

# **City Council Work Session**

## **City Manager Update**

- a. December Monthly Financial Report**
- b. FY 2018 Budget Forecast**
- c. Management Objectives**
- d. Council Action Request Update**
- e. Petitions & Requests**

**Monday  
February 6, 2017  
8:00 p.m.  
Council Room**

**City of Greenbelt, Maryland**  
**Memorandum**

To: City Council  
From: Nicole Ard, City Manager  
Date: February 3, 2017  
Re: City Manager Update - Pre-Budget Meeting/Financial Reports

Attached to this memorandum are a number of documents related to the City Manager Update.

1. Monthly Financial Report for December 2016 – As in prior years, the attached report is a mid-fiscal year update on the City's budget for Fiscal Year 2017. Expenditures will continue to be monitored, but are projected on track with budget. Please note that while there have been several police vacancies, staff reports expenditures on overtime and the leave payout to the retired police chief.

Revenues are reported as generally on track with projections. Real estate revenue is below budget, but does not yet reflect the County tax payment. That payment may include revenue from the new Verde Apartments. Likewise, staff is monitoring real estate abatements and the recent sale of commercial property. Current recreation revenues are higher and include among other factors, a 25% increase in annual pass sales to the Greenbelt Aquatic and Fitness Center. Red light camera revenue is lower than budget but new cameras are anticipated in the future.

2. Preliminary FY 2018 Budget Report - Staff is preparing the draft FY 2018 budget. A forecast of the upcoming fiscal year is attached. As in past years, staff will be monitoring real estate assessments as assessments for single family homes, townhouses, and condominiums are reported higher due to new development at Greenbelt Station. Assessments for commercial office space are lower than last year. Speed camera revenue is also anticipated to be about \$60,000 lower than FY 2017 budget.


Staff will also be monitoring: the South Core TIF and the amount of real estate revenue that would be dedicated debt service related to Greenbelt Station Parkway; commercial abatements; an estimated 20% increase in health insurance premiums, with each 1% the equivalent of an additional \$20,000; minimum wage increases through 2018 to match County law total \$300,000; and on-going infrastructure needs. For example, the dam project which I am submitting a letter seeking a modification to our agreement with the state to modify the schedule, seek alternative solutions to help address and allow us more flexibility in generating project funding.

3. Management Objectives - A mid-year update on the FY 2017 management objectives.
4. Council Action Request – Attached.
5. Petitions and Requests

cc: Department Heads  
David Moran, Assistant City Manager  
Cindy Murray, City Clerk

# City of Greenbelt, Maryland

## Memorandum

**To:** Nicole Ard, City Manager  
**From:** Jeffrey L. Williams, City Treasurer   
**Date:** January 23, 2017  
**Subject:** December 2016 Financial Report

### Revenues

General Fund revenues are 76.2% of the adopted budget compared to 72.1% a year ago and 74.8% historically. Real estate revenue is currently \$72,000 below the adopted budget. However, the City has not received the one-half year addition report from the County. It is expected that this report will show the first section of the Verde apartment building coming online in Greenbelt Station.

Through the first six months of FY 2017, real estate abatements are approximately \$140,000 lower than the adopted budget. Because abatements do not occur in a regular manner, staff cannot give assurances that they will remain below the adopted budget. Almost all of the abatements are related to commercial office buildings. In FY 2016, more than \$1 million were abated with less than six weeks remaining in the fiscal year. The commercial property market in Greenbelt comprises 29% of total assessments.

Utility personal property tax is currently on track to meet the adopted budget of \$300,000. Corporate personal property tax revenue is well ahead of its historical trend line through the mid-point of the fiscal year. Early analysis shows that the receipts shown in the December 2016 report represent early receipt of corporate personal property taxes and not an increased revenue base.

Recreation revenues are approximately \$95,000 higher than a year ago. Most of the increase (\$75,000) is due to increased revenue at the Aquatic & Fitness Center (AFC). The increase in daily admissions and swim classes can explain a portion of the higher revenues resulting from the facility closing for six weeks in FY 2016. However, annual pass sales are 25% higher and that increase may be the result of the new marketing tactics being employed by Recreation staff.

Income tax revenue is approximately \$65,000 higher than receipts a year ago. Last fiscal year income tax revenue ended the fiscal year at \$2,674,500. If the current trend continues, which depends greatly on the final FY 2017 income tax payment received in August, income tax revenue could exceed the adopted budget by approximately \$200,000.

Red light camera revenue is \$26,000 lower than a year ago, but level with FY 2015 receipts. It is likely that this revenue will fall short of the adopted budget by as much as \$30,000. New camera locations are in the process of being established. Therefore, more analysis is necessary before final estimates for FY 2017 and FY 2018 can be determined.

Speed camera revenue is approximately \$78,000 lower than a year ago. This revenue peaked in FY 2015 at \$608,000. It declined to \$483,600 in FY 2016 and is tracking toward \$400,000 this fiscal year. The good news is that this is \$40,000 higher than the adopted budget. However, it would not be unexpected for speed camera revenue to decline further in FY 2018.

Total General Fund revenues for FY 2017 continue to track toward a favorable result compared to the FY 2017 adopted budget.

### **Expenditures**

Total expenditures are 58.5% of the adopted budget compared to 57.9% historically and 58.2% a year ago. All of these ratios are in a tight range. Salaries and benefits are more than 2% higher than a year ago and 1.4% higher than the historical average. Police salaries and benefits are 2% higher than this point in FY 2016 as well. Although the department has five vacancies, these savings have been spent on overtime and the leave payout to the recently retired Chief of Police.

Motor vehicle fuel is \$2,000 lower than a year ago. However, fuel prices have been trending higher for several weeks. The current staff estimate is that this expenditure will exceed the adopted budget by approximately \$15,000 by the end of the fiscal year.

Staff believes that electricity may end the fiscal year on its budget of \$495,200. Because the City has already locked in electricity rates for all of FY 2018, the proposed budget for next fiscal year will remain level.

Natural gas expenditures are tracking approximately \$20,000 lower than the adopted budget. The very good news to report is that a rate reduction for natural gas was agreed to for the two-year period beginning October 2017 which will lock in lower rates for the heating seasons of FY 2018 and FY 2019. As a result, a 5% reduction will be proposed FY 2018 and likely kept level for FY 2019.

Further review is required with respect to estimating all FY 2017 expenditures. However, current trending suggests that expenditures should end the fiscal year fairly close to the adopted budget. A more complete estimate will be presented in the proposed FY 2018 budget near the end of March.

