

[GOVERNMENT](#)
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**December 2014**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	01 Work Session with University Square-- 8:00 PM, MB	02 Advisory Committee on Education Public Safety Advisory Committee-- 7:00 PM, CC PGCMA Legislative Dinner-- 6:00 PM, Mitchellville	03 Work Session Community Center HVAC and Greenbelt Aquatics & Fitness Center Roof-- 8:00 PM, CC	04 Free Produce Distributions	05 Community Tree Lighting with Santa	06 Festival of Lights: Juried Art and Craft Fair 10am-5pm CC
07 Greenbelt East Tree Lighting-- 6:00 PM; Greenbriar Community Center Festival of Lights: Juried Art and Craft Fair 10am-5pm CC	08 Youth Advisory Committee, 6:30pm, CC Regular Meeting -- 8:00 PM, MB	09	10 Advisory Planning Board, 7:30pm CC Legislative Dinner, 6:00 PM	11	12	13 Santa's Visit Elve's Workshop ELF
14 Greenbelt Concert Band Holiday Lights Concert	15 Work Session-- Review of Theater Operation Proposals 8:00pm; MB	16 Hanukkah Begins at Sundown North Pole Calling	17 Park & Recreation Advisory Board 7:30 pm; CC Work Session - WSSC Waterline Relocation/Boxwood-8pm, CC North Pole Calling	18 North Pole Calling	19	20
21	22 Executive Session- Personnel- 8:00 PM; MB	23	24 NO WORK SESSION MEETING	25 Christmas- City Holiday/Office Closed	26 Christmas- City Holiday/Office Closed	27
28	29 NO CITY COUNCIL MEETING	30	31 NO COUNCIL WORK SESSION	01	02	03





I'm looking for...

THE CITY OF

**GREENBELT**

MARYLAND

GOVERNMENT

CITY SERVICES

COMMUNITY

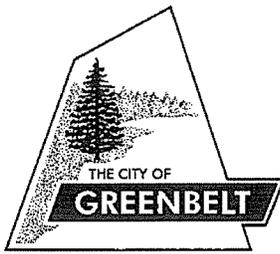
VISITING

I WANT TO...

January 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01 New Year's Day-- City Holiday/Office closed New Year's Resolution Swim	02	03
04	05 Work Session-Economic Development Report-8:00 PM; MB	06 Arts Advisory Board, 7pm, CC Public Safety Advisory Committee-- 7:00 PM, CC	07 Public Hearing-Operation of Greenbelt Theater-8:00 PM; CC	08	09	10
11	12 Youth Advisory Committee- 6:30 PM; TBD Regular City Council Meeting-- 8:00 PM; MB Winter GED Course Registration - Municipal Building	13 Winter GED Registration - SHL Recreation Center	14 MML Legislative Reception 5pm Annapolis Work Session, 8pm, CC	15 PGCMA Meeting-- 7:00 PM; TBD	16	17
18	19 NO MEETING-- City Holiday-- Martin Luther King, Jr. Day	20	21 Park & Recreation Advisory Board 7:30pm; CC Council Work Session, 8:00 pm, Community Center	22 Forest Preserve Advisory Board, 7pm CC	23	24 Electronics Recycling, 9am-12pm, Public Works
25	26 Regular Council Meeting, 8pm, MB Anger Management Training	27 Advisory Committee on Education-- 7:00 PM, MB Advisory Committee on Trees-7pm-PW Greenbelt Advisory Committee on Environmental Sustainability-- 7:30 PM; CC	28 Senior Citizens Advisory Committee-- 7:00 PM, CC Work Session -- 8:00 PM; CC	29 Four Cities Meeting-- 7:30 PM; College Park	30	31





## City Manager's Report Week Ending December 19, 2014

1. Attached is the draft Scope of Services for a north County Animal Services facility following the discussions at Four Cities meetings. It has been drafted by the County. Also attached are the support from College Park and Berwyn Heights as well as comments from College Park. New Carrollton has communicated it is not interested at this time. This item will be placed on Council's January 12 agenda for comment. Staff comment at this time is that a north county facility is needed and whether Greenbelt ultimately participates likely depends on whether it is a no-kill facility.
2. Attached are the budget instructions sent out to departments this week. It is expected to be another tight year as it is the third and last year of the current assessment and statements from Governor-elect Hogan indicate he feels a mandate to reduce fees and taxes.
3. The playground equipment and poured in place surface has been installed at the Belle Point playground. Extended warmer weather will be needed before the pathway goes in.
4. March 11 has been set as the court date for the municipal infractions on the Andersen property at 108 Greenhill.
5. Included in Council's packet is the 2015 ATHA Maryland Milestones calendar. Copies are available for pick-up at the Community Center and Aquatic & Fitness Center.
6. Held annual holiday luncheon and celebration of service. Thanks to everyone for attending and especially the folks that organized and conducted it. It was a great event!
7. Assistant City Manager
  - a. Met with other staff and worked on a memorial request.
  - b. Working to schedule a CRAB meeting in January.
8. Finance Department
  - a. Working towards completion of FY 2014 CAFR.
  - b. Prepared worksheets for FY 2016 budget preparation.
9. Information Technology
  - a. Attended Comcast Franchise team meeting and negotiation meeting – Upper Marlboro
  - b. Provided orientation for new employee
  - c. Installed LPR on new Parking Enforcement vehicle
  - d. Replaced UPS batteries in Public Works equipment rack
10. Prepared for work sessions of 12/15 and 17, and executive session of 12/22.

