



I'm looking for...



THE CITY OF



GOVERNMENT

COMMUNITY

BUSINESS

VISITING

I WANT TO...

MARYLAND

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01 No Meeting	02 Public Safety Advisory Committee, 7pm, CC-This meeting will be rescheduled	03 * 7:00 PM CORRECTED TIME - Work Session - Board of Elections, CC Closed Session - Personnel (CC)	04	05	06 Free Babysitting Course- THIS EVENT WILL BE RESCHEDULED
07	08 Youth Advisory Committee, 5:30, Greenbriar Regular Meeting, MB, 8PM	09 Coffee with the Chief, 5:30-7pm, New Deal	10 Advisory Planning Board, 7:30pm, CC Work Session - Roosevelt Center Merchants Association (CC), 8PM Meet and Greet w/City Manager, 12:30pm, Community Center	11	12	13
14	15 No Meeting (Martin Luther King Jr. Day) Coexisting with Beavers, 10:30am, Buddy Attick Park	16	17 Park and Recreation Advisory Board, 7:30 CC Work Session - WSSC - Boxwood Waterline Replacement (CC), 8PM	18	19	20
21	22 Interview Advisory Board, MB, 7:45 PM Regular Meeting, MB, 8PM GED Class Registration Anger Management Class (DRAMA Club)	23 Advisory Committee on Education (ACE) 6:30pm, MB	24 Work Session - National Park Service (CC), 8PM	25 Four Cities Meeting (College Park)	26	27
28	29 Work Session - WSSC (Stakeholder), MB, 8PM	30 Senior Citizens Advisory Committee, 3:30pm, CC	31 Work Session - Dog Park, (CC), 8PM	01	02	03

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



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**February 2018**

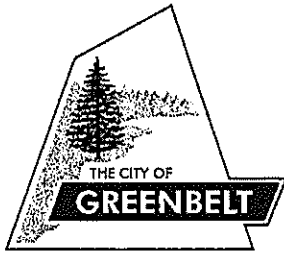
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
04	05 Work Session - City Manager Updates, MB, 8PM	06 Arts Advisory Board, 7pm, CC Public Safety Advisory Committee, 7pm, CC	07 Work Session - Bureau of Engraving and Printing Proposed Relocation to the BARC Campus, (CC), 8PM	08	09	10
11	12 Youth Advisory Committee, 5:30, GAFC Regular Meeting, MB, 8PM	13	14 Advisory Planning Board, 7:30pm, CC Work Session - TBD, (CC), 8PM	15	16	17
18	19 No Meeting (Presidents' Day)	20	21 Park and Recreation Advisory Board, 7:30 CC Work Session - Civic Association, (CC), 8PM	22	23	24
25	26 Regular Meeting, MB, 8PM	27 Senior Citizens Advisory Committee, 3:30pm, CC Advisory Committee on Education (ACE) 7pm, MB	28 Work Session - Rental Apartments (Stakeholder), (CC), 8PM	01	02	03

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Ph: 301-474-8000 / Fx: 301-441-8248



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## City Manager's Report Week Ending January 12, 2018

1. City Offices will be closed on Monday, January 15 in observance of the Martin Luther King, Jr. holiday.
2. Attached is notification that the city has again been awarded the Government Finance Officers Association Distinguished Budget Presentation Award for its FY 2018 budget. Kudos to everyone involved, especially Jeff Williams, City Treasurer, David Moran, Assistant City Manager, Anne Marie Belton, Executive Associate, and Beverly Palau, Public Information Coordinator.
3. Gave a presentation at the Golden Age Club meeting.
4. Held the first "meet and greet" to gather community input on the Police Chief search.
5. Assistant City Manager
  - a. Attended the MML Opening Reception
  - b. Began working on FY 2019 budget preparation
6. Finance Department
  - a. Completed CARES expenditure estimates for FY 2018 and FY 2019 – Will meet with Director next week to finalize estimates
  - b. Completed Planning, Code Enforcement & Animal Control expenditure estimates for FY 2018 and FY 2019 and met with Acting Director.
  - c. Began review of December 2018 financial activity. Report should be available next week.
7. Information Technology
  - a. RecTrac version upgrade
  - b. Initiated Verizon final number port
  - c. Deployed mobile computers to senior staff
8. Prepared for work sessions on January 10 and 17, and regular meeting on January 8.

