

# CALENDAR

< PREVIOUS MONTH

DECEMBER 2019

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
24	25	26	27	28	29	30
1	<p>7:20 PM <u>Advisory Board Interview</u>, (MB)</p> <p>8:00 PM <u>Work Session - NRP Multifamily Development Proposal-Capital Office Park (Detailed Site Plan)</u>, (MB)</p>	<p>6:00 PM <u>Bureau of Engraving and Printing Public Scoping Meeting</u></p> <p>7:00 PM <u>Public Safety Advisory Committee-This meeting has been cancelled.</u></p> <p>7:00 PM <u>Advisory Committee on Education</u></p>	<p>7:30 AM <u>Greenbelt Business Coffee</u></p> <p>7:00 PM <u>Work Session - Franklin Park (stakeholder)</u>, (Leasing Office)</p> <p>7:30 PM <u>Advisory Planning Board</u></p>	5	<p>7:00 PM <u>Community Tree Lighting with Santa</u></p> <p>7:00 PM <u>Deco the Halls at the Greenbelt Museum</u></p>	<p>7</p>
8	<p>6:30 PM <u>Youth Advisory Committee</u></p> <p>8:00 PM <u>Regular Meeting</u>, (MB)</p>	<p>7:00 PM <u>Advisory Committee on Trees</u></p> <p>8:00 PM <u>Special Meeting / Closed Session - Collective Bargaining</u></p>	<p>11</p>	<p>12</p>	<p>13</p>	
<p>15</p>	<p>16</p>	<p>17</p>	<p>18</p>	<p>19</p>		
22	<p>23</p>	<p>24</p>	<p>25</p>	<p>26</p>		
29	<p>30</p>	31	1	2	3	4

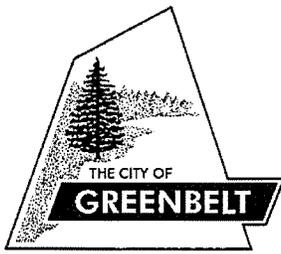
# CALENDAR

< PREVIOUS MONTH

## JANUARY 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1 <u>No Meeting - New Year's Day</u>	2 1:30 PM <u>FREE Produce Distribution</u>	3	4
5	6 8:00 PM <u>Work Session - TBD, (MB)</u>	7 7:00 PM <u>Public Safety Advisory Committee</u>	8 8:00 PM <u>Work Session - Beltway Plaza Redevelopment - Preliminary Plan of Subdivision, (CC)</u>	9	10	11
12	13 6:30 PM <u>Youth Advisory Committee</u>  7:00 PM <u>Art Exhibit Reception</u>  8:00 PM <u>Regular Meeting, (MB)</u>	14	15 7:30 PM <u>Advisory Planning Board</u>  7:30 PM <u>Park and Recreation Advisory Board</u>  8:00 PM <u>Work Session - National Park Service Greenbelt Park</u>	16	17	18
19	20 <u>No Meeting - Martin Luther King Jr. Day</u>	21	22 8:00 PM <u>Work Session - TBD, (CC)</u>	23 7:00 PM <u>Forest Preserve Advisory Board</u>	24	25
26	27 8:00 PM <u>Regular Meeting, (MB)</u>	28 3:30 PM <u>Senior Citizens Advisory Committee Meeting</u>  7:00 PM <u>Advisory Committee on Education Annual Principals Meeting</u>  7:30 PM <u>Green ACES Meeting</u>	29 8:00 PM <u>Work Session - City Manager Update, (CC)</u>	30	31	1



