

December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	01	02	03
					Community Tree Lighting with Santa	Grand Re-Opening of Greenbelt Lake Forebays, 10am, PW JURIED ART AND CRAFT FAIR
04	05	06	07	08	09	10
GREENBELT FARMERS MARKET OUTDOOR HOLIDAY MARKET, 10am-2pm JURIED ART AND CRAFT FAIR	Work Session - Focus Group/Senior Mobility Study, 7:30PM, MB Work Session - Economic Development Study, 8PM, MB	Advisory Committee on Education-Grants Review Meeting, 7pm, MB Arts Advisory Board, 7pm, CC Public Safety Advisory Committee, 7pm, CC Zero Waste Information Meeting, 8pm, Theatre	No Meeting PGCMA Legislative Dinner Caregiver Support Group	Active Parenting Class		SANTA'S VISIT ELVES' WORKSHOP
11	12	13	14	15	16	17
	Youth Advisory Committee, 5:30pm, Greenbelt Library Executive Session, MB (Library), Immediately Following 8:00pm Council Meeting Interviews for Advisory Groups, MB, 7:20PM Regular Meeting, MB, 8PM	Legislative Dinner Greenbelt Marriott North Pole Calling	Zero Waste Circle, 7:30pm, PW Work Session - Greenway Center, 7:30PM, CC, North Pole Calling Caregiver Support Group	Forest Preserve Advisory Board, 7pm, MB North Pole Calling		The Snow Queen
18	19	20	21	22	23	24
Greenbelt Concert Band Holiday Lights Concert	Work Session - Green Team Solar Circle, 8PM, MB,		Work Session - TBD, 8PM, CC,			
25	26	27	28	29	30	31
	No Meeting		No Meeting, CARES Family Clinic Closed			



THE CITY OF

GREENBELT

MARYLAND

GOVERNMENT

COMMUNITY

BUSINESS

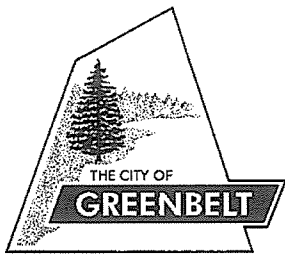
VISITING

I WANT TO...

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02 No Meeting (New Years Holiday)	03 Advisory Committee on Trees, 7pm, PW	04 Work Session - Eleanor Roosevelt High School Principal (CC), CC, 8PM	05 Free Produce Distribution	06	07
08	09 Youth Advisory Committee, 5:30pm, Greenbriar Regular Meeting, MB, 8PM GED Class Registration, SHL GED Class Registration, MB	10	11 Work Session - Prince George's Economic Development Corp. (CC), 8PM (tentative) Caregiver Support Group	12 Active Parenting Class	13	14
15	16 No Meeting (Martin Luther King Jr. Holiday)	17	18 Work Session - North Core DSP (CC), 8PM	19	20	21
22	23 Regular Meeting, MB, 8PM Anger Management Class	24 Advisory Committee on Education, Principals' Meeting, 6pm, MB	25 Four Cities Meeting, 7:30 PM (College Park)	26	27	28
29	30 Work Session - TBD, MB, 8PM	31 Senior Citizens Advisory Committee, 3:30pm, CC	01	02	03	04





City Manager's Report Week Ending December 9, 2016

1. Met with representatives from WSSC to review options for the replacement of the water line serving the water tower in Boxwood Village. Jim Sterling, Director of Public Works, Terri Hruby, Assistant Planning Director, and Byong (Brian) Kim, new Assistant Director of Public Works, also attended the meeting. WSSC presented 3 options, 2 of which Council had seen before. In reviewing the options, Jim Sterling proposed an adjustment to the option which uses the Ridge Road right-of-way which may turn out to be the option which best addresses the homeowners' and city's interests. WSSC will look at Jim's suggestion and probably have a response/design by end of January.
2. A request has been made by an employee to amend the City's financial disclosure policy in terms of which employees must report. Attached are background materials on the matter. Staff will look for an opportunity to discuss this matter with Council.
3. Held meeting to prepare for CBA negotiations and reached out to FOP Lodge 32 to schedule the first negotiation meeting before the end of the year.
4. Worked with Public Information Coordinator on RFP for audio/video upgrades to Council Room and Community Center.
5. Held senior staff meeting which included review of budget instructions for FY 2018. Attached is a copy of the instructions.
6. Assistant City Manager
 - a. Developed and prepared background materials for Legislative Dinner.
 - b. Met with Director of Planning and representatives from the Community Animal Response Team (CART) regarding the City's Emergency Operations Plan.
7. Finance Department
 - a. Completed draft of transmittal letter for FY 2016 CAFR.
 - b. Initiated lock box collection service for residential property fees.
 - c. Drafted thoughts to dispute findings by the County reducing the City's Tax Differential credit.
 - d. Met with the City's collective bargaining team to discuss upcoming negotiations with the FOP.
8. Information Technology
 - a. Continued training on NEOGOV software for HR.
 - b. Discussed HUD funding and computer requests for GAIL initiatives.
 - c. Troubleshoot Center video recording retrieval issues.
9. Assistant City Manager and City Manager attended the quarterly meeting of the Maryland City and County Management Association.
10. Prepared for Regular Meeting on December 12, work sessions on December 5 and 14, and legislative dinner on December 13.

