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January 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01 New Year's Day-- City Holiday/Office closed	02	03
04	05 Work Session-Economic Development Report-8:00 PM; MB	06 Arts Advisory Board, 7pm, CC Public Safety Advisory Committee-- 7:00 PM, CC	07 Public Hearing-Operation of Greenbelt Theater-8:00 PM; Council Room	08	09	10
11	12 Youth Advisory Committee-- 6:30 PM; YC Regular City Council Meeting-- 8:00 PM; MB Winter GED Course Registration - Municipal Building	13 Winter GED Registration - SHL Recreation Center	14 MML Legislative Reception 5pm Annapolis Executive Session, 8:00 pm at CC	15 Community Relations Advisory Board, 7:30pm, MB PGCMA Meeting-- 7:00 PM; College Park	16	17
18	19 NO MEETING-- City Holiday-- Martin Luther King, Jr. Day Martin Luther King, Jr. Day	20	21 Park & Recreation Advisory Board 7:30pm; CC Work Session, Economic Development Strategy, 8:00 pm, Community Center	22 Forest Preserve Advisory Board, 7pm CC	23	24 Electronics Recycling, 9am-12pm, Public Works
25	26 Regular Council Meeting, 8pm, MB Anger Management Training	27 Advisory Committee on Education-- 7:00 PM, MB Advisory Committee on Trees-7pm-PW Greenbelt Advisory Committee on Environmental Sustainability-- 7:30 PM; CC	28 Senior Citizens Advisory Committee-- 7:00 PM, CC Work Session City Manager Update - 8:00 PM; CC	29 Four Cities Meeting-- 7:30 PM; College Park	30	31

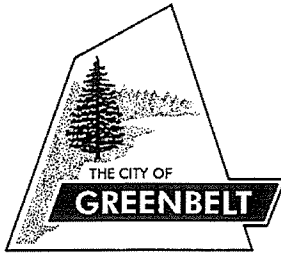


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February 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02 Work Session w/ PGC State's Attorney (Tentative), 8pm, MB	03 Public Safety Advisory Committee-- 7:00 PM, CC	04 Work Session	05 Free Produce Distribution	06	07
08	09 Regular Meeting	10	11 Work Session	12	13	14
15	16 Presidents Day - City Holiday/Office Closed President's Day Beaver Caging Tree Protection	17	18 Work Session	19	20	21
22	23 Regular Meeting	24 Advisory Committee on Education-- 7:00 PM, MB Green ACES--7:30 PM, CC	25 Senior Citizens Advisory Committee-- 7:00 PM, CC Work Session	26	27	28 Buddy Attick Park Beaver Caging Tree Protection





City Manager's Report Week Ending January 16, 2015

1. I will be on leave next week. David Moran, Assistant City Manager, will be Acting City Manager.
2. Included in your packet is a memo from the City Clerk with information on a suggested Council meeting schedule for 2015. Please bring any concerns to the work session on January 21.
3. Attached is a response to a question related to Police Services in Greenbelt Station which was raised at the November 12 work session.
4. An application has been filed for a Certificate of Non-conforming Use for the Strathcona Apartments, 28 thru 40 Crescent Road. This is being required because the property has been sold and this will clear up M-NCPPC's records. Attached is information on this matter. It will be placed on Council's agenda in the future when a City position is needed.
5. Included in Council's packet is a revised memo on Pat McAndrew's petition and a draft letter as requested by Council. Council had asked that the memo be made more succinct. I have tried to do that but don't believe it is as succinct as Council was hoping. Please review and let Anne Marie and me know of any edits.
6. Attached is the response to Council Action Request 2014-45 regarding use of Calcium Magnesium Acetate (CMA) for snow removal. The City has used Magnesium based deicers for about a decade at Roosevelt Center and around city buildings. They work well but are expensive and labor intensive on a larger scale. The Advisory Committee on Trees has been briefed and is satisfied.
7. Attached is a theatre renovation progress report as of this week. This information will be updated on the city's website next week. The target deadline is February 28 and next update will be in two weeks.
8. Reviewed with the Planning Director and Community Planner, plans for a pedestrian/bike trail from Greenbelt Station South Core to the Greenbelt Metro Station. Plans will likely come before Council in February.
9. Attached is a report on meeting with petitioners about a Healing Arts Fair. The group will participate in city events, rather than hold their own event.

10. The City Clerk attended the regional meeting of the International Institute of Municipal Clerks.
11. Assistant City Manager
 - a. Prepared and transmitted budget requests to Departments for the Replacement and Capital Funds.
 - b. Staffed a CRAB Meeting to consider a Council referral.
 - c. Served as Acting City Clerk.
 - d. Processed documentation for the CDBG PY 40 Operating Agreement.
12. Finance Department
 - a. Completed December 2014 Financial Statement.
 - b. Completed Budget Reviews for Police Department and Greenbelt CARES.
 - c. Completed Recreation budgets for Greenbelt Kids and Adult Leisure Fitness.
13. Information Technology
 - a. Repaired camera at SHL Elementary – Contractor damage
 - b. Participated in Comcast Negotiation Team meeting – Greenbelt
 - c. Participated in Comcast Negotiation meeting – CAB
 - d. Met with Bowie's new IT Director
 - e. Continued training of Help Desk employee
 - f. Reviewed FY 2016 project list
 - g. Meet w/Verizon Engineer re: Theater phone service
14. We hosted a visit by the staff of County Council member Turner to get them familiar with Greenbelt, key issues of interest to Greenbelt, and city services.
15. Prepared for regular meeting of January 12, the executive session of January 14, and work session of January 21.

