

# CALENDAR

< PREVIOUS MONTH **NOVEMBER 2018**

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
				1:00 PM <u>Ethics Commission</u>	<u>The View Within and Without: Painting and Collage by Sylvie van Helden</u>	<u>The View Within and Without: Painting and Collage by Sylvie van Helden</u>
				2:30 PM <u>Free Produce Distribution</u>		
				4:25 PM <u>Greenbelt Municipal Swim Team</u>	11:00 AM <u>HOMESCHOOL: Beginner I Swim Lesson</u>	9:00 AM <u>GAFC: Youth Swim Lessons</u>
				7:30 PM <u>Vigil for Victims of Tree of Life</u>	11:45 AM <u>HOMESCHOOL: Beginner II</u>	
					12:30 PM <u>HOMESCHOOL: Beginner III Swim Lesson</u>	
					1:15 PM <u>HOMESCHOOL: Advanced Beginner, Intermediate, and Swimmer</u>	

4	5	6	7	8	9	10
<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>
7:00 AM <u>Greenbelt Municipal Swim Team</u>	8:00 PM <u>Work Session - WMATA Trail</u>	7:00 PM <u>Arts Advisory Board</u>	<u>No Meeting - NLC Conference</u>  <u>NLC Conference</u>  6:00 PM <u>Introduction to Fostering</u>	<u>NLC Conference</u>  10:00 AM <u>Tools, Tips and Techniques Workshop</u>  4:25 PM <u>Greenbelt Municipal Swim Team</u>  7:30 PM <u>Community Relations Advisory Board</u>	<u>NLC Conference</u>  11:00 AM <u>HOMESCHOOL: Beginner I Swim Lesson</u>  11:45 AM <u>HOMESCHOOL: Beginner II</u>  12:30 PM <u>HOMESCHOOL: Beginner III Swim Lesson</u>  1:15 PM <u>HOMESCHOOL: Advanced Beginner, Intermediate, and Swimmer</u>  6:00 PM <u>First Aid/CPR/AED</u>  7:00 PM <u>Beltway Plaza Wall of Fame Induction</u>	<u>NLC Conference</u>  9:00 AM <u>Donation Drop-Off</u>  9:00 AM <u>G AFC: Youth Swim Lessons</u>  2:00 PM <u>Greenbelt Time Bank Social</u>
10:00 AM <u>Greenbelt Farmers Market</u>						
1:00 PM <u>Community Art Drop-In</u>						
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>
10:00 AM <u>Greenbelt Farmers Market</u>	<u>No Meeting - Veterans Day</u>  5:30 PM <u>Youth Advisory Committee</u>	4:25 PM <u>Greenbelt Municipal Swim Team</u>  7:00 PM	12:00 PM <u>G AFC: Hot Tub Bi-weekly Cleaning</u>  7:30 PM	4:25 PM <u>Greenbelt Municipal Swim Team</u>  7:00 PM	<u>Art Exhibitions</u>  <u>ONS</u>  11:00 AM <u>HOMESCHOOL:</u>	9:00 AM <u>G AFC: Youth Swim Lessons</u>

Public Safety  
Advisory  
Committee

7:00 PM

Arts Advisory  
Board

8:00 PM

Regular  
Meeting

Advisory  
Planning  
Board

8:00 PM

Work Session  
-Beltway  
Plaza

Redevelopme  
nt Proposal,  
CC

Forest  
Preserve  
Advisory  
Board

Beginne  
r I Swim  
Lesson

11:45 AM

HOMES  
HOOL:  
Beginne  
r II

12:30 PM

Blood  
Drive

12:30 PM

HOMES  
CHOOl:  
Beginne  
r III  
Swim  
Lesson

1:15 PM

HOMES  
CHOOl:  
Advanc  
ed  
Beginne  
r,  
Interme  
diate,  
and  
Swimm  
er

18	19	20	21	22	23	24
<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>
7:00 AM <u>Greenbelt Municipal Swim Team</u>	8:00 PM <u>Work Session - Semi-Annual Transit Meeting</u>	4:25 PM <u>Greenbelt Municipal Swim Team</u>	<u>No Meeting - Thanksgiving</u>	9:00 AM <u>Gobble Wobble</u>		
10:00 AM <u>Greenbelt Farmers Market</u>		7:00 PM <u>Advisory Committee on Trees</u>				
3:00 PM <u>The Federal Theatre and Greenbelt</u>						
25	26	27	28	29	30	1
<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	
	5:00 PM <u>Safe Dates</u>	5:00 PM <u>Safe Dates</u>	5:00 PM <u>Safe Dates</u>	5:00 PM <u>Safe Dates</u>	5:00 PM <u>Safe Dates</u>	
	8:00 PM <u>Regular Meeting</u>	3:30 PM <u>Senior Citizens Advisory Committee</u>	7:30 AM <u>Business Coffee</u>	4:25 PM <u>Greenbelt Municipal Swim Team</u>	11:00 AM <u>HOMESCHOOL: Beginner I Swim Lesson</u>	
		4:25 PM <u>Greenbelt Municipal Swim Team</u>	12:00 PM <u>GAFC: Hot Tub Bi-weekly Cleaning</u>		11:45 AM <u>HOMESCHOOL: Beginner II</u>	
		7:30 PM <u>Green ACES / Green Team</u>	8:00 PM <u>Work Session - Recreation Master Plan, CC</u>		12:30 PM <u>HOMESCHOOL: Beginner III Swim Lesson</u>	
					1:15 PM <u>HOMESCHOOL: Advanced Beginner, Intermediate, and Swimmer</u>	
					7:00 PM	

