



GOVERNMENT

COMMUNITY

BUSINESS

VISITING

I WANT TO...

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01 Free Produce Distribution	02	03
04 An Artful Afternoon, 1-4pm, CC	05 Work Session - City Manager Updates, MB, 8PM	06 Public Safety Advisory Committee, 7pm, CC	07 Work Session - Bureau of Engraving and Printing Proposed Relocation to the BARC Campus, (CC), 8PM	08 Employee Relations Board, 6pm, MB Active Parenting of Teens	09	10
11	12 Youth Advisory Committee, 5:30, GAFC Regular Meeting, MB, 8PM	13 Community Relations Advisory Board (CRAB) Meeting, 7PM, SHL	14 Work Session - TBD, (CC), 8PM	15	16	17
18	19 No Meeting (Presidents' Day)	20	21 Park and Recreation Advisory Board, 7:30 CC Work Session - Civic Association, (CC), 8PM	22	23	24 Work Session - Council Goals, MB, 10 AM
25	26 Regular Meeting, MB, 8PM	27 Senior Citizens Advisory Committee, 3:30pm, CC Advisory Committee on Education (ACE) 7pm, MB Advisory Committee on Trees, 7pm, PW Mid-Session Legislative Dinner, (Annapolis), 6PM	28 Advisory Planning Board, 7:30pm, CC Work Session - Rental Apartments (Stakeholder), (CC), 8PM	01	02	03





I'm looking for...



GOVERNMENT

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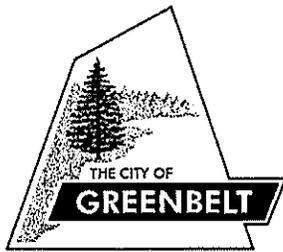
VISITING

I WANT TO...

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	01 Free Produce Distribution	02	03
04	05 Work Session - NRP Group- Development Proposal - Capital Office Park, MB, 8PM	06 Arts Advisory Board, 7pm, CC Public Safety Advisory Committee, 7pm, CC	07 Work Session - Development Proposal - Old Nursing Home, (CC), 8PM	08	09	10
11	12 Regular Meeting, MB, 8PM	13	14 Advisory Planning Board, 7:30pm, CC Work Session - TBD (CC), 8PM	15	16	17
18	19 Work Session - Sunnyside Bridge Replacement, MB, 8PM	20	21 Park and Recreation Advisory Board, 7:30 CC Work Session - TBD, (CC), 8PM	22	23	24
25	26 Regular Meeting/Proposed Budget Presentation, MB, 8PM	27 Senior Citizens Advisory Committee, 3:30pm, CC Advisory Committee on Education (ACE) 7pm, MB	28 Work Session - TBD, (CC), 8PM	29	30	31





City Manager's Report Week Ending February 2, 2018

1. On February 1st, WMATA returned a response to City staff comments on the trail. Staff from multiple departments will review, estimate costs, and plot next steps including strategy regarding potential funding mechanisms. Please note that WMATA did agree that a Hawk pedestrian signal was acceptable with appropriate traffic calming devices for a high traffic area.
2. In follow-up to Councilmember Putens' questions regarding an inspection notice at Green Ridge House, attached please find a copy of the notice and a subsequent notice that was issued this week. The inspection was planned in follow-up to Green Ridge House's 2016 REAC inspection. It is scheduled for February. Regarding the assignment of inspectors, as noted during the work session, the inspector is assigned by REAC. REAC has advised Community Realty staff on how to address concerns that Community Realty or the City may have regarding inspections.
3. Attached is a memo regarding the Council Meeting Schedule for 2018. It identifies potential conflicts with Council's normal Monday and Wednesday schedule. One of the dates, the religious holiday of Purim, falls on Wednesday, February 28. The work session with rental apartments has already been set for this date. Please advise if this meeting should be rescheduled and if the other holidays should be avoided. It is suggested that Council discuss this topic at the Monday, February 5 work session.
4. Also attached are the Police Department's monthly statistical report for December 2017, and the Friends of the Greenbelt Theatre December 2017 monthly report.
5. Met and/or teleconferenced with staff, City Solicitor, and outside legal counsel regarding personnel matters, operations, and legal matters.
6. Forty police chief qualifications comment cards were received as of January 30th. This includes two submittals from groups. To date there have been 59 online survey responses. I have also received feedback from conversations during the meet and greet.
7. Additional Meet and Greets for feedback on the police chief search are scheduled for Thursday, February 15, 5-7pm at Springhill Lake Recreation Center and Saturday, February 17, 10 am-12 pm at Schrom Hills Park, Community Building. Similar to the past meet and greet, food will be available. Also scheduled to attend the February PSAC meeting. Staff is scheduling a food outing with police employees using the same informal meet and greet format for sharing information and obtaining feedback.

8. Regarding Councilmember Byrd's inquiry regarding the draft updated City harassment policy, the City received schedule from LGIT regarding training. City staff will be trained by LGIT in February. Council is welcome to participate. The policy will be distributed and similar to others, signed by employees to acknowledge the policy. Thank you to Human Resources Director Mary Johnson for crafting the policy in Spring 2017. Mary led the draft through reviews by the City Solicitor and department directors to the ultimate coordination of upcoming training. This complements the City Council's recent reaffirmation of the Community Pledge and referral to the Community Relations Advisory Board for any updates to the Pledge.
9. Scheduled to attend Artful Afternoon.
10. Assistant City Manager
 - a. Researched State Legislation.
 - b. Met with City Treasurer on General Government budget.
 - c. Met with Assistant Directors of Recreation, Human Resources Director and City Treasurer to discuss implementation of sick leave for non-classified employees.
11. Finance Department
 - a. Reviewed and met with Public Works staff to discuss FY 2018 and FY 2019 expenditures.
 - b. Discussed Maryland legislation to establish sick leave for non-classified staff.
 - c. Met with Recreation staff regarding Aquatic & Fitness Center expenditures and revenues for FY 2018 and FY 2019.
12. Information Technology
 - a. IT Budget review with Finance
 - b. Participated in Mass Notification discussion re: missing adults
 - c. Participated in website redesign discussion with Granicus
 - d. Upgraded Animal Control laptop
 - e. Installed coding software at SHL lab for Paradyme class
13. Prepared for work sessions on January 29 and 31, and February 5 and 7.

