

CALENDAR

< PREVIOUS MONTH

JANUARY 2020

NEXT MONTH >

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--|---|---|---|---|---|
| 29 | 30 | 31 | 1 <u>No Meeting - New Year's Day.</u> | 2 1:30 PM <u>FREE Produce Distribution</u> | 3 | 4 |
| 5 1:00 PM <u>Community Art Drop-In</u> | 6 10:00 AM <u>GED Course</u> 8:00 PM <u>Work Session - Roosevelt Center Merchants, (MB)</u> | 7 | 8 7:00 PM <u>Advisory Planning Board</u> 7:00 PM <u>Arts Advisory Board</u> 8:30 PM <u>Work Session - Beltway Plaza Redevelopment - Preliminary Plan of Subdivision, (CC)</u> | 9 10:00 AM <u>Bilingual Job Fair</u> | 10 | 11 |
| 12 | 13 7:00 PM <u>Greenbelt Community Animal Response Team (G-CART)</u> 7:20 PM <u>Advisory Board Interview, (MB)</u> 8:00 PM <u>Regular Meeting, (MB)</u> | 14 7:00 PM <u>Public Safety Advisory Committee</u> | 15 7:30 PM <u>Park and Recreation Advisory Board</u> 7:30 PM <u>Advisory Planning Board</u> 8:00 PM <u>Work Session - National Park Service Greenbelt Park, (CC)</u> | 16 10:00 AM <u>Bilingual Job Fair</u> | 17 | 18 |
| 19 | 20 <u>No Meeting - Martin Luther King Jr. Day.</u> 10:00 AM <u>Martin Luther King Jr. Day of Service</u> | 21 7:00 PM <u>Advisory Committee on Trees Meeting</u> | 22 7:30 PM <u>Advisory Planning Board (tentative)</u> 8:00 PM <u>Work Session - WMATA, (CC)</u> | 23 10:00 AM <u>Bilingual Job Fair</u> 7:00 PM <u>Forest Preserve Advisory Board</u> | 24 6:00 PM <u>Youth Advisory Committee Meeting and "Meet and Greet"</u> | 25 10:00 AM <u>Bilingual Job Fair</u> |
| 26 | 27 7:00 PM <u>Art Exhibit Reception</u> 8:00 PM <u>Regular Meeting, (MB)</u> | 28 3:30 PM <u>Senior Citizens Advisory Committee Meeting</u> 6:00 PM <u>Advisory Committee on Education Annual Principals Meeting</u> 7:30 PM <u>Green ACES Meeting</u> | 29 8:00 PM <u>Work Session - City Manager Update, (CC)</u> | 30 7:30 PM <u>Four Cities - (College Park)</u> | 31 | 1 |

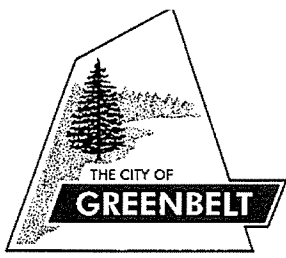
CALENDAR

< PREVIOUS MONTH

FEBRUARY 2020

NEXT MONTH >

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|---|--|--|--------|----------|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 8:00 PM <u>Work Session - Hanover Parkway Bikeway Facility Feasibility Study</u> , (MB) | 4 1:00 PM <u>FREE Caregiver Educational Lecture Series</u> 7:00 PM <u>Public Safety Advisory Committee</u> | 5 7:30 PM <u>Advisory Planning Board</u> 8:00 PM <u>Work Session - TBD</u> , (CC) | 6 | 7 | 8 |
| 9 | 10 6:30 PM <u>Youth Advisory Committee</u> 8:00 PM <u>Regular Meeting</u> , (MB) | 11 | 12 8:00 PM <u>Work Session - TBD</u> , (CC) | 13 | 14 | 15 |
| 16 | 17 <u>No Meeting - President's Day</u> | 18 | 19 7:30 PM <u>Advisory Planning Board</u> 7:30 PM <u>Park and Recreation Advisory Board</u> 8:00 PM <u>Work Session - Verizon</u> , (CC) | 20 7:00 PM <u>PGCMA Meeting</u> , (MB) | 21 | 22 |
| 23 | 24 8:00 PM <u>Regular Meeting</u> , (MB) | 25 3:30 PM <u>Senior Citizens Advisory Committee Meeting</u> 7:00 PM <u>Advisory Committee on Education</u> | 26 8:00 PM <u>Work Session - Friends of Greenbelt Museum</u> , (CC) | 27 | 28 | 29 |



