

THE CITY OF

GREENBELT

MARYLAND

GOVERNMENT

COMMUNITY

BUSINESS

VISITING

I WANT TO...

September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01 Free Concert with The Navy Sea Chanters	02 Greenbelt Labor Day Opening Ceremony- Outstanding Citizen Miss Greenbelt Pageant Opening, 7:45, Firehouse Johnny Seaton and Bad Behavior-Greenbelt Labor Day Festival	03 Community Drum Circle-Labor Day Festival Family Friendly Cartoons Fast Eddie and the Slowpokes-Labor Day Festival Patty Reese, Labor Day Festival The "Original" Moonlighters-Labor Day Festival
04 Split 2nd-Labor Day Festival Trio Caliente-Labor Day Festival Family Friendly Cartoons Rising Stars Performance Showcase-Labor Day Festival Miss Greenbelt Pageant Evening Gown and Crowning, 4:30pm, Firehouse The 8-Balls	05 City Holiday - Labor Day Greenbelt Labor Day Parade Brigadoon-Old Greenbelt Theatre The Nowhere Men-Labor Day Festival	06 Public Safety Advisory Committee, 7pm, CC	07 Executive Session - Business Relocation Proposal, 8PM, CC	08	09	10 BARC Field Day, 10am-2pm Pooch Plunge Moonlit Movie- Ice Age: Collision Course
11 Greenbelt Farmers Market	12 Youth Advisory Committee, 5:30pm, YC Interview for Advisory Group, 7:20 PM, MB Regular Meeting, 8PM, MB GED Class at SHL GED Class at MB	13	14 Advisory Planning Board, 7:30 PM, CC Work Session - City Manager Update/Capital Projects, 8PM, CC	15	16	17
18 Greenbelt Farmers Market	19 Work Session - County Executive, 7:30 PM, MB	20	21 Park and Recreation Advisory Board, 7:30 CC Work Session - Bikeshare Feasibility, 8PM, CC	22 Forest Preserve Advisory Board, 7pm, CC	23	24 National Public Lands Day Moonlit Movie- North by Northwest
25	26 Regular Meeting, 8PM, MB	27 Senior Citizens Advisory Committee, 3:30pm, CC Advisory Committee on Education, 7pm, MB	28 Advisory Planning Board, 7:30 PM, CC Work Session - TBD, 8PM, CC	29	30	01





GOVERNMENT

COMMUNITY

BUSINESS

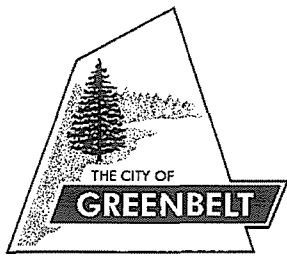
VISITING

I WANT TO...

October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	01
02	03 No Meeting Rosh Hashanah	04	05 Work Session - TBD, 8PM, CC	06	07	08 Free Babysitting Course
09	10 Youth Advisory Committee, 5:30pm, SHL Regular Meeting, 8PM, MB	11	12 MML Fall Conference	13 MML Fall Conference	14 MML Fall Conference	15 MML Fall Conference Moonlit Movie- Babe
16	17 Work Session - TBD, 8PM, MB	18	19 Park and Recreation Advisory Board, 7:30 CC Work Session - TBD, 8PM, CC	20	21	22 Electronics Recycling, 9am, PW
23	24 Regular Meeting - 8PM, MB	25 Senior Citizens Advisory Committee, 3:30pm, CC Advisory Committee on Education-PTA Presidents, 6:30pm, MB	26	27 Forest Preserve Advisory Board, 7pm, CC Four Cities Meeting, 7:30 PM, MB	28	29 Shredding Event, 9am, RC Moonlit Movie- Ghostbusters
30 Advisory Group Appreciation Dinner (CC)	31 Work Session - TBD, 8PM, MB	01	02	03	04	05





