

CITY OF GREENBELT

Date: May 23, 2014
To: City Council
From: Michael McLaughlin, City Manager
Subject: Weekly Report on Various Items

1. Attachment A is the Council Action Request (CAR) report.



Michael McLaughlin, City Manager



May 2014

City of Greenbelt

www.greenbeltmd.gov

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MB – Municipal Building – 25 Crescent Road – 301.474.8000 CC – Community Center – 15 Crescent Road – 301.397.2208 SHLRC – Springhill Lake Recreation Center – 6101 Cherrywood Lane – 301.397.2212 GAFC – Greenbelt Aquatic & Fitness Center – 101 Centerway – 301.397.2204 Weather Hotline – 301.474.0646 Meetings subject to change Call 301.474.8000 for verification.				1	2	3
4	5 8 pm – Budget Work Session – Public Safety – MB	6	7 7:30 pm – Budget Work Session – Contribution Groups – CC	8	9	10
11	12 7:30 pm – ACE Student Awards Reception 8 pm – Council Meeting – MB	13	14 7:30 pm – Budget Work Session – Green Ridge House – GRH	15 7 pm – PGCMA – Seat Pleasant	16 6:30 am – 8:30 am – Bike to Work Day – GAFC parking lot	17 2 pm – 6 pm – Celebration of Spring – SHLRC
18	19 7:30 pm – Budget Work Session – GVFD&RS – MB 8 pm – Budget Work Session – Final Budget Review – MB	20	21 8 pm – Executive Session – Collective Bargaining Negotiations – CC	22	23	24
25	26 Holiday No Meeting	27 8 pm – Regular Meeting & Public Hearing on Proposed FY 2015 Budget – MB	28 8 pm – Collective Bargaining Agreement Impasse Hearing – MB	29	30	31 Greenbelt Day Weekend Activities

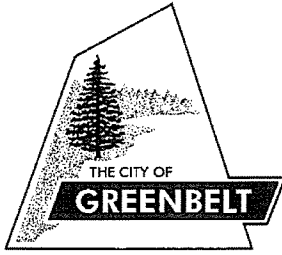


June 2014

City of Greenbelt

www.greenbeltmd.gov

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Greenbelt Day Weekend Activities 1 pm – Naturalization Ceremony – CC	2 8 pm – Work Session – Update on Greenbelt Station North Core – MB	3	4 8 pm – Council Meeting & Budget Adoption – MB	5	6	7
8 MML Conference through the 11 th	9 No Meeting	10	11 No Meeting	12	13	14
15	16 8 pm – Work Session – John Abell Petition – MB	17	18 8 pm – Work Session – Playground Surfacing – CC	19	20	21
22	23 8 pm – Council Meeting – MB	24	25 8 pm – Work Session – Economic Development Strategy – CC	26	27	28
29	30 8 pm – Work Session – Greenbelt Homes, Inc. – MB	MB – Municipal Building – 25 Crescent Road – 301.474.8000 CC – Community Center – 15 Crescent Road – 301.397.2208 Weather Hotline – 301.474.0646 Meetings subject to change Call 301.474.8000 for verification.				*Tentative



City Manager's Report Week Ending May 23, 2014

1. Preparations for Final budget work session and Impasse hearing.
2. Attached is the quarterly hiring report for the period January thru March 2014.
3. Also attached is a response from Prince George's County Schools on the renaming of the old Greenbelt Middle School.
4. Worked on letter to County Fire Chief about Labor Day booths.
5. Assistant City Manager –
 - a. Served as Acting City Clerk throughout the week as City Clerk attended annual conference in Milwaukee.
6. Finance Department
 - a. City Treasurer attended Government Finance Officers Association conference in Minneapolis.
 - b. Completed the annual Survey of Public Employment & Payroll.
7. Information Technology Department
 - a. Attended Everbridge Message Sender training – Bowie
 - b. Completed phone line installation at Animal Shelter
 - c. Finalized GIS data sharing between Planning and Public Works
 - d. Monitored service impacts from power outage at Comcast Lanham hub
 - e. Performed maintenance and installed updates on 5 SHL Lab computers
8. Prepared for Council meeting of 5/27.
9. On Tuesday evening at the Council meeting a portrait photograph is being done of Council, Bob Manzi, Cindy, David and me as a gift for Bob's retirement.

