



I'm looking for...



GOVERNMENT COMMUNITY BUSINESS VISITING I WANT TO...

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02 No Meeting (New Years Holiday)	03 Advisory Committee on Trees, 7pm, PW Executive Session - Personnel (Contract Negotiations for City Manager Position) (Library)	04 Executive Session - Collective Bargaining Negotiations (CC) Work Session - Eleanor Roosevelt High School Principal (CC), CC, 8PM Executive Session - Acquisition of Property (CC)	05 Employee Relations Board (Closed Meeting - Grievance Hearing Procedure), 6:00PM, MB Free Produce Distribution	06	07
08	09 Youth Advisory Committee, 5:30pm, Greenbriar Interviews for Advisory Group (Library) Regular Meeting, MB, 8PM GED Class Registration, SHL GED Class Registration, MB	10 Public Safety Advisory Committee, 7pm, PS	11 Advisory Planning Board, 7:30pm, CC Green Team-Zero Waste Circle, 7:30pm, PW MML Legislative Reception (Annapolis) Work Session - T-Rex Corporation/Review of CAR & Petitions List (CC), 8PM Caregiver Support Group	12 Active Parenting Class	13	14 Donation Drop Off
15	16 No Meeting (Martin Luther King Jr. Holiday) Martin Luther King, Jr. Day of Service	17	18 Park and Recreation Advisory Board, 7:30pm, CC Work Session - Pepco-Electricity Issues at Greenbelt Theatre (CC), 8PM Memory Support Group & Cafe, 1:30pm, MB	19	20	21
22	23 Welcoming Reception for New City Manager Ard Regular Meeting, MB, 8PM Anger Management Class	24 Advisory Committee on Education, Principals' Meeting, 6pm, MB	25 Four Cities Meeting, 7:30 PM (College Park)	26	27	28 Electronics and Paint Recycling, 9am, PW
29	30 Work Session - North Core DSP, MB, 6PM	31 Senior Citizens Advisory Committee, 3:30pm, CC	01	02	03	04





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[GOVERNMENT](#) [COMMUNITY](#) [BUSINESS](#) [VISITING](#) [I WANT TO...](#)

February 2017

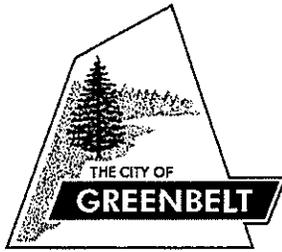
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	01 Work Session - TBD (CC) 8PM	02 Free Produce Distribution	03	04
05	06 Work Session - TBD, MB, 8PM	07 Advisory Committee on Trees, 7pm, PW Arts Advisory Board, 7pm, CC	08 Work Session - TBD, (CC), 8PM, Caregiver Support Group	09	10	11
12	13 Youth Advisory Committee, 5:30pm, GAFC Regular Meeting, MB, 8PM	14	15 Work Session - TBD (CC), 8:00 PM	16	17	18
19	20 No Meeting (Presidents Day Holiday)	21	22 Work Session - TBD (CC), 8PM	23	24	25
26	27 Regular Meeting, MB, 8PM	28 Senior Citizens Advisory Committee, 3:30pm, CC Advisory Committee on Education, 7pm, MB	01	02	03	04

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City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770
Ph: 301-474-8000 / Fx: 301-441-8248



Select Language ▼



City Manager's Report Week Ending January 13, 2017

1. Prepared for new City Manager, Nicole Ard.
2. Attached is notification that the City has again been awarded the Government Finance Officers Association Distinguished Budget Presentation Award for its FY 2017 budget. Kudos to everyone involved, especially Jeff Williams, City Treasurer, David Moran, Assistant City Manager, Anne Marie Belton, Executive Associate, and Beverly Palau, Public Information Coordinator.
3. Met with City Solicitor and his associate to review status on a number of matters including response to recent Open Meetings complaint. A copy is attached.
4. Attached is the finding of the Maryland Commission on Civil Rights supporting the city's actions to evict a resident of Green Ridge House.
5. Worked with Recreation Department on ideas for display of plaque in memory of Barbara Simon. Recreation staff discussed mater with Labor Day Committee and they are willing to display a plaque as part of the Labor Day Art Show. Still being worked on.
6. Assistant City Manager
 - a. Worked with Richard Fink to post an RFP to E-Maryland Marketplace.
7. Finance Department
 - a. Completed Pepco and Washington Gas estimates for FY17 and FY18.
 - b. Completed Public Work's Salary and Benefits estimates for FY17 and FY18.
 - c. Met with Assistant Director of Recreation and Community Center Supervisor to discuss FY17 and FY18 budget estimates.
8. Information Technology
 - a. Attended Comcast Negotiation Team meeting – CAB
 - b. GAIL Nursing program – setup iPad peripheral devices
 - c. Participated in Planning lockbox setup conference call
 - d. Attend PSAC meeting re: cameras
 - e. Worked on NeoGov setup for HR
9. Held senior staff meeting to discuss transition.
10. Prepared for regular meeting on January 9 and work sessions on January 11 and 18.

cc: Department Heads
David Moran, Assistant City Manager
Cindy Murray, City Clerk
Mary Johnson, Human Resources Officer
John Shay, City Solicitor

COUNCIL ACTION REQUESTS (CAR) REPORT

as of January 13, 2017

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
2017						
1	Work Session	1/11/17	Report on speeding and options in Boxwood/Lastner.			
2016						
24	Work Session	12/19	Consideration of lower GAFC fees for city retirees during budget review.	5/30/17	Jeff	
23	M & C Meeting	12/12	Implement Tax Credit Program for renters.	3/30/17	Jeff	
21	M & C Meeting	11/28	Should Greenbelt declare itself a sanctuary city?	2/28/17	Liz	
20	M & C Meeting	11/28	Amend Charter to require that person with highest number of votes in municipal election be selected Mayor.	3/30/17	David	
19	M & C Meeting	11/28	Refer YAC lower voting age to CRAB and ACE.	3/30/17	Cindy	
18	Work Session	11/2	Install park rules sign(s) at Mandan Road field.	1/30/17	Julie	
17	M & C Meeting	10/10	Develop recruitment bonus for recruiting police officers.	11/30/16	Mary	
15	Work Session	9/28	Undertake study of configuration/geometrics/safety of intersection of Lakecrest Drive/Lakecrest Circle/ Legion Drive.	12/30/18		
13	Work Session	9/14	Prepare in-depth report on four (4) possible dog park locations.	12/30/16	Celia	Report expected end of January 2017.
11	M & C Meeting	8/8	Request by Colin Byrd for anti-discrimination ordinance for LGBT community – prepare summary of current federal and state law.	10/30/16	John	Being prepared.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
9	M & C Meeting	7/11	Referral to CRAB on proposal for Freedom Day holiday.	6/30/17	David	Referred @ 7/22/16. Deadline changed to 6/30/17 due to CRAB workload on police/community relations.
6	M & C Meeting	4/11	Refer to PSAC – comprehensive review of security cameras in the City.	4/30/17	Mary/Tom	Underway. Meetings held October 5, 8 and 15.
4	City Manager	2/12	Refer revised Sustainable Land Care policy to advisory groups for review within 60 – 90 days.	5/30/16	Jim S.	Referred.
2015						
39	Work Session	10/14	Can there be signage on the Beltway for Roosevelt Center (e.g. – McDonalds)?	12/30/15	Celia	
37	M & C Meeting	10/19	Request from Mr. Drago to have periodic art sales at Roosevelt Center - Refer to AAB.	3/30/16	Julie	Board discussed 11/3 and 12/1.
31	Work Session	8/24	Develop a complete green street policy/standard.	6/30/16	Celia	
27	M & C Meeting	8/10	Incorporate PSAC recommendations into Emergency Operations Plan.	11/30/15	David	PSAC has made recommendations.
26	M & C Meeting	8/10	Proceed on vacation of GHI ROW's.	12/31/15	Celia	Underway.
16	M & C Meeting	6/22	Review Joe Murray's Tick Control proposal – contact BARC and Greenbelt Park NPS.	12/30/15	Celia/Jim S.	Reviewed with BARC on 7/18/16.
15	M & C Meeting	6/22	Provide Council with list of property acquisitions and available land.	9/30/15	Celia	
14	M & C Meeting	6/08	Refer to PSAC – feasibility of re-establishing “fire sirens” for emergency alerts.	12/30/15	Mary/Tom	Reminded staff liaisons 9/15/16.
7	Work Session	2/04	Look into training on running meetings for advisory boards. Also on the mechanics of the city's referral process.	6/30/15	Cindy	
6	M & C Meeting	1/26	Report on petition from Tim Cohen-Mitchell on application to Youth Advisory Committee.	3/30/15	Cindy	

