

THE CITY OF
GREENBELT
 MARYLAND

GOVERNMENT

COMMUNITY

BUSINESS

VISITING

I WANT TO...

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 Executive Session (Personnel Matter), 6:30pm, MB	15 Advisory Committee on Trees, 7pm, PW	16 Park and Recreation Advisory Board THIS MEETING HAS BEEN CANCELLED! 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 Executive Session - Personnel, 7PM, MB	23 No Meeting	24 Gobble Wobble, 9am, YC	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



THE CITY OF

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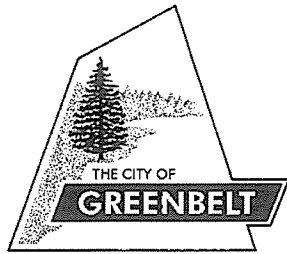
VISITING

I WANT TO...

December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	01	02 Community Tree Lighting with Santa	03 Grand Re-Opening of Greenbelt Lake Forebays, 10am, PW
04	05 Work Session - Focus Group/Senior Mobility Study, 7:30PM, MB Work Session - Economic Development Study, 8PM, MB	06 Advisory Committee on Education-Grants Review Meeting, 7pm, MB Arts Advisory Board	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 18, 2016

1. Facilitated the interviews, meetings and tours for the City Manager candidates on Sunday and Monday. I spoke with a number of people who participated in the stakeholder meeting with the candidates. They were very appreciative of being involved and impressed with the candidates.
2. On Wednesday, monitored situations and rescue efforts at Greenbelt Lake dam project. Fortunately, the trapped worker escaped with only a broken ankle.
3. Attached is the monthly financial report for October. One-third through the fiscal year, we are on target. Also attached is the monthly Police statistics report.
4. Attached is a draft letter to the County Board of Elections with concerns raised by voters from their experience on Election Day, November 8. Please review and forward any edits to Anne Marie or me. The letter will be on your November 28 agenda for approval.
5. Along with Public Works Director, I worked on the water line issue in Roosevelt Center which is impacting the COOP Supermarket. WSSC is taking the position that the leak is at a pipe which is not their responsibility. They are probably correct, but it may be worth arguing. In the meantime, arrangements are being made to get a plumber to repair the leak. This will likely cost a few thousand dollars, but it is imperative to get the fire suppression water back on at the COOP. We can argue about responsibility later.
6. I am beginning to hold transition discussions with department heads. These include reviewing departmental briefs for the new manager and discussion of key issues/projects the department is working on.
7. Prepared for work session on police body cameras.
8. Began drafting budget preparation instructions.
9. Assistant City Manager
 - a. Held a CRAB meeting in preparation for the first Police Community Relations Forum on November 29 at Springhill Lake Elementary. A copy of the forum flyer is included in Council's packet.
 - b. Attended the FOGM Screening of Three Brave Men at the Greenbelt Theatre. The program was well attended and the Q&A with Judge Howard Chasanow was very interesting.
 - c. Worked on background material for several agenda items for the November 28 Regular Meeting.
10. Finance Department
 - a. Began work on personnel budget worksheet for FY 2018 budget.
 - b. Reviewed Maryland State Arts Grant application.
 - c. Worked toward lock box solution for permit fee revenue.

11. Information Technology

- a. Resolved phone line issues.
- b. Facilitated new copier quotes for Municipal Building, Community Center and Police Dept.
- c. Demo camera system with Petitbon Security.
- d. Contacted J & M Security (Hyattsville vendor) for a meeting about maintaining security cameras.

12. Public Information Coordinator attended meeting of the INet executive committee in College Park.

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 18, 2016

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
2016						
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	Will be on 11/28 or 12/12 Agenda.
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	First community meeting set for 11/29/16 at Springhill Lake Elementary School.*
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.
2015						
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	
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	Mike/Celia	Parking Enforcement moved to Police 7/1/16.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
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. Others will be presented if position is to be filed (11/18/16).*
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	
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	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).
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	Mike	Checking power availability at 11 - 13 Courts.
2010						
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.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
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 of Greenbelt, Maryland

Memorandum

To: Michael P. McLaughlin, City Manager 
From: Jeffrey L. Williams, City Treasurer 
Date: November 9, 2016
Subject: October 2016 Financial Report

Revenues

Revenues are 69.3% of the adopted budget compared to 65.1% a year ago and 68.3% in the five-year historical trend. The first of three supplemental assessments in FY 2017 added \$88,000 to real estate revenue in October due to development in Greenbelt Station. It is expected that this revenue will increase during the remainder of the fiscal year as a result of the remaining supplemental assessments. The first section of the Verde Apartments is available for rent and new Greenbelt residents have already begun their occupancy. Sections two and three are expected to be completed and available for new occupants in the coming months.

Corporate personal property tax (PPT) is \$1,020,965 which is approximately \$500,000 higher than average billings for October. PPT billings within any fiscal year can vary greatly as they depend upon when companies file their property tax returns with the State. Therefore, this unusually high revenue early in the fiscal year does not translate into “found money” or additional revenue in FY 2017.

Red light revenue is trending approximately \$4,400 per month lower than a year ago. If this monthly average continues, speed camera revenue will end this fiscal year \$15,000 lower than the FY 2017 adopted budget. Speed camera revenues are tracking below their pace of a year ago as well. Through the first four months of FY 2017, speed camera revenue is \$52,000 lower than in FY 2016. The slow down for speed camera fines is not unexpected as violations have been trending downward since they peaked in FY 2015.

