



I'm looking for...



GOVERNMENT CITY SERVICES COMMUNITY VISITING I WANT TO...

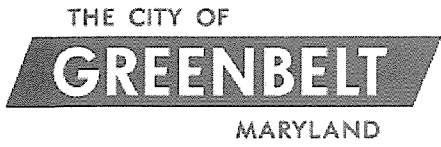
January 2015

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





I'm looking for...

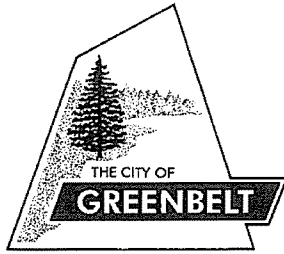


GOVERNMENT CITY SERVICES COMMUNITY VISITING I WANT TO...

February 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02 Work Session w/ PGC State's Attorney (Tentative), 8pm, MB	03 Public Safety Advisory Committee-- 7:00 PM, CC	04 Work Session - Robert Goddard French Immersion School (tentative)	05 Free Produce Distribution	06	07
08	09 Regular Meeting	10	11 Work Session - Advisory Group Chairs	12	13	14
15	16 Presidents Day - City Holiday/Office Closed	17	18 Work Session - Youth Sports (tentative)	19	20	21
22	23 Regular Meeting	24 Advisory Committee on Education-- 7:00 PM, MB Green ACES--7:30 PM, CC	25 Senior Citizens Advisory Committee-- 7:00 PM, CC Work Session - Briefing on Pedestrian/Bicycle Trail from Greenbelt Station/Update on South Core Apartments (tentative)	26	27	28





City Manager's Report Week Ending January 23, 2015

1. WSSC repaired water main breaks on Cherrywood Lane and Southway. There is still water bubbling up from a valve cover on Cherrywood in the same vicinity as the break. WSSC is aware of the problem.
2. M-NCPPC is planning a Centenarian Celebration in May. A flyer is attached. The City is publicizing this opportunity.
3. Assistant City Manager
 - a. Served as Acting City Manager.
 - b. Transmitted Agreements to the County and began preparations for the CDBG funded renovation work (roof & windows) at the Springhill Lake Recreation Center.
 - c. Drafted minutes from Council Executive Session and CRAB meetings.
4. Finance Department
 - a. Completed Treasurer's Review of FY 2016 Recreation Budget.
 - b. Began FY 2016 Revenue Budget Analysis.
 - c. Signed-off on FY 2014 Single Audit draft and returned to auditor for submittal to Federal Clearing House.
 - d. W-2 forms were distributed to employees.
 - e. Submitted final forms for FY 2016 State Police Protection Grant.
5. Information Technology
 - a. Participated in Comcast Negotiation meeting – CAB
 - b. Participated in I-Net Budget meeting – College Park
 - c. Participated in Sunguard/Pentamation upgrade kickoff conference call
 - d. Rebuilt Planning laptop due to Windows activation issues
 - e. Continued training of new Help Desk employee
6. Prepared for regular meeting of January 26, and work sessions of January 21 and 28.

