

**CALENDAR**

< PREVIOUS MONTH

**JANUARY 2019**

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2 7:30 PM <a href="#">Advisory Planning Board Meeting</a> 8:00 PM <a href="#">Work Session - Open Session / Closed Session - (Personnel/Legal Matters), (Library, MB)</a>	3	4	5
6 1:00 PM <a href="#">Community Art Drop-In</a>	7 10:00 AM <a href="#">Winter GED Course</a> 6:30 PM <a href="#">Clean Water Partnership Community Meeting</a> 7:30 PM <a href="#">Work Session - Economic Development Coordinator, (MB)</a>	8 7:00 PM <a href="#">Arts Advisory Board</a> 7:00 PM <a href="#">Public Safety Advisory Committee Meeting</a>	9 6:00 PM <a href="#">MML Legislative Reception (Annapolis)</a> 8:30 PM <a href="#">Work Session - Budget Update, (CC)</a>	10 7:00 PM <a href="#">Pedestrian and Bicycle Task Force</a> 7:30 PM <a href="#">Community Relations Advisory Board</a>	11	12
13 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>	14 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a> 7:40 PM <a href="#">Interview Advisory Board, (MB)</a> 8:00 PM <a href="#">Regular Meeting, (MB)</a>	15 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>	16 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a> 7:30 PM <a href="#">Advisory Planning Board Meeting</a> 7:30 PM <a href="#">Park and Recreation Advisory Board</a> 8:00 PM <a href="#">Work Session - County Council At-Large Representatives (tentatively), (CC)</a>	17 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>	18 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>	19 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>
20 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>	21 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>  <a href="#">No Meeting - Martin Luther King Jr. Day</a>	22 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a> 6:00 PM <a href="#">Advisory Committee on Education Annual Principals Meeting</a> 7:00 PM <a href="#">Advisory Committee on Trees</a> 7:30 PM <a href="#">Advisory Committee on Education Meeting</a>	23 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a> 7:40 PM <a href="#">Interview Advisory Board, (CC)</a> 8:00 PM <a href="#">Work Session - ULI-TAP Report, (CC)</a>	24 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a> 7:00 PM <a href="#">Forest Preserve Advisory Board Meeting</a>	25 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a> 5:30 PM <a href="#">GAFC: Youth Advisory Committee</a>	26 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>
27 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>	28 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a> 9:30 AM <a href="#">NOFA Accreditation Course in Organic Land Care</a> 8:00 PM <a href="#">Regular Meeting</a>	29 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a> 9:30 AM <a href="#">NOFA Accreditation Course in Organic Land Care</a> 3:30 PM <a href="#">Senior Citizens Advisory Committee</a> 7:30 PM <a href="#">Green ACES Meeting</a>	30 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a> 9:30 AM <a href="#">NOFA Accreditation Course in Organic Land Care</a> 8:00 PM <a href="#">Four Cities (College Park)</a>	31 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a> 9:30 AM <a href="#">NOFA Accreditation Course in Organic Land Care</a>	1	2

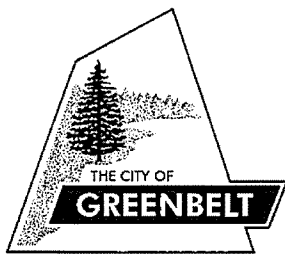
**CALENDAR**

< PREVIOUS MONTH

**FEBRUARY 2019**

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>	2 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>
3 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>  1:00 PM <a href="#">Community Art Drop-In</a>	4 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>  8:00 PM <a href="#">Work Session - TBD, (MB)</a>	5 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>  7:00 PM <a href="#">Public Safety Advisory Committee Meeting</a>	6 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>  7:30 PM <a href="#">Advisory Planning Board Meeting</a>  8:00 PM <a href="#">Work Session - Combined Properties/Greenway Center (stakeholder), (CC)</a>	7 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>	8 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>	9 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>
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24 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>  1:00 PM <a href="#">Celebrate Black History Month</a>	25 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>  8:00 PM <a href="#">Regular Meeting, (MB)</a>	26 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>  3:30 PM <a href="#">Senior Citizens Advisory Committee</a>  7:00 PM <a href="#">Advisory Committee on Education Meeting</a>  7:30 PM <a href="#">Green ACES Meeting</a>	27 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>  8:00 PM <a href="#">Work Session - TBD, (CC)</a>	28 <a href="#">Family Portraits: Robert Cantor, Maura Doern Danko and Amanda Demos Larsen</a>  7:00 PM <a href="#">Forest Preserve Advisory Board Meeting</a>	1	2