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

MEMO

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

From: Mary Johnson, Director of Human Resources *mj*

Date: May 12, 2014

Re: CLASSIFIED EMPLOYEES HIRED FROM JANUARY 1, 2014 THRU
MARCH 31, 2014(Quarterly Report)

The following is a list of classified position openings from January 1, 2014 thru March 31, 2014. Included in this memo are the number of applications received for each position, the number of applicants interviewed for each position, who participated in the interview panel, if testing was done and the applicant who was hired for the position.

Accounting Technician I, Finance Department

- We received 113 applications
- The vast majority of applicants chose not to complete the voluntary EEO form after completing the application. For example, out of 113 applicants, 18 filled out the EEO data sheets.
- 20 applicants were invited to be tested
- 16 applicants confirmed they would attend the test
- 12 applicants actually took the test
- 6 applicants passed with a score of 70% or better.
- 6 applicants were interviewed – From the breakdown on the EEO data sheets; we interviewed 2 Hispanic Females (HF) and 1 Black Female (BF). The other 3 applicants choose not to fill out the EEO data sheet.
- The interview panel consisted of Jeff Williams, City Treasurer, Deidre Allen, Finance Manager and me.
- **Hired** - Julissa Ramos (HF) was selected for the position of Accounting Technician I. Ms. Ramos was employed by Palmer, Palmer & Mangiero as an Administrative Assistant/Receptionist from June 2009 – November 2013. Prior to that, Ms. Ramos worked at her family's construction business, Ramos Construction Company as an Office Manager from June 2007 – August 2010. Ms. Ramos was also employed at Caribbean Today as an Office Manager from November 2006 – March 2008. Ms. Ramos has an Accounting Clerk Certificate and Bookkeeping Certificate from Robert Morgan Educational Center. Ms. Ramos has experience doing small payrolls with her family's construction business. Additionally, Ms. Ramos speaks fluent Spanish.

Part-Time Administrative Assistant, Community Center

- We received 351 applications
- 23 applicants were invited to be tested
- 21 applicants confirmed they would take the test
- 11 applicants took the test
- 7 applicants passed with a score of 70% or better
- 7 applicants were interviewed – From the breakdown on the EEO data sheets; we interviewed 1 Black Female, 2 Black Males and 1 White Female. The other applicants chose not to fill out the EEO data sheet.
- The interview panel consisted of Di Quinn-Reno, Community Center Supervisor, Joe McNeal, Assistant Director of Public Works and me.
- **Hired** - Souzan Naoman was selected for this position. Ms. Naoman was the Assistant Manager at the Old Line Bank from 9/2011 until 2/2014. Prior to this, Ms. Naoman worked at Sun Trust Bank as a Financial Service Representative, Teller Coordinator and Assistant Manager. She held these positions from 8/2005 to 8/2001. Prior to this Ms. Naoman worked at Chevy Chase Bank. Ms. Naoman holds a Bachelor's Degree in Accounting from the University of Alexandria, Egypt.

Communications Specialist, Police Department

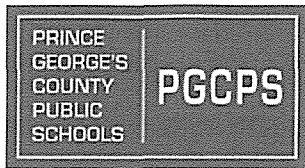
- Received 257 applicants – all invited to the tests
- 100 applicants confirmed they would take the test
- 71 applicants took the test
- 33 applicants passed with a passing score of 70% or better
- 19 applicants who received the highest scores were interviewed. None of these applicants completed the voluntary EEO data sheet.
- The interview panel consisted of Lt. Marie Triesky, Alicia Williams, Communications Supervisor and me.
- 3 applicants were hired
- **Hired** - Maria Auchter (HF) worked for the City of Hyattsville from August 2001 until her employment with the Greenbelt Police Department. Ms. Auchter was a Public Safety Aide 3 (dispatcher).
- **Hired** - Megan Browne (BF) worked for the Prince George's County Office of Child Support as a Child Support Specialist II from November 2010 until her employment with the Greenbelt Police Department.
- **Hired** - Hilda Inzeo (WF) worked for the Willard Hotel as a Guest Service Agent from February 2002 until her employment with the Greenbelt Police Department.