cc: Department Heads
David Moran, Assistant City Manager
Cindy Murray, City Clerk
Mary Johnson, Human Resources Officer
John Shay, City Solicitor

COUNCIL ACTION REQUESTS (CAR) REPORT

as of December 9, 2016

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
2016						
21	M & C Meeting	11/28	Should Greenbelt declare itself a sanctuary city?	2/28/17	Liz	
20	M & C Meeting	11/28	Amend Charter to require that person with highest number of votes in municipal election be selected Mayor.	3/30/17	David	
19	M & C Meeting	11/28	Refer YAC lower voting age to CRAB and ACE.	3/30/17	Cindy	
18	Work Session	11/2	Install park rules sign(s) at Mandan Road field.	1/30/17	Julie	
17	M & C Meeting	10/10	Develop recruitment bonus for recruiting police officers.	11/30/16	Mary	
15	Work Session	9/28	Undertake study of configuration/geometrics/safety of intersection of Lakecrest Drive/Lakecrest Circle/ Legion Drive.	12/30/18		
13	Work Session	9/14	Prepare in-depth report on four (4) possible dog park locations.	12/30/16	Celia	
11	M & C Meeting	8/8	Request by Colin Byrd for anti-discrimination ordinance for LGBT community – prepare summary of current federal and state law.	10/30/16	John	Being prepared.
10	M & C Meeting	7/11	Referral to CRAB on convening a community dialogue related to recent incidents across the nation including police actions and attacks on police.	12/30/16	David	First community meeting held 11/29/16 at Springhill Lake Elementary School.*
9	M & C Meeting	7/11	Referral to CRAB on proposal for Freedom Day holiday.	12/30/16	David	Referred @ 7/22/16.
6	M & C Meeting	4/11	Refer to PSAC – comprehensive review of security cameras in the City.	4/30/17	Mary/Jim C.	Underway. Meetings held October 5, 8 and 15.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
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.	Referred.
2	Work Session	2/10	Raise with County – Allow sandwich boards – Roosevelt Center.	12/30/16	Mike	City can allow on its property at Roosevelt Center (12/2/16).*
2015						
39	Work Session	10/14	Can there be signage on the Beltway for Roosevelt Center (e.g. – McDonalds)?	12/30/15	Celia	
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/John S.	Board discussed 11/3 and 12/1.
31	Work Session	8/24	Develop a complete green street policy/standard.	6/30/16	Celia	
27	M & C Meeting	8/10	Incorporate PSAC recommendations into Emergency Operations Plan.	11/30/15	David	
26	M & C Meeting	8/10	Proceed on vacation of GHI ROW's.	12/31/15	Celia	Underway.
16	M & C Meeting	6/22	Review Joe Murray's Tick Control proposal – contact BARC and Greenbelt Park NPS.	12/30/15	Celia/Jim S.	Reviewed with BARC on 7/18/16.
15	M & C Meeting	6/22	Provide Council with list of property acquisitions and available land.	9/30/15	Celia	Being prepared @ 9/23/15.
14	M & C Meeting	6/08	Refer to PSAC – feasibility of re-establishing “fire sirens” for emergency alerts.	12/30/15	Mary/Tom	Reminded staff liaisons 9/15/16.
7	Work Session	2/04	Look into training on running meetings for advisory boards. Also on the mechanics of the city's referral process.	6/30/15	Cindy	
6	M & C Meeting	1/26	Report on petition from Tim Cohen-Mitchell on application to Youth Advisory Committee.	3/30/15	Cindy	
2014						
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	Mike/Celia	Parking Enforcement moved to Police 7/1/16.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
30	Work Session	8/29	Prepare report on Green Ridge House admission policies.	10/30/14	Mike	Amendments being worked on.
17	M & C Meeting	7/14	Request installation of crosswalk on Southway in vicinity of B-W Parkway Ramp.	12/30/14	Mike	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	John	
2013						
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	Celia	
34	Work Session	7/15	Check on history of pipe in dam - Any agreement with SHA or WSSC? Any evidence that WSSC crushed pipe in install of 96 inch main?	12/30/13	Celia/Jim	Situation will be examined during dam repair project (8/5/16).
2011						
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.
2010						
32	Mayor Davis	6/25	Does city need its own ordinance to limit roadside solicitation per 2008 State law?	8/30/10	John	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	John	County legislation approved 5/3/11. City Solicitor drafting language @ 1/25/12.
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.

City of Greenbelt, Maryland
Memorandum

To: City Council
From: Michael McLaughlin, City Manager *MPM*
Date: December 6, 2016
Re: Financial Disclosure

Following a promotion a few months ago, a newly promoted employee had to file the city's financial disclosure forms. As it turned out, within a few days of the filing, a request was received to view the financial disclosure forms of City Council and a few other employees including this one. This coincidence of events was very disconcerting to the employee because of the timing and because the address of the employee and his family became known.

This incident caused the employee to inquire if the city's financial disclosure requirements could be modified in any way to protect his privacy, and that of his family and others in the future.

Attached is a memo from the City Clerk providing history on the matter of financial disclosure.

