August 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01 Arts Advisory Board, 7pm, CC	02 Work Session - Sustainable Land Care Policy, (CC), 8PM	03 Buddy Attick Summer Fun Runs	04	05 Water Quality Monitoring Water Quality Monitoring Contra Dance
06 Greenbelt Farmers Market, 10am, RC Community Art Drop-In- DIY Mini-Golf	07 Board of Elections, 3pm, MB Work Session - Capital Projects, MB, 7:30PM Weed Warriors Volunteer Event Weed Warriors Volunteer Event	08 Public Safety Advisory Committee, 7pm, Police Station FREE Adult Dental Clinic	09 Advisory Planning Board, 7:30, CC Special Meeting, CC, 7:45 PM Executive Session - Legal Advice/Green Ridge House (CC) 8 PM Executive Session - Collective Bargaining, CC, 8:30 PM Executive Session - Pending Litigation, CC, 9:00 PM Executive Session - Personnel Matter, CC, 9:30 PM,	10 Buddy Attick Summer Fun Runs	11	12 Greenbriar Community Meeting
13 Greenbelt Farmers Market, 10am, RC	14 Youth Advisory Committee, 5:30, YC Interview for Advisory Group, MB, 7:45 PM Regular Meeting, MB, 8PM	15 Advisory Committee on Trees, 7pm, PW	16 No Meeting	17 Free Babysitting Course Social Security 101, 10am, MB Social Security 101, 2:30PM, MB Social Security 101, 5:00PM, MB	18 Family Fun Night, 8pm, GAFC	19 Water Quality Monitoring Clear the Shelters, All Day, GAS Water Quality Monitoring
20 Greenbelt Farmers Market, 10am, RC	21 Interview Advisory Board, MB, 7:45 PM Work Session - Prince George's County Human Relations Commission, MB, 8PM	22 Community Relations Advisory Board, 7:30pm, MB	23 No Meeting	24 Free Produce Distribution	25	26
27 Greenbelt Farmers Market, 10am, RC	28 Greenbelt CERT, 7:30pm, PS Interview Advisory Board, MB, 7:45 PM Work Session - Doctors Community Hospital, MB, 8PM	29 Green ACES/Green Team, 7:30 pm, CC	30 Work Session - City Manager Update, (SHL Rec), 8PM	31 Forest Preserve Advisory Board, 7pm, MB	01	02

City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770
Ph: 301-474-8000 / Fx: 301-441-8248

September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01	02
03 Greenbelt Farmers Market, 10am, RC	04 No Meeting - Holiday	05 Arts Advisory Board, 7pm, CC	06 Work Session - TBD, (CC), 8PM	07	08 FREE Adult Dental Clinic	09
10 FREE Adult Dental Clinic Greenbelt Farmers Market, 10am, RC	11 Regular Meeting, MB, 8PM	12	13 Work Session - Prince George's County Memorial Library System, (CC), 8PM	14	15	16
17 Greenbelt Farmers Market, 10am, RC	18 Work Session - WMATA Trail Extension, MB, 6 PM Anger Management (DRAMA Club)	19	20 No Meeting	21	22	23 Fall Drop-in Tutoring
24 Greenbelt Farmers Market, 10am, RC	25 Regular Meeting, MB, 8PM Fall GED Class	26 Advisory Committee on Trees, 6:30pm, PW Green ACES/Green Team, 7:30 pm, CC ESOL (English as a second language) Class for Adults After School Homework Help	27 Work Session - TBD, (CC), 8PM	28 Forest Preserve Advisory Board, 7pm, MB Free Produce Distribution	29	30

City of Greenbelt
25 Crescent Road
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City Manager's Report
Week Ending August 18, 2017

1. The Collective Bargaining Agreement with the Fraternal Order of Police was signed. Compensation adjustments are being processed for the first pay period of September.

2. Awaiting State notification to the County that authorizes release of funds for the repair or replacement of the Greenbelt Connection vehicle. The bus was declared totaled with a value of around $14,500. City staff has inquired of the County (Public Works and Council Member Todd Turner) regarding a loaner vehicle and potential funding, including the next local bus funding schedule. At this time, the County cannot loan a vehicle to the City. Staff will explore potential grants, leases, or purchase of a used vehicle. The City is currently using Berwyn Heights bus, which is not air conditioned but available at no cost. The Town uses the bus for holidays and events.

3. Regarding the Labor Day Committee's use of the Greenbelt Connection as a parking shuttle vehicle, as research continues on a replacement vehicle (or repair of the existing vehicle) staff has offered use of the CARES van. I have also offered reimbursement for use of a private service, similar to the $1,200 that the City Council budgeted (and was recently dispersed) for the Committee's Greenbelt West shuttle.

4. Thank you to Ms. Beverly Palau, Ms. Imani Jackson, and all staff who participated in City Hall Selfie Day. Thanks also to Council for posing for a picture. Ms. Palau coordinated Greenbelt's participation, ensuring that every department participated - including a Public Works co-worker who shared an impressive dance move for Greenbelt's entry to best finale video. Visit Engaging Local Government Leaders or ELGL.org to see a map of local governments around the world that participated. Website links share photos from each community.

