

THE CITY OF

# GREENBELT

MARYLAND

GOVERNMENT

COMMUNITY

BUSINESS

VISITING

I WANT TO...

## January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02 No Meeting (New Years Holiday)	03 Advisory Committee on Trees, 7pm, PW  Executive Session - Personnel (Contract Negotiations for City Manager Position) (Library)	04 Executive Session - Collective Bargaining Negotiations (CC)  Work Session - Eleanor Roosevelt High School Principal (CC), CC, 8PM  Executive Session - Acquisition of Property (CC)	05 Employee Relations Board (Closed Meeting - Grievance Hearing Procedure), 6:00PM, MB  Free Produce Distribution	06	07
08	09 Youth Advisory Committee, 5:30pm, Greenbriar  Interviews for Advisory Group (Library)  Regular Meeting, MB, 8PM  GED Class Registration, SHL  GED Class Registration, MB	10 Public Safety Advisory Committee, 7pm, PS	11 Advisory Planning Board, 7:30pm, CC  Green Team-Zero Waste Circle, 7:30pm, PW  MML Legislative Reception (Annapolis)  Work Session - T-Rex Corporation/Review of CAR & Petitions List (CC), 8PM  Caregiver Support Group	12 Active Parenting Class	13	14 Donation Drop Off
15	16 No Meeting (Martin Luther King Jr. Holiday)  Martin Luther King, Jr. Day of Service	17	18 Park and Recreation Advisory Board, 7:30pm, CC  Work Session - Pepco-Electricity Issues at Greenbelt Theatre (CC), 8PM  Memory Support Group & Cafe, 1:30pm, MB	19	20	21
22	23 Welcoming Reception for New City Manager Ard  Regular Meeting, MB, 8PM  Anger Management Class	24 Advisory Committee on Education, Principals' Meeting, 6pm, MB  Green ACES/Green Team, 7:30 pm, CC	25 Advisory Planning Board, 7:30pm, CC  Four Cities Meeting, 7:30 PM (College Park)	26 Forest Preserve Advisory Board, 7pm, MB	27	28 Electronics and Paint Recycling, 9am, PW
29	30 Greenbelt CERT Meeting, 7:30pm, PS  Work Session - North Core DSP, MB, 8PM	31 Senior Citizens Advisory Committee, 3:30pm, CC	01	02	03	04



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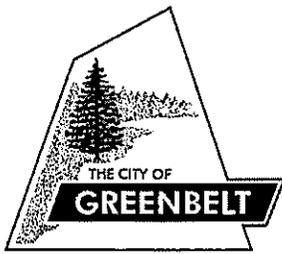
VISITING

I WANT TO...

## February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	01 Work Session - TBD (CC) 8PM	02 Free Produce Distribution	03	04
05	06 Work Session - City Manager Update, MB, 8PM	07 Advisory Committee on Trees, 7pm, PW Arts Advisory Board, 7pm, CC	08 Advisory Planning Board, 7:30pm, CC Work Session - Civic Associations (tentative), (CC), 8PM, Caregiver Support Group	09	10	11
12	13 Youth Advisory Committee, 5:30pm, GAFC Regular Meeting, MB, 8PM	14	15 Work Session - Financial Reports/Sandwich Boards, (CC), 8:00 PM	16	17	18
19	20 No Meeting (Presidents Day Holiday)	21	22 Work Session - Advisory Group Chairs (tentative), (CC), 8PM	23 Forest Preserve Advisory Board, 7pm, MB	24	25
26	27 Regular Meeting, MB, 8PM	28 Senior Citizens Advisory Committee, 3:30pm, CC Advisory Committee on Education, 7pm, MB Green ACES/Green Team, 7:30 pm, CC	01	02	03	04





