



November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01 Public Safety Advisory Committee, Cancelled...CC Community Relations Advisory Board (CRAB), 7:30pm, MB Free Smoking Cessation Classes	02 Advisory Group Interview, CC, 7:40 PM Work Session - Voting Age/Mandan Road Basketball Courts, 8PM, CC Free Smoking Cessation Classes	03	04	05 Contra Dance, 7:00PM, CC
06 Community Art Drop-In, 1-3pm, CC	07 No Meeting	08 General Election	09 Greenbelt Advisory Planning Board Work Session - Roosevelt Center Merchants Association, 8PM, CC,	10 Town Hall on Social Media, 6:30pm, ERHS	11 Veterans Day Ceremony, 11AM, Roosevelt Center	12
13 Executive Session - Personnel, 9:00AM, MB	14 Youth Advisory Committee, 5:30pm, SHP Meet and Greet City Manager Finalists, 5:30pm, MB	15 Advisory Committee on Trees, 7pm, PW	16 Park and Recreation Advisory Board, 7:30 CC No Meeting (NLC Conference)	17 Forest Preserve Advisory Board, 7pm, MB Public Safety Advisory Committee, 7pm, CC Community Relations Advisory Board, 7:30pm, CC No Meeting (NLC Conference) Active Parenting Class	18 No Meeting (NLC Conference)	19 No Meeting (NLC Conference) Indian Creek Cleanup, 9am, SHL
20	21 Executive Session - Collective Bargaining, Following Work Session Work Session - Police Body Camera Briefing, 8PM, MB,	22	23 No Meeting	24	25	26
27	28 Regular Meeting, 8PM, MB,	29 Senior Citizens Advisory Committee, 3:30pm, CC	30 Work Session - Transit, 7:30PM, CC	01	02	03



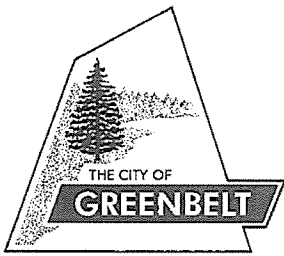


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December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	01 Arts Advisory Board	02 Community Tree Lighting with Santa	03 Grand Re-Opening of Greenbelt Lake Forebays, 10am, PW
04	05 Work Session - Infrastructure DSP Greenbelt Station North Core (tentative), 8PM, MB	06 Advisory Committee on Education-Grants Review Meeting, 7pm, MB	07 No Meeting PGCMA Legislative Dinner	08 Active Parenting Class	09	10
11	12 Youth Advisory Committee, 5:30pm, Greenbelt Library Regular Meeting, MB, 8PM	13 Legislative Dinner Greenbelt Marriott	14 Work Session - Greenway Center, 7:30PM, CC,	15 Forest Preserve Advisory Board, 7pm, CC	16	17
18	19 Work Session - TBD, 8PM, MB,	20	21 Park and Recreation Advisory Board, 7:30 CC Work Session - TBD, 8PM, CC,	22	23	24
25	26 No Meeting	27	28 No Meeting,	29	30	31





## City Manager's Report Week Ending November 10, 2016

1. Included in your packet is a copy of the County's Priority Projects list for the State's Consolidated Transportation Program. Projects of interest have been asterisked. The Greenbelt Road Streetscape project remains the second priority on the Project Planning list.
2. Along with Mayor Jordan, Mayor Pro Tem Davis, Council member Mach and Public Information Coordinator Palau, I attended the ribbon cutting for the new Verde apartments. From speaking with folks there, they are very happy to be in Greenbelt. The first building (northernmost) is occupied and the second is partially occupied. I heard they have 60 tenants in place so far. County Council member Turner and Chamber President David Harrington were also in attendance.
3. Prepared for interviews and visits of city manager candidates on Sunday and Monday. Included in your weekend packet is a three ring binder with candidate information for Sunday. PLEASE BRING ON SUNDAY.
4. Met with Assistant City Manager to review possible legislative priorities for Council's 2017 program. Item will be on November 28 agenda.
5. Met with Human Resources Director to discuss CBA preparations.
6. Reviewed with Public Works Director, WSSC's plan to repair a water line in Roosevelt Center.
7. Assistant City Manager
  - a. On leave Thursday, no update provided.
8. Finance Department
  - a. Drafted departmental summary for City Manager interviews.
  - b. Submitted October 2016 financial report to City Manager.
  - c. Worked on billing dispute with SunGard.
  - d. Prepared briefing memo for new City Manager
9. Information Technology
  - a. Continued configuration of our new security Firewall
  - b. Met with Petitbon Security re: security cameras
  - c. Prepared IT Briefing paper for new City Manager
10. Prepared for work session on November 9 and City Manager candidate interviews on November 13 and 14.

