



I'm looking for...



GOVERNMENT

COMMUNITY

BUSINESS

VISITING

I WANT TO...

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 w/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 Work Session - TBD, CC, 8PM	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





I'm looking for...



GOVERNMENT

COMMUNITY

BUSINESS

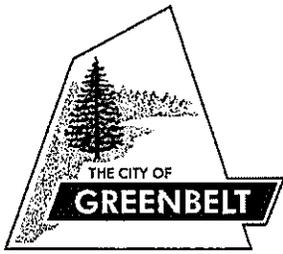
VISITING

I WANT TO...

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01 No Meeting	02 Arts Advisory Board, 7pm, CC Public Safety Advisory Committee, 7pm, CC	03 Work Session - TBD, CC, 8PM	04	05	06 Free Babysitting Course
07	08 Youth Advisory Committee, 5:30, Greenbriar Regular Meeting, MB, 8PM	09	10 Advisory Planning Board, 7:30pm, CC Work Session - Roosevelt Center Merchants Association (CC), 8PM	11	12	13
14	15 No Meeting	16	17 Park and Recreation Advisory Board, 7:30 CC Work Session - WSSC - Boxwood Waterline Replacement (CC), 8PM	18	19	20
21	22 Regular Meeting, MB, 8PM Anger Management Class (DRAMA Club)	23 Advisory Committee on Education (ACE) 6:30pm, MB	24 Work Session - National Park Services (CC), 8PM	25	26	27
28	29 Work Session - WSSC, MB, 8PM	30 Senior Citizens Advisory Committee, 3:30pm, CC	31 Work Session - Dog Park, (CC), 8PM	01	02	03





## City Manager's Report Week Ending December 8, 2017

1. Attached is a summons received on Thursday. The summons is for a complaint from VKM Contracting, the company hired by the city in August 2016, to do construction work as part of the city's dam repair/reconstruction project. A copy of the summons has been forwarded to LGIT.
2. Ms. Terry Hruby's draft letter summarizing Council's comments on the County Zoning Ordinance re-write was forwarded via email for consideration on Monday evening.
3. In follow-up to Council and citizen queries, another follow-up letter will be sent to the County School System regarding water quality and infrastructure planning.
4. Receiving responses to the Request for Qualifications for Legal Services.
5. Reviewing correspondence from outside legal counsel regarding facility lease and tenant issues.
6. The Director of Planning and Community Development and Community Planner positions will be posted. Consultant support is sought.
7. During Monday evening's Council work session, Councilmember Putens and Mayor Pro Tem Davis stated that the Roosevelt High School Grad Night event was being held elsewhere; Mayor Pro Tem Davis stated that the City denied the event permit. Staff follow-up was requested. Attached is an email from Mr. Greg Varda, Assistant Director. Staff confirmed that no permit was applied for and for the past few decades since the event's start, no permit has been required for the high school graduation celebration event. The City Council has waived the requirement for a permit. Staff held a conference call with the event committee representative. The representative and attached email seem to indicate that a change in venue is desired by the Committee and/or students. Recreation and I will make ourselves available to the school representatives and Principal McNeill to help make the event a success if Greenbelt facilities are needed.
8. Recreation will follow-up on the citizen's second request for re-installation of a tennis backstop. When previously petitioned, staff from multiple departments (including people raised in Greenbelt and long-time city staff) did not remember such equipment being in place in Greenbelt. Recreation staff will be contacting the citizen.
9. In follow-up to Mayor Pro Tem Davis' comment during Monday evening's work session, Ms. Shaniya Lashley-Mullen cannot find record of an annual meeting with apartment complexes in the Crescent Road area. Ms. Lashley-Mullen did find notice of the meetings being held on a biennial basis. Ms. Lashley-Mullen is scheduling the work session with the apartments and share Council's interest in meeting about the impact of the County Zoning Ordinance re-write.

10. Mayor Pro Tem Davis referenced idling asphalt trucks killing trees and subsequent Advisory Committee on Trees regulations to protect trees from asphalt trucks. While familiar with perceptions of asphalt plants and storage facilities' cumulative impact, as well as improper tree selection or planting (the wrong tree in the wrong locations, like street medians), death by idling pick-up truck was not familiar. Staff explained that a piece of equipment called a roller accidentally ran over a tree. The contractor paid for the tree but Public Works staff has not planted the tree. Likewise, while exhaust can be present near the tree limbs, this is not seen as a hazard. In addition, better logistics planning could help address the fumes or branches tapped by trucks.
11. In follow-up to Councilmember Byrd's request for sexual harassment policy, the previously developed draft harassment policy had been reviewed by staff, directors, the city solicitor, and the city's insurer. The general harassment policy (attached) is considered more appropriate and encompasses multiple types of harassment. Likewise, while the county and federal agencies have resources to allot to issuing notices, violations and fines, the city does not have the capacity to do so. Alternative methods should be considered, including continued use of mediation, litigation and federal, state, and county agencies as needed for follow-up.
12. In follow-up to Council request, Pepco has been asked for more information on upcoming tree work on the Pepco line. As of the time this report was prepared, the company was developing a plan and had not responded to a request for timeframe or additional information.
13. In follow-up to Councilmember Roberts' request, staff has confirmed the U.S. Bureau of Engraving and Printing's availability to attend a City Council work session on February 7, 2018 at 8 pm to brief Council on the Bureau of Engraving and Printing Proposed Relocation to the USDA BARC campus.
14. Drafted Closed Session minutes from December 1, 2017. Ms. Mary Johnson, Human Resources Director, will coordinate completion with Bonita Anderson.
15. Attended Metropolitan Washington Council of Governments (MWCOG) Chief Administrative Officers meeting. The Homeland Security Committee continues to move forward on review of current and future use of federal funding by jurisdictions. While there has been county representation, we will ensure that Greenbelt police and volunteer fire participate in these discussions to help assess the impact on the city as the plans are further flushed out.
16. Delivered dictionaries to Greenbelt Elementary School's third grader classes with Mr. Mark Fuerst. Greenbelt Rotary's annual delivery will also be made to Springhill Lake and other area schools.
17. Attended City Council Work Sessions on the County Zoning Ordinance Re-Write and Greenbelt Crossing Development proposal with NVR.
18. Former Mayor Fellows seeks to come to a future City Council meeting. Staff is identifying potential projects for University/Greenbelt collaboration.

19. Assistant City Manager

- a. On leave.

20. Finance Department

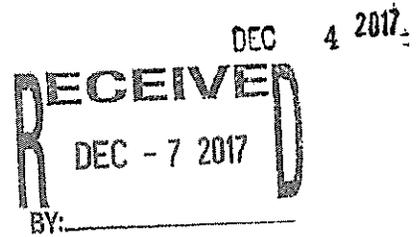
- a. Submitted the FY 2017 Single Audit to the Federal Audit Clearing House.
- b. Making progress on Housing Assistance Program (HAP) renewal process for Green Ridge House.
- c. Statistical section of the CAFR (which contains 23 schedules) is almost complete.