There is good news to report for the Aquatic & Fitness Center. FY 2016 revenue was down significantly due to the replacement of the roof over the indoor pool which resulted in closing that area for approximately six weeks. FY 2017 revenue is slightly higher than the five-year period ended in FY 2015. October revenue of \$216,951 is higher than every fiscal year since 2009.

Not shown in the accompanying worksheets is a first quarter receipt for hotel/motel taxes of \$247,123 which is 1% higher than in FY 2016. This will appear in next month's report. The increase is significant because FY 2016 hotel/motel taxes were 40% higher than previous fiscal years as a result of closing the online booking loop hole. Overall, FY 2017 revenues appear to be on track with the budget.

Expenditures

Total operating expenditures are 31.9% of the adopted budget compared to 32.7% in FY 2016 and 33.0% historically. Salaries and benefits are within operating norms as well, 32.0% compared to 32.8% historically.

Currently, there are five police officer and three communication specialist vacancies in the Police Department. Typically, a staffing shortage of this size would translate into significant budgetary savings. However, Police Department salaries and benefits are only \$22,000 lower compared to a year ago. Straight-time salaries are approximately \$100,000 lower than FY 2016, but overtime is \$85,000 higher. With 15 candidates in the review process to fill the vacancies, it is believed that the vacancies will be filled in the coming months.

Motor vehicle fuel is approximately \$10,000 lower after four months this fiscal year compared to FY 2016. The most recent purchase of gasoline was \$1.93 per gallon. At this time, there is no significant upward pressure on gasoline prices and should result in continued savings for this commodity in the near future.

Building maintenance expenditures are \$101,000, 28% of the \$365,100 city-wide budget. HVAC repairs of approximately \$35,000 are underway at the Aquatic & Fitness Center. These expenditures will represent 10% of the annual budget. As noted in previous reports, City facilities are aging and major maintenance repairs to large building systems will be necessary in the next few years.

The attached expenditure worksheet shows that worker compensation insurance is \$5,000 under budget. As a result of the Chesapeake Employer's Insurance (CEI) audit, a \$47,000 overpayment credit has been offered for premiums paid in FY 2016.

After four months of the fiscal year complete, expenditures appear to be in line with the adopted budget.

City of Greenbelt, Maryland
Revenues - FY 2017 vs. FY 2016 & Historical
October

Account Number	Description	FY 2017 Budget	Oct-16	% of FY 2017 Budget	% of FY 2016 Actual	Historical %
Taxes						
411100	Real Estate	\$15,901,800	\$15,822,407	99.50%	99.53%	99.71%
411210	Real Estate Abatements	(255,000)	(114,617)	44.95%	5.14%	16.55%
411220	Homestead Credit	(40,600)	(96,004)	236.46%	100.00%	100.02%
411230	Homeowner's Credit	(40,000)	(12,714)	31.79%	37.54%	36.81%
Personal Property						
412100	Local	12,000	3,977	33.14%	53.38%	56.32%
412110	Utility	300,000	292,415	97.47%	27.23%	30.63%
412120	Corporate	1,325,000	1,020,965	77.05%	25.06%	37.52%
412140	Local - Prior Years			0.00%	0.00%	76.99%
412160	Corporate - Prior Years	50,000	32,241	64.48%	42.60%	44.40%
412200	Abatements	(80,000)	(13,052)	16.32%	21.99%	34.41%
Other Taxes						
421100	Income	2,551,000	136,024	5.33%	6.51%	4.71%
421200	Admissions	145,000	36,778	25.36%	31.97%	25.30%
421300	Hotel/Motel	830,000		0.00%	0.00%	0.00%
422100	Highway	388,200	266,075	68.54%	76.06%	60.22%
Licenses						
431000	Permits	1,061,400	154,784	14.58%	19.70%	19.24%
433400	Cable	420,000	0	0.00%	12.69%	6.45%
Grants - State						
442101	Police	452,000	120,269	26.61%	24.37%	24.89%
442102	Youth Service	65,000	0	0.00%	0.00%	0.00%
Grants - County						
443106	Landfill	57,700	14,413	24.98%	0.00%	16.67%
443102	Youth Service	30,000	0	0.00%	0.00%	0.00%
443108	MNCPPC	234,000	0	0.00%	0.00%	0.00%
443127	School Resource Ofc.	80,000	0	0.00%	0.00%	0.00%
Other						
451000	Refuse/Recycling	687,600	170,331	24.77%	25.12%	24.80%
452000	Recreation	685,100	300,969	43.93%	41.58%	39.43%
453000	Fitness Center	545,800	216,951	39.75%	35.39%	35.86%
454000	Community Center	199,300	46,131	23.15%	29.37%	25.89%
460100	Fines/Foreitures	202,000	53,430	26.45%	28.90%	40.52%
460200	Red Light Cameras	360,000	114,672	31.85%	34.49%	34.20%
460300	Speed Cameras	420,000	117,407	27.95%	26.81%	25.13%
470000	Interest	6,000	2,122	35.37%	5.35%	7.66%
480400	Partnerships	126,000	5,833	4.63%	9.12%	18.75%
Miscellaneous						
		433,300	116,689	26.93%	10.83%	15.74%
Total		\$27,152,600	\$18,808,496	69.27%	65.10%	68.34%

City of Greenbelt, Maryland
Expenditures - FY2017 vs. FY 2016 & Historical
October