Community  
Tree Lighting  
With Santa

7:00 PM

Deco The  
Halls At The  
Greenbelt  
Museum  
House

7:00 PM

Community  
Tree Lighting  
With Santa

7:00 PM

Deco The  
Halls At The  
Greenbelt  
Museum  
House

2/1

# CALENDAR

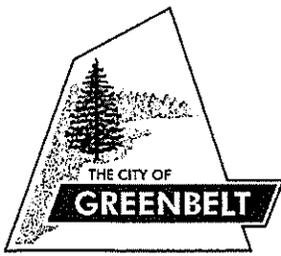
< [PREVIOUS MONTH](#) **DECEMBER 2018**

[NEXT MONTH](#) >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1 <a href="#">Art Exhibitions</a> 5:00 PM <a href="#">Safe Dates</a> 9:00 AM <a href="#">GAFC: Youth Swim Lessons</a> 10:00 AM <a href="#">Festival Of Lights Juried Art And Craft Fair</a>
2 <a href="#">Art Exhibitions</a> 5:00 PM <a href="#">Safe Dates</a> 10:00 AM <a href="#">Festival Of Lights Juried Art And Craft Fair</a> 7:00 AM <a href="#">Greenbelt Municipal Swim Team</a> 10:00 AM <a href="#">Greenbelt Farmers Market Outdoor Holiday Market</a>	3 <a href="#">Art Exhibitions</a> 5:00 PM <a href="#">Safe Dates</a> 7:00 PM <a href="#">Work Session - University Square Outfall Restoration Project</a> 8:30 PM <a href="#">Work Session - Public Safety with Chief Bowers</a>	4 <a href="#">Art Exhibitions</a> 5:00 PM <a href="#">Safe Dates</a> 4:25 PM <a href="#">Greenbelt Municipal Swim Team</a> 7:00 PM <a href="#">Arts Advisory Board</a> 7:00 PM <a href="#">Advisory Committee on Education</a> 7:00 PM <a href="#">Public Safety Advisory Committee</a>	5 <a href="#">Art Exhibitions</a> 5:00 PM <a href="#">Safe Dates</a> 5:00 PM PGCMA Legislative Dinner	6 <a href="#">Art Exhibitions</a> 5:00 PM <a href="#">Safe Dates</a> 2:30 PM <a href="#">Free Produce Distribution</a> 4:25 PM <a href="#">Greenbelt Municipal Swim Team</a>	7 <a href="#">Art Exhibitions</a> 5:00 PM <a href="#">Safe Dates</a>	8 <a href="#">Art Exhibitions</a> 5:00 PM <a href="#">Safe Dates</a> 9:00 AM <a href="#">Donation Drop-Off</a> 10:00 AM <a href="#">Santa's Visit</a>

9	10	11	12	13	14	15
<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>
5:00 PM <u>Safe Dates</u>	5:00 PM <u>Safe Dates</u>	5:00 PM <u>Safe Dates</u>	5:00 PM <u>Safe Dates</u>	5:00 PM <u>Safe Dates</u>	5:00 PM <u>Safe Dates</u>	5:00 PM <u>Safe Dates</u>
7:00 AM <u>Greenbelt Municipal Swim Team</u>	5:30 PM <u>Youth Advisory Committee</u>		12:00 PM <u>GAFC: Hot Tub Bi-weekly Cleaning</u>	7:30 PM <u>Community Relations Advisory Board (CRAB) Meeting</u>		10:30 AM <u>Youth Swim Lessons Pre-Evaluation</u>
	8:00 PM <u>Regular Meeting</u>		7:30 PM <u>Advisory Planning Board</u>			3:00 PM <u>Alice In Wonderland</u>
			8:00 PM <u>Work Session - City-Wide Fiber Network/ City Manager Updates, (tentatively).</u>			
16	17	18	19	20	21	22
<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>	<u>Art Exhibitions</u>
5:00 PM <u>Safe Dates</u>	5:00 PM <u>Safe Dates</u>		6:00 AM <u>Youth Swim Lessons - Winter 2019</u>	7:00 PM <u>Forest Preserve Advisory Board</u>		
3:00 PM <u>Alice In Wonderland</u>	6:00 AM <u>Youth Swim Lessons: Winter 2019 Registration</u>		7:30 PM <u>Parks and Recreation Advisory Board</u>			
	6:00 PM <u>City's Fall Legislative Dinner</u>		8:00 PM <u>Work Session - Franklin Park, (stakeholder meeting), (CC).</u>			

<b>23</b> <u>Art Exhibitions</u>	<b>24</b> <u>Art Exhibitions</u>  <u>No Meeting - Christmas Eve</u>	<b>25</b> <u>Art Exhibitions</u>	<b>26</b> <u>Art Exhibitions</u>  <u>No Meeting - Christmas</u>  12:00 PM <u>GAFC: Hot Tub Bi-weekly Cleaning</u>	<b>27</b> <u>Art Exhibitions</u>	<b>28</b> <u>Art Exhibitions</u>	<b>29</b> <u>Art Exhibitions</u>
<b>30</b> <u>Art Exhibitions</u>	<b>31</b> <u>Art Exhibitions</u>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>



## City Manager's Report Week Ending November 16, 2018

1. Included separately are recent Washington Business Journal articles referenced in yesterday's email.
2. Attached is a confidential packet.
3. Reminder: the Greenbelt Connection will be showcased on Monday, November 19<sup>th</sup> at 7:30pm. The Transit meeting will start at 8pm. Effort has been made to invite the other organizations. Reviewing second interviews of economic development coordinator candidates. An offer was extended and accepted by a candidate. The background check and drug testing are underway.
4. Reviewed Request for Proposal for financial institutions for the Greenbelt Station TIF. The financial consultant is slated to issue the RFP next week. RFPs for ancillary documents (for example, the market study) have also been implemented by our consultants. Attached is a draft schedule that will be updated to reflect the actual release dates. Please note that the RFP will be sent to large banks and credit unions, not just banks.
5. Reviewing the 2017 community questionnaire and draft memorandum received from Mr. David Moran on November 16<sup>th</sup>. These documents should be forwarded to Council next week.
6. Preparing a program for employee recognition. The goal is to provide money and time off for innovation and exceptional customer service. A draft is attached.
7. Received a visit from Crowne Plaza executives (General Manager and Human Resources Director). The Crowne Plaza team delivered employee-donated bags of canned goods and \$200 in gift cards for Greenbelt's food drive. The team was connected with Ms. Christal Batey and introduced to the various programs that GAIL and CARES provide, as well as opportunities to partner.
8. Staff will be forward requests for position reclassifications.
9. Met with Chief Tommy Ray in follow-up to Councilmember Robert's comments during Wednesday evening's work session. As Councilmember Roberts said that a new County ambulance will be stationed at Greenbelt Volunteer Fire and that the newly purchased ambulance would sit. Chief Ray indicated that he is coordinating with the local Battalion Chief regarding location of a unit, needed staff and physical space, as well as operational impact depending on the incident. Chief Ray will provide additional information to better understand and take any action with the County.
10. Committed the City to participate in the County-wide booth at the Mid-Atlantic International Shopping Center Conference in March 2019. Bowie is coordinating the reservation, Greenbelt will reimburse Bowie. The City will need staff and promotional materials, apps and/or video to host its 10-foot section of booth.

