



## **CITY COUNCIL WORK SESSIONS AGENDA**

**City Manager Update  
Community Center  
15 Crescent Road, Room 201  
Wednesday, January 29, 2020  
8:00 PM**

### **Work Session Packet - *Agenda***

- *Introductions*
- *Council Discussion*
- *Questions and Answers*
- *Other Items*

City Manager Update  
[2020 MBO's.pdf](#)  
[Mid-Year Budget Update.pdf](#)  
[Petitions & Requests rev.pdf](#)  
[Council Meeting Schedule.pdf](#)

## City Council Work Sessions Agenda Item Report

Meeting Date: January 29, 2020

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section:

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**Subject:**

City Manager Update

**Suggested Action:**

**Attachments:**

[2020 MBO's.pdf](#)

[Mid-Year Budget Update.pdf](#)

[Petitions & Requests rev.pdf](#)

[Council Meeting Schedule.pdf](#)

# **FY 2020 Management Objectives**

As of January 24, 2020

| <b>CITY COUNCIL</b>                                                       |
|---------------------------------------------------------------------------|
| Set policy and direction for the city.                                    |
| <i>Ongoing.</i>                                                           |
| Represent the city's interests with Federal, State and regional agencies. |
| <i>Ongoing.</i>                                                           |
| Meet regularly with major "stakeholders" in the city.                     |
| <i>Ongoing.</i>                                                           |

| <b>ADMINISTRATION</b>                                                                                                            |
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| Implement Council's goals and policies.                                                                                          |
| <i>Ongoing.</i>                                                                                                                  |
| Monitor legislative proposals at the County, State and Federal level that can impact Greenbelt.                                  |
| <i>Ongoing. Fall legislative dinner held, bond bill request submitted.</i>                                                       |
| Update the Greenbelt Road Corridor Improvement study.                                                                            |
| <i>Request made at Fall legislative dinner with County/State Delegation. Requests for support along MD 193 also sent to SHA.</i> |
| Continue to oppose the proposed MAGLEV train and widening of the Baltimore-Washington Parkway and I-495.                         |
| <i>RFQ issued for legal services, research underway on services and other activities.</i>                                        |

| ECONOMIC DEVELOPMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Develop and implement a comprehensive strategic plan to meet Greenbelt's economic development goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><i>The strategic planning process has not begun as it will be informed, in part, by a visioning process. Until then, staff is continuing to meet with businesses, residents, partner organizations and government agencies/departments to obtain feedback to be considered when City Council works to formalize strategic economic development goals.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Develop marketing and business assistance tools to aid economic development activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• <i>Business Brief Newsletter: monthly e-newsletter sent to over 900 (and growing) focused on local business news, resources and events.</i></li> <li>• <i>Business Spotlight series for residents and other businesses/organizations to learn about local Greenbelt businesses and organizations.</i></li> <li>• <i>Updated Economic Development section of website with resource links to partner, county, state organizations.</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Identify and provide technical assistance to businesses looking to start and/or expand in Greenbelt.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>• <i>7 Business Brief Newsletters Published (eNewsletter Subscriber List: 990)</i></li> <li>• <i>25 Events, Workshops and Trainings Attended</i></li> <li>• <i>349 Businesses and Organizations Reached (via phone and email) for the following reasons:</i> <ul style="list-style-type: none"> <li>○ <i>Introduction and inform of business engagement efforts</i></li> <li>○ <i>Request meeting</i></li> <li>○ <i>Confirm office location in Greenbelt</i></li> <li>○ <i>Invite to upcoming business coffees</i></li> </ul> </li> </ul> <p><i>*Note: Number of businesses and organizations reached does not include number of business and organizations that were researched and found to no longer be in business. That number is approximately 104. These are businesses that may have been closed for several years and often replaced by another business at the same location; however CoStar has not yet removed the closed business from their database.</i></p> <ul style="list-style-type: none"> <li>• <i>65 One-on-one Meetings</i> <ul style="list-style-type: none"> <li>○ <i>38 General Technical Assistance (i.e. provide information)</i></li> <li>○ <i>13 Startup Technical Assistance (i.e. overview of available business resources, incentives, etc.; facilitate introductions; coordinate meetings with county economic development, etc.)</i></li> <li>○ <i>14 Information Gathering (i.e. businesses and organizations that may be future partners).</i></li> </ul> </li> </ul> <p><i>*Note: Data collected reflects the period between 7/1/19 – 1/16/20.</i></p> |

| <b>HUMAN RESOURCES</b>                                                                                                                                                                                                       |
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| Continue to update personnel policies and procedures.                                                                                                                                                                        |
| <i>Human Resources continues to update policies and procedures. Policies waiting for approval are the Social Media Policy, Drug Policy and Telework Policy. An Employee Handbook is also waiting for approval.</i>           |
| Form an employee group to update performance appraisals.                                                                                                                                                                     |
| <i>Presently looking into Laserfiche as a means to have an electronic Performance Appraisal System. Also working with the vendor to implement an electronic onboarding process. There should be an update in March 2020.</i> |
| Continue to scan employee files into Laserfiche (document management system) and work toward an electronic onboarding process.                                                                                               |
| <i>Scanning of personnel files is ongoing. All personnel files (over 400 files) have had to be reorganized into different categories by type of document. Approximately 5% of the files have been scanned.</i>               |

| <b>FINANCE</b>                                                                                                                                                                                                                                                                                                                                                          |
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| Implement improvements to the city's payroll reporting system, i.e. electronic time sheets. Funding for this project is budgeted in the Special Projects Fund. This objective is a carryover from FY 2019.                                                                                                                                                              |
| <i>Experienced challenges with the vendor during the second parallel pay run at the end of October 2019. Staff scheduled another parallel pay run for pay period ending January 18, 2020. Two clean consecutive payroll runs are needed before going live. (earliest – at the end of February)</i>                                                                      |
| <i>The two training sessions held in November went well.</i>                                                                                                                                                                                                                                                                                                            |
| Require all employees to receive pay electronically. Neighboring municipalities that mandate 100% employee participation include Berwyn Heights, College Park, Laurel, Gaithersburg and Rockville. This objective aligns well with other “green” initiatives throughout the city. Further, it will eliminate the time required to produce paper checks.                 |
| <i>Pending electronic time sheet implementation and budget adoption. There has been some success encouraging new and current employees to receive their pay electronically, in the absence of a requirement, thanks to the efforts of Human Resources, Recreation and Finance staff. Finance will draft a policy for the City. Calendar year 2019 participation is:</i> |
| <i>10% printed paychecks<br/>13% printed vouchers<br/>77% all electronic (Direct Deposit and E-Voucher – no paper)</i>                                                                                                                                                                                                                                                  |
| Succession planning in recognition of the retiring City Treasurer.                                                                                                                                                                                                                                                                                                      |
| <i>City Treasurer Designate was hired on December 16, 2019.</i>                                                                                                                                                                                                                                                                                                         |



| <b>INFORMATION TECHNOLOGY</b>                                                                                                                                                                                            |  |
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| Work with departments to make most effective and efficient use of IT resources.                                                                                                                                          |  |
| <i>Ongoing.</i>                                                                                                                                                                                                          |  |
| Implement county Police CAD/RMS systems and assist with conversion of existing data.                                                                                                                                     |  |
| <i>In process. Target go live date is April 1, 2020.</i>                                                                                                                                                                 |  |
| Expand Laserfiche document management solution.                                                                                                                                                                          |  |
| <i>Currently in Human Resources office. Working with vendor to implement an onboarding procedure. The City Manager's office is getting started by setting up file structures and scanning documents as time permits.</i> |  |
| Begin systematic camera upgrades.                                                                                                                                                                                        |  |
| <i>Schrom Hills Park and Hanover Parkway are in process.</i>                                                                                                                                                             |  |
| Review and update IT Strategic Plan.                                                                                                                                                                                     |  |
| <i>In process.</i>                                                                                                                                                                                                       |  |
| Participate in cable television negotiations, leadership of county-wide Institutional Network (I-Net), and COG and MML IT groups.                                                                                        |  |
| <i>Comcast negotiations stalled – FCC ruling may be a factor. Verizon negotiations also on hold. Stakeholder Council meeting scheduled for February 19, 2020.</i>                                                        |  |

| PUBLIC INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
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| Work with Economic Development Coordinator to improve the Business area of the website and promote businesses.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <i>Public Information has been working with Economic Development highlighting local businesses through short videos posted on the city blog and Facebook. A video gallery will be added to the website. Investigating how to update the database, as it is no longer being maintained by Hyattsville Development Corp. A restaurant guide will be posted. Photographed several ribbon cutting ceremonies and business coffees which are featured prominently on social media and Greenbelt City Roundup.</i>                                                                                                                                |  |
| Increase number and types of informational newsletters sent out using GovDelivery.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <i>Worked with the Economic Development Coordinator to establish a Business Newsletter. Introduced a new "This coming week in Greenbelt" newsletter which highlights events and meetings that will occur that week. Planning to meet with Greenbelt Police to migrate the police newsletter to GovDelivery.</i>                                                                                                                                                                                                                                                                                                                             |  |
| Streamline the cablecasting and streaming of off-site Council meetings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <i>Implemented captioning and a live feed for off-site meetings at the Community Center, shortening the time before a meeting is uploaded to the on-demand site. At this time, the only way to cover a meeting held elsewhere is by recording it. Some microphones have been used for the remote meetings, but the sound quality is an issue, due to the very poor acoustics and no real sound systems. The sound quality also severely affects the quality of the captions. If the City is going to continue to hold meetings in the Community Center, a sound system may need to be taken to the Community Center for these meetings.</i> |  |
| Increase social media use by using promotional tools within the apps and analytics.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <i>Continued to increase the variety of posts to include videos, photo galleries and more. The city will boost postings using promotional tools if an event needs to be heavily promoted. Feedback from Recreation and the Arts programs is that attendance to events has increased greatly due to social media use.</i>                                                                                                                                                                                                                                                                                                                    |  |
| Use tools such as LinkedIn to promote City positions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <i>Created a Greenbelt Police LinkedIn page and will look toward expanding to other departments. Police employee(s) will be shown how to edit it.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |