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 12, 2014

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
<b>2014</b>						
48	M & C Meeting	11/24	Amend General Orders re: release of information per Abell petition.	1/30/15	Jim C.	
47	M & C Meeting	11/24	Arrange for two series of trainings by Darkness to Light organization – 1) employees and 2) public – evaluate future steps.	4/30/15	Liz	
46	M & C Meeting	11/24	Incorporate suggested policy language into COPAR on Child Pornography on Sexual Abuse violations.	1/30/15	Mary	
45	M & C Meeting	11/10	Respond to ACT report 2014-1 on use of CMA.	12/30/14	Jim S.	
44	M & C Meeting	11/10	Work with CHEARS, alight and artists on install of signage/artwork at Three Sisters Gardens.	6/30/15	Jim S./Julie	
43	Ms. Mach	11/10	Status of lighting at new path behind Springhill Lake Recreation Center.	12/30/14	Jim S./Celia	
42	M & C Meeting	11/10	Implement smoking prohibition in plaza area at Roosevelt Center.	12/31/14	David	Drafted action plan and forwarded to departments for review – 12/1/14.
41	M & C Council	10/27	Petition to allow Healing Arts Fair in Community Center.	1/31/15	Liz & Julie	
38	Work Session	8/20	Refer to CRAB – Hartman petition to establish an Advisory group on Inclusion and Diversity.	2/28/15	David	
37	Work Session	8/20	Refer to ACE – Boyce petition to establish a Science and Technology Advisory Committee.	1/31/15	Liz	
36	Ms. Davis	10/18	Research interpretive sign on history of old Greenbelt Middle School.	12/30/14	David	
33	Work Session	9/3	Get information on COG Tap-it Program.	10/30/14	Mike	
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	
31	Work Session	8/29	Prepare revised MOU with GATE following 7/23/14 work session.	10/30/14	Mike	

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
30	Work Session	8/29	Prepare report on Green Ridge House admission policies.	10/30/14	Mike	
29	Mr. Putens	8/29	Develop position description for Deputy City Manager, Management Analyst and Deputy Chief positions.	11/30/14	Mary	
27	Work Session	8/18	Revise outdoor event permit proposal following comments at 8/18 work session.	10/15/14	Joe	Draft received 12/1/14.
26	Work Session	8/13	Check sidewalk condition and need for street tree pruning in Greenbrook Estates and Greenwood Village.	10/30/14	Kenny	Done 12/19/14.*
25	Work Session	8/13	Check on usage and behavior at University Square basketball court – Complaint about noise, language and hours of use.	9/30/14	Jim C.	Police Dept. has monitored and taken action. Met with property owner 12/1/14. Suggestions forwarded to Council 12/12/14.
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.
13	Work Session	5/14	Explore with Green Ridge House the establishment of community gardens.	11/30/14	Kenny	Solicitation of interest has been placed in June/July newsletter.
12	M & C Meeting	4/28	Prepare response to petition for drinking fountain in Roosevelt Center.	7/30/14	Kenny	Response in 10/24/14 City Manager Report.
10	Work Session	4/23	Research whether city can/ should enforce recycling for multi-family housing.	6/30/14	John	
8	Work Session	3/26	Status of removing double poles.	4/30/14	Jim S.	Email sent 4/3/14. Discussed at GHI Work Session (6/30). Letters sent to Comcast and Verizon 7/14/14 and 8/14/14. A few of them have been removed from Northway.
3	M & C Meeting	1/27	Implement recommendations on Police signage plan, plus add signage for Fire Station.	5/30/14	Jim S.	Police signage installed @ 9/25/14.
2	M & C Meeting	1/13	Refer to PSAC request to review and update city's emergency plan – include Ms. Mach's NLC handout.	5/30/14	Jim C./Mary	Staff briefed PSAC on 9/3/14.

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
<b>2013</b>						
50	Work Session	12/11	Check into NLC waterline insurance program.	1/30/14	Mike	At 12/17/14 work session, WSSC said not participating but looking into.*
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	
41	M & C Meeting	10/14	Prepare report on conditions and recent history of Greenbriar Park.	1/30/14	Kenny	
39	M & C Meeting	10/14	Prepare report on pros and cons of city having CB-89 type legislation by 12/30/13.	12/30/13	John/Mike	Awaiting response from County Executive @ 12/11/13. Email update provided 2/4/14. City Solicitor opinion provided 2/14/14.
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	Mike	
27	M & C Meeting	7/8	What would be next steps if County proceeds on Sunnyside project?	9/30/13	John	Met with City Solicitor on 9/11/13. Awaiting response from County Executive from 12/11/13 meeting.
<b>2012</b>						
11	M & C Meeting	5/14	Review of City Code for outdated sections including whether bikes need to be registered.	12/30/12	Cindy	Funds budgeted for full update of Code in FY 2015. Get proposals by December 2014.
5	M & C Meeting	3/12	Refer to P&CD, Rec. Dept., PRAB and YAC – Should there be a dog park in center part of city? Details in meeting minutes.	10/30/12	Celia/Julie	Changed due date to October 2012 due to workload.

