

CALENDAR

< PREVIOUS MONTH

MARCH 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29
1	2 7:40 PM <u>Advisory Board Interview, (MB)</u>  8:00 PM <u>Work Session - Hanover Parkway Bikeway Facility Feasibility Study, (MB)</u>	3 1:00 PM <u>FREE Caregiver Educational Lecture Series</u>  7:00 PM <u>Arts Advisory Board</u>  7:00 PM <u>Public Safety Advisory Committee</u>	4 7:30 AM <u>Business Coffee, (MB)</u>  1:00 PM <u>Free Memory Training Class</u>  1:30 PM <u>Greenbelt Memory Cafe</u>  7:30 PM <u>Work Session - Greenbelt Postmaster, (CC)</u>	5 1:30 PM <u>FREE Produce Distribution</u>  6:30 PM <u>A Virtual Conversation on the 2020 Census!</u>  7:00 PM <u>Forest Preserve Advisory Board</u>	6	7 7:00 PM <u>Winter Youth Musical</u>
8 <u>NLC Summit - Washington, DC</u>  3:00 PM <u>Winter Youth Musical</u>	9 <u>NLC Summit - Washington, DC</u>  7:00 PM <u>CART</u>	10 <u>NLC Summit - Washington, DC</u>  10:00 AM <u>Arbor Day Celebration</u>  5:30 PM <u>Board of Elections</u>  7:40 PM <u>Advisory Board Interview, (MB)</u>  8:00 PM <u>Regular Meeting, (MB)</u>	11 <u>NLC Summit - Washington, DC</u>  1:00 PM <u>Free Memory Training Class</u>  1:30 PM <u>Memory Support Group</u>  6:00 PM <u>Caregiver Support Group- CANCELLED</u>  8:00 PM <u>Work Session - Memorial Wall Piece/ Small Cell Procedures and Policy Review, (CC)</u>	12	13	14 2:00 PM <u>Winter Youth Musical- Cancelled</u>  7:00 PM <u>Winter Youth Musical- Cancelled</u>
15	16 6:30 PM <u>Beel &amp; Meek, Heather Booth Changing the World-THIS EVENT HAS BEEN POSTPONED</u>  7:00 PM <u>Advisory Committee on Education Educator Awards- Postponed</u>  8:30 PM <u>**** Cancelled **** Special Meeting / Closed Session - City Manager's Evaluation, (MB)</u>	17 6:30 PM <u>Tele-Town Hall on COVID-19</u>  7:00 PM <u>CANCELLED - Prince George's County Department of Environment Community Meeting</u>	18 1:00 PM <u>CANCELLED - Free Memory Training Class-Cancelled</u>  1:30 PM <u>CANCELLED - Greenbelt Memory Cafe</u>  7:30 PM <u>CANCELLED - Park and Recreation Advisory Board</u>  7:30 PM <u>CANCELLED - Advisory Planning Board</u>  8:00 PM <u>***** Cancelled***** Work Session - Friends of Greenbelt Museum, (MB)</u>	19 7:30 PM <u>CANCELLED - Community Relations Advisory Board (CRAB)</u>	20	21 10:00 AM <u>CANCELLED...Weed Warriors</u>
22	23 7:00 PM <u>POSTPONED...PGC Hearing on Countywide Sectional Map Amendment</u>  8:00 PM <u>CANCELLED Regular Meeting, (MB)</u>	24 6:00 PM <u>CANCELLED - Water Main Replacement Information Meeting</u>  7:00 PM <u>CANCELLED - Advisory Committee on Trees</u>  7:00 PM <u>CANCELLED - Advisory Committee on Education</u>  7:30 PM <u>CANCELLED - Advisory Committee on Environmental Sustainability</u>	25 1:30 PM <u>CANCELLED - Memory Support Group</u>	26 8:00 PM <u>** Canceled *** Work Session - Greenbelt East Advisory Coalition, (Greenbriar)</u>	27 6:00 PM <u>CANCELLED - Census Bilingual Bingo</u>	28
29 1:00 PM <u>POSTPONED - HUG Walk</u>	30 8:00 PM <u>Special Meeting - City's Response to COVID-19 City Departments Update, (Virtual)</u>	31 3:30 PM <u>CANCELLED - Senior Citizens Advisory Committee Meeting</u>  7:30 PM <u>CANCELLED - Pickleball Public Input Meeting</u>	1	2	3	4