5. Attached is a draft RFP regarding space planning for 10-A Crescent. The Friends of the Greenbelt Museum will issue the RFP soon. Please forward any comments to David Moran by Friday, August 25.

6. Staff is scheduling a meeting with the owner of 10 Lakeside Drive to discuss the walking path between 8 and 10 Lakeside Drive. This follows internal meetings and teleconference with staff and City Solicitor Karen Ruff.

7. In follow-up to the County's willingness to revise the proposed terms of the City/County contract for Greenbelt CARES funds, paperwork was submitted by the City to the County. The City awaits payment as the agreement and request for payment were being expedited and hand walked through the County government for approvals.

8. Followed-up on Council and citizen requests.

9. Met with staff regarding various matters including personnel and operational matters. Teleconferenced with Mayor Jordan.

10. Welcomed County Council Member Turner's new constituent relations staff member, Mr. Jarryd Hawkins, of Bowie. Thank you to David for providing Mr. Hawkins with a tour and orientation to Greenbelt.

11. Attended the Greenbelt Rotary Club meeting along with Mayor Jordan, Councilmember Herling, and Mr. Charles Ewing of Marriott. The guest speaker was County Executive Baker.

12. Attended the August 14, 2017 Council Meeting and weekly department director meeting.

13. Scheduled to attend the Recreation Department's Circus Camp Show, as well as the Performance Camp's "I Have a Dream That…" performance.

14. Scheduled to staff a shift at the Greenbelt Rotary Club booth during the Greenbelt Farmers Market. The Club is collecting school supplies for Springhill Lake Elementary School.

15. Attached is a flyer about the 14th Annual Back to School Bash in Bowie on August 19. This was forwarded by Mr. Kap Kapastin.

16. Attached separately is the last camp report.

17. Assistant City Manager
    a. Hosted presentations by the Social Security Administration. About 50 employees and residents attended these sessions.
    b. Prepared for a CRAB meeting next week.
    c. Worked with Bonita Anderson on preparation of the Candidate Packet.
    d. Provided an orientation and tour of Greenbelt for Jarryd Hawkins, Council Member Turner's new Constituent Services Aide.

18. Finance Department
    a. Completed internal control questionnaires for auditors.
    b. Met with City Manager, Assistant City Manager and Planning Department staff to discuss tax increment financing.
    c. Assisted audit firm during the first week of fieldwork.

19. Information Technology
    a. Reviewed Document Management RFP questions from vendors.
    b. Prepared new RecTrac server for test conversion.

20. Prepared for regular council meeting on August 14, and work session on August 21.

cc: Department Heads
David Moran, Assistant City Manager
Mary Johnson, Human Resources Officer
Bonita Anderson, City Clerk
Karen Ruff, City Solicitor

REQUEST FOR PROPOSAL

Space Planning for Greenbelt Museum Visitor & Education Center

Friends of the Greenbelt Museum, Inc.
10A Crescent Rd, Greenbelt, MD 20770

Statement of Intent

The Friends of the Greenbelt Museum, Inc. (FOGM) seeks the services of an architect, exhibit planner or space planner with documented experience working with museums, museum collections storage facilities, and/or archives to design the conversion of a residential property and attached garage into the Greenbelt Visitor and Education Center. The goal of the project is to develop a multi-purpose space with capabilities to serve visitors, educators, and researchers; to provide additional collections storage space; and to provide office space for staff and volunteers.

Project Description

The selected contractor shall:

- Develop an overall plan to re-configure the existing space of 10A Crescent Road (10A) to achieve the specified goals: creation of a visitor center (with a welcome area and a gift shop); creation of an education center (with small exhibits and a learning lab), creation of space(s) for storage of collections and archival materials; creation of office/administrative/research space; and creation of an ADA-compliant restroom on the first floor. The plan will include information on recommended renovations; and furnishings for the space, including built-in and freestanding furniture and collections storage cabinetry.
- Create conceptual sketches that illustrate how the existing spaces could appear, to illustrate what the visitor center, education center, and museum offices could look like.
- Produce a prioritized timetable for performing the work of converting the residential space into a visitor & education center and office.
- Develop a budget for performing the work as described in the space planning document and depicted on the conceptual sketches with options to de-scope as needed.

Background

10 Crescent Road is duplex, with one half (10B) serving as the Greenbelt Museum's historic house, and one half (10A) a former residence. The duplex was constructed in 1937. The Museum has recently acquired 10A. 10A is a two-story building, roughly 1,400 square feet, with concrete block walls clad in vinyl siding, a built-up flat roof, and vinyl replacement windows. The building has a one-story attached, unfinished garage constructed of concrete block walls, a poured concrete pad, a built-up flat roof and a wooden manual roll-up garage door. The interior of 10A has plaster walls (some of which are covered in wallpaper and wood paneling), concrete floor covered in a variety of materials (e.g. parquet flooring, vinyl tile, wall to wall carpet), and applied acoustical tiles on the ceiling. The residence has three

bedrooms, two full bathrooms (one of which is an addition off the garden side of the duplex), a kitchen, dining room, living room, and small enclosed porch addition off the garden side, adjacent to the bathroom addition.