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



Government Finance Officers Association  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

January 2, 2018

The Honorable Emmett V. Jordan  
Mayor  
City of Greenbelt  
25 Crescent Road  
Greenbelt, MD 20770

Dear Mayor Jordan:

We are pleased to notify you that City of Greenbelt, Maryland, has received the Distinguished Budget Presentation Award for the current budget from Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting and represents a significant achievement by your organization.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. This has been presented to:

**Nicole Ard, City Manager**

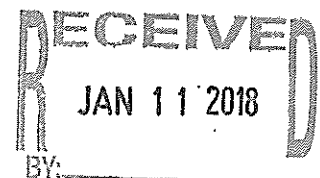
We hope you will arrange for a formal public presentation of the award, and that appropriate publicity will be given to this notable achievement. A press release is enclosed for your use.

We appreciate your participation in GFOA's Budget Awards Program, and we sincerely hope that your example will encourage others to achieve and maintain excellence in governmental budgeting.

Sincerely,

Michele Mark Levine  
Director, Technical Services Center

Enclosure





**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

## **FOR IMMEDIATE RELEASE**

January 2, 2018

**For more information, contact:**

**Technical Services Center**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**E-mail: [budgetawards@gfoa.org](mailto:budgetawards@gfoa.org)**

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **City of Greenbelt, Maryland**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Nicole Ard, City Manager**.

There are over 1,600 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

*Government Finance Officers Association is a major professional association servicing the needs of more than 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington D.C.*

# COUNCIL ACTION REQUESTS (CAR) REPORT

## as of January 12, 2018

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
<b>2017</b>						
23	M & C Meeting	11/27	Check and follow-up on uneven sidewalks in Greenspring I neighborhood.	12/31/17	Jim	List of sidewalks received from HOA. Sidewalk grinding being done in the community.
21	Mr. Byrd	11/14	Anti-discrimination Ordinance for Greenbelt		Nicole/Karen	
17	Ms. Davis	4/5	Design and install interpretive panel at Dora Kennedy French Immersion school.		Megan/David	Megan is investigating fabrication. <i>Council approved funding in FY 2018.</i> Finalizing photos and location. 2-3 week turn around after that point.
<b>2016</b>						
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	Terri	Requested cost proposal from GPI for improvement recommendations.
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. Report presented to Council in August 2017. Staff will refine location and implementation.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*= <b>COMPLETED</b> )
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. Draft report submitted to Council. Council work session held in August. Staff continues incorporate feedback.
<b>2015</b>						
39	Work Session	10/14	Can there be signage on the Beltway for Roosevelt Center (e.g. – McDonalds)?	12/30/15	Terri	
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	Terri	Planning draft completed week of May 19, 2017; 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	Terri	Approved by the county. MOU for remaining encroachments needs to be done.
16	M & C Meeting	6/22	Review Joe Murray's Tick Control proposal – contact BARC and Greenbelt Park NPS.	12/30/15	Terri/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.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
6	M & C Meeting	1/26	Report on petition from Tim Cohen-Mitchell on application to Youth Advisory Committee.	3/30/15	Cindy	
<b>2014</b>						
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/Terri	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 closed held in August. Work session will be schedule.
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	Karen	
<b>2013</b>						
45	M & C Meeting	10/28	Are there limitations on how long banner signs can be in use – County Zoning Code or City Covenants – Franklin Park signage issue?	1/31/14	Terri	Signs allowed by permit for 6 months with a 6 month renewal if allowed by county DPIE. Enforcement of sign violations done on a complaint basis and via windshield inspections.
<b>2011</b>						
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).

