



THE CITY OF
GREENBELT
 MARYLAND

GOVERNMENT

COMMUNITY

BUSINESS

VISITING

I WANT TO...

December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	01	02 Community Tree Lighting with Santa	03 Grand Re-Opening of Greenbelt Lake Forebays, 10am, PW JURIED ART AND CRAFT FAIR
04 GREENBELT FARMERS MARKET OUTDOOR HOLIDAY MARKET, 10am-2pm JURIED ART AND CRAFT FAIR	05 Work Session - Focus Group/Senior Mobility Study, 7:30PM, MB Work Session - Economic Development Study, 8PM, MB	06 Advisory Committee on Education-Grants Review Meeting, 7pm, MB Arts Advisory Board, 7pm, CC Public Safety Advisory Committee, 7pm, CC Zero Waste Information Meeting, 8pm, Theatre	07 No Meeting PGCMA Legislative Dinner Caregiver Support Group	08 Active Parenting Class	09	10
11	12 Youth Advisory Committee, 5:30pm, Greenbelt Library Interviews for Advisory Groups, MB, 7:20PM Regular Meeting, MB, 8PM	13 Legislative Dinner Greenbelt Marriott	14 Park and Recreation Advisory Board, 7:30 CC Zero Waste Circle, 7:30pm, PW Work Session - Greenway Center, 7:30PM, CC, Caregiver Support Group	15 Forest Preserve Advisory Board, 7pm, CC	16	17
18	19 Work Session - Green Team Solar Circle, 8PM, MB,	20	21 Work Session - TBD, 8PM, CC,	22	23	24
25	26 No Meeting	27	28 No Meeting, CARES Family Clinic Closed	29	30	31





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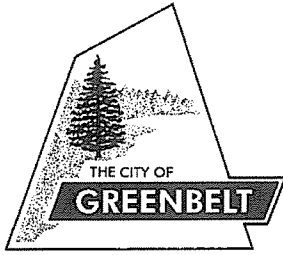
VISITING

I WANT TO...

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02 No Meeting (New Years Holiday)	03	04 Work Session - TBD (CC), CC, 8PM	05 Free Produce Distribution	06	07
08	09 Youth Advisory Committee, 5:30pm, Greenbriar Regular Meeting, MB, 8PM GED Class Registration GED Class registration	10	11 Work Session - TBD (CC), 8PM Caregiver Support Group	12 Active Parenting Class	13	14
15	16 No Meeting (Martin Luther King Jr. Holiday)	17	18 Work Session - TBD (CC), 8PM	19	20	21
22	23 Regular Meeting, MB, 8PM Anger Management Class	24 Advisory Committee on Education, Principals' Meeting, 6pm, MB	25 Four Cities Meeting, 7:30 PM (College Park)	26	27	28
29	30 Work Session - TBD, MB, 8PM	31 Senior Citizens Advisory Committee, 3:30pm, CC	01	02	03	04





City Manager's Report Week Ending December 2, 2016

1. This weekend begins the City's Festival of Lights and all the activities associated with that. Enjoy the weekend events and the season!
2. Reminder – the annual Prince George's County Municipal Association (PGCMA) legislative dinner is Wednesday, December 7 at 6 pm. It is being held at Martin's Crosswinds. Tickets have been purchased for all of Council; just identify yourself at the sign-in table. David and I will be there as well.
3. Staff just discovered that the City has missed the application process for PY-43 (Fiscal Year 2018) CDBG grants. The deadline was October 14. The only notification received was an email notification in August which made reference to the application meeting which is each year. The application was included in this notice but got overlooked. Additional steps are being taken to ensure this deadline is not missed in the future.
4. Along with Public Works Director, I met with representatives of COOP supermarket about the broken water line in Roosevelt Center. We believe the waterline leak is in the area where WSSC is planning to do work in January. If so, WSSC will repair the leak at its expense. COOP is going to wait for WSSC to do its planned work in the Center. If the break is not repaired at that time, the situation will be revisited.
5. Attached is the hiring report for the period July through October 2016.
6. Met with Recreation Director to talk transition preparation for new City Manager.
7. Met with City Treasurer, Assistant City Manager and Executive Associate on budget preparation and instructions to departments.
8. Discussed with Greenbelt CARES Director researching Greenbelt becoming a sanctuary city following the petition at the Council meeting.
9. Assistant City Manager
 - a. Provided logistical support for the first CRAB Police Community Relations Forum.
 - b. Began budget preparations.
10. Finance Department
 - a. Worked toward completion of transmittal letter for FY 2016 CAFR.
 - b. Completed FY 2016 Single Audit (Federal grant reporting) and submitted the report to the Federal Audit Clearing House.
 - c. Began input of information from the FY 2016 Green Ridge House financial statements to the Maryland Department of Housing and Community Development on-line reporting system.