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

# COUNCIL ACTION REQUESTS (CAR) REPORT

## as of November 10, 2016

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
<b>2016</b>						
18	Work Session	11/2	Install park rules sign(s) at Mandan Road field.	1/30/17	Julie	
17	M & C Meeting	10/10	Develop recruitment bonus for recruiting police officers.	11/30/16	Mary/Mike	
15	Work Session	9/28	Undertake study of configuration/geometrics/safety of intersection of Lakecrest Drive/Lakecrest Circle/ Legion Drive.	12/30/18		
14	Work Session	9/21	Work with FOGM to develop guidelines/policy to implement FOGM's fund raising campaign initiative – may need to amend city memorialization policy.	12/30/16	David	
13	Work Session	9/14	Prepare in-depth report on four (4) possible dog park locations.	12/30/16	Celia	
11	M & C Meeting	8/8	Request by Colin Byrd for anti-discrimination ordinance for LGBT community – prepare summary of current federal and state law.	10/30/16	John	Being prepared.
10	M & C Meeting	7/11	Referral to CRAB on convening a community dialogue related to recent incidents across the nation including police actions and attacks on police.	12/30/16	David	In works by CRAB @ 10/11/16.
9	M & C Meeting	7/11	Referral to CRAB on proposal for Freedom Day holiday.	12/30/16	David	Referred @ 7/22/16.
6	M & C Meeting	4/11	Refer to PSAC – comprehensive review of security cameras in the City.	4/30/17	Mary/Jim C.	Underway. Meetings set for October 5, 8 and 15.
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.	Referred.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
2	Work Session	2/10	Raise with County – Allow sandwich boards – Roosevelt Center.	12/30/16	Mike	To be part of legislative program.
<b>2015</b>						
39	Work Session	10/14	Can there be signage on the Beltway for Roosevelt Center (e.g. – McDonalds)?	12/30/15	Celia	
37	M & C Meeting	10/19	Request from Mr. Drago to have periodic art sales at Roosevelt Center - Refer to AAB.	3/30/16	Julie/John S.	Board discussed 11/3 and 12/1.
31	Work Session	8/24	Develop a complete green street policy/standard.	6/30/16	Celia	
27	M & C Meeting	8/10	Incorporate PSAC recommendations into Emergency Operations Plan.	11/30/15	David	
26	M & C Meeting	8/10	Proceed on vacation of GHI ROW's.	12/31/15	Celia	Underway.
16	M & C Meeting	6/22	Review Joe Murray's Tick Control proposal – contact BARC and Greenbelt Park NPS.	12/30/15	Celia/Jim S.	Reviewed with BARC on 7/18/16.
15	M & C Meeting	6/22	Provide Council with list of property acquisitions and available land.	9/30/15	Celia	Being prepared @ 9/23/15.
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.
7	Work Session	2/04	Look into training on running meetings for advisory boards. Also on the mechanics of the city's referral process.	6/30/15	Cindy	
6	M & C Meeting	1/26	Report on petition from Tim Cohen-Mitchell on application to Youth Advisory Committee.	3/30/15	Cindy	