City Manager's Report Week Ending September 2, 2016

1. Prepared for Labor Day Festival and executive session on Greenbelt Station North Core (FBI).
Reminder - Bring your 3-ring binder sent out last week with TIF calculations to executive session. No revised or updated information has been provided since last week.
2. Prepared and coordinated arrangements for Joellen Earl of GovHR to be in town next week to begin search process for next City Manager.
3. Separately included in Council's packet is the monthly theater report for July 2016.
4. A few weeks ago, Mayor Jordan and I met with Mr. Alonzo Coleman. Mr. Coleman is a resident who has put himself on the waiting list to purchase a Tesla. Mr. Coleman suggested the City should look into becoming a Tesla charging station location. I have filled out Tesla's online form for suggesting locations. If Tesla contacts the City, I will be in touch. The closest Tesla charging location is Bethesda and if you are selected, there is no charge for the installation. According to the website, hundreds of locations have been suggested, so chances would seem to be low.
5. Met with City Treasurer and Assistant City Manager in preparation for September 14 work session – City Manager Update/End of Year Financial Report/Capital Projects Update.
6. Assistant City Manager
 - a. Included in Council's packet is a flyer promoting the Public Lands Day activity at the City Cemetery/Historic Turner Cemetery on September 24.
 - b. Helped CRAB prepare for Information Day at the Labor Day Festival.
 - c. Prepared for a CRAB meeting on September 8.
7. Finance Department
 - a. Reviewed FY 2016 revenues & expenditures upon completion of audit field work.
 - b. Met with FOP representatives to discuss payroll reporting procedures.
 - c. Responded to "open items" from the City's auditors, e.g. explaining the GATE payment process, retrieving copies of checks issued and received, explaining whether or not a purchase should be capitalized, etc.
8. Information Technology
 - a. Prepared for and moved WebTrac IP address.
 - b. Continued work on new Toughbook image.
 - c. Continued research on new Firewall choices.
9. Prepared for Work Sessions on August 29 and 31, and executive session September 7.

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

COUNCIL ACTION REQUESTS (CAR) REPORT

as of September 2, 2016

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
2016						
12	Work Session	8/29	Draft letter to WSSC to reopen discussions on GHI waterline issue.	9/30/16	Mike	
11	M & C Meeting	8/8	Request by Colin Byrd for anti-discrimination ordinance for LGBT community – prepare summary of current federal and state law.	10/30/16	John	
10	M & C Meeting	7/11	Referral to CRAB on convening a community dialogue related to recent incidents across the nation including police actions and attacks on police.	12/30/16	David	Planning mtg. held 8/11/16. Next mtg. 9/8/16.
9	M & C Meeting	7/11	Referral to CRAB on proposal for Freedom Day holiday.	12/30/16	David	Referred @ 7/22/16.
6	M & C Meeting	4/11	Refer to PSAC – comprehensive review of security cameras in the City.	4/30/17	Mary/Jim C.	Referred.
5	M & C Meeting	4/11	Traffic/Speed studies of Lastner and Greenhill.	7/30/16	Celia	
4	City Manager	2/12	Refer revised Sustainable Land Care policy to advisory groups for review within 60 – 90 days.	5/30/16	Jim S.	Referred.
2	Work Session	2/10	Raise with County – Allow sandwich boards – Roosevelt Center.	12/30/16	Mike	
2015						
42	Work Session	12/2	Draft language for Standing Rules to allow voting remotely.	2/29/16	John	
41	M & C Meeting	11/23	Language defining difference and use of Ordinance vs. Resolution vs. letter.	1/30/16	John	