Acct. No.	Department	FY 2017 Budget	Oct-16	% of FY 2017 Budget	% of FY 2016 Budget	Historical %
100	General Government					
	Salary/Benefits	\$2,265,800	\$742,386	32.76%	32.52%	32.82%
	Operating Expense	715,600	269,914	37.72%	31.51%	35.61%
	Capital Outlay	12,000	5,006	41.72%	38.95%	0.00%
	Total General Gov't	2,993,400	\$1,017,306	33.98%	32.25%	33.68%
200	Planning/Comm. Dev.					
	Salary/Benefits	742,600	224,584	30.24%	33.79%	34.06%
	Operating Expense	244,600	26,596	10.87%	4.54%	12.92%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total Plan. & C. D.	987,200	\$251,180	25.44%	25.20%	30.26%
300	Public Safety					
	Salary/Benefits	8,603,500	2,543,266	29.56%	31.61%	30.90%
	Operating Expense	1,534,000	573,334	37.38%	37.19%	39.56%
	Capital Outlay	366,500	0	0.00%	2.38%	11.72%
	Total Public Safety	10,504,000	\$3,116,600	29.67%	31.44%	31.57%
410	Public Works					
	Salary/Benefits	1,990,600	549,426	27.60%	38.64%	31.41%
	Operating Expense	615,200	181,924	29.57%	25.26%	31.76%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total	2,605,800	731,350	28.07%	35.20%	31.50%
450	Waste Collection					
	Salary/Benefits	553,400	166,732	30.13%	31.35%	31.87%
	Operating Expense	187,400	38,742	20.67%	20.14%	26.85%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total	740,800	205,474	27.74%	28.57%	30.48%
	Total Public Works	3,346,600	\$936,824	27.99%	33.71%	31.26%
500	Greenbelt Cares					
	Salary/Benefits	994,300	315,926	31.77%	32.36%	32.26%
	Operating Expense	68,800	18,502	26.89%	32.60%	29.55%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total Greenbelt Cares	1,063,100	\$334,428	31.46%	32.38%	32.05%
600	Recreation					
	Salary/Benefits	2,505,100	1,022,363	40.81%	42.09%	39.22%
	Operating Expense	764,500	302,569	39.58%	31.76%	39.99%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total	\$3,269,600	1,324,932	40.52%	39.54%	39.42%

City of Greenbelt, Maryland
Expenditures - FY2017 vs. FY 2016 & Historical
October

Acct. No.	Department	FY 2017 Budget	Oct-16	% of FY 2017 Budget	% of FY 2016 Budget	Historical %
650	Aquatic & Fitness					
	Salary/Benefits	\$757,500	\$289,724	38.25%	36.78%	37.36%
	Operating Expense	378,200	121,801	32.21%	29.00%	28.77%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total	1,135,700	411,525	36.24%	34.04%	34.20%
	Total Recreation	4,405,300	\$1,736,457	39.42%	38.11%	38.05%
700	Parks					
	Salary/Benefits	993,700	352,158	35.44%	27.68%	34.72%
	Operating Expense	204,300	57,322	28.06%	53.45%	36.73%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total Parks	1,198,000	\$409,480	34.18%	32.36%	35.14%
900	Miscellaneous					
	Salary/Benefits	200,900	67,298	33.50%	32.43%	33.30%
	Operating Expense	13,900	21,321	153.39%	9.53%	13.10%
	Capital Outlay	20,000	1,326	0.00%	0.00%	0.00%
	Total Miscellaneous	234,800	\$89,945	38.31%	23.61%	28.29%
Operating Expenditures						
	Salary/Benefits	\$19,607,400	\$6,273,863	32.00%	33.82%	32.84%
	Operating Expense	4,726,500	1,612,025	34.11%	30.47%	35.00%
	Capital Outlay	398,500	6,332	1.59%	3.14%	12.99%
	Total Operating Exp.	\$24,732,400	\$7,892,220	31.91%	32.66%	32.99%
Reserves						
990	Non-Departmental	205,200	33,457	16.30%	33.45%	12.51%
	Workers Comp. Ins.	685,000	680,320	99.32%	100.00%	103.34%
	Interfund Transfers	1,605,000	0	0.00%	0.00%	0.00%
	Total Reserves	2,495,200	713,777	28.61%	35.57%	36.74%
	Total General Fund	\$27,227,600	\$8,605,997	31.61%	32.86%	33.30%

**GREENBELT POLICE DEPARTMENT
STATISTICAL REPORT**

September, 2016

Type of Offense (Includes attempts with exception of Murder)	Sector 1 Greenbelt Center			Sector 2 Franklin Park Area			Sector 3 Greenbelt East (Residential)			Sector 3 Greenbelt East (Commercial)			Sector 4 Beltway Plaza			Sector 5 Metro Site			Sector 6 Branchville Area			Total Offenses Minus Unfounded Cases	
	Month	(-)	YTD	Month	(-)	YTD	Month	(-)	YTD	Month	(-)	YTD	Month	(-)	YTD	Month	(-)	YTD	Month	(-)	YTD	Month Minus Unfounded Cases	YTD Total
Murder	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	1
Rape	0		0	1		2	0		1	0		1	0		0	0		0	0		0	1	4
Robbery	0		4	3		12	0		11	1		4	1		3	0		0	0		0	5	34
Aggravated Assaults	1		6	0		22	0		4	0		1	0		5	0		0	0		0	1	38
Breaking or Entering	1		9	1		40	1		8	0		2	1		6	0		0	0		1	4	66
Larceny	12		57	18		119	9		48	10		60	15		89	1		3	1		3	66	379
Motor Vehicle Theft	1		7	4		30	1		9	0		5	0		1	0		0	0		0	6	52
Totals by Sector	15		83	27		225	11		81	11		73	17		104	1		3	1		4	83	574

(*) Indicates that the unfounded incident was reported in a previous month, and therefore is subtracted from the 'YTD Total' incidents.