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
4	M & C Meeting	1/9	Refer Sustainable Land Care Policy to ACT, Green ACES, YAC and FPAB for review and comment.	3/30/12	Cindy	Referred at 1/13/12. FPAB has reviewed @ 7/19/12. YAC submitted report @ 9/19/12. ACT did detailed review in July and August 2013 and has submitted revised version @ 10/29/13. By end of 2014.
<b>2011</b>						
34	M & C Meeting	12/12	Begin work on Southway sign – Replace scratched glass ASAP.	6/30/12	Terri	Scratched glass replaced @ 1/6/12.
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	Mike	Checking power availability at 11 - 13 Courts.
<b>2010</b>						
42	Work Session	10/4	Implement a city employee identification card system.	4/30/11	Mary	Draft proposal submitted by Human Resources @ 8/20/12. Complete by end of September 2014. Policy sent to Council (FYI) 11/7/14.
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.
<b>2009</b>						
11	M & C Meeting	4/27	Should there be benches and trash cans at bus stops on Southway between Ridge & Greenbelt Road?	9/30/09	Celia/Kenny	

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
9	M & C Meeting	4/13	Review Section 11 – 42 of City Code – parking - in light of Bare complaint - amend?	9/30/09	Celia	Matter discussed at 2/3/10 Work Session and continuing to be worked. Expect recommendation by mid-October 2014.



---- DRAFT ----

## Joint Use North County Animal Services

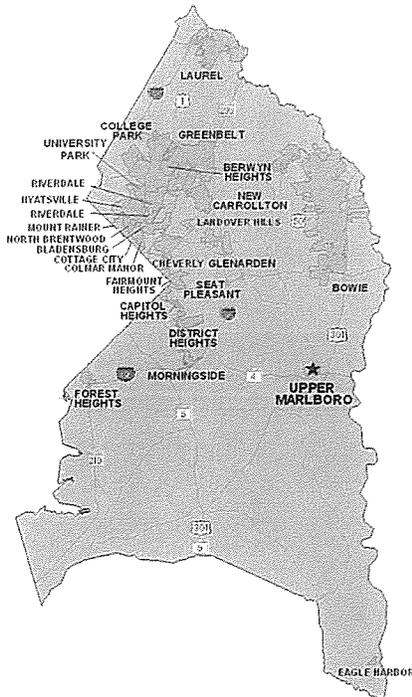
### Background and Scope of Services

November 2014

#### I. Purpose

In 2014, an ad-hoc committee was formed consisting of representatives from College Park, Greenbelt, New Carrollton, Berwyn Heights and the County to discuss the need for additional animal management services to supplement and improve services provided by the County and Municipalities to the north/northwestern part of the County. The working assumption of the committee is a northern county facility to be jointly funded and administered by the County and interested municipalities and possibly operated by a third party. There is general agreement by committee members to support a new facility and to move forward with a more detailed feasibility study. The purpose of this document is to outline the scope of services and issues for further discussion and revise for a scope of services for a detailed feasibility study.

#### II. Background



Currently, the County operates one full service open admission animal shelter near Upper Marlboro. The facility takes in approximately 15,000 animals per year and serves a population of approximately 900,000 County residents. The physical location of the Upper Marlboro animal shelter is not convenient to north/northwestern County residents due to the distance and lack of public transportation.

The northern area of the County contains the highest number of licensed pets and the highest adoption rates and demand for services. The location of a full service animal shelter in the north/northwest area of the County could boost adoption rates and provide improved (quality and responsiveness) services where they are most needed. One animal shelter for the County simply is inadequate to meet the demand for the services needed for a County our size.



### III. Facility Type

Two types of facilities have been discussed; a satellite adoption center and a full service animal shelter. Both would be located in the northern area of the County most likely along the US Route 1 corridor.

**1. Satellite Adoption Center.** Currently, the County's biggest need is to increase adoption rates. The location of a County satellite adoption center along the US Route 1 corridor could have a significant impact on adoptions as the north part of the County has the highest adoption and licensing rates. This facility would focus on services associated with adoptions, likely to include licensing, vaccinations and periodic wellness clinics. It would be minimally staffed with perhaps two animal technicians and three adoption counselors. It would be able to hold a significant number of dogs and cats. Essentially, it could operate out of a small commercial space in an existing shopping mall. Possible requirements for such a facility, services and staffing include:

- Cages for dogs
- Cages for cats
- Isolation cages/room
- Dangerous animal facilities
- Properly zoned HVAC for disease control
- Cage floors suited for easy cleaning
- Appropriate sewage disposal
- Restrooms with showers
- General reception area
- Meeting room
- Evaluation waiting room
- Staff lounge/luncheon area
- 8 – 10 office spaces

**2. Full Service Shelter.** A full service animal shelter could provide better services to residents and animals, but also allow those municipalities (College Park, Greenbelt, Bowie, New Carrollton and Laurel) who now provide their own animal services the cost savings option of abandoning their current facilities and using the new north county facility. The nature of such a facility, services and staffing are described below.

#### **A. Shelter services provided may include:**

- Phone receiving and dispatch services
- Process complaints



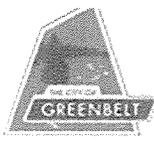
- Housing of dogs, cats and occasionally other domestic pets (bird, reptiles, etc.)
- Owner surrender
- Pet microchip and licensing program
- Animal redemptions
- Adoption program
- Volunteer programs
- Vaccinations
- Provide outreach materials
- Handle dead on arrival dogs or cats
- Euthanasia
- Records retention
- Dispensing pharmaceuticals

**B. Field services during normal business hours may include responding to the following calls:**

- Code enforcement
- Domestic animal at large
- Barking dog
- Dog threatens person
- Dog threatens domestic animal
- Dog or cat bite
- Dangerous or potentially dangerous dog
- Injured or sick domestic animal (can refer to clinics)
- Assist law enforcement agencies upon request
- Abandoned animal
- Animal cruelty
- Confine dog or cat
- Trapping dog or cat

**C. Shelter Accommodations and Requirements:**

- Cages for dogs
- Cages for cats
- Isolation cages/room
- Dangerous animal facilities
- Properly zoned HVAC for disease control
- Cage floors suited for easy cleaning
- Appropriate sewage disposal
- Restrooms with showers