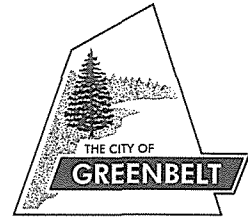
NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
<b>2014</b>						
32	Work Session	8/29	Assess pros and cons of relocating Parking Enforcement, Animal Control and/or Code Enforcement functions (Organizational Assessment).	12/30/14	Mike/Celia	Parking Enforcement moved to Police 7/1/16.
30	Work Session	8/29	Prepare report on Green Ridge House admission policies.	10/30/14	Mike	Amendments being worked on.
29	Mr. Putens	8/29	Develop position description for Deputy City Manager, Management Analyst and Deputy Chief positions.	11/30/14	Mary	Drafted @ 1/7/15. Deputy Chief presented 7/11/16.
17	M & C Meeting	7/14	Request installation of crosswalk on Southway in vicinity of B-W Parkway Ramp.	12/30/14	Mike	Sent to SHA. Discussed at 6/10/15 work session. Update provided 9/21/15. On SHA work program.
10	Work Session	4/23	Research whether city can/should enforce recycling for multi-family housing.	6/30/14	John	
<b>2013</b>						
45	M & C Meeting	10/28	Are there limitations on how long banner signs can be in use – County Zoning Code or City Covenants – Franklin Park signage issue?	1/31/14	Celia	
34	Work Session	7/15	Check on history of pipe in dam - Any agreement with SHA or WSSC? Any evidence that WSSC crushed pipe in install of 96 inch main?	12/30/13	Mike	Situation will be examined during dam repair project (8/5/16).
<b>2011</b>						
9	Work Session	6/13	Look at need for lighting along walkways between 11 and 13 Court Ridge. Also look at condition of existing lighting, walkway and vegetation. Further survey and referral to PSAC.	9/30/11	Mike	Checking power availability at 11 - 13 Courts.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
<b>2010</b>						
32	Mayor Davis	6/25	Does city need its own ordinance to limit roadside solicitation per 2008 State law?	8/30/10	John	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	John	County legislation approved 5/3/11. City Solicitor drafting language @ 1/25/12.
16	Work Session	4/21	Develop policy on when city will issue proclamation – Mayor’s authority?	7/30/10	Cindy	Ms. Davis has reviewed proclamations back to 2000 and working on report.

# WEEKLY REPORT

## Planning and Community Development

Week Ending: Thursday, November 10, 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:** Beltway Plaza annual inspection began and 6421 Ivy Lane and 8957 #N#P#R Edmonston Road were annually inspected.

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**Apartments:** Lawrence Apartments were re-inspected.

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**Rental Property:** Three rental properties were annually inspected; and  
Two rental properties were re-inspected.

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**Complaints:** One complaint was logged from Greenbelt Lake Village regarding a defective cooking appliance, stove not performing as intended/oven in disrepair; and  
Two prior complaints were re-inspected.

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**Permits:** Four permits were approved and issued.

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**Animal Control:** Three dogs and one kitten were adopted;  
One dog and one kitten were surrendered; and  
One cruelty case was investigated.

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**Meetings: Staff Attended:**

Meetings on the Greenbelt Lake Dam with Jim Sterling, contractor, and design consultants to discuss progress of the project;

**Staff Met With:**

Karen Haseley and Christal Batey to review the draft survey for the TLC Senior Mobility and Accessibility Grant;

Garth Beall and engineer/design team to discuss staff comments on the North Core Infrastructure DSP; and

Woodlawn Development Group to discuss ongoing development issues/status for Greenbelt Station South Core Project.

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**11/10/2016**  
**P&CD WEEKLY REPORT CONT...**

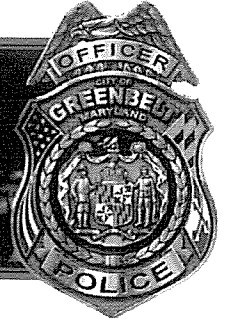
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*Planning Projects:* Reviewed survey design for the TLC Senior Mobility and Accessibility Study;  
Project management of the Buddy Attick Park Green Redesign project-review of new cost estimates and design;  
Informal review of the North Core Detailed Site Plan for infrastructure;  
Review of revision applications for elements of the Phase 3 Greenbelt Station South Core project; and  
Project Management for Greenbelt Lake Dam Repairs.