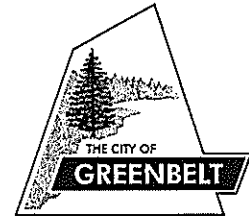


NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
<b>2010</b>						
32	Mayor Davis	6/25	Does city need its own ordinance to limit roadside solicitation per 2008 State law?	8/30/10	Karen	City Solicitor response in 9/3/10 City Manager Report. A city ordinance is being drafted.
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, January 12, 2018**



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

**CODE  
ENFORCEMENT**

<i>Commercial Properties:</i>	<i>Greenway East Professional and the Ambulatory Care Center were annually inspected; Greenbelt Professional Center, Beltway Plaza, 6301 Ivy Lane, and Capitol Cadillac were re-inspected.</i>
<i>Apartments:</i>	<i>Crescent Square II apartments were annually inspected.</i>
<i>Rental Property:</i>	<i>Four rentals were annually inspected; and Seven rentals were re-inspected.</i>
<i>Complaints:</i>	<i>One complaint was logged regarding no heat in a unit at Franklin Park.</i>
<i>Permits:</i>	<i>Fourteen permits were approved and issued.</i>
<i>Animal Control:</i>	<i>Two feral cats were trapped, neutered and released; One squirrel was released from an illegal trap; One stray dog was picked up and later returned to its owner; One stray cat was brought into the shelter; and Two cats were adopted.</i>
<i>Alarms:</i>	<i>Twelve businesses and one company alarm renewal notices were mailed.</i>
<i>Meetings:</i>	<p><b>Staff Attended:</b>  <i>Department Head meeting;</i>  <i>Council meeting on acceptance of Indian Creek Stream Valley Trail; and</i>  <i>Advisory Planning Board meeting to discuss a concept development at Capital Office Park for Multifamily housing.</i></p> <p><b>Staff Met With:</b>  <i>Community Planner to review status of active projects;</i>  <i>Treasurer to discuss FY 2019 budget;</i>  <i>Various staff members to review status of projects for preparation of departure; and</i>  <i>Members of the police department on response to parking petition.</i></p>

**01/12/2018**  
**P&CD WEEKLY REPORT CONT...**

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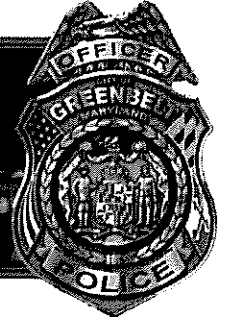
**Planning Projects:** Reviewed applications for Community Planner Position;  
Prepared materials for next week's City Council work session with WSSC;  
Worked on FY 2019 budget material;  
Responded to code enforcement complaints/inquiries;  
Worked on Program Open Space reimbursement request for Community Center HVAC project;  
Worked on letter of intent to apply for MHT grant for Mother and Child Statue and Bas Relief restoration;  
Management of permits, bonds, and construction oversight of Greenbelt Station South Core development;  
Management of Greenbelt Lake Dam repairs project ongoing issues;  
Grant management for MD Bikeways grant;  
Coordination on annexation correction;  
Coordinated with police department on response to parking petition; and  
Prepared outgoing notes for departure.

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**Other Items of Interest:** Participated in interviews for the Code Enforcement Supervisory Inspector position; and  
Several staff members attended court in Hyattsville regarding issued Municipal Infractions.

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# GREENBELT POLICE DEPARTMENT



## CRIME REPORT

JANUARY 10, 2018

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

[www.greenbeltmd.gov/police](http://www.greenbeltmd.gov/police)

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

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

### CENTER CITY

01/04 9:00 A.M.	16 Parkway. Credit card offense. The victim advised that he lost his credit card and was later notified that the card was used to make unauthorized purchases in Laurel, MD and Silver Spring, MD.
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### FRANKLIN PARK/BELTWAY PLAZA/GREENBELT STATION/CAPITOL OFFICE PARK/METRO