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 January 23, 2015

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
2015						
3	M & C Meeting	1/12	Refer Economic Development Strategy Report to APB and notify other boards.	2/28/15	Cindy	
2	M & C Meeting	1/12	Coordinate with Public Works – 1) Warning signs at playgrounds re: burn potential; 2) Contact HOA’s re: shredded rubber; and 3) Get cost of surfacing options for 1 Court Southway.	3/30/15	David	
1	M & C Meeting	1/12	Replace bus stop benches at Cherrywood Lane stops, ask County to remove its benches but not until ours can go in, consider shelter at Courthouse stop, ask County to fund our benches.	5/30/15	Jim S./Terri	
2014						
48	M & C Meeting	11/24	Amend General Orders re: release of information per Abell petition.	1/30/15	Jim C.	
47	M & C Meeting	11/24	Arrange for two series of trainings by Darkness to Light organization – 1) employees and 2) public – evaluate future steps.	4/30/15	Liz	
46	M & C Meeting	11/24	Incorporate suggested policy language into COPAR on Child Pornography on Sexual Abuse violations.	1/30/15	Mary	
45	M & C Meeting	11/10	Respond to ACT report 2014-1 on use of CMA.	12/30/14	Jim S.	Magnesium products are being used. Report in 1/16/15 City Manager Report.*
44	M & C Meeting	11/10	Work with CHEARS, alight and artists on install of signage/artwork at Three Sisters Gardens.	6/30/15	Jim S./Julie	Underway.
43	Ms. Mach	11/10	Status of lighting at new path behind Springhill Lake Recreation Center.	12/30/14	Jim S./Celia	
42	M & C Meeting	11/10	Implement smoking prohibition in plaza area at Roosevelt Center.	12/31/14	David	Drafted action plan and forwarded to departments for review – 12/1/14.

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
41	M & C Council	10/27	Petition to allow Healing Arts Fair in Community Center.	1/31/15	Liz & Julie	Group will participate in City events. Memo in 1/16/15 City Manager Report.*
38	Work Session	8/20	Refer to CRAB – Hartman petition to establish an Advisory group on Inclusion and Diversity.	2/28/15	David	CRAB considering at 1/15/15 meeting.
37	Work Session	8/20	Refer to ACE – Boyce petition to establish a Science and Technology Advisory Committee.	1/31/15	Liz	
36	Ms. Davis	10/18	Research interpretive sign on history of old Greenbelt Middle School.	12/30/14	David	
33	Work Session	9/3	Get information on COG Tap-it Program.	10/30/14	Mike	
32	Work Session	8/29	Assess pros and cons of relocating Parking Enforcement, Animal Control and/ or Code Enforcement functions (Organizational Assessment).	12/30/14	Mike/Celia	
31	Work Session	8/29	Prepare revised MOU with GATE following 7/23/14 work session.	10/30/14	Mike	
30	Work Session	8/29	Prepare report on Green Ridge House admission policies.	10/30/14	Mike	
29	Mr. Putens	8/29	Develop position description for Deputy City Manager, Management Analyst and Deputy Chief positions.	11/30/14	Mary	Drafted @ 1/7/15.
27	Work Session	8/18	Revise outdoor event permit proposal following comments at 8/18 work session.	10/15/14	Joe	Draft received 12/1/14.
17	M & C Meeting	7/14	Request installation of crosswalk on Southway in vicinity of B/W Parkway Ramp.	12/30/14	Mike	Sent to SHA.
13	Work Session	5/14	Explore with Green Ridge House the establishment of community gardens.	11/30/14	Kenny	Solicitation of interest has been placed in June/July newsletter.
12	M & C Meeting	4/28	Prepare response to petition for drinking fountain in Roosevelt Center.	7/30/14	Kenny	Response in 10/24/14 City Manager Report.
10	Work Session	4/23	Research whether city can/ should enforce recycling for multi-family housing.	6/30/14	John	

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
8	Work Session	3/26	Status of removing double poles.	4/30/14	Jim S.	Email sent 4/3/14. Discussed at GHI Work Session (6/30). Letters sent to Comcast and Verizon 7/14/14 and 8/14/14. A few of them have been removed from Northway.
2	M & C Meeting	1/13	Refer to PSAC request to review and update city's emergency plan – include Ms. Mach's NLC handout.	5/30/14	Jim C./Mary	Staff briefed PSAC on 9/3/14.
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	
41	M & C Meeting	10/14	Prepare report on conditions and recent history of Greenbriar Park.	1/30/14	Kenny	
39	M & C Meeting	10/14	Prepare report on pros and cons of city having CB-89 type legislation by 12/30/13.	12/30/13	John/Mike	Awaiting response from County Executive @ 12/11/13. Email update provided 2/4/14. City Solicitor opinion provided 2/14/14.
34	Work Session	7/15	Check on history of pipe in dam - Any agreement with SHA or WSSC? Any evidence that WSSC crushed pipe in install of 96 inch main?	12/30/13	Mike	
27	M & C Meeting	7/8	What would be next steps if County proceeds on Sunnyside project?	9/30/13	John	Met with City Solicitor on 9/11/13. Awaiting response from County Executive from 12/11/13 meeting.
2012						
11	M & C Meeting	5/14	Review of City Code for outdated sections including whether bikes need to be registered.	12/30/12	Cindy	Funds budgeted for full update of Code in FY 2015. Get proposals by December 2014.