cc: Department Heads
David Moran, Assistant City Manager
Mary Johnson, Human Resources Officer
Bonita Anderson, City Clerk



22 Ridge Road
Greenbelt, MD 20770

Phone: 301-474-7595
Fax: 301-474-6409

MEMORANDUM

January 22, 2018

TO: All Residents

FROM: Kimberly S. Potts
Community Director/HUD Specialist

RE: REAC Inspection – Helpful Hints

As many of you know the last REAC inspection in November 2016, Green Ridge House failed. We were originally scheduled to have a REAC inspection on January 23rd, but it was postponed until February 13th. We must pass this next inspection or could risk losing our subsidy. Below are some guidelines to help you understand how the inspectors expect your apartment to be maintained.

- Clean: apartment should be vacuumed and dusted.
- Clutter free: all areas of the unit should be easily accessible.
- Windows: if you have something in front of your windows it either a) has to be below the window sill or b) must be 12” away from the window so you can easily access the window.
Windows also must open and close properly. Please report any windows in your apartment that have any cracks to the office immediately.
- Doors: all doors in your unit must open and close completely. The door should not be impeded by any boxes or items stacked behind the door and the door should latch when closed.
- Area Rugs: you can have an area rug as you enter your apartment to wipe your feet on. Area/Throw rugs on the carpeted area of the apartment are considered a trip hazard. Please remove.

(continued on back)



- Kitchen Appliances: should be clean and free of grease and debris. This includes the oven/stove, microwave and refrigerator.
- Kitchen Backsplash: this area should be clean of any grease build up.
- Bathroom: there should be no signs of any mildew or soap scum. If the sink or tub stopper is not working or you have removed it, please submit a maintenance ticket.
- Light fixtures: if there are any light fixtures that are not working properly or lights that need to be replaced, please submit a maintenance ticket.
- Paint or Wall Damage: if there is any touch up painting or drywall repairs that need to be addressed in your apartment, please submit a maintenance ticket.
- Breaker Box: there is a breaker box in the entry hall of your apartment. These boxes are not to be tampered with. Please do not shut off any breakers to your apartment without speaking with maintenance. Any breakers that are not on or have been manually turned off are a violation.

If you have any maintenance tickets that need to be addressed, please submit these tickets immediately so that maintenance can repair any deficiencies. Do not wait until the last minute to submit these maintenance requests.

Management strives to maintain the common areas of Green Ridge House in a clean and safe manner. It is up to you, the resident, to make sure that each of your apartments is maintained the same.

If you would like Management to perform a walkthrough of your apartment to advise you of any deficiencies, please contact the office so that we can schedule a visit.

Please mark your calendar, the REAC inspection is on Tuesday, February 13, 2018.



22 Ridge Road
Greenbelt, MD 20770

Phone: 301-474-7595
Fax: 301-474-6409

MEMORANDUM

February 1, 2018

TO: All Residents

FROM: Kimberly Potts *Kim*
Community Director/HUD Specialist

RE: HUD/REAC Inspection

Please be advised that on **Tuesday, February 13th** beginning at **9:00 a.m.** Green Ridge House will undergo its Annual HUD/REAC Inspection. This inspection will encompass the entire property, interior and exterior. During this inspection apartments will randomly be selected and inspected by a HUD/REAC representative accompanied by a member of Management. We do not know which apartments will be selected or what time an inspection may occur. Please be advised that if for some reason the inspection of apartments or the property is not completed on Tuesday it will continue on the following day or days until the inspection is completed.

We appreciate your cooperation and thank you in advance.



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

Memorandum

Date: January 29, 2018
To: Nicole Ard, City Manager
Fr: Cindy Murray, Acting City Clerk
RE: Council Meeting Schedule for 2018

A 2018 calendar is attached noting the regularly scheduled Council Meetings in blue and City Holidays in red. Information to be considered when determining the 2018 meeting schedule is noted below.

Budget Approval: Prior to June 10th

Conferences (shown in black on calendar)

- MML Annual Conference in Ocean City – June 10-13
- MML Fall Conference in Annapolis – October 10-12
- NLC Congressional Cities Conference in DC – March 11-14
- NLC City Summit in Los Angeles – November 7-10

Jewish Holidays – When work is not permitted (should be avoided)

1. Purim - Sunset Wednesday, February 28 (5:59 pm) to Sunset Thursday, March 1 (6:00 pm)
2. Passover – Sunset Friday, March 30 (7:29 pm) to Sunset Sunday, April 1 (7:31 pm) Schools closed and Sunset Thursday, April 5 (7:35 pm) to Sunset Saturday, April 7 (7:36 pm) Schools closed
3. Shavuot – Sunset Saturday, May 19 (8:17 pm) to Sunset Monday, May 21 (8:18 pm) Schools open
4. Rosh Hashanah - Sunset Sunday, September 9 (7:25 pm) to Sunset Tuesday, September 11 (7:22 pm) Schools open
5. Yom Kippur - Sunset Tuesday, September 18 (7:10 pm) to Sunset Wednesday, September 19 (7:09 pm) As of 1/29/18, PGCPs has not made a decision on their 2018-2019 school calendar
6. Sukkot - Sunset Sunday, September 23 (7:02 pm) to Sunset Sunday, September 30 (6:51 pm) Schools open
7. Shemini Atzeret & Simchat Torah - Sunset Sunday, September 30 (6:51 pm) to Sunset Tuesday, October 2 (6:48 pm) Schools open

School Board Holidays – Not covered by City Holidays or Jewish Holidays:

1. Good Friday – March 30
2. Easter Monday – April 2

Based on the above information, suggested changes to Council's 2018 meeting scheduled are:

- 1) No Work Session on Monday, April 2 (Easter Monday and Passover);
- 2) Reschedule June 11th and June 25th Regular Meetings to June 4th and June 18th (Budget Adoption Prior to June 10th and MML Conference June 10th – 13th); and
- 3) No Work Session on Wednesday, September 19th (Yom Kippur).