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	Mike/Celia	Parking Enforcement moved to Police 7/1/16.
30	Work Session	8/29	Prepare report on Green Ridge House admission policies.	10/30/14	Mike	Amendments being worked on.
17	M & C Meeting	7/14	Request installation of crosswalk on Southway in vicinity of B-W Parkway Ramp.	12/30/14	Mike	Sent to SHA. Discussed at 6/10/15 work session. Update provided 9/21/15. On SHA work program.
10	Work Session	4/23	Research whether city can/should enforce recycling for multi-family housing.	6/30/14	John	
2013						
45	M & C Meeting	10/28	Are there limitations on how long banner signs can be in use – County Zoning Code or City Covenants – Franklin Park signage issue?	1/31/14	Celia	
34	Work Session	7/15	Check on history of pipe in dam - Any agreement with SHA or WSSC? Any evidence that WSSC crushed pipe in install of 96 inch main?	12/30/13	Celia/Jim	Situation will be examined during dam repair project (8/5/16).
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.
2010						
32	Mayor Davis	6/25	Does city need its own ordinance to limit roadside solicitation per 2008 State law?	8/30/10	John	City Solicitor response in 9/3/10 City Manager Report. A city ordinance is being drafted.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
28	Work Session	6/9	Draft legislation to implement new planning authority (CB-16).	9/30/10	John	County legislation approved 5/3/11. City Solicitor drafting language @ 1/25/12.
16	Work Session	4/21	Develop policy on when city will issue proclamation – Mayor’s authority?	7/30/10	Cindy	Ms. Davis has reviewed proclamations back to 2000 and working on report.



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

November 25, 2016

The Honorable Emmett V. Jordan
Mayor
City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

Dear Mayor Jordan:

I am pleased to notify you that City of Greenbelt, Maryland has received the Distinguished Budget Presentation Award for the current budget from the Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting and represents a significant achievement by your organization.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to:

Michael P. McLaughlin, City Manager

We hope you will arrange for a formal public presentation of the award, and that appropriate publicity will be given to this notable achievement. A press release is enclosed for your use.

We appreciate your participation in GFOA's Budget Awards Program. Through your example, we hope that other entities will be encouraged to achieve excellence in budgeting.

Sincerely,

Stephen J. Gauthier, Director
Technical Services Center

Enclosure

DEC 12 2016

BY:



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

November 25, 2016

PRESS RELEASE

For Further Information Contact
Stephen J. Gauthier (312) 977-9700

Chicago--The Government Finance Officers Association of the United States and Canada (GFOA) is pleased to announce that **City of Greenbelt, Maryland** has received the GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to **Michael P. McLaughlin, City Manager**

For budgets beginning in 2015, 1,565 participants received the Award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

The Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington D.C. The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.

BRENNAN MCKENNA
MANZI SHAY, CHARTERED



ATTORNEYS AT LAW

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JOHN F. SHAY, JR., ESQ., PARTNER
JSHAY@BRENNANMCKENNA.COM

January 12, 2017

Ann MacNeille, Assistant Attorney General
State of Maryland Open Meetings Compliance Board
200 Saint Paul Place
Baltimore, Maryland 21202-2021

RE: Greenbelt City Council – Open Meetings Act Complaint
Brian Almquist, Complainant

Dear Ms. MacNeille:

The City of Greenbelt (the "City") is in receipt of your electronic mail dated December 5, 2017 ("email") advising that the State of Maryland Open Meetings Compliance Board received a complaint from Brian Almquist alleging that the Greenbelt City Council violated the Maryland Open Meetings Act, Md. Ann. Code, General Provisions Art., Title 3. You attached Mr. Almquist's complaint to your email. Mr. Almquist alleges that the Greenbelt City Council ("City Council") violated the Open Meetings Act regarding closed meetings of the City Council conducted on March 9, March 16, March 23, May 18, May 25, June 14, June 21, July 6, July 20, July 21, August 3, and October 3. In support of his position, Mr. Almquist states that the City Council represented that the purpose of these meetings was to hire a new City Manager and that the meetings were closed under a "personnel matter" exception under the Ann. Code of Md., General Provisions Art., §3-305(b)(1). Mr. Almquist further alleges that "the Council (1) failed to meet the requirements of the "personnel matters" public meeting exception, (2) failed to prepare closing statements that convey enough detail about the topic discussed and the reason for excluding the public from the meetings, (3) omitted and concealed material information about the closed meetings of June 14, June 27, July 20, and July 21. Your email stated that the City Council had thirty (30) days from receipt of your email to file a written response. On January 3, 2017, due to vacations over the Christmas and New Year's holidays by people required to respond to Mr. Almquist's complaint, you granted the City Council an extension of time within which to file its response until January 13, 2017. Please accept this letter as the City Council's response to your email and Mr. Almquist's complaint.

1/13/17
cc: C. Murray
M. MC (2)

A. Maryland Open Meetings Act

The Maryland Open Meetings Act is codified in Title 3 of the General Provisions Article of the Annotated Code of Maryland. The relevant provisions of the Open Meetings Act are set forth below.

§3-302. "Notice"

- (a) Required. -- Before meeting in a closed or open session, a public body shall give reasonable advance notice of the session.
- (b) Form. -- Whenever reasonable, a notice under this section shall:
 - (1) be in writing;
 - (2) include the date, time, and place of the session; and
 - (3) if appropriate, include a statement that a part or all of a meeting may be conducted in closed session.
- (c) Method. -- A public body may give the notice under this section as follows:
 - (1) if the public body is a unit of State government, by publication in the Maryland Register;
 - (2) by delivery to representatives of the news media who regularly report on sessions of the public body or the activities of the government of which the public body is a part;
 - (3) if the public body previously has given public notice that this method will be used:
 - (i) by posting or depositing the notice at a convenient public location at or near the place of the session; or
 - (ii) by posting the notice on an Internet Web site ordinarily used by the public body to provide information to the public; or
 - (4) by any other reasonable method.
- (d) Copy of notice. -- A public body shall keep a copy of a notice provided under this section for at least 1 year after the date of the session.

§ 3-305. Closed sessions

- (a) Construction of section. -- The exceptions in subsection (b) of this section shall be strictly construed in favor of open meetings of public bodies.
- (b) In general. -- Subject to subsection (d) of this section, a public body may meet in closed session or adjourn an open session to a closed session only to:
 - (1) discuss:
 - (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or
 - (ii) any other personnel matter that affects one or more specific individuals;

*

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*

- (c) Limitation. -- A public body that meets in closed session under this section may not discuss or act on any matter not authorized under subsection (b) of this section.
- (d) Vote; written statement. --
 - (1) Unless a majority of the members of a public body present and voting vote in favor of closing the session, the public body may not meet in closed session.
 - (2) Before a public body meets in closed session, the presiding officer shall:
 - (i) conduct a recorded vote on the closing of the session; and
 - (ii) make a written statement of the reason for closing the meeting, including a citation of the authority under this section, and a listing of the topics to be discussed.
 - (3) If a person objects to the closing of a session, the public body shall send a copy of the written statement to the Board.
 - (4) The written statement shall be a matter of public record.
 - (5) A public body shall keep a copy of the written statement for at least 1 year after the date of the session.

§ 3-306. Minutes; online posting.

* * *

- (b) Minutes required. --
 - (1) Subject to paragraphs (2) and (3) of this subsection, as soon as practicable after a public body meets, it shall have minutes of its session prepared.
 - (2) A public body need not prepare minutes of an open session if:
 - (i) live and archived video or audio streaming of the open session is available; or
 - (ii) the public body votes on legislation and the individual votes taken by each member of the public body who participates in the voting are posted promptly on the Internet.
 - (3) The information specified under paragraph (2) of this subsection shall be deemed the minutes of the open session.
- (c) Content of minutes.