(-) Note that per Uniform Crime Reporting guidelines, offenses can be cleared either by arrest, administrative closure or incident unfounded.

Sector 1 – Kenilworth Avenue north from Greenbelt Road to Cherrywood Lane and Greenbelt Road east from Kenilworth Avenue to Southway Road.

Effective 1/1/97 Ivy Lane and Cherrywood Lane changed to Sector 2. Kenilworth Avenue addresses are in Sector 1.

Sector 2 – Kenilworth Avenue south from Greenbelt Road to Old Calvert Road and Greenbelt Road west from Kenilworth Avenue to Branchville Road.

Sector 3 – Greenbelt Road east from Southway Road to Mandan Road, Hanover Parkway north from Greenbelt Road to the Baltimore-Washington Parkway south from Greenbelt Road to Good Luck Road. Sector 3 has been divided to distinguish offenses that occur in the sector's commercial and residential areas.

Sector 4 – Beltway Plaza Shopping Center and businesses on Greenbelt Road from Cherrywood Lane to the City line at Branchville Road.

Sector 6 – South of the WMATA/Metro Station Property, north of Branchville Rd./Greenbelt Rd., west of Cherrywood Lane, east of the B&O RR tracks

II. Total Offenses Year to Date – Five Year Comparison – All Sectors

January 1 to September 30 of each year

Type of Offense (includes attempts with Exception of Murder)	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Murder	0	0	1	1	1
Rape	6	3	9	4	4
Robbery	48	50	40	32	34
Aggravated Assaults	31	30	17	39	38
Breaking or Entering	180	149	103	94	66
Larceny	443	409	412	397	379
Motor Vehicle Theft	77	82	68	43	52
TOTALS	785	723	650	610	574

III. Police Service Summary

	2016 MONTHLY TOTAL		2015 MONTHLY TOTAL		2016 YEAR-TO-DATE TOTAL		2015 YEAR-TO-DATE TOTAL	
Calls for Service	1990		2,269		19,089		21,029	
Off-Duty Responses	403		417		4,212		3,899	
Premise Checks	172		122		1,553		1,836	
Traffic Stops	150		592		3,316		5,314	
Case Reports	213		277		1,801		2,028	
Field Ob. Reports	9		11		93		126	
ACRS Reports	22		39		266		230	
	Adult	Juvenile	Adult	Juvenile	YTD Adult	YTD Juvenile	YTD Adult	YTD Juvenile
Arrests	22	5	41	3	301	56	407	58

NOTE: November, 2012 was the first full month of speed camera operation.

Speed Camera Location	September 2016 Violations	September 2015 Violations	Violations 2016 YTD	Red Light Camera Locations	September 2016 Citations	September 2015 Citations	Violations 2016 YTD
300 Crescent Road	49	58	617	EB Greenbelt Road @ Mandan Road	45	68	442
5900 Cherrywood Lane N/B	346	541	3,407	WB Greenbelt Road @ Mandan Road	47	61	537
5900 Cherrywood Lane S/B	395	355	3,518	WB Greenbelt Road @ Cherrywood	149	141	921
7700 Hanover Parkway E/B	1	35	276	NB Kenilworth Avenue @ Cherrywood	157	130	1,297
7700 Mandan Road N/B	115	147	1,026	NB Kenilworth Ave. @ NB I95- Off Ramp	34	29	354
7700 Blk MD193E/B	26	25	342	NB Kenilworth Ave. @ SB I-95 Off Ramp	116	124	1,049
7700 Blk MD 193 W/B	169	363	1,999				
Totals	1,101	1,524	11,185	Totals	548	553	4,600

	2016 MONTHLY TOTAL	2015 MONTHLY TOTAL	2016 YEAR-TO-DATE TOTAL	2015 YEAR-TO-DATE TOTAL
Traffic Tickets	106	429	2,182	3,214
Parking Tickets	10	22	103	153
ERO's	17	75	360	584
Warnings	147	518	3,288	5,220

IV. Traffic Statistics – Year-to-Date Totals

Accidents	YTD – 2016	YTD – 2015		YTD – 2016	YTD – 2015
Property Damage	808	768	DUI Arrests	97	126
Personal Injury	100	77	Other Traffic Arrests	214	394
Fatal	0	1*			
TOTALS	908	846			

* Fatal accident occurred on Capital Beltway within the City limits, investigated by Maryland State Police.

November 14, 2016

Mr. John C. Rowe, President
Board of Elections
Prince George's County
1100 Mercantile Lane, Suite 115A
Largo, MD 20774

Dear Mr. Rowe:

Voters in the City of Greenbelt have brought a number of concerns related to the recent election process to the attention of my colleagues on the Greenbelt City Council and me.

The concerns are:

1. There were not enough ballot scanning devices. At the Precinct 6, Greenbelt Elementary School site, and Precinct 13, Eleanor Roosevelt High School site, there was only one (1) ballot scanning device. This caused long lines and delays of up to two (2) hours to vote. Had the one machine broken or jammed, peoples' votes could have been in jeopardy.

Other locations had two (2) scanners which still resulted in occasional delays, but at least provided a back-up.

