

CITY OF GREENBELT

Date: February 21, 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 correspondence from Windsor Green and GEAC requesting expansion of the County's Rain Check program to HOAs. A copy will be included in the background materials for Wednesday's legislative dinner.
3. Attachment C is a legislative update.



Michael McLaughlin, City Manager



February 2014

City of Greenbelt

www.greenbeltmd.gov

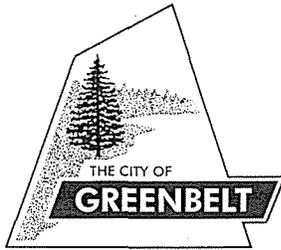
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MB – Municipal Building – 25 Crescent Road – 301.474.8000 CC – Community Center – 15 Crescent Road – 301.397.2208 Meetings subject to change Call 301.474.8000 for verification.						1
2	3 No Meeting	4	5 8 pm – Executive Session – Personnel/ CBA Negotiations – CC	6	7	8
9	10 7:20 pm – Advisory Group Interviews – MB 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 7:40 pm – Advisory Group Interview – MB 8 pm – Council Meeting – MB	25	26 6 pm – Legislative Dinner	27	28	



March 2014

City of Greenbelt
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
*Tentative						1
2	3 8 pm – Work Session – Greenbelt Station South Core TIF – MB	4	5 8 pm – Work Session – CC	6 7:30 pm – Work Session – GEAC – Greenbriar CC	7	8
9	10 8 pm – Council Meeting – MB	11	12 8 pm – Work Session – BARC – CC	13	14	15
16	17 8 pm – Work Session – *Civic Associations – MB	18	19 8 pm – Work Session – Transit Meeting – CC	20 7 pm – PGCMA – Greenbelt	21	22
23	24 8 pm – Council Meeting & FY 2015 Budget Presentation – MB	25	26 8 pm – Budget Work Session – Overview, Revenues & General Government – CC	27	28	29
30	31 8 pm – Budget Work Session – TBD – MB	<p>MB – Municipal Building – 25 Crescent Road – 301.474.8000 CC – Community Center – 15 Crescent Road – 301.397.2208</p> <p>Meetings subject to change Call 301.474.8000 for verification.</p>				



City Manager's Office Week Ending February 21, 2014

1. Included in Council's packet is a summary of the reference checks on the two economic development consultant firms. It is suggested an executive session be held March 5 for Council to review.
2. Included in Council's envelope is a copy of the 2013 Annual Report for the County/Municipal I-Net. Beverly Palau and Dale Worley serve on the executive committee and other committees of this group. Beverly was instrumental in the preparation of the annual report.
3. In preparation for next week's legislative mid-term dinner, Celia and David "brainstormed" whether the city should seek an extension on the existing grant money for the theater renovation project or pursue the additional funding. Attached is an email from David with the recommendation to communicate to Greenbelt's delegation the need for the extension over additional funding at this time. This email will be attached to your meeting materials.
4. Mayor Pro Tem Davis has provided two documents which are included in your envelopes. One is a branding study which is being done for the County. The other is a briefing on the County's Plan 2035 initiative.
5. Met with Recreation Department to review most of their budget accounts.
6. Assistant City Manager –
 - a. Met with Public Works Director and Assistant Director regarding Replacement Fund budget.
 - b. Monitored & researched State & County Legislation & drafted correspondence to reflect City's position on key bills.
 - c. Testified before the House Economic Matters Committee on HB 729 (street lights) and HB 1057 (Shuttle UM).
 - d. Attended LGIT seminar on Preventing Harassment in the Workplace.
7. Finance –
 - a. Forwarded FY 2013 Single Audit to Federal Audit Clearing house.
 - b. Prepared January Financial Report.
 - c. Completed FY 2014 & FY 2015 Revenue projection.
 - d. Filled Payroll vacancy position. Welcome Julissa Ramos!
 - e. City Treasurer met with Recreation Department to discuss FY 2015 budget.

