



I'm looking for...



GOVERNMENT COMMUNITY BUSINESS VISITING I WANT TO...

December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	01 Community Tree Lighting, 7pm, RC Deco the Halls, 7pm, Museum	02 Festival of Lights Juried Art and Craft Fair
03 Festival of Lights Juried Art and Craft Fair Greenbelt Farmer's Market, 10am-2pm, RC	04 Work Session - Zoning Rewrite/NCO Zone, MB, 8PM	05 Advisory Committee on Trees, 7pm, PW Public Safety Advisory Committee, 7pm, CC Scams and Fraud, 7pm, CC	06 Work Session - 7010 Greenbelt Road - Greenbelt Crossing Development Proposal (Old Nursing Home Site) , CC, 8PM	07 PGCMA Legislative Dinner Free Produce Distribution, 2:30pm, SHL Coffee w/the Chief, noon, Beltway Plaza	08	09 Santa's Visit to Greenbelt, 10am, YC Elves Workshop, 1:30pm, YC
10 Holiday Lights Concert, 3pm, CC	11 Youth Advisory Committee, 5:30, CC Regular Meeting, MB, 8PM	12 Advisory Committee on Education (ACE) 7pm, MB North Pole Calling	13 Advisory Planning Board, 7:30pm, CC Park and Recreation Advisory Board, 7:30 CC Legislative Dinner Greenbelt Marriott North Pole Calling	14 North Pole Calling	15	16 A Greenbelt Nutcracker, 3pm, CC
17 A Greenbelt Nutcracker, 3pm, CC	18 Work Session - Council Goals & Standing Rules, MB, 8PM	19	20 No Meeting	21 Forest Preserve Advisory Board, 7pm, MB	22	23
24	25 No Meeting	26	27 No Meeting	28	29	30
31	01	02	03	04	05	06

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



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I'm looking for...



GOVERNMENT

COMMUNITY

BUSINESS

VISITING

I WANT TO...

January 2018

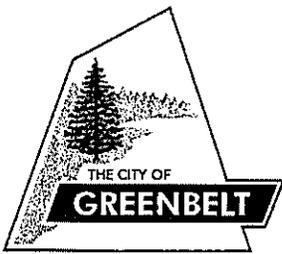
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01 No Meeting	02 Arts Advisory Board, 7pm, CC Public Safety Advisory Committee, 7pm, CC	03 Work Session - Board of Elections, CC, 8PM	04	05	06 Free Babysitting Course
07	08 Youth Advisory Committee, 5:30, Greenbriar Regular Meeting, MB, 8PM	09	10 Advisory Planning Board, 7:30pm, CC Work Session - Roosevelt Center Merchants Association (CC), 8PM	11	12	13
14	15 No Meeting (Martin Luther King Jr. Day)	16	17 Park and Recreation Advisory Board, 7:30 CC Work Session - WSSC - Boxwood Waterline Replacement (CC), 8PM	18	19	20
21	22 Interview Advisory Board, MB, 7:45 PM Regular Meeting, MB, 8PM Anger Management Class (DRAMA Club)	23 Advisory Committee on Education (ACE) 6:30pm, MB	24 Work Session - National Park Services (CC), 8PM	25	26	27
28	29 Work Session - WSSC (Stakeholder), MB, 8PM	30 Senior Citizens Advisory Committee, 3:30pm, CC	31 Work Session - Dog Park, (CC), 8PM	01	02	03

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## City Manager's Report Week Ending December 22, 2017

1. Included separately is the Green Ridge House Customer Service Survey.
2. Also included separately are Green Ridge House Resident meeting minutes. Thank you to Mr. Don Rich for compiling the minutes.
3. Attached please find a report on the FY 2019 County Tax Differential determination. While the city requested a 15.95 cent reduction to city residents' county tax rate, the county determined a 16.00 cent reduction. Staff compares the FY 2019 differential to 14.42 cents, 15.02 cents and 14.34 cents respectively in FY 2018, FY 2017, and FY 2016 respectively. Please note that the City Treasurer recommends accepting the County decision while providing written concerns regarding reductions for Fire-Debt and Street Lighting/Traffic Control.
4. Signed an agreement (attached) for legal service with Ms. Karen Ruff during transition to a new firm.
5. Interviewed City Solicitor candidates along with Ms. Mary Johnson, Human Resources Director, Mr. David Moran, Assistant City Manager, Mr. Jeff Williams, City Treasurer, and Ms. Karen Ruff, City Solicitor. A closed session will be held on January 3, 2018 regarding the City Solicitor.
6. Met with and/or teleconferenced with staff and legal counsel regarding operational and personnel matters. This includes the facility tenant matter.
7. Participated in an ULI-TAP teleconference with Ms. Terri Hruby. We await feedback from other jurisdictions regarding amended project boundaries. The latest discussion could include an additional amendment to Capital Cadillac. Another copy of the most recent project scope is included for review. Please forward concerns to staff by the January 8<sup>th</sup> Council meeting.
8. Please note that a proposal has been received from another development organization for the portion of Capital Office Park near the Federal Courthouse. This includes multi-family and retail. More information will be forwarded as the matter progresses to the advisory planning board in January. The matter is anticipated to be placed on a February City Council meeting agenda.
9. Regarding progress on the WMATA Trail review, staff meetings continue, and the results of the traffic engineering study are awaited.
10. Attached is a copy of a WMCOG resolution for metro funding.

11. Staff anticipates that Woodlawn final inspection for Stream Valley Trail will allow Council's January 8, 2018 meeting agenda to include consideration of acceptance of a one year maintenance bond. This would leave the sediment and erosion control plan open, Woodlawn hopes to plan the landscaping in Spring and then the landscaping bond would be considered.
12. Receiving applications for both Planning Director and Community Planner.
13. Advertisement continues for police chief recruitment support.
14. Community Meet and Greets to receive feedback on desired characteristics and qualifications for police chief are being scheduled and advertised. Likewise, boxes for hard copied survey responses have been placed in various city facilities. Online responses will also be accepted.
15. Assistant City Manager
  - a. Submitted the application to MDE for the loan for Greenbelt Lake Dam.
16. Finance Department
  - a. Worked on FY 2019 personnel worksheets and FY 2018 retirement billing.
  - b. Participated in Legal Counsel interviews.
  - c. Prepared memo to City Manager on tax differential.
  - d. Prepared November 2017 financial report (attached).
  - e. Worked on finalizing the FY 2017 CAFR.
17. Information Technology
  - a. Set up RecTrac training
  - b. FY19 Budget planning
  - c. Additional porting of numbers from Windstream to Verizon
  - d. Repaired 2 Toughbooks
18. Prepared for the work session on December 18.

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

# COUNCIL ACTION REQUESTS (CAR) REPORT

## as of December 22, 2017

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
<b>2017</b>						
28	Mr. Roberts		Arrange meeting with U.S. Bureau of Engraving and Printing for an update on relocation to USDA BARC campus.	2/28/17	Nicole	Work session scheduled for February 7, 2018.*
27	Mr. Byrd		Develop a sexual harassment policy.	12/31/17	Nicole/Mary	Update in 12/8/17 City Manager report.*
26	Ms. Davis	12/4	Research to find out last annual meeting with apartment complexes in the Crescent Road area.	12/31/17	Nicole	Update in 12/8/17 City Manager report.*
25	Work Session	12/4	Contact ERHS Grad Night committee in response to celebration possibly not being held at Youth Center.	12/31/17	Julie	Update in 12/8/17 City Manager report.*
24	Work Session	12/4	Send letter to county school board regarding water quality and infrastructure planning.	12/31/17	Nicole	Letter sent to school board 12/12/17.*
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.
22	M & C Meeting	11/27	Follow-up on deadlines for Greenbelt Renters Tax Credit.	12/31/17	Jeff	Memo in 12/1/17 City Manager report.*
21	Mr. Byrd	11/14	Anti-discrimination Ordinance for Greenbelt		Nicole/Karen	
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.
<b>2016</b>						
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	Jeff Williams to follow-up with the state.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
15	Work Session	9/28	Undertake study of configuration/geometrics/safety of intersection of Lakecrest Drive/Lakecrest Circle/Legion Drive.	12/30/18	Terri	Requested cost proposal from GPI for improvement recommendations.
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	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.
<b>2015</b>						
39	Work Session	10/14	Can there be signage on the Beltway for Roosevelt Center (e.g. – McDonalds)?	12/30/15	Terri	
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	Planning draft completed week of May 19, 2017; circulating to other departments for review.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
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	Terri	Approved by the county. MOU for remaining encroachments needs to be done.
16	M & C Meeting	6/22	Review Joe Murray's Tick Control proposal – contact BARC and Greenbelt Park NPS.	12/30/15	Terri/Jim S.	Reviewed with BARC on 7/18/16.
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.
6	M & C Meeting	1/26	Report on petition from Tim Cohen-Mitchell on application to Youth Advisory Committee.	3/30/15	Cindy	
<b>2014</b>						
32	Work Session	8/29	Assess pros and cons of relocating Parking Enforcement, Animal Control and/or Code Enforcement functions (Organizational Assessment).	12/30/14	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	

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
<b>2013</b>						
45	M & C Meeting	10/28	Are there limitations on how long banner signs can be in use – County Zoning Code or City Covenants – Franklin Park signage issue?	1/31/14	Terri	Signs allowed by permit for 6 months with a 6 month renewal if allowed by county DPIE. Enforcement of sign violations done on a complaint basis and via windshield inspections.
<b>2011</b>						
9	Work Session	6/13	Look at need for lighting along walkways between 11 and 13 Court Ridge. Also look at condition of existing lighting, walkway and vegetation. Further survey and referral to PSAC.	9/30/11	Jim	Checking power availability at 11 - 13 Courts. Public Works is surveying residents on potential lighting options (week of May 19, 2017).
<b>2010</b>						
32	Mayor Davis	6/25	Does city need its own ordinance to limit roadside solicitation per 2008 State law?	8/30/10	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.
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.