## City Manager's Report Week Ending December 13, 2019

1. Attached separately is a letter outlining variations between what the City requested and what has been recommended for the FY2021 Municipal Tax Differential Request. Also included is the application submitted to the County. City Treasurer Jeff Williams is following up as municipalities have the opportunity to request reconsideration.
2. Attached is a letter from the Prince George's County Department of Housing & Community Development indicating that the City will likely receive \$111,268 for PY 45R. This is full amount the City sought in our application.
3. Attached is a draft of a letter to the Prince George's Chamber of Commerce regarding the Chamber's position on the Maglev. Please review and provide any suggested changes.
4. Finalizing an RFQ for architectural services for space study and related services- this will include engineering or other specialized support to assess facilities. A site tour date for interested firms is being scheduled to supplement that effort. Council is requested to schedule a closed session on real estate as soon as possible to support staff follow-up on office space needs.
5. Attached separately are prior messages reported regarding police activities this week.
6. City Finance staff are working with the Executive Director of the Friends of the Old Greenbelt Theatre on requested information related to funding during the main Theater's closure. On the date of this report, the Friends of the Old Greenbelt Theatre requested a letter of support for an application for a Community Impact Grant for the media lab at the Pop Up. In the event that the Friends' grantor (Prince Georges County Redevelopment Authority) will not accept a letter signed by the City Manager, the desired draft letter along with more information on the grant will be provided for Council consideration for consensus of approval during Monday evening's work session.
7. Staff is following up with Pepco for more information on electrical outages in Greenbelt East commercial and residential areas.
8. Staff is also working on electricity agreements and will provide additional information on Monday evening regarding renewal of a Pepco agreement (electric use and wind credits). This interim step may provide slight cost savings while the City continues to negotiate a solar far agreement with the second company. The anticipated timeline is 12-18 months for the Pepco renewal.
9. Ms. Palau reports that the initial meeting with Comcast on franchise negotiations was amenable, with both City telecommunication attorneys and Comcast officials agreeing that final understanding of the FCC action might not be immediately settled given anticipated future years of legal proceedings. As the proceedings are confidential, information when available will be shared when the parties are further along. These staff level meetings are not open to the public.
10. State Highway Administration is following up on the status of area paving which includes the Edmonston ramp. An update is expected next week.
11. Staff has signed an easement for access to NVR property related to the upcoming WMATA Trail. Execution of the easement was needed to allow the developer to proceed with M-NCPPC permitting.

12. Reviewed Draft Legislative Agenda Packets and various letters for Council signature.
13. MDOT confirmed that along with other communities, the City's Highway User Revenue funding has been delayed. As of November 4, 2019, MDOT paid \$64,000 to the City for August and September. October and November funding information was not yet received. Greenbelt was told to expect \$554,000 in total.
14. Met with and/or corresponded with staff and legal counsel regarding personnel, legal, and operational matters.
15. Staff is following up on the roadway near St. Hughes and County storm water issues in Windsor Green per email from a councilmember.
16. Worked on generating speakers for a 12/19 request to speak on what residents can do to address homelessness.
17. Thank you to David Moran for his work on the community questionnaire, including leaving the questionnaire comment period open beyond mid-November and into December.
18. Staffed the Council's regular meeting, closed session on collective bargaining, and work session.
19. Assistant City Manager
  - a. Staffed a Regular Meeting, Closed Session and a CRAB Meeting.
  - b. Prepared and submitted required paperwork for CDBG PY 45R.
  - c. Drafted the booklet and finalized logistics for the Legislative Dinner.
  - d. Delivered Community Questionnaires to the University of Maryland for tabulation. The City received 1,141 responses. This is a lower response than in 2017, but the second highest number since 2003.
20. City Treasurer
  - a. Finance Department staff completed and submitted statistical tables for the FY 2019 CAFR to the auditors for their review and comment.
  - b. Completed transmittal letter and responses to GFOA's comments to the City's FY 2018 CAFR. Submitted both documents to the City's auditors for review and comment.
21. Information Technology
  - a. Continued work on County CAD connection
  - b. Reviewed camera quotes for Schrom Hills Park solution
  - c. Opened MS Exchange case – user email compromise
22. Economic Development
  - a. Business & Community Engagement
    - Financial and wealth management company
    - Industry assistance office for federal contractors
    - Think tank startup
  - b. Economic Development Admin
    - Working with staff to coordinate on initiatives that span across the community.
    - Ongoing weekly outreach to Greenbelt business community.

cc: Department Heads

David Moran, Assistant City Manager

Mary Johnson, Human Resources Officer

Bonita Anderson, City Clerk



Angela D. Alsobrooks  
County Executive

December 3, 2019

Mr. David Moran  
Assistant City Manager  
City of Greenbelt  
25 Crescent Road  
Greenbelt, Maryland 20770

**RE: Proposed CDBG Project – Franklin Park Sidewalk and Street Improvements**

Dear Mr. Moran:

City of Greenbelt's Community Development Block Grant (CDBG) application for the above-referenced project has been recommended for funding for Program Year (PY) 45 Reprogramming (45R) in the amount of \$111,268.00.

