

THE CITY OF

GREENBELT

MARYLAND

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 Free Produce Distribution	06	07
08	09 Youth Advisory Committee, 5:30pm, Greenbriar Regular Meeting, MB, 8PM GED Class Registration, SHL GED Class Registration, MB	10	11 Work Session - T-Rex Corporation. (CC), 8PM Caregiver Support Group	12 Active Parenting Class	13	14
15	16 No Meeting (Martin Luther King Jr. Holiday)	17	18 Work Session - North Core DSP (CC), 8PM Memory Support Group & Cafe, 1:30pm, MB	19	20	21
22	23 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
29	30 Work Session - TBD, MB, 8PM	31 Senior Citizens Advisory Committee, 3:30pm, CC	01	02	03	04



THE CITY OF



MARYLAND

GOVERNMENT

COMMUNITY

BUSINESS

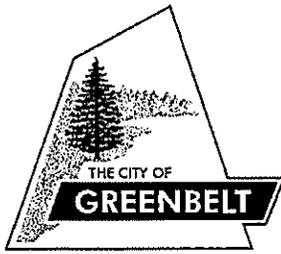
VISITING

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 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





City Manager's Report Week Ending December 30, 2016

1. Have a happy and safe beginning to the upcoming new year.
2. Assistant City Manager
 - a. On leave.
3. Finance Department
 - a. Submitted FY 2016 CAFR to GFOA.
 - b. Wire transferred FY 2017 retirement to State of Maryland.
 - c. Continued with analysis of general fund budget.
4. Information Technology
 - a. Prepared account, laptop and phone for Code Enforcement Supervisor.
 - b. Replaced lost phone – Animal Control.
 - c. Updated DNS records – Network Maryland changes.

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 December 30, 2016

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
2016						
23	M & C Meeting	12/12	Implement Tax Credit Program for renters.	3/30/17	Jeff	
22	M & C Meeting	12/12	Send letter to WMATA on B30 and operating hours.	12/30/16	Mike	Sent 12/23/16.*
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	
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.
9	M & C Meeting	7/11	Referral to CRAB on proposal for Freedom Day holiday.	12/30/16	David	Referred @ 7/22/16.
6	M & C Meeting	4/11	Refer to PSAC – comprehensive review of security cameras in the City.	4/30/17	Mary/Jim C.	Underway. Meetings held October 5, 8 and 15.

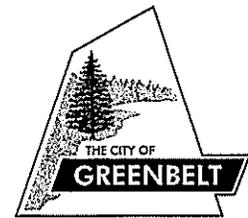
NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
4	City Manager	2/12	Refer revised Sustainable Land Care policy to advisory groups for review within 60 – 90 days.	5/30/16	Jim S.	Referred.
2015						
39	Work Session	10/14	Can there be signage on the Beltway for Roosevelt 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/John S.	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	
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	Being prepared @ 9/23/15.
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	
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.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
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.
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.

WEEKLY REPORT

Planning and Community Development

The Week Ending: Friday, December 30, 2016

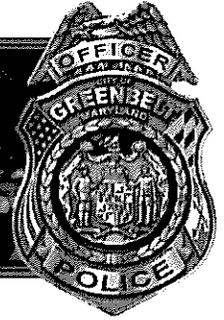


The following items highlight the various activities of the staff of Planning and Community Development for the past week.

CODE ENFORCEMENT

Commercial Properties:	Walker Drive, Ivy Lane, Belle Point Office Park and Greenbelt Road were re-inspected.
Apartments:	Greenbelt Park apartments were re-inspected.
Rental Property:	One rental was inspected; and Three rentals were re-inspected.
Complaints:	One prior complaint was re-inspected.
Permits:	Twenty seven permits were approved and issued.
Windshields:	Bird Lane, Hanover Parkway, Lakecrest Drive, Morrison Drive and Ora Court were observed.
Animal Control:	Removed carcass of a raccoon from a resident yard; Removed carcass of a fox from a sidewalk; One cat taken into custody from a building hallway; and One cat, one dog, and three kittens were adopted.
Noise Complaints:	Mailed thirteen warning notices regarding excess noise.
Meetings:	Staff Met With: Ms. Ferguson who resides at 18 Crescent Road to discuss her concerns regarding an open complaint.
Planning Projects:	Responded to resident complaints from Greenbelt Station South Core regarding noise and road hazards; Responded to departure application inquiry; Followed-up on State Highway Administration changes regarding the North Core Development Site; Processed invoice and administrative management for various planning projects; and Updated permit files for sediment and erosion control oversight at Greenbelt Station.
Other Items of Interest:	Viewed several vacant properties.