| GREENBELT MUSEUM                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Continue planning to incorporate the new space at 10A Crescent into museum operations.                                                                                                                                                                                                                                                                                                                            |
| <i>Over Summer 2019, FOGM selected and Council approved the architectural firm, Old Line Architects, for the next stage of the project. Old Line Architects prepared several sets of schematics which were reviewed and narrowed down into one schematic by the FOGM Board. The drawings will be shared with Council at a work session in March 2020. Next steps will be to seek approval and input from GHI.</i> |
| Support the Friends of the Greenbelt Museum in a Capital Campaign to raise funds for its portion of the transformation and operation of the expanded museum.                                                                                                                                                                                                                                                      |
| <i>FOGM, with help from the Museum Director, have raised \$200,000 thus far through naming opportunities, grants from the Maryland Heritage Areas Authority/Maryland Historic Trust, the Redevelopment Authority of Prince George's County, as well as through participation in the Community Investment Tax Credit Program through the State of Maryland.</i>                                                    |
| Prepare and move collection items off-site storage.                                                                                                                                                                                                                                                                                                                                                               |
| <i>Fine art storage company, ELY, Inc., began the transfer of part of the museum collection in October 2019 and is now storing items in a climate controlled facility. ELY will return in early 2020 for the rest of the collection that will be put in storage. All items sent were documented and inventoried.</i>                                                                                              |

| PLANNING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Manage the implementation of the Pedestrian and Bicyclist Master Plan recommendations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <i>Hanover Parkway Bike Plan contractor selected. Contractor (Sabra &amp; Associates) has developed two alternatives for bicycle facilities, one on-road and one off-road option. These alternatives have been presented to APB, GreenACES and Greenbriar Condominiums. A community meeting was held on December 12, 2019. A City Council work session is scheduled for February 10, 2020. Staff completed revisions to the Trails Map and is preparing to print additional copies.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Oversee the implementation of the recommendations of the Bus Stop Safety and Accessibility study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <i>Staff is working with the Department of Public Works on the design and installation of a bus shelter on Hanover Parkway at Hunting Ridge. The developers of NRP/Greenbelt Metro project are required to install a bus shelter along their frontage on Cherrywood Lane. Identification of a location for a second bus shelter is underway. WMATA expects to install "next bus" signs in the Roosevelt Center stops in March 2020.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Oversee the design, construction and opening of a second dog park in the city.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <i>Staff continues to work on a conceptual plan to improve the existing dog park. Public Works is working on obtaining a quote for providing water to the existing dog park. Planning staff continues to work with Recreation staff to transfer management of the dog park to the Department of Recreation and to update application and fees.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Participate in State, County and regional planning activities to represent and promote City interests.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><i>Census 2020: Staff is a member of the Prince George's County Complete Count Committee and is participating with the MWCOG regional census effort. Staff is working on identifying opportunities to provide computer work stations where citizens can complete the census. Staff has identified opportunities for publicizing Census 2020 and has been creating marketing materials.</i></p> <p><i>County Wide Map Amendment/Greenbelt NCO Zone: Staff is reviewing the County's proposed County Wide Map Amendment and preparing comments for City Council. The County held a community kick-off meeting on the Greenbelt NCO Zone on December 17, 2019. Staff will be participating in stake holder meetings as appropriate.</i></p> <p><i>Proposed Relocation of Bureau of Engraving and Printing to BARC: Staff attended a transportation scoping meeting organized by M-NCPPC transportation staff. Staff expects to receive a draft Traffic Impact Statement in February for review and comment. Staff also attended a scoping meeting on the Environmental Impact Statement.</i></p> <p><i>I-495 and I-270 Managed Lane Study: Staff has received a copy of the Section 106 Cultural Resources Technical Report for review and comment.</i></p> |
| Work with State Highway Administration and neighboring jurisdictions on improvements to the Route 193 Corridor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <i>Continue to await SHA study feedback.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| <b>COMMUNITY DEVELOPMENT</b>                                                                                                                                                                                                                                                                                                                                                                       |  |
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| Fully implement field based inspection system. Retrofit vehicles with computers and printers to generate in-field reports and notices.                                                                                                                                                                                                                                                             |  |
| <i>Staff is continuing to work with IT Director Dale Worley and Perconti Data Systems, Inc. for mobile upgrade to Utopia software. Staff is preparing to schedule training for all Community Development staff to prepare for field implementation.</i>                                                                                                                                            |  |
| Work toward achieving a 20% total apartment unit inspection rate for Franklin Park at Greenbelt Station.                                                                                                                                                                                                                                                                                           |  |
| <i>The annual inspection resulted in 20% of interior units being inspected, and 100% of exterior property inspection conducted.</i>                                                                                                                                                                                                                                                                |  |
| Work with homeowner associations to ensure all rental properties are licensed and inspected.                                                                                                                                                                                                                                                                                                       |  |
| <i>Community Development administrative staff work regularly with property management companies/HOA's to identify potential unlicensed rentals. All rental properties are licensed annually and are inspected at least every two years. Staff met with the County staff administering the County's short-term rental regulations and discussed policies and processes.</i>                         |  |
| Continue education training for code enforcement officers to achieve ICC certification and Fire Inspector certification.                                                                                                                                                                                                                                                                           |  |
| <i>Supervisory Inspector Cabrera recently received his Bachelor of Science Degree in Public Safety Administration from the University of Maryland Global Campus. All inspectors have successfully passed and obtained the International Code Council Property Maintenance and Housing Inspector certification and are certified Fire Inspectors from MRFI University of Maryland College Park.</i> |  |

| <b>POLICE</b>                                                                                                                                                                                                                                                              |
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| Focus on reaching staffing goals, developing a greater use of technologies and using innovative strategies in the area of predictive policing to continue our tradition of providing excellent police service.                                                             |
| <i>Working to transition to new Computer Aided Dispatch (CAD) system managed by the County.</i>                                                                                                                                                                            |
| Community Safety: Safety is the priority of the Police Department. This overall goal determines how the department focuses its efforts in the areas of community outreach, enforcement, staff development, and the use of technology.                                      |
| <i>CALEA accreditation process held in June 2019.</i>                                                                                                                                                                                                                      |
| Community Outreach: The department recognizes that to be successful there needs to be partnerships with all of the residents of Greenbelt. The Department will take every opportunity to develop relationships and build trust with our community.                         |
| <i>Held Resident Advisory Group, CRAB/Police Youth forum, HOA visits, Festival of Lights, Trunk or Treat, support to faith and spiritual groups and Greenbriar outreach.</i>                                                                                               |
| Develop Staff: Providing department staff with training, career opportunities, education and promotion will reduce turn over and create a stable department to meet the needs of our community.                                                                            |
| <i>Provided training in leadership. A Commander is scheduled to attend the FBI National Academy. Conducted mental health awareness training. One dispatcher is training to be an officer. Officers participated in the Smithsonian/ African American History training.</i> |

| <b>ANIMAL CONTROL</b>                                                                                                           |
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| Partner with surrounding municipalities to attain a grant for spaying and neutering for low income pet owners.                  |
| <i>Grant application submitted for Four Cities. Grant not awarded to the City.</i>                                              |
| Increase social media presence and introduce application for citizen reporting of abuse, animal issues and to request services. |
| <i>Activities and animals available are posted to media sites.</i>                                                              |
| Combine efforts with local agencies and Greenbelt CART to respond to emergency animal situations.                               |
| <i>AKC CART agreement finalized.</i>                                                                                            |
| Increase work with local volunteer groups for fundraising and training opportunities.                                           |
| <i>Relationship with Small Angels was established for smaller critters.</i>                                                     |

## PUBLIC WORKS ADMINISTRATION

With the possible retirement of a number of long-time employees, continue to review how the department is organized.

*Ongoing. Most, if not all, of the recommendations in the Organization Assessment have/are being implemented. Recently a Supervisor and a skilled maintenance worker retired. Currently interviewing for a Facilities Maintenance Technician and hopeful to have someone on board in the next month. Providing supervisory training to various employees in hopes of filling the Supervisor's position in house.*

Reduce the city's greenhouse gas generation in line with state and COG goals (20% lower than 2005 level by 2020 and 80% by 2050).

*Implementing energy saving work is ongoing. The scope of work has been identified in each city building. MEA FY19 grant funding (\$50,000) will be used to retrofit lights to LED at the Youth Center and Public Works. MEA FY18 grant funding (\$15,000) was used to purchase an electric vehicle and install a charging station at Public Works.*

*Electric Vehicle charging stations have been proposed and will be installed at various locations throughout the city. This will allow us to purchase more electric vehicles for various fleets. Reducing fuel consumption is a vital part of reducing greenhouse gas emissions. With the city purchasing all its electricity using wind credits as of July 2011, the city's carbon foot print has been reduced 76% since 2005. The MEA FY17 grant funding (\$58,000) was used to install solar panels at Springhill Lake Recreation Center.*

As required by the city's participation in the Maryland Smart Energy Communities program, reduce electricity usage.