21. Information Technology

- a. Deployed and configured VPN device for Pentamotion upgrade
- b. Deployed Surface computer to senior staff for testing
- c. Attended Verizon 911 system training
- d. Continued phone system configuration adjustments
- e. Troubleshoot RecTrac license issue

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

Circuit Court For Prince George's County  
Clerk Of The Circuit Court  
Courthouse  
Upper Marlboro, Md. 20772-9987  
MD Relay Service Voice/ TDD  
1-800-735-2258



Writ of Summons

Case ID: CAL17-35522

State of Maryland, Prince George's County to wit:

To: City of Greenbelt, Maryland  
SV: Michael McLaughlin  
25 Crescent Road  
Greenbelt, MD 20770

You are hereby summoned to file a written response by pleading or motion in this court to the attached complaint filed by:

VETERANS KITCHEN MAINTENANCE, INC.  
14725-A BALTIMORE AVENUE  
LAUREL, MD 20707

Within 30 days after service of this summons upon you.

WITNESS: the Honorable Clerk of the Circuit Court for Prince George's County, Maryland.

Date issued: November 29, 2017

*Sydney J. Harrison*  
Clerk #356

To the person summoned:

1. Personal attendance in court on the day named is not required.
2. Failure to file a response within the time allowed may result in a judgment by default or the granting of the relief sought against you.
3. Proper Courtroom attire is expected. Anything that you would wear to an office that presents a professional appearance is appropriate. Please no shorts, cut-off jeans, halter, tank or tube tops or other attire that reveals the abdomen or lower back, spandex or mesh garments.

Sheriff's Return

Fee \$ \_\_\_\_\_

\_\_\_\_\_  
Sheriff

Note:

1. This summons is effective for service only if served within 60 days after the date it is issued.
2. Proof of service shall set out the name of the person served, date and the particular place and manner of service. If service is not made, please state the reasons.
3. Return of served or unserved process shall be made promptly and in accordance with Rule 2-126. If this summons is served by private process, the process server shall file a separate affidavit as required by Rule 2-126 (a).
4. Direct your responses and questions to Circuit Court for Prince George's County, Clerk of the Circuit Court, 14735 Main Street, Courthouse D1002, Upper Marlboro, MD 20772-9987. Legal advice cannot be obtained from this office.

**CIVIL - NON-DOMESTIC CASE INFORMATION REPORT**

**DIRECTIONS**

**Plaintiff:** This Information Report must be completed and attached to the complaint filed with the Clerk of Court unless your case is exempted from the requirement by the Chief Judge of the Court of Appeals pursuant to Rule 2-111(a).

**Defendant:** You must file an Information Report as required by Rule 2-323(h).

**THIS INFORMATION REPORT CANNOT BE ACCEPTED AS A PLEADING**

FORM FILED BY:  PLAINTIFF  DEFENDANT CASE NUMBER \_\_\_\_\_

CASE NAME: Veterans Kitchen Maintenance, Inc. vs. City of Greenbelt, Maryland  
Plaintiff (Clerk to insert) Defendant

PARTY'S NAME: Veterans Kitchen Maintenance, Inc. PHONE: \_\_\_\_\_

PARTY'S ADDRESS: 14725-A Baltimore Avenue, Laurel, MD 20707

PARTY'S E-MAIL: \_\_\_\_\_

If represented by an attorney:  
 PARTY'S ATTORNEY'S NAME: Kenneth K. Sorteberg PHONE: 410-720-0072  
 PARTY'S ATTORNEY'S ADDRESS: 10211 Wincopin Circle, Suite 200, Columbia, MD 21044  
 PARTY'S ATTORNEY'S E-MAIL: sorteberg@constructionlaw.com

JURY DEMAND?  Yes  No

RELATED CASE PENDING?  Yes  No If yes, Case #(s), if known: \_\_\_\_\_

ANTICIPATED LENGTH OF TRIAL?: \_\_\_\_\_ hours 2 days

**PLEADING TYPE**

New Case:  Original  Administrative Appeal  Appeal  
 Existing Case:  Post-Judgment  Amendment  
 If filing in an existing case, skip Case Category/ Subcategory section - go to Relief section.