8. Information Technology
 - a. Attended Comcast Negotiations Team Meeting. Internal meeting to discuss strategy and how Comcast/ Time Warner merger might affect franchise
 - b. FY 2015 IT discussions with CARES and Police
 - c. Attend COG-CIO mtg – via video conference
 - d. Worked with CARES to create mini computer lab for GED class
9. Prepared for Council meeting of 2/24, legislative dinner of 2/26 and work session of 2/19.
10. Held senior staff meeting.

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

Michael McLaughlin

From: David Moran
Sent: Tuesday, February 18, 2014 3:44 PM
To: Michael McLaughlin; Celia Craze
Subject: RE: Theater bond bill

Mike,

Celia and I met today to discuss this matter. The current State bond bill (\$300,000) must be "expended or encumbered by the Board of Public Works" by June 1, 2014. Below are our thoughts:

- Celia expects we will be able to submit a contract to the Board of Public Works for their approval prior to June 1. If they approve the contract, the funds would be encumbered. However it is beyond our control that they will approve it by that date. So there is some doubt about meeting this deadline.
- There is no guarantee that we will receive the additional \$200,000 in bond funding (HB 502/SB 516) this year – the Delegation sounded unsure when we discussed it at the December dinner. Also we are in better shape to seek additional bond funding if we can demonstrate that we successfully spent the funds they already gave us.
- Since the General Assembly concludes on April 7, if some delay were to occur after this date there would be no recourse to get this extension passed.
- To date, things have not always gone as planned/hoped regarding this project.

Given the above, we both agree that protecting the current bond funding should take precedence over seeking additional funding. It is our recommendation that if a choice must be made, we pursue the extension (HB 1152/SB 956) rather than the additional funding.

Celia - please chime in if I missed anything.

David

David E. Moran
Assistant City Manager
City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

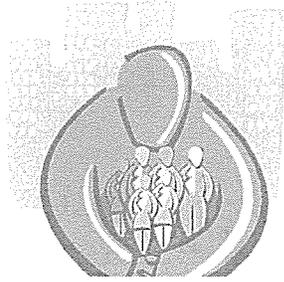
Phone: 301-474-8000
Fax: 301-441-8248
Email: dmoran@greenbeltmd.gov

From: Michael McLaughlin
Sent: Sunday, February 16, 2014 10:06 AM
To: David Moran; Celia Craze
Subject: Theater bond bill

David & Celia,

Council has its mid-term legislative meeting in a week and a half on February 26. At that meeting, I believe the Council needs to tell Sen. Pinsky & Del. Gaines whether to go forward with legislation to either 1) extend the deadline for the current theater bond bill or 2) seek additional funding. It is very unlikely the City will get both.

CITY NOTES



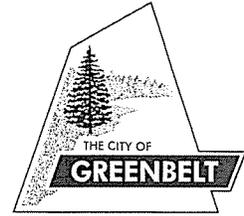
Greenbelt CARES

Week Ending February 21

Judye Hering is happy to have and use two laptop computers for the winter session 2014 GED class, held at Springhill Lake Recreation Center Clubhouse. All GED students are now logged in, have an account and can use the computer and hard-copy book to coordinate and stimulate learning. The new 2014 GED test is totally computer-based and students must have a working knowledge of computers and the ability to use computers.

WEEKLY REPORT

Planning and Community Development
Week Ending: Friday, February 21, 2014



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

CODE ENFORCEMENT

Commercial Properties: 7211 C Hanover Parkway was annually inspected.

Apartments: Annual Inspection of Franklin Park at Greenbelt Station continued.

Rental Property: Eleven rental properties were annually inspected.

Permits: Three permits were issued – one residential, one electrical commercial and one sign; and
Eleven notices were mailed for failure to apply for a City permit.

Complaints: One court ordered complaint was received – issues to be determined at inspection.