11. Meeting and/or correspondence with staff and legal counsel on personnel, operational, and legal matters.
12. MWCOG has scheduled the Annual Membership Meeting and Awards Luncheon for 12/12/18 from 12:00-2:00. Attached is a copy of the invitation. As discussed at the Council Meeting, staff can make arrangements for carpooling if you let staff know that you are going to attend. Please RSVP directly with MWCOG online.
13. Attended the Council regular meeting, work session with Beltway Plaza, and staff meeting.
14. Assistant City Manager
  - a. Participated in a hearing and coordinated with staff and legal counsel on legal matters.
  - b. Attended the Veterans Day ceremony at Roosevelt Center.
  - c. Met with budget preparation team to begin planning for the FY 2020 budget preparation.
  - d. Finalized a staff report on the 2017 Community Questionnaire. Staff anticipates a presentation to Council in December or January.
15. City Treasurer
  - a. Finance Department staff completed and forwarded the FY 2018 financial statements to the State Auditor's office. Work to complete the CAFR begins with updating the schedules in the statistical section and the writing of the transmittal letter. This work has begun.
  - b. Reviewed October revenue and expenditure ledgers to begin monthly financial report.
  - c. Reviewed final RFP document for TIF financing.
16. Information Technology
  - a. Participated in Laserfiche training
  - b. Accepted Council proclamation regarding Critical Infrastructure
  - c. Participated in con call re: Small Cell Ordinance with legal counsel
  - d. Worked on new system images for new PC's
  - e. Worked on updates to the E-Net internal landing pages
  - f. Repaired server and PC time updates/synchronization

cc: Department Heads

David Moran, Assistant City Manager

Mary Johnson, Human Resources Officer

Bonita Anderson, City Clerk



# Preliminary Financing Schedule

(as of November 2, 2018)

## CITY OF GREENBELT, MARYLAND Special Obligation Bonds (Greenbelt Station) Series 2019 Bonds

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29/30/31

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FOMC Meetings and SIFMA recommended market holidays  
 Pricing and Closing

### Weekly Working Group Conference Call Information

Dial-In: 1-(773) 231-9226

Passcode: 202 465 8414 #

Date	Description	Participants
<b>Week of October 26th</b>		
11/2, 10:00 am	<ul style="list-style-type: none"> <li>Working Group Conference Call</li> <li>Circulate Financing Schedule</li> </ul>	All BC
<b>Week of November 5th</b>		
	<ul style="list-style-type: none"> <li>Circulate Draft List of Closing Documents</li> <li>Retain Appraiser &amp; Market Analyst</li> <li>Circulate Draft RFP for Bank Investors / Bond Purchasers</li> <li>Comments to RFP</li> </ul>	BC D, C FA All
<b>Week of November 12th</b>		
11/15, _____ am/pm	<ul style="list-style-type: none"> <li>Working Group Conference Call</li> <li>Circulate RFP to Banks</li> <li>Circulate 1<sup>st</sup> draft of the Indenture and Funding Agreement</li> </ul>	All FA BC
<b>Week of November 19th</b>		
	<ul style="list-style-type: none"> <li>Provide Comments to Indenture and Funding Agreement</li> <li>Circulate 1<sup>st</sup> Draft of the TIF and Special Tax Report</li> </ul>	All TC
<b>Week of November 26th</b>		
	<ul style="list-style-type: none"> <li>Receive Responses to RFP</li> <li>Analysis of Responses to RFP</li> <li>Select Investor</li> <li>Circulate revised Indenture and Funding Agreement</li> <li>Provide Comments to the TIF and Special Tax Report</li> </ul>	FA FA I, FA BC All

<b>Week of December 3rd</b>		
12/6, ____ am/pm	<ul style="list-style-type: none"> <li>▪ Weekly Working Group Conference Call</li> <li>▪ Circulate Draft Closing Checklist</li> <li>▪ Circulate 1<sup>st</sup> Draft of Bond Purchase Agreement (“BPA”)</li> <li>▪ Circulate 1<sup>st</sup> Drafts of Continuing Disclosure Agreements (“CDAs”)</li> <li>▪ Provide Comments to Indenture and Funding Agreement</li> <li>▪ Circulate Revised TIF and Special Tax Report</li> </ul>	All BC BC BC All TC
<b>Week of December 10th</b>		
12/13, ____ am/pm	<ul style="list-style-type: none"> <li>▪ Weekly Working Group Conference Call</li> <li>▪ Provide Comments to BPA and CDAs</li> <li>▪ Circulate Revised Indenture, Funding Agreement, and BPA</li> <li>▪ Provide Comments to TIF and Special Tax Report</li> <li>▪ Circulate Comments to TIF Report and Projection Study</li> <li>▪ Provide Comments to Indenture of Trust</li> </ul>	All All BC ALL All All
<b>Week of December 17th</b>		
12/20, ____ am/pm	<ul style="list-style-type: none"> <li>▪ Weekly Working Group Conference Call</li> <li>▪ Circulate Revised Indenture, Funding Agreement, BPA, and CDAs</li> <li>▪ Circulate Draft Market Study</li> <li>▪ Circulate Draft Appraisal</li> <li>▪ Circulate Draft Engineer’s Report</li> <li>▪ Circulate Revised TIF Report and Tax Report</li> </ul>	All BC MA A E TC
<b>Week of January 1st (Tuesday)</b>		
1/3, ____ am/pm	<ul style="list-style-type: none"> <li>▪ Weekly Working Group Conference Call</li> <li>▪ City Council Informational Review Session</li> <li>▪ Provide Comments to Engineer’s Report, Market Study, and Appraisal</li> <li>▪ Provide Final Comments to Bond Documents</li> <li>▪ Circulate Final Versions of Bond Documents</li> <li>▪ Sign-Off on All Bond Documents</li> </ul>	All BC, FA All All All All
<b>Week of January 7th</b>		
	<ul style="list-style-type: none"> <li>▪ Weekly Working Group Conference Call</li> <li>▪ Finalize Engineer’s Report, Market Study, and Appraisal</li> </ul>	All All
<b>Week of January 14th</b>		
	<ul style="list-style-type: none"> <li>▪ Pre-Closing</li> <li>▪ Circulate Closing Memorandum</li> <li>▪ Closing</li> </ul>	All All All