- General reception area
- Meeting room
- Evaluation waiting room
- Staff lounge/luncheon area
- 8 – 10 office spaces

**D. Staffing:**

- Facility manager
- Animal technician/care staff for 24/7 shift care
- Receptionist(s)
- Adoption Councilors
- Customer/Community/Volunteer Coordinator(s)
- Animal Control Officer(s) for normal business hours

**3. Administration and Governance**

**A. Facility Operation Philosophy and Policies:**

Two approaches were discussed by the committee. One was to operate the facility as an extension of the County’s current program as an open shelter with general adherence to the current County’s animal control code. The second option which seemed to be more desirable by the committee was to operate the new full service shelter as a “No Kill” facility promoting and supporting community based TNR community cat programs. The feeling was a “No Kill” facility would be viewed as more humane and would attract more volunteers and donations.

**B. Joint Use Facility Governance:**

A joint use, funded and staffed facility presents a number of governance challenges as it relates to the processes of interaction and decision-making among the users to collectively address governing body, funding, appropriations, expenditures, administration, procurement, ownership, contract administration, personnel rules, creation, reinforcement, etc... It will be necessary for the joint use parties to develop an agreement which delineates all aspects of governance of the facility’s operations.

**C. Funding and Costs:**

It is anticipated that the revenues would come from several sources including; funds from the joint users; in-kind services; and, user service fees. Further, it is believed that if the facility is operated as a “No Kill” program, it will attract more grants and contributions from corporations and the public. Costs could also be contained by





attracting more volunteers and more effectively utilizing local TNR programs, rescue groups and support by local businesses. It is estimated that the annual operating budget would be between \$1 and \$2 million dollars.

Another funding affordability issue identified is to provide differential tax rates to participating municipalities commensurate to their level of support for the shelter's operations.

**D. Other Issues:**

1. Service area. The question was posed whether the shelter should be restricted (to joint users constituency); County residents only and/or open to other County residents nearby (Montgomery, Howard and Anne Arundel).
2. The location has not been selected, but the likely location would be along or near the US Route 1 corridor.
3. The new facility building could be a renovation of exiting commercial space or use one of the companies that build modular customized facilities.

[http://www.modulardesigninc.com/Modular\\_Building\\_Animal\\_Shelter](http://www.modulardesigninc.com/Modular_Building_Animal_Shelter)



December 17, 2014

City of College Park  
240-487-3500  
www.collegeparkmd.gov

Mr. Adam Ortiz, Director  
Department of the Environment  
Prince George's County Maryland  
1801 McCormick Drive, Suite 500  
Largo, MD 20774

Dear Mr. Ortiz:

Thank you for the opportunity to participate in preliminary discussions regarding a North County animal services facility, and to review the draft scope of work for a feasibility study. At their meeting on December 9, 2014, the College Park City Council approved funding for a feasibility study in an amount not to exceed \$25,000. The Council also authorized me to respond on their behalf with comments on the scope of work for the study.

The Council has not committed to any future funding for a North County facility, pending review of the results of a feasibility study.

The concept of a new North County animal services facility has the full support of the City of College. We have identified some issues for further discussion regarding the feasibility study:

- There has been no College Park City Council commitment for future, long term, shared funding of the construction, operation, or staffing of a North County facility. No further funding commitment will be considered until the feasibility study report and recommendations are available. The study should include a cost benefit analysis of all possible sources and uses of funds, and all options for construction and management of a facility.
- A North County facility could alleviate the City's reliance on volunteers to assist our Animal Control Officer with shelter and foster care, and shelter housekeeping when the ACO is not available. Opportunities for community volunteer activity would be expected to continue and increase with a North County facility.
- A North County facility could replace the current City animal holding facility with a more modern facility which is accessible to the public for ease of adoptions. However, if the feasibility study determines that the most cost effective and beneficial facility would serve all North County municipalities and communities, it probably should be constructed and maintained by County, private grants, and fee based funds, rather than Four Cities funding. Any potential tax differential provided by City funding of a North County facility would be negligible. It is estimated that an average College Park household

City Hall  
4500 Knox Road  
College Park, MD 20740-3390

City Manager  
240-487-3501

City Clerk  
240-487-3501

Finance  
240-487-3509

Human Resources  
240-487-3533

Parking Enforcement  
240-487-3520

Planning  
240-487-3538

Youth & Family Services  
4912 Nantucket Road  
College Park, MD 20740-1458  
240-487-3550

Seniors Program  
301-345-8100

Public Services  
4601-A Calvert Road  
College Park, MD 20740-3421

Code Enforcement  
240-487-3570

Public Works  
9217 51st Avenue  
College Park, MD 20740-1947  
240-487-3590

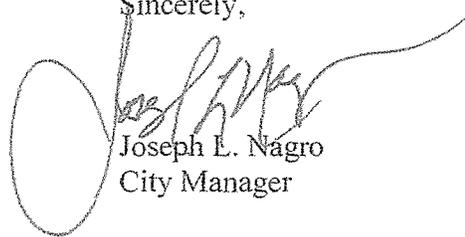
would only net an additional \$1.82 per year in tax differential if the County granted a 100% animal management tax differential. City property owners currently receive an 80% tax differential due to the City's existing animal control program. (Estimate based on US Census 2013 data with average single family dwelling valued at \$304,000).

