

City of Greenbelt

City Manager's Report

Week Ending May 29, 2020

1. Please review the second clarification from the County regarding outside dining (to date) sent via email. It is the opposite of the first. If existing outdoor dining facilities are properly permitted, the restaurateur still needs to obtain County approval.
2. Please see a confidential memo on personnel and legal matters.
3. Please check out the new County health website configuration. Over 300 confirmed positive cases in zip code 20770.
4. Attached is notification that the City did not receive a FY 2021 Community Parks and Playground grant.
5. Attached is the Green Ridge House Tenant Admission Policy as of December 2018. Council member Davis requested this document at the Green Ridge House budget work session. Several sections in the policy are required by HUD to be part of the policy even if it doesn't apply to Green Ridge House (i.e., the student section).
6. Attached is a congratulatory letter to Delegate Healey. Please review and provide any edits next week.
7. Also attached are copies of letters sent to apartment owners and homeowner associations regarding COVID-19. These informational letters were sent May 1.
8. In response to a request from Council member Roberts, attached is a list of training classes Greenbelt police officers attended in calendar year 2019.
9. Attached is the April 2020 financial report.
10. The February 2020 police statistical report is also attached.
11. City employees continue to meet to plan recovery. As noted during this week's Council meetings, similar to other local governments, including the County, the City is not removing building restrictions; employees will continue to telework and conduct virtual meetings and inspections. June events are cancelled per the Council work session. However, the County executive order cancels events of over 10 people - there is a farmers market exemption. Fitness facilities and playgrounds remain closed per the County Executive order. M-NCPPC and the County have canceled summer camps and closed pools.
12. As previously reported this week during Council work sessions and daily briefings for the past month, the City is considering alternative programs that meet Federal, State, and County health guidance and requirements, such as virtual camps, take home activity packs, and possible limited interaction activities allowed by this week's order (sports practices yet no organized play). Multiple City

departments recognize the impact of lack of structured activity for youth and continued restrictions of facilities.

13. Staff attempting to reconcile safety and sanitation requirements for the pool, yet remains a challenge. This may not be possible and may not be advisable if all other area pools are closed and Greenbelt's is open at limited capacity. Further, only residents may be allowed and at reduced capacity, it may not be feasible. There is base concern for lifeguard safety.
14. As reported earlier this week, the CARES ACT spending plan was submitted to the County for consideration. This addresses a proposal to spend \$1.4 Million on food, housing and utility relief, as well as facility and technology needs to facilitate future use of City facilities and to conduct virtual meetings. As noted to Council, City employees have expressed concern regarding safety, interactions with Council, other employees, and the public, as well as general safety. As I outlined by phone and during past meetings, this means exploration of physical barriers, facility entrances, and adjustments to current work station configurations.
15. I met with the financial consultants, David Moran and Laura Allen. The work session on refinancing of Series 2011 and Series 2013 debt is slated for June 15th. This will include an overview of an RFP that Davenport could put together at no cost or risk, how the process works for the bank loan, legal research on Charter requirements, as well as background information on potential public sale.
16. Participated in teleconferences and/or correspondence with staff and City solicitor regarding city operations, budget, and personnel legal matters.
17. **Assistant City Manager**
 - a. Emergency management due to COVID-19.
 - b. Held a weekly call with the Museum Director.
 - c. Virtually attended the Green Ridge House Budget Work Session.
 - d. Drafted a Municipal Building reopening document for City Manager review.
 - e. Prepared a congratulatory letter to Delegate Healey.
18. **City Treasurer**
 - a. FY 2021 Budget
 - Initiated budget script preparation.
 - Attended the second budget public hearing and Green Ridge House work session.
 - b. COVID-19
 - Met with IT to see what additional finance process changes can be made to facilitate the City's reopening process.
 - In collaboration with Public Works, followed up on the County's question about the City's CARES Plan.
 - Reviewed new guidance posted by the U.S. Treasury on the CARES funding. Please note new questions on page 7-9 regarding single audit, recordkeeping and the Catalog of Federal Domestic Assistance (CFDA) number. Also please note significant illustration of payment transfers as well. On page 5, there is some clarification regarding utility fee assistance.
<https://home.treasury.gov/policy-issues/cares/state-and-local-governments>
<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

- c. Financial management
 - GFOA virtual conference sessions regarding managing investment portfolios, reserves and risk management, how to transition to a non-incremental budget process, asset management, and FEMA disaster management.
 - Reviewing GFOA Best Practices in refunding municipal bonds and selecting a financial advisor.
 - Reviewing tax report prepared by MuniCap for the Special taxing District.
- d. CAFR Award - the Finance Manager attended a webinar on GFOA's new process for submitting documents for their awards program.

19. Information Technology

- a. Participated in Comcast Negotiation Team meeting - Internal
- b. Researched monitoring solution for Evidence Lab and PD Server room
- c. Scheduled camera installation – Hanover Parkway
- d. Participated in I-Net Executive Committee meeting

20. Economic Development

- a. On leave.

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



Larry Hogan, Governor
Boyd Rutherford, Lt. Governor
Jeannie Haddaway-Riccio, Secretary
Charles Glass, Deputy Secretary

May 28, 2020

Via Electronic Delivery to

David Moran
Assistant City Manager
City of Greenbelt
Dmoran@greenbeltmd.gov

Dear David Moran:

Thank you for submitting an application for the Community Parks and Playgrounds Program. Local governments' overwhelming response to this program far exceeded available funding. After careful review, there was not funding available in FY 2021 for your project(s) listed below.