Police Officer Candidate

- Received 400 applicants – all invited to the tests
- 98 applicants confirmed they would take the test
- 74 applicants took the tests
- 47 applicants passed the written and physical agility tests
- The top 15 applicants who received the highest scores were interviewed. None of the applicants interviewed completed the voluntary EEO Data sheets.

- The interview panel consisted of Captain John Barrett, Lt. Marie Triesky and me.
- **Hired** - Christopher Loper (BM) worked at IAP Worldwide Services as a Security Officer from October 2011 until his employment with the Greenbelt Police Department
- **Hired** - Irelisse Fernandez-Jouet (HF) worked at TW & Company as a Security Officer from January 2010 until her employment with the Greenbelt Police Department.

Jobs were advertised in-house, www.greenbeltmd.gov, Washington Post, El Tiempo, www.policejobs.com and Indeed.com (Indeed.com is the most visited job site in the United States and currently Indeed reaches over 100 million visitors every month).



Kevin M. Maxwell, Ph.D.
Chief Executive Officer

May 12, 2014



The Honorable Michael McLaughlin
City Manager for Greenbelt, Maryland
25 Crescent Road
Greenbelt, Maryland 20770

Dear Mr. McLaughlin:

Thank you for your inquiry concerning the naming of the "old" Greenbelt Middle School. Staff and students from Robert Goddard French Immersion will begin occupying the building in August 2014. Upon entrance into the building, the Chief of Operations will begin the steps of selecting a committee to begin the process for renaming the school. Our revised administrative procedure for naming/renaming schools and facilities requires that we establish a committee of nine (9) individuals who will be charged with recommending three names to be considered by the Board of Education. The composition of the committee is as follows:

- 2 citizens who live in the area in which the school is located;
- 2 parents of students who attend or will be attending PGCPS;
- 2 students who attend or are likely to attend the school;
- 2 staff members as designated by the Chief Executive Officer; and
- 1 PTA Board Member.

We will make sure that we keep you posted as the selection process begins.

Sincerely,

Kevin M. Maxwell, Ph.D.
Chief Executive Officer

KMM:mg

c: City Council
Board Member Peggy Higgins
Ms. Liz Park, Director, Greenbelt CARES
Ms. Rosalind Ceasar, Family Counselor
Mr. David Moran, Assistant City Manager

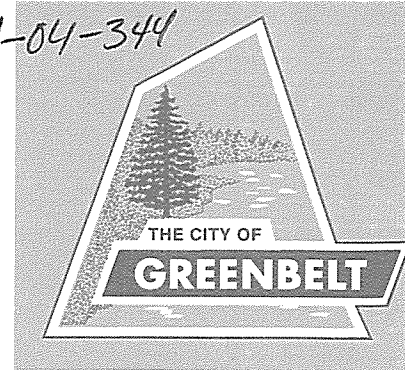
5/22/14
cc: C. Murray

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770

C14-04-344



April 21, 2014

Michael P. McLaughlin
City Manager

Dr. Kevin Maxwell
Chief Executive Officer
Prince George's County Schools
Sasser Administration Building
14201 School Lane, Room 121
Upper Marlboro, MD 20772

Dear Dr. Maxwell:

The City of Greenbelt is looking forward to the re-opening of the "old" Greenbelt Middle School as a French Immersion school with the start of the 2014-2015 school year. Will there be a naming or renaming process for the "new" school?

The "old" Greenbelt Middle School is part of the National Historic Landmark designation of Greenbelt. It began as Greenbelt High School serving the children of the original Greenbelt community and grew and transitioned to a middle school over the years.

Given the building's link to Greenbelt's history, if there is to be a naming or renaming process for the "new" school, how will the Greenbelt community be involved?