In preparation of the CDBG Operating Agreement, your Agency must submit the enclosed Project Revision form to include the following:

- Scope<sup>1</sup>
- Budget<sup>2</sup>
- Activity Schedule
- Certificate of Liability or Local Government Insurance Trust (LGIT); and
- Worker's Compensation Insurance

Please note that the above-referenced forms must be submitted to the Prince George's County Department of Housing and Community Development (DHCD) **no later than December 13, 2019**. For your convenience, an electronic version of the Project Revision form is enclosed.

Once your Project Revision form has been received, DHCD will proceed with the next steps, which includes drafting a CDBG Operating Agreement for review and approval by the County's Office of Law. Upon completion of the legal review, your Agency will be contacted to make arrangements to execute the Operating Agreement.

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<sup>1</sup> The Project scope as identified in the Sub-Recipient's CDBG application cannot be changed. However, the scope can be reduced (ex. Reducing the number of persons to be served) based on the funding level.

<sup>2</sup> The budget must only include eligible expenses and cannot exceed the CDBG award amount.

**Mr. David Moran**

Page | 2

**December 3, 2019**

Please be advised that the CDBG Operating Agreement must be executed by all required parties, including Prince George's County, before your Agency can begin to receive reimbursements for eligible activities undertaken after July 1, 2019. Additionally, where applicable, reimbursements will be contingent upon the completion of an environmental review with findings satisfactory to the Director.

If you have any questions or require additional information, please do not hesitate to contact my office at (301) 883-5531 or Lorraine Curtis, CDBG Contract Administrator, DHCD at (301) 883-5572 or via email at [lecurtis@co.pg.md.us](mailto:lecurtis@co.pg.md.us). We look forward to working with you.

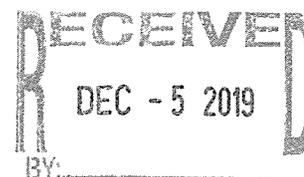
Sincerely,



Estella Alexander  
Director

Enclosures

cc: Adedamola George, Esq., Senior Compliance Officer, DHCD  
Patricia Isaac, CDBG Program Manager, DHCD  
Lorraine Curtis, CDBG Contract Administrator, DHCD



December 11, 2019

David C. Harrington, President & CEO  
Prince George's Chamber of Commerce  
4640 Forbes Blvd., Ste. 130  
Lanham, MD 20706

Dear Mr. Harrington:

The Greenbelt City Council would like to express its disappointment that the Prince George's Chamber of Commerce (PGCOC) decided to support the MAGLEV project. The City opposes the MAGLEV project, believes it is not necessary and has previously expressed concern on several fronts. The County Council and several other municipalities have gone on record expressing concerns and/or opposing this project. It is very disappointing that the Chamber did not consult its member jurisdictions before taking this position.

The MAGLEV project's plan is to put stations at the Baltimore and Washington DC destinations without providing any access to a stop within Prince George's County. The communities and neighborhoods along the proposed routes, including Greenbelt, would endure both short and long term disruption without *any* benefits. Greenbelt is a National Historic Landmark and planned community with parks, open spaces and recreational amenities. The project could have destructive impact on valuable and environmentally sensitive resources. The environmental concerns include noise pollution, destruction of natural habitats, and harmful health impacts.

