

# CALENDAR

< PREVIOUS MONTH **JANUARY 2023**

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	31
<b>1</b> <a href="#">Kwanza</a>  <a href="#">New Year's Day</a>	<b>2</b> No Meeting  CITY OFFICES CLOSED	<b>3</b> 7:00 PM <a href="#">Arts Advisory Board</a>	<b>4</b> 7:10 PM <a href="#">Reparations Commission Interview</a>  7:30 PM <a href="#">Work Session - Compensation Study</a>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> 7:10 PM <a href="#">Advisory Board Interview</a>  7:30 PM <a href="#">Regular Meeting</a>	<b>10</b> 7:00 PM <a href="#">Public Safety Advisory Committee Meeting</a>	<b>11</b> <a href="#">No Meeting</a>  5:30 PM <a href="#">Youth UNITE (Unique Noteworthy Information Towards Excellence) Session 1</a>  6:00 PM <a href="#">Care Giver Support Group Meeting</a>	<b>12</b> 5:30 PM <a href="#">Board of Elections Meeting</a>  7:30 PM <a href="#">Community Relations Advisory Board Meeting</a>	<b>13</b>	<b>14</b>

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><b>15</b> 3:00 PM <u>Poetry in the Garden</u></p>	<p><b>16</b> <u>No Meeting</u> <u>Martin Luther King Jr. Day</u></p>	<p><b>17</b> 7:00 PM <u>Advisory Committee on Trees</u></p>	<p><b>18</b> <u>No Meeting</u> 1:00 PM <u>Pink Pantry</u>  2:00 PM <u>Care Giver Support Group Meeting</u>  5:30 PM <u>Youth UNITE (Unique Noteworthy Information Towards Excellence) Session 2</u>  7:00 PM <u>Park and Recreation Advisory Board Meeting</u></p>	<p><b>19</b> 1:00 PM <u>Free Produce Distribution</u></p>	<p><b>20</b> 11:59 PM <u>Deadline: Call for Artists</u></p>	<b>21</b>
<b>22</b>	<p><b>23</b> 7:30 PM <u>Regular Meeting</u></p>	<b>24</b>	<p><b>25</b> 7:30 PM <u>Work Session - Recreation/Museum Merger</u></p>	<p><b>26</b> 7:00 PM <u>Four Cities Meeting (College Park)</u></p>	<b>27</b>	<b>28</b>
<b>29</b>	<p><b>30</b> 7:30 PM <u>Work Session - Speed Camera</u></p>	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

# CALENDAR

< PREVIOUS MONTH **FEBRUARY 2023**

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1 7:30 PM <u>Work Session</u> <u>- Greenbelt</u> <u>National Park</u> <u>(tentatively).</u>	2	3	4
5	6 7:30 PM <u>Work Session</u> <u>- Combined</u> <u>Properties/Gr</u> <u>eenway</u> <u>Center</u>	7	8 7:30 PM <u>Work Session</u> <u>- Board of</u> <u>Elections</u>	9	10	11
12	13 7:30 PM <u>Regular</u> <u>Meeting</u>	14	15 7:00 PM <u>Park and</u> <u>Recreations</u> <u>Advisory</u> <u>Board</u> <u>Meeting</u>  7:30 PM <u>Work Session</u> <u>- Plastic Bag</u> <u>Ban</u> <u>(tentatively).</u>	16 1:00 PM <u>Free Produce</u> <u>Distribution</u>	17	18
19	20 <u>No Meeting</u>	21	22 7:30 PM <u>Work Session</u> <u>- Greenbelt</u> <u>Greenspaces</u> <u>(Greenbelt</u> <u>Station).</u>	23	24	25

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 7:30 PM <u>Regular Meeting</u>	28	1	2	3	4