In brief, in 2011, new state regulations were passed requiring financial disclosure in all municipalities and counties in the state. The state requirements resulted in the drafting of two model ordinances and two related forms. One ordinance/form was for larger counties and municipalities which includes Greenbelt. The other was for smaller counties and municipalities. The required state form was much more detailed than the existing city form. The requirements raised concerns throughout the state about its intrusion, that it would cause volunteers to resign, and that potential candidates/volunteers would stay away from municipal service. The Maryland Municipal League sought amendments/exceptions to the requirements but was not successful. Finally, when the city implemented the state regulations, Council decided to apply the regulations to more employees than required.

Staff has looked for solutions which would be responsive to Council's interest in having key decision-makers file some form of financial disclosure as well as the employee's concern for privacy. It was thought the short-form allowed by the state for smaller counties and municipalities might be a solution, but Greenbelt cannot use it.

The only solution which would address the employee's concern would be to make it so this particular group of employees did not have to file a financial disclosure form.

/amb

CITY OF GREENBELT
City Clerk's Office
25 Crescent Road
Greenbelt, Maryland 20770

Memorandum

Date: September 28, 2016
To: City Council
VIA: Michael McLaughlin, City Manager *MPM*
Fr: Cindy Murray, City Clerk
RE: Disclosure of Information on Financial Disclosure Reports

Ordinance #1318 was enacted on September 26, 2011, to meet the requirements set forth in new ethics legislation passed by the General Assembly that year. The ordinance required a new Financial Disclosure Report to be submitted annually by the following officials and employees: elected City officials, the City Manager, Assistant City Manager, City Clerk, Directors and Assistant Directors of City Departments, Police command staff at the rank of Captain and above, candidates for elective City service, and members of the City's Ethics Commission, Advisory Planning Board and Board of Appeals. The legislation required that the annual Financial Disclosure Reports be available for public review in the City Clerk's Office.

At its meeting on February 25, 2013, Council revisited the original ordinance. Although no changes had been made to the 2011 State requirements, the City Solicitor (Robert Manzi) had received clarification from the State's Ethics Board that the City's process went beyond what was required by State law. He advised that it was not necessary for employees below the Department Head level and members of the Advisory Planning Board and Board of Appeals to complete the 2011 Financial Disclosure Report. Following discussion at the meeting, Council indicated its support that employees in any decision making capacities for purchases or contract administration, or employees who have any influence in these processes (Assistant Department Heads, Police Command Staff) continue to be required to complete the 2011 Finance Disclosure Report (Report A). Council did support amending the ordinance to allow that volunteer members of the Advisory Planning Board and Board of Appeals be removed from the requirement to complete the 2011 Financial Disclosure Report (Report A) and be allowed to complete the annual Financial Disclosure Report required prior to 2011 instead (Report B). Council adopted Ordinance #1327 on April 22, 2013, which reflected this change.

Over the past five years, approximately 15 requests have been received by individuals to view and/or receive copies of the Financial Disclosure Reports of Council, Candidates for Council and staff members. About half of these requests are received through submission of Maryland Public Information Act (MPIA) requests and the rest from individuals coming directly to the Municipal Building during operating hours. In 2011, the City was advised that personal information contained in these reports could not be redacted (such as property owned) as it would be contrary to the intent of the form (transparency in personal assets).

Recently, a MPIA request was submitted for the Financial Disclosure Reports for members of Council as well as specific members of staff, including Police command staff. A member of the Police command staff expressed deep concern after the release of his personal information which included, along with address of property owned, information that his spouse was also employed by the City.

In response to the concern, the City Solicitor contacted Jennifer Allgair, General Counsel for the State Ethics Commission. Ms. Allgair has responded that information on personal property owned can now be redacted from the forms provided to the public. However, information regarding sources of other income, such as spousal employment, cannot be redacted. She has suggested the City consider the following two options:

1. Continue with the requirements currently in place but maintain two separate books of the annual Reports – one with all the information included and reviewed by the Greenbelt Ethics Commission and a second book with personal information on personal property owned redacted (for all employees) that the public can view; or
2. Amend the City Code and remove the requirement that annual Financial Disclosure Reports be submitted for all employees below the level of Department Head.

Please advise how you wish to proceed.

To: Department Heads
David Moran, Assistant City Manager
Megan Searing-Young, Museum Curator
Beverly Palau, Public Information and Communications Coordinator
From: Michael McLaughlin, City Manager *MPM*
Date: December 6, 2016
RE: FY 2018 Budget Instructions

It is time to begin the budget preparation process for Fiscal Year (FY) 2018. Obviously this will be an odd one as I am starting the process but another City Manager will review and finish the process. I expect there could be some changes with the new manager, but would expect them to be few the first time through. This year it is imperative that when you submit your budget it be complete with numbers, narrative, performance measures, MBOs and revenues, so the new Manager can work from a preliminary version of the final budget document.

FY 2016 ended the year with revenues of \$25.85 million and expenditures of \$26.58 million, a deficit of \$728,000. The City would have ended FY 2016 in a positive fiscal position, a surplus of approximately \$500,000, had it not been for \$1.2 million in property tax abatements which occurred in the last quarter of FY 2016. At this point, FY 2017 is on target with the adopted budget and FY 2018 ought to be positive as well.