**IF NEW CASE: CASE CATEGORY/SUBCATEGORY (Check one box.)**

<p><b>TORTS</b></p> <p><input type="checkbox"/> Asbestos  <input type="checkbox"/> Assault and Battery  <input type="checkbox"/> Business and Commercial  <input type="checkbox"/> Conspiracy  <input type="checkbox"/> Conversion  <input type="checkbox"/> Defamation  <input type="checkbox"/> False Arrest/Imprisonment  <input type="checkbox"/> Fraud  <input type="checkbox"/> Lead Paint - DOB of Youngest Plt: _____  <input type="checkbox"/> Loss of Consortium  <input type="checkbox"/> Malicious Prosecution  <input type="checkbox"/> Malpractice-Medical  <input type="checkbox"/> Malpractice-Professional  <input type="checkbox"/> Misrepresentation  <input type="checkbox"/> Motor Tort  <input type="checkbox"/> Negligence  <input type="checkbox"/> Nuisance  <input type="checkbox"/> Premises Liability  <input type="checkbox"/> Product Liability  <input type="checkbox"/> Specific Performance  <input type="checkbox"/> Toxic Tort  <input type="checkbox"/> Trespass  <input type="checkbox"/> Wrongful Death</p> <p><b>CONTRACT</b></p> <p><input type="checkbox"/> Asbestos  <input checked="" type="checkbox"/> Breach  <input type="checkbox"/> Business and Commercial  <input type="checkbox"/> Confessed Judgment                  (Cont'd)  <input type="checkbox"/> Construction  <input type="checkbox"/> Debt  <input type="checkbox"/> Fraud</p>	<p><input type="checkbox"/> Government  <input type="checkbox"/> Insurance  <input type="checkbox"/> Product Liability</p> <p><b>PROPERTY</b></p> <p><input type="checkbox"/> Adverse Possession  <input type="checkbox"/> Breach of Lease  <input type="checkbox"/> Detinue  <input type="checkbox"/> Distress/Distrain  <input type="checkbox"/> Ejectment  <input type="checkbox"/> Forcible Entry/Detainer  <input type="checkbox"/> Foreclosure  <input type="checkbox"/> Commercial  <input type="checkbox"/> Residential  <input type="checkbox"/> Currency or Vehicle  <input type="checkbox"/> Deed of Trust  <input type="checkbox"/> Land Installments  <input type="checkbox"/> Lien  <input type="checkbox"/> Mortgage  <input type="checkbox"/> Right of Redemption  <input type="checkbox"/> Statement Condo  <input type="checkbox"/> Forfeiture of Property / Personal Item  <input type="checkbox"/> Fraudulent Conveyance  <input type="checkbox"/> Landlord-Tenant  <input type="checkbox"/> Lis Pendens  <input type="checkbox"/> Mechanic's Lien  <input type="checkbox"/> Ownership  <input type="checkbox"/> Partition/Sale in Lieu  <input type="checkbox"/> Quiet Title  <input type="checkbox"/> Rent Escrow  <input type="checkbox"/> Return of Seized Property  <input type="checkbox"/> Right of Redemption  <input type="checkbox"/> Tenant Holding Over</p>	<p><b>PUBLIC LAW</b></p> <p><input type="checkbox"/> Attorney Grievance  <input type="checkbox"/> Bond Forfeiture Remission  <input type="checkbox"/> Civil Rights  <input type="checkbox"/> County/Mncpl Code/Ord  <input type="checkbox"/> Election Law  <input type="checkbox"/> Eminent Domain/Condemn.  <input type="checkbox"/> Environment  <input type="checkbox"/> Error Coram Nobis  <input type="checkbox"/> Habeas Corpus  <input type="checkbox"/> Mandamus  <input type="checkbox"/> Prisoner Rights  <input type="checkbox"/> Public Info. Act Records  <input type="checkbox"/> Quarantine/Isolation  <input type="checkbox"/> Writ of Certiorari</p> <p><b>EMPLOYMENT</b></p> <p><input type="checkbox"/> ADA  <input type="checkbox"/> Conspiracy  <input type="checkbox"/> EEO/HR  <input type="checkbox"/> FLSA  <input type="checkbox"/> FMLA  <input type="checkbox"/> Workers' Compensation  <input type="checkbox"/> Wrongful Termination</p> <p><b>INDEPENDENT PROCEEDINGS</b></p> <p><input type="checkbox"/> Assumption of Jurisdiction  <input type="checkbox"/> Authorized Sale  <input type="checkbox"/> Attorney Appointment  <input type="checkbox"/> Body Attachment Issuance  <input type="checkbox"/> Commission Issuance</p>	<p><input type="checkbox"/> Constructive Trust  <input type="checkbox"/> Contempt  <input type="checkbox"/> Deposition Notice  <input type="checkbox"/> Dist Ct Mtn Appeal  <input type="checkbox"/> Financial  <input type="checkbox"/> Grand Jury/Petit Jury  <input type="checkbox"/> Miscellaneous  <input type="checkbox"/> Perpetuate Testimony/Evidence  <input type="checkbox"/> Prod. of Documents Req.  <input type="checkbox"/> Receivership  <input type="checkbox"/> Sentence Transfer  <input type="checkbox"/> Set Aside Deed  <input type="checkbox"/> Special Adm. - Atty  <input type="checkbox"/> Subpoena Issue/Quash  <input type="checkbox"/> Trust Established  <input type="checkbox"/> Trustee Substitution/Removal  <input type="checkbox"/> Witness Appearance-Compel</p> <p><b>PEACE ORDER</b></p> <p><input type="checkbox"/> Peace Order</p> <p><b>EQUITY</b></p> <p><input type="checkbox"/> Declaratory Judgment  <input type="checkbox"/> Equitable Relief  <input type="checkbox"/> Injunctive Relief  <input type="checkbox"/> Mandamus</p> <p><b>OTHER</b></p> <p><input type="checkbox"/> Accounting  <input type="checkbox"/> Friendly Suit  <input type="checkbox"/> Grantor in Possession  <input type="checkbox"/> Maryland Insurance Administration  <input type="checkbox"/> Miscellaneous  <input type="checkbox"/> Specific Transaction  <input type="checkbox"/> Structured Settlements</p>
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**IF NEW OR EXISTING CASE: RELIEF (Check All that Apply)**

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Abatement                   | <input type="checkbox"/> Earnings Withholding              | <input checked="" type="checkbox"/> Judgment-Interest | <input type="checkbox"/> Return of Property     |
| <input type="checkbox"/> Administrative Action       | <input type="checkbox"/> Enrollment                        | <input type="checkbox"/> Judgment-Summary             | <input type="checkbox"/> Sale of Property       |
| <input type="checkbox"/> Appointment of Receiver     | <input type="checkbox"/> Expungement                       | <input type="checkbox"/> Liability                    | <input type="checkbox"/> Specific Performance   |
| <input type="checkbox"/> Arbitration                 | <input type="checkbox"/> Findings of Fact                  | <input type="checkbox"/> Oral Examination             | <input type="checkbox"/> Writ-Error Coram Nobis |
| <input type="checkbox"/> Asset Determination         | <input type="checkbox"/> Foreclosure                       | <input type="checkbox"/> Order                        | <input type="checkbox"/> Writ-Execution         |
| <input type="checkbox"/> Attachment b/f Judgment     | <input type="checkbox"/> Injunction                        | <input type="checkbox"/> Ownership of Property        | <input type="checkbox"/> Writ-Garnish Property  |
| <input type="checkbox"/> Cease & Desist Order        | <input type="checkbox"/> Judgment-Affidavit                | <input type="checkbox"/> Partition of Property        | <input type="checkbox"/> Writ-Garnish Wages     |
| <input type="checkbox"/> Condemn Bldg                | <input type="checkbox"/> Judgment-Affidavit                | <input type="checkbox"/> Peace Order                  | <input type="checkbox"/> Writ-Habeas Corpus     |
| <input type="checkbox"/> Contempt                    | <input checked="" type="checkbox"/> Judgment-Attorney Fees | <input type="checkbox"/> Possession                   | <input type="checkbox"/> Writ-Mandamus          |
| <input checked="" type="checkbox"/> Court Costs/Fees | <input type="checkbox"/> Judgment-Confessed                | <input type="checkbox"/> Production of Records        | <input type="checkbox"/> Writ-Possession        |
| <input type="checkbox"/> Damages-Compensatory        | <input type="checkbox"/> Judgment-Consent                  | <input type="checkbox"/> Quarantine/Isolation Order   |   |
| <input type="checkbox"/> Damages-Punitive            | <input type="checkbox"/> Judgment-Declaratory              | <input type="checkbox"/> Reinstatement of Employment  |   |
|  | <input type="checkbox"/> Judgment-Default                  |   |   |

If you indicated *Liability* above, mark one of the following. This information is not an admission and may not be used for any purpose other than Track Assignment.

Liability is conceded.  Liability is not conceded, but is not seriously in dispute.  Liability is seriously in dispute.

