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May 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	01 Greenbelt Theatre Opens! Free Senior Legal Clinic	02 Shredding Day, 9am-12noon, Center Parking Lot Memorial Trees and Memorial Benches GIS Workday Bostwick-A historic Bladensburg home, 10am Contra Dances
03 River to Rockets Bike Rally, 10am Artful Afternoons	04 Budget Work Session - Recreation, 7:30PM, MB	05 Arts Advisory Board, 7PM, CC Public Safety Advisory Committee, 7pm, CC Nutrition & Education Program: Optimal Digestion Free Carotid & Peripheral Artery Screening	06 Budget Work Session - Contribution Groups, 7:30PM, CC	07 Free Produce Distribution Free Produce Distribution	08 Spring Skate Series	09 Green Man Festival Volunteers 11th Annual Green Man Festival Kitten Shower Nutrition & Education Program: Nutrition & Food Basics 101 Nutrition & Education Program: Mindful Eating
10 Green Man Festival Volunteers Greenbelt Farmers Market-Opening Day 11th Annual Green Man Festival	11 Youth Advisory Committee, 4:45pm, ERHS Reception for ACE Students, 7:30PM, MB Regular Meeting/ACE Student Awards, 8PM, MB	12	13 Advisory Planning Board; 7:30pm-9pm; CC Room 114 Budget Work Session - Final Budget Review, CC, 8:00PM	14	15 Bike to Work Day 2015	16 Fostering Kittens Workshop Public Works Open House Celebration of Spring
17 Greenbelt Farmers Market Nutrition & Education Program: To Be or Not to Be Vegetarian, Gluten Free, Raw and Everything in Between Nutrition & Education Program: Food as Medicine	18 Budget Work Session - Green Ridge House, 7:30PM (Green Ridge House)	19 Advisory Committee on Trees, 7pm, PW Nutrition & Education Program: Optimal Digestion	20 Parks and Recreation Advisory Board, 7:30pm, CC Work Session, TBD, 8PM (CC) Aging in Place Plan Workshop, 1pm, MB Creating your Aging in Place Plan Workshop	21 Nutrition & Education Program: Participants Pick a Topic	22 World Biodiversity Day - BioBlitz Workday	23
24 Greenbelt Farmers Market	25 City Holiday - Memorial Day	26 Advisory Committee on Education, 7:00pm, MB Advisory Committee on Environmental Sustainability, 7:30pm, CC Regular Meeting/2nd Public Budget Hearing, 8PM, MB	27 Senior Citizens Advisory Committee-- 7:00 PM, CC Advisory Planning Board, 7:30pm, CC Work Session - Transit, 8PM (CC)	28 Forest Preserve Advisory Board 7pm, CC	29	30
31 Greenbelt Farmers Market	01	02	03	04	05	06

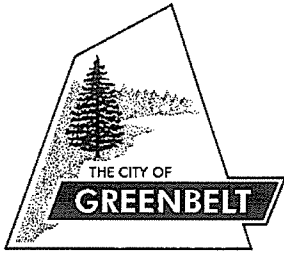


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June 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	<b>01</b> Work Session - TBD, 8PM, MB	<b>02</b> Arts Advisory Board, 7PM, CC Public Safety Advisory Committee, 7pm, CC	<b>03</b> Work Session - TBD, 8PM, CC	<b>04</b>	<b>05</b>	<b>06</b> Not For Seniors Only, 1pm, CC National Trails Day: Trail Cleanup Pet Expo Block Party 2015
<b>07</b> Greenbelt Farmers Market Artful Afternoons	<b>08</b> Regular Meeting/Budget Adoption, 8PM, MB	<b>09</b>	<b>10</b> Advisory Planning Board; 7:30pm-9pm; CC Room 114 Work Session - TBD, 8PM, CC	<b>11</b>	<b>12</b> Spring Skate Series	<b>13</b>
<b>14</b> National Pollinator Week Kick-Off Celebration Greenbelt Farmers Market	<b>15</b> Work Session - TBD, 8PM, MB	<b>16</b> Pollinator-Friendly Planting Workshop	<b>17</b> Parks and Recreation Advisory Board, 7:30pm, CC Work Session - TBD, 8PM, CC	<b>18</b> Butterfly Monitoring Workday	<b>19</b>	<b>20</b>
<b>21</b> Greenbelt Farmers Market	<b>22</b> Regular Meeting, 8PM, MB	<b>23</b> Advisory Committee on Education, 7:00pm, MB Advisory Committee on Environmental Sustainability, 7:30pm, CC	<b>24</b> Advisory Planning Board; 7:30pm-9pm; CC Room 114 Work Session - TBD, 8PM, CC	<b>25</b> Forest Preserve Advisory Board 7pm, CC	<b>26</b>	<b>27</b>
<b>28</b> Maryland Municipal League, Annual Ocean City Convention Center Greenbelt Farmers Market	<b>29</b> Maryland Municipal League, Annual Ocean City Convention Center No Meeting	<b>30</b> Maryland Municipal League, Annual Ocean City Convention Center	<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>