# Museum Weekly Report For Week Ending January 6, 2023

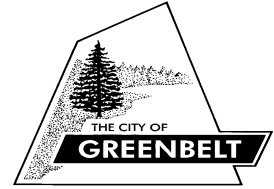
## Museum Activities

- Programs:
  - Black History Month program: Beginning promotion for virtual tour of the Jim Crow Museum that has been scheduled for February 22 at 6pm. They have indicated that we will not be able to record the program. Continuing to research possible speakers for Asian American and Pacific Islander Month (May).
- Reparations Commission: In December members received an email from the city letting them know that they had been selected to serve on the commission. Replied to each email letting them know that more information would be forthcoming. Spoke with Interim City Manager regarding the first meeting to take place in January. Viewed City Council's discussion of the commission at its work session on January 4.
- Museum house: Began to take down and pack up holiday exhibit in the house. Planning February display.
- Administration: Submitted check requests and completed bookkeeping for gift shop stock vendors. Tallying visitation and other Museum performance measures in preparation for budget book.
- Community Center Glass Case: Removal of Museum installation in glass case.
- FOGM: Processed donations sent in as a result of FOGM end of year fundraising effort. So far FOGM has received over \$2500 in online donations and about \$1500 in donations via mail bringing the total to approximately \$4000. These donations were for the general operating fund.
  - FOGM was honored to receive a planned giving donation in the amount of \$3747.00 from the estate of Elizabeth Pels Nash. Ms. Pels Nash was a long-time supporter of FOGM and everyone at the Museum is thankful for the gift.
  - FOGM is moving away from a membership model for fundraising because one of the main benefits of membership was free admission to the Museum. This is no longer appropriate because admission income goes to the city now.

# WEEKLY REPORT

## Planning and Community Development

### Week Ending: Friday, January 6, 2023



*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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Alarms:	Thirteen alarm renewal notices were mailed to businesses; and Three alarm renewal notices were mailed to alarm companies.
Apartments:	Glen Oaks Apartments were re-inspected.
Commercials:	7525 Greenway Center Drive #T5 and WoodSpring Suites Hotel were inspected; and 7600 Hanover Parkway #100 was re-inspected.
Complaints:	Two complaints were logged regarding foam that was installed on a unit's floor/ needs to be cleaned up, defective gutters/ downspouts, accumulation of debris/ rubbish, a damaged roof, and missing siding; and One complaint was re-inspected.
Permits:	Five permits were approved and issued.
Rentals:	Sixteen rentals were inspected.
Windshield Inspections:	Belle Point Office Park was observed for possible over flow of trash/ debris; and 8 Parkway was re-inspected.
Meetings:	<b>Staff Attended:</b> Senior staff meeting; Presentation on Compensation Study meeting; and City Council work session on Compensation Study. <b>Met With:</b> City staff to discuss Compensation Study recommendations; State grant staff to walk Buddy Attick Park Parking Lot project; Public Works Director to review construction in the right-of-way permits; Supervisory Code Inspector to discuss FY 2024 budget; and Code Inspectors met with their Supervisor for their regular weekly meeting.

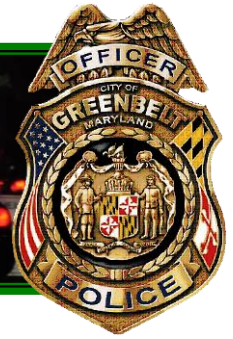
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**PLANNING**

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Planning Projects: Worked on FY 2024 budget;  
Reviewed construction in the right-of-way permit applications;  
Reviewed Compensation Study recommendations;  
Reviewed request for stop signs and speed limit signs in Greenspring II community;  
Prepared agenda comments for Board of Appeals variance resolution; and  
Issued erosion and sediment control permit to Beltway Plaza for Phase 1A of redevelopment project.

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## **WEEKLY ACTIVITY**

**Week Ending January 6, 2023**

- 2 New lateral Police Officers sworn in
- Held Supervisors meeting
- Attended Compensation Study update with Baker Tilly
- Met with Public Works on retaining the fleet
- Met with WMATA about mutual aid security detail
- Personnel matters

### **Crisis Intervention Team Weekly Statistics**

	<u>No. of Notes</u>
<b>Assessment</b>	2
<b>Contact</b>	20
<b>Contact Attempt</b>	6
<b>Stabilization Visit</b>	1

### **Upcoming Events**

- Police Officer Candidate graduating from academy
- 2 lateral police officers and 1 police officer offered employment (starting in the next few weeks)





# *Department of Public Works*

## *Weekly Report for Week Ending*

### *January 6, 2023*

#### **ADMINISTRATION**

- Continued obtaining cost estimates for various ARPA related projects.
- Continued managing recruiting effort for all open positions.
- Continued project management for FY 2022 and FY 2023 projects.

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

- Cleaned storm drains and underpasses throughout Historic Greenbelt.
- Picked up unwanted signs and checked for graffiti.
- Assembled and installed two large metal cabinets in Finance.
- Put down millings at Public Works yard.
- Removed two salt spreaders and cleaned four salt trucks.