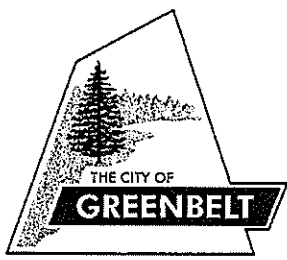
CALENDAR

< PREVIOUS MONTH

APRIL 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1 1:30 PM <u>Cancelled-Greenbelt Memory Cafe</u>  7:30 PM <u>Cancelled Advisory Planning Board</u>  8:00 PM <u>*** Postponed*** Budget Work Session - Overview, General Fund, General Government, Economic Development &amp; Other Funds (MB).</u>	2 1:30 PM <u>CANCELLED - FREE Produce Distribution</u>	3	4 10:00 AM <u>Cancelled-Arbor Day Planting</u>
5	6 7:30 PM <u>*** Postponed*** Budget Work Session - Planning/ Capital Projects Fund/ Public Works. (MB)</u>	7 1:00 PM <u>Cancelled-FREE Caregiver Educational Lecture Series</u>  7:00 PM <u>Arts Advisory Board</u>	8 <u>No Meeting - Passover</u>  1:30 PM <u>CANCELLED - Memory Support Group</u>  6:00 PM <u>CANCELLED - Caregiver Support Group</u>	9	10	11
12	13 <u>No Meeting - Easter Monday</u>  6:30 PM <u>Youth Advisory Committee</u>	14 8:00 PM <u>Regular Meeting. (Virtual)</u>	15 1:30 PM <u>CANCELLED - Greenbelt Memory Cafe</u>  7:30 PM <u>Park and Recreation Advisory Board</u>  7:30 PM <u>Advisory Planning Board</u>  8:00 PM <u>*** Postponed*** Budget Work Session - Greenbelt Community Emergency Response Team (CERT)/ Greenbelt Community Animal Response Team (CART)/ Greenbelt Volunteer Fire Department/ Public Safety.</u>	16	17	18 10:00 AM <u>Cancelled-Earth Day Celebration</u>
19	20 8:00 PM <u>*** Postponed*** Budget Work Session - Recreation. (MB).</u>	21	22 1:30 PM <u>CANCELLED - Memory Support Group</u>  8:00 PM <u>Work Session - Greenbelt Neighborhood Conservation Overlay, (NCO) Zone Draft Neighborhood Study and Standards. (CC)</u>	23	24	25
26	27 8:00 PM <u>Regular Meeting. (Virtual)</u>	28 3:30 PM <u>Senior Citizens Advisory Committee Meeting</u>  7:00 PM <u>Advisory Committee on Education</u>	29 7:30 PM <u>*** Postponed*** Budget Work Session - Green Ridge House. (Green Ridge House)</u>	30	1	2



