

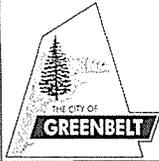
CITY OF GREENBELT

Date: January 31, 2014
To: City Council
From: Michael McLaughlin, City Manager
Subject: Weekly Report on Various Items

1. Attachment A is the Council Action Request (CAR) report.
2. Attachment B is a legislative update.



Michael McLaughlin, City Manager

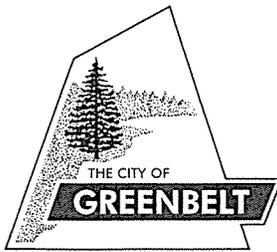


February 2014

City of Greenbelt

www.greenbeltmd.gov

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MB – Municipal Building – 25 Crescent Road – 301.474.8000 CC – Community Center – 15 Crescent Road – 301.397.2208 Meetings subject to change Call 301.474.8000 for verification.						1
2	3 No Meeting	4	5 8 pm – Executive Session – Personnel/ CBA Negotiations – CC	6	7	8
9	10 7:20 pm – Advisory Group Interviews – MB 8 pm – Council Meeting – MB	11	12 8 pm – *Executive Session – Personnel – CC	13	14	15
16	17 City Holiday	18	19 8 pm – Work Session - *Garden Boundaries – CC	20 7 pm – PGCMA – North Brentwood	21	22
23	24 8 pm – Council Meeting – MB	25	26 6 pm - Legislative Dinner	27	28	*Tentative



City Manager's Office
Week Ending January 31, 2014

1. Attached is a copy of the pre-filed County legislation to enable the Community Center kitchen to be rented to caterers. Thanks to County Council member Turner and her staff for making this happen.
2. Attached is list of draft questions for reference check on economic development consultants.
3. Along with Planning Director and Assistant Public Works Director reviewed HVAC recommendations for theater renovation project. Also brought in a representative from Climate Engineers to advise on matter. Climate Engineers maintains much of the city's HVAC equipment and helped install the Pool Pak equipment at the Aquatic and Fitness Center.
4. Met with Recreation Department on initial overview of its budget, opportunities and issues for FY 2015 budget.
5. Assistant City Manager –
 - a. Prepared contract documents for Springhill Lake Recreation Center CDBG project.
 - b. Arranged for mid-term legislative dinner on February 26.
6. Finance Department –
 - a. City Treasurer, Finance Manager and Human Resources Director interviewed candidates for Finance vacant position.
 - b. Prepared and submitted annual wage information to the Maryland State Retirement Agency.
 - c. City Treasurer met with Recreation Department staff and City Manager to discuss FY 2015 budget requests.
7. IT Director –
 - a. Attended I-Net Budget Committee Mtg – College Park
 - b. Worked on and resolved Police department radio connection issues. Police communications were never compromised.
 - c. Participated in National Capital Region discussion of regional I-Net
 - d. Along with Assistant City Manager, attended kickoff meeting in Fairfax for discussion of replacing the regional RICCS Alert system.

8. Public Information Coordinator finalized newsletter and got it mailed Friday.
9. Attached is notice that the City has once again received the Distinguished Budget Presentation Award from the Government Finance Officers Association. A formal presentation of the award will occur after the actual award is received, likely in March.
10. Prepared for 1/29 City Manager Update work session, 2/1 walk of the community gardens and 2/5 Executive Session.

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

Michael McLaughlin

From: Di Quynn-Reno
Sent: Tuesday, January 28, 2014 3:44 PM
To: Michael McLaughlin; David Moran
Cc: Terri Hruby
Subject: FW: Greenbelt Community Center information
Attachments: CD-01-2014 Bill.doc

Please find attached information from Jackie Brown (Director, Planning Zoning & Economic Development Committee, Prince George's County Council) in regard to legislation for caterer use in the CC Commercial Kitchen. I responded to her email and informed her I would forward the info to your office. Thank you.