11. Information Technology

- a. Discussed surveillance cameras at the Theater with Theater Manager
- b. Discussed City surveillance cameras with J&M Security
- c. Resolved phone outage with carrier
- d. Training on NEOGOV software
- e. Deployed new Toughbooks

12. Prepared for Regular Meeting on November 28 and work sessions on November 30 and December 5.

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

COUNCIL ACTION REQUESTS (CAR) REPORT

as of December 2, 2016

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
2016						
19	M & C Meeting	11/28	Refer YAC lower voting age to CRAB and ACE.	3/30/17	Cindy	
18	Work Session	11/2	Install park rules sign(s) at Mandan Road field.	1/30/17	Julie	
17	M & C Meeting	10/10	Develop recruitment bonus for recruiting police officers.	11/30/16	Mary/Mike	
15	Work Session	9/28	Undertake study of configuration/geometrics/safety of intersection of Lakecrest Drive/Lakecrest Circle/ Legion Drive.	12/30/18		
14	Work Session	9/21	Work with FOGM to develop guidelines/policy to implement FOGM's fund raising campaign initiative – may need to amend city memorialization policy.	12/30/16	David	Approved. On 11/28/16 agenda.*
13	Work Session	9/14	Prepare in-depth report on four (4) possible dog park locations.	12/30/16	Celia	
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	Being prepared.
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	First community meeting held 11/29/16 at Springhill Lake Elementary School.*
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.	Underway. Meetings held October 5, 8 and 15.
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.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
2	Work Session	2/10	Raise with County – Allow sandwich boards – Roosevelt Center.	12/30/16	Mike	City can allow on its property at Roosevelt Center (12/2/16).*
2015						
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	Reminded staff liaisons 9/15/16.
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.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
30	Work Session	8/29	Prepare report on Green Ridge House admission policies.	10/30/14	Mike	Amendments being worked on.
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.

MEMO

To: Michael P. McLaughlin, City Manager *MPM*

From: Mary Johnson, Director of Human Resources

Date: November 22, 2016

Re: CLASSIFIED EMPLOYEES HIRED FROM JULY 1, 2016 THRU OCTOBER 31, 2016

The following is a list of classified position openings from July 1, 2016 thru October 31, 2016. Included in this memo are the number of applications received for each position, the number of applicants interviewed for each position, who participated on the interview panel, if testing was done and the applicant who was hired for the position.

ENVIRONMENTAL COORDINATOR

- Position posted in-house only – 2 applicants applied
- 2 applicants were interviewed. The interview panel consisted of Jim Sterling, Director of Public Works, Richard Fink, Superintendent of Parks, Luisa Robles, Sustainability Coordinator and me.
- Erin Josephitis (WF) was hired as the Environmental Coordinator. Ms. Josephitis has a B.A. in Environmental Studies and a minor in Sustainable Development. Ms. Josephitis worked as a Volunteer Maryland Coordinator and a Volunteer Environmental Coordinator with our P.W. Department since 2014. Ms. Josephitis has an excellent knowledge of GIS systems and has worked with citizens and committees.