**MONETARY DAMAGES (Do not include Attorney's Fees, Interest, or Court Costs)**

- Under \$10,000       \$10,000 - \$30,000       \$30,000 - \$100,000       Over \$100,000
- Medical Bills \$ \_\_\_\_\_       Wage Loss \$ \_\_\_\_\_       Property Damages \$ \_\_\_\_\_

**ALTERNATIVE DISPUTE RESOLUTION INFORMATION**

Is this case appropriate for referral to an ADR process under Md. Rule 17-101? (Check all that apply)

A. Mediation       Yes       No      C. Settlement Conference       Yes       No

B. Arbitration       Yes       No      D. Neutral Evaluation       Yes       No

**SPECIAL REQUIREMENTS**

- If a Spoken Language Interpreter is needed, check here and attach form CC-DC-041
- If you require an accommodation for a disability under the Americans with Disabilities Act, check here and attach form CC-DC-049

**ESTIMATED LENGTH OF TRIAL**

*With the exception of Baltimore County and Baltimore City, please fill in the estimated LENGTH OF TRIAL.*

*(Case will be tracked accordingly)*

- 1/2 day of trial or less       3 days of trial time
- 1 day of trial time       More than 3 days of trial time
- 2 days of trial time

**BUSINESS AND TECHNOLOGY CASE MANAGEMENT PROGRAM**

*For all jurisdictions, if Business and Technology track designation under Md. Rule 16-308 is requested, attach a duplicate copy of complaint and check one of the tracks below.*

- Expedited- Trial within 7 months of Defendant's response       Standard - Trial within 18 months of Defendant's response

**EMERGENCY RELIEF REQUESTED**

**COMPLEX SCIENCE AND/OR TECHNOLOGICAL CASE  
MANAGEMENT PROGRAM (ASTAR)**

*FOR PURPOSES OF POSSIBLE SPECIAL ASSIGNMENT TO ASTAR RESOURCES JUDGES under Md. Rule 16-302, attach a duplicate copy of complaint and check whether assignment to an ASTAR is requested.*

- Expedited - Trial within 7 months of Defendant's response       Standard - Trial within 18 months of Defendant's response

**IF YOU ARE FILING YOUR COMPLAINT IN BALTIMORE CITY, OR BALTIMORE COUNTY, PLEASE FILL OUT THE APPROPRIATE BOX BELOW.**

**CIRCUIT COURT FOR BALTIMORE CITY (CHECK ONLY ONE)**

- Expedited                      Trial 60 to 120 days from notice. Non-jury matters.
- Civil-Short                      Trial 210 days from first answer.
- Civil-Standard                      Trial 360 days from first answer.
- Custom                      Scheduling order entered by individual judge.
- Asbestos                      Special scheduling order.
- Lead Paint                      Fill in: Birth Date of youngest plaintiff.....
- Tax Sale Foreclosures                      Special scheduling order.
- Mortgage Foreclosures                      No scheduling order.

**CIRCUIT COURT FOR BALTIMORE COUNTY**

- Expedited (Trial Date-90 days)                      Attachment Before Judgment, Declaratory Judgment (Simple), Administrative Appeals, District Court Appeals and Jury Trial Prayers, Guardianship, Injunction, Mandamus.
- Standard (Trial Date-240 days)                      Condemnation, Confessed Judgments (Vacated), Contract, Employment Related Cases, Fraud and Misrepresentation, International Tort, Motor Tort, Other Personal Injury, Workers' Compensation Cases.
- Extended Standard (Trial Date-345 days)                      Asbestos, Lender Liability, Professional Malpractice, Serious Motor Tort or Personal Injury Cases (medical expenses and wage loss of \$100,000, expert and out-of-state witnesses (parties), and trial of five or more days), State Insolvency.
- Complex (Trial Date-450 days)                      Class Actions, Designated Toxic Tort, Major Construction Contracts, Major Product Liabilities, Other Complex Cases.

November 17, 2017

Date

10211 Wincopin Circle, Suite 200

Address

Columbia

City

MD

State

21044

Zip Code



Signature of Counsel / Party

Kenneth K. Sorteberg

Printed Name

IN THE CIRCUIT COURT  
FOR PRINCE GEORGE'S COUNTY, MARYLAND

VETERANS KITCHEN MAINTENANCE, INC.\*  
d/b/a VKM CONTRACTING  
14725-A Baltimore Avenue \*  
Laurel, Maryland 20707 \*

Plaintiff, \*

Case No. \_\_\_\_\_

v. \*

CITY OF GREENBELT, MARYLAND \*  
15 Crescent Road, Suite 200 \*  
Greenbelt, Maryland 20770 \*

SERVE: \*

Michael P. McLaughlin \*  
Resident Agent \*  
25 Crescent Road \*  
Greenbelt, Maryland 20770 \*

Defendant \*

\* \* \* \* \*

COMPLAINT

Plaintiff, Veterans Kitchen Maintenance, Inc., d/b/a VKM Contracting ("VKM"), by undersigned counsel, sues the City of Greenbelt, Maryland ("Greenbelt"), and for its reasons and causes of action, states as follows:

1. Plaintiff, VKM, is a corporation organized and existing under the laws of the State of Delaware and registered to do business in the State of Maryland with its principal office located at 14725-A Baltimore Avenue, Laurel, Maryland 20707.

2. Defendant, Greenbelt, is upon information and belief a government entity organized and existing under the laws of the State of Maryland with its principal place of

business located at 15 Crescent Road, Suite 200, Greenbelt, Maryland 20770. Greenbelt is the owner for the construction project known as Greenbelt Lake Dam Repair (Phase 1) Project (the "Project") located in Greenbelt, Prince George's County, Maryland.

3. On or about August 15, 2016, Greenbelt entered into a construction contract with VKM for the Project.

4. VKM properly and timely performed all services on the Project as requested by Greenbelt.

5. However, Greenbelt breached the contract by causing delays to the project and by failing and refusing to pay VKM in full for its services.

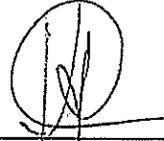
6. As a direct result of this material breach, and of Greenbelt's failure to cure despite requests by VKM, VKM has been damaged in the amount of \$16,719.48 due to Greenbelt's failure to pay VKM's contract balance, VKM's work has been delayed for 256 days through no fault of VKM, and VKM has incurred substantial additional damages in the amount of \$132,523.73 arising out of Greenbelt's delay.

7. Greenbelt is liable to VKM for these damages in the amount of \$149,243.21, and VKM is entitled to a compensable time extension of 256 days.

8. VKM has performed and satisfied all conditions precedent to the filing of all claims under the contract and to the filing of this action, or in the alternative, performance and satisfaction of all such conditions has been waived and/or excused.

WHEREFORE, Plaintiff, Veterans Kitchen Maintenance, Inc., d/b/a VKM Contracting, demands judgment against Defendant, City of Greenbelt, Maryland, in the amount of \$149,243.21, plus prejudgment interest, post-judgment interest, reasonable attorneys' fees, Court costs, and such other relief as this Court deems just and proper.

