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March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	01 Free Produce Distribution Art Exhibition: Worlds Of Wonder II	02 Art Exhibition: Worlds Of Wonder II	03 MAGLEV Information Day, 10am-3pm, Greenbriar Art Exhibition: Worlds Of Wonder II Time Will Tell: Teens and Tunes In Tugwell Town
04 Art Exhibition: Worlds Of Wonder II Community Art Drop-In Time Will Tell: Teens and Tunes In Tugwell Town	05 Interview Advisory Board, MB, 7:20 PM Work Session - NRP Group- Development Proposal - Capital Office Park/ Capital Office Park (stakeholder), MB, 8PM Art Exhibition: Worlds Of Wonder II	06 Arts Advisory Board, 7pm, CC Public Safety Advisory Committee, 7pm, CC Art Exhibition: Worlds Of Wonder II	07 Work Session - Development Proposal - Old Nursing Home/ Land Use Proposal Adjacent to Capital Cadillac (CC), 8PM Art Exhibition: Worlds Of Wonder II	08 Community Relations Advisory Board (CRAB) Meeting, 7 pm Art Exhibition: Worlds Of Wonder II	09 Art Exhibition: Worlds Of Wonder II Art Shares	10 Donation Drop Off Art Exhibition: Worlds Of Wonder II Time Will Tell: Teens and Tunes In Tugwell Town Time Will Tell: Teens and Tunes In Tugwell Town
11 National League of Cities Congressional City Conference Art Exhibition: Worlds Of Wonder II	12 TheBus-Public Meeting, 6pm, Greenbelt Library National League of Cities Congressional City Conference Regular Meeting, MB, 8PM Free Smoking Cessation Program Art Exhibition: Worlds Of Wonder II	13 TheBus-Public Meeting, 6pm, Ft. Washington National League of Cities Congressional City Conference Art Exhibition: Worlds Of Wonder II	14 Advisory Planning Board, 7:30pm, CC National League of Cities Congressional City Conference Work Session - Friends of Greenbelt Theatre (CC), 8PM Art Exhibition: Worlds Of Wonder II	15 TheBus-Public Meeting, 11:30am, Upper Maniboro Todd Turner Listening Session, MB Closed Session - Personnel, (MB - Library), following special meeting Special Meeting, MB, 7PM Art Exhibition: Worlds Of Wonder II	16 Art Exhibition: Worlds Of Wonder II	17 Work Session - Goal Setting, MB, 9AM Art Exhibition: Worlds Of Wonder II
18 Art Exhibition: Worlds Of Wonder II	19 Work Session - Sunnyside Bridge Replacement, MB, 8PM Art Exhibition: Worlds Of Wonder II	20 Art Exhibition: Worlds Of Wonder II	21 Park and Recreation Advisory Board, 7:30 CC Work Session - Recreation and Park Facilities Master Plan, (CC), 8PM Art Exhibition: Worlds Of Wonder II	22 Forest Preserve Advisory Board, 7pm, MB TheBus-Public Meeting, 6:00pm, PGCC Art Exhibition: Worlds Of Wonder II	23 Art Exhibition: Worlds Of Wonder II	24 Donation Drop Off
25	26 Reception for ACE Educators, MB, 7:30 PM Regular Meeting/ACE Educators Awards/Proposed Budget Presentation, MB, 8PM	27 Senior Citizens Advisory Committee, 3:30pm, CC Advisory Committee on Education (ACE) 7pm, MB	28 Work Session -Budget Work Session- Overview, Revenues & General Government/ Other Funds/ Non-Departmental & Fund Transfers , (CC), 8PM	29	30 Underwater Egg Hunt Spring Skate Series	31 Annual Egg Hunt



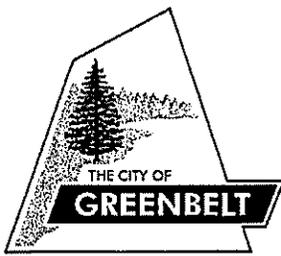


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April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02 No Meeting (Easter Monday)	03 Arts Advisory Board, 7pm, CC Public Safety Advisory Committee, 7pm, CC	04 Work Session - Misc. Museum/Grants & Contributions, SHL, 7:30 PM Art Exhibition: Collages by Anna Fine Foer	05 Art Exhibition: Collages by Anna Fine Foer	06 Art Exhibition: Collages by Anna Fine Foer	07 Arbor Day Celebration Art Exhibition: Collages by Anna Fine Foer
08 Art Exhibition: Collages by Anna Fine Foer Community Art Drop-In	09 Youth Advisory Committee, 5:30, SHL Regular Meeting, MB, 8PM Art Exhibition: Collages by Anna Fine Foer	10 Art Exhibition: Collages by Anna Fine Foer	11 Advisory Planning Board, 7:30pm, CC Budget Work Session - Public Safety, SHL, 7:30 PM Art Exhibition: Collages by Anna Fine Foer	12 Art Exhibition: Collages by Anna Fine Foer	13 Art Exhibition: Collages by Anna Fine Foer	14 Donation Drop Off Art Exhibition: Collages by Anna Fine Foer
15 Art Exhibition: Collages by Anna Fine Foer Art Shares	16 Work Session - Greenbelt Station Residents/ WMATA Trail (tentatively), CC, 8PM Art Exhibition: Collages by Anna Fine Foer	17 Art Exhibition: Collages by Anna Fine Foer	18 Park and Recreation Advisory Board, 7:30 CC Budget Work Session - Public Works/ Capital Projects, Greenbriar, 7:30 PM Art Exhibition: Collages by Anna Fine Foer	19 Art Exhibition: Collages by Anna Fine Foer	20 Art Exhibition: Collages by Anna Fine Foer	21 Art Exhibition: Collages by Anna Fine Foer
22 Art Exhibition: Collages by Anna Fine Foer	23 Regular Meeting/ 1st Public Hearing, MB, 8PM Art Exhibition: Collages by Anna Fine Foer	24 Senior Citizens Advisory Committee, 3:30pm, CC Advisory Committee on Education (ACE) 7pm, MB Art Exhibition: Collages by Anna Fine Foer	25 Four Cities Meeting (New Carrollton), 7:30 PM Art Exhibition: Collages by Anna Fine Foer	26 Forest Preserve Advisory Board, 7pm, MB Art Exhibition: Collages by Anna Fine Foer	27 Art Exhibition: Collages by Anna Fine Foer	28 Donation Drop Off Electronics Recycling Earth Day Celebration Art Exhibition: Collages by Anna Fine Foer
29 Art Exhibition: Collages by Anna Fine Foer	30 Budget Work Session - Community Services/Planning/Economic Development MB, 7:30 PM Art Exhibition: Collages by Anna Fine Foer	01	02	03	04	05