It is not clear if indeed the MAGLEV will bring jobs to the area. It may create *temporary* highly specialized jobs in engineering and construction that would go to individuals and companies that already have those skills and expertise and which may not necessarily be located within the area. Or, it may facilitate high-speed access to jobs that are high paying and would likely not greatly impact the communities it will go through. Beyond this, Maryland already has a high speed train to Baltimore and on to the north – the Acela line. The Acela line is convenient but also comes at a high price which makes it such that despite assurances, it is likely that the cost for a seat on the MAGLEV will be prohibitive and out of reach for many people.

As a member of the Chamber, the City of Greenbelt would like PGCOC to reconsider its position in supporting the MAGLEV project. We urge you to abandon this unreasonable project. There are other important transportation priorities and needs where public funding would be better spent, such as improving existing rail and local transit services.

The City of Greenbelt would like to invite you to meet with Council at an upcoming session to discuss the Chamber's position on the proposed MAGLEV project.

Sincerely,

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Colin A. Byrd, Mayor

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Emmett V. Jordan, Mayor Pro-Tem

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Judith F. Davis, City Council

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Leta M. Mach, City Council

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Silke I. Pope, City Council

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Edward V.J. Putens, City Council

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Rodney M. Roberts, City Council

# WEEKLY REPORT

## Planning and Community Development

Week Ending: Friday, December 13, 2019



*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>Commercial Properties:</b>	<i>6400 Ivy Lane, 7810 Walker Drive, PNC Bank, and 7525 Greenway Center Drive, Suite T6 were annually inspected; and 6303 and 6305 Ivy Lane, and one suite in the Ambulatory Care Center were re-inspected.</i>
<b>Apartments:</b>	<i>University Square Apartments were annually inspected.</i>
<b>Rental Property:</b>	<i>Four rentals were annually inspected; and One rental was re-inspected.</i>
<b>Unlicensed Rentals:</b>	<i>Letters were sent to owners for failure to obtain a rental license.</i>
<b>Complaints:</b>	<i>Two complaints were logged regarding a hoarding condition in GHI, and floors above a rental unit in University Square making too much noise; and One prior complaint was re-inspected.</i>
<b>Windshields:</b>	<i>Mandan Road was observed.</i>
<b>Construction Sediment Erosion Control:</b>	<i>Sediment and Erosion site visit at 10 Ridge Road.</i>
<b>Permits:</b>	<i>Seven permits were approved and issued.</i>
<b>Noise Complaints:</b>	<i>Seven warning letters were mailed regarding excessive loud noises; and One citation was issued to a repeat offender.</i>

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**Meetings:**

**Staff Attended:**

*Progress meeting on Greenbelt Lake Dam project;  
City Council work session with Greenbelt Station residents;  
City Council meeting;  
Community meeting on Hanover Park Bicycle Feasibility Study;  
Pre-construction meeting for the Clean Water Partnership  
Greenbrook Lake Project which will be starting next week;  
and  
Hanover Parkway Bikeway Alternatives Community meeting.*

**Staff Met With:**

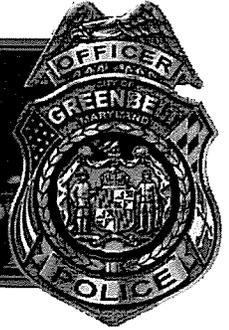
*MDE for the City's audit of Sediment and Erosion Control  
program; and  
Code Inspector.*

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**Planning Projects:**

*Reviewed submittals for Greenbelt Lake Dam project;  
Processed invoices for payment;  
Reviewed Preliminary Plan of Subdivision for Beltway Plaza;  
Prepared sediment and erosion control files for upcoming  
inspection by the state for renewal of authority;  
Prepared draft comment letter on the scope of the  
Environmental Impact Study for the proposed relocation of  
Bureau of Engraving and Printing to BARC;  
Reviewed opportunities to increase the number of parking  
spaces at Greenbelt Station;  
Prepared for community meeting;  
Evaluated locations for new bicycle racks;  
Finalized details to send to the county regarding the NRP  
Greenbelt Metro Detailed Sited Plan;  
Reviewing Buddy Attick Parking Lot Project; and  
Reviewing Cherrywood Lane Phase 2 Project.*