<b>Key</b>	<i>I: Issuer</i> <i>(City of Greenbelt, Maryland)</i>	<i>D: Developer</i> <i>(NVR MS Cavalier Greenbelt, LLC)</i>	<i>T: Trustee</i> <i>(To Be Determined)</i>	<i>FA: Financial Advisor</i> <i>(Davenport)</i>
	<i>BC: Bond Counsel</i> <i>(Miles &amp; Stockbridge)</i>	<i>DC: Developer’s Counsel</i> <i>(The Law Offices of Norman D. Rivera, LLC)</i>	<i>MA: Market Analyst</i> <i>(_____)</i>	<i>TC: TIF Consultant</i> <i>(MuniCap)</i>
	<i>CA: City Attorney</i> <i>(Alexander &amp; Cleaver)</i>	<i>A: Appraiser</i> <i>(_____)</i>	<i>E: Engineer</i> <i>(_____)</i>	

*\*Preliminary and subject to change.*

## ***City of Greenbelt***

### ***Innovation, Customer Service, Community Pledge, and Endurance Awards Program***

#### **Purpose**

- 1. Recognizing employees for exceptional contributions, ideas, and efforts that have resulted in superior service being provided to the residents of Greenbelt.**
- 2. Citing noteworthy examples of innovation and customer service to share success stories throughout the organization and community, thus making it easier for others to build upon these achievements.**
- 3. Rewarding employees for outstanding contributions and making ongoing improvement a part of the organization's culture and community spirit.**

#### **Nominations**

Nominations are made for exemplary efforts in the areas of innovation, customer service, community spirit, and endurance. Nominations can be made by anyone (e.g., coworker, supervisor, department head, an employee in another department, resident, appointed or elected officials, and employees can nominate themselves). Nomination forms can be obtained from Human Resources Director Mary Johnson. The deadline for accepting nominations for this fiscal year is December 7, 2018.

#### **Eligibility**

Employees are eligible for multiple nominations and can be nominated for efforts in all four areas (innovation, customer service, community spirit, and endurance). All part-time and full-time employees are eligible for the awards program. Note: A nomination can be for individual or multiple employees. The definition for each award category is listed below:

**Innovation:** Any idea, program, or effort where the implementation results in improving the efficiency, effectiveness, or responsiveness of a City service/operation. An innovation can also be an idea that addresses a major community need, strategic priority, or City-wide objective listed in the City's budget/management by objectives. An innovation is generally described as an improvement that changes the processes or way in which something has been done in the past (i.e., excelling well beyond the current practice).

**Customer Service:** A customer can be widely defined (e.g., a resident, business operator, tourist, coworker, advisory board, department, vendor, other government or non-profit agency, etc.). A few examples of customer service include: 1) assisting a resident in need, 2) implementing an idea that improves communications and the provision of critical information to the public, and 3) assisting coworkers/other departments beyond the normal call of duty. Customer service items are generally considered either "actions" or changes that impact the quality of service a resident receives.

**Endurance:** The City of Greenbelt recognizes that there are unusual situations when employees must endure sustained periods, ranging from a day to a year or more, of extraordinary workloads or stressful circumstances, which may impact their personal and family wellbeing. The Endurance Award recognizes employees who, despite challenges, obstacles and adversity, have exhibited calm in the face of a storm, showing resilience and endurance to provide exceptional service.

**Community Pledge Legacy:** The City recognizes Greenbelt's spirit of "community, culture, and cooperation", as well as the City's diverse community and employees. Each City employee signs the Greenbelt Community Pledge and has the opportunity to make a difference daily in the lives of others. The Community Pledge Legacy Award recognizes extraordinary ideas and/or actions that reflect the ideals of the Greenbelt Community Pledge, and foster and encourage those ideals to become a part of the culture of the city organization and greater community. Therefore, the Community Pledge Legacy award may not be awarded annually. The recipient or recipients receive an award, one day of vacation, and \$250.

**Innovator of Distinction Award:** The Innovator of Distinction Award recognizes exceptionally creative ideas and/or actions that encourage similarly bold thinking to become part of the organizational culture in the City of Greenbelt. The award is given to recognize especially unique ideas and may be awarded on a limited basis. Hence, the Innovator of Distinction designation may not be awarded annually. The recipient or recipients receive an award, one day of vacation, and \$250.

### **Review Committee and Awards**

The City Manager will appoint a committee to review the nominations and recommend awards based on the merits of each award submission. The committee will be comprised of four management team members, a Council representative, a Council advisory board member (a rotating assignment among advisory boards), and a City employee selected from individuals interested in serving on the panel.

The review committee will make decisions on the following awards for the innovation, customer service and endurance categories:

- Gold Award – \$500, award, and one day of vacation leave
- Silver Award – \$250 and award
- Bronze Award – \$100 and award
- Honorable mentions – \$50 and certificate

In addition to individuals, awards can be given to a team or group. Each member of the team/group will receive the award as if they were an individual (i.e., if a team of three employees wins the gold innovation award, they will each receive \$500, the award, and a day of vacation leave).