2018 Calendar

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

Holidays and common observances

1 Jan.	New Year's Day	3 Sept.	Labor Day
15 Jan.	Birthday of Martin Luther King, Jr.	8 Oct.	Columbus Day
19 Feb.	Washington's Birthday (Presidents' Day)	11 Nov.	Veterans Day
1 Apr.	Easter	22 Nov.	Thanksgiving Day
28 May	Memorial Day	25 Dec.	Christmas
4 July	Independence Day		

III. Police Service Summary

	2017 MONTHLY TOTAL		2016 MONTHLY TOTAL		2017 YEAR-TO-DATE TOTAL		2016 YEAR-TO-DATE TOTAL	
Calls for Service	2,161		1,851		25,417		24,720	
Off-Duty Responses	474		375		4,663		5,294	
Premise Checks	469		205		3,439		2,098	
Traffic Stops	178		232		3,354		4,052	
Case Reports	237		188		2,536		2,388	
Field Ob. Reports	18		11		176		123	
ACRS Reports	31		29		342		356	
	Adult	Juvenile	Adult	Juvenile	YTD Adult	YTD Juvenile	YTD Adult	YTD Juvenile
Arrests	21	5	29	5	348	56	372	66

NOTE: November 2012 was the first full month of speed camera operation.

Speed Camera Location	December 2017 Violations	December 2016 Violations	Violations 2017 YTD	Red Light Camera Locations	December 2017 Citations	December 2016 Citations	Violations 2017 YTD
300 Crescent Road	40	45	741	EB Greenbelt Road@ Mandan Road	0	80	742
5900 Cherrywood Lane N/B	392	153	4,755	WB Greenbelt Road @Mandan Road	0	45	474
5900 Cherrywood Lane S/B	310	298	3,434	WB Greenbelt Road@Cherrywood	79	90	997
7700 Hanover Parkway E/B	45	37	373	NB Kenilworth Avenue@Cherrywood	79	126	935
7700 Mandan Road N/B	149	115	1,437	NB Kenilworth Avenue@NB I95- Off Ramp	49	44	439
7700 Blk MD193E/B	91	53	638	NB Kenilworth Avenue@SB I-95 Off Ramp	107	80	1,517
7700 Blk MD 193 W/B	233	95	2,400				
Totals	981	796	13,778	Totals	314	465	5,104

	2017 MONTHLY TOTAL	2016 MONTHLY TOTAL	2017 YEAR-TO-DATE TOTAL	2016 YEAR-TO-DATE TOTAL
Traffic Tickets	123	130	2,215	2,591
Parking Tickets	124	9	2,686	139
ERO's	49	8	403	415
Warnings	201	319	3,497	4,208

NOTE: Effective January 1, 2017, parking tickets issued by city parking enforcement officers were included in the amount of parking tickets issued for the month.

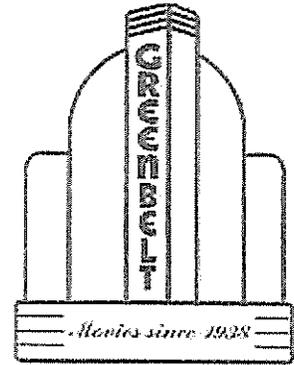
IV. Traffic Statistics – Year-to-Date Totals

Accidents	YTD – 2017	YTD – 2016		YTD – 2017	YTD – 2016
Property Damage	1,063	1,063	DUI Arrests	94	114
Personal Injury	120	131	Other Traffic Arrests	244	266
Fatal	1	0			
TOTALS	1,184	1,194			

Friends of the Greenbelt Theatre

Memo

To: City Council
Cc: Nicole Ard
From: Caitlin McGrath
Date: 1/20/17
Re: Old Greenbelt Theatre
December 2017 Monthly Report



Dear City Council,

Attached please find our December financial report. December's box office was up considerably from November's, from \$12,033 last month to \$20,417 this month. As for our non-taxed revenue streams: we had fewer rentals, but much higher membership sales, in part as a result of our end-of-year fundraising campaign, which brought in nearly \$10,000 in December.

We had a total of 11 community events this month, including the traditional screening of *The Grinch* following Santa lighting the Christmas tree. (We had a record – 455 people!) All our regular specialty series are still very popular: Storytime on Screen, Miyazaki Mondays, Stage on Screen and the Family Series all continue to see good turnouts.

As mentioned above, membership sales were very high for us: 81 sold, bringing our total to 1,131. We continued to offer the tax credits we were awarded by the State of Maryland through the Community Investment Tax Credit program, where all donations over \$500 are eligible for a 50% State of Maryland tax credit. We have received over \$5,000 in donations as a result.

This was our last month of support from the City, so we are keen to find a time in City Council's schedule to request a resumption of these funds, as they are key to our financial stability.

If you have any questions about any of this information, or any data that isn't provided here, please let me know. (Caitlin@greenbelttheatre.org, or 301-456-5076.)