Project Title	Requested Funding
Buddy Attick Park Inclusive Playground	\$250,000

The Department appreciates your interest in the program. We anticipate contacting Maryland municipal governments with information regarding the FY 2022 Community Parks and Playgrounds grant application process in the near future. For additional information about the Community Parks and Playground Program, please go to <http://dnr.maryland.gov/land/Pages/ProgramOpenSpace/cpp.aspx> or contact your Program Administrator listed on the back page.

Sincerely,

Carrie Lhotsky
Grants and Stewardship Manager
Land Acquisition and Planning

Community Parks and Playgrounds Program Administrators

John Braskey

Allegany and Garrett Counties

john.braskey@maryland.gov

301-777-2030

Margaret Lashar

Anne Arundel, Calvert, Charles, Frederick, Howard, Montgomery, Prince George's, St. Mary's, and Washington Counties

margaret.lashar@maryland.gov

410-260-8427

Carrie Lhotsky

Baltimore City, Baltimore, Caroline, Carroll, Cecil, Dorchester, Harford, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties

carrie.lhotsky@maryland.gov

410-260-8409

**Green Ridge House
Tenant Selection Policy and
Procedures**

Eligibility Requirements

In order to be eligible to become a resident¹ of Green Ridge House, applicants must meet all requirements set forth by the State of Maryland Community Development Administration and the U.S. Department of Housing and Urban Development. These requirements essentially provide that in order to become a resident a person must be 62 years of age or older.

All occupants must be able to live independently and care for themselves and for their apartments. Occupancy shall be limited to no more than two persons to an apartment.

Student Eligibility Requirements

Student eligibility must be examined at move-in, annual recertification, when an in-place household begins to receive assistance, and when family composition changes or a change of adult student status is reported. Assistance cannot be pro-rated for families with an ineligible adult student. Families that become ineligible cannot be evicted because of the student status, but they cannot get assistance.

To be eligible for assistance, any adult who attends an institute of higher learning (full or part-time) must be one of the following:

1. A dependent of the household
2. Over the age of 23
3. A veteran
4. Married
5. A parent with a dependent child or children
6. A disabled individual who was receiving assistance prior to November 30, 2005
7. Independent from parents* OR have parents who are income-eligible for Section 8 assistance

* To prove that a person age 18-23 is "Independent" an owner must verify (and document) that the student:

1. Is of legal contract age under state law, AND
2. Has established a separate household from his/her parents for at least a year or meets the U.S. Dept. of Education definition of an independent student**, AND

¹ The term resident and tenant have the same meaning and are used herein interchangeably.

3. Is not claimed on his/her parents' tax return, AND
4. Gets (or does not get) financial help from parents

** U.S. Department Definition of "independent student" is one who:

1. Is age 24+ years old by December 31 of that year
2. Is an orphan or ward of the state though age 18
3. Is a veteran
4. Has a legal dependent (example: child or parent)
5. Is a graduate or professional student
6. Is married

If the student is NOT "independent", then the parents must be income-eligible for Section 8. The parents may sign a declaration and certification of income. They must be below the HUD income limit. The income limit that will be used is:

If the parents live in the U.S. – the income limit for the county that the parents live-in.

If the parents live outside the U.S. – the income limit where the property is located.

An owner may verify further (tax returns, etc.) if the parents' certification is questionable. The student is not eligible if the parents refuse to provide a:

1. Declaration of their income, AND
2. Statement of whether they provide student financial assistance or not

Income Limits

The income limit schedule for Green Ridge House is very low. The schedule is updated yearly and distributed.

Income and Benefit Verification

The Enterprise Income Verification (EIV) system is a Web-based system that contains resident benefit and wage-related data for use by HUD's business partners. Specifically, the EIV System is used by owners and management agents (O/As) to assist them in verifying the employment and income of prospective and existing residents at re-certification to ensure that the right benefits are going to the right persons; by contract administrators (CAs) to assist them in preparing for and conducting management and occupancy reviews (MORs) of O/A program operations; and by HUD's Office of the Inspection General (OIG) to assist the Office in carrying out its objective to detect and pursue cases of waste, fraud, and abuse of HUD's programs.

Management will maintain a Master File that contains a copy of each of the listed reports and documentation and/or notations as indicated in the report discussions below.

Existing Tenant Search: Management will run monthly Existing Tenant Search reports to make certain that applicants who apply for housing are not receiving rental assistance at another Multifamily Housing location.

Multiple Subsidy Report: Management will run monthly Multiple Subsidy Report to identify any individuals who may be receiving multiple HUD rental subsidies. Management will follow up with tenant(s) identified on the report where the discrepancy was not identified and resolved at the time of recertification. Management will discuss the results of the report with the tenant and give them the opportunity to explain any circumstances relative to them being assisted at another location. Management will follow up with the respective owner, if necessary, to confirm if the tenant is being assisted at the other location. Depending on the results of the investigation, Management may need to terminate the tenant's assistance or tenancy. A copy of the search results along with any documentation supporting and contacts made, or information obtained to determine if a household and/or household member is receiving multiple subsidies. Additional documentation to support any action taken if a household or household member is receiving multiple subsidies will be retained in the tenant file and should be noted on the report. If a tenant's multiple subsidy was discussed and resolved at the time of recertification this should be noted on the printed report and no further action required.

Deceased Tenant Report: This report identifies tenants who are participating in one of the Multifamily Housing's rental assistance programs who are reported by SSA as being deceased. Management will: a) use this report monthly to identify those tenants reported by SSA as being deceased. b) Confirm in writing, with the head of household, next of kin or contact person/entity provided by the tenant whether or not the person is deceased. c) if the person is deceased Management will either update the household composition and income allowance, if applicable or in the case of a deceased single member of a household, process a move-out (effective date will be retroactive to the earlier of 14 days after the tenant's death or the date the unit was vacated. d) discrepancies must be corrected in the TRACS system within 30 days from the date of the report.