## City Manager's Report Week Ending March 27, 2020

1. Continued coordination of City-wide COVID-19 response, as well as continuity of government operations via teleconferences and/or other correspondence with City, County, State, and regional organizations. Stay tuned for continued daily if not twice daily reports.
2. Thank you to all City staff for your perseverance and adaptability as this pandemic evolves.
3. Thank you to all departments who worked on the Community Center's West Entrance Lighting with the Senior Citizen Advisory Committee. This is greatly appreciated and will help our residents and visitors stay safe.
4. While a draft budget has not been presented, met with the City Treasurer and Assistant City Manager to discuss revenues. As reported earlier this week, revenues are anticipated to be lower than anticipated given the pandemic. Resources to sustain an emergency of this nature for an unknown length of time may be required. This includes services or activities beyond the normal scope of City.
5. Requested communication with residential communities that do not receive City trash collection service, as well as contractors to confirm contingency plans for trash collection during the pandemic.
6. Communication with real estate representatives regarding available space for pandemic-related needs.
7. A welcome diversion from emergency management was taking a moment to read a set of Council work session minutes. More are coming as time permits. At least ten sets of minutes will be on the April 14<sup>th</sup> Regular Meeting Agenda.
8. Congratulations to the City Council, advisory boards and staff for earning Tree City USA designation. This is a significant accomplishment and reflects hard work and dedication to keeping Greenbelt green.
9. Hats off to Kevin Carpenter-Driscoll, Environmental Coordinator, as the City was recently recognized in "What's Hatching, the official newsletter of the Maryland and DC Breeding Bird Atlas<sup>3</sup>. The City had sponsored a "Leap into BBA<sup>3</sup>" event where participants identified 30 different species at Buddy Attick Park and another 22 at Lake Artemesia. Another reason why everyone loves Greenbelt and our neighboring greenspaces. Thanks for helping preserve natural history for current and future generations. People looking for a diversion from the news can find a link to the newsletter on the City website.
10. Please see attached document regarding Crescent Square Apartments.
11. Assistant City Manager
  - a. Dealt with emergency management due to COVID-19.
  - b. Worked on FY 2021 budget preparations.
12. City Treasurer
  - a. COVID19 response

- Prepared department pandemic plan
  - Responded to various payroll and timesheet questions
  - Revenue and expenditure estimates
  - Established accounts at local hotels in case the city needs to house employees
  - Attended webinars on recent changes in the law and how they impact employee leave and benefits as well as financial decision-making under uncertainty.
- b. Proposed FY 2021 budget preparation.

13. Information Technology

- a. Assisted users with remote work issues
- b. Deployed additional laptops for remote work
- c. Tested Zoom for Council meetings
- d. WebEOC checks / updates

14. Economic Development

a. Conference Calls

- County economic development corporation
- Local entertainment venue seeking assistance
- Local retail stores seeking assistance
- Technology government contracting company in HUB Zone seeking assistance

b. Webinars

- International Economic Development Council (IEDC) Webinar: COVID19, Preparing for What Comes Next

c. Economic Development Admin

- Outreach to businesses to touch base about COVID19 concerns and plans
- Working with staff to coordinate communications about COVID19 to the community
- See attached article about hotel industry

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

## Shaniya Lashley-Mullen

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**From:** Nicole Ard  
**Sent:** Friday, March 27, 2020 4:16 PM  
**To:** Shaniya Lashley-Mullen; Bonita Anderson  
**Cc:** Terri Hruby  
**Subject:** FW: Crescent Square Apartments Certified Nonconforming Use Applications

Shaniya,  
Please attach this document to the Manager's Report. Staff will proceed as outlined in the message.

Thank you,  
Nicole

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**From:** Terri Hruby  
**Sent:** Friday, March 27, 2020 3:25 PM  
**To:** Nicole Ard  
**Subject:** Crescent Square Apartments Certified Nonconforming Use Applications

Nicole,

The City has received a referral from M-NCPPC for applications filed by Crescent Square Apartments for the issuance of a Certificate of Nonconforming Use. Crescent Square I is located on the corner of Crescent Road and Gardenway and consists of 42 one bedroom units. Crescent Square II is located at the corner of Crescent Road and Parkway and consists of 24 one bedroom units. These apartments have been in consistent use since the apartments were built in the late 1930's. Even though this property has been in consistent use, the property and apartment units are considered non-conforming because the zoning regulations in effect at the time the apartment buildings were constructed have changed. These changes render these properties non-conforming. Crescent Square Apartments recently came under new ownership and the Certificate of Nonconforming Use is required for the new owner to obtain a valid Use and Occupancy Permit.