Best wishes,
Caitlin

Friends of Greenbelt Theatre

PROFIT AND LOSS

December 2017

	TOTAL	
	DEC 2017	DEC 2016 (PY)
Income		
5100 Contribution Income		
5110 Donations		1,654.80
5111 Individual Donations	9,926.95	3,382.34
5114 Film/Series Sponsorship	1,515.50	300.00
Total 5110 Donations	11,442.45	5,337.14
5120 Grants		
5123 City Of Greenbelt	13,000.00	
5124 Foundations		5,000.00
Total 5120 Grants	13,000.00	5,000.00
Total 5100 Contribution Income	24,442.45	10,337.14
5200 Earned Income		
5210 Box Office	20,417.50	19,136.00
5220 Sales - Concessions	8,799.62	8,579.98
5230 Merchandise	15.15	15.00
5240 Sales - Advertisement	2,630.00	2,250.00
5250 Sales - Membership	4,370.00	4,074.02
5260 Rental	2,767.38	2,325.00
5280 Interest Earned	8.96	
Total 5200 Earned Income	39,608.61	36,388.00
Total Income	\$63,451.06	\$46,717.14
Cost of Goods Sold		
6000 Cost of Goods Sold		
6100 Concessions	2,185.81	1,852.64
6200 Film COGS	250.00	356.44
6210 Film Rental		7.79
6220 Freight & delivery - COS	189.58	609.25
6230 Licensing/Distribution	10,673.87	11,201.86
Total 6200 Film COGS	11,113.45	12,175.34
6300 Taxes		
6310 Sales & Use Tax		488.35
6320 Amusement	1,628.30	1,861.40
Total 6300 Taxes	1,628.30	2,349.75
6400 Merchant/Credit Card Fees	576.40	579.01
6600 POS Fees	45.25	28.81
Total 6000 Cost of Goods Sold	15,549.21	16,985.55
Total Cost of Goods Sold	\$15,549.21	\$16,985.55
GROSS PROFIT	\$47,901.85	\$29,731.59
Expenses		
7000 Expenses		
7100 Administrative Expenses		

	TOTAL	
	DEC 2017	DEC 2016 (PY)
7110 Advertising	862.66	1,075.65
7130 Bank Charges	30.00	29.95
7160 Insurance		
7161 Insurance - Disability	324.78	294.17
7162 Insurance - Liability	322.91	305.54
Total 7160 Insurance	647.69	599.71
7170 Legal & Professional Fees		
7171 Accounting	500.00	
7174 Charitable Donations	260.00	10.00
Total 7170 Legal & Professional Fees	760.00	10.00
7180 General and Admin Expenses		42.69
7181 Office Expenses	559.57	675.95
Total 7180 General and Admin Expenses	559.57	658.64
7190 Repair & Maintenance		1,207.44
7200 Taxes & Licenses	262.50	
7210 Telecommunication	344.24	219.00
7220 Depreciation Expense	4,857.85	4,577.56
7230 Professional Development	39.00	265.00
7240 Fundraising		217.56
Total 7100 Administrative Expenses	8,357.51	8,860.51
7300 Payroll Expenses		
7310 Wages	16,779.90	15,242.62
7320 Taxes	1,294.48	1,292.89
7330 Benefits & Insurance	343.92	259.91
7340 Payroll Service & Scheduling Fees	91.99	77.99
7350 Bonus	1,250.00	
7360 Sub Contractors	1,332.00	
Total 7300 Payroll Expenses	21,092.29	16,873.41
7400 Meals and Entertainment	7.93	
7500 Travel		
7520 Travel Lodging		167.77
7530 Travel Transport & Mileage	179.97	1,121.40
Total 7500 Travel	179.97	1,289.17
7600 Building		
7620 Utilities	2,077.63	1,492.47
7630 Cleaning	585.00	585.00
Total 7600 Building	2,662.63	2,077.47
Total 7000 Expenses	32,300.33	29,100.56
Total Expenses	\$32,300.33	\$29,100.56
NET OPERATING INCOME	\$15,601.52	\$631.03
NET INCOME	\$15,601.52	\$631.03

FGT Community Events, December 2017

Date	Film Title	Category/Collaboration	Attendance
12/1/2017	How the Grinch Stole Christmas	Community Programming - Free	455
12/7/2017	Spirited Away	Family Programming	58
12/4/2017	Harvey	Monday Matinee - Free	76
12/4/2017	Spirited Away	Miyazaki Mondays	88
12/10/2017	Wheelchair diaries - Ramped Up!	We the People Series - Free	20
12/11/2017	Storytime on Screen	Family Programming - Free	125 (72 children, 53 adults)
12/17/2017	It's a wonderful Life	Credit Union Sponsored - Free	130
12/17/2017	Nutcracker	Stage on Screen	18
12/18/2017	Nutcracker	Stage on Screen	11
12/18/2017	The Wind Rises	Miyazaki Mondays	48
12/30/2017	Howl's Moving Castle	Family Series	89

Greenbelt Theatre
 129 Centerway
 Greenbelt, MD 20770

OPERATING SUMMARY BY MONTH from Friday, December 01, 2017 to Sunday, December 31, 2017

Month	Total Attendance	Total Revenue	Concessions Revenue	Misc Revenue	Movie Revenue	Total Showings	Average Ticket Price	Per Capita Concession
December	2,494	\$44,158.64	\$8,570.49	\$17,676.65	\$17,911.50	93	\$7.18	\$3.44
Totals	2,494	\$44,158.64	\$8,570.49	\$17,676.65	\$17,911.50	93	\$7.18	\$3.44
Weekday	879	\$16,417.45	\$3,300.45	\$6,565.00	\$6,552.00	41	\$7.45	\$3.75
Weekend	1,615	\$27,741.19	\$5,270.04	\$11,111.65	\$11,359.50	52	\$7.03	\$3.26

Greenbelt Theatre
129 Centerway
Greenbelt, MD 20770

MISCELLANEOUS INCOME SUMMARY BY MONTH from Friday, December 01, 2017 to Sunday, December 31, 2017

Month	Memberships	Gift Cards	Donations	Merchandise	Other	Total
December	\$4,780.00	\$2,395.00	\$9,387.50	\$1,114.15	\$0.00	\$17,676.65
Totals	\$4,780.00	\$2,395.00	\$9,387.50	\$1,114.15	\$0.00	\$17,676.65