01/05 1:26 P.M.	6000 block Springhill Drive. Trespass arrest. Marisa Lanae Simms, 22, of District Heights, MD was arrested and charged with Trespass after she was found on the grounds of Franklin Park apartments after having been banned from the complex by agents of the property. The suspect was released on citation pending trial.
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01/09 3:50 P.M.	6100 block Breezewood Court. Burglary. Unknown person(s) used unknown means to enter the residence. A video game player, video games, a notebook type computer and sneakers were taken.
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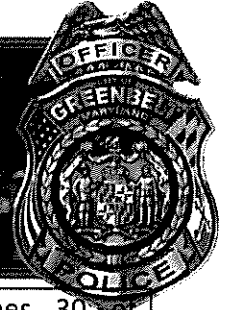
### GREENBELT EAST/GREENWAY SHOPPING CENTER

01/05 4:00 P.M.	7500 block Greenway Center Drive. Theft. An unattended jacket, a cell phone and credit cards were taken from an office.
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**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# GREENBELT POLICE DEPARTMENT



01/07 2:52 A.M.	7200 block Hanover Drive. Disorderly conduct arrest. April Chrystal Hughes, 30, of Newport News, VA was arrested and charged with Disorderly Conduct by officers responding to a report if a fight in progress. The suspect was released on citation pending trial.
01/08 3:36 A.M.	7500 block Greenbelt Road. Burglary. Witnesses observed a subject wearing all black, no further walking around inside the front entrance of Chevy's restaurant. No one was located, but the front doors were found to be unsecured. There was no sign of forced entry and nothing appears to have been taken at this time.
01/08 11:28 A.M.	7400 block Greenbelt Road. Disorderly conduct arrest. Michael Elroy Kennedy, 53, of Springdale, MD was arrested and charged with Theft and Disorderly Conduct after he refused to pay his tab at Denny's restaurant. The suspect was released on citation pending trial.

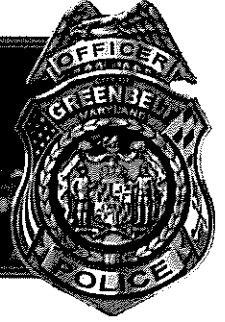
## Automotive Crime - City Wide

01/08	6000 block Greenbelt Road. Theft from auto. Unknown person(s) forced open the driver's door of a vehicle and removed an identification card.
01/09	8000 block Mandan Road. Vandalism to vehicle. Unknown person(s) slashed two tires on a vehicle.
01/09	Recovered stolen vehicle. A 1999 Dodge Caravan, reported stolen January 2 <sup>nd</sup> from the 6100 block Breezewood Drive, was recovered this date by the Metropolitan Police Department on E Street in N.E. Washington, D.C. No arrests.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# GREENBELT POLICE DEPARTMENT



## CRIME REPORT TALLY SHEET

WEEK OF JANUARY 10, 2018

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.

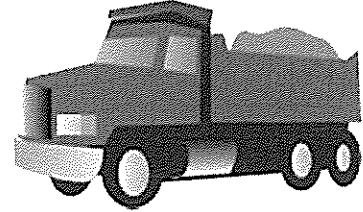
GENERAL CRIMES		GENERAL CRIMES (CON'T)	
Carjacking		Animal Bite	
Rape		Disruption of School Activities	
Armed Robbery		Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery		Emergency Commitment Petition	
Attempt Strong Armed Robbery		Missing Person	
Burglary	2	Fraud	
Attempt Burglary		Unattended Death	
Assault		Alcohol Violation	
Domestic		False Report	
Drugs		Harassment	1
DUI/DWI		Field op (suspicious person)	
Theft	3	Notification for other agency	
Attempt Theft	1		
Vandalism		VEHICLE RELATED CRIMES	
Unattended Child		Stolen Vehicles	
Trespass	1	Recovered Stolen Vehicles	1
Disorderly Conduct	2	Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	1
Credit Card Offense		Attempt Theft From Vehicles	
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	1
Suspicious Person		Accidents	9



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

# *Department of Public Works*

## *Week Ending January 12, 2018*



### **ADMINISTRATION**

- Sat in on interviews for the Supervisory Inspector position.
- Met with WSSC and looked at various water main breaks.
- Met with the Four Cities Coalition Public Works Directors to discuss the purchasing of a new sweeper.
- Met with the Community Planner regarding Greenbelt Station and Roosevelt Center.
- Attended the Kick-Off Meeting for the Reserve Study Project.
- Assisted with FY 2019 budget preparations.