## City Manager's Report Week Ending January 20, 2017

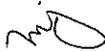
1. Met with former City Manager and Council regarding transition.
2. Met with City Solicitor, Ms. Karen Ruff, and former City Manager Mike McLaughlin to review status on a number of matters including responses to petitions and the Open Meetings complaint.
3. Participated in Collective Bargaining meeting with Steve Silvestri, Mike McLaughlin, Mary Johnson, Jeff Williams and Jim Parker. Was introduced to representatives of the Fraternal Order of Police.
4. Attached is the Department of Human Resources' Quarterly Report on Classified Employees Hired from October 1, 2016 thru December 31, 2016.
5. Attached is a petition from Green Ridge House residents regarding smoking areas.
6. Welcomed Mr. James Coleman, President and Chief Executive Officer of the Prince George's County Economic Development Corporation, as the organization met at the Greenbelt Theatre.
7. Also attached is a listing of groups and stakeholders I plan to meet with over the next few months. If you have other suggestions, please let me know.
8. Assistant City Manager
  - a. Reviewed State Legislation.
9. Finance Department
  - a. Completed Public Works' FY17 expenditure estimates and FY18 proposed expenditure estimates.
  - b. Received and reviewed FY18 real estate assessment data from State Department of Assessment and Taxation.
  - c. Distributed W2's to employees.
10. Information Technology
  - a. Installed and configured security cameras for Greenbelt Theater
  - b. Attended Comcast Negotiations Team meeting – CAB
  - c. Met with Recreation re: IT needs
  - d. Installed additional ArcGIS software for Public Works
11. Prepared for regular meeting on January 23 and work session on January 18 and Four Cities meeting in College Park on January 25.

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

# MEMO

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To: Nicole Ard, City Manager

From: Mary Johnson, Human Resources 

Date: January 19, 2017

Re: CLASSIFIED EMPLOYEES HIRED FROM OCTOBER 1, 2016 THRU  
DECEMBER 31, 2016

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The following is a list of classified position openings from October 1, 2016 thru December 31, 2016. Included in this memo are the number of applications received for each position, the number of applicants interviewed for each position, who participated on the interview panel, if testing was done and the applicant who was hired for the position.

## **ASSISTANT DIRECTOR OF PUBLIC WORKS - OPERATIONS**

- 24 applications received
- 5 applicants were interviewed. Two applicants were invited for second interviews. The interview panel consisted of Jim Sterling, Director of Public Works, Mike McLaughlin, City Manager and me.
- Byung (Brian) Kim (AM) was hired as the Assistant Director of Public Works – Operations. Mr. Kim has a B.S. Degree in Business Administration with a minor in Commerce & Engineering. Mr. Kim is a Certified U.S. Corps of Engineers Quality Control Manager and is also certified in Safety Training. Mr. Kim was formerly a Project Manager at Cosmopolitan, Inc. In this position, Mr. Kim has worked with the U.S. Department of State of a number of U.S. Embassy projects.

## **SUPERVISORY INSPECTOR – COMMUNITY DEVELOPMENT**

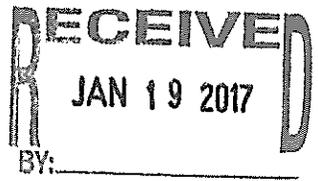
- 18 applications received
- 5 applicants were interviewed. The interview panel consisted of Celia Craze, Director of Planning & Community Development and me.
- John Rogers was hired and shortly after resigned.
- Mariana Rodriguez (HF) was invited for a second interview and was hired.
- Ms. Rodriguez was formerly employed by Montgomery County Government as a Housing Code Inspector II. She is bilingual.

## **CRISIS INTERVENTION COUNSELOR**

- 53 applications received
- 4 applicants were interviewed. The interview panel consisted of Liz Park, Director of CARES, Teresa Smithson, Clinical Supervisor, Tom Patota, Geriatric Counselor and Rosalind Ceasar, Family Counselor.
- Yetta Lyle (BF) and Shana Katz-Spier (WF) were hired.