Sincerely,

Michael P. McLaughlin
City Manager

cc: City Council *4-21-14*
The Honorable Peggy Higgins, School Board Representative
Liz Park, Director, Greenbelt CARES
Rosafind Ceasar, Family Counselor
David Moran, Assistant City Manager



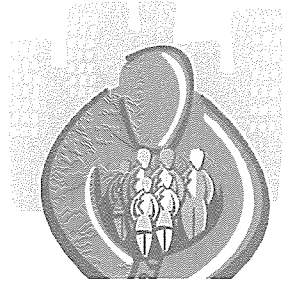
A NATIONAL HISTORIC LANDMARK
75th Anniversary — 1937-2012
PHONE: (301) 474-8000 www.greenbeltmd.gov



CITY NOTES

Greenbelt CARES

Week Ending May 23



Liz Park attended the “Bridges out of Poverty” training offered by the Governor’s Office for Children. This one day training is an introduction to a model program designed to assist communities in addressing poverty. The model takes into account the many factors that contribute to and cause poverty such as financial resources, employment opportunities, educational opportunities and community supports.

CARES hosted an Alcohol and Drug Assessment training for MAYSB members to ensure that all YSB staff receive this required training.

Stephanie Powell and Towanda Street, Crisis Intervention Counselors (CIC), attended a training entitled “Risk Assessment and Treating Clients in Crisis.” The presenter was Robert Vogenberger, MA, PHD from PESI.

Tom Patota, LCSW-C, attended the Maryland Community of Practice Gathering for Maryland Villages to support Aging in the Community, at which Greenbelt’s GAIL program was repeatedly described as an exemplary from which other communities can learn. This was held at UMBC at the Erickson School for Aging.

Darren Stephenson, Delinquency Prevention Counselor, attended the Aggression Replacement Training at the Chesapeake Center for Youth Development in Baltimore MD. This is an evidence-based practice to address aggression in youth. Topics covered in the training included theory and best practices, pro-social skill development, behavior management, anger control and moral reasoning. This training was very interactive and informative.

Judye Hering began publicizing the Spring babysitting course. There will be two courses: one held at Springhill Lake Recreation Center Clubhouse on Saturday, June 21, from 1:00 – 4:00; and a second course will be held in the Municipal Building, on Thursday, June 26, from 10:00 – 1:00. The course is the same but students have a choice of attending a location convenient to their home. Students will learn responsibilities and safety issues related to babysitting.

On Saturday May 17, Stephanie Powell and Darren Stephenson attended the Celebration of Spring event at the Springhill Lake Recreation Center. This event was well attended by the residents of Franklin Park. Stephanie and Darren spoke with residents and presented CARES information, Community Resources and informational packets on Behavior Management, Self-esteem, Anger Management, Conflict Resolution and teen employment opportunities. The Mayor and several members of City Council attended this function. Mayor Jordan asked us about the possibility of seeking resources from President Obama's My Brother's Keeper Initiative for the young men of Greenbelt. Live music, video games and light snacks were provided.

During the month of April, 10 families on average were seen for counseling at CARES. Forty-two individuals on average came on a weekly basis among whom twelve were 18 years of age and younger. The CICs saw fifteen clients.