Di Quynn-Reno, CPRP
Recreation Supervisor
Greenbelt Community Center

 *A hint before you print: think green.*

From: Brown, Jacqueline W. [<mailto:jwbrown@co.pg.md.us>]
Sent: Tuesday, January 28, 2014 2:09 PM
To: Di Quynn-Reno
Subject: RE: Greenbelt Community Center information

Di,

I have attached a draft of proposed legislation for the City's review and consideration. It's possible the legislation could be presented to the full Council next Tuesday, or the following Tuesday.

Thanks,
Jackie

From: Di Quynn-Reno [<mailto:dquynnreno@greenbeltmd.gov>]
Sent: Monday, January 13, 2014 11:08 AM
To: Brown, Jacqueline W.
Subject: RE: Greenbelt Community Center information

Good morning Jackie-
Thank you for the email. We would want to rent it on a regular basis to a limited number of caterers; not limited to an accessory use.

Di Quynn-Reno, CPRP
Recreation Supervisor
Greenbelt Community Center

 *A hint before you print: think green.*

From: Brown, Jacqueline W. [mailto:jwbrown@co.pg.md.us]
Sent: Monday, January 13, 2014 10:46 AM
To: Di Quynn-Reno
Subject: RE: Greenbelt Community Center information

Good morning Di,

In preparing the draft legislation, I have been in contact with the Chief Zoning Hearing Examiner who often comments on proposed legislation that is before the Planning, Zoning, and Economic Development Committee. The Examiner has asked the following question:

Do you know if the City only wants to do this on a sporadic basis? If so, it might be easier to allow the rental as an accessory use with language similar to the following –“ the rental of its commercial kitchen facilities only, by a municipality licensed by the Health Department, if the tenant also has the requisite license from the Health Department”.

Now, if you don't want this limitation, we should not go the accessory route.

Please let me know your thoughts.

Thanks,
Jackie

From: Di Quynn-Reno [mailto:dquynnreno@greenbeltmd.gov]
Sent: Monday, December 16, 2013 11:47 AM
To: Brown, Jacqueline W.
Subject: Greenbelt Community Center information

Good morning-
Thanks for your assistance. Attached is the current Prince George's County Commercial License for the Kitchen at the Community Center.

Thanks.
Di

Di Quynn-Reno, CPRP
Recreation Supervisor
Greenbelt Community Center
15 Crescent Road, #108
Greenbelt, Maryland 20770
301-397-2208 main
240-542-2053 direct
301-220-0561 fax
dquynnreno@greenbeltmd.gov
www.greenbeltmd.gov

Recreation & Parks: Accessible, Affordable, Active...

 A hint before you print: think green.

**COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
SITTING AS THE DISTRICT COUNCIL
2014 Legislative Session**

Bill No. CB- -2014

Chapter No. _____

Proposed and Presented by Council Member Turner

Introduced by _____

Co-Sponsors _____

Date of Introduction _____

ZONING BILL

1 AN ORDINANCE concerning

2 R-R Zone

3 For the purpose of permitting catering establishments in the R-R Zone under certain
4 circumstances.

5 BY repealing and reenacting with amendments:

6 Section 27-441(b),

7 The Zoning Ordinance of Prince George's County, Maryland,

8 being also

9 **SUBTITLE 27. ZONING.**

10 The Prince George's County Code

11 (2011 Edition; 2013 Supplement).

12 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
13 Maryland, sitting as the District Council for that part of the Maryland-Washington Regional
14 District in Prince George's County, Maryland, that Section 27-441(b) of the Zoning Ordinance of
15 Prince George's County, Maryland, being also Subtitle 27 of the Prince George's County Code,
16 be and the same is hereby repealed and reenacted with the following amendments:

17 **SUBTITLE 27. ZONING.**

18 **PART 5. RESIDENTIAL.**

19 **DIVISION 3. USES PERMITTED.**

Sec. 27-441. Uses permitted.

(b) TABLE OF USES.