## City Manager's Report Week Ending May 8, 2015

1. The City contracted with WGL for electricity rates on Monday. The rate was \$0.7311, slightly higher than a month ago. With warmer weather coming, it seemed like the trend was upward, so a contract was finalized.
2. Separately included in Council's packet is a report on the Thursday meeting with County representatives on the North Core.
3. Jim Sterling, David Moran and I met with Jerry Pasternak, Tami Watkins and Martin Lieb of Pepco to review preliminary plans for tree work (vegetation management). Plans were presented for a variety of areas in the city including Maplewood Court, Lakecrest Drive and Crescent Road between Southway and Gardenway. Plans for Greenhill have not been prepared yet. One focus of the work this time is removal of Bradford Pears. At the end of the meeting, the Pepco representatives took the plans back with them for additional work. When revised plans are received, we will schedule a briefing for Council and the public.
4. Along with City Treasurer and Assistant City Manager prepared for the final budget work session on May 13.
5. Made initial payment on FBI video and invoiced the other communities.
6. Met with Caitlin McGrath, Cindy Murray, Beverly Palau and Greg Varda on plans for grand opening of Greenbelt Theatre on May 29.
7. Attended COG CAO meeting. Welcomed Suzanne Ludlow of Takoma Park, Mark Jinks of Alexandria and Michael Malinoff of Charles County as new CAOs. Mr. Malinoff formerly was City Manager in Annapolis.
8. Assistant City Manager
  - a. Prepared Legislative Summary report.
  - b. Finalized City electricity contracts.
  - c. Completed and sent monthly CDBG reports.
  - d. Continued planning for Peace Month.
9. Finance Department
  - a. Completed draft of April 2015 Financial Report.
  - b. Working out details with Red Light and Speed Camera vendors to collect back log of unpaid fund.
  - c. Attended Recreation Department budget work session meeting.

10. Information Technology

- a. Attended Microsoft Tech Ed Conference - Brian
- b. Attended New World Systems Users Conference – Dale
- c. Resolved camera server disk space issue.
- d. Installed Police ID Badge printer.
- e. Repaired SHL Recreation Center lines that were damaged by floor buffer.

11. Prepared for regular meeting of May 11 and work sessions on May 4 and 6.

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 May 8, 2015

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
<b>2015</b>						
9	M & C Meeting	4/13	Consider lowering voting age to 16.	7/30/15	Cindy	
8	Work Session	3/18	Has ACT finalized a preferred tree list? If so, share with HOA's.	6/30/15	Jim S.	
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	
4	M & C Meeting	1/26	Join and publicize energy efficiency collaboration program.	4/30/15	David	Underway.
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	Public Works ready to replace benches @ 4/1/15.
<b>2014</b>						
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	Discussions underway @ 3/11/15.
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	Delayed. Update sent in 4/14/15 email.
38	Work Session	8/20	Refer to CRAB – Hartman petition to establish an Advisory group on Inclusion and Diversity.	2/28/15	David	CRAB considered at 1/15/15, 2/5/15 & 2/26/15 meetings. Report being drafted.
37	Work Session	8/20	Refer to ACE – Boyce petition to establish a Science and Technology Advisory Committee.	1/31/15	Liz	

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
36	Ms. Davis	10/18	Research interpretive sign on history of old Greenbelt Middle School.	12/30/14	David	Cost is around \$1,800. Will contact school system.
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	Met 4/1/15.
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. Returned to Recreation Dept. 4/28/15.
17	M & C Meeting	7/14	Request installation of crosswalk on Southway in vicinity of B/W Parkway Ramp.	12/30/14	Mike	Sent to SHA.
13	Work Session	5/14	Explore with Green Ridge House the establishment of community gardens.	11/30/14	Jim S.	Following meeting in late April, area adjacent to walkway in rear will be used.*
12	M & C Meeting	4/28	Prepare response to petition for drinking fountain in Roosevelt Center.	7/30/14	Jim S.	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	
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.