* * *

- (2) If a public body meets in closed session, the minutes for its next open session shall include:
 - (i) a statement of the time, place, and purpose of the closed session;
 - (ii) a record of the vote of each member as to closing the session;
 - (iii) a citation of the authority under § 3-305 of this subtitle for closing the session; and
 - (iv) a listing of the topics of discussion, persons present, and each action taken during the session.

* * *

It is undisputed that the City Council provided reasonable advance notice of each of the closed sessions regarding which the complaint was filed, and, whenever reasonable, each notice was in writing and included the date, time and place of the sessions, as well as a statement that a part or all of the meeting may be conducted in closed session. Additionally, for each closed session, the City delivered the notice of the closed session to news media who regularly report on sessions of the City Council or activities of the City, posted notice of the closed session on the bulletin board located in the City of Greenbelt Municipal Building and posted notice of the closed session on the City's website, which website is ordinarily used by the City Council to provide information to the public. This too is undisputed. The City Council will keep a copy of the aforementioned notices for at least one year after the date of each session. Accordingly, to the extent that Open Meetings Act, §3-302 "Notice" applied to the meetings in question, the City Council complied with these requirements.

Furthermore, for each session in question, the City Council identified a proper reason for convening in closed session under Open Meetings Act, §3-305 "Closed sessions", subsection (b) (1) to discuss "the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction." See the Closing Statements for each meeting in question enclosed herewith as Attachment A, 1 through 11. The City Council did not discuss or act upon any topic not identified in §3-305(b)(1). Prior to going into closed session in each of the twelve situations, the Mayor called for a recorded vote of the City Council on the closing of the session, which resulted in a majority of the City Council voting in favor of closing the session. See Attachment A. Additionally, in each instance the Mayor made a written statement of the reason for closing the meeting, including a citation of the authority under in §3-305, and a listing of the topics to be discussed. See Attachment A. No member of the public objected to the closing of a session. The written statement was made a matter of public record for each meeting, and will be retained for at least 1 year after the date of the session. Accordingly, to the extent that Open Meetings Act, §3-305 "Closed sessions" and §3-306 "Minutes; online posting" applied to the meetings in question, the City Council complied with these requirements.

The City Council here notes that Mr. Almquist alleges that one of the things that the City Council did wrong is that in its closing statement the City Council did not convey "the reason for excluding the public from the meetings." The law, as cited above, requires that the City Council make a written statement of the reason for closing the meeting, including a citation of the authority for closing the meeting and a listing of the topics to be discussed. The City Council's statements included a citation of the authority under the Open Meetings Act for going into closed session and the topic to be discussed. The law does not require that the City Council state a reason for excluding the public from the meetings.

B. The City Council Did Not Fail to Meet the Requirements of the Personnel Matters Public Meetings Exception Set Forth in the Maryland Open Meetings Act

Mr. Almquist's Complaint addresses twelve executive sessions conducted by the City Council between March 9, 2016 and October 3, 2016; however, it should be noted that the City Council did not meet in any capacity on October 3 as it was Rosh Hashanah. One of the three

allegations in Mr. Almquist's Complaint is that in each instance the City Council failed to meet the requirements of the "personnel matters" public meeting exception contained in the Maryland Open Meetings Act, §3-305(b)(1), set forth hereinabove. The crux of Mr. Almquist's complaint is that the exception invoked by the City Council, which I will refer to as the personnel exception, is narrow and not intended to keep from the public everything that touches on a personnel issue. Mr. Almquist further asserts that the meetings were to discuss the City Manager position generally and the process by which the Council would select a new City Manager and/or hire an outside recruitment agency.

The Open Meetings Act Manual states, with respect to the personnel exception:

This exception allows a public body to close a meeting to discuss various personnel actions with regard to, or the evaluation of, "an appointee, employee, or official over whom it has jurisdiction" or "any other personnel matter that affects one or more specific individuals. *See* p. 4-2.

* * *

The Compliance Board has found that some discussions about particular employees or appointees also fall within the administrative exclusion. *See* notes 7 and 8 in Chapter 1. In that case, the Act would not apply, with exception of the disclosure requirements applicable when a public body closes an open meeting to address administrative matters. *See* § 3-104. If in doubt, the public body should proceed on the assumption that the Act applies, for multiple practical reasons: the courts have not addressed this point, so the law is not settled; a public body that convenes behind closed doors to address administrative matters invites suspicion that its members are secretly conducting more substantive business; the disclosure requirements that attach to meetings closed under the Act give the public some assurance that the closed session is legal and some information about it; and, though the Act's requirement that public bodies prepare minutes is regarded by some as a nuisance and a reason to treat a discussion as "administrative," memorializing the events of a meeting is one of the basics of efficient meetings practices.

The City Manager of the City of Greenbelt is a position over which the City Council has jurisdiction. It is for the reasons articulated in the Open Meetings Act Manual that the City Council treated the meetings in question, as best it could, like a closed meeting under the Open Meeting Act. It is important to note as well that Mr. Almquist's characterization of each of the topics of the closed sessions is incorrect. Below is a listing of each closed session date and the topic discussed:

- March 9, 2016 – Succession Planning (The topic was announced at an open meeting of the City Council when the closed session was scheduled on February 22, 2016, and is reflected in the February 22 minutes.)
- March 16, 2016 – Personnel Transitions (Which was a discussion of individual employees.)
- March 23, 2016 – Discussion of hiring a Recruitment Firm
- May 18, 2016 – Upcoming City Manager Evaluation (Review of City Manager performance in preparation for evaluation.)
- May 25, 2016 – Upcoming City Manager Evaluation (Review of City Manager performance in preparation for evaluation.)
- June 14, 2016 – Interviews of two Executive Search Firms (Representatives of Executive Search Firms noted as in attendance.)
- June 21, 2016 – Interviews of two Executive Search Firms (Representatives of Executive Search firms noted as persons in attendance at the meeting. *See* Statement for Closing.)
- July 6, 2016 – Discussion of interviews of Executive Search Firms and how to proceed
- July 20, 2016 – Second interview with Executive Search Firm (Representatives of Executive Search team noted as in attendance noted on Statement Closing meeting and minutes.)
- July 21, 2016 – Second interview with Executive Search Firm (Representatives of Executive Search Firm noted as in attendance on Closing Statement and minutes.)
- August 3, 2016 - Discussion of interviews of Executive Search Firms
- October 3, 2016 - City Council did not meet on this date. It was Rosh Hashanah.

Upon review of all of the topics identified above, it is clear that each topic is personnel related and either is the exercise of an administrative function by the City Council which is outside the scope of the Open Meetings Act or falls within the closed meeting exception allowed under Maryland Open Meetings Act, §3-305(b)(1).

C. The City Council did not Fail to Prepare Closing Statements that Convey Enough Detail about the Topic Discussed and the Reason for Excluding the Public from the Meetings

The nature of the City Council's meetings as identified above do not fall within the scope of the Open Meetings Act. The Open Meetings Act does not apply to a public body when it is carrying out an administrative function. Open Meetings Act, §3-103 "Scope of." "Administrative function" means the administration of (i) a law of the State; (ii) a law of a political subdivision of the State; or (iii) a rule, regulation, or bylaw of a public body. Open Meetings Act, §3-101. In fact, "if a public body recesses an open session to carry out an administrative function in a meeting that is not open to the public, the minutes for the public body's next meeting shall include a statement of the date, time, place and persons present at the administrative function meeting and a phrase or sentence identifying the subject matter discussed

at the administrative function meeting. Open Meetings Act, §3-104 “Minutes for closed session.”

The Maryland Open Meetings Act Manual has long recognized the difficulty in applying the administrative function exclusion to the Open Meetings Act. The Open Meetings Act Manual states:

The Compliance Board has repeatedly commented on the difficulty of applying the administrative function exclusion with confidence. If in doubt, the public body should proceed on the assumption that the Act applies. If the public body wants to treat the matter as “administrative” because the topic is confidential, the public body should instead analyze whether the meeting may be closed under the “exceptions” in the Act that permit closed-door discussions of certain topics. *See* Chapter 4. 1-19.

