a letter of intent to apply for grant funding from Maryland Historical Trust. The grant application will include the painting of the windows on the front of the Community Center to prevent the rust staining from threatening the bas reliefs.*

Monitor the county's zoning re-write project in terms of impacts on Historic Greenbelt and the R-P-C Zone.

*Staff reviewed and provided comments on the Comprehensive Review Draft to City Council and a letter was transmitted to the county summarizing the city's comments and concerns.*

Complete review of Forest Preserve Health Assessment.

*The draft report was reviewed by City Council at a work session held on July 31, 2017. Planning Staff will be working with the new Environmental Coordinator on the completion of the health assessment in the coming months.*

## COMMUNITY DEVELOPMENT

Implement field inspection reporting system.

*No recent activity. This continues to be an ongoing effort, and is being coordinated with IT staff. The City Code has been generated in a format that will allow it to be integrated into Utopia.*

Increase the number of apartment units inspected at Franklin Park on an annual basis to 20% of the unit total.

*Inspection staff is working hard to obtain the 20% goal. The Supervisory Inspector position has been vacant since August 2017 which has required inspection resources to be prioritized. Interviews are underway. Handling complaints and monitoring foreclosures continues to be a priority.*

Monitor development of Greenbelt Station South Core through finalization of Phase 2 of construction and start of Phase 3 residential area.

*Construction of townhomes is ongoing in Phase 1 and 2. New models have been constructed in Phase 3.*

*Verde Apartments is complete and permits have been closed out.*

Oversee grand opening of the city's newest neighborhood park at Greenbelt Station South Core in Summer 2017.

*Amenities like the Central Park are nearing completion of major construction with stabilization and landscaping the primary remaining elements to be established. Final acceptance of the park is contingent on reseeding the grassy areas. Upon acceptance of the park, a celebration can be scheduled. Stream Valley Trail was accepted by Council in January 2018.*

## ANIMAL CONTROL

Obtain National Animal Care & Control Association (NACA) or Humane Society of the United States (HSUS) training and certification for animal control staff.

*Animal Control staff is looking in attended the next HSUS training. Animal Control has raised questions about the value of pursuing NACA training.*

Sponsor public outreach and educational programs.

*Working on special events and outreach on a regular basis including adoption events, Labor Day and Pet Expo.*

Apply for a State of Maryland spay/neuter grant to focus on the spay and neuter of feral cats. Enlist the support of the Four Cities Coalition as was done with the 2014 spay/neuter grant.

*The 2014 grant was recently closed out. Over 180 cats and 200 dogs were spayed or neutered under the voucher program. Staff will begin exploring applying for funding to continue the program.*

Work with CART volunteers on the creation of the CART program.

*CART made significant progress in 2017, including a presentation to Council and receipt of a budget allocation.*

**POLICE**

Expand Red Light Camera enforcement program to four additional locations on Greenbelt Road (MD 193).

*Estimated for calendar year 2018 the expansion is on hold pending review of the existing sites that SHA submitted for upgrades. Once upgrade plans are submitted, the expansion plan will be next.*

Continue focus on hiring efforts to address staffing shortage.

*Police and Human Resource Departments have worked together to address staff shortage. Changes to the hiring practices include Removing the physical agility standard for experienced police officer applicants. In-house testing for experienced police officer candidates. Testing experienced police officer candidates more frequently. Hiring retired employees to conduct background investigations. More recruiting outreach; and better recruiting materials. We attempt to overcome staffing deficits. Sworn personnel are currently at 45 of 53 authorized positions. Communications is currently at 4 of 9 authorized positions. The Records Unit is fully staffed.*

## PUBLIC WORKS ADMINISTRATION

With the retirement of a number of long-time employees, review how the department is organized.

