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December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	01 Community Tree Lighting, 7pm, RC Deco the Halls, 7pm, Museum	02 Festival of Lights Juried Art and Craft Fair
03 Festival of Lights Juried Art and Craft Fair Greenbelt Farmer's Market, 10am-2pm, RC	04 Work Session - Zoning Rewrite/NCO Zone, MB, 8PM	05 Advisory Committee on Trees, 7pm, PW Public Safety Advisory Committee, 7pm, CC Scams and Fraud, 7pm, CC	06 Work Session - 7010 Greenbelt Road - Greenbelt Crossing Development Proposal (Old Nursing Home Site) , CC, 8PM	07 PGCMA Legislative Dinner Free Produce Distribution, 2:30pm, SHL Coffee w/the Chief, noon, Beltway Plaza	08	09 Santa's Visit to Greenbelt, 10am, YC Elves Workshop, 1:30pm, YC
10 Holiday Lights Concert, 3pm, CC	11 Youth Advisory Committee, 5:30, CC Regular Meeting, MB, 8PM	12 Advisory Committee on Education (ACE) 7pm, MB North Pole Calling	13 Advisory Planning Board, 7:30pm, CC Park and Recreation Advisory Board, 7:30 CC Legislative Dinner Greenbelt Marriott North Pole Calling	14 North Pole Calling	15	16 A Greenbelt Nutcracker, 3pm, CC
17 A Greenbelt Nutcracker, 3pm, CC	18 Work Session - Council Goals & Standing Rules, MB, 8PM	19	20 No Meeting	21 Forest Preserve Advisory Board, 7pm, MB	22	23
24	25 No Meeting	26	27 No Meeting	28	29	30
31	01	02	03	04	05	06

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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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GOVERNMENT COMMUNITY BUSINESS VISITING I WANT TO...

January 2018

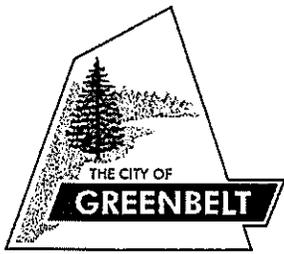
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01 No Meeting	02 Arts Advisory Board, 7pm, CC Public Safety Advisory Committee, 7pm, CC	03 Work Session - Board of Elections, CC, 8PM	04	05	06 Free Babysitting Course
07	08 Youth Advisory Committee, 5:30, Greenbriar Regular Meeting, MB, 8PM	09	10 Advisory Planning Board, 7:30pm, CC Work Session - Roosevelt Center Merchants Association (CC), 8PM	11	12	13
14	15 No Meeting	16	17 Park and Recreation Advisory Board, 7:30 CC Work Session - WSSC - Boxwood Waterline Replacement (CC), 8PM	18	19	20
21	22 Regular Meeting, MB, 8PM Anger Management Class (DRAMA Club)	23 Advisory Committee on Education (ACE) 6:30pm, MB	24 Work Session - National Park Services (CC), 8PM	25	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 Manager's Report Week Ending December 15, 2017

1. A Request for Qualifications for Police Chief Recruitment Services was posted on the City's website. It will be advertised in next week's *News Review* and sent to firms which specialize in this type of work.
2. Interviews are scheduled with the four firms responding to the Legal Services Request for Qualifications.
3. Recruitment announcements for the Director of Planning and Community Planner positions have posted.
4. Hosted the City's Legislative Dinner Meeting with County and State representatives.
5. Prepared and staffed the Employee Holiday Party on Tuesday. Kudos to the planning committee for an amazing event!
6. Prepared for regular meeting on December 11 and work session on December 18.
7. Finance Department
 - a. Attended City Council meeting.
 - b. Made progress on the FY 2019 personnel expenditure worksheet – Expect completion and distribution to departments next week.
 - c. Set departmental calendar to meet with City Treasurer to discuss FY 2019 Budget.
 - d. Completed FY 2018 Maryland State Retirement Billing.
 - e. Reviewed MLGIP investments. Closed 2001 Bond Fund and opened Greenbelt West Fund.
8. Information Technology
 - a. Setup RecTrac Training
 - b. Arranged for repair of Theater alarm line
 - c. Resolved RecTrac / WebTrac issues

