



I'm looking for...

THE CITY OF

**GREENBELT**

MARYLAND

GOVERNMENT

CITY SERVICES

COMMUNITY

VISITING

I WANT TO...

**February 2015**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>01</b> Artful Afternoons	<b>02</b> Work Session w/ Robert Goddard French Immersion School, 8pm, MB	<b>03</b> Arts Advisory Board, 7pm CC Public Safety Advisory Committee-- 7:00 PM, CC	<b>04</b> Work Session - Advisory Board Chairs, 8pm, CC	<b>05</b> Community Relations Advisory Board, 7:30pm at CC	<b>06</b>	<b>07</b> Forest Preserve Advisory Board, Tour, 9:30am at Northway Contra Dance, 7pm, CC
<b>08</b> "Unconditional Love:" W.A.G.S Holding Adoption Event at Greenbelt Petsmart	<b>09</b> Youth Advisory Committee, 6:30pm Greenbelt Library Regular Meeting, 8pm, MB	<b>10</b>	<b>11</b> Advisory Planning Board, 7:30pm, CC Work Session - TBA - 8pm - CC	<b>12</b> County Budget Listening Session w/ Todd Turner, 7pm, MB	<b>13</b>	<b>14</b> Springhill Lake Food Forest Eco Discovery Day St. Hugh's Mardi Gras, 6pm, SH
<b>15</b>	<b>16</b> Presidents Day - City Holiday/Office Closed President's Day Beaver Caging Tree Protection	<b>17</b>	<b>18</b> Work Session - Briefing on Greenbelt Station - 8 p.m. (CC)	<b>19</b> County Budget Listening Session w/ Todd Turner, 7pm, Glenn Dale	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> Regular Meeting, 8pm, MB	<b>24</b> Advisory Committee on Education-- 7:00 PM, MB Green ACES--7:30 PM, CC	<b>25</b> Senior Citizens Advisory Committee-- 7:00 PM, CC Work Session - Briefing on Pedestrian/Bicycle Trail from Greenbelt Station/Update on South Core Apartments - 8 p.m. (CC)	<b>26</b>	<b>27</b>	<b>28</b> Buddy Attick Park Beaver Caging Tree Protection Greenbelt Youth Musical 2015; Secret Circus





I'm looking for...

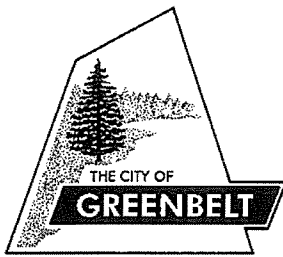


GOVERNMENT CITY SERVICES COMMUNITY VISITING I WANT TO...

March 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>01</b> Artful Afternoons Greenbelt Youth Musical 2015; Secret Circus	<b>02</b> Work Session - NASA/GSFC 8:00 PM, MB	<b>03</b> Public Safety Advisory Committee-- 7:00 PM, CC	<b>04</b> Work Session, 8:00 PM, CC	<b>05</b> Work Session - Greenbelt East Advisory Committee Stakeholders Work Session County Budget Listening Session w/ Todd Turner, 7pm, Bowie	<b>06</b> Buddy Attick Park English Ivy Removal Workday	<b>07</b> National League of Cities, Congressional Cities Conference; Washington, DC Greenbelt Youth Musical 2015; Secret Circus
<b>08</b> National League of Cities, Congressional Cities Conference; Washington, DC	<b>09</b> National League of Cities, Congressional Cities Conference; Washington, DC Regular Meeting, 8:00 PM, MB	<b>10</b> National League of Cities, Congressional Cities Conference; Washington, DC	<b>11</b> Advisory Planning Board, 7:30pm, CC National League of Cities, Congressional Cities Conference; Washington, DC Legislative Dinner - 6:00 p.m.	<b>12</b>	<b>13</b>	<b>14</b> Community Center Composting Workday
<b>15</b>	<b>16</b> Work Session, 8:00 PM, MB	<b>17</b>	<b>18</b> Work Session, 8:00 PM, CC	<b>19</b>	<b>20</b>	<b>21</b> Springhill Lake Food Forest Composting Workday
<b>22</b>	<b>23</b> Regular Meeting, 8:00 PM, MB	<b>24</b> Advisory Committee on Education-- 7:00 PM, MB Green ACES--7:30 PM, CC	<b>25</b> Senior Citizens Advisory Committee-- 7:00 PM, CC Advisory Planning Board, 7:30pm, CC Work Session, 8:00 PM, CC	<b>26</b>	<b>27</b>	<b>28</b> Springhill Lake Rain Garden Eco Discovery Day
<b>29</b>	<b>30</b> Work Session, 8:00 PM, MB G.I.S. Playgrounds Inventory Workday Art Exhibition: A Condition of the Soul	<b>31</b> Art Exhibition: A Condition of the Soul	<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>





## City Manager's Report Week Ending February 6, 2015

1. Included in Council's packet is a revised proposed contract with Friends of Greenbelt Theatre. Karen Ruff and I met with Dr. McGrath on Tuesday to review the first draft. Karen Ruff and I met Friday to review an amended version based on Tuesday's meeting. We will meet with Dr. McGrath early next week to review again prior to the executive session. If there are concerns or questions about the suggested contract language, please share with me so we can work to a resolution prior to Wednesday.
2. Attached is an updated copy of the MBO report with the MBOs which were selected by four or more Council members as being the top priority highlighted.
3. Met with the Recreation Department on FY 2016 budget. Also discussed the issue of restructuring youth sports as mentioned by Lola Skolnik, PRAB chair, at work session with advisory group chairs. The Recreation Department is preparing a report and background materials on the matter. It is recommended the report be reviewed with PRAB prior to coming to Council. It is anticipated the report will be ready for the mid-March PRAB meeting, so it is recommended a work session not be scheduled on this topic until late March.
4. Included in Council's packet is the annual report of the Intergovernmental Network Community Coordinating Committee. Beverly Palau, Public Information Coordinator, was instrumental in its publication.
5. Participated in monthly COG CAO meeting. This one was done by conference call.
6. Assistant City Manager
  - a. Met with Department representatives to discuss FY 2016 Capital Project and Building Capital Reserve proposals.
  - b. Drafted bond bill fact sheet for Lake Dam project.
  - c. Prepared for and staffed a CRAB meeting on February 5.
  - d. Captain Kemp, Sgt. Lauer and I met with a representative of the Prince George's County Office of Emergency Preparedness.
7. Finance Department
  - a. Met with Planning Department to talk about FY15-16 Permit Fees.
  - b. Completed Revenue Estimates for FY15-16.
  - c. Attended two meeting with Recreation Department staff to discuss FY16 Budget.