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*Training:* Continued preparation for the AICP certification exam as part of professional development management goals.

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# CRIME REPORT

NOVEMBER 9, 2016

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.**

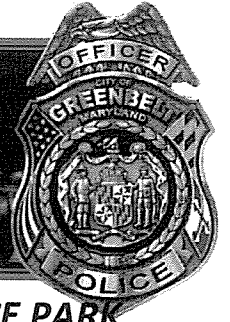
## CENTER CITY

11/05 1:52 A.M.	Area of Kenilworth Avenue and Cherrywood lane. DWI/DUI arrest. Javonni Delawn Diggs, 24, of Oxon Hill, MD was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges as a result of being stopped for a traffic violation. The suspect was released on citations pending trial.
11/08 2:30 P.M.	2 Court Woodland Way. Burglary. Two bicycles were taken from an unsecured garage. The bikes are described as a purple and orange children's mountain bike and a red children's mountain bike, no further.
11/09 11:32 A.M.	Area of Lakecrest Drive and Greenbelt Road. Strong arm robbery. The victim advised that he was at the bus stop when he was approached by the suspect, who asked the victim if he would call someone for him on his cell phone. As the victim was about to make the call, the suspect forcibly grabbed the phone from the victim and fled the scene on foot. The suspect is described as a black male, 5'6", 130 pounds, with a dark complexion, short hair and a medium build, wearing a black back pack.



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# GREENBELT POLICE DEPARTMENT



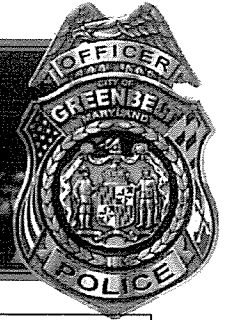
## FRANKLIN PARK/BELTWAY PLAZA/GREENBELT METRO/CAPITOL OFFICE PARK

11/02 10:05 P.M.	6000 block Springhill Drive. Strong arm robbery. The victim, a food delivery person, advised that he had completed a delivery and was exiting an apartment building when he was confronted by the three suspects. One of the suspects pushed the victim into the nearby bushes and took his cell phone and money. The suspects then fled the area on foot. The victim was not injured. The suspects are described as a black male, 6'1", with a medium build and black hair in shoulder length dreadlocks, wearing a black jacket and black pants; a black male, 5'5", with a medium build and short black hair, wearing a red and white jacket and black pants and a black male, 5'5", with a medium build and short black hair, wearing a black shirt and black pants. All three suspects were in their late teens.
11/03 10:22 P.M.	6400 block Ivy Lane. Disorderly conduct arrest. Arethia Laverne Brown, 58, of San Antonio, TX was arrested and charged with Disorderly Conduct and Trespass after she was asked by management to leave the Marriott hotel and refused. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner.
11/03	6000 block Greenbelt Road. Stolen bicycle. Unknown person(s) used unknown means to defeat the lock and take a white and red Trek mountain bike.
11/06 4:12 A.M.	Area of Greenbelt Road and Edmonston Road. DWI/DUI arrest. Nakita Marie Walker, 36, of Washington, D.C. was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges as a result of being stopped for a traffic violation. The suspect was released on citations pending trial.
11/07 12:57 P.M.	5900 block Cherrywood lane. Burglary. The victim advised that November 4 <sup>th</sup> , unknown person(s) entered her residence, possibly by way of the unsecured front door. A purse was taken. A credit cord in the purse was later used to make unauthorized purchases.