- Ms. Lyle is a Licensed Graduate Counselor (LGPC) with a M.A. in Professional Counseling. Ms. Lyle formerly worked for SOME as a Case Manager.
- Ms. Spier is a LGSW with a M.A. in Diplomacy and Strategy, specializing in Mediation and Conflict Management. Ms. Spier was a Clinical Social Work Intern at The Women's Center Mental Health Clinic.

All positions were advertised in-house, [www.greenbeltmd.gov](http://www.greenbeltmd.gov), Washington Post, Diversityworking.com, Latpro.com, Diversity-Job.com, USMilitary.com, IHireVeterans.com, Hire-A-Patriot.com, DisabilityJobs.net, and indeed.com. Additionally, police officers positions are also advertised on [policejobs.com](http://policejobs.com) and [policeone.com](http://policeone.com).



January 12, 2017

Honorable Mayor Emmett V. Jordan

Honorable Mayor Pro-tem Judith F. Davis

City Council Members; Mr. Konrad Herling, Ms. Letta Mack,  
Ms. Silke Pope, Mr. Edward V. J. Puker, and Mr. Rodney M. Robson  
Greenbelt, MD 20770

Dear Sirs and Madams,

This is the second letter in which I bring our concerns to your attention. Also, some fellow smokers have expressed the desire to add their signatures to this request.

We understood in 2016, that Greenbelt would stop our smoking area, as of Jan 1, 2017. There is now, a suggestion that our smoking area may be denied as of February 1, 2017.

We want to take this opportunity to plead our case once more.

We are senior "citizens" and disabled "citizens" of Greenbelt, MD. We reside at Greenidge as "citizens" when original leases were signed we were shown two designated smoking areas. Now, we have one area. The ability to smoke outside in designated areas was a prime factor

in determining our desire to move into Greenidge House.

We are seniors and disabled persons. We have had nicotine addictions for many years. We do know that smoking is not considered to be a good habit. It is a matter of addiction. For most of us it has a psychological effect. Giving up nicotine rapidly could cause a breakdown.

The smoking cessation class did have participation, with a zero success rate, although we really made an effort to stop smoking.

To move seniors and disabled across Ridge Rd is not safe. The weather is changing. At any time, the sidewalks and streets will become snowy and icy. Many of us will not be able to climb the snow, merge the ice and cross the road.

At night and or daytime seniors and disabled will be forced to cross Ridge Rd and subject to traffic. We do have a crosswalk and traffic light. This is most appreciated. However, many times drivers speed up and down Ridge. Sometimes drivers run our red lights. Some smokers

are in wheel chairs and walking devices. Unfortunately we could be subject to injury on the road. It is frightening.

Cigarette smoking has a social nature for lonely, slow and disabled persons. Stopping over privilege may cause more isolation and mental illness.

The area across Ridge has no cover for inclement weather. There are no trash cans. The area is just not equipped. At night the lighting is not sufficient. It is dark and can be dangerous. We could fall prey to muggers and criminals.

Please allow us to keep our smoking area behind Greenridge House. We are 25ft from the building. Thank you for your kind consideration in advance.

Please HELP US!

Roger Wilson  
Betty Humphrey  
Randy [Signature]

Teresa Long  
Kelly Van Patten

Respectfully submitted,  
Jae L. Harris  
22 Ridge Rd # 304  
Greenbelt, MD 20770  
301-345-1141  
Cathy A. [Signature]  
VERONICA 5855LER

## **MEETINGS**

- Mayor and City Councilmembers (Individually)
- City Directors (Individually, confirmation of established bi-weekly staff date and time)
- City Law
- City Clerk
- City Employees (Departmental tours and ride alongs; individual meetings with each employee throughout the year- need assistance with best method/scheduling)
- Employee Bargaining Unit Representatives
  