8. Information Technology
  - a. Attended I-Net Full Committee Mtg – College Park
  - b. Meet with phone vendor re: possible system upgrade
  - c. FY2016 Budget preparation
  - d. Resolved a virtual private network issue
9. Held senior staff meeting. Introduced new volunteer coordinator, Alana Cole-Faber.
10. Prepared for regular meeting of February 9, and work sessions of February 2, 4, and 11.

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 February 6, 2015

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
<b>2015</b>						
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	
5	M & C Meeting	1/26	Report on why dog "Paris" was euthanized (petition).	2/28/15	Celia	
4	M & C Meeting	1/26	Join and publicize energy efficiency collaboration program.	4/30/15	David	
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	
<b>2014</b>						
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	
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.

NO.	REQUESTED BY	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
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.
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.
<b>2013</b>						
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.
<b>2012</b>						
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.
<b>2011</b>						
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.
<b>2010</b>						
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. Policy sent to Council (FYI) 11/7/14. Implemented January 2015.*
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)
<b>2009</b>						
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. Draft recommendation on 2/9/15 agenda.*

FY 2015  
Management Objectives &  
Capital Projects

As of January 16, 2015

<b>CITY COUNCIL</b>	
Set policy and direction for the city in accord with Council's goals.	
	<i>Ongoing.</i>
Represent the city's interests with federal, state and regional agencies.	
	<i>Ongoing.</i>
Meet regularly with major "stakeholders" in the city.	
	<i>Ongoing.</i>
Support efforts of federal, state and county to bring a new FBI headquarters to Greenbelt Metro Station area.	
	<i>Ongoing.</i>

<b>ADMINISTRATION</b>	
Manage city through difficult economic climate while maintaining quality services.	
	<i>Ongoing.</i>
Implement Council's goals and policies as identified in this document and in the Visioning document.	
	<i>Included in FY 2015 budget.</i>
Implement recommendations from the Organizational Assessment.	
	<i>Some were included in FY 2015 budget. Will be ongoing.</i>
Implement recommendations of the economic development consultant's study.	
	<i>Study submitted 9/30/14.</i>
Monitor legislative proposals at the county, state and federal level that can impact Greenbelt.	
	<i>Underway.</i>
Research performance management measures.	
	<i>No progress.</i>

## FINANCE

Provide high quality city services in a cost effective manner.

*Ongoing.*

Research and plan for a financial system upgrade.

*A "request for information" will be forwarded to several firms to determine an estimated cost of upgrading the current financial system.*

Review purchasing procedures to improve efficiency.

*No progress.*

Organize and host the annual health fair.

*Done 10/21/14.*

Implement electronic processing of payables and payments to vendors.

*Staff met with Columbia Bank representatives to begin process of accepting credit card payments for refuse collection and personal property tax.*

## INFORMATION TECHNOLOGY

Work with department(s) to make most effective and efficient use of IT resources.

*Will start after Help Desk position is hired and trained – Est 1<sup>st</sup> quarter 2015.*

Participate in cable television negotiations, leadership of county-wide Institutional Network (I-Net) and COG and MML IT groups.

*Ongoing participation.*

## PUBLIC INFORMATION

Participate in the negotiation of the cable franchise with Comcast. This will be done jointly for the County and municipalities.

*Public Information Coordinator and Director of Information Technology have been participating in the negotiations as part of the negotiation team. Some progress has been made concerning some of the major issues, but progress is slow. The City is now near the deadline to approve or disapprove the Comcast and Time/Warner merger, so the focus has been to come up with an agreement to approve the transfer. County and City representatives met with legal counsel this past week and have a final proposal to approve the transfer that will be presented to Comcast this week. Following the transfer, focus will then be back on the renewal. All parties involved will be meeting weekly to work towards an agreement.*

Explore transitioning the city's meeting agendas to electronic formats.

*City agendas have been posted to a user friendly platform on Granicus called I-Legislate for the past 3 or 4 months. Through this platform, the agendas and all of the necessary documents are available through a tablet, either I-Pad or Android by downloading the app. The app allows users to take notations and mark up the documents as needed. Discussions and questions concerning any of the materials can be addressed through email. Program will be presented to City Council soon so they may try it out.*

**Implement Citizen Service Request (Request Tracker) module of website.**

*Public Information has gathered information from most of the departments to incorporate into the module. Civic Plus recently provided a demonstration on how to implement the module. A mobile app component to the module, which was temporarily suspended by Civic Plus, is now once again being utilized. We will work on incorporating all of the information and making the module live sometime this quarter.*

Expand the use of the "Notify Me" component of the website.

*"Notify Me" is used by the Agenda Center to notify subscribers whenever an agenda or minutes have been posted for any Council Meeting or Advisory Committee or Board. It also notifies subscribers any time a calendar item is added to any of the calendar categories. There is an extensive subscriber list for Arts and another for Seniors. Other notifications that subscribers receive include weekly crime reports, recreation brochures, job postings and more. Residents are periodically reminded that they can register for "Notify Me" through ads posted on social media and News Review ads.*

Create a page on the city's website to provide locations, descriptions and rules for use of city playgrounds.

*Working with Alison Longworth and the Playground inventory, all city playgrounds have been listed with photographs, descriptions, surface descriptions, gps coordinates and rules in a section of the website.*

## GREENBELT MUSEUM

Research and plan for 2015 exhibit focused on Lenore Thomas entitled *The Knowing Hands That Carve This Stone: The New Deal Art of Lenore Thomas*.

*Applied for and received a \$5,000 grant from the Maryland Historic Trust through Maryland Milestones/ATHA, Inc. in support of the exhibition. Research and planning is wrapping up and exhibition design has begun. Work with a graphic designer is ongoing. Due to a delay in receiving actual funds, opening may have to be moved to March or April 2015.*

Prioritize and digitize a portion of the Museum's collection, focusing first on photographs.