*Energy policies were put in place and enacted to comply with the grant requirements. Phase I (2013) granted \$63,935. Fixtures were changed at the indoor pool, outdoor pool, Springhill Lake Recreation Center gym and Youth Center gym. Energy efficient fixtures translate into lower energy consumption. Phase II (2014) granted \$80,000. Fixtures were changed at the Police Department, indoor and outdoor; and at Public Works, Building 2 and outdoor. Phase III (2015) granted \$100,000. Fixtures were changed at the Community Center Gym and 1967 wing; at Springhill Lake Rec Center and Skate Park. Phase IV (2016) was submitted for energy savings at the Public Works Buildings 1 and 3, and the Youth Center interior but were denied by MEA. This project was re-submitted and awarded in Phase VII (2019). Phase V (2017) granted \$58,500 to install solar panels at the Springhill Lake Recreation Center. Phase VI (2018) granted \$15,000 to purchase an Electric Vehicle and install a charging station. Phase VII is a re-do of Phase IV and granted \$50,000 to retrofit lights at the Youth Center and Public Works. Electricity usage has declined by 14% from the inception of the program.*

*Light fixtures for the Youth Center project have been selected and are awaiting Pepco approval. The approval is necessary in order to receive rebates on the new energy efficient fixtures.*

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| Explore opportunities for solar energy (goal set as part of city's participation in Maryland Smart Energy Communities program).                                                                                                                                                                    |
| <i>The Phase V (2017) grant was awarded for \$58,500 to install solar panels at the Springhill Lake Recreation Center. The project was completed and solar panels are operational. Public Works will continue to seek a suitable contractor to discuss solar farm/larger scale solar projects.</i> |
| Provide training opportunities for staff in their fields of expertise.                                                                                                                                                                                                                             |
| <i>Conducted in-house training of all employees in storm water pollution prevention. Individual training in Sustainability, Building Codes, Energy Conservation, etc. Monthly safety training sessions are now being conducted on various topics.</i>                                              |
| Implement inventory of buildings and building systems as a first step in developing a capital reserves program.                                                                                                                                                                                    |
| <i>A Facility Reserve Fund Study has been completed. A comprehensive capital reserve program has been implemented and is currently being used for capital project budgeting.</i>                                                                                                                   |

### **MULTI-PURPOSE EQUIPMENT**

|                                                                                                                                                                                                                                                     |
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| Incorporate additional alternative fuel vehicles into the city fleet when possible.                                                                                                                                                                 |
| <i>Work continues. Hybrid vehicles are being purchased for the Police Department's Administrative Staff, Patrol Staff and Detectives. All electric vehicles are being purchased for Code Enforcement, PW Administration, and other departments.</i> |
| Look for ways to reduce fuel consumption.                                                                                                                                                                                                           |
| <i>Hybrid and electric vehicles are currently being purchased when possible. Staff will be evaluating and visiting other municipalities to look at some of the innovations for reducing idling time for police cars.</i>                            |

| <b>STREET MAINTENANCE</b>                                                                                                                       |
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| Keep streets and public walkways passable during weather and emergency events.                                                                  |
| <i>Ongoing as needed.</i>                                                                                                                       |
| Annually check all centerline, crosswalk, stop line, bike lane and other street markings to confirm they are kept at appropriate safety levels. |
| <i>Ongoing. Assessments are done every year.</i>                                                                                                |
| Continue updating and replacing street signage in compliance with the Manual of Uniform Traffic Control Devices (MUTCD).                        |
| <i>Ongoing. Assessments are done every year.</i>                                                                                                |
| Repair and upgrade walking paths when they become deficient.                                                                                    |
| <i>Ongoing. Assessments are done every year.</i>                                                                                                |
| Conduct an annual survey of street and sidewalk conditions.                                                                                     |
| <i>Ongoing. Assessments are done every year.</i>                                                                                                |
| Using Capital Projects funds, resurface Frankfort Drive and Ivy Lane from Kenilworth Avenue to Cherrywood Lane.                                 |
| <i>Complete.</i>                                                                                                                                |

| <b>FOUR CITIES STREET CLEANING</b>                                                                                                         |
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| Provide high quality street cleaning service to the Four Cities Coalition.                                                                 |
| <i>Ongoing, everyday commitment.</i>                                                                                                       |
| Sweep all city streets a minimum of eight times per year.                                                                                  |
| <i>Ongoing.</i>                                                                                                                            |
| Meet semi-annually with the other communities to review operations and potential efficiencies.                                             |
| <i>Ongoing. The Director meets monthly with other Public Works Directors in Prince George's County to discuss public works operations.</i> |

| <b>WASTE COLLECTION</b>                                                                                                                                  |
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| Increase the amount of waste stream which is recycled to 60% by 2020.                                                                                    |
| <i>Ongoing. FY 2018 diversion rate was approximately 63%. The FY 2019 diversion data is being finalized.</i>                                             |
| Promote recycling to customers and the community to expand knowledge and participation of recycling.                                                     |
| <i>Springhill Lake Recreation Center composting and recycling demonstration pilots. Volunteers served at events like Fall Fest at Schrom Hills Park.</i> |

| <b>ROOSEVELT CENTER</b>                                                                                                                 |
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| Maintain the Center as an attractive community gathering place and as a focal point of outdoor festivals and music.                     |
| <i>Installed and maintained the holiday lights, plan to clean/preserve the Mother &amp; Child statue later in FY 2020.</i>              |
| Maintain the physical structure of the theater.                                                                                         |
| <i>Ongoing – facilities and building maintenance. New HVAC and roof project is complete. The theater re-opened on November 9, 2019.</i> |

| <b>PARKS</b>                                                                                                                                                                                                                                  |
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| Maintain Tree City USA status.                                                                                                                                                                                                                |
| <i>Achieved.</i>                                                                                                                                                                                                                              |
| Conduct a National Public Land’s Day activity to support the city’s green ecosystem.                                                                                                                                                          |
| <i>Achieved. Event to be held at Springhill Lake Elementary in 2020.</i>                                                                                                                                                                      |
| Conduct an Earth Day event to improve the natural environment.                                                                                                                                                                                |
| <i>To be determined.</i>                                                                                                                                                                                                                      |
| Implement recommendations of the tree master plan.                                                                                                                                                                                            |
| <i>Ongoing. Tree plantings to be done in the Spring.</i>                                                                                                                                                                                      |
| Continue to pursue funding for environmental programming.                                                                                                                                                                                     |
| <i>Ongoing – Awarded grant to pursue energy efficiency electrical upgrades to Youth Center and Public Works buildings. The department was unsuccessful in obtaining a grant for the Four Cities Coalition for big belly trash compactors.</i> |

| <b>GREENBELT CONNECTION</b>                                                       |
|-----------------------------------------------------------------------------------|
| Provide high quality, reliable and responsive service to the Greenbelt community. |
| <i>Providing Greenbelt residents with service to nearby adjacent areas.</i>       |

| <b>CARES</b>                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Explore opportunities to expand CARES' office space.                                                                                                                                                                                                                     |
| <i>Work session held November 18, 2019 on use of Community Center space. City Manager has spoken with Director about possible rental spaces, and the City is looking to conduct a Facility Space Survey. Closed session on Real Estate to be held February 12, 2020.</i> |
| Provide a two tier GED program to meet the varying skill levels of students.                                                                                                                                                                                             |
| <i>GED is offered at the Springhill Lake Recreation Center Clubhouse.</i>                                                                                                                                                                                                |
| Offer tutoring programs to Greenbelt families and those in surrounding areas of Prince George's County.                                                                                                                                                                  |
| <i>Free tutoring services are offered every Saturday.</i>                                                                                                                                                                                                                |

| <b>ASSISTANCE IN LIVING</b>                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Attend local trainings and resource fairs featuring mental health resources.                                                                                                                                                |
| <i>Attended the last session on January 18 &amp; 19, 2020.</i>                                                                                                                                                              |
| Develop a program with an outside provider to offer on-site programming for residents.                                                                                                                                      |
| <i>Working with Holy Cross Hospital to offer a healthy food program for Green Ridge House apartments. This program will offer free food, health education and cooking demonstrations. Meeting held on January 14, 2020.</i> |
| Offer one new group in Spanish in Greenbelt West.                                                                                                                                                                           |
| <i>Scheduled for Spring 2020.</i>                                                                                                                                                                                           |

| <b>SERVICE COORDINATION PROGRAM</b>                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------|
| Provide case management and information services to the residents of Green Ridge House.                                       |
| <i>Ongoing. Former Service Coordinator resigned to attend Nursing School. New Service Coordinator to begin February 2020.</i> |

| <b>RECREATION ADMINISTRATION</b>                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Implement recommendations from the Recreation and Park Facilities Master Plan as the budget allows.                                                                                                                                     |
| <i>In progress – preliminary staff discussions are underway.</i>                                                                                                                                                                        |
| Work with the Greenbelt Station community to develop management policies for open spaces.                                                                                                                                               |
| <i>Met with the Activities Committee Chair for Greenbelt Station.</i>                                                                                                                                                                   |
| Collaborate with the Greenbelt Theater on issues related to the short-term closure of the facility during the renovation process.                                                                                                       |
| <i>Complete. Provided space in the Community Center's ground floor east space and gymnasium during the closure. Space in the Community Center will be available to the Old Greenbelt Theatre until the theater project is complete.</i> |

| <b>RECREATION CENTERS</b>                               |
|---------------------------------------------------------|
| Operate facilities 365 days a year.                     |
| <i>Ongoing.</i>                                         |
| Review and update the Recreation Center Staff handbook. |
| <i>No progress.</i>                                     |

| <b>AQUATIC &amp; FITNESS CENTER</b>                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Work with Economic Development Coordinator to promote the Aquatic and Fitness Center within the Greenbelt business community and surrounding areas. |
| <i>Working on promotional/informational items for the facility. Updated the GAFC pamphlet. Provided five punch cards as giveaways.</i>              |
| Expand customer service training for front line staff.                                                                                              |
| <i>No progress.</i>                                                                                                                                 |

### COMMUNITY CENTER

Continue to promote high quality service and support to all tenants in the facility.

*Staff meetings the provide training and instruction are routinely held.*

Work to identify a new tenant for the area formerly used as an adult day care facility.

*Work session scheduled for November 18, 2019.*

Make upgrades to the Multi-Purpose Room kitchenette, if funds are allocated.

*No progress.*

### GREENBELT'S KIDS

Evaluate camp online registration pilot program and determine implementation plan for next camp season.

*Complete. Determined online registration will not be implemented in 2020. It was decided to focus on data input during registration needed to be modified first. We will reconsider for 2021.*

Enhance the Springhill Lake Recreation Center's Summer Eagle V.I.S.I.O.N. program utilizing grant funds.

