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**December 2017**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	01 Community Tree Lighting, 7pm, RC Deco the Halls, 7pm, Museum	02 Festival of Lights Juried Art and Craft Fair
03 Festival of Lights Juried Art and Craft Fair Greenbelt Farmer's Market, 10am-2pm, RC	04 Work Session - Zoning Rewrite/NCO Zone, MB, 8PM	05 Advisory Committee on Trees, 7pm, PW Public Safety Advisory Committee, 7pm, CC Scams and Fraud, 7pm, CC	06 Work Session - 7010 Greenbelt Road - Greenbelt Crossing Development Proposal (Old Nursing Home Site) , CC, 8PM	07 PGCMA Legislative Dinner Free Produce Distribution, 2:30pm, SHL Coffee with the Chief, noon, Beltway Plaza	08	09 Santa's Visit to Greenbelt, 10am, YC Elves Workshop, 1:30pm, YC
10 Holiday Lights Concert, 3pm, CC	11 Youth Advisory Committee, 5:30, CC Regular Meeting, MB, 8PM	12 Advisory Committee on Education (ACE) 7pm, MB North Pole Calling	13 Advisory Planning Board, 7:30pm, CC Park and Recreation Advisory Board, 7:30 CC Legislative Dinner Greenbelt Marriott North Pole Calling	14 North Pole Calling	15	16 A Greenbelt Nutcracker, 3pm, CC
17 A Greenbelt Nutcracker, 3pm, CC	18 Work Session - Council Goals & Standing Rules, MB, 8PM	19	20 No Meeting	21 Forest Preserve Advisory Board, 7pm, MB	22	23
24	25 No Meeting	26	27 No Meeting	28	29	30
31	01	02	03	04	05	06

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City of Greenbelt  
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Greenbelt, MD 20770  
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GOVERNMENT COMMUNITY BUSINESS VISITING I WANT TO...

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01 No Meeting	02 Public Safety Advisory Committee, 7pm, CC	03 Work Session - Board of Elections, CC, 8PM	04	05	06 Free Babysitting Course
07	08 Youth Advisory Committee, 5:30, Greenbriar Regular Meeting, MB, 8PM	09 Coffee with the Chief, 5:30-7pm, New Deal	10 Advisory Planning Board, 7:30pm, CC Work Session - Roosevelt Center Merchants Association (CC), 8PM Meet and Greet w/City Manager, 12:30pm, Community Center	11	12	13
14	15 No Meeting (Martin Luther King Jr. Day)	16	17 Park and Recreation Advisory Board, 7:30 CC Work Session - WSSC - Boxwood Waterline Replacement (CC), 8PM	18	19	20
21	22 Interview Advisory Board, MB, 7:45 PM Regular Meeting, MB, 8PM Anger Management Class (DRAMA Club)	23 Advisory Committee on Education (ACE) 5:30pm, MB	24 Work Session - National Park Services (CC), 8PM	25	26	27
28	29 Work Session - WSSC (Stakeholder), MB, 8PM	30 Senior Citizens Advisory Committee, 3:30pm, CC	31 Work Session - Dog Park, (CC), 8PM	01	02	03

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GOVERNMENT COMMUNITY BUSINESS VISITING I WANT TO...

February 2018

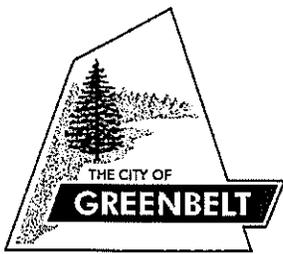
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
04	05 Work Session - City Manager Updates, MB, 8PM	06 Arts Advisory Board, 7pm, CC Public Safety Advisory Committee, 7pm, CC	07 Work Session - Bureau of Engraving and Printing Proposed Relocation to the BARC Campus, (CC), 8PM	08	09	10
11	12 Youth Advisory Committee, 5:30, GAFC Regular Meeting, MB, 8PM	13	14 Advisory Planning Board, 7:30pm, CC Work Session, TBD, (CC), 8PM	15	16	17
18	19 No Meeting (Presidents' Day)	20	21 Park and Recreation Advisory Board, 7:30 CC Work Session - TBD, (CC), 8PM	22	23	24
25	26 Regular Meeting, MB, 8PM	27 Senior Citizens Advisory Committee, 3:30pm, CC Advisory Committee on Education (ACE) 7pm, MB	28 Work Session - TBD, (CC), 8PM	01	02	03