*Digitizing the Museum's collection of photographs is ongoing. Additional resources from the archives are being identified for digitization. The 2014 Dorothy Sucher Memorial Intern has been assisting in this process.*

In conjunction with the Recreation Department, create a display of poster art developed as part of Federal Project One, the New Deal program which employed artists.

*Initial research into possible candidate posters for inclusion has been completed. Met with Chris Cherry to further discuss selection and potential framing mechanisms.*



## PLANNING

Complete renovations of Greenbelt Theater.

*Renovation is underway.*

Implement recommendations from Pedestrian and Bicycle Master Plan.

*Staff is working on striping plans for Hanover Parkway and Ivy Lane. Staff is working on a recommendation to share with the Advisory Planning Board on what projects monies budgeted this fiscal year should be allocated to.*

Complete phase 1 of Greenbelt Lake dam repairs.

*Dam repair plans are currently undergoing the permit review process with County and State agencies. Phase 1 work is expected to commence in Spring 2015.*

Plan for public improvements defined in the South Core covenants.

*No progress.*

Work with County, WMATA and Transit Riders United of Greenbelt to improve transit services.

*Staff shared information on South Core development with WMATA staff to allow them to evaluate future transit needs. Staff plans to engage the County in planning for South Core transit needs.*

Seek grant funding for pedestrian-bicycle master plan, “greening” of Cherrywood Lane.

*The Low Impact Development Center met with the Advisory Planning Board and GreenACES to discuss the scope of the project. The Low Impact Development Center is in the data gathering and preliminary design phases.*

Monitor development of Greenbelt Station South Core.

*Reviewed minor amendments to approved phase 1 and phase 2 detailed site plans including monitoring road construction, lighting and tree planting. Currently working with the developers to implement trail connection concept plans. Began review of submitted detailed site plans for phase 3 of the project. Reviewing certified plan sets for Verde apartment complex.*

Develop standards for “green/complete” streets.

*Continue to work with the Low Impact Development Center on a concept design for Cherrywood Lane which will provide guidance on developing city wide standards.*

## COMMUNITY DEVELOPMENT

Inspect at least 25% of all rental units per year.

*As a result of reduced staffing, inspection priorities have been established. Highest priority will be given to "hot list" cases (critical complaints requiring additional time and attention), complaints and vacant/foreclosed properties. Additional focus will be paid to windshield/neighborhood inspections. Administrative inspections (those associated with licensing) will be inspected based on random sampling. These new priorities will focus inspection resources at points of greatest need.*

Work with City Solicitor to prosecute code violations and ensure necessary property repair at Roosevelt Center.

*Major code violations have been abated although settlement of fines remains open.*

Implement a priority system for property maintenance and code enforcement complaints.

*See above discussion on inspections goals.*

## ANIMAL CONTROL

Develop proposal to address "not adoptable" animals at the shelter.

*Underway.*

Map and census of feral cat colonies.

*No progress.*

Aggressively prosecute animal cruelty and neglect cases.

*Ongoing.*



**POLICE**

Manage the transition/retirement of long-term employees.

*Underway – recruits hired and placed in basic entry level academies in Howard County and the Maryland Police and Corrections Training Commission.*

Review and update the City's Emergency Operations Plan.

*Completed in September 2014.*

Civilianize Office of Professional Standards.

*Position filled November 17, 2014.*

## PUBLIC WORKS ADMINISTRATION

**Manage theater renovation project and oversee Phase 1 of Greenbelt Lake dam project.**

*Currently providing construction and project management of theater renovation project. Greenbelt Lake dam project has yet to start.*

Manage and reduce the city's energy consumption in line with state and COG goals (10% lower than 2005 level by 2012, 20% by 2020 and 80% by 2050). Through calendar year 2013, the city's carbon footprint has been reduced 51%, largely due to wind credits.

*Implementing energy saving work is ongoing. The scope of work has been identified in each City building. Will be reported/detailed in FY 2016 budget.*

As required by the city's participation in the Maryland Smart Energy Communities program, reduce electricity usage by 15% by 2017 compared to 2012. Usage was reduced 8% through 2013.

*With the help of a \$63,935 (round 1) MEA grant, fixtures were changed at the Indoor pool, Springhill Lake Recreation Center gym and Youth Center gym, among others. Energy policies are in place and enacted to comply with the grant requirements. The more energy efficient fixtures will translate in lower energy consumption for those facilities. Round 2 of the MEA grant program was approved for \$80,000 this fiscal year. The Action Plan has been submitted to MEA for approval. The Action Plan must be approved before work can begin. Applications for Round 3 of funding were submitted in December.*

Energy efficiency initiatives for FY 2015 will include upgrading the HVAC system at the Community Center, replacing the roof at the Aquatic and Fitness Center and installing more efficient interior lighting in the Police Station.

*Mechanical Engineer working on plans for HVAC work at the Community Center. Plans and pricing for replacing the Aquatic and Fitness Center Kalwall roof have been received and approved by Council. Draft copy of RFP for replacement of flat roofs that transition into Kalwall has been completed. Awaiting final project schedule before issuing RFP.*

Support the Greenbelt ACES in implementing its Sustainability Master Plan for the city.

*The City became Sustainable Maryland Certified in September, achieving the second highest score of all Municipalities in the State.*

*The Sustainability Framework Document is a living document and each year we will have related MBO's. This fiscal year we are upgrading to LEDs in various buildings, continuing to explore opportunities to install solar panels at the Public Works and Springhill Lake Rec Center buildings; we installed pervious permeable pavers in the parking lot at the Springhill Lake Rec Center; we will continue to support the Three Sisters Gardens and the Food Forest Projects; we will continue generating awareness of recycling, diversion, reusing; we will continue to green our cleaning products; and we will support the Planning department with the implementation of the Pedestrian and Bicyclist master plan.*

Provide opportunities for Public Works staff to stay current on issues and codes related to their fields of expertise.

*In house training of all employees in stormwater pollution prevention; Organic Turf and Landcare Training; Trash Summit – Alice Ferguson Foundation; ICC building code training Various COG meetings; Sustainability Workshop.*

Reduce electricity consumption by 15% by 2017 (goal set as part of city's participation in Maryland Smart Energy Communities program).