All real property in Greenbelt was reassessed in 2015. The values of detached homes, town homes and condos were higher, but apartments and commercial values were lower. I would expect all residential including apartments to be higher in FY 2018 which means about 2/3's of the city's total assessed value should increase. However, I expect commercial property which comprises the other 1/3 to be flat or lower. There should be a preliminary estimate of assessed value by late January. Last year the total increase in property tax receipts was \$273,000 or 1.8%. I would expect at least that much for next year along with increases due to the Verde Apartments and continued sales at Greenbelt Station. As of January 1, 2017, the Verde apartments are about 20% occupied. The Finance Department is trying to get an estimate on how the Verde apartments will or will not impact property tax revenues in FY 2018.

In FY 2016, we saw a \$265,000 increase in hotel/motel taxes and higher receipts have continued in the first quarter of FY 2017. It is thought this is due to a change in State law which now captures reservations made and paid online. Income tax receipts are \$240,000 (10%) higher than budgeted, but it was recently reported that \$104,000 of that increase was in error, so the net increase was \$113,000 or 4.6%.

No significant change is expected in Highway User Revenue. Governor Hogan has promised to return it to levels of almost a decade ago and MML has made it its top priority. However, this year State revenues are lagging behind expectations, so any increase is unlikely. In recent years, red light and speed cameras have topped budget estimates. It is thought speed cameras have topped, but red light cameras should grow if the State approves locating additional cameras along Greenbelt Road. Otherwise, other revenues are expected to remain flat.

As you know, total revenues had been flat at around \$25 million since FY 2009 (seven years), due to the recession and recovery has been slower than normal. FY 2015 ended the year with revenues over \$26 million. FY 2016 ended lower at \$25.85 and it is anticipated that FY 2017 will reach the budgeted amount of \$27.2.

On the expenditure side, inflation remains low and fuel costs remain low as well. While retirements/transition in the organization have resulted in lower salaries and benefit costs on an individual basis, these savings have generally just offset the bottom line impact from pay increases. On the other hand, health care costs continue to rise much greater than inflation or any other cost which caused the change in plans last year and Workers Compensation costs will likely increase after a number of years of significant declines.

So for FY 2018, prepare your budgets to cover existing services. Look for and identify any savings, efficiencies, different ways to “do business”, cuts, reductions, revenue increases, or any combination thereof that you feel are reasonable and should be considered without impacting services. If you have recommendations or needs for additional staff, programming or funding, prepare that separately. **DO NOT INCLUDE IT IN YOUR EXISTING SERVICES BUDGET.**

Here are some key points to keep in mind:

- 1) **Nag, nag, nag – submit your budgets complete with narrative and the other information as presented in the budget book. General Government, Planning and Community Development (and Animal Control), Police and Greenbelt CARES are due by February 1. Public Works and Recreation by February 13!** Make sure the Issues and Services section and MBO’s relate to your budget. The narrative tells the story behind the numbers.
 - a. When submitting your narrative, please use the Times New Roman font, size 12. Please **do not** use bullets or any special formatting. This will make final formatting much simpler for the document. Please contact Anne Marie if you have any questions about this.
- 2) Take into consideration the recommendations of the Organizational Assessment in developing your recommendations. Review your Performance Measures. Are there better measures or ways to communicate what your department does and how well it does it?
- 3) Make sure you understand what is driving your budget line items, especially if a one is noticeably higher or lower than anticipated.
- 4) If you can cover new initiatives with current budget, point that out. If not, separately cost them out. Don’t say you are planning on doing something in your narrative unless it is covered by your existing budget. If there are new initiatives you think ought to be considered, separately identify their related costs and prioritize them department wide.

- 5) If there are services that you think should no longer be offered, identify them and their costs. Are there any critical unmet needs in the community that you think the city should be addressing or getting involved with?
- 6) Refer to the Visioning Goals (below) for suggestions on Management Objectives/work plan ideas.
- 7) Background financial data is available on-line. Personnel work sheets are available. Contact Jeff if you encounter problems or have questions.
- 8) If any of your budgets have utility line items, make sure you understand them. If they have changed noticeably up or down from previous years, **make sure you know why!**

Listed below are Council's goals. Attached is the minutes which list the goals and a brief explanation of each one.

Council's Visioning Goals

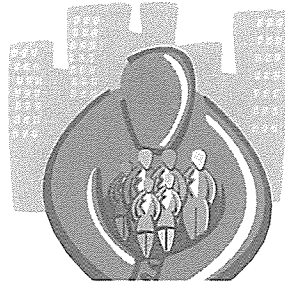
1. Enhance Sense of Community
2. Promote Community and Economic Development
3. Improve Connectivity and Accessibility
4. Maintain an Environmentally Proactive Community
5. Continue to Improve and Enhance Public Safety
6. Preserve Our Planned Community Legacy
7. Enhance and Promote Quality of Life Programs
8. Provide Excellent Constituent Service
9. Improve & Maintain Infrastructure

As always, thank you for the effort that you and your staff put into this process! I realize it is a lot of work, but I have always felt it goes a long way to building credibility with the community and Council.

Cc: City Council
Anne Marie Belton, Executive Associate

CITY NOTES

Greenbelt CARES



Week Ending December 9

Tuesday, Rosalind Ceasar, ACE Staff Liaison, attended the monthly Advisory Committee on Education (ACE) meeting. The main topic was the review of 2016/17 grant proposals received from the schools. Twenty (20) of the thirty-six (36) proposals submitted were recommended for approval to the City Council.