City Manager's Report Week Ending January 10, 2020

1. Attached please find notification that Comcast has relocated their regional office formerly located at 7850 Walker Drive to Baltimore. The economic development coordinator has been asked to follow-up with Comcast.
2. Also attached is information on the progress made by Comcast on correcting cabling issues in Franklin Park.
3. Please provide a date for the closed session on Real Estate. Appropriate language will be at the dais. The real estate broker is available any evening.
4. If not already done, please provide availability for the Council work session on Council rules, structure, and other organizational matters. Available dates are either February 5 or 12.
5. As noted in a previous message, staff anticipates receiving the revised Neighborhood Design Center visioning proposal in time for the January 27, 2020, Council meeting. This is a fantastic opportunity as the community prepares for Census 2020, visioning, Council goal setting and the City budget process.
6. Met with or corresponded with staff and City Solicitor regarding personnel, operational, and legal matters.
7. Attended work sessions on Monday and Wednesday.
8. Participated in homeland security briefing.
9. As of 3:30 pm this afternoon, 12 firms submitted documentation for Request for Qualifications for Architectural Services.
10. Assistant City Manager
 - a. Worked on FY 2021 Replacement Fund Budget proposal.
 - b. Researched and Reviewed Federal Legislation for the January 13 agenda.
 - c. Met with Museum Director and City Treasurer regarding FY 2021 budget proposals.
 - d. Attended the MML Opening Day Reception and staffed the Council Work Session with Beltway Plaza.
11. City Treasurer
 - a. Met with the Police Department to review and discuss their FY 21 Budget request.
 - b. Met with Recreation to discuss items to include in the Classification and Compensation Study.
 - c. Initiated parallel pay run as part of the electronic time sheet project for pay period ending January 18, 2020. We are testing to see if the issues have been resolved.

12. Information Technology

- a. Held IT Planning discussions with Recreation and Police Department.
- b. Contacted IA Pro regarding system upgrade.
- c. Wrote up phone system upgrade request.
- d. Oversaw Verizon Fios conversion at Community Center.

13. Economic Development

a. Business & Community Engagement

- Skincare and wellness company
- Bank
- Jewelry importer
- Nonprofit STEM organization

b. Events & Trainings

- Attended Roosevelt Center Merchants Association and Beltway Plaza work sessions.

c. Economic Development Admin

- Working with staff to coordinate on initiatives that span across the community.
- Ongoing weekly outreach to Greenbelt business community.

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

Anne Marie Belton

From: Beverly Palau
Sent: Friday, January 10, 2020 2:06 PM
To: Anne Marie Belton
Subject: FW: CHANGE OF ADDRESS - Comcast Beltway Region

From: Charise Liggins
Sent: Thursday, January 9, 2020 4:32 PM
To: Beverly Palau
Subject: RE: CHANGE OF ADDRESS - Comcast Beltway Region

Thanks Beverly!

Charise Liggins
Economic Development Coordinator
15 Crescent Road
Greenbelt, MD 20770
P: 240.542.2044
C: 202.891.8071
E: cliggins@greenbeltmd.gov



From: Beverly Palau
Sent: Thursday, January 9, 2020 3:20 PM
To: Charise Liggins
Subject: RE: CHANGE OF ADDRESS - Comcast Beltway Region

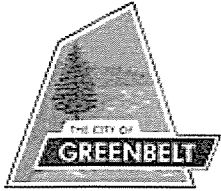
This is what I have, but it might have changed.

Adeyinka O. Ogunlegan, Esq.
Senior Manager, Government & Regulatory Affairs
Comcast - Beltway Region
Office: (301) 836-9519
Mobile: (301) 351-3462
Email: Adeyinka_Ogunlegan@comcast.com

From: Charise Liggins
Sent: Thursday, January 9, 2020 2:16 PM
To: Beverly Palau
Subject: FW: CHANGE OF ADDRESS - Comcast Beltway Region

Do you have a phone number for Adeyinka? Thanks!