Respectfully submitted,



---

Kenneth K. Sorteberg, CPF #9312160195  
Huddles Jones Sorteberg & Dachille, PC  
10211 Wincopin Circle, Suite 200  
Columbia, Maryland 21044  
(410) 720-0072

Attorneys for Plaintiff,  
Veterans Kitchen Maintenance, Inc.  
d/b/a VKM Contracting

**RULE 20-201 CERTIFICATE AS TO RESTRICTED INFORMATION**

Plaintiff, Veterans Kitchen Maintenance, Inc. d/b/a VKM Contracting, by and through undersigned counsel and pursuant to Maryland Rule 20-201(f), hereby submits the following as their Certificate as to Restricted Information, stating as follows:

1. The Complaint filed by Plaintiff, Veterans Kitchen Maintenance, Inc. d/b/a VKM Contracting did not contain any restricted information.



---

Kenneth K. Sorteberg, CPF #9312160195

## Anne Marie Belton

---

**From:** Nicole Ard  
**Sent:** Friday, December 08, 2017 11:00 AM  
**To:** Anne Marie Belton  
**Cc:** Beverly Palau  
**Subject:** Fwd: ERHS Grad Night

Anne Marie,  
Can you please attach this to the Manager's Report?

Thank you,  
Nicole

Sent from my email iPhone

Begin forwarded message:

**From:** Nicole Ard <[nard@greenbeltmd.gov](mailto:nard@greenbeltmd.gov)>  
**Date:** December 7, 2017 at 1:22:33 PM EST  
**To:** Greg Varda <[gvarda@greenbeltmd.gov](mailto:gvarda@greenbeltmd.gov)>  
**Cc:** Jeffrey Williams <[jwilliams@greenbeltmd.gov](mailto:jwilliams@greenbeltmd.gov)>, Julie McHale <[jmchale@greenbeltmd.gov](mailto:jmchale@greenbeltmd.gov)>, Joe McNeal <[jmcneal@greenbeltmd.gov](mailto:jmcneal@greenbeltmd.gov)>, Alison Longworth <[alongworth@greenbeltmd.gov](mailto:alongworth@greenbeltmd.gov)>  
**Subject:** Re: ERHS Grad Night

Greg,  
Thank you.

Nicole

Sent from my iPhone

On Dec 7, 2017, at 9:21 AM, Greg Varda <[gvarda@greenbeltmd.gov](mailto:gvarda@greenbeltmd.gov)> wrote:

Hi Nicole,

I talked to Jamie Harris, Grad Night Committee Chair. This is what I discovered...

According to Ms. Harris she called the Community Center in October, not the Youth Center or GAFC where Grad Night is held. She made a request to rent multiple rooms at the Community Center for Tuesday, May 29, 2018 for a graduation party. She did not identify herself as being the Chair or a member of the ERHS Grad Night Committee and did not submit any written correspondence. Staff have no recall of talking with Ms. Harris as many calls are received each week to rent rooms at the Community Center. Obviously we could not rent multiple rooms at the Community Center on a Tuesday night simply because most rooms are not available. Therefore, she was told that her request was not possible. After hearing that, Ms. Harris believed that the grad night request was denied by the City of Greenbelt. Ms. Harris did not bother to follow up with any other recreation staff or city official. Subsequently, she told the Grad Night

Committee that Greenbelt denied the request to hold Grad Night at the Community Center. There seemed to be no kickback from Grad Night Committee members.

It's important to know that before Ms. Harris called the Community Center, she reached out to *Dave and Busters* and tentatively reserved Tuesday, May 29, 2018 for ERHS Grad Night celebration. Last week the Grad Night Committee made a \$4000 deposit to *Dave and Busters* to reserve the date. Ms. Harris stated that some Grad Night Committee members were not willing to give up their holiday weekend (Memorial Day is May 28) to prepare the facilities for the celebration. She also told me that Dave and Busters handles everything and they would only need six volunteers on the night of the event.

I stressed to her that if the committee would like, the Youth Center and the GAFC is still an option and that we would not charge a rental fee.

Background –

- ERHS Grad Night celebration has taken place at the Youth Center and GAFC for 26 consecutive years. The Community Center has never been used.
- City Council has always waived the rental fee via a written request that is sent by the Grad Night Committee.
- Typically, parents that have junior students at ERHS are part of the Grad Night Committee so that they can take over with knowledge and experience leading into the next year.
- The only cost from the City to Grad Night is for staffing the event.

Let me know if you have any questions,

Greg

*Greg Varda; CPRP*

***Assistant Director of Recreation Programs***

Greenbelt Recreation Department

25 Crescent Road

Greenbelt, MD 20770

301-397-2200

**CITY OF GREENBELT**  
**ANTI-HARASSMENT POLICY**

**PURPOSE**

The purpose of this policy is to re-affirm the City's commitment to keeping its workplaces free of unlawful harassment, to define and provide examples of the conduct that is prohibited, to summarize the respective responsibilities for preventing, reporting, investigating, and responding to violations, and to give clear warning of the serious consequences that violators will face.

A copy of this policy shall be provided to all persons who are subject to it, and shall be posted in the City workplaces.

**POLICY**

All of the following are prohibited by this policy, and by state and federal laws:

- harassment in any aspect of City employment, based on any legally protected characteristic or status, including but not limited to, sex, sexual orientation, gender identity, race, color, national origin, ancestry, religion, age, marital status, physical disability, mental disability, or medical condition;
- retaliation for opposing, filing a complaint about, or participating in an investigation of any such harassment;
- aiding, abetting, inciting, compelling, or coercing any such harassment or retaliation, or attempting to do so.

The City will take all reasonable steps necessary to prevent such misconduct from occurring, and to remedy any occurrences. Any City employee found to have engaged in such misconduct will be subject to disciplinary action, up to and including termination, and will be deemed to have acted outside the course and scope of his or her City employment. Given the nature of the type of discrimination, the City of Greenbelt also recognizes that false accusations of harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of harassment.

This policy prohibits all forms of harassment in any aspect of City employment, based on any legally protected characteristic or status and is broader in scope than the Sexual Harassment Policy of April 1998.

The Community Pledge (2001) states:

"The strength of Greenbelt is diverse people living together in a spirit of cooperation. We celebrate people of many cultures, faiths, and races living together. By sharing together all are enriched.

We pledge to foster a community which is respectful, safe, and fair for all people."

This policy applies to all City employees, volunteers, interns, vendors, and contractors, as well as to all applicants for such positions.

This policy shall not be interpreted or applied in any manner that would be inconsistent with any applicable state or federal law or regulation, or increase the legal liability of the City.

## **DESCRIPTION AND EXAMPLES OF PROHIBITED HARASSMENT**

Harassment may take many forms, including but not limited to:

### **Discrimination**

Personnel decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, disability, marital or parental status, political opinions or affiliations, or lawful employee organization activities.

### **Verbal Harassment**

Use of epithets, innuendos, threats, derogatory comments or references, slurs or jokes, gestures, pranks, teasing or other banter, including negative stereotyping, on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, disability, marital or parental status, political opinions or affiliations or lawful employee organization activities. Verbal harassment may also include sexual remarks or well-intentioned compliments about a person's clothing, body, or sexual activities.