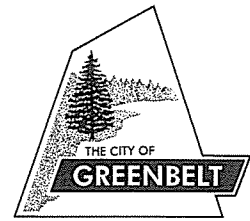
NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
<b>2013</b>						
45	M & C Meeting	10/28	Are there limitations on how long banner signs can be in use – County Zoning Code or City Covenants – Franklin Park signage issue?	1/31/14	Celia	
41	M & C Meeting	10/14	Prepare report 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.
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.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
<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>						
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.



# WEEKLY REPORT

Planning and Community Development  
Week Ending: May 8, 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:** Hanover Office Park was re-inspected.

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**Rental Property:** Eleven rental properties were annually inspected; and  
One rental was re-inspected.

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**Apartments:** Annual inspection of Franklin Park at Greenbelt Station continued.

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**Permits:** Thirty-seven permits were approved and issued.

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**Complaints:** Three complaints were logged regarding mice infestation, mold, no window screen, leaking dishwasher, inoperable garbage disposal, sink not working in master bedroom and no closet doors;  
Possible unlicensed day care facility; and  
Ceiling leak.

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**Windshields:** Crescent Road and Emily's Way were observed.

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**Animal Control:** One stray cat found and returned to owner;  
One dog was adopted, and one dog was abandoned at the shelter;  
One dog found running at large;  
One cat removed from engine of a vehicle and is currently at the shelter;  
One injured bird and one goose were transported to wildlife rehab;  
One dog left in car was investigated and owner was advised;  
Removed carcass of a rabbit;  
Two kittens were picked up; and  
One cat was trapped, neutered and released.

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**Meetings:** Staff Met With:  
Woodlawn Development Group representatives to discuss minor revisions to Phase I Detailed Site Plan and permitting for revisions; and  
Steve Montgomery, GPI Inc., to discuss services agreement implementation, submittal of invoices, inspection logs and to clarify scope of service and reporting requirements;

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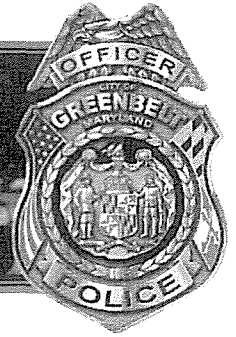
*Site Visit:*

*Greenbelt Station South Core – Ongoing issues of work vehicles blocking access to residential alleys and drive ways – also met with Ryan Arnold and Will Yakel to inspect and discuss solutions; Inspected the site for trash and debris.*

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*Planning Projects: Responded to zoning inquiries;  
Worked on reimbursement requests for the theatre project;  
Submitted revised application to the Maryland Historical Trust for the Community HVAC project;  
Reviewed County legislation;  
Worked on Historic Area Work permit application for the Community Center HVAC;  
Coordinated programming of the Springhill Drive school flashers;  
Greenbelt Station South Core – (1) Ongoing – reviewed and prepared comments for Phase 3 Detailed Site Plan, WMATA Trail Alignment, Hiker/Biker Trail Alignment, Verde Apartments Storm Drain and Paving Plan, Central Park area amenities, (2) Reviewed application, plan sets, and financial documents; prepared files to issue new permits for Block B retaining wall construction permits, (3) Prepared required permit list for Verde apartment developers;  
Speed Sentry Program – Reviewed manual for management set up and positioning scheduled review. Began data analysis and reporting on traffic issues for past data collected and current feeds;  
APB – Wrote agenda and meeting minutes in preparation for next week's meeting;  
Reviewed submitted Greenbelt Lake and Dam plan sets and permitting status documents, began to prepare bid and contract documents; and  
Completed remaining online courses required for certification as a sediment and erosion control inspector. Received certification/"Green Card."*

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## CRIME REPORT

MAY 6, 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

04/30 12:24 A.M.	6400 block Capitol Drive. Disorderly conduct arrest. Latoria Dayshon Allen, 27, of New Carrollton, MD was arrested and charged with Disorderly Conduct after she attempted to engage in a fight with another patron at T.G.I. Friday's restaurant. The suspect was released on citation pending trial.
04/30 7:00 A.M.	11 court Ridge Road. Burglary. Unknown person(s) entered the vacant residence by breaking out a window.