No Income Report on 50059: This report is a tool for Management to use to identify tenants who passed the identity match against SSA's records but have a zero income represented in the TRACS system. Management will run this report monthly but is not required to retain copies of this report.

Taking Applications and Selecting from the Waiting List

1. Taking Applications. Applications shall be available at Green Ridge House for individuals to fill out when the waiting list is open. Applications will not be provided to persons who are not the applicant (i.e., housing coordinators, social service representatives, etc.) nor will applications be mailed. When an application is returned it will be date and time stamped as to the order it is received. At the time of submission of an application it is also required that the applicant provide a copy of their social security card and a current driver's license or state ID.

2. Preferences. Preferential consideration will be given to the following applicants (preferential consideration approved by HUD in 2000):
 - a. Persons who reside within the corporate limits of the City of Greenbelt at the time of application and continue to maintain residency within the City until they are accepted for residency in Green Ridge House.
 - b. Persons who work more than twenty hours a week at an employment location within the corporate limits of the City of Greenbelt.

When a vacancy exists, first consideration shall be given to qualified applicants entitled to preferential consideration. Only when there are no qualified applicants entitled to preferential consideration shall other applicants be considered.

3. Applicant Screening Criteria. When a vacate notice is received, Green Ridge House will initiate the procedure of calling prospects via a landline phone or cell phone and if available will e-mail, using the appropriate waiting list depending on whether the available unit is handicap accessible. If a prospect stipulates that he/she is unable to move at this time due to medical reasons, Green Ridge will advise the prospect that it will call him/her at a later time when another unit becomes available. If the prospect is unable to move at the time of the call for other than a medical reason, Green Ridge will note that the person declined the offer to apply at that time and advise the prospect that he/she will be moved to the bottom of the waiting list. Each prospect will have three opportunities to accept an offer to apply, on the third decline of such an offer the prospect will be removed from the waiting list. In the event that Green Ridge tries to reach a prospect and is not successful, however the Green Ridge representative is able to leave a voicemail message or an e-mail asking the person to call back, if Green Ridge does not receive a return call within 48 hours, a final message will be left stating that Green Ridge did not hear from the prospect within the timeframe allotted therefore they are being removed from the waiting list. Green Ridge continues this procedure until it finds a prospect that desires to make an application.

Once Green Ridge has a prospect that desires to make an application, Green Ridge asks the person to come into the office and fill out a credit/criminal background "Authorization to Release Information" form. Green Ridge then runs a credit/criminal background check on the prospect. Although the prospect's entire credit history is relevant, Green Ridge will give priority to activity during the five years immediately prior to the date of application. In the event that there are any unpaid judgments or pending legal actions in the past five years Green Ridge will deem the prospect to have an unacceptable credit check. Additionally, a person (1) evicted from their residence within the five years prior to the date of application, (2) who filed for bankruptcy in the five years prior to the date of application, or (3) who has a judgment entered against them for failure to pay rent within the five years prior to application will be rejected. If a prospect has medical debt, it will not be a

factor in whether the credit check is acceptable. A lack of credit history is not grounds for rejection. If the credit check comes back as disapproved because of the credit history Green Ridge will proceed to send a letter of rejection to the prospect.

The criminal background check consists of the prospect's criminal history reported to Federal, State and local authorities for the ten years prior to the date of application. Both the credit and criminal background checks are combined into one report (the "Report") that will be reported as approved, approved with a contingency or disapproved. If a Report is received as approved or approved with a contingency Green Ridge proceeds with the home visit. The home visit is conducted on those prospects that live within a 10 mile radius of the property. The home visit consists of making certain the prospect lives in a safe, uncluttered, clean environment with no apparent infestations. If the prospect passes the home visit Green Ridge moves forward with the certification and the move-in process.

If, however, the Report comes back as disapproved or reflects any criminal history or activity, an additional criminal check will be run to verify the identity of the prospect and to obtain any additional information to clarify any activity reported in connection with the criminal background check. If the criminal activity can be verified through the additional criminal check as having taken place within the last ten (10) years, Green Ridge will send a letter of rejection to the prospect. Although there are other crimes that may lead to non-acceptance at Green Ridge, individuals who have engaged in drug-related criminal behavior, those subject to a state lifetime sex offender registration program, any household with a member who was evicted in the last three years from federally assisted housing for drug-related criminal activity, a household in which any member is currently engaged in illegal use of drugs, and those whose abuse or pattern of abuse of alcohol could interfere with the health, safety or right to peaceful enjoyment of the premises by other residents will not be accepted at Green Ridge.

Violence Against Women and Justice Department Reauthorization Act of 2005

An owner may not deny assistance solely because a member of the household, who was the victim of domestic violence, was evicted from a previous residence due to the domestic violence.

Section 504 of the Rehabilitation Act of 1973

1. Making and paying for reasonable structural modifications to the units and/or common areas that are needed by applicants and tenants with disabilities, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens.
2. Operating housing that is not segregated based upon disability or type of disability, unless authorized by federal statute or executive order.
3. Providing auxiliary aids and services necessary for effective communication with persons with disabilities.
4. Developing a transition plan to ensure that structural changes are properly implemented to meet program accessibility requirements.
5. Performing a self-evaluation of the owner's program and policies to ensure that they do not discriminate based on disability.
6. Operating their programs in the most integrated setting appropriate to the needs of qualified individuals with disabilities.
7. Section 504 regulations also require that recipients not discriminate in employment based upon disability.

Occupancy standards

All units are one bedroom/one bath.