GREENBELT POLICE DEPARTMENT



CRIME REPORT

DECEMBER 28, 2016

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

12/28	400 block Ridge Road. Theft. The victim advised that liquor was missing from his liquor cabinet. He stated that he had contractors in his home in September. No reason was given as to why the victim delayed reporting the incident.
9:00 A.M,	

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

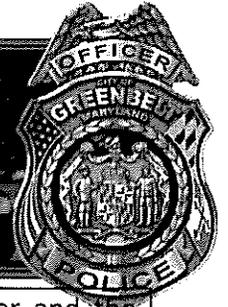
12/23	6200 block Greenbelt Road. Fraud. The victim advised that on December 8 th she was making a transaction at the ATM at the Capital One Bank when she was approached by the suspect, who asked her to deposit a check for him into her account and give her the money, as he had lost his bank card. The victim did deposit the check and gave the suspect money. The victim later discovered that the check was fraudulent. The suspect is described as a black male 20 to 25 years of age, 5'5", 160 pounds with a light complexion, wearing a white shirt, a black coat with a multicolored design on it and blue jeans.
5:23 P.M.	

12/23	6200 block Greenbelt Road. Assault. The victim, a manager at the Wendy's Restaurant, was assault by a suspect at the drive through window during a verbal altercation. A possible suspect, a 26 year old Springdale, MD woman, fled the scene in a vehicle. Investigation is ongoing. The victim refused treatment for minor injuries.
8:35 P.M.	



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



12/26 10:08 A.M.	6000 block Greenbelt Road. Theft. Money was taken from a cashier register and the manager's office at the Shoe Show shoe store.
12/26 1:33 P.M.	6200 block Breezewood Drive. Burglary. The victim advised that on December 21 st unknown person(s) used unknown means to enter the residence and remove a notebook type computer. No reason was given for the delay in reporting the incident.
12/27 3:37 P.M.	6000 block Springhill Drive. Possession of marijuana arrest. A 15 year old Greenbelt youth was arrested for Possession of Marijuana by officers responding to a report of subjects possibly selling marijuana. The youth was released to a parent pending action by the Juvenile Justice System.
12/27 5:47 P.M.	5500 block Cherrywood Lane. Robbery. The victim, a cashier at Demmy's Pharmacy, advised that the suspect came into the store armed with a handgun and demanded prescription medicine. After getting the medicine the suspect fled the area on foot. The suspect is described as an Asian male 23 to 30 years of age, 5'6", 220 pounds, wearing all dark clothing and a ski mask.

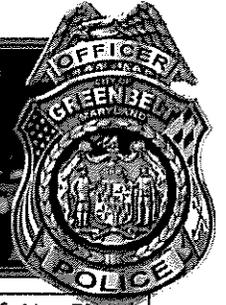
GREENBELT EAST/GREENWAY SHOPPING CENTER

12/22 4:00 P.M.	7100 block Ora Glen Court. Theft. A parcel package was taken from the front stoop of a residence. A witness observed a subject take the package and chased the suspect as he fled the scene on foot. The suspect discarded the package, which was later recovered and returned to the owner. The suspect is described as a black male, 5'8" to 5'11", 150 pounds with black hair in dreadlocks, wearing all black clothing and wearing a red backpack.
12/23 12:10 P.M.	7800 block Hanover Parkway. Theft. A parcel package was taken from the front stoop of a residence.
12/24 3:20 A.M.	7900 block Good Luck Road. Robbery. The victim, a cashier at the 7-Eleven store, advised that the suspect entered the store armed with a handgun and announced a robbery. After getting money the suspect fled the area on foot. The suspect is described as a black male, 5'9", 120 pounds, wearing a black jacket, black jogging pants with white stripes on the legs and a black ski mask.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



12/27 6:00 A.M.	7700 block Hanover Parkway. Trespass arrest. John Russell Slade IV, 30, of No Fixed Address, was arrested and charged with Trespass after he found sleeping in the stairwell of a condominium building. The suspect was released on citation pending trial.
--------------------	---

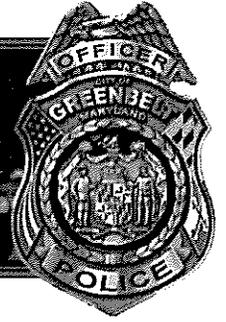
Automotive Crime - City Wide

12/22	Recovered stolen auto. A 2001 Dodge Intrepid 4-door, reported stolen November 7 th from the 5900 block of Cherrywood Terrace, was recovered this date by the Metropolitan Police Department in the 1400 block of Bangor Street S.E., Washington, D.C. No arrests.
12/22	7800 block Hanover Parkway. Vandalism to auto. Unknown person(s) broke out the rear windshield of a vehicle.
12/26	6900 block Hanover Parkway. Theft from auto. Unknown person(s) used unknown means to enter the locked vehicle. Clothing and gift cards were among the items taken.
12/27	9100 block Edmonston Road. Vandalism to auto. Unknown person(s) broke out two windows on a vehicle.
12/27	7500 block Mandan Road. Theft from auto. Unknown person(s) broke out the driver's window and removed a backpack.
12/28	5700 block Greenbelt Metro Drive. Several vehicles were broken into in the parking lot of the Greenbelt Metro Station. The incidents were handled by the Metro Transit Police Department.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