Charise Liggins
Economic Development Coordinator
15 Crescent Road
Greenbelt, MD 20770
P: 240.542.2044
C: 202.891.8071
E: cliggins@greenbeltmd.gov



From: Beverly Palau
Sent: Thursday, January 9, 2020 12:46 PM
To: Nicole Ard; Dale Worley; Jeffrey Williams; Laura Allen; Charise Liggins
Subject: RE: CHANGE OF ADDRESS - Comcast Beltway Region

Just checked with Adeyinka. Comcast no longer has offices in the City of Greenbelt.
Beverly

From: Nicole Ard
Sent: Thursday, January 9, 2020 12:22 PM
To: Beverly Palau; Dale Worley; Jeffrey Williams; Laura Allen; Charise Liggins
Subject: Fwd: CHANGE OF ADDRESS - Comcast Beltway Region

Beverly/Charise,
Did Comcast move it's offices from Greenbelt? Or is this just franchise related mail?

Thank you,
Nicole

Sent from my iPhone

Begin forwarded message:

From: "Ogunlegan, Adeyinka" <Adeyinka_OyesileOgunlegan@comcast.com>
Date: January 9, 2020 at 11:52:07 AM EST
Subject: CHANGE OF ADDRESS - Comcast Beltway Region

Good morning,
Please see the attached letter regarding the a recent address change. Effective December 20, 2019, all franchise-related correspondence, including official notices, previously sent to 7850 Walker Drive, Greenbelt MD 20770 should be mailed to:

Comcast
1215 E. Fort Avenue, Suite 103
Baltimore, MD 21230
ATTN: GOVERNMENT AFFAIRS

A copy of this letter will also be sent via certified mail.

Anne Marie Belton

From: Nicole Ard
Sent: Wednesday, January 08, 2020 4:37 PM
To: Gilberto Cabrera; Beverly Palau
Cc: Anne Marie Belton
Subject: RE: Franklin Park Project Update - Comcast

Beverly,
Thank you. We can share this with Council in the weekly report.
Nicole

From: Gilberto Cabrera
Sent: Wednesday, January 8, 2020 4:17 PM
To: Beverly Palau
Cc: Nicole Ard
Subject: RE: Franklin Park Project Update - Comcast

Beverly,

That is great news. Thanks for the update.

Gilberto Cabrera
Code Enforcement Supervisor
Direct: 240-542-2045

From: Beverly Palau
Sent: Wednesday, January 08, 2020 3:20 PM
To: Gilberto Cabrera
Cc: Nicole Ard
Subject: FW: Franklin Park Project Update - Comcast

Hello,
After our meeting with Comcast, they have been working to correct cabling issues at Franklin Park. This is very good to hear!
Beverly

From: Ogunlegan, Adeyinka [mailto:Adeyinka_OyesileOgunlegan@comcast.com]
Sent: Wednesday, January 8, 2020 1:23 PM
To: Beverly Palau
Subject: Franklin Park Project Update - Comcast

Good morning Beverly and Happy New Year.
I hope you had a restful holiday season. I wanted to give you and update on our work at Franklin Park. Our team has been working with the Ground's Manager, Ron Barbour on getting this complex back in order. We have completed the "Edmonston Street" area as seen on the map below, by replacing cable pedestals and removing exposed wiring. We're currently working on "Cherrywood" area of the complex (also indicated on the map). I will continue to keep you updated as the team works through the property.
In the meantime, feel free to contact me if you have any questions or concerns.
Best,

Done

Neighborhood Plan

- 1 LEASING CENTER
- 2 FUTURE DAYCARE CENTER
- 3 POOL #1
- 4 TENNIS COURTS
- 5 VILLAGE & FITNESS CENTER
- 6 POOL #2 - TENNIS COURTS
- 7 ELEMENTARY SCHOOL
- 8 GREENBELT RECREATION CENTER
- 9 FUTURE GREENBELT MIDDLE SCHOOL
- 10 GREENBELT METRO/MARC STATION
- 11 FUTURE MILITARY LOUNGE