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

COUNCIL ACTION REQUESTS (CAR) REPORT

as of December 15, 2017

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
2017						
28	Mr. Roberts		Arrange meeting with U.S. Bureau of Engraving and Printing for an update on relocation to USDA BARC campus.	2/28/17	Nicole	Work session scheduled for February 7, 2018.
27	Mr. Byrd		Develop a sexual harassment policy.	12/31/17	Nicole/Mary	Update in 12/8/17 City Manager report.
26	Ms. Davis	12/4	Research to find out last annual meeting with apartment complexes in the Crescent Road area.	12/31/17	Nicole	Update in 12/8/17 City Manager report.
25	Work Session	12/4	Contact ERHS Grad Night committee in response to celebration possibly not being held at Youth Center.	12/31/17	Julie	Update in 12/8/17 City Manager report.
24	Work Session	12/4	Send letter to county school board regarding water quality and infrastructure planning.	12/31/17	Nicole	Letter sent to school board 12/12/17.
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.
22	M & C Meeting	11/27	Follow-up on deadlines for Greenbelt Renters Tax Credit.	12/31/17	Jeff	Memo in 12/1/17 City Manager report.
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.
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.

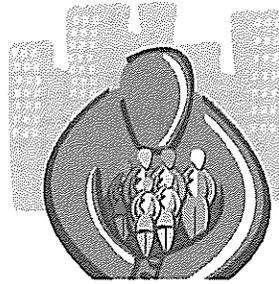
NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
15	Work Session	9/28	Undertake study of configuration/geometrics/safety of intersection of Lakecrest Drive/Lakecrest Circle/Legion Drive.	12/30/18	Terri	
9	M & C Meeting	7/11	Referral to CRAB on proposal for Freedom Day holiday.	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.
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.
2015						
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.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
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	Underway.
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.
6	M & C Meeting	1/26	Report on petition from Tim Cohen-Mitchell on application to Youth Advisory Committee.	3/30/15	Cindy	
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/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	

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
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	Terri	
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).
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.

CITY NOTES

Greenbelt CARES



Week Ending December 15

On Wednesday, Rose Marghi, Family Counselor, began a grief group with students at Eleanor Roosevelt High School. The group will meet once a week.

WEEKLY REPORT

Planning and Community Development

Week Ending: Friday, December 15, 2017



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

CODE ENFORCEMENT

Commercial Properties: American Multi Movies in Beltway Plaza were annually inspected;

Several suites in the Greenway East Professional building were annually inspected; and

Capitol Office Park 6303, 6406, 6411 Ivy Lane, and Golden Triangle 7810 Walker Drive were re-inspected.

Apartments: Green Ridge House and Verde 1 Apartments were annually inspected; and

Lakeside North Apartments and Franklin Park at Greenbelt Station Sections 3, 4, 5, & 7 were re-inspected.

Rental Property: Four rental properties were annually inspected; and
Six rental properties were re-inspected.

Complaints: Code Enforcement Inspector conducted an inspection regarding possible hoarding issue on Ridge Road; and
Three prior complaints were re-inspected.

Permits: Thirteen permits were approved and issued.

Animal Control: One cat was adopted;
One dog was surrendered;
Looked for a dog reported missing;
Investigated a cruelty case;
Assisted the Police Department with an injured deer; and
Removed carcass of a raccoon from under a car.

Meetings: Staff Attended:

City Council meeting;

Department Head meeting;

Advisory Planning Board meeting as staff liaison to discuss upcoming grants, projects, and referrals;

Bi-weekly status meeting with Woodlawn Development Group to discuss ongoing issues and progress on the Greenbelt Station South Core Development; and

CEZOA meeting at the Fairmount Heights Municipal building.

Staff Met With:

Jim Sterling to discuss projects that require Public Works input; and

Homeowner and architect/contractor to discuss proposed addition to home and variance process requirements and procedures.

Phone Conference:

Karen Ruff and GPI to discuss annexation research results and recommendations.