During the month of November, 15 families on average were seen for counseling at CARES. Sixty-seven individuals on average came on a weekly basis among whom twenty-three were 18 years of age and younger. The CICs (Crisis Intervention Counselors) saw seven clients.

Darren Stephenson attended the Open House at the Steamfitters Apprenticeship Program in Landover. Several representatives from the UAM Steamfitters Local Union 602 provided an overview of the program, shared important calendar events and Math Pre-test review. Darren will be sharing this information with his clients and their families, as well as the adult male population at the Springhill Lake Recreation Center.

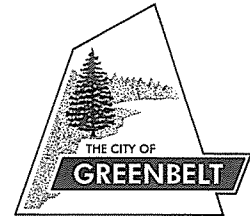
Liz Park participated in the Policy Leadership: Sanctuary Cities and other means to protect immigrants, webinar. Participants learned about policies regarding Sanctuary Cities and efforts being made by jurisdictions to implement these policies.

Liz Park attended the Coalition for Juvenile Justice's DMC conference (Disproportionate Minority Contact) Conference. The conference was co-sponsored by the Maryland State Advisory Group on Juvenile Services. Liz is a member of this group. Attendees heard about national efforts to address racial and ethnic disparities in the juvenile justice system and educational systems, where minority youth are more likely to be detained and/or suspended and expelled from school.

WEEKLY REPORT

Planning and Community Development

Week Ending: Friday, December 9, 2016



The following items highlight the various activities of the staff of Planning and Community Development for the past week.

CODE ENFORCEMENT

Commercial Properties: 7474, 7525, and 7599 Greenway Center Drive were inspected; and 10 Ridge Road, 6400 Ivy Lane, and 7600 Hanover Parkway were re-inspected.

Rental Property: Thirteen rentals were inspected; and Nine rentals were re-inspected.

Complaints: Two complaints from 6522 Lake Park Drive were logged regarding water leak from unit 301 that damaged 201 and 101;
One complaint from 18 Crescent Road regarding problem with the window locking and bug infestation;
One complaint from Franklin Park 6102 Breezewood Drive regarding mice and bed bug infestation; and
One complaint from 7819 Vanity Fair Drive regarding mold entering home that's coming from 7821 Vanity Fair Drive.

Permits: Seven permits were approved and issued.

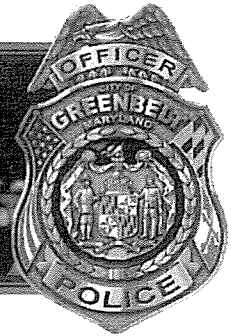
Animal Control: Two cats and one dog were adopted;
A possum was released from a trap and one injured possum was caught;
Responded to call of a dog running at large; and
One snake was removed from a resident's home.

Meetings: **Staff Attended:**
City Council work session on economic development;
Council focus group meeting on senior mobility study; and
Progress meeting on the Greenbelt Lake Dam repairs.
Staff Met With:
WSSC about Waterline replacement in Boxwood;
Senior representatives, focus group meeting on senior mobility study;
David Moran to discuss the Greenbelt Lake Dam project; and
Garth Beall, SHA and Prince George's County on the draft Infrastructure Detailed Site Plan (DSP) for the North Core.

12/09/2016

P&CD WEEKLY REPORT CONT...

Planning Projects: Worked on bus stop database;
Worked on GHI right-of-way vacations;
Greenbelt Station South Core - (1) Phase 3 permit set review coordination with technical consultants; (2) Edited memo on Greenbelt Station Bridge over Branchville Road with recommendations for MOU resolution and prepared exhibits for upcoming Council meeting. Discussed MOU with legal and bonding transference.; and (3) Prepared Verde temporary Use & Occupancy (U&O) approval letter for buildings A-3 and A-4;
Continued project management for TLC Senior Mobility and Accessibility Study and provided comments to consultant; and
Project Management for Greenbelt Lake Dam Repairs - invoices, work progress review.



CRIME REPORT

DECEMBER 7, 2016

This activity report is provided as a public service to the community. It is intended to give an overview of the criminal activity within Greenbelt and is not a complete listing of all events and crime reported to the Greenbelt Police Department. The Weekly Activity Report is also available online at:

www.greenbeltmd.gov/police

The Greenbelt Police Department and Crime Solvers are offering a reward of up to \$1,000 for information leading to the arrest and conviction of the person(s) responsible for any of the unsolved crimes reported in this report. Call **1-866-411-TIPS** to report any information you may have. You can remain anonymous.

Additionally, you can anonymously report suspected drug activity in your neighborhood by calling our Drug Tip Line: 240-542-2145.