### **Physical Harassment**

Assault, unwelcome or hostile touching or contact, intimidation, impeding or blocking movement, and/or any physical interference with normal work or movement when directed at an individual on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, disability marital or parental status, political opinions or affiliations, or lawful employee organization activities.

### **Visual Forms of Harassment**

Displaying or distributing written or graphic material in the workplace that is derogatory, demeaning, or displays hostility on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, disability, marital or parental status, political opinions or affiliations, or lawful employee organization activities, including but not limited to jokes, posters, notices, bulletins, magazines, cartoons, drawings, advertisements, videos, Internet sites, or other electronic media.

### **Sexual Favors**

Unwelcome sexual advances, expectations, propositions, requests, demands, or pressure for sexual favors, and other verbal or physical conduct of a sexual nature which are implicitly or explicitly a term or condition of an employee's employment, are used as the basis of employment decisions, or affect or interfere with the employee's work performance.

### Hostile Environment

Conduct including the above-referenced behavior(s) that has the purpose or effect of creating an intimidating, hostile, or offensive work environment on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, disability, marital or parental status, political opinions or affiliations, or lawful employee organization activities.

### Steps To Take If You Believe You Are Being Harassed

1. If you feel safe in doing so, you should verbally tell the co-worker to stop the offensive behavior.
2. If the co-worker does not stop the offensive behavior or the person who believes he/she is being harassed chooses not to tell the co-worker to stop the offensive behavior, you should then make a complaint to one of the following:
  - Your immediate supervisor
  - A supervisor other than your direct supervisor
  - Your Department Head
  - The Human Resources Director
  - The City Manager

You should make this complaint to the person with whom you feel most comfortable.

3. When making the complaint you must provide specific facts concerning the offensive behavior. These facts should answer the following:
  - Who committed the offensive behavior?
  - What was the specific behavior?
  - When and where did the incident(s) occur?

### Steps Supervisors Should Take When Receiving A Harassment Complaint:

1. You should get as many facts as possible. Questions you should ask include:
  - Who committed the offensive behavior?
  - What was the specific behavior?
  - When and where did the incident(s) occur?
  - Does the person making the complaint have any idea why the offensive behavior occurred?
  - Were there any witnesses to the situation?
  - What is the history of the relationship between the complainant and the alleged harasser? Were they friends? Casual acquaintances? Only co-workers?
  - Has this type of incident ever happened before?
2. Stay neutral. It is your responsibility to gather facts not make judgments. It is also important that you not make any promises, other than to say an investigation will be forthcoming.

3. Call the Human Resources Director with the complaint. Relay all information you have gathered. It is critical that you make this step as soon as possible after receiving the complaint.

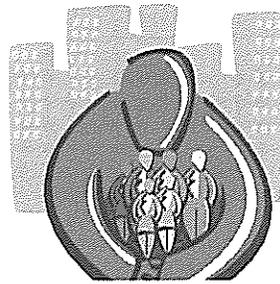
Most importantly, as a Supervisor, if you actually observe harassing conduct, it is your responsibility to immediately intervene to halt the conduct. You should also call the Human Resources Director so an investigation can begin.

Upon completion of the investigation by the Human Resources Director or his or her designee, the Human Resources Director shall communicate the results of the investigation to the complainant, the accused, the City Manager, and as appropriate, all others directly concerned.

To the extent permitted by law, confidentiality shall be maintained with respect to the complaint, the information gathered during the investigation, and the results of the investigation.

## CITY NOTES

### Greenbelt CARES



#### Week Ending December 8

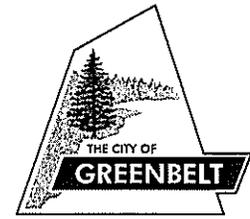
During the month of November, 15 families on average were seen for counseling at CARES. Sixty-three individuals on average came on a weekly basis among whom nineteen were 18 years of age and younger. The CICs (Crisis Intervention Counselors) saw twelve clients.

Liz Park participated in MAYSB Cornerstone Award Presentations to Senator Douglas Peters, Senator Nancy King, and Delegate Maggie McIntosh. These legislators were recognized for their continued support of Youth Service Bureaus and the services they provide throughout Maryland.

# WEEKLY REPORT

## Planning and Community Development

Week Ending: Friday, December 8, 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:** Greenbelt Professional Center, Ambulatory Care Center, and Greenway Center Drive were annually inspected; and 5707 Cherrywood Lane, Capitol Office Park, Capital One Bank, 7800 Good Luck Road, and Beltway Plaza were re-inspected.

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**Apartments:** Parke Crescent Apartments were re-inspected.

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**Rental Property:** Seven rentals were annually inspected; and Six rentals were re-inspected.

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**Complaints:** Two prior complaints were re-inspected.

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**Permits:** Two permits were approved and issued.

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**Animal Control:** One dog found running at large and returned to owner; One dog bite was investigated; One cruelty call was investigated; and One cat, one dog, and two kittens were adopted.

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**Alarms:** Two invoices for business false alarms were mailed; Thirteen warning letters to businesses were mailed; and Sixteen warning letters to residents were mailed.

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**Noise Complaints:** Nine warning letters were mailed; and Three citations were issued for two or more offenses.

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**Meetings: Staff Attended:**

Department Head meeting; and  
Council work session on former nursing home site.

**Staff Met With:**

Joe McNeal to discuss land transfer associated with Greenbelt Station.

**Participated In Phone Conference With:**

Karen Ruff and GIP to discuss status of 3<sup>rd</sup> party annexation plan review; and

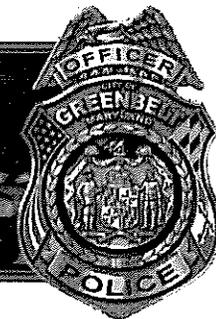
Woodlawn Development to discuss ongoing development of Greenbelt Station South Core.

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*Planning Projects:* Worked on the zoning re-write review;  
Prepared material on zoning re-write project for upcoming city council meeting;  
Worked on program open space reimbursement submittal;  
Prepped for Council's work session on the former nursing home site regarding NVR Inc. proposal for sixty (60) townhome units;  
Project management for annexation issue;  
Project management for Buddy Attick Park grant;  
Project management for MD Bikeways grant; and  
Project management for Green Streets grant.