Scope of Work and Tasks

The Scope of Work includes a plan for the conversion of 10A Crescent Road from residential space into museum spaces. Much of the work will involve the conversion of the interior of the building from a residence to a visitor/education center, offices, and archives. Work may also involve modifications to the exterior of the building and to the attached garage. This includes the completion of the following tasks:

1) Create a plan to convert the existing space on the first floor into visitor center area (with a welcome area and a gift shop), and an education center area (with small exhibits and a learning lab), and to make it an ADA accessible space (including an entrance and bathroom); and to convert the existing rooms on the second floor into spaces for collections and archival storage, offices/administration, and research space.
    a. Spaces should be carefully designed in a way that makes them functional, flexible, AND welcoming.
    b. The kitchen on the first floor should be retained, but should be redesigned to maximize space, as the current layout is inefficient and has oversized appliances.
    c. The contractor shall meet with the FOGM Board, FOGM Staff, Greenbelt Homes, Inc. Staff, and City Staff to identify and discuss priorities and needs for the renovation of the existing residential space into museum spaces.
    d. The necessary elements to complete a visitor /reception/exhibit area on the first floor will include:
        i. space in which to show our orientation film to groups of visitors;
        ii. space for our timeline exhibition;
        iii. an area for rack cards and information about Greenbelt's cultural attractions and businesses, as well as the surrounding area;
        iv. space to display gift shop items for sale;
        v. a learning lab for educational programs related to our mission, such as canning demonstrations and cooking using the restrictions of WWII-era rationing, that can include the kitchen area;
        vi. an accessible restroom that will allow us to better welcome guests of all abilities;
    e. The necessary elements to complete collections and archival storage, archival research, and office/administrative space on the second floor will include:
        i. a research and archives room that includes tables and seating for researchers;
        ii. storage space for small and delicate collection items that includes archival and collections storage furniture; and,
        iii. office space for two to three staff members.
    f. Whenever possible, the ideals of universal design should be utilized to make the entire space accessible.
2) Create conceptual drawings (floorplan sketches and color renderings) that illustrate how the existing spaces will be modified.

3) A list of furnishings needed to fulfill the new functions of the building, and
    a. Appropriate museum storage furnishings
    b. Office furnishings
    c. Furnishings for the welcome area; gift shop; small, mobile exhibits, and the learning lab
4) A budget for completing the work that is scalable or phased.

Deliverables

Final deliverables will include two hard (2) copies and one (1) electronic copy (in pdf format) of:

1) The re-configuration plan
2) Conceptual drawings including floorplans and color renderings
3) List of furnishings
4) Budget to accomplish the work

Project Schedule

Project Kick Off (incl. initial site visit)	No later than 30 days after award
Space Planning Meeting with FOGM Board & Staff	No later than 60 days after award
Site Visit	No later than 60 days after award
Preparation of draft deliverables	Six weeks after Site Visit
FOGM Review	2 weeks after submittal
Submission of final deliverables	2 weeks after receipt of FOGM Board & Staff comments

Submission of Proposal

Sealed bids must be delivered to:
Friends of the Greenbelt Museum, Inc.
10A Crescent Road
Greenbelt, MD 20770
August 18, 2017
By 5:00 p.m.

Proposals not received by the time and at the place indicated will not be considered.

The following should be included in the proposal:

- One (2) original hard copies and one electronic copy of the response to proposal.
- Resumes of key personnel
- A concise narrative and description explaining how and why the potential contractor has the necessary experiences and technical knowledge to complete the assigned tasks as laid out in the Scope of Work section of this request for proposal.
- Estimated cost for services.

- At least three (3) current references (from the past five years) that will demonstrate that the contractor has the necessary skills and experience to perform this work.
- A schedule to conduct the work that includes milestones, review, and delivery dates as set forth in the Project Schedule.

Evaluation and Award Criteria

The selected contractor will have knowledge and expertise in space planning and in designing museum exhibits and archival spaces. The evaluation of submitted bids will be based upon a combination of the qualifications of the applicant, projected costs, and the estimated ability of the applicant to efficiently complete the scope of work in a timely manner.

Inquiries Concerning This Proposal

Please direct any questions or comments by email to:

Jennifer Ruffner, President
Friends of the Greenbelt Museum, Inc.
jen.ruffner@greenbeltmuseum.org

FOGM reserves the right to accept or reject, in whole or in part, any and all proposals received in response to this Request for Proposal; to wave or permit cure of minor irregularities; and to conduct discussions with any or all qualified third party consultants in any manner necessary to serve the best interests of FOGM. This Request for Proposal creates no obligation on the part of FOGM to award a contract.

Request for Proposal Summary

Project: Space Planning for Greenbelt Museum Visitor & Education Center and Offices

Quote: $ _____

Please submit additional information on the services you will provide as an attachment.

To be considered, please submit bid by: 5:00 p.m. on August 18, 2017

Friends of the Greenbelt Museum, Inc.