Greenbelt Theatre
 129 Centerway
 Greenbelt, MD 20770

CONSOLIDATED MISCELLANEOUS SALES for Friday, December 01, 2017 to Sunday, December 31, 2017

Item	Sold	Gross	Tax	Net	% Total Sales
Gift Card (0.00%)	35	\$1,295.00	\$0.00	\$1,295.00	25.52%
Rental (0.00%)	2	\$700.00	\$0.00	\$700.00	13.80%
Family (0.00%)	7	\$595.00	\$0.00	\$595.00	11.73%
Gift Card (0.00%)	10	\$500.00	\$0.00	\$500.00	9.85%
Senior (0.00%)	14	\$490.00	\$0.00	\$490.00	9.66%
Donation (0.00%)	12	\$404.50	\$0.00	\$404.50	7.97%
Gift Card (0.00%)	16	\$400.00	\$0.00	\$400.00	7.88%
Adult (0.00%)	6	\$300.00	\$0.00	\$300.00	5.91%
Gift Card (0.00%)	2	\$200.00	\$0.00	\$200.00	3.94%
Senior Couple (0.00%)	2	\$140.00	\$0.00	\$140.00	2.76%
Student (0.00%)	1	\$35.00	\$0.00	\$35.00	0.69%
White T-Shirt (6.00%)	1	\$14.15	\$0.80	\$13.35	0.28%
Total	108	\$5,073.05	\$0.80	\$5,072.85	

Greenbelt Theatre
 129 Centerway
 Greenbelt, MD 20770

BOX OFFICE SUMMARY for 12/1/2017 to 12/31/2017

BOX OFFICE SALES

Film	Running Dates	Screenings	Days	Sold	Void	Total	Gross	% Admits	% Gross	Rk
Bill Nye: Science Gu	12/15/2017 to 12/19/2017	8	5	65	0	65	\$425.50	2.61%	2.38%	1
Harvey	12/4/2017 to 12/4/2017	1	1	0	0	0	\$0.00	0.00%	0.00%	2
Howl's Moving Castle	12/30/2017 to 12/30/2017	1	1	88	0	88	\$491.50	3.53%	2.74%	3
It's a Wonderful Lif	12/17/2017 to 12/17/2017	1	1	16	0	16	\$0.00	0.64%	0.00%	4
Lady Bird	12/1/2017 to 12/14/2017	34	14	1108	0	1108	\$8,271.50	44.43%	46.18%	5
Murder on the Orient	12/15/2017 to 12/19/2017	8	5	298	0	298	\$2,102.00	11.95%	11.74%	6
Spirited Away	12/2/2017 to 12/4/2017	2	2	147	0	147	\$1,035.50	5.89%	5.78%	7
Storytime	8/22/2016 to 1/22/2018	1	1	0	0	0	\$0.00	0.00%	0.00%	8
The Greatest Showman	12/20/2017 to 1/11/2018	33	12	694	0	694	\$5,016.00	27.83%	28.00%	9
The Nutcracker	12/17/2017 to 12/18/2017	2	2	29	0	29	\$198.50	1.16%	1.11%	10
Wheelchair Diaries:	12/10/2017 to 12/10/2017	1	1	1	0	1	\$6.50	0.04%	0.04%	11
Wind Rises	12/18/2017 to 12/18/2017	1	1	48	0	48	\$364.50	1.92%	2.04%	12
Box Office Totals				2494	0	2494	\$17,911.50			

	Total	Gross
Sales for Show Times Before 5:00 PM	1032	\$6,653.50
Sales for Show Times Starting 5:00 PM	1462	\$11,253.00

Greenbelt Theatre
 129 Centerway
 Greenbelt, MD 20770

BOX OFFICE SUMMARY for 12/1/2017 to 12/31/2017

BREAKDOWN BY TICKET TYPE							
Type	Price	Sold	Void	Total	Gross	% Admits	% Gross
Adult	\$0.00	16	0	16	\$0.00	0.64%	0.00%
Adult	\$7.00	693	0	693	\$4,851.00	27.79%	27.08%
Adult	\$9.00	543	0	543	\$4,887.00	21.77%	27.28%
Comp	\$0.00	68	0	68	\$0.00	2.73%	0.00%
Kid (12 and Under)	\$6.00	13	0	13	\$78.00	0.52%	0.44%
Kid (12 and Under)	\$5.00	43	0	43	\$215.00	1.72%	1.20%
Member	\$6.50	613	0	613	\$3,984.50	24.58%	22.25%
Member - Kid Comp	\$0.00	18	0	18	\$0.00	0.72%	0.00%
SeniorStudentMilitar	\$8.00	487	0	487	\$3,896.00	19.53%	21.75%

Greenbelt Theatre
129 Centerway
Greenbelt, MD 20770

MEMBERSHIP SALES SUMMARY from Friday, December 01, 2017 to Sunday, December 31, 2017

Membership Type	Price	Quantity	Total Gross
Adult	\$50.00	14	\$700.00
Director - Family	\$750.00	1	\$500.00
Family	\$85.00	24	\$2,040.00
Family comp	\$0.00	2	\$0.00
Senior	\$35.00	35	\$1,225.00
Senior Couple	\$70.00	4	\$280.00
Veteran	\$35.00	1	\$35.00
Totals		81	\$4,780.00

Greenbelt Theatre
129 Centerway
Greenbelt, MD 20770

ACTIVE MEMBERSHIP SUMMARY for Wednesday, January 24, 2018

Membership	Quantity
Actor family	1
Adult	94
Couples	15
Director	3
Director - Family	3
Family	545
Family comp	39
Leading Actor	14
Producer	11
Senior	371
Senior Comp	1
Senior Couple	30
Star	5
Student	1
Supporting Actor	2
Veteran	2
	-
Total	1,131