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

- Treated streets Sunday night and most of Monday.
- Removed unwanted signs and checked for graffiti throughout the city.
- Pushed debris at the Northway Fields compost site.
- Put out barrels on Greenbelt Road per Police Department request.
- Repaired the red light on the traffic signal on Hanover Parkway.
- Assisted the Refuse & Recycling crew.
- Repaired pot holes throughout the city.
- Measured streets in Greenbelt East.
- Installed a new motor in the salt spreaders.
- Cleaned salt from salt trucks.
- Assisted with the Greenbelt Connection three days.

### **BUILDING MAINTENANCE**

- Began monthly preventative maintenance on HVAC systems in all city buildings.
- Repaired lights at the Community Center.
- Installed a new fan coil in the Planning Director's office.
- Cleaned and painted Room 108-B in the Community Center.
- Worked on paint touch-up at the theater.

### **HORTICULTURE/PARKS**

- Collected leaves throughout the city with the leaf vacuum.
- Continued collecting Christmas trees at designated areas throughout the city.
- Blew leaves at the Aquatic & Fitness Center.
- Re-painted the Lakeside wooden sign because of vehicle damage.
- Cleaned landscape beds throughout the city.
- Assisted with the treatment of streets Sunday night and most of Monday.

## **REFUSE/RECYCLING/SUSTAINABILITY**

- Collected 22.84 tons of refuse and 12.68 tons of recyclable material.
- Attended the monthly call for the DC MD Compost Council. Read MD Bill 171 – Maryland Department of the Environment – Yard Waste, Food Residuals and Other Organic Materials Diversion and Infrastructure. There will be a meeting on Jan 24 regarding this at the MDE headquarters.
- Met with the new Environmental Coordinator, Jason Martin, and explained the structure of Green ACES and the Sustainability Framework, the Green Team, Sustainability Maryland Certified (SMC), the Rain Check Rebate Program and the County.
- Jason Martin attended a 2018 Advanced Landscape Plant IPM (Integrated Pest Management) and PHC (Plant Health Care) short course at the University of Maryland in College Park.
- Finalized preparations for MLK Day of Service volunteer event.

## **FLEET MAINTENANCE**

- Replaced the alternator and cleared internal faults along with preventative maintenance service on police vehicle #835.
- Replaced the battery and the blower motor and repaired the wiring harness on pick-up #210.
- Completed preventative maintenance service and replaced front brake pads and rotors on police vehicle #895.
- Replaced the cabin air filter, installed a battery and completed preventative maintenance service on police vehicle #810.
- Completed preventative maintenance service and replaced the battery on police vehicle #851.
- Replaced the worn front ball joints and front axle on pick-up #408.



# **Greenbelt Recreation Department**

## **Weekly Report**

### **Week Ending January 12, 2018**

#### **ADMINISTRATION:**

- The RecTrac system migration and upgrade was completed.
- PRAB materials were prepared and sent to board members for the meeting scheduled for Wednesday, January 17 at 7:30pm in room 114 at the Community Center.
- Final guidelines and digital formats of the new department logo were reviewed and delivered with LMD Agency and the Director. The last items to be received from LMD will be the electronic and hard copies of the different templates which should be completed and handed over in early February.
- Director has scheduled a department all-staff meeting on Wednesday, January 17 to reveal and review the new logo and the guidelines for usage. The meeting will also discuss the necessary steps that need to be accomplished prior to going live with the new logo; hopefully with the Summer 2018 Activity Guide.
- Budget preparation continued.
- Staff member was appointed by MML to serve on the State of Maryland, Department of Natural Resources Technical Advisory Committee in the development of the State Land Preservation and Recreation Plan.
- Attended department head staff meeting.