The Prince George's County Planning Board is scheduled to consider the Crescent Square Apartments Certified Nonconforming Use (CNU) Applications on Thursday, April 2<sup>nd</sup>. The City is not required to act on these applications, but over the last several years the City Council has provided a letter of support for three similar CNU applications that were in front of the County Planning Board (2012 – Lawrence Apartments, 2012- Parke Crescent and 2015-Strathcona).

Staff believes the applications meet the requirements for approval, and the County planning staff is recommending approval without conditions. Staff does not see any reason not to allow the applications to proceed to the Planning Board for approval. Staff will participate in the hearing, and if asked will share with the Planning Board that the City Council did not have an opportunity to discuss the application given current circumstances.

Thank You,

Terri

Terri Hruby, AICP  
Director of Planning and Community Development  
City of Greenbelt  
(301)474-0569

# City Notes

## March 27

CARES and GAIL staff transitioned to Teletherapy and phone contact with clients to maintain services during the COVID 19 closures. Staff is continuing to explore avenues to offer services while maintaining social distancing.

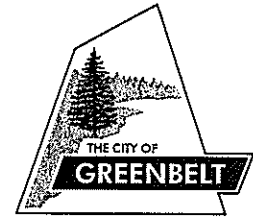
GAIL staff coordinated with Capital Area Food Bank and County Department of Aging to ensure senior meal programs continue. GAIL staff training Public work staff to assist in the pick-up and delivery of food.

Judye Hering held a virtual Budget Workshop class for young people between the ages of 16-24. Participants learned about developing a budget, credit cards, debit cards, and other financial literacy items.

# WEEKLY REPORT

## Planning and Community Development

Week Ending: Friday, March 27, 2020



*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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<b>Apartments:</b>	<i>Sent email notifications to all apartment complexes to provide contingency trash/refuse removal plan.</i>
<b>Permits:</b>	<i>Ten permits were approved and issued.</i>
<b>Meetings:</b>	<b>Staff Met With:</b> <i>Code Inspector; and Director and senior level personnel.</i> <b>Staff Participated In:</b> <i>Senior staff meeting teleconference; Multiple conference calls on COVID-19; and Census conference call hosted by representatives from the Census Bureau.</i>
<b>Planning Projects:</b>	<i>Processed invoices for payment; Worked on bid documents for Buddy Attick Parking Lot Retrofit project; Reviewed county staff report on Certification of Nonconforming Use Application for Crescent Square Apartments; Worked with WMATA staff to finalize Connection Agreement; Finalized draft Memorandum of Understanding (MOU) for Theatre's pop-up space drafted by City Solicitor; Reviewed revisions to right-of-way permit for NRP/Greenbelt Metro Development; Working on finalizing draft Recreation Facilities Agreement for NRP/Greenbelt Metro Development; Completed employee performance evaluation; Responded to questions from consultants about the Sculpture Conservation Project; Drafted a memo regarding parking in Greenbelt Station; Drafted addendums to the Sculpture Conservation RFP; Reviewed traffic impact study; and Updated status of Business Tax Receipts report to see if businesses are still in the City of Greenbelt.</i>

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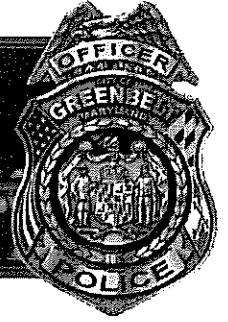
***Other Items of Interest:***

*Developing new Contingency of Operation Plan (COOP) for Planning and Community Development department;*  
*Monitoring Prince George's County Web-Emergency Operations Center (EOC);*  
*Worked on developing user's manual for the Utopia database currently used by Planning and Community Development;*  
*Developing spreadsheet of all commercial businesses in the City of Greenbelt that renew licenses yearly;*  
*Researched webinar for digital codes; and*  
*Researched internet for online code training courses.*