USE	ZONE								
	R-O-S	O-S	R-A	R-E	R-R	R-80	R-55	R-35	R-20
(1) COMMERCIAL:									
* * * * *	*	*	*	*	*	*	*	*	*
<u>Catering Establishment</u>	X	X	X	X	P ⁹⁷	X	X	X	X
* * * * *	*	*	*	*	*	*	*	*	*

USE	ZONE							
	R-T	R-30	R-30C	R-18	R-18C	R-10A	R-10	R-H
(1) COMMERCIAL:								
* * * * *	*	*	*	*	*	*	*	*
<u>Catering Establishment</u>	X	X	X	X	X	X	X	X
* * * * *	*	*	*	*	*	*	*	*

* * * * *

97 Provided the use is within a public building owned and operated by a municipality, and the municipality operates a food service facility therein pursuant to a food service facility permit issued prior to January 1, 2014.

* * * * *

1 SECTION 2. BE IT FURTHER ENACTED that this Ordinance shall take effect forty-five
2 (45) calendar days after its adoption.

Adopted this ____ day of _____, 2014.

COUNTY COUNCIL OF PRINCE GEORGE'S
COUNTY, MARYLAND, SITTING AS THE
DISTRICT COUNCIL FOR THAT PART OF
THE MARYLAND-WASHINGTON REGIONAL
DISTRICT IN PRINCE GEORGE'S COUNTY,
MARYLAND

BY: _____
Mel R. Franklin
Chairman

ATTEST:

Redis C. Floyd
Clerk of the Council

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged.

Economic Development Consultants
Reference Check

Contacts & Questions

REFERENCES:

Sage Policy Group

1. City of Gaithersburg – Frederick Ave. Corridor Study
2. Talbot County – Economic Development Strategic Plan for Talbot County & The Towns
3. City of Cambridge – Economic Development Strategic Plan

The Riddle Company and Econsult Solutions

1. City of Chester, PA – Chester Transportation Economic Development Action Plan
2. Coatsville, PA – Economic Development Plan
3. Norristown, PA – Downtown Strategic Development Plan

QUESTIONS:

1. Did the consultant complete project on-time and on budget?
2. Was he/she responsive? Was he flexible and willing to work with you to refine the scope/direction of the project, if needed?
3. Did he provide implementable short, medium and long terms strategies?
4. Were the recommendations acceptable/supported by the governing body?
5. Were there recommend strategies that you were able to implement immediately upon completion of the plan?
6. What percentage of recommended strategies would you say have been implemented to date, and have they produced expected outcome(s)?
7. Overall, would you recommend him based on your experience with him/her?



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

January 19, 2014

The Honorable Judith F. Davis
Mayor
City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

Dear Mayor Davis:

I am pleased to notify you that City of Greenbelt, Maryland has received the Distinguished Budget Presentation Award for the current budget from the 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 or department designated as being primarily responsible for its having achieved the award. This has been presented to:

Michael P. McLaughlin, 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. Through your example, we hope that other entities will be encouraged to achieve excellence in budgeting.

Sincerely,

A handwritten signature in cursive script that reads "Stephen J. Gauthier".

Stephen J. Gauthier, 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

January 19, 2014

PRESS RELEASE

For Further Information Contact
Stephen J. Gauthier (312) 977-9700

Chicago--The Government Finance Officers Association of the United States and Canada (GFOA) is pleased to announce that **City of Greenbelt, Maryland** has received the 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 the fourteen mandatory criteria within those categories, to receive the award.

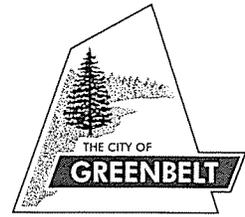
When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to **Michael P. McLaughlin,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

For budgets including fiscal period 2012, over 1,340 entities are expected to received the Award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

The Government Finance Officers Association is a nonprofit professional association serving over 17,800 government finance professionals throughout North America. The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.

WEEKLY REPORT

Planning and Community Development
Week Ending: Friday, January 31, 2014

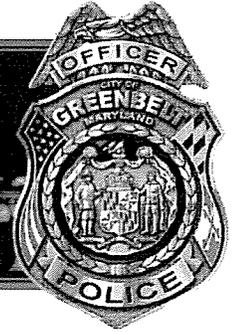


The following items highlight the various activities of the staff of Planning and Community Development for the past week.