*This is an ongoing evaluation. Staff recommended eliminating one of the Supervisors in the Parks division this fiscal year, was consistent with the Organization Assessment.*

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

*Implementing energy saving work is ongoing. A scope of work has been identified for each City building. The Maryland Environmental Administration (MEA) grant funding \$58,000 will be spent installing solar panels at the Springhill Lake Recreation Center. Electric Vehicle charging stations are now being proposed and installed at various locations throughout the city. This will support the purchase of electric vehicles for Code Enforcement Staff. Reducing fuel consumption is a vital part of reducing greenhouse gas emissions. Since July 2011, the City purchases all of its electricity using wind credits. The City's carbon foot print has been reduced 76% since 2005.*

As required by the city's participation in the Maryland Smart Energy Communities program, reduce electricity usage by 15% by the end of 2017 compared to 2012.

*Electricity usage has declined by 12.8% from the inception of the program. The Community Center project was recently completed. The energy reduction from the Community Center will result in electricity savings at the building and help to improve the overall electricity usage percentage.*

Explore opportunities for solar energy (goal set as part of city's participation in Maryland Smart Energy Communities program).

*Phase V (2017) a grant was awarded for \$58,500 to install solar panels at the Springhill Lake Recreation Center. The Request For Proposals (RFP) is on Council's February 12, 2018 agenda for consideration. The Solar Task Force is also working on a RFP for a solar farm.*

Support the Green ACES in implementing its Sustainability Master Plan for the city.
<i>The City became Sustainable Maryland Certified in 2013, and continues to support sustainability initiatives. The Green Team has taken on new initiatives that will qualify for re-certification such as Zero Wasting multiple events, engaging commercial establishments, Time Bank, Pathways of Sustainability, Water and Stream issues, etc.</i>
<i>The Sustainability Framework document is a living document. Each year the City have related MBO's. Continue to explore opportunities to take advantage of net metering to participate in a solar farm. Install solar panels at Public Works, Springhill Lake Rec Center, and other city facilities; continue to support the Three Sisters Gardens and the Food Forest Projects; continue to generate awareness of recycling, composting, diversion, reusing and zero waste; continue to green the City's cleaning products; and support the Planning Department with the implementation of the Pedestrian and Bicyclist Master Plan and the Cherrywood Lane Green Streets/Green Jobs project.</i>
<i>The city has been recertified.</i>
Provide training opportunities for staff in their fields of expertise.
<i>Provided in house training of all Public Works, Planning, Police in stormwater pollution prevention. Sustainability, Building Codes and Energy Conservation. Monthly safety training sessions are conducted on various topics.</i>
Develop an inventory of buildings and building systems as first steps in developing a capital reserves program.
<i>Inventory of buildings is ongoing. A comprehensive capital reserve program will be developed later this fiscal year.</i>

### **MULTI-PURPOSE EQUIPMENT**

Incorporate alternative fuels into the fleet.
<i>Work continues. Hybrid vehicles are being purchased for the Police Department's administrative staff and detectives. A hybrid or electric vehicle will be purchased for Code Enforcement.</i>
Look for ways to reduce fuel consumption.
<i>Hybrid and electric vehicles are purchased when possible. Staff will be evaluating and visiting other municipalities for innovations to reduce idling time for police cars.</i>

<b>STREET MAINTENANCE</b>
Maintain streets in good condition and keep them passable during inclement weather. <i>Ongoing as needed.</i>
Using Capital Projects funds resurface, 'Morrison Drive', 'Forestway' and Ridge Road from lakes Hamilton Place to Plateau Place. Street resurfacing projects will include needed curb, gutter, and sidewalk repairs; crosswalks; pedestrian safety improvements; and bringing adjacent bus stops into compliance with the accessibility study. <i>Some work is scheduled for the Fall and the rest will be completed in the Spring. The CDBG project to repair a portion of Breezewood Drive will begin in the Fall. Council approved the construction on August 14, 2017.</i>
Conduct an annual survey of street and sidewalk conditions. <i>Survey to be completed in the winter.</i>
Maintain every centerline, crosswalk, stop line and other street markings annually to ensure appropriate safety levels. <i>Centerlines were recently painted in East Greenbelt. In center city, painting white lines, which include parking spaces on streets and on parking lots, and the new bike markings installed on Springhill Drive.</i>