WEEKLY REPORT

Planning and Community Development

Week Ending: Friday, February 2, 2018



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

CODE ENFORCEMENT

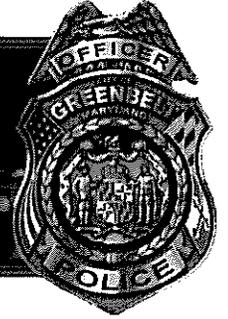
<i>Commercial Properties:</i>	<i>Greenway Shopping Center was annually inspected; and 7500 and 7525 Greenway Center Drive were re-inspected.</i>
<i>Apartments:</i>	<i>Parkway Garden Apartments were annually inspected; and Crescent Square II, Franklin Park at Greenbelt Station and University Square Apartments were re-inspected.</i>
<i>Rental Property:</i>	<i>Three rental properties were annually inspected; and Two rental properties were re-inspected.</i>
<i>Complaints:</i>	<i>One complaint was logged and resident called back to cancel inspection – maintenance came to correct issue of inoperable toilet at Franklin Park; and One prior complaint was re-inspected.</i>
<i>Permits:</i>	<i>Seven permits were approved and issued.</i>
<i>Animal Control:</i>	<i>One stray dog was impounded; A stray cat was trapped and impounded; Removed carcass of squirrel from roadway; One municipal infraction issued for dog running at large; and Two cats and one dog were adopted.</i>
<i>Alarms:</i>	<i>Eighteen business alarm renewals were mailed.</i>
<i>Noise Complaints:</i>	<i>Twelve warning letters were mailed for noise complaints; and Four citations were issued for excessive loud noises.</i>
<i>Meetings:</i>	<i>Staff Attended: City Council Work Session; and Department head meeting. Staff Met With: City of College Park Planning staff to discuss ULI TAP project; City Treasurer to discuss FY 2019 budget; and Human Resources Director to discuss Supervisory Inspection position.</i>

02/02/2018
P&CD WEEKLY REPORT CONT...

Planning Projects: Prepared materials for City Council work session on dog park;
Worked on FY 2019 budget materials;
Responded to code enforcement complaints/inquiries; and
Submitted two letters of intent for grant funding for the
restoration of the Mother and Child statue and bas reliefs.

Items of Interest: Nine unlicensed rental letters were mailed; and
Staff attended court in Prince George's County for adjudication of
false alarm fines and municipal infractions for rental property on
Jacobs Drive.

GREENBELT POLICE DEPARTMENT



CRIME REPORT

JANUARY 31, 2018

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

www.greenbeltmd.gov/police

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

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

CENTER CITY

01/26 12:00 P.M.	101 Centerway. Theft. The victim advised that he placed his gym bag in a locker at the Aquatics/Fitness Center and secured it with a lock. When the victim returned to the locker room he discovered his lock and gym bag missing. A credit card in the gym bag was later used to make unauthorized purchases.
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FRANKLIN PARK/BELTWAY PLAZA/GREENBELT STATION/CAPITOL OFFICE PARK/METRO

01/25 11:44 A.M.	6100 block Breezewood Drive. Attempt burglary. The victim advised that she was in the kitchen when she observed the suspect attempting to force open the window with a knife. The suspect, described as a black female wearing a green jumpsuit, no further, fled the scene. Entry was not gained.
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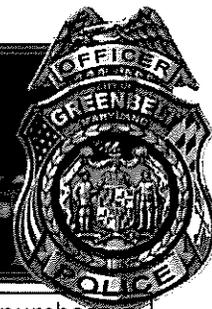
01/25 11:50 A.M.	8100 block Miner Street. Theft. A window unit was taken from a construction site.
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01/26 3:54 P.M.	6000 block Greenbelt Road. Trespass arrest. Ruth Ann White, 59, of no fixed address, was arrested and charged with Trespass after she was found on the grounds of Beltway Plaza after having been banned from the mall by agents of the property. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner and for the service of two open arrest warrants.
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A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



01/26 5:08 P.M.	6300 block Breezewood Drive. Theft. The victim advised that he arranged to purchase a cell phone from a subject over social media and agreed to meet the seller. After giving the suspect money the suspect fled the area on foot with the phone. The victim attempted to chase the suspect, dropping his book bag in the process. The victim lost sight of the suspect and when he returned to retrieve his book bag it was gone. The suspect is described as a black male wearing dark clothing, no further.
01/28 1:09 A.M.	6100 block Greenbelt Road. DWI/DUI arrest. Wilfredo Hernandez, 44, of Greenbelt was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges after being stopped for a traffic violation. The suspect was released on citations pending trial.
01/29 4:00 A.M.	9200 block Edmonston Road. Vandalism. The victim advised that she was asleep when she heard a loud noise and discovered that that unknown person(s) used a car battery to break out her living room window.
01/29 10:00 A.M.	8100 block Miner Street. Theft. Building trim was taken from a construction site.
01/30 10:00 A.M.	8100 block Miner Street. Theft. A door was taken from a house under construction.
01/31 11:01 A.M.	6100 block Breezewood Court. Attempt burglary. The victim advised that he was in his residence when he heard glass breaking. The victim then observed the suspect attempting to enter the now broken bedroom window. Upon seeing the victim the suspect fled the scene. The suspect is described as an Hispanic male, 5'5" to 5'7", 170 to 190 pounds, with short black hair, wearing all black.
01/31 5:00 A.M.	8100 block Miner Street. Theft. Two window units were taken from a construction site.