CRIME REPORT TALLY SHEET

WEEK OF DECEMBER 28, 2016

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	
Rape		Disruption of School Activities	
Armed Robbery	2	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 (One terminal illness)	1
Assault (Two domestic-related)	5	Alcohol Violation	
Domestic		False Report	
Drugs	1	Harassment	
DUI/DWI		Field op (suspicious person)	3
Theft	8	Notification for other agency	
Vandalism			
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	
Trespass	1	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	
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	2
Suspicious Person		Accidents	8



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

Department of Public Works

Week Ending December 30, 2016



**THE PUBLIC WORKS DEPARTMENT WISHES ALL
CITY STAFF AND THEIR FAMILIES A HAPPY & HEALTHY
NEW YEAR 2017!**

ADMINISTRATION

- Brian Kim met with Gardiner & Gardiner for the theater renovation project to review warranty/deficiencies.
- Brian Kim met with the Community Center Supervisor to review standard operating procedures for access control.
- Brian Kim coordinated operation and maintenance and close-out activities for the new Community Center gymnasium lighting project.
- Brian Kim did an on-site survey of ongoing special projects: flooring in the dance studio, the HVAC upgrade project, and the lighting fixture upgrade.

STREET MAINTENANCE/SPECIAL DETAILS

- Took down unwanted signs and checked for graffiti.
- Continued applying crack seal on Hanover Parkway.
- Applied cold mix on Hanover Parkway.
- Repaired and installed a head stone in the cemetery.

FACILITIES MAINTENANCE

- Supervised and inspected the ongoing LED lighting upgrade project in the Community Center.
- Supervised and inspected the ongoing flooring and HVAC projects in the Community Center.
- Coordinated and met with various vendors and subcontractors to address ongoing and pending projects.
- Addressed warranty issues at the theater.
- Addressed various work orders.

HORTICULTURE/PARKS

- Continued curbside leaf removal on Lakeside and in Windsor Green.
- Blew and collected leaves in common areas.
- Chipped downed branches throughout the city.
- Started collecting Christmas trees from designated areas throughout the city.
- Cleaned and washed Parks trucks.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 29.11 tons of refuse and 15.67 tons of recyclable material.
- Assisted with installing LED lights in the Community Center.

AUTO MAINTENANCE

- Installed the City logo on the new GAIL vehicle and ordered the keys.
- Diagnosed an overheating issue on a refuse truck and ordered parts.
- Performed preventative maintenance on a Public Works van.
- Repaired the HVAC system and replaced the blend door actuator on a Planning vehicle.
- Continued to trace a short in the rear tail light assembly due to broken and corroded wires in a bucket truck.
- Installed spare tires on the leaf vacuum.



Greenbelt Recreation Department **Weekly Report**

Week Ending December 30, 2016

ADMINISTRATION:

- Continued work on FY 17/18 budget preparation.
- Met with Aquatic and Fitness Center and Springhill Lake Recreation Center staff to review various items.
- Prepared meeting materials for January 9 Youth Advisory Committee meeting. The meeting will be held in the Greenbriar Community Building at 5:30 p.m.
- A variety of facility reservation requests were received and processed for permits at the Youth Center and the Springhill Lake Recreation Center. We will begin accepting park permits for 2017 beginning Tuesday, January 3.

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

- Resident and non-resident registration for Winter programs and classes continued. Class programs begin the week of January 3, 2017.
- YC storage areas and equipment were cleaned and prepared for Winter class programs beginning next week.
- Both the YC and SHLRC opened at noon during the school holiday break and will be open during the holiday weekend as follows: Friday, noon-9:45pm; Saturday, 12-5pm; and Sunday, 12-4pm.
- Spring program planning and Activity Guide coordination continued.
- Camp planning continued in anticipation of final draft review and publication of 2017 Spring & Summer Camp brochure next week.

AQUATIC AND FITNESS CENTER:

- GAFC special hours of operation - New Year's Eve: Saturday, December 31 - 8:00am-5:00pm; New Year's Day: Sunday, January 1 - 12:00pm-4:00pm.
- 1991 Daily Admission all day Sunday, December 25 with holiday hours of 12:00pm- 4:00pm.
- Fall 2016 Deep Water Aerobics and Aquacize make-up classes held on.
- Triathlon Training For Beginners class has been added to GAFC fitness classes in RecTrac. Email blast with more information was sent to patrons on Thursday.
- New indoor pool reservation has been entered for Russet Swim Club. They have rented three (3) lanes on Sundays from 4 pm - 5 pm starting January 8 through April 30.
- EZ Rehab Solutions Water Therapy indoor pool reservations have been entered in RecTrac through May 30, 2017.
- Four (4) private swim lesson requests were received and entered into the database for swim instructor(s) match.
- Swim Instructor(s) provided a total of nine (9) Private Swim Lessons and Personal Training Sessions.
- Six (6) Greenbelt Marriott Hotel guests used the indoor pool.
- Three (3) people enrolled in the American Red Cross Certified Lifeguard Class that ran December 26 through December 30. Topics included water rescue skills, surveillance and recognition, first aid, breathing and cardiac emergencies, CPR, AED and more.