

City Council Work Session

**Financial Interest Reports
and
Petitions & Requests**

**8:00 p.m.
Wednesday
February 15, 2017**

**Room 201
Greenbelt Community Center**

City of Greenbelt, Maryland

Memorandum

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

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

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

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

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

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

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

/amb

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

Memorandum

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

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

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

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

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

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

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

Please advise how you wish to proceed.

- (2) This prohibition shall not apply to the process of selecting appointed city officials, nor shall a city official or employee participate in an action relating to the discipline of a member of the city official's or employee's family.
- (3) This shall not apply to city employees who marry after they are already city employees. However, in such a situation, neither city employee may directly or indirectly supervise the other city employee; and where possible, they should not work in the same department nor work together.

1. *Abuse of position.*

1. No elected or appointed city official shall use the prestige of his or her office to advance his or her own political interests, private interest or the private interest of any other person, or entity whether for profit or non-profit.
2. No elected or appointed city official or city employee may seek monetary or non-monetary favors or contributions from any person or entity who is subject to that person's official duties. Contributions from any person or entity over which such city official or city employee has any responsibility to approve or inspect the work of or in any way approve contracts with, zoning of property in which the person or entity has a direct or indirect interest (including any professional or non-professional fee) permits, or the like. In no case shall any city official or city employee seek monetary or non-monetary gifts or favors or contributions from any person or entity seeking a contract with the city; any person or entity involved directly or indirectly with any zoning or permit request before any city department, board, committee, or the and city council.

This does not include city employees discharging their official job duties as laid out in their official city position descriptions.

(Ord. No. 1318, 9-26-11)

Sec. 2-111. Financial disclosure—Elected officials, appointed officials, and employees.

(a) This section applies to all elected officials, all candidates to be elected officials, and the following city employees:

Elected city officials, the city manager, the assistant city manager, the city clerk, all directors and assistant directors of city departments, police command staff at the rank of captain and above, and candidates for elective city office.

(b) Except as provided in subsection (d) of this section, an elected official, employee, or candidate to be an elected official shall file the financial disclosure statement required under this subsection:

- (1) On a form provided by the commission;
- (2) Under oath or affirmation; and
- (3) With the commission.

Michael McLaughlin

From: Bill Jorch <billj@mdmunicipal.org>
Sent: Tuesday, October 18, 2016 9:08 AM
To: Michael McLaughlin
Cc: Jim Peck
Subject: RE: Model B ethics ordinance

Good morning Mike. Jim is out of the office so I am responding to inquiries in his absence. Please see the excerpt from COMAR below which addresses local ethics ordinance models A and B, particularly section C which is bolded. Please let me know if you need anything further.

COMAR 19A.04.04.02

.02 Effect of Models.

A. Status.

- (1) The model local laws in Appendices A and B to this subtitle are informational and examples only.
- (2) The Commission shall determine whether a county or municipal law complies with the requirements of General Provisions Article, Title 5, Subtitle 8, Annotated Code of Maryland, based on the criteria and guidelines set forth in COMAR 19A.04.02 and the Public Ethics Law.

B. Compliance with Public Ethics Law Requirements.

- (1) The model laws in Appendices A and B comply with the requirements of General Provisions Article, Title 5, Subtitle 8, Annotated Code of Maryland.
- (2) The model conflict of interest and financial disclosure provisions for elected officials in Appendices A and B are equivalent to the requirements of General Provisions Article, Title 5, Subtitles 5 and 6, Annotated Code of Maryland.

C. Applicability.

- (1) The model law in Appendix A may be viewed as a guide for larger counties and municipalities.**
- (2) The model law in Appendix B may be viewed as a guide for smaller counties and municipalities.**

Bill Jorch
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From: Michael McLaughlin <mmclaughlin@greenbeltmd.gov>
Sent: Friday, October 14, 2016 3:30 PM
To: Jim Peck; tomc@mdmunicipal.org
Subject: Model B ethics ordinance

Jim & Tom

The State has 2 model ethics ordinances – A & B. Greenbelt has an ethics ordinance which is probably a bit stricter than Model A.

Can the City of Greenbelt adopt a Model B type ordinance? I have heard just smaller communities can use that one. True?

Thanks
Mike

Michael McLaughlin
City Manager
City of Greenbelt
301-474-8000

8/25/16
MTC.

① retraction, then
② take back to Council

9/15/16
Candy to clear
MTC.

HB 679 – Group Homes – Notice Requirement

This bill would require the Maryland Department of Juvenile Services to notify a local police department before a group home is located in their jurisdiction. HB 679 requires that the notice include the exact location of the home, name and address of the group home operator, number of residents in the group home, etc.

Staff recommends Council support HB 679.

Public Service Commission (PSC) Reform Bills

Delegate Alfred Carr has introduced three bills to improve public participation in PSC's oversight of electric utilities. Included in Council's packet is an email from Delegate Carr explaining these bills.

HB 741 would change the notice period for rate changes from 30 calendar days which includes weekends and holidays to 22 business days. HB 825 would require the PSC to stream live video and audio of its proceedings. It would also require these hearings to be archived and available for two years. HB 1129 would allow consumers and non-profit groups to be eligible for reimbursement of expenses for attorneys, expert witnesses, and other costs associated with PSC proceedings. The entity seeking reimbursement would have to demonstrate financial hardship and make a "significant contribution" to the proceeding.