#### **YOUTH CENTER/ SPRINGHILL LAKEGREENBELT KIDS:**

- Greenbelt Boys and Girls Club basketball practices continued. Games will be held at the Dora Kennedy French Immersion gymnasium.
- Winter 2018 Activity Guide is now available on-line and printed guides are available in city buildings. Registration continues on a space available basis with classes running through mid-March.
- Continued editing the 2018 Camp Guide.
- Spring 2018 Activity Guide production continued and will continue until mid-January. Target date for print and on-line guide is February 16, 2018.
- Continued planning and promotion for two new classes at Springhill Lake Recreation Center Computer Lab, in a collaborative effort with Paradyne Management. An eight week programming class using Scratch will be offered to youth beginning January 31. A Web Design class for adults will begin February 7 and will run for eight weeks. Advanced registration is required for both classes.
- Received RecTrac training.

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

- GAFC will be operating under normal business hours on Monday, January 15.
- GAFC Swim Instructor(s) provided 20 private swim lessons (Friday-Thursday).
- The hot tub closed for regular bi-weekly cleaning on Wednesday.
- Conducted training for front counter staff on the upgraded RecTrac system.
- Public Works Department is working with a contractor to adjust the front door malfunction caused by the cold weather.
- Public Works Department conducted Blood Borne Pathogens Training at the GAFC.
- The quarterly CSR staff meeting is scheduled for Tuesday, January 16, at 6pm.
- 2018 GMST Winter/Spring registration is on-going now. Open House is scheduled for Tuesday, January 23 with the first practice on Thursday, January 25.
- A former GMST head coach from 2005-2009 has agreed to serve as an interim head coach while the team continues to look for a head coach.
- Worked on equipment replacement budget this week.

## **COMMUNITY CENTER:**

- A fire drill was conducted.
- The Winter Center Leader staff meeting was held Wednesday night with 19 staff present. Facility policies and program information were reviewed. The annual display case vote was conducted and the July 2017 Parks and Recreation Month display won with 28% of the vote.
- There is currently one Center Leader shift open on the permanent schedule. Recruitment continues.
- Supervisor attended a Bike to Work Day meeting at COG in DC. This year's t-shirt color is Marigold. The poster theme was discussed at the meeting. Save the date - Friday, May 18, 2018.
- Gym floor resurfacing project concluded. The Gym reopened on Sunday, January 7.
- A tour was conducted for a potential kitchen center.
- Supervisor continued to field inquiries in regard to food operation rentals for the Commercial Kitchen. There have been 275 inquiries since April 2015. There are currently four food operations who received all permits and may rent the Kitchen.
- There were 4 facility reservations processed.
- There were 2 private rentals and 18 pattern rentals.
- The following free space groups received space: Golden Age Club, Greenbelt Concert Band, Girl Scout Troop #23007, Girl Scout Troop #27, Greenbelt Community Foundation, Greenbelt Computer Club, Greenbelt Youth Baseball, Greenbelt Labor Day Committee, Charlestowne Village, Greenbelt Pottery, PG Peace & Justice Caucus and Center for Dynamic Community Governance.
- The following City groups received space: City Council, Advisory Planning Board, GAIL and Be Happy Be Healthy Volleyball & Yoga.

## **ARTS:**

- An Art Share and a Community Art-Drop In were hosted, both free of charge to the community.
- Staff is currently installing the next Art Gallery exhibit: Worlds of Wonder II – Design Highlights from Greenbelt Recreation Department Youth Theater and Dance Productions. This show will feature costumes, props, sets and production photography from ten shows which have been mounted in the last two years. The show will run from January 15 to March 23.
- A pottery workshop was provided for local Girl Scouts.
- Winter session classes are underway. Staff is handling early session roster adjustments and schedule changes due to inclement weather.
- Ongoing activities include: budget preparation, RecTrac migration, production work for the Greenbelt Youth Musical, and program marketing.