## City of Greenbelt

### Innovation, Customer Service, Community Spirit, and Endurance Awards Program Guidelines

#### Innovation Award

An innovation is defined as any idea, program, or effort where the implementation results in improving the efficiency, effectiveness, or responsiveness of a City service/operation. An innovation can also be an idea that addresses a major community need, management objective, or City-priority. An innovation is generally described as an improvement that changes the processes or way in which something has been done in the past. Awards are made based on their overall impact, such as cost savings, efficiency and effectiveness gains, improving current practices, and/or serving as an example that encourages future innovations from City employees. An award can be given for exceptional benefits in just one area, such as cost savings. Or, a nominee could qualify by making significant contributions across several of the areas listed above.

- Gold Award (\$500, award and one day of vacation leave): A nominee receiving the Gold Award made the highest level of impact to the community and/or organization via the contribution made by the implementation of their idea.
- Silver Award (\$250 and award): A nominee receiving the Silver Award represents a substantial impact to the community and/or organization via the contribution made by the implementation of their idea.
- Bronze Award (\$100 and award): A nominee receiving the Bronze Award represents a creative and/or noteworthy improvement to the community and/or organization via the contribution made by the implementation of their idea.
- Honorable Mention (\$50 and certificate): Nominees receiving this recognition excelled in the area of innovation and set an example for fellow employees to follow.

#### Customer Service Award

A customer can be widely defined (e.g., a resident, business operator, tourist, coworker, advisory board, department, vendor, other government or non-profit agency, etc.). A few examples of customer service include: 1) assisting a resident in need, 2) implementing an idea that improves communications and the provision of critical information to the public, and 3) assisting coworkers/other departments beyond the normal call of duty. Customer service items are generally considered either “actions” or changes that impact the quality of service a resident receives. Award amounts are the same as described above.

- Gold Award: Presented for making the highest level of impact for their actions in the area of customer service as defined above as well as serving as an outstanding example for fellow City employees to follow.
- Silver Award: Presented for making a substantial impact for their actions and serves as an example for fellow City employees to follow.
- Bronze Award: Presented for making a creative and/or noteworthy response to the situation in which they took action and serves as an example for fellow City employees to follow.
- Honorable Mention: Nominees receiving this recognition excelled in the area of customer service and set an example for fellow employees to follow.

### **Endurance Award**

The City of Greenbelt recognizes that there are unusual situations when employees must endure sustained periods, ranging from a day to a year or more, of extraordinary workloads or stressful circumstances, which may impact their personal and family wellbeing.

The Endurance Award recognizes employees who, despite challenges, obstacles and adversity, have exhibited calm in the face of a storm, showing resilience and endurance to provide exceptional service.

Award amounts are the same as described above.

- Gold Award: Presented for making the highest level of impact for their actions as defined above as well as serving as an outstanding example for fellow City employees to follow.
- Silver Award: Presented for making a substantial impact for their actions and serves as an example for fellow City employees to follow.
- Bronze Award: Presented for making a creative and/or noteworthy response to the situation in which they took action and serves as an example for fellow City employees to follow.
- Honorable Mention: Nominees receiving this recognition excelled in their endurance and set an example for fellow employees to follow.

### **Community Pledge Legacy Award-**

The Community Pledge Legacy Award recognizes Greenbelt’s spirit of “community, culture, and cooperation”, as well as the City’s diverse community and employees. While every City employee signs and adheres to the Greenbelt Community Pledge and makes a difference daily in the lives of others. The award recognizes extraordinary ideas and/or actions that reflect the ideals of the Greenbelt Community Pledge, and foster and encourage those ideals to become a part of the city organization and larger

community culture of Greenbelt. Hence, the Community Pledge Legacy award may not be awarded annually. The recipient or recipients receive an award, one day of vacation, and \$250.

**Innovator of Distinction Award**

The Innovator of Distinction Award recognizes exceptionally creative ideas and/or actions that encourage similarly bold thinking to become part of the organizational culture in the City of Greenbelt. The award is given to recognize especially unique ideas and may be awarded on a limited basis. Hence, the Innovator of Distinction designation may not be awarded annually. The recipient or recipients receive an award, one day of vacation, and \$250.

November 2018

# City of Greenbelt

## Nomination Form

### Innovation, Customer Service, Community Spirit and Endurance Awards Program

1. Award category for nomination (select one):  Customer Service     Innovation     Endurance  
 Community Pledge Legacy     Innovator of Distinction

2. Employee(s) being nominated:  Individual Nomination     Team Nomination

Name(s): \_\_\_\_\_

Position(s): \_\_\_\_\_

Department(s)/Division(s): \_\_\_\_\_

Note: If more than one person is being nominated for the same act, please add the names, along with position and department information, of all persons being considered for the award in this section.

3. Brief summary of reason for nomination (one paragraph or less):

4. Date or timeframe when act or improvement occurred:

5. Detailed and supporting information for nomination:

(This should include the story, description, testimonials/personal accounts, letters, statistics, financial information, performance measures, or other relevant information that documents the justification for the award. This information is critical to the review committee, as it will serve as their primary source of information in which they base their decisions on which acts/improvements receive awards). Feel free to include attachments if it helps support and explain the nomination. If multiple people are nominated for an award, please provide a brief description of each person's contribution towards the effort.

**6. Explain how this nomination relates to activities outside of the employee's "normal job duties".**  
(e.g. is this a special project? How did the employee go "above and beyond"? How is this project/action not related to the employee's normal duties?)

**7. Why is this contribution worthy of special recognition?**  
(e.g., benefits the community, improves the efficiency or effectiveness of operations, reduces costs, provides additional or superior services, sets an outstanding example to other employees/departments/residents, solves a problem, achieves a major goal/target, excels at implementing a key element of the City's priorities, management objectives, Community Pledge, or other factors)

**8. Other information:**

Submitted by: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# COG ANNUAL MEMBERSHIP MEETING & AWARDS LUNCHEON

Join us for COG's biggest event of the year where we will celebrate regional achievements—like the historic Metro funding agreement, the start of the Washington Metrorail Safety Commission, and the approval of the Visualize 2045 transportation plan. We'll also look ahead to environmental, housing, security, and transportation initiatives in 2019.