*Complete. Provided many activities including field trips to SkyZone, Watkins Regional Park and the GAFC.*

Plan and implement a Pop-Up Playground program.

*No progress. Implementation in Spring 2020.*

### THERAPEUTIC RECREATION

Explore offering more special interest classes for seniors.

*In progress. One class was offered in the fall and more classes are being considered. Receiving input from seniors.*

Continue to evaluate the Recreation Department's inclusion program.

*In progress. Minor changes have been made to the training manual. Receiving staff evaluations from summer camp.*

### FITNESS & LEISURE

Collaborate with local homeowner associations to determine interest in fitness classes to be offered in neighborhood parks.

*In progress. Classes offered in Greenbelt Station. We will be reaching out to more HOAs to determine interest.*

Offer a Women's Cycling Series, while promoting safe cycling in Greenbelt.

*In progress. There were many bike rides throughout Greenbelt and beyond. This program will continue as the weather allows.*

| <b>ARTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Install public art in the Greenbelt Station community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <i>A community meeting was held at the Springhill Lake Recreation Center on July 9, 2019, to initiate a conversation about public art planning for Greenbelt Station. About 30 guests were in attendance, including strong representation from the Greenbelt Station neighborhood. Staff subsequently conducted an online survey to gather additional community input, and 90 responses were received. The handout from the July 9 meeting and summary results of the online survey are currently posted at <a href="http://www.greenbeltmd.gov/arts">www.greenbeltmd.gov/arts</a>. Next steps will include further community engagement around specific locations and project types, along with a financial assessment of preferred amenities.</i> |
| Manage the Public Art Policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <i>A major project is pending with regard to conservation of the city's Lenore Thomas sculpture holdings. Planning staff are coordinating with Public Works to schedule repair and repainting of the Community Center gym windows prior to issuing an RFP for conservation services.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Research the pros and cons of Greenbelt having an Arts and Entertainment District.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <i>Planning and Recreation staff have reviewed published materials and spoken with District staff at the state level to familiarize ourselves with the program. Recreation staff have provided written handouts, given presentations and led discussions at two public meetings on this topic. These included an Arts Advisory Board meeting on 4/2/19 and an AAB-sponsored community mixer on 6/6/19. Staff also attended a meeting with state Arts and Entertainment District staff and local district administrators on 6/8/19, in order to keep up with the latest developments. It is our understanding that next steps will take place in conjunction with Council's planned visioning process with the Neighborhood Design Center.</i>       |

| <b>SPECIAL EVENTS</b>                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Complete 80 <sup>th</sup> Anniversary events archive to preserve the historical record of the celebration and provide material for future event planners. |
| <i>Complete.</i>                                                                                                                                          |
| Provide an Annual Bike Rodeo in collaboration with the Greenbelt Police Department.                                                                       |
| <i>Planned for June 2020 as part of the Greenbelt Day Weekend activities.</i>                                                                             |
| Continue to work with citizen groups to assist in coordinating special interest events.                                                                   |
| <i>Attended meetings held by the Black History Month committee.</i>                                                                                       |

**City of Greenbelt, Maryland**  
**Memorandum**

**To:** Nicole Ard, City Manager  
**From:** Laura Allen, City Treasurer Designate   
**Date:** January 23, 2020  
**Subject:** Mid-Year Budget Update

The mid-year financial report shows that FY 2020 revenues and expenditures are in line with the FY 2020 Adopted Budget.

**Revenues**

Revenues are 76% of the adopted budget compared to 76.2% a year ago, and 74.8% in the five-year historical comparison. Net real estate revenue is currently \$491,742 higher than the FY 2020 Adopted Budget amount of \$18,552,100. Real estate abatements through the first six months of the fiscal year are coming in lower than expected.

The early estimate on Income Tax revenue indicates the City will receive about \$300,000 more than budgeted, however, Hotel/Motel Taxes are coming in lower than expected largely due to the renovations at the Crowne Plaza.

**Expenditures**

Total operating expenditures are 55.5% of the adopted budget compared to 52.3% in FY 2019, and 56.5% for the most recent five-year period. The largest part of the operating number is salaries and benefits. This category is 52% of the adopted budget and consistent with December 2018 expenses.

Building and motor vehicle maintenance expenses are in line with expectations compared to prior fiscal years. Fuel expenses are 32% of budget compared to 47% in December 2018, due to the timing of fuel deliveries and not a substantial reduction in cost or usage.

**FY 21 Proposed Budget**

Preparation of the FY 2021 Proposed Budget is in its early stages. The Finance Department review of Public Safety, Public Works, and Recreation expenditures is substantially complete. The initial review of General Fund revenue is finished as well.

Real estate assessment data from Prince George's County indicates commercial property tax revenue will increase next year fiscal year for the first time in a decade.

Major issues for FY 2021 include:

- Real estate abatements - It is unknown whether large abatements for commercial property will continue. A conservative approach to revenue estimates is warranted given this uncertainty.
- Health care costs – It's too early in the process to have the amount of the increase, however, 10% has been added for planning purposes.
- Upward pressure on wages – The December jobs report from the Bureau of Labor

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Statistics indicates most people who want jobs have them. This results in a tight labor market which may put upward pressure on wages. In addition, the state is increasing the minimum wage. While the increase is expected to have a small impact on the City in FY 21, it will become a larger issue in FY 22 and beyond as the rate rises from \$11.75 in January 2021 to \$15.00 in FY 25 or by 28% in that time period.

- Increased services – Additional services have an impact on the City's revenue base.
- Infrastructure/Capital Projects – A concern raised in recent years has been that the City is not setting enough aside for infrastructure.

Cc: City Treasurer Jeff Williams

Attachments

**City of Greenbelt**  
**Revenues - FY2020 vs. FY 2019 & Historical**  
**December**

| Acct. No.                | Description             | FY 2020 Budget      | Dec-19              | % of FY2020 Budget | % of FY2019 Actual | Historical %  |
|--------------------------|-------------------------|---------------------|---------------------|--------------------|--------------------|---------------|
| <b>Taxes</b>             |                         |                     |                     |                    |                    |               |
| 411100                   | Real Estate             | \$19,117,300        | \$19,203,737        | 100.45%            | 99.37%             | 99.56%        |
| 411210                   | Real Estate Abatements  | (397,900)           | (13,433)            | 3.38%              | -3.36%             | 26.47%        |
| 411220                   | Homestead Credit        | (126,500)           | (120,093)           | 94.94%             | 115.10%            | 105.02%       |
| 411230                   | Homeowners' Credit      | (40,000)            | (25,569)            | 63.92%             | 41.20%             | 49.07%        |
| <b>Personal Property</b> |                         |                     |                     |                    |                    |               |
| 412100                   | Local                   | 16,000              | 9,298               | 58.11%             | 71.49%             | 61.18%        |
| 412110                   | Utility                 | 320,000             | 317,398             | 99.19%             | 95.19%             | 97.17%        |
| 412120                   | Corporate               | 1,500,000           | 699,070             | 46.60%             | 47.94%             | 69.12%        |
| 412140                   | Local - Prior Years     | 0                   | 0                   | 0.00%              | 0.00%              | 0.00%         |
| 412160                   | Corporate - Prior Years | 20,000              | 22,353              | 111.77%            | 5.69%              | 47.86%        |
| 412200                   | Abatements              | (80,000)            | (7,716)             | 9.65%              | 22.97%             | 32.21%        |
| <b>Other Taxes</b>       |                         |                     |                     |                    |                    |               |
| 421100                   | Income                  | 3,100,000           | 1,012,677           | 32.67%             | 26.58%             | 26.31%        |
| 421200                   | Admissions              | 160,000             | 72,293              | 45.18%             | 7.30%              | 23.60%        |
| 421300                   | Hotel/Motel             | 1,025,000           | 0                   | 0.00%              | 27.81%             | 25.52%        |
| 422100                   | Highway                 | 550,400             | 161,822             | 29.40%             | 77.52%             | 77.70%        |
| <b>Licenses</b>          |                         |                     |                     |                    |                    |               |
| 431000                   | Permits                 | 975,300             | 368,339             | 37.77%             | 26.76%             | 26.53%        |
| 433400                   | Cable                   | 390,000             | 97,311              | 24.95%             | 25.45%             | 24.61%        |
| <b>Grants - State</b>    |                         |                     |                     |                    |                    |               |
| 442101                   | Police                  | 450,000             | 111,477             | 24.77%             | 50.45%             | 50.03%        |
| 442102                   | Youth Service           | 65,000              | 21,940              | 33.75%             | 0.00%              | 11.00%        |
| <b>Grants - County</b>   |                         |                     |                     |                    |                    |               |
| 443106                   | Landfill                | 57,700              | 14,413              | 24.98%             | 25.00%             | 29.17%        |
| 443102                   | Youth Service           | 30,000              | 13,800              | 46.00%             | 0.00%              | 0.00%         |
| 443108                   | MNCPPC                  | 234,000             | 0                   | 0.00%              | 0.00%              | 0.00%         |
| 443127                   | School Resource         | 80,000              | 0                   | 0.00%              | 100.00%            | 18.18%        |
| <b>Other</b>             |                         |                     |                     |                    |                    |               |
| 451000                   | Refuse/Recycling        | 686,200             | 171,326             | 24.97%             | 24.92%             | 24.82%        |
| 452000                   | Recreation              | 797,900             | 448,196             | 56.17%             | 100.00%            | 56.11%        |
| 453000                   | Fitness Center          | 586,000             | 281,766             | 48.08%             | 100.00%            | 58.45%        |
| 454000                   | Community Center        | 190,900             | 87,468              | 45.82%             | 100.00%            | 61.63%        |
| 460100                   | Fines/Foreitures        | 102,000             | 45,784              | 44.89%             | 41.26%             | 46.77%        |
| 460200                   | Red Light Cameras       | 110,000             | 317,708             | 288.83%            | 40.51%             | 51.05%        |
| 460300                   | Speed Cameras           | 440,000             | 164,690             | 37.43%             | 47.40%             | 45.26%        |
| 470000                   | Interest                | 200,000             | 42,231              | 21.12%             | 39.58%             | 36.68%        |
| 480400                   | Partnerships            | 154,600             | 34,998              | 22.64%             | 17.71%             | 17.89%        |
| <b>Miscellaneous</b>     |                         |                     |                     |                    |                    |               |
|                          |                         | 459,700             | 135,644             | 29.51%             | 29.26%             | 24.74%        |
| <b>Total</b>             |                         | <b>\$31,173,600</b> | <b>\$23,688,928</b> | <b>75.99%</b>      | <b>76.24%</b>      | <b>74.82%</b> |