CENTER CITY

12/04 5:18 P.M.	200 block Lakeside Drive. Strong arm robbery. The victim advised that a subject he was familiar with and three other suspects forcibly took his jacket and cell phone. The suspects then followed the victim to his home. When the victim's father opened the door, the suspects fled the scene, leaving the victim's property. The victims are described as a black male, 5'3" to 5'4", 110 to 120 pounds, wearing a black headband, a black jacket, dark blue jeans and grey and black sneakers and three black males, no further.
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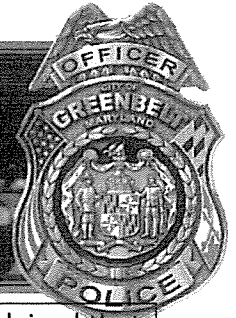
FRANKLIN PARK/BELTWAY PLAZA/GREENBELT METRO/CAPITOL OFFICE PARK

11/29 5:00 P.M.	6100 block Breezewood Drive. Burglary. Unknown person(s) broke into a vacant apartment undergoing renovations and removed a tile cutter, vent registers, cabinetry and other items.
11/30 5:24 P.M.	6200 block Greenbelt Road. Fraud. The victim advised that on November 18 th she was at the Capitol One bank when she was approached by the suspect, who asked her to cash a check for him. The suspect told the victim he would let the victim keep a portion of the money for her troubles. The victim agreed, cashed the check and gave the suspect money. The later discovered that the check was fraudulent. The suspect is described as a black male 25 to 30 years of age, with a medium build, short hair in 'twists' and a tattoo on the side of his neck. No reason was given for the delay in reporting the incident.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



12/03 8:06 A.M.	5800 block Cherrywood Terrace. Counterfeit money. The victim, a taxi driver, advised that he picked up the suspect in the 8400 block of Greenbelt Road and drove him to the 5800 block of Cherrywood Terrace. The suspect paid the fare with what turned out to be a counterfeit bill. The suspect is described as a black female 15 to 17 years of age, 5'1", 108 to 120 pounds, wearing a grey hooded sweatshirt and glasses.
12/07 10:43 P.M.	6100 block Breezewood Drive. Vandalism. The suspect, who is known to the victim, threw a fire extinguisher through the glass patio door of the residence during a verbal altercation and left the area.
12./7 11:14 P.M.	5800 block Cherrywood lane. Vandalism. Unknown person(s) used unknown means to break out the bedroom window of a vacant apartment.

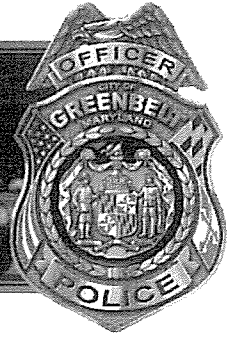
GREENBELT EAST/GREENWAY SHOPPING CENTER

12/02 2:10 P.M.	7500 block Greenbelt Road. Attempt fraud. The witness advised that she observed two subjects near the automatic teller machine near the entrance of the Safeway store acting in a suspicious manner, standing in front of the ATM as if to block the front of the ATM from the view of passerby. The subjects then claimed to have found a credit card 'skimming' device on the ATM, with one of the subjects dropping the device on the ground upon seeing the witness. The device was recovered by an officer and the investigation is ongoing.
12/03 12:20 A.M.	7200 block Hanover Drive. Possession of marijuana arrest. Darrell Wayne Brice, 25, of Landover Hills, MD was arrested and charged with Possession of Marijuana by officers responding to a report of an armed subject at the Holiday Inn. The suspect was released on citation pending trial.
12/03 4:10 A.M.	7900 block Good Luck Road. Robbery. The victim, a cashier at the Seven Eleven store, advised that the suspects entered the store, each reaching into their pockets as if they were armed and demanding money. After obtaining money both suspects fled the store. The suspects are described as a black male, 5'8", 140 pounds, wearing all black clothing and a mask and a black male, 5'8", 160 pounds, wearing all black clothing and a mask.
12/07 11:39 A.M.	7500 block Greenbelt Road. Theft. An unattended cell phone was taken from the self-checkout isle at the Safeway store.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT

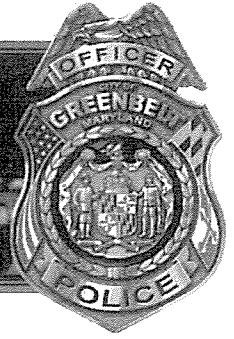


Automotive Crime - City Wide

12/01	6200 block Springhill Court. Stolen auto. A 2015 Kia Soul SUV. The vehicle was recovered December 6 th by the Metropolitan Police Department in the 4200 block of Burroughs Avenue N.E., Washington, D.C.
12/01	7500 block Hanover Parkway. Theft from auto. A rear tag, Maryland 8CN5014, was taken from a vehicle.
12/01	Recovered stolen auto. A 2001 Cadillac Catera 4-door, reported stolen November 11 th , 2014 from the 7700 block of Hanover Parkway, was recovered this date by the Prince George's County Police Department in the 1700 block of Quarter Avenue, Capitol Heights, MD. The tags on the vehicle at the time of theft, Maryland 8BL6820, were not recovered and are still out as stolen. No arrests.
12/04	25 court Ridge Road. Stolen auto. A 2001 Ford Econoline van. The vehicle was recovered the same day by the Prince George's County Police Department in the 3600 block of Tyrol Drive, Glenarden, MD. No arrests were made.
12/05	7700 block Hanover Parkway. Theft from auto. Unknown person(s) broke out the front passenger window and removed the handicap placard.
12/06	5900 block Cherrywood Lane. Stolen vehicle. A 2001 Dodge Ram 2500 pickup. The vehicle was recovered the same day by the Prince George's County Police Department in the 6900 block of Freeport Street, Hyattsville, MD. The vehicle was involved in an accident No arrests.
12/06	9000 block Breezewood Terrace. Theft from auto. A rear tag, Florida 702NVI, was taken from a vehicle.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



CRIME REPORT TALLY SHEET

WEEK OF DECEMBER 7, 2016

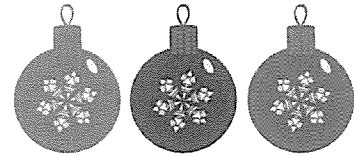
The following list is comprised of the actual numbers of offenses reported during the week. Not all reports are included as narratives, only incidents of interest, unusual or public safety related items are included.