**City of Greenbelt**  
**Revenues - FY2017 vs. Historical**  
**December**

Acct. No.	Description	FY2017 Budget	Dec-16	% of FY2017 Budget	% of FY2016 Actual	Historical %
<b>Taxes</b>						
411100	Real Estate	\$15,901,800	\$15,829,551	99.55%	99.91%	99.80%
411210	Real Estate Abatements	(255,000)	(116,953)	45.86%	43.83%	22.72%
411220	Homestead Credit	(40,600)	(95,946)	236.32%	100.00%	100.03%
411230	Homeowners' Credit	(40,000)	(20,683)	51.71%	46.92%	51.59%
<b>Personal Property</b>						
412100	Local	12,000	6,292	52.43%	53.38%	54.34%
412110	Utility	300,000	296,844	98.95%	92.39%	74.63%
412120	Corporate	1,325,000	1,260,743	95.15%	48.48%	63.39%
412140	Local - Prior Years	0	0	0.00%	0.00%	78.34%
412160	Corporate - Prior Years	50,000	33,443	66.89%	43.23%	51.36%
412200	Abatements	(80,000)	(18,528)	23.16%	39.78%	44.96%
<b>Other Taxes</b>						
421100	Income	2,551,000	762,888	29.91%	28.26%	27.49%
421200	Admissions	145,000	36,778	25.36%	31.97%	28.85%
421300	Hotel/Motel	830,000	247,123	29.77%	25.35%	24.87%
422100	Highway	388,200	283,975	73.15%	81.51%	68.03%
<b>Licenses</b>						
431000	Permits	1,061,400	237,352	22.36%	26.80%	24.76%
433400	Cable	420,000	103,234	24.58%	24.26%	23.28%
<b>Grants - State</b>						
442101	Police	452,000	240,539	53.22%	48.74%	49.74%
442102	Youth Service	65,000	0	0.00%	33.00%	26.93%
<b>Grants - County</b>						
443106	Landfill	57,700	14,413	24.98%	50.00%	35.00%
443102	Youth Service	30,000	0	0.00%	0.00%	0.00%
443108	MNCPPC	234,000	0	0.00%	0.00%	0.00%
443127	School Resource	80,000	0	0.00%	0.00%	0.00%
<b>Other</b>						
451000	Refuse/Recycling	687,600	170,331	24.77%	24.96%	24.55%
452000	Recreation	685,100	362,726	52.94%	47.53%	45.83%
453000	Fitness Center	545,800	298,960	54.77%	50.36%	48.43%
454000	Community Center	199,300	108,065	54.22%	45.21%	49.96%
460100	Fines/Foreitures	202,000	77,489	38.36%	46.16%	44.22%
460200	Red Light Cameras	360,000	167,092	46.41%	50.10%	48.13%
460300	Speed Cameras	420,000	181,138	43.13%	42.31%	40.16%
470000	Interest	6,000	8,430	140.50%	27.67%	22.33%
480400	Partnerships	126,000	5,833	4.63%	13.68%	24.55%
<b>Miscellaneous</b>		433,300	201,049	46.40%	19.63%	23.23%
<b>Total</b>		<b>\$27,152,600</b>	<b>\$20,682,178</b>	<b>76.17%</b>	<b>72.12%</b>	<b>74.79%</b>

**City of Greenbelt, Maryland**  
**Expenditures - FY2017 vs. FY 2016 & Historical**  
**December**

	Department	FY 2017 Budget	Dec-16	% of FY 2017 Budget	FY 2016	Historical %
<b>100</b>	<b>General Government</b>					
	Salary/Benefits	\$2,265,800	\$1,246,477	55.01%	52.76%	53.04%
	Operating	715,600	378,731	52.92%	54.51%	57.17%
	Capital Outlay	12,000	5,135	42.79%	100.00%	71.12%
	<b>Total General Gov't</b>	<b>2,993,400</b>	<b>1,630,343</b>	<b>54.46%</b>	<b>53.27%</b>	<b>54.27%</b>
<b>200</b>	<b>Planning &amp; Comm. Dev.</b>					
	Salary/Benefits	742,600	382,632	51.53%	52.30%	54.24%
	Operating	244,600	56,707	23.18%	19.30%	25.47%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	<b>Total Plan. &amp; Comm. Dev.</b>	<b>987,200</b>	<b>439,339</b>	<b>44.50%</b>	<b>44.96%</b>	<b>49.68%</b>
<b>300</b>	<b>Public Safety</b>					
	Salary/Benefits	8,603,500	5,046,231	58.65%	56.17%	56.53%
	Operating	1,534,000	802,129	52.29%	50.17%	51.86%
	Capital Outlay	366,500	91,627	25.00%	27.10%	60.88%
	<b>Total Public Safety</b>	<b>10,504,000</b>	<b>5,939,987</b>	<b>56.55%</b>	<b>54.30%</b>	<b>56.04%</b>
<b>400</b>	<b>Public Works</b>					
	Salary/Benefits	1,990,600	984,201	49.44%	50.33%	52.26%
	Operating	615,200	270,594	43.98%	47.91%	47.10%
	Capital Outlay	0	427	0.00%	0.00%	0.00%
	<b>Total</b>	<b>2,605,800</b>	<b>1,255,222</b>	<b>48.17%</b>	<b>49.66%</b>	<b>50.93%</b>
<b>450</b>	<b>Waste Collection</b>					
	Salary/Benefits	553,400	281,346	50.84%	52.99%	52.74%
	Operating	187,400	93,954	50.14%	56.46%	42.10%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	<b>Total</b>	<b>740,800</b>	<b>375,300</b>	<b>50.66%</b>	<b>53.89%</b>	<b>49.84%</b>
	<b>Total Public Works</b>	<b>3,346,600</b>	<b>1,630,522</b>	<b>48.72%</b>	<b>50.61%</b>	<b>50.67%</b>
<b>500</b>	<b>Greenbelt Cares</b>					
	Salary/Benefits	994,300	548,307	55.15%	51.17%	52.67%
	Operating	68,800	30,609	44.49%	45.40%	46.87%
	Capital Outlay	0	29,332	n/a	0.00%	0.00%
	<b>Total Greenbelt Cares</b>	<b>1,063,100</b>	<b>\$608,248</b>	<b>57.21%</b>	<b>50.78%</b>	<b>52.21%</b>
<b>600</b>	<b>Recreation</b>					
	Salary/Benefits	2,505,100	\$1,546,797	61.75%	57.91%	56.54%
	Operating	764,500	409,407	53.55%	54.29%	52.31%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	<b>Total</b>	<b>\$3,269,600</b>	<b>1,956,204</b>	<b>59.83%</b>	<b>57.04%</b>	<b>55.48%</b>

**City of Greenbelt, Maryland**  
**Expenditures - FY2017 vs. FY 2016 & Historical**  
**December**

	Department	FY 2017 Budget	Dec-16	% of FY 2017 Budget	FY 2016	Historical %
<b>650</b>	<b>Aquatic &amp; Fitness Center</b>					
	Salary/Benefits	\$757,500	\$446,707	58.97%	54.56%	54.22%
	Operating	378,200	188,216	49.77%	49.19%	45.75%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total	1,135,700	634,923	55.91%	52.77%	51.07%
	<b>Total Recreation</b>	<b>4,405,300</b>	<b>2,591,127</b>	<b>58.82%</b>	<b>55.96%</b>	<b>54.33%</b>
<b>700</b>	<b>Parks</b>					
	Salary/Benefits	993,700	533,388	53.68%	52.77%	55.52%
	Operating	204,300	76,585	37.49%	43.28%	50.00%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	<b>Total Parks</b>	<b>1,198,000</b>	<b>609,973</b>	<b>50.92%</b>	<b>51.12%</b>	<b>54.35%</b>
<b>900</b>	<b>Miscellaneous</b>					
	Salary/Benefits	200,900	110,191	54.85%	53.10%	52.88%
	Operating Expense	13,900	22,602	162.60%	37.84%	41.27%
	Capital Outlay	20,000	1,326	0.00%	0.00%	0.00%
	<b>Total Miscellaneous</b>	<b>234,800</b>	<b>134,119</b>	<b>57.12%</b>	<b>51.55%</b>	<b>50.16%</b>
	<b>Operating Expenditures</b>					
	Salary/Benefits	\$19,607,400	\$11,126,277	56.75%	54.69%	55.34%
	Operating Expense	4,726,500	2,329,534	49.29%	49.37%	50.04%
	Capital Outlay	398,500	127,847	32.08%	0.00%	61.03%
	<b>Total Operating</b>	<b>\$24,732,400</b>	<b>\$13,583,658</b>	<b>54.92%</b>	<b>53.26%</b>	<b>54.38%</b>
	<b>Reserves</b>					
	Non-Departmental	205,200	61,865	30.15%	51.08%	73.59%
	Workers' Compensation	685,000	680,320	99.32%	106.28%	101.96%
	Interfund Transfers	1,605,000	1,605,000	100.00%	0.00%	103.84%
	<b>Total Reserves</b>	<b>2,495,200</b>	<b>2,347,185</b>	<b>94.07%</b>	<b>118.67%</b>	<b>100.06%</b>
	<b>Total General Fund</b>	<b>\$27,227,600</b>	<b>\$15,930,843</b>	<b>58.51%</b>	<b>57.91%</b>	<b>58.24%</b>