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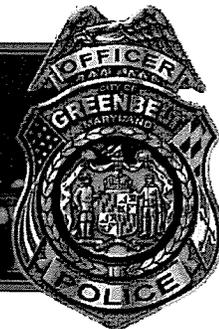


# WEEKLY ACTIVITY

**Week Ending December 13, 2019**

- Assisted the Recreation Department with the Santa Calling campaign.
- Planned and organized the Police Department Holiday Party.
- Out-processed a police officer that resigned to work for another police agency.
- Members of the department attended training at the Smithsonian's National Museum of African American History and Culture.
- Processed 3 prospective Police Officer Candidates through psychological testing.
- Scheduled oral board interviews for 3 dispatch candidates for 12/18/19.
- Received notice of and began to prepare for our National Crime Information Center audit.
- Visited Hyattsville and Prince George's County Police Departments in anticipation of the new CAD Program.
- Attended a council session to get approval to participate in Amazon Ring's police partnership.
  - The Axon contract for body-worn cameras was also approved.
- Chief Bowers attended a closed council work session.





## CRIME REPORT

DECEMBER 11, 2019

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

See Automotive Section

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

12/05 7:00 A.M.	5900 block Cherrywood Terrace. Theft. A television was taken from an apartment under renovation.
12/05 3:00 P.M.	8200 block Greenbelt Station Parkway. Theft. A passport was taken from a mailbox.
12/11 10:30 A.M.	9100 block Edmonston Road. Burglary. Unknown person(s) entered the residence by way on an unsecured sliding glass door. Three video game players, video games and two pair of sneakers were taken.

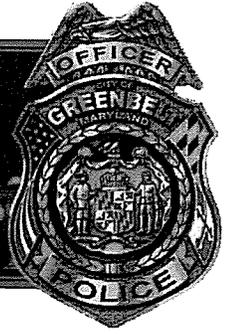
### GREENBELT EAST/GREENWAY SHOPPING CENTER

12/10 4:33 P.M.	7700 block Hanover Parkway. Possession of marijuana arrest. A 16 year old Greenbelt youth was arrested for Possession of Phencyclidine and Possession of Paraphernalia by officers investigating a suspicious person loitering in a hallway. The youth was released to a guardian pending action by the Juvenile Justice System.
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**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# GREENBELT POLICE DEPARTMENT

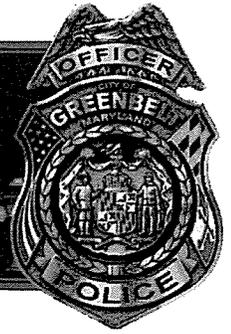


## Automotive Crime - City Wide

12/05	6000 block Greenbelt Road. Theft from vehicle. Unknown person(s) broke out the passenger side window and removed a carry bag. A credit card in the bag was later used to make an unauthorized purchase.
12/05	6000 block Greenbelt Road. Attempt theft from auto. Unknown person(s) broke out the rear passenger side window. Nothing appears to have been taken.
12/06	5800 block Cherrywood Lane. Theft from auto. Four tires and rims were taken from a vehicle.
12/06	6100 block Breezewood Court. Stolen auto. A silver 2007 Toyota Camry 4-door, Maryland tags 7BB5940.
12/06	Area of Kenilworth Avenue and Ivy Lane. Stolen auto. A green 1998 Toyota Corolla 4-door, Maryland tags 3DL8527.
12/07	9100 block Edmonston Road. Theft from auto. A purse was taken from a possibly unlocked vehicle.
12/08	9100 block Edmonston Road. Vandalism to auto. Unknown person(s) scratched the body of a vehicle.
12/09	9100 block Springhill Lane. Theft from auto. Unknown person(s) broke out three windows on a vehicle and stolen a phone charger from within.
12/10	7400 block Greenway Center Drive. Theft from auto. Four tires and rims were taken from a vehicle.
12/10	8100 block Lakecrest Drive. Theft from auto. Four tires and rims were taken from a vehicle.
12/10	5700 block Greenbelt Metro Drive. Theft from auto. A catalytic converter was taken from the undercarriage of a vehicle.
12/10	7400 block Greenbelt Road. Theft from auto. Unknown person(s) broke out a window and removed a jacket, a back pack and a laptop computer.