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
5	M & C Meeting	3/12	Refer to P&CD, Rec. Dept., PRAB and YAC – Should there be a dog park in center part of city? Details in meeting minutes.	10/30/12	Celia/Julie	Changed due date to October 2012 due to workload.
4	M & C Meeting	1/9	Refer Sustainable Land Care Policy to ACT, Green ACES, YAC and FPAB for review and comment.	3/30/12	Cindy	Referred at 1/13/12. FPAB has reviewed @ 7/19/12. YAC submitted report @ 9/19/12. ACT did detailed review in July and August 2013 and has submitted revised version @ 10/29/13. By end of 2014.
2011						
34	M & C Meeting	12/12	Begin work on Southway sign – Replace scratched glass ASAP.	6/30/12	Terri	Scratched glass replaced @ 1/6/12.
9	Work Session	6/13	Look at need for lighting along walkways between 11 and 13 Court Ridge. Also look at condition of existing lighting, walkway and vegetation. Further survey and referral to PSAC.	9/30/11	Mike	Checking power availability at 11 - 13 Courts.
2010						
42	Work Session	10/4	Implement a city employee identification card system.	4/30/11	Mary	Draft proposal submitted by Human Resources @ 8/20/12. Complete by end of September 2014. Policy sent to Council (FYI) 11/7/14.
32	Mayor Davis	6/25	Does city need its own ordinance to limit roadside solicitation per 2008 State law?	8/30/10	John	City Solicitor response in 9/3/10 City Manager Report. A city ordinance is being drafted.
28	Work Session	6/9	Draft legislation to implement new planning authority (CB-16).	9/30/10	John	County legislation approved 5/3/11. City Solicitor drafting language @ 1/25/12.
16	Work Session	4/21	Develop policy on when city will issue proclamation – Mayor's authority?	7/30/10	Cindy	Ms. Davis has reviewed proclamations back to 2000 and working on report.

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
2009						
11	M & C Meeting	4/27	Should there be benches and trash cans at bus stops on Southway between Ridge & Greenbelt Road?	9/30/09	Celia/Kenny	
9	M & C Meeting	4/13	Review Section 11 – 42 of City Code – parking - in light of Bare complaint - amend?	9/30/09	Celia	Matter discussed at 2/3/10 work session and continuing to be worked. Expect recommendation by mid-October 2014.



2015 Centenarian Celebration

Do you know any Prince George's County residents who are 90 years old or older?

If so, we need your help!

M-NCPPC, Department of Parks and Recreation in Prince George's County is collecting information about county residents who are ages 90 & older to invite them to a special Centenarian Celebration being held in May. Special recognition will be given to centenarians – residents who are 100 years old and older.

We need your help identifying Prince George's County residents ages 90 & older. If you know someone who resides in the county, and is 90 years old or older (as of January 1, 2015), please share the information with us. Your help is greatly appreciated! Please forward this information to us no later than February 27, 2015 by ONE of the means listed below:

(a) Send an e-mail to Centenarian@pgparks.com (subject: Centenarian); OR

(b) Complete the form (see back of flyer) and mail it to: Laurel-Beltsville Senior Activity Center, 7120 Contee Road, Laurel, MD 20707, Attn: Centenarian Coordinator

If you have any questions, please call 301-206-3350; TTY 301-446-3402.



live more, play more
pgparks.com



2015 Prince George's County Residents, ages 90 & Older Information

This information will be used to send an invitation to a May Centenarian Celebration (a luncheon) sponsored by The Maryland-National Capital Park and Planning Commission, Department of Parks and Recreation in Prince George's County. Invitations will be mailed out in April and RSVPs will be required.