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 January 16, 2015

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
2015						
3	M & C Meeting	1/12	Refer Economic Development Strategy Report to APB and notify other boards.	2/28/15	Cindy	
2	M & C Meeting	1/12	Coordinate with Public Works – 1) Warning signs at playgrounds re: burn potential; 2) Contact HOA’s re: shredded rubber; and 3) Get cost of surfacing options for 1 Court Southway.	3/30/15	David	
1	M & C Meeting	1/12	Replace bus stop benches at Cherrywood Lane stops, ask County to remove its benches but not until ours can go in, consider shelter at Courthouse stop, ask County to fund our benches.	5/30/15	Jim S./Terri	
2014						
48	M & C Meeting	11/24	Amend General Orders re: release of information per Abell petition.	1/30/15	Jim C.	
47	M & C Meeting	11/24	Arrange for two series of trainings by Darkness to Light organization – 1) employees and 2) public – evaluate future steps.	4/30/15	Liz	
46	M & C Meeting	11/24	Incorporate suggested policy language into COPAR on Child Pornography on Sexual Abuse violations.	1/30/15	Mary	
45	M & C Meeting	11/10	Respond to ACT report 2014-1 on use of CMA.	12/30/14	Jim S.	Magnesium products are being used. Report in 1/16/15 City Manager Report.*
44	M & C Meeting	11/10	Work with CHEARS, alight and artists on install of signage/artwork at Three Sisters Gardens.	6/30/15	Jim S./Julie	Underway.
43	Ms. Mach	11/10	Status of lighting at new path behind Springhill Lake Recreation Center.	12/30/14	Jim S./Celia	
42	M & C Meeting	11/10	Implement smoking prohibition in plaza area at Roosevelt Center.	12/31/14	David	Drafted action plan and forwarded to departments for review – 12/1/14.

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
41	M & C Council	10/27	Petition to allow Healing Arts Fair in Community Center.	1/31/15	Liz & Julie	Group will participate in City events. Memo in 1/16/15 City Manager Report.*
38	Work Session	8/20	Refer to CRAB – Hartman petition to establish an Advisory group on Inclusion and Diversity.	2/28/15	David	CRAB considering at 1/15/15 meeting.
37	Work Session	8/20	Refer to ACE – Boyce petition to establish a Science and Technology Advisory Committee.	1/31/15	Liz	
36	Ms. Davis	10/18	Research interpretive sign on history of old Greenbelt Middle School.	12/30/14	David	
33	Work Session	9/3	Get information on COG Tap-it Program.	10/30/14	Mike	
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	
31	Work Session	8/29	Prepare revised MOU with GATE following 7/23/14 work session.	10/30/14	Mike	
30	Work Session	8/29	Prepare report on Green Ridge House admission policies.	10/30/14	Mike	
29	Mr. Putens	8/29	Develop position description for Deputy City Manager, Management Analyst and Deputy Chief positions.	11/30/14	Mary	Drafted @ 1/7/15.
27	Work Session	8/18	Revise outdoor event permit proposal following comments at 8/18 work session.	10/15/14	Joe	Draft received 12/1/14.
25	Work Session	8/13	Check on usage and behavior at University Square basketball court – Complaint about noise, language and hours of use.	9/30/14	Jim C.	Police Dept. has monitored and taken action. Met with property owner 12/1/14. Suggestions forwarded to Council 12/12/14. Property owner has removed basketball pole closest to affected property.*
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.
13	Work Session	5/14	Explore with Green Ridge House the establishment of community gardens.	11/30/14	Kenny	Solicitation of interest has been placed in June/July newsletter.
12	M & C Meeting	4/28	Prepare response to petition for drinking fountain in Roosevelt Center.	7/30/14	Kenny	Response in 10/24/14 City Manager Report.

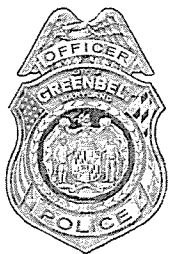
NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
10	Work Session	4/23	Research whether city can/ should enforce recycling for multi-family housing.	6/30/14	John	
8	Work Session	3/26	Status of removing double poles.	4/30/14	Jim S.	Email sent 4/3/14. Discussed at GHI Work Session (6/30). Letters sent to Comcast and Verizon 7/14/14 and 8/14/14. A few of them have been removed from Northway.
3	M & C Meeting	1/27	Implement recommendations on Police signage plan, plus add signage for Fire Station.	5/30/14	Jim S.	Police signage installed @ 9/25/14. Fire signage installed @ 1/9/15.*
2	M & C Meeting	1/13	Refer to PSAC request to review and update city's emergency plan – include Ms. Mach's NLC handout.	5/30/14	Jim C./Mary	Staff briefed PSAC on 9/3/14.

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	
41	M & C Meeting	10/14	Prepare report on conditions and recent history of Greenbriar Park.	1/30/14	Kenny	
39	M & C Meeting	10/14	Prepare report on pros and cons of city having CB-89 type legislation by 12/30/13.	12/30/13	John/Mike	Awaiting response from County Executive @ 12/11/13. Email update provided 2/4/14. City Solicitor opinion provided 2/14/14.
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	Mike	
27	M & C Meeting	7/8	What would be next steps if County proceeds on Sunnyside project?	9/30/13	John	Met with City Solicitor on 9/11/13. Awaiting response from County Executive from 12/11/13 meeting.