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*GREENBELT  
POLICE DEPARTMENT*



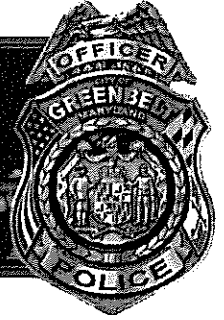
# **WEEKLY ACTIVITY**

**Week Ending March 27, 2020**

- Informed staff of the Governor's Executive Order regarding the closing of non-essential businesses and childcare programs.
  - Provided staff with documentation that certifies their status as essential personnel so that it can be presented in the event childcare is needed.
- Suspended the department's grooming policy concerning facial hair to align with CDC guidelines on wearing N95 masks.



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## CRIME REPORT TALLY SHEET

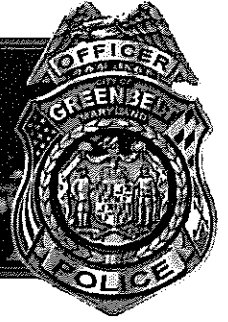
WEEK OF MARCH 25, 2020

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		Transporting a Handgun in a Vehicle	
Shooting (Possibly accidental or self-inflicted)	1	Reckless Endangerment	
Strong Armed Robbery	1	Emergency Commitment Petition	2
Attempt Strong Armed Robbery		Missing Person	
Burglary (Two possibly domestic related)	2	Fraud	
Attempt Burglary		Unattended Death (One Medical, one suicide)	2
Assault (One domestic related)	2	Alcohol Violation	
Domestic	1	False Report	
Drugs		Harassment	
DUI/DWI		Field op (suspicious person)	
Theft	1	Notification for other agency	
Vandalism	1	Threats (Phone)	1
Child Abuse (One arrest made)	1	<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	1
Trespass		Recovered Stolen Vehicles	
Disorderly Conduct		Unauthorized Use Arrest (Domestic related)	1
Failure to Obey Lawful Order		Theft From Vehicles	
Credit Card Offense		Attempt Theft From Vehicles	
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	1
Suspicious Person	1	Accidents	2



# *GREENBELT POLICE DEPARTMENT*



## *Animal Control Activity*

One deceased beaver removed and disposed of.

One cat adopted.

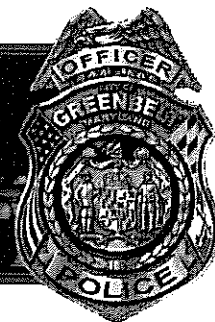
Four baby squirrels impounded and transported for rehabilitation.

Shelter Residents:

Four kittens, three cats and one gecko.



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# CRIME REPORT

MARCH 25, 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](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

03/23	400 block Ridge Road. Shooting. Officers responded to a report of a possible shooting. Officers located the victim in a vehicle, suffering from a gunshot wound to her upper body. The suspect was transported to University of Maryland Prince George's Hospital Center for non-life threatening injuries. Detectives are investigating this as possible accidental or self-inflicted incident at this time.
6:18 P.M.	

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

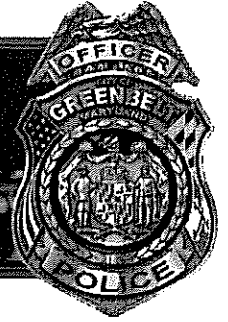
03/21	9328 Edmonston Road. Vandalism. Unknown person(s) used unknown means to break out the kitchen window of a residence.
9:50 A.M.	

03/23	6000 block Springhill Drive. Burglary. Unknown person(s) forced open the front door of the residence and took several pairs of sneakers.
8:54 P.M.	