Unit Transfer Policy

A unit transfer is only allowed for a medical reason certified by a doctor or based on the need of a resident in a regular unit needing the accessibility of a handicap unit.

General Provisions

Federal civil rights laws addressing fair housing prohibit discrimination against applicants or tenants based on one or more of the following classifications: race, color, national origin, sex, age, disability, sexual orientation, gender identity, religion and familial status.

Opening/Closing of Waiting List

When the waiting list is either opened or closed, we place an advertisement in the Greenbelt News Review. We also place notice of opening or closing of the waiting list on the bulletin boards and at the mailboxes located at Green Ridge House.

May 29, 2020

The Honorable Anne Healey
Maryland House of Delegates
350 House Office Building
Annapolis, MD 21401-1991

Dear Delegate Healey,

Congratulations on receiving the 2020 Maryland Municipal League (MML) Friend of Municipal Government Award. Your prior experience as a municipal official, and your advocacy on behalf of the cities and towns you represent, is consistently demonstrated and appreciated! We are grateful for your dedicated public service.

Again Congratulations!

Sincerely,

Colin A. Byrd, Mayor

Emmett V. Jordan, Mayor Pro-Tem

Judith F. Davis, City Council

Leta M. Mach, City Council

Silke I. Pope, City Council

Edward V.J. Putens, City Council

Rodney M. Roberts, City Council

May 1, 2020

Code Enforcement and COVID-19

Dear Apartment Owners:

We know that you value your relationships with your tenants and wanted to reach out to you in these difficult and uncertain times. As COVID-19 outbreaks are appearing more and more in the news it's important that your community takes every precaution to help reduce the spread of this virus. Public health officials have recommended community actions to reduce the spread of COVID-19. While most Americans are following stay-at-home orders, it can be difficult for communities with shared common areas. The Center for Disease Control and Prevention (CDC), the World Health Organization, and State and County public health officials have published best practices guidelines, and the City encourages everyone to review these guidelines and look for updates. The City's website (<https://www.greenbeltmd.gov/government/city-administration/public-information-communications/coronavirus>) can connect you with available Federal, State, County, and local resources. The County Health Coronavirus Hotline is available to assist you with understanding and following CDC regulations. It is imperative that we all follow these guidelines closely as we work together to flatten the curve. At a minimum please abide by the following guidelines:

- Practice continued maintenance and sanitation of common areas, including entrances, hallways, clubhouses, fitness centers, playgrounds, and pools, even though they may not be in use right now.
- Maintain regular trash, recycling, and yard trim collection as scheduled. If bulk trash pick-up has been suspended, we ask that residents please keep these items at home until service is reinstated.
- Limit on-site access to staff and other associated personnel that includes limiting repair work to "essential only" to minimize contractor traffic, as well as entry by other service providers.

STAY ON EVICTIONS & AVAILABLE ASSISTANCE

As I know you are aware, this pandemic is impeding the ability of Americans to work and provide for their families. On March 16th Governor Larry Hogan issued an emergency order that stops Maryland courts from ordering the eviction of any tenant who can show that their failure to pay rent is related to the COVID-19 outbreak. The order is in place until the state of emergency is over. More information on the Governor's stay on evictions can be found at <https://www.courts.state.md.us/coronavirusstayofevictionupdates> and at

<https://www.hud.gov/sites/dfiles/OCHCO/documents/20-04hsgml.pdf>.

As you continue to work hard to address the economic, social, and health needs of your tenants during these uncertain and challenging times please know that there are State, County, and local resources available. Additional information on programs available to assist you and your tenants can be found on the City's website, the County's website (<https://www.princegeorgescountymd.gov/3397/Coronavirus>) and at <https://dhcd.maryland.gov/Residents/Pages/COVID-19RentalTenantsGuidance.aspx>

It is incumbent upon all us to take this situation seriously and do our part to minimize the spread of this deadly disease. Thank you for your cooperation and understanding during this unprecedented situation. Please feel free to contact us at (301)345-5417.

Sincerely,
Planning and Community Development Staff

April 29, 2020

Code Enforcement and COVID-19

Dear HOA, Cooperative, Condo, and Neighborhood Association Board Members:

As COVID-19 outbreaks are appearing more and more in the news it's important that your community and the board members take every precaution to help reduce the spread of this virus. An outbreak could last for weeks or even months in your community. This can be especially true for those communities with communal spaces like Entryways, Storage/Utility rooms and Amenities. Depending on the severity of the outbreak, public health officials have recommended community actions to reduce the spread of COVID-19.

How to Be A Good Neighbor

During these uncertain and unsettling times of the COVID-19 pandemic, being a good neighbor has never been more important. While most Americans are following stay-at-home orders, it can be difficult for communities with shared common areas. The Center for Disease Control and Prevention (CDC), the World Health Organization, and State and County public health officials have published best practices guidelines, and the City encourages everyone to review these guidelines and look for updates. It is imperative that we all follow these guidelines closely as we work together to flatten the curve. At a minimum please abide by the following guidelines:

- Practice continued maintenance and sanitation of common areas, including entrances, hallways, clubhouses, fitness centers, playgrounds, and pools, even though they may not be in use right now.
- Maintain regular trash, recycling, and yard trim collection as scheduled. If bulk trash pick-up has been suspended, we ask that residents please keep these items at home until service is reinstated.
- Limit on-site access to staff and other associated personnel that includes limiting repair work to “essential only” to minimize contractor traffic, as well as entry by other service providers.