**City of Greenbelt, Maryland**  
**Expenditures - FY2020 vs. FY 2019 & Historical**  
**December**

|     | Department                          | FY 2020 Budget     | Dec-19           | % of FY 2020 Budget | FY 2019       | Historical %  |
|-----|-------------------------------------|--------------------|------------------|---------------------|---------------|---------------|
| 100 | <b>General Government</b>           |                    |                  |                     |               |               |
|     | Salary/Benefits                     | \$2,815,200        | \$1,450,314      | 51.52%              | 48.40%        | 51.85%        |
|     | Operating                           | 896,200            | 427,073          | 47.65%              | 36.11%        | 48.51%        |
|     | Capital Outlay                      | 10,000             | 0                | 0.00%               | 0.00%         | 48.12%        |
|     | <b>Total General Gov't</b>          | <b>3,721,400</b>   | <b>1,877,387</b> | <b>50.45%</b>       | <b>45.09%</b> | <b>50.98%</b> |
| 200 | <b>Planning &amp; Comm. Dev.</b>    |                    |                  |                     |               |               |
|     | Salary/Benefits                     | 887,800            | 377,751          | 42.55%              | 44.24%        | 51.14%        |
|     | Operating                           | 155,100            | 43,370           | 27.96%              | 31.30%        | 22.96%        |
|     | Capital Outlay                      | 0                  | 0                | 0.00%               | 0.00%         | 0.00%         |
|     | <b>Total Plan. &amp; Comm. Dev.</b> | <b>1,042,900</b>   | <b>421,121</b>   | <b>40.38%</b>       | <b>40.97%</b> | <b>44.50%</b> |
| 300 | <b>Public Safety</b>                |                    |                  |                     |               |               |
|     | Salary/Benefits                     | 9,466,600          | 4,942,830        | 52.21%              | 55.46%        | 57.56%        |
|     | Operating                           | 1,618,700          | 759,477          | 46.92%              | 49.65%        | 51.03%        |
|     | Capital Outlay                      | 468,800            | 120,000          | 25.60%              | 15.71%        | 37.02%        |
|     | <b>Total Public Safety</b>          | <b>11,554,100</b>  | <b>5,822,307</b> | <b>50.39%</b>       | <b>52.51%</b> | <b>55.71%</b> |
| 400 | <b>Public Works</b>                 |                    |                  |                     |               |               |
|     | Salary/Benefits                     | 2,372,300          | 1,237,612        | 52.17%              | 45.65%        | 50.94%        |
|     | Operating                           | 660,700            | 274,174          | 41.50%              | 43.30%        | 45.03%        |
|     | Capital Outlay                      | 0                  | 0                | 0.00%               | 0.00%         | 0.00%         |
|     | <b>Total</b>                        | <b>3,033,000</b>   | <b>1,511,786</b> | <b>49.84%</b>       | <b>45.15%</b> | <b>49.50%</b> |
| 450 | <b>Waste Collection</b>             |                    |                  |                     |               |               |
|     | Salary/Benefits                     | 604,000            | 285,153          | 47.21%              | 48.70%        | 53.10%        |
|     | Operating                           | 205,800            | 68,603           | 33.33%              | 36.06%        | 40.81%        |
|     | Capital Outlay                      | 0                  | 0                | 0.00%               | 0.00%         | 0.00%         |
|     | <b>Total</b>                        | <b>809,800</b>     | <b>353,756</b>   | <b>43.68%</b>       | <b>45.43%</b> | <b>49.84%</b> |
|     | <b>Total Public Works</b>           | <b>3,842,800</b>   | <b>1,865,542</b> | <b>48.55%</b>       | <b>45.21%</b> | <b>49.58%</b> |
| 500 | <b>Greenbelt Cares</b>              |                    |                  |                     |               |               |
|     | Salary/Benefits                     | 1,147,800          | 606,930          | 52.88%              | 48.86%        | 52.52%        |
|     | Operating                           | 52,400             | 58,654           | 111.94%             | 33.15%        | 43.12%        |
|     | Capital Outlay                      | 0                  | 0                | 0.00%               | 0.00%         | 0.00%         |
|     | <b>Total Greenbelt Cares</b>        | <b>1,200,200</b>   | <b>\$665,584</b> | <b>55.46%</b>       | <b>47.68%</b> | <b>52.09%</b> |
| 600 | <b>Recreation</b>                   |                    |                  |                     |               |               |
|     | Salary/Benefits                     | 2,910,300          | \$1,598,199      | 54.92%              | 57.75%        | 57.83%        |
|     | Operating                           | 701,800            | 370,582          | 52.80%              | 58.48%        | 53.71%        |
|     | Capital Outlay                      | 0                  | 0                | 0.00%               | 0.00%         | 0.00%         |
|     | <b>Total</b>                        | <b>\$3,612,100</b> | <b>1,968,781</b> | <b>54.51%</b>       | <b>57.90%</b> | <b>56.87%</b> |

**City of Greenbelt, Maryland**  
**Expenditures - FY2020 vs. FY 2019 & Historical**  
**December**

|                               | Department                          | FY 2020 Budget      | Dec-19              | % of FY 2020 Budget | FY 2019       | Historical %  |
|-------------------------------|-------------------------------------|---------------------|---------------------|---------------------|---------------|---------------|
| 650                           | <b>Aquatic &amp; Fitness Center</b> |                     |                     |                     |               |               |
|                               | Salary/Benefits                     | \$927,100           | \$460,350           | 49.65%              | 50.43%        | 53.99%        |
|                               | Operating                           | 362,700             | 175,707             | 48.44%              | 49.09%        | 48.28%        |
|                               | Capital Outlay                      | 0                   | 0                   | 0.00%               | 0.00%         | 0.00%         |
|                               | Total                               | 1,289,800           | 636,057             | 49.31%              | 50.04%        | 52.10%        |
|                               | <b>Total Recreation</b>             | <b>4,901,900</b>    | <b>2,604,838</b>    | <b>53.14%</b>       | <b>55.82%</b> | <b>55.63%</b> |
| 700                           | <b>Parks</b>                        |                     |                     |                     |               |               |
|                               | Salary/Benefits                     | 1,005,800           | 566,726             | 56.35%              | 55.33%        | 55.68%        |
|                               | Operating                           | 226,700             | 99,342              | 43.82%              | 34.97%        | 39.85%        |
|                               | Capital Outlay                      | 0                   | 0                   | 0.00%               | 0.00%         | 0.00%         |
|                               | <b>Total Parks</b>                  | <b>1,232,500</b>    | <b>666,068</b>      | <b>54.04%</b>       | <b>51.20%</b> | <b>52.61%</b> |
| 900                           | <b>Miscellaneous</b>                |                     |                     |                     |               |               |
|                               | Salary/Benefits                     | 226,200             | 128,627             | 56.86%              | 48.11%        | 52.31%        |
|                               | Operating Expense                   | 148,500             | 42,337              | 28.51%              | 26.45%        | 19.39%        |
|                               | Capital Outlay                      | 0                   | 0                   | 0.00%               | 0.00%         | 0.00%         |
|                               | <b>Total Miscellaneous</b>          | <b>374,700</b>      | <b>170,964</b>      | <b>45.63%</b>       | <b>40.77%</b> | <b>41.28%</b> |
| <b>Operating Expenditures</b> |                                     |                     |                     |                     |               |               |
|                               | Salary/Benefits                     | \$22,363,100        | \$11,654,492        | 52.11%              | 52.59%        | 55.36%        |
|                               | Operating Expense                   | 5,028,600           | 2,319,319           | 46.12%              | 44.78%        | 47.01%        |
|                               | Capital Outlay                      | 478,800             | 120,000             | 25.06%              | 15.36%        | 38.29%        |
|                               | <b>Total Operating</b>              | <b>\$27,870,500</b> | <b>\$14,093,811</b> | <b>50.57%</b>       | <b>50.28%</b> | <b>53.38%</b> |
| <b>Reserves</b>               |                                     |                     |                     |                     |               |               |
|                               | Non-Departmental                    | 225,600             | 139,728             | 61.94%              | 40.45%        | 67.62%        |
|                               | Workers' Compensation               | 541,000             | 589,762             | 109.01%             | 133.97%       | 107.16%       |
|                               | Interfund Transfers                 | 2,497,000           | 2,472,000           | 99.00%              | 55.52%        | 78.70%        |
|                               | <b>Total Reserves</b>               | <b>3,263,600</b>    | <b>3,201,490</b>    | <b>98.10%</b>       | <b>64.81%</b> | <b>85.19%</b> |
|                               | <b>Total General Fund</b>           | <b>\$31,134,100</b> | <b>\$17,295,301</b> | <b>55.55%</b>       | <b>52.28%</b> | <b>56.47%</b> |
|                               | General Government                  | \$3,721,400         | 1,877,387           | 50.45%              | 45.09%        | 50.98%        |
|                               | Planning                            | 1,042,900           | 421,121             | 40.38%              | 40.97%        | 44.50%        |
|                               | Public Safety                       | 11,554,100          | 5,822,307           | 50.39%              | 52.51%        | 55.71%        |
|                               | Public Works                        | 3,842,800           | 1,865,542           | 48.55%              | 45.21%        | 49.58%        |
|                               | Cares                               | 1,200,200           | 665,584             | 55.46%              | 47.68%        | 52.09%        |
|                               | Recreation                          | 6,134,400           | 3,270,906           | 53.32%              | 54.92%        | 55.01%        |
|                               | Miscellaneous                       | 1,141,300           | 900,454             | 78.90%              | 87.81%        | 83.89%        |
|                               | Interfund Transfers                 | 2,497,000           | 2,472,000           | 99.00%              | 55.52%        | 78.70%        |
|                               | <b>Total General Fund</b>           | <b>\$31,134,100</b> | <b>\$17,295,301</b> | <b>55.55%</b>       | <b>52.28%</b> | <b>56.47%</b> |