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# GREENBELT POLICE DEPARTMENT



11/08 1:10 P.M.	5500 block Cherrywood Lane. Armed robbery arrest. Michael Thomas McCaslin, 24, of College Park, MD was arrested and charged with Armed Robbery, Use of a Firearm in the Commission of an Armed Robbery, Robbery, two counts of First Degree Assault and Second Degree Assault. Officers responded to a report of a 911 call at Demmy's Pharmacy. A responding officer then observed the suspect inside jump over a counter and run out of the pharmacy. The suspect was apprehended after a short foot chase with the assistance the Prince George's County Police Department and the Berwyn Heights Police Department. The victims advised that the suspect entered the pharmacy, displayed a gun and announced a robbery, taking prescription drugs and cash. Money, drugs and cash were recovered. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner.
11/08 4:00 P.M.	8200 block Greenbelt Station Parkway. Burglary. A toilet was taken from a home under construction.

## GREENBELT EAST/GREENWAY SHOPPING CENTER

11/08 1:25 P.M.	Area of Frankfort Drive and Greenbelt Road. Strong arm robbery. The victim advised that he was walking home when he passed by several subjects at a bus stop in the area of Canning Terrace and Mandan Road. The subjects began to follow and then chase the victim. The victim slipped and fell, at which time one of the suspects punched him, then took the victim's sneakers. The suspects also took the victim's cell phone and gym bag and fled the scene on foot. The suspects are described as three black males. Two of the suspects were 5'8" and one of them was wearing an orange hooded sweatshirt, no further.
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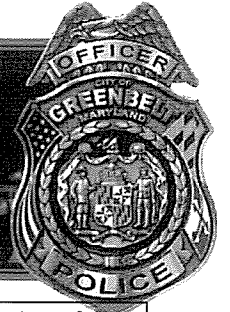
### Automotive Crime - City Wide

11/04	7200 block South Ora Court. Theft from auto. Unknown person(s) forced opened the door of a work van and removed tools.
11/04	Recovered stolen auto. A 2012 Nissan Rogue SUV, reported stolen May 23 <sup>rd</sup> from the 9100 block of Springhill Lane, was recovered this date by the Metropolitan Police Department in the 1000 block of 50 <sup>th</sup> Street N.E. Washington, D.C.
11/04	7500 block Greenway Center Drive. Vandalism to auto. Unknown person(s) used unknown means to break out the sunroof of a vehicle.



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# *GREENBELT POLICE DEPARTMENT*

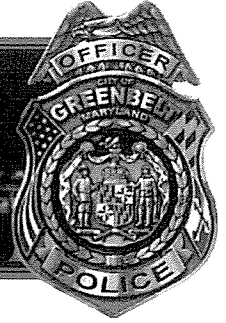


11/04	5900 block Greenbelt Road. Theft from auto. A notebook type computer was taken from an unsecured vehicle.
11/06	6000 block Greenbelt Road. Theft from auto. A wallet was taken from an unsecured vehicle.
11/07	7600 block Mandan Road. Vandalism to auto. Unknown person(s) damaged both side view mirrors and the front bumper of a vehicle.
11/07	5900 Cherrywood Terrace. Stolen auto. A blue 2001 Dodge Intrepid 4-door, Maryland tags A257149.



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# GREENBELT POLICE DEPARTMENT



## CRIME REPORT TALLY SHEET

WEEK OF NOVEMBER 9, 2016

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	3	Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery	2	Emergency Commitment Petition	2
Attempt Strong Armed Robbery		Missing Person	
Burglary	3	Fraud	1
Attempt Burglary		Death Report (terminal illness)	1
Assault (Mutual combatants)	1	Alcohol Violation	
Domestic		False Report	
Drugs		Harassment	
DUI/DWI	2	Field op (suspicious person)	3
Theft	5	Notification for other agency	
Vandalism			
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	1
Trespass		Recovered Stolen Vehicles	1
Disorderly Conduct	1	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	5



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# Department of Public Works

## Week Ending November 10, 2016



### ADMINISTRATION

- Continued inspections of the Greenbelt forebay project.
- Continued inspection duties on the Greenbelt dam project.
- Held a pre-construction meeting for the WSSC project at Roosevelt Center.
- Inspected work on the Still Creek Stream Restoration project near Hanover Parkway.
- Met with the City Manager and other department heads regarding the City Manager interview process.
- Attended the progress meeting for Greenbelt Dam Project.