Council direction is sought. (DEM)

13. Revisions to Ethics Requirements – Financial Disclosure Statements

Reference: Memorandum, C. Murray, 01/28/2013
Email, R. Manzi, 02/19/2013

Council enacted Ordinance # 1318 on September 26, 2011, to meet the requirements set forth in new ethics legislation passed by the General Assembly. Although no changes were made on the State level to the requirements last year, it has been clarified by the State's Ethics Board that the City process goes beyond what is required by State law. Based on this clarification, City Solicitor Robert Manzi has advised that it is not necessary for employees below the Department Head level and members of the Advisory Planning Board and Board of Appeals to complete the new (2011) Financial Disclosure Statement. He indicates it would be sufficient for these individuals to complete a less in-depth statement such as the form required prior to 2011. However, this would require a change to the City Code.

David K...
to clear on
retraction

* Jorda, Jia, Gordon,
Candy, MARY, Cathy Pracht
+ Alice

Financial Disclosure Statements are due by April 30th of each year. If any changes are desired, they could either 1) be enacted in March/April of this year for reports due in 2013, or 2) be enacted at a later time and take effect with reports due in 2014.

Council direction is sought. (CM)

14. Other Reports

Councilmembers will present reports on meetings and conferences recently attended. (CM)

* 15. Request for Use of Facilities

Reference: Letter, T. Miles, 01/22/2013

The City has received a request from the Eleanor Roosevelt High School Grad Night Committee for use of the Youth Center from 2:00 p.m. to 10:00 p.m. on May 28, 2013 and from 9:00 a.m. on May 29 to 7:00 a.m. on May 30, 2013, and for use of the Aquatic and Fitness Center from 12:00 a.m. to 4:00 a.m. on May 30, 2012. Julie McHale, Director of Recreation, has indicated Recreation staff will be able to accommodate these Grad Night Activities.

In the past, the City has waived the facility rental fees but the committee remains responsible for all costs incurred for Recreation personnel. Approval of this item on the consent agenda will authorize the waiver of the facility rental fees for this event. (CM)

V. MEETINGS

Reference: Chart, Stakeholder/Regular Meetings
Master Calendar

Meeting	Day	Date	Time
Work Session – Greenbelt National Guard (CC)	Wed.	2/20	8:00 pm
Regular Meeting	Mon.	2/25	8:00 pm
Executive Session – Collective Bargaining Negotiations/Library	Mon.	2/25	Following Regular Meeting
Work Session – Visioning Goals and Pre-Budget Discussion (CC)	Wed.	2/27	8:00 pm
Work Session – Derelict Property Update/ Briefing on Law Enforcement Officers Bill of Rights/ Provision of Firearms to Police Retirees	Mon.	3/4	8:00 pm
Legislative Dinner (Annapolis)	Tues.	3/5	6:00 pm
No Meeting	Wed.	3/6	8:00 pm
Work Session – Greenbelt East Advisory Committee (Greenbriar)	Thurs.	3/7	7:30 pm
Regular Meeting	Mon.	3/11	8:00 pm
Work Session – University of Maryland (CC)	Wed.	3/13	8:00 pm
Work Session – Clergy/Religious Organizations	Mon.	3/18	8:00 pm

HB 679 – GROUP HOMES – NOTICE REQUIREMENT

Mayor Davis read the agenda comments.

Mr. Putens moved that Council support HB 679. Ms. Pope seconded. The motion passed 7-0.

HB 741 - Public Service Commission (PSC) Notice Period for New and Changed Rates

Ms. Mach moved Council support HB 741. Mr. Herling seconded. The motion passed 7-0.

HB 825 - Video and Audio Recordings of PSC Hearings and Proceedings

Mr. Putens moved Council support HB 825. Ms. Pope seconded. The motion passed 7-0.

Lore Rosenthal, 2-R Gardenway, noted the benefits of having the PSC hearings video and audio streamed.

HB 1120 – PSC Participant Compensation

Mr. Moran and Ms. Ruff advised that this bill would allow consumers and non-profit groups to be eligible for reimbursement of expenses for attorneys, expert witnesses, and other costs associated with PSC proceedings. Ms. Mach expressed concern that reimbursement costs would be directly passed on to consumers.

Mr. Jordan moved that Council take no position on this bill. Ms. Mach seconded. The motion passed 5-2. (Putens, Roberts)

REVISIONS TO ETHICS REQUIREMENTS – FINANCIAL DISCLOSURE STATEMENTS

Mayor Davis read the agenda comments.

Ms. Murray explained that based on clarification from the State's Ethics Board, City Solicitor Robert Manzi has advised that it is not necessary for employees below the Department Head level and members of the Advisory Planning Board and Board of Appeals to complete the new (2011) Financial Disclosure Statement. Mr. Manzi has indicated it would be sufficient for these individuals to complete a less in-depth statement such as the form required prior to 2011.

Ms. Mach noted that Assistant Department Heads would still be required to complete a Financial Disclosure Report, just the less onerous form used prior to 2011. She said she would support changing the requirement to allow for volunteer members of the Advisory Planning Board and Board of Appeals as well as Assistant Directors complete the less onerous form used prior to 2011.

Mayor Davis noted the complexity of the new Financial Disclosure Forms has resulted in the loss of volunteers for advisory boards and discouraged individuals from running for elected office in some municipalities. She advised a work group had been formed to examine the impact of the new law on local governments.

Ms. Mach moved that Council direct staff to prepare the following amendment to the City's Ethics Ordinance and return to Council for approval: Assistant City Manager, Assistant Department Heads, City Clerk, Police Command staff at the rank of Captain and above, and volunteer members of the Advisory Planning Board and Board of Appeals are required to complete the Financial Disclosure Report required prior to 2011. Mr. Putens seconded. The motion failed.

Ms. Pope, Mr. Jordan, Mr. Roberts and Mr. Herling expressed their support that individuals in any decision making capacities for purchases or contract administration, or individuals who have any influence in these processes such as Assistant Department Heads, be required to complete the new (2011) Financial Disclosure Report.