# **PETITIONS AND REQUESTS**

A- Active A-H - Hold C - Complete NA - No Action

**April 28, 2014 TO PRESENT**

| Status | Date       | Name                | Petition or Request                                                                                                                                                                                                      | Action                                                                                                                                                                                                                                                                                                                                                          | Department              |
|--------|------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
|        |            |                     |                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                 |                         |
| A      | 1/13/2020  | L. Susan Brown      | Requested additional senior swim classes during the week, and swim classes on holidays.                                                                                                                                  | Staff is looking into scheduling another session during the week. It will depend on instructor availability and the existing class schedule.                                                                                                                                                                                                                    | Recreation              |
| A-H    | 12/9/2019  | Bill Orleans        | Follow-up to request from 10/28/2019: requested non-citizen voting and immigration citizenship                                                                                                                           | City Solicitor has inquired of another attorney.                                                                                                                                                                                                                                                                                                                | Administration          |
| A      | 11/25/2019 | Bill Orleans        | Shared his concerns regarding the Election Board handling of absentee and early voting ballots. Council referred matter to Elections Board requesting a work session.                                                    | Referral sent to the Board of Elections. The memo explained the known information. Staff researching potential meeting dates. Mr. Orleans later requested to see ballots. Staff and City Solicitor are researching this also. Board has not selected date or done post-election meeting.                                                                        | Administration          |
| C      | 10/28/2019 | Crystal Jones       | Petition for the unapproved roadway on Ridge Road to be improved as the current drainage system is being clogged and needs to be fixed. She suggested a trail as a short cut for the elementary school for the students. | The drainage system has been unclogged by WSSC. WSSC will finish the restoration in front of the Jones' in the Spring. The plans do not include installing a path on Ridge Road.                                                                                                                                                                                | Public Works            |
| A-H    | 10/28/2019 | Bill Orleans        | Requested non-citizen voting and immigration citizenship                                                                                                                                                                 | City Solicitor has inquired of another attorney.                                                                                                                                                                                                                                                                                                                | Administration          |
| C      | 10/15/2019 | Vijay Parameshwaran | Requested more diversity during the Festival of Lights and Celebration of Winter.                                                                                                                                        | Staff will work on 2020 Festival with GILA and others.                                                                                                                                                                                                                                                                                                          | Recreation              |
| C      | 9/23/2019  | John Campanile      | Asked what was on Council radar/what plans Council had reference to the Bike Task Force.                                                                                                                                 | The Chair of the Committee has been attending APB Meetings and is participating in completing updates to the Pedestrian and Bicycle Master Plan.                                                                                                                                                                                                                | Planning/<br>Recreation |
| C      | 9/23/2019  | Bill Orleans        | Asked the Director of Community Planning what was the City's interest in the Prince George's Planning Transportation Board on Enhanced Mobility solicitation pre-application process.                                    | Planning staff participated in a workshop on the program and shared materials with other departments. A project was not submitted for consideration at this time.                                                                                                                                                                                               | Planning                |
| C      | 9/9/2019   | Frank Gervasi       | Requested Council to pursue any legal action to fight the FCC ruling changing the agreement that funds public access television stations.                                                                                | Council entered an agreement with law firm Best Best & Krieger, LLP.                                                                                                                                                                                                                                                                                            | Administration          |
| C      | 9/9/2019   | Michael Hartman     | Requested more diversity during the Festival of Lights and Celebration of Winter.                                                                                                                                        | See 10/15/19 - Staff will work on 2020 Festival with GILA and others.                                                                                                                                                                                                                                                                                           | Recreation              |
| NA     | 8/12/2019  | Bill Orleans        | Requested a better system to scheduling work sessions and meetings.                                                                                                                                                      | Council noted meetings are scheduled given party availability                                                                                                                                                                                                                                                                                                   | Administration          |
| A      | 8/12/2019  | Mary Ann Cantor     | Requested the City establish a Fire Fly Sanctuary.                                                                                                                                                                       | Council referred the request to Greenbelt Advisory Committee on Environmental Sustainability (Green ACES); Park and Recreation Advisory Board (PRAB); Forest Preserve Advisory Board (FRAB). Referrals received by Council.                                                                                                                                     | Public Works            |
| C      | 8/12/2019  | Molly Lester        | Requested additional information on the reclassification that was on the agenda.                                                                                                                                         | Report accepted by Council. Staff met with Council. Information provided.                                                                                                                                                                                                                                                                                       | Administration          |
| A-H    | 7/8/2019   | Valerie Pierce      | Requested a reduce rate for tokens for the Greenbelt Tennis Association .                                                                                                                                                | Council referred the request to Parks and Recreation Advisory Board (PRAB).                                                                                                                                                                                                                                                                                     | Recreation              |
| A-H    | 5/28/2019  | Jonathan Taylor     | Requested the City Council direct the City Manager to provide an income adjusted constant yield rate.                                                                                                                    | Council asked that Mr. Taylor provide his request in writing to Council and staff. Upon receipt of written clarification from the petitioner on 5/29, Jeff Williams responded with information on where relevant information was located in the Comprehensive Financial Annual Report and noted the potential for future budget highlights of that information. | Finance                 |

# **PETITIONS AND REQUESTS**

A- Active A-H - Hold C - Complete NA - No Action

**April 28, 2014 TO PRESENT**

| Status | Date       | Name            | Petition or Request                                                                                                                                                                                                                                                                                                                                           | Action                                                                                                                                                                                                                                                                                                                                                                                                               | Department                  |
|--------|------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| A      | 5/28/2019  | Stefan Brodd    | Requested the removal of the dog waste stations around the lake at Buddy Attick Park.                                                                                                                                                                                                                                                                         | During the meeting staff explained that the City partners with the County on pet waste stations, the stations were environmentally friendly yet the location of the new stations had already been referred to PRAB for recommendations on placement. PRAB recommend that Public Works monitor the stations for a year and report back to PRAB in April or May 2020. At that time PRAB will send a report to Council. | Recreation/<br>Public Works |
| C      | 4/23/2019  | James Thompson  | Requested the City Council attend the viewing of "You Nazy Spy" at the Old Greenbelt Theatre. He also request the City Council to consider a proclamation acknowledging the historical and cultural significance of the film. Mr. Thompson also ask the City Council to recommend the film be added to the National Film Registry of the Library of Congress. | Request has been added to the May 13th agenda for discussion. Council postponed this item until the May 28th meeting. Council decided 4-3 to recommend the film be added to the National Film Registry of the Library of Congress. Letter drafted 6/17.                                                                                                                                                              | Administration              |
| A      | 4/8/2019   | Fred Gasper     | Requested that the City Council review and updated Article III Public Parks, Playgrounds, Etc., of the City Code.                                                                                                                                                                                                                                             | Council referred the request to Parks and Recreation Advisory Board (PRAB).                                                                                                                                                                                                                                                                                                                                          | Recreation                  |
|        | 3/11/2019  | Gina Wesley     | She indicated that she will be sending a letter to Prince George's County Resource Officer Dunn, requesting additional after-school safety resources for Greenbelt Middle School.                                                                                                                                                                             | This was a resident action outside the City's control.                                                                                                                                                                                                                                                                                                                                                               | Police                      |
| A      | 2/25/2019  | Michael Hartman | Requested that the City apply for the designation for an Arts District.                                                                                                                                                                                                                                                                                       | Council recommends discussing this at a future NCO Zone/Arts & Entertainment District work session. Staff is working on the designation. Visionary Session being finalized with the Neighborhood Design Center.                                                                                                                                                                                                      | Administration<br>/Planning |
| A      | 2/25/2019  | Bill Orleans    | Requested the number of contract bids that the City has approved, under \$50,000.                                                                                                                                                                                                                                                                             | Council referred the request to staff for January/February timeframe.                                                                                                                                                                                                                                                                                                                                                | Finance                     |
| A      | 2/11/2019  | Bill Orleans    | Requested that Council discuss at a future meeting the City's policy for panhandling.                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                      | Police                      |
| C      | 1/28/2019  | Edith Beauchamp | Requested assistance about the criminality with affordable housing in Prince George's County.                                                                                                                                                                                                                                                                 | Council referred the request to staff and the City Solicitor. Previously referred to the County and the State.                                                                                                                                                                                                                                                                                                       | Administration              |
| C      | 1/28/2019  | Jon Gardner     | Requested that the City upgrade or replace the rapid flashing beacon by St. Hughes at Crescent Road. He indicated that the system is not working properly.                                                                                                                                                                                                    | Council referred the request to staff. The solar component was fixed.                                                                                                                                                                                                                                                                                                                                                | Planning                    |
| C      | 1/14/2019  | Bill Orleans    | Requested that the City facilitate a meeting prior to the upcoming WMATA Capital Operating Budget hearing with the board of directors. He also inquired about the Green Ridge House renewal with HUD, concerning the payment status during the federal government shutdown.                                                                                   | Ms. Ard mentioned that the City will continue and monitor the situation to protect the residents during the furlough. Mayor Jordan requested that staff send correspondence to GRH to provide a status update.                                                                                                                                                                                                       | Administration              |
| A      | 1/14/2019  | Bill Manico     | Request that the City enact an ordinance similar to Takoma Park's recently enacted 2018-50 requiring posting of applications for cell antennas online and notice by telecom to nearby home owners and an opportunity to be heard.                                                                                                                             | Council referred the request to staff and the City Solicitor.                                                                                                                                                                                                                                                                                                                                                        | Administration              |
| C      | 11/26/2018 | Bill Orleans    | Requested that there be hard copies of Resolutions and Ordinances available to the public during City Council meetings.                                                                                                                                                                                                                                       | Staff will provide hard copies of legislation at the Council meetings.                                                                                                                                                                                                                                                                                                                                               | Administration              |
| C      | 11/26/2018 | Fred Gasper     | Requested that the Council consider his suggestions for bicycling improvements for Hanover Parkway and Greenbelt East                                                                                                                                                                                                                                         | Council referred the request to Planning Community Development. Hanover Parkway Study RFQ issued.                                                                                                                                                                                                                                                                                                                    | Planning                    |
| C      | 10/22/2018 | Bill Orleans    | Inquired about the status of the Green Ridge House Work Session.                                                                                                                                                                                                                                                                                              | Council provided him with the information.                                                                                                                                                                                                                                                                                                                                                                           | Administration              |