<b>FOUR CITIES STREET CLEANING</b>
Provide high quality street cleaning service to the Four Cities Coalition. <i>Ongoing, everyday commitment.</i>
Sweep all city streets a minimum of eight times per year. <i>Ongoing.</i>
Meet semi-annually with the other communities to review operations and potential efficiencies. <i>Ongoing. Per staff recommendations, Council budgeted Greenbelt's portion of the cost of a new street sweeper. Positive feedback received from other jurisdictions. Two manufacturers provided demonstrations of their mechanical sweepers. All Four Cities Directors participated.</i>

## WASTE COLLECTION

Increase the amount of waste stream which is recycled to 60% by 2020.

*Ongoing. FY 2016 diversion rate was 55.38%. FY 2017 diversion data is now being finalized. It is anticipated the FY 2017 diversion rate will be higher than FY 2016. The diversion rate will be finalized by the middle of September.*

Promote recycling to customers and the community to expand knowledge and participation of recycling.

*New recycling guidelines are going to be posted on the City's Facebook page, website and other social media. The "Yes/No" flier is being updated. A composting program has been established at the Public Works for worker's food scraps. The Community Center compost bin at the Three Sisters Garden site is also in use, but at a smaller scale. Compost bins are available to residents for a reduced price at the Public Works facility and a composting workshop will be held. Textile recycling is now included in both recycling centers and will be motioned per Council concerns. Information and advertising will begin shortly.*

## ROOSEVELT CENTER

Maintain the Center as an attractive community gathering place and as a focal point of outdoor festivals and music.

*We continue to maintain the Center as a great meeting place for citizens and visitors. Permanent signage of the no-smoking policy was installed.*

Maintain the physical structure of the theater.

*Ongoing. Staff continues to work closely with the Theater Operator on maintenance issues.*

## PARKS

Develop plan to redesign a current softball field into a tee ball/wiffle ball field.

*Public Works will be working with the Recreation Department on implementing the redesign. If it is decided to change over from a softball field to a different use field a new layout will be implemented.*

Maintain Tree City USA status.

*An application was submitted in January 2018. The city has met all the requirements to maintain Tree City USA status.*

Conduct a National Public Land's Day activity to support the city's green ecosystem.

*An event was held at the Springhill Lake Elementary School.*

Conduct an Earth Day event to improve the natural environment.

*To be determined in the Spring.*

Implement recommendations of the tree master plan.

*The Tree Master Plan is nearing completion. The Advisory Committee on Trees is currently reviewing comments and meeting with consultant. The Council presentation was held in July 2017.*

Continue to pursue funding for environmental programming.

*Ongoing. A new Chesapeake Conservation Corps (CCC) Member is scheduled to begin work on August 23, 2017. A year of environmental volunteer events will be scheduled when the employee starts working for the theater. August 19, 2017, a volunteer water quality event was held at Schrom Hills Park and completed the volunteer events that were scheduled under the previous CCC Member. There are three mini environmental grants that are remain open and need to be finalized. Additional grant research will be conducted and applications will be submitted as they become available.*

Develop a detailed playground assessment report.

*A comprehensive assessment report will be developed later this fiscal year.*

## GREENBELT CONNECTION

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

*Ongoing, everyday commitment.*

## CARES

Implement case file software.
<i>Staff is working with IT Department to purchase and install software. The software called Titamum was selected. An agreement is under legal review.</i>
Assess need for a bi-lingual counselor.
<i>When anticipated No progress.</i>
Investigate software that utilizes online mental health assessments.
<i>Staff is working with the Practice Research Network from Brigham Young University (BYU) to implement online mental health assessments with CARES clients. iPads for the program have been purchased.</i>