### STREET MAINTENANCE/SPECIAL DETAILS

- Took down unwanted signs and checked for graffiti.
- Repaired pot holes throughout the city.
- Installed street signs on Lakecrest Drive and Lakeside Drive.
- Ground tree stumps throughout the city.
- Put out barrels with parking signage for the Farmer's Market.

### REFUSE/RECYCLING/SUSTAINABILITY

- Collected 28.75 tons of refuse and 12.73 tons of recyclable material.
- Planned Win With Your Bin – Recycle Right awards: Picked up prizes from REI, spoke with MOMs personnel to see about their donations, printed out the letters to let the winners know and composed Council comments.
- Attended the webinar "How Clear Are Your Recycling Outreach Materials?" hosted in part by the Food Service Packaging Institute and Keep America Beautiful.
- Attended a Zero Waste class in Frederick, Maryland.
- Advertised the December 3rd Grand Re-Opening of the Forebays in the *News Review* and on Patch.com.
- Acquired \$1,200 from the Jim Cassels Award Committee to build a TerraCycle Drop-Off Center.
- Attended the Veteran Compost Meeting.
- Connor visited the Annapolis Maritime Museum for a CCC site visit.
- Connor visited the CHEARS Earth Squad for garden maintenance.
- Connor worked with Beverly Palau to film the recycling introduction at the Greenbelt Theatre.
- Connor lead a workshop on composting and sold composting bins to Greenbelt citizens on Saturday.

## **FACILITIES MAINTENANCE**

- Continued assisting the contractor with the installation of fan coil units in the Community Center.
- Continued the installation of LED light fixtures throughout the Community Center.
- Started sanding and painting Room 112 in the Community Center.

## **HORTICULTURE/PARKS**

- Cut grass throughout the City.
- Prepared fields for league play.
- Continued to oversee Pepco's Vegetation Management Plan.
- Started working on preparations for holiday decorating for the Festival of Lights.
- Made preparations for the Veteran's Day ceremony.
- Continued working on fall mulching and weeding the landscape areas throughout Greenbelt.
- Continued curbside leaf collection service in Boxwood.

## **AUTO MAINTENANCE**

- Performed preventive maintenance on a dump truck, replaced the right front head lamp lens, and repaired the wiring harness; also repaired a left rear tail lamp assembly.
- Repaired an issue with the engine in a Public Works SUV.
- Performed preventive maintenance on two Public Works SUVs.
- Repaired an air leak for air brakes on a pick-up truck; also replaced the air valve.
- Installed all eight (8) glow plugs and cleared the faults on a pick-up truck.
- Repaired the rear tail lights and damaged wires on a dump truck.



# **Greenbelt Recreation Department**

## **Weekly Report**

Week Ending November 10, 2016

### **ADMINISTRATION:**

- Prepared for 11/14 Youth Advisory Committee meeting at the Schrom Hills Park Community Center.
- Met with City Manager and Assistant City Manager regarding the RFP for the Recreation and Park Master Plan.
- Attended Maryland Municipal League Park and Recreation Department meeting in Laurel, Maryland.
- FY 17/18 budget preparation continued.
- Schrom Hills Park hosted youth soccer tournament coordinated by the Greenbelt Soccer Alliance this weekend.
- Work began on creating the Festival of Lights flyer.
- Held meeting with Public Works to discuss decorating Roosevelt Center for the Tree Lighting event and the holidays.
- Prepared for a co-ed softball tournament scheduled for Saturday at Northway and Braden fields.
- Finalized and sent material to PRAB members for meeting on Wednesday, November 16 in the Community Center.
- A department briefing was prepared and submitted for City Manager.
- Met with HR and CARES to brainstorm ideas regarding rejuvenating and informing employees of the Be Happy, Be Healthy employee wellness programs.
- Scheduled the final meeting/presentation with LMD Agency to receive and review the results from the Marketing and Communications Audit.
- Director attended the Department Head staff meeting.