2. Voters expressed concern about the secrecy of their ballot due to the use of the manila folder and how the folder was collected before the ballot was scanned. Some voters complained that the election clerks at the scanners had an easy view of ballots before they were scanned.
3. A number of voters expected to get a receipt once their ballot was scanned. The receipt would be proof that their ballot had been scanned and scanned properly.
4. Finally, it is the Council's sense that in addition to more scanners, there is a need for more staff at the voting locations and more training.

Thank you for your consideration of these comments. We all greatly value the election process and thank you and everyone involved in the process for your service.

Sincerely,

Emmett V. Jordan
Mayor

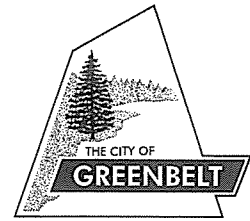
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cc: City Council
County Councilmember Todd Turner
Cindy Murray, City Clerk

WEEKLY REPORT

Planning and Community Development

Week Ending: Friday, November 18, 2016



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

CODE ENFORCEMENT

Commercial Properties: Beltway Plaza, Greenbelt East Professional, and Belle Point Office Park were annually inspected; and
McCarl's Dental, St. Hugh's, and the Mowatt Methodist Church were re-inspected.

Apartments: Franklin Park at Greenbelt Station apartments were re-inspected.

Rental Property: Nine rentals were inspected; and
Seven rentals were re-inspected.

Complaints: Two complaints were logged with one from Franklin Park at Greenbelt Station regarding mice infestation, and one from Greenbelt Park apartments regarding no electric in the entire building; and
Two prior complaints were re-inspected.

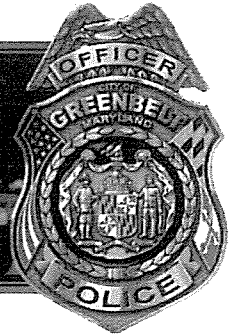
Permits: Seven permits were approved and issued.

Animal Control: Responded to a running at large complaint and owner was advised;
Removed carcasses of an owl, dog and squirrel;
Issued a warning for a dog habitually running at large;
One cat and a kitten were adopted; and
One dog was surrendered by owner.

Meetings: Staff Met With:
City Manager;
Candidates for City Manager position;
Forest Preserve Advisory Board; and
GHI representatives to discuss the County's zoning re-write project.

Planning Projects: Worked on bus stop ridership database;
Prepared zoning map for GHI right-of-way vacation application and submitted applications to the County;
Researched land records;
Researched funding opportunities for cleaning of bas reliefs and Mother and Child statue;
Worked on scope of work for cleaning and repairs to bas reliefs and Mother and Child statue;
Reviewed survey design for the TLC Senior Mobility and Accessibility Study and provided comments to consultant. Pulled GIS data together for consultant;
Greenbelt Station South Core – Phase 3 staff level review of minor revision to the sound wall, water lines, and landscaping;
Project Management for Greenbelt Lake Dam repairs – invoices, work progress review, and incident response; and
Worked with State Clearinghouse office to move approval of the Stream Valley Trail Easement through the State’s approval process.

Other Items of Interest: Completed major employee development goal – Jessica Bellah took the AICP National Planner certification exam and passed! Congratulations!



CRIME REPORT

NOVEMBER 16, 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

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.

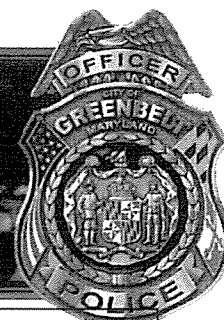
CENTER CITY

11/09 10:50 P.M.	7800 block Walker Drive. Attempt theft. The victim, a desk clerk at the Hilton Garden Inn, advised that the two suspects came into the hotel lobby, with one sitting in the lobby and the second suspect going behind the counter and entering the management office. After the first suspect rummaged through the office drawers, both suspects fled the hotel. Nothing appears to have been taken. The suspects are described as a black male, 20 to 25 years of age, 5'6" to 5'7", 130 pounds, with black hair, brown eyes and a beard, wearing a black hooded sweatshirt and black sweat pants, and a black male, 20 to 25 years of age, 5'7" to 5'8", 120 pounds, with black hair in dreadlocks and brown eyes, wearing a light grey sweatshirt and grey sweat pants.
11/09 11:36 P.M.	6400 block Capitol Drive. Disorderly conduct arrest. Aaron Michael Edmonds, 26, of Hyattsville, MD was arrested and charged with Disorderly Conduct following a physical altercation with another patron at T.G.I. Friday's Restaurant. The suspect was released on citation pending trial.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



11/10 4:50 P.M.	5 court Gardenway. Attempt strong arm robbery. The victim advised that he was walking home from school when he passed by the two suspects. One of the suspects approached him and told him to empty his pockets. The victim refused, and one of the suspects then pushed the victim to the ground. A passerby yelled at the suspects, at which time they fled the scene on foot towards the Spellman Overpass. The victim was not injured. The suspects are described as a black male in his late teens, 6' to 6'1", with a thin build and short black hair, wearing a red Helly Hansen jacket and a black male in his late teens, 5'10" to 5'11", with a medium build and black hair in short dreadlocks, wearing a black 'bubble' coat and black shoes.
11/15 2:04 A.M.	Area of Greenbelt Road and Capitol Drive. Possession of marijuana arrest. Ashley Michelle Johnson, 26, of Laurel, MD was arrested and charged with Possession of Marijuana during the investigation of a suspicious occupied vehicle. The suspect was released on citation pending trial.
11/15 2:50 P.M.	100 block Centerway. Vandalism. Unknown person(s) used a marker to write graffiti in the men's bathroom at the Old Greenbelt Theater.