PLEASE PRINT CLEARLY

1. Name of Prince George's County resident age 90 or older:

2. His/Her age & birth date (including year) – mm/dd/yyyy (e.g. ages 94, date of birth 12/04/1920)

Current Age: _____ Age as of May 1, 2015 _____ Date of Birth: _____

3. His/Her Address:

Street

City

State

Zip Code

4. YOUR Name (if different than #1 above):

5. YOUR Phone Number: _____ YOUR E-Mail Address: _____

6. If you're completing this form about someone other than yourself, please tell the person named in Question #1 that an invitation to the May Centenarian Celebration event will be mailed to him/her sometime in April 2015. To what address should that invitation be sent? Please check one:

- Send the invitation to the address listed above for Question #3; OR
- Send the invitation to the following address:

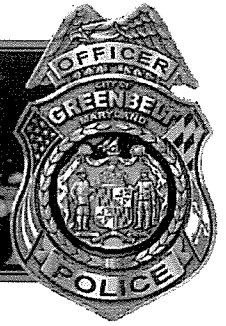
Street

City

State

Zip Code

GREENBELT POLICE DEPARTMENT



CRIME REPORT

JANUARY 22, 2015

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

01/17 4:18 A.M.	Area of Lastner Lane and Crescent Road. DWI/DUI arrest. Robert Francisco Zurla, 18, of Greenbelt was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges by an officer investigating a suspicious vehicle being driven with a flat tire. The suspect was released on citations pending trial.
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FRANKLIN PARK/BELTWAY PLAZA/GREENBELT METRO/CAPITOL OFFICE PARK

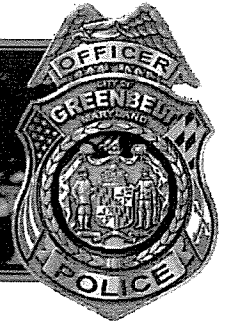
01/20 1:47 A.M.	Area of Kenilworth Avenue and Edmonston Road. DWI/DUI arrest. Valery Destin Dzeitchie, 41, of Beltsville, MD was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges as a result of being stopped for an equipment violation. The suspect was released on citations pending trial.
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01/20 10:31 A.M.	6100 block Springhill Terrace. Theft. The victim advised that she responded to an ad on Craigslist for a cell phone for sale. The victim agreed to meet the seller to purchase the phone. The suspect met the victim and after getting money, gave the victim the phone. The suspect then grabbed the phone from the victim's hand and fled the scene on foot. The suspect is described as a black male, approximately 21 years of age, 5'4", 195 pounds, with black hair and brown eyes, no further.
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A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