- County Administrator
- College Park Manager
- Bowie Manager
- New Carrollton Manager
- Berwyn Heights Administrator
- Beltsville Administrator
- State Highway Administration area staff representative
- MARC
- METRO
- County Transit
- MWCOG
- Maryland Municipal League
- Maryland-National Capital Planning and Parks
- Volunteer Fire
- Greenbelt CERT representative (or attend a regularly scheduled CERT meeting)
- County Police
- State Police
- Park Police
- Doctors Community Hospital
- Greenbelt Area K-12 School Administrators
  
- Maryland Commerce staff
- Maryland Environment staff

## **Utilities**

- WSSC
- PEPCO
- Washington Gas
- Community Cable Consortium  
Comcast; Verizon

## **Community**

- Greenbelt Community Foundation
- Prince George's Community Foundation
- Greenbelt Homes Inc (GHI)
- HOAs/Neighborhoods (please help identify groups with regular meetings or gathering areas in or nearby that I could make myself available)  
Individual HOAs and the groups below  
Greenbelt Neighborhood Alliance  
Greenbelt East Advisory Coalition

\*Outreach to neighborhoods without associations will need feedback from staff to help identify the best approach

- Condominium Venture
- Religious
- Friends of the Greenbelt Museum
- Greenbelt Access Television
- Well Wishers for the Animals of the Greenbelt Animal Shelter
- Farmers Market
- Greenbelt Internet Access Cooperative
  
- Greenbelt Lions
- Greenbelt Rotary
- Greenbelt Golden Age Club
- Greenbelt Women's Club
- Greenbelt Pride
- Greenbelt Boys and Girls Club
- Greenbelt Community Garden Club
  
- Labor Day Festival Committee
- Greenbelt Green Man Festival Committee

**City Appointed Boards/Committees** (attend a regularly scheduled meeting to introduce myself over the next 30-60 days, recognizing that some volunteers meet less frequently)

- Advisory Committee on Education (next meeting 1/24?)
- Arts Advisory Board
- Advisory Planning Board
- Advisory Committee on Trees
- Community Relations Advisory Board
- Employee Relations Board
- Ethics Commission
- Forest Preserve Advisory Board
- Green ACES

- Parks and Recreation Board
- Public Safety Advisory Committee
- Youth Advisory Committee
- Senior Citizen Advisory Committee (Next meeting 1/31?)

### **Business**

Greenbelt Community Development Corporation  
 County Economic Development  
 County Chamber  
 NASA Goddard Flight Center  
 USDA/Beltsville Agricultural Research Center  
 State of Maryland Development  
 Beltway Plaza  
 Bozutto  
 Roosevelt Center Tenants  
 Coop Grocery and Pharmacy  
 Beltway Plaza  
 Franklin Park  
 New Deal Café Board  
 Friends of the Greenbelt Theatre  
 University of Maryland, College Park  
 Prince George's County Realtors Association (or any other local group)

**Recreation/Environmental** (not listed above; perhaps representatives of these groups given they may not meet regularly, staff can help identify others)

- Green Belt Babe Ruth
- Greenbelt Youth Baseball
- Greenbelt Aquatic Boosters
- Greenbelt Soccer Alliance
- Greenbelt Tennis Association
- Greenbelt Bike Association
- Anacostia Heritage Trails
- Citizens for Indian Creek
- Friends of Still Creek
- Friends of Lower Beaver Dam
- Greenbelt Dog Park Association

**State and County Elected Officials** (not listed above, as appropriate following protocol)

State Senator

State Delegates

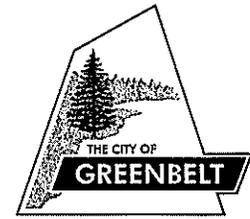
County Council (introduce myself to the entire County Council at a regularly scheduled County Council meeting's speaker section- which was the protocol elsewhere- or I can follow current city/county protocol if an individual meeting with

the district councilor is more appropriate and coordinated with County Administrator first per ICMA Code)

# WEEKLY REPORT

## Planning and Community Development

Week Ending: Friday, January 20, 2016



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

### **CODE ENFORCEMENT**

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*Commercial Properties:* 6905 Greenbelt Road was inspected; and 7501, 7503, 7525 #T1/#T2/#T3/#T5/#113/#210/#311 Greenway Center Drive, Beltway Plaza, 7211 #C Hanover Parkway and 7300 #101 Hanover Drive were re-inspected.