**Wednesday, December 12, 2018**

Washington Marriott at Metro Center  
775 12th St NW, Washington, DC 20005

Networking: 11:30 A.M.  
Luncheon: 12:00 - 2:00 P.M.

**REGISTER TODAY:**  
[mwcog.org/annualmeeting](http://mwcog.org/annualmeeting)



Metropolitan Washington  
**Council of Governments**

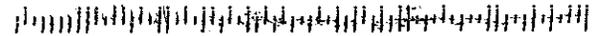
777 North Capitol Street NE, Suite 300  
Washington, DC 20002

[mwcog.org](http://mwcog.org)



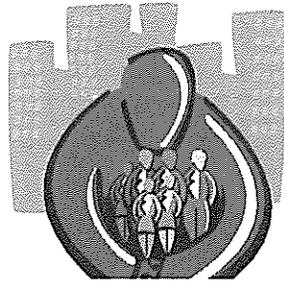
Mr. David E. Moran  
City of Greenbelt  
City of Greenbelt  
25 Crescent Road  
Greenbelt, MD 20770

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## CITY NOTES

### Greenbelt CARES



#### Week Ending November 16

Judye Hering attended the School of Public Health's Internship Fair on campus at the University of Maryland on Wednesday, November 7. The purpose of the fair was to introduce graduating seniors to internships, volunteer opportunities and career paths. Judye spoke with and provided information to more than 50 students.

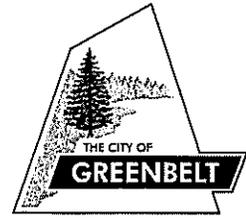
The GAIL Program presented the workshop Tools, Tips and Techniques for Caregivers of People Living with Dementia. The workshop was full and offered an interactive experience for attendees. Reviews of the workshop were outstanding and the GAIL Program is scheduled to offer another class in early 2019 for those residents on the waiting list.

Judye Hering met with Shiwei Bi, a graduating senior and Family Science Major from the University of Maryland, on Wednesday. Shiwei will intern with the vocational/educational program beginning January 2019.

# WEEKLY REPORT

## Planning and Community Development

Week Ending: Friday, November 16, 2018



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

### CODE ENFORCEMENT

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*Commercial Properties:* 6406 and 6411 Ivy Lane, and 7300 Hanover Parkway, Suite 200 were annually inspected; and 7500 Hanover Parkway, Suite 206 in the Greenway Medical Center was re-inspected.

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*Apartments:* Verde II and Verde III Greenbelt Station Parkway apartments were annually inspected.

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*Rental Property:* Five rentals were annually inspected; and Two rentals were re-inspected.

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*Complaints:* Three new complaints were logged regarding mold in basement, possible mold on bathroom ceiling, cracks in ceiling in living room and dining room, tub problems, flooding and mold;  
One court ordered inspection was completed; and  
Two prior complaints were re-inspected.

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*Windshield Inspections:* Orange Court, Hillside Road and Empire Court were observed – no issues found.

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*Permits:* Eleven permits were approved and issued.

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*Animal Control:* Three kittens were surrendered;  
Two dogs were found running at large and later returned to their owners;  
One cat was impounded running at large;  
One cat was impounded from an eviction;  
Police assisted with holding a dog while they executed an eviction; and  
One cat and one dog were adopted.

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*Meetings:* **Staff Attended:**  
Consolidated Transportation Program tour meeting;  
City Council Work Session; and  
Meetings in College Park, Hyattsville and Berwyn Heights regarding surrounding jurisdictions methods of Code Enforcement.

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**Staff Met With:**

WSSC staff and Public Works Director to review plans for a waterline replacement on Greenbelt Road;  
Captain Pracht to discuss Noise Ordinance and transition of Animal Control to the Police Department;  
Consultant on Gateway Sign project;  
Representative from Bradley Site Design;  
Engineering and design consultants regarding the Hanover Parkway Bikeway RFP; and  
Community Planners to review questions regarding advertised Requests for Proposals.

**Staff Participated:**

In conference call on small cell ordinance.

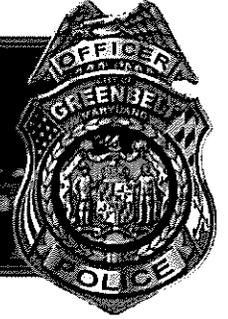
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**Planning Projects:** Worked on bid documents for the dam repair project;  
Worked on draft of proposed complete and green street policy;  
Reviewed Draft Prince George's County Comprehensive Housing Strategy;  
Reviewing Cherrywood Lane Project – RFP;  
Reviewing documents for MDOT SHA'S MDOT SHA continuing Section 106 consultation on the I-495/I-270 Managed Lanes Study;  
Reviewing MD 193 Lakecrest Drive Intersection Draft Scope;  
Finalized documents for the Beltway Plaza Redevelopment work session;  
Revised draft of Complete and Green streets policy; and  
Responded to consultant questions about the Hanover Parkway RFP.

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**Other Items of Interest:** Staff attended court regarding property standard violations that were not completed.

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# CRIME REPORT

NOVEMBER 14, 2018

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

[www.greenbeltmd.gov/police](http://www.greenbeltmd.gov/police)

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

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

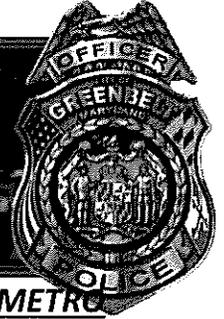
## CENTER CITY

11/10 5:00 P.M.	550 Crescent Road. Threats arrest. Eric Todd Sherman Norwood, 49, of College Park, MD was arrested and charged with Threats of Mass Violence. A citizen advised that the suspect approached him and gave him a letter asking if he would like to help him with an armed assault on the Greenbelt Police Department. An arrest warrant was obtained and the subject was taken into custody at his residence on November 11 <sup>th</sup> . The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner.
11/14 11:55 A.M.	11 Crescent Road. Theft. An unattended cell phone was taken from the Greenbelt Public Library. A suspect seen taking the phone is described as a black male with hair in shoulder length dreadlocks, wearing a white ¾ length sleeved shirt with blue sleeves and grey sweatpants.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# GREENBELT POLICE DEPARTMENT