Planning Projects: *Prepared materials for Forest Preserve Advisory Board;*
Worked on new project sheets for capital projects;
Reviewed WSSC plans;
Formalized City Council position letter on zoning re-write;
Prepared for City Council meeting on zoning re-write project;
Began preparation of project status folders and tidying of project files;
Project management for annexation issue;
Responded to several citizen inquires about zoning ordinance applications and permit processes; and
Began preparing capital project worksheets for the FY 2019 budget.



CRIME REPORT

DECEMBER 13, 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.

Robbery Arrest

An arrest has been made in connection to a string of recent robberies of food delivery drivers in Greenbelt. George Troy Butler, 22, of no fixed address was arrested December 14th by Greenbelt Detectives for three separate robberies with took place on December 3rd, December 9th and December 11th, all in the 9100 block of Edmonston Terrace. The suspect was charged with two counts of Armed Robbery; one count of Strong arm Robbery; two counts of First Degree Assault and one count of Second Degree Assault. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner.

CENTER CITY

See the Automotive Section

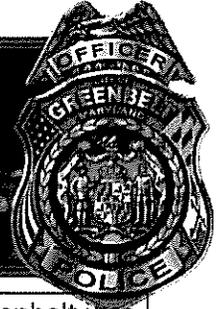
FRANKLIN PARK/BELTWAY PLAZA/GREENBELT STATION/CAPITOL OFFICE PARK/METRO

12/07	9000 block Breezewood Terrace. Vandalism. The victim advised she heard glass breaking inside her residence and discovered that unknown person(s) used unknown means to break out a bedroom window.
3:00 A.M.	



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT

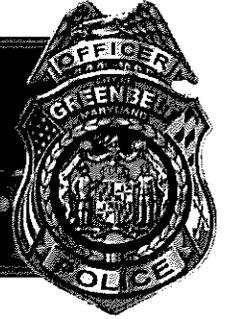


12/07 11:02 A.M.	6100 block Breezewood Court. Assault arrest. Abdul Rahman Jalloh, 32, of Greenbelt was arrested and charged with First Degree Assault and Second Degree Assault after he allegedly threatened a roommate with a knife. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner.
12/07 2:00 P.M.	6100 block Springhill Terrace. Burglary. The victim advised Unknown person(s) entered the residence by breaking out a living room window. Money and a cell phone were taken.
12/09 11:22 A.M.	6000 block Greenbelt Road. Vandalism. A witness advised that the suspect attempted to use the CoinStar coin machine inside the Giant supermarket. When the suspect realized that the machine was out of order he kicked the machine, damaging it. The suspect then fled the scene on foot. The suspect is described as a black male, 50 to 60 years of age, wearing a black hat, grey jacket, blue jeans and blue shoes.
12/09 4:05 P.M.	9100 block Edmonston Terrace. Robbery. The victim, a food delivery person, advised that he attempted to make a delivery to a residence in an apartment building. Upon approaching the building he observed the suspect sitting on the steps. The suspect then produced a handgun and announced a robbery. After taking the food order the suspect fled the area on foot. The victim was not injured. The suspect is described as a black male, 6', 160 pounds, with a goatee and hair in dreadlocks, wearing a multicolored head cover, a black coat and khaki pants.
12/11 3:27 P.M.	5300 block Settling Pond Lane. Burglary. Electric wiring was taken from a home under construction.
12/11 11:40 P.M.	9100 block Edmonston Terrace. Robbery. The victim, a food delivery person, advised that he attempted to make a delivery to a residence in an apartment building. Upon approaching the building he observed the two suspects in the parking lot. One of the suspects implied that he had a weapon and took the food order and money. Both suspects then fled the area on foot. The victim was not injured. The suspects are described as a black male, tall with a thin build, wearing a dark green jacket and blue jeans and a black male, 5'1" with a stocky build, wearing a grey jacket and blue jeans.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



GREENBELT EAST/GREENWAY SHOPPING CENTER

12/12 6:30 A.M.	6700 block Village Park Drive. Burglary. Unknown person(s) used unknown means to gain entry to the garage of a residence. A pair of boots was taken from the garage and a two phone chargers and a charging cord were taken from a vehicle inside the garage.
12/13 11:30 A.M.	7601 Hanover Parkway. Assault arrest. A 16 year old Greenbelt youth was arrested for Second Degree Assault and Disturbing School Activities after he allegedly punched another student after a verbal altercation at Eleanor Roosevelt Senior High School. The youth was released to a guardian pending action by the School Board and the Juvenile Justice System.