City Manager's Report Week Ending March 3, 2018

1. Included separately is a confidential document.
2. Please provide to the City Manager or Solicitor comments regarding recent confidential packets sent to Council.
3. Met with Command Staff and City Solicitor Todd Pounds on operational and personnel matters, including the County CAD system.
4. Attached please find the results of the Police Department's recent NCIC audit. Congratulations on a perfect audit!
5. Attached is a letter from Senator VanHollen regarding the Maglev train.
6. Attached is a letter of appreciation for MPO Peters from Riverdale's Police Chief.
7. Information from three potential facilitators was emailed to you today. March 17 and 24 were mentioned as potential dates. The one discussed with Council on March 1 Work Session is the Novak Group.
8. Thank you to Anne Marie Belton, Shaniya Lashley Mullen, and Beverly Palau for your work to support the Business Coffee.
9. In follow-up to Councilmember Robert's question, please find a copy of the County Chamber of Commerce's legislative agenda. The Chamber's agenda includes Highway User Revenue funding.
10. Human Resources staff is working on upcoming police officer testing scheduled for March 17. As you may have seen advertisement on Beltway Plaza's electronic sign. Staff is also outreaching to local churches to seek assistance in attracting potential applicants. As a reminder, I have continued the "bonus" incentive of \$500 for a person who refers to the City a successful applicant who becomes an officer.
11. Regarding Councilmember Pope's questions about work at the forebays, staff confirmed that the County will only handle major maintenance functions, like dredging. The workers seen at the forebays are conducting stream retrofit assessments due to sediment. Ms. Terri Hruby reports that CPJ, the City's consultants, are working on as built for Phase II of the Lake Dam Project. Ms. Hruby said that will work is underway on Phase II even though Phase I is not complete. Similar work will be conducted at Greenbrook Lake. Staff will coordinate with Green ACES in preparation of that project.
12. The LGIT attorney who originally approved the draft harassment policy has provided feedback on the revised harassment policy submitted by Councilmember Byrd. The attorney recommends that the policy remain a general harassment policy, not specific to sexual harassment. Attached is the

marked up revised draft. Ms. Johnson notes that LGIT has offered to now schedule harassment training in April. This could be on April 16th and/or April 23rd.

13. In follow-up to the work session with Rental Apartments, please note that Ms. Palau reports that we are out of “Welcome Packets”. We will communicate with the properties in need of packets. Also, staff is researching the past one-way traffic and diagonal parking proposal discussed for Parkway.
14. Staff continues to coordinate with Principal McNeill regarding student activities and safety at Eleanor Roosevelt High School. Coordination with State Highway Administration, local residents, and businesses will also take place.
15. Dr. McGrath has delivered information to transmit to Delegate Gaines regarding the Old Greenbelt Theatre’s complaint to the Public Service Commission in 2016.
16. Staff has selected a recruitment firm to conduct the Police Chief recruitment. Material is included under separate cover. The item will be formally presented to Council on March 12th.
17. In follow-up to the Civic Association work session, please note that past communication from the former planning director noted that the City was limited in enforcement power regarding the “blue pallet” fence complaint. Ms. Hruby has confirmed that based on current City Code, the City is limited to enforcing matters related to the paint, not the fencing material.
18. Assistant City Manager
 - a. Attached is the legislative update.
 - b. Reviewed State Legislation.
 - c. Worked on Budget preparation.
19. Finance Department
 - a. Completed first draft of revenue narrative for the FY 2019 Proposed Budget.
 - b. Met with Recreation staff to discuss fee schedules for facilities and programs.
 - c. Submitted Housing Assistance Program letter to finalize new 20-year agreement for the Green Ridge House facility.
20. Information Technology
 - a. Participated in GovDelivery training
 - b. Reviewed draft Remote Work policy and agreement
 - c. Demoed Paper Cut print/copy accounting solution
 - d. VPN rollout planning
21. Prepared for regular meeting on February 26, legislative dinner on February 27 and work sessions on March 5 and 7.

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

COUNCIL ACTION REQUESTS (CAR) REPORT

as of March 2, 2018

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
2017						
23	M & C Meeting	11/27	Check and follow-up on uneven sidewalks in Greenspring I neighborhood.	12/31/17	Jim	List of sidewalks received from HOA. Sidewalk grinding being done in the community.
21	Mr. Byrd	11/14	Anti-discrimination Ordinance for Greenbelt		Nicole/Karen	Council reaffirmed the Community Pledge. Community Pledge was referred to CRAB.
17	Ms. Davis	4/5	Design and install interpretive panel at Dora Kennedy French Immersion school.		Megan/David	Megan is investigating fabrication. <i>Council approved funding in FY 2018.</i> Finalizing photos and location. 2-3 week turn around after that point.
2016						
24	Work Session	12/19	Consideration of lower GAFC fees for city retirees during budget review.	5/30/17	Jeff	Will allow – Jeff to update the fee schedule.
23	M & C Meeting	12/12	Implement Tax Credit Program for renters.	3/30/17	Jeff	Implementing.
15	Work Session	9/28	Undertake study of configuration/geometrics/safety of intersection of Lakecrest Drive/Lakecrest Circle/ Legion Drive.	12/30/18	Terri	Meeting with GPI week of 2/5/18 to review project scope.
9	M & C Meeting	7/11	Referral to CRAB on proposal for Freedom Day holiday.	6/30/17	David	Referred @ 7/22/16. Deadline changed to 6/30/17 due to CRAB workload on police/community relations.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
6	M & C Meeting	4/11	Refer to PSAC – comprehensive review of security cameras in the City.	4/30/17	Mary/Tom	PSAC has been meeting monthly. Report presented to Council in August 2017. Staff will refine location and implementation.
4	City Manager	2/12	Refer revised Sustainable Land Care policy to advisory groups for review within 60 – 90 days.	5/30/16	Jim S.	All referrals received. Public Works is finalizing a timeframe to present to Council. While a schedule for council had been anticipated this week, the policy was returned to Green ACES given volume of comments. Draft report submitted to Council. Council work session held in August. Staff continues incorporate feedback.
2015						
39	Work Session	10/14	Can there be signage on the Beltway for Roosevelt Center (e.g. – McDonalds)?	12/30/15	Terri	This issue has been raised on multiple occasions with SHA representatives and responses were not favorable. Staff submitted another request the week of January 29, 2018.
37	M & C Meeting	10/19	Request from Mr. Drago to have periodic art sales at Roosevelt Center - Refer to AAB.	3/30/16	Julie	Board discussed 11/3 and 12/1.
31	Work Session	8/24	Develop a complete green street policy/standard.	6/30/16	Terri	APB has reviewed. Waiting for feedback from Public Works/GreenACES.
27	M & C Meeting	8/10	Incorporate PSAC recommendations into Emergency Operations Plan.	11/30/15	David	PSAC has made recommendations.
14	M & C Meeting	6/08	Refer to PSAC – feasibility of re-establishing “fire sirens” for emergency alerts.	12/30/15	Mary/Tom	PSAC requested a copy of the referral in August 2017.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
2014						
32	Work Session	8/29	Assess pros and cons of relocating Parking Enforcement, Animal Control and/or Code Enforcement functions (Organizational Assessment).	12/30/14	Nicole/Terri	Parking Enforcement moved to Police 7/1/16. Others under consideration by City Manager May 2017.
30	Work Session	8/29	Prepare report on Green Ridge House admission policies.	10/30/14	Liz/Christal	Amendments being worked on. Staff report prepared. Council closed held in August. Work session will be schedule.
17	M & C Meeting	7/14	Request installation of crosswalk on Southway in vicinity of B-W Parkway Ramp.	12/30/14	Jim S.	Sent to SHA. Discussed at 6/10/15 work session. Update provided 9/21/15. On SHA work program.
10	Work Session	4/23	Research whether city can/should enforce recycling for multi-family housing.	6/30/14	Karen	
2011						
9	Work Session	6/13	Look at need for lighting along walkways between 11 and 13 Court Ridge. Also look at condition of existing lighting, walkway and vegetation. Further survey and referral to PSAC.	9/30/11	Jim	Checking power availability at 11 - 13 Courts. Public Works is surveying residents on potential lighting options (week of May 19, 2017).
2010						
32	Mayor Davis	6/25	Does city need its own ordinance to limit roadside solicitation per 2008 State law?	8/30/10	Karen	City Solicitor response in 9/3/10 City Manager Report. A city ordinance is being drafted.
28	Work Session	6/9	Draft legislation to implement new planning authority (CB-16).	9/30/10	Karen	County legislation approved 5/3/11. Planning Director checking with College Park and Bowie on usage of authority.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
16	Work Session	4/21	Develop policy on when city will issue proclamation – Mayor’s authority?	7/30/10	Cindy	Ms. Davis has reviewed proclamations back to 2000 and working on report.