Animal Control: One cat was adopted;
One cat was returned to its owner;
One cat surrendered;
Removed carcass of an animal from Buddy Attick park;
Two hamsters were adopted; and
Improvements were made by volunteers in the back yard of the shelter prior to the snow fall.

Alarms: Seven alarm license renewals were mailed.

Noise Complaints: Thirteen noise warning notices were mailed.

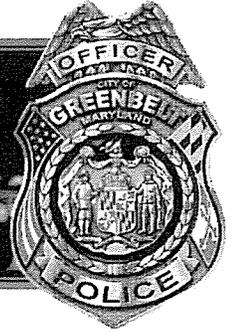
Meetings: **Staff Met With:**
Greenbelt Station South Core representatives to discuss construction permits;
Assistant City Manager to discuss state bond bill for Greenbelt Theater funds;
Gardiner & Gardiner to measure theater exit doors in anticipation of replacing these before major construction works begins;
CCRIC member to discuss proposed stream improvement to Narragansett Run; and
Public Safety Advisory Committee on crosswalks and the city's Pedestrian and Bicyclist Master Plan.

Staff Attended:

City Council work session – regarding community garden routine maintenance buffer;
FPAB meeting;
Kick-off meeting with Gardiner & Gardiner for theater construction – to discuss issues regarding permits, drawing updates, contract, approval of long lead time items (carpet), coordination with Cardinal Systems; Senior Staff meeting; and
Planning Directors Technical Advisory Committee meeting with the Metropolitan Washington Council of Governments.

Planning Projects: Met with several Roosevelt Center merchants while inspecting roof leaks;
Prepared department budget;
Addressed some personnel issues;
Prepared for work session regarding TIF;
Reviewed and approved building permit for the Step Club;
Conference call with City Solicitor regarding Roosevelt Center;
Started setting up meetings with various groups and individuals interested in theater concession design, ADA accommodations, and selection of hearing and vision assistive technologies for the theater;
Requested final/formal proposal from Cardinal Systems for the theater;
Discussions regarding several code violations;
Reviewed Program Open Space fund balance;
Completed reference checks for economic development consultant and drafted staff memorandum;
Worked on easement documents for Community Center HVAC project;
Worked on APB referral on signage for the East Coast Greenway bike route through the city;
FY 2015 budget priorities from the Pedestrian and Bicyclist Master Plan;
Worked on Notice to Proceed and scheduling a pre-construction meeting for the Springhill Drive Safe Routes to School infrastructure improvements; and
Continue progress on South Core details with the developer.

Training: Several staff members attended Harassment Training.



CRIME REPORT

FEBRUARY 16, 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

The Greenbelt Police Department and Crime Solvers are offering a reward of up to \$1,000 for information leading to the arrest and conviction of the person(s) responsible for any of the unsolved crimes reported in this report. Call **1-866-411-TIPS** to report any information you may have. You can remain anonymous.

Additionally, you can anonymously report suspected drug activity in your neighborhood by calling our Drug Tip Line: 240-542-2145.

CENTER CITY

02/15 4:39 A.M.	7800 block Kenilworth Avenue. DWI/DUI arrest. Hannah Diane Walthall, 22, of College Park, 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.
02/16 5:45 A.M.	Area of Crescent Road and Southway. DWI/DUI arrest. Paul Ashton Beavers, 38, of Greenbelt was arrested and charged with Driving While Impaired by Alcohol and Driving Under the Influence as a result of a traffic accident investigation. The suspect was released on citations pending trial.