# City of Greenbelt, Maryland

## Memorandum

**To:** Nicole Ard, City Manager  
**From:** Jeffrey L. Williams, City Treasurer JW  
**Date:** February 2, 2017  
**Subject:** Early FY 2018 Forecast

The mid-year financial report shows that FY 2017 revenues and expenditures are in line with the adopted budget. There are no guarantees that this pattern will continue to hold. However, all current data points to a successful year financially for the City.

The preparation of the FY 2018 Proposed Budget is in its early stages. The Finance Department review of Public Safety, Public Works, and Recreation expenditures are complete. The initial review of General Fund revenue is completed as well.

Individual revenue sources are generally stable or increasing with only a few exceptions. Real estate assessments are higher for single family homes as a result of an improved housing market. Assessments for townhouses and condominiums are higher because of new development in the Greenbelt Station neighborhood. Assessments for apartments are flat while the commercial office property assessments are lower than a year ago.

Increases in real estate tax will be partially offset by reductions for one-time revenue, e.g. FEMA grant of \$106,400. Another notable revenue reduction is the decline in speed camera revenue which is estimated to be approximately \$60,000 lower than budgeted in FY 2017.

### **Major issues for FY 2018 include:**

- South Core TIF – if this is approved/formalized, up to 50% of all new real estate revenue from the Greenbelt Station development must be set aside for debt service on Greenbelt Station Parkway.
- It is unknown whether large abatements for commercial property will continue. The Capital Office Park complex recently sold for a substantial discount.
- An early projection of health insurance premiums indicates a 20% increase. Each 1% increase adds approximately \$20,000 to the cost of this expenditure. The City often receives a large initial increase from its health insurance carrier. Typically, this first offer

is made more affordable after negotiations. All efforts to reduce the initial premium estimate for FY 2018 will be done, including changing health insurance vendors if necessary.

- Minimum wage increases to match the County law has raised part-time salaries approximately \$300,000 through FY 2018 with the final increase of this initiative scheduled for FY 2019. Additional staffing, e.g. sustainability coordinator, have increased the cost and size of the government as well. It is difficult for the current tax base to sustain these types of increases indefinitely.
- The City needs to be mindful of the impact of increased services on the City's revenue base.
- Infrastructure/Capital Projects – a concern raised in recent years has been that the City is not setting enough aside for infrastructure. The cost of the dam project will make this a larger issue in coming fiscal years.

# **FY 2017 Management Objectives**

As of January 20, 2017

## CITY COUNCIL

Set policy and direction for the city.

*Ongoing.*

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

*Ongoing.*

Meet regularly with major "stakeholders" in the city.

*Ongoing.*

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

*Ongoing.*

## ADMINISTRATION

Manage city through constrained economic climate while maintaining quality services.

*Ongoing.*

Implement Council's goals and policies.

*Ongoing.*

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

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

Expand use of performance measurement as recommended by the Matrix Organizational Assessment by participating in ICMA Insights – a performance measurement program.

*In August 2016, ICMA ended the program. Continuing to look for useful metrics.*

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

*Awaiting report from Hyattsville CDC.*

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

*Ongoing. Decision expected between December 2016 and March 2017.*

## FINANCE

Provide high quality city services in a cost effective manner.

*Lock box services are being investigated for permit fee collections. A lock box is a service provided by a bank in which payments are submitted directly to the bank. Payments would be credited immediately to the City's account. The use of a lock box service will improve internal control and reduce staff time necessary to process receipts.*

Review the city's personnel structure.

*Research underway.*

Organize and host the annual health fair.

*Health Fair held October 18, 2016.*

Review the city's purchasing/bidding limits.

*The City Treasurer is developing a proposal for City Manager review. The goal is to have this item ready to discuss at the FY 2018 budget work session in which revenues and General Government sections are discussed.*

## INFORMATION TECHNOLOGY

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

*Ongoing efforts. Will likely restart the Inspectors mobility pilot in the 3<sup>rd</sup> quarter.*

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

*Ongoing efforts.*

Implement Next Gen 911 in Police dispatch.

*Waiting for the county to finalize their CAD system build for municipalities to participate. Being tested in Hyattsville.*

Explore document management solutions.

*In process.*

Research security camera hosting options.

*Continuing to search for solution while PSAC completes their study and recommendations.*

Explore partnership with University of Maryland for public safety software.

*On hold pending future decisions about the county CAD system.*

**PUBLIC INFORMATION**

Increase the use of Greenbelt Alert system to include different types of alerts.

*Met with different departments to show them the capabilities of the Alert system and how it can be used. Several departments identified specific uses for the system. Meetings with individuals will be set up to train them how to post alerts.*

Oversee upgrade of Greenbelt Municipal Access studio and Council Room presentations system.

*The RFP should be issued in early February.*

Highlight city activities and events with short videos that will be used on social media and interspersed on the city electronic bulletin board.

*We have been using many more videos on all social media platforms. For "Municipal Government Works" month, daily video highlights of a city employee or service were posted. Currently working with Aquatic & Fitness Center to promote their programs and have done some videos with the Green Team. Will continue to look for opportunities to produce more information videos.*

## GREENBELT MUSEUM

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

*The January 2017 lecture is the screening of a documentary about a New Deal community in New Jersey called the Jersey Homesteads. Lenore Thomas carved a large-scale "Sewing Woman" for the community.*

*With the support of a grant from County Councilmember Todd Turner, we are beginning work on a short film (10 minutes) about Lenore Thomas' interest in social justice issues and how she incorporated them into her art. Our goal is to show the film in the exhibit.*

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

*Planning is ongoing. In the process of identifying appropriate off-site storage for collection items, meeting with potential space planners, and reviewing the collection to determine which items will stay at 10A and which will be transferred to storage. A water incident at the Museum house in early October, and the subsequent work required to recover from it, will delay this MBO. However, restoration of architectural renderings is underway and the living room rug is being cleaned and repaired.*

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

*In preparing for the Capital Campaign, I am assisting FOGM with remaking the business side of the Museum including installing a new customer (member) relationship management system to improve communication with Museum members, establishing QuickBooks, building a new website, and switching from Square to Paypal for payment processing. I have also been applying for grants:*

- *Maryland Heritage Area Authority grant for \$50,000 (AWARDED) which is a matching grant, requiring us to raise \$37,500 as a match;*
- *Greenbelt Community Foundation for \$5,000 (AWARDED);*
- *MD Department of Housing and Community Development Community Investment Tax Credit program for \$25,000 (NOT AWARDED);*
- *MD Department of Housing and Community Development Operating Assistance Grant, Technical Assistant Grant for \$10,000 for hiring of a planning consultant (NOT AWARDED);*
- *MD Department of Housing and Community Development Operating Assistance Grant, Nonprofit Assistance Fund for \$10,000 for expansion of staffing to support 10A (AWARDED); and*
- *County Council Special Appropriation (bundled with other City department requests) for \$2,500 (AWARDED).*

Continue to partner with the Friends of the Greenbelt Theatre on Greenbelt history related programming.