LARRY HOGAN
GOVERNOR

BOYD K. RUTHERFORD
LT. GOVERNOR

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COLONEL
WILLIAM M. PALLOZZI
SUPERINTENDENT

February 15, 2018

Chief Thomas Kemp
Greenbelt Police Department
550 Crescent Road
Greenbelt, MD 20770

Dear Chief Kemp,

Enclosed are the findings of the METERS/NCIC audit conducted at your agency on today's date. The report was reviewed with you and/or members of your staff during the post audit interview.

The audit report contains two categories relating to each METERS/NCIC file reviewed:

- 1) Compliance Checklist
- 2) Data Quality Review

The report indicates that your agency is in compliance with all METERS/NCIC policies which were within the scope of the audit.

Thank you for your continued support of our efforts to achieve statewide compliance with all METERS/NCIC policies and regulations. If you have any questions about the report, or about the auditor's findings, please do not hesitate to contact me at (410) 653-6465.

Sincerely,

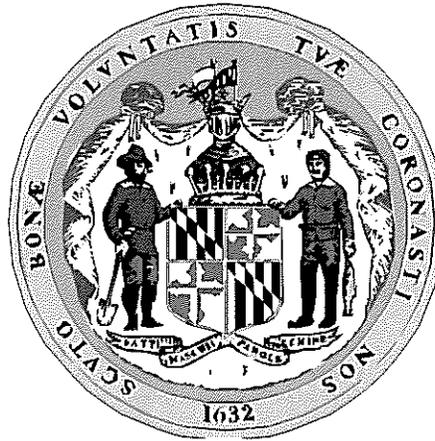
Ms. Dalene M. Drum
CJIS Systems Officer
METERS/NCIC

By: ITFA II Kesha Brooks
Sgt. Robert Taylor

MARYLAND NCIC AUDIT UNIT

Maryland Electronic Telecommunications Enforcement Resource System

February 15th, 2018



LOCAL AGENCY REVIEW RESULTS

FOR

Greenbelt Police Department

FULL AUDIT POST AUDIT EVALUATION

Greenbelt Police Department

February 15th, 2018

A. MANAGEMENT CONTROL

1. Does the AGENCY maintain a copy of their Management Control Agreement(s)?

YES

B. USER AGREEMENTS

1. Does the AGENCY maintain a copy of the Maryland State Police Terminal Agency User Agreement for access to METERS/NCIC/Nlets?

YES

2. Does the AGENCY maintain a copy of all Secondary Terminal Users and Criminal Justice Information Exchange Agreements?

YES

C. TERMINAL AGENCY COORDINATOR

1. Has the AGENCY implemented a TAC program?

YES

2. Is the TAC aware of her/his responsibilities?

YES

3. Has the TAC attended current TAC training?

YES 5 /2017

D. PERSONNEL SECURITY

1. Are all certified personnel with access to III and NCIC/METERS databases adhering to all policies and procedures?

YES

2. Is access to III and NCIC/METERS databases restricted to only certified personnel?

YES

3. Does the AGENCY have a formal written disciplinary policy for CJIS Security Policy violators?

YES

4. Does the AGENCY maintain a current Security Awareness Training list?

YES

5. Does the AGENCY ensure that all IT, non-criminal justice personnel, unescorted custodial, support, and contract personnel with access to Criminal Justice Information are fingerprint background checked?

YES

E. TERMINAL AND IT SECURITY

1. Are all terminals placed in secure locations?

YES

2. Are all servers and routers placed in secure locations?

YES

3. Does the computer site have adequate physical security to prevent unauthorized access to or routine viewing?

YES

4. Is a system in place to prevent manipulation of another agency's records?

YES

5. Is a system in place to prevent unauthorized access to III records?

YES

6. Does the AGENCY maintain a copy of their current schematic?

YES

7. Does the AGENCY have a formal written Media Disposal procedure?

YES

8. Does the AGENCY have a formal written Media Protection procedure?

YES

9. Does the AGENCY have a formal written Media Transport procedure?

YES

10. Does the AGENCY have a formal written Physical Protection Policy?

YES

11. Did the AGENCY Provide Documentation of their Validation process for their System accounts (Network User Accounts, Admin Accounts, etc.) at least annually?

YES

12. Does the AGENCY follow the secure password attributes as described in the CJIS Security Policy to authenticate an individual's unique ID?

YES

13. Does the AGENCY's information system generate audit records for defined events which contain sufficient information to establish what events occurred, the sources of the events, and the outcome of the events?

YES

14. If applicable, does the AGENCY maintain a copy of the CJIS Security Addendum if IT service is provided by a contractor?

N/A

15. Does the AGENCY maintain a copy of their current encryption certificate?

YES

16. Does the AGENCY's Mobile Device Management (MDM) adhere to the CJIS Security Policy regarding the implementation of sound security controls for mobile data

devices?

YES

F. III SECURITY AND LOGGING

1. Is the AGENCY using III in a proper manner?

YES

2. Does the AGENCY maintain confidentiality of III information?

YES

3. Does the AGENCY policy for secondary dissemination comply with NCIC policy?

YES

4. Does the AGENCY use proper purpose codes for access to III?

YES

5. Does the AGENCY adhere to policy regarding the mandatory attention field?

YES

6. Does the AGENCY adhere to policy regarding the dissemination of criminal history to the actual requestor of the record?

YES

7. Does the AGENCY use the proper ORI when requesting III information for an agency they service?

YES

8. Does the AGENCY dispose of printed III in a proper manner?

YES

9. If applicable, does the AGENCY maintain a copy of the CJIS Security Addendum regarding disposal of printed information received via METERS/NCIC, including III criminal history information, if service is provided by a contractor?

N/A

10. Does the agency adhere to NCIC policy regarding the transmission of criminal history utilizing any electronic device (wireless or radio technology) to transmit voice data?

YES

G. HIT CONFIRMATION

1. Does the AGENCY hit confirmation procedures comply with NCIC policy?

YES

2. Does the AGENCY ensure that users effectively apply hit confirmation procedures?

YES

H. NCIC HITS TO WANTS NOTIFICATIONS

1. Does the AGENCY have procedures in place to ensure that follow-up action is taken on NCIC Hits To Wants Notifications?