CODE ENFORCEMENT

<i>Commercial Properties:</i>	<i>Hanover Office Park, Greenway Center Drive and 6905 Greenbelt Road were annually inspected.</i>
<i>Rental Property:</i>	<i>Five rental properties were annually inspected; and One rental property was re-inspected.</i>
<i>Permits:</i>	<i>Fifteen permits were issued – ten new townhome construction, one commercial interior alteration, three electrical residential and one residential mechanical.</i>
<i>Complaints:</i>	<i>Three complaints were logged – two from Franklin Park and one from Greenbriar regarding mice infestation, water leak in kitchen, and handbill advertising a moving and storage company; and Seven prior complaints were re-inspected.</i>
<i>Animal Control:</i>	<i>Puppy found running at large on Kenilworth Avenue; Three cats were adopted and three cats were found running at large; and One cat, two dogs, two hamsters, and one parakeet were surrendered by owners.</i>
<i>Meetings:</i>	<i>Staff met with the South Core development team on current and future projects on the site; and Staff attended the County Planning Board hearing for approval of CSP-01008-02 Revision.</i>
<i>Planning Projects:</i>	<i>Working with consultant on an updated Greenbelt Lake Dam Emergency Action Plan; Referral revisions to the Greenbelt Station South Core conceptual site plans; and Budget prioritization of pedestrian and bicyclist improvements based on the Ped/Bike Master Plan recommendations, as well as departmental budget submittal.</i>

GREENBELT POLICE DEPARTMENT



CRIME REPORT

JANUARY 26, 2014

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

www.greenbeltmd.gov/police

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

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

CENTER CITY

01/25 3:25 A.M.	Area of Greenbelt Road and #495. DWI/DUI arrest. Beth Nanonka Sanders, 36, of Severn, MD was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges as a result of a traffic violation. The suspect was released on citations pending trial.
01/26 12:00 P.M.	Unit block of Southway. Burglary. The victim was sleeping when she awoke and observed the suspect going through the night stand drawer. The suspect, who apparently entered the residence by way of an unsecured door, removed some prescription medicine from the drawer and fled the residence. The suspect is described as a white male, 5'4", with a medium build and red hair, carrying a red and black backpack. Investigation is continuing.

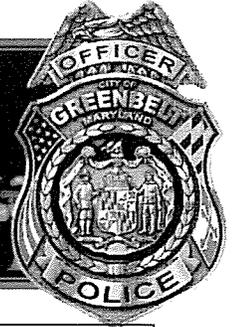
FRANKLIN PARK/BELTWAY PLAZA/GREENBELT METRO/CAPITOL OFFICE PARK

01/24 4:30 P.M.	Unit block of Hillside Road. Theft. Unknown person(s) took a .44 caliber semiautomatic handgun from a residence.
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A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



01/25 5:40 P.M.	6200 block Springhill Drive. Strong arm robbery. The victim advised that she had walked into an apartment building, and as she was about to go into an apartment she observed the suspect come up the stairs of a lower floor. The suspect then attempted to grab the purse from the victim's hand. After a short struggle, the suspect gained control of the purse and fled the scene with it. The suspect is described as a black male, 5'6", 170 pounds, wearing a black hooded sweatshirt, a ski mask with red markings on it and black jeans.
01/26 8:50 P.M.	6000 block Greenbelt Road. Strong arm robbery. The victim advised that he was in the laundry mat when he was approached by several subjects, who asked the victim what he was looking at. The suspects then began assaulting the victim and took his cell phone. The suspects fled the scene, but several of them returned and again assaulted the victim, punching and kicking him several times before again fleeing the scene, this time in a vehicle described as a dark green Honda Accord. The victim was transported by ambulance to Washington Adventist Hospital for treatment. The suspects are described as four or five Latino males, all wearing black clothing.
01/27 2:25 P.M.	9100 block Springhill Lane. Burglary. The victim advised that unknown person(s) used unknown means to enter his residence and take his wallet. There were no signs of forced entry.

