

# CITY OF GREENBELT

**Date:** January 24, 2014  
**To:** City Council  
**From:** Michael McLaughlin, City Manager  
**Subject:** Weekly Report on Various Items

1. Attachment A is the Council Action Request (CAR) report.
2. Attachment B is a legislative update.



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Michael McLaughlin, City Manager



# January 2014

City of Greenbelt

[www.greenbeltmd.gov](http://www.greenbeltmd.gov)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MB – Municipal Building – 25 Crescent Road – 301.474.8000 CC – Community Center – 15 Crescent Road – 301.397.2208  Meetings subject to change Call 301.474.8000 for verification.			<b>1</b>  City Holiday	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> 8 pm – Work Session – Interview Economic Development RFP Respondents & Stakeholder Meeting Review – MB	<b>7</b>	<b>8</b> 8 pm – Work Session – Sustainable Communities Application – CC	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> 7:40 pm – Advisory Group Interview – MB  8 pm – Council Meeting – MB	<b>14</b>	<b>15</b> 7:30 pm – Work Session – Council Goals Session – CC	<b>16</b> 7 pm – PGCMA – District Heights	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>  City Holiday	<b>21</b>	<b>22</b> 8 pm – Executive Session – Review of Economic Development RFP – CC	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> 7:40 pm – Advisory Group Interview – MB  8 pm – Council Meeting – MB	<b>28</b>	<b>29</b> 8 pm – Work Session – City Manager Update – CC	<b>30</b> 7:30 pm – Four Cities – College Park	<b>31</b>	

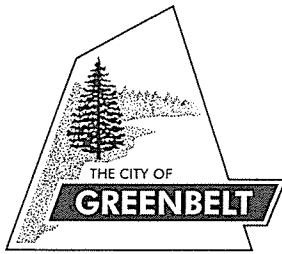


# February 2014

City of Greenbelt

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2	3 8 pm – Work Session - *BARC – MB	4	5 8 pm – *Executive Session – Personnel/ CBA Negotiations – CC	6	7	8
9	10 8 pm – Council Meeting – MB	11	12 8 pm – *Executive Session – Personnel – CC	13	14	15
16	17 City Holiday	18	19 8 pm – Work Session - *Garden Boundaries – CC	20 7 pm – PGCMA – North Brentwood	21	22
23	24 8 pm – Council Meeting – MB	25	26 6 pm - *Legislative Dinner	27	28	*Tentative



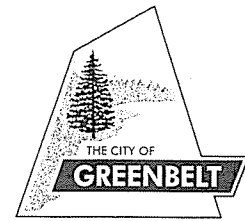
City Manager's Office  
Week Ending January 24, 2014

1. Met with Kenny Hall, Jim Sterling and Luisa Robles to review status of Sustainable Maryland Certified application. The University of Maryland students have completed write-ups on nine criteria, but not enough to file for certification. Members of Green ACES and city staff will write-up a number of criteria with the intent to file a completed application by the end of February.
2. A number of City Manager's office staff were in the office on Tuesday during the storm in order to respond to calls and monitor storm response.
3. Assistant City Manager –
  - a. Completed and submitted a Bond Bill Fact Sheet to Bond Bill analyst at the State.
  - b. Prepared Capital Projects Update.
  - c. Met with Assistant Director of Public Works regarding Springhill Lake Recreation Center roof and window replacement project.
4. Finance Department –
  - a. City Treasurer attended quarterly GFOA Conference.
  - b. Met with Recreation Department to discuss budget requests for FY 2015.
  - c. Prepared monthly financial report as of December 2013.
  - d. Processed 35 paper paychecks, 118 paper vouchers, and 129 eVouchers. We are down to 35 hard checks and slightly over half of the employees who have Direct Deposit have eVouchers. In an effort to GO GREEN and save time and money, we are campaigning to have more employees sign up for eVouchers.
5. IT Director –
  - a. Continued deployment of Windows 7 software
  - b. Preparing 13 Toughbooks for use in the field by Police department
  - c. Preparing 2 new PCs, one each for Planning and Public Works, to handle new geographic information system (GIS) software. The Chesapeake Bay Foundation grant for the tree plan included funding for this software to enable the city to gather and compile tree data.
6. Public Information Coordinator finished newsletter. A copy is in your packet. Please forward any edits by Tuesday.
7. Prepared a number of agenda items and reports in preparation of Council's Regular Meeting of 1/27/14 and City Manager Update of 1/29/14.