GREENBELT EAST/GREENWAY SHOPPING CENTER

01/15 4:05 P.M.	7700 block Hanover Parkway. A 16 year old Greenbelt youth was arrested for Possession of Codeine after he ran from officers responding to a report of a large fight. The youth was released to a parent pending action by the Juvenile Justice System.
01/15 11:07 P.M.	7500 block Mandan Road. Carjacking. The victim advised that he was in the parking lot when he was approached by the two suspects, both wearing ski masks and armed with knives. The suspects demanded the victim's vehicle, tennis shoes and money. The suspects fled the scene in the victim's silver 2004 Nissan Armada SUV, D.C. tags EF5665. The suspects are described as a black male, 5'4", 120 pounds, with black hair and brown eyes; and a black male, 5'6", 160 pounds, with black hair and brown eyes.
01/16 8:58 P.M.	Area of Hanover Parkway and Ora Glen Drive. DWI/DUI arrest. Kelli Ann Johnson, 48, of Crofton, MD was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges as a result of a traffic accident investigation. The suspect was released on citations pending trial.
01/19 12:00 P.M.	7200 block South Ora Court. Theft. The victim advised that documents were taken from his residence.
01/20 3:10 P.M.	7600 block Hanover Parkway. Trespass arrests. Avontae Crystal Matthews, 18, of Washington, D.C.; Tavon Marquis Matthews, 20, of Washington, D.C.; Damani Ajee Stebbins, 19, of Upper Marlboro, MD; Tiara Mona Stokes, 20, of Greenbelt and Tiera Monique Williams, 20, of Greenbelt were arrested and charged with Trespass after being observed on the grounds of Eleanor Roosevelt Senior High School and refusing to leave when told to do so by a school administrator. The suspects were released on citation pending trial.

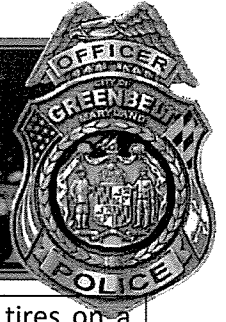
Automotive Crime - City Wide

01/14	6200 block Springhill Court. Theft from auto. Unknown person(s) used unknown means to open the locked vehicle. A notebook-type computer and clothing were taken.
01/15	6400 block Ivy Lane. Theft from auto. Tires and rims were taken from a vehicle.
01/15	7700 block Hanover Parkway. Attempt theft from auto. Unknown person(s) broke out the front passenger window and rifled through the glove box. Nothing was taken.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

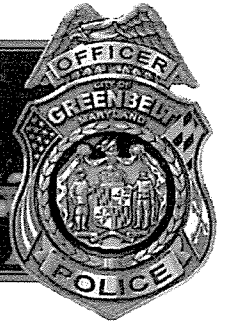
GREENBELT POLICE DEPARTMENT



01/15	100 block of Westway. Vandalism to auto. Unknown person(s) slashed four tires on a vehicle and scratched the paint.
01/15	Area of Mandan Road and Hanover Parkway. Theft from auto. Four tires and rims were taken from a vehicle. The right rear window was also broken out.
01/15	7800 block Hanover Parkway. Attempt theft from auto. Theft from auto. Unknown person(s) broke out the front passenger window and removed the handicap placard.
01/16	6100 block Greenbelt Road. Theft from auto. Unknown person(s) entered an unlocked vehicle and removed a backpack and contents.
01/19	6000 block Greenbelt Road. Stolen vehicle arrests. Michael Eduardo Contreras, 20, of Silver Spring, MD, Raul Orlando Ramos-Guido, 29, of Silver Spring, MD, and Milton Ernesto Cabrera Cruz, 18, of Hyattsville, MD and were arrested and charged with Motor Vehicle Theft, Theft and Resisting Arrest. An officer observed a suspicious occupied vehicle in the parking lot of Beltway Plaza. A computer check revealed that the vehicle, 2002 Honda Civic 4-door, had been reported stolen to the Hyattsville City Police Department. All three suspects exited the vehicle and were apprehended after a short foot chase. The suspects were transported to the Department of Corrections for a hearing before a District Court Commissioner.
01/20	9000 block Breezewood Terrace. Recovered stolen vehicle. A 2004 Acura TL 4-door, reported stolen to the Prince George's County Police Department. No arrests were made.
01/21	7600 block Greenbelt Road. Vandalism to auto. The victim advised that she was pumping gas at the Exxon station when she and the suspect became involved in a verbal altercation over the victim's positioning of her vehicle. As the suspect was driving away she threw a bottle at the victim's vehicle, striking it and damaging the paint. The suspect is described as a black female, 36 to 40 years of age, 5'6" to 5'7", 160 to 170 pounds, with black hair, wearing a pink and black striped shirt and a black skirt. The suspect vehicle is described as a silver Jeep SUV.
01/21	7900 block Mandan Road. Stolen vehicle. A silver Chevrolet Trailblazer SUV, Maryland tags 27241M7.
01/22	9100 block Springhill Lane. Theft from auto. A witness advised that he observed two subjects exit a silver Chevrolet Impala and enter another vehicle in the parking lot and then flee the scene in the Impala. It was then discovered that an in-dash stereo system had been stolen. The suspects are only described as being 6", 170 pounds, wearing a hooded sweatshirt, and a suspect 6', wearing a hooded sweatshirt.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