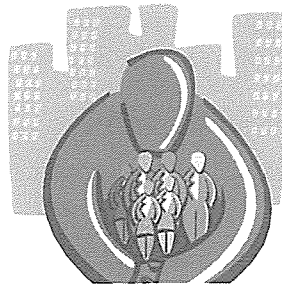
NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
39	Work Session	10/14	Can there be signage on the Beltway for Roosevelt Center (e.g. – McDonalds)?	12/30/15	Celia	
37	M & C Meeting	10/19	Request from Mr. Drago to have periodic art sales at Roosevelt Center - Refer to AAB.	3/30/16	Julie/John S.	Board discussed 11/3 and 12/1.
31	Work Session	8/24	Develop a complete green street policy/standard.	6/30/16	Celia	
27	M & C Meeting	8/10	Incorporate PSAC recommendations into Emergency Operations Plan.	11/30/15	David	
26	M & C Meeting	8/10	Proceed on vacation of GHI ROW's.	12/31/15	Celia	Underway.
16	M & C Meeting	6/22	Review Joe Murray's Tick Control proposal – contact BARC and Greenbelt Park NPS.	12/30/15	Celia/Jim S.	Reviewed with BARC on 7/18/16.
15	M & C Meeting	6/22	Provide Council with list of property acquisitions and available land.	9/30/15	Celia	Being prepared @ 9/23/15.
14	M & C Meeting	6/08	Refer to PSAC – feasibility of re-establishing “fire sirens” for emergency alerts.	12/30/15	Mary/Tom	
13	Work Session	6/03	Develop policy for Public Information Act requests, reflecting new legislative changes.	10/3/15	Cindy	Drafted @ 8/8/16.
7	Work Session	2/04	Look into training on running meetings for advisory boards. Also on the mechanics of the city's referral process.	6/30/15	Cindy	
6	M & C Meeting	1/26	Report on petition from Tim Cohen-Mitchell on application to Youth Advisory Committee.	3/30/15	Cindy	
2014						
32	Work Session	8/29	Assess pros and cons of relocating Parking Enforcement, Animal Control and/or Code Enforcement functions (Organizational Assessment).	12/30/14	Mike/Celia	Parking Enforcement moved to Police 7/1/16.
30	Work Session	8/29	Prepare report on Green Ridge House admission policies.	10/30/14	Mike	

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
29	Mr. Putens	8/29	Develop position description for Deputy City Manager, Management Analyst and Deputy Chief positions.	11/30/14	Mary	Drafted @ 1/7/15.
17	M & C Meeting	7/14	Request installation of crosswalk on Southway in vicinity of B/W Parkway Ramp.	12/30/14	Mike	Sent to SHA. Discussed at 6/10/15 work session. Update provided 9/21/15. On SHA work program.
10	Work Session	4/23	Research whether city can/should enforce recycling for multi-family housing.	6/30/14	John	
2013						
45	M & C Meeting	10/28	Are there limitations on how long banner signs can be in use – County Zoning Code or City Covenants – Franklin Park signage issue?	1/31/14	Celia	
34	Work Session	7/15	Check on history of pipe in dam - Any agreement with SHA or WSSC? Any evidence that WSSC crushed pipe in install of 96 inch main?	12/30/13	Mike	Situation will be examined during dam repair project (8/5/16).
2011						
9	Work Session	6/13	Look at need for lighting along walkways between 11 and 13 Court Ridge. Also look at condition of existing lighting, walkway and vegetation. Further survey and referral to PSAC.	9/30/11	Mike	Checking power availability at 11 - 13 Courts.
2010						
32	Mayor Davis	6/25	Does city need its own ordinance to limit roadside solicitation per 2008 State law?	8/30/10	John	City Solicitor response in 9/3/10 City Manager Report. A city ordinance is being drafted.
28	Work Session	6/9	Draft legislation to implement new planning authority (CB-16).	9/30/10	John	County legislation approved 5/3/11. City Solicitor drafting language @ 1/25/12.
16	Work Session	4/21	Develop policy on when city will issue proclamation – Mayor’s authority?	7/30/10	Cindy	Ms. Davis has reviewed proclamations back to 2000 and working on report.

CITY NOTES

Greenbelt CARES

Week ending September 2



Rosalind Ceasar, ACE Staff Liaison, held the first Advisory Committee on Education (ACE) meeting of the 2016/17 academic year on Wednesday. Items discussed included collaboration with the four Cities which are Greenbelt, College Park, Berwyn Heights and New Carrollton.

Judye Hering began publicizing CARES free Fall babysitting course. The course will be held on Saturday, October 8, 2016, from 1:00 – 4:00, in the Springhill Lake Recreation Center Clubhouse. Students will learn health care and related responsibilities of babysitting. Students who complete the babysitting course are eligible to register for the ODD JOBS/JOB BANK program.

Judye Hering gave a presentation describing CARES Vocational/ Educational program to Dr. Carolyn Molden Fink's class on Wednesday, August 31, 2016. Ms. Fink's students are studying Disabilities in the Community, and they are required to complete up to 30 hours of service throughout Prince George's County in programs like CARES' Saturday morning tutoring program.