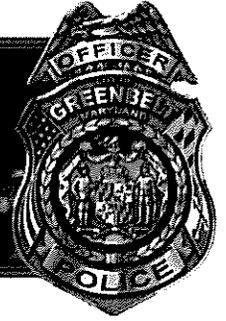
Automotive Crime - City Wide

12/06	9100 block Springhill Lane. Vandalism to auto. A witness advised that he observed a juvenile throw a rock at a vehicle, damaging the paint. The youth fled the area on foot. The suspect is described as a black male, 5'2", 95 to 100 pounds, wearing khaki pants.
12/08	400 block Ridge Road. Theft from auto. Four tires and rims were taken from a vehicle.
12/08	9000 block Breezewood Terrace. Stolen vehicle. A gold 2005 Chrysler Pacifica SUV, Maryland tags 8BR2817.
12/08	5900 block Cherrywood Lane. Theft from auto. Two Maryland tags, 8BL7689, were taken from a vehicle.
12/09	6100 block Breezewood Drive. Stolen auto. A red 1994 Honda Accord 4-door, Maryland tags 8CD9590.
12/10	7200 block Hanover Drive. Vandalism to vehicle. Unknown person(s) broke out the rear windshield of a vehicle.
12/10	Area of Greenbelt Road and Hanover Parkway. Stolen vehicle arrest. Reese Delin Salters, 23, of Bladensburg, MD was arrested and charged with Motor Vehicle Theft, Theft and Unauthorized Use after a registration check revealed that the vehicle, a 2004 Honda CRV, had been reported stolen to the Prince George's County Police Department. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner.
12/11	8200 block Canning Terrace. Theft from auto. Two tires and rims were taken from a vehicle.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



CRIME REPORT TALLY SHEET

WEEK OF DECEMBER 13, 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.

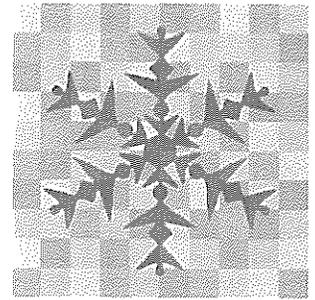
<u>GENERAL CRIMES</u>		<u>GENERAL CRIMES (CON'T)</u>	
Carjacking		Animal Bite	
Rape		Disruption of School Activities	
Armed Robbery	2	Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery		Emergency Commitment Petition	2
Attempt Strong Armed Robbery		Missing Person	
Burglary	3	Fraud	1
Attempt Burglary		Unattended Death	
Assault (One domestic-related)	2	Alcohol Violation	
Domestic	1	False Report	
Drugs		Harassment	
DUI/DWI		Field op (suspicious person)	3
Theft	4	Notification for other agency	
Vandalism	2		
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	1
Trespass		Recovered Stolen Vehicles	2
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	3
Credit Card Offense		Attempt Theft From Vehicles	
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	2
Suspicious Person		Accidents	7



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

Department of Public Works

Week Ending December 15, 2017



ADMINISTRATION

- Held interviews for the Assistant Director of Parks position.
- Prepared for and attended the MML quarterly meeting.
- Held pre-proposal meeting for solar project at Springhill Lake Recreation Center.
- Assisted with organizing Four Cities Street Sweeper program for 2018.

STREET MAINTENANCE/SPECIAL DETAILS

- Continued to crack seal the roadway on Ridge Road.
- Prepared a grave for an urn burial on Sunday at the Greenbelt Cemetery.
- Put millings in the potholes on the Northway gravel road.
- Cleared storm drains of leaves and debris throughout the city.
- Washed the salt trucks and prepped them for snow.
- Put up risers, railings and steps in the Community Center gym for a weekend event.
- Removed unwanted signs and checked for graffiti throughout the city.
- Pushed yard waste debris at the Northway Fields compost site.