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## City Manager's Report Week Ending December 29, 2017

1. In follow-up to past Managers reports, the January 9<sup>th</sup> meet and greet with the Public Safety Advisory Committee at Spring Hill Lake Apartments has been cancelled. The event was to gain public feedback regarding the qualifications for police chief recruitment. The Coffee with the Chief event was scheduled for the same evening across town. Staff is rescheduling. The meet and greet scheduled for the afternoon of January 10<sup>th</sup> following the Golden Age Club. Continue to wait for a schedule to meet with any interested department staff. Staff reports that as of earlier this week, 20 online responses had been received to the survey.
2. Great job by Finance Staff on completing this year's Comprehensive Annual Financial Report or CAFR. Special thanks to Deidre Allen, Assistant Director. Thanks to all who helped compile materials including the transmittal letter.
3. Reviewing staff's report on transferring to the County CAD system. Unfortunately answers are needed regarding long-term operational and financial implications.
4. Continue to await response from City and FOP legal teams regarding police matters.
5. Reviewing policies including animal control and the emergency preparedness.
6. To date over 30 applications have been received for community planner and planning director.
7. Correspondence with the state department of transportation.
8. Met with staff regarding personnel matters.
9. Finance Department
  - a. Finance Department completed and submitted FY 2017 CAFR to GFOA
  - b. Analyzed Pepco and natural gas billings to project FY 2018 and FY 2019 expenditure estimates.
  - c. Reviewed FY 2018 health, dental, and life insurance expenditures
10. Information Technology
  - a. Install/test additional drop in Theater offices
  - b. Setup/test Skype connection for Recreation interview
  - c. Budget planning
11. Prepared for work session on January 3, regular meeting on January 8, and upcoming Council retreat (To Be Determined).

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

# COUNCIL ACTION REQUESTS (CAR) REPORT

## as of December 22, 2017

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
<b>2017</b>						
28	Mr. Roberts		Arrange meeting with U.S. Bureau of Engraving and Printing for an update on relocation to USDA BARC campus.	2/28/17	Nicole	Work session scheduled for February 7, 2018.*
27	Mr. Byrd		Develop a sexual harassment policy.	12/31/17	Nicole/Mary	Update in 12/8/17 City Manager report.*
26	Ms. Davis	12/4	Research to find out last annual meeting with apartment complexes in the Crescent Road area.	12/31/17	Nicole	Update in 12/8/17 City Manager report.*
25	Work Session	12/4	Contact ERHS Grad Night committee in response to celebration possibly not being held at Youth Center.	12/31/17	Julie	Update in 12/8/17 City Manager report.*
24	Work Session	12/4	Send letter to county school board regarding water quality and infrastructure planning.	12/31/17	Nicole	Letter sent to school board 12/12/17.*
23	M & C Meeting	11/27	Check and follow-up on uneven sidewalks in Greenspring I neighborhood.	12/31/17	Jim	List of sidewalks received from HOA. Sidewalk grinding being done in the community.
22	M & C Meeting	11/27	Follow-up on deadlines for Greenbelt Renters Tax Credit.	12/31/17	Jeff	Memo in 12/1/17 City Manager report.*
21	Mr. Byrd	11/14	Anti-discrimination Ordinance for Greenbelt		Nicole/Karen	
17	Ms. Davis	4/5	Design and install interpretive panel at Dora Kennedy French Immersion school.		Megan/David	Megan is investigating fabrication. <i>Council approved funding in FY 2018.</i> Finalizing photos and location. 2-3 week turn around after that point.
<b>2016</b>						
24	Work Session	12/19	Consideration of lower GAFC fees for city retirees during budget review.	5/30/17	Jeff	Will allow – Jeff to update the fee schedule.
23	M & C Meeting	12/12	Implement Tax Credit Program for renters.	3/30/17	Jeff	Jeff Williams to follow-up with the state.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*= <b>COMPLETED</b> )
15	Work Session	9/28	Undertake study of configuration/geometrics/safety of intersection of Lakecrest Drive/Lakecrest Circle/ Legion Drive.	12/30/18	Terri	Requested cost proposal from GPI for improvement recommendations.
9	M & C Meeting	7/11	Referral to CRAB on proposal for Freedom Day holiday.	6/30/17	David	Referred @ 7/22/16. Deadline changed to 6/30/17 due to CRAB workload on police/community relations.
6	M & C Meeting	4/11	Refer to PSAC – comprehensive review of security cameras in the City.	4/30/17	Mary/Tom	PSAC has been meeting monthly. Report presented to Council in August 2017. Staff will refine location and implementation.
4	City Manager	2/12	Refer revised Sustainable Land Care policy to advisory groups for review within 60 – 90 days.	5/30/16	Jim S.	All referrals received. Public Works is finalizing a timeframe to present to Council. While a schedule for council had been anticipated this week, the policy was returned to Green ACES given volume of comments. Draft report submitted to Council. Council work session held in August. Staff continues incorporate feedback.
<b>2015</b>						
39	Work Session	10/14	Can there be signage on the Beltway for Roosevelt Center (e.g. – McDonalds)?	12/30/15	Terri	
37	M & C Meeting	10/19	Request from Mr. Drago to have periodic art sales at Roosevelt Center - Refer to AAB.	3/30/16	Julie	Board discussed 11/3 and 12/1.
31	Work Session	8/24	Develop a complete green street policy/standard.	6/30/16	Terri	Planning draft completed week of May 19, 2017; circulating to other departments for review.