# **PETITIONS AND REQUESTS**

A- Active A-H - Hold C - Complete NA - No Action

**April 28, 2014 TO PRESENT**

| Status | Date      | Name                                              | Petition or Request                                                                                                                                                                               | Action                                                                                                                                                                                                                                                                                                                                                    | Department               |
|--------|-----------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| C      | 10/8/2018 | Lore Rosenthal, 2-R Gardenway                     | Stated that the fossil fuel letter listed an individual resident as the contact and that she requested that the name be removed.                                                                  | Council removed the residents name from the letter as the contact.                                                                                                                                                                                                                                                                                        | Administration           |
| NA     | 10/8/2018 | Michael Hartman, 2-R Gardenway                    | Thanked the City for supporting efforts to secure a booth at the National COOP Festival.                                                                                                          | No action taken.                                                                                                                                                                                                                                                                                                                                          |                          |
| A      | 9/24/2018 | David Whiteman, Greenbelt Soccer Alliance         | Requested access to a dedicated lighted field in the City.                                                                                                                                        | Council referred the request to the Recreation Department. Recreation staff requested use of school facilities via the schools. Council made a request of the school board representative. Council recently met with the School Superintendent with a similar request for field and facility use (May 2019). Staff is negotiating an MOU (as of 12/2019). | Recreation               |
| C      | 9/24/2018 | Greg Fisanich, Greenbelt Outstanding Citizen 2018 | Presented a PowerPoint on Trim a Tree for Safety - Driver and Pedestrian Line of Sight Safety at intersections and crosswalks within the City.                                                    | Council referred the petition to the Public Works Department.                                                                                                                                                                                                                                                                                             | Public Works             |
| C      | 9/11/2018 | Lore Rosenthal, Greenbelt Climate Action Network  | Requested that the City support the "No New Fossil Fuels in Maryland" campaign. Ms. Rosenthal has also requested that Council consider this item at the Regular Meeting on September 24th.        | Council approved the pledge on October 8th, 2018.                                                                                                                                                                                                                                                                                                         | Administration /Planning |
| C      | 8/13/2018 | Claudia Jones                                     | Requested that the Council consider a Greenbelt Nursing Home instead of Condominiums.                                                                                                             | Council informed Ms. Jones that the City does not own the property she was referencing. The need/desire for senior housing options was shared with the development team.                                                                                                                                                                                  | Planning                 |
| C      | 7/9/2018  | Bill Orleans                                      | Requested that the Council schedule a Green Ridge House Admission and Retention Policy Work Session                                                                                               | Work session held on October 29th, 2018, with Green Ridge House about the Admissions/Smoking Area.                                                                                                                                                                                                                                                        | Administration           |
| C      | 7/9/2018  | Tom Taylor and Lore Rosenthal                     | Requested that the Council send a letter to the Prince George's County Council in support of adding two new zoning definitions in the category of composting.                                     | Council referred the request to the Planning Department. On the August 13th agenda. Letters were sent on August 14th, 2018.                                                                                                                                                                                                                               | Planning                 |
| C      | 6/4/2018  | John Drago                                        | Requested that the City move forward with the City Public Art Project.                                                                                                                            | Art Commission is already working on a program. Staff helped a local school with potential upcoming project. Expanded exhibit space to the Council Chambers. Working on Greenbelt West.                                                                                                                                                                   | Recreation               |
| A-H    | 5/14/2018 | Justin Baker                                      | Request that the Council establish an Anti-Loitering/Anti-Camping City Code.                                                                                                                      | Under legal review. As of 12/2019, City held a homeless forum and continues to outreach with the County community.                                                                                                                                                                                                                                        | Administration           |
| A      | 5/14/2018 | George Boyce                                      | Requested that the Council conduct a review & revision of Ch. 3 of the City Code as it pertains to the declaration & treatment of animals which the City determines to be "vicious or dangerous." | Under legal review. Draft being finalized by City Solicitor and Police.                                                                                                                                                                                                                                                                                   | Administration           |
| C      | 5/14/2018 | Susan Stewart on behalf of Lore Rosenthal         | GCAN request that the Council add to the June 4th, discussion of CB-4-2018 (Fair Elections Fund Bill)                                                                                             | Council discussed and approved the CB-4-2018 at the 6/4/2018 meeting. Council is in support of the legislation with some concerns.                                                                                                                                                                                                                        | Administration           |
| C      | 3/26/2018 | Laurie E. Siegel                                  | Centralized Delivery of Packages for Greenbelt Residents                                                                                                                                          | Council referred request to PSAC for review. PSAC did not approve.                                                                                                                                                                                                                                                                                        | See action               |

# **PETITIONS AND REQUESTS**

A- Active A-H - Hold C - Complete NA - No Action

**April 28, 2014 TO PRESENT**

| Status | Date       | Name                          | Petition or Request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Action                                                                                                                                                                                  | Department     |
|--------|------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| C      | 2/12/2018  |                               | Ms. Mach said the Greenbelt Cooperative Alliance met last week and discussed participating in the National Cooperative Business Associations Co-op Festival on the National Mall on October 6 and 7, 2018. She said the Greenbelt Cooperative Alliance has asked that the City, as a cooperative community, consider partnering with the Alliance for this event. She said the registration fee was \$750.00 and the Alliance would be willing to provide the staffing for the event. After discussion, Council requested this item be included as an agenda item for the next meeting. | Funding was approved. The Greenbelt Cooperative Alliance had an booth on the National Mall on October 6th and 7th, 2018.                                                                | Administration |
| C      | 1/22/2018  | NVR MS Cavalier Greenbelt LLC | Submitted a petition requesting that the City annex .131 acres which they own. This property should have been included in the original petition for the South Core annexation, but was inadvertently left out.                                                                                                                                                                                                                                                                                                                                                                          | Annexation Plan and related legislative and administrative action under way with City Council. Adopted by Res. 2058 on February 26th, 2018, effective date April 17th, 2018.            | Planning       |
| C      | 12/11/2017 | Community Manager             | Charlestown Village Condominiums request speed humps to be installed on Lakecrest Drive.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Referred to Police, Planning and Public Works. Study underway.                                                                                                                          | See action     |
| A      | 12/11/2017 | Kevin Mottus, Lanham, MD      | Health effects from wireless radiation from cell towers. Asked the Council to minimize the placement of cell towers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Council and staff continue to monitor the cell tower industry. Legislation underway.                                                                                                    | Planning       |
| A      | 11/27/2017 | Keith Chernikoff              | Status of his request on 9/11/17 in reference to the Recreation Department to restore the wooden tennis court backstop                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Referred to the Recreation Department. Staff contacted petitioner in December.                                                                                                          | Recreation     |
| NA     | 10/9/2017  | Colin Byrd                    | Recognition of the Vegas shooting, he asked that the Council send a letter to the President asking for support a ban on bump stocks and to direct City Council on a City level to address this issue and/or on a State level to support in the upcoming legislative session.                                                                                                                                                                                                                                                                                                            | No action taken.                                                                                                                                                                        |                |
| C      | 10/9/2017  | Elizabeth Gaines              | Petitioners against the Police Department having military equipment as part of their arsenal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Referred Police staff and CRAB. Meeting held with Council on CRAB recommendations.                                                                                                      | Police         |
| A-H    | 9/25/2017  | John Drago                    | Recommends an Arts Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Referred to Art Advisory Board.                                                                                                                                                         | Recreation     |
| NA     | 9/25/2017  | Ric Gordon                    | Petition to the City Council to consider taking a position against the speech coming from this current administration and to keep it away from Greenbelt.                                                                                                                                                                                                                                                                                                                                                                                                                               | No action taken.                                                                                                                                                                        |                |
| C      | 9/25/2017  | George Boyce                  | Petition to the City to dedicate the park at Greenbelt Station before October 28 to hold a rally or negotiate with the developer to have the rally there.                                                                                                                                                                                                                                                                                                                                                                                                                               | Planning Staff continues to indicate that there outstanding landscape and construction issues.                                                                                          | Planning       |
| A      | 9/11/2017  | Keith Chernikoff              | Request that the Recreation Department restore the wooden tennis court backstop                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Referred to the Recreation Department                                                                                                                                                   | Recreation     |
| C      | 8/14/2017  | Colin Byrd                    | Request that the early voting in Greenbelt East and West be expanded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Response by Assistant City Manager in September. Early voting hours & locations determined by the City Code. Under review by the Board of Elections and the City Solicitor.             | Administration |
| A      | 7/10/2017  | Colin Byrd                    | What % of negotiated purchase list business are going to Greenbelt Businesses?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Referred to City Treasurer.                                                                                                                                                             | Finance        |
| C      | 7/10/2017  | Jeff Harrison                 | Follow-up to request from 5/22/2017; Request that the City promulgate a City Ordinance to reconcile the City's detainer policies and procedures with the policies and procedures of the County DOC.                                                                                                                                                                                                                                                                                                                                                                                     | Under Legal Review; Mr. Pound's is following up with Mr. Brennan. Council Work Session July 2018. General Orders being drafted. General Orders adopted and signed September 11th, 2018. | Administration |
| A-H    | 4/25/2017  | Ric Gordon                    | Toy gun ban ordinance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Under counsel review                                                                                                                                                                    | Police         |