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*Rental Properties:* Four rentals were annually inspected; and One prior rental was re-inspected.

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*Complaints:* Six complaints were logged regarding an inoperable balcony door, mice, roaches, insect infestation, mold, holes around water lines, exposed electrical wires and cracks on walls; and Six prior complaints were re-inspected.

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*Permits:* Twenty permits were approved and issued.

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*Animal Control:* A dog was returned to his home after he was found running at large;  
Two rabbits, two cats and a dog were surrendered;  
One cat was adopted;  
Carcass of a raccoon was removed from a private property; and  
A cruelty case was investigated.

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*Meetings:* **Staff Attended:**  
A meeting regarding Greenbelt Lake Dam project;  
A meeting regarding Greenbelt Alert; and  
Staff level meeting with Planning and Public Works to discuss the Greenbelt Lake Dam Project Phase 1.  
**Staff Met With:**  
Greenbelt Station;  
Animal Control staff in regards to a cruelty case; and  
Woodlawn Development to discuss South Core Development progress.

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*Planning Projects:* Updated FY 2017 MBO's;  
Reviewed WSSC sewer replacement plans;  
Responded to questions regarding Community Legacy Funding for gateway sign project;  
Reviewed gateway sign cost estimates;  
Continued development review and coordination for the North Core Development Site;  
Staff level technical review of Detailed Site Plan for McDonalds Redevelopment on MD 193;  
Greenbelt Lake Dam project management; and  
Responded to multiple citizen inquiries and requests for information.

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# GREENBELT POLICE DEPARTMENT



## CRIME REPORT

JANUARY 18, 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](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

See Automotive Section

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

See Automotive Section

### GREENBELT EAST/GREENWAY SHOPPING CENTER

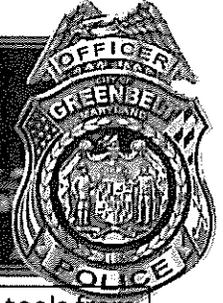
01/12	6900 block Hanover Parkway. Burglary. The victim advised that entry was gained by forcing open the front door. The victim believes that the incident is domestic-related and the investigation is ongoing.
2:20 P.M.	

01/15	7200 block Hanover Drive. Cutting. The victim advised that he was stabbed by another subject at the front entrance of Willy K's Bar and Restaurant during a verbal altercation. The suspect is described as a black male 5'8" to 6'3", with a medium build, wearing a black knit cap and all black clothing. The suspect fled the scene on foot in the company of a second subject described as a black male 6' to 6'4", with black hair in long dreadlocks, wearing all black clothing. The victim was transported Prince George's General Hospital for treatment.
12:50 A.M.	



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# GREENBELT POLICE DEPARTMENT



01/15 9:30 P.M.	7500 block Greenbelt Road. Theft. Unknown person(s) took unattended power tools from a work area inside the Safeway store.
01/17 3:45 P.M.	7900 block Mandan Road. Robbery arrest. Edward Oluwarotimi Adianlewa, 22, of Greenbelt was arrested and charged with Armed Robbery, First Degree Assault, Second Degree Assault and Theft. The victim advised that he was walking with a friend when he was approached from behind by the suspect, who threatened him with a knife and took his cell phone. The suspect was followed by another witness as he left the area, at which time the suspect threw the victim's cell phone and attempted to flee the scene, still followed by the witness. The suspect was stopped by officers and was positively identified by the victim. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner.