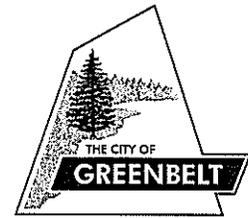
NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
27	M & C Meeting	8/10	Incorporate PSAC recommendations into Emergency Operations Plan.	11/30/15	David	PSAC has made recommendations.
26	M & C Meeting	8/10	Proceed on vacation of GHI ROW's.	12/31/15	Terri	Approved by the county. MOU for remaining encroachments needs to be done.
16	M & C Meeting	6/22	Review Joe Murray's Tick Control proposal – contact BARC and Greenbelt Park NPS.	12/30/15	Terri/Jim S.	Reviewed with BARC on 7/18/16.
14	M & C Meeting	6/08	Refer to PSAC – feasibility of re-establishing “fire sirens” for emergency alerts.	12/30/15	Mary/Tom	Reminded staff liaisons 9/15/16.
6	M & C Meeting	1/26	Report on petition from Tim Cohen-Mitchell on application to Youth Advisory Committee.	3/30/15	Cindy	
<b>2014</b>						
32	Work Session	8/29	Assess pros and cons of relocating Parking Enforcement, Animal Control and/or Code Enforcement functions (Organizational Assessment).	12/30/14	Nicole/Terri	Parking Enforcement moved to Police 7/1/16. Others under consideration by City Manager May 2017.
30	Work Session	8/29	Prepare report on Green Ridge House admission policies.	10/30/14	Liz/Christal	Amendments being worked on. Staff report prepared. Council closed held in August. Work session will be schedule.
17	M & C Meeting	7/14	Request installation of crosswalk on Southway in vicinity of B-W Parkway Ramp.	12/30/14	Jim S.	Sent to SHA. Discussed at 6/10/15 work session. Update provided 9/21/15. On SHA work program.
10	Work Session	4/23	Research whether city can/should enforce recycling for multi-family housing.	6/30/14	Karen	

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (* = COMPLETED)
<b>2013</b>						
45	M & C Meeting	10/28	Are there limitations on how long banner signs can be in use – County Zoning Code or City Covenants – Franklin Park signage issue?	1/31/14	Terri	Signs allowed by permit for 6 months with a 6 month renewal if allowed by county DPIE. Enforcement of sign violations done on a complaint basis and via windshield inspections.
<b>2011</b>						
9	Work Session	6/13	Look at need for lighting along walkways between 11 and 13 Court Ridge. Also look at condition of existing lighting, walkway and vegetation. Further survey and referral to PSAC.	9/30/11	Jim	Checking power availability at 11 - 13 Courts. Public Works is surveying residents on potential lighting options (week of May 19, 2017).
<b>2010</b>						
32	Mayor Davis	6/25	Does city need its own ordinance to limit roadside solicitation per 2008 State law?	8/30/10	Karen	City Solicitor response in 9/3/10 City Manager Report. A city ordinance is being drafted.
28	Work Session	6/9	Draft legislation to implement new planning authority (CB-16).	9/30/10	Karen	County legislation approved 5/3/11. Planning Director checking with College Park and Bowie on usage of authority.
16	Work Session	4/21	Develop policy on when city will issue proclamation – Mayor's authority?	7/30/10	Cindy	Ms. Davis has reviewed proclamations back to 2000 and working on report.