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

**To:** Nicole Ard, City Manager  
**From:** Jeffrey L. Williams, City Treasurer JW  
**Date:** December 20, 2017  
**Re:** FY 2019 Tax Differential

The City received a letter from Stanley Earley (attached) dated December 7, 2017 regarding the County's decision for the FY 2019 Tax Differential Program. The letter explained the differences between Greenbelt's request and the County decision. There were seven areas in which the County changed the percentage allowed for certain services.

Greenbelt's FY 2019 Tax Differential total request was for a 15.95 cent reduction to Greenbelt residents' County tax rate. After the seven changes by the County, Greenbelt residents will receive 16.00 cent reduction on their County tax rate in FY 2019. The 16.00 cent tax differential compares very favorably to the FY 2018 differential of 14.42 cents, FY 2017 differential of 15.02 cents, and the FY 2016 differential of 14.34 cents.

Below is an explanation of the seven areas of difference between Greenbelt and the County.

**Public Works/Inspections** – The City has historically received 100% for this area. While I was surprised by the change, the County's rationale was sound. The City receives approximately \$1 million for inspection and permit related fees while spending less than half that amount for the service provided to Greenbelt residents. The County's rationale for reducing the percentage was due to the nature of the tax differential program which is tax supported services rather than fee based services.

**Human Services/Aging** – The County increased the City's request from 50% to 70%. This change is generous given that much of what the City does is to refer Greenbelt residents to specific services provided by the County. While the GAIL Program is a huge success, it is the County that provides most of the direct services to Greenbelt residents.

**Human Services – Housing and Community Development** – The City requested 20% for this area because that was the historical request from Greenbelt. The County reduced this percentage to zero. After reviewing the tax differential manual, staff agrees with the County's decision because the City does not provide services such as: Home Investment Partnership, Housing Opportunities for Persons with AIDS, CDBG Single Family Rehab Program, and multi-family new construction and rehabilitation development projects.

**Fire Administration Services** – The City requested a 20% credit in this area for FY 2019. The City had received the 20% credit until FY 2017. Greenbelt lost the credit in FY 2018 and staff tried to restore the credit for FY 2019. Because the City does not provide administrative services to the Greenbelt Volunteer Fire Department (GVFD), the 20% credit was always a stretch.

**Fire Debt** – The City owns the fire station in Greenbelt. Therefore, staff believe that this credit should be restored to the 100% historical level. The argument here is the same as police and public works vehicles a year ago. It should not matter if the City carries debt on the fire house or the emergency vehicles at the GVFD. The City by its ownership of the building and assistance with purchasing emergency vehicles has supplanted the County's need to provide this service.

**Volunteer Fire** – The County increased this area from a historical 20% to 70% credit. The Tax Differential guidelines require a day to day presence in the operations of the GVFD. Staff does not agree with this increase because the City has little to no involvement in the daily operations of the GVFD. However, this increase offsets all reductions in other areas considered for tax differential.

**Non-Departmental – Street Lighting/Traffic Control** – The County reduced a long-standing credit of 100% for this area of tax differential to 90%. Staff strongly disagrees with this change as there are no County streets in the City of Greenbelt.

#### **Recommendation**

It is recommended that the City accept the County decision for FY 2019 by way of a letter that includes the City's reservations regarding the percentage reductions for Fire-Debt and Non-departmental--Street Lighting/Traffic Control. A letter can be prepared if directed to do so.

## FY 2019 TAX DIFFERENTIAL SERVICES REQUEST FORM

Prince George's County  
FY 2019 Decision

MUNICIPALITY: **Greenbelt**

Service Category	County Real Property Tax Rate Equivalent (a)	County Personal Property Tax Rate Equivalent (b)	Degree of Service Provided by Municipality in lieu of County (c)	Real Property Tax Differential Rate (d) = (a) x (c)	Personal Property Tax Differential Rate (e) = (b) x (c)
<b>PUBLIC WORKS/PERMITTING/INSPECTIONS</b>					
Engineering	0.05	0.12	70%	0.04	0.08
Debt	2.19	5.11	100%	2.19	5.11
<b>Subtotal</b>	<b>2.24</b>	<b>5.23</b>		<b>2.23</b>	<b>5.19</b>
<b>HUMAN SERVICES</b>					
Aging	0.08	0.19	70%	0.06	0.13
Housing & Community Development	0.31	0.72	0%	0.00	0.00
<b>Subtotal</b>	<b>0.39</b>	<b>0.91</b>		<b>0.06</b>	<b>0.13</b>
<b>COMMUNITY SAFETY</b>					
<b>Homeland Security – Public Safety Communications</b>					
Police Dispatch	0.84	1.96	100%	0.84	1.96
Fire Dispatch	0.44	1.03	0%	0.00	0.00
<b>Subtotal</b>	<b>1.28</b>	<b>2.99</b>		<b>0.84</b>	<b>1.96</b>
<b>Police</b>					
Patrol Services	7.40	17.25	100%	7.40	17.25
Support Services	3.07	7.14	100%	3.07	7.14
Strategic Management	0.98	2.28	100%	0.98	2.28
Debt	0.13	0.31	100%	0.13	0.31
<b>Subtotal</b>	<b>11.58</b>	<b>26.98</b>		<b>11.58</b>	<b>26.98</b>
<b>Fire</b>					
Administrative Services	0.39	0.91	0%	0.00	0.00
Emergency Operations	7.00	16.31	0%	0.00	0.00
Debt	0.29	0.67	0%	0.00	0.00
<b>Subtotal</b>	<b>7.68</b>	<b>17.89</b>		<b>0.00</b>	<b>0.00</b>
Volunteer Fire	1.01	2.35	70%	0.71	1.65
<b>ENVIRONMENTAL SERVICES</b>					
Animal Management	0.26	0.61	100%	0.26	0.61
<b>LIBRARY</b>					
Library	1.13	2.63	0%	0.00	0.00
Debt	0.27	0.63	0%	0.00	0.00
<b>Subtotal</b>	<b>1.40</b>	<b>3.26</b>		<b>0.00</b>	<b>0.00</b>
<b>NON-DEPARTMENTAL</b>					
Street Lighting/Traffic Signal	0.36	0.85	90%	0.32	0.77
<b>Subtotal</b>	<b>0.36</b>	<b>0.85</b>		<b>0.32</b>	<b>0.77</b>
<b>GRAND TOTAL</b>	<b>26.20</b>	<b>61.07</b>		<b>16.00</b>	<b>37.29</b>

## FY 2019 TAX DIFFERENTIAL SERVICES REQUEST FORM

**MUNICIPALITY: *Greenbelt* FY 2019 Request**

Service Category	County Real Property Tax Rate Equivalent (a)	County Personal Property Tax Rate Equivalent (b)	Degree of Service Provided by Municipality in lieu of County (c)	Real Property Tax Differential Rate (d) = (a) x (c)	Personal Property Tax Differential Rate (e) = (b) x (c)
<b>PUBLIC WORKS/PERMITTING/INSPECTIONS</b>					
Engineering	0.05	0.12	100%	0.05	0.12
Debt	2.19	5.11	100%	2.19	5.11
<b>Subtotal</b>	<b>2.24</b>	<b>5.23</b>		<b>2.24</b>	<b>5.23</b>
<b>HUMAN SERVICES</b>					
Aging	0.08	0.19	50%	0.04	0.10
Housing & Community Development	0.31	0.72	20%	0.06	0.14
<b>Subtotal</b>	<b>0.39</b>	<b>0.91</b>		<b>0.10</b>	<b>0.24</b>
<b>COMMUNITY SAFETY</b>					
<b>Homeland Security – Public Safety Communications</b>					
Police Dispatch	0.84	1.96	100%	0.84	1.96
Fire Dispatch	0.44	1.03	0%	0.00	0.00
<b>Subtotal</b>	<b>1.28</b>	<b>2.99</b>		<b>0.84</b>	<b>1.96</b>
<b>Police</b>					
Patrol Services	7.40	17.25	100%	7.40	17.25
Support Services	3.07	7.14	100%	3.07	7.14
Strategic Management	0.98	2.28	100%	0.98	2.28
Debt	0.13	0.31	100%	0.13	0.31
<b>Subtotal</b>	<b>11.58</b>	<b>26.98</b>		<b>11.58</b>	<b>26.98</b>
<b>Fire</b>					
Administrative Services	0.39	0.91	20%	0.08	0.18
Emergency Operations	7.00	16.31	0%	0.00	0.00
Debt	0.29	0.67	100%	0.29	0.67
<b>Subtotal</b>	<b>7.68</b>	<b>17.89</b>		<b>0.37</b>	<b>0.85</b>
<b>Volunteer Fire</b>	<b>1.01</b>	<b>2.35</b>	<b>20%</b>	<b>0.20</b>	<b>0.47</b>
<b>ENVIRONMENTAL SERVICES</b>					
Animal Management	0.26	0.61	100%	0.26	0.61
<b>LIBRARY</b>					
Library	1.13	2.63	0%	0.00	0.00
Debt	0.27	0.63	0%	0.00	0.00
<b>Subtotal</b>	<b>1.40</b>	<b>3.26</b>		<b>0.00</b>	<b>0.00</b>
<b>NON-DEPARTMENTAL</b>					
Street Lighting/Traffic Signal	0.36	0.85	100%	0.36	0.85
<b>Subtotal</b>	<b>0.36</b>	<b>0.85</b>		<b>0.36</b>	<b>0.85</b>
<b>GRAND TOTAL</b>	<b>26.20</b>	<b>61.07</b>		<b>15.95</b>	<b>37.19</b>