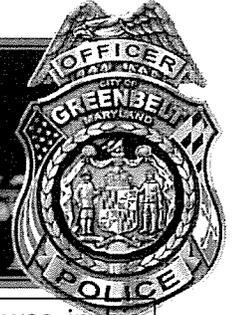
GREENBELT EAST/GREENWAY SHOPPING CENTER

01/19 2:45 P.M.	7500 block Greenbelt Road. DWI/DUI arrest. Damon Anthony Speight, 44, of Silver Spring, MD was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges as a result of a traffic accident investigation. The suspect was released on citations pending trial.
01/23 8:00 P.M.	7800 block Mandan Road. Robbery. The three victims were standing in the lobby area of an apartment building when the two suspects walked in. Both suspects produced handguns and announced a robbery. The suspects ordered the victims to the floor. After obtaining the victim's wallets and other belonging the suspects fled the area on foot. The suspects are described as a black male, 18 to 22 years of age, 5'9" to 6'2" with a light complexion, a medium build and hair in dreadlocks, wearing glasses and a heavy black jacket, and a black male, 18 to 22 years of age, 5'9" to 6'2" with a medium build, wearing a ski mask and a heavy black jacket.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



01/26 6:37 P.M.	6500 block Lake Park Drive. Attempt burglary. The victim advised that he was in his residence when he heard someone yelling in the hallway. He then heard what sounded like someone attempting to force his front door open. The unknown suspect then stopped, but could not be located.
01/27 4:45 P.M.	7513 Greenbelt Road. Theft. Unknown person(s) removed a change dispenser from the counter at the Wendy's Restaurant.
01/27 5:30 P.M.	7500 block Greenbelt Road. Trespass arrest. Samuel Taire Kayira, 26, of Greenbelt, was arrested and charged with Trespass and Harassment after being found at Greenway Shopping Center after having been banned by agents of the property. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner.
01/29 12:28 A.M.	7200 block Hanover Drive. Possession of paraphernalia arrests. Jesse Lee Bishop, 26, and Ariel Dawn De Cheubel, 21, both of Silver Spring, MD were arrested and charged with Possession of Paraphernalia after paraphernalia commonly used to store marijuana was located while they were being evicted from a room at the Holiday Inn. The suspects were released on citation pending trial.

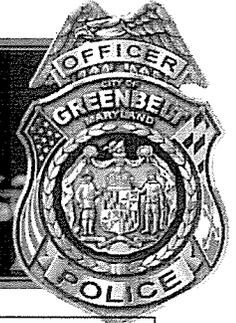
Automotive Crime - City Wide

01/23	9000 block Breezewood Terrace. Stolen auto. A white 2000 Ford Contour 4-door, D.C. tags CU0512.
01/24	6900 block Hanover Parkway. Theft from auto. Unknown person(s) broke out the driver's side window and removed the handicapped placard.
01/25	9300 block Edmonston Road. Theft from auto. Unknown person(s) broke out the driver's side window and removed the handicapped placard.
01/25	7500 block Mandan Road. Theft from auto. Unknown person(s) broke out the driver's side window and removed the handicapped placard.
01/25	6900 block Hanover Parkway. Theft from auto. Unknown person(s) broke out the driver's side window and removed the handicapped placard.
01/25	7500 block Mandan Road. Theft from auto. Unknown person(s) broke out the driver's side window and removed the handicapped placard.
01/25	200 block Lakeside Drive. Theft from auto. Unknown person(s) forced open the trunk of a vehicle and removed several cable box units.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

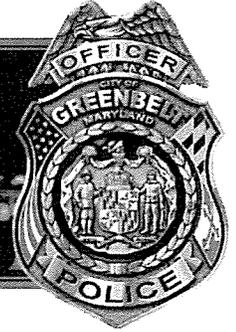
GREENBELT POLICE DEPARTMENT



01/26	5900 block Cherrywood Lane. Theft from auto. Unknown person(s) broke out the driver's side window and removed several boxes of snack food.
01/28	7700 block Hanover Parkway. Theft from auto. Four tires and rims were taken from a vehicle.
01/28	7800 block Mandan Road. Stolen auto. A 2009 Chevrolet Impala 4-door. The vehicle was recovered the same evening by the Prince George's County Police Department in the 4500 block of Banner Street, Brentwood, MD. No arrests.
01/29	9100 block Springhill Lane. Vandalism to auto. Unknown person(s) slashed a tire.
01/29	7400 block Greenway Center Drive. Theft from auto. Unknown person(s) broke out the driver's side window and removed the vehicle's radio console.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