WEEKLY REPORT

Planning and Community Development
Week Ending: Friday, May 23, 2014



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

CODE ENFORCEMENT

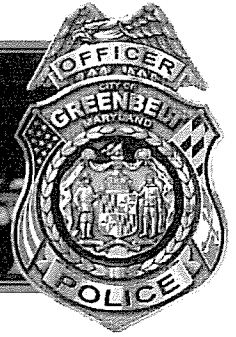
Commercial Properties:	<i>Franklin Park commercial buildings, 5510 Cherrywood Lane, 7313 Hanover Parkway were annually inspected; and 125 Centerway and 7207 Hanover Parkway were re-inspected.</i>
Rental Property:	<i>Twelve rental properties were annually inspected.</i>
Apartments:	<i>Franklin Park at Greenbelt Station and Glen Oaks were annually inspected; and Green Ridge House was re-inspected.</i>
Permits:	<i>Twenty permits were issued – five for construction of new townhouses, one residential, five electrical commercial, one commercial exterior, two residential electrical, one fire alarm, one mechanical and four sign.</i>
Complaints:	<i>Three complaints were logged regarding noise in attic, roof leak over kitchen, tall grass in back yard, broken windows, screens pushed out and trash in back yard.</i>
Windshield Inspection:	<i>Greenway Shopping Center was observed.</i>
Animal Control:	<i>Two snakes removed from two residences in Greenbelt; One cat was impounded; Neglect charges were brought against an owner of a dog that was surrendered to the shelter; A bat was removed from a home and transported to county for rabies testing; One baby bird was transported to a wildlife rehab; One possum was removed from a garage; One cat was removed from a hallway; and Four cats and one dog were adopted.</i>
Alarms:	<i>Two commercial alarm and one business licenses were issued; and Three business and ten commercial alarm renewal notices were mailed.</i>

05/23/2014
P&CD WEEKLY REPORT CONT...

Meetings: Staff Attended:
Final Budget Work Session; and
Forest Preserve Advisory Board Meeting (FPAB);
Staff Met With:
City Manager regarding Greenbelt Theater; and
Fran Bennett property manager for Glen Oaks regarding annual
inspection and licensing requirements.

Planning Projects: Conference call regarding Greenbelt Theater;
Responded to zoning inquiries;
Worked on Community Parks and Playground reimbursement
request;
Worked on Program Open Space Annual Program submission;
Worked on new GIS computer; and
Finalized Resolutions of Negotiated Purchase for Springhill Lake
Recreation Center parking lot greening project, and drafted
agenda comments.

Other Items of Delinquent permit fee audit for Hanover Office Park; and
Interest: Removed illegally posted signs in the City's right-of-way.



CRIME REPORT

MAY 18, 2014

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

www.greenbeltmd.gov/police

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

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

CITIZEN ADVISORY

There have been recent reports of a possible problem with credit card transactions at the COOP Supermarket. The store manager confirmed that they are looking into some irregularities involving the use of credit/debit cards there and are currently in communication with the various credit card vendors to determine the source of the problem. While working to rectify these issues, they are only accepting cash and check transactions.

It is recommended that citizens routinely check their credit card statements for any suspicious activity. If you do discover unusual transactions, immediately contact your credit card company or banking institution which provided your credit or debit card. To make a police report, please contact the Greenbelt Police Department at 301-474-7200.

CENTER CITY

See the Automotive Section.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



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

05/15 10:52 P.M.	9100 block Edmonston Road. Vandalism. Unknown person(s) used unknown means to break out a window of a residence.
05/16 4:15 P.M.	5700 block Greenbelt Metro Drive. Theft. A cell phone was taken from an unattended book bag on a bus at the Greenbelt Metro Station.
05/17 8:14 P.M.	6200 block Springhill Drive. Trespass arrest. A 16 year old Greenbelt youth was arrested for Trespass after he was found on the grounds of Franklin Square Apartments after having been banned from the complex by agents of the property. The suspect was released to a parent pending action by the Juvenile Justice System.
05/19 10:53 A.M.	6000 block Greenbelt Road. Theft. An unattended purse was taken from a shopping cart at the Giant Food Store. A possible suspect observed running from the area is described as a black female with a thin build and black hair, wearing all black clothing.
05/19 10:35 P.M.	6000 block Breezewood Court. Unattended child arrest. Stephen Andre Ward, 27, of Greenbelt was arrested and charged with Leaving a Child Unattended after three children, ages eight, six and one, were discovered unattended in a residence. The suspect was released on citation pending trial. The children were released to the mother.
05/20 11:49 P.M.	8000 block Greenbelt Station Parkway. Burglary. Unknown person(s) forced entry into a construction trailer. Nothing appears to have been taken.