YES

I. QUALITY CONTROL

1. Second-party checks performed and documented? **YES**
2. A copy of original entry maintained in case file? **YES**
3. Use of proper ORIs for entry of records? **YES**

J. VALIDATION PROCEDURE

1. Is the AGENCY conducting the validation process in accordance with METERS/NCIC policy?

YES

2. Do the results of the data quality review establish compliance for the Wanted Person File?

NA

3. Do the results of the data quality review establish compliance for the Civil Warrant File?

NA

4. Do the results of the data quality review establish compliance for the Protection Order File?

NA

5. Do the results of the data quality review establish compliance for the Missing Person File?

N/A

6. Do the results of the data quality review establish compliance for the Gun File?

YES

7. Do the results of the data quality review establish compliance for the Vehicle File?

YES

8. Do the results of the data quality review establish compliance for the Tag File?

YES

K. RESULTS OF DATA QUALITY REVIEW:

1. Wanted Person File, Sample Size: 0
2. Civil Warrant File, Sample Size: 0
3. Protection Order File, Sample Size: 0
4. Missing Person File, Sample Size: 0
5. Gun File, Sample Size: 5
6. Vehicle File, Sample Size: 5

7. Tag File, Sample Size: 5

L. RECORD COMPLETENESS

1. Of the 0 entries checked through III 0 was missing data.
2. Of the 15 entries examined on site 0 were missing data.
3. Of the 0 Protective Order entries examined on site 0 were NICS errors.

M. ACCURACY-COMPLETENESS-TIMELINESS

1. The Data Quality Review requires the audit to establish **compliance** in the areas of **Accuracy, Completeness** and **Timeliness**. Below indicates the findings in those areas.

		IN	OUT
Accuracy		X	
Completeness		X	
Timeliness		X	

2. Does the AGENCY enter missing persons under the age of 21 into NCIC within 2 hours of receiving the minimum information required for entry?

NA

N. NDEx EVALUATION

1. SYSTEM USERS

- a. Is N-DEx access limited to agency personnel who perform the administration of criminal justice?

YES

- b. If the Agency employs Contractors with access to N-Dex have they signed a Security Addendum?

N/A

2. SYSTEM USAGE

- a. Does the Agency use N-DEx for the proper purposes?

YES

- b. Does the Agency require the user to provide a search reason for every N-DEx transaction?

YES

- c. Does the Agency verify completeness, timeliness, accuracy and relevancy with the record-owning agency before it secondarily disseminates N-DEx information outside the agency?

N/A

- d. Does the Agency verify completeness, timeliness, accuracy and relevancy with the record-owning agency before relying on N-DEx information?

YES

3. TRAINING

- a. Does the Agency train all N-DEx system operators on policy matters and data use rules on a biennial basis

YES

- b. Are N-DEx training records maintained?

YES

CHRIS VAN HOLLEN
MARYLAND

SH-110 HART SENATE OFFICE BUILDING
WASHINGTON DC 20510
OFFICE (202) 224-4654
FAX (202) 228-0629

United States Senate

February 27, 2018

COMMITTEES
AGRICULTURE, NUTRITION, AND
FORESTRY

APPROPRIATIONS COMMITTEE
BANKING, HOUSING, AND URBAN
AFFAIRS

BUDGET COMMITTEE

The Honorable Emmett Jordan
Mayor
City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770-1891

Dear Mayor Jordan:

Thank you for contacting me regarding the proposed SCMAGLEV project. I appreciate your sharing the concerns of our mutual constituents with me.

As you know, this project has been proposed by Baltimore Washington Rapid Rail (“BWRR”), which seeks to develop high-speed superconducting magnetic levitation trains for the Northeast Corridor. The Federal Railroad Administration and the Maryland Transit Administration have oversight over the proposed project. At this point, the SCMAGLEV project is a proposal only. None of the relevant agencies have reviewed or approved this project.

The initial proposal for this project consisted of six possible alignments. However, after reviewing the concerns and comments expressed during public open houses, BWRR eliminated four of the alignments and is now only reviewing two lines, Baltimore Washington Parkway East and Baltimore Washington Parkway West.

As you may know, an Environmental Impact Study, which is required under the National Environmental Policy Act (“NEPA”), is being conducted by the Maryland Transit Administration and is expected to be completed by summer 2019. In addition to evaluating environmental impacts, the NEPA process will also assess economic viability. Based on the findings, the Federal Railroad Administration will have the option to select a “build” or “no build” option.

My staff and I are monitoring this issue closely. I assure you that I will remain engaged and will do all I can to ensure that the residents of your community have adequate opportunities to have their concerns reviewed and addressed. I hope that you will not hesitate to reach out to me with additional issues as the need arises.

Again, thank you for contacting me. If you have any questions, please contact Pokuaa Owusu-Acheaw of my staff at (301) 545-1500 or at Pokuaa_Owusu-Acheaw@vanhollen.senate.gov.

Sincerely,



Chris Van Hollen
United States Senator



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1101 MERCANTILE LANE
SUITE 210
LARGO, MD 20774
PHONE (301) 322-6560



RIVERDALE PARK POLICE DEPARTMENT

5004 Queensbury Road
Riverdale Park, MD 20737

Phone: (301) 927-4343 FAX: (301) 927-0705

David C. Morris
Chief of Police

February 12, 2018

Major Thomas Kemp
Acting Chief of Police
Greenbelt Police Department
550 Crescent Road
Greenbelt, MD 20770

Dear Major *TK* Kemp,

On December 6, 2017, the Riverdale Park Police Department requested the assistance of your department's evidence unit to process the scene of a shooting at 4711 Nicholson Street, Riverdale Park, MD.

MPO Christine Peters #108, responded and efficiently processed the crime scene. Three firearms, and a large amount of CDS was recovered. MPO Peter's thorough and professional job assisted our CID in bringing this case to a successful conclusion. The main suspect in this case was recently indicted on numerous charges by the Prince George's County State's Attorney.

I want to thank MPO Peters for assisting our department, and commend her for her professionalism and dedication to duty.

Sincerely,

A handwritten signature in black ink, appearing to be "D. Morris", written over a horizontal line.

David C. Morris
Chief of Police

Prince George's County Chamber of Commerce
2018 Legislative Priorities

Founded in 1924 and regarded as the leading voice for business in Prince George's County, The Prince George's Chamber of Commerce is a non-profit alliance of over 500 businesses, representing over a quarter of a million employees, making it one of the largest chambers in the state of Maryland and one of the largest chambers in the Washington Metropolitan region.

We continually monitor legislation and regulations that affect our members. Through our legislative efforts, the Chamber advocates for policies that promote the growth of existing business, encourage new business development, improve our competitiveness in the region, and grow our overall economy.

Our legislation priorities for 2018 are:

1. Support the Veto Override of the of the Sick Leave Policy

The Prince George's County Chamber of Commerce supported amendments to the 2017 Maryland Healthy Working Families Act. That bill was vetoed by the Governor at the end of the 2017 Legislative Session. In 2018, the Chamber will support any effort to override the veto and will consider proposals that are favorable to small business.