Sharon Johnson attended the American Association of Service Coordinators (AASC) annual conference held in Atlanta, GA. Some programs that she will work on implementing include:

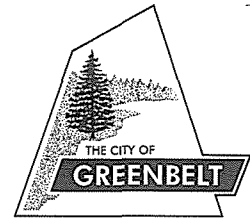
- Improving her leadership qualities among the student interns she supervises.
- Working to create and provide a mini-resource guide to Greenbelt residents, specifically those who attend the Caregiver's Support Group. Attendance at a session entitled - 'Stuck in the Middle: Caregiving for Parents and Children' will help reach this goal.
- Utilizing the new AASC online system to highlight the financial value of the programs and services GAIL offers to the community.

On Monday, August 29th, the GAIL program brought 'Melon Monday' to the community, providing participating residents and staff with watermelon and a variety of other fresh produce. That event reached 61 household which represented 250 residents.

WEEKLY REPORT

Planning and Community Development

Week Ending: Friday, September 2, 2016



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

CODE ENFORCEMENT

Commercial Properties: Belle Point Office Park, 9001 & 9111 Edmonston Road, 7305 A Hanover Parkway, and 1 Hillside were inspected; and Roosevelt Center was re-inspected.

Apartments: Jane Apartments was annually inspected; and Charlestowne North Apartments was re-inspected.

Rental Property: Seven rentals were annually inspected; and Sixteen rentals were re-inspected.

Complaints: Five complaints were logged regarding no AC, mold, washer and dryer in disrepair, garbage disposal in disrepair, closet door falling down, and water running non-stop in bathroom; and Seven prior complaints were re-inspected.

Permits: Fifty-six permits were approved and issued.

Animal Control: Two dogs and two kittens were adopted; One animal bite case was investigated; and One kitten was surrendered by owner.

Alarms: Alarm renewal notices were mailed for twenty-five businesses and one company alarm.

Meetings: Staff Attended:

Developer Coordination meeting for North Core infrastructure associated with I-495 interchange; and

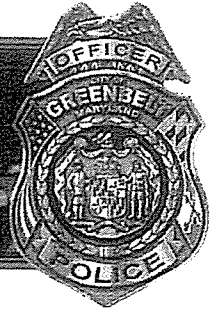
Bi-weekly status meeting for Greenbelt Lake Dam repairs project as well as follow up meeting with Brian Townsend to look at tree removal associated with this project.

Staff Met With:

Developer representative for Greenbelt Station South Core for status update and to address ongoing development of the project.

Planning Projects: Continued technical review, coordination with M-NCPPC staff and provided comments/questions to the applicant of the Woodspring Suites hotel project;
Project management for Greenbelt Lake Dam;
Continued review and ongoing management of Greenbelt Station South Core; and
Updated the Pedestrian and Bike Trail Map and sent drafts to ATHA Inc. for review.

GREENBELT POLICE DEPARTMENT



CRIME REPORT

AUGUST 31, 2016

This activity report is provided as a public service to the community. It is intended to give an overview of the criminal activity within Greenbelt and is not a complete listing of all events and crime reported to the Greenbelt Police Department. The Weekly Activity Report is also available online at:

www.greenbeltmd.gov/police

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

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

CENTER CITY

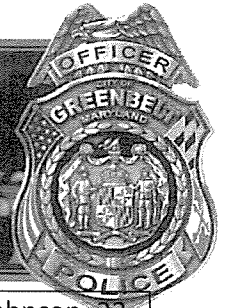
Lakecrest

08/21 12:21 A.M.	Area of Greenbelt Road and ↓ Drive. DWI/DUI arrest. Tanya Elizabeth Walkers, 58, of Greenbelt was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges during a sobriety checkpoint. The suspect was released on citations pending trial.
08/25 2:00 P.M.	16 court Parkway. Burglary. Unknown person(s) used unknown means to enter the residence. A video game player was stolen.
08/25 6:03 P.M.	99 Centerway. Assault. The victim advised that he was playing with some friends when the suspect slapped him on the leg. The victim ran from the scene and contacted police. The suspect is described as a black male, 18 to 25 years of age, 5'8", with black hair and brown eyes.
08/26 9:27 P.M.	7200 block Kenilworth Avenue. DWI/DUI arrest. Kevin Goodwin, 55, of Hyattsville, MD was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges as a result of being stopped for a traffic violation. The suspect was released on citations pending trial.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



08/28 1:18 A.M.	Area of Greenbelt Road and Lakecrest Drive. DWI/DUI arrest. Alexis Monique Johnson, 22, of Upper Marlboro, MD was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges as a result of being stopped for a traffic violation. The suspect was released on citations pending trial.
08/28 11:47 A.M.	100 block Northway. Vandalism. Unknown person(s) broke out the living room window of a residence.
08/28 3:48 A.M.	100 block Northway. Vandalism. Unknown person(s) used a rock to damage the front door of a residence.