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

11/08 6:29 P.M.	5800 block Cherrywood Terrace. Fraud arrest. Nathaniel Timothy Thornhill, 25, of Greenbelt, MD was arrested and charged with Identity Theft. A 14 year old Greenbelt youth was arrested for Fraud. Both suspects entered Chipotles restaurant and paid for food with fraudulent credit card information. The Thornhill subject was transported to the Department of Corrections for a hearing before a District Court Commissioner. The youth was released to a guardian pending action by the Juvenile Justice System.
11/09 9:00 A.M.	8100 block Miner Street. Burglary. Building materials were taken from a house under construction.
11/10 7:00 P.M.	6000 block Breezewood Drive. Burglary. Unknown person(s) used unknown means to enter a residence. The home was ransacked and a blue tooth speaker and a notebook type computer were taken.
11/10 7:00 A.M.	5400 block Stream Bank Lane. Theft. Jewelry was taken from a residence.
11/13 6:098 P.M.	6000 block Greenbelt Road. Theft arrest. Tidiane Ahmed Andrew Traore, 25, of Silver Spring, MD was arrested and charged with Theft after he allegedly took money from a tip jar at Jersey Mike's Sub shop. The suspect was located and the money was recovered. The suspect was released on citation pending trial.

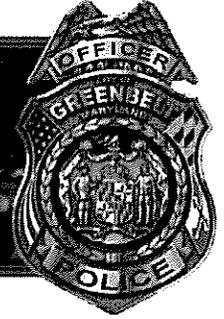
## GREENBELT EAST/GREENWAY SHOPPING CENTER

11/10 12:19 A.M.	Area of Greenbelt Road and Hanover Parkway. DWI/DUI arrest. Augustus Toots McCintosh, 41, of Randallstown, MD was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges as a result of being stopped for a traffic violation. The suspect was released on citations pending trial.
11/13 7:28 P.M.	7500 block Greenway Center Drive. Robbery. The victim advised that he was about to use the ATM at the Educational Systems Federal Credit Union when he was approached by the three suspects, one armed with a handgun. The victim was ordered to the ground, at which time one of the suspects took his wallet and car keys and another suspect struck him in the head with the handgun, causing a laceration. The suspects then fled the area in a vehicle described as a silver 4-door. The victim was transported to Prince George Community Hospital for treatment. The suspects are described as a three black males, all 6' to 6'1", wearing all black clothing and ski masks.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# GREENBELT POLICE DEPARTMENT

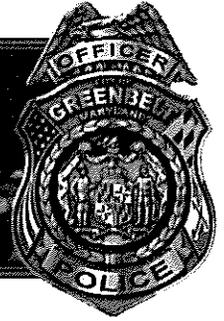


## Automotive Crime - City Wide

11/08	6000 block Springhill Drive. Stolen auto. A white 2005 Mazda MX3 4-door, Maryland 3DA1467.
11/09	54 court Ridge Road. Stolen auto. A 1999 Ford Focus 4-door. The vehicle was recovered prior to it having been reported stolen in the 100 block of Centerway. No arrests were made.
11/09	6900 block Hanover Parkway. Theft from auto. Unknown person(s) removed four tires and rims from a vehicle. A window was also broken out and a laptop computer and money was taken.
11/09	10 court Plateau Place. Theft from auto. A flashlight and a Metro access card were taken from an unlocked vehicle.
11/09	9100 block Edmonston Court. Vandalism to auto. The victim advised that he was walking towards his vehicle when he noticed a subject kneeling down next to it. The subject ran from the scene and the victim then noticed that one of his tires was slashed. The suspect is described as a Hispanic male, no further.
11/10	1 court Plateau Place. Theft from vehicle. CDs were taken from an unlocked vehicle.
11/10	9100 block Edmonston Court. Recovered stolen auto. A 2007 Honda Civic hatchback, reported stolen to the Laurel Police Department. No arrests were made.
11/11	6500 block Springcrest Drive. Theft from auto. Unknown person(s) removed a tablet computer from an unlocked vehicle.
11/11	6100 block Springhill Terrace. Stolen auto. A 2015 Hyundai Elantra 4-door. The vehicle was recovered November 14 <sup>th</sup> in the 5700 block of Greenbelt Metro Drive. No arrests were made.
11/12	7600 block Mandan Road. Theft from auto. Unknown person(s) broke out the front passenger window and removed a hydraulic jack, a lug nut wrench and a tire inflator.
11/12	6100 block Breezewood Court. Theft from auto. Unknown person(s) broke out the driver's window and removed a cell phone and money.
11/14	7500 block Mandan Road. Vandalism to vehicle. Unknown person(s) broke out the front passenger window of a vehicle.
11/14	200 block Lakeside Drive. Theft from auto. Four tires and rims were taken from a vehicle.
11/14	7400 block Greenbelt Road. Theft from vehicle. Credit cards were taken from a wallet inside a vehicle. There was no sign of forced entry.
11/14	7400 block Greenbelt Road. Theft from auto. Credit cards were taken from a wallet inside a vehicle. There was no sign of forced entry.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**



## CRIME REPORT TALLY SHEET

WEEK OF NOVEMBER 14, 2018

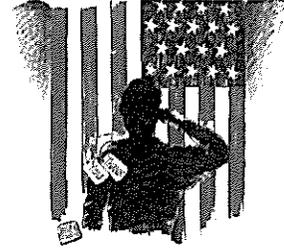
The following list is comprised of the actual numbers of offenses reported during the week. Not all reports are included as narratives, only incidents of interest, unusual or public safety related items are included.