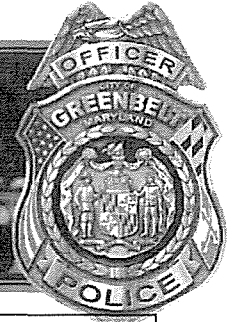
### FRANKLIN PARK/BELTWAY PLAZA/GREENBELT METRO/CAPITOL OFFICE PARK

04/30 9:18 P.M.	6000 block Cherrywood Lane. Theft. The victim, a cab driver, advised that he picked up the suspect at the Greenbelt Metro Station and drove him to the 6000 block of Cherrywood Lane. The suspect attempted to pay the fare with what the victim believed to be a counterfeit bill. The victim returned the bill to the suspect, at which time the suspect advised that he would go to his residence to get money. The suspect never returned. The suspect is described as a black male 25 to 30 years, 5'2", 150 to 160 pounds, with short brown hair and a goatee, wearing a black shirt under a white jacket and black jeans.
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**A NATIONAL ACCREDITED LAW ENFORCEMENT AGENCY**

# GREENBELT POLICE DEPARTMENT



05/02 12:10 P.M.	6200 block Breezewood Drive. Burglary. The witness stated that she observed two suspects exiting the bedroom window of a vacant apartment and flee the scene on foot. The suspects are described as a black male 14 to 18 years of age, 5'6", 145 pounds, wearing a blue flannel shirt and light colored blue jeans and a Latino male with hair in a short bush, wearing a tan shirt with a black stripe down the middle and blue jeans.
05/04 3:30 P.M.	5900 block Cherrywood Terrace. Theft. Unattended bags of produce were taken from the hallway of an apartment building.

## **GREENBELT EAST/GREENWAY SHOPPING CENTER**

04/26 8:30 P.M.	Area of Ora Glen Drive and Hanover Parkway. DWI/DUI arrest. William Edward Banks, 66, of Greenbelt was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges during the investigation of a traffic accident. The suspect was released on citations pending trial.
04/29 11:00 P.M.	6500 block Lake Park Drive. Burglary. Unknown person(s) used unknown means to enter the residence. A television, video game player and a laptop computer were taken.
05/02 10:00 A.M.	7400 block Greenbelt Road. Theft. Unknown person(s) forced open three lockers at LA Fitness and removed two cell phones, credit cards and a car key.
05/02 2:21 A.M.	Area of Greenbelt Road and Frankfort Drive. DWI/DUI arrest. Tyrone Thomas Harrison, 34, of Landover, MD was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges as a result of being stopped for a traffic violation. The suspect was released on citations pending trial.

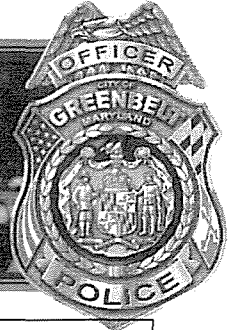
## **Automotive Crime - City Wide**

04/30	7800 block Walker Drive. Theft from auto. An iPad was removed from a possibly unlocked vehicle.
04/30	17 court Ridge Road. Stolen vehicle. A red 2007 Dodge Caravan, New Hampshire tags 2721293.
05/04	9100 block Edmonston Terrace. Theft from auto. Unknown person(s) removed two tags from a vehicle. Taken were Maryland tags 7BN5686.