In response to question by Mayor Davis, Mr. McLaughlin advised that any purchase over \$10,000 comes to Council for approval. He said purchases below \$10,000 made by employees at various levels, are signed off/approved by the Department Head and City Manager.

Mr. Orleans asked and was provided answers to several questions.

Mayor Davis moved that Council direct staff to prepare the following amendments to the City's Ethics Ordinance and return to Council for approval: The City Clerk and volunteer members of the Advisory Planning Board and Board of Appeals are required to complete the Financial Disclosure Report required prior to 2011. Ms. Mach seconded. The motion passed 6-1. (Roberts)

MARYLAND ENERGY ADMINISTRATION – SMART ENERGY COMMUNITIES PROGRAM

Mayor Davis explained that the Maryland Energy Administration (MEA) Smart Energy Communities Program provides grant money for energy efficiency initiatives. Mayor Tabori, Town of University Park, has approached the City about filing a non-binding letter of intent to participate in the Program and suggested there may be a project the Town and City can do collaboratively. Mayor Davis advised the letter of intent is due by March 1, 2013, in order to be eligible for the funding. She noted the City would not be obligated to make application for the grant if it is determined not to be beneficial to the City.

Mr. Jordan moved that Council send a non-binding letter of intent to participate in the Maryland Energy Administration's Smart Energy Communities Program. Ms. Pope seconded. The motion passed 7-0.

Mr. Putens introduced the ordinance for first reading at the last meeting. It is recommended the ordinance be introduced for second reading and moved for adoption tonight. (CM)

14. An Ordinance to Amend Chapter 2 “Administration” Article IV “Ethics” of the Greenbelt City Code

- 2nd Reading, Adoption

Reference: Ordinance

At its meeting on February 25, 2013, Council directed staff to prepare an amendment to the City’s Ethics Ordinance to provide that volunteer members of the Advisory Planning Board and Board of Appeals may complete a Financial Disclosure Report (required prior to 2011) in place of the new 2011 Financial Disclosure Report. This ordinance provides for this change.

Council also recommended this same change be provided for the City Clerk. However, since Council did not support any change in the reporting requirements for Assistant Department Heads because they are in a decision making capacity for purchases, staff does not recommend this change. The City Clerk is involved in decision making capacity for purchases especially during City elections.

Mr. Jordan introduced the ordinance for first reading at the last meeting. It is recommended the ordinance be introduced for second reading and moved for adoption tonight. (CM)

15. A Resolution to Negotiate the Purchase of an Emergency Back-Up Generator for the Greenbelt Municipal Building from Cummins Power Systems

- 2nd Reading, Adoption

Reference: Resolution
Quote, Cummins Power Systems
Memorandum, David E. Moran, 4/1/13
Photos & Specifications
Generator Plan

The current Municipal Building emergency generator is a 12.5 kW natural gas unit, located in the mechanical room below the Council Room. Staff believes it was installed in 1978. It turns on automatically in the event of a power failure. This generator was originally intended to power a few emergency lights and the fire alarm system. It is no longer serviceable and does not meet the City’s needs for emergency back-up power.

The Municipal Building is the information technology (IT) hub for the City. Telephone and computer servers that operate City-wide systems are located in the basement. If power is lost, these systems go down and impact not only the Municipal Building, but other City facilities. The City’s public access channel and emergency videoconferencing system are also housed in the Municipal Building.

COUNCIL REPORTS: Councilmembers commented on their attendance at the following events.

Greenbelt Little League Opening Day – Mayor Davis, Mr. Jordan, Mr. Herling, Mr. Putens and Ms. Pope
Friends of New Deal Café Arts Reception/Poetry Box Dedication – Mayor Davis, Mr. Jordan and Mr. Herling
Dr. Ida Jones Lecture at the Greenbelt Library in Recognition of Women’s History Month – Mr. Jordan
Alice Ferguson Foundation Cleanup – Mr. Jordan
Easter Egg Hunt – Mayor Davis, Mr. Jordan, Ms. Mach, Mr. Putens and Ms. Pope
Underwater Easter Egg Hunt – Mayor Davis and Ms. Mach
Prince George’s County NAACP Women’s History Month Presentation/Greetings – Mayor Davis
University of Maryland STEM Expo/Greetings – Mayor Davis

Mayor Davis reported that she and Mr. McLaughlin had met with seven parliamentarians from Iraq’s Council of Representatives to discuss the mission of municipal government. This meeting had been arranged by the Department of State.

Mayor Davis congratulated Robotics Team Illusion 4464 from Lanham who received the Rookie of the Year Award at the DC Regional Championship. The team consists of several students from Eleanor Roosevelt High School.

COMMITTEE REPORTS: None

LEGISLATION:

An Ordinance to Amend Article 1 “In General” of Chapter 2 “Administration” of the Greenbelt City Code to Add a New Section 2-4 Entitled “Confidential Information”

Mayor Davis read the agenda comments. Mr. Putens introduced the ordinance for first reading.

An Ordinance to Amend Chapter 2 “Administration” Article IV “Ethics” of the Greenbelt City Code

Mayor Davis read the agenda comments. Mr. Jordan introduced this ordinance for first reading.

A Resolution to Negotiate the Purchase of Consulting Services for the City’s Organizational Assessment from The Matrix Consulting Group at a Cost of \$49,900

Mayor Davis read the agenda comments. Mr. Herling introduced this resolution for first reading and moved suspension of the rules in order to allow second reading and passage of the ordinance tonight. Mr. Putens seconded the motion.