10A Crescent Road

Greenbelt, MD 20770

_____

Company Name

_____

Contact Name

Telephone

_____ _____

Signature

Date

Your signature will guarantee the proposed production quote will be effective for 120 days.

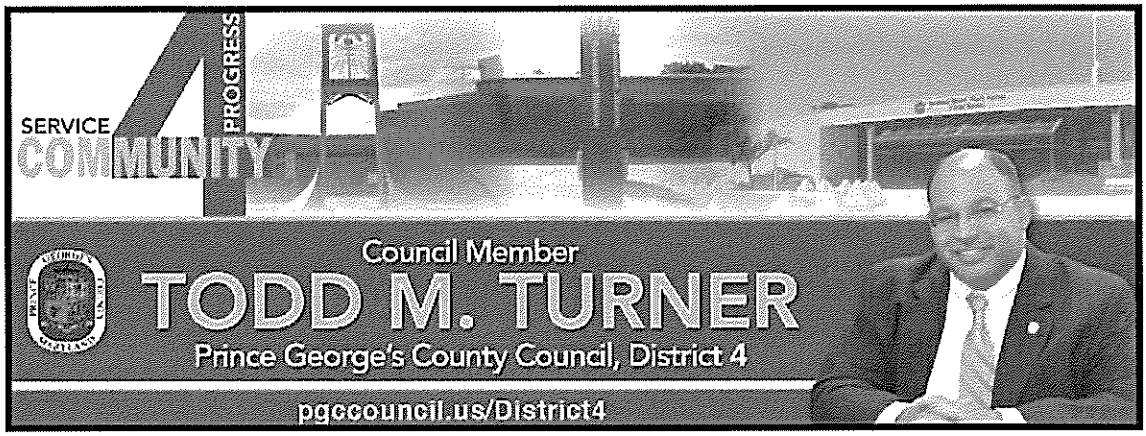
Anne Marie Belton

From: Nicole Ard
Sent: Friday, August 18, 2017 12:53 PM
To: Anne Marie Belton
Subject: Fwd: Bowie's 14th Annual Back to School Bash - this Saturday, August 19th, 2017

Sent from my iPhone

Begin forwarded message:

> **From:** Kap Kapastin <kap@quantumco.net>
> **Date:** August 16, 2017 at 10:39:26 AM EDT
> **To:** Nicole Ard <nard@greenbeltmd.gov>
> **Subject: FW: Bowie's 14th Annual Back to School Bash - this Saturday, August 19th, 2017**
>
> fyi
>
> **Marc "Kap" Kapastin**
> General Counsel
> Quantum Companies
> The Quantum Building
> 4912 Del Ray Avenue
> Bethesda, Maryland 20814
> Office: 301-263-8120
> Cell: 703-615-7011
> Follow Beltway Plaza on Twitter!
>
> **From:** Council Member Todd M. Turner [mailto:district4@co.pg.md.us]
> **Sent:** Wednesday, August 16, 2017 10:04 AM
> **To:** Kap Kapastin <kap@quantumco.net>
> **Subject:** Bowie's 14th Annual Back to School Bash - this Saturday, August 19th, 2017



Please Come Out and Join Us!
This Saturday, August 19th
10:00am to 1:00pm

The City of Bowie Gymnasium
Presents
the 14th Annual Back to School Bash

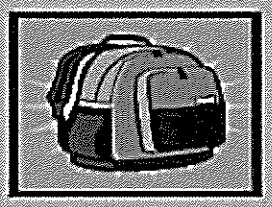
Now Accepting 2017
Event Sponsors and
Community Vendors.

Please Contact
Duncan Churches
if you are
interested
in becoming a
Community Sponsor
or Vendor.

Please register at

www.cityofbowie.org/BacktoSchoolBash

between 7/1/17 & 8/7/17



The Event is Free
A Donation of
Non Perishable
Food Items or $3.00
to Benefit
The Bowie Food Pantry
Is Encouraged

FOR MORE INFORMATION CONTACT
THE
CITY OF BOWIE
GYMNASIUM
4100 Northview Dr.
Bowie, Maryland, 20716
301-809-2383

THE CITY OF BOWIE
GYMNASIUM

PRESENTS THE

14th ANNUAL BACK TO SCHOOL BASH

Held at the City of Bowie Gymnasium
located at 4100 Northview Drive, Bowie MD. 20716

SATURDAY, AUGUST 19, 2017

10:00 am to 1:00 pm

Free Family Demonstrations,
Carnival Games, Moon Bounces,
A Community Resource Area,
Food, Door Prizes and the
*****Backpack Give-Away***

2017 Community Event Sponsors

SPORT FIT TOTAL FITNESS CLUB
Thank you to
Ms. Cynthia Myers

Thank you to
The PG Pickle Ball Club

Bolair Engineering
Air Conditioning • Heating • Gas Fireplaces
Plumbing Services • Standby Generators

**The first 300 school age children between the ages of 4 and 10 years of age that register on the day of the event will receive a backpack filled with school supplies.