- Joint staffing may be problematic. Staffing and governance of a North County facility by a consortium of County and local governments could be challenging. There would be some amount of efficiency gained in the City Animal Control program by not having to transport certain animals to the Upper Marlboro facility, and not having to maintain a City holding facility. However, the additional time available may be best used by increasing City ACO patrols and community animal care education, rather than assigning City staff time to assist at a North County shelter. The City ACO would be expected to continue close coordination with County AMD. And, the County AMD would continue to be the backup when the City ACO is off duty. Details of City / County cooperation in the adoption process, status of current private sector partnerships, etc., would need to be worked out in detail, and should be identified in the feasibility study.

The draft feasibility study should be edited to direct that all potential funding, construction, operations and staffing options be identified and compared for cost effectiveness and maximization of public and animal benefits for the County and municipalities.

Thank you again for the opportunity to work with DOE on this important project.

Sincerely,



Joseph E. Nagro  
City Manager

cc: College Park Mayor and Council  
Four Cities Coalition  
County Council Member Lehman  
County Council Member Glaros

## Michael McLaughlin

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**From:** Jessica Cowles <jcowles@town.berwyn-heights.md.us>  
**Sent:** Wednesday, December 17, 2014 3:54 PM  
**To:** Michael McLaughlin; 'Joseph Nagro'  
**Cc:** 'Graham Waters'  
**Subject:** RE: Four Cities Feasibility Study for North County Animal Shelter

Mike:  
Thanks for the update from Greenbelt. The Berwyn Heights Town Council voted in favor of providing \$10,000 in support towards the North County Animal Shelter.

Also, my call yesterday was about the next steps on the FBI video. I'll try to reach you in the next few days.

Regards,  
Jessica

Jessica Cowles  
Town Administrator  
Town of Berwyn Heights  
5700 Berwyn Road  
Berwyn Heights, Maryland 20740

Email: [jcowles@town.berwyn-heights.md.us](mailto:jcowles@town.berwyn-heights.md.us)  
Cell Phone: 240.508.9946  
Office Phone: 301.474.5000

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**From:** Michael McLaughlin [mailto:mmclaughlin@greenbeltmd.gov]  
**Sent:** Wednesday, December 17, 2014 11:28 AM  
**To:** Jessica Cowles; 'Joseph Nagro'  
**Cc:** 'Graham Waters'  
**Subject:** RE: Four Cities Feasibility Study for North County Animal Shelter

Jessica,

Sorry I have not responded sooner. I have not gotten any feedback from the City Council on this. It will be on their January 12 agenda.

What is the Berwyn Heights Council's reaction?

Mike

Michael McLaughlin  
City Manager  
City of Greenbelt  
301-474-8000  
[mmclaughlin@greenbeltmd.gov](mailto:mmclaughlin@greenbeltmd.gov)  
[www.greenbeltmd.gov](http://www.greenbeltmd.gov)

*Follow the City of Greenbelt on Social Media for up to date information.*

**To: Department Heads**  
**David Moran, Assistant City Manager**  
**Megan Searing-Young, Museum Curator**  
**Beverly Palau, Public Information and Communications Coordinator**  
**From: Michael McLaughlin, City Manager** *MM*  
**Date: December 15, 2014**  
**RE: FY 2016 Budget Instructions**

It is time to begin the budget preparation process for Fiscal Year (FY) 2016. This year's instructions will be quite similar to recent years. There is no information at this point to indicate that the city's fiscal condition will improve noticeably next year. In brief, property taxes will be based on the 3rd and last year of the current triennial assessment cycle, so assessment totals are not expected to increase noticeably, though there will be addition of new development at Greenbelt Station. I would estimate the new development will generate \$100-150,000 in tax revenue. Due to the outcome of the recent Gubernatorial election, there is a possibility that Highway User Revenue could be cut around \$200,000 as Governor-elect Hogan ran on a promise to cut fees and taxes. Most other revenues are expected to remain flat.

By way of specifics, total revenues have been flat at around \$25 million since FY 2009 (seven years), obviously due largely to the recession which began in 2008 and from which recovery has been slower than typical. Property taxes which comprise around 60% of the city's revenue have been declining since FY 2010. A preliminary estimate for FY 2016 is that property taxes will be about \$1 million lower than FY 2010 in spite of a 2.65 cent tax increase since FY 2010 which generates around \$500,000 in property taxes.

I expect the city can expect about \$14.5 million in Property Taxes, an amount similar to this year. Greenbelt will be reassessed in calendar year 2015 and was last reassessed in calendar year 2012. The 2015 property values will set the assessed value for FY 2017, 2018 and 2019. It is my sense the real estate market is improving, but not as rapidly as anticipated at this time last year. Foreclosed properties are still on the market and there is a significant amount of vacancy in the commercial office buildings in Greenbelt.

There has been growth in some revenues in FY 2014, Corporate Property +\$130,000, Income Tax +\$130,000 and Speed Cameras +\$140,000, but Hotel/Motel taxes dropped \$70,000.

On the expenditure side, while inflation remains low, health care costs are expected to rise significantly again. On the other hand, gasoline costs will be lower if the current drop in oil prices continues. A few retirements will save on salary and benefits costs.

So again, for FY 2016, prepare your budgets to cover existing services. Look for and identify any savings, efficiencies, different ways to "do business", cuts, reductions, revenue increases, or any combination thereof that you feel are reasonable and should be

considered without impacting services. Also, give thought to what changes you might propose if reductions are necessary.