THE BUS
UNIVERSITY OF MARYLAND SHUTTLE
RESIDENT METRO SHUTTLE
PLAYGROUNDS

8250 Springhill Drive • Greenbelt, MD 20770

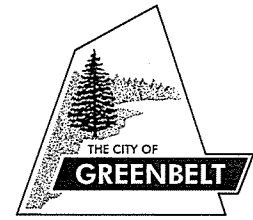
FRANKLIN
AT GREENBELT STATION
PARK

866-653-9649
www.FranklinParkLiving.com
Professionally managed by: Fieldstone Properties

WEEKLY REPORT

Planning and Community Development

Week Ending: Friday, January 10, 2020



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

CODE ENFORCEMENT

Commercial Properties: Greenway East Professional medical suites were annually inspected; and
Residence Inn – 6320 Golden Triangle Drive, 8944 Edmonston Road, 6411 Ivy Lane, and 7500 Greenway Center Drive were re-inspected.

Apartments: Green Ridge House was annually inspected.

Rental Property: One rental property was annually inspected; and
Four rental properties were re-inspected.

Complaints: Two prior complaints were re-inspected.

Permits: Four permits were approved and issued.

Burglar Alarms: Eleven alarm license renewal notices were mailed – ten to businesses and one to an alarm company.

Meetings: **Staff Attended:**
Department head meeting;
City Council work session on Beltway Plaza Preliminary Plan of Subdivision;
Progress meeting with Woodlawn representatives on the Greenbelt South Core development;
Progress meeting for Greenbelt Lake Dam Project;
Planning Directors meeting at Maryland Municipal League;
TLC Cherrywood Lane Complete Street kickoff meeting;
Prince George's County Planning Board meeting for NRP Greenbelt Metro Development; and
Advisory Planning Board meeting.

Staff Met With:

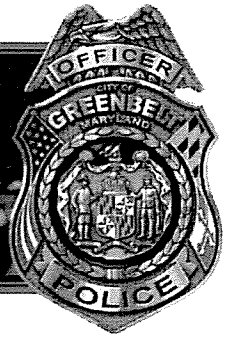
Representatives of Holy Cross Lutheran Church to discuss housing proposal;
Community Planners to discuss various projects;
Supervisory Inspector to review budget items;
Economic Development Coordinator to discuss Census grant;

*Code Inspector; and
College Park Code Enforcement Director.*

Conference Call:

*Participated in a COG Conference call regarding regional
Census efforts.*

Planning Projects: *Reviewed submittals for Greenbelt Lake Dam project;
Processed invoices for payment;
Reviewed Preliminary Plan of Subdivision for Beltway Plaza;
Reviewed budget materials;
Submitted Change Orders to Maryland Department of the
Environment for review and approval for the Greenbelt Lake
Dam project;
Responded to inquiry about parking at Greenbelt Station
South Core;
Reviewing completed engineered designs for Cherrywood Lane
Phase I in preparation for kick-off meeting for Phase II;
Reviewing county report on NRP Greenbelt Metro Multifamily
Development;
Prepared materials for the Beltway Plaza Redevelopment
Preliminary Plan of Subdivision Work Session;
Completed a quarterly report for the MDOT Bikeways grant;
and
Revised RFP for the conservation of the Community Center
Bas Reliefs, Marble Garden Sculpture, and the Mother and
Child Statue.*

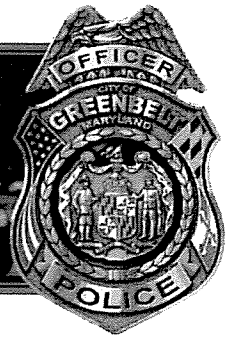


WEEKLY ACTIVITY

Week Ending January 10, 2020

- Began the onboarding process of two new police officer candidate hires (Albert Murray and Brandon Wright).
- Met with Finance to discuss the 2021 budget.
- Attended Mental Health First Aid training.
- Met with IT to discuss the transition to Motorola Premiere One.
 - Also met with PG County Police Department to discuss this topic.
- Met with department recruiting team members to prepare for 2020 hiring initiatives.
- Met with HR and began planning upcoming testing dates for dispatcher and police officer applicants.
- Attended a meeting with ERHS principal and Greenbriar management.
- Held meeting for field training officers in preparation of new officers that will be completing the academy in the spring.
- Attended a Greenbriar Community meeting.