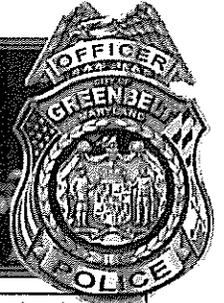
## Automotive Crime - City Wide

01/15	7800 block Mandan Road. Vandalism to auto. Unknown person(s) broke out the passenger side window of a vehicle.
01/15	6400 block Ivy Lane. Theft from auto. Unknown person(s) broke out the front passenger side window and removed a back pack and three notebook-type computers.
01/15	6000 block Breezewood Drive. Stolen auto. A red 2011 Cadillac CTS 4-door, Maryland tags KKP333.
01/16	7500 block Greenbelt Road. Vandalism to auto. The victim advised that she was attempting to parking in front of the Safeway store when she became involved in a verbal confrontation with another motorist. At one point the suspect exited his vehicle and threw a water bottle at the victim's car. The victim then exited her vehicle and vandalized the suspect's windshield wiper. The suspect then pulled a windshield wiper off the victim's car and struck the victim's windshield with it, damaging the windshield. The suspect then fled the scene. The suspect is described as a black male in his mid-twenties, 5'7" to 5'10", wearing a green jacket. The suspect vehicle is described as a greenish blue passenger car, no further.
01/16	6000 block Cherrywood Court. Stolen vehicle. A blue 1999 Dodge Caravan, Maryland tags 9AZ4262.
01/17	Recovered stolen vehicle. A 2002 Jeep Wrangler, reported stolen October 16 <sup>th</sup> , 2014 from the 6000 block of Cherrywood Terrace, was recovered this date by the Prince George's County Police Department in the 14000 block of Brandywine Road, Brandywine, MD. No arrests.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# *GREENBELT POLICE DEPARTMENT*



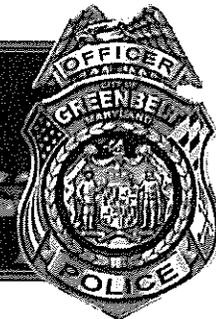
01/18

100 block Greenhill Road. Attempt theft from vehicle. The victim advised that she heard her vehicle alarm go off and looked out and observed a subject in her vehicle and another subject looking under the hood. The suspects fled to a waiting vehicle and fled the scene. Nothing appears to have been taken, but the vehicle had damage to the roof. The suspects are described as wearing hooded jackets, no further. The suspect vehicle is described as a light colored minivan or SUV.



*A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY*

# GREENBELT POLICE DEPARTMENT



## CRIME REPORT TALLY SHEET

WEEK OF JANUARY 18, 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.

<u>GENERAL CRIMES</u>		<u>GENERAL CRIMES (CON'T)</u>	
Carjacking		Animal Bite (Dog bit coat only. Owner known)	1
Rape		Disruption of School Activities	
Armed Robbery	1	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	
Attempt Burglary		Unattended Death	1
Assault	1	Alcohol Violation	
Domestic	1	False Report	
Drugs		Harassment	
DUI/DWI		Field op (suspicious person)	
Theft	6	Notification for other agency	
Vandalism		Overdose (3 juveniles, marijuana cookies)	1
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	2
Trespass		Recovered Stolen Vehicles	1
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	
Credit Card Offense		Attempt Theft From Vehicles	1
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	2
Threats (Verbal)	1	Accidents	2



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

# *Department of Public Works*

## *Week Ending January 20, 2017*



### **ADMINISTRATION**

- Met with Planning regarding the Greenbelt Dam project and Greenbelt Station.
- Inspected the stream restoration project on Hanover Parkway near the dog park.
- Met with WSSC regarding the water line repair on Crescent Road.
- Met with the City Treasurer regarding the budget.
- Jim Sterling, Richard Fink and Mary Johnson conducted an interview for a Maintenance Worker II position.
- Jim Sterling and Brian Kim met with IT regarding cameras at the theater.
- Held a site meeting with the EV Institute to look at possible electrical vehicle charging station locations.
- Richard Fink, Brian Townsend and Joe Doss hosted the Lawn Care & Landscaping RFP meeting for potential bidders.
- Reviewed applications for the open vehicle mechanic position.
- Jim Sterling, Brian Kim, Richard Fink, Luisa Robles and Erin Josephitis met to discuss the Sustainable Land Care Policy.
- Jim Sterling and the Assistant Director of Recreation met with the Farmer's Market committee regarding spacing requirements for set-up in the spring.