*Same as above. Repeat MBO.*

## MULTI-PURPOSE EQUIPMENT

Look for opportunities to incorporate alternative fuels into the fleet.

*A hybrid vehicle was purchased for Planning and Community Development. The Police Department has received four hybrid vehicles for Administrative Staff and Detectives which are now in service.*

## STREET MAINTENANCE

Using information from the 2013 street tree inventory, focus tree planning efforts on street trees.

*Staff and ACT are evaluating the data and making recommendations for future plantings. Work has not begun on hiring of consultant to develop Tree Master Plan.*

Check every centerline, crosswalk, stop line and other street markings annually to ensure appropriate safety levels.

*All yellow curbs were painted in Franklin Park and in the Lakeside neighborhood. Five crosswalks were re-done in thermoplastic. In the Spring, painting all parking lots in and around Roosevelt Center will be done.*

Upgrade traffic control signs in compliance with the Manual of Uniform Traffic Control Devices (MUTCD) by 2018.

*Inventory of signs completed. Upgrading of signage to new reflectivity requirements is ongoing. All stop signs and speed limit signs have been replaced. Parking signs being replaced this fiscal year.*

## FOUR CITIES STREET CLEANING

Provide high quality street cleaning service to the Four Cities Coalition.

*Ongoing.*

Sweep all City streets a minimum of six times per year.

*Ongoing.*

Meet semi-annually with the other communities to review operations and potential efficiencies.

*Ongoing.*

## WASTE COLLECTION

Increase the amount of waste stream which is recycled to 63% by 2017.

*Ongoing.*

Promote recycling to customers and the community to expand knowledge and participation of recycling.

*Recycling information is posted on the City's Facebook, website and other social media. One next step in waste diversion is composting. We are setting up a compost program at the Community Center using the compost bin located at the Three Sisters Garden site for food scraps and for senior meal program leftovers.*

## ROOSEVELT CENTER

Maintain the Center as an attractive community gathering place and as a focal point of outdoor festivals and music.

*We continue to maintain the Center as a great meeting place for citizens and visitors. We will be pruning the Zelkova and London plane trees in the spring and the missing London plane trees were planted in Spring 2014.*

## PARKS

Build new playground adjacent to Belle Point, if Community Parks and Playgrounds Grant is approved.

*Playground installed December 2014. Walkway into playground from right-of-way still needs to be completed.*

Using the data gathered from the street tree inventory and Remnant Woods Evaluation, develop a tree master plan.

*No progress. RFP to be written to hire Consultant in the next four months.*

Conduct a National Public Lands Day activity to support the City's green ecosystem.

*Event was held in September at Schrom Hills Park. The event was very well attended. Native plants were planted, invasive weeds were removed and litter was picked up.*

Conduct an Earth Day event to improve the natural environment involving the community.

*Event to be held in Spring 2015.*

Partner with Chesapeake Education Arts and Research Society (CHEARS) for a third year of sharing a Volunteer Maryland Coordinator.

*New VMC started work in October. Work program has been established.*

## GREENBELT CONNECTION

Provide high quality, reliable and responsive service to the Greenbelt community.

*Ongoing, everyday commitment.*

Participate in the annual meeting of city seniors to answer questions, provide information and to hear their concerns in an effort to enhance the quality of transportation service.

*We are continuing to work with Greenbelt CARES and the Recreation Department to improve services.*



## CARES

Research history and availability of trade and technical education in the County.

*No progress.*

Evaluate current level of staffing and explore options to develop a clinical supervisor position.

*Director has drafted a memo regarding this. Information collected from College Park and Bowie Youth Service Bureaus regarding their clinical director positions.*

Provide a two tier GED program to meet the varying skill levels of students.

*In January 2015, expanded class in Municipal Building to two (2) classes per week. Continued providing a GED class at the Springhill Lake Recreation Center.*

Offer tutoring programs to Greenbelt families and those in surrounding areas of Prince George's County.

*Drop-in tutoring program meets on Saturday mornings from 10-12 at the Springhill Lake Recreation center. Tutor student matches are made as the requests are placed.*

Align GED program with new web based requirements including incorporating computer skills into the curriculum.

*GED Coordinator has attended trainings to understand new requirements and has begun to incorporate them into her program. Students are able to use 2 laptops purchased for the GED program to practice computer skills, conduct research, and become familiar with new test. Students can also use the Computer Lab during Saturday tutoring or other scheduled lab times.*

If approved, work with Volunteer Maryland Coordinator to expand and coordinate volunteer opportunities in the community.

*Have selected a Volunteer Coordinator who is scheduled to begin mid-January.*

Continue to identify EBP models that will benefit clients and enhance our ability to serve them effectively.

*CARES offices have been updated to accommodate videotaping and communication needs of Parent Child Interactive Therapy (PCIT). Staff therapists are receiving on-going training/supervision in the model. PCIT targets young children (2-7 years) demonstrating behavioral problems. PCIT is an EBP and will enhance CARES ability to serve families with very young children.*

Work with the Maryland Association of Youth Services Bureaus in offering statewide trainings for such EBP models.

*Continue to work with MAYSB to identify EBP models.*

Respond to crises and provide follow-up services to victims of crisis and crime.

*Ongoing. Crisis Intervention Counselors continue to offer these services.*

Offer an array of internship opportunities to graduate and undergraduate students to expand their education while also meeting the needs of Greenbelt residents.

*Currently have interns from University of Maryland School of Social Work and Department of Family Studies, Walden University, George Mason University, George Washington University, Loyola University, Uniform Services University of the Health Sciences, and American University.*

## ASSISTANCE IN LIVING

Provide an array of information and referral, case management and counseling services to seniors and disabled adults.

*Ongoing.*

Establish a waiting list protocol for Greenbelt seniors and disabled residents for counseling services and case management services through the GAIL program.

*Complete.*

Expand the Case Manager's ability to supervise interns.

*Complete. Case Manager attended Field Instruction Training offered by Catholic University School of Social Work.*

Seek additional partnerships with universities to provide nursing services to residents.