*A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY*



## CRIME REPORT TALLY SHEET

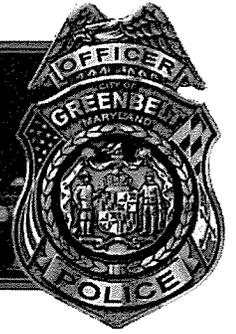
WEEK OF DECEMBER 11, 2019

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	1	Fraud	
Attempt Burglary		Unattended Death	1
Assault		Alcohol Violation	
Domestic		False Report	
Drugs	1	Harassment	
DUI/DWI		Field op (suspicious person)	6
Theft	7	Notification for other agency	
Vandalism			
Child Abuse	1	<b><u>VEHICLE RELATED CRIMES</u></b>	
Unattended Child		Stolen Vehicles	2
Trespass		Recovered Stolen Vehicles	
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	8
Credit Card Offense		Attempt Theft From Vehicles	1
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles (One domestic related)	1
Suspicious Person		Accidents	6



# GREENBELT POLICE DEPARTMENT



## Animal Control Activity

One stray dog was found running at large and picked up by public works. Dog was reunited with owner later that same day.

One cat was adopted into a new home.

Three kittens were adopted into new homes.

One sick stray kitten was found and transport to the vet for medical attention. Kitten is now being fostered by a volunteer.

One bunny was abandoned at the shelter and transferred to 'Friends of Rabbits'.

WAGS (non-profit for the Greenbelt animal shelter) had a successful fundraiser. All wreaths and bake goods were sold making about 500 dollars.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# *Department of Public Works*

## *Weekly Report for*

### *Week Ending December 13, 2019*



#### **ADMINISTRATION**

- Attended the Maryland Building Officials annual conference and training.
- Attended the MML Public Works Director's meeting.
- Met with the Planning Director regarding permitting.
- Attended the Greenbelt Lake Dam progress meeting.

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

- Picked up unwanted signs and checked for graffiti.
- Pushed debris at the Northway Fields compost site.
- Cleaned storm drains throughout Historic Greenbelt.
- Transported chairs and tables from the Fire Department to the Community Center for the city's holiday party and then returned them afterwards.
- Transported nine risers to the Community Center.
- Took down the Craft Show & Sale banners throughout the city.
- Repaired potholes throughout the city.
- Worked on the salt trucks.

#### **HORTICULTURE/PARKS**

- Removed weeds and debris from the landscape beds.
- Assisted with the breaking down of the city holiday party on Tuesday.
- Assisted with transporting risers to the Community Center on Friday.
- Continued curbside leaf pick-up in Boxwood.

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

- Collected 22.06 tons of refuse 12.80 tons of recycling material.
- Performed daily SWPPP inspections.
- Attended the MD-DC Compost Council monthly call meeting.
- Held snow tractor training and the proper way to work in cold weather.

#### **BUILDING MAINTENANCE**

- Repaired lights in Roosevelt Center.
- Checked Pepco street lights after hours throughout the city.
- Repaired emergency lights in the gymnasium and lobby of the Community Center.
- Assisted with completing preventative maintenance of generators at the Community Center and the Police Station.
- Replaced the air compressor in the mechanic's bay at Public Works.
- Started monthly preventative maintenance throughout city buildings.

# Greenbelt Recreation Department

## Weekly Report

### Week Ending December 13, 2019

#### ADMINISTRATION:

- Met with Aquatic and Fitness Center staff to review various items.
- Met with Assistant City Manager to review legislative agenda items.
- Preliminary work on the FY 2021 budget is underway.
- Attended the Council Work Session on Wednesday - Greenbelt Station Residents.
- Met with Recreation Supervisor to review camp financials.
- Dealt with various personnel issues.
- Prepared for next week's PRAB meeting.