## FY 2018 TAX DIFFERENTIAL SERVICES REQUEST FORM

### MUNICIPALITY: *Greenbelt*

Service Category	County Real Property Tax Rate Equivalent (a)	County Personal Property Tax Rate Equivalent (b)	Degree of Service Provided by Municipality in lieu of County (c)	Real Property Tax Differential Rate (d) = (a) x (c)	Personal Property Tax Differential Rate (e) = (b) x (c)
<b>PUBLIC WORKS/PERMITTING/INSPECTIONS</b>					
Engineering	0.04	0.10	100%	0.04	0.10
Debt	2.16	5.06	100%	2.16	5.06
<b>Subtotal</b>	<b>2.20</b>	<b>5.16</b>		<b>2.20</b>	<b>5.16</b>
<b>HUMAN SERVICES</b>					
Aging	0.02	0.06	70%	0.01	0.04
Housing & Community Development	0.20	0.47	0%	0.00	0.00
<b>Subtotal</b>	<b>0.22</b>	<b>0.53</b>		<b>0.01</b>	<b>0.04</b>
<b>COMMUNITY SAFETY</b>					
<b>Homeland Security – Public Safety Communications</b>					
Police Dispatch	0.64	1.50	100%	0.64	1.50
Fire Dispatch	0.33	0.78	0%	0.00	0.00
<b>Subtotal</b>	<b>0.97</b>	<b>2.28</b>		<b>0.64</b>	<b>1.50</b>
<b>Police</b>					
Patrol Services	6.67	15.68	100%	6.67	15.68
Support Services	2.82	6.62	100%	2.82	6.62
Strategic Management	0.64	1.51	100%	0.64	1.51
Debt	0.09	0.22	100%	0.09	0.22
<b>Subtotal</b>	<b>10.22</b>	<b>24.03</b>		<b>10.22</b>	<b>24.03</b>
<b>Fire</b>					
Administrative Services	0.68	1.59	0%	0.00	0.00
Emergency Operations	6.58	15.46	0%	0.00	0.00
Debt	0.27	0.63	100%	0.27	0.63
<b>Subtotal</b>	<b>7.53</b>	<b>17.68</b>		<b>0.27</b>	<b>0.63</b>
<b>Volunteer Fire</b>	<b>0.96</b>	<b>2.25</b>	<b>40%</b>	<b>0.38</b>	<b>0.90</b>
<b>ENVIRONMENTAL SERVICES</b>					
Animal Management	0.27	0.64	100%	0.27	0.64
<b>LIBRARY</b>					
Library	0.98	2.30	0%	0.00	0.00
Debt	0.25	0.59	0%	0.00	0.00
<b>Subtotal</b>	<b>1.23</b>	<b>2.89</b>		<b>0.00</b>	<b>0.00</b>
<b>NON-DEPARTMENTAL</b>					
Street Lighting/Traffic Signal	0.43	1.01	100%	0.43	1.01
<b>Subtotal</b>	<b>0.43</b>	<b>1.01</b>		<b>0.43</b>	<b>1.01</b>
<b>GRAND TOTAL</b>	<b>24.03</b>	<b>56.47</b>		<b>14.42</b>	<b>33.91</b>

## FY 2017 TAX DIFFERENTIAL SERVICES REQUEST FORM

### MUNICIPALITY: *Municipality*

Service Category	County Real Property Tax Rate Equivalent (a)	County Personal Property Tax Rate Equivalent (b)	Degree of Service Provided by Municipality in lieu of County (c)	Real Property Tax Differential Rate (d) = (a) x (c)	Personal Property Tax Differential Rate (e) = (b) x (c)
<b>PUBLIC WORKS/PERMITTING/INSPECTIONS</b>					
Engineering	0.04	0.09	100%	0.04	0.09
Debt	2.33	5.51	100%	2.33	5.51
<b>Subtotal</b>	<b>2.37</b>	<b>5.60</b>		<b>2.37</b>	<b>5.60</b>
<b>HUMAN SERVICES</b>					
Aging	0.04	0.09	50%	0.02	0.05
Housing & Community Development	0.19	0.45	20%	0.04	0.09
<b>Subtotal</b>	<b>0.23</b>	<b>0.54</b>		<b>0.06</b>	<b>0.14</b>
<b>COMMUNITY SAFETY</b>					
<b>Homeland Security – Public Safety Communications</b>					
Police Dispatch	0.62	1.47	100%	0.62	1.47
Fire Dispatch	0.32	0.77	0%	0.00	0.00
<b>Subtotal</b>	<b>0.94</b>	<b>2.24</b>		<b>0.62</b>	<b>1.47</b>
<b>Police</b>					
Patrol Services	6.78	16.02	100%	6.78	16.02
Support Services	2.70	6.39	100%	2.70	6.39
Strategic Management	1.03	2.45	100%	1.03	2.45
Debt	0.09	0.22	100%	0.09	0.22
<b>Subtotal</b>	<b>10.6</b>	<b>25.08</b>		<b>10.60</b>	<b>25.08</b>
<b>Fire</b>					
Administrative Services	0.80	1.89	20%	0.16	0.38
Emergency Operations	6.55	15.49	0%	0.00	0.00
Debt	0.26	0.63	100%	0.26	0.63
<b>Subtotal</b>	<b>7.61</b>	<b>18.01</b>		<b>0.42</b>	<b>1.01</b>
<b>Volunteer Fire</b>	<b>1.07</b>	<b>2.54</b>	<b>20%</b>	<b>0.21</b>	<b>0.51</b>
<b>ENVIRONMENTAL SERVICES</b>					
Animal Management	0.28	0.68	100%	0.28	0.68
<b>LIBRARY</b>					
Library	0.98	2.31	0%	0.00	0.00
Debt	0.25	0.60	0%	0.00	0.00
<b>Subtotal</b>	<b>1.23</b>	<b>2.91</b>		<b>0.00</b>	<b>0.00</b>
<b>NON-DEPARTMENTAL</b>					
Street Lighting/Traffic Signal	0.46	1.09	100%	0.46	1.09
<b>Subtotal</b>	<b>0.46</b>	<b>1.09</b>		<b>0.46</b>	<b>1.09</b>
<b>GRAND TOTAL</b>	<b>24.79</b>	<b>58.69</b>		<b>15.02</b>	<b>35.58</b>