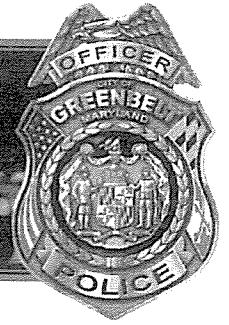
FRANKLIN PARK/BELTWAY PLAZA/GREENBELT METRO/CAPITOL OFFICE PARK

08/26 4:20 P.M.	9300 block Edmonston Road. Burglary. The victim advised that entry was gained by breaking out a bedroom window. Among the items taken were video games, a video game player, a camera and a wallet.
08/27 7:30 P.M.	5800 block Cherrywood lane. Theft. The victim advised that she was moving furniture out of her residence when she asked two subjects walking by if they would move some furniture for her for some extra money. The subjects agreed and after they had left, the victim discovered that her wallet and contents were missing from her apartment. The suspects are described as two Latino males, no further.
08/28 5:26 A.M.	6000 block Breezewood Drive. Assault. Officers responded to a report of an assault and discovered a subject who appeared to have been assaulted and unresponsive on the ground. The victim was transported to Prince George's General Hospital for treatment. Investigation is ongoing.
08/28 10:51 P.M.	6000 block Greenbelt Road. Stolen bicycle. An unsecured black bicycle was taken from in front of the Landroland Laundromat.
08/31 12:01 A.M.	5900 Cherrywood lane. Vandalism. Unknown person(s) used a rock to break out the bedroom window of a residence.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



GREENBELT EAST/GREENWAY SHOPPING CENTER

08/25 11:20 P.M.	Area of Ora Glen Drive and Hanover Parkway. Robbery. The victim advised that he was approached from behind by the two suspects, with one who grabbing the victim from behind and demanded money. After giving the suspects money the victim observed that one of the suspects was holding a handgun. Both suspects then fled the scene on foot. The suspects are described as a black male, 5'9", wearing a dark mask and dark colored clothing and a black male, 5'8" to 5'10", wearing dark colored clothing.
08/26 9:20 A.M.	7400 block Greenbelt Road. Trespass arrest. Setor Kwaku Agodo, 24, of Lanham, MD was arrested and charged with Trespass after he refused to leave Advanced Auto Parts after having been banned from the store by management. The suspect was released on citation pending trial.
08/26 5:49 P.M.	7400 block Frankfort Drive. Vandalism. A light pole was vandalized in the parking lot of the Windsor Green Community Center. A witness described the suspect as a black male, 15 to 18 years of age, no further.
08/28 2:38 A.M.	Area of Greenbelt Road and Hanover Parkway. Sean Thomas Quarles, 25, of Washington, D.C. was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges as a result of being stopped for a traffic violation. The suspect was released on citations pending trial.
08/30 1:30 P.M.	Area of Mathew Street and Ora Glen Drive. Vandalism. Several street signs were vandalized with paint.

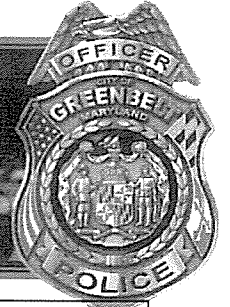
Automotive Crime - City Wide

08/25	6100 block Breezewood Drive. Stolen auto. A 2002 Chevrolet Trailblazer SUV. The vehicle was recovered August 29 th by the Bowie Police Department at an undisclosed location. No arrests.
08/27	9300 block Edmonston Road. Stolen motorcycle. A black and white 2009 Suzuki GSX R 600 motorcycle, Maryland tag 83958Y.
08/27	6100 block Breezewood Drive. Theft from auto. A tire and rim were taken off of a vehicle.
08/29	Recovered stolen auto. A 2007 Honda Odyssey van, reported stolen during a burglary June 12 th in the 9000 block of Breezewood Terrace, was recovered this date by the Bowie Police Department in the 3300 block of Crain Highway. One adult arrest was made.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