***A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY***

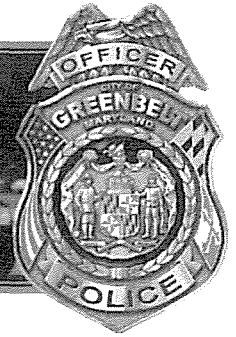
# *GREENBELT POLICE DEPARTMENT*



05/04	6100 block Springhill Terrace. Theft from auto. Vandalism to auto. Two tires were punctured on a vehicle.
05/05	6200 block Breezewood Court. A red 1997 Nissan Pathfinder pickup, Maryland tags A272846.
05/05	100 block Periwinkle Court. Theft from auto. Unknown person(s) took money from a vehicle.



*A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY*



## CRIME REPORT TALLY SHEET

WEEK OF MAY 6, 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	
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	3
Burglary	3	Fraud	
Attempt Burglary		Unattended Death	2
Assault		Alcohol Violation	
Domestic	1	False Report	
Drugs		Harassment	
DUI/DWI	2	Field op (suspicious person)	2
Theft	10	Notification for other agency	1
Vandalism		Fight (a group of juveniles; no injuries)	
Child Abuse		<b><u>VEHICLE RELATED CRIMES</u></b>	
Unattended Child		Stolen Vehicles	2
Trespass		Recovered Stolen Vehicles	
Disorderly Conduct	1	Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	3
Credit Card Offense		Attempt Theft From Vehicles	
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	1
Suspicious Person		Accidents	



# *Department of Public Works*

## *Week Ending May 8, 2015*

*Happy  
Mother's  
Day!* 

### **ADMINISTRATION**

- Continued project management and oversight at the theatre for punch list work and project close-out.
- Provided inspection oversight of the Springhill Lake roof replacement project.
- Jim Sterling and Richard Fink held a supervisors' staff meeting.
- Richard Fink, Luisa Robles and Brian Townsend attended the Mid-Atlantic Public Works Association Conference in Baltimore on Thursday and Friday.
- Jim Sterling met with the Third Party Inspection Agency regarding a fire alarm issue at the theatre.
- Jim Sterling attended the National Light Fair Conference.
- Richard Fink met with the contractor to receive an estimate for the Belle Point playground sidewalk installation.
- Jim Sterling, the City Manager and Assistant City Manager met with Pepco regarding proposed vegetation management near power lines.
- Jim Sterling, Richard Fink and Brian Townsend met with PRAB members to discuss the Buddy Attick Park Master Plan.
- Richard Fink met with the Director of Recreation to discuss parks assessment and the signage program.

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

- Took down unwanted signs and checked for graffiti.
- Deposited gravel in a large hole in Roosevelt Center.
- Installed thermoplastic stop signs in the Co-op parking lot.
- Pushed debris at the Northway Fields compost site.
- Made repairs to the bucket truck.
- Marked Crescent Road for asphalt contractors who did base repair.
- Transported risers to Roosevelt Center for this weekend's Green Man Festival.

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

- Collected 33.47 tons of refuse and 13.65 tons of recyclable material.
- Continued preparing for the Green Man Festival and Green Team's Zero Waste events.
- Attended the Green Team - Solar Circle meeting on Monday.
- Attended Skill Path Training – Communicating with Diplomacy on Tuesday and Wednesday.
- Attended the APWA Mid Atlantic Chapter Conference on Thursday and Friday.

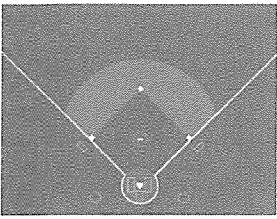
## **FACILITIES MAINTENANCE**

- Went through the process of turning on the air conditioning units at the Police Station and the Youth Center.
- Assisted the contractors installing a new air conditioning system in the Municipal Building on the second floor of the original part of the building.
- Worked on the air conditioning unit at the theatre.
- Cleaned leaves out of the gutters at the theatre.
- Replaced a ballast lamp on the outside fixture of Building 1 at Public Works.
- Repaired a latch on a door at Schrom Hills Park.
- Performed preventative maintenance on HVAC systems at the Police Station.
- Repaired a leaky faucet in the men's room on the second floor of the Municipal Building.