Thank you,

Todd M. Turner
Council Member - District 4

If you have any questions, please contact our office by calling 301-952-3094 or emailing District4@co.pg.md.us

Service. Community. Progress

Council Member Todd M. Turner, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772

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Constant Contact

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COUNCIL ACTION REQUESTS (CAR) REPORT
as of August 18, 2017

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
2017						
17	Ms. Davis	4/5	Design and install interpretive panel at Dora Kennedy French Immersion school.		Megan/David	Megan is investigating fabrication. *Council approved funding in FY 2018.*
12	Ms. Davis	2/27	Make sure voting information is included in new resident Welcome Packet.		Nicole/Bev	"Stuffing event" scheduled for August 22.
2016						
24	Work Session	12/19	Consideration of lower GAFC fees for city retirees during budget review.	5/30/17	Jeff	Will allow – Jeff to update the fee schedule.
23	M & C Meeting	12/12	Implement Tax Credit Program for renters.	3/30/17	Jeff	Jeff Williams to follow-up with the state.
15	Work Session	9/28	Undertake study of configuration/geometrics/safety of intersection of Lakecrest Drive/Lakecrest Circle/ Legion Drive.	12/30/18	Celia	
9	M & C Meeting	7/11	Referral to CRAB on proposal for Freedom Day holiday.	6/30/17	David	Referred @ 7/22/16. Deadline changed to 6/30/17 due to CRAB workload on police/community relations.
6	M & C Meeting	4/11	Refer to PSAC – comprehensive review of security cameras in the City.	4/30/17	Mary/Tom	PSAC has been meeting monthly.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
4	City Manager	2/12	Refer revised Sustainable Land Care policy to advisory groups for review within 60 – 90 days.	5/30/16	Jim S.	All referrals received. Public Works is finalizing a timeframe to present to Council. While a schedule for council had been anticipated this week, the policy was returned to Green ACES given volume of comments.
2015						
39	Work Session	10/14	Can there be signage on the Beltway for Roosevelt Center (e.g. – McDonalds)?	12/30/15	Celia	
37	M & C Meeting	10/19	Request from Mr. Drago to have periodic art sales at Roosevelt Center - Refer to AAB.	3/30/16	Julie	Board discussed 11/3 and 12/1.
31	Work Session	8/24	Develop a complete green street policy/standard.	6/30/16	Celia	Planning draft completed week of May 19; circulating to other departments for review.
27	M & C Meeting	8/10	Incorporate PSAC recommendations into Emergency Operations Plan.	11/30/15	David	PSAC has made recommendations.
26	M & C Meeting	8/10	Proceed on vacation of GHI ROW's.	12/31/15	Celia	Underway.
16	M & C Meeting	6/22	Review Joe Murray's Tick Control proposal – contact BARC and Greenbelt Park NPS.	12/30/15	Celia/Jim S.	Reviewed with BARC on 7/18/16.
14	M & C Meeting	6/08	Refer to PSAC – feasibility of re-establishing "fire sirens" for emergency alerts.	12/30/15	Mary/Tom	Reminded staff liaisons 9/15/16.
6	M & C Meeting	1/26	Report on petition from Tim Cohen-Mitchell on application to Youth Advisory Committee.	3/30/15	Cindy	

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
2014						
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	Nicole/Celia	Parking Enforcement moved to Police 7/1/16. Others under consideration by City Manager May 2017.
30	Work Session	8/29	Prepare report on Green Ridge House admission policies.	10/30/14	Liz/Christal	Amendments being worked on. Staff report prepared. Council work session will be scheduled.
17	M & C Meeting	7/14	Request installation of crosswalk on Southway in vicinity of B-W Parkway Ramp.	12/30/14	Jim S.	Sent to SHA. Discussed at 6/10/15 work session. Update provided 9/21/15. On SHA work program.
10	Work Session	4/23	Research whether city can/should enforce recycling for multi-family housing.	6/30/14	John	
2013						
45	M & C Meeting	10/28	Are there limitations on how long banner signs can be in use – County Zoning Code or City Covenants – Franklin Park signage issue?	1/31/14	Celia	
2011						
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	Jim	Checking power availability at 11 - 13 Courts. Public Works is surveying residents on potential lighting options (week of May 19, 2017).

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
2010						
32	Mayor Davis	6/25	Does city need its own ordinance to limit roadside solicitation per 2008 State law?	8/30/10	Karen	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	Karen	County legislation approved 5/3/11. Planning Director checking with College Park and Bowie on usage of authority.
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: Friday, August 18, 2017