The City understands that this is a challenging time for residents, associations, organizations and businesses in our community. The City’s website can connect you with available Federal, State, County and local resources. The County Health Coronavirus Hotline is available to assist you with understanding and following CDC regulations. As many of you may know, the Community Association has information on its website as well. Forbes

recently published an informative article on guidelines published by the Community Association Institute on navigating the Coronavirus which can be found at:
<https://webcache.googleusercontent.com/search?q=cache:7kctqUTivGAJ:https://www.forbes.com/sites/brendarichardson/2020/03/21/a-guide-for-community-associations-navigating-the-coronavirus/+&cd=3&hl=en&ct=clnk&gl=us>

If you are experiencing personnel or resource challenges, for example, a shortage of personal protective gear required to provide essential services please let us know and we will work to connect you with County or State resources that may be of assistance, for example, the names of suppliers.

It is incumbent upon all us to take this situation seriously and do our part to minimize the spread of this deadly disease. Thank you for your cooperation and understanding during this unprecedented situation. Please feel free to contact us at (301)345-5417.

Sincerely,
Planning and Community Development Staff

COURSE

WMATA/Metro joint supervisory training
Driver Improvement
Ethics
IDD/Autism
Dealing with the mentally ill
Rape Sexual Assault/Child Exploitation
Identity Theft
OC Spray /ASP Baton and Flashlight (DT)
All Hazards
Legal Updates
Taser
Firearms
Background Investigator Training
First Line Administrator
Firstline Supervisor
FTO Refresher
Taser Instructor
IHIA/Advanced Homicide Violent Crime Investigation
Street Crimes
Dealing with Difficult Employees
K9 Engagement/Decoy School
K9 School
13th Annual Gang Conference
ASP Instructor
LDI Holistic Health
Simulations
LDI Ethics and Integrity in Law Enforcement
Basic ERT Prep
Below100
K9 Conference
APCO/Calls Involving Emotionally Disturbed persons
Physical Surveillance
Human Resources Recruiting
Below 100
Ethics In Law Enforcement
Hostage Neg. Conference
Metro Scene Safety Procedures
Metro Emergency Operations
Metro Evacuation Procedure
MD Highway Safety Patrol Supervisor Training
Leadership Health and Wellness
Legal Topics LEOBR & Liability
Fair and Impartial Policing
Line of Duty Deaths
Employee HR Management Title VII
Concerns of Police Survivors COPS
Law Enforcement Torch
Grants GoCCP
Preventing Crashes and Saving Lives
Chemistry/APCO
FBI LEEDA Lifelock Identity Theft
UCR
Supervising Patrol Critical Incident
International Association For Identification Conference
4th Amendment
Advanced Geophysical Perspectives On CST
2019 MD National Capital Region Emergency Response System Symposium

De Escalation Minimizing Use of Force
FBI Weapons of Mass Destruction
Supervisory Leadership
Recruiting for Law Enforcement
Joint Supervisory Training Course
Weapons of Mass Destruction for 1st Responders
Criminal Gypsies and Travelers
I've Been Robbed APCO/Dispatch
Basic Life Saving Update 2019
Tac team Training
Crisis Intervention Training
2019 Criminal Interdiction Training
MD Top Gun
Montgomery Co SRO Security Employee Training
Street Gangs in Narcotic Investigation
Basic Instructor
Reid Technique
Human Trafficking
Basic Patrol K9 School
Response to Mass Casualty Incidents
Gun shot Detectors
Supervisors Role as Coach
LDI Team Leader Development
Basic Photography for Patrol
Death In vestigation For Patrol
Taser Familiarization
2019 Legal Updates
Defensive Tactics ASP/Flashlight Baton
Emergency Care and CPR for K9 Handlers and 1st Responders 09/06/19
Evidence Management Conference (NIST
Street Cop/Proactive Policing
Advanced Roadside Impaired Driving Rnforcement
Taser Initial
Taser Recert
Use Of Force Police One academy 101
Magloclen 26th Narcotic Investigator Conference OC
Advance Search & Seizure Warrantless Searches
Advanced Search and Seizure Traffic Stops
Advanced Search and SeizureNarcotic Investigations
Delaware State Police Homicide Conference 10/14-10/18/19
Armed Vehicle Defense
Locating People
Device Based Hybirds
Stewards of Children Training Darkness to light
Deleware State Police 24 Annual homicide Conference
Tactical Field Interviewing
Giving Appreciation to Get Better Employee Performance
Leadership Failure: Is there Anything You, as Chief, Would Not Do to Keep 1.50
your Officers Safe and Well
Identifying and Preparing Your Leaders of Tomorrow
RIGHT Care- Innovative Law Enforcement Response to Behavior Health Calls
CompStat360: Measuring What Matters, the Next Generation of CompStat
Permission to Push Back - How to Effectively Stand Your Ground In the Midst 1.00
of a Media Storm
At Risk Communities: Responding to Mental Health Crises Collaboratively
De-escalation and Other Use of Force Concepts
Leading for Influence: It Matters What You Choose Each Day

The First 12 Minutes: Active Shooter Preparedness Using the Whole 1.00
When Saving Lives Damages Your Own
Brady and Giglio: Implications and Requirements for Law Enforcement
Resilience in Law Enforcement: Thriving in the Face of Adversity
Responding to the Opioid Crisis in Rural America: Police and Treatment 1.50
Serious Shenanigans: The Balance between Fun and Information without 1.50
Losing Credibility
Protecting Places of Worship Forum: Moving from Vulnerability to Capability

May Day Send back up I need Help Now APCO
Device Based Hybrid APCO
Legalize it APCO
Crime Scene Photography 40 hrs
Crime scene Investigation School
DRE School
Law Enforcement Executive Development
CBD/IAI Evidence Training Conference
DARE Instructor Training
First Line Supervisor
Basic Vehicle Investigator Course
Cultural Diversity @ The African American Museum

City of Greenbelt, Maryland

Memorandum

To: Nicole C. Ard, City Manager
From: Laura Allen, City Treasurer 
Date: May 28, 2020
Subject: April 2020 Financial Report

Revenues

Revenues are 87.7% of the FY 20 Adopted Budget compared to 85.5% a year ago, and 84% in the six-year historical comparison. Net real estate revenue is currently \$460,000 higher than the FY 2020 Adopted Budget amount of \$18,552,900. Planned abatements continue to be less than budgeted.