As you prepare your budgets, here are some key points to keep in mind:

- 1) I would like to have initial meetings as follows (all dates indicate “the week of”) –  
1) Police and Recreation January 12; 2) Public Works January 26; 4) Planning and Community Development and CARES February 2. Specific dates will be set as we get closer. If there are bad dates or conflicts, please let Anne Marie know.
- 2) **Police, Recreation and Public Works - Have a draft narratives by the time of your meeting!** Planning and Community Development and CARES – please have a final draft. Make sure the Issues and Services section and MBO’s are related to your budget. The narrative tells the story behind the numbers.
  - a. When submitting your Accomplishments, Issues and Services and MBO’s, please use the Times New Roman font, size 12. Please **do not** use bullets or any special formatting. This will make the formatting of all the various narratives much simpler for the document. Please let Anne Marie know if you have any questions about this.
- 3) Take into consideration the recommendations of the Organizational Assessment in developing your recommendations
- 4) If there are services that you think should no longer be offered, identify them and their costs. If there are new initiatives you think ought to be considered, separately identify their related costs and prioritize them department wide.
- 5) Are there any critical unmet needs in the community that you think the city should be addressing or getting involved with?
- 6) Refer to the Visioning Goals for suggestions on Management Objectives/work plan ideas. The current goals are listed below.
- 7) I again plan to highlight any savings, cuts, or reductions to show the impact and work being done to be an efficient and frugal organization, so make sure to highlight or show me this info.
- 8) Background financial data is available on-line. Contact Finance if you encounter problems.
- 9) If any of your budgets have utility line items, make sure you understand them. If they have changed noticeably up or down from previous years, **make sure you know why!**
- 10) Personnel work sheets will go out this week. Make sure to review them for accuracy. This year no merit/performance pay or COLA/pay adjustment are

calculated into the work sheets. If they are affordable, they will be included in the budget at a later time. Any problems or questions, please contact Jeff.

- 11) A spread sheet of the City's budget by line item for the past 5 years will be available shortly.
- 12) There is a list of questions or points for each functional area attached. Please have responses prepared for any of the questions.

As always, thank you for the effort that you and your staff put into this process!

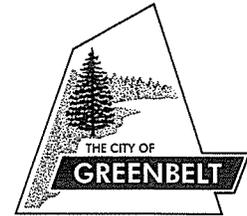
### **Council's Visioning Goals**

1. Enhance Sense of Community
2. Promote Economic Development
3. Improve Transportation Opportunities
4. Enhance Public Safety
5. Maintain Greenbelt as an Environmentally Sustainable Community
6. Preserve Greenbelt's Legacy as a Planned Community
7. Promote Quality of Life Programs for all Citizens
8. Provide Excellent Constituent Service

Cc: City Council  
Anne Marie Belton, Executive Associate

# WEEKLY REPORT

Planning and Community Development  
Week Ending: Friday, December 19, 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:** 7474, 7500, 7505 and 7525 Greenway Center Drive and 8955 Edmonston Road were annually inspected; and 7607 Greenbelt Road (CVS) was re-inspected.

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**Rental Property:** One rental property was re-inspected.

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**Permits:** Eight permits were issued – three residential, one sign, one mechanical, two electrical commercial and one residential addition; and  
Twenty nine notices were sent for failure to obtain a City permit.

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**Complaints:** Two prior complaints were re-inspected.

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**Animal Control:** Two turtles were surrendered;  
One cockatiel was impounded during an eviction;  
One rabbit was left in front of the shelter gate in a box;  
Four cats were trapped, neutered and released;  
One dog running at large was picked up and later returned to owner; and  
Four cats and one dog were adopted.

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**Alarms:** Eight business alarm renewals were mailed; and  
One alarm company renewal was mailed.

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**Meetings:** Staff Attended:  
City Council Work Session.  
Staff Met With:  
Jim Sterling to review WSSC plans for relocation of a water main pipe in Boxwood; and  
Spoke with Boxwood homeowners regarding WSSC's plans to relocate a water main line.

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**12/19/2014**  
**P&CD WEEKLY REPORT CONT...**

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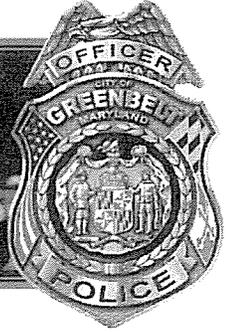
**Planning Projects:** *Responded to zoning inquiries;*  
*Submitted final financial report, reimbursement request and project narrative for Springhill Lake Recreation Center parking lot project;*  
*Reviewed plans for City Council work session with WSSC;*  
*Submitted reimbursement request for Safe Routes to School Project; and*  
*Requested and received letter of concurrence from Maryland Department of Natural Resource for the Greenbelt Aquatic and Fitness Center Program Open Space roof project.*

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**Other Items of Interest:** *New Code Inspector Anthony Crump started this week and began his training.*

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# GREENBELT POLICE DEPARTMENT



## CRIME REPORT

DECEMBER 18, 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

See Automotive Section.

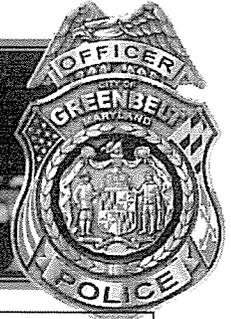
### FRANKLIN PARK/BELTWAY PLAZA/GREENBELT METRO/CAPITOL OFFICE PARK

12/11 2:30 A.M.	5900 block Cherrywood Terrace. Vandalism. Unknown person(s) used unknown means to shatter the patio door of a residence.
12/11 1:20 P.M.	9000 block Breezewood Terrace. Burglary. The victim advised that she was taking a shower when she heard a noise coming from the living room. She then observed a subject in the bedroom. The suspect ran from the bedroom and fled the scene through the living room sliding glass door, which had been shattered. Nothing appeared to have been taken, although the television and some components had been unplugged. The suspect is described as a black male, 5'10", 140 pounds, wearing a black coat, blue jeans and a ski mask.
12/12 6:00 A.M.	6200 block Springhill Court. Theft. Unknown person(s) took jewelry from a residence during a party.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# GREENBELT POLICE DEPARTMENT



12/12 5:56 P.M.	6000 block Greenbelt Road. Trespass arrest. Highlan Joel Oscar, 30, of Greenbelt was arrested and charged with Trespass after he was observed on the grounds of Beltway Plaza after having banned from the mall by agents of the property. The suspect was released on citation pending trial.
12/13 1:28 A.M.	6200 block Breezewood Drive. Burglary. Unknown person(s) entered the residence by breaking out a bedroom window. The residence was ransacked, but nothing appeared to have been taken.
12/15 11:30 A.M.	5900 block Cherrywood Terrace. Theft. Unknown person(s) took an unattended stroller and safety seat from in front of a residence.