## FY 2016 TAX DIFFERENTIAL SERVICES REQUEST FORM

**MUNICIPALITY: *Greenbelt***

Service Category	County Real Property Tax Rate Equivalent (a)	County Personal Property Tax Rate Equivalent (b)	Degree of Service Provided by Municipality in lieu of County (c)	Real Property Tax Differential Rate (d) = (a) x (c)	Personal Property Tax Differential Rate (e) = (b) x (c)
<b>PUBLIC WORKS/PERMITTING/INSPECTIONS</b>					
Engineering	0.04	0.09	100%	0.04	0.09
Debt	2.02	4.81	100%	2.02	4.81
<b>Subtotal</b>	<b>2.06</b>	<b>4.90</b>		<b>2.06</b>	<b>4.90</b>
<b>HUMAN SERVICES</b>					
Aging	0.03	0.08	50%	0.02	0.04
Housing & Community Development	0.18	0.42	20%	0.04	0.08
<b>Subtotal</b>	<b>0.21</b>	<b>0.50</b>		<b>0.06</b>	<b>0.12</b>
<b>COMMUNITY SAFETY</b>					
<b>Homeland Security – Public Safety Communications</b>					
Police Dispatch	0.68	1.61	100%	0.68	1.61
Fire Dispatch	0.34	0.81	0%	0.00	0.00
<b>Subtotal</b>	<b>1.02</b>	<b>2.42</b>		<b>0.68</b>	<b>1.61</b>
<b>Police</b>					
Patrol Services	6.61	15.70	100%	6.61	15.70
Support Services	2.79	6.62	100%	2.79	6.62
Strategic Management	0.94	2.24	100%	0.94	2.24
Debt	0.07	0.16	100%	0.07	0.16
<b>Subtotal</b>	<b>10.41</b>	<b>24.72</b>		<b>10.41</b>	<b>24.72</b>
<b>Fire</b>					
Administrative Services	0.78	1.86	20%	0.16	0.37
Emergency Operations	6.17	14.66	0%	0.00	0.00
Debt	0.23	0.54	100%	0.23	0.54
<b>Subtotal</b>	<b>7.18</b>	<b>17.06</b>		<b>0.39</b>	<b>0.91</b>
<b>Volunteer Fire</b>	<b>0.90</b>	<b>2.14</b>	<b>20%</b>	<b>0.18</b>	<b>0.43</b>
<b>ENVIRONMENTAL SERVICES</b>					
<b>Animal Management</b>	<b>0.29</b>	<b>0.68</b>	<b>50%</b>	<b>0.15</b>	<b>0.34</b>
<b>LIBRARY</b>					
Library	0.99	2.34	0%	0.00	0.00
Debt	0.22	0.51	0%	0.00	0.00
<b>Subtotal</b>	<b>1.21</b>	<b>2.85</b>		<b>0.00</b>	<b>0.00</b>
<b>NON-DEPARTMENTAL</b>					
Street Lighting/Traffic Signal	0.41	0.96	100%	0.41	0.96
<b>Subtotal</b>	<b>0.41</b>	<b>0.96</b>		<b>0.41</b>	<b>0.96</b>
<b>GRAND TOTAL</b>	<b>23.69</b>	<b>56.23</b>		<b>14.34</b>	<b>33.99</b>



Rushern L. Baker, III  
County Executive

PRINCE GEORGE'S COUNTY GOVERNMENT  
OFFICE OF MANAGEMENT AND BUDGET

December 7, 2017

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

Dear Mayor Jordan:

Thank you for submitting your FY 2019 Municipal Tax Differential Request. The Office of Management and Budget has reviewed your submission and supporting documentation. As a result, your application is accepted as submitted with the following modifications:

Public Works/Inspections – Engineering Services

The City requested a tax differential of 100% for public works/inspections - engineering, the same level as received in FY 2018. Since the City collects a significant amount of revenue related to code enforcement, the County has determined that the City qualifies for a 70% tax differential for this category. Services that are funded through fees are ineligible for this credit. Only services funded through property taxes are eligible for tax differential credit.

Human Services – Aging

The City requested a tax differential of 50% for human services - aging, a 20% decrease from the level received in FY 2018. Based on the level of service the City is providing to senior citizens, the County has determined that the City qualifies for a 70% tax differential. This recommendation is consistent with the tax differential granted to other municipalities providing a similar level of service.

Human Services – Housing and Community Development

The City requested a tax differential of 20% for human services - housing and community development, a 20% increase above the level received in FY 2018. The City did not provide information to confirm that it provides these services to justify this request. Therefore, the County has recommended that the City's tax differential for the human services - housing and community development category be set at 0%.

14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland 20772  
(301) 952-3300 ■ TDD (301) 985-3894



### Fire – Administrative Services

The City requested a tax differential of 20% for fire - administrative services, a 20% increase above the level received in the FY 2018. Based on the information provided, the City is providing contributions to the Greenbelt Volunteer Fire Company, and not providing administrative services. Credit for providing contributions has been granted in the volunteer fire category. As such, the County has recommended that the City's tax differential for the fire - administrative services category be set at 0%.

### Fire – Debt

The City requested a tax differential of 100% for fire - debt, the same level received in the FY 2018. Based on the information provided, the City is not incurring debt service costs on fire station buildings. As such, the County has recommended that the City's tax differential for the fire - debt services category be set at 0%.

### Volunteer Fire

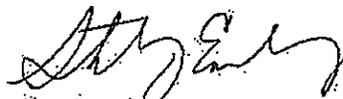
The City requested a 20% tax differential for volunteer fire, a 20% decrease from the level received in FY 2018. The County is recommending that the volunteer fire tax differential be increased to 70% for the donations and financial support provided to the Berwyn Heights, West Lanham Hill and Greenbelt Volunteer Fire Departments. This recommendation is consistent with the tax differential provided to municipalities with similar donations to volunteer fire departments.

### Non-Departmental – Street Lighting/Traffic Control

The City requested a tax differential of 100% for non-departmental - street lighting/traffic control, the same level received in FY 2018. Based on the cost per capita, the County is recommending a 90% tax differential. This recommendation is consistent with the tax differential provided to municipalities with similar expenses.

A spreadsheet is enclosed which summarizes the City of Greenbelt's original tax differential submission and the County's decision. We appreciate your cooperation throughout this process. Please feel free to contact Ms. Latasha Coates via telephone at (301) 952-5141 or via email at [lcoates@co.pg.md.us](mailto:lcoates@co.pg.md.us) for additional information.

Sincerely,



Stanley A. Earley  
Director

**Karen P. Ruff, Esq.**  
942 Waterview Drive  
Crownsville, Maryland 21032

December 19, 2017

Nicole Ard, City Manager  
25 Crescent Road  
Greenbelt, Maryland 20770

Re: Legal Representation

Dear Nicole:

I am pleased to provide legal representation to the City of Greenbelt on an as needed basis after January 2, 2017, until such time as the new City Attorney is appointed and the transition occurs. I agree to provide legal services to the City at an hourly rate of \$175.00. All time expended on behalf of the City, including meetings, research, telephone conferences and travel time, will be charged at that rate.

The only out-of-pocket expenses I charge back to clients (at actual cost) are: operator-placed multi-party conference calls, hand deliver and overnight delivery charges, publishing, recording and filing fees, costs to obtain information or materials from outside vendors (such as a UCC financing statement, judgment and tax lien searches), parking and tolls (but not mileage), and off-site copying charges, facsimile transmissions, computer research, or the materials to create soft-bound transcripts.

I will invoice the City monthly for fees and expenses. In the event that any invoice is not fully paid within thirty (30) days of its date, amounts received in payment of any unpaid and outstanding balance will be applied first to expenses and then to fees for services rendered.

The City may terminate its relationship with me at any time and for any reason, in which case it would be obligated only for the payment of our fees for services rendered by me and disbursements and advances made by me on the City's behalf prior to such termination.

It is my intent to provide services to the City as an independent contractor and not as an employee of the City. By signing below, the City assents to this independent contractor relationship.

Nicole Ard, City Manager  
December 19, 2017  
Page 2

If these terms meet with your approval, please so indicate by signing and dating the enclosed copy of this letter and returning it to me. If you have any questions regarding the terms of this letter, please contact me.

Sincerely,

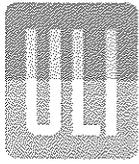
Karen P. Ruff

\_\_\_\_\_  
Karen P. Ruff, Esquire

The undersigned, by execution of this letter agreement, assent(s) to its terms and conditions.

THE CITY OF GREENBELT

By: Nicole Ard  
Nicole Ard City of Greenbelt  
(Printed Name and Title) City Manager



## **ULI Washington Technical Assistance Panel**

### **Greenbelt Road Corridor Improvements**

#### **Draft Scope**

**TAP Study Area:** MD193 from Rhode Island Avenue to Kenilworth Avenue (Greenbelt Road)

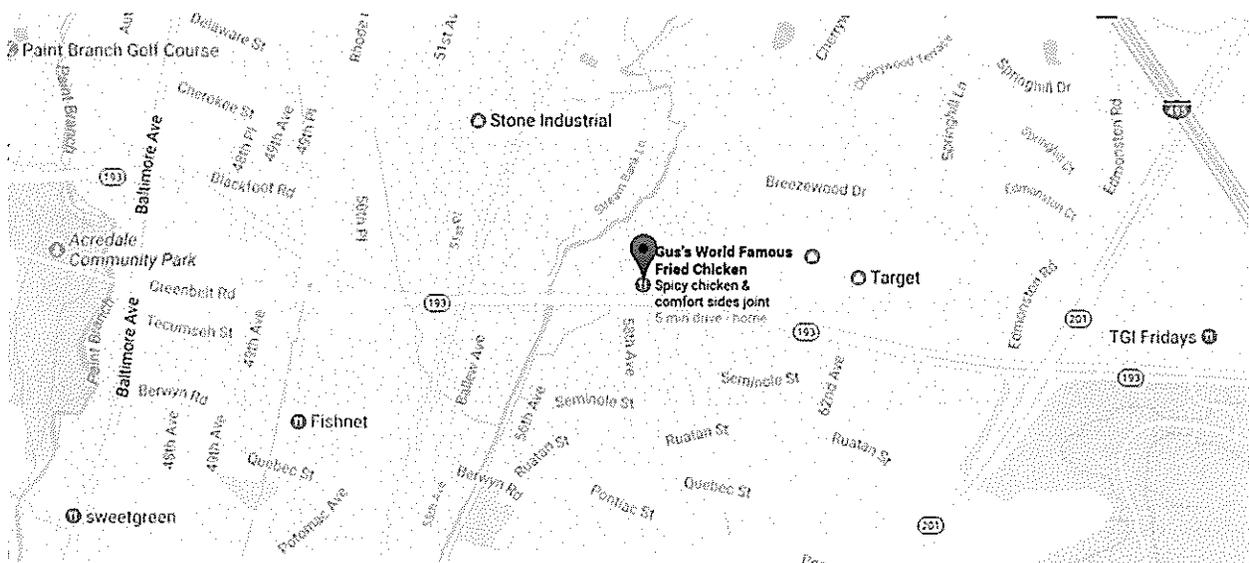
**TAP Sponsors:** City of College Park, City of Greenbelt, Town of Berwyn Heights, and COG.