Mayor Davis moved that Council hold a work session on confidentiality as soon as it can be scheduled, and requested staff to further review the matter. Mr. Putens seconded. Mayor Davis and Mr. Herling encouraged the public participation at the work session and/or submit comments on the matter to Council by phone calls, mail, e-mail, etc. Mr. Herling requested that the work session be televised.

The motion passed 7-0.

An Ordinance to Amend Chapter 2 "Administration" Article IV "Ethics" of the Greenbelt City Code

Mr. Jordan introduced the ordinance for second reading and moved that it be adopted. Mr. Putens seconded.

ROLL CALL:	Mr. Herling	-	yes
	Mr. Jordan	-	yes
	Ms. Mach	-	yes
	Ms. Pope	-	yes
	Mr. Putens	-	yes
	Mr. Roberts	-	yes
	Mayor Davis	-	yes

The ordinance was declared adopted (Ordinance No. 1327, Book).

A Resolution to Negotiate the Purchase of an Emergency Back-Up Generator for the Greenbelt Municipal Building from Cummins Power Systems

Mr. Jordan introduced the resolution for second reading and moved that it be adopted. Ms. Pope seconded.

Mr. Roberts asked if purchase of the generator was necessary given the current fiscal constraints. Mr. Moran explained that the Municipal Building is the communications hub for many City facilities and the new generator is needed in order to maintain communications and other essential services.

In response to a question from Ms. Mach, Mr. Moran explained that the proposed generator would not provide power to maintain elevator service. Mr. Jordan and Ms. Mach asked if the generator could be expanded in the future to provide power for more services such as the elevator. Mr. Moran said no, a larger and more costly generator would be needed.

Mr. Roberts said he believes a new generator is needed at some point in the future but not necessarily at this time.

ROLL CALL:	Mr. Herling	-	yes
	Mr. Jordan	-	yes
	Ms. Mach	-	yes

City of Greenbelt Ethics Commission
25 Crescent Road
Greenbelt, Maryland 20770
301-474-8000



FINANCIAL DISCLOSURE STATEMENT

This form is to be used by City of Greenbelt Appointed Officials and designated City Employees.

I Would Like To Be Notified If Someone Looks At My Form

Instructions:

1. Fill in the preliminary information requested in the box below. Be sure to correctly identify the reporting period.
2. Upon completion of your financial disclosure statement, sign and date the lower portion of the page and make the required oath or affirmation before a notary public or other officer authorized to take oaths.

Regular Reporting Period: January 1 through December 31, **2015**

or

Termination Report: January 1 through _____, **2015**

PLEASE PRINT OR TYPE

FIRST NAME	INITIAL	LAST NAME
DEPARTMENT		
DEPARTMENT ADDRESS (WHERE YOU CAN BE SENT CORRESPONDENCE)		
CURRENT POSITION HELD WITH CITY OF GREENBELT		
E-MAIL ADDRESS		

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by State Government Article, Title 15, Subtitle 6 of the Maryland Public Ethics Law, and Chapter 2, Administration, Article IV, Public Ethics, of the Greenbelt City Code with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet, the checklist, and Schedules A through L.

I acknowledge that any information required under §15-513(b) of the Maryland Public Ethics Law and §2-111 of the Greenbelt City Code that becomes reportable after the statement is filed, shall be reported immediately to the City of Greenbelt Ethics Commission as required by law.

I hereby make oath or affirm under the penalties of perjury that the contents of this financial disclosure statement, including the Schedules attached hereto, are complete, true and correct to the best of my knowledge, information and belief.

Signature of Person Filing

_____ Date _____

NOTARY:

Seal:

Sworn to before me this _____ day of _____, 2016.

Signature of Notary _____

Print Name _____

My Commission Expires: _____

Instructions:

Check the proper block to Questions A through I. Do not leave any questions unanswered. If you check "Yes" to any question be sure to complete the corresponding Schedule.

- A. I held interests during reporting period in real property. (If "Yes," complete Schedule A.)
- B. I held interests during reporting period in corporations, partnerships and similar entities. (If "Yes," complete Schedule B.)
- C. I held interests in a non-corporate business entity which did business with the City, other than a partnership. (If "Yes", complete Schedule C.)
- D. I received gifts during reporting period from persons doing business with the City, regulated by the City of Greenbelt, or registered or required to register as lobbyists. (If "Yes," complete Schedule D.)
- E. I or a member of my immediate family was a partner or held an office, directorship, or salaried employment during reporting period in or with a business entity doing business with the City. (If "Yes," complete Schedule E.)
- F. I or a member of my immediate family owed debts (excluding retail credit accounts) during reporting period to persons doing business with the City. (If "Yes," complete Schedule F.)
- G. A member of my immediate family was employed by the City of Greenbelt during reporting period. (If "Yes," complete Schedule G.)
- H. I or a member of my immediate family received a salary or was sole or partial owner of a business entity from which earned income was received, during the reporting period. (If "Yes," complete Schedule H.)
- I. Is additional information set forth on Schedule I? (If "Yes," complete Schedule I.)

	YES	NO
A.		
B.		
C.		
D.		
E.		
F.		
G.		
H.		
I.		

Form 1 - City Employees

Schedule A – Real Property Interests

Do you have any interest (**as an owner or a tenant**, including interests in time shares) in real property in Maryland or in any other state or country?

- Yes
- No (Go to Schedule B)

If Yes; (Answer each question below. A separate Schedule A will be required for each property you need to disclose.)