ADMINISTRATIVE ASSISTANT – PART-TIME

- 162 applications received
- 20 applicants were invited to take Administrative test
- 13 applicants took the test
- 5 applicants passed the test and were interviewed. The interview panel consisted of Joe McNeal, Assistant Director of Recreation, Di Quynn-Reno, Community Center Supervisor and me. The applicants were also given an Excel exercise after the interview.
- Frank Ellis (WM) was hired as the part-time Administrative Assistant. Mr. Ellis worked as a Tour Guide in Washington, D.C., prior to that he worked at the U.S. Capitol Visitors Center. Mr. Ellis was an Executive Administrative Assistant for Choice Hotels International for approximately 6 years until he was laid off.

POLICE OFFICER

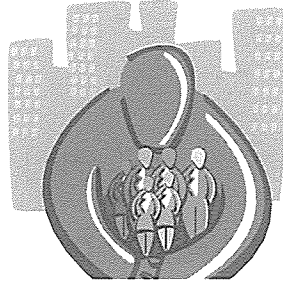
- 262 applicants were invited for testing
- 66 responded to reserve their seat for testing

- 49 applicants were tested
- 15 applicants passed the test and were scheduled for interviews
- 14 applicants were interviewed
- 8 passed the interview process
- The interview panel consisted of Captain Moreland, Lt. Pracht and me. The following applicants were hired: James Bowne (WM), Bryan Fink (WM), Carl Roberson, Jr. (BM), Travis Wagner (WM).

All positions were advertised in-house, www.greenbeltmd.gov, Washington Post, Diversity working.com, Latpro.com, Diversity-Job.com, USMilitary.com, IHireVeterans.com, Hire-A-Patriot.com, DisabilityJobs.net, and indeed.com. Additionally, police officers positions are also advertised on policejobs.com and policeone.com.

CITY NOTES

Greenbelt CARES

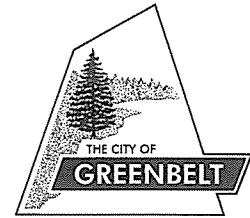


Week Ending December 2

The GAIL Program convened the first meeting of the Greenbelt Hoarding Task Force, a grant funded partnership with Greenbelt Homes, Incorporated, on November 17. Attendees included representatives from GHI, Greenbelt Police, Code Enforcement, Prince George's County Fire Department, Care For You Inc., Barnes Geriatric Consulting and Greenbelt CARES.

This year's Thanksgiving Drive enabled the GAIL Program to provide Thanksgiving Baskets to 30 families in Greenbelt. Thanks to the generous gifts of local businesses and Greenbelt staff. Special Thanks to Combined Properties, Ltd. for their gift card donations to the residents of Green Ridge House for Thanksgiving.

WEEKLY REPORT
Planning and Community Development
Week Ending: Friday, December 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: 7300 Hanover Parkway PNC Bank, 7300 Hanover Parkway #303, Greenbelt Professional, Greenway Center Drive, Beltway Plaza, 6320 Golden Triangle Drive, Daycare at 7247 Morrison Drive, and MD Trade Center I were annually inspected; and 6500 Capitol Drive, McCarl Dental and 6406 Ivy Lane were re-inspected.

Apartments: Lawrence Apartments were re-inspected.

Rental Property: Eight rentals were annually inspected; and Three rentals were re-inspected.

Complaints: Three complaints were logged –
One from Franklin Park regarding mice and roach infestation;
One from Greenbelt Lake Village regarding water leak from a top unit #301; and
One from managing agent for Hanover Office Park (7339 Hanover Parkway) regarding students being loud, throwing trash everywhere, and past due commercial renewal fees which were paid.

Permits: Five permits were approved and issued.

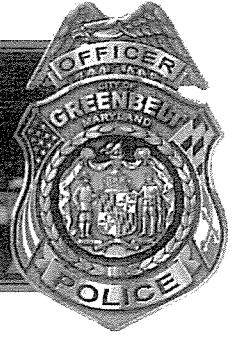
Animal Control: One stray cat was found and is being housed at the shelter;
Responded to a call regarding a dog running at large and the owner was advised;
Six kittens were surrendered;
Removed a snake from a resident's home; and
Three cats were adopted.

Alarms: Twelve business alarm renewals were mailed.

Meetings: **Staff Attended:**
City Council work session on transit.