*Over the summer, we partnered with Friends of the Greenbelt Theatre to screen a film about the arts of the Works Progress Administration. We assisted with the displays in their glass cases. We partnered on a special event on November 15, 2016 which included screening the film, *Three Brave Men* (1956), and a discussion with the Honorable Judge Howard Chasanow, whose father was one of the subjects of the film.*

## PLANNING

Manage installation of new "Welcome to Greenbelt" signage.

*The city received \$50,000 in Community Legacy Funding and city staff is working with DHCD staff to finalize funding documents. A funding agreement and sign recommendations will be presented to City Council in February 2017.*

If approved, coordinate dredging of Greenbelt Lake fore bays.

*The dredging projects are complete. A public event was held to celebrate the completion of the project and an educational plaque has been installed.*

Monitor the county's zoning re-write project.

*Staff has completed review of Modules 1, 2 and 3, and comments have been submitted to M-NCPPC. Staff is in discussions with GHI and M-NCPPC on how Historic Greenbelt will/should be addressed in the zoning re-write. Staff is waiting for formal input from GHI on what it would like to see addressed within a new zone for GHI.*

Manage Greenbelt Lake dam repairs.

*Phase 1 of the Greenbelt Lake Dam is under construction. This project is experiencing delays and is now estimated to be completed in mid to late February, 2017. Staff is seeking approval from the Maryland Department of the Environment to adjust the completion timeline for Phase 2 and 3.*

Monitor development of Greenbelt Station South Core.

*All Phases of the South Core have approved detailed site plans. Construction of Phase 3 is anticipated to begin spring/summer 2017. The central park is currently under construction. The state granted the city an easement for the Stream Valley Trail connection with construction possibly beginning in spring 2017 with an estimated completion time of summer 2017.*

Implement recommendations of the Bus Stop Safety and Accessibility Study.

*A bus stop ridership report is being prepared so that it can be cross referenced with the bus stop scoring data found within the "Bus Stop Safety and Accessibility Study" to determine where bus stop improvement funding should be allocated. Staff prepared a letter for City Council's consideration on WMATA's proposal to reduce operating hours and eliminate the B30 bus to BWI Airport.*

Work on the implementation of the bike share feasibility study.

*The county has completed the final draft of the Bike Share Feasibility Study and M-NCPPC has presented the project to City Council.*



<b>COMMUNITY DEVELOPMENT</b>
------------------------------

Inspect at least 20% of all rental units.
---

<i>The Supervisory Inspector position was recently filled, which will assist in achieving the 20% rental inspection goal. Handling complaints and monitoring foreclosures continues to be a priority.</i>
---

<b>ANIMAL CONTROL</b>
-----------------------

Work on special events and outreach.
--------------------------------------

<i>Next special event will be Kitten Shower in March or April.</i>
--

Aggressively prosecute animal cruelty and neglect cases.
--

<i>Officers have worked on approximately eight (8) animal cruelty cases so far this year. Currently, there aren't any cases under investigation..</i>
---

Transition to PetPoint for record keeping.
--

<i>Done. The transition of all files to PetPoint has been completed and it is used on a daily basis.</i>
--

**POLICE**

Implement body camera program.

*Council approved five year contract with TASER Int'l. on January 9, 2017. Will continue to monitor state and federal legislation that may impact the city's program. Implementation of the program is expected by the end of FY 2017.*

Establish Police Explorers Program for youth.

*In progress. Currently recruiting young men and women for the program with an Open House tentatively scheduled for late February 2017.*

## PUBLIC WORKS ADMINISTRATION

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

*Recommendations to be made early in 2017.*

Manage the Greenbelt Lake dam project.

*Ongoing.*

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

*Implementing energy saving work is ongoing. The scope of work has been identified in each city building. A detailed report documenting energy savings will be made for FY 2018 budget.*

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

*Energy policies were put in place and enacted to comply with the grant requirements. Phase I (2013) granted \$63,935. Fixtures were changed in the indoor pool, outdoor pool, Springhill Lake Recreation Center gym and Youth Center gym. Energy efficient fixtures translate into lower energy consumption. Phase II (2014) granted \$80,000. Fixtures were changed at the Police Department, indoor and outdoor; and in Public Works, Building 2 and outdoor. Applications for Phase III (2015) of funding were approved for \$100,000. Fixtures will be changed in the Community Center Gym and 1967 wing; at Springhill Lake Recreation Center and the Skate Park. Some fixtures have come in and are being installed while other fixtures are still on back order. Phase IV (2016) was submitted for energy savings at the Public Works buildings 1 and 3, and the Youth Center interior but was denied by MEA. We will be applying for additional funding in 2017.*

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

*Ongoing. With the help of Green Team experts, the city is looking into several possible contractors and options for meeting the goal. Work session held December 19, 2016.*

Support the Green ACES in implementing its Sustainability Master Plan for the city.

*The city became Sustainable Maryland Certified in 2013 and continues to support sustainability initiatives. The Green Team has taken on new initiatives that will qualify for re-certification such as multiple events promoting Zero Waste, engaging commercial establishments, Time Bank, Pathways of Sustainability, Water/Stream issues, etc.*

*The Sustainability Framework document is a living document and each year we will have related MBO's. We will continue to explore opportunities to take advantage of net metering to participate in a solar farm, install solar panels at Public Works, Springhill Lake Recreation Center, Mandan right-of-way, and other city facilities; we will continue to support the Three Sisters Gardens and the Food Forest Projects; we will continue generating awareness of recycling, composting, diversion, reusing and zero waste; we will continue to green our cleaning products; and we will support the Planning Department with the implementation of the Pedestrian and Bicyclist Master Plan and the Cherrywood Lane Green Streets project.*

Provide training opportunities for staff in their fields of expertise.

*In house training of all employees in storm water pollution prevention. Individual training in Sustainability, Building Codes, Energy Conservation, etc. Monthly safety training sessions are now being conducted on various topics.*

### **MULTI-PURPOSE EQUIPMENT**

Look for opportunities to incorporate alternative fuels into the fleet.

*Work continues. Hybrid vehicles are being purchased for the Police Department's Administrative Staff and Detectives.*

### STREET MAINTENANCE

Street resurfacing projects will include needed curb and gutter and sidewalk repairs, crosswalks, pedestrian safety improvements and bringing adjacent bus stops into compliance with accessibility study.

*Work was completed on implementing new symbols and markings for approved Bike Lanes along Ivy Lane, Cherrywood Lane and Crescent Road. Concrete work on street resurfacing will be done Spring 2017.*

Using Capital Projects funds, resurface Rosewood Drive, White Birch Court, Mathew Street, Brett Place and Northway from Hillside to Ridge.

*Spring 2017.*

Conduct an annual survey of street and sidewalk conditions.

*To be completed in the winter.*

Check every centerline, crosswalk, stop line and other street markings annually to ensure appropriate safety levels.