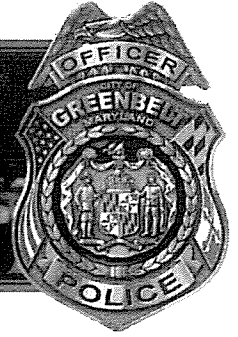
FRANKLIN PARK/BELTWAY PLAZA/GREENBELT METRO/CAPITOL OFFICE PARK

11/12 6:11 A.M.	5900 block Cherrywood Terrace. Attempt burglary. The victim advised that she was sleeping when she heard someone tampering with a window. She then observed someone attempting to force open a bedroom window. The suspect fled the scene. The victim could not provide any description of the suspect.
11/13 4:24 P.M.	6000 block Greenbelt Road. Counterfeit currency arrest. Erika Mariah Gooding, 22, of Washington, D.C. was arrested and charged with Possession of Counterfeit Currency. Security officers detained a 15 year old Capitol Heights, MD youth who attempted to purchase merchandise with counterfeit currency. The youth stated that her sister, Ms. Gooding, gave her the money to purchase the merchandise. That suspect was also detained inside the store and was found to be in possession of additional counterfeit currency. The youth was released to a parent pending further investigation. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner.
11/15 9:20 A.M.	9300 block Edmonston Road. Burglary. Unknown person(s) entered the residence by prying open the front door. Two televisions, two sound bars, a video game player and furniture were among the items taken.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



GREENBELT EAST/GREENWAY SHOPPING CENTER

11/11	7100 block Megan Lane. Vandalism. Unknown person(s) used paint to vandalize the front steps and the driveway of a residence. Paint was also put on the tires of a vehicle in the driveway.
9:55 P.M.	

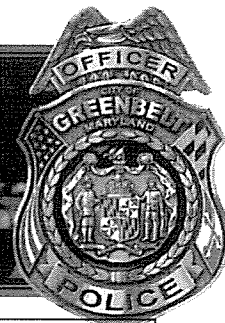
Automotive Crime - City Wide

11/10	5800 block Cherrywood Lane. Vandalism to auto. Unknown person(s) used unknown means to break out the passenger side window of a vehicle.
11/10	5900 block Cherrywood Lane. Vandalism to auto. Unknown person(s) used unknown means to break out the front passenger side window of a vehicle.
11/10	5900 block Cherrywood Lane. Vandalism to auto. Unknown person(s) used unknown means to break out the front passenger side window of a vehicle.
11/10	5800 block Cherrywood Lane. Theft from auto. Unknown person(s) used unknown means to break out the passenger side window of a vehicle. A baby stroller was taken.
11/10	5900 block Cherrywood lane. Theft from auto. Unknown person(s) used unknown means to break out the front passenger side window of a vehicle. A GPS unit and a case of water were taken.
11/10	5800 block Cherrywood Lane. Vandalism to auto. Unknown person(s) used unknown means to break out the passenger side window of a vehicle. Once inside the suspect(s) slashed the back seat and broke a pair of sunglasses.
11/10	7600 block Greenbelt Road. Vandalism to auto. Unknown person(s) used unknown means to break out the passenger side window of a vehicle.
11/10	6000 block Greenbelt Road. Theft from auto. Unknown person(s) used unknown means to break out the front passenger side window of a vehicle. A laptop computer was taken. A witness described the suspects as two black males, each 18 to 24 years of age, 6', wearing black pants and black sweat shirts.
11/10	7500 block Hanover Parkway. Theft from auto. Unknown person(s) used unknown means to break out the rear driver's side window of a vehicle. A backpack, a laptop computer and credit cards were taken. One of the credit cards was later used to make unauthorized purchases.
11/11	5800 block Cherrywood Lane. Stolen vehicle. A grey 2007 Saturn Vue SUV, Maryland tags 9CF7746.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

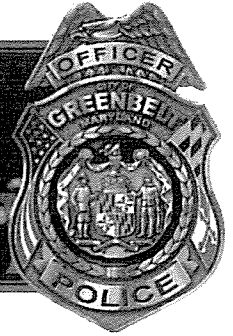
GREENBELT POLICE DEPARTMENT



11/13	200 block Lakeside Drive. Vandalism to auto. Unknown person(s) punched a hole in the gas tank of a vehicle.
11/14	5900 block Cherrywood Lane. Theft from auto. Unknown person(s) removed the passenger side view mirror from her vehicle.
11/14	8000 block Mandan Road. Theft from auto. Unknown person(s) took the rear license plate from a vehicle. The tag was recovered the next day by the Anne Arundel County Police Department in the 1400 block of Dorsey Road, Hanover, MD. No arrests.
11/14	6200 block Breezewood Drive. Stolen vehicle. A 2001 Lexus RX300 SUV. The keys were in the vehicle. Possible suspects seen near the vehicle prior to the theft are described as a white male in his late teens, 5'8" with a thin build, wearing a red hooded sweatshirt; a white male in his late teens, 5'11" with a medium build, wearing a black hooded sweatshirt and blue jeans and a white male, 5'10" with a medium build, wearing a black ski mask. The vehicle was recovered the next day by the Prince George's County Police Department in the area of route #704 and Whitfield Chapel Road, Lanham, MD. The vehicle had been burned.
11/15	9200 block Edmonston Road. Theft from auto. Four tires and rims were taken from a vehicle.
11/15	9200 block Edmonston Road. Theft from auto. Four tires and rims were taken from a vehicle.
11/15	9200 block Edmonston Road. Stolen vehicle. A black 1997 Ford F150 pick up, Maryland tags 1BX1568.
11/15	6100 block Greenbelt Road. Theft from auto. Unknown person(s) used unknown means to break out the front passenger side window of a vehicle. A carry bag, a notebook type computer and head phones were among the items taken.
11/15	200 block Lakeside Drive. Vandalism to auto. The driver's door handle on a vehicle was vandalized and the gas tank had been punctured. A witness described a possible suspect seen near the vehicle as a black male, 5'6", 140 pounds, wearing a white t shirt, white pants and wearing no shoes.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