Highway Users Revenues remain unchanged from the March report however the Finance Department is processing a recently received \$84,000 payment. Admissions and Amusement Taxes are 113% of budget reflecting the earlier correction of revenue allocation associated with movie theaters. Hotel/Motel Taxes are 35% of budget which is comparable to where this revenue source was at this time last year.

Recreation Department revenues remain largely unchanged due to the closure of those facilities in response to COVID-19.

Revenue for FY 2020 was shaping up to be consistent with budgeted expectations; however, City revenues will be negatively impacted by COVID-19. As stated in previous reports, the degree of the impact is a function of the duration of the closures and social distancing requirements, which is unknown at this time. Decisions made by higher levels of government who are in a position to withhold payments of key revenues to address their own shortfalls, will also be a factor.

Expenditures

Total operating expenditures are 78.8% of the FY 20 Adopted Budget compared to 80.7% in FY 2019, and 84.4% for the most recent six-year period. The largest part of the operating number is salaries and benefits. This category is 77.3% of the FY 20 Adopted Budget which is lower than the 85% historical mark for April reflecting the number of vacant positions in the City.

Cleaning supply expenses are higher compared to the same period last year. For FY 2020, these expenses are 146% of budget compared to 71% of budget for FY 2019.

Expenditures through April are beginning to show the impacts of COVID-19.

City of Greenbelt, Maryland
Revenues - FY 2020 vs. Historical
April

Account Number	Description	FY 2020 Budget	Apr-20	% of Budget	% of FY 2019	Historical %
Taxes						
411100	Real Estate	\$19,117,300	\$19,203,822	100.45%	98.63%	99.60%
411200	Real Estate Abatements	(397,900)	(30,877)	7.76%	3.81%	66.62%
411220	Homestead Credit	(126,500)	(120,093)	94.94%	97.66%	99.16%
411230	Homeowner's Credit	(40,000)	(39,407)	98.52%	131.87%	90.86%
Personal Property						
412100	Local Current Year	16,000	9,298	58.11%	76.34%	87.77%
412110	Utility - Current Year	320,000	331,768	103.68%	110.50%	101.02%
412120	Corporate - Current Year	1,500,000	1,150,460	76.70%	82.71%	90.47%
412140	Local - Prior Years	0	0	0.00%	0.00%	99.89%
412160	Corporate - Prior Years	20,000	27,650	138.25%	19.06%	27.09%
412200	Personal Prop. Abatements	(80,000)	(43,272)	54.09%	175.00%	97.99%
Other Taxes						
421100	Income	3,100,000	1,773,431	57.21%	58.28%	49.64%
421200	Admissions	160,000	181,242	113.28%	30.63%	69.59%
421300	Hotel/Motel	1,025,000	360,595	35.18%	34.75%	44.87%
422100	Highway	550,400	250,021	45.43%	86.42%	87.16%
Licenses						
431200	Rental & Constr.	975,300	596,778	61.19%	56.93%	49.60%
433400	Cable	390,000	202,341	51.88%	47.28%	63.96%
Grants - State						
442101	Police	450,000	334,431	74.32%	74.94%	74.78%
442102	Youth Service	65,000	32,885	50.59%	66.80%	52.85%
Grants - County						
443106	Landfill	57,700	28,826	49.96%	49.96%	70.82%
443102	Youth Service	30,000	22,300	74.33%	66.67%	52.78%
443108	MNCPPC	234,000	0	0.00%	0.00%	0.00%
443127	School Resource Officer	80,000	80,000	100.00%	100.00%	18.18%
Other						
451000	Waste	686,200	513,629	74.85%	74.66%	66.24%
452000	Recreation	797,900	559,414	70.11%	72.20%	70.45%
453000	Fitness Center	586,000	400,108	68.28%	76.35%	84.79%
454000	Community Center	190,900	167,539	87.76%	88.86%	40.57%
460100	Fines & Forfeitures	102,000	64,769	63.50%	58.90%	77.70%
460200	Red Light Cameras	110,000	499,603	454.18%	29.19%	73.45%
460300	Speed Cameras	440,000	263,673	59.93%	77.74%	76.47%
470000	Interest	200,000	100,542	50.27%	102.81%	87.57%
480400	Partnerships	154,600	96,669	62.53%	71.32%	64.92%
490000	Miscellaneous	459,700	321,505	69.94%	77.62%	59.03%
FY 2020 Adopted Budget vs. Actual		\$31,173,600	\$27,339,650	87.70%	85.49%	83.95%