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
2012						
11	M & C Meeting	5/14	Review of City Code for outdated sections including whether bikes need to be registered.	12/30/12	Cindy	Funds budgeted for full update of Code in FY 2015. Get proposals by December 2014.
5	M & C Meeting	3/12	Refer to P&CD, Rec. Dept., PRAB and YAC – Should there be a dog park in center part of city? Details in meeting minutes.	10/30/12	Celia/Julie	Changed due date to October 2012 due to workload.
4	M & C Meeting	1/9	Refer Sustainable Land Care Policy to ACT, Green ACES, YAC and FPAB for review and comment.	3/30/12	Cindy	Referred at 1/13/12. FPAB has reviewed @ 7/19/12. YAC submitted report @ 9/19/12. ACT did detailed review in July and August 2013 and has submitted revised version @ 10/29/13. By end of 2014.
2011						
34	M & C Meeting	12/12	Begin work on Southway sign – Replace scratched glass ASAP.	6/30/12	Terri	Scratched glass replaced @ 1/6/12.
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	Mike	Checking power availability at 11 - 13 Courts.
2010						
42	Work Session	10/4	Implement a city employee identification card system.	4/30/11	Mary	Draft proposal submitted by Human Resources @ 8/20/12. Complete by end of September 2014. Policy sent to Council (FYI) 11/7/14.
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.

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
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.
2009						
11	M & C Meeting	4/27	Should there be benches and trash cans at bus stops on Southway between Ridge & Greenbelt Road?	9/30/09	Celia/Kenny	
9	M & C Meeting	4/13	Review Section 11 – 42 of City Code – parking - in light of Bare complaint - amend?	9/30/09	Celia	Matter discussed at 2/3/10 work session and continuing to be worked. Expect recommendation by mid-October 2014.



Greenbelt Police Department
550 Crescent Road
Greenbelt Maryland 20770
(301) 474-7200

Memorandum

To: Mr. Michael McLaughlin, City Manager *MPM*

From: Captain Thomas Kemp, Special Operations Division Commander

Date: 12/12/14

Re: Status of Police Service Associated with the Development of the South Core of the Greenbelt Station Community

SERVICE HISTORY AND CURRENT PATROL STATUS

At the present time, police service associated with the new residential development occurring in the South Core of the Greenbelt Station community is adequate. With approximately 24 of the currently finished residential town homes occupied, we have had only one call for service. This call was related to a construction trailer having been broken into on May 20th, 2014. All of the streets and addresses planned for the South Core have already been entered into our Computer Aided Dispatch system. The area has also been assigned its own Sector (6) designation. Officers have been instructed to drive through the area and acclimate themselves with the new neighborhood and will continue to do so as development continues accordingly.

The Emergency Response Unit supervisor and I have met with building representatives and toured the current home models in order to collect floor plans to add to our tactical response data base. We have identified various construction materials and ingress/egress of both the larger 4 level NV Homes and the slightly smaller 4 level Ryan Homes plus the Ryan Home Condominiums. We will be obtaining floor plans and information regarding the planned apartments that have not yet been constructed in the south west portion of the property as they become available. (See attached map).

At this time, regular patrols and primary police service to the new community is being supplied by the 2 Sector Officer, as an extension of his/her current patrol of Franklin Park, Beltway Plaza and the Metro Station parking lots.

In 2010 the Police Department used funding received from the former developers of Greenbelt Station to upgrade the Department's Communications Unit (please see the attached documents for detailed expenditures). It appears further capital was anticipated to fund additional police officer positions as development progressed. However, as we know the project stalled and then ceased for a time.

FUTURE POLICE SERVICE PREPARATIONS

I recently met with Assistant City Manager David Moran and together reviewed the proposed scope and density of the South Core of Greenbelt Station. I have also discussed the history of the property and some of the various potential future development scenarios of both the South and North Core with Planning and Community Development Director Celia Craze.

Regarding Greenbelt Station community development at this time, projected demographics to include population density, combined with geographic features which create relatively limited access to and from the area, produce a situation where eventually an additional patrol officer dedicated to the area will become necessary. The determination of specifically when this additional patrol officer will become necessary (actually hiring 4 additional officers to provide 24 hour coverage as with the rest of the City) will obviously be driven by the speed of the development and subsequent habitation of the Greenbelt Station community. As we lost our Beltway Plaza Public/Private Partnership Officer some years ago, the potential for modifying and possibly combining future patrol areas in Greenbelt West, to include Greenbelt Station, remains an option for continued review. A confirmation of the projected construction of the new FBI Headquarters in the North Core of Greenbelt Station would then certainly require even further significant review of police services to be provided.

Please advise if you will require any further information on this subject at this time. Thank you.

City Mgr. Rpt.

Michael McLaughlin

From: Terri Hruby
Sent: Tuesday, January 13, 2015 4:01 PM
To: Michael McLaughlin
Subject: Strathcona Apartments

Mike,

I spoke to Mr. Mike Katz, the new owner of the Strathcona Apartments. Mr. Katz was calling to inform me that he is working with Larry Taub on applying for a Use and Occupancy Permit which requires that he go through the Non Conforming Certification process, similar to what Lawrence Apartments when through. He also informed me that he will be changing the name of the complex to "Greenbelt Park Apartments". In the short term, he plans to complete minor upgrades to the units including new cabinets, appliances and paint. Currently he has two vacant units so his hope is tenants will be willing to relocate to those units for the week or two that their units are being renovated. He also indicated that he would like to relocate the trash facilities outside of the basement and is looking at options which he will share with staff.

Terri

CNU-41120-2014

STATEMENT OF JUSTIFICATION

Case Name, Application (Case) Number:

Strathcona Apartments, Case No. CNU-41120-2014

Description of proposed use/request:

Application for the Issuance of a Certificate of Nonconforming Use.