<u>GENERAL CRIMES</u>		<u>GENERAL CRIMES (CON'T)</u>	
Carjacking		Animal Bite	
Rape		Disruption of School Activities	
Armed Robbery	1	Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery	1	Emergency Commitment Petition	3
Attempt Strong Armed Robbery		Missing Person	
Burglary	1	Fraud	3
Attempt Burglary		Unattended Death	
Assault (Four domestic-related; two arrests)	3	Alcohol Violation	
Domestic		False Report	
Drugs	1	Harassment	
DUI/DWI		Field op (suspicious person)	1
Theft	4	Notification for other agency	
Vandalism	3	Overdose (Two subjects, possibly heroin. Both were hospitalized)	2
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	3
Trespass		Recovered Stolen Vehicles	4
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	3
Credit Card Offense		Attempt Theft From Vehicles	
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money	1	Vandalism to Vehicles	
Attempt Fraud	1	Accidents	9



Department of Public Works

Week Ending December 9, 2016



HIGHLIGHT

- The Public Works Department welcomed new Assistant Director, Brian Kim.

ADMINISTRATION

- Jim Sterling, the City Manager and the Assistant Director met with the WSSC regarding the waterline near the water tower on Lastner Lane.
- Conducted a second Interview with a candidate for the electrician position.
- Richard Fink met with the Berwyn Heights Public Works Director to advise on snow removal strategies.
- Jim Sterling attended Maryland Building Officials training on the International Existing Building Code.
- Jim Sterling attended the Greenbelt Dam progress meeting.
- Jim Sterling and Brian Kim attended the Senior Staff meeting.
- Jim Sterling and Brian Kim met with the gym floor contractor.
- Held the monthly supervisors' meeting.
- Jim Sterling and Brian Kim met with the electrical contractor about the installation of new gym lights in the Community Center.
- Jim Sterling and Brian Kim met with the contractor regarding the temporary bridge crossing for the stream project on Hanover Parkway.

STREET MAINTENANCE/SPECIAL DETAILS

- Took down unwanted signs and checked for graffiti.
- Pushed debris at the Northway Fields compost site.
- Cleared storm drains and underpasses throughout Historic Greenbelt.
- Installed a salt spreader on a dump truck.
- Installed snow plows on three pick-up trucks.
- Took down Festival of Lights banners.
- Removed dirt and maintenance supplies being stored at the cemetery.
- Installed seven wreaths at the Youth Center.
- Took down Farmer's Market barrels and signs for the season.
- Attended a safety class.
- Repaired the "No Alcohol" sign at the entrance of the lake path across from Greenhill Road.
- Replaced a "Stay Right" sign coming out of the 7 Court of Southway.

HORTICULTURE/PARKS

- Continued curbside leaf removal in Boxwood Village and throughout Greenbelt.
- Blew leaves from the tennis courts, playgrounds and common areas.
- Repaired holes and open areas in the fence at the Greenbelt Dog Park.
- Installed a memorial bench at the Aquatic and Fitness Center.
- Began maintenance on the tower at the police gun range.
- Installed a memorial bench plaque in Roosevelt Center.
- Pruned dead and low branches on street trees on Hanover Parkway, Morrison Drive, Frankford Drive and Ora Glen Drive.
- Equipped and tested vehicles with snow plows and Magnesium spreader which is an environmentally friendly alternative to salt.
- Attended training on MS4S (Municipal Separate Storm Sewer System).

FACILITIES MAINTENANCE

- Installed neutral identity signs for restrooms in all City buildings.
- Replaced defective popcorn machine switches at the theatre.
- Recertified all backflows in all City buildings.
- Made repairs to the washing machine in the Police Station.
- Repaired a faucet in a closet at the Aquatic & Fitness Center.
- Made electrical repairs to the holiday lights in Roosevelt Center.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 28.85 tons of refuse and 14.46 tons of recyclable material.
- Attended the supervisors' meeting.
- Finalized the fall compost bin sales spreadsheet and prepared the money for Doug Alexander of Backyardcomposting.org.
- Prepared the agenda and materials for SWPPP (Storm Water Pollution Prevention Program) training. Gave training sessions on Thursday and Friday to crew members.
- Attended the Environmental Concerns Rain Gardens at the Outdoor Classrooms Workshop.
- Completed the CCC site visit with Brookside Gardens.
- Submitted a *News Review* article about the Zero Waste Tree Lighting Ceremony.
- Drafted a *News Review* article summarizing the County Zero Waste Plan Meeting.

VEHICLE MAINTENANCE

- Replaced worn glow plugs and wires on a dump truck.
- Completed preventative maintenance and repairs on the back-up Connection car.
- Replaced a coolant tank, the crankcase filter and the oil pan gasket on a refuse truck.
- Repaired an exhaust leak on a pick-up truck.