*Ongoing.*

### FOUR CITIES STREET CLEANING

Provide high quality street cleaning service to the Four Cities Coalition.

*Ongoing, everyday commitment.*

Sweep all city streets a minimum of six times per year.

*Ongoing.*

Meet semi-annually with the other communities to review operations and potential efficiencies.

*Ongoing.*

### WASTE COLLECTION

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

*Ongoing. FY 2016 recycling rate was 55.38%.*

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

*New recycling guidelines are posted on the city's Facebook page, website and other social media. A new yes/no flier was created, and information about no-plastic-bags at curbside-recycling was shared with all residents. A composting program was established at Public Works for workers food scraps. The Community Center compost bin at the Three Sisters Garden site is also in use, just on a smaller scale. Reduced cost compost bins are available to residents at the Public Works facility. A composting workshop will be held.*

## ROOSEVELT CENTER

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

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

Maintain the physical structure of the theater.

*Ongoing. Theater doors were replaced. Cameras were installed inside the Theater. Staff continues to work closely with the operator on maintenance issues.*

## PARKS

Update the Attick Park master plan in conjunction with the Park and Recreation Advisory Board.

*Ongoing.*

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

*In September of 2016, a volunteer event was held at Turner Cemetery where overgrowth was removed, a border was installed around possible unmarked graves and an Adopt-A-Tree was planted.*

Conduct an Earth Day event to improve the natural environment.

*A volunteer stream cleanup has been scheduled for Saturday, April 22 from 9 am – 12 pm. Location is TBD.*

If approved, manage replacement of playground at the Community Center.

*Project not approved.*

Regrade edge of Braden Field baseball infield.

*Will work with Recreation Department on scheduling in the Spring.*

Implement recommendations of Forest Preserve Health Assessment.

*Assessment still being reviewed.*

## GREENBELT CONNECTION

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

*Ongoing, everyday commitment.*

<b>ASSISTANCE IN LIVING</b>
-----------------------------

Work with staff to develop procedures and protocols for assigning cases for case management and counseling services.
--

<i>Complete.</i>
------------------

Assess the duties of the Community Resource Advocate with the addition of new front line staff.
---

<i>Assessment underway.</i>
-----------------------------

Develop wellness program that targets Greenbelt West.
---

<i>Baby Diaper program, including Christmas bags have occurred.</i>
---

Submit grant for hoarding support services.
---

<i>Hoarding program has begun.</i>
------------------------------------

<b>SERVICE COORDINATION PROGRAM</b>
-------------------------------------

Provide case management and informational services to residents of Green Ridge House.
---

<i>Ongoing.</i>
-----------------

Expand programming and resources to accommodate the growing non-senior/disabled population.
---

<i>Complete.</i>
------------------

<b>CARES</b>
Offer groups for elementary and middle school aged youth. <i>October group was cancelled due to low enrollment.</i>
Offer tutoring programs to Greenbelt families and those in surrounding areas of Prince George's County. <i>Offering a Saturday morning drop-in tutoring and expanded to offering an afterschool tutoring program at the SHL Clubhouse two (2) afternoons per week.</i>
Respond to crises and provide follow-up services to victims of crisis and crime. <i>New Crisis Counselors are actively seeing cases and assuming on-call duties.</i>
Offer an array of internship opportunities to graduate and undergraduate students to expand their education while also meeting the needs of Greenbelt residents. <i>CARES continues to have graduate students from a variety of colleges and universities.</i>
Implement online satisfaction surveys for CARES counseling programs. <i>Began sending surveys in August 2016. Ten (10) follow-up surveys have been sent using Survey Monkey; none were completed. Paper follow-up surveys have been returned by some clients.</i>
Explore therapy case file software. <i>No progress.</i>



## AQUATIC & FITNESS CENTER

Implement aspects of the Model Aquatic Health Code (MAHC) as they apply to the Center's operations and facility.

*The Model Aquatic Health Code implementation is on hold. After a public comment period, it was determined that changes to some of the standards (structural changes, clarifying edits and new or revised recommendations in the areas of disinfection and water quality, lifeguarding and bather supervision, risk management and safety, and ventilation and air quality) need to be made.*

Reduce energy consumption in facility.

*Installation of new roof over the indoor pool completed. Public Works is continuing to work on light harvesting module of the LED lighting.*

Celebrate the 25<sup>th</sup> anniversary of the Center in September 2016.

*Anniversary celebration held Wednesday, September 28 and Saturday, October 1. Events and activities offered throughout the year. Activities include: 25-25-25 Bi-Triathlon, a monthly "Bring a Friend" raffle, Scavenger Hunt and much more.*

## COMMUNITY CENTER

Complete heating and cooling system upgrade project.

*In progress. All HVAC room units have been installed and are being monitored for proper temperature. Work in the mechanical room on the boilers continues.*

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

*Ongoing.*

Reduce energy consumption in facility.

*Ongoing.*

Determine use for the classroom used as museum office.

*No progress. Due to flooding of the Museum, staff will wait for City Manager advisement to move forward with this MBO.*

## RECREATION ADMINISTRATION

Along with Human Resources, promote CareFirst's Blue Rewards Incentive Program. This program provides incentives which can be used towards out-of-pocket health costs such as copays and prescription drugs.

*Due to HIPAA regulations and the Privacy Act, unable to complete this objective as planned. Researching alternatives.*

Improve department's ability to communicate with non-English speaking clients.

*Ongoing. The department has use of a bilingual phone line at the police station and Spanish speaking staff person to handle events and interpersonal communication.*

Implement recommendations of the recreation facilities and programs master plan.

*Consultant selection expected in February 2017.*

Undertake a study to identify useful performance measures.

*In progress.*

## RECREATION CENTERS

Operate the Centers every day of the year. The Youth Center is open Monday through Friday, 3 p.m. until 9:45 p.m., Saturday 9 a.m. until 9:45 p.m. and Sunday, 1 p.m. until 9:45 p.m. The Springhill Lake Recreation Center is open Monday through Friday, 2 p.m. until 9:45 p.m., Saturday, 9 a.m. until 9:45 p.m. and Sunday, 1 p.m. until 9:45 p.m.

*Ongoing.*

Plan and organize an event for Spring 2017 celebrating the 10 year anniversary of the Skate Park.

*Event planning underway.*

Explore partnerships to replace the computer lab laptops at the Springhill Lake Recreation Center (\$8,000).

*Complete. The city received funding from Paradyme Management, Inc. to purchase 10 new laptop computers.*

## FITNESS & LEISURE

Offer outdoor recreation classes perhaps in partnership with Greenbelt Park.

*Developed partnership with staff at Greenbelt Park through Moonlit Movie Program to celebrate 100<sup>th</sup> Anniversary of the National Park Service and Public Lands Day on September 24, 2016. Staff plan to coordinate additional partnerships.*

Promote Greenbelt's Healthy Eating Active Living (HEAL) goals by offering classes in healthy cooking and at the new outdoor fitness course at Schrom Hills Park.

*Coordinated classes on healthy diets for Seniors. Offered outdoor classes and several free clinics at the Schrom Hills Park Fitness Zone.*

Offer bike safety education and group rides.

*Two bike safety education classes, "City Cycling Skills" will be offered in May. A "Women & Bicycle Social" group ride is scheduled for Sunday, May 7, 2017.*

## ARTS

Oversee the installation of public art projects.