HORTICULTURE/PARKS

- Ground tree stumps on Lastner Lane.
- Continued curbside leaf pick-up in Woodland Hills, Greenbrook Village and Estates and throughout the city.
- Removed leaves from Hanover Parkway.
- Serviced citizens' chipper requests.
- Pruned overgrowth, removed invasive vines and debris blocking the stream behind the Fire Station.
- Assisted with the setup of the stage in the Community Center.
- Winterized the grills at Buddy Attick Lake Park and pruned overgrowth along pathways.

FACILITY MAINTENANCE

- Fixed the heat in the Police Station roll call room.
- Repaired showers and replaced a light fixture in the men's room at the Aquatic and Fitness Center.
- Replaced an outlet in the auto shop at Public Works.
- Repaired the drywall and plaster in Room 108 in the Community Center.
- Repaired the heat in the fitness wing at the Aquatic & Fitness Center.

FLEET MAINTENANCE

- Performed preventative maintenance inspections on vehicles #863, #846 and #828, and replaced the brake pads and changed the oil in both vehicles.
- Completed PM on #837 and replaced the battery and mounted and balanced four tires. Also checked for evaporative emissions leak.
- Completed PM on #402.
- Repaired a short in the light bar, a dent in the front bumper and completed PM service on #836.
- Repaired and replaced the battery, front brakes and rotors on #846 and completed PM service.
- Replaced the universal joints on #118.
- Attended the Storm Water Pollution Prevention meeting.
- Checked inventory and re-stocked shelves.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 25.07 tons of refuse and 12.67 tons of recyclable material.
- Cleaned up the Greenbriar side of the Spellman Overpass.
- Picked up recycling from the produce distribution at Springhill Lake Elementary School.
- Wrote Host Status Report for Maryam based on her work-plan and submitted it to the Chesapeake Conservation Corps manager.
- Met with Doug Alexander from NIE Institute about compost bin sales and the grant.
- Prepared for and held Storm Water Pollution Prevention annual orientations for all PW crews.
- Attended monthly MD-DC Compost Council via conference call.
- Continued looking at the draft zoning ordinance for Prince George's County as it relates to composting. <http://zoningpgc.pgplanning.com/2017/09/26/compreview/>.
- Started looking with more detail into in-vessel composting systems. (In addition to the Raydan model that Jeffrey Neil showed us).

Greenbelt Recreation Department

Week Ending December 15, 2017

ADMINISTRATION:

- Director attended the Council meeting on December 11 to present the new Greenbelt Recreation logo, which Council approved unanimously. Staff is excited to roll out their logo in the Spring 2018 Activity Guide.
- Director met with LMD Agency to support the next steps for the newly approved Greenbelt Recreation logo/tagline. LMD will be working on the guidelines and templates, and staff will receive them in an electronic file as well as a hard copy in early January.
- Director attended the PRAB meeting on Tuesday. Although there was a brief Agenda, enough members were present to make a quorum and the November 2017 minutes were approved with minor additions.
- Staff attended the City Christmas party and it was wonderful – kudo's to the committee who puts this all together.
- FY 2019 budget meetings have been set with the City Treasurer for mid-January.
- Met with Assistant City Manager for preliminary capital project budget review.
- Met with Council Member Byrd to provide an overview of the Recreation Department and discuss areas of interest.

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

- Annual Festival of Lights events continued with our North Pole Calling program. Santa & Mrs. Claus are reaching out by telephone to lots of boys and girls to hear their holiday wishes and remind them to be on their best behavior in anticipation of Santa's visit later this month. Many thanks to Santa & Mrs. Claus!
- The Winter 2018 Activity Guide is now available on-line and printed guides are available in city buildings. Registration for winter classes began November 27 for residents and opened for non-residents December 4. Registration will continue on a space available basis until Winter classes begin on or after the week of January 2, 2018.
- Attended two RecTrac training sessions to prepare for the new software debut in January.
- Attended the Youth Advisory Committee meeting. The committee will host a forum on Monday, December 18 at Eleanor Roosevelt High School for Greenbelt youth that are interested in getting involved in local government.
- Mom's Morning Out students learned about seasonal holiday celebrations and traditions. Students will enjoy a two week winter break and begin the Winter/Spring session on January 2, 2018.
- Planning and preparation of the 2018 Camp Guide continued in coordination with Bev Palau.
- Spring 2018 Activity Guide production will continue until mid-January. Target date for print and on-line guide is February 16, 2018.