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

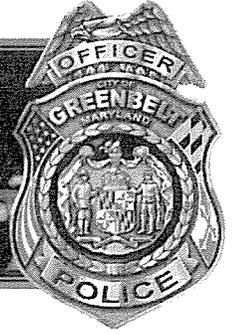
12/16 2:15 A.M.	7900 block Goodluck Road. Robbery. The victim, a cashier at the Seven Eleven store, advised that the suspect ran into the store brandishing a handgun and announced a robbery. After obtaining money, the suspect fled the scene on foot with the second suspect, who was standing near the front door during the robbery. The suspects are described as a black male, 18 to 30 years of age, 5'9" to 6'2", wearing all black clothing, including a hooded jacket; and a black male, 18 to 30 years of age, 5'9" to 6'2", wearing black clothing with a hood over his head.
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### **Automotive Crime - City Wide**

12/12	9100 block Edmonston Road. Vandalism to auto. Three vehicles had profanities scratched into the paint.
12/12	Unit block Parkway. Attempt theft from auto. Unknown person(s) rummaged through an unlocked vehicle. Nothing appears to have been taken.
12/15	Area of Crescent Road and Hillside. Theft from auto. A handicap placard was taken from a possibly unlocked vehicle.
12/16	7500 block Mandan Road. Attempt theft from auto. Unknown person(s) broke out the passenger window and rummaged through the vehicle. Nothing appears to have been taken.
12/16	7400 block Greenbelt Road. Theft from auto. Unknown person(s) broke out the rear passenger window and took a purse.



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



## CRIME REPORT TALLY SHEET

WEEK OF DECEMBER 18, 2014

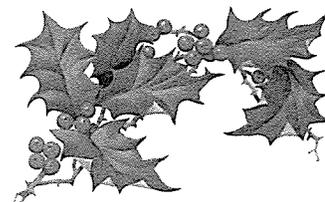
The following list is comprised of the actual numbers of offenses reported during the week. Not all reports are included as narratives, only incidents of interest, unusual or public safety related items are included.

<u>GENERAL CRIMES</u>		<u>GENERAL CRIMES (CON'T)</u>	
Carjacking		Animal Bite	
Rape		Disruption of School Activities	
Armed Robbery	1	Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery		Emergency Commitment Petition	2
Attempt Strong Armed Robbery		Missing Person	
Burglary	2	Fraud	1
Attempt Burglary		Unattended Death	
Assault	1	Alcohol Violation	
Domestic	2	False Report	
Drugs		Harassment	
DUI/DWI		Field op (suspicious person)	1
Theft	2	Notification for other agency	
Vandalism	1	Threats	1
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	
Trespass	1	Recovered Stolen Vehicles	
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	3
Suspicious Person		Accidents	4



# *Department of Public Works*

## *Week Ending December 19, 2014*



### **ADMINISTRATION**

- Jim Sterling continued project management and oversight of the theater project.
- Richard Fink developed a draft of Spill Prevention Control and Countermeasure Plan (SPCC) for the Public Works facility.
- Jim Sterling met with the Assistant Director of Recreation and the mechanical engineer to discuss HVAC improvements at the Community Center.
- Jim Sterling attended the MML Public Works Directors' meeting.
- Richard Fink toured Greenbelt playgrounds and drafted the Playground Maintenance Priority List.
- Jim Sterling met with the Assistant Director of Planning and the electrical contractor on the Safe Routes to School Project at Springhill Lake Elementary School.
- Jim Sterling worked on Phase 2 and 3 of the Maryland Energy Administration grant.
- Richard Fink reviewed and revised the Storm Water Prevention Plan.
- Richard Fink reviewed the Sustainable Land Care Policy document.

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

- Checked for graffiti and took down unwanted signs.
- Pushed debris at the Northway Fields compost site.
- Cleaned the storm drains around town.
- Repaired pot holes throughout the city.
- Made repairs to the gravel road on Northway – put down millings and used the roller.
- Prepared a hole for an urn at the Greenbelt cemetery.
- Installed a headstone; applied backfill and straw.
- Installed stickers on stop signs that indicate when to change the signs.

### **FACILITIES MAINTENANCE**

- Repaired a damaged faucet in the men's restroom on the second floor of the Municipal Building.
- Repaired plumbing in the Police Station locker room.
- Replaced several lights in the Police Station's hallways and bathrooms.
- Replaced several 4-pin lights in the hallways of the Community Center.
- Replaced the urinals in the Police Station.
- Repaired the window frame in the Public Works break room.
- Began repairing the entrance lights at the theater.

## **REFUSE/RECYCLING/SUSTAINABILITY**

- Collected 45.69 tons of refuse and 14.53 tons of recyclable material.
- Helped the organizers of the New Year's Eve event to be held at the Greenbelt Arts Center to make the event a Zero Waste one.
- Updated Excel charts from MEA for phase III application of the MSEC grant. Calculated possible gains from switching to LEDs and filled out the application.