CRIME REPORT TALLY SHEET

WEEK OF NOVEMBER 16, 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		Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery		Emergency Commitment Petition	1
Attempt Strong Armed Robbery	1	Missing Person	
Burglary	1	Fraud	1
Attempt Burglary	1	Unattended Death	
Assault (One domestic-related)	2	Alcohol Violation	
Domestic	1	False Report	
Drugs	1	Harassment	
DUI/DWI		Field op (suspicious person)	
Theft	3	Notification for other agency	
Attempt Theft	1		
Vandalism	2	<u>VEHICLE RELATED CRIMES</u>	
Child Abuse		Stolen Vehicles	3
Unattended Child		Recovered Stolen Vehicles	1
Trespass		Recovered Stolen Tags	1
Disorderly Conduct	1	Theft From Vehicles	8
Failure to Obey Lawful Order		Attempt Theft From Vehicles	
Credit Card Offense		Attempt Theft of Vehicle	
Telephone Misuse		Vandalism to Vehicles	7
Counterfeit Money	1	Accidents	6



Department of Public Works

Week Ending November 18, 2016



ADMINISTRATION

- Conducted the final inspection of the Greenbelt Forebay project and sent the punchlist to contractor.
- Met WSSC at Roosevelt Center to discuss the waterline leak.
- Inspected work on the Still Creek Stream Restoration project near Hanover Parkway.
- Continued inspection duties on the Greenbelt Dam project.
- Met with the electrical contractor regarding the installation of new lights in the Community Center gym.
- Jim Sterling, Luisa Robles and Erin Josephitis met with the Solar Task Force regarding potential solar opportunities.

STREET MAINTENANCE/SPECIAL DETAILS

- Took down unwanted signs and checked for graffiti.
- Made repairs to snow plows.
- Continued stump grinding at Buddy Attick Park, and on Lastner Lane and Greenhill Road.
- Attended the “Snow Rodeo” training with other crews.
- Repaired the traffic light on Ridge Road at Green Ridge House.
- Assisted with the Connection bus.
- Put out barrels with parking signage for the Farmer’s Market.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 27.52 tons of refuse and 13.0 tons of recyclable material.
- Conducted a “Snow Rodeo” training session for crew members.
- Delivered letters to the winners of the Recycle Right contest to celebrate America Recycles Month. Picked up decals for the bins and started putting prizes together.
- Attended the annual BWPFS (Baltimore-Washington Partners for Forest Stewardship) meeting.
- Attended Sustainable Maryland Certified Leadership training on metrics.
- Attended the County’s EAC (Environmental Action Committee) meeting.
- Attended the Prince George’s County collaborative meeting on weatherization in Bladensburg.
- Attended the Maryland Governors’ Grants Conference.
- Advertised in the News Review for the December 3 Grand Re-Opening of the Forebays.
- Submitted a News Review article about GIS Day and PGCLitterTrak.
- Filmed a TerraCycle informational video with Beverly Palau.
- Put the Green ACES/Team agenda together.

FACILITIES MAINTENANCE

- Continued assisting the contractor with the installation of fan coil units in the Community Center.
- Installed a new HVAC unit at the Aquatic & Fitness Center.
- Continued the installation of LED light fixtures throughout the Community Center.
- Completed sanding and painting Room 112 in the Community Center.
- Painted the cemetery gate.

HORTICULTURE/PARKS

- Cut grass throughout the City.
- Blew leaves off walkways, playgrounds, landscape beds and common areas.
- Continued to oversee Pepco's Vegetation Management Plan.
- Continued working on preparations for holiday decorating for the Festival of Lights.
- Took away chairs and disassembled the risers from the Veteran's Day ceremony.
- Continued curbside leaf collection service in Woodland Hills, Greenbrook Village and Windsor Green.
- Removed dead/hazardous trees from Stream Valley Park.
- Continued planting replacement trees.

AUTO MAINTENANCE

- Repaired the rear lights, installed a rear tow hitch and repaired the wiring for the trailer connector on a dump truck; also painted the rear trailer area.
- Performed preventive maintenance on the wood chipper.
- Installed a solar charger in the aerial lift truck.
- Repaired the dump body on a pick-up.