The Compliance Board has given the following examples of how it has applied the administrative exclusion:

When a public body met to dismiss an employee, 1 OMCB Opinions 166 (1996), evaluate an employee’s performance, 3 OMCB Opinions 218, 221 (2002), fill a vacancy, 1 OMCB Opinions 252 (1997), or make an appointment, 6 OMCB Opinions at 61, we have found those discussions to be administrative in nature. And, we have found that the wording of press releases and the procedures for issuing them are topics that fall within the exclusion. 1 OMCB Opinions 133 (1995) (discussion of press release by board of aldermen was not subject to the Act); 8 OMCB Opinions 89, 91 (2012) (county commissioners’ discussion of current press release procedures “fall easily into the administrative function exclusion as we have applied it”).”

The closed sessions of March 9, March 16 and March 23 directly relate to the manner in which the City Council should fill an upcoming vacancy/make an appointment of a new City Manager. The closed sessions of May 18 and May 25 directly relate to the evaluation of an employee’s performance.. The meetings of June 14 to August 3 very clearly involved interviews of search firms and narrowing the field of applicants. There was no October 3, 2016 City Council meeting. It was not in the City’s best interest to share the information discussed at these meetings in any greater detail. To identify the search firms being interviewed would possibly give the firm(s) an advantage. In fact, the entire process involved the City Council carrying out its charge as set forth in City Charter, Sec. 35 to appoint a city manager as the chief executive officer and head of the administrative branch of the City. City Charter, Sec. 35 further charges the City Council with choosing a city manager “solely on the basis of his executive and administrative qualifications with special reference to his actual experience in, or his knowledge of, accepted practice in respect to the duties of his office.” (emphasis added) The City Council had to consider the possibility of an acting city manager as provided for in Sec. 35(c). City Charter, Sec. 42 also allowed the City Council to consider changing or abolishing offices or departments or functions and duties of offices and departments.

Since City Code, Sec. 2-2 charges the City Council with fixing the city manager's salary, the Council had to consider what salary it would offer the new person. The City Council had to take many things into consideration in deciding how to proceed with filling the upcoming vacancy in the city manager position.

Further, as stated above, there is no requirement that the City Council state a reason for excluding the public from its meetings when it goes into closed session, as stating the section of the law pursuant to which the meeting is closed and identifying the topic to be discussed serve this purpose and are the only two items that are required to be included in the closing statements.

D. The City Council did not Omit and/or Conceal Material Information about the closed meetings of June 14, June 27, July 20 and July 21.

City Council minutes for meetings following a closed session of the City Council contain a "Statement for the Record" regarding the closed session. Mr. Almquist alleges that the City Council Minutes for its June 20, 2016 meeting, the meeting following the June 14, 2016 closed meeting, do not contain "disclosures for the June 14 closed meeting." The Minutes of the Regular Meeting of the Greenbelt City Council held Monday, June 20, 2016, on page 3 of 9, reflects the action of the City Council approving the minutes for the June 14, 2016 Executive Session, thereby clearly providing information concerning the June 14 Executive Session. The prior entry, "Statement for the Record – Executive Session of May 25, 2016" was in error. It really was the Statement for the Record for the June 14, 2016 Executive Session. *See* Attachment B. The Statement for the Record of the May 25, 2016 Executive Session was contained in the Minutes of the Regular Meeting of the Greenbelt City Council held Monday, June 6, 2016. *See* Attachment C. Furthermore, the Minutes of the Regular Meeting of the Greenbelt City Council held Monday, August 8, 2016, reflect an amendment to the Statement of the Record for the Executive Session of June 14, 2016 to indicate that representatives of Executive Search Firms were in attendance at the meeting. *See* Attachment D, page 5. The amendment was necessary at the August 8 City Council meeting because the error came to the City's attention after the July 11 City Council meeting. It was not until responding to this Complaint that the City Council realized the Statement of the Record contained in the June 20 Minutes referenced the wrong date. The City Council will correct this error. It was an inadvertent error and not an intentional omission or concealment of material information.

Mr. Almquist further alleges that the minutes of the July 11 City Council meeting, the meeting that followed the June 21 closed meeting, do not disclose the presence of executive search firms at the June 21 closed meeting, even though the worksheet for the June 21 closed meeting confirms the presence of executive search firms at the meeting. This fact came to the City Council's attention as well after the July 11 City Council meeting. Accordingly, the Minutes of the Regular Meeting of the Greenbelt City Council held Monday, August 8, 2016 reflect an amendment of the Statement of the Record for the June 21, 2016 Executive Session of the City Council to reflect that representatives of the Executive Search Firms were in attendance. *See* Attachment D, pages 5, 6. Mr. Almquist acknowledges this later in his Complaint. Again, as soon as the City Council became aware of the error it moved to correct it. It was an inadvertent error and not an intentional omission or concealment of material information.

Finally, Mr. Almquist states that the minutes of the August 8 City Council meeting, which followed both the July 20 and July 21 closed meetings, do not disclose the presence of executive search firms at the July 20 and July 21 closed meetings, although the worksheets for the July 20 and July 21 closed meetings confirm that executive search firms were at the meeting. This is simply incorrect. The Minutes of the Regular Meeting of the Greenbelt City Council held Monday, August 8, 2016, clearly reflect that representatives of an Executive Search Firm were present at both of these meetings. *See* Attachment D, pages 6 and 7. As noted by Mr. Almquist, and as evidenced in the Minutes of the Regular Meeting of the Greenbelt City Council held Monday August 8, 2016 (pages 3-5 of Attachment D), the City Council passed a resolution authorizing the negotiated purchase of professional services for an executive search for a city manager from GOVHR USA of Northbrook, Illinois at a cost not to exceed \$21,000 at its August 8 regular City Council meeting.

E. Conclusion

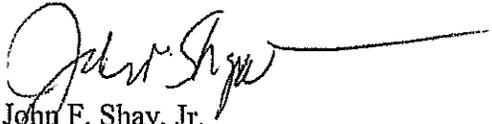
Upon review of the applicable City Council meeting minutes, the statements for the record, and the closing statements, it is clear that the City Council did not close meetings to hide anything from the public as alleged, but rather carried out its charge under City Charter, Sec. 35 to appoint a city manager. As part of the appointment process, of course the City Council had to develop selection factors to be used in the selection of the search firm as well as the city manager, especially since the current City Manager has been in that position for twenty years. It was well within the City Council's purview to do so as it is the appointing authority in this situation. Although the City Council is not obligated to seek public input in its hiring process, it should also be noted that there were opportunities for the public to provide input on what characteristics and traits the next city manager should possess as well as an opportunity for the public to meet the finalist candidates. The executive search firm hired by the City Council to conduct the search for the next city manager held open meetings the evenings of September 7 and 19 for the public to provide input. It also established and published a separate email account and provided comment cards at city facilities for the public to provide comments. Then on November 14, there was an opportunity for the public to meet the four (4) finalist candidates and provide thoughts on the candidates before the Council conducted a second interview of them. The local paper, the Greenbelt News Review, also covered the process and published the public meeting opportunities.

Furthermore, the contract for the new City Manager was approved by the City Council in open session at its January 9, 2017 City Council meeting. There was an opportunity for public input on August 8 when the City Council had on its agenda the approval of a resolution authorizing a contract with an executive search firm and on January 9 when the City Council had on its agenda the approval of a contract with the new city manager, not to mention that there are opportunities during each regular meeting of the City Council held for members of the public to address the City Council on issues of importance to them during "petitions and requests". Mr. Almquist and other members of the public could have expressed any position relative to the issue during any regular meeting of the City Council.

Ms. MacNeille
January 12, 2017
Page 10

I trust that we have responded adequately to your inquiry. In the event that you have any additional questions, please do not hesitate to contact me.