# WEEKLY REPORT

## Planning and Community Development

The Week Ending: Friday, December 29, 2017



*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:** Greenway East Professional, 7474 and 7500 Greenway Center Drive were annually inspected; and 6404 and 6411 Ivy Lane were re-inspected;

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**Apartments:** Verde One, Verde Two and Verde Three apartment complexes were annually inspected;

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

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**Complaints:** Three complaints were logged this week regarding mice infestation, mold, back door lock inoperable, and possible unlicensed rental;

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**Permits:** Twelve permits were approved and issued this week;

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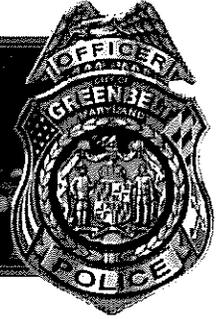
**Animal Control:** One stray dog picked up;  
One injured bird impounded;  
Three cats and one dog were adopted;  
One squirrel removed from a resident home; and  
One cat surrendered by owner;

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**Planning Projects:** Grant management for Green Streets, Green Jobs, and Green Towns;  
Prepared Capital Project Budget sheets;  
Review and approval of permits for construction of 103 Center Way;  
Management of permits, bonds, and construction oversight of Greenbelt Station South Core development; and  
Organization and clean out of office in preparation of transition to new Community Planner position;

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# GREENBELT POLICE DEPARTMENT



## CRIME REPORT

DECEMBER 27, 2017

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

12/19	7 court Research Road. DWI/DUI arrest. Linda Sharon Lucas, 59, of Greenbelt was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges during the investigation of a traffic accident. The suspect was released on citations pending trial.
1:15 P.M.	

12/24	500 block Crescent Road. DWI/DUI arrest. Janelle Taylor Gaye, 30, of Greenbelt was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges during the investigation of a traffic accident. The suspect was released on citations pending trial.
1:12 A.M.	

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

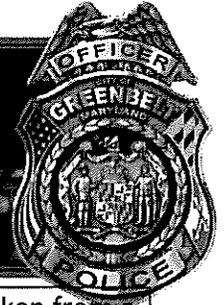
12/22	6200 block Springhill Court. Arson A small fire was set in the bathtub of a vacant apartment. The fire was extinguished. A witness observed several juveniles, no further, running from the area, one carrying a fire extinguisher.
10:13 A.M.	

12/22	6000 block Greenbelt Road. Theft. An unattended purse was taken at the Fallas Department Store.
3:25 P.M.	



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# GREENBELT POLICE DEPARTMENT



12/22 5:00 P.M.	Area of Miner Street and South Center Street. Theft. Building materials were taken from a construction site.
12/24 1:02 A.M.	5700 block Cherrywood Lane. Vandalism. The witness, a cashier at the Shell Food Mart, advised that the suspect kicked the front door of the store, breaking the frame, then fled the area on foot. The suspect is described as a black male, 6', no further.
12/25 1:10 A.M.	5700 block Greenbelt Metro Drive. Assault arrest. Alan David Bodenhorn, 66, of no fixed address, was arrested and charged with two counts of Second Degree Assault after he punched an officer responding to a report of a disorderly subject at the Greenbelt Metro Station. The suspect also kicked a second officer. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner.
12/25 7:06 P.M.	9100 block Springhill Lane. Burglary. Unknown person(s) entered the residence by breaking out a bedroom window. A video game player was taken.
12/26 8:09 P.M.	6000 block Springhill Drive. Trespass arrest. Marisa Lanae Simms, 22, of Capitol Heights, MD was arrested and charged with Trespass by officers responding to a report of unknown trouble. The suspect was told to leave the residence by the complainant, but later returned and was arrested. The suspect was released on citation pending trial.