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

# WEEKLY REPORT

Planning and Community Development  
Week Ending: Friday, January 24, 2014



*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:* No commercial properties were inspected.

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*Rental Property:* One rental property was annually inspected.

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*Apartments:* No apartment complexes were inspected;  
Responded to a police call - vehicle struck an apartment building in Franklin Park due to icy conditions in the parking lot.

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*Permits:* Issued one residential electrical permit.

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*Complaints:* Two complaints were logged in Franklin Park apartments; and  
Conducted three complaint re-inspections.

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*Animal Control:* Picked up one feral cat during snow storm;  
Five cats were adopted;  
Picked up one dead raccoon; and  
Missing dog found and reunited with owner.

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*Alarms* Mailed twenty-seven alarm renewal notices.

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*Meetings:* FPAB meeting;  
Meeting with Animal Control volunteer coordinator;  
Drafted minutes for December FPAB meeting; and  
Met with GHI staff to discuss vacation of right-of-way issue.

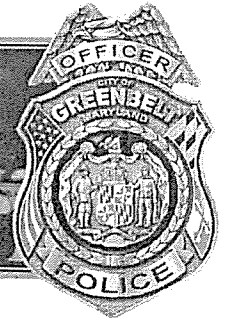
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*Planning Projects:* Worked on materials for FY 2015 budget preparation;  
Reviewed materials on vacation of right-of-way process;  
Initiated review of Bus Stop Safety and Accessibility Study;  
Working with consultant on an updated Greenbelt Lake Dam Emergency Action Plan;  
Referral of revisions to the Greenbelt Station South Core conceptual site plans; and  
Budget prioritization of pedestrian and bicyclist improvements based on the Ped/Bike Master Plan recommendations, as well as departmental budget submittal.

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*Other Items of Interest:* Addressed several parking enforcement questions;  
Prepared negotiated purchase resolution for Greenbelt Theater;  
Worked with Human Resources preparing employment ads for two  
position vacancies; and  
Susie Hall to attend the World of Pet Expo in Baltimore on January  
24.

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## CRIME REPORT

JANUARY 19, 2014

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

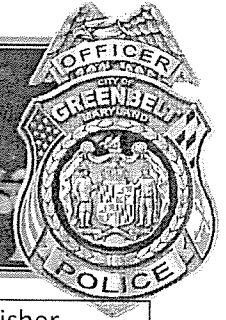
### FRANKLIN PARK/BELTWAY PLAZA/GREENBELT METRO/CAPITOL OFFICE PARK

01/17 2:50 P.M.	9100 block Edmonston Court. Possession of Paraphernalia arrests. John Jose Mejia-Guerrero, 20; Jose Rigoberto Portillo, 20 and Bryan Ulice Flores, 20, all of Greenbelt, were arrested and charged with Possession of Paraphernalia after they were located by a security officer in a laundry room with paraphernalia commonly used to weigh and ingest marijuana. All three subjects were released on citation pending trial.
01/17 7:30 P.M.	6000 block Springhill Drive. Strong arm robbery. The victim advised that she was walking down the street when she was approached by the suspect, who grabbed the cell phone from her hand and fled the scene on foot. The suspect is described as a black male, with a light complexion, 6' to 6'2" with a thin build, wearing a black jacket, blue jeans and sneakers with the number '23' on the back.
01/18 1:40 A.M.	Area of Edmonston Road and Edmonston Court. DWI/DUI arrest. Toriseju Onyeka Igbene, 22, of Upper Marlboro, MD was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges as a result of a traffic violation. The suspect was released on citations pending trial.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# GREENBELT POLICE DEPARTMENT



01/19	5900 block Springhill Drive. Vandalism. Unknown person(s) threw a fire extinguisher through the sliding glass door of a residence, shattering it.
10:00 P.M.	

## GREENBELT EAST/GREENWAY SHOPPING CENTER

01/23	7400 block Greenbelt Road. Burglary. Unknown person(s) forced open the front door of the Verizon Store. Phones were taken.
3:28 A.M.	