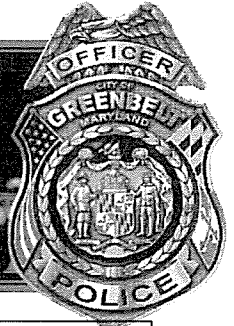
GREENBELT EAST/GREENWAY SHOPPING CENTER

05/13 4:30 P.M.	Area of Mandan Terrace and Greenbelt Road. DWI/DUI arrest. Ellen-Douglas Murray, 65, 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.
05/16 5:31 A.M.	7700 block Hanover Parkway. Burglary. Unknown person(s) broke into a vacant residence by tampering with the front door lock.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



05/16 2:00 P.M.	7601 Hanover Parkway. Possession of marijuana with intent to distribute arrests. A 15 year old Lanham, MD youth and a 15 year old Greenbelt youth were arrested for Possession of Marijuana with Intent to Distribute on School Property and Disruption of School Activities. Both suspects were released to parents pending action by the School Board and the Juvenile Justice System.
05/19 4:30 P.M.	7400 block Greenbelt Road. Strong arm robbery. The victim advised that on April 2 nd she was in the parking lot of Greenway Shopping Center when the suspect ran by her, taking the computer carry bag from her hand. The suspect then fled the scene in a vehicle described as a yellow sedan with unknown Maryland tags. The suspect is described as a white male approximately 25 years of age, 6'1", 210 pounds, with red hair, wearing a blue jacket and jeans. The victim advised that she delayed reporting the incident due to living out of the area and having no transportation.
05/21 12:10 P.M.	Area of Greenbelt Road and the Baltimore-Washington Parkway. Assault arrest. Calvert Everett Harrod, 22, of Greenbelt was arrested and charged with Second Degree Assault, Disorderly Conduct, Resisting Arrest and Failure to Obey a Lawful Order during a traffic stop. The suspect was released to the Department of Corrections for a hearing before a District Court Commissioner.

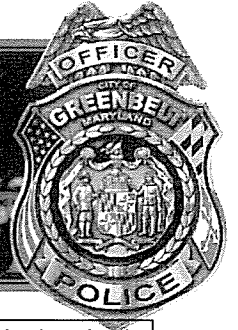
Automotive Crime - City Wide

05/15	7600 block Greenbelt Road. Theft from auto. Unknown person(s) broke out the driver's side window and removed a purse.
05/15	6900 block Hanover Parkway. Stolen auto. The victim advised that he was delivering a vehicle to a customer and had to remove another car from his auto transport vehicle in order to get to the customer's vehicle. He parked that vehicle on the shoulder of the road, unsecured and with the keys in the ignition. Witnesses then observed a vehicle described as a dark colored sedan pull up and the suspect passenger get out, get into the parked vehicle and drive it away. The stolen vehicle is described a silver 2013 Honda Accord 4-door, Texas tags BRJ3493. The suspect is described as a black male, 20 to 30 years of age, 5'6", 160 pounds, with black hair in long dreadlocks, wearing blue jeans and a white t shirt. The driver of the suspect vehicle is described as a black male, no further.
05/15	8200 block Canning Terrace. Theft from auto. A rear tag cover was taken from a vehicle.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

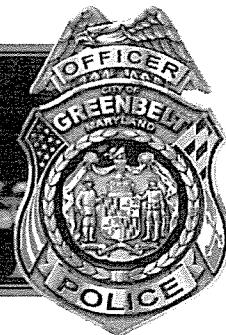
GREENBELT POLICE DEPARTMENT



05/16	200 block Lakeside Drive. Vandalism to auto. Unknown person(s) damaged the lock assembly of a vehicle.
05/16	100 block Westway. Theft from auto. Unknown person(s) broke out the rear passenger side window and removed a carry bag.
05/18	Recovered stolen auto. A 1998 Nissan Maxima 4-door, reported stolen April 18 th from the 6100 block of Breezewood Court, was recovered this date by the Metropolitan Police Department in the 2200 block of 38 th Street S.E. Washington, D.C. No arrests.
05/19	9100 block Edmonston Road. Theft from auto. Unknown person(s) broke out the rear passenger side window and removed a child safety seat.
05/19	8000 block Mandan Road. Theft from auto. Unknown person(s) broke out the driver's window and removed money.
05/20	Unit block of Parkway. Theft from auto. A tag was taken from a vehicle.
05/21	Recovered stolen auto. A 2000 Mercedes Benz SL500 4-door, reported stolen May 8 th from the 9300 block of Edmonston Road, was recovered this date by the Prince George's County Police Department in the 6400 block of Buckland Drive, Fort Washington, MD. No arrests.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