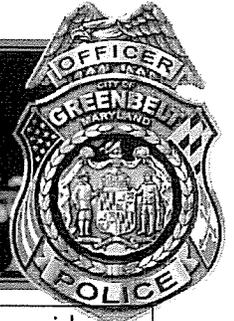
FRANKLIN PARK/BELTWAY PLAZA/GREENBELT METRO/CAPITOL OFFICE PARK

02/14 6:15 P.M.	9200 block Springhill Lane. Strong arm robbery. The victim advised that he was walking down the street when he was approached by the two suspects. The suspects demanded the victim's cell phone as one of the suspects punched the victim in the face. After obtaining the victim's cell phone, both suspects fled the scene on foot. The suspects are described as two black males, no further.
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A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



02/16 1:00 P.M.	5900 block Cherrywood Terrace. Burglary. The victim advised that she left her residence to take out the trash, locking her front door behind her. When she returned the door was open. The residence was checked, and nothing appeared to have been taken.
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02/16 6:40 P.M.	Area of Cherrywood Lane and Greenbelt Metro Drive. Robbery. The victim advised that he was walking on Cherrywood Lane near Greenbelt Metro Drive when he was approached by the two suspects. One of the suspects produced a handgun and announced a robbery. After obtaining a cell phone, an iPod and jewelry, the suspects fled the scene together on a single mountain bike. The suspects are described as a black male in his twenties, 5'9" to 5'10", 130 to 160 pounds, wearing a black and blue fleece jacket, black ski pants and a ski-type mask; and a black male in his twenties, 5'9" to 5'10", 130 to 160 pounds, wearing all black clothing.
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GREENBELT EAST/GREENWAY SHOPPING CENTER

02/13 9:46 P.M.	7595 Greenbelt Road. Robbery. The victim advised that the she was in the pharmacy at the Safeway store when the suspect jumped over the pharmacy counter, threatened the victim with an implied weapon and removed prescription medicine from a shelf. The suspect was chased out of the store into the parking lot, where the suspect dropped the stolen medicine and fled the scene on foot. The suspect is described as a black male, 17 to 20 years of age, 5'9" to 5'11", with a thin build and a mustache, wearing a short black coat, blue jeans, a black knit hat and gloves.
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02/15 3:53 A.M.	Area of Hanover Parkway and Greenbrook Drive. DWI/DUI arrest. Louis Mbongo Tamon, 24, of Washington, D.C. 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.
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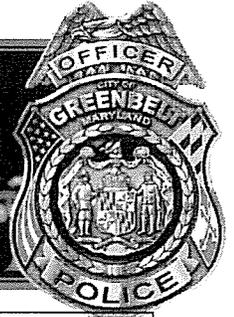
02/16 12:00 P.M.	7300 block Hanover Parkway. Burglary. Unknown person(s) forced open the front window to enter a commercial building. Money was taken.
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02/16 9:00 A.M.	7500 block Greenway Center Drive. Burglary. Unknown person(s) entered the Uptown Deli by breaking out the front door glass. Once inside the suspect took the cash register and fled the scene. A possible suspect is described as a black male, 6' to 6'5", 200 to 230 pounds, with a beard, wearing a dark colored hooded jacket, a white shirt, black pants, black shoes and black gloves.
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A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



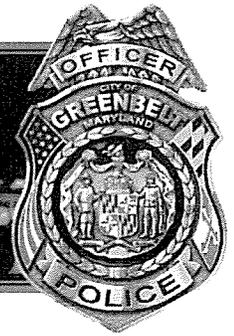
02/16	7500 block Greenbelt Road. Traffic stop/Possession of a Controlled Dangerous Substance arrest. As a result of a traffic stop for an equipment violation, Sergio Anthony Portillo, 22, of Adelphi, MD was arrested and charged with Possession of Codeine Syrup, Possession of Paraphernalia and Driving on a Suspended License. Madelin Estefani Molina, 20, of Laurel, MD was arrested and charged with Possession of Marijuana and Possession of Paraphernalia. The Molina subject was released on citation pending trial, and the Portillo subject was released to the Department of Corrections for a hearing before a District Court Commissioner.
3:44 P.M.	