CRIME REPORT TALLY SHEET

WEEK OF JANUARY 22, 2015

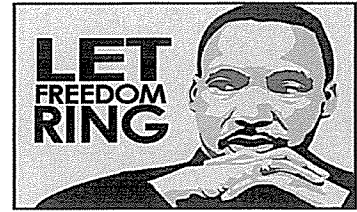
The following list is comprised of the actual numbers of offenses reported during the week. Not all reports are included as narratives, only incidents of interest, unusual or public safety related items are included.

<u>GENERAL CRIMES</u>		<u>GENERAL CRIMES (CON'T)</u>	
Carjacking	1	Animal Bite (Cat; owner known)	1
Rape		Disruption of School Activities	
Armed Robbery		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		Fraud	5
Attempt Burglary		Unattended Death	
Assault		Alcohol Violation	
Domestic	1	False Report	
Drugs	1	Harassment	
DUI/DWI	3	Field op (suspicious person)	1
Theft	6	Notification for other agency	
Vandalism	1		
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	1
Trespass	1	Recovered Stolen Vehicles	2
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	6
Credit Card Offense		Attempt Theft From Vehicles	1
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	2
Suspicious Person		Accidents	7



Department of Public Works

Week Ending January 23, 2015



ADMINISTRATION

- Jim Sterling continued project management and oversight of the theater project.
- Jim Sterling and Richard Fink worked on the budget.
- Richard Fink attended the Park and Recreation Advisory Board Meeting on Wednesday.
- Richard Fink and Luisa Robles organized and implemented the Electronics Recycling event to be held on Saturday.

STREET MAINTENANCE/SPECIAL DETAILS

- Checked for graffiti and took down unwanted signs.
- Pushed debris at the Northway Fields compost site.
- Cleaned storm drains and underpasses around town.
- Sent salt trucks out in the mornings to treat icy areas.
- Continued removing old bases for a fence that had been removed on Cherrywood Lane on the curb line going towards Breezewood Drive. Applied backfill and straw.
- Installed five (5) Fire Department signs next to Police Department signs.
- Assisted with refuse and recycling pick-up.
- Installed two headstones at the cemetery; applied backfill and straw.
- Repaired pot holes on Edmonston Road, Springhill Lane, Ora Glen, and other areas needed.
- Filled in where there were tire marks going down Crescent Road.
- Checked out salt trucks for the upcoming weekend storm.
- Cleaned the floor area in Building 2 to get ready for the Electronic Recycling event on Saturday.

HORTICULTURE/PARKS

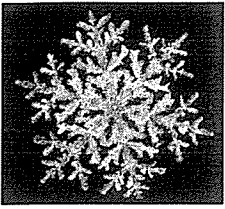
- Continued picking up Christmas trees at designated sites.
- Met with the playground contractor.
- Refurbished a Buddy Attick picnic table with all new boards.
- Cleared scrap metal from the Public Works yard.
- Inspected and prepared equipment for the forecasted weather event over the weekend.
- Assisted with the electronics recycling event scheduled for Saturday.
- Pruned and cleaned the landscaping on Lakeside Drive, the Hillside Road underpass, Lakecrest Circle, Stream Valley Park, and the Library underpass.
- Collected data of Greenbelt Significant Trees and entered it into the GIS program.
- Removed snow and ice and salted sidewalk where needed.
- Pruned trees around Lakecrest circle.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 38.26 tons of refuse and 15.15 tons of recyclable material.
- Attended the Baltimore Washington Partnership for Forest Stewardship meeting on Tuesday.
- Attended the Dynamic Governance Class on Tuesday.
- Met with various staff about the Electronics Recycling event on Saturday, and procured the rest of the materials.
- Composed Green ACES/Green Team agenda.
- Attended COG's Recycling meeting on Thursday in Washington, D.C.