Greenbelt Recreation Department

Weekly Report

Week Ending November 19, 2016

ADMINISTRATION

- Along with all Department Heads, the Director participated in interviewing/meeting the four finalists for City Manager.
- A meeting was held Tuesday to review upcoming holiday facility hours, special events, budget items, weather hotline and more.
- Participated in a meeting with prospective FY18 community project and operating grant applicants. Twelve (12) group representatives were in attendance. In addition to sample applications, policy guides, and scoring sheets, staff also provided information about fiscal sponsorship and the 501(c)3 application process. Along with colleagues, staff shared the new grant review panelist handbook with the five (5) advisory groups who will be electing representatives to the panel.
- Wednesday's PRAB meeting was cancelled due to lack of a quorum.
- LMD Agency presented their final Research Report/Marketing and Communications Audit on Wednesday. Staff is quite pleased with the results with over a 10% survey response rate (which is better than average). "Customer satisfaction rates very high, with few complaints" throughout the Department's programs and facilities. Stay tuned for more....
- Director attended the Five Pillars of Total Well-Being workshop co-sponsored by Frederick Chamber of Commerce and Healthiest Maryland Businesses.
- Met with Aquatic and Fitness Center staff to review various items.
- Attended Youth Advisory Committee meeting at Schrom Hills Park. Staff is preparing YAC meeting information and coordinated location and agenda items for the December meeting.
- Held end of season wrap up meeting with one of the Park Rangers. A City Park Ranger will be participating in 4 day training over the next few months offered through the Maryland Recreation and Parks Association. A partial scholarship was received to off-set some of the costs.

YOUTH CENTER/SPRINGHILL LAKE RECREATION CENTER

- Resident registration for Winter programs and classes began this week. Non-resident registration begins on December 5. Class programs begin the week of January 3, 2017.
- Staff are preparing for the annual Gobble Wobble, scheduled for Thursday, November 24 at 9 am. Come out for some exercise before your Thanksgiving feast with a walk or run around the lake at Buddy Attick Park!
- The Youth Center hosted a workshop provided by P.G. African American Museum & Cultural Center geared towards a pre-school and elementary audience. Moms Morning Out, Greenbelt Nursery School and Greenbelt Homeschool students all enjoyed the engaging presentation.
- Preparing for the series of holiday special events, beginning with the Tree Lighting in Roosevelt Center on Friday, December 2 at 7 pm.
- Camp staff are finalizing program plans for the 2017 Summer Season and beginning production of the 2017 Spring & Summer Camp brochure.
- Park Rangers continued to supervise city parks and assisted with special events on weekends until the end of the 2016 season.
- The Youth Center and Springhill Lake Recreation Center continued class programs, offered facility use to user groups and rentals, as well as drop-in opportunities as posted.
- Continued to prepare budget materials for FY 2018.
- Greenbelt Boys and Girls Club basketball practices are well underway at the Youth Center and the Springhill Lake Recreation Center.

AQUATIC AND FITNESS CENTER

- The hot tub closed for regular bi-weekly cleaning on November 16.
- Public Works replaced a window on the indoor pool deck.
- Public Works is working on the HVAC unit installation.

ARTS

- Preparing an application to the Maryland State Arts Council for FY18 operating support.
- Installed a new exhibition at the Greenbelt Community Center art gallery featuring dynamic panel paintings by Emily Dierkes. This show will be on view through January 6. Staff also met with another artist concerning a possible future exhibition.
- Ongoing tasks include: preparations and promotions for the Art and Craft Fair; 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.
- Staff extend our best wishes to Anne Gardner, Arts Education Specialist, for the upcoming run of *Seussical* at the Greenbelt Arts Center, December 2 – 18. Anne is creating the costumes for this production which is directed by her husband Jon.
- Staff congratulate Kathy Karlson, Artist in Residence, on the opening of her large exhibition at Hera Hub, a co-working space for women entrepreneurs in Washington, DC.

COMMUNITY CENTER

- 2017 renewal packets were emailed to 66 free space, City and pattern renter groups. The biennial facility survey was also implemented.
- Supervisor attended a department meeting.
- Supervisor provided logistics for the Maryland Recreation and Parks Association Past Presidents/Agency Directors Forum in Baltimore.
- Budget preparations continued.
- Supervisor met with a potential Kitchen renter.
- Supervisor continued to field inquiries in regard to food operations rentals for the Commercial Kitchen. There have been 176 inquiries since April 2015. There are currently seven caterers who received all permits and may rent the Kitchen.
- There were 6 facility reservations processed.
- There were 5 private rentals and 18 pattern rentals.
- The following groups received free space: Golden Age Club, Greenbelt Concert Band, Greenbelt Arts Center, Greenbelt Writers Group, Girl Scout Troop #23007, Girl Scout Troop #2799, Girl Scout Troop #3251, Miss Greenbelt Scholarship Organization, Greenbelt Community Development Foundation, Boys to Men Mentoring Organization, The Pointe at Greenbelt Station HOA, CCRIC, PRAB, Greenbelt Volksmarchers and Greenwood Village.
- The following City groups received space: Be Happy, Be Healthy Volleyball & Yoga, CARES, Community Relations Advisory Board and Public Safety Advisory Committee.

THERAPEUTIC RECREATION

- Worked on the questionnaire for the Senior Mobility study and compiled a list of stake holders to assist with the finalization of the survey. Staff has reached out to some of the stake holders to see if they are willing to serve.
- The TR Supervisor was videotaped by the Public Information and Communications Coordinator doing her micro-minute on Senior and TR programs and the video was posted on Facebook.
- Thirty seniors traveled to Arena Stage in DC on Tuesday to see the show *Carousel*. The group thoroughly enjoyed the show and the post show discussion with the cast.
- RecTrac assistance was provided for reports, credit card issues, and making activities viewable and available on the web for registration. Also due to the HVAC system all SAGE Yoga students and instructors were notified about the room change until the project is completed.