City of Greenbelt, Maryland

Expenditures - FY 2020 vs. Historical

April

			% of FY 2020	% of FY 2019	
Department	FY 2020 Budget	April-20	Budget	Budget	Historical %
100 General Government					
Salary/Benefits	\$2,815,200	\$2,382,680	84.64%	77.48%	83.32%
Operating Expense	896,200	614,564	68.57%	81.31%	78.57%
Capital Outlay	10,000	0	0.00%	95.85%	95.05%
Total General Gov't	3,721,400	2,997,244	80.54%	78.40%	82.15%
200 Planning & Comm. Dev.					
Salary/Benefits	887,800	557,500	62.80%	68.15%	79.47%
Operating Expense	155,100	118,920	76.67%	90.52%	69.72%
Capital Outlay	0	0	0.00%	0.00%	100.00%
Total Plan. & Comm. Dev.	1,042,900	676,420	64.86%	71.21%	77.37%
300 Public Safety					
Salary/Benefits	9,466,600	7,081,730	74.81%	78.76%	85.20%
Operating Expense	1,618,700	1,141,120	70.50%	74.77%	77.85%
Capital Outlay	468,800	335,510	71.57%	102.81%	94.83%
Total Public Safety	11,554,100	8,558,360	74.07%	79.22%	84.52%
400 Public Works					
Salary/Benefits	2,372,300	1,871,638	78.90%	85.14%	86.30%
Operating Expense	660,700	469,799	71.11%	70.39%	77.47%
Capital Outlay	0	6,663	0.00%	0.00%	0.00%
Total	3,033,000	2,348,100	77.42%	81.83%	84.12%
450 Waste Collection					
Salary/Benefits	604,000	454,869	75.31%	85.40%	85.07%
Operating Expense	205,800	135,714	65.94%	77.78%	72.10%
Capital Outlay	0	0	0.00%	0.00%	0.00%
Total	809,800	590,583	72.93%	83.50%	81.64%
Total Public Works	3,842,800	2,938,683	76.47%	82.19%	83.58%
500 Greenbelt Cares					
Salary/Benefits	1,147,800	939,823	81.88%	77.32%	82.96%
Operating Expense	52,400	75,633	144.34%	75.94%	80.64%
Capital Outlay	0	0	0.00%	0.00%	0.00%
Total Cares	1,200,200	1,015,456	84.61%	77.24%	82.88%
600 Recreation					
Salary/Benefits	2,910,300	2,284,690	78.50%	82.27%	84.55%
Operating Expense	701,800	537,436	76.58%	78.52%	78.44%
Capital Outlay	0	0	0.00%	0.00%	0.00%
Total	\$3,612,100	\$2,822,126	78.13%	81.42%	83.13%

City of Greenbelt, Maryland

Expenditures - FY 2020 vs. Historical

April

			% of FY 2020	% of FY 2019	
Department	FY 2020 Budget	April-20	Budget	Budget	Historical %
650 Aquatic & Fitness Center					
Salary/Benefits	\$927,100	\$689,492	74.37%	84.05%	83.73%
Operating Expense	362,700	280,052	77.21%	76.57%	79.30%
Capital Outlay	0	0	0.00%	0.00%	0.00%
Total	1,289,800	969,544	75.17%	81.80%	82.26%
Total Recreation	4,901,900	3,791,670	77.35%	81.52%	82.90%
700 Parks					
Salary/Benefits	1,005,800	845,885	84.10%	74.14%	82.66%
Operating Expense	226,700	153,722	67.81%	62.79%	67.38%
Capital Outlay	0	3,364	0.00%	0.00%	0.00%
Total Parks	1,232,500	1,002,971	81.38%	72.14%	79.77%
900 Miscellaneous					
Salary/Benefits	226,200	191,748	84.77%	86.63%	85.44%
Operating Expense	148,500	101,637	68.44%	126.51%	49.28%
Capital Outlay	0	0	0.00%	0.00%	0.00%
Total Miscellaneous	374,700	293,385	78.30%	89.66%	84.30%
Operating Expenditures					
Salary/Benefits	\$22,363,100	\$17,300,055	77.36%	79.50%	85.09%
Operating Expense	5,028,600	3,628,597	72.16%	76.65%	74.59%
Capital Outlay	478,800	345,537	72.17%	97.66%	101.65%
Total Operating	\$27,870,500	\$21,274,189	76.33%	79.34%	83.24%
Reserves					
Non-Departmental	225,600	170,810	75.71%	46.93%	96.17%
Workers' Compensation	541,000	589,762	109.01%	79.69%	99.10%
Interfund Transfers	2,497,000	2,497,000	100.00%	100.00%	94.57%
Total Reserves	3,263,600	3,257,572	99.82%	92.07%	95.85%
Total General Fund	\$31,134,100	\$24,531,761	78.79%	80.73%	84.40%
General Government	\$3,721,400	2,997,244	80.54%	78.40%	82.15%
Planning	1,042,900	676,420	64.86%	71.21%	77.37%
Public Safety	11,554,100	8,558,360	74.07%	79.22%	84.52%
Public Works	3,842,800	2,938,683	76.47%	82.19%	83.58%
Cares	1,200,200	1,015,456	84.61%	77.24%	82.88%
Recreation	6,134,400	4,794,641	78.16%	79.55%	82.25%
Miscellaneous	1,141,300	1,053,957	92.35%	75.69%	94.62%
Interfund Transfers	2,497,000	2,497,000	100.00%	100.00%	94.57%
Total General Fund	\$31,134,100	\$24,531,761	78.79%	80.73%	84.40%