1. What is the address or legal description of the property? (Give Street Address, if you know it. If the property is your primary residence, you may enter the lot and block legal description instead, if you wish)

Street Address _____
City/State/Zip _____

2. What kind of property is it?

Improved (indicate whether property is residential or commercial property): _____

Unimproved (vacant lot): _____

3. Is the interest held directly by you or is it attributable to you?

Direct _____ Attributable _____

4. Are you the owner or tenant?

Owner _____ Tenant _____

5. Do you hold the interest solely or is it jointly held with another?

Solely _____ Jointly _____ Tenants by the Entirety _____

If held jointly, or by tenants by the entirety, the name(s) of the other joint owner(s): _____

6. Are there any legal conditions or encumbrances on the property? (Example: mortgages, liens, contracts, options, etc.)

- Yes
- No

If yes, what is/are the name(s) of the lender(s), creditor(s), lien holder(s), etc?

7. What date was the property acquired? _____

8. How was the property acquired? (Example: purchase, gift, inheritance, etc.)

9. From whom was the property acquired? (Name of individual or entity from whom you purchased or inherited the property or who gifted the property to you.)

10. What consideration was given when the property was acquired? (Dollar amount paid or, if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property) _____

11. Have you transferred any interest in this property during the reporting period?

Yes

No

If Yes;

11A. What percentage of interest did you transfer: _____%

11B. What consideration did you receive for the interest: _____

11C. To whom did you transfer the interest: _____

If you have any additional interests in real property in Maryland, any other state or any other country, please use additional sheet(s), if necessary, and respond to each above question for each such entry.

Schedule B – Interests in Corporations and Partnerships

Did you have any interest in any corporations, partnerships, limited liability partnerships (LLP) or limited liability companies (LLC) during the reporting period whether or not the entity did business with the City?

- Yes
- No (Go to Schedule C)

If Yes; (Answer each question below. A separate Schedule B will be required for each interest you need to disclose.)

1. What is the name of the entity? Include the complete name of the entity, do not identify solely by trading symbol: _____

2. Does the stock of the corporation trade on a stock exchange?

- Yes
- No

If "no," the legal address of the entity's principal office.

3. Is the interest held directly by you or is it attributable to you?

Directly: _____ Attributable: _____

4. Do you hold the interest in your name alone, or is it held jointly?

In your name alone: _____ Jointly: _____

If jointly, the percentage of your interest: _____%

5. What is the nature of your interest and its dollar value or the number of shares? (Example: stock, notes, bonds, puts, calls, straddles, purchase options, etc.) If in a non-publicly traded entity or LLP or LLC, report the percentage of ownership.

Type: _____

Dollar Value of Shares: _____ or Number of Shares: _____

Percentage of ownership: _____%

6. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

No

Yes; **If yes**, name of entity holding the encumbrance: _____

7. Did you acquire an interest in the entity during the reporting period?

Yes

No

If Yes;

7A. In what month was the interest acquired? _____

7B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.): _____

7C. From whom did you acquire the interest in the entity? (If you purchased it from a brokerage, the name of the brokerage): _____

7D. What consideration was given when the interest was acquired? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property): _____

8. Have you transferred any interest in this entity during the reporting period?

Yes

No

If Yes;

8A. What portion of the interest was transferred? _____

8B. What consideration did you receive for the interest in the entity? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property): _____

8C. To whom did you transfer your interest in the entity? _____

If you have additional interests in corporations or partnerships, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Schedule C – Interests in Non-Corporate Business Entities Doing Business with the City of Greenbelt

Do you have an interest in any non-corporate business entity (a sole proprietorship) that did business with the City during the reporting period?

- Yes
- No (Go to Schedule D)

If Yes: (Answer each question below. A separate Schedule C will be required for each business entity to be disclosed.)

1. Name and Address of the Principal office of the business entity?

Name: _____

Address: _____

City/State/Zip: _____

2. Is the interest held directly by you or is it attributable to you?

Direct: _____ Attributable: _____

3. Do you hold the interest solely or is it jointly held with another?

Solely: _____ Jointly: _____

3A. If jointly, the percentage of your joint interest: _____%

3B. Dollar value of your interest in the entity: \$_____; or

Percentage of your interest in the entity: _____%

4. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

Yes, If yes give name of creditor: _____

No

5. Was any interest acquired during the reporting year?

Yes

No

If Yes:

5A. What month was the interest acquired? _____

5B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.)

5C. From whom did you acquire the interest? _____

5D. What consideration was given when the interest was acquired? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property) _____

6. Did you transfer any of your interest during the reporting period?

___ Yes

___ No

If yes:

6A. What percentage of interest, if less than all, was transferred? _____%

6B. What consideration did you receive for the interest in the entity? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property): _____

6C. To whom did you transfer your interest in the entity? _____

If you have additional interests in sole proprietorship(s) that did business with the City of Greenbelt during the reporting year, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Schedule D – Gifts

During the reporting period, did you receive any gift(s), directly or indirectly, in excess of a value of \$20 or a series of gifts from the same donor with a cumulative value of \$100 or more from a person or entity who: 1) did business with the City of Greenbelt; 2) engaged in an activity that was regulated or controlled by the City of Greenbelt; or 3) was a regulated lobbyist? Gifts received from a member of the official’s or employee’s immediate family, another child, or a parent of the individual, do not need to be disclosed.

- Yes
- No (Go to Schedule E)

If Yes; (Answer each question below. A separate Schedule D will be required for each gift.)

1. Who gave you the gift?

2. What was the nature of the gift? (Example: book, restaurant meal, theater tickets, book, etc.)

3. What was the value of the gift?

4. If the gift was given to someone else at your direction, list the identity of the recipient of the gift.

Please use additional sheet(s), if necessary, for any additional entries.

Schedule E – Officers, Directorships, Salaried Employment and Similar Interests

During the reporting period, did you or any member of your immediate family (spouse or dependent child) have any salaried employment or hold any office or directorship with an entity that did business with the City of Greenbelt?