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

CODE ENFORCEMENT	
Commercial Properties:	*One commercial property on Belle Point Drive was annually inspected.*
Rental Property:	*Seventeen rentals were annually inspected; and* *Sixteen rentals were re-inspected.*
Complaints:	*Two complaints were logged regarding mold and mildew on Mandan Road; and* *Mold in bathroom, kitchen floor black marks, blinds need replacing-not closing properly, and inoperable window on first floor on Greenbrook Drive; and* *Three prior complaints were re-inspected.*
Permits:	*Four permits were approved and issued.*
Animal Control:	*One trapped cat was impounded;* *Citizen brought a stray cat, stray dog, and an stray kitten into the shelter;* *One dog was surrendered by owner;* *Removed three bats from various locations within the City;* *Three cats were adopted; and* *Three citations were issued - two for abandonment of a newborn kitten at PetSmart and one for leaving a dog unattended in car during hot weather at Beltway Plaza.*
Meetings:	***Staff Attended:*** *Department head staff meeting; and* *Council meeting to present updates on the Greenbelt Lake Dam project.* ***Staff Met With:*** *All parties on dam repair to discuss progress and outline steps to address punch list items; and* *Karen Ruff on TIF and Annexation processes.*

Planning Projects:

Worked on final report for spay neuter voucher grant;

Prepared GIS map of forest preserve areas;

Worked on updating business resources on city's website;

Responded to questions regarding the county's zoning re-write project;

Greenbelt Dam management;

Responded to ongoing construction activities at Greenbelt Station South Core regarding road closure, temporary staging of materials and model parking spaces;

Continued to work on Greenbelt Station Annexation Correction and TIF research; and

Administrative work – filing, permits, and response to citizen inquires.

GREENBELT POLICE DEPARTMENT

CRIME REPORT

AUGUST 16, 2017

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

www.greenbeltmd.gov/police

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

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

CENTER CITY

08/13 1:07 P.M.	20 Southway. Theft. An unattended wallet was taken from the counter at the BP gas station.

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

08/11 7:39 P.M.	Area of Greenbelt Road and Kenilworth Avenue. Possession of marijuana arrest. Charles Anthony Hawkins II, 35, of Takoma Park, MD was arrested and charged with Possession of Marijuana after being stopped for a traffic violation. The suspect was released on citation pending trial.

08/12 6:02 P.M.	Area of Cherrywood Terrace and Breezewood Drive. Vandalism. Unknown person(s) spray painted graffiti on a utility pole.

08/13 2:30 P.M.	9100 block Springhill Lane. Burglary. Unknown person(s) used unknown means to enter the residence. Beauty products, storage bins and a bracelet were taken. There were no signs of forced entry.

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT EAST/GREENWAY SHOPPING CENTER

08/12 1:59 A.M.	7600 block Mandan Road. Possession of marijuana arrest. Antoine Lee Best, 27, of Lanham, MD was arrested and charged with Possession of Marijuana by officers investigating a suspicious occupied vehicle. The suspect was released on citation pending trial.

08/12 10:00 A.M.	7300 block Frankfort Court. Stolen bicycle. A yellow 21 speed bicycle was taken from the backyard of a residence. The bike was recovered the same day in the 7200 block of South Ora Court. No arrests.

08/14 1:07 A.M.	Area of Hanover Parkway and Hanover Drive. DWI/DUI arrest. Alexis Rochelle Devaughn, 24, of Temple Hills, MD was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges by officers responding to a report of a possibly intoxicated driver. The suspect was released on citations pending trial.

Automotive Crime - City Wide

08/10	Unit block Parkway. Vandalism to vehicle. Unknown persons) broke out the front passenger window of a vehicle.
08/11	Recovered stolen auto. A 2005 Mercury Marquis 4-door, reported stolen July 26th from the 5800 block of Cherrywood Lane, was recovered this date by the Prince George's County Police Department in the 5800 block of Morris Avenue, Clinton, MD. No arrests.
08/12	5400 block Stream Bank Road. Theft from auto. Unknown persons) broke out the rear passenger window of a vehicle and removed a laptop computer.
08/12	7400 block Greenbelt Road. Recovered stolen vehicle. A 2001 Chevrolet Suburban SUV, reported stolen to the Prince George's County Police Department. No arrests.
08/14	7800 block Mandan Road. Theft from vehicle. Unknown persons) broke out the front passenger window of a vehicle and removed the audio/visual system.
08/14	8000 block Mandan Road. Theft from vehicle. Unknown persons) broke out the rear passenger window of a vehicle and removed speakers.
08/14	Recovered stolen motorcycle. A 2014 Honda CB motorcycle, reported stolen July 4th from the 5900 block of Cherrywood Lane, was recovered this date in the parking lot of the BP gas station on Southway. No arrests.
08/14	8000 block Mandan Road. Theft from vehicle. Unknown persons) broke out the driver's side window and removed the audio/visual system.

08/14	Recovered stolen vehicle. A 2000 Dodge Caravan, reported stolen August 4th from the 6100 block Breezewood Drive, was recovered this date by the Prince George's County Police Department in the 6300 block of Stonewain Court, Fort Washington, MD. No arrests.
08/14	7800 block Hanover Parkway. Vandalism to auto. Unknown persons) broke out the driver's side window of a vehicle.
08/15	48 court Ridge Road. Theft from vehicle. An iPod Nano and a Maryland Driver's License were taken from an unlocked vehicle.
08/16	Area of Mandan Road and Mathew Street. Recovered stolen auto. A 2011 BMW 328i 4-door, reported stolen to the Prince George's County Police Department. No arrests.
08/16	9100 block Edmonston Road. Theft from auto. A rear tag, Maryland temporary registration T250622, was taken from a vehicle.