**Description of the Challenge:** MD193 between Rhode Island Avenue and Soil Conservation Road, also known as Greenbelt Road, is 4.8 miles long, varies from 4 to 6 roadway lanes, and is comprised of a variety of land uses including residential, commercial, and industrial. Major bridge crossings include the CSX, Indian Creek, MD201 intersection, I-95 Interchange, and I-295 Interchange. The Greenbelt Road Corridor stretches through three Maryland municipalities, the Cities of College Park and Greenbelt, and the Town of Berwyn Heights. In College Park, Greenbelt Road serves as a gateway to the University of Maryland and Downtown College Park where there is significant revitalization underway, including the RISE District. In the smaller, historic Berwyn Heights, Greenbelt Road contains commercial and industrial sites, as well as developable frontage. Yet across the road in Greenbelt, Greenbelt Road is comprised of multiple shopping centers, including Beltway Plaza Mall, new and older residential development near the Greenbelt Metrorail station, the Federal Courthouse, and points east including the Greenbelt historic district, major office parks, the Baltimore/Washington Parkway, and NASA Goddard Flight Center. Both College Park and Greenbelt are MWCOG Activity Centers.

About 15 years ago, the three communities worked with the Maryland State Highway Administration to develop the Greenbelt Road Corridor Plan and the Greenbelt Road (MD 193) Community Enhancement or Streetscape Project. Implementation of the plan was hampered by a lack of State funding. Given a lack of local funding, the local communities have repeatedly lobbied the State of Maryland to reactivate and implement the Plan as the need continues to make Greenbelt Road more neighborhood, pedestrian, and bicycle friendly. This includes addressing community redevelopment, multi-modal transportation, the need to preserve and promote open space and recreation, and improving pedestrian and bicycle safety. The need to address Greenbelt Road has intensified given the following factors: both Berwyn Heights and Greenbelt are developing their first economic development programs and policy (per the Berwyn Height's Strategic Plan and recent recommendations by SAGE Group and the Hyattsville Economic Development Corporation for Greenbelt); College Park is successfully revitalizing the Route 1 Corridor; WMATA is facilitating redevelopment of the College Park Metrorail Station; construction of new residential development is underway at the Greenbelt Metrorail Station; and the current rewrite of the Prince George's County Zoning Ordinance.

The Berwyn Heights, College Park, and Greenbelt Councils have agreed to work cooperatively to address some Greenbelt Road improvements. Given the breadth of the Corridor, the TAP is requested to provide recommendations regarding one section of Greenbelt Road, from Rhode Island Avenue to Kenilworth Avenue (near the Greenbelt Middle School).

The TAP recommendations are expected to serve multiple purposes. The three communities plan to use TAP recommendations to support community decision-making regarding community planning, budgeting, and prioritization of action steps. The TAP recommendations are also anticipated to help the communities or private sector apply for future local, regional, state, and federal funding for MD193 streetscape improvements, private improvements, efforts, economic development, and transportation improvements. It is the hope of the sponsors that the TAP can provide insight on regional and state competitiveness, current and future market demand for inventory and services, the potential impact on current businesses and property owners, and the potential for future economic development activity. Likewise, the findings should support local property owners in planned property improvements, business investment, and operations.



**Panelists are asked to address the following questions:**

**Land-Use**

1. What type of uses can the market support in this corridor over the next 5-10 years? Are there priority sites that might catalyze future investments?
2. What options, if any, exist to increase transitional open space as well as access to civic uses and trail networks along the corridor?

3. Given market realities, what placemaking investments are reasonable to expect from land-owners?

### **Transportation**

4. What are the short- and long-term opportunities and constraints for physical improvements to enhance the connectivity and safety of bicycle and pedestrian facilities?
5. Can public and private partners support streetscape improvements to delineate a pedestrian scale within the larger corridor? If so, how?
6. Are there recommendations for supporting safe pedestrian and bicycle access along the corridor? (Pedestrians who use the corridor include the College Park senior citizens who walk from Rhode Island Avenue to Beltway Plaza Mall; or walkers traveling from the new Greenbelt Station townhomes to Beltway Plaza or other retail centers and metro users)
7. In this auto-centric corridor, what intersection improvements exist for enhancing non-auto modes bicycle facilities (Including Greenbelt Rd juncture with College Park Trolley Trail at Rhode Island Ave and Indian Creek Trail at 57<sup>th</sup> Ave) and pedestrian facilities (Including Greenbelt Rd junctures with Cherrywood Lane/60<sup>th</sup> Ave and 63rd)?

### **Implementation**

8. What short and long-term recommendations exist for implementation particularly considering the role of the SHA?
9. What funding opportunities exist for implementation?

## Anne Marie Belton

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**From:** Nicole Ard  
**Sent:** Thursday, December 21, 2017 9:36 PM  
**To:** Anne Marie Belton  
**Cc:** Terri Hruby; Jeffrey Williams; David Moran  
**Subject:** FW: MWCOG Passes Metro Funding Recommendation  
**Attachments:** Certified Resolution R64-2017 - Metro Funding Recommendations.pdf

Anne Marie,  
Please include this with the Manager's Report.

Thank you,  
Nicole

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**From:** Monica Beyrouti [<mailto:mbeyrouti@mwcog.org>]  
**Sent:** Friday, December 15, 2017 3:31 PM  
**Cc:** Chuck Bean; Stuart Freudberg; Kanti Srikanth  
**Subject:** MWCOG Passes Metro Funding Recommendation

Good Afternoon:

WMATA's long-term capital funding needs continues to be a top priority for the Metropolitan Washington Council of Governments (COG). For the past year, the COG has been working to identify the funding need and potential solutions. On December 13, 2017, the COG Board of Directors adopted the attached resolution in support of long-term dedicated funding to provide an additional \$500 million per year for capital improvements to be implemented no later than July 1, 2019. The resolution called for long-term funding to be allocated through equal ¼ shares of the \$500 million annual increased contribution among the District of Columbia, the State of Maryland, the Commonwealth of Virginia, and the federal government. The board urges the federal government to reauthorize its existing funding commitments for FY2019 and to increase its funding commitment by an additional \$125 million per year. The Council of Governments is committed to assisting all parties in reaching an agreement to provide the additional dedicated funding needed to maintain our Metro system in a state of good repair.

If you have any questions please feel free to contact me at any time.

**Monica Beyrouti**  
Government Relations and Member Services Coordinator  
Metropolitan Washington Council of Governments  
(202)962-3212

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS  
777 NORTH CAPITOL STREET, NE  
WASHINGTON, DC 20002**

**RESOLUTION ON LONG-TERM DEDICATED FUNDING AND OTHER ACTIONS SUPPORTING RESTORATION  
OF METRO**

**WHEREAS**, the Metropolitan Washington Council of Governments (COG) is comprised of 24 jurisdictions of the National Capital Region's local governments and their governing officials, plus area members of the Maryland and Virginia legislatures and the U.S. Senate and House of Representatives, and COG provides a focus for action on issues of regional concern; and

**WHEREAS**, the COG Board of Directors has identified restoring Metro as a top priority reflecting the critical role Metro plays in the success of region's economy, transportation, mobility, and overall quality of life; and

**WHEREAS**, the board established a Metro Strategy Group, with the primary mission of identifying dedicated funding necessary to support achievement of a fully restored, world class Metro system that is safe, efficiently managed, and maintained in a state of good repair; and

**WHEREAS**, the board established a Technical Panel of Chief Administrative Officers and jurisdictional financial experts that provided technical analysis on WMATA's long-term capital funding needs and the economic value of Metro, to assist the Metro Strategy Group in carrying out its mission; and

**WHEREAS**, in June 2017, the COG Board adopted attached Resolution R37-2017 supporting a set of principles to provide a focus for the regional actions needed to achieve these goals; and

**WHEREAS**, the principles emphasize the urgent need for local and state governments, the business community and other stakeholders to take unified actions to ensure that funding solutions and associated supporting actions are in place expeditiously; and

**WHEREAS**, a long-term dedicated bondable funding solution of an additional \$500 million a year above FY 2017 capital funding levels, implemented no later than July 1, 2019 (FY2020), is essential to implement WMATA's capital improvement program including \$15.5 billion required to achieve a state of good repair; and

**WHEREAS**, WMATA requires full funding for its FY 2019 capital program to ensure it can continue its state of good repair capital program and such funding should be provided either through long-term dedicated funding or if necessary, interim funding for not more than one year; and

**WHEREAS**, the region urges the federal government to renew its PRIIA funding commitment as well as providing new matching funds at a level commensurate with the increases in state and local funding required for WMATA's long-term safety, reliability and state of good repair and needs to take responsibility for WMATA's capital expenditures and increase their contributions beyond PRIIA funding; and