- Yes
- No (Go to Schedule F)

If Yes; (Answer each question below. A separate Schedule E will be required for each disclosure.)

1. What is the name and address of the business entity?

Name: _____

Address: _____

City/State/Zip: _____

2. Who was the individual who held the position or interest listed above? (Example: yourself, spouse, dependent child)

Self: _____ Spouse: _____ Dependent child: _____

2A. Name of spouse or dependent child: _____

3. What is the title of the office you, your spouse or dependent child held? (Example: limited partner, director, treasurer, chair of the board of trustees, etc.) _____

4. What year did the position begin? _____

5. With what City of Greenbelt Agency (ies) did the business entity do business? _____

6. What was the nature of the business? (Example: regulated by your agency, registered under the lobbying law, or involved with sales and contracts with the City of Greenbelt)

If necessary, please use additional sheet(s) for any additional entries.

Schedule F – Debts You Owe

During the reporting period, did you owe a debt (excluding a retail credit account) to a financial entity that did business with the City of Greenbelt? **[NOTE: If, on Schedule A, B or C you listed a financial entity that did business with the City of Greenbelt as the holder of your mortgage or other encumbrance, you must complete Schedule F with regard to that indebtedness.]**

- Yes
- No (Go to Schedule G)

If Yes; (Answer each question below. A separate Schedule F will be required for each debt to be disclosed.)

1. To whom did you owe the debt? (Do not include consumer credit debts)

2. When was the debt incurred? _____

3. What are the interest rate and terms of payment of the debt?

Interest Rate _____

Terms (monthly, bimonthly, annually, etc): _____

4. What was the amount of the debt as of the end of the reporting period? If debt existed during the reporting period but was paid in full at the end of the period, put \$0.
\$ _____

5. Did the principal of the debt increase _____ or decrease _____ during the reporting period, and by how much? \$ _____

6. Was any security given for the debt?

- Yes
- No

If Yes; Please state what type of security was given (home, car, boat, etc):

7. If this is a transaction in which you were involved, but which resulted in a debt being owed by your spouse or dependent child, identify your spouse or child and describe the transaction. _____

If necessary, please use additional sheet(s) for any additional entries.

Schedule G – Family Members Employed by the City

During the reporting period, were any members of your immediate family (spouse or dependent children) employed by the City in any capacity?

- Yes
- No (Go to Schedule H)

If Yes; (Answer each question below. A separate Schedule G will be required for each member of the immediate family who is employed by the City.)

1. What is the relation and name of the immediate family member employed by the City?

2. What is the name of the agency that employed the member of your immediate family?

3. What was the title of your immediate family member’s position in the City agency during the reporting period? _____

If necessary, please use additional sheet(s) for any additional entries.

Schedule H – Employment/Business Ownership

During the reporting period, did you or any member of your immediate family, receive any earned income from an entity other than the City of Greenbelt? Please note that your dependent child’s employment or business ownership does not need to be disclosed unless the place of employment or the business entity is subject to regulation or the authority of your agency or has contracts in excess of \$10,000 with your agency.

- Yes
- No (Go to Schedule I)

If Yes; (Answer each question below. A separate Schedule H will be required for each member of the immediate family who had employment or ownership of a business entity.)

1. If, during the reporting period, you or a member of your immediate family had employment from which you or they earned income, list the relation, name, and address of the employment.

Name: _____

Relationship: _____

Name of Employer: _____

Address: _____

City/State/Zip: _____

2. If, during the reporting period, you or a member of your immediate family wholly or partially owned any business entity from which income was earned, list the relation, name and address of the business entity.

Name: _____

Relationship: _____

Name of Business Entity: _____

Address: _____

City/State/Zip: _____

If necessary, please use additional sheet(s) for any additional entries.

Schedule I – Other

Is there any additional information or interest you would like to disclose?

STANDARDS OF CONDUCT

The City Code of the City of Greenbelt includes standards of conduct applicable to financial disclosure filers and other City of Greenbelt employees. The standards address disqualification from participation, prohibited secondary employment, prohibited ownership interests, misuse of position, prohibited solicitation and acceptance of gifts, misuse of confidential information, post-employment limitations, prohibited dealings with the City of Greenbelt, and procurement specifications assistance restrictions. The Law provides for exceptions and exemptions under certain circumstances. Filers wanting more detailed information about these requirements should contact the City of Greenbelt Ethics Commission.

PRIVACY NOTICE

The City Code of the City of Greenbelt requires the collection of this information, which will be used primarily for public disclosure and to determine compliance with the Law. The information may be disclosed to any requesting person, including officials of State, local or federal government, who records their name and address, and this record will be provided to the filer upon request. The subject has the right to review, correct and amend the record as set forth in the Public Ethics Law, Md. Code Ann., State Gov't § 10-625 (Supp. 2004). Failure to file or to report information required by Public Ethics Law §15-607 can subject you to civil and administrative penalties including termination or other disciplinary action, suspension of pay, a late filing fee up to \$250, and a civil fine of up to \$5,000 per day. Willful and false filing is subject to criminal penalty for perjury pursuant to Criminal Law Article §9-101, Annotated Code of Maryland.

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

Memorandum

Date: March 7, 2016
To: Members of Greenbelt Advisory Planning Board and Board of Appeals
Fr: Cindy Murray, City Clerk
RE: Financial Disclosure Report for 2015

The Greenbelt City Code requires that you submit an Annual Financial Disclosure Report.

Please complete the attached form for calendar year 2015 and return it to me **no later than April 30, 2016.** If you have any questions about the forms or the process, please call me at 301-474-3870 or email cmurray@greenbeltmd.gov.

Thank you for your cooperation!

Please Remember to...