Sincerely,



John F. Shay, Jr.
City Solicitor

cc: The Greenbelt City Council
Mike McLaughlin, City Manager
Cindy Murray, City Clerk
Mr. Brian Almquist

Michael McLaughlin

From: Michael McLaughlin
Sent: Saturday, January 07, 2017 1:08 PM
To: 'John Shay'; 'Edward Putens (eputens@greenbeltmd.gov)'; 'Emmett V. Jordan (ejordan@greenbeltmd.gov)'; 'jdavis@greenbeltmd.gov'; 'Konrad Herling'; 'Leta Mach'; 'Putens, Edward*'; 'Rodney Roberts'; 'Silke Pope (spope@greenbeltmd.gov)'
Cc: 'Liz Park'; Christal Batey; sseh@crc-commercial.com; 'Kim Potts (grh.kpotts@communityrealty.com)'
Subject: FW: Long
Attachments: long.pdf

Council

Attached is the decision from the Maryland Commission on Civil Rights affirming the City's action to evict Theresa Long of Green Ridge House. As noted below, we will be filing for eviction. A paper copy will be in next week's City Manager report.

Mike

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

From: Christal Batey
Sent: Wednesday, January 04, 2017 1:08 PM
To: Michael McLaughlin; Liz Park
Subject: FW: Long

FYI – We won the case with Ms. Long and HUD. Therefore management has started proceedings for eviction. – Christal Batey

From: Green Ridge House - Kim Potts [<mailto:GRH.Kpotts@communityrealty.com>]
Sent: Wednesday, January 04, 2017 12:44 PM
To: Christal Batey
Subject: FW: Long

Hey Christal –

Thought you'd like to see this. The verdict was in our favor.

I've told Richard to file for eviction.

Thanks,
Kim

From: Richard Basile [<mailto:rearsb@gmail.com>]
Sent: Wednesday, January 4, 2017 12:29 PM

To: Green Ridge House - Kim Potts <GRH.Kpotts@communityrealty.com>

Subject: Long

Kim,

Here is the decision of the Civil Rights Commission. They found that there was no cause to find discrimination and that the notice to vacate was not discriminatory. They found that Long was offered a reasonable accommodation and that the subsequent denial of any further accommodation was warranted given her assault upon the aide.

--

Richard Basile, Esq.
6305 Ivy Lane
Suite 416
Greenbelt, MD. 20770
ph (301) 441-4900
rearsb@gmail.com
www.richardbasilelaw.com

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BEFORE THE MARYLAND COMMISSION ON CIVIL RIGHTS
IN THE MATTER OF: *

*
Theresa Long
22 Ridge Road
Unit 101
Greenbelt, MD 20770
*

COMPLAINANT *

vs. *

*
City of Greenbelt
c/o Mayor Emmett Jordon
25 Crescent Road
Greenbelt, MD 20770
*

RESPONDENT *

* CASE NUMBER: 1608-0546

* HUD NUMBER: 03-16-4372-8
*
*

* * * * *

WRITTEN FINDING

The above-captioned case has been investigated pursuant to State Government Article, Sections 20-1005(a) and 20-1022, Annotated Code of Maryland and the Maryland Commission on Civil Rights' Fair Housing Regulations, COMAR 14.03.04.12. The written finding is made in accordance with COMAR 14.03.04.12E(1)(a). All procedural requirements have been met.

SUMMARY OF COMPLAINANT'S POSITION:

Complainant alleges Respondent discriminated against her based on her disability.

SUMMARY OF RESPONDENT'S POSITION:

Respondent denies it discriminated against Complainant on any grounds.

SUMMARY OF THE INVESTIGATION:

The following is a list of the allegations made by Complainant, the Respondent's response to the allegations, and the corresponding results of the investigation into each specific allegation:

Complainant alleges that Respondent discriminated against her on the basis of disability. Specifically, Complainant alleges that Respondent denied her request for a reasonable accommodation to rescind its notice to vacate and provide her an opportunity to receive in-home supports to assist her in performing activities of daily living.

Respondent denies the above allegation.

The investigation revealed that Complainant requested and was granted a reasonable accommodation on February 20, 2015 to receive in-home care to assist her in performing her activities of daily living. The investigation established Complainant has had multiple people come into her home to assist with cleaning, however, she has not kept a consistent person. This has caused the apartment to not be cleaned to on a regular basis.

Complainant resides at Green Ridge House Apartments in Greenbelt, Maryland, which is owned, operated and managed by the City of Greenbelt. Complainant is legally blind and is diagnosed with severe spinal spondylosis and arthritis affecting her peripheral nervous system.

Respondent agrees that Green Ridge House Apartments is owned by the City of Greenbelt. Respondent states it is managed by CRC Commercial. Respondent agrees that Complainant is disabled.

The investigation established that Green Ridge House Apartments is owned by the City of

Greenbelt, however it is managed by CDC Commercial and the Property Manager is Kimberly Potts. The investigation established that Complainant is a disabled resident, in that she is legally blind and diagnosed with severe spinal spondylosis and arthritis.

On or around April 21, 2016, Complainant received a notice to vacate alleging that she failed to maintain her unit in a satisfactory condition. Complainant, through her attorney, submitted a request for a reasonable accommodation stating that Complainant was blind and required the use of a wheelchair for mobility. Her reasonable accommodation request further stated that she be "permitted to continue her tenancy with the assistance of an attendant to assist her with certain activities of daily living, specifically, cleaning." The request included photographs of Complainant's unit that allegedly showed the unit in a more than satisfactory condition.

Respondent agrees Complainant received a notice vacate on April 21, 2016. Respondent agrees that Complainant's attorney, David Prater, submitted the above referenced letter.

The investigation established that Complainant received a notice to vacate letter on April 21, 2016. The investigation established that Complainant's attorney submitted a request for a reasonable accommodation to include that Respondent rescind its notice to vacate and allow Complainant to have in home support.

On or about April 29, 2016, Complainant alleges tht electricity to her unit was briefly shut off. During the period between when Complainant's electricity was shut off to when it was turned back on, employees from the City and two police officers knocked on Complainant's door and advised her that it was not safe for her to reside there. Following this advice, Complainant exited her unit and spent the day trying to find an alternative place to stay, to no avail. When Complainant returned to her unit that day, she discover the locks had been changed and

consequently was unable to get into her apartment. It was only after she requested assistance from on-site maintenance that she was unable to regain access to her unit. Complainant alleges that Respondent's treatment of her in the instance had not been given to someone outside of her protected class.

Respondent admits Complainant's electricity was briefly turned off. Respondent agrees that the police and representatives from the City advised Complainant that it was not safe for her to reside there and told her to leave. Respondent agrees that the locks to her unit were changed, but Respondent denies she did not have access to her apartment. Respondent denies that locks were changed based on her disability.

The investigation revealed that Complainant's electricity was shut off for two hours by PEPCO, due to her non-payment. The investigation established that representatives from the city of Greenbelt and the police notified Complainant that she needed to vacate the unit. The investigation confirmed that the locks were changed by maintenance, but they allowed Complainant to come into the apartment to get a few items she needed. However, when she returned to do that the electricity had been restored and she was given keys to the unit. Interviews conducted with the property manager, Kim Potts, revealed that in the years that she has managed the property, they have not had a resident whose electricity was shut off to which she can compare Complainant.

On May 31, 2016, Respondent denied Complainant's reasonable accommodation and in its denial stated that Complainant was "unable to live independently", and that her choice of home support aide was unacceptable. The parties met on June 6, 2016 to discuss the causes of Complainant's termination as well as possible accommodations to her disability. Respondent allegedly did not comment further as to her reasonable request.

Respondent admits that they denied the reasonable accommodation this time because previous in home support provided by Respondent that was unsuccessful. Respondent states that

Complainant physically assaulted the worker assigned to come to her home as an aide. Respondent admits the parties met on June 6, 2016 to discuss the reason for the termination of Complainant's lease and if Respondent would continue to move forward with the notice to vacate. Respondent stated it followed up with Complainant's attorney on June 27, 2016, with a letter stating they decided to move forward with the notice to vacate.

The investigation established that Complainant requires the assistance of an aide to help her perform daily living activities, including cleaning. The investigation established that Respondent, prior to and after the notice to vacate, granted the accommodation to have an aide come into the unit to assist her. The investigation established that Complainant has had on-going issues with keeping an aide in her home to ensure that her unit stays clean and livable. Although Complainant denies that she physically assaulted the aide that the City of Greenbelt provided as part of the reasonable accommodation, interviews with the property manager revealed that Complainant struck the aide in the face because Complainant did not want the aide cleaning her floor. Documentation from Adult Protective Services substantiates that Complainant physically struck the aide and told her to leave. As such, the investigation confirmed that Complainant's requested accommodation was unreasonable. Moreover, the accommodation was ineffective to address the safety concerns caused by the Complainant living in unsanitary conditions.