Description and location of the subject property:

The subject property is located at 28-40 Crescent Road, located across from the Greenbelt City Office between Southway and Westway, northeast of the Baltimore-Washington Parkway, and northwest of the Capital Beltway. The street address of the Strathcona Apartments is 28-40 Crescent Road, Greenbelt, Maryland. The subject property is located in Tax Map 26, Tax Grid F-4, WSSC Grid: 211NE07. Portions of the subject property are zoned R-P-C, R-18, and R-T. Adjacent properties are zoned O-S, R-T, R-P-C. Immediately across the street, the property is zoned R-P-C and C-S-C (see Zoning Sketch Map).

Description of required findings:

Continuation of nonconforming uses is governed by Section 27-244 of the Prince George's County Code. Under Section 27-244(b), an owner who demonstrates through documentary evidence the "continuous existence of the nonconforming use", and that the nonconforming use has not ceased for more than 180 consecutive calendar days between the time the use became nonconforming and the date when the Application is submitted is entitled to confirmation that the use is a legal nonconforming use.

The Strathcona Apartments have been used continuously, and without any interruption whatsoever, as an apartment project with exactly the same site layout and interior and exterior building configuration since at least April 30, 1953. The attached Affidavit of Charles L. Levin attests to this fact on personal knowledge. Mr. Levin has been personally involved as an owner of the Strathcona Apartments for every day between April 30, 1953 and the date of this Application. His Affidavit is supported by substantial documentary evidence confirming that the Strathcona Apartments have been operated in their current configuration and use for over 60 years:

- proof that the Strathcona Apartments were built for multiple-family occupancy by the United States Government during the administration of Franklin D. Roosevelt as part of a plan to promote middle-income housing;
- a 1953 circular advertising the Strathcona Apartments for sale as occupied residences;
- evidence of the acquisition of the Strathcona Apartments by current ownership on April 30, 1953;
- business records verifying the conduct of an apartment rental business at the property as follows:
 - depreciation schedules verifying that the property was placed in service in 1953 for the owner's tax purposes;
 - tax returns for 1955-1971, 1978, 1979, 1981 and 1988-2013;
 - insurance policies for a 42 unit rental project for 1982-1984;

CNU-41120-2014

- financial statements for 1980 and 1981;
- operating statements for 1985, 1986 and 1987;
- verification from Washington Suburban Sanitary Commission that the account has been active since at least November 1, 1966 and stating that earlier records are unavailable; and
- Rental Licenses issued by the City of Greenbelt, Maryland from 1994, the date they were first issued.

It is rare to have such a clear evidentiary record of a 61-year operating history. It is unusual for ownership to have access to an individual who can verify from personal knowledge over 60 years of continuous operation as an apartment project. The Affidavit of Charles L. Levin, supported by a complete documentary history establishes beyond any shadow of a doubt whatsoever that the property has been continuously operated as an apartment project, with no break in service of more than 180 days in the aggregate.

The property became nonconforming in 1953, when the U.S. government sold the Strathcona Apartments, or in 1957 when Prince George's County adopted a zoning map which classified the property as R-18. At that time multiple family dwellings were permitted in the R-18 zone. The subject property was 400.02 square feet per dwelling unit short of the 1,800 square foot per dwelling unit minimum net lot area required of the R-18 zone.


Specific data showing the exact nature, size and location of the buildings, legal description of the property have been supplied by a site plan prepared by O'Connell & Lawrence, Inc., dated October 15, 2014.

No Use and Occupancy Permit has ever been issued, although the subject property has continuously held rental licenses issued by the City of Greenbelt, Maryland since 1994, when rental licenses were first required.

Conclusion of Request:

As the Strathcona Apartments have been used continuously as an apartment complex, without a break in operations, and without a change in size, location or apartment configuration since they became nonconforming in 1953 or 1957, and conclusive evidence of its continuous operation has been submitted, Strathcona Apartments, LLC respectfully requests that the Strathcona Apartments be certified as a nonconforming legal use and a Use and Occupancy Permit be Issued for their continued use as residential apartments.

STRATHCONA APARTMENTS, LLC, a
Maryland limited liability company

By: 

CHARLES L. LEVIN
Manager

Dated: November 19, 2014

CITY OF GREENBELT, MARYLAND

TO: Michael P. McLaughlin *MPM*
City Manger

FROM: James Sterling *JS*
Acting Director of Public Works

RECEIVED
JAN 14 2015
BY:

DATE: January 13, 2015

RE: Staff Response to Advisory Committee on Trees (ACT) Report #2014-1 regarding CMA Use

In November of last year, we received a request for a response to the ACT Report #2014-1. ACT expressed a concern about the trees that may have sustained salt damage in Roosevelt Center and on Southway. The report suggested using calcium magnesium acetate (CMA) instead of rock salt in these areas. CMA is a low corrosive chemical alternative to road salt that also is safe for the environment.

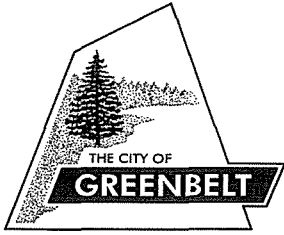
We have been using a magnesium based deicer on all our sidewalks for snow removal at Roosevelt Center and at City Facilities for over a decade, but not CMA. The results have been very successful. The magnesium products are proven to cause little to no damage to the trees and plants in their proximity.

The magnesium based deicer we were using is not readily available. As a substitute, we are recommending magnesium chloride instead of rock salt at the Roosevelt Center and the Springhill Lake parking lot. Like most of the magnesium products, they come in 50 pound bags which are labor intensive because it requires Staff to dump 50 pound bags into the spreader.