2. Monitor Minimum Wage Policy

The Prince George's County Chamber will continue to monitor local legislation on Minimum Wage policy. We will support policies that advance a responsible approach to minimum wage while retaining the County's competitive position.

3. Drive development and investment in Prince George's County

We will advocate for Prince George's County to be the premiere destination for regional development and investment. We will encourage smart development and infrastructure improvements that are sustainable and well planned.

4. Expand business procurement opportunities for business in Prince George's County

The Chamber of Commerce recognizes that continued business procurement opportunities are critical for Prince George's County business. We will highlight those opportunities in the County and advocate for policies that increase procurement opportunities for local business.

5. Increase Municipal Highway User Fees

The Chamber of Commerce support municipal government infrastructure improvement that improve local quality of life and provide local jobs.

CITY OF GREENBELT
ANTI-HARASSMENT POLICY

PURPOSE

The City of Greenbelt has zero tolerance for sexual-unlawful harassment. Thus, the purpose of this policy is to re-affirm the City's commitment to keeping its workplaces free of unlawful harassment, to define and provide examples of the conduct that is prohibited, to summarize the respective responsibilities for preventing, reporting, investigating, and responding to violations, and to give clear warning of the serious consequences that violators will face.

A copy of this policy shall be provided to all persons who are subject to it, and shall be posted in the City workplaces.

POLICY

All of the following are prohibited by this policy, and by state and federal laws:

- harassment in any aspect of City employment, based on any legally protected characteristic or status, including but not limited to, sex, sexual orientation, gender identity, race, color, national origin, ancestry, religion, age, marital status, physical disability, mental disability, ~~or~~ medical condition, or genetic information;
- retaliation for opposing, filing a complaint about, or participating in an investigation of any such harassment;
- aiding, abetting, inciting, compelling, or coercing any such harassment or retaliation, or attempting to do so.

The City will take all reasonable steps necessary to prevent such misconduct from occurring, and to remedy any occurrences. Any City employee found to have engaged in such misconduct will be subject to disciplinary action, up to and including demotion, suspension, and termination, and will be deemed to have acted outside the course and scope of his or her City employment. Allegations for which there are conflicting witness accounts or inconclusive evidence may result in employee movements or role changes. Given the nature of the type of discrimination, the City of Greenbelt also recognizes that false accusations of harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of harassment.

This policy prohibits all forms of harassment in any aspect of City employment, based on any legally protected characteristic or status and is broader in scope than the Sexual Harassment Policy of April 1998.

The Community Pledge (2001) states:

“The strength of Greenbelt is diverse people living together in a spirit of cooperation. We celebrate people of many cultures, faiths, and races living together. By sharing together all are enriched.

We pledge to foster a community which is respectful, safe, and fair for all people.”

This policy applies to all City employees, volunteers, interns, vendors, and contractors, as well as to all applicants for such positions. **Contractors and recipients of city grants must sign an anti-harassment affirmation.**

This policy shall not be interpreted or applied in any manner that would be inconsistent with any applicable state or federal law or regulation, or increase the legal liability of the City.

It is mandatory for all city employees and members of the city council to complete sexual unlawful harassment training.

City staffers must complete sexual-unlawful harassment training every five years. Council members must complete sexual unlawful harassment training in person every two years.

DESCRIPTION AND EXAMPLES OF PROHIBITED HARASSMENT

Harassment may take many forms, including but not limited to:

Discrimination

Personnel decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, disability, marital or parental status, **pregnancy**, political opinions or affiliations, or lawful employee organization activities.

Verbal Harassment

Use of epithets, innuendos, threats, derogatory comments or references, slurs or jokes, gestures, pranks, teasing or other banter, including negative stereotyping, on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, disability, marital or parental status, political opinions or affiliations or lawful employee organization activities. Verbal harassment may also include **whistling**, sexual remarks or well-intentioned compliments about a person’s clothing, body, or sexual activities, and **verbal harassment may include face-to-face or remote interactions, like sexting and the use of self-destructive messaging applications such as Snapchat.**

Physical Harassment

Assault, unwelcome or hostile touching or contact, **groping, stalking**, intimidation, impeding or blocking movement, and/or any physical interference with normal work or movement when directed at an individual on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, disability marital or parental status, political opinions or affiliations, or lawful employee organization activities.

Visual Forms of Harassment

Displaying sexual organs and displaying or distributing written or graphic material in the workplace that is derogatory, demeaning, or displays hostility on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, disability, marital or parental status, political opinions or affiliations, or lawful employee organization activities, including but not limited to jokes, posters, notices, bulletins, magazines, cartoons, **pictures, calendars,** drawings, advertisements, videos, Internet sites, or other electronic media.

Sexual Favors

Unwelcome sexual advances, expectations, propositions, requests, demands, or pressure for sexual favors, and other verbal or physical conduct of a sexual nature which are implicitly or explicitly a term or condition of an employee's employment, are used as the basis of employment decisions, or affect or interfere with the employee's work performance.

Hostile Environment

Conduct including the above-referenced behavior(s) that has the purpose or effect of creating an intimidating, hostile, or offensive work environment on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, disability, marital or parental status, political opinions or affiliations, or lawful employee organization activities.

The City of Greenbelt is committed to fostering a culture of respect and service, and the city recognizes that sexual harassment can be an impediment to fulfilling this commitment. Thus, all city employees with knowledge of incidents of harassment should promptly them.

Steps To Take If You Believe You Are Being Harassed (or if You Know of Incidents of Harassment)

1. If you feel safe in doing so, you should verbally tell the co-worker to stop the offensive behavior.
2. ~~If the co-worker does not stop the offensive behavior or the person who believes he/she is being harassed chooses not to tell the co-worker to stop the offensive behavior,~~ you should then make a complaint to one of the following:
 - Your immediate supervisor
 - A supervisor other than your direct supervisor
 - Your Department Head
 - The Human Resources Director
 - The City Manager

You should make this complaint to the person with whom you feel most comfortable.

3. When making the complaint you must provide specific facts concerning the offensive behavior. These facts should answer the following:
 - Who committed the offensive behavior?
 - What was the specific behavior?

- When and where did the incident(s) occur?

Steps Supervisors Should Take When Receiving A Harassment Complaint:

1. You should get as many facts as possible. Questions you should ask include:
 - Who committed the offensive behavior?
 - What was the specific behavior?
 - When and where did the incident(s) occur?
 - Does the person making the complaint have any idea why the offensive behavior occurred?
 - Were there any witnesses to the situation?
 - What is the history of the relationship between the complainant and the alleged harasser? Were they friends? Casual acquaintances? Only co-workers?
 - Has this type of incident ever happened before?
2. Stay neutral. It is your responsibility to gather facts not make judgments. It is also important that you not make any promises, other than to say an investigation will be forthcoming.
3. Call the Human Resources Director with the complaint. Relay all information you have gathered. It is critical that you make this step as soon as possible after receiving the complaint.

Most importantly, as a Supervisor, if you actually observe harassing conduct, it is your responsibility to immediately intervene to halt the conduct. You should also call the Human Resources Director so an investigation can begin.