Commission staff conducted a site visit to Complainant's home on November 16, 2016. Commission staff observed the space not to be a fire hazard, as windows and doors were not obstructed. However, the unit had an almost over-powering heavy dog urine odor, and the carpet and flooring are unsanitary. Documentation obtained during the investigation confirmed that Complainant has failed numerous housing inspections based on the condition of the unit. It has also been documented that Complainant has repeatedly declined services from the Respondent to assist her. Further, Respondent has received several written complaints from other residents because she has exhibited aggressive behavior towards them. Based on all of these factors

documented in her tenant file, the Respondent made the decision to terminate Complainant's lease to ensure the health and safety of its residents.

On or around June 27, 2016, Complainant received an Amended Notice to Vacate which included new allegations against her. The amended notice states that Complainant's lease will terminate on August 1, 2016.

Respondent admits the above allegation.

The investigation confirmed the above allegation. Respondent stated that it amended the notice to vacate due to learning of other abuse committed by Complainant. The investigation confirmed that Complainant became uncooperative with Respondent, despite Respondent's attempt to resolve issues and provide documentation on what she needed to do to be in compliance with city and federal housing inspections prior to Complainant filing her complaint with the Commission and receiving the notice to vacate. The investigation determined that Respondent's actions to issue a notice to vacate were not based on discriminatory reasons, but because of Complainant's continuous failure to cooperate with Respondent maintain her reasonable accommodation that Respondent granted prior to the filing of this complaint.

CONCLUSION

To prevail on her claim of denial of a reasonable accommodation, the investigation must show (1) Complainant is a disabled person within the meaning of the Fair Housing Act; (2) Respondent knew or should have known that Complainant was a disabled person within the meaning of the Act; (3) Complainant specially requested permission, either verbally or in writing, that Respondent make one or more reasonable accommodations in the rules, policies, practices procedures or services; (4) the requested accommodation was necessary because of Complainant

disability to afford the Complainant an equal opportunity to use and enjoy the premises and (5) Respondent denied, or unreasonably delayed granting, the Complainant's request for a reasonable accommodation.

The investigation established that Complainant is a disabled person within the meaning of the Fair Housing Act. The investigation established that Respondent was aware of Complainant's disability. The investigation established that Complainant had made a request for a reasonable accommodation to the Respondent. The investigation established that Respondent provided the reasonable accommodation when it assigned home aide support through Adult Protective Services. However, it was noted that Complainant physically attacked the aide assigned to work with Complainant, therefore the service was discontinued. Complainant failed to keep a consistent aide in her home after the service was discontinued by Adult Protective Service. Based on the fact that Complainant was uncooperative, violent, could not keep the unit clean and was a threat to health and safety, Respondent decided to continue with the termination of the lease.

FINDING OF NO PROBABLE CAUSE:

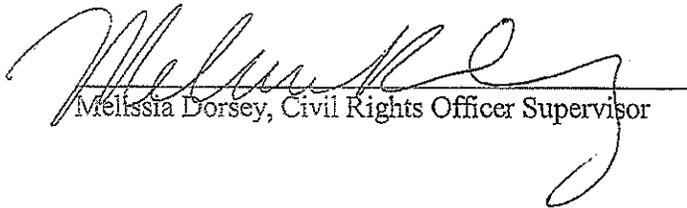
Based on the evidence gathered by the Commission staff during this investigation, it has been determined that there is **No Probable Cause** to believe that the Respondent discriminated against the Complainant because of disability, under Title 20, Subtitle 7 of the State Government Article, Annotated Code of Maryland. Under the Commission's Fair Housing Regulations, COMAR 14.03.04.12F, the Complainant may apply for reconsideration of the no probable cause finding within fifteen (15) days from the date upon which these findings were mailed. The application should be in writing and shall state specifically the grounds upon which the application is based. A request for reconsideration shall be directed to Cleveland L. Horton II, Deputy Director, Maryland Commission on Civil Rights, 6 St. Paul Street, William Donald Schaefer Building, 9th

floor, Baltimore, Maryland, 21202. If the request for reconsideration is granted, the Deputy Director shall notify the parties and remit the matter to the investigative staff for further appropriate action.

In the absence of a request for reconsideration, the above captioned complaint will be dismissed and Commission's proceedings in the matter will be terminated.



Maria Andrews, Civil Rights Officer

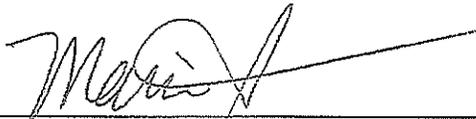


Melissia Dorsey, Civil Rights Officer Supervisor

Date: 12/29/16

CERTIFICATE OF SERVICE

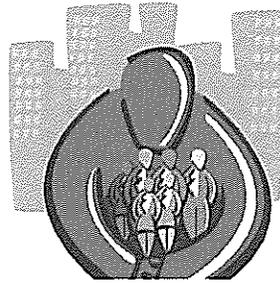
This is to certify that the foregoing Written Finding was issued on this 29th day of December, 2016 and served on all parties to the complaint by regular mail on said date.



FOR THE MARYLAND COMMISSION ON
CIVIL RIGHTS

CITY NOTES

Greenbelt CARES



Week Ending January 13

Rosalind Ceasar, Family Counselor, and Shana Spier, Crisis Intervention Counselor, started a new group on Wednesday at Eleanor Roosevelt High School on managing anxiety. Eight (8) students are expected to participate.

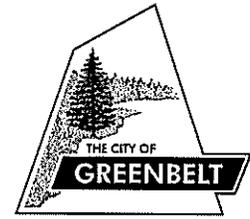
The GAIL Program welcomed seven (7) nursing interns from Washington Adventist University School of Nursing. These interns offered us the chance to provide the Diaper Baby Mobile Wellness Program and the Community Nursing Program.

Beginning Tuesday, January 24, the GAIL Program will offer the 2nd round of free smoking cessation classes. The program will be offered at Green Ridge House from 10 am-11:30 am and will meet for six (6) weeks.

WEEKLY REPORT

Planning and Community Development

Week Ending: Friday, January 13, 2017



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

CODE ENFORCEMENT

Commercial Properties: 7511/7619 Greenbelt Road and 7525 Greenway Center Drive #204-#209 were inspected; and 6460 Capitol Drive, 7474/7500/7525#312-#T4 Greenway Center Drive, 8955 #A,C,I Edmonston Road, & Beltway Plaza were re-inspected.

Rental Properties: Two rentals were annually inspected; and Four prior rentals were re-inspected.

Apartments: 22 Ridge Road was inspected.

Complaints: Five complaints were logged regarding a broken window, peeling paint, no heat, electrical exposed wires, water damage to a ceiling, and plumbing issues; and Three prior complaints were re-inspected.

Permits: Eight permits were approved and issued.

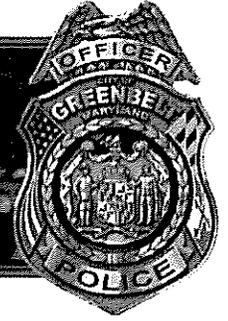
Animal Control: Three cats were adopted; Four cats were surrendered; Carcasses of two dogs were removed from their homes; and One cruelty case was investigated.

Meetings: **Staff Attended:**
Senior staff meeting;
Consultant interviews for Recreation Master Plan project; and
Greenbelt Lake Dam progress meeting with Maryland Department of the Environment.

Staff Met With:
Recreation staff to review proposals received for Recreation Master Plan project;
Renard Development and State Highway Administration to discuss Greenbelt Station Parkway and North Core road designs;
Staff liaison to Advisory Planning Board.