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# GREENBELT POLICE DEPARTMENT



## CRIME REPORT

DECEMBER 6, 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

See Automotive Section

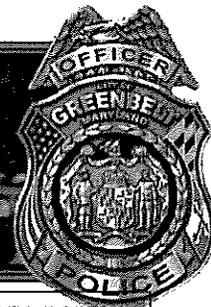
### FRANKLIN PARK/BELTWAY PLAZA/GREENBELT STATION/CAPITOL OFFICE PARK/METRO

11/29 9:40 A.M.	9100 block Edmonston Road. Theft. A large parcel package was taken from in front of an apartment door.
11/30 12:09 P.M.	9000 block Breezewood Terrace. Theft. Money was taken from a purse in a residence.
11/30 5:59 P.M.	6200 block Springhill Court. Burglary arrests. A 14 year old Greenbelt youth and a 14 year old Lanham, MD youth were arrested for Burglary and Trespass by officers responding to a report of a burglary in progress. Both youths were released to guardians pending action by the Juvenile Justice System.
11/30 2:00 P.M.	6000 block Greenbelt Road. Theft. An unattended purse was taken from a shopping cart at the Big Lots store.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# GREENBELT POLICE DEPARTMENT



12/03 8:40 P.M.	9100 block Edmonston Road. Strong arm robbery. The victim, a food delivery person, advised that he was attempting to make a delivery he was approached from behind by the suspect, who punched him and took the food order. The suspect then fled the area on foot. The victim was not injured. The suspect is described as a black male with short black hair, wearing a black jacket and a red skull cap.
12/04 2:51 A.M.	6200 block Greenbelt Road. Burglary. Officers responded to a report of an alarm at the Boston Market restaurant. Unknown person(s) broke out the glass front door. A safe and money were taken.
12/04 4:43 A.M.	9100 block Edmonston Court. Vandalism. Unknown person(s) used a rock to break out the bedroom window of a vacant apartment.
12/04 6:54 P.M.	6000 block Greenbelt Road. Trespass arrest. Tayshawn Aaron Small, 21, of Greenbelt was arrested and charged with Trespass after he was located on the grounds of Beltway Plaza after having been banned from the mall by agents of the property. The suspect was released on citation pending trial.

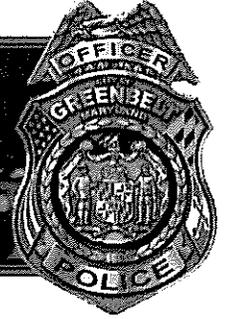
## GREENBELT EAST/GREENWAY SHOPPING CENTER

11/30 12:23 P.M.	8200 block Mandan Court. Robbery. The victim advised that he had arranged to purchase a camera on social media and agreed to meet the seller to complete the transaction. Upon arriving on the scene to complete the transaction he observed the two suspects, who asked to see the money. The suspects then assaulted the victim, punching him and threatening him with a knife. After getting money the suspects fled the scene on foot. The victim was not injured. The suspect are described as a black male, 19 to 22 years of age, with a thin build and a dark complexion, wearing a black hooded sweatshirt, black pants and black sneakers and a black male, 19 to 22 years of age, with a thin build and a dark complexion, wearing a black hooded sweatshirt, light grey pants and black and white shoes.
12/02 10:00 A.M.	7400 block Morrison Drive. Theft. A charcoal grill was taken from the patio of a residence.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# GREENBELT POLICE DEPARTMENT



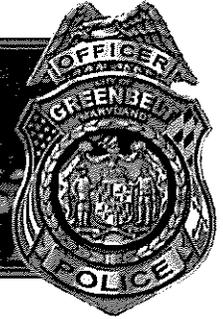
## Automotive Crime - City Wide

12/01	8000 block Mandan Road. Theft from auto. Five tires and rims were taken from a vehicle.
12/01	8000 block Mandan Road. Theft from auto. Four tires and rims were taken from a vehicle.
12/01	100 block Westway. Theft from auto. Four tires and rims were taken from a vehicle. A witness described a suspect observed removing one of the tires as a Latino male, 5'8", wearing a grey hooded sweatshirt and sweat pants.
12/02	7400 block Frankfort Drive. Theft from auto. A rear tag, Maryland 3AL6048, was taken from a vehicle.
12/02	8000 block Mandan Road. Theft from auto. A rear tag, Maryland T317363, was taken from a vehicle.
12/04	9100 block Springhill Lane. Theft from auto. Documents were taken from an unlocked vehicle.
12/05	6100 block Breezewood Court. Stolen vehicle. A white 2005 Cadillac Escalade SUV, Maryland tags 6BR7009.
12/05	6000 block Springhill Drive. Theft from auto. Unknown person(s) used unknown means to enter the vehicle. A wallet was stolen.
12/06	Recovered stolen auto. A 2013 BMW 528i 4-door, reported stolen September 16 <sup>th</sup> from the 7400 block of Greenbelt Road, was recovered this date by the Maryland State Police in the 12500 block of Southern Boulevard, Dunkirk, MD. No arrests.
12/06	7700 block Hanover Parkway. Vandalism to auto. The driver's side window was broken out on a vehicle.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# GREENBELT POLICE DEPARTMENT



## CRIME REPORT TALLY SHEET

WEEK OF DECEMBER 6, 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.

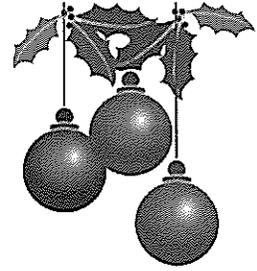
<u>GENERAL CRIMES</u>		<u>GENERAL CRIMES (CON'T)</u>	
Carjacking		Animal Bite (Dog bite. Owner known)	1
Rape		Disruption of School Activities	
Armed Robbery	1	Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery	1	Emergency Commitment Petition	2
Attempt Strong Armed Robbery		Missing Person	
Burglary	2	Fraud	
Attempt Burglary		Unattended Death	
Assault (Three domestic-related)	3	Alcohol Violation	
Domestic	3	False Report	
Drugs		Harassment	
DUI/DWI		Field op (suspicious person)	3
Theft	7	Notification for other agency	
Vandalism (One a medical instrument damaged by a patient)	2		
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	1
Trespass	1	Recovered Stolen Vehicles	1
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	7
Credit Card Offense		Attempt Theft From Vehicles	
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	1
Suspicious Person		Accidents	6



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

# *Department of Public Works*

## *Week Ending December 8, 2017*



### **ADMINISTRATION**

- Jim Sterling attended the Maryland Building Officials training on updates to the 2015 ICC Plumbing code.
- Met with WSSC regarding potential water improvement projects.
- Met with the contractor to look at miscellaneous concrete work that needs to be done now.
- Finalized the reserve study proposal.
- Initiated the Greenbelt Theater HVAC design program.
- Held the monthly supervisors' meeting.

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

- Removed unwanted signs and checked for graffiti throughout the city.
- Pushed yard waste debris at the Northway Fields compost site.
- Took down Festival of Lights banners and put up Swim Team banners.
- Applied crack seal for three days where Crescent and Ridge Roads meet.

### **HORTICULTURE/PARKS**

- Continued curbside leaf pick-up in Boxwood Village and throughout the city.
- Blew leaves at common areas, walkways and along roadways.
- Removed hazardous/dead trees on Crescent Road.