## **HORTICULTURE/PARKS**

- Cut grass throughout the city.
- Planted and watered sod at the Dog Park.
- Spread woodchips and removed poison ivy at the Dog Park.
- Painted over graffiti at the Lakecrest Drive tennis courts.
- Weeded landscaping throughout the city.
- Removed dead trees on Periwinkle Court in Boxwood Village.
- Mulched and planted summer annuals in the landscaping throughout the city.
- Ground stumps adjacent to roadways.
- Park areas and athletic fields were mowed.
- Reassembled the "Welcome to Greenbelt" stone wall on Southway that had been damaged by an automobile.
- Aerated and over-seeded Braden, Mandan and Schrom Hills Park fields.
- Prepared soccer and baseball fields for league games.





# **Greenbelt Recreation Department**

## **Weekly Report**

Week Ending May 8, 2015

### **ADMINISTRATION:**

- Attended budget work session with City Council and provided follow up information as needed.
- Met with Aquatic and Fitness Center staff to review facility operations, programs and outdoor pool opening procedures.
- Confirmed location for next Youth Advisory Committee meeting. Notifications are being prepared and sent out.

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

- Flyers were created for upcoming events.
- Camp registrations were processed.
- Park permits were issued for Schrom Hills and Buddy Attick Park.
- Park Rangers monitored various open spaces and park areas including Schrom Hills Park, Buddy Attick Lake Park, ball field areas, etc.
- Park Rangers advised various park visitors on rules related to parking restrictions, personal grills not allowed and other inappropriate activities.
- Met with Springhill Lake Elementary School Parent Liaison, Aida Mendoza, and discussed the school community and recreation department involvement in programming and program promotion through the school's existing family communication system.
- Met with Co-op Education and Outreach Coordinator, Kim Rush Lynch, to discuss healthy snack options at special events and possibilities for programming partnerships with Co-op.
- Researched and designed a new special event program evaluation for participants.
- Continued planning and promotion for Celebration of Spring and Bike Rodeo.

### **COMMUNITY CENTER:**

- The performing arts program loaned props to University Park Elementary School and Holy Redeemer School for their upcoming productions.
- SAVE THE DATE! Bike to Work Day 2015 is Friday, 05/15/15. Registration is now open at [www.biketoworkmetrodc.org](http://www.biketoworkmetrodc.org). There are 116 registered bikers. Raffle prizes were picked up from two local bike shops.
- The monthly fire drill was conducted.
- Supervisor attended a Bike to Work Day meeting at COG in DC.
- June rental fees were invoiced.
- One table and two chairs were repaired.
- Continued to provide space for the Nutrition Education Program, weekly discussions on a variety of nutrition topics by Rose Johnson, a graduate student at Maryland University of Integrative Health – all free to the public.
- Budget preparations continued.
- There were 5 facility permits processed.
- There were 3 private rentals and 9 pattern rentals.
- The following groups received free space: Golden Age Club, Greenbelt Concert Band, Greenbelt Writers Group, Greenbelt Soccer Alliance, Greenbelt Farmers Market, Greenbelt Climate Action Network and PG Peace and Justice Caucus.
- The following City groups received space: Be Happy, Be Healthy Yoga & Volleyball, City Council, Public Safety Advisory Board, GAIL and Arts Advisory Board.

## **AQUATIC AND FITNESS CENTER:**

- Working with Coordinator to set up water tests and interviews for lifeguards and swim instructors.
- The hot tub received its bi-weekly cleaning.
- Working with Public Works and contractor on issues with the HVAC in the Fitness Wing.
- Made repairs to the tiles and the white coat on the outdoor pool.
- Pre-opening inspection of the outdoor pool scheduled for May 14<sup>th</sup>.
- Sent out monthly e-mail blast to pass holders and class participants which included information about the roof replacement project.
- Posted information about the roof replacement project on GAFC's web page and Facebook page, and requested the same information be posted on the City's web and Facebook pages.
- Sent out e-mail blast regarding children's summer swim lesson dates, the pre-evaluation (May 16 from 12pm-1:30pm) and various registration dates.
- Attended weekly meeting with the Assistant Director and camp meeting with Recreation Department.
- Entered prices for summer memberships and started selling them.
- Posted sign about 9-month memberships not being valid from May 23<sup>rd</sup>-September 7<sup>th</sup> and sent e-mail blasts to those pass holders reminding them of this and letting them know they could transfer to a 12-month pass by contacting full-time staff.
- Continued preparation for opening the outdoor pool on May 23<sup>rd</sup>.
- Posted signs about Memorial Day operating hours.