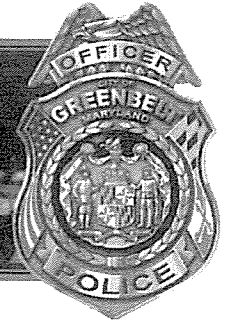
GREENBELT POLICE DEPARTMENT



08/29	Area of Cherrywood Court and Cherrywood Terrace. Stolen vehicle. A grey 2003 Dodge Ram 1500 pickup truck, Maryland tags 1CB3601.
08/29	9100 block Edmonston Road. Recovered stolen vehicle. A 2010 Chevrolet HHR SUV, reported to the Baltimore City Police Department. No arrests.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



CRIME REPORT TALLY SHEET

WEEK OF AUGUST 31, 2016

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

<u>GENERAL CRIMES</u>		<u>GENERAL CRIMES (CON'T)</u>	
Carjacking		Animal Bite	
Rape		Disruption of School Activities	
Armed Robbery	1	Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery		Emergency Commitment Petition	1
Attempt Strong Armed Robbery		Missing Person	
Burglary	2	Fraud	
Attempt Burglary		Death Report (Medical History)	1
Assault	3	Alcohol Violation	
Domestic	1	False Report	
Drugs		Harassment	
DUI/DWI	4	Field op (suspicious person)	3
Theft	5	Notification for other agency	
Vandalism	5		
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	3
Trespass	1	Recovered Stolen Vehicles	3
Disorderly Conduct		Recovered Stolen Tags	1
Failure to Obey Lawful Order		Theft From Vehicles	
Credit Card Offense		Attempt Theft From Vehicles	
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	
Suspicious Person		Accidents	9



Department of Public Works

Week Ending September 2, 2016



HIGHLIGHT

- Crews worked to prepare for this weekend's Labor Day festival. Activities included: constructing booths, providing electrical power and water, installing lights, setting up tables and chairs, delivering picnic tables, helium tanks, bales of straw and art board displays; putting out several trash and recycling containers around the carnival site and training volunteers; modifying parking arrangements and performing maintenance on flower beds.

ADMINISTRATION

- Jim Sterling and Richard Fink attended the APWA (American Public Works Association) conference in Minneapolis.
- Continued inspections of the Greenbelt Lake Forebay Dredging Project.
- Conducted sediment and erosion inspections for the Greenbelt Dam Project.

STREET MAINTENANCE/SPECIAL DETAILS

- Took down unwanted signs and checked for graffiti.
- Attended final Labor Day meetings.
- Constructed and assembled booths for the Labor Day festival.
- Delivered risers to the festival grounds.
- Worked the festival throughout the weekend.

HORTICULTURE/PARKS

- Weeded, cleaned and watered the landscape beds throughout the city.
- Pruned trees on the Labor Day festival grounds.
- Prepared kickball and football fields for league use.
- Picked up and chipped branches throughout the city.
- Cut grass throughout the City.
- Delivered picnic tables to the Labor Day festival grounds.
- Assisted with Labor Day preparations.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 28.41 tons of refuse and 13.14 tons of recyclable material.
- Assisted with setting up boards and displays for the Public Works booth.
- Performed daily facility inspections.
- Assisted Connor, the new intern, with leading his first Zero Waste Volunteer Training.
- Continued training Connor on how to deal with volunteers.

REFUSE/RECYCLING/SUSTAINABILITY (CONT'D)

- Updated the City of Greenbelt/CHEARS and the Greenbelt Forest Stewardship Project websites.
- Submitted a Zero Waste Week/Recycling *News Review* article.
- Created Labor Day Festival compost collection/drop off arrangements with MOM's (Organic Market) of Bowie.
- Added a Zero Waste Week handout to the City website.

FACILITIES MAINTENANCE

- Hooked up electrical power and lights in the Labor Day booths and assisted other crews.