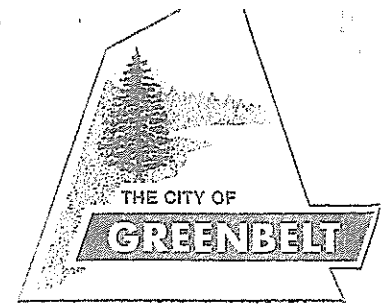
Draw a line across the pages that aren't applicable, and/or mark them "NA"

and

Sign or Initial Each Page

CITY OF GREENBELT

25 CRESCENT ROAD, GREENBELT, MD. 20770-1886



REPORT OF FINANCIAL INTERESTS

CITY COUNCIL
Emmett V. Jordan, Mayor
Judith F. Davis, Mayor Pro Tem
Konrad E. Herling
Leta M. Mach
Silke I. Pope
Edward V.J. Putens
Rodney M. Roberts

From: January 1, 2015 To: December 31, 2015

NAME: _____

POSITION: _____

The attached Report of Financial Interests is filed accordance with Section 2, Article IV "Public Ethics" of the Greenbelt City Code.

To be filed by Members of the Advisory Planning Board and Board of Appeals.

_____ Sec. 2-111 (c) (1) – Annual Report
Due: April 30th

_____ Sec. 2-111(c) (2) – New Appointees
Due: Within 30 days after appointment.

_____ Sec. 2-111(c) (3) – Separation from Office/Employment/Service
Due: Within 60 days after separation. (For preceding calendar year, unless already filed, and for current calendar year.)

_____ Sec. 2-111(d) (2) – Candidates for Election
Due: Before the filing deadline for the nomination petition.

NOTE: The Ethics Commission may assess a late fee of \$2 per day up to a maximum of \$250 for a failure to timely file a Financial Disclosure Statement.



The following Report of Financial Interests, consisting of the Schedules listed below, is hereby filed and attached hereto:

<u>SCHEDULE</u>	<u>TITLE</u>	<u>NO. OF PAGES</u>
A	Business Interests	_____
A-1	Business Ownership	_____
B	Real Estate Ownership	_____
B-1	Real Estate Ownership	_____
C	Sources of Income	_____
D	Loan Information	_____
E	Gifts Received	_____

CERTIFICATION

I hereby swear or affirm under the penalty of perjury that the report filed herewith is, to the best of my knowledge, a complete and full disclosure of all financial interests that are required to be reported by Section 2-113 of Article IV, Chapter 2, of the Greenbelt City Code (1984).

Signature

Title/Board

Filed with City Clerk:

Date _____ Signature _____
City Clerk

REPORT OF FINANCIAL INTERESTS

SCHEDULE A. BUSINESS INTERESTS

(Ref. Chapter 2, Article IV, Sec. 2-113(b)(1), Greenbelt City Code)

List all interest in any business, firm, corporation or association in which you, your spouse, or your dependent children hold, jointly or severally, more than 3 % of the invested capital or capital stock or in which the ownership interest is valued in excess of \$1,000; and the names of such other persons who during the report year held an ownership interest if they number fewer than 100.

Business Name and Address	Nature of Business	Nature and Extent of Interest Held	If Fewer than 100, Names of Other Owners

If additional space is required, use Schedule A-1 and indicate here if it is used: _____

Date _____ Signature _____

REPORT OF FINANCIAL INTERESTS

SCHEDULE A-1. BUSINESS OWNERSHIP

(Ref. Chapter 2, Article IV, Sec. 2-113(b)(1), Greenbelt City Code)

Use as part of Schedule A. Business Interests, if there is ownership in a business to be reported in which a multiple number of person—but fewer than 100—hold an ownership interest and if there is insufficient space on Schedule A to list all such persons.

Name of Business Interest _____

Full name of persons having interest:

_____	_____
_____	_____
_____	_____
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_____	_____

Date _____

Signature _____

REPORT OF FINANCIAL INTERESTS

SCHEDULE B. REAL ESTATE INTERESTS

(Ref. Chapter 2, Article IV, Sec. 2-113(b)(2), Greenbelt City Code)

List all real estate in which there is a financial interest and the names of such other persons who may share or have shared during the report period ownership interest in the property, if such persons number fewer than 100. It is not required to report real estate interests of any business interest in which the person filing has an ownership interest, jointly or severally, of less than 3% or \$10,000 of the invested capital or capital stock. In the case of common property or facilities, i.e., cooperative projects or condominiums, only ownership interest in and names of other owners sharing an interest in the unit(s) in which primary interest exists need to be reported.

Location and Description of Property	If fewer than 100, names of persons who share or have shared ownership during report period

If additional space is required, use Schedule B-1 and indicate here if it is used _____

Date _____ Signature _____

REPORT OF FINANCIAL INTERESTS

SCHEDULE B-1. REAL ESTATE OWNERSHIP

(Ref. Chapter 2, Article IV, Sec. 2-113(b)(2), Greenbelt City Code)

Use as part of Schedule B. Real Estate Interests, if there is ownership in real estate to be reported in which a multiple number of persons—but fewer than 100—hold an ownership interest and if there is insufficient space on Schedule B to list all such persons.

Location and Description of Property _____

Full names of persons who share or have shared ownership during report period:

_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____

Date _____

Signature _____

REPORT OF FINANCIAL INTERESTS

SCHEDULE C. SOURCES OF INCOME

(Ref. Chapter 2, Article IV, Sec. 2-113(b)(3), Greenbelt City Code)

List the source, including name, address, and reason for payment of any income in excess of \$1,000 received during the report period by you, your spouse, or your dependent children, except income received from the City of Greenbelt or from interest and dividends received from savings accounts established in financial institutions or interest received from other securities of a governmental jurisdiction.