**WHEREAS**, establishing new funding sources will require coordinated state-level engagement together with the federal government given the essential roles of the District of Columbia, the State of Maryland, the Commonwealth of Virginia, and the United States in WMATA funding

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:**

1. The board supports identification and enactment by the District of Columbia, Maryland and Virginia of long-term dedicated bondable, reliable, and sustainable funding that, together with the federal government, collectively provides \$500 million per year of additional funding beyond FY2017 levels of commitment, and that grows with the economy, implemented by no later than July 1, 2019 (FY 2020) to support WMATA's capital funding requirements.
2. The board supports fully funding WMATA's capital funding needs for the fiscal year beginning July 1, 2018 (FY 2019) on a one-year interim basis should long-term dedicated funding not be in place. The board expects that any temporary short-term capital funding allocation be done in accordance with the current WMATA capital funding formula.
3. The board urges the federal government to reauthorize its existing funding commitments for FY 2019 (PRIIA and transit formula grants) and by no later than July 1, 2019 (FY 2020) to increase its funding commitment by \$125 million per year to support WMATA's long-term capital funding requirements.
4. New long-term funding should be allocated through equal ¼ shares of the \$500 million annual increased contribution, with the federal government allocating its ¼ in addition to the local shares.
5. The board feels it is essential that complementary governance and reform actions are taken resulting in enhancement of WMATA's management and operational efficiency, thereby enabling best utilization of new dedicated funding.
6. The board offers to assist all parties with reaching agreement on actions 1 through 5 through direct dialogue, facilitation and decision support as requested.

The board directs the Executive Director, or his designee, to communicate this resolution to the executive and legislative leadership in the District of Columbia, Maryland, Virginia, as well as the federal government including the regional Congressional delegation, urging their expeditious and timely actions.

**I HEREBY CERTIFY THAT the foregoing resolution was adopted by the COG Board of Directors on December 13, 2017.**

**Laura Ambrosio  
COG Communications Specialist**

# City of Greenbelt, Maryland

## Memorandum

**To:** Nicole C. Ard, City Manager  
**From:** Jeffrey L. Williams, City Treasurer JW  
**Date:** December 20, 2017  
**Subject:** November 2017 Financial Report

### Revenues

Revenues are 74.8% of the adopted budget compared to 72.2% a year ago and 72.2% historically. Real estate revenue is approximately \$500,000 higher than staff expectations as the City nears the mid-point of the fiscal year. Abatements to real property are unusually low compared to previous fiscal years. However, this contra-revenue (or downward adjustment to revenue) typically develops in the second half of the fiscal year. Total real estate abatements budgeted for this fiscal year is \$265,000. It is expected that commercial property, especially office buildings, will account for most of the abatements in FY 2018.

The City received its first of five estimated payments for income tax from the State in November. Using that payment as a guide, it is possible that income tax revenue will meet the adopted budget of \$2,832,500. The caveat is the four miscellaneous payments received during the year. The first two of these payments were approximately \$100,000 lower than in recent fiscal years. Staff will monitor upcoming payments closely when developing the FY 2018 estimate and FY 2019 proposed budget for income tax revenue.

Greenbelt Kids' revenue is \$48,000 higher than a year ago. This good news more than offsets a decline (\$20,000) in revenue at the Aquatic & Fitness Center (AFC) compared to a year ago. It should be noted that the AFC had a stellar year in FY 2016, exceeding \$600,000 for the first time in more than 10 years.

General Fund revenue is currently on track to meet the adopted budget.

### Expenditures

Total operating expenditures are 34.8% of the adopted budget compared to 38.4% in FY 2017 and 39.5% for the most recent five-year period. As noted in recent monthly reports, a fair comparison for total salaries and benefits cannot be made at this time due to a timing issue.

One positive variance that can be verified is related to the Maryland State Retirement billing. The FY 2018 billing will be approximately \$170,000 lower than the adopted budget. This is the result of vacancies in various departments as of June 30, 2017, which is the day a "snap shot" of City salaries was taken to determine the retirement billing for FY 2018.

Motor vehicle maintenance is approximately \$42,000 below costs of a year ago. While vehicle maintenance is not cyclical year over year, cost avoidance early in the fiscal year allows for greater preventive maintenance later in the fiscal year which could reduce costs in FY 2019. Purchases for motor vehicle fuel are in line with a year ago. The most recent cost for a gallon of gasoline was \$2.09, well below the \$2.41 budgeted for FY 2018.

Building maintenance is \$12,000 lower and utilities are ironically \$12,000 higher. The two results are not related. Overall, operating expenditures are approximately \$120,000 lower than at this point in FY 2017.

At this time, expenditures are in line with staff expectations for FY 2018.

**City of Greenbelt**  
**Revenues - FY 2017 vs. Historical**  
**November**

Number	Description	FY 2018 Budget	Nov-17	% of FY 2018 Budget	FY 2017	Historical %
<b>Taxes</b>						
411100	Real Estate	\$16,647,900	\$17,087,696	102.64%	98.79%	99.60%
411210	Real Estate Abatements	(265,000)	(8,902)	3.36%	30.96%	43.50%
411220	Homestead Credit	(80,000)	(159,370)	199.21%	99.88%	40.09%
411230	Homeowner's Credit	(40,000)	(21,560)	53.90%	33.62%	24.14%
<b>Personal Property</b>						
412100	Local	12,000	13,155	109.63%	44.11%	52.34%
412110	Utility	300,000	292,011	97.34%	98.70%	44.98%
412120	Corporate	1,400,000	1,037,579	74.11%	75.26%	51.14%
412140	Local - Prior Years	0	377	0.00%	0.00%	78.34%
412160	Corporate - Prior Years	50,000	7,110	14.22%	77.11%	48.88%
412200	Abatements	(80,000)	(22,631)	28.29%	13.66%	37.27%
<b>Other Taxes</b>						
421100	Income	2,832,500	625,677	22.09%	26.34%	27.26%
421200	Admissions	140,000	22,663	16.19%	39.13%	29.90%
421300	Hotel/Motel	1,000,000	247,437	24.74%	24.68%	24.83%
422100	Highway	392,000	299,608	76.43%	71.83%	65.51%
<b>Licenses</b>						
431000	Permits	1,004,600	310,626	30.92%	18.77%	21.40%
433400	Cable	428,200	103,865	24.26%	24.55%	23.27%
<b>Grants - State</b>						
442101	Police	470,000	116,301	24.74%	25.00%	24.82%
442102	Youth Service	65,000	0	0.00%	0.00%	2.68%
<b>Grants - County</b>						
443106	Landfill	57,700	14,413	24.98%	25.00%	20.83%
443102	Youth Service	30,000	0	0.00%	0.00%	0.00%
443108	MNCPPC	234,000	0	0.00%	0.00%	0.00%
443127	School Resource	80,000	0	0.00%	0.00%	0.00%
<b>Other</b>						
451000	Refuse/Recycling	687,600	170,589	24.81%	25.02%	24.79%
452000	Recreation	760,200	342,616	45.07%	38.46%	40.65%
453000	Fitness Center	583,200	242,178	41.53%	42.66%	41.02%
454000	Community Center	210,300	68,323	32.49%	30.37%	32.48%
460100	Fines/Foreitures	170,000	58,794	34.58%	41.03%	39.17%
460200	Red Light Cameras	350,000	102,085	29.17%	41.15%	41.03%
460300	Speed Cameras	360,000	148,725	41.31%	39.26%	34.50%
470000	Interest	32,000	16,769	52.40%	20.61%	17.36%
480400	Partnerships	149,800	29,165	19.47%	5.84%	19.24%
	Miscellaneous	416,200	91,204	21.91%	30.77%	22.85%
	<b>Total</b>	<b>\$28,398,200</b>	<b>\$21,236,503</b>	<b>74.78%</b>	<b>72.23%</b>	<b>72.17%</b>