**PETITIONS AND REQUESTS**

A- Active   A-H - Hold   C - Complete   NA - No Action

**April 28, 2014 TO PRESENT**

| Status | Date      | Name                        | Petition or Request                                                                              | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Department     |
|--------|-----------|-----------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| C      | 4/25/2017 | Joseph Trulinger            | Request for Woodlawn Development Group to continue shuttle transportation for residents.         | Staff communication with Woodlawn Development Group and County; Woodlawn contacted residents regarding upcoming service changes. Shuttle continued through 2018. The builder has agreed to extend the shuttle service to end of 2019.                                                                                                                                                                                                                                                                                                                                    | Planning       |
| C      | 4/25/2017 | Darlene Jon Pierre          | Request for children living in Greenbelt Station to attend Greenbelt Schools                     | On-going - city continues to advocate for this boundary change. Work sessions held with 1) PGCPs CEO & School Board Representative Grady on 2-17-16; and 3) PGCPs Pupil & Accounting Office 8-3-17. Work session held with School Board Representative 5-31-17. Met with School Board Reps January 2018. Will meet again in 2018. Council met with School Board Representatives on October 1, 2018 and June 2019. School system granted change in 11/2019                                                                                                                | Administration |
| A      | 4/25/2017 | Darlene Jon Pierre          | Request that the City continue to advocate with WMATA for trail from Greenbelt Station to Metro. | On-going - city continues to advocate for this trail. 4/28/17- City/County/Woodlawn Development Group meetings underway. WMATA and City continue to meet. Work Sessions held in March and September 2017. City staff comments to be delivered to WMATA by early October. WMATA comments reviewed on 2/1/18, under staff review. Staff submitted a \$75,000 Bond Bill to State Delegation. Work sessions held funded in FY 2020 Budget. As of 12/2019, design and permitting being completed. Council advocated for more State funding at its 12/2019 Legislative Dinner. | Planning       |
| C      | 2/13/2017 | Green Ridge House Residents | Allow designated smoking area behind Green Ridge House to remain                                 | Considered at work session on 02-15-17. Under staff review. Public Works and GAIL reviewing sites, proposals. GHI referred complaint reviewed. 5-17, temporary location completed. Permanent location in design. Contractors identified. Cold weather delayed. Will start again in spring. Completed summer of 2018, awaiting wire and benches. Mulch has been added to the area. Working on smoke stations.                                                                                                                                                             | Planning       |

# **PETITIONS AND REQUESTS**

A- Active A-H - Hold C - Complete NA - No Action

**April 28, 2014 TO PRESENT**

| Status | Date       | Name                        | Petition or Request                                                                                                                                                                                                                                                                                                                                                            | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Department     |
|--------|------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| A      | 2/13/2017  | Greenbelt Station Residents | Construction of pathway or bus service for residents of Greenbelt Station to Metro                                                                                                                                                                                                                                                                                             | Work session held with Mr. Augustine, WMATA Board, 3-29-17. 4-28-17 - City/County/Woodlawn Development Group meetings underway. Confirmed continued shuttle through 2018 and County bus service. WMATA and City staff continue to meet on path. Work Session held in September 2017. City comments to be delivered to WMATA by early October 2017. Response received 2/1/18, under review by City Staff. \$75,000 Bond Bill paperwork submitted by City Staff to Delegate Gaines and Senator Pinsky. Design and legal discussions underway. Todd Pounds in contact with Pepco for easement. Work session is scheduled held with Ms. Doggett, WMATA representative, 11/5/18. City questions to WMATA were addressed via email 11/7/18, by Ms. Doggett. As of 12/2019, design and permits being finalized. Council advocated for State funding at its 12/2019 Legislative Dinner. | Planning       |
| C      | 2/13/2017  | Bob Snyder                  | Expand membership on ACT from three to seven or nine members                                                                                                                                                                                                                                                                                                                   | Referred to ACT to review on 2-27-17. Request declined.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |
| C      | 1/23/2017  | Colin Byrd                  | Recognition plaque for Greenbelt City Managers                                                                                                                                                                                                                                                                                                                                 | Recognition under council review. Photograph installed at the entrance of the Municipal Building.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Administration |
| A      | 12/12/2016 | Colin Byrd                  | Replica gun ban ordinance                                                                                                                                                                                                                                                                                                                                                      | Under staff review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |
| A      | 11/28/2016 | Colin Byrd                  | Allow for out of precinct voting (emergency situations) on election day                                                                                                                                                                                                                                                                                                        | Under staff review. Discussed in 2017 at Work Session with petitioner and Election Board. Transportation is provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Administration |
| A      | 11/28/2016 | Valerie Orlando             | Designation of Greenbelt as a Sanctuary City                                                                                                                                                                                                                                                                                                                                   | Under Council review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| C      | 8/8/2016   | Colin Byrd                  | Anti-discrimination ordinance providing protections based on sexual orientation, gender expression, and gender identity, including letting transgender people use public bathrooms that correspond with their gender identity, not gender at birth, and barring businesses from refusing services to same-sex couples (*Spoke on same request at 9-12-16 and 1-23-17 meetings) | Under Council review. Council affirmed Community Pledge and referred the Pledge to CRAB for review and any updates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Administration |
| A-H    | 10/19/2015 | John Drago                  | Designation of Arts Destination in Center.                                                                                                                                                                                                                                                                                                                                     | Mr. Drago will discuss with AAB at a future time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Recreation     |
| C      | 1/26/2015  | Michael Hartman             | Update to previous petition for Advisory Committee on Inclusion and Diversity – Provided update on CRAB’s review of request                                                                                                                                                                                                                                                    | CRAB report submitted March 2015. CRAB now working on related topics – Police Community Relations. Held meetings throughout the community. CRAB/Police meeting held in Fall 2019. CRAB recommendations were provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Administration |
| C      | 4/28/2014  | George Boyce                | Science & Technology Advisory Committee                                                                                                                                                                                                                                                                                                                                        | ACE Report 2015-3 accepted by Council on 6-8-15.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Administration |
| A-H    | 4/28/2014  | George Boyce                | Science and Technology Business District                                                                                                                                                                                                                                                                                                                                       | To be considered as part of Economic Development Study                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Administration |

**CITY OF GREENBELT**  
**City Clerk's Office**  
**25 Crescent Road**  
**Greenbelt, Maryland 20770**

**Memorandum**

**Date:** January 21, 2020  
**To:** City Council  
**Fr:** Bonita Anderson, City Clerk *BA*  
**RE:** Council Meeting Schedule for 2020

Attached is a proposed Council Meeting Schedule for 2020. It is suggested that the schedule be discussed at the City Manager Update Work Session on January 29, 2020, and then included on the next agenda of the Regular Council Meeting for action.

cc: Nicole Ard, City Manager

**CITY OF GREENBELT**  
**City Clerk's Office**  
**25 Crescent Road**  
**Greenbelt, Maryland 20770**

**Memorandum**

**Date:** January 21, 2020  
**To:** Nicole Ard, City Manager  
**Fr:** Bonita Anderson, City Clerk *BA*  
**RE:** Council Meeting Schedule for 2020

A 2020 calendar is attached noting the regularly scheduled Council Meetings in blue and City Holidays in red. Information to be considered when determining the 2020 meeting schedule is noted below.

Budget Approval: Prior to June 10

Conferences (shown in black on calendar)

NLC Congressional Cities Conference in DC – March 8-11  
MML Annual Conference in Ocean City – June 28-July 1  
MML Fall Conference in College Park – September 29-October 1  
NLC City Summit in Tampa, FL – November 18-21

Jewish Holidays – When work is not permitted (should be avoided)

1. Purim - Sunset Monday, March 9 (7:09 pm) to Sunset Tuesday, March 10 (7:10 pm) **Schools open**
2. Passover – Sunset Wednesday, April 8 (7:38 pm) to Sunset Saturday, April 16 (7:46 pm) **Schools closed Monday, April 6-Monday, April 13.**
3. Shavuot – Sunset Thursday, May 28 (8:25 pm) to Sunset Saturday, May 30 (8:26 pm) **Schools open**
4. Rosh Hashanah - Sunset Friday, September 18 (7:10 pm) to Sunset Sunday, September 20 (7:07 pm) **As of 1/13/20, PGCPs has not made a decision on their 2020-2021 school calendar.**
5. Yom Kippur - Sunset Sunday, September 27 (6:56 pm) to Sunset Monday, September 28 (6:54 pm) **As of 1/13/20, PGCPs has not made a decision on their 2020-2021 school calendar.**
6. Sukkot - Sunset Friday, October 2 (6:48 pm) to Sunset Friday, October 9 (6:37 pm) **As of 1/13/20, PGCPs has not made a decision on their 2020-2021 school calendar.**
7. Shemini Atzeret & Simchat Torah - Sunset Friday, October 9 (6:37 pm) to Sunset Sunday, October 11 (6:34 pm) **As of 1/13/20, PGCPs has not made a decision on their 2020-2021 school calendar.**

School Board Holidays – Not covered by City Holidays or Jewish Holidays:

1. Good Friday – April 10
2. Easter Monday – April 13
3. Primary Election Day – April 28

Based on the above information, suggested changes to Council's 2020 meeting scheduled are:

- 1) Reschedule March 9 Regular Meeting to Tuesday, March 10 (Purim);
- 2) No Work Session on Wednesday, April 8 (Passover);
- 3) Reschedule April 13 Regular Meeting to Tuesday, April 14 (Easter Monday);
- 4) Reschedule May 25 Regular Meeting to Tuesday, May 26 (Memorial Day); and
- 5) No Work Session on November 18 (NLC City Summit in Tampa, FL – November 18-21).
- 6) No Work Session on Monday, June 29 and Wednesday, July 1 (MML Annual Conference in Ocean City – June 28-July 1).

## City Council Calendar 2020

| December |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |
|          |    |    |    |    |    |    |

[illegible]