CRIME REPORT TALLY SHEET

WEEK OF MAY 18, 2014

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 (Dog bit owner)	1
Rape		Disruption of School Activities	
Armed Robbery		Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery	1	Emergency Commitment Petition	2
Attempt Strong Armed Robbery		Missing Person	
Burglary	2	Fraud	4
Attempt Burglary		Unattended Death	1
Assault	2	Alcohol Violation	
Domestic	1	False Report	
Drugs	1	Harassment	
DUI/DWI	1	Field op (suspicious person)	
Theft	3	Notification for other agency	
Vandalism	1	Sex Offense (Unconfirmed)	1
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child	1	Stolen Vehicles	1
Trespass	1	Recovered Stolen Vehicles	2
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	6
Credit Card Offense		Attempt Theft From Vehicles	
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	1
Suspicious Person		Accidents	5



Department of Public Works

Week Ending May 23, 2014



HIGHLIGHT

- As part of the Maryland Energy Administration Grant, twelve (12) existing flood lights on the outdoor pool deck were replaced with more energy efficient LED lights. The existing lights used 9,600 watts and the new lights use 2,420 watts of energy for an energy savings of 75 percent.

ADMINISTRATION

- Jim Sterling, Joe Doss and Brian Townsend met with Trugreen Landscaping to review contract progress.
- Jim Sterling met with WSSC regarding vault replacement in Roosevelt Center.
- Jim Sterling attended the final budget work session.

STREET MAINTENANCE/SPECIAL DETAILS

- Took down unwanted signs.
- Pushed debris at the Northway Fields compost site.
- Repaired potholes on Hanover Drive near the dog park.
- Relocated camera signs on Greenbelt Road.
- Painted parking spaces on Ridge Road from Lastner Lane to Research Road.
- Repaired a headstone at the cemetery.
- Transported risers to Roosevelt Center.
- Painted double yellow lines throughout Historic Greenbelt.
- Cleaned storm drains around the city.
- Put out barrels for the Farmer's Market.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 40.41 tons of refuse and 15.25 tons of recyclable material.
- Picked up ten gallons of oil dumped at the Greenbelt East recycling center.
- Luisa Robles attended the COG Recycling meeting. How are other cities approaching zero waste? With mandatory recycling and composting, especially for food establishments; as well as good signage and containers.
- Luisa Robles attended a meeting with Jeannie Lacovazzi and Alex Palmer about CHEARS programs, Alex's progress and recruiting a new intern. Alex will conclude his internship in August.

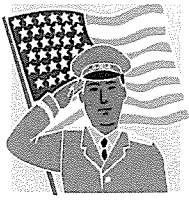
FACILITIES MAINTENANCE

- Assisted with the replacement of the flood lights on the outdoor pool deck with the more energy efficient LED lights.
- Replaced two faulty outlets in the Animal Shelter.
- Replaced an emergency light in the main office at the Youth Center.
- Repaired louvers on restroom doors at Schrom Hills Park.

- Repaired plumbing in men's and women's restrooms at Public Works.

HORTICULTURE/PARKS

- Prepared baseball and soccer fields for league play.
- Mowed and trimmed athletic fields and park areas.
- Chipped branches upon citizen requests.
- Transported picnic tables to Roosevelt Center for a weekend event.
- Repaired a leaky roof on the Connection bus.
- Replaced seat boards on picnic tables and repaired the safety gate in the infant pool area at the outdoor pool.
- Continued weeding the landscape beds throughout the city.
- Pruned the oak trees at the Aquatic & Fitness Center.
- Planted summer annuals in the medians on Southway, Mandan Road, Hanover Parkway and the Aquatic & Fitness Center.