*Currently pursuing Prince George's Community College School of Nursing.*

Coordinate Vision Van program and other resource programs to be available simultaneously.

*Complete. On November 9, 2014 Christal Batey was awarded the Eugene McCrary Award for exemplary doctors, and advocates of the profession of optometry, at the Maryland Optometric Association Annual Meeting. This is the first time that the award was given to someone other than a Politician or doctor.*

Research potential for affordable senior housing.

*Since last attending the Mayor's meeting with Enterprise Community Partners, no further work has been completed.*

## SERVICE COORDINATION PROGRAM

Provide case management and informational services to residents.

*Ongoing. Service Coordinator continues to work with Green Ridge House residents and to provide assessments to ensure needs are being met.*

Have the Service Coordinator receive her Case Management Certification.

*Complete.*

Upgrade the case management software from Procor to ASCC on-line.

*Complete.*

## RECREATION ADMINISTRATION

Implement Healthy Eating Active Living (HEAL) strategies throughout the city.

*Working with vending machine contractor used in Department facilities to enhance choices for healthy snacks available. Also working on implementing a breakfast program for all children enrolled in the before care/camp programs beginning Summer 2015.*

Work with Planning & Community Development staff in developing a master plan for recreation amenities in Greenbelt West.

*Continuing to meet and share ideas. As development in Greenbelt West progresses, staff will become more involved.*

Along with advisory boards, conduct a review of the city's contribution group process.

*Staff has met to discuss new policies and plan for implementation. Draft recommendation is being finalized.*

Undertake review of department's business model including comparison with neighboring Recreation Departments.

*In progress. Contacting area jurisdictions to solicit fee structures for various program and facility rental fees.*

Expand the Department's utilization of social media outlets.

*Ongoing. City website was recently updated with information on City playgrounds including GIS location, street address, photographs, age appropriate users, surfacing materials, etc. Staff met with Capital Office Park and Trade Center staff and are working towards electronically distributing our camp program information to their employees.*

## RECREATION CENTERS

Draft a plan to enhance security in Centers.

*AED equipment was purchased and installed at the Youth Center and the Springhill Lake Recreation Center. Additionally, all non-classified staff and many full-time staff have been trained in AED, Standard 1<sup>st</sup> Aide, and CPR. Staff is evaluating other safety and security measures such as panic buttons, security cameras, etc.*

Operate the Centers every day of the year. The Youth Center is open Monday through Friday, 3 p.m. until 9:45 p.m., Saturday 9 a.m. until 9:45 p.m., and Sunday, 1 p.m. until 9:45 p.m. The Springhill Lake Recreation Center is open Monday through Friday, 2 p.m. until 9:45 p.m., Saturday, 9 a.m. until 9:45 p.m., and Sunday, 1 p.m. until 9:45 p.m.

*Ongoing.*

## AQUATIC & FITNESS CENTER

Manage the roof replacement project.

*Working with roof manufacturing company to finalize particulars for the work. Council was briefed in December 2014.*

Research potential for installation of splashpad play area.

*Investigating the possibility of using our existing infra-structure versus putting in a complete new system. Participated in 3 webinars detailing the planning and installation of splash pads. Communicated with vendors to better understand opportunity.*

Replace existing lighting fixtures with energy efficient LED fixtures.

*All the lights have been installed for the Indoor Pool. Harvesting sensors have been placed on lights over the indoor shallow pool.*

Expand programming in line with Get Active Greenbelt and Healthy Eating Active Living initiatives.

*Currently working on healthier items being placed in vending machines for the facility. A daytime Deep Water Aerobic Exercise class was added to the schedule, meeting 3 days a week at 1pm, and an Aquacize class meeting 2 days a week at 7 pm.*

## COMMUNITY CENTER

Complete heating and cooling system upgrade project.

*City Council approved contracting with Mendoza & Ribas Engineering for HVAC specs.*

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

*Ongoing.*

Research grant opportunities to make improvements to historic aspects inside the Center.

*Continuing to research grant opportunities.*



## GREENBELT'S KIDS

Develop and implement Summer Camp at the Springhill Lake Recreation Center for Summer 2014.

*A modified summer camp program was advertised and offered for Summer 2014, but was cancelled due to lack of registration. The camp was \$100 for 4 weeks and camp hours were 9am-12pm.*

Pulling from our camp clientele, revamp and market our School's Out program in an effort to increase participation.

*Reintroduced field trips to the School's Out day offerings. Each quarter, the School's Out days will include at least one field trip. To date, two days have been offered with a total of 36 participants, 9 more than last year.*

## THERAPEUTIC RECREATION

Following the success of last year's fashion show, look to offer more similar activities which could raise funds for senior activities.

*The Taylor Marie Fashion Show held in September as part of the Active Aging Week, once again was well attended. The Senior Center received \$200 from the proceeds of the sale (10% of purchases).*

*The first Contra Dance, co-sponsored with the Folklore Society of Greater Washington, was held on October 4. There were 88 participants, and raised \$265. The next Contra Dance is scheduled for February 7 at the Community Center.*

## FITNESS & LEISURE

Explore the potential of creating Groupon/Living Social type programming.

*No progress.*

Develop a swing dance course and related events for teens and adults.

*New 'hand dance' adult classes are being offered at the Community Center starting Winter 2015.*

Explore the feasibility of offering additional 5k family fun runs and walks throughout the year with different themes as part of the Get Active/HEAL initiatives.

*Introducing the Runnin' with the Rec' series of family fun runs/walks. Each race will be run at a minimal cost to the City and registrants. Each year, the series will include 4-6 events.*

## ARTS

Implement Public Arts policy.

*Staff is supporting the Three Sisters Gardens public art/signage initiative spearheaded by CHEARS and alight dance theater, with a goal of commissioning artwork for Greenbelt East, West, and Center in 2015. A draft artist's contract for CHEARS review has been received.*

Collaborate with the Greenbelt Museum on a project to highlight the New Deal Federal Theater project and its impact on the Greenbelt legacy.

*Nearing completion on the research phase of this project, including review of the News Review and FTP archives and collection of poster images.*

Explore partnering with Roosevelt High School in performing arts.