CRIME REPORT

JANUARY 8, 2020

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

| | |
|--------------------|--|
| 01/09 6:00 A.M. | In reference to the assault reported December 28 th at the Greenbelt Youth Center, the following subject was arrested and charged with Carrying a Handgun: Kendrick Lamont Savoy, Jr., 19, of Greenbelt. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner. |
|--------------------|--|

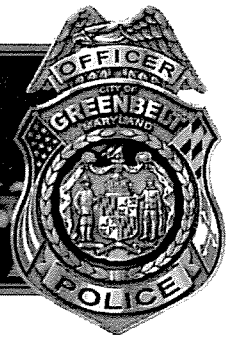
FRANKLIN PARK/BELTWAY PLAZA/GREENBELT STATION/CAPITOL OFFICE PARK/METRO

| | |
|---------------------|---|
| 01/02 1:38 P.M. | 9100 block Edmonston Court. A parcel package was taken from the front stoop of a residence. |
| 01/03 10:25 A.M. | 9300 block Edmonston Road. Burglary arrests. A 15 year old Greenbelt youth and a 16 year old Greenbelt youth were arrested for 4 th Degree Burglary and Trespass by officers responding to a report of two juveniles breaking into a vacant apartment. The youths were released to guardians pending action by the Juvenile Justice System. |
| 01/06 11:03 A.M. | 9100 block Edmonston Terrace. Robbery. The victim advised that she was getting something out of her vehicle when she was approached by the suspect, who produced a handgun and announced a robbery. After obtaining money the suspect got into the passenger seat of a nearby vehicle, described as a grey vehicle, no further, and fled the scene. The suspect is described as a white male, 6'00", 175 pounds, wearing a black jacket and blue jeans. |



A NATIONAL ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



GREENBELT EAST/GREENWAY SHOPPING CENTER

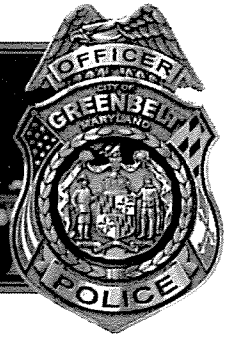
See Automotive Section

Automotive Crime - City Wide

| | |
|-------|--|
| 01/02 | 9100 block Edmonston Road. Theft from auto. A rear tag, Maryland 7DM3387, was taken from a vehicle. |
| 01/02 | 9200 block Springhill Lane. Stolen vehicle. A 2019 Hyundai Santa Fe SUV. The vehicle was recovered the next morning by the Prince George's County Police Department in the 2900 block of Hamilton Street, Hyattsville, MD. Two juvenile arrests were made. |
| 01/02 | Recovered stolen auto. A 2015 Honda Accord 4-door, reported stolen December 16 th from the 400 block of Ridge Road, was recovered abandoned this date by the owner in the same parking lot. |
| 01/03 | 7500 block Greenbelt Road. Theft from vehicle. Unknown person(s) broke out the rear passenger side window and removed a laptop computer, a backpack and a passport. |
| 01/04 | 5900 block Springhill Drive. Attempt theft from auto. Unknown person(s) broke out the front passenger window and rifled through the vehicle, but nothing appeared to have been taken. |
| 01/05 | 6000 block Greenbelt Road. Vandalism to vehicle arrest. Darrell Von Jane, 45, of Greenbelt was arrested and charged with Malicious Destruction after he was captured on Surveillance footage throwing an object at a vehicle several times, damaging the body and paint. The suspect was known to the officer and was located and arrested later in the day. The suspect was released on citation pending trial. |
| 01/05 | 6000 block Springhill Drive. Theft from vehicle. A wallet was taken from a possibly unlocked vehicle. |