GREENBELT POLICE DEPARTMENT

CRIME REPORT TALLY SHEET

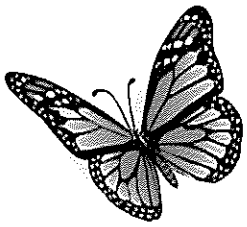
WEEK OF AUGUST 16, 2017

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.

GENERAL CRIMES		GENERAL CRIMES (CON'T)	
Carjacking		Animal Bite	
Sex Offense (Suspect known victim)	1	Disruption of School Activities	
Armed Robbery		Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery		Emergency Commitment Petition	1
Attempt Strong Armed Robbery		Missing Person	
Burglary	1	Fraud	1
Attempt Burglary		Unattended Death	
Assault (Two domestic-related)	4	Alcohol Violation	
Domestic	1	False Report	
Drugs	2	Harassment	
DUI/DWI	1	Field op (suspicious person)	4
Theft	6	Notification for other agency	
Vandalism	1	Recovered Stolen Property	1
Child Abuse		**VEHICLE RELATED CRIMES**	
Unattended Child		Stolen Vehicles	
Trespass		Recovered Stolen Vehicles	5
Injured Person (Cut hand punching a window)	1	Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	6
Credit Card Offense	1	Attempt Theft From Vehicles	
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	2
Suspicious Person	1	Accidents	4

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

Department of Public Work
Week Ending August 18, 2017



ADMINISTRATION

- Jim Sterling and Brian Townsend met with a resident regarding sidewalk repair, landscaping and property line location on Ridge Road.
- Walked the WSSC proposed waterline replacement on Lakeside Drive, Northway and Forestway, and started the formal permit process review with the engineer.
- Attended the Department Head meeting.
- Met with the operator of the Greenbelt Theater.
- Jim Sterling, Brian Kim and Luisa Robles met with the Electric Vehicle Institute (EVI) to go over possible locations for EV charging stations.
- Brian Kim held a preconstruction meeting for the Aquatic and Fitness Center boiler replacement project.

STREET MAINTENANCE/SPECIAL DETAILS

- Removed unwanted signs and checked for graffiti throughout the city.
- Pushed debris at the Northway Fields compost site.
- Finished installing bike symbols on Springhill Lane.
- Put out Farmer's Market barrels.
- Started installing thermoplastic arrows on speed bumps on Mathew Street.

HORTICULTURE/PARKS

- Cut grass throughout Greenbelt.
- Worked on cutting back brush and overgrowth along Greenbelt Road near the American Legion and along black top pathways in Lakewood.
- Cut back weeds and brush growing through the fence at the 44 Court Ridge playground.
- Weeded perennial landscape beds on Southway.
- Removed invasive plants and pruned low branches on Legion Drive.
- Pruned low branches blocking signs on Kenilworth Avenue.
- Removed a downed storm damaged tree and cleared overgrowth from around the Spellman overpass.
- Performed routine maintenance on chainsaws.

FACILITY MAINTENANCE

- Participated in a pre-construction meeting for the Aquatic & Fitness Center Boiler Replacement Project.
- Participated in a pre-construction meeting to discuss future electric vehicle (EV) charging stations.
- Worked with the contractor laying fan coil units for HVAC units at the Community Center.
- Repiped and rewired two air conditioning units in the Youth Center gymnasium.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 31.01 tons of refuse and 14.27 tons of recyclable material.
- Luisa Robles coordinated with Beverly Palau about updating the recycling yes/no flier.
- Worked on coordinating the Public Works booth display for Labor Day and other activities.
- Continued putting signs together for the recycling table display for the Labor Day Festival and other events.
- Composed Green ACES/Team agenda and sent to Beverly for publication.

FLEET MAINTENANCE

- Worked on installing the transmission on Police unit #826.
- Completed preventative maintenance and replaced front and rear brakes on Police unit #808.
- Replaced brake pads, rotors and front brake calipers on Police unit #812.
- Replaced the master cylinder and the front pads and rotors on Police unit #828. Also performed preventative maintenance service.
- Performed preventative maintenance on Public Works van #153.
- Performed preventative maintenance on Police unit #825.
- Performed preventative maintenance and replaced the front and rear brakes on Police unit #808. Also performed intake induction service.
- Performed preventative maintenance service, intake induction service, and replaced the spark plugs and wire on Police unit #829.

Greenbelt Recreation Department
Weekly Report

Week Ending August 18, 2017

ADMINISTRATION:

- Met with Recreation and Park Master Plan consultant and provided a tour of Greenbelt in order to gather GIS data, conduct facility inventory and assessment.
- Met with Aquatic and Fitness Center staff to review various items related to facility operations, programs and upcoming projects during the facility shut down next week.
- Held interviews on Wednesday for a vacant position at the Aquatic and Fitness Center.
- Attended department head staff meeting.