Automotive Crime - City Wide

02/13	5800 block Cherrywood Lane. Vandalism to auto. Unknown person(s) used unknown means to break out the driver's side window.
02/15	6000 block Springhill drive. Theft from auto. Unknown person(s) removed stereo equipment and dashboard accessories.
02/15	9100 block Edmonston Court. Vandalism to auto. Unknown person(s) slashed a tire.
02/15	9100 block Edmonston Court. Vandalism to auto. Unknown person(s) slashed two tires and scratched the paint with an unknown object.
02/16	7200 block Mandan Road. Theft from auto. A GPS unit was taken from an unsecured vehicle.
02/17	6600 block Lake Park Drive. Vandalism to auto. Unknown person(s) scratched an obscenity and poured an unknown liquid on a vehicle.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



CRIME REPORT TALLY SHEET

WEEK OF FEBRUARY 16, 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	2	Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery	1	Emergency Commitment Petition	
Attempt Strong Armed Robbery		Missing Person	
Burglary	2	Fraud	3
Attempt Burglary		Unattended Death	
Assault		Alcohol Violation	
Domestic	1	False Report	
Drugs	1	Harassment	
DUI/DWI	3	Field op (suspicious person)	
Theft	2	Notification for other agency	
Vandalism			
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	
Trespass		Recovered Stolen Vehicles	
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	4
Suspicious Person		Accidents	9



Department of Public Works

Week Ending February 21, 2014



ADMINISTRATION

- Kenny Hall attended a Senior Staff meeting.
- Jim Sterling, Luisa Robles and Brian Townsend met with CHEARS regarding the application for a new Volunteer Maryland Coordinator.
- Jim Sterling attended Council work session regarding Community Gardens.
- Jim Sterling continued oversight of Pepco infrastructure work in the right-of-way.
- Jim Sterling met with the engineer and the developer regarding the storm drain at Greenbelt station.
- Jim Sterling held a pre-bid meeting for the Lawn Mowing and Landscape Services Request for Proposal.

STREET MAINTENANCE/SPECIAL DETAILS

- Took down unwanted signs.
- Pushed back snow and continually applied salt to streets throughout the week.
- Cleared all the gravel left from the repairs of a water main break and pot holes on Southway.
- Pushed debris at the Northway Fields compost site.
- Repaired pot holes throughout the City.
- Installed a new salt spreader on Truck #124.
- Dug a grave for a Saturday service at the Greenbelt Cemetery.
- Accepted four loads of salt and pushed it into the salt bays.
- Picked up all bollards around the City that were hit by cars or snow plow trucks.
- Cleaned storm drains throughout the City.
- Cleaned salt trucks.

HORTICULTURE/PARKS

- Continued with snow removal on sidewalks and salt distribution.
- Inspected and serviced snow removal equipment. Replaced worn snow chains, shear pins and lights.

FACILITIES MAINTENANCE

- Painted the main office and doors in the Community Center.
- Assisted with snow removal and salt distribution.
- Changed five lamps around the City with the bucket truck.
- Repaired water fountains in the Police Station and Youth Center.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 26.19 tons of refuse and 11.6 tons of recyclable material.
- Luisa Robles met at Greenbriar Park with Kevin Kelly from Environmental Systems Analysis (ESA) to talk about the recommendations that Green ACES and the Watershed groups are proposing. Made final corrections to the recommendation and sent to Cindy Murray and Terri Hruby.
- Put together recycling numbers for FY 2014.
- Luisa Robles attended the COG-BEEAC (Built Environment and Energy Advisory Committee) meeting via phone on Thursday.
- Luisa Robles attended COG's Organics meeting on Friday.