Staff Met With:
Representatives of Greenbelt South Core on site of city park to determine field location of rock features;
Woodlawn Development Group to discuss ongoing progress of Greenbelt Station South Core; and
Council member Herling to discuss the MARC Camden Line coalition.

Planning Projects: Worked on bus stop ridership database;
Working on revising GHI right-of-way vacation petitions per M-NCPPC comments;
Prepared for transit work session;
Researched funding opportunities for cleaning of bus reliefs and Mother and Child statue;
Responded to zoning inquiry about commercial sign requirements;
Greenbelt Station South Core – (1) Phase 3 minor revisions review and approval, (2) Phase 3 permit set review coordination with technical consultants, (3) Prepared memo on Greenbelt Station Parkway Bridge over Branchville Road with recommendations for MOU resolution;
Continued project management for TLC Senior Mobility and Accessibility Study and provided comments to consultant;
Project Management for Greenbelt Lake Dam Repairs – invoices, work progress review; and
Buddy Attick Park Green Redesign – status updates and project management of final design alterations.



CRIME REPORT

NOVEMBER 30, 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

11/25	71 court Ridge Road. Vandalism. Unknown person(s) vandalized a fence.
10:25 A.M.	
11/27	8000 block Lakecrest Drive. Theft. Unknown person(s) removed merchandise from a parcel package left at the front door of a residence.
3:12 P.M.	

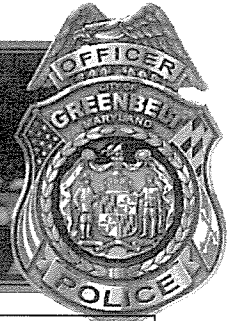
FRANKLIN PARK/BELTWAY PLAZA/GREENBELT METRO/CAPITOL OFFICE PARK

11/24	Area of Kenilworth Avenue and Greenbelt Road. DWI/DUI arrest. Steve Andres Arce, 34, of Silver Spring, MD was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges by officers responding to a report of an occupied vehicle stopped in the roadway. The suspect was released on citations pending trial.
4:00 A.M.	



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



11/25 5:50 P.M.	5700 block Greenbelt Metro Drive. Robbery. The victim advised that he had agreed to sell a notebook computer on the internet and arranged to meet the buyer in the parking lot of the Greenbelt Metro Station to complete the transaction. The victim was sitting in his vehicle when the three suspects entered the vehicle. One of the suspects produced a handgun and announced a robbery. After taking money, a cell phone and the victim's wallet the suspects fled the area on foot. The suspects are described as a black male in his twenties, 5'7" to 5'8", 140 to 160 pounds, wearing a black hooded sweatshirt, jeans and a backpack; a black male in his twenties, wearing a black hooded sweatshirt and a black male in his twenties, wearing a black hooded sweatshirt.
11/27 1:30 A.M.	Area of Breezewood Court and Edmonston Terrace. Robbery. The victim advised that he parked his vehicle and was walking to a nearby dumpster when he was approached by the two suspects, one armed with a handgun. A robbery was announced and the suspects took the victim's wallet, cell phone and cat keys. The suspects then fled the area on foot. The suspects are described as a two Latino males, each 21 to 24 years of age with thin builds, each wearing all black clothing and masks.
11/26 5:15 P.M.	6000 block Greenbelt Road. Theft. The victim advised that she believes her wallet was taken from her purse at Joe's Crab Shack. Credit cards in the purse were later used to make unauthorized purchases.
11/27 7:00 P.M.	Area of Cherrywood Lane and Greenbelt Metro Drive. Sex offense. The victim advised that she was walking down Cherrywood Lane when she was approached by as many as five suspects, who pushed her to the ground and fondled her. The suspects are described as Latino males between the ages of 21 to 24, wearing all black clothing, no further.
11/27 10:10 P.M.	Area of Greenbelt Metro Drive and #495. DWI/DUI arrest. Sabino De Maria Guzman, 47, of Landover, 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.