AQUATIC AND FITNESS CENTER:

- EZ Rehab Solutions Therapy met on Tuesday and Thursday.
- GMST board has decided to delay the start of the winter/spring session to give more time to conduct the search for a new Coach. Open house was rescheduled from December 12 to January 23. Registration opens on January 2 and final practice will be held on May 13.
- Children's Swim Lesson classes were cancelled due to inclement weather on Saturday, December 9. A household credit was been processed for 164 students.
- Swim Instructor(s) provided a total of 12 private swim lessons (Friday-Thursday).
- One private swim lesson request was received and entered into the database for swim instructor(s) match.
- Children's Swim Lessons Pre-Evaluation for winter 2018 season is scheduled on Saturday, December 16, from 10:30am-12:00pm. Passholders and Greenbelt resident registration starts on December 18; open registration on Wednesday, December 20.
- In-Service Staff Training is scheduled for Sunday, December 17.
- First Aid/CPR/AED class on December 8 was cancelled due to low enrollment.

- The Hot Tub closed for regular bi-weekly cleaning on Wednesday.
- GAFC is accepting toys (new & unwrapped) for Toys for Tots campaign now through December 22.
- GAFC Supervisor delivered 52 new, unwrapped toys to Toys for Tots distribution center on Tuesday.

ARTS:

- Fall classes ended this week. Course evaluations are being reviewed with instructors. Here are a few of the things participants liked best about their programs: “very supportive environment”; “a great learning experience”; “just the right balance of freedom and guidance”; “making something myself”; “building upon previously learned skills”; “the instructor is wonderful, very engaging and knowledgeable”; “the projects and the friendly atmosphere”; “[our son’s] exposure to working with clay was wonderful. It has opened a creative spirit in him that we’ve not seen before”; “clear instructions and support...great teamwork”; “camaraderie with classmates”; “Everything!”; “Excellent class”; “Loved it all!”
- Assisted with preparations for this weekend’s performances of The New Deal Nut. Also this weekend, staff and volunteers will be measuring Greenbelt Youth Musical participants for costumes at their casting rehearsal.
- Currently on view at the Greenbelt Community Center art gallery: Elemental Motion - Digital Photography by Peter Iverson and Julie Simon. This show continues through January 3. Preparations are underway for the next exhibit which will feature costumes, sets and production photography from ten Greenbelt Recreation Department Theater and dance productions mounted over the last two years.
- Ongoing activities include: winter session registration.

COMMUNITY CENTER:

- There is currently one Center Leader shift open on the permanent schedule. Recruitment continues.
- Applications were reviewed for the Community Center Coordinator position.
- Assisted with logistics for the City Holiday Party.
- Late fees were applied to one pattern renter.
- January invoices were emailed to pattern renters and tenants.
- The facility hosted an American Red Cross Blood Drive.
- Supervisor continued to field inquiries in regard to food operation rentals for the Commercial Kitchen. There have been 264 inquiries since April 2015. There are currently five food operations who received all permits and may rent the Kitchen.
- There were 6 facility reservations processed.
- There were 2 private rentals and 17 pattern rentals.
- The following groups received free space: Golden Age Club, Greenbelt Concert Band, PG Peace & Justice Caucus, GIVES, Girl Scout Troop #27, Girl Scout Troop #2799, Greenbelt Soccer Alliance, Greenbrook Village HOA, Greenbelt Community Development, Greenbelt Community Foundation, Greenbelt Astronomy, Greenbrook Estates, Greenbelt Interfaith Leadership and Greenbelt Writers Group.
- The following City groups received space: Be Happy Be Healthy Volleyball, Yoga & Line Dancing, Youth Advisory Committee, PRAB, Advisory Planning Board and GAIL.