#### **HORTICULTURE/PARKS**

- Serviced residents' chipper requests.
- Bed maintenance: day lily bed along Crescent Road.
- Removed holiday lights throughout the city.
- Hazardous Limb Removal: from 12 street trees on Greenbury Drive and three trees above the path at Schrom Hills Park.
- Removed Roosevelt Center tree from box and planted at Buddy Attick Park.
- Installed memorial plaque at newly planted tree at Buddy Attick Park.
- Collected residents' curbside leaf piles from Lakeside, Woodland Hills, Lakewood, Boxwood and Greenspring.
- Cut back brush around Gardenway, Henry's Hollow and Hamilton Gardens.
- Picked up Christmas trees from designated drop off locations and hauled to Northway debris area.
- Replaced broken fence at 38 Court Ridge Road playground.
- Installed new post and rail on fence at Fayette playground.

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

- Collected 28.22 tons of refuse and 12.85 tons of recycling material.
- Began advertising for Martin Luther King, Jr. National Day of Service.
- Met with Interim City Manager to discuss potential locations for recirculating wash station.
- Began scheduling volunteer event activities for the year.
- GIS intern updated light pole maps.

**BUILDING MAINTENANCE**

- Serviced fan coil and rooftop HVAC units at the Community Center, Municipal Building, Greenbelt Aquatic & Fitness Center and Springhill Lake Recreation Center.
- Repaired faucet and toilet in cells #3 and #6 at the Police Station.
- Repaired lights above the shower in the men's room and above the spa at the Greenbelt Aquatic & Fitness Center.
- Installed key box in Patrol Supervisor Office at the Police Station.

**FLEET MAINTENANCE**

- Repaired rear air brakes in vehicle #125.
- Repaired air tank air leak in vehicle #126.
- Repaired the air braking system in vehicle #199.
- Repaired turbo in vehicle #469.

# Greenbelt Recreation Department

## Weekly Report

### Week Ending January 6, 2023



#### ADMINISTRATION

- Attended Black History & Culture Committee meeting.
- Welcomed and began orientation and training for our new Therapeutic Recreation Supervisor.
- Continued FY 2023 budget analysis and FY 2024 budget planning and preparation.
- Met with Arts Supervisor and Aquatic & Fitness Center Supervisor to discuss FY 2024 budget preparation.
- Reviewed first draft of 2023 Camp Guide.
- Collaborated with PIO colleagues on promotional materials for Black History Month.
- Provided information to the Black History & Culture Committee.
- Responded to various community inquiries.
- Managed personnel issues.
- Attended senior staff meeting.
- Attended staff compensation study presentation.
- Submitted monthly deferred revenue reports to Finance office.
- Responded to citizen inquiries.
- Assisted staff with RecTrac issues.
- Coordinated event and rental support with Park Rangers.

#### YOUTH CENTER & SPRINGHILL LAKE RECREATION CENTER

*(Supervisor on leave)*

#### COMMUNITY CENTER

*(Supervisor on leave)*

#### AQUATICS

- Completed registration for Children's Swim Lessons. The first day of class begins on Saturday.
- Welcomed back Administrative Assistant, after the birth of his child.
- Welcomed new Public Works Cleaning Crew member.
- Welcomed new WSI to the staff.

#### ARTS

- Rehearsals began this week for the Winter Youth Musical, returning for the first time since the onset of the pandemic.
- An Artful Afternoon will take place this Sunday, featuring a hand-puppet workshop led by Black Cherry Puppet Theatre.
- Winter session open studio began this week, and art classes will begin next week.
- Staff are working with the Public Information Office to finalize the summer camp guide, which will hopefully post next week.
- Working on the FY 2024 budget.
- Interviews concluded for the part-time Arts Promotion Specialist position, and an offer has been extended. Our new colleague will start work within the next week or two pending completion of the hiring process.

## **THERAPUETIC RECREATION**

- Registration continued for the Winter session of senior classes, programs, and trips.
- Winter session of senior classes/ programs began this week.
- Attended the Golden Age Club meeting, administered the oath of office to newly elected officers of the Club, and introduced our new Therapeutic Recreation Supervisor to the Club.
- Continued planning for the return of the onsite Senior Food & Friendship program, in collaboration with the Prince George's County Office of Senior Nutrition. The program begins the week of January 9, 2023.
- Collaborated with GAIL colleagues to provide support for seniors in need of meal delivery service.
- Worked with Prince George's County Department of Senior Nutrition Program to receive a week's worth of frozen meals for the Food & Friendship program and home-bound seniors. Recreation staff delivered the final box of meals to seniors this week, as we transition back to the onsite program next week.

## **PARK RANGERS**

- The January schedule began with continued coverage seven days a week from morning to dark.
- Cleaned up debris from fireworks that had been used at Schrom Hills Park on New Year's Eve.