While using magnesium products on sidewalks has been operationally and fiscally successful, this is not the case when trying to apply these chemicals on streets. During a two to four inch snow event we use approximately 70 tons of rock salt at a cost of \$67.00 per ton. The total cost for materials to treat the roadways during a light to moderate snow fall is around \$4,700. The magnesium chloride costs \$12.30 a bag which works out to \$492 a ton. The approximate cost to use magnesium chloride for street treatment for a light to moderate snowfall would be \$34,440. CMA is a difficult chemical to find but we were able to find a company that would deliver CMA for \$1,037 a ton. The cost to use CMA for street treatment for a light to moderate snow event would be \$72,590.

As noted above, magnesium based products are very expensive and not affordable city-wide. However they will continue to be used in Roosevelt Center. Further, we will continue to train staff on the proper application of all snow and ice products. We will continue to monitor technology advances and continue to consider changing and updating our methods and material resources for snow removal. This information has been shared with ACT and they are satisfied.

Sent to Council 1/16/15



CITY OF GREENBELT
Department of Public Works
555 Crescent Road, • Greenbelt, MD
20770
301-474-8004 • 301-474-8149 Fax

To: Attendees
From: Jim Sterling

Re: Minutes from the Theater Progress Meeting Held on January 12, 2015
Date: January 13, 2015

The following were in attendance:

Name	Company	Phone Number
Brad Buck	Gardiner and Gardiner (G&G)	410-721-2027
David Konapelsky	GTM Architects	240-333-2006
Jim Sterling	Greenbelt	240-542-2152
Ross Spach	G&G	410-721-2027

- I. **Project update-** Demolition work is completed. The asbestos and lead paint that was discovered during demolition has been removed. The bathrooms were redesigned to accommodate the saving of the HVAC for the auditorium. Revised mechanical, electrical and plumbing plans were received on 9-11-14.

On 10-2-14, it was discovered that the revised plans for the Women's restroom were architecturally incorrect. New architecture plans were received on 10-15-14. MEP plans were received for trade permits. PG County and WSSC trade permits in place. Wall framing is complete in both bathrooms.

Rough-in inspections for both the electrical and plumbing work has been completed and passed inspection. Wood blocking is currently being installed for plumbing fixtures and cabinets. LED aisle lighting has been installed and inverter for lighting is in place. LED aisle lights are yellow in color. Painters are working on painting the floor in the auditorium. Plumbing pipes have been insulated and grease trap has been installed in basement. The bathroom partition contractor has field measured the restrooms. HVAC duct rough-in is completed, except in projection room. Exhaust fan ductwork is not completed.

The drywall close-in to begin next week. The terrazzo contractor to begin late next week. The painter will work on putting one coat of paint on all surfaces next week in the renovation area.

The PEPCO electrical heavy-up is 95% completed. All the underground conduit and conduit in the basement has been completed. PEPCO's Inspector has released the project to their construction division for installation. The concrete that was disturbed during

construction has been replaced and the area is functional again. PEPCO's contractor is on site installing conduit from right of way to transformer.

All submittals have been submitted except for paint at this time. Status detail is in Section III.

II. **Items Discussed**

- A. Drawing status- No more plan changes anticipated. David provided four (4) sets of revised plans for submission to the County to revise the permit.
- B. Mechanical issues- G&G still needs to provide pricing to install ductwork and exhaust fans per Cardinal Sound letter dated 10-17-14. Louvers for make-up air for the projection room will be in the following doors: on the first floor leading to the projection room, janitors closet and projection room door. G&G still needs to price these doors. HPOS-1 was discussed. It was agreed both inside units would be wall mounted units. G&G's contractor has expressed a concern that HPOS-1 is oversized. GTM will confirm Hurst Engineers design criteria for sizing of unit.
- C. Electrical issues- The City will be handling the tenant switch overs as part of the electrical heavy-up. GTM provided a revised ASK-7 detail for the "B" fixtures in the lobby. G&G to provide pricing for fixtures.
- D. Plumbing issues- None at this time.
- E. RFI log- No outstanding RFI's.
- F. ADA openers- Pricing has been received but will have to be revised to provide wireless door opener buttons.
- G. Concession area- Concession area drawings have been finalized. G&G has submitted millwork shop drawings. The track for the menu board will be addressed during the millwork submittal. The idea is to have a generic board on a track that could be utilized for different surfaces and options. G&G to include in the millwork sub-contractors scope of work. The countertop surface has been approved by the City. The countertop will be Luna Concrete (781) Formica Solid Surface. David brought up the issue of how the open site drains will work in the cabinetry. Ross indicated that the cabinet that has the open site drain will be laminated to provide a water resistant surface inside the cabinet.
- H. Terrazzo floor- The City is requesting that the terrazzo be completely cleaned up and a sample of the crack filling (removal and replacement) be done in an area that will be under a cabinet before proceeding. The City will then decide if the patch is acceptable. Other alternatives will be discussed if the patch is not acceptable and leaving the cracks may be an acceptable alternative.
- I. Paint colors- David discussed possibly doing a reverse submittal regarding the paint colors. A small section of the wall in the lobby has been painted with the colors shown on the plan. This was done a day after the meeting if anyone is interested in seeing it.

Michael McLaughlin

City Mgr. Rpt.

From: Julie McHale
Sent: Wednesday, January 14, 2015 6:39 AM
To: Michael McLaughlin
Cc: Liz Park; Rebekah Sutfin
Subject: Community Hospice

Expires: Saturday, March 14, 2015 12:00 AM

Hello Mike -

Today, January 15, Becky Sutfin, Liz Park and I met with Margaret Capurso and Philip Carpenter from Community Hospice regarding their request to hold a Healing Arts Fair. After hearing what they had to say, we discussed a variety of options with them.

Upon our recommendation, they agreed to start at a much smaller scale than originally planned and would like to add onto some of the City's existing events. A few of the special events that staff suggested were: Labor Day Information Day, City Health Fair and also the Celebration of Spring. The discussion went smoothly and they were gracious of our willingness to work with them where we could.