Greenbelt Recreation Department

Weekly Report

Week Ending May 23, 2014

ADMINISTRATION

- Staff attended the final budget work session on Monday.
- Held monthly Department staff meeting where final budget review was discussed along with other upcoming special events.
- Attended PRAB meeting on Wednesday. The approved minutes from the April meeting were sent to the City Clerk.
- Final copies were made of the Greenbelt Day weekend flier which was distributed in all City facilities. Along with the outdoor pool being open, highlights include an Artful Afternoon, local baseball games, the Naturalization Ceremony and a "Not for Seniors Only" seminar.
- The Moonlit Movies postcard arrived this week and was distributed throughout the City. Staff is making final preparations for the first movie which is scheduled for Saturday, May 31 beginning at 9pm.
- Assistant Director of Facilities and Operations will be acting Director from May 23-May 29.

YOUTH CENTER

- Staff attended a Grad Night meeting.
- Hired new front desk staff.
- Variety of facility and park rentals were processed for this weekend.
- Work on summer staff schedules continued.
- Park Rangers patrolled various parks, checked permits and assisted visitors to the park areas.

AQUATIC AND FITNESS CENTER

- Continues to research ADA and VGB compliant issues.
- Continued to work on preparing the outdoor pool for opening on Saturday, May 24.
- Sent out e-mail blast to patrons and class attendees about a number of GAFC events.
- Signs posted about outdoor pool hours for Memorial Day.
- Attended Departmental Supervisor meeting.
- Conducted pre-interview water tests for lifeguards, as well as interviews for lifeguards and fitness attendants.
- Public Works installed new LED lights on the outdoor pool deck.
- GAFC sends its deepest sympathy to the Grier family.

COMMUNITY CENTER

- Supervisor attended a department meeting.
- There is currently one Center Leader shift open.
- One interview was conducted for the Center Leader position.
- Camp registration continued.
- There were 4 facility permits processed.
- There were 2 private rentals and 20 pattern rentals.
- The following groups received free space: Greenbelt Concert Band, Golden Age Club, Greenbelt Writers Group, Girl Scouts Troop #2799, Greenbelt Soccer Alliance and Greenbelt Climate Action Network.
- The following City groups received free space: Be Happy, Be Healthy Yoga & Volleyball, PRAB, City Council and Forest Preserve Advisory Board.

ARTS

- Artward Bound workshops were provided for 89 third grade students from Greenbelt Elementary School.
- Staff is assisting patrons with summer session enrollment. Fall session classes and events are in development.
- Preparations are underway for a new gallery exhibition which will be on display throughout the summer while Creative Kids Camp is using the space. The show will feature original artwork and storyboards for children's picture books by a group of up-and-coming illustrators.
- Participated in the drafting of training materials for CKC staff and interns.
- Preparations are underway for the Greenbelt Day Weekend Artful Afternoon on June 1, with several garden-themed activities. The day's bounty of creative delights will include Alight Dance Theater performances, CHEARS gardening talks, a Greenbelt Pottery Group sale, an address by Mayor Jordan, a shimmering spider web workshop with Gina Denn, a performance by the Greenbelt Concert Band and other programs.
- Met by phone with representatives of Alight and CHEARS regarding the Three Sisters Gardens signage project. A Request for Qualifications (from interested artists) is expected to go live on June 1.
- The annual application and review process for the Artist in Residence Program at the Greenbelt Community Center is complete and new contracts are being drafted.

THERAPEUTIC RECREATION

- The second MELT workshop was held on Saturday. Seven individuals attended and the workshop was well received.
- The TR Supervisor led her first TR Branch meeting as the TR Branch Chair on Tuesday. The meeting went very well and there were 12 TR Branch members either attending or on conference call.
- The Food Service Manager went to the County Nutrition meeting on Tuesday and she attended the food manager recertification classes on Monday and Wednesday.
- Forty individuals travelled to Longwood Gardens in Pennsylvania on Thursday. Despite the threatening weather and the traffic jam ups, all went well and there was no rain during their time at the gardens. Many participants requested to return and spend longer time in the gardens.
- A TR inclusion staff was interviewed on Friday for summer camp. The new TR Intern begins next week.