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



CRIME REPORT TALLY SHEET

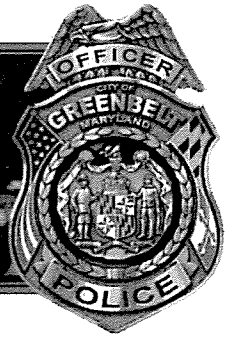
WEEK OF JANUARY 8, 2020

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 | 1 | Transporting a Handgun in a Vehicle | |
| Attempt Armed Robbery | | Reckless Endangerment | |
| Strong Armed Robbery | | Emergency Commitment Petition | 1 |
| Attempt Strong Armed Robbery | | Missing Person | |
| Burglary | 1 | Fraud | 2 |
| Attempt Burglary | | Unattended Death | |
| Assault | | Alcohol Violation | |
| Domestic | | False Report | |
| Drugs | | Harassment | |
| DUI/DWI | | Field op (suspicious person) | 1 |
| Theft | 7 | Notification for other agency | |
| Vandalism | | Threats (Verbal) | 1 |
| Child Abuse | | <u>VEHICLE RELATED CRIMES</u> | |
| Unattended Child | | Stolen Vehicles | 1 |
| Trespass | | Recovered Stolen Vehicles | 2 |
| Disorderly Conduct | | Recovered Stolen Tags | |
| Failure to Obey Lawful Order | | Theft From Vehicles | 3 |
| Credit Card Offense | | Attempt Theft From Vehicles | 1 |
| Telephone Misuse | | Attempt Theft of Vehicle | |
| Counterfeit Money | | Vandalism to Vehicles (one Domestic related) | 2 |
| Suspicious Person | | Accidents | 11 |



GREENBELT POLICE DEPARTMENT



Animal Control Activity

One animal cruelty complaint is being investigated

One cat that was in foster care has return to the shelter

Assisted with 2 wild foxes near the youth center

Two deceased squirrels were removed

One animal cruelty complaint is being investigated

One sick gecko was surrender to the shelter

Shelter Residents: 1 Cat, 1 Gecko



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

Department of Public Works

Weekly Report for

Week Ending January 11, 2020



ADMINISTRATION

- Held monthly Supervisors' meeting.
- Participated in interviews for the Facilities Maintenance Technician.
- Attended the Greenbelt Lake Dam progress meeting.
- Met with the engineer and contractor regarding a sub-grade issue at the Greenbelt Lake Dam project.

STREET MAINTENANCE/SPECIAL DETAILS

- Picked up unwanted signs and checked for graffiti.
- Treated and checked streets during and after the snow storm.
- Pushed yard debris at the Northway Fields compost site.
- Repaired potholes in Historic Greenbelt and Greenbelt East.
- Performed preventative maintenance on a salt spreader.
- Installed curb guards on all snow plows.
- Washed and cleaned the salt trucks.
- Performed preventative maintenance on the skid steer loaders.
- Put down crack seal around manhole covers.
- Installed a headstone at the cemetery.

HORTICULTURE/PARKS

- Serviced citizens' chipper requests.
- Continued curbside leaf pick-up in all areas.
- Removed a hazardous tree over the power line on Cherrywood Lane.
- Assisted with snow removal and salting of sidewalks.
- Performed corrective pruning to street trees on Landon Court.
- Performed preventative maintenance on salt trucks in preparation for the snow.

REFUSE/RECYCLING/SUSTAINABILITY/ENVIRONMENTAL

- Collected tons 27.77 of refuse ton 10.47 of recycling material.
- Performed daily SWPPP inspections.

BUILDING MAINTENANCE

- Changed out filters in the HVAC systems in all city buildings.
- Unclogged a sink at the Community Center.
- Repaired a light in the stairwell at the Aquatic & Fitness Center.

FLEET MAINTENANCE

- Inspected the steering and suspension, and completed preventative maintenance on Police vehicle #613.
- Re-packed the wheel bearings and installed new bearing caps on a trailer.
- Installed a new siren speaker on Police vehicle #t 862.
- Repaired the strobe lights and plow lights on a tractor.
- Installed two front tires on a pick-up.
- Repaired a broken brake line on a pick-up.
- Repaired an air leak on the air compressor on refuse truck #262.