After our meeting today, Community Hospice will be going back to their staff to try and figure out what services/programs they would like to add. Once they decide, they will be contacting Becky and/or I and we will reserve space and add them to the appropriate special event.

Becky, Liz, anything to add?

Thank you,

Julie

Director of Recreation

240-542-2192 (desk)

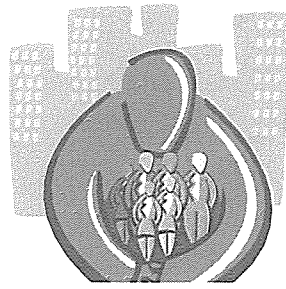
301-509-3418 (cell)

jmchale@greenbeltmd.gov

Something for everyone



CITY NOTES



Greenbelt CARES

Week Ending January 16

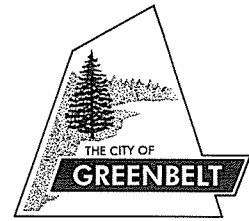
During the month of December, 17 families on average were seen for counseling at CARES. On average, 51 individuals came on a weekly basis, among whom twenty-six were 18 years of age and younger. The CICs (Crisis Intervention Counselors) saw seven (7) clients.

Judye Hering held registration for the two winter GED courses on Monday, in the Municipal Building and Tuesday at the Springhill Lake Recreation Center Clubhouse. Students will be reviewing four subjects, writing essays, and practicing their computer skills in order to take and pass the Official GED exam. Fourteen (14) students registered to take the course.

Liz Park attended the Maryland Juvenile Council orientation training session on Tuesday. Liz was recently appointed by the Governor to serve on this committee. The orientation reviewed the roles and duties of the Council, most importantly their development of the State's 3 year plan for addressing juvenile justice issues.

WEEKLY REPORT

Planning and Community Development
Week Ending: Friday, January 16, 2015



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

CODE ENFORCEMENT

Commercial Properties: 6301 Golden Triangle Drive, 7525 Greenway Center Drive, 20 Southway, and Belle Point Drive were inspected; and Hilton Garden Inn was re-inspected.

Rental Property: Three rentals were annually inspected; and Two rentals were re-inspected.

Permits: Seventeen permits were approved; and Twenty four notices were mailed for failure to obtain a City permit.

Complaints: Four complaints were logged regarding – water leak, posted signs in right-of-way, and mold; and One prior complaint was re-inspected.

Windshields: Frankfort Drive, Frankfort Court, and South Ora Court were observed.

Animal Control: Five cats and two turtles were adopted; Two dogs were surrendered by owners; One dog impounded running at large; Removed carcass of raccoon; Cruelty case was investigated; and One dog was neutered for owner.

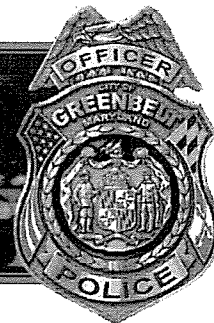
Alarms: Twenty-one business alarm renewals and four alarm company renewals were mailed.

Meetings: Staff Met With:
Development Group representatives for Verde Apartments, Ryan Homes, Woodlawn Development Group, and Jim Sterling to discuss permitting, communications, site expectations, etc. for the Greenbelt Station Site;
Celia Craze and City Manager to discuss WMATA Metro Trail Project; and
Berwyn Heights Town Clerk, Kerstin Harper, to discuss Bike and pedestrian connections.

01/16/2015
P&CD WEEKLY REPORT CONT...

Planning Projects: Responded to zoning inquiries;
Submitted Program Open Space reimbursement request for the Belle Point Neighborhood Playground project;
Prepared final reimbursement request for the Youth Center Gym floor replacement project;
Provided additional documentation for the Springhill Drive Safe Routes to School Project;
Reviewed State Legislation;
Worked on establishing a database of bus riders by stop;
Greenbelt Station South Core – Ongoing – reviewed and prepared comments for Phase 3 Detailed Site Plan, WMATA Trail Alignment, Hiker/Biker Trail Alignment, Verde Apartments Storm Drain, Paving Plan, and Central Park area amenities; and
APB meeting cancelled for lack of quorum. Updated attending members on planning projects.

GREENBELT POLICE DEPARTMENT



CRIME REPORT

JANUARY 15, 2015

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

01/11	6300 block Golden Triangle Drive. Attempt homicide. The victim advised that he was in the 6300 block of Golden Triangle Drive looking for a party that was supposedly taking place in a room at the Residence Inn Hotel. The victim and some friends walked to a room, where they did not recognize anyone inside. Two of the subjects in the room allegedly chased the victim and his friends out of the hotel. The victim got into a vehicle and as they attempted to leave the scene, one of the suspects fired a shot at the vehicle, striking the victim. The driver then drove the victim to a hospital for treatment of a non-life threatening injury. The suspects are described as two black males, each 5'10 and 250 pounds, no further.
12:44 A.M.	

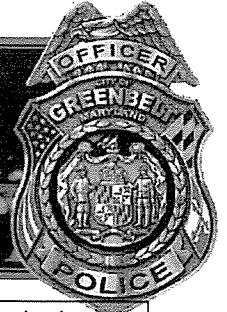
FRANKLIN PARK/BELTWAY PLAZA/GREENBELT METRO/CAPITOL OFFICE PARK

01/10	6000 block Greenbelt Road. Theft. Unknown person(s) took the victim's blue and white Mongoose brand 20" inch bicycle.
5:00 P.M.	
01/10	6000 block Greenbelt Road. Trespass arrest. Kenny Joshua Orellana, 18, of Lanham, MD was arrested and charged with Trespass after he was located on the grounds of Beltway Plaza after he had been banned from the mall by agents of the property. The suspect was released on citation pending trial.
8:50 P.M.	