Name of Person Receiving Payment	Name and Address of Source	Reason for Payment (Salary, Commission, etc.)

Date: _____ Signature: _____

REPORT OF FINANCIAL INTERESTS

SCHEDULE D. LOAN INFORMATION

(Ref. Chapter 2, Article IV, Sec. 3-113(b)(4), Greenbelt City Code)

List the name and address of any person, firm, corporation or association from whom a loan in excess of \$1,000 has been obtained. Not required for any loan from a relative or an established financial or lending institution or a business that offers a revolving charge account or credit plan for the installment purchase of goods and services.

Name and address of holders of loans in excess of \$1,000

Date: _____

Signature: _____

REPORT OF FINANCIAL INTERESTS

SCHEDULE E. GIFTS RECEIVED

(Ref. Chapter 2, Article IV, Sec. 2-113(b)(5), Greenbelt City Code)

List all gifts in excess of \$50.00 or series of gifts totaling \$100.00 or more, directly or indirectly, from any person (received by you or by another person acting at your direction) who does business with the City of Greenbelt. You need not report gifts received from your spouse, children, or parents.

Nature and value of gift	Identity (name and address) of person from whom, or on behalf of whom, directly or indirectly, the gift or series was received

Date: _____ Signature: _____

PETITIONS AND REQUESTS
JULY 1, 2012 TO PRESENT

ACTIVE			
Date	Name	Petition or Request	Status
A	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	Colin Byrd	Inquiry regarding anti-discrimination ordinance (submitted 8-8-16)	Under staff review
A	Colin Byrd	Recognition plaque for Greenbelt City Managers	Recognition under council review
A	Colin Byrd	Recognition of Law Enforcement Appreciation Day (January 9) Annually	Under staff review
A	Colin Byrd	Replica gun ban ordinance	Staff will review when legislation is introduced
A	Colin Byrd	Change in procedure for election of Mayor / Allow for out of precinct voting on election day	
A	Valerie Orlando	Designation of Greenbelt as a sanctuary city	Under staff review
A	Colin Byrd	Support of state gun control legislation – proposed to be introduced in legislative session	Staff will review when legislation is introduced
A	Laura Kressler	Establishment of a Community Animal Response Team	Under staff review
A	Theodora Scarato	Concern about cell phone tower plans at Eleanor	Discussed at work session with Mr. McNeill on 1-4-17.
A	Colin Byrd	Anti-discrimination ordinance (also 8-8-16 meeting)	Under staff review
A	Colin Byrd	Anti-discrimination ordinance providing protections based on sexual orientation, gender expression, and	Under staff review
A	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	Brian Almquist (Greenbelt Advocates for Environmental and Social Justice)	Opposition to proposed Lakeside North Development	Petition accepted
A	Barbara Simon	Request for a work session with GCDC on Greenbelt Road Streetscape Project	To be scheduled when time allows
A	Elizabeth Barber	Use of Old Newspaper Box(es)	Supported by CRAB & AAB/On Council Agenda for action 2-13-17
A	William Peterson	Lowering Voting Age for City Elections.	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 meeting) when advisory group responses received.
A	Michael Hartman	Update to previous petition for Advisory Committee on Inclusion and Diversity – Provided update on CRAB's review of request	CRAB report submitted March 2015. CRAB now working on related topics – Police Community Relations. Holding meetings throughout the community.
A	Jean Snyder	Water Fountain for Roosevelt Center	Response in 10/24/14 City Manager Report. Resent 8/7/15. Add to Unfunded Capital Projects @ 2/10/16.*
A	George Boyce	Science & Technology Advisory Committee & Science and Technology Business District	Referred to ACE for consideration. ACE Report 2015-3 accepted by Council 6-8-15.
NO FURTHER ACTION NECESSARY			
C	Colin Byrd	Testing of lead in city water fountains	Responses sent 1-18-17 and 2-10-17.

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

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

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

	Date	Name	Petition or Request	Status
C	6/22/2015	Joe Murray	Tick Control Program.	Discussion with BARC Director on 7-18-16.
C	6/22/2015	Basil Early	Transgender Use of GAFC Restrooms.	Response sent 6-26-15. Policy to return to Council.
C	6/8/2015	Bill Orleans	Bus Stop & Budget Questions.	Answers provided at same meeting.
C	5/25/2015	Bill Orleans	Budget Questions.	Answers provided at same meeting.
C	4/13/2015	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.

PETITIONS AND REQUESTS
JULY 1, 2012 TO PRESENT

Date	Name	Petition or Request	Status
9/22/2014	Bill Orleans	Misc. questions .	Answered by staff.
9/22/2014	Michael Hartman	1) Invitation to Rhythm & Drum Festival 2) Appreciation of support of cooperatives.	No action required.
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.
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.
			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.

PETITIONS AND REQUESTS
JULY 1, 2012 TO PRESENT

	Date	Name	Petition or Request	Status
C	10/28/2013	Joel Mason Gaines	Request for sidewalk improvements on Rt. 193 @ Branchville Road.	SHA notified.
C	10/14/2013	Bob Snyder	Read letter from FPAB regarding Greenbelt Community Gardens.	Work Session held 2-19-14.
C	10/14/2013	Michael Hartman	Request that the Community Questionnaire be readable with an optical character reader through the	Questionnaire was able to be accessed by users with disabilities through Survey Monkey - communicated to Mr. Hartman
C	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.
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 Update on GCDC fundraising efforts for Greenbelt Theater.	Council supported legislation at 2-25-13 meeting.
C	2/11/2013	Barbara Simon		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 th 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.

PETITIONS AND REQUESTS
JULY 1, 2012 TO PRESENT

	Date	Name	Petition or Request	Status
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.