**City of Greenbelt**  
**Expenditures - FY 2018 vs. Historical**  
**November**

	Department	FY 2018 Budget	Nov-17	% of FY 2018 Budget	FY 2017	Historical %
100	<b>General Government</b>					
	Salary/Benefits	\$2,409,100	\$836,761	34.73%	36.24%	39.15%
	Operating Expense	746,700	250,825	33.59%	41.62%	46.24%
	Capital Outlay	12,000	0	0.00%	50.72%	69.93%
	<b>Total General Gov't</b>	<b>3,167,800</b>	<b>1,087,586</b>	<b>34.33%</b>	<b>37.53%</b>	<b>41.14%</b>
200	<b>Planning/Comm. Dev.</b>					
	Salary/Benefits	759,000	196,437	25.88%	32.02%	39.66%
	Operating Expense	239,000	14,026	5.87%	10.66%	16.62%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	<b>Total Plan. &amp; C. D.</b>	<b>998,000</b>	<b>210,463</b>	<b>21.09%</b>	<b>26.84%</b>	<b>35.28%</b>
300	<b>Public Safety</b>					
	Salary/Benefits	8,754,600	2,808,105	32.08%	37.27%	37.50%
	Operating Expense	1,536,400	662,671	43.13%	44.94%	43.69%
	Capital Outlay	381,300	0	0.00%	0.00%	19.31%
	<b>Total Public Safety</b>	<b>10,672,300</b>	<b>3,470,776</b>	<b>32.52%</b>	<b>36.89%</b>	<b>37.79%</b>
410	<b>Public Works</b>					
	Salary/Benefits	2,036,600	703,143	34.53%	37.20%	37.95%
	Operating Expense	619,800	214,366	34.59%	38.21%	38.92%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	<b>Total</b>	<b>2,656,400</b>	<b>917,509</b>	<b>34.54%</b>	<b>37.44%</b>	<b>38.19%</b>
450	<b>Waste Collection</b>					
	Salary/Benefits	605,100	203,324	33.60%	41.36%	39.33%
	Operating Expense	188,400	60,575	32.15%	34.64%	33.00%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	<b>Total</b>	<b>793,500</b>	<b>263,899</b>	<b>33.26%</b>	<b>39.38%</b>	<b>37.58%</b>
	<b>Total Public Works</b>	<b>3,449,900</b>	<b>1,181,408</b>	<b>34.24%</b>	<b>37.87%</b>	<b>38.05%</b>
500	<b>Greenbelt Cares</b>					
	Salary/Benefits	1,037,600	362,010	34.89%	39.65%	39.45%
	Operating Expense	67,800	24,421	36.02%	31.07%	36.05%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	<b>Total Greenbelt Cares</b>	<b>1,105,400</b>	<b>\$386,431</b>	<b>34.96%</b>	<b>37.99%</b>	<b>39.00%</b>
600	<b>Recreation</b>					
	Salary/Benefits	2,686,100	\$1,176,874	43.81%	45.85%	45.53%
	Operating Expense	681,600	349,042	51.21%	44.68%	46.20%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	<b>Total</b>	<b>3,367,700</b>	<b>1,525,916</b>	<b>45.31%</b>	<b>45.57%</b>	<b>45.70%</b>

**City of Greenbelt**  
**Expenditures - FY 2018 vs. Historical**  
**November**

	Department	FY 2018 Budget	Nov-17	% of FY 2018 Budget	FY 2017	Historical %
650	<b>Aquatic &amp; Fitness</b>					
	Salary/Benefits	\$818,400	336,606	41.13%	44.23%	44.44%
	Operating Expense	360,700	150,369	41.69%	40.08%	37.71%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total	1,179,100	486,975	41.30%	42.84%	41.99%
	<b>Total Recreation</b>	<b>\$4,546,800</b>	<b>2,012,891</b>	<b>44.27%</b>	<b>44.88%</b>	<b>44.73%</b>
700	<b>Parks</b>					
	Salary/Benefits	\$1,040,500	359,980	34.60%	44.03%	42.71%
	Operating Expense	194,400	68,838	35.41%	28.38%	38.07%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	<b>Total Parks</b>	<b>1,234,900</b>	<b>428,818</b>	<b>34.72%</b>	<b>40.82%</b>	<b>41.75%</b>
900	<b>Miscellaneous</b>					
	Salary/Benefits	206,100	77,031	37.38%	40.02%	40.52%
	Operating Expense	120,700	25,601	21.21%	40.46%	18.70%
	Capital Outlay	0	0	0.00%	100.00%	0.00%
	<b>Total Miscellaneous</b>	<b>326,800</b>	<b>102,632</b>	<b>31.41%</b>	<b>40.42%</b>	<b>35.34%</b>
<b>Operating Expenditures</b>						
	Salary/Benefits	\$20,353,100	\$7,060,271	34.69%	38.92%	39.50%
	Operating Expense	4,755,500	1,820,734	38.29%	39.83%	41.16%
	Capital Outlay	393,300	0	0.00%	1.40%	20.30%
	<b>Total Operating Exp.</b>	<b>\$25,501,900</b>	<b>\$8,881,005</b>	<b>34.82%</b>	<b>38.40%</b>	<b>39.54%</b>
985	<b>Reserves</b>					
	Non-Departmental	165,900	55,634	33.53%	45.83%	18.85%
	Workers' Compensation	680,400	697,360	102.49%	108.07%	102.85%
	Interfund Transfers	2,050,000	0	0.00%	0.00%	0.00%
	<b>Total Reserves</b>	<b>2,896,300</b>	<b>752,994</b>	<b>26.00%</b>	<b>31.22%</b>	<b>38.37%</b>
	<b>Total General Fund</b>	<b>\$28,398,200</b>	<b>\$9,633,999</b>	<b>33.92%</b>	<b>37.78%</b>	<b>39.44%</b>

# WEEKLY REPORT

## Planning and Community Development

Week Ending: Friday, December 22, 2017



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

### **CODE ENFORCEMENT**

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**Commercial Properties:** 7400 Greenway Center Drive, Greenway East Professional, Greenbelt Professional Center and 7200 Hanover Drive were annually inspected; and Saint Hugh's, TGI Fridays, 6320 Golden Triangle and Capitol Cadillac were re-inspected.

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**Apartments:** University Square apartments were annually inspected.

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**Rental Property:** Five rentals were annually inspected; and Five rentals were re-inspected.

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**Complaints:** Two complaints were logged regarding a residence being overcrowded; and Notice sent for an unlicensed rental in Greenbelt Station Parkway community.

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**Permits:** Fourteen permits were approved and issued.

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**Animal Control:** Removed carcass of raccoon from a resident's porch; Picked up two stray kittens; and Two cats were adopted.

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**Meetings: Staff Attended:**

Forest Preserve Advisory Board meeting.

**Staff Met With:**

Joe McNeal and Jim Sterling to discuss Maryland Historical Trust Capital Grants Program;

NRP Group, LLC to discuss basic development concept proposal for undeveloped portion of Capital Office Park;

City Manager to discuss and propose initial timeline for concept review; and

Karen Ruff, Nicole Ard and David Moran to discuss South Core Annexation correction and various planning projects.

**Phone Conference:**

Participated in conference call on ULI TAP grant for Greenbelt Road.

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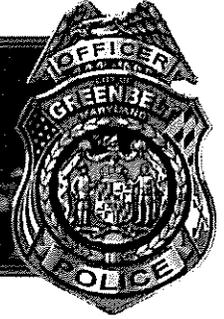
**12/22/2017**  
**P&CD WEEKLY REPORT CONT...**

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*Planning Projects:* Prepared for Forest Preserve Advisory Board meeting;  
Worked on Letter of Intent for MHT Capital Grant Program;  
Prepared draft notification letter for the scheduled council work session on WSSCs Boxwood waterline replacement project;  
Processed invoices and prepped financial paperwork for various projects;  
Prepared release of Permits and Bonds for completed Greenbelt Station work including Verde and initial notification processes for Woodlawn; and  
Worked on Capital Project write-ups for the budget.

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# GREENBELT POLICE DEPARTMENT



## CRIME REPORT

DECEMBER 20, 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](http://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

12/18 12:30 P.M.	99 Centerway. Vandalism. On December 15 <sup>th</sup> unknown person(s) used a marker to place graffiti on the front door of the Greenbelt Youth Center.
12/20 12:40 P.M.	100 block Hedgewood Drive. Theft. A parcel package was taken from the front stoop of a residence. The suspect, later observed on video, is described as a black male, 5'8" to 5'11", 120 to 130 pounds, wearing all black clothing.

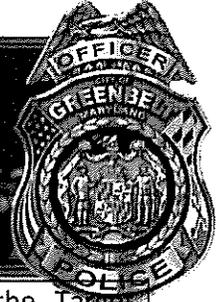
### FRANKLIN PARK/BELTWAY PLAZA/GREENBELT STATION/CAPITOL OFFICE PARK/METRO

12/14 4:25 A.M.	9100 block Edmonston Terrace. Robbery. The victim advised that she first observed the suspect in the area of the Food Mart in the area of Breezewood Drive and Cherrywood Lane. The victim then walked to a building in the 9100 block of Edmonston Terrace, where the suspect followed her into the building, produced a knife and announced a robbery. After obtaining jewelry and money the suspect stabbed the victim and then fled the scene on foot. The victim was transported to Prince George's General Hospital for non-life threatening injuries. The suspect is described as a black male, wearing a black Helly Hansen jacket, dark blue jeans and a black hat.
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*A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY*

# GREENBELT POLICE DEPARTMENT



12/16 2:40 P.M.	6100 block Greenbelt Road. Assault. The victim advised that she left the Target department store and was walking to her vehicle when the two suspects began yelling at her from a parked vehicle. The suspects exited the vehicle and assaulted her, punching her and pulling her hair. The suspects then fled scene in a vehicle described as a blue Nissan truck bearing Maryland tags. The victim refused treatment for minor injuries. The suspects are described as a black female, 5'5", wearing a blue long coat and black pants and a black female, 5'7", with hair in dreadlocks, wearing a green jacket and black jeans.
12/20 11:09 A.M.	9000 block Breezewood Terrace. Fraud. The victim advised that she agreed to sell furniture over a social media site. The suspect sent the victim a check for both the merchandise and to ship it to the suspect. The victim was told to cash the check, then wire the remainder of the money back to the suspect to cover shipping, which the victim did. The victim later discovered that the deposited check was counterfeit. The suspect is described as a white female, no further.