## ASSISTANCE IN LIVING

Support the Aging in Place Prince George's working group.
<i>The Community Resource Advocate continues to meet with the group to provide resources and recommendations.</i>
Work with Youth and Family Services and Green Ridge House staff to provide mental health resources and services.
<i>Training for first responders on Alzheimer's Disease was held in September 2017.</i>
Complete work of the hoarding task force.
<i>Training for First Responders, Code Enforcement and Animal Control was held in September 2017.</i>
Implement case file software.
<i>Complete. AASC online has been upgraded and all GAIL staff and interns are using the software.</i>
Seek to expand partnership with universities, community health programs and the University of Maryland Family Science program.
<i>Ongoing. Washington Adventist interns free produce.</i>

## SERVICE COORDINATION PROGRAM

Provide case management and informational services to residents of Green Ridge House.
<i>Ongoing.</i>
Pursue Service Coordinator certification.
<i>Coordinator passed certification exam.</i>

## RECREATION ADMINISTRATION

Develop consistent branding for department as recommended by marketing study.

*In early July, an initial brainstorming meeting was conducted with LMD, Inc. LMD is currently working on 2-3 samples of a new logo and possible tagline along with guidelines on how to properly use the logo*

Train staff on effective use of social media.

*Ongoing.*

Upon completion of the Recreation Parks Master Plan, update department strategic plan.

*See below.*

Coordinate the review and approval of facilities and assessment and master plan.

*The Recreation and Park Facilities Master Plan is underway. The consultant has been hired. Eight focus group meetings and three community meetings occurred. Staff is scheduling a Council work session.*

## RECREATION CENTERS

Expand marketing efforts for "off" hour rentals.

*No progress.*

Evaluate fees/services as recommended by the marketing study.

*Some comparative analysis has been started. Additional work is pending.*

## AQUATIC & FITNESS CENTER

Oversee the recoating of the indoor pool.

*Complete.*

Replace boilers at the Aquatic Center.

*Project engineering work is complete. Contractor proposals were solicited and reviewed. Staff recommended and Council approved contractor.*

Repair the roof and replace the HVAC units of the Fitness Center.

*Work on specifications is underway. Installation is expected to be complete by late Spring 2018.*

### COMMUNITY CENTER

Provide high quality service and support to all tenants and users of the facility.

*Ongoing. Survey Results?*

Reduce energy consumption in facility.

*Ongoing. New equipment was installed.*

Renovate museum office/storage space when museum staff move to 10-A Crescent.

*Pending. Museum continues to use Community Center space. Planning is preparing to start space.*

### GREENBELT'S KIDS

Expand summer camp program in response to changes in public school schedules.

*Completed - Offered a 5<sup>th</sup> session of camp. Enrollment was is strong.*

Expand summer camp aftercare classes and include Kinder Camp.

*Completed - Offered Story Book Theater aftercare for 3 ½ -5 year olds.*

### THERAPEUTIC RECREATION

Offer outdoor recreation classes for special populations.

*Planning ongoing. Offered two kayaking sessions at Greenbelt Lake.*

Review summer camp inclusion process.

*Will review at the end of the camp season.*

### FITNESS & LEISURE

Explore feasibility of offering adult exercise classes during non-peak hours as recommended by the Marketing and Communications Audit.

*No progress.*

Offer additional drop-in athletic and fitness activities for adults.

*No progress.*

Offer a Labor Day softball tournament.

*There will be a 12 team tournament played on three fields.*

## ARTS

Upon completion of the park at Greenbelt Station, develop a public art plan for the space with community input.

*No progress. Park is not complete nor turned over to the City.*

Facilitate Council's consideration of the proposed Public Arts Policy and implementation guidelines.

*No progress.*

Provide quality visual and performing arts programming.

*Ongoing. First summer camp dance performance choreographed by youth. Scheduled concerts – Greenbelt Day Weekend (Community Band, Greenbelt Elementary School Choirs, Singing Group, July 4th , Magician, Community Concert) Scheduled movies in the park.*

## SPECIAL EVENTS

Incorporate 80<sup>th</sup> anniversary components to traditional Special Events.

*Ongoing. Cookie Caper special performance, Greenbelt Day Weekend concerts, "Letter to Tomorrow Project," "Get your Play on Project," events cake and refreshments.*

Evaluate Costume Parade to see if a contest can be added back to the program.

*Meetings are being held.*