*Assisted Artist in Residence Rachel Cross with installing a "yarn bomb" project that was on view outside the Community Center throughout the summer, and a recycled bottle cap mural with Karen Arrington.*

Provide quality visual and performing arts programming.

*During FY 2017, it is expected to have provided 5 exhibitions, production support for 4 youth theater and dance shows, over 150 arts education programs, and 10 special events including an expanded Festival of Lights Juried Art and Craft Fair.*

## SPECIAL EVENTS

Adjust the format of the Costume Contest and Parade in Roosevelt Center to better accommodate the growing attendance.

*Complete. There was no costume contest; however, there was a parade in Roosevelt Center with roving entertainers. Candy was handed out by merchants, City Council and staff. Movies in the Greenbelt Theater followed the parade.*

Review last year's very well received Holiday Tree Lighting event and expand this year's plan.

*The Tree Lighting in Roosevelt Center was enhanced by additional decorations and merchant participation. This event was very well attended. Added extras included the flags on the light posts, lights on the bushes left up through Valentine's Day and the 'zero waste' committee assisting with the event.*

Continue the outdoor Moonlit Movie series in partnership with the Friends of Greenbelt Theatre.

*Complete. Four movies were held - one in each section of the City.*

## GREENBELT'S KIDS

Update summer camp policies to comply with the State Department of Health and Mental Hygiene regulations.

*Complete. Updated Department of Health and Mental Hygiene – COMAR Summer Camp Standards.*

Work with Springhill Lake Elementary in an effort to enhance afterschool programs.

*Attended Back to School Night and provided bilingual staff to promote after school and other recreation department programs.*

*Springhill Lake Recreation Center offered two new free after school programs: Fit Club and Crazy 8 Club. In addition, a new weekly drop-in volleyball program was introduced utilizing new volleyball equipment. Existing drop-in programs continue to be well attended.*

*Staff plans to meet with P.E. lead teacher to coordinate spring after school programs offered at both SHLES and SHLRC.*

Promote programs within elementary and middle schools.

*In progress. Attended Back to School nights, PTA meetings and Information Day at Lakeside North. Flyers will be distributed promoting Spring and Summer Camp programs. Plan to attend school sponsored Spring Fair events to promote Summer programs and introduce Recreation Department program and facilities to potential new patrons.*

Expand soccer camp from one (1) week to two (2) weeks.

*A second week of soccer camp was offered in Summer 2016, but was cancelled due to lack of registration.*

## THERAPEUTIC RECREATION

Due to the popularity of the FY 2016 grant funded "Walk with Ease" program, look to grow the program.

*The Walk With Ease program was offered in the summer and fall. The fall class was held at Schrom Hills Park. A new walking program, Walk on Route 66, continues to be popular.*

In cooperation with the Greenbelt Theater, coordinate afternoon matinees for senior citizens.

*Monday Matinees for Seniors is ongoing. Program evaluation in progress.*

In conjunction with Let's Move Cities and Towns and HEAL, offer physical activities for those with special needs.

*In progress. Staff offered tandem biking for the visually impaired. More outdoor events are being planned for Spring and Summer 2017.*

<b>CAPITAL PROJECTS</b>
Pedestrian/Bicycle Master Plan - \$20,000
Bus Stop Accessibility Study - \$20,000
Gateway Entrance Signage - \$25,000
Street Resurfacing - \$385,000
Miscellaneous Concrete Repairs - \$40,000
Greenbrook Trails - \$16,000
Land Acquisition - \$459,000
Playground Improvements - \$165,200
Lake Dam Repair - \$600,000

# COUNCIL ACTION REQUESTS (CAR) REPORT

## as of February 3, 2017

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
<b>2017</b>						
6	M & C Meeting	1/23	Petitions and requests list update at City Manager Update work session.		Nicole/Cindy	
5	M & C Meeting	1/23	Petition Action Item list on council agenda – as needed.		Cindy	
4	M & C Meeting	1/23	Place Petitions and Requests list online.		Cindy/Beverly	
3	M & C Meeting	1/23	Publicize School Board Boundary meeting and Metro budget meeting to residents of Greenbelt Station.	2/3/17	Beverly	Information posted on Next Door.
2	M & C Meeting	1/23	Send letter to School Board – Greenbelt Station children attending schools in Greenbelt.	2/3/17	Nicole	Letter sent 2/3/17.
1	Work Session	1/11	Report on speeding and options in Boxwood/Lastner.			
<b>2016</b>						
24	Work Session	12/19	Consideration of lower GAFC fees for city retirees during budget review.	5/30/17	Jeff	
23	M & C Meeting	12/12	Implement Tax Credit Program for renters.	3/30/17	Jeff	
21	M & C Meeting	11/28	Should Greenbelt declare itself a sanctuary city?	2/28/17	John	
20	M & C Meeting	11/28	Consideration to 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	

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
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	Report expected end of January 2017.
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.
9	M & C Meeting	7/11	Referral to CRAB on proposal for Freedom Day holiday.	6/30/17	David	Referred @ 7/22/16. Deadline changed to 6/30/17 due to CRAB workload on police/community relations.
6	M & C Meeting	4/11	Refer to PSAC – comprehensive review of security cameras in the City.	4/30/17	Mary/Tom	Underway. Meetings held October 5, 8 and 15.
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.

## 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	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	PSAC has made recommendations.
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	

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
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	
<b>2014</b>						
32	Work Session	8/29	Assess pros and cons of relocating Parking Enforcement, Animal Control and/or Code Enforcement functions (Organizational Assessment).	12/30/14	Mike/Celia	Parking Enforcement moved to Police 7/1/16.
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	
<b>2013</b>						
45	M & C Meeting	10/28	Are there limitations on how long banner signs can be in use – County Zoning Code or City Covenants – Franklin Park signage issue?	1/31/14	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).



NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
<b>2011</b>						
9	Work Session	6/13	Look at need for lighting along walkways between 11 and 13 Court Ridge. Also look at condition of existing lighting, walkway and vegetation. Further survey and referral to PSAC.	9/30/11	Jim	Checking power availability at 11 - 13 Courts.
<b>2010</b>						
32	Mayor Davis	6/25	Does city need its own ordinance to limit roadside solicitation per 2008 State law?	8/30/10	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. Planning Director checking with College Park and Bowie on usage of authority.
16	Work Session	4/21	Develop policy on when city will issue proclamation - Mayor's authority?	7/30/10	Cindy	Ms. Davis has reviewed proclamations back to 2000 and working on report.