**GREENBELT POLICE DEPARTMENT
STATISTICAL REPORT**

February, 2020

Type of Offense (Includes attempts with exception of Murder)	Sector 1 Greenbelt Center			Sector 2 Franklin Park Area			Sector 3 Greenbelt East (Residential)			Sector 3 Greenbelt East (Commercial)			Sector 4 Beltway Plaza			Sector 5 Metro Site			Sector 6 Branchville Area			Total Offenses Minus Unfounded Cases	
	Month	(-)	YTD	Month	(-)	YTD	Month	(-)	YTD	Month	(-)	YTD	Month	(-)	YTD	Month	(-)	YTD	Month	(-)	YTD	Month Minus Unfounded Cases	YTD Total
Murder	0		0	0		0	0		1	0		0	0		0	0		0	0		0	0	1
Rape	0		0	1		1	0		2	0		0	0		0	0		0	0		0	1	3
Robbery	0		0	5		8	0		0	0		2	1		2	0		0	0		0	6	12
Aggravated Assaults	0		0	1		7	0		0	0		0	0		0	0		0	0		0	1	7
Breaking or Entering	2		2	3		7	0		0	0		1	0		2	0		0	0		0	5	12
Larceny	4		8	18		46	3		8	14		25	9		16	1		3	2		2	51	108
Motor Vehicle Theft	0		1	2		7	0		2	0		0	3		3	0		0	0		0	5	13
Totals by Sector	6		11	30		76	3		13	14		28	13		23	1		3	2		2	69	156

(*) Indicates that the unfounded incident was reported in a previous month, and therefore is subtracted from the "YTD Total" incidents.

(-) Note that per Uniform Crime Reporting guidelines, offenses can be cleared either by arrest, administrative closure or incident unfounded.

Sector 1 – Kenilworth Avenue north from Greenbelt Road to Cherrywood Lane and Greenbelt Road east from Kenilworth Avenue to Southway Road.

Effective 1/1/97 Ivy Lane and Cherrywood Lane changed to Sector 2. Kenilworth Avenue addresses are in Sector 1.

Sector 2 – Kenilworth Avenue south from Greenbelt Road to Old Calvert Road and Greenbelt Road west from Kenilworth Avenue to Branchville Road.

Sector 3 – Greenbelt Road east from Southway Road to Mandan Road, Hanover Parkway north from Greenbelt Road to the Baltimore-Washington Parkway south from Greenbelt Road to Good Luck Road. Sector 3 has been divided to distinguish offenses that occur in the sector's commercial and residential areas.

Sector 4 – Beltway Plaza Shopping Center and businesses on Greenbelt Road from Cherrywood Lane to the City line at Branchville Road.

Sector 6 – South of the WMATA/Metro Station Property, north of Branchville Rd./Greenbelt Rd., west of Cherrywood Lane, east of the B&O RR tracks

II. Total Offenses Year to Date – Five Year Comparison – All Sectors

January 1 to February 29 of each year

<u>Type of Offense (includes attempts with Exception of Murder)</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Murder	0	2	0	0	1
Rape	0	1	2	1	3
Robbery	6	17	7	6	12
Aggravated Assaults	5	10	7	3	7
Breaking or Entering	15	18	15	9	12
Larceny	70	91	101	98	108
Motor Vehicle Theft	16	16	10	12	13
TOTALS -----	112	155	142	129	156

III. Police Service Summary

	<u>2020 MONTHLY TOTAL</u>		<u>2019 MONTHLY TOTAL</u>		<u>2020 YEAR-TO-DATE TOTAL</u>		<u>2019 YEAR-TO-DATE TOTAL</u>	
Calls for Service	1,618		2,089		3,550		4,187	
Off-Duty Responses	240		254		474		612	
Premise Checks	171		455		431		1,019	
Traffic Stops	147		302		420		432	
Case Reports	195		174		383		375	
Field Ob. Reports	7		19		13		29	
ACRS Reports	31		25		56		51	
	Adult	Juvenile	Adult	Juvenile	YTD Adult	YTD Juvenile	YTD Adult	YTD Juvenile
Arrests	19	11	18	4	35	18	46	9

NOTE: November 2012 was the first full month of speed camera operation.

<u>Speed Camera Location</u>	<u>February 2020</u>	<u>February 2019</u>	<u>Violations 2020</u>	<u>Red Light Camera Locations</u>	<u>February 2020</u>	<u>February 2019</u>	<u>Violations 2020</u>
	<u>Violations</u>	<u>Violations</u>	<u>YTD</u>		<u>Citations</u>	<u>Citations</u>	<u>YTD</u>
300 Crescent Road	19	29	78	EB Greenbelt Road@ Mandan Road	26	33	47
5900 Cherrywood Lane N/B	222	296	522	WB Greenbelt Road @Mandan Road	55	49	105
5900 Cherrywood Lane S/B	152	167	357	WB Greenbelt Road@Cherrywood	279	243	569
7700 Hanover Parkway E/B	37	15	76	NB Kenilworth Avenue@Cherrywood	105	84	228
7700 Mandan Road N/B	119	83	231	NB Kenilworth Avenue@NB I95- Off Ramp	45	66	105
7700 Blk MD193E/B	25	35	53	NB Kenilworth Avenue@SB I-95 Off Ramp	178	222	368
7700 Blk MD 193 W/B	72	125	138				
Totals -----	646	750	1,455	Totals -----	688	697	1,422

	<u>2020 MONTHLY TOTAL</u>	<u>2019 MONTHLY TOTAL</u>	<u>2020 YEAR-TO-DATE TOTAL</u>	<u>2019 YEAR-TO-DATE TOTAL</u>
Traffic Tickets	97	156	291	285
Parking Tickets	113	186	244	340
ERO's	6	30	33	47
Warnings	134	296	385	418

NOTE: Effective January 1, 2017, parking tickets issued by city parking enforcement officers were included in the amount of parking tickets issued for the month.

IV. Traffic Statistics – Year-to-Date Totals

<u>Accidents</u>	<u>YTD – 2020</u>	<u>YTD – 2019</u>		<u>YTD – 2020</u>	<u>YTD – 2019</u>
Property Damage	170	156	DUI Arrests	7	10
Personal Injury	23	21	Other Traffic Arrests	36	43
Fatal	0	0			
TOTALS	193	177			