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

- On Tuesday, our Schools Out Day program featured a trip to the Greenbelt Theater to enjoy Kung Fu Panda 3, a nature walk/leaf scavenger hunt and lots of active games at the Youth Center.
- Fall programs continue at both the YC & SHLRC.
- Attended a MRPA manager's workshop at North Laurel Community Center.
- 2017 Winter Activity Guides are available both on-line and in print in city buildings.
- Supported the Annual Walk for Health at Buddy Attick Park on Saturday, November 12 from 9 am-11 am.

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

- GAFC closed on Sunday, November 6, and reopened at 6 am on Monday, November 7, as many took time to pay their respects to the sudden loss of one of our 'recreation family.'
- Grief Counseling Support Group facilitated by CARES' Crisis Intervention Counselors was available on Monday from 6:30 pm-8 pm, and Tuesday from 11 am-12 pm in CARES. Follow-up counseling is available to those seeking additional support.
- November News Letter email blast sent to patrons and staff.
- First Aid/CPR class will be held at GAFC on Saturday from 6 pm-8 pm.
- GAFC honors and pays special tribute to active Military Veterans and their guest with free admission on Friday, November 11 and Saturday, November 12.
- Facility safety plan was discussed with a graduate student for the final project.
- 300 lb. replacement motor for the PoolPak was delivered to the GAFC on Wednesday.

### **COMMUNITY CENTER:**

- Hosted the General Election on Tuesday. A staff member met the election judges at 5 am for access. There were 90 people waiting to cast their votes at 7 am and judges stayed until 10:30 pm.
- Coordinated attending the November session of the MRPA Leadership Institute.
- The Greenbelt Museum has moved into the front lobby display case. Check it out!
- Supervisor participated, via conference call, in a COG Bike to Work Day meeting.
- The facility will be open 2-10 pm on Veteran's Day.
- Supervisor continued to field inquiries in regard to food operations rentals for the Commercial Kitchen. There have been 175 inquiries since April 2015. There are currently seven caterers who received all permits and may rent the Kitchen.

- There were 5 facility reservations processed.
- There were 4 private rentals and 13 pattern rentals.
- The following groups received free space: Golden Age Club, Greenbelt Concert Band, Girl Scout Troop #27, Friends of the Greenbelt Museum, Greenbelt Nursery School, Greenbelt Community Foundation, Greenbrook Estates and Greenbelt Computer Club.
- The following city groups received space: Be Happy, Be Healthy Volleyball & Yoga, CARES, City Council, Advisory Planning Board and GAIL.
- There was one no show for a free space group.

#### **ARTS:**

- A well-attended Community Art Drop-In was held on Sunday, November 6 from 1-4pm at the Greenbelt Community Center. Activities include a weaving workshop with Artist in Residence Rachel Cross and a GATE studio open house in addition to Greenbelt Museum programs.
- Staff is preparing an application to the Maryland State Arts Council for FY18 operating support. Extensive internal spreadsheets have been reconfigured in order to accommodate changes in the application format. Financial summary statements have been provided to the City Treasurer for review and signature.
- Ongoing tasks include: preparation and promotion for the Art and Craft Fair; preparing for the November 15 meeting with prospective FY18 Greenbelt Recognition Group applicants; preparing materials for the FY18 budget; routine program marketing (web page, email blasts, fliers, Facebook); booking performances and planning workshops; developing exhibitions; research and design work for the 2017 Greenbelt Youth Musical.

#### **THERAPEUTIC RECREATION:**

- Staff has been working with GAIL and Planning Department staff on the Senior Accessibility and Mobility study survey. The survey is still in working progress.
- Attended the Golden Age Club meeting on Wednesday and spoke to the Alzheimer's Association representatives who were the presenters. Hopefully, another Alzheimer's presentation will be scheduled for the winter 2017 Explorations Unlimited series.
- Due to low enrollment, Thursday's shopping trip to Walmart and the Dollar Store in Laurel, was cancelled.
- Worked on updating the online information in WebTrac now that the Winter brochure has been delivered.