#### YOUTH CENTER/ SPRINGHILL LAKE/GREENBELT KIDS:

- Annual Festival of Lights events continued with our North Pole Calling program. Santa & Mrs. Claus are reaching out by telephone to lots of boys and girls to hear their holiday wishes and remind them to be on their best behavior in anticipation of Santa's visit later this month. Many thanks to Santa & Mrs. Claus!
- Winter 2020 Activity Guide is now available on-line and printed guides are available in city buildings. Registration will continue on a space available basis until winter classes begin on or after January 2, 2020.
- Attended the Youth Advisory Committee meeting.
- Attended the Labor Day Festival Committee meeting.
- Springhill Lake Recreation Center hosted a City Council work session on Wednesday evening.
- Assisted with staging set up for the dance program's *The New Deal Nut: A Greenbelt Nutcracker* weekend shows, scheduled for Saturday at 3pm and Sunday at 11am and 3pm.
- Mom's Morning Out students learned about seasonal holiday celebrations and traditions. Students will complete the Fall semester next week, enjoy a two week winter break and begin the Winter/Spring session on January 6, 2020.
- Budget preparation continued.
- Planning and preparation of the 2020 Camp Guide continued in coordination with Bev Palau.
- Spring 2020 Activity Guide production continued and will continue until late January. Target date for print and on-line guide is February 14, 2020.

#### AQUATICS:

- GMST met for their final practice for the fall season on Sunday, December 8.
- The Hot Tub closed for regular bi-weekly cleaning on Wednesday at 12:00 pm.
- GAFC Swim Instructor(s) and Personal Trainer provided three private swim lessons and seven personal training sessions.
- Lifeguarding class was held on Sunday, December 8 from 9 am - 4:30 pm.
- First AID/CPR/AED class was held on Friday from 6 pm to 8 pm.
- Pre-evaluations for youth swim lessons will begin on Saturday, December 14 from 10:30 am to 12 pm.
- The US Marine Corp Reserve and the GAFC are teaming up to collect new, unwrapped toys to distribute to local families during the holidays. Donations accepted in the main lobby of GAFC now through December 20.

**COMMUNITY CENTER:**

- All performances for *The New Deal Nut* performance this weekend are sold out!
- Invoices were emailed for January fees to tenants/renters.
- Late fees were applied to two renter/tenants for December fees.
- Provided logistical support for the City Holiday party.
- Provided logistical support for the New Deal Nut performances.
- The facility provided space for the Greenbelt Library for three Ready2Read Storytimes.
- Supervisor continued to field inquiries in regard to food operation rentals for the Commercial Kitchen. There have been 485 inquiries since April 2015. There are currently five food operations who received all permits and may rent the Kitchen.
- There were 10 facility reservations processed.
- There were 5 private rentals and 13 pattern rentals.
- The following free space groups were provided space: Golden Age Club, Greenbelt MakerSpace, Greenbelt Concert Band, Pointe @ Greenbelt Station, Greenbelt Climate Action Network, PG Peace & Justice Coalition, Greenbelt Youth Baseball, Greenbelt Interfaith Leadership, Greenbelt Astronomy and Greenbelt Community Foundation.
- The following City groups were provided space: Be Happy, Be Healthy Yoga, Volleyball and Line Dancing, Youth Advisory Committee, GAIL, Planning & Community Development, Economic Development Coordinator, Girl Scout Troop #23007 and Girl Scout Troop #27.
- There was one no show for a free space group.

**ARTS:**

- Staff submitted an operating grant application to the Maryland State Arts Council.
- Winter registration is ongoing. Planning is underway for spring and summer programs, and two activity guides are in production.

**THERAPEUTIC RECREATION:**

- Supervisor assisted other staff in coordinating City Holiday party.
- Seniors went to Columbia Mall for the monthly Shopping Mall Trip. Shout out to Matt Houchens for driving.
- Supervisor assisted with set-up for upcoming dance performance.
- Received a request for special accommodations for the upcoming *A New Deal Nut: A Greenbelt Nutcracker* dance performance this weekend.
- Two families received financial assistance.
- Senior Nutrition served 66 hot meals the week ending December 13.