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

- Took down unwanted signs and checked for graffiti.
- Cleaned storm drains throughout the city.
- Pushed debris at the Northway Fields compost site.
- Continued making repairs to the bucket truck.
- Repaired pot holes on Breezewood Drive.
- Picked up 13 tons of stone for the lake path at Buddy Attick Park.
- Applied cold mix to a hole on the spillway bridge at Buddy Attick Park.
- Put out barrels at the Metro station at the request of the Police Department to assist with inauguration traffic.
- Took a survey of tree stumps to be ground throughout the city.

### **HORTICULTURE/PARKS**

- Finished curbside leaf removal throughout Greenbelt.
- Continued collecting Christmas trees from designated areas throughout the city.
- Removed dead, hazardous trees Buddy Attick Park.
- Removed downed logs and branches in wooded area next to lake pathways.
- Removed invasive species adjacent to Northway Road and the lake shoreline.
- Worked on routine maintenance on the chipper and chainsaws.

## **FACILITIES MAINTENANCE**

- Supervised and inspected the HVAC, floor and LED lighting project in the Community Center.

## **REFUSE/RECYCLING/SUSTAINABILITY**

- Collected 29.11 tons of refuse and 14.52 tons of recyclable material.
- Assisted the electrical crew with lights in the Community Center's Multipurpose Room.
- Talked with Jessica Bellah of Planning regarding her presentation at the next Green ACES meeting.
- Prepared the agenda for the Green ACES meeting.
- Attended the county's Environmental Action Committee meeting.
- Wrote a *News Review* article about the MLK Jr. Day of Service.
- Continued requesting quotes and developing content for interpretive signage at SHL.
- Held interviews for GIS Interns and recruited the Spring 2017 GIS Intern who will start next Tuesday.
- Organized three (3) volunteers from the James Duckworth School for trash removal in Buddy Attick Park.
- Organized volunteers through the University of Maryland's College Park Scholars Environment, Technology, and Economy Program for ongoing service.
- Brian Townsend, Erin Josephitis and Connor Roessler led a tree protection workday for Martin Luther King, Jr. Day of Service, along with 42 volunteers, who caged 50 trees for beaver protection and liberated 45 trees from English ivy.

# **Greenbelt Recreation Department**

## **Weekly Report**

Week Ending January 20, 2017

### **ADMINISTRATION:**

- Met with IT Department to discuss FY18 needs and concerns. Security cameras, update to department registration and online software were the topics of discussion.
- Unfortunately, Wednesday's PRAB meeting was cancelled due to lack of a quorum. Staff will be advertising for new members in hopes of trying to fill the vacancies on the Board.
- Working with boards and committees to appoint a member to the Grant Review Panel by the January 30 deadline. Although not uncommon, at this time there is one application completed online for FY18 Recognition Group funding.
- Met with IT and Public Information Officer on the Greenbelt Alert and Notify Me applications with regards to more efficient use of these programs by employees and citizens.
- Met with Assistant Director of Programs to review all program expense/revenue numbers for the FY18 budget document; work on the narrative is in progress.
- Director is working on setting up an all-staff gathering to meet with Ms. Ard and introduce her to the wonderful programs/facilities Recreation has to offer.
- Set up meetings with the Assistant Director of Facilities/Operations for next week to review facilities expense/revenue numbers for FY18.
- Met with Public Works to review Building Maintenance accounts for various recreation facilities. Scheduled meeting with Parks staff to review ball field maintenance plans.
- Preparing recommendation on the selection of consultant to prepare recreation and park facilities master plan.
- Met with the Principal of Greenbelt Middle School and a few members of his staff to discuss the possibility of moving Greenbelt Boys and Girls Club games to Greenbelt Middle School.
- Met with representatives of a production company interested in shooting scenes for a TV drama in Greenbelt.
- The Springhill Lake Recreation Center served as a staging area for the Greenbelt Police Department Inauguration detail.
- The Youth Center hosted local Elks Club youth basketball shoot-out last weekend. Since there was a low turnout for the event, staff will work with the Elks Club on ways to increase turnout in the future.
- Met with Farmers Market stakeholders to discuss requests for upcoming season.
- Met with Paradyme Management and H2 Works LLC to discuss the possibility of developing a youth work readiness program in the Franklin Park Community.