CRIME REPORT TALLY SHEET

WEEK OF JANUARY 26, 2014

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 (Suspect known to victim)	1	Disruption of School Activities	
Armed Robbery	1	Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery	2	Emergency Commitment Petition	3
Attempt Strong Armed Robbery		Missing Person	
Burglary	2	Fraud	2
Attempt Burglary	1	Unattended Death	
Assault	1	Alcohol Violation	
Domestic		False Report	
Drugs	1	Harassment	1
DUI/DWI	1	Field op (suspicious person)	
Theft	3	Notification for other agency	
Vandalism			
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	2
Trespass	1	Recovered Stolen Vehicles	1
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	9
Credit Card Offense		Attempt Theft From Vehicles	
Telephone Misuse	1	Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	1
Suspicious Person		Accidents	5



Department of Public Works

Week Ending January 31, 2014



year of the horse

ADMINISTRATION

- Jim Sterling re-marked preliminary boundaries for the Community Gardens' immediate maintenance needs.
- Jim Sterling met the City Manager at the Community Gardens to discuss a walk through with City Council.
- Jim Sterling, Brian Townsend and Luisa Robles met with Humane Wildlife Services regarding beaver activity and upcoming tree protection work.
- Jim Sterling and Tim Houchens met with the City Manager, Planning Director and Climate Engineering to discuss proposed HVAC renovations at the Greenbelt Theater.
- Jim Sterling conducted walk through with the City Council at the Community Gardens

STREET MAINTENANCE/SPECIAL DETAILS

- Took down unwanted signs and checked for graffiti.
- Power washed the salt trucks.
- Installed a cutting edge on the front end loader.
- Repaired salt spreader #124.
- Pushed debris at the Northway Fields compost site.

HORTICULTURE/PARKS

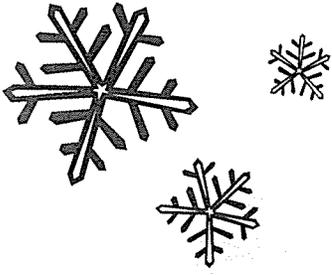
- Changed the chipper blades and performed routine maintenance on the chipper.
- Continued removing Christmas trees at designated drop-off points throughout the City.
- Picked up trash from both recycling centers.
- Processed and transported Styrofoam received at the Electronics Recycling Day to a recycling center in Crofton.
- Assembled a foosball table at the Springhill Lake Recreation Center.
- Made repairs to snow equipment.
- Installed wooden wall guards in the Youth Center weight room.
- Repaired exercise equipment at the Aquatic & Fitness Center.
- Removed vegetation from Buddy Attick Park that is destructive to the earthen dam.
- Held the first Beaver Protection Workshop on Saturday.

BUILDING MAINTENANCE

- Replaced a ballast in a four-pin light in the hallway of the Community Center.
- Painted the weight room in the Youth Center.
- Started preventative maintenance on HVAC systems in all City buildings.
- Provided cleaning services to all City buildings.
- Worked with the contractor servicing the cameras in the Roosevelt Center.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 22.38 tons of refuse and 12.49 tons of recyclable material.
- Composed the agenda for Green ACES and attended this week's meeting.
- Assisted CHEARS intern, Alex Palmer, with a beaver Power Point presentation.
- Received the approved "Attachment C" for the MSEC-MEA grant. We are now permitted to proceed with purchasing the LED light fixtures which will allow us to receive Pepco rebates.
- Attended COG's CEEPC (Climate, Energy and Environment Policy Committee) meeting on Thursday.
- Started coordination of the new Green ACES sub-group to deal with streams in Greenbelt. The group wants to take the Anacostia Watershed Restoration Plan and see which streams in that plan are in Greenbelt. Then visit all the streams and prioritize for future restoration projects.