YOUTH CENTER/ SPRINGHILL LAKE/PARK RANGERS/GREENBELT KIDS:

- Summer Camps and Summer classes are now in week 9! Camp YOGO and Performance Camp finished their 2017 camp season on Friday. Kudos to Camp staff for a fantastic season! Circus Camp and Camp Pine Tree continue for one more week.
- Camp Pine Tree enjoyed lots of indoor and outdoor games, sports, swim lessons, and arts & crafts. On Monday evening, representatives for Camp Pine Tree presented City Council with a check for $732, dedicated to the City "Send a Kid to Camp Fund." The money was raised during the Annual Camp Pine Tree Bake Sale. Camp Pine Tree enjoyed a visit from a "Mad Scientist" on Wednesday.
- Performance Camp spent the week preparing for a performance titled "I Have a Dream That..." Each camper identified their own dream and developed a plan to perform that dream through music, dance, monologues and more. Campers created their own set and props to help communicate their dream to the audience. The show on Friday was the culmination of a week of creative fun!
- Circus Campers, both novice and experienced, learned new skills in a variety of circus stunts and presented their fifth performance of the summer. On Tuesday, campers posed in circus stunts with a T-Rex as part of the city hall selfie campaign, hoping to bring home a prize for Greenbelt
- Camp YOGO campers traveled to Guppy Gulch Water Park, Oriole Park and M & T Bank Stadium in Baltimore and then Six Flags America for the final trip of the season. While at home in Greenbelt, campers enjoyed indoor and outdoor group games, sports, swimming, ga-ga ball and socializing.
- Attended Youth Advisory Committee meeting.
- Attended the Labor Day Festival Committee meeting.
- Our Fall 2017 Activity Guide is available online and in Recreation Centers. Fall registration for residents begins on August 21; non-residents may register beginning August 28.
- Park Rangers will be visiting Greenbelts' parks this weekend, informing patrons about park rules and assisting with programs.
- Mom's Morning Out registration continued in anticipation for the Fall 2017 pre-school program.
- Began preparation of Maryland State Department of Education, Office of Child Care application for a Continuing License for our pre-school program "Mom's Morning Out."
- Plans for Special Events continued with a focus on Labor Day Weekend and our Fall Bike Rodeo, scheduled for Saturday, September 23.

AQUATIC AND FITNESS CENTER:

- Twelve campers with Howard County & Parks Adventure Camp Swim Group enjoyed the GAFC outdoor pool on Monday from 11 am to 1 pm.
- EZ Rehab Solutions Therapy met on Tuesday and Thursday.
- Thirteen children and three adults with New Hope Academy enjoyed the outdoor mushroom pool on Wednesday.
- Three private swim lesson requests were received and entered into the database for swim instructor(s) match. Seventeen requests were matched with an instructor.
- Swim Instructor(s) provided a total of 28 private swim lessons (Friday-Thursday).
- 2017-2018 UM Shuttle Pass application is now available.
- Public Works Department installed a new hair dryer in men's locker room on Monday.
- GAFC is participating in the Stuff the Bus Program, collecting school supplies, now through Labor Day weekend. Donations will benefit Greenbelt Elementary School students.
- The indoor pool and hot tub will close at 8 pm, August 20 for the annual cleaning. The indoor pool and hot tub are scheduled to reopen at 6 am on Friday, September 1.
- The Fitness Wing will close at 8 pm on Sunday, August 20 and re-open on Wednesday, August 23.
- Outdoor pool will be open from 6 am to 8 pm August 21 - 25 and August 28 – 31 and from 8 am – 8 pm on August 26 and 27.

ARTS:

- Submitted a FY 2017 Final Report for the Maryland State Arts Council.
- A wrap-up meeting was held with arts program staff and Clay at the End of the Day instructors.
- Provided a studio tour to another Artist in Residence Program applicant. One studio is currently vacant and applications are being accepted on a rolling basis until the space is filled.
- Fall class promotions are underway.
- The Community Center art rooms are being prepared for Greenbelt Labor Day Festival activities and the start of fall classes.
- Ongoing activities include: receipt and processing of Festival of Lights Art and Craft Fair applications; artist studio visits; and program development and marketing.

Community Center:

- Circus Camp presented the Session V Summer Circus Show. The show was a showcase of circus acts and skills, performed by 24 campers, under the direction of former Ringling Bros. performer Gregory May.
- Performance Camp presented "I Have A Dream That..." an original production of dances and monologues performed by 19 campers.
- A fire drill was conducted to fulfill camp requirements
- Thanks to Public Works for maintaining the GNS floor.
- Staff participated in #cityhallselfie day.
- Camp letters for Circus Camp VI were emailed.
- Supervisor continued to field inquires in regard to food operation rentals for the Commercial Kitchen. There have been 237 inquiries since April 2015. There are currently seven food operations who received all permits and may rent the Kitchen.
- There were 5 facility reservations processed.
- There was 1 private rental and10 pattern rentals.
- The following groups received free space: Golden Age Club, Greenbelt Writers Group, Greenbelt Labor Day Festival Committee, Friends of the Greenbelt Theatre, Greenbelt Arts Center, Greenbelt Volksmarchers and Greenwood Village HOA.