## GREENBELT EAST/GREENWAY SHOPPING CENTER

12/21 9:00 P.M.	5900 block Hanover Parkway. Vandalism. Unknown person(s) sprayed graffiti on City property at Schrom Hills Park.
12/23 9:04 A.M.	7800 block Hanover Parkway. Theft. The victim advised that she dropped her wallet in the building hallway as she was taking out the trash, then observed the suspect pick it up and flee the scene on foot. The suspect is described as a black male, 5'5", with a thin build, wearing a grey hooded jacket.

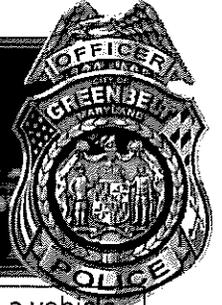
### Automotive Crime - City Wide

12/20	7400 block Greenway Center Drive. Stolen auto. A blue 2009 Lexus 4-door, Maryland tags 5BK8024.
12/21	7600 block Mandan Road. Stolen auto. A grey 2015 Ford Focus hatchback, no tags.
12/22	6000 block Springhill Drive. Vandalism to auto. Unknown person(s) slashed two tires on a vehicle.



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# GREENBELT POLICE DEPARTMENT

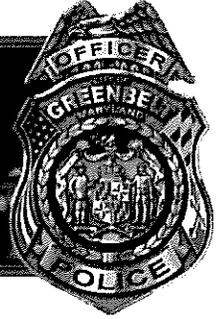


12/22	7500 block Mandan Road. Theft from auto. Four tires and rims were taken from a vehicle.
12/22	100 block Westway. Theft from auto. Unknown person(s) broke out the rear window of a vehicle and removed a suitcase.
12/24	6100 block Breezewood Drive. Theft from auto. Unknown person(s) broke out the right front window of a vehicle and removed a cell phone charger.
12/24	6100 block Breezewood Drive. Theft from auto. Unknown person(s) broke out the right front window of a vehicle and removed movie tickets, hand tools and gift cards.
12/24	400 block Ridge Road. Vandalism to auto. Unknown person(s) slashed a tire on a vehicle.
12/25	8000 block Greenbury Drive. Vandalism to auto. Unknown person(s) used a brick to break out the rear passenger window of a vehicle.
12/27	7500 block Mandan Road. Theft from auto. Unknown person(s) broke out the driver's side window and removed the driver's side airbag and a camera.
12/27	7800 block Mandan Road. Theft from auto. Unknown person(s) broke out the passenger side window and removed the driver's side airbag.



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# GREENBELT POLICE DEPARTMENT



## CRIME REPORT TALLY SHEET

WEEK OF DECEMBER 27, 2017

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 (Suspect known to victim)	1	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	1	Fraud	
Attempt Burglary		Unattended Death (Medical related)	1
Assault (Two domestic related)	3	Alcohol Violation	
Domestic	3	False Report	
Drugs		Harassment	
DUI/DWI	2	Field op (suspicious person)	1
Theft	12	Notification for other agency	
Vandalism	2	Arson	1
Child Abuse (One arrest made)	1	<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	2
Trespass	1	Recovered Stolen Vehicles	
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	6
Credit Card Offense		Attempt Theft From Vehicles	
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	3
Suspicious Person		Accidents	6



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# *Department of Public Works*

## *December 29, 2017*



### **ADMINISTRATION**

- Developed various capital projects for the FY19 budget.

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

- Removed unwanted signs and checked for graffiti throughout the city.
- Pushed debris at the Northway Fields compost site.
- Worked on the salt spreader on dump truck #111.
- Worked on a storm drain on Southway.
- Demolished the existing old bus stop on Hanover Parkway and Mandan Road. Put down backfill, seed and straw.
- Assisted the Refuse & Recycling crew.

### **HORTICULTURE/PARKS**

- Collected leaves throughout the City with the leaf vacuum.

### **FACILITY MAINTENANCE**

- Installed white board/corkboard in the News Review office at the Community Center.
- Performed the annual generator inspection at the Community Center and the Police Station.
- Continued working on the Community Center floor installation.
- Removed graffiti from Schrom Hills Park restrooms.
- Painted handrails at the Community Center.