## **GREENBELT EAST/GREENWAY SHOPPING CENTER**

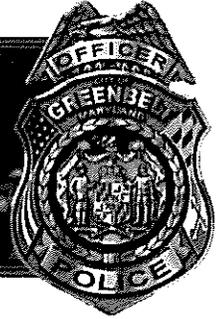
12/16 1:00 A.M.	7400 block Morrison Drive. Burglary. Unknown person(s) entered a vacant residence undergoing renovation by breaking out a front window. A laptop computer was taken. The residence was again entered later in the day. No property was taken.
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## **Automotive Crime - City Wide**

12/14	Recovered stolen auto. A red 1994 Honda Accord 4-door, reported stolen December 9 <sup>th</sup> from the 6100 block of Breezewood Drive, was recovered this date by the Hyattsville City Police Department in the 5600 block of Jamestown Road. No arrests.
12/14	Area of Breezewood Drive and Springhill Lane. Stolen vehicle. A green 1996 Ford Explorer SUV, Maryland tags 4DB1498.
12/15	7800 block Mandan Road. Attempt theft from auto. Unknown person(s) attempted to steal rims and tires from a vehicle.
12/18	9100 block Edmonston Road. Stolen auto. A black 2010 Chevrolet Cobalt 4-door, Maryland tags 9BD1925.
12/18	8000 block Mandan Road. Attempt theft from auto. Unknown person(s) broke out the driver's side window of a vehicle. Nothing was taken.
12/18	8000 block Mandan Road. Theft from auto. Unknown person(s) broke out the driver's side window and removed the in-dash stereo.
12/18	8000 block Mandan Road. Theft from auto. Unknown person(s) broke out the rear passenger window and removed a jacket and several pairs of sneakers.



***A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY***



## CRIME REPORT TALLY SHEET

WEEK OF DECEMBER 20, 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	
Sex Offense (Texting of pictures)	1	Disruption of School Activities	
Armed Robbery	1	Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery		Emergency Commitment Petition	1
Attempt Strong Armed Robbery		Missing Person	
Burglary	1	Fraud	4
Attempt Burglary		Unattended Death	
Assault (One domestic-related)	3	Alcohol Violation	
Domestic	1	False Report	
Drugs		Harassment	
DUI/DWI		Field op (suspicious person)	2
Theft	3	Notification for other agency	
Vandalism	1		1
Child Abuse		<b><u>VEHICLE RELATED CRIMES</u></b>	
Unattended Child		Stolen Vehicles	2
Trespass		Recovered Stolen Vehicles	1
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	2
Credit Card Offense		Attempt Theft From Vehicles	2
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	
Suspicious Person		Accidents	11



# *Department of Public Works*

## *Week Ending December 22, 2017*



### **ADMINISTRATION**

- Met with the Acting Director of Planning to review the East Coast Alliance bike sign locations.
- Met with contractor regarding miscellaneous concrete work. Concrete pad for composting bins was installed at Springhill Lake Recreation Center.
- Finalized work plan for the new Environmental Coordinator.
- Began work on FY 2019 Capital Project list.

### **STREET MAINTENANCE/SPECIAL DETAILS**

- Transported a load of crack seal from Seal Master and continued to crack seal the roadway on Ridge Road.
- Installed a headstone on a grave at the Greenbelt Cemetery.
- Cleaned storm drains of leaves and debris throughout the city.
- Washed the salt trucks and prepped them for snow.
- Removed risers, railings and steps from the Community Center.
- Removed unwanted signs and checked for graffiti throughout the city.

### **HORTICULTURE/PARKS**

- Serviced citizens' chipper requests.
- Picked up the trash and recycling in the parks and playgrounds.
- Collected leaves throughout the city with the leaf vacuum.
- Blew leaves at the Sunoco Station underpass, parts of Crescent Road, walkways and the medians on Mandan Road.
- Salted sidewalks for ice.

### **FLEET MAINTENANCE**

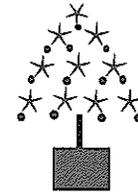
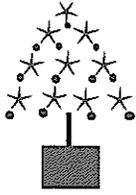
- Performed PM on vehicles 809, 813 and 873.
- Performed a charging system test and replaced a battery in vehicle 850.
- Replaced the front universal joints on vehicle 118.
- Completed a PM service, performed a fuel injection service, replaced the front brake pads and rotors, and installed a battery due to dead-cell on vehicle 846.
- Replaced tires and performed a PM service on vehicle 837.

## **FACILITY MAINTENANCE**

- Replaced the water heater at the Police Station.
- Installed a Cat 5 cable in the theater.
- Replaced the refrigerator at the Aquatic & Fitness Center.
- Completed the Annual Fire Inspections in all city buildings.

## **REFUSE/RECYCLING/SUSTAINABILITY**

- Collected 30.13 tons of refuse and 13.13 tons of recyclable material.
- Worked on EVI agreement for the city to charge at the EV station.
- Conducted SWPP training for a couple PW crews.
- Coordinated with David Brosch from University Park and with the Organics Circle about visiting a Green Mountain technology in-vessel system for composting in Arlington County (Contact: Mr. Bresee). Visited the system on 12/21.
- Started looking into ICLEI's new platform to conduct the greenhouse gas emissions inventory.



# **Greenbelt Recreation Department**

## **Weekly Report**

### **Week Ending December 23, 2017**

#### **ADMINISTRATION:**

- Attended multiple RecTrac training sessions to prepare for the new software debut in January.
- Attended the Youth Advisory Committee forum on Monday at Eleanor Roosevelt High School for Greenbelt youth that are interested in getting involved in local government.
- Attended Eleanor Roosevelt Grad Night meeting.
- FY 2019 budget preparation continued.
- Met with Planning and Public Works departments to review grant opportunity from the Maryland Historical Trust.
- Work with consultant hired to prepare a Recreation and Park Facilities Master Plan continued. The random and open survey has been closed. The consultant has begun to compile and prepare data collected.

#### **YOUTH CENTER/ SPRINGHILL LAKE/PARK RANGERS/GREENBELT KIDS:**

- Winter 2018 Activity Guide is now available on-line and printed guides are available in city buildings. Registration for winter classes began on November 27 for residents and opened for non-residents on December 4. Registration will continue on a space available basis until Winter classes begin on or after the week of January 2, 2018.
- Finale of the 2017 The New Deal Nut: A Greenbelt Nutcracker took place at the Community Center on Sunday at 3 pm. Thirty-two dancers performed for a delighted standing room only audience.
- Greenbelt's Mamas & Papas hosted a holiday gathering at the Youth Center on Wednesday.
- Planning and preparation of the 2018 Camp Guide continued.
- Spring 2018 Activity Guide production continued and will continue until mid-January. Target date for print and on-line guide is February 16, 2018.
- Greenbelt Boys and Girls Club basketball practices at the Youth Center and the Springhill Lake Recreation Center continued. Staff is working with the PGCPS and MNCPPC to secure space for games at Greenbelt Middle School.

#### **AQUATIC AND FITNESS CENTER:**

- EZ Rehab Solutions Therapy met on Tuesday and Thursday.
- GAFC Swim Instructor(s) provided a total of 5 private swim lessons (Friday-Thursday).
- One private swim lesson request was received and entered into the database for swim instructor(s) match. Nine requests have been matched with Swim Instructors (Friday-Thursday).
- Children's Swim Lessons registration is ongoing for passholders and Greenbelt Residents since Monday, and opened for everyone on Wednesday.
- Gym Source Technician replaced the brake, pulley arm and drive belt on the Elliptical and Lateral X 8000.
- Refrigerator in the First Aid/Lifeguard Room was replaced.
- Interviewed and hired a new lifeguard.
- GAFC is accepting toys (new & unwrapped) for Toys for Tots campaign through December 22nd.

## **ARTS:**

- Publicity is underway for upcoming activities including an Art Share on January 5 and a Community Art Drop-In on January 7.
- Currently on view at the Greenbelt Community Center art gallery: Elemental Motion - Digital Photography by Peter Iverson and Julie Simon. This show continues through January 3. Preparations are underway for the next exhibit which will feature costumes, sets and production photography from ten Greenbelt Recreation Department theater and dance productions mounted over the last two years.
- Ongoing activities include winter session registration and routine program marketing.
- The Greenbelt Community Center teaching studios are closed for intersession cleaning and equipment repairs.

## **COMMUNITY CENTER:**

- There is currently one Center Leader shift open on the permanent schedule. Recruitment continued.
- Gym floor resurfacing began. The floor is being stripped to its original surface. Included with this work is an application of new lines for a Pickleball court. The room will be closed until January 2, 2018.
- Supervisor continued to field inquiries in regard to food operation rentals for the Commercial Kitchen. There have been 268 inquiries since April 2015. There are currently five food operations who received all permits and may rent the Kitchen.
- There were 5 facility reservations processed.
- There was 1 private rental and 8 pattern rentals.
- The following groups received free space: Golden Age Club.
- The following City groups received space: Police Department.