Greenbelt Recreation Department **Weekly Report**

Week Ending February 21, 2014

ADMINISTRATION:

- Attended County Zoning meeting in Upper Marlboro to support legislation which would allow the City to rent the commercial kitchen at the Community Center.
- Continued to monitor legislation in Annapolis related to parks and recreation issues.
- Budget preparation continued - meetings were held Tuesday-Thursday between the Supervisors, Management Team and City Manager. Supervisors enjoyed this opportunity to discuss their 'specialty areas' with the City Manager.
- Attended the Department Head meeting.
- Attended the PRAB meeting at the Community Center. The Board approved their recommendation on the playground surfacing and submitted the report along with one attachment to the City Clerk.
- PRAB and staff held a training meeting on Thursday evening to assist the Contribution Groups in filling out their applications properly.
- Visited the Aquatic & Fitness Center to get a tour of (and briefly try out) the new equipment that was delivered and is already in use.
- Several staff attended the LGIT "Harassment Workshop" hosted by Human Resources.

YOUTH CENTER/ SPRINGHILL LAKE/ PARK RANGERS:

- Postcards announcing the Spring brochure were counted and taken to the Post Office - look for one in the mail early next week.
- Mom's Morning out is going strong - we had three new registrants and two signed up to begin in March. Kudos to Ms. Gaye and Ms. Cathy!!

ARTS:

- Registration is underway for spring art programs and staff are assisting prospective students and preparing work exchange contracts.
- The summer class schedule is being finalized with arts instructors.
- Production work and rehearsals are ongoing for the 2014 Greenbelt Youth Musical.
- Preparations are underway for the March 2 Artful Afternoon.
- Preparations are underway for the March 4 Arts Advisory Board meeting at which the group will meet with representatives of organizations applying for FY 2015 Recognition Group status.
- Work continued on the FY 2015 Recreation Department budget and staff participated in a meeting with the City Manager.
- Currently on view in the Greenbelt Community Center Art Gallery: "Intertidal Souls" featuring sculpture and collages by M. Jordan Tierney. This show will continue into April.

AQUATIC AND FITNESS CENTER:

- enerG Wellness delivered two new Precor EFX 835 Elliptical machines on Tuesday. Patrons are pleased!
- Saturday children's lessons will finish on February 22. Due to weather cancellations, the home school lessons will now run through March 7.
- GAFC is conducting its annual survey from February 17 – March 2. Paper copies are available at GAFC, and an e-mail blast was sent to over 1,600 pass holders and class participants with the link to the online survey. The information has also been posted on GAFC's facebook page and the website.
- All full-time staff attended the "Preventing Harassment in the Workplace" seminar.
- Attended budget meeting with City Manager, City Treasurer, Director and Assistant Director.
- Conducted water tests for potential lifeguard and swim instructors.

COMMUNITY CENTER:

- The Community Center is pleased to announce the hiring of Souzan Noaman as the new part-time Administrative Assistant. Souzan has 20+ years of customer service and administration experience in the banking industry. She has education in accounting and finance, and is a certified tax preparer. Souzan prides herself on many commendations for service and performance excellence. A Greenbelt resident, she is excited to transition to a part-time position which will enable her to spend more time volunteering for AARP and the IRS as a tax preparer. Souzan will begin on March 5th.
- There are currently three Center Leader shifts open.
- Tickets for the Winter Youth Musical Perseus and the Gorgon are now on sale.
- Supervisor attended a Prince George's County Planning, Zoning and Economic Development Committee meeting in Upper Marlboro in regard to CB-4-2014 legislation for kitchen rental by caterers.
- Supervisor attended a budget meeting with City Manager and Treasurer.
- Camp registration continued.
- Budget preparation continued.
- There were 7 facility permits processed.
- There were 3 private rentals and 20 pattern rentals.
- The following groups received free space: Golden Age Club, Greenbelt Writer's Group, Greenbelt Concert Band, Girl Scout Troop #2799, Greenwood Village HOA, Greenbelt Volksmarchers and Greenbelt Community Garden Club.
- The following City groups received free space: Be Happy, Be Healthy Yoga & Volleyball, City Council, PRAB, Forest Preserve Advisory Board and Public Safety Advisory Committee.