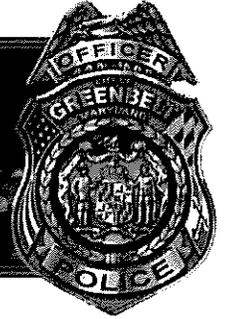
GREENBELT EAST/GREENWAY SHOPPING CENTER

01/25 4:35 P.M.	8100 block Mandan Road. Theft. Parcel packages were taken from the front stoop of a residence. A witness described the suspect as a black male wearing a grey hooded sweatshirt and black pants. The property was later located behind a nearby building and was returned to the victim.
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A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT

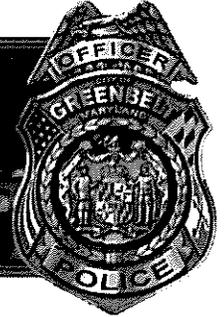


Automotive Crime - City Wide

01/25	100 block Westway. Theft from autos. Unknown person(s) broke out the driver's window of two vehicles and took handicap placards.
01/25	100 block Westway. Theft from auto. Unknown person(s) broke out the passenger side window of a vehicle and took a handicap placard.
01/25	100 block Westway. Theft from auto. Unknown person(s) broke out the driver's window of a vehicle and removed the in-dash radio.
01/27	9100 block Edmonston Road. Theft from vehicle. A rear tag, Maryland 6CY6609, was taken from a vehicle.
01/30	7800 block Hanover Parkway. Theft from vehicle. Unknown person(s) broke out the driver's window and removed medical supplies and a registration card.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



CRIME REPORT TALLY SHEET

WEEK OF JANUARY 31, 2018

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

GENERAL CRIMES		GENERAL CRIMES (CON'T)	
Carjacking		Animal Bite (Dog)	1
Rape (suspect known to the victim)	1	Disruption of School Activities	
Armed Robbery		Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery		Emergency Commitment Petition	
Attempt Strong Armed Robbery		Missing Person	
Burglary		Fraud	1
Attempt Burglary	2	Death Report (Medical)	1
Assault (Two domestic-related)	3	Alcohol Violation	
Domestic	2	False Report	
Drugs		Harassment	
DUI/DWI	1	Field op (suspicious person)	4
Theft	13	Notification for other agency	
Vandalism	1		
Child Abuse	1	VEHICLE RELATED CRIMES	
Unattended Child		Stolen Vehicles	
Trespass	1	Recovered Stolen Vehicles	
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	6
Credit Card Offense		Attempt Theft From Vehicles	
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	
Suspicious Person		Accidents	2



Department of Public Works

Week Ending February 2, 2018



ADMINISTRATION

- Met with the mechanical engineer regarding the theater HVAC upgrade.
- Met with the Director of CARES, Human Resource Director and the Acting Director of Planning to discuss the Supervisory Inspector interview results and departmental organization of the new employee.
- Completed the draft of the Strategic Plan for the FY 2019 budget.
- Updated the City Manager Goals and Objectives.
- Wrote the award memo for the Springhill Lake Recreation Center Photovoltaic Project.
- Finalized the application for Tree City USA.
- Reviewed the Greenbriar contract for lawn and landscape maintenance.

STREET MAINTENANCE/SPECIAL DETAILS

- Continued repairing potholes with cold mix throughout the city.
- Removed unwanted signs and checked for graffiti throughout the city.
- Pushed debris at the Northway Fields compost site and prepared it for the grinder.
- Applied crack seal on Ridge Road.

HORTICULTURE/PARKS

- Finished working on the box for tools at the Springhill Lake Recreation compost bins.
- Continued cleaning out the landscape beds.
- Continued picking up Christmas trees at designated spots.
- Blew and removed leaves at the Braden Field tennis courts and in the Youth Center parking lot and grassy areas.
- Assisted with carrying new flooring material and moving equipment in the weight room at the Youth Center.
- Continued to go over the Community Center playground contract.
- Removed two hazardous/dead trees; one on Cherrywood Lane and one on Breezewood Drive.

BUILDING MAINTENANCE

- Worked on the marquee at the Theater.
- Replaced the camera in the cell area at the Police Station.
- Cleaned vents at the Theater.
- Replaced the rollers in the elevator at the Police Station.
- Re-lamped the garage at the Police Station.
- Re-lamped the hallways in the Community Center.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 25.46 tons of refuse and 11.94 tons of recyclable material.
- Picked up recycling from a produce distribution from Springhill Lake Elementary School.
- Prepared the Public Works yard for the SWPPP inspection and attended the inspection.
- Met with Jim Sterling about budget accomplishments, goals and grants.
- Jason Martin met with Luisa Robles to discuss and schedule a composting workshop on February 24.
- Met with Brian Townsend to discuss upcoming Arbor Day, Earth Day and National Trails Day volunteer events.
- Interviewed three GIS volunteers.
- Jason Martin, Brian Townsend and Mike Fox did a site review at Springhill Lake Recreation Center for an Arbor Day planting.
- Took intern, Maryam, to the CHEARS food forest and helped her identify plants to make an up-to-date map of the garden.
- Continued working on greenhouse gas emissions inventory.
- Jason Martin met with Terri Hruby about FPAB liaison tasks.
- Composed Green ACES/Team minutes.
- Wrote a letter of support for Mowatt Methodist Church (and the Anacostia Riverkeeper) for them to obtain a grant from the National Fish and Wildlife Foundation to remove the impervious grass and replace it with conservation landscaped and pervious beds planted with natives.
- Jason Martin met with Beverly Palau about PSA video ideas.
- Attended the GovDelivery meeting as part of the restructuring of the city's website.

FLEET MAINTENANCE

- Repaired a tire on truck #407.
- Replaced the right engine mount, replaced the wiring and connector for the tag light bulb and performed preventative maintenance service on Police vehicle #808.
- Performed preventative maintenance service and replaced leaking exhaust components on Police vehicle #825. Also, replaced the engine and transmission mounts.
- Performed preventative maintenance service on Police vehicles #858 and #863.
- Performed preventative maintenance service and replaced the left rocker panel trim on vehicle #855.
- Completed preventative maintenance service on Public Works vehicle #103.
- Mounted and balanced the front tires, charged the battery, inspected the brakes and completed preventative maintenance service on Police vehicle #866.
- Performed a vehicle inspection and made necessary repairs to Planning vehicle #717.
- Performed shop management tasks - posted parts to inventory, opened and completed repair orders and logged parts onto repair orders.