Greenbelt Recreation Department

Weekly Report

Week Ending December 9, 2016

ADMINISTRATION:

- Director attended the Department Head staff meeting on Tuesday.
- Met with the Management Team to review FY18 budget items. Staff continued to prepare the FY 18 budget.
- Attended the fifth and final session of the "Five Pillars of Total Well-being." This week's focus was on physical health.
- Read and discussed the proposals submitted for the Recreation and Park Facilities Master Plan with Assistant Director of Recreation Facilities and Operations.
- Cancelled the 12/14 PRAB meeting. PRAB has four vacancies at this time.
- Met with Aquatic and Fitness Center staff to review various items and budget preparation.
- New Ping Pong table for the Youth Center was received. The Ping Pong Club that meets at the Youth Center every Thursday evening is thrilled with the new equipment.
- A variety of facility reservations were coordinated for ESOL classes and GED programs offered at the Springhill Lake Recreation Center.
- Prepared meeting materials for the December 12 Youth Advisory Committee meeting. The meeting will be in the Greenbelt Library at 5:30 p.m.

YOUTH CENTER/ SPRINGHILL LAKE/PARK RANGERS/GREENBELT KIDS:

- Resident registration for Winter programs and classes continued. Non-resident registration began on Monday. Class programs begin the week of January 3, 2017.
- Flyers are being collected for Santa as part of our North Pole Calling program. Santa will be calling from the North Pole next week.
- Festival of Lights Special Events will continue this weekend! Saturday, December 10 is the date for both Santa's Visit to the Youth Center and the Elves' Workshop. Santa will visit from 10am until 12noon.
- Spring program planning and Activity Guide coordination began.
- Coordination of production of the 2017 Spring & Summer Camp brochure with Bev Palau continued.

AQUATIC AND FITNESS CENTER:

- December 2016 newsletter email blast was sent to patrons on Wednesday.
- GMST 2016 Fall Season will conclude on Sunday, December 11 with a time trial. Winter/Spring online registration is now open via GMST website.
- Gillian Coppock has recently taken over the role of Treasurer of the GMST board.
- EZ Rehab Water Therapy patients met on Tuesday and Thursday from 1:00pm-3:00pm.
- First class of Lifeguarding Review led by an American Red Cross certified instructor was held on Sunday, December 4. Second class on December 11.
- Staff is working with a representative from Summit Swim Club group on a new indoor pool rental application for January to April 2017.
- GAFC is collecting Toys for Tots donations in the main lobby of GAFC through December 20.
- Adult Beginner and Intermediate Swim Lessons have been cancelled due to low enrollment.
- Prince George's County Health Department annual compliance meeting is scheduled for December 9.
- Contractors are working on fixing the leak in the indoor pool roof.
- Public Works staff is working on a new HVAC unit to control the temperature in the class room and supervisor's office.

COMMUNITY CENTER:

- The monthly fire drill was conducted.
- Late fees were applied to two renters/tenants for December fees.
- Staff provided logistical support for FOL weekend.

- Supervisor continued to field inquiries in regard to food operations rentals for the Commercial Kitchen. There have been 182 inquiries since April 2015. There are currently seven caterers who received all permits and may rent the Kitchen.
- There were 4 facility reservations processed.
- There were 4 private rentals and 11 pattern rentals.
- The following groups received free space: Greenbelt Concert Band, Greenbelt Golden Age Club, Girl Scout Troop #3251, Greenbrook Estates, Greenbelt Computer Club, Greenbelt Interfaith Leadership, Greenbelt Climate Action Network, Greenbelt Community Development and Friends of Greenbelt Theatre.
- The following City groups received space: Be Happy, Be Healthy Yoga & Volleyball, Planning & Community Development, Public Safety Advisory Committee and Arts Advisory Board.

ARTS:

- The 2016 Festival of Lights Juried Art and Craft Fair was held December 3 and 4 in the Community Center. About 70 artists and authors participated, 1/3 of whom were new this year, in addition to six non-profit groups. Special activities included live music on both days, hands-on crafts and digital animation activities with GATe, a new in-studio sale with Greenbelt Pottery Group, and a studio open house with our Artists in Residence. Both guests and vendors provided a great deal of positive feedback.
- Staff will attend other area art and craft fairs throughout the holiday season to meet new vendors, share information about our event, and build our prospect list for the 2017 show.
- Fall classes are ending this week. Promotions are underway for winter offerings and spring classes are being scheduled.
- Staff facilitated a meeting of the Greenbelt Arts Advisory Board at which AAB elected Anna Socrates as their representative to the Grant Review Panel.
- Currently on view at the Greenbelt Community Center art gallery - Facets: Paintings and Sculpture by Emily Dierkes. This show will be on view through January 6.
- Ongoing tasks include: routine program marketing (web page, email blasts, fliers, Facebook); research and design work for the 2017 Greenbelt Youth Musical and preparations for December casting auditions.

THERAPUTIC RECREATION:

- The Winter 2017 trip lottery was spun on 12/3. Although none of the trips were filled prior to the lottery, 2 of the 3 trips are now filled with waiting lists. More tickets have been purchased for *Show Boat* at Toby's since there were so many patrons on the waitlist.
- Staff has been working with the Planning Department on the Senior Mobility Study. A focus group meeting was organized for Thursday to make sure the survey that is being designed covers all the necessary areas. It is anticipated this survey will be made available after the holidays.
- Continued to work on the spring 2017 senior activities.