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# GREENBELT POLICE DEPARTMENT



## GREENBELT EAST/GREENWAY SHOPPING CENTER

03/19 11:30 A.M.	7816 Hanover Parkway. Strong arm robbery. The victim advised that he arranged to sell a video game player to the suspect, agreeing to meet in the 7816 building of Hanover Parkway to complete the transaction. The suspect met with the victim, but the suspect punched the victim then took the video game player and fled the area on foot. The victim is known to the victim and the investigation is ongoing. The victim was not injured.
03/19 4:12 P.M.	7200 block Hanover Drive. Suspicious person. The victim advised that on March 12 <sup>th</sup> she attended a party at Willy K's bar and restaurant. During the event she noticed a subject staring at her. The suspect eventually made his way next to her. She believes that the suspect may have tampered with her drink. As she drove home she began to feel dizzy and had to pull over and get a friend to drive her home. She also observed a white vehicle, no further, that appeared to have followed behind her. The suspect is described as a black male, 6', 205 pounds.

## Automotive Crime - City Wide

03/20	6000 block Cherrywood Court. Stolen vehicle. A red 2003 Jeep Liberty, Maryland tags 2CY1275.
03/21	7 court Southway. Vandalism to auto. Unknown person(s) cut two tires on a vehicle.
03/24	6900 block Hanover Parkway. Stolen motorcycle. A black 2014 Kawasaki motorcycle, California tag 21X6859.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# *Department of Public Works*

## *Weekly Report for the*

### *Week Ending March 27, 2020*



#### **ADMINISTRATION**

- Continued COVID 19 preparation and planning.
- Reviewed Pandemic Plan.
- Reviewed Solar Farm Power Purchase Agreement.
- Worked on Pepco application for an aggregated net energy metering rider.
- Participated in virtual meeting to discuss Pandemic Plan.
- Participated in virtual Staff Meeting.

#### **STREET MAINTENANCE/SPECIAL DETAILS**

- Picked up unwanted signs and checked for graffiti.
- Pushed yard debris at the Northway Fields compost site.
- Hung banners.
- Was trained on what to do to deliver food to Green Ridge House.
- Cleaned Building #2, and Streets Crew shop and trucks.

#### **HORTICULTURE/PARKS**

- Serviced citizens' chipper requests.
- Picked up litter throughout the city.
- Prepared greenhouse for plants.

#### **REFUSE/RECYCLING/SUSTAINABILITY/ENVIRONMENTAL**

- Collected 27.86 tons of refuse and 12.85 tons of recycling material.
- Performed daily SWPPP inspections.
- Talked to Green ACES about the Sustainable Maryland Certified (SMC) submission. Started looking at other jurisdictions' submissions with high points to see if we can do ours more efficiently.

#### **BUILDING MAINTENANCE**

- Painted the fitness wing at the Greenbelt Aquatics and Fitness Center.
- Relamped the fitness wing and the pool manager's office at the Greenbelt Aquatics and Fitness Center.
- Relamped the City Manager's office and began relamping the CARES offices.
- Replaced eight emergency lights on the pool deck at the Greenbelt Aquatic and Fitness Center.

#### **FLEET MAINTENANCE**

- Replaced the broken toter tipper arm on vehicle #263.
- Installed two batteries in vehicle #408.
- Completed preventative maintenance on vehicle #458.
- Completed preventative maintenance and replaced two front tires on vehicle #704. Also, replaced brakes and rotors in the front and rear.
- Replaced two rear tires and adjusted tire pressure in all tires on Animal Control van #799.
- Completed brake installation and suspension repairs to vehicle #836.

# **Greenbelt Recreation Department**

## **Weekly Report**

### **Week Ending March 27, 2020**

#### **ADMINISTRATION:**

- Staff met using zoom to brainstorm on ways to use the zoom platform to conduct meetings remotely, as well as continue to provide recreation programs during facility closures
- Staff prepared to work more effectively remotely to enable us to continue to provide programs and services during facility closures and minimize staff needed on site in facilities
- Staff provided assistance to public works to complete closure of city playgrounds, basketball courts, tennis courts and skate park
- Participated in video conference call to discuss the City's Continuity of Operations Plan

Participated in the Department Head meeting also through a video conference call.