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

- Spring program planning and Spring Activity Guide editing continued.
- The 2017 Spring & Summer Camp Guide is now available on-line and in print. Staff are preparing for the opening of Camp registration on February 1 for residents and February 15 for non-residents. An email blast was sent to past camp participants.
- Friday's Schools' Out program was filled to capacity with 35 participants and featured a trip to Port Discovery.
- Park Ranger attended the third session of the Maryland Recreation and Park Association Park Ranger School.
- Staff met to coordinate camp promotional material for our upcoming Spring & Summer Camp programs.

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

- Children Swim Lessons were cancelled on Saturday, January 14 due to inclement weather. A credit/refund will be applied at the end of the session.
- Swim Instructors provided a total of 15 Private Swim Lessons and three Personal Training Sessions.
- EZ Rehab Solutions met on Tuesday and Thursday.
- Russet Swim Club met on Sunday, January 15.
- GMST met on Sunday, Tuesday and Thursday.
- Staff met to discuss the pros and cons of prorating Water Exercise Class fees on Wednesday.

**ARTS:**

- Currently on view in the Community Center art gallery: lively and complex modern landscape paintings by Mike McConnell. This show will continue through March.
- Preparations are underway for an Artful Afternoon on Sunday, February 5.
- Ongoing tasks include: development of the FY18 budget; preparation of an FY17 interim report for the Maryland State Arts Council; production support for the Greenbelt Youth Musical; routine program marketing; development of exhibition and Artful Afternoon programming; and preparation of application materials for the 2017 Festival of Lights Juried Art and Craft Fair (to be posted by February).

**COMMUNITY CENTER:**

- The facility was open 2-10pm on Martin Luther King Jr. Day.
- The basketball backboards and mounts received preventative maintenance. Further work has been recommended by the contractor to ensure the safety of the mounts.
- Supervisor continued to field inquiries in regard to food operations rentals for the Commercial Kitchen. There have been 196 inquiries since April 2015. There are currently three food operations who have received all permits and may rent the Kitchen. Four previously authorized food operations are currently restricted due to unpaid WSSC grease trap BMP permit fees.
- The facility hosted an American Red Cross Blood Drive.
- There were 6 facility reservations processed.
- There were 2 private rentals and 14 pattern rentals.
- The following groups received free space: Golden Age Club, Greenbelt Concert Band, Girl Scout Troop #3251, Girl Scout Troop #2799, Greenwood Village, Greenbelt Arts Center, Friends of the Greenbelt Museum, Greenbelt Volksmarchers, Greenspring Homeowners II and Greenbelt Pottery.
- The following City groups received space: Be Happy, Be Healthy Volleyball & Yoga, City Council and PRAB.

**THERAPEUTIC RECREATION:**

- Two more financial aid requests were received for winter program. Currently these two requests are still pending.
- Spoke with Dr. Carson Smith at the University of Maryland and will be submitting a letter of recommendation in support of his application for a grant through NIH to study exercise, the brain and its effect on Alzheimer's Disease. Some of the participants in our programs volunteered to be participants in one of his graduate student's study. Staff is looking forward to working with Dr. Smith.
- Explorations Unlimited on January 13 with Leanne Irwin presenting on Shiatsu Massage went extremely well. This week's speaker (1/20) is Katrina Boverman presenting on meditation.