Upon completion of the investigation by the Human Resources Director or his or her designee, the Human Resources Director shall communicate the results of the investigation to the complainant, the accused, the City Manager, and as appropriate, all others directly concerned.

To the extent permitted by law, confidentiality shall be maintained with respect to the complaint, the information gathered during the investigation, and the results of the investigation.

The city council shall be provided with notice of all complaints of unlawful sexual harassment against city employees.

Complaints alleging certain ethical violations (e.g. gifts for sexual favors or to potential accusers; using government resources to process sexually explicit materials) shall be referred to the Ethics Commission for review.

Retaliation

The City of Greenbelt has a zero tolerance for retaliation against victims of sexual unlawful harassment, as well as individuals who report or otherwise participate in investigations of incidents of alleged the harassment. Retaliation may include

unwarranted reprimands, unfairly downgraded personnel evaluations, reassignments to less desirable jobs, verbal or physical abuse, and more inconvenient work schedules.

Transparency

The City of Greenbelt shall furnish an annual report on the number, type, and resolutions of harassment-related complaints and investigations.

February 2017

2018 Legislative Update
March 2, 2018

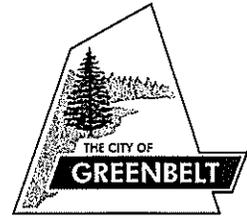
Bill #	Description	Sup/Opp	Status
PG 513 HB 241	Cell Towers on School Property - Notifications	SUP	Hearing held 2/8.
SB 653 HB 1191	Bond Bill – Greenbelt Station Trail	SUP	Bond bill hearing set for 3/10.
SB 732 HB 1453	Renewable Energy and Job Development (50% by 2030)	SUP	SB hearing 3/6 at 1:00. HB hearing 3/5 at 2:00.
HB 878	Public Utilities – Renewable Energy (100% by 2035)	SUP	Hearing 3/5 at 2:00.
SB 1003	Maglev System Limitations	SUP	Hearing 3/14 at 1:00.
HB 637 SB 1004	Asset Transfer Maglev – Hearing & Approval	SUP	HB hearing 2/15 at 1:00. SB hearing 3/6 at 1:00.
HB 638 SB 1005	Asset Transfer Maglev - Agreements	SUP	HB hearing 2/15 at 1:00. SB hearing 3/6 at 1:00.
PG 420 HB 217	Prohibit Disposable Plastic Bags	SUP	
HB 78 SB 222	Foreclosure Registry – Notice to Local Govts.	SUP	House Committee voted favorable. Passed House 135-0. Senate Committee voted favorable. Passed Senate 44-0.
HB 206 SB 518	Liquor Licenses for Movie Theaters	No Position	HB hearing 2/19 at 1:00. SB hearing 2/23 at 1:00.
HB 423	Vegetation Management – Notice to Municipalities	SUP w/amend	Hearing held 2/1. House Committee voted unfavorable.
SB 158 HB 305	Homestead Tax Credit – Eligibility Awareness	SUP	SB referred to Interim Study. HB hearing held 2/6. House Committee voted favorable. Passed House 135-0.
SB 407 HB 535	Transportation – Complete Streets Program	SUP	SB hearing 3/14 at 1:00. HB hearing 2/22 at 1:00.
HB 400	Mosquito Control – Municipal Notification	SUP	Hearing held 2/7. House Committee voted favorable. Passed House 133-0.
SB 277 HB 372	Maryland Metro Funding Act	SUP	SB hearing held 2/14. HB hearing held 2/13.
HB 538 SB 651	Expanded Polystyrene Prohibition	SUP	HB hearing held 2/21. SB hearing held 2/27.
HB 1209	Silver Alert Program - Pedestrians	SUP	Hearing held 2/27.
SB 1188 HB 1767	Wireless Facilities – Small Cell	OPP	SB hearing 3/20 at 1:00.

Bill #	Description	Sup/Opp	Status
HB 1556	Public Private Partnerships – Public Notice	SUP	Hearing 3/6 at 1:00.
HB 1742	Railroad Companies – Maglev County Approval	SUP w/Amend	
HB 1604	Business Regulation – Residential Lodging	SUP	Hearing 3/9 at 1:00.

WEEKLY REPORT

Planning and Community Development

Week Ending: Friday, March 2, 2018



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

CODE ENFORCEMENT

Commercial Properties: Hanover Office Park was annually inspected; and 7525 Greenway Center Drive and Greenbelt Professional Center were re-inspected.

Rental Property: Seven rental properties were annually inspected; and Four rental properties were re-inspected;

Permits: Nine permits were approved and issued.

Animal Control: A stray cat was impounded;
A cruelty case was investigated and case opened;
Removed carcass of a raccoon and squirrel from city walkway; and
One cat and one dog were adopted.

Alarms: Twenty seven businesses and one company alarm renewal notice were mailed.

Meetings: **Staff Attended:**

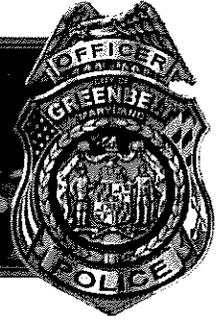
Department Head meeting;
Business Networking Coffee; and
Advisory Planning Board meeting.

Staff Met With:

Woodlawn Development representatives to discuss various topics;
Public Works staff and walked Greenbrook Lake to review proposed County Clean Water Partnership project; and
Nicole DeWald to discuss grant application for cleaning of the bas reliefs and Mother and Child statue;

03/02/2018
P&CD WEEKLY REPORT CONT...

Planning Projects: Reviewed county zoning legislation;
Worked on grant applications for cleaning/restoration of bus reliefs and Mother and Child statue;
Reviewed WSSC construction in the right-of-way permits;
Prepared for the Advisory Planning Board meeting;
Worked on reimbursement request for Community Center HVAC project for Program Open Space;
Prepared a draft letter of support for MHT grant applications for the Mother and Child statue and bus relief projects and forwarded to state delegates requesting their support; and
Renewed construction permits for South Core development.



CRIME REPORT

FEBRUARY 28, 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.

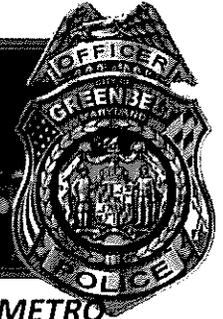
CENTER CITY

02/23 9:15 A.M.	Area of Greenbelt Road and Walker Drive. Assault. The victim advised that she was driving on Breezewood Drive at Edmonston Terrace when she observed a vehicle stopped in the roadway. She passed the vehicle and continued driving to the area of Greenbelt Road and Walker Drive when she observed the same vehicle pull up next to her. The driver then pointed what appeared to be a handgun at her. The suspect fled the scene and was last seen getting onto the southbound ramp of the Baltimore/Washington Parkway. The vehicle is described newer model 4-door sedan, possibly a Kia or Volkswagen, silver in color. The suspect is described as a black male in his mid-twenties, with a medium complexion, short black hair and a mustache with chin hair, wearing a black hooded sweatshirt.
02/27 10:50 A.M.	Parkway Road. Fraud. The victim advised that on February 20 th she responded to an email offering a job as a 'Secret Shopper'. The victim accepted the job and a short time later she received a check in the mail, with instructions to deposit the check, use a portion of it to shop with and write a review. She was to then wire money to two other subjects and keep the remainder as payment. After following the instructions she was later told by her bank that the original check was fraudulent.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