Greenbelt Recreation Department

Weekly Report

Week Ending January 10, 2020

ADMINISTRATION:

- Met with the IT Department to discuss FY 2021 budget needs.
- Attended Department Head meeting.
- Met with City Treasurer designee and HR Director to discuss part-time staff compensation and minimum wage for FY 2021 budget.
- Attended the Black History Month Committee meeting.
- Budget preparation continued.
- Reviewed Recognition Group applications.
- Prepared for the PRAB meeting next week.

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

- Winter 2020 Activity Guide is now available on-line and printed guides are available in city buildings. Registration will continue on a space available basis.
- Winter classes continued.
- Our 2020 Camp Guide is available online and in recreation facilities. Registration begins on February 3 for residents and February 18 for non-residents.
- Budget preparation continued.
- Camp patrons received an email announcing the availability of the 2020 Camp Guide highlighting registration dates and new camp programs.
- Spring 2020 Activity Guide production continued, and will continue until late January. Target date for print and on-line guide is February 14, 2020.
- Planning continued for Black History Month events in February.
- Reviewing applications for Community Center Coordinator position.
- Mom's Morning Out preschool program began the Winter/Spring semester.

AQUATICS:

- The Hot Tub closed for regular bi-weekly cleaning on Wednesday at 12 pm.
- GAFC Swim Instructor(s) provided three private swim lessons.
- Lifeguarding class was held on Sunday, January 5 from 9 am – 5 pm.
- Winter 2020 youth swim lessons began Saturday, January 4 from 8 am to 12 pm.
- Session 1 adult swim lessons, aquacize, aqua zumba and deep water aerobics began on Monday.
- GAFC staff interviewed a candidate for a swim instructor on Thursday, and they accepted the job offer.
- GMST Open House was held on Thursday, at 5 pm for the winter/spring session.
- First Aid/CPR/AED class was held on Friday from 6 pm to 8 pm.
- One private swim lesson request was received and matched to an instructor.

COMMUNITY CENTER:

- One tenant experienced fax line issues after Verizon techs transferred the wrong city line; this has been an ongoing issue with Verizon. It took several days for the issue to be resolved. Thanks to IT for assistance.
- The US Flag was delivered to a local American Legion for proper disposal.
- Supervisor met with Public Works and the new WSSC FOG inspector for the annual grease trap inspection.
- Invoices for renter/tenant February fees were emailed.
- The annual fire drill schedule was created and distributed.
- Supervisor has reviewed over 100 applications for the Administrative Assistant and Community Center Coordinator position.
- Supervisor participated in a Bike to Work Day meeting via conference call. Save the date: Friday, May 15.
- The facility provided space for the Greenbelt Library for three Ready2Read Storytimes.
- Budget preparation continued.
- Supervisor continued to field inquiries in regard to food operation rentals for the Commercial Kitchen. There have been 491 inquiries since April 2015. There are currently five food operations who received all permits and may rent the Kitchen.
- There were 15 facility reservations processed.
- There were 7 private rentals and 13 pattern rentals.
- The following free space groups were provided space: Greenbelt MakerSpace, Greenbelt Concert Band, Girl Scout Daisy Troop #23023, Pointe @ Greenbelt Station, Greenbelt Climate Action Network, Greenbelt Station Master Association, Greenbelt Interfaith Leadership Association and Girl Scout Troop #23007.
- The following city groups were provided space: Be Happy, Be Healthy Yoga and Volleyball, CARES, Planning & Community Development, Arts Advisory Board, GAIL, City Council and Advisory Planning Board.

ARTS:

- Winter session classes are beginning this week. Registration is ongoing and schedule adjustments are being made due to the weather.
- A Parent's Night Out program will take place on Friday night at the Community Center, providing art activities, games and a meal for children.
- Final preparations are underway for two new art exhibits opening in the coming weeks. Artist in Residence Chris Corson will be featured in a solo show at the Greenbelt Community Center Art Gallery; an opening reception will be held on Friday, January 17, from 6-7 pm, immediately prior to a monthly Art Share. The next exhibit at the Greenbelt Municipal Building will feature student artists from Eleanor Roosevelt High School; a reception will be held on Monday, January 27, from 7-8 pm.
- Preparations are underway for summer camp registration.
- Facilitated a meeting of the Greenbelt Arts Advisory Board.
- Prepared for the start of winter youth musical stagecraft activities this weekend.