### **FACILITY MAINTENANCE**

- Replaced three electric receptacles in the auto shop at Public Works.
- Performed the monthly preventative maintenance and inspection on the HVAC services in all City buildings.
- Inspected fire extinguishers and emergency lights in all City buildings.

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

- Collected 27.33 tons of refuse and 13.73 tons of recyclable material.
- Picked up litter on both sides of the fence at the Spellman Overpass.
- Picked up litter on the Greenbelt Station pathway.

### **FLEET MAINTENANCE**

- Installed a gun mount on Police Vehicle #872.
- Replaced the air conditioning compressor and cleaned the rear air conditioning condenser as well as performed preventative maintenance on Police Vehicle #838.
- Replaced the strobe lights on the salt truck.

# **Greenbelt Recreation Department**

## **Weekly Report**

### **Week Ending December 8, 2017**

#### **ADMINISTRATION:**

- Kudo's to all staff who were instrumental in the Festival of Lights Tree Lighting with Santa and the Juried Art and Craft fair held last weekend!
- Director attended the Department Head meeting.
- Prepared and sent out PRAB meeting materials to all Board members. The meeting will be held a week earlier than normal due to the holiday schedule. PRAB is scheduled in room 114 at the Community Center at 7:30pm, Wednesday, December 13.
- Prepared department logo comments for the Council meeting on December 11. Staff is hoping to roll-out this new logo with our Spring 2018 Brochure.
- The Recreation Management Team is scheduled to meet with Councilmember Byrd on Monday, December 11; a tour of facilities will also be provided.
- RecTrac conversion training will be held over the next two weeks. Staff will be working Vermont Systems to provide hands on training.

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

- Annual Festival of Lights events continue this weekend with Santa's Visit to the Youth Center on Saturday, from 10am until 12pm. Refreshments and activities will be available as families greet Santa and pose for their complimentary photograph. Thanks to Bev Palau for providing her photography skills for this special holiday tradition!
- An Elves Workshop will take place at the Youth Center on Saturday from 1:30pm-3:30pm. Participants will create holiday decorations and edible treats. Pre-registration is required.
- Our North Pole Calling program is still taking requests for a call from Santa. Forms are available in recreation centers and the North Pole mailbox is now located in the Youth Center. Call requests are due by Tuesday, December 12.
- Winter 2018 Activity Guide is now available on-line and printed guides are available in city buildings. Registration for winter classes began November 27 for residents and opened for non-residents December 4. Registration will continue on a space available basis until Winter classes begin on or after the week of January 2, 2018.
- Attended the Maryland Department of Health Youth Camp Safety Advisory Council meeting.
- Reviewed applications for the Community Center Coordinator position.
- Preparations for the conversion to RecTrac 3.1 continued.
- FY19 budget preparation continued.
- Planning and preparation of the 2018 Camp Guide continued in coordination with Bev Palau.
- Spring 2018 Activity Guide production schedule was shared with all staff and program planning for Spring continued.

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

- EZ Rehab Solutions Therapy met on Tuesday and Thursday.
- GMST met on Sunday, Tuesday and Thursday for practice. The fall season will conclude on Sunday, December 10, with time trials.
- GMST is actively searching for a head coach. If you have any suggestions or leads please feel free to pass them along to Mark Swisdak or another board member.
- Children's Swim Lessons Fall 2017 sessions conclude on Saturday, December 9.
- Swim Instructor(s) provided a total of 10 private swim lessons (Friday-Thursday).
- First Aid/CPR/AED class is scheduled on Friday, December 8, from 6pm-8pm.

- GAFC staff had a Mediation Workshop to discuss solutions for an interactive communication on Tuesday. The workshop was presented Glenda Willis and Kathy Gray.
- GAFC staff will be meeting the third Tuesday of every month at 1p.m. to plan for activities and events.
- Public Works Department received the Swim Team Registration Banners on Friday, December 1st to be hung over Crescent Road and Ridge Road.
- GAFC is accepting toys (new & unwrapped) for the Toys for Tots campaign now through December 22.

## **ARTS:**

- The Festival of Lights Juried Art and Craft Fair was held on December 2 and 3 providing a lively gathering and shopping opportunity supporting about 75 local artisans. Several of our vendors participate also in juried fairs at national museums such as the American Visionary Art Museum, although they tell us as they are equally or more successful here. A great deal of positive feedback was received from both patrons and participating artists. A few representative comments from vendors:
  - "So much fun! This was my first year at Greenbelt ... Thank you so much for having me. It was a weekend of the loveliest of conversations - I met so many nice people :) The event was so well organized - thank you for all of the time and effort you put into it."
  - "love the community!"
  - "This year was my third year and I had so many repeat customers as well as many new ones. I love this show and I think it is fantastically organized. I look forward to next year already."
  - "It's always so calm, pleasant, well organized and the people are so interesting and nice...still the best fair I go to. I don't know what could be better!"
  - "...my best market of all time. I even had several people come up to me on Saturday morning and tell me about how they were all talking about me in their yoga class before the market - how crazy is that? Greenbelt makes me feel so appreciated! Can't wait until next year!"
- Submitted an application to the Maryland State Arts Council for FY19 arts program operating support.
- Arts Program instructor Sally Davies will be featured in an on-air "Pop-Up Exhibit" as part of the Maryland Public Television Artworks show on Thursday, December 14, at 8:30pm.
- Currently on view at the Greenbelt Community Center art gallery: Elemental Motion - Digital Photography by Peter Iverson and Julie Simon. This show continues through January 3.
- Ongoing activities include: final activities and evaluations for fall classes; winter session registration; preparation of the spring class schedule and activity guide; preparations for the New Deal Nut dance performance; vendor recruitment at area craft fairs for next year's Festival of Lights; routine program marketing.

## **COMMUNITY CENTER:**

- There is currently one Center Leader shift open on the permanent schedule. Recruitment continues.
- The monthly fire drill was conducted.
- The flag was lowered to honor Pearl Harbor Remembrance Day.
- Supervisor attended the first meeting of the National Recreation and Parks Association Local Host Committee for the Baltimore Annual Conference to be held in Baltimore in September 2019. The annual conference was last in Baltimore in 2008. She is serving on the committee as a co-chair of Transportation.
- Supervisor continued to field inquiries in regard to food operation rentals for the Commercial Kitchen. There have been 264 inquiries since April 2015. There are currently five food operations who received all permits and may rent the Kitchen.
- There were 5 facility reservations processed.
- There were 2 private rentals and 13 pattern rentals.
- The following groups received free space: Golden Age Club, Greenbelt Concert Band, Greenbelt Climate Action Network, PG Peace & Justice Caucus, Belle Point Home Owners Association, Girl Scout Troop and #23007.
- The following City groups received space: Be Happy Be Healthy Volleyball & Yoga, Public Safety Advisory Committee, Police Department and City Council.