Planning Projects: Reviewed County zoning legislation and prepared staff memorandum;
Responded to questions regarding the city's Gateway Sign project and Community Legacy funding;
Worked on GIS mapping;
Reviewed WSSC sewer rehabilitation plans;
Responded to request for revisions to GHI right-of-way vacation petition applications;
Updated Management Objectives;
Reviewed Site Plan for development proposed outside of Greenbelt and determined not applicable to City review;
Reviewed final revised draft of trails map and requested quotes for printing;
Development review and coordination for the North Core Development Site including preparation for the Advisory Planning Board Meeting; and
Greenbelt Lake Dam project management-Drafting letter to MDE with project update and request for alternative to agreement.

GREENBELT POLICE DEPARTMENT



CRIME REPORT

JANUARY 11, 2017

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.

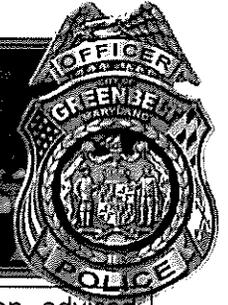
CENTER CITY

01/07 6:15 P.M.	11 Crescent Road. Assault. The victim advised that he was walking from the Greenbelt Public Library when he was pushed from behind by unknown person(s). The victim fell to the ground, suffering injuries to his face and arm. The victim was transported to Prince George's General Hospital for treatment.
01/11 12:28 A.M.	8100 block Lakecrest Drive. Assault. Officers responded to a report of unknown trouble. Officers were advised upon arrival that a subject was inside a residence threatening family members with a handgun. As officers entered the apartment building, the suspect exited the apartment, went to the parking lot and stole a marked police cruiser. The suspect was stopped in the area of Greenbelt Road and Mandan Road. The suspect started to exit the vehicle, then reentered the cruiser and attempted to flee the scene, striking another marked police vehicle in the process. The suspect had to be forcibly removed from the vehicle with the assistance of a police K-9. The K-9 officer was injured during the attempt to place the suspect into custody. The suspect, a 20 year old Greenbelt man, was transported to Washington Adventist Hospital for treatment of his injuries and for an emergency psychological evaluation. The K-9 officer was treated and released at Washington Adventist Hospital. Criminal charges are pending. A handgun was recovered by a citizen in the yard of a nearby residence.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



01/11 9:50 A.M.	20 Southway. Attempt robbery. The victim, a cashier at the BP service station, advised that the suspect entered the lobby, displayed a knife and announced a robbery. The cashier was able to flee the service station, at which time the suspect fled the area in a vehicle described as a 2003 Aura TL 4-door, without taking anything. The suspect is described as a black male in his mid-30's, 6' to 6'2", 200 to 220 pounds, wearing khaki pants, a dark burgundy or brown winter parka coat with a hood and black gloves.
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FRANKLIN PARK/BELTWAY PLAZA/GREENBELT METRO/CAPITOL OFFICE PARK

01/04 4:00 P.M.	9100 block Edmonston Road. Assault. The victim advised that she was walking home from school when she was pushed to the ground from behind and assaulted by as many as six suspects, who punched and kicked her several times then fled the scene. The victim refused treatment for minor injuries. The unknown suspects are described only as 5'9", with medium builds, one with curly black hair and a black hooded sweatshirt, one with a red shirt and one with a black shirt and khaki pants.
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01/05 11:15 A.M.	9300 block Edmonston Road. Burglary arrest. Antoine Collins, 30, of District Heights, MD was arrested and charged with First Degree Burglary, Theft and two counts of Second Degree Assault after the suspect allegedly climbed onto the balcony of a residence and attempted to force open the balcony door. The suspect fled the scene and then took a parcel package from the stoop of another residence. The suspect was followed by citizens and was arrested after being positively identified by the victim. The suspect then began banging his head on the interior of the police cruiser, then spit on two officers. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner.
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GREENBELT EAST/GREENWAY SHOPPING CENTER

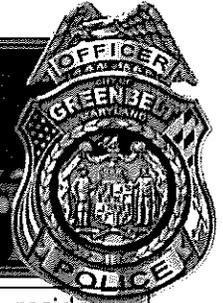
01/05 8:00 A.M.	7500 block Greenbelt Road. Theft. The victim advised that on December 15 th his unattended laptop was taken from the Starbucks coffee shop. No reason was given the delay in reporting the incident.
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01/08 12:10 A.M.	6600 block Springcrest Drive. Strong arm robbery. The victim advised that she was walking from her vehicle to a residence when the suspect exited a nearby vehicle, ran up to her and forcibly pulled her purse from her grasp. The suspect then got back into the vehicle, described as a white mid-sized SUV, and fled the scene. The suspects are described as a black male, 5'9" to 6'3", 150 to 190 pounds, with shoulder length curly black hair. The driver is described as a black male, no further.
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A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



01/10 6:23 P.M.	6900 block Hanover Parkway. Burglary. Unknown person(s) entered the residence possibly by forcing open the front door. Nothing appears to have been taken.
01/11 11:52 A.M.	6500 block Lake Park Drive. Burglary. Unknown person(s) entered the residence by prying open the front door. Among the items taken were two televisions, two laptop computers and eyeglasses.

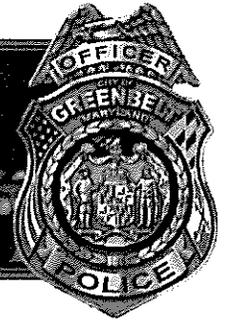
Automotive Crime - City Wide

01/04	8200 block Canning Terrace. Vandalism to auto. Three tires were slashed on a vehicle.
01/05	9100 block Edmonston Road. Theft from auto. A front tag was taken from a vehicle.
01/05	6000 block Greenbelt Road. Theft from auto. A rear tag, Maryland 6BH6318, was taken from a vehicle.
01/09	6100 block Breezewood Drive. Theft of auto. A white 2014 Ford Focus 4-door, Maryland tags 7CL6604.
01/10	8000 block Mandan Road. Theft from auto. Unknown person(s) broke out the driver's side window and removed a handicapped placard.
01/10	8000 block Mandan Road. Theft from auto. Unknown person(s) broke out the passenger side window and removed a handicapped placard.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



CRIME REPORT TALLY SHEET

WEEK OF JANUARY 11, 2017

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

<u>GENERAL CRIMES</u>		<u>GENERAL CRIMES (CON'T)</u>	
Carjacking		Animal Bite (Dog bite)	1
Rape		Disruption of School Activities	
Armed Robbery		Transporting a Handgun in a Vehicle	
Attempt Armed Robbery	1	Reckless Endangerment	
Strong Armed Robbery	1	Emergency Commitment Petition	1
Attempt Strong Armed Robbery		Missing Person	
Burglary	3	Fraud	1
Attempt Burglary		Unattended Death	
Assault	2	Alcohol Violation	
Domestic		False Report	
Drugs		Harassment	
DUI/DWI		Field op (suspicious person)	1
Theft	7	Notification for other agency	
Vandalism		Overdose (PCP. Transported for medical treatment)	1
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	1
Trespass		Recovered Stolen Vehicles	
Disorderly Conduct		Recovered Stolen Tags	2
Failure to Obey Lawful Order		Theft From Vehicles	5
Credit Card Offense	1	Attempt Theft From Vehicles	
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	1
Suspicious Person		Accidents	8



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

Department of Public Works

January 13, 2017



ADMINISTRATION

- Met with IT regarding cameras at the Theater.
- Attended the Greenbelt dam progress meeting.
- Attended Senior Staff meeting.
- Inspected the Stream Restoration Project on Hanover Parkway near the dog park.
- Inspected WSSC work at a couple of locations.
- Worked on the budget for FY18.
- Met with the Recreation Department to discuss athletic field maintenance.
- Hosted a Public Works Safety Presentation on hypothermia prevention.
- Interviewed by the *News Review* regarding an upcoming article.
- Jim Sterling, Richard Fink and Mary Johnson conducted interviews for a Maintenance Worker II position.

STREET MAINTENANCE/SPECIAL DETAILS

- Took down unwanted signs and checked for graffiti.
- Salted streets on Saturday during and after the snowfall.
- Pushed debris at the Northway Fields compost site.
- Cleaned storm drains throughout the city.
- Made repairs to the backhoe bucket.
- Repaired street signs in Franklin Park.
- Cleaned salt trucks.