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

- Collected 27.26 tons of refuse and 15.21 tons of recyclable material.
- Picked up litter from along roadsides.
- Composed TerraCycle announcement to start advertising. Answered multiple questions via Facebook regarding this new service, and from a couple of people that came by.

### **FLEET MAINTENANCE**

- Performed a full tune-up and preventative maintenance service as well as fuel injection service on Police Vehicle #845. Also replaced the spark plugs.
- Checked the charging system and replaced the battery on Police Vehicle #900.
- Replaced the pads and the front and rear rotors as well as performed a brake flush on Police Vehicle #843.
- Replaced four right-side tires on Refuse Truck #262.
- Installed a tire pressure sensor in Police Vehicle #809.

# **Greenbelt Recreation Department**

## **Weekly Report**

### **Week Ending December 29, 2017**

#### **ADMINISTRATION:**

- The Greenbelt Recreation Department wishes everyone a Safe, Happy and Healthy 2018! Start your New Year off by taking advantage of any number of the Fun activities available through the Recreation Department where you can make new Friends and improve your overall Fitness.
- Just a reminder, the Recreation Department registration program will be off line for about a week beginning January 6th while we install a new upgrade to the system. Please check the City Website, Facebook and Twitter for updates on our progress.
- Work on the FY 18/19 budget continued this week.
- Staff is reviewing draft data from surveys collected related to the Recreation and Park Facilities Master Plan.

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

- Winter 2018 Activity Guide is now available on-line and printed guides are available in city buildings. Registration for winter classes began on November 27th for residents and opened for non-residents on December 4th. Registration will continue on a space available basis until Winter classes begin on or after the week of January 2, 2018.
- Springhill Lake Recreation Center and the Youth Center opened at 12:00 noon on weekdays during the holiday break week.
- Greenbelt Boys and Girls Club Basketball practices continue at the Springhill Lake Recreation Center and the Youth Center.
- Spring 2018 Activity Guide production continued this week and will continue until mid-January. Target date for print & on-line guide is February 16, 2018.

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

- GAFC special hours of operation are 8:00am to 5:00pm on New Year's Eve, Sunday, December 31st; 12:00pm-4:00pm on New Year's Day, Monday, January 1st. Facility will operate under normal business hours on Tuesday, January 2nd. All City offices will be closed on Monday, January 1st, 2018.
- Winter/Spring 2018 Russett Swim Club reservation has been entered in the system. Group is reserving two lanes from 3:00pm to 4:00pm, on Sundays, January throughout May 2018.
- GAFC satisfaction survey ended on Friday, December 15th. Entries are being made and results are pending.
- January 2018 GAFC Newsletter email blast went out to patrons on Thursday, December 28, 2017.
- GAFC Swim Instructor(s) provided one private swim lesson (Friday-Thursday).
- Three private swim lesson requests were received and entered into the database for swim instructor(s) match. 8 requests have been matched with Swim Instructors (Friday-Thursday).
- The Hot Tub closed for regular bi-weekly cleaning on Wednesday, December 27th
- GAFC is offering a Lifeguarding class. Sundays only, from 9:00am to 5:00pm, January 7th - January 28th. Lifeguarding Pre-Test is ongoing now.
- Children's Swim Lessons registration is ongoing for passholders and Greenbelt Residents since Monday, December 18 and opened for everyone on Wednesday, December 20.
- GAFC Supervisor delivered 50 new, unwrapped toys to Toys for Tots distribution Center on Friday, December 22, 2017. A total of 102 toys have been collected since November 24th.

#### **Community Center:**

- There is currently one Center Leader shift open on the permanent schedule. Recruitment continues.
- Gym floor resurfacing continues. The completion has been delayed. It is anticipated to reopen the weekend of January 6th.
- Staff continues research and training for the impending RecTrac 3.1 migration.
- Supervisor continues to field inquiries in regard to food operation rentals for the Commercial Kitchen. There have been 270 inquiries since April 2015. There are currently five food operations who received all permits and may rent the Kitchen.
- There were 2 facility reservations processed.
- There were 0 private rentals and 4 pattern rentals.