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



01/11 1:44 A.M.	5900 block Springhill Drive. Attempt burglary. The victims advised that they heard a knock at the door and shortly afterwards heard someone tampering with the door lock. One of the victims opened the door and observed two suspects running from the apartment hallway. The suspects are described as a black male, 6'1", wearing a black coat and a black male, 5'8", wearing a black coat, no further.
01/13 12:35 P.M.	5800 block Cherrywood lane. Vandalism. Unknown person(s) threw a rock through the kitchen window of a residence, shattering it.

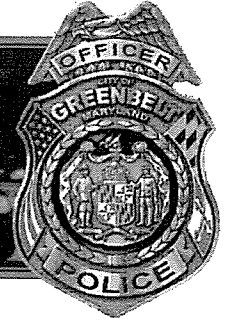
GREENBELT EAST/GREENWAY SHOPPING CENTER

01/12 3:20 P.M.	7700 block Hanover Parkway. Fraud. The victim advised that she received a phone call from an unknown male claiming to be from the 'warrant squad' from an unknown police department. The suspect further advised that the victim owed \$800 in fines and would be arrested if she did not pay. The victim contacted a relative, who told her to contact police. Investigation is continuing.
1/13 1:30 P.M.	8000 block Greenbury Drive. Burglary. Information revealed that the suspect rang the doorbell at the residence, left and returned a short time later, then entered the residence through an unlocked front window. The suspect was described as possibly an Asian male, 6', 180 pounds, wearing a white t shirt, brown pants, a brown jacket and sunglasses. The suspect may have left the area in a vehicle described as a white 4-door passenger car. Nothing appears to have been taken.
01/13 5:00 P.M.	In reference to the carjacking reported December 27 th in the 9100 block of Edmonston Road; the following suspects have been arrested and charged with Armed Carjacking, Armed Robbery, First Degree Assault, Second Degree Assault and Theft: Tomas Jefferson Lopez, 19, of Riverdale Park, MD and Matias Alberto Perez Diaz, 19, of Riverdale Park, MD. The Lopez suspect was served the warrant as he was being held at the Department of Corrections on unrelated charges and the Diaz suspect was arrested and transported to the Department of Corrections in Hyattsville for a hearing before a District Court Commissioner.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



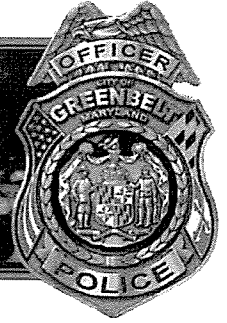
Automotive Crime - City Wide

01/09	9100 block Edmonston Terrace. Vandalism to auto. Unknown person(s) scratched the paint on a vehicle and removed the emblem off the hood.
01/11	9100 block Edmonston Road. Vandalism to auto. Unknown person(s) broke out the driver's window of a vehicle.
01/12	7700 block Belle Point Drive. Theft from auto. A rear tag, Maryland 2AA9505, was taken from a vehicle.
01/12	7800 block Mandan Road. Stolen vehicle. A silver 2008 Chevrolet Trailblazer SUV, Maryland tags 5AJ1311.
	7900 block Mandan Road. Theft from auto. A rear tag, Maryland 5AR4233, was taken from a vehicle.
01/14	6100 block Breezewood Drive. Theft from auto. Unknown person(s) entered an unlocked vehicle and took a vacuum cleaner and a carpet steam cleaner.
01/14	6200 block Breezewood Drive. Stolen auto. A white 1998 Honda Civic 4-door, Maryland tags 6AER28.
01/14	Recovered stolen auto. A 2010 Toyota Highlander, reported stolen December 21 st from the 7600 block of Greenbelt Road, was recovered this date by the Prince George's County Police Department in the 1400 block of Brickyard Boulevard, Beltsville, MD. There were no arrests. The tags on the vehicle at the time of theft, Maryland 9DB3230, were not recovered and are still out as stolen.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



CRIME REPORT TALLY SHEET

WEEK OF JANUARY 15, 2015

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	
Attempt Homicide	1	Disruption of School Activities	
Armed Robbery		Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery		Emergency Commitment Petition	1
Attempt Strong Armed Robbery		Missing Person	
Burglary	1	Fraud	1
Attempt Burglary	1	Unattended Death	1
Assault	2	Alcohol Violation	
Domestic	5	False Report	
Drugs		Harassment	
DUI/DWI		Field op (suspicious person)	2
Theft	4	Notification for other agency	
Vandalism	1	Stalking (Suspect known to victim/warrants obtained)	1
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	2
Trespass	1	Recovered Stolen Vehicles	1
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		Vandalism to Vehicles	2
Suspicious Person		Accidents	4



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

Department of Public Works

Week Ending January 16, 2015



ADMINISTRATION

- Jim Sterling continued project management and oversight of the theater project.
- Jim Sterling met with the IT Director and a Verizon engineer at the theater to discuss phone service and infrastructure locations.
- Jim Sterling and Richard Fink held a staff meeting with the sidewalk snow removal crew.
- Jim Sterling and Richard Fink met with Verizon regarding GPS options for vehicles.
- Jim Sterling attended a meeting regarding permitting for the Greenbelt Station Developers.
- Jim Sterling and Richard Fink attended the City Council meeting where Richard was introduced to Council members.
- Jim Sterling and Tim Houchens met with lighting contractors regarding the replacement of lighting fixtures at the Police Station as part of the MEA Grant Phase II.
- Jim Sterling held a progress meeting for the Theater and prepared meeting minutes.
- Began work on the budget.
- Richard Fink received and processed an application for a bench memorial dedication.