Greenbelt Recreation Department

Weekly Report

Week Ending January 31, 2014

ADMINISTRATION:

- Contribution and Recognition Group letters went out reminding groups to fill out their new online FY 2015 applications. A training meeting has been scheduled for Thursday, February 6, at the Community Center to assist interested Contribution Groups with their application.
- Met with City Manager and City Treasurer to review department budgets.
- Reviewed past funding by M-NCPPC for leadership grants to area municipalities.
- Contacted Principals of Eleanor Roosevelt High School and Greenbelt Middle School to request their assistance in recruiting new members for the Youth Advisory Committee. A favorable response from the Greenbelt Middle School was received offering assistance.
- Continued to prepare budget information.
- Attended Council meeting for second reading on resolution for negotiated purchase of new elliptical equipment at the Aquatic and Fitness Center. Now that the resolution is approved, arrangements for purchase are underway.
- Completed the Health and Wellness section of the Sustainable Maryland Certified program.
- The Spring Activity Guide has been sent to the printer.

YOUTH CENTER/ SPRINGHILL LAKE/PARK RANGERS:

- Completed and posted the Spring/Summer Camp Brochure. Resident registration begins on Monday, February 3.
- Met with Grad Night Security Chair for a walk through of the Youth Center and the GAFC. Staff pointed out the various location where additional security will be needed.
- Field Permit request was processed for the Greenbelt Soccer Alliance.
- Public Works staff painted the Youth Center weight room. It looks great!
- Prepared meeting materials for next Youth Advisory Committee meeting. The date will need to be changed to accommodate members of the committee. A notice will be provided in the News Review once a date is selected.

ARTS:

- An Artful Afternoon will take place on Sunday, February 2. Activities will include an acrobatic gymnastics performance by the Skyview Gymdancers at 3pm. Preceding the show, Artist in Residence Mary Gawlik will lead a workshop 1-3pm in which participants can make toy acrobats to take home, inspired by Alexander Calder's circus. A closing reception will be held for painter Valerie Watson's current exhibition in the art gallery (1:30 - 3pm).
- Editing of the spring activity guide was completed.
- Submitted an interim report to the Maryland State Arts Council for the City's FY 2014 operating grant.
- Production work and rehearsals are ongoing for the 2014 Greenbelt Youth Musical. This week's projects included masks and garment construction for more than 20 bat characters. Elephant masks are also under construction, and base costume elements are being assembled and fitted for the entire cast.
- After 6 years of service, Beth Fendley completed her service this week as Art Studio Manager. Peter Holden will take over the position next week.

AQUATIC AND FITNESS CENTER:

- Offered make-up classes for water exercise classes that were canceled due to inclement weather. Winter session 2 will begin February 3.
- Did walk through to discuss Grad Night arrangements.
- Attended Aquatics Council meeting and MRPA General Membership meeting and workshop on "the challenge of communicating across cultures."
- The hot tub received its bi-weekly cleaning.
- Eleanor Roosevelt HS used facility for their team picture.

COMMUNITY CENTER:

- Interviews were conducted for the part-time Administrative Assistant position.
- CC Supervisor attended the Monday night Council meeting in regard to the MPR flooring replacement.
- Community Center Supervisor attended a MRPA workshop and general membership meeting in Talbot County.
- Budget preparation continued.
- There were 5 facility permits processed, 2 private rentals and 17 pattern rentals.
- The following groups received free space: Greenbelt Writer's Group, Greenbelt Concert Band, Girl Scout Troop #2799, Greenbrook Village HOA, Green ACES, Greenbelt Labor Day Committee, CCRIC, Greenbelt Baseball and Miss Greenbelt Scholarship Organization.
- The following City groups received free space: Be Happy, Be Healthy Volleyball & Yoga, City Council, CARES and Senior Citizen's Advisory Committee.