FACILITIES MAINTENANCE

- Repaired a leaky faucet in the men's locker room at the Aquatic & Fitness Center.
- Replaced several broken ceiling tiles in the multipurpose room at the Youth Center.
- Continued painting at the theater.
- Worked on the Police Station's fire alarm system.
- Repaired an outside light at Public Works.
- Repaired the boiler at the theater.



Greenbelt Recreation Department

Weekly Report

Week Ending January 23, 2015

ADMINISTRATION:

- Met with City Treasurer to review budget.
- Met with mechanical engineer working on the Community Center HVAC project. Engineers were on site this week conducting system analysis with manufacturers and Public Works staff.
- Supervisor meeting was held at the Youth Center on Tuesday.
- PRAB meeting was held at the Community Center on Wednesday with Public Works in attendance to review the Sustainable Land Care Draft Policy.
- FY 2016 Contribution Group and Recognition Group application was updated and is ready to be posted online. An instructional meeting on how to fill out the application will be held with groups on February 9.
- Applications were reviewed and interviews will be scheduled for the vacant Recreation Supervisor position.

COMMUNITY CENTER:

- Supervisor attended a department meeting.
- Supervisor attended budget meetings.
- Recycled a non-functioning surveillance monitor.
- Budget preparations continued.
- There were 4 facility permits processed. There were 4 private rentals and 13 pattern rentals.
- The following groups received free space: Greenbelt Concert Band, Greenbelt Writers Group, Golden Age Club, Girl Scout Troop #2799, Girl Scout Troop #3251, Friends of the Greenbelt Museum, Greenspring II HOA and Forest Preserve Advisory Board.
- The following City groups received space: Be Happy, Be Healthy Yoga & Volleyball, City Council and PRAB.

YOUTH CENTER/ SPRINGHILL LAKE/PARK RANGERS:

- Preparation continued for Spring and Summer camp registration. Resident registration begins February 2nd.
- Staff created a Workplace Exposure Plan after attending the Bloodborne Pathogens training.
- The facility hours were adjusted to 2-10pm for the Martin Luther King Jr. holiday.
- Staff prepared for the Schools Out Day planned for Monday, January 26th.

AQUATIC AND FITNESS CENTER:

- Staff is working on final proposal to purchase 12 new pieces of weight equipment for the fitness wing.
- The monthly in service training for Pool Managers and Lifeguards was held on January 18.
- Held budget meeting with Assistant Director.
- Started taking pictures and printing employee ID cards.
- Working on listing facility on YELP.

ARTS:

- Public Works cleaned Art classroom 116 due to mold.
- Spring classes and activities are in development and the activity guide is being edited.
- Drafting content for the summer camp manual, editing the camp brochure, and recruiting ceramics program instructors for camp-day and after-camp programs.
- Continued preparing for the next Artful Afternoon on Sunday, February 1.
- Continued preparing an interim report for the Maryland State Arts Council concerning the arts program's 2015 operating grant.
- Now on view at the Greenbelt Community Center art gallery: *Gestations: Sculpture and Mixed Media Prints by Michelle Dickson*. This show will continue through March 20.
- Staff continues to support the production needs of the Winter Youth Musical. About 80 costumes will be needed, in addition to props, scenic and puppetry elements.
- Staff is assisting CHEARS with the preparation of contracts for their Three Sisters Demonstration Gardens public art/signage project.