## **HORTICULTURE/PARKS**

- Installed a new water hose reel in a maintenance closet at the Aquatic & Fitness Center.
- Continued to prune low branches on street trees and shrubs on Cherrywood Lane and Frankford Drive.
- Worked on setting up and taking down for the City's holiday party.
- Supervised contractors for leaf removal in east and west Greenbelt.
- Removed and chipped branches at citizens' request and used for recycling at Northway Road composting area.
- Continued leaf curbside service from Woodland Hills and Greenspring I & II.



# Greenbelt Recreation Department Weekly Report

Week Ending December 20, 2014

## ADMINISTRATION:

- Attended the PRAB meeting on Wednesday at the Community Center.
- Working with PRAB on exploring the increase in minimum wage overall impact. A sub-committee was established to work on presentation/a plan.
- Attended the City Holiday Party where several members on staff received service pins - congrats to all!
- Gathering information for Certified Parks and Recreation Professional (CPRP) recertification which is due for Director in 2015. A minimum of 20 hours of continuing education is needed to qualify for the recertification.
- Joe McNeal will be Acting Recreation Director from 12/19/2014 - 01/02/2015.
- Met with engineers hired to work on the Community Center HVAC system to map out next steps for preparing drawings and bid specifications for the project.
- Reviewing shop drawings submitted by the company hired to install new roofing over the indoor pool at the Aquatic and Fitness Center.
- Continued to review the FY 15 budget and prepare the FY 16 budget recommendations.

## YOUTH CENTER/ SPRINGHILL LAKE

- On Saturday, December 13 the Youth Center hosted many holiday events:
  - *Santa's Visit* - 70 kids and their families got to meet with Santa
  - *Elves' Workshop* – 20 children registered (max enrollment)
  - *Moonlit Movie "Elf"* – Over 100 people in attendance
  - *North Pole Calling* – Over 80 children received a phone call from Santa
- Scheduled a Blood Borne Pathogens Safety Training for the Youth Center and Springhill Lake Recreation Center staff.
- Continued preparations for Youth Advisory Committee draft report to submit to City Council.
- Scheduled meeting with Joe Doss to collect data for new playground opening in Belle Point. Continued updating Playful City website in regards to the City of Greenbelt playgrounds.
- Recreation Coordinators scheduled Center Leader work schedules for the Youth Center and Springhill Lake Recreation Center.

## ARTS

- The Community Center Studios are closed for inter-session cleaning and reorganization.
- Registration is underway for winter classes.
- Spring classes and activities are in development.
- Preparations are underway for the January 4 Artful Afternoon, which will include a program of family-friendly independent short animated and live action films prepared in partnership with the Utopia Film Festival.
- Preparations are underway for a meeting of the Greenbelt Arts Advisory Board on January 6. Agenda items will include review and discussion of the three proposals to operate the Greenbelt movie theater.
- Production work is underway for the winter youth musical. Staff and volunteers measured all cast members for costumes.
- Currently on view in the Community Center Art Gallery: *Creatures Great and Small* - Collages by Julie Maynard and Paintings by Julia Niederman. This show continues through January 9. Preparations are underway for the transition to the next exhibit, which will feature sculpture and altered prints by Michelle Dickson.

**AQUATIC AND FITNESS CENTER:**

- Worked on final proposal to purchase 12 new pieces of weight equipment for the fitness wing.
- Collected Toys for Tots.
- Assisted with set up for City Holiday Party.
- The hot tub received its bi-weekly cleaning.
- Public Works replaced a hose connection.
- Continued work on budget numbers.

**COMMUNITY CENTER:**

- The Community Center has partnered with the Lions Club to collect new, unwrapped toys to be distributed to local families. Donations are being accepted until December 21<sup>st</sup> in the lobby.
- Provided support for the City Holiday Party in the Gym. Thanks to the event committee for a great event and excellent food!
- Facility holidays hours are being posted.
- Coordinating with Public Works to schedule floor maintenance.
- Supervisor attended a Maryland Recreation and Parks Association Board and Council meeting in Rockville.
- Budget preparation continued.
- There were 6 facility permits processed.
- There were 3 private rentals and 13 pattern rentals.
- The following groups received free space: Greenbelt Concert Band, Greenbelt Writers Group, Golden Age Club, GAIL, GIVES, Girl Scout Daisy Troop #1161, Girl Scout Troop #2799, Girl Scout Troop #3251, Greenbelt Climate Action Network, Greenbrook Village HOA and Greenwood Village HOA.
- The following City groups received space: Be Happy, Be Healthy Yoga & Volleyball, PRAB and City Council.

**THERAPEUTIC RECREATION:**

- The TR Supervisor met with the Community Resource Advocate on Monday to discuss upcoming programs for seniors. It was decided that the Aging in Place workshop tentatively scheduled for May 2015 will have to be delayed.
- The TR Supervisor attended a MRPA Board and Council meeting on Wednesday and a TR Branch meeting on Friday.
- Thirty-five participants traveled to Wilmington, DE on Thursday to enjoy the Winterthur Estate's Yuletide tour and to see the Downton Abbey exhibit at the museum. Despite the cold weather, all had a great time.
- The Final Ageless Grace class for 2014 was held on Friday. The next class will begin on January 16.
- Plans for the spring brochure are in the works as all the information is due by January 5.

**THE RECREATION DEPARTMENT  
WOULD LIKE TO WISH EVERYONE  
A SAFE AND HAPPY HOLIDAY!**