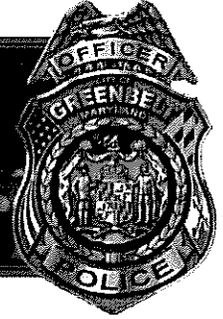
FRANKLIN PARK/BELTWAY PLAZA/GREENBELT STATION/CAPITOL OFFICE PARK/METRO

02/21 9:19 P.M.	5900 block Springhill Drive. Assault. Henry Hazley, 54, of Greenbelt was arrested and charged with First Degree Assault and Possession of a Handgun. The victim advised that he and the suspect were engaged in a verbal altercation when the suspect threatened him with a handgun. The suspect exited the residence with the gun, which was recovered by officers in a nearby bush. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner.
02/22 1:44 P.M.	6100 block Breezewood Drive. Trespass arrest. Robert John Purnell, 28, of Greenbelt was arrested and charged with Trespass after he was found on the grounds of Franklin Park Apartments after having been banned from the complex by agents of the property. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner.
02/23 4:46 A.M.	5900 block Cherrywood Terrace. Robbery. The victim advised that he was exiting his vehicle when he was approached by the suspect, who displayed what appeared to be a sawed-off shotgun and announced a robbery. After obtaining money and the victim's cell phone the suspect fled the area on foot. The suspect is described as a black male, 5'10", wearing a hooded grey jacket.
02/24 10:30 P.M.	6200 block Breezewood Drive. Assault. The victim advised that he was walking to his vehicle when he observed two subjects, with one calling to the victim to stop. The victim then observed one of the subjects holding what appeared to be a knife. The victim ran to his vehicle and locked the doors. The suspects attempted to open the doors, but were unsuccessful. The victim then drove from the scene, with the suspects fleeing the area in an unknown direction. The suspects are described as two black males, each 6', 140 pounds and wearing all black clothing.
02/28 10:45 A.M.	6000 block Greenbelt Road. Theft. The victim, a taxi driver, advised that he picked up two subjects at the Greenbelt Metro Station and dropped them off at Beltway Plaza. He then discovered that his cell phone was missing. The suspects are described as a black female, 22 to 25 years of age, 5'4", 120 pounds, with a light complexion and a black male, 26 to 29 years of age, 6", 180 pounds, with a dark complexion, no further.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



GREENBELT EAST/GREENWAY SHOPPING CENTER

02/23 4:55 P.M.	7500 block Greenbelt Road. Assault. The victim advised that he was in the parking lot of the Greenway Shopping Center when he was approached by as many as five suspects, with one pulling a ski mask over his face. The suspect then began pushing his finger into the victim's chest. The victim pushed the suspect away and left the scene. The victim was not injured. The suspect is described as being 5'6", 120 pounds, with brown hair and brown eyes, wearing dark clothing. The other four suspects are described as black males, wearing dark clothing, no further.
02/25 6:11 P.M.	7400 block Greenbelt Road. Theft. The victim advised that on February 20 th a cell phone, an Apple watch and headphones were taken from an unsecured locker at LA Fitness.
02/27 3:23 P.M.	7600 block Mandan Road. Theft. On January 18 th a parcel package was taken from the front stoop of a residence.

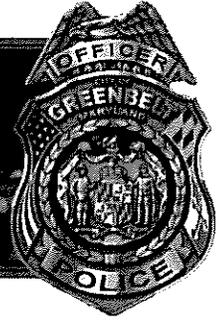
Automotive Crime - City Wide

02/22	9100 block Edmonston Road. Attempt theft from autos. Unknown person(s) broke out the passenger windows on three vehicles. Nothing appears to have been taken.
02/22	9100 block Edmonston Road. Theft from auto. Unknown person(s) broke out the passenger window and removed a pair of sunglasses and a pair of earphones.
02/22	7400 block Greenbelt Road. Stolen auto. A 2017 Toyota Corolla 4-door. The vehicle was recovered February 25 th by the Metropolitan Police Department in the 2200 block of Channing Street N.E. Washington, D.C. No arrests.
02/26	5800 block Cherrywood Terrace. Stolen auto. A silver 2015 Chevrolet Malibu 4-door, Maryland tags 1CJ1069.
02/26	8000 block Mandan Road. Theft from auto. Unknown person(s) forced open the driver's door of a vehicle and removed a television and a camera.
02/28	9300 block Edmonston Road. Stolen auto. A black Toyota Camry 4-door, Maryland tags 1AC3499.
02/28	Recovered stolen auto. A 2012 Chrysler 200 4-door, reported stolen August 9 th from the 5900 block of Cherrywood Terrace, was recovered this date by the Prince George's County Police Department in the 3200 block of Randall Road, Upper Marlboro, MD. No arrests.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



CRIME REPORT TALLY SHEET

WEEK OF FEBRUARY 28, 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.

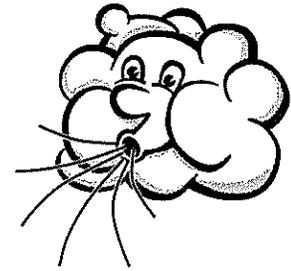
GENERAL CRIMES		GENERAL CRIMES (CON'T)	
Carjacking		Animal Bite (Dog attacked dog, owner known)	1
Rape		Disruption of School Activities	
Armed Robbery	1	Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery		Emergency Commitment Petition	5
Attempt Strong Armed Robbery		Missing Person	
Burglary		Fraud	
Attempt Burglary		Unattended Death	
Assault (One domestic-related)	7	Alcohol Violation	
Domestic	1	False Report	
Drugs		Harassment	
DUI/DWI		Field op (suspicious person)	2
Theft	6	Notification for other agency	
Vandalism		Overdose (Transported by fireboard)	
Child Abuse		VEHICLE RELATED CRIMES	
Unattended Child		Stolen Vehicles	2
Trespass	1	Recovered Stolen Vehicles	1
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	2
Credit Card Offense	1	Attempt Theft From Vehicles	3
Harassment	1	Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	
Suspicious Person		Accidents	4



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

Department of Public Works

Week Ending March 2, 2018



ADMINISTRATION

- Met with the contractor regarding the Breezewood Drive project.
- Attended the council meeting for the Springhill Lake Recreation Center Solar Project.
- Finished working on the budget.
- Handled numerous complaints regarding felled trees.
- Assisted with the Reserve Study of the City's infrastructure.

STREET MAINTENANCE/SPECIAL DETAILS

- Removed unwanted signs and checked for graffiti throughout the city.
- Pushed debris at the Northway Fields compost site.
- Continued making repairs to Northway's dirt/gravel road.
- Cleaned storm drains throughout Historic Greenbelt.
- Repaired potholes throughout the city.
- Lowered all three flags at the Municipal in honor of Reverend Billy Graham.
- Cleaned Building #3 and organized all snow plow equipment.
- Delivered and set up risers in the Community Center.

HORTICULTURE/PARKS

- Continued refurbishing the picnic tables at Buddy Attick Park.
- Chipped branches throughout the city.
- Continued cleaning out landscape beds.
- Responded to numerous downed branches and trees on Friday during the windstorm.