### Automotive Crime - City Wide

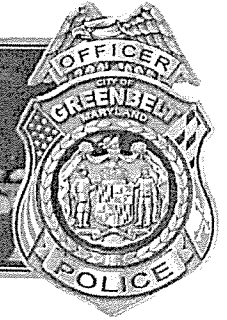
01/16	7700 block Hanover Parkway. Theft from auto. Copper pipe was taken from atop a work van.
01/17	7700 block Hanover Parkway. Stolen auto. A silver 1999 Honda Civic 4-door, Maryland tags 7AH8545.
01/17	7800 block Mandan Road. Recovered stolen vehicle. A 2013 Toyota Tacoma pickup, reported stolen to the Prince George's County Police Department. No arrests.
01/17	7300 block Wintergreen Court. Theft from auto. Unknown person(s) broke out the passenger window and removed an air bag.
01/17	7300 block Wintergreen Court. Theft from auto. Unknown person(s) broke out the passenger window and removed an air bag.
01/17	7700 block Hanover Parkway. Stolen auto. A 1999 Honda Civic 4-door. The vehicle was recovered January 19 <sup>th</sup> in the 600 block of 59 <sup>th</sup> Avenue, Fairmont Heights, MD. No arrests. The tags on the vehicle at the time of theft, Maryland 7AH8545, were not recovered and are still out as stolen.
01/20	Area of Mandan Road and Mathew Street. Attempt theft from auto. Unknown person(s) broke out the driver's side window and ransacked the vehicle. Nothing was taken.
01/22	6200 block Springhill Drive. Theft from auto. Unknown person(s) broke out the driver's side window and removed lottery tickets.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**



# GREENBELT POLICE DEPARTMENT



## CRIME REPORT TALLY SHEET

WEEK OF JANUARY 19, 2014

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.

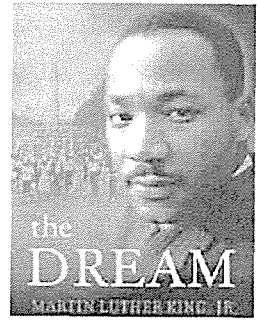
<u>GENERAL CRIMES</u>		<u>GENERAL CRIMES (CON'T)</u>	
Carjacking		Animal Bite	
Rape		Disruption of School Activities	
Armed Robbery		Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery	1	Emergency Commitment Petition	3
Attempt Strong Armed Robbery	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



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# *Department of Public Works*

## *Week Ending January 24, 2014*



### **ADMINISTRATION**

- Jim Sterling met with a glass contractor at the Springhill Lake Recreation Center to obtain prices for upcoming improvements.
- Kenny Hall, Jim Sterling and Luisa Robles met with the City Manager regarding Sustainable Maryland Certification.

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

- Took down unwanted signs and checked for graffiti.
- Plowed and salted streets around the clock Tuesday into Wednesday, and continued to salt streets daily.
- Assisted with the Greenbelt Connection two days.
- Lowered the Greenbelt flag for Martha Hall, the wife of Public Works Director, Kenny Hall, who passed away suddenly on Wednesday.
- Pushed debris at the Northway Fields compost site.

### **HORTICULTURE/PARKS**

- Removed snow and ice, and salted City sidewalks and bus stops around the clock Tuesday into Wednesday, and continued the rest of the week.
- Continued Christmas tree removal from posted areas.
- Assisted with snow and ice removal.
- Addressed hydraulic and tire/tire chain issues on snow removal equipment.
- Worked on a grass cutting contract.
- Horticulture Crew, Jamie Mena attended the 2014 Advanced Landscape Plant Integrated Pest Management Professional Horticulture Short Course held in the Entomology Department at the University Of Maryland.

### **BUILDING MAINTENANCE**

- Assisted with snow removal.
- Installed two new basketball rims in the Community Center gym.
- Worked with the contractor to repair door lock mechanisms on the Municipal Building exterior doors.
- Completed working with the contractor on the new generator at the Municipal Building.
- Started prep work to paint the weight room at the Youth Center.
- Provided cleaning services to all City buildings.