VEHICLE MAINTENANCE

- Installed three (3) batteries in dump truck #126; also installed a battery shut-off switch in the truck to preserve the batteries.
- Repaired the window regulator and replaced the inner handle on a pick-up truck #210.
- Repaired the rear totter hydraulic switch on a refuse truck.
- Repaired the air conditioner in pick-up truck #421.
- Performed service on sweeper # 199 and ordered front shocks.
- Worked on a police interceptor and installed a battery.
- Performed preventative maintenance on a police vehicle - replaced the front and rear brakes and installed a transmission pan gasket because of leakage.

Greenbelt Recreation Department Weekly Report

Week Ending September 3, 2016

ADMINISTRATION

- Attended Council work session on proposed updates to the Civic, Recognition and Contribution group application process.
- A departmental staff meeting was held in preparation for the upcoming Marketing and Communications Audit. Information regarding the agency and their proposal was previously distributed to all staff. This meeting was held to gain input from throughout the department.
- Preparing materials for the September 21 PRAB meeting. The main topic for this meeting will be reviewing and making recommendations for Council on the proposed updates to the Civic, Recognition and Contribution group application process.
- Gathering information and working on completion of the FY17 County Council Grant application. Recreation will once again be requesting funding to assist in support of our Let's Move and HEAL activities.

YOUTH CENTER

- Labor Day Weekend has arrived! Staff dedicated time this week to last minute program preparations, weather contingency plans, facility preparation and staffing plans.
- Reviewed participant survey results of our 2016 Summer Camp programs.
- Staff met to evaluate 2016 Camp programs.
- Registration continued for the Recreation Fall programs on a space available basis.
- Continued to plan, prepare and promote upcoming Fall classes, programs and special events.
- Attended Back to School Night at GES and Labor Day Festival Committee meetings.
- Continued to coordinate with staff at Greenbelt National Park, our new partner in the Fall Moonlit Movie Series.

AQUATIC AND FITNESS CENTER

- Welcomed new Administrative Assistant to her first full week of duty at the facility.
- Attended weekly meeting with Assistant Director.
- Completed annual indoor cleaning and reopened on Monday.
- Public Works and Center staff responded to afterhours fire alarm at the facility.
- Contractor from Physio-Control updated the facility's AED.
- Sent GAFC News e-mail blast regarding children's swim lessons for Fall 2016 (pre-evaluation is September 10, registration opens September 12).
- An Indoor pool reservation processed for EZ-Rehab until December 2016.

COMMUNITY CENTER

- Planned and provided logistics for the Labor Day Festival. Thanks to PW for providing the labor to move equipment around the facility.
- Supervisor provided a tour for a potential food operation for Kitchen rentals.
- Supervisor continued to field inquiries in regard to food operations rentals for the Commercial Kitchen. There have been 156 inquiries since April 2015. There are currently six caterers who received all permits and may rent the Kitchen.
- There were 5 facility reservations processed.
- There were 1 private rental and 10 pattern rentals.
- The following groups received free space: Golden Age Club, Greenbelt Labor Day Committee, Greenbelt Soccer Alliance, Girl Scout Troop #23007, PG Peace & Justice Caucus and Belle Point Homeowners Association.
- The following City groups received space: P&CD, City Council and Human Resources.

ARTS

- The visual arts teaching studios have been prepared for the Labor Day art shows and the start of fall classes. The ceramics studios are closed for intersession break and are undergoing quarterly cleaning and reorganization.
- Assisting patrons with fall class inquiries and registration and developing the winter class schedule.
- A leak occurred through the ceiling of the art gallery due to a blockage in the HVAC unit in room 304. Some damage was done to the plaster on the exterior wall where deterioration has been an ongoing issue.
- Submitted the FY16 year-end grant report for the Maryland State Arts Council.
- Ongoing tasks include: scouting artists for the Festival of Lights and for exhibition programming; processing Art and Craft Fair applications; booking performances; and planning workshops for FY17 Artful Afternoons and Community Art Drop-In days.

THERAPEUTIC RECREATION

- The Active Aging Week flyer was completed, and printed for Labor Day distribution.
- On Thursday, twenty-nine (29) seniors travelled to DC to tour the Holocaust museum. The museum was well worth the trip. Many were surprised at the amount of information and felt a longer stay at the museum would have been better.
- Staff has been designing the display board at the Community Center. The new information regarding Active Aging Week will be installed on Tuesday after Labor Day.