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

**ACTIVE**

Date	Name	Petition or Request	Status
A 1/23/2017	Brian Almquist (Greenbelt Advocates for Environmental and Social Justice)	Inquiry regarding petition submitted 6-6-17, presentation of signatures on petition	Item on agenda for 2-13-17 meeting
A 1/23/2017	Colin Byrd	Inquiry regarding anti-discrimination ordinance (submitted 8-8-16)	Under staff review
A 12/12/2016	Colin Byrd	Replica gun ban ordinance	Under staff review
A 11/28/2016	Colin Byrd	Change in procedure for election of Mayor	
A 11/28/2016	Valerie Orlando	Designation of Greenbelt as a sanctuary city	Under staff review
A 10/24/2016	Colin Byrd	Support of state gun control legislation – proposed to be introduced in legislative session	Staff will review when legislation is introduced
A 10/24/2016	Laura Kressler	Establishment of a Community Animal Response Team	Under staff review
A 10/24/2016	Theodora Scarato	Concern about cell phone tower plans at Eleanor Roosevelt High School	Discussed at work session with Mr. McNeill on 1-4-17.
A 9/12/2016	Colin Byrd	Anti-discrimination ordinance (also 8-8-16 meeting)	Under staff review
A 8/8/2016	Colin Byrd	Anti-discrimination ordinance providing protections based on sexual orientation, gender expression, and	Under staff review
A 7/11/2016	Emma Smith/YAC	Lowering the voting age (YAC Report #2015-1)	Work session held 11-2-16. Council referred to CRAB & ACE for review at 11-28-16 meeting. Hearing to be scheduled to obtain public input (during regular
A 6/6/2016	Brian Almquist (Greenbelt Advocates for Environmental and Social Justice)	Opposition to proposed Lakeside North Development	Petition accepted
A 4/11/2016	Barbara Simon	Request for a work session with GCDC on Greenbelt Road Streetscape Project	To be scheduled when time allows
A 2/8/2016	Elizabeth Barber	Use of Old Newspaper Box(es)	Supported by CRAB & AAB
A 1/26/2015	Michael Hartman	Update to previous petition for Advisory Committee on Inclusion and Diversity – Provided update on CRAB's	CRAB report submitted March 2015. CRAB now working on related topics – Police Community Relations. Holding meetings throughout the community.
<b>NO FURTHER ACTION NECESSARY</b>			
C 1/9/2017	Colin Byrd	Recognition of Law Enforcement Appreciation Day (January 9)	Recognized by Council at 1-9-17 meeting.
C 1/9/2017	Colin Byrd	Testing of lead in city water fountains	Response sent 1-18-17.
C 10/24/2016	Theodora Scarato	Letter to the Maryland Department of Health about cell phone radiation and the need to inform the public.	Council approved sending letter 11-28-16. Letter sent 11-29-16.
C 9/12/2016	Colin Byrd	Official action regarding the use of government email for conducting City business and the handling of	City policies already in place.
C 8/8/2016	Bob Snyder	Sound problems with video streaming/cablecasting of meetings.	Addressed by staff.
C 7/11/2016	John Drago	Affordable housing options for residents (also 6-20-16 meeting) and low(er) cost medical care.	Affordable Housing Study complete. Work session to be scheduled.

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

Date	Name	Petition or Request	Status
7/11/2016	Lore Rosenthal	Support for statewide ban on hydraulic fracking.	Council approved support 7-11-16. Letter sent 7-19-16.
6/20/2016	John Drago	Affordable housing options for residents.	Affordable Housing Study complete. Work session to be scheduled.
6/6/2016	John Stith	New housing units/action to keep rental rates of existing rental units flat.	
4/25/2016	Patricia Walters	Concerns about crime in Greenbelt Station.	Police Dept. reached out to residents.
4/11/2016	Patricia Walters	Concerns about Greenbelt Station Parkway & Trash & Debris in area of Indian Creek.	Concerns answered by staff. Cleanup of Indian Creek held 4-16-16.
3/29/2016	Linda Benko	Request for trees along train tracks by Lake Artemesia.	Staff referred request to M-NCPCC.
2/22/2016	Brian Almquist	Request regarding Animal Shelter: 1) stop advertising as a "No Kill" or "No Kill for convenience" organization;	Completed – response sent.
2/8/2016	Bill Norwood	Street Lighting on Greenbelt Road.	Referred to SHA. SHA responded 9-8-16. Response forwarded to Mr. Norwood.
12/14/2015	Labradoodles	Appraise Council of Plans for Cleanup at Lake	PW Notified. No further action required.
12/14/2015	Bill Norwood	Labor Day Sound Level Reports.	Forwarded to PD & Planning Depts. Capt. Kemp and the Labor Day Festival Committee met with Mr. Norwood prior to 2016 Festival. No complaints
11/23/2015	Lore Rosenthal & Stephanie Warner, GCAN	Letter to President Obama urging his support for a strong international climate deal at the 21 <sup>st</sup> Annual	Council approved sending letter 11-23-15.
11/23/2015	Josh Hamlin	Letter of support for Syrian Refugees to Governor Hogan.	Letter sent.
11/23/2015	Alicia	Harm to wildlife caused by abandoned fishing lines at lake.	Parks Crew removed fishing lines. Park Ranger will educate fishermen.
10/19/2015	John Drago	Designation of Arts Destination in Center.	Mr. Drago will discuss with AAB.
10/19/2015	Valerie Orlando	Speed Humps on Ridge Road.	Response provided. "Stop for Pedestrians" signs installed.
9/15/2015	Toni Dorben	Permission to install bench and table at Center.	Location agreed to. Need funding.
8/10/2015	Willis Witter	Publish bids received for the Forest Preserve Health Assessment.	Bids published prior to public work session.
7/13/2015	Donna Hoffmeister	Peace Pole installation.	Peace pole installed.
7/13/2015	Donna Almquist	Delay/cancel award for contract for the Forest Preserve Health Assessment.	Vendor approved 9-28-16.
6/22/2015	Joe Murray	Tick Control Program.	Discussion with BARC Director on 7-18-16.
6/22/2015	Basil Early	Transgender Use of GAFC Restrooms.	Response sent 6-26-15. Policy to return to Council.
6/8/2015	Bill Orleans	Bus Stop & Budget Questions.	Answers provided at same meeting.
5/25/2015	Bill Orleans	Budget Questions.	Answers provided at same meeting.



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

Date	Name	Petition or Request	Status
C 4/13/2015	Sue Krofchik	Near accident involving a County school bus and Ms. Norden, Lakewood resident/ Speeding busses and	Police Department contacted Ms. Norden. P&CD monitored speeding problem. P&CD found speeds in line with limits. PGCPs investigated and could not ID bus.
C 4/13/2015	William Peterson	Lowering Voting Age for City Elections.	Memo sent to Council 6-26-15.
C 4/13/2015	Amanda Brozana	Request for repairs on fence and gate at Greenbelt Dog Park.	Done.
C 3/9/2015	George Boyce	Request for permission to provide outdoor seating at Greenbelt Maker Space.	Request reviewed by staff and approved.
C 2/9/2015	John Drago	Provided update on AAB discussion of tree sculpture.	No further action required.
C 2/9/2015	Bob Snyder	Request that FPAB be involved in RFP for Forest Preserve Assessment.	FPAB involved in RFP.
C 1/26/2015	Betty Edwards	Animal Shelter Concern.	Responded.
C 1/26/2015	Tim Cohen-Mitchell	Background check requirements for Youth Advisory Committee Adult Members.	Requirement included on advisory group application form.
C 12/8/2014	Chris Shuman	Proper Equipment (rakes, etc.) for Public Works Employees.	Provided.
C 11/24/2014	Pat McAndrew	Request for reinstatement of step increases for all City employees.	Considered/Approved in FY 16 Budget.
C 11/24/2014	Brian Almquist	Petition regarding personnel matter.	
C 10/27/2014	Margaret Carpuso & Phil Carpenter	Request for support of Community Healing Arts Fair in Greenbelt.	Responded in City Manager Report of 1-16-15.
C 10/27/2014	Theodoro Scarato	Request for Council to 1) Issue proclamation regarding safety concerns of cell phones 2) Oppose cell phone towers on school properties.	Action taken at Council meeting on 11-24-14.
C 10/27/2014	Susan Barnett	1) Expressed appreciation to Council for support of Forest Preserve 2) Announced Forest Preserve Anniversary.	No action required.
C 10/27/2014	Pat McAndrew	Request for reinstatement of step increases for police officers.	Considered/Approved in FY 16 Budget.
C 10/13/2014	Bill Orleans	Questions regarding Open Meeting Law.	Answered by Mr. Shay.
C 9/22/2014	Darren Washington	Expressed concern regarding lack of diversity in the Police Department.	Staff response issued in October 2014.
C 9/22/2014	Bill Orleans	Misc. questions.	Answered by staff.
C 9/22/2014	Michael Hartman	1) Invitation to Rhythm & Drum Festival 2) Appreciation of support of cooperatives.	No action required.
C 9/8/2014	Betty Sonneveldt	Request for assistance with problems at University Square basketball courts.	Work session held 12-01-14. Court moved and locked.