*Reached out to ERHS in promoting stagecraft internship opportunities during the summer of 2014, in conjunction with Creative Kids Camp. Prior to the beginning of the school year, the Recreation Department and ERHS drama department consulted and successfully coordinated their production and performance schedules in order to avoid conflict and maximize opportunities for teen participation in both venues. The Recreation Department loaned props to the ERHS drama department for its production of The Crucible.*

## SPECIAL EVENTS

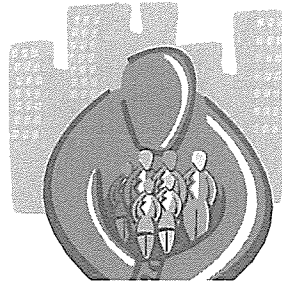
Offer special events that build on Greenbelt's sense of community.

*See TR section on Contra Dances above.*

Coordinate and implement a summer/fall outdoor movie series.

*Complete.*

## CITY NOTES



## Greenbelt CARES

Week Ending February 6

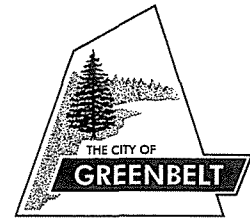
Judye Hering gave a presentation to Dr. Carolyn Molden Fink's Diversity and Disability in the Community class on Thursday, January 29, at the University of Maryland. The purpose of the class is to introduce students to a variety of disabilities and show how they impact people's successful/unsuccessful lives. Students will also volunteer to be tutors and mentors in CARES' Vocational/Educational Program.

The Dispute Resolution and Managing Anger group began on Monday, January 26. The group is run by CARES Interns Carrie Campbell and Kelly Brown and has five participants. The group is off to a great start discussing anger histories and alternative ways to handle anger for better future outcomes!

During the month of January, 13 families on average were seen for counseling at CARES. Fifty-four individuals on average came on a weekly basis among whom twenty were 18 years of age and younger. The CICs (Crisis Intervention Counselors) saw nine clients.

# WEEKLY REPORT

Planning and Community Development  
Week Ending: Friday, February 6, 2015



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

## **CODE ENFORCEMENT**

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**Commercial Properties:** Greenway Shopping Center and Capitol Office Park were inspected.

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**Apartments:** GDC Parkway apartments were re-inspected.

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**Rental Property:** Seven rentals were annually inspected; and  
One rental was re-inspected.

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**Permits:** Thirteen permits were issued for townhome construction Greenbelt South Core, new tenant fit-out, retaining wall, electrical, and a fire alarm.

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**Complaints:** Five complaints were logged regarding a dog attack and graffiti painted on rear yard fences of property.

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**Windshields:** 7903 thru 7909 Greenbury Drive, Green Walk Court, and Good Luck Road were observed.

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**Animal Control:** One dog running at large was impounded;  
Two kittens trapped are now available for adoption;  
Two cats were surrendered by owners;  
Removed carcass of a bird from resident porch;  
Four cats and one dog were adopted; and  
Free spay neuter program for at need residents began this week.

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**Meetings:** Staff Attended:  
Senior Staff meeting.  
Staff Met With:  
Assistant City Manager to discuss Capital Projects budget;  
Public Works staff to discuss City signage;  
Brian Burg of Franklin Park to discuss Code requirements for abatement of violations for rodent/insect infestation;  
Michael Hueston, Mack Cali Property Manager, regarding licensing requirements for commercial properties on Ivy Lane; and  
Greenbelt Station South Core Developers to discuss WMATA Metro Trail project, main park concept plan, staff comments to Phase 3 DSP, and various other details of the project.

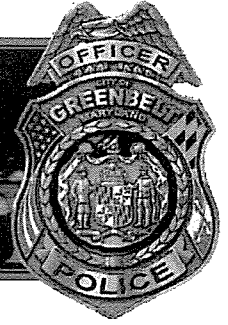
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**Planning Projects:** *Responded to zoning inquiries;  
Reviewed applications for vacant administrative assistant position;  
Prepared agenda materials for Strathcona Apartments application to become a certified nonconforming use;  
Reviewed County zoning re-write materials;  
Reviewed payment request for Safe Routes to School Springhill Drive project;  
Worked with Beltway Plaza representatives to identify unlawful signs;  
Coordination of updated cost estimates for the Dam and Lake Project;  
Prepared agenda, minutes, and supporting documents for Advisory Planning Board meeting;  
Greenbelt Station South Core – Prepared permit revenue estimates, issued Verde retaining wall permit, Verde Apartments – comparison of Detailed Site Plan revisions with original approvals in anticipation of Council work session;  
Worked on Speed Sentry consolidated report; and  
Worked on updates to and prioritization for implementation of Pedestrian and Bicycle Master Plan.*

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**Other Items of Interest:** *In service training with new staff inspector Anthony Crump; and  
Selected training sessions for APA Conference.*

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## CRIME REPORT

FEBRUARY 4, 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](http://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

02/03	Unit block of Crescent Road. Identity Theft. Unknown person(s) used the victim's personal information to file a state tax return, in an attempt to receive money that was intended for the victim.
6:00 P.M.	

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

01/29	6100 block Breezewood Court. Theft. Cash, a video game player and video games were taken from a residence. A victim stated that several maintenance workers were left alone inside the apartment to do work.
5:31 P.M.	

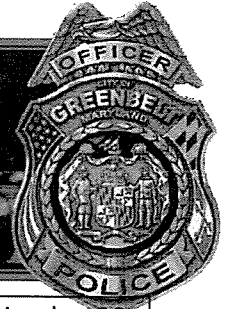
01/30	5900 block Cherrywood Terrace. Trespass arrest. Eddie Williams Thomas, 64, of Landover, MD was arrested and charged with Trespass after he was found on the grounds of Franklin Park apartments after having been banned from the complex by agents of the property. The suspect was released on citation pending trial.
2:40 A.M.	

01/31	Area of Kenilworth Avenue and Cherrywood Lane. DWI/DUI arrest. Susan Garcia, 23, of Greenbelt 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.
4:20 A.M.	