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

- Continued training and orientation of new staff member Taylor Hardy
- Developed new concept for city-wide Egg Hunt, incorporating social distancing programming. Stay tuned for more details.
- Staff are reaching out to instructors to solicit new program content to provide recreation classes, programs and special events during facility closures
- Collaborated with Bev Palau to plan to provide new programming via the city website and Facebook pages
- Moms Morning Out students received a new homework packet this week, along with educational links to stay engaged while their preschool is closed.
- New videos with dance program instructor and preschool director were created this week to provide program content on city website and Facebook pages. Thank you Bev!
- Dance program planned mini lessons for all dance students and will teach via zoom as a beta test on remote dance instruction. The students have been divided into age groups as part of the test dance instruction model. Feedback will be collected from students/families and next steps for program implementation will be planned.
- New signage was provided at both the YC and SHLRC to announce new facility closure decision

## **AQUATICS:**

- GAFC was closed this week due to COVID-19.
- Staff will be reaching out to members to let them know that memberships will be extended to match the closure.
- Checked on pool mechanical operations daily.
- Public Works has continued working on repairs throughout the facility and finished painting the fitness wing.

## **Community Center:**

- Welcome to Carrie Hannigan, new Administrative Assistant. Training has been modified to ensure appropriate distance and remote learning.
- Staff is extremely appreciative of PW continually sanitation of bathrooms, door handles and regularly used areas by staff.
- Staff continues to work a modified schedule.
- Staff participated in a Zoom department meeting.
- A Zoom meeting with the Center Leaders is scheduled to take place Friday morning; with the goals of checking in and staying connected.
- Daily interior and exterior visual inspections of the facility are being conducted to ensure safe and proper operations.
- Staff has made arrangements to route all facility and tenant mail to City Hall. Weekday pickups are coordinated and mail is distributed to each tenant.
- Staff is in regular communication with tenants to offer accommodations and access where appropriate.
- Signage and messages were updated to reflect the new closure date.
- Over 60 user groups were notified of the new closure date.
- Over 100 reservation cancellations were processed.
- Staff continues to field inquiries about facility operations.
- Thanks to PW for installing a stairwell light at the east entrance.
- Budget preparation continues.
- MNCPPC Grant documents were prepared and reviewed.
- Supervisor completed a survey from COG in regard to postponing or canceling Bike to Work Day.

## **ARTS:**

- Staff are coordinating with instructors, testing out digital resources, and planning for a range of online spring programming. Off-line spring programs continue to be rescheduled as facility closures are extended.
- The application period has opened for the Artist in Residence Program at the Greenbelt Community Center. Applications will be accepted through April 30 from current and new artists.



- Staff input is being invited in response to a proposed public art gift for the Greenbelt Municipal Building from Artist in Residence Kathy Karlson. Ms. Karlson's proposal received initial support from the Greenbelt Arts Advisory Board, and will be scheduled for public discussion when meetings resume.
- Staff are providing written recommendations for instructors pursuing short-term artist residency opportunities.

**THERAPEUTIC RECREATION:**

- Participated in ZOOM meeting with Recreation F/T staff
- Worked with Prince George's County- Department of Aging- Nutrition Program to receive a week's worth of frozen meals for the Food & Friendship program; 16 seniors received food. The other seniors said "they were ok, thanks".
- Worked with GAIL to get meals delivered to 9 Greenbelt Residents that requested assistance- thank you Brian Butler for delivering the meals.
- Participated in an American Red Cross webinar

**Park Rangers:**

- Answered many questions from guests concerning Covid-19.
- Informed a few parents about the closure of the playground at Buddy Attick Lake Park and Schrom Hills Park. Also cautioned them on how Covid-19 can be spread according to the CDC.
- Many requests to keep the parks open.
- Litter was picked up at all parks.
- A lot of visitors, but no groups over 10. People seemed to be keeping a safe distance from each other.
- Patron requested fallen trees blocking the trails at Northway be removed. Work order submitted.