### **REFUSE/RECYCLING/SUSTAINABILITY**

- Collected 30.31 tons of refuse and 11.85 tons of recyclable material.
- Attended the COG Recycling meeting about new market trends in recycling. With regards to single stream recycling, it was said that we need more education to avoid contamination and that distributing large rolling carts is “the driving force to get higher recycling rates” – according to Andrew Dunbar, Director of Marketing for Waste Management East. The trend for electronics recycling is a reduction in weight due to smaller and more efficient gadgets. The next big thing in recycling is composting food waste, food waste recovery, with several cities in the US and Canada already making it mandatory.



# **Greenbelt Recreation Department**

## **Weekly Report**

Week Ending January 24, 2014

### **ADMINISTRATION:**

- Budget meetings with supervisors and coordinators. Staff continued to work on FY 2015 budget. Met with City Treasurer to review budget items.
- Assistant Director of Programs attended MML Board Meeting.
- Assistant Director of Programs participated in a webinar hosted by HEAL titled, "Enhancing Walking and Biking in Rural and Suburban Cities."
- Reviewed applications for the vacant Recreation Coordinator position.
- Assistant Director of Programs and staff attended a meeting held by the HR Director to discuss the online summer camp application process.
- Preparing for the February Youth Advisory Committee meeting. A notice will be placed in the *News Review* and on the City website with details.
- Prepared draft minutes from the January PRAB meeting.
- Reviewed Replacement Fund and Capital Projects budgets.

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

- Staff monitored weather reports and conditions in order to make appropriate adjustments to facility and program schedules throughout the week.
- Banner for Family Fit Night arrived. Family Fit Night will be held at Springhill Lake Recreation Center on Friday, February 7<sup>th</sup>, 6pm-8pm.
- Flyers for upcoming classes were created.

### **ARTS:**

- Make-up classes were scheduled for four classes affected by weather-related cancellations.
- Confirmation of spring activities and editing of the next activity guide are ongoing.
- *The Washington Post* highlighted the current exhibition in the Greenbelt Community Center Art Gallery: bold watercolor paintings by Valerie Watson. The exhibit continues through February 7, with a closing reception at the February 2 Artful Afternoon. Watson is currently teaching a new painting class at the Community Center.
- Production work and rehearsals are currently underway for the 2014 Greenbelt Youth Musical. Base costume elements are being assembled and planned for the show's 40 actors, who will fulfill 151 roles, some of which require multiple costumes. The show will also include several hand-crafted props and scenic elements, including: armaments, a royal pavilion, and a tiller and rudder assembly. Teen stagecraft interns are working on staff-designed sculptural masks for the show's three bats and five mole characters.
- FY 2015 budget preparation continued.
- Preparing an interim report to the Maryland State Arts Council for the City's FY 2014 operating grant.

## **AQUATIC AND FITNESS CENTER:**

- The facility closed at 8am on Tuesday, January 21 and re-opened at 10am on Wednesday, January 22. Classes were cancelled both days and makeups will be held next week. Updates on the status of operating hours and classes were made on the weather hotline, GAFC's web and Facebook pages and on the voicemail at GAFC.
- Session 1 of water exercise ended January 24; session 2 will begin February 3.
- Made edits to the Recreation Spring 2014 activity guide.
- Public Works and contractor worked on heating unit for offices, classroom and concession room.
- The monthly in-service training for pool managers and lifeguards was held.
- GAFC appreciates the many staff that covered shifts while on winter break and wishes them safe travels back to school.

## **COMMUNITY CENTER:**

- New basketball rims were purchased and installed.
- The facility was open 2-10pm on Martin Luther King Jr. Day and closed on Tuesday due to the storm.
- Community Center Coordinator attended a MRPA workshop in Howard County. The topic was Email and Business Writing.
- The facility hosted an American Red Cross blood drive on Friday.
- Budget preparation continued.
- There were 4 facility permits processed, 3 private rentals and 15 pattern rentals.
- The following groups received free space: Golden Age Club, Greenbelt Writer's Group, Greenbelt Concert Band, Greenbelt Arts Center, Girl Scout Troop #3251, Girl Scout Troop #2799 and Girl Scout Troop #4816.
- The following City groups received free space: Be Happy, Be Healthy Volleyball & Yoga, City Council, Advisory Planning Board and Forest Preserve Advisory Board.