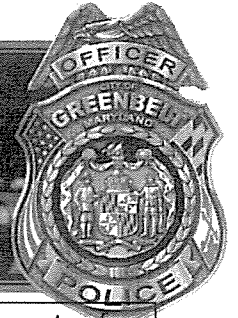
GREENBELT EAST/GREENWAY SHOPPING CENTER

11/24 9:51 P.M.	8200 block Canning Terrace. Vandalism. Unknown person(s) broke out the dining room window of a residence.
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A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



11/26	7400 block Frankfort Place. Attempt burglary. Officers responded to a report of a residential alarm. Unknown person(s) broke out the basement sliding glass door. It does not appear that entry was gained.
9:58 P.M.	

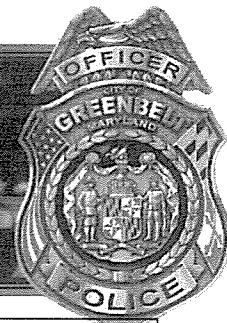
Automotive Crime - City Wide

11/23	9100 block Edmonston Road. Attempt theft from vehicle. Unknown person(s) used unknown means to enter the vehicle and attempt to steal the in-dash stereo, damaging the stereo in the process.
11/24	9100 block Springhill Lane. Theft from auto. Unknown person(s) broke out the driver's side window and removed a handicap placard.
11/24	5800 block Cherrywood Terrace. Unknown person(s) broke out the driver's side window and removed a handicap placard.
11/24	6100 block Breezewood Drive. Theft from auto. Unknown person(s) used unknown means to enter a vehicle and remove a purse.
11/25	9100 block Springhill Lane. Stolen auto. A black 1999 Honda Civic Del Sol 2-door, Maryland tags 8BM7965.
11/24	5800 block Cherrywood Lane. Theft from auto. Unknown person(s) broke out the passenger side window and removed a handicap placard.
11/25	9200 block Springhill Lane. Stolen auto. A blue 1998 Acura Integra 4-door, Maryland tags 7BF1239.
11/25	5800 block Cherrywood Terrace. Stolen auto. A green 2005 Nissan Sentra 4-door, Maryland tags BDF9308.
11/26	6000 block Springhill Drive. Vandalism to auto. Unknown person(s) punched a hole in the gas tank.
11/27	7200 block Hanover Drive. Vandalism to auto. Unknown person(s) broke out the rear windshield of a marked police vehicle.
11/27	6000 block Greenbelt Road. Unknown person(s) broke out the rear driver's side window and removed a jacket, a purse and a battery charger.
11/27	9000 block Breezewood Terrace. Theft from auto. Unknown person(s) broke out the driver's side window and removed financial documents. A possible suspect who was observed looking into vehicles in the area is described as a black male, 5'6" to 5'7", 130 to 140 pounds, with hair in dreadlocks, riding a green bicycle.
11/28	6700 block Springshire Way. Theft from auto. A wallet, a book bag and a pair of sneakers were taken from an unsecured vehicle.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

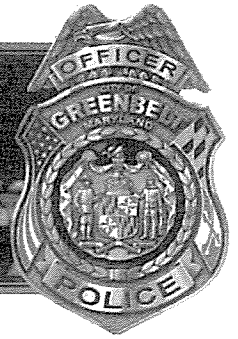
GREENBELT POLICE DEPARTMENT



11/29	9500 block Cherrywood Lane. Attempt theft from auto. Unknown person(s) rummaged through a vehicle, but nothing appears to have been taken. The victim advised that he lost his keys and they may have been used to gain entry to the vehicle.
11/29	7300 block Sunrise Court. Theft from vehicle. Unknown person(s) forced open the rear driver's side window and removed the audio/visual system.
11/29	9000 block Breezewood Drive. Theft from auto. Unknown person(s) broke out the driver's side window and removed a handicap placard.
11/29	9000 block Breezewood Drive. Theft from auto. Unknown person(s) broke out the front driver's side window and removed a handicap placard.
11/29	9100 block Springhill Lane. Attempt theft from auto. Unknown person(s) used unknown means to force open the driver's door. The vehicle was rummaged through, but nothing appears to have been taken.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