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# GREENBELT POLICE DEPARTMENT



02/01 1:07 A.M.	Area of Greenbelt Road and Cherrywood Lane. DWI/DUI arrest. Francis Xavier Hamby, 20, of La Plata, 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.
01/31 4:15 P.M.	9100 block Edmonston Road. Vandalism. The victim advised that juveniles had thrown an unknown object at her bedroom window, shattering it. The suspects are described as a Latino male, 5' to 5'2", with a thin build, wearing yellow jacket; a black male, 5' to 5' 2", with a thin build, wearing glasses and an unknown male, 5' to 5' 2", with a thin build.
02/03 4:10 P.M.	5700 block Cherrywood Lane. Counterfeit money. A counterfeit bill was passed at the Shell FoodMart.
02/04 7:30 P.M.	6200 block Springhill Court. Identity theft. The victim advised that unknown person(s) used the victim's personal information to file a state tax return, receiving money that was intended for the victim.

## GREENBELT EAST/GREENWAY SHOPPING CENTER

02/02 8:00 A.M.	6500 block Springcrest Drive. Theft. A stove was taken from a vacant residence.
02/03 3:00 P.M.	7400 block Morrison Drive. Assault. The victims advised that they were walking down the street when they observed two females and a male walking nearby. The one of the victims said something inappropriate to the females, at which time the male assaulted both victims, punching them. One of the victims was transported by fireboard to Doctor's Community Hospital for treatment of his injuries. The second suspect refused treatment for minor injuries. The suspect is described as a black male, 5'7" to 6'2" with a thin build and short black hair, wearing a black jacket and black jeans.

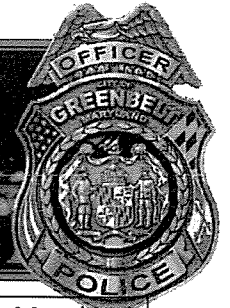
### Automotive Crime - City Wide

01/29	6700 block Village Park Drive. Theft from auto. A rear tag, Florida CYJJ21, was taken from a vehicle.
01/31	6000 block Cherrywood Court. Stolen vehicle. A green 1996 Honda Accord 2-door, Maryland tags 1BV4972.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# GREENBELT POLICE DEPARTMENT



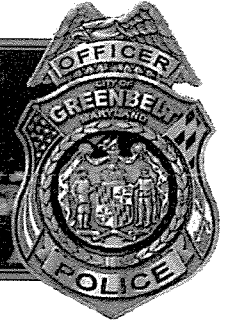
01/31	6000 block Greenbelt Road. Stolen vehicle. A blue 2000 Chevrolet Tahoe SUV, Maryland tags 701M779.
02/02	7800 block Somerset Court. Theft from auto. A rearview camera was taken from the rear tag area of a vehicle.
02/03	7900 block Brooks Place. Stolen vehicle. A green 2006 Chevrolet Tahoe SUV, Maryland tags 6BH6336.
02/03	A 1997 Honda Civic 2-door, reported stolen January 5 <sup>th</sup> from the 7400 block of Morrison Drive, was recovered this date by the Prince George's County Police Department in the 5600 block of Ruatan Street, Berwyn Heights, MD. No arrests were made.
02/04	9100 block Edmonston Terrace. Theft from auto. Unknown person(s) broke into the locked storage topper of a pickup truck and removed construction tools.
02/04	9100 block Edmonston Road. Theft from auto. Unknown person(s) broke into the locked storage locker of a pickup truck and removed a metal bending device.
02/04	9100 block Edmonston Terrace. Theft from auto. Unknown person(s) removed a generator from the bed of a pickup truck.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**



# GREENBELT POLICE DEPARTMENT



## CRIME REPORT TALLY SHEET

WEEK OF FEBRUARY 4, 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.

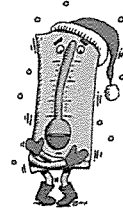
<u>GENERAL CRIMES</u>		<u>GENERAL CRIMES (CON'T)</u>	
Carjacking		Animal Bite (Stray cat; impounded)	1
Rape (Suspect is known to reporting person)	1	Disruption of School Activities	
Armed Robbery		Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery		Emergency Commitment Petition	
Attempt Strong Armed Robbery		Missing Person	
Burglary		Fraud	2
Attempt Burglary		Unattended Death	
Assault	1	Alcohol Violation	
Domestic	2	False Report	
Drugs		Harassment	
DUI/DWI	2	Field op (suspicious person)	5
Theft	4	Notification for other agency	
Vandalism	1	Sex Offense (Suspect known to victim)	1
Child Abuse	1	<u>VEHICLE RELATED CRIMES</u>	
Identity Theft	2	Stolen Vehicles	3
Trespass	1	Recovered Stolen Vehicles	1
Disorderly Conduct		Recovered Stolen Tags	1
Failure to Obey Lawful Order		Theft From Vehicles	5
Credit Card Offense		Attempt Theft From Vehicles	
Threats	1	Attempt Theft of Vehicle	
Counterfeit Money	1	Vandalism to Vehicles	
Suspicious Person		Accidents	8



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

# *Department of Public Works*

## *Week Ending February 6, 2015*



### **ADMINISTRATION**

- Jim Sterling continued project management and oversight of the theater project.
- Jim Sterling met with Gardiner and Gardiner regarding change orders and project completion.
- Jim Sterling and Richard Fink attended the Senior Staff meeting.
- Jim Sterling and the Assistant Director of Planning met with WSSC regarding the possible relocation of a water line on Ridge Road at the water tower.
- Jim Sterling and Richard Fink attended the Capital Projects meeting.
- Richard Fink hosted a Refuse and Recycling meeting.
- Richard Fink attended a Recreation and Parks grant planning meeting.
- Jim Sterling met with the Police Department regarding the installation of a new surveillance camera.
- Jim Sterling, Richard Fink and Luisa Robles met with the VMC Coordinator and other Public Works employees regarding the GIS Adopt-Tree and Bench project.
- Jim Sterling and Luisa Robles attended a solar meeting at the Municipal Building along with David Moran, Konrad Herling and Steve Skolnik (representing the Green Team) regarding solar products.
- Jim Sterling held a supervisors meeting.
- Jim Sterling and Richard Fink conducted several employee evaluations.
- Richard Fink assisted with the installation of biodegradable tree fencing in Buddy Attick Park.
- Jim Sterling and Richard Fink conducted staff orientation on the new refuse truck.