Greenbelt Recreation Department

Weekly Report

Week Ending February 2, 2018

ADMINISTRATION:

- Attended department head staff meeting.
- Continued preparation for our new look “Greenbelt Recreation.” Director created a marketing committee to assist with launching our new logo. The committee is going through current forms, paperwork, online and hard copy that will be changing. In addition, they are working on poster size visuals to post in each facility for all participants to view. Lastly, Director is working closely with Bev Palau on a *News Review* article, email blast announcement and website changes. A marketing committee meeting is scheduled for next Thursday to review/edit all material and to confirm a timeline so that the rollout will be powerful and effective.
- In preparation of the department strategic plan, Director has been personally meeting with long-time professional partners/organization to confirm continued collaboration. In all instances, partners have described Greenbelt Recreation as a team of experts, dedicated to the field of recreation; their willingness to continue their relationship with the city is unwavering.
- Materials for the February 21 PRAB meeting were created. It is time again for PRAB to select a board member to sit on the Recognition Group Grant Review Panel for the FY 2019 application process.
- Met with the City Treasurer to review the Aquatic and Fitness Center and Recreation Centers budgets. Work on various other aspects of the department budget is ongoing.
- Met with senior staff to review and consider the recently approved legislation on “Sick and Safe Leave” for part-time staff.
- Staff member attended first meeting of the Maryland Department of Natural Resources, Land Preservation and Recreation Plan advisory committee meeting.
- Received RecTrac training.

YOUTH CENTER/ SPRINGHILL LAKEGREENBELT KIDS:

- Winter 2018 Activity Guide is available on-line and printed guides are available in city buildings. Registration continued on a space available basis.
- 2018 Camp Guide went live online on Monday, January 22. Printed guides are available in recreation facilities. Camp registration began on February 1 for residents and will commence on February 15 for non-residents.
- Attended Maryland Department of Health Youth Camp Safety Advisory Committee meeting.
- Spring 2018 Activity Guide production will continue until mid-February. Target date for print and on-line guide is February 16.
- New flooring was installed in Youth Center Weight Room.
- Scratch Programming Class at SHLRC Computer Lab got off to a great start on Wednesday. Paradyne Management staff served as instructors for this new complimentary program. Elementary class section added an additional time slot to accommodate additional participants.

AQUATIC AND FITNESS CENTER:

- GMST met on Tuesday, Thursday and Sunday for practice.
- February 2018 GAFC Newsletter email blast sent to patrons on Wednesday.
- Center staff attended the GovDelivery system training session on Thursday.
- February’s Lifeguarding Class has been cancelled due to low enrollment.
- Supervisor attended M-NCPPC Aquatic meeting at the Walker Building on Tuesday.
- GAFC staff met on Thursday to discuss recent activities and plan for future events.

- GAFC Swim Instructor(s) provided 18 private swim lessons and Personal Training sessions (Friday-Thursday).
- One private swim lesson request received and entered into the database for swim instructor(s) match.

COMMUNITY CENTER:

- There is currently one Center Leader shift open on the permanent schedule. Recruitment continues.
- The Greenbelt Nursery School installed an exhibit into the front lobby display case. Check it out!
- Supervisor attended the Maryland Recreation and Parks Association Winter General Membership meeting in Annapolis. The speaker was from NLC discussing “REAL Talk: Advancing Racial Equity in Your City”.
- Supervisor continues to field inquiries in regard to food operation rentals for the Commercial Kitchen. There have been 277 inquiries since April 2015. There are currently four food operations who received all permits and may rent the Kitchen.
- There were 6 facility reservations processed.
- There were 4 private rentals and 18 pattern rentals.
- The following free space groups received space: Golden Age Club, Greenbelt Concert Band, Girl Scout Troop #27, Friends of the Greenbelt Museum, PG Peace & Justice Caucus, Greenbelt Youth Baseball
- The following City groups received space: City Council, Be Happy Be Healthy Yoga & Volleyball, Senior Citizen’s Advisory Committee, CARES

ARTS:

- Preparations are underway for an Artful Afternoon on Sunday, February 4 at the Greenbelt Community Center. Alight dance theater will be performing “Page 115: Playing with Words” (3pm); funded in part by the Greenbelt Community Foundation, this piece was developed in collaboration with residents of all ages through a series of free workshops. From 1-3pm, Artist in Residence Nikki Brooks will lead a “Love and Shelter” tabletop sculpture workshop. From 1-4pm, the Center’s Artists in Residence will host a studio open house and sale. Greenbelt Museum historic house tours will be available from 1-5pm, and visitors can also enjoy current art gallery and Greenbelt Museum exhibits at the Community Center.
- Girl Scout arts workshops will include a ceramic arts program on February 2 and a comic book art program on February 3. Bookings are underway for spring arts fieldtrips with Greenbelt Elementary School students.
- Participated in WebEx trainings for GovDelivery.
- Now open at the Greenbelt Community Center Art Gallery: Worlds of Wonder II – Design Highlights from Greenbelt Recreation Department Youth Theater and Dance Productions.
- Ongoing activities include: production work for the Greenbelt Youth Musical; program marketing; preparations for the migration and relaunch of the city website.

THERAPEUTIC RECREATION:

- Attended the Senior Citizens Advisory Committee meeting. Planning began for the upcoming Not For Seniors Only forum in June 2018.
- Acknowledged on social media that February is Therapeutic Recreation Month.
- Continued to review and prepare information related to the budget.
- Continued to edit the spring brochure.
- Began planning for the upcoming Active Aging Week in September 2018 as well as spring and summer camp.