CRIME REPORT TALLY SHEET

WEEK OF NOVEMBER 30, 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	
Sex Offense	1	Disruption of School Activities	
Armed Robbery	2	Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery		Emergency Commitment Petition	2
Attempt Strong Armed Robbery		Missing Person	
Burglary		Fraud	1
Attempt Burglary	1	Death Report (One a possible overdose/One an apparent self-inflicted gunshot)	2
Assault (One domestic related; two were neighbor/neighbor disputes)	3	Alcohol Violation	
Domestic		False Report	
Drugs		Harassment	
DUI/DWI	2	Field op (suspicious person)	
Theft	3	Notification for other agency	
Vandalism	2		
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	3
Trespass		Recovered Stolen Vehicles	
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	8
Credit Card Offense	1	Attempt Theft From Vehicles	2
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	2
Suspicious Person	1	Accidents	5



Department of Public Works

Week Ending December 2, 2016



ADMINISTRATION

- Jim Sterling and the City Manager met with the Co-op Supermarket regarding their fire suppression line.
- Interviewed candidates for an electrician position.
- Jim Sterling met with WSSC regarding various water leaks.
- Richard Fink, Joe Doss and Brian Townsend met with Landcare to review the current landscaping contract and to discuss upcoming maintenance work.

STREET MAINTENANCE/SPECIAL DETAILS

- Took down unwanted signs and checked for graffiti.
- Put up holiday banners for the Festival of Lights.
- Installed a snow plow and a salt spreader on a pick-up.
- Put up five Festival of Lights Art & Craft Show banners around the city.
- Installed the red nose for Rudolf the Reindeer on Hanover Parkway.
- Pushed debris at the Northway Fields compost site.
- Cleared storm drains and underpasses throughout the city.
- Transported risers to Roosevelt Center for the Festival of Lights.
- Put out barrels with parking signage for the Farmer's Market.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 28.14 tons of refuse and 17.03 tons of recyclable material.
- Prepared for the December 6 Zero Waste Informational Meeting.
- Attended Council meeting on Monday to present awards to winners of Recycle Right - Win With Your Bin contest.
- Sent a *News Review* reminder to BYOR – Bring Your Own Reusables - to the Tree Lighting Ceremony.
- Attended and recorded minutes for the GreenACES/Team meeting.
- Attended the Maryland Food Recovery Summit with Connor on Wednesday.
- Met with Beverly Palau to review the zero waste video clip to be shown in the Greenbelt Theater.
- Led a presentation on upstream protection tips for the re-opening of the forebays on Saturday.

FACILITIES MAINTENANCE

- Ran the electric for the Christmas tree and the lights in Roosevelt Center.
- Unclogged a clay trap in Room 302 at the Community Center.
- Repaired and replaced defective LED lights in the Police Station.
- Hung holiday craft show banners in the Community Center gymnasium.
- Performed a Pepco street light inspection.

HORTICULTURE/PARKS

- Continued curbside leaf removal on Lakeside Drive and Greenspring I and II.
- Cleared leaves from curbs and gutters.
- Decorated the Christmas tree and put up lights in Roosevelt Center.
- Decorated Public Works.
- Attended the tree lighting ceremony.

VEHICLE MAINTENANCE

- Performed preventative maintenance and made other repairs on a pick-up truck.
- Performed preventative maintenance and repaired a leak in a Public Works vehicle.
- Diagnosed and worked on electrical problems in a dump truck.
- Diagnosed a refuse truck for a coolant leak and a check engine light issue.

Greenbelt Recreation Department

Weekly Report

Week Ending December 2, 2016

ADMINISTRATION:

- Director registered for the fifth workshop of the 5 Pillars of Total Well-Being co-sponsored by Healthiest Maryland Businesses. Next week's session will focus on 'physical well-being' and will conclude the series.
- Director met with City Manager to review the results of the Marketing and Communications Audit and the Research Brief, discuss FY18 budget preparations and to share general thoughts on a smooth transition for the new leadership.
- A Recreation Department staff workshop was held at the Springhill Lake Recreation Center. The one-hour workshop "Strategies for Building Successful Relationships" was provided by LifeWork Strategies as one of our employee benefits.
- PRAB agenda and meeting materials for the December 14 meeting were sent.
- Continued to prepare budget materials for FY17-18.