### **STREET MAINTENANCE/SPECIAL DETAILS**

- Checked for graffiti and took down unwanted signs.
- Continued repairing potholes around the city.
- Continued removing concrete bases from an old fence on Cherrywood Lane.
- Assisted with loading up the electronics collected from Electronic Recycling day.
- Repaired the traffic light on Hanover Parkway and Ora Glen Drive.
- Pushed debris at the Northway Fields compost site.
- Salted icy spots each morning.
- Hung Little League banners.

### **HORTICULTURE/PARKS**

- Continued picking up Christmas trees at designated sites.
- Applied salt on sidewalks and parking lots where needed.
- Removed graffiti from a bulletin board at the Braden Field tennis courts.
- Removed leaves on Mandan Road medians on the Eleanor Roosevelt High School side of the road.

### **HORTICULTURE/PARKS (Cont'd)**

- Met with the grass cutting contractor.
- Spread wood chips at the Buddy Attick Park playground entranceway to the large climber piece of equipment where new surfacing material was installed this week.
- Assisted with refuse collection.
- Pruned trees on Ora Glen Drive.
- Removed downed trees on Ridge Road and the Schrom Hills Park foot path.
- Continued work at the Greenbelt Theater.

### **REFUSE/RECYCLING/SUSTAINABILITY**

- Collected 28.83 tons of refuse and 12.86 tons of recyclable material.
- Attended a meeting to talk about signage at the Springhill Lake Recreation Center and other locations in the City.
- Attended a Dynamic Governance class.
- Attended a GIS meeting with several others to give guidance to CHEARS intern, Erin, regarding the memorial trees and benches project she is about to undertake.
- Received tree shelters for testing from "EcoDepot, LLC", one of the firms we met at the Green Vendor's Fair organized by COG last week. Erin will make use of them along with volunteers.

### **FACILITIES MAINTENANCE**

- Repaired plumbing in a men's restroom in the Community Center.
- Replaced several lamps in city light poles with the bucket truck.
- Repaired two locks in the mechanical room at the Aquatic & Fitness Center.
- Performed preventative maintenance on HVAC units in all City buildings.
- Continued painting at the theater.
- Finished installing the canopy lights at the theater.
- Assisted the contractor with performing the annual fire alarm system inspections in all City buildings.

# **Greenbelt Recreation Department**

## **Weekly Report**

Week Ending February 6, 2015

### **ADMINISTRATION:**

- Met with Public Works regarding a possible grant opportunity being offered through NRPA.
- Preparing materials (on youth sports and updates to the Buddy Attick Master plan) for the next PRAB meeting scheduled for February 18 in the Community Center.
- Staff will be attending the PRAB training (on filling out the Contribution Group application) scheduled for Monday, February 9 at the Community Center.
- Director attended a class at the Community Center in preparation of a team-building/workshop for the department.
- Interviews for the Recreation Supervisor are schedule for next week; over 96 applications were received for this position.
- Attended the Department Head meeting.
- Met with the City Manager and City Treasurer to review department budgets.
- Met with Assistant City Manager to review Capital Projects and Building Capital Reserve budgets.
- Held department meetings to review budget.
- Scheduled fire inspection for the Youth Center.
- Prepared Certified Park and Recreation Professional renewal application.
- Worked on various items related to capital projects.

### **YOUTH CENTER/ SPRINGHILL LAKE/PARK RANGERS:**

- Resident camp registration began Monday.
- An email blast was sent out regarding next week's Schools Out Day to Sky Zone. Registration more than doubled in 24 hours after the email blast.

### **AQUATIC AND FITNESS CENTER:**

- Working on final proposal to purchase 12 new pieces of weight equipment for the fitness wing.
- GAFC is conducting its annual survey from January 27 through February 9. Paper copies are at the front desk.
- Continued taking pictures and printing employee ID cards. Four departments have been issued ID badges.
- Registered to attend "Healthy Vending –A Low-Cost Strategy to Improve Community Health" workshop in February.
- Prepared certificates for honor roll students at Greenbelt Elementary School to receive a discount on children's group swim lessons.
- Prepared job descriptions recruiting Lifeguards, Pool Managers, Swim Lesson Instructors, and Water Safety Instructors and had HR post them on various sites.

### **ARTS:**

- An Artful Afternoon was held on Sunday, February 1. The Community Center gym was packed with an intergenerational audience for an energetic performance by the young acrobats of Skyview Gymnastics. Additional activities included a rainstick craft workshop with Artist in Residence Loraine DiPietro, Artists in Residence and GATE studio open houses, and gallery and Greenbelt Museum exhibits.
- Assisted CHEARS with the preparation of contracts for the artists selected for their Three Sisters Demonstration Gardens public art/signage project.
- A second Social Paint Night in a new series will be held Friday evening.
- Preparations are underway for a special weekend ceramics workshop in March with guest artist Matt Hyleck.
- Continued to support the production needs of the Winter Youth Musical.
- Staff is supporting the Greenbelt Arts Advisory Board with their consideration of a proposal for a tree carving, the further development of their proposed public arts policy, and preparations for their review of Recognition and Contribution Group applications for FY 2016.

- 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.

### **THERAPEUTIC RECREATION:**

- A new Pickleball class started on Monday to determine if there is enough interest to invest in newer Pickleball equipment. This class took place on Monday and Thursday at 2:30 and will run Monday and Thursday next week as well. Eleven people have registered, eight attended on Monday, and seven attended on Thursday.
- The Golden Age Club had their business meeting on Wednesday.
- An email blast was sent out on Wednesday to advertise the upcoming Explorations Unlimited speakers, the trip to Toby's to see the Addams Family, and the Contra Dance that is on Saturday night in the Community Center Gym. These emails are working as tickets for the Addams Family are selling and attendance at Explorations is improving.
- The SAGE classes begin on Monday and TR staff and office staff have been working together to compare the college rosters with the Recreation rosters to make sure all are enrolled on both. The first session of the Spring French cooking class had to be cancelled due to low enrollment. Hopefully the second session scheduled to begin in April will have enough students.
- The Explorations Unlimited speaker on Friday was Karen Bryant from Hospice on the Chesapeake. She is speaking about Health Care Options.
- Please join us for the Contra Dance, Saturday, February 7, 6:30pm at the Community Center Gym. \$10 fee per person at the door.