STREET MAINTENANCE/SPECIAL DETAILS

- Checked for graffiti and took down unwanted signs.
- Pushed debris at the Northway Fields compost site.
- Cleaned storm drains and underpasses around town.
- Sent salt trucks out in the mornings to treat icy areas.
- Cleaned up after a vehicle hit a pole and a tree in Greenbelt East.
- Started removing old bases for a fence that had been removed on Cherrywood Lane on the curb line going towards Breezewood Drive.
- Repaired a brick storm drain on Cherrywood Lane.
- Dug a hole for an urn for a Saturday burial at the Greenbelt Cemetery.

FACILITIES MAINTENANCE

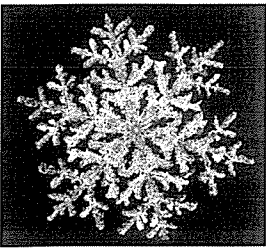
- Repaired a faucet in a jail cell at the Police Station.
- Replaced several u-tube lights in the hallways of the Police Station.
- Replaced several 4-foot lamps in the game room at the Youth Center.
- Replaced several lamps and a ballast in the hallways of the Community Center.
- Repaired an outside light on Building 1 at Public Works.
- Replaced missing hardware on a partition in the men's restroom at the Springhill Lake Recreation Center.
- Ran wiring for lights and continued painting in the theater.

HORTICULTURE/PARKS

- Concluded curbside leaf pick-up throughout the city.
- Continued picking up Christmas trees at designated sites.
- Five crew members attended a Mid-Atlantic Nursery Trade Show in Baltimore on Tuesday.
- Salted sidewalks where needed.
- Serviced tree pits in Roosevelt Center to allow proper seating of the tree grates.
- Rebuilt one hydraulic snow plow pump and repaired an additional pump.
- Scheduled and completed additional COMAR vehicle inspections.
- Removed leaves from the Police buffers.
- Made repairs and cleaned the greenhouse in preparation for spring plants.
- Worked on routine maintenance to equipment and vehicles.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 31.63 tons of refuse and 14.24 tons of recyclable material.
- Generated advertisements for the Electronics Recycling Event to be held on Saturday, January 24.
- Attended the first Dynamic Governance class on Tuesday.
- Luisa Robles and Richard Fink met with Doug Alexander of Cheverly about the possibility of partnering with the Town of Cheverly and other municipalities to promote compost bins and backyard composting.
- Attended COG's Built Environment and Energy Advisory Committee meeting via phone.



Greenbelt Recreation Department

Weekly Report

Week Ending January 16, 2015

ADMINISTRATION:

- Staff attended MML/MACo Parks and Recreation Department meeting.
- Continues to work on the Summer camp guide and Spring guide.
- Met with supervisors in preparation for the FY 2016 budget.

COMMUNITY CENTER:

- The monthly fire drill was conducted.
- The facility provided a waiting room for the American Red Cross Bloodmobile in the parking lot on Sunday.
- Supervisor and Coordinator attended a Maryland Recreation and Parks Association workshop on organizational management. The author of the book Taming the Paper Tiger, Barbara Hemphill, was the speaker.
- Thanks to Public Works for continuing the scheduled floor maintenance.
- Budget preparations continued.
- There were 6 facility permits processed.
- There were 4 private rentals and 14 pattern rentals.
- The following groups received free space: Greenbelt Concert Band, Greenbelt Writers Group, Golden Age Club, Greenwood Village HOA, Greenbelt Baseball, Greenbelt Labor Day Committee, Charlestowne Village, Girl Scout Troop #2799, Girl Scout Daisy Troop #1161 and Friends of the Greenbelt Museum.
- The following City groups received space: Be Happy, Be Healthy Yoga & Volleyball, Advisory Planning Board, City Council and Planning & Community Development.

YOUTH CENTER/ SPRINGHILL LAKE/PARK RANGERS:

- The updated gym schedule for the YC Gym was posted online and posted in the Center.
- Staff attended the Bloodborne pathogen safety training workshop and Youth Advisory Committee meeting.
- Completed the first draft of the Center Leader RecTrac Training manual.

AQUATIC AND FITNESS CENTER:

- Working on final proposal to purchase 12 new pieces of weight equipment for the fitness wing.
- Staff member participated in Science Bowl.
- Participated in Bike to Work Day 2015 Steering Committee meeting. Bike to work day is scheduled for Friday, May 15th rain or shine.
- The hot tub received its bi-weekly cleaning.
- Held quarterly meeting with cashiers.

ARTS:

- A new exhibition was installed in the art gallery featuring sculpture and mixed media prints by Michelle Dickson. In conjunction with this show, Dickson will lead a life-casting workshop with the Explorations Unlimited Series and the SAGE art class. The exhibition will open to the public on Monday.
- The first in a series of new "Social Paint Nights" was held.
- Spring classes and activities are in development and the activity guide is being edited.
- Drafting content for the summer camp manual and recruiting ceramics program instructors for camp-day and after-camp programs.
- Preparations are underway for the next Artful Afternoon on Sunday, February 1. Activities will include a performance by the young acrobats of Skyview Gymnastics.
- Preparing an interim report for the Maryland State Arts Council concerning the arts program's 2015 operating grant.
- Winter Youth Musical production studio: staff are assembling and meeting with multiple, intergenerational teams of visual artists and volunteers who are working in parallel to create elements for the show. Teams include: scenic arts, puppetry, garment construction, and animal costumes.
- Assisting CHEARS with the preparation of contracts for their Three Sisters Demonstration Gardens public art/signage project.