YOUTH CENTER/ SPRINGHILL LAKE/PARK RANGERS/GREENBELT KIDS:

- Resident registration for Winter programs and classes continued and non-resident registration begins on December 5. Class programs begin the week of January 3, 2017.
- Flyers are being collected for Santa as part of our North Pole Calling program.
- Preparing for the series of holiday special events, beginning with the Tree Lighting in Roosevelt Center on Friday at 7 pm. After the tree lighting, everyone is invited to a free showing of "How the Grinch Stole Christmas" inside the Old Greenbelt Theatre.
- Attended DHMH Youth Camp Safety Advisory Council meeting.
- Coordination of production of the 2017 Spring & Summer Camp brochure with Bev Palau continued.
- Continue to prepare budget materials for FY17-18.

AQUATIC AND FITNESS CENTER:

- Food and cash donations were delivered to the Berwyn Presbyterian Church Food Pantry.
- The hot tub closed for regular bi-weekly cleaning.
- The US Marine Corp Reserve and the GAFC are teaming up to collect new, unwrapped toys to distribute to local families during the holidays. Donations accepted in the main lobby of GAFC until December 20.
- GAFC 25th Anniversary Scavenger Hunt contest has been released. All completed forms with items need to be returned to the GAFC by December 31, 2016. Prizes will be distributed January 4.

COMMUNITY CENTER:

- The facility was decorated for Festival Of Lights weekend.
- The small display case in the east hallway was updated for the season.
- Supervisor continued to field inquiries in regard to food operations rentals for the Commercial Kitchen. There have been 180 inquiries since April 2015. There are currently seven caterers who received all permits and may rent the Kitchen.
- There were 4 facility reservations processed.
- There was 1 private rental and 14 pattern rentals.
- The following groups received free space: Greenbelt Concert Band, Greenbelt Golden Age Club, Belle Point Homeowners Association, PG Peace & Justice Caucus, Greenbelt Community Foundation, Green ACES and Greenbrook Estates.
- The following city groups received space: Be Happy, Be Healthy Yoga & Volleyball, City Council, Advisory Planning Board and Senior Citizen's Advisory Committee.

ARTS:

- The Festival of Lights Juried Art and Craft Fair will take place this weekend at the Community Center. About 70 artists and authors will participate, in addition to six non-profit groups. Special activities will include live music on both days, hands-on crafts and digital animation activities with GATE, a new in-studio sale with Greenbelt Pottery Group, and a studio open house with our Artists in Residence. Schedule information is available at www.greenbeltmd.gov/arts.
- Staff is planning to attend other area art and craft fairs throughout the holiday season to meet new vendors, share information about our event, and build our prospect list for the 2017 show.
- Submitted an application to the Maryland State Arts Council for FY18 operating support.
- Currently on view at the Greenbelt Community Center art gallery - Facets: Paintings and Sculpture by Emily Dierkes. This show will be on view through January 6.
- Ongoing tasks include: routine program marketing (web page, email blasts, fliers, Facebook); preparing for winter session programs and planning spring activities; preparing for the Greenbelt Youth Musical December casting auditions.

THERAPUTIC RECREATION:

- Worked on solving RecTrac issues. Calls have been made to both RecTrac and Plug-N-Pay to resolve webtrac credit card issues.
- The Senior Citizen Advisory Committee (SCAC) met on Tuesday afternoon and discussed the Open Forum report that will be submitted to Council along with the new Grant Review Panel program. A SCAC member was elected to serve on this new panel.
- A Musical Interlude with Kristin and Kaitlin Dan was held on Friday. This 12 year-old twin duo are providing a concert on flute and piano open to all. Ms. Christine Sheelor will be leading the group in a sing-along with holiday tunes. Kaitlin, who plays the flute, is playing at Carnegie Hall in NYC on Dec. 1 with the Flute Choir from Annapolis.