BUILDING MAINTENANCE

- Installed new LED lights at the Springhill Lake Recreation Center Club House.
- Installed lights at the Police Station.
- Repaired lights at Public Works above the auto shop bay.
- Repaired induction lights along the Stream Valley walkway.
- Repaired lights at the Aquatic & Fitness Center in the First Aid Room and in the Ladies Locker room.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 24.44 tons of refuse and 10.47 tons of recyclable material.
- Performed a site check at the Youth Center parking lot bioretention with staff from the Anacostia Watershed Society.
- Shot video for a new PSA series.

REFUSE/RECYCLING/SUSTAINABILITY (Cont'd)

- Held a conference call with UMUC graduate students whom we are partnering with for their capstone project.
- Assisted GIS volunteers with assignments.
- Assisted the horticultural crew with tree work.
- Set up for this weekend's zero waste event.
- Partnered with the Forest Preserve Advisory Board to advertise future cleanup.
- Held the Compost 101 workshop and sold 7 compost bins.
- Attended the council meeting to support putting solar panels at the Springhill Lake Recreation Center.
- Prepared materials and attended the Green ACES Green Team meeting. Took minutes.
- Attended the Zero Waste quarterly meeting. Gave updates on vermicomposting for apartments, the TerraCycling station and on the Greenbelt Theater.

FLEET MAINTENANCE

- Performed preventative maintenance service and cleaned the interior on Planning vehicle #721.
- Planning vehicle #712 came in with a broken driver side front door handle and suspension concerns. Repaired the outer door handle assembly, repaired and replaced the front stabilizer links and replaced the right front CV axle.
- Completed preventative maintenance service and replaced the laptop tray on Police vehicle #824.
- Installed a CB radio, city logo and vehicle number on a Public Works vehicle that had been a Police vehicle.
- Mounted and balanced two tires on the rear of vehicle and rotated tires on vehicle #153.
- Mounted and balanced a tire on Police Vehicle #607.
- Vehicle #408 came in smoking during acceleration. Checked the code and found codes for the diesel particulate filter were clogged. Removed exhaust with the diesel particulate filter and took it to a facility in Glenn Burnie to get it cleaned for \$290. A new one would have cost about \$1,650.

Greenbelt Recreation Department

Weekly Report

Week Ending March 2, 2018

ADMINISTRATION:

- Work on the FY 2019 budget continued.
- Continued to work with GreenPlay on the Recreation and Park Facilities master plan.
- For the past week, notices regarding parking restrictions have been placed on vehicles parked in the Springhill Lake Recreation Center parking lot. There has been a noticeable difference in fewer cars being parked in the lot at times when the facility is closed.
- Conducted comparison analysis of hourly wages paid to City part-time staff versus recently approved hourly wages adopted by the Maryland National Capital Park and Planning Commission.
- Staff is working with Eleanor Roosevelt High School to gain access to field time at the school for Greenbelt youth sports groups in the Spring.

YOUTH CENTER/ SPRINGHILL LAKE GREENBELT KIDS:

- Spring 2018 Activity Guide is available on-line and printed guides are available in city buildings. Spring registration for residents began on Monday, February 26. Non-resident registration begins on Monday, March 5.
- Winter classes continue through mid-March.
- Camp registration continued.
- Planning for Spring Camps continued.
- A summer program planning meeting with SHLRC staff to determine class and drop-in programs for 2018 took place on Thursday.
- Assisted with staging for opening weekend of 2018 Youth Musical, *Time Will Tell*.
- Prepared Greenbelt camp resources package to share with state-wide camp administrators.
- Annual Egg Hunt preparation continued.
- Program planning for Summer 2018 and data input for the next Activity Guide continued.
- Mom's Morning Out students took a field trip to the Greenbelt Theatre for Story time on Screen on Monday and celebrated Dr. Seuss' birthday this week.

AQUATIC AND FITNESS CENTER:

- GMST met on Tuesday, Thursday and Sunday for practice.
- Russett Swim Club met from 2:00pm to 3:00pm on February 25; next meeting is on March 4.
- Children's Swim Lessons Pre-Evaluation will be held on Saturday, March 3, from 10:30am to 12:00pm. Passholders and Greenbelt Residents can begin to register on March 5; open registration begins on March 7.
- March 2018 Lifeguarding Class is scheduled on Sundays, March 4, 11, 18 and 25, from 9:00am to 5:00pm.
- GAFC Swim Instructor(s) provided 10 private swim lessons and Personal Training sessions (Friday-Thursday).
- March 2018 GAFC Newsletter email blast was sent to members on Tuesday.
- Children's Swim Lessons and Homeschool Swim Lessons reminder email was sent to parents/guardians on Wednesday.
- Two candidates for Lifeguard position have accepted the job offer.

COMMUNITY CENTER:

- The Winter Youth Musical, *Time Will Tell*, has SOLD OUT! Hope you bought your tickets...it's going to be a great show!
- An exhibit was installed in the front lobby display case showcasing Department Art instructor's work. Check it out...
- The monthly fire drill was conducted.
- Autobill for pattern renters and tenants March fees was processed
- There is currently one Center Leader shift open on the permanent schedule. Recruitment continues.
- Supervisor conducted tours for two potential food operations to rent the Kitchen.
- Supervisor continued to field inquires in regard to food operation rentals for the Commercial Kitchen. There have been 286 inquiries since April 2015. There are currently five food operations who received all permits and may rent the Kitchen.
- There were 8 facility reservations processed.
- There were 4 private rentals and 14 pattern rentals.
- The following free space groups received space: Golden Age Club, Greenbelt Concert Band, Green ACES and Belle Pointe Homeowners Association.
- The following City groups received space: City Council, Be Happy Be Healthy Yoga & Volleyball, CARES and Senior Citizen's Advisory Committee.

ARTS:

- Collaborated with the Planning Department on applications to the Maryland Historic Trust and the Maryland Heritage Areas Authority for funding to clean and repair the Mother and Child and Community Center bas reliefs. Grant award decisions are scheduled to be announced in mid-July.
- Staff are preparing a grant application to the Prince George's Arts and Humanities Council for funding to underwrite free afterschool art classes at Springhill Lake Elementary School during the 2018-2019 school year.
- The Greenbelt Youth Musical opens on Saturday, March 3. This week was "tech week," with multiple dress rehearsals in the playing space and a final push on the production side. Staff are coordinating a photo shoot following the Sunday matinee.
- A Community Art Drop-In will take place on Sunday, March 4. Participants can make a stylish no-sew fabric zipper pouch with Artist in Residence Gina Denn and enjoy Art Gallery and Greenbelt Museum programs.
- Preparations were made for the Arts Advisory Board meeting on March 6. The board will review Recognition Group applications, meet with group representatives, and select a board member to serve on the Grant Review Panel.

THERAPEUTIC RECREATION:

- Supervisor attended Senior Citizen Advisory Committee meeting; a potential title for our upcoming "Not for Seniors Only" forum was presented. Approval will be at the March meeting.
- Assisted with costumes and set-up for the Greenbelt Youth Musical.
- Attended WebEx GovDelivery website training.
- Met with Prince George's County Health Department - Nutrition to discuss ways to increase participation.