<u>GENERAL CRIMES</u>		<u>GENERAL CRIMES (CON'T)</u>	
Carjacking		Animal Bite	
Sex Offense		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		Missing Person	
Burglary	2	Fraud	1
Attempt Burglary		Unattended Death	
Assault (Two domestic related)	2	Alcohol Violation	
Domestic	2	False Report	
Drugs		Harassment	
DUI/DWI	1	Field op (suspicious person)	1
Theft	5	Notification for other agency	
Vandalism		Threats	1
Indecent Exposure (A mentally challenged subject seen nude inside his own residence)	1	<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	3
Trespass		Recovered Stolen Vehicles	3
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	9
Credit Card Offense		Attempt Theft From Vehicles	
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	2
Identity Theft	2	Accidents	6



# *Department of Public Works*

## *Week Ending November 16, 2018*



### **ADMINISTRATION**

- Attended the Alternative Dispute Resolution (ADR) hearing regarding the Greenbelt Dam Project.
- Jim Sterling and the Planning staff met with WSSC regarding the 24-inch water main replacement project on Greenbelt Road.
- Jim Sterling and Brian Kim participated in a conference call with the land owner, developer and general contractor regarding the solar farm project.
- Participated in meetings to discuss additional EV charging stations.

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

- Removed unwanted signs and checked for graffiti.
- Pushed yard debris at the Northway Fields compost site.
- Lowered flags for Veteran's Day.
- Cleaned storm drains in Historic Greenbelt.
- Installed plows on four trucks.
- Installed salt spreaders on all trucks.
- Treated all streets during Thursday's storm.
- Replaced the batteries in the speed sensors.

### **HORTICULTURE/PARKS**

- Continued curbside leaf collection.
- Held a safety and operational staff meeting for snow removal procedures.
- Started decorating Roosevelt Center for the Festival of Lights.
- Removed snow and ice from city building sidewalks on Thursday.
- A crew member attended a GIS training class.

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

- Collected 29.98 tons of refuse and 15.71 tons of recycling material.
- Performed daily SWPPP inspections.
- Jason Martin attended a GIS training class.

### **FACILITIES MAINTENANCE**

- Replaced a broken window in the Springhill Lake Recreation Center gymnasium.
- Ran new cable to security cameras at the Springhill Lake Recreation Center.
- Continued working with the contractor on the HVAC Community Center project punch list.

## **FLEET MAINTENANCE**

- Replaced the power steering pump and the air compressor on refuse truck #262 and completed preventative maintenance.
- Replaced the front upper and lower ball joints on pick-up # 115.
- Replaced the right head lamp bulb, completed preventative maintenance, installed two (2) rear tires and rotated them to the front. Also, changed the fluid in the PTU or transfer case on Police vehicle #848.
- Completed preventative maintenance on Police vehicle #869.

# **Greenbelt Recreation Department**

## **Weekly Report**

### **Week Ending November 16, 2018**

#### **ADMINISTRATION:**

- Attended Maryland Municipal League Parks and Recreation Department meeting in Catonsville. The meeting included training on autism provided by Pathways for Autism.
- Participated in conference call with management staff from Franklin Park at Greenbelt Station to consider project to install outdoor fitness area on the grounds of the apartment complex. Discussions are ongoing.
- Corresponded with PRAB members on various items.
- The Winter Activity Guide was distributed to various local stakeholders and community representatives.
- Attended the RCMA monthly meeting to provide an update on the Annual Tree Lighting and other holiday events that will potentially draw business to the Roosevelt Center.

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

- GMST met on Tuesday.
- GAFC Swim Instructor(s) provided 11 private swim lessons and Aqua Training sessions (Friday-Thursday).
- Hot tub closed for regular bi-weekly cleaning on Wednesday from 12:00pm to 8:00pm.
- Registration is on-going for the third session of Fall 2018 Water Exercise classes. Classes start on Monday, November 26.
- A total of 31 UM Shuttle membership passes were sold as of November 15.
- Holiday non-perishable food donations are being collected until November 22. Donations will be delivered to local area food pantries that serve individuals and families in need in Laurel, Calverton, Beltsville, College Park, Berwyn Heights, Greenbelt and a part of Riverdale. Patrons who bring in a food donation receive \$1.00 off daily admission on Friday, November 16.

#### **COMMUNITY CENTER:**

- The facility was open normal hours on Veteran's Day to accommodate pattern renters.
- Interviews were conducted for the Administrative Assistant position.
- Supervisor attended a Bike to Work Day meeting at COG in DC. Save the date: Friday, May 17, 2019!
- Supervisor continued to field inquiries in regard to food operation rentals for the Commercial Kitchen. There have been 360 inquiries since April 2015. There are currently six food operations who received all permits and may rent the Kitchen.
- The facility hosted an American Red Cross Blood Drive.
- There were 5 facility reservations processed.
- There were 4 private rentals and 18 pattern rentals.
- The following free space groups were provided space: Golden Age Club, Greenbelt Concert Band, Greenbelt Pottery, Green ACES, GIVES, GREA, Greenbrook Village HOA, Charlestowne Village HOA, Greenbelt Youth Baseball, Greenwood Village HOA and Greenbelt Writers Group.
- The following City groups were provided space: Be Happy, Be Healthy Yoga & Volleyball, CARES, City Council, Arts Advisory Board, GAIL and Advisory Planning Board.

## **ARTS:**

- Submitted an application to the Maryland State Arts Council for FY20 arts program operating support.
- Preparations and promotions are ongoing for the Festival of Lights Juried Art and Craft Fair on December 1 and 2. The show is full, but vendors are welcome to apply online to be added to the waitlist.
- A painting workshop was provided for local girl scouts. An Art Share will be held on Friday night; this monthly series provides opportunities for local artists to network and receive feedback on their work. A stained glass workshop will take place on Saturday. Quarterly classes continue through December 16.
- Participated in an informal discussion with the Arts Advisory Board on November 13. The gathering was advertised, but was not an official meeting due to the absence of quorum.
- Assisted with costume construction for Alice in Wonderland (Dance Performance Club).
- Currently on view at the Greenbelt Community Center Art Gallery - The View Within and Without: Painting and Collage by Sylvie van Helden (through January 4).

## **THERAPEUTIC RECREATION:**

- Supervisor attended holiday party meeting with other city staff.
- Supervisor attended MRPA Workshop- Marketing 102.
- Food Service Manager assisted with preparation for upcoming 80th anniversary event (Federal Theatre Project exhibit on 11/19).
- Reminder emails sent to 40 registered donors for Friday's Blood Drive.
- Senior Nutrition served 54 hot meals the week of 11/13-11/16.