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

Date	Name	Petition or Request	Status
8/11/2014	Bob Snyder	Request for an alternative location for the proposed Belle Point playground more central to the Belle Point	Project approved by Council at 9-22-14 meeting.
7/14/2014	Bob Snyder	Request for Council to establish rules prohibiting board/committee members from sharing personal	Code of Conduct for Board/Committee Members approved by Council on 10-28-14.
6/23/2014	Anne Dickerson	Petition for Recycling Bin at Northway	Recycling bin installed.
6/4/2014	Bill Orleans	Question regarding Impasse Hearing not cablecast.	Question answered.
5/12/2014	Jonathan Murray	Petition to allow Ancestral Knowledge use of the Forest Preserve.	Work session held 7-09-14.
4/28/2014	Jean Snyder	Petition for Drinking Fountain at Roosevelt Center.	Response sent to Council 10-24-14.
4/28/2014	George Boyce	1) Request that Council establish a Science & Technology Advisory Committee 2) Request that	Work session held 08-20-14. CRAB Report 2015-1 report & ACE Report .
4/7/2014	Barbara Simon (GCDC)	Update on Animation Program films at Greenbelt Theater and comments on family film events.	No action required.
3/24/2014	Michele Touchet & Lutz Rastaetter	Comments regarding their support of Greenbelt Animal Shelter & its staff.	No action required.
2/24/2014	Joel Rubenstein	Comments regarding his use of Greenway Center.	No action required.
2/10/2014	David Abraham	Request for Councilmembers to join him in his efforts to support a constitutional amendment to reverse the	No action required.
1/13/2014	Willis Witter	Request for Council to intervene and allow Ancestral Knowledge Use of the Forest Preserve.	Work Session held 7-09-14.
1/13/2014	Willis Witter	Request for Council to intervene and allow Ancestral Knowledge Use of the Forest Preserve.	Work Session held 7-09-14.
1/13/2014	Jonathan Murray	Petition in protest of the FPAB Report 2013-2.	Work Session held 7-09-14.
11/25/2013	Michael Hartman	Request for Advisory Group on Inclusion and Diversity.	Work session held 08-20-14/ Referred to CRAB.
11/25/2013	Michael Hartman	Request Council schedule Work Session with Recognition Groups.	
10/28/2013	Bill Orleans	Request for Information – Property tax abatement & whether any abatement requests had been challenged.	Staff provided information.
10/28/2013	Joe Murray	Request that Council review his Conflict of Interest status on the FPAB due to his work with Ancestral	Referred to the Greenbelt Ethics Commission/ Ruling provided.
10/28/2013	Joel Mason Gaines	Request for sidewalk improvements on Rt. 193 @ Branchville Road.	SHA notified.
10/14/2013	Bob Snyder	Read letter from FPAB regarding Greenbelt Community Gardens.	Work Session held 2-19-14.
10/14/2013	Michael Hartman	Request that the Community Questionnaire be readable with an optical character reader through the	Questionnaire was able to be accessed by users with disabilities through Survey Monkey - communicated to Mr. Hartman
7/8/2013	Barbara Simon (GCDC)	Request for installation of a digital projector and a reel-to-reel projection system for the Greenbelt Theater.	Work sessions held 9-25-13 and 12-18-13/Project approved at 6-4-14 meeting.



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

Date	Name	Petition or Request	Status
C 7/8/2013	Gail Martineau (AAB)	Petition from the AAB requesting that public murals be considered for the exterior of Greenbelt Theater.	Report from AAB will be submitted to Council.
C 6/17/2013	Theodora Scarato	Request that rubber mulch/poured in place playground surfacing not be used in City playgrounds .	Work session held 06-18-14.
C 5/28/2013	Michael Terborg	Request that Council encourage the County to increase funding for school libraries.	ACE has considered.
C 5/13/2013	Theodora Scarato	Request that rubber mulch/poured in place playground surfacing not be used in City playgrounds.	Work session held 06-18-14.
C 5/13/2013	Dennis Fincham	Request for operating contract for Greenbelt Theater and questions about plans for future operation.	Contract provided/ Decision will be made on the future operation after the project is underway.
C 4/22/2013	Sue Krofchick	Request for change in policy regarding public use of restrooms at Community Center during camp sessions.	Policy adjusted prior to 2013 camp sessions.
C 4/22/2013	Joe Murray	Request for campfire ring at Northway Field.	Referred to staff for review/ Discussed at 10-27-14 meeting.
C 3/11/2013	Bob Snyder	Request Council consider implementing a daily user fee for Buddy Attick Park.	Considered during the budget process.
C 2/25/2013	Jennifer Robinson	Request Council support HB 1274/SB 601 (Maryland Hydraulic Fracturing Moratorium and Right to Know	Council supported legislation at 2-25-13 meeting.
C 2/11/2013	Barbara Simon	Update on GCDC fundraising efforts for Greenbelt Theater.	Work session held 10-21-13.
C 1/28/2013	Chris Shuman	Request for clear procedure on reporting owners of free range cats.	Advised to contact Animal Control.
C 1/14/2013	Edith Beauchamp	Request for City assistance with Pepco Tree Work on Rt. 193 by Windsor Green.	Public Works & Planning staff worked with SHA and Windsor Green HOA.
C 1/14/2013	Susan Barnett	Update on 10 <sup>th</sup> Anniversary of the Forest Preserve.	No action required.
C 12/10/2012	Ruth Kastner	Clearing of Trees in Hamilton Place Gardens.	Staff report issued.
C 11/26/2012	Lore Rosenthal & Bill Norwood (85 Decibel Club)	Request for Council action on limiting noise levels at events in the City.	Advised of City Ordinance.
C 11/13/2012	Bill Orleans	Request for staff to mail his citation for scavenging.	Citation mailed.
C 10/22/2012	Barbara Simon (GCDC)	Request regarding the Greenbelt Theater Renovation Project (Use of local contractors or possible	Work sessions held 9-25-13 and 12-18-13/Project approved at 6-4-14 meeting.
C 10/22/2012	Frank Gervasi	Need of a HVAC split system for the Theater lobby and projection room, but not the large auditorium.	Work sessions held 9-25-13 and 12-18-13/Project approved at 6-4-14 meeting .
C 10/22/2012	John Abell	Request for policy regarding the reporting of crime to the community and special procedures for crimes	Work session held 06-16/ Action taken at 11-24-14 meeting.
C 10/9/2012	Bill Orleans	Request that Council check on the low level radiological waste burial site on BARC property .	City has been briefed on project and is notified when work occurs.
C 7/9/2012	Bill Orleans	Question regarding a PIA request submitted.	Mr. Manzi issued response.