FACILITIES MAINTENANCE

- Tim Houchens and Brian Kim attended a meeting to discuss the Greenbelt Museum restoration project – interior finishes.
- Tim Houchens and Brian Kim attended a meeting to discuss the Aquatic & Fitness Center roof issues.
- Supervised and inspected the Community Center lighting and HVAC projects.

HORTICULTURE/PARKS

- Continued curbside leaf removal throughout Greenbelt.
- Continued collecting Christmas trees from designated areas throughout the city.
- Removed invasive plants from the public right-of-ways.
- Brian Townsend attended the Mid-Atlantic Nursery Trade Show at the Baltimore Convention Center.
- Removed downed trees and brush from the sides of the lake path at Buddy Attick Park.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 22.06 tons of refuse and 11.12 tons of recyclable material.
- Attended COG's Electronic Vehicle Volkswagen questions conference call regarding a Volkswagen grant.
- Attended the Zero Waste Circle meeting.
- Attended ICCE (Informal Climate Change Educators) conference call planning meeting.
- Attended a rain barrel workshop planning conference call with County.
- Prepared materials, donations, forms, presentation, and volunteer list for MLK Service Day.
- Submitted *News Review* article on the Zero Waste holiday event.
- Attended the Zero Waste Green Team meeting.

AUTO MAINTENANCE

- Repaired the tilt motor on the sweeper unit 199.
- Repaired and replaced the power steering pump, water pump and exhaust system on a Refuse Crew pick-up. Also performed preventative maintenance.
- Performed preventative maintenance and repaired the pre-catalytic converter oxygen sensors on the Recreation van.
- Replaced the batteries, fuses and wires on Parks Crew pick-up #400.
- Replaced a window pane in a Parks Crew pick-up #421.
- Replaced the right front headlamp bulb on the Connection bus.

Greenbelt Recreation Department

Weekly Report

Week Ending January 13, 2017

ADMINISTRATION

- Met with City Manager to review annual evaluation and discuss transition to the new City Manager.
- Attended Senior Staff meeting on Tuesday.
- Meetings between Assistant Directors, Supervisors and City Treasurer to review revenues and expenditures for FY18 budget. Director is currently working on the narrative. Upon completion of the narrative and meetings with City Treasurer, the Management Team will discuss the document and make necessary edits, prior to meeting with the City Manager in February.
- The Management Team met with the Human Resources Director with regards to non-classified employees.
- Work on the department FY17 Management Objectives updates is in progress; staff should have the updates by 1/20 as requested.
- Sent PRAB materials for the January 18 meeting. The main topic for discussion will be to appoint one of the Board members to the new Grant Review Panel for the new Recognition Group application process.
- Attended Greenbelt Station Activity Sub-Committee meeting at the Springhill Lake Recreation Center. There were 6 residents at the meeting. Staff introduced attendees to the department, toured the facility, and shared contact information for future reference. The Sub-Committee plans to meet at the Springhill Lake Recreation Center on a monthly basis.
- Scheduled meeting with the Principal of Greenbelt Middle School and M-NCPPC staff to discuss use of the Greenbelt Middle School gym.
- Met with respondents to the Recreation and Park Master Plan RFP on Thursday to discuss two of the proposals received.
- Met with the Superintendent of Parks and Grounds to discuss plans for establishing ongoing field maintenance standards and field assessment. A schedule to meet monthly to review various items throughout the year was set.

YOUTH CENTER/SPRINGHILL LAKE RECREATION CENTER

- Resident and non-resident registration for winter programs and classes continued on a space available basis. Several winter class programs began this week and most continue until mid-March.
- Planning and registration for our next School's Out program, scheduled for Friday, January 20, continued.
- Staff attended the following meetings as liaisons for the department:
 - Youth Advisory Committee
 - ERHS Grad Night Committee
 - Labor Day Festival Committee
 - Greenbelt Youth Baseball
- Spring program planning and Spring Activity Guide editing continued.
- 2017 Spring & Summer Camp Guide is in the final edit stage. Our Camp Guide will be available on-line and in print next week. Staff are preparing for the opening of Camp registration on February 1 for residents and February 15 for non-residents.
- Previewed the route for the next group cycling event, scheduled for May 7.

AQUATIC AND FITNESS CENTER

- The Greenbelt Activity Registration Form has been modified to indicate the customer's consent to credit card charges according to the credit card issuer agreements. This will save time and money processing transactions and serve as a legal document in the payment verification process of any recharge back claims in the future.
- Children Swim Lessons were cancelled on Saturday, January 7 due to inclement weather. A credit/refund will be applied at the end of the session.
- The hot tub closed for regular bi-weekly cleaning on Wednesday.
- February invoice emailed to Russet Swim Club and EZ Rehab.
- Swim Instructor(s) provided a total of 15 Private Swim Lessons and 6 Personal Training Sessions (Friday-Thursday).

- January 2017 GAFC Newsletter email blast sent to patrons.
- Staff met on Wednesday to plan for the Presidents' Day Event on Monday, February 20.
- Fitness Equipment Orientation session held on Thursday at 6:30pm.

ARTS

- A well-received Community Art Drop-In was held on Sunday, January 8. Artist in Residence Erin Cassell led a tie dye workshop in which participants made a bandana to keep and another to donate to the Casey Cares Foundation serving critically ill children and their families.
- A new exhibit was installed in the Community Center art gallery featuring lively and complex modern landscape paintings by Mike McConnell. This show will continue through March.
- Work continued on the proposed FY18 budget.
- The Greenbelt Youth Musical is currently in production. Staff are marshaling volunteer support and working to meet the needs of the show, including over 120 costumes along with multiple sets and props.
- One studio space in the Community Center will become available after 1/16. Participating artist Erin Cassell will be leaving in order to consolidate operations in another location. The space will be advertised and filled as soon as a suitable candidate is identified.
- Ongoing tasks include: routine program marketing (web page, email blasts, fliers, Facebook); development of exhibition and Artful Afternoon programming; preparation of an interim report to the Maryland State Arts Council; and preparation of application materials for the 2017 Festival of Lights Juried Art and Craft Fair (to be posted by February).

COMMUNITY CENTER

- Congratulations to Planning & Community Development Animal Control for their winning display case. They won first place in the Center Leader's favorite display case vote.
- The Adult Care Center installed a display in the front lobby case. Check it out...
- Supervisor attended a Bike to Work Day meeting at COG in DC.
- Supervisor met with PW Assistant Director to program gym lights.
- Supervisor met with Environmental Coordinator in regard to a zero waste program.
- The monthly fire drill was conducted.
- Supervisor continued to field inquiries in regard to food operations rentals for the Commercial Kitchen. There have been 191 inquiries since April 2015. There are currently three food operations that received all permits and may rent the Kitchen. Four previously authorized food operations are currently restricted due to unpaid WSSC grease trap BMP permit fees.
- Supervisor provided a tour to a potential food operation.
- There were 5 facility reservations processed.
- There was 1 private rental and 14 pattern rentals.
- The following groups received free space: Golden Age Club, Greenbelt Concert Band, Girl Scout Troop #2799, Girl Scout Troop #27, Girl Scout Troop #23007, PG Peace & Justice Caucus, Friends of the Greenbelt Museum, Charlestowne Village, Greenbelt Labor Day Festival Committee, Greenbelt Youth Baseball, Greenbelt Interfaith Leadership, Greenbelt Computer Club, Greenbrook Estates, Greenbelt Community Foundation and Greenbelt Climate Action Network.
- The following City groups received space: Be Happy, Be Healthy Volleyball & Yoga, City Council, GAIL and Advisory Planning Board.

THERAPEUTIC RECREATION

- Nine participants travelled to Wegmans on Thursday for their monthly shopping trip. Many purchases were made.
- The contra Dance on Saturday went well with 34 in attendance. More marketing plans are in the works to increase the number of active participants. The next dance is scheduled for April 1.
- Staff has been working on brochure and RecTrac issues. A conference call was held on Wednesday with IT and VSI to attempt to resolve the online credit card issue. After this talk, it was determined where the issue was, a patch was installed on the RecTrac server and all seems to be working now.
- Explorations Unlimited began Friday. The presenter is Leanne Irwin and she is presenting on Shiatsu Massage.