## City Manager's Report Week Ending January 4, 2019

1. As a reminder, the National Capital Planning Commission will receive a presentation on the Supermagnetic Levitating Train (Maglev) on January 10, 1pm. Attached is a copy of the agenda.
2. As reported earlier this week, a medical cannabis dispensary has received a County building permit for 7327 A Hanover Parkway. The City building permit process started on Tuesday. As requested during a Council work session, the company provided the attached letter to Council regarding what would happen if recreational use of cannabis becomes legal. As also noted during past Council work sessions, the State regulates medical cannabis companies, not the City.
3. The City's Advisory Planning Board was briefed on Beltway Plaza's proposed redevelopment. Staff reports that the proposal was amended from the version presented to Council. The company included a senior housing component and expressed desire to address pedestrian and bus access. Open space and the inclusion of space for medical offices were also shared. Beltway Plaza is scheduled for presentation at the January 16<sup>th</sup> Parks Recreation and Advisory Board meeting, The schedule also includes the January 11<sup>th</sup> County Subdivision and Development Review Committee on January 11<sup>th</sup> and the County Planning Board on February 21<sup>st</sup>.
4. Please see attached annual landscape agreement with Greenbriar Home Owners Association. This was reviewed by the Public Works Director and signed by the City Manager this week.
5. Please find attached a copy of the new, signed agreement for management of part-time police officer assignments. The company will monitor, schedule, track hours and payments, and will enable staff to perform other work while still monitoring the program. City staff previously coordinated schedules. The conversion was the recommendation of Chief Richard Bowers.
6. Greenbelt Station TIF activities continue with the latest round of legal and financial preparation underway and review.
7. Signed an agreement to send two candidates to the University of Maryland Public Safety Academy in February. As noted, Chief Bowers would like to send five people. The cost for each person to attend, including salary, is about \$63,000.
8. Signed the agreement to participate in the coalition of governments partnering to address small cell tower regulations. The legal firm representing the group is Best Best & Krieger.
9. Signed an update to the traffic camera agreement. Chief Bowers has confirmed that all City-operated traffic cameras in Greenbelt are functional.
10. In follow-up to a question by Mayor Pro Tem Davis, Ms. Terri Hruby confirmed that local legislation on short-term rentals is not necessary as City law addresses rentals. Coupled with recent County legislation, staff does not anticipate need for a work session nor further legislation. A memorandum of understanding between the City and County will be developed for County consideration.

11. Confirmed that current Police Department vacancies have been reduced to eight sworn police officers, three communications specialists (dispatchers), and one civilian information technology position. As previously shared, the information technology position will be grade.
12. In follow-up to Council's concerns regarding continued issues regarding various State of Maryland roadways, staff will again contact the State Highway Authority. This includes concern regarding painting of turn lanes from Hanover Parkway onto MD 193 and paving of Edmonston Road. The Southway guardrail was repaired on the date of this report.
13. Regarding the status of the Greenbelt Readiness Center, staff continues to await response from the State of Maryland's general services staff. The military representative indicated that the state is working with the military to decommission the building. The process requires work with the US Department of Housing and Urban Development. More information will be provided when available as confirmation on the line of succession to the County and then City would be confirmed. Council's concern regarding tall grass at the facility was relayed in mid-December, with the State military representative offering to address the property's condition and maintain coordination. However, City staff had already cut the grass.
14. Staff investigated Councilmember Pope's concern about a potential sinkhole near a bench on a path near Greenbelt Lake. Staff noted that the sinkhole may be near a WSSC waterline yet will be filled today. Staff will also be reviewing the condition of area trees.
15. Reviewing recreation director applications.
16. Met and/or teleconferenced with staff regarding operational and personnel matters.
17. Participated in Closed Session on Personnel Matters (Public Works, Police, Planning and Recreation) and Consultation with Legal Counsel regarding litigation.
18. Assistant City Manager
  - a. On leave.
19. City Treasurer
  - a. Reviewed Pepco and Washington Gas expenditures. Compared fiscal and calendar year results to determine FY 2019 estimate and FY 2020 proposed expenditures.
  - b. Completed Public Works salary and benefits estimate. Submitted results to Public Works Director for comment.
  - c. Completed review of Recreation Department's operating expenditures. Submitted results to Recreation Department staff for comment.
20. Information Technology
  - a. Setup Finance copier as printer.
  - b. Reviewed Verizon Wireless account.
  - c. Project walk-thru with Public Works and J&M Security – Center wireless.

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

## Anne Marie Belton

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**From:** Nicole Ard  
**Sent:** Friday, January 04, 2019 12:16 PM  
**To:** Anne Marie Belton  
**Subject:** FW: Final Agenda for NCPC's January 10, 2019 Meeting

Anne Marie,  
I previously sent this agenda to Council. Can you please provide a hard copy of the agenda with their report?

Thank you,  
Nicole

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**From:** National Capital Planning Commission [mailto:info@ncpc.gov]  
**Sent:** Friday, December 21, 2018 4:34 PM  
**To:** Nicole Ard  
**Subject:** Final Agenda for NCPC's January 10, 2019 Meeting

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Commission Meeting

## Final Agenda for the January 10, 2019 Meeting

1:00 pm | 401 9th Street, NW 5th Floor Washington, DC

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[View Final Agenda](#)

Items on the final agenda include:



**South Capitol Street Corridor and Frederick Douglass Memorial Bridge  
Project Landscape Design**

*(Final site development plans)*

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**National World War I Memorial**  
*(Preliminary site development plans )*

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**Baltimore-Washington Superconducting Maglev Project**  
*(Information presentation - no action taken)*

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**National Native American Veterans Memorial**  
*(Information presentation - no action taken)*

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**Master Plan for the Department of Homeland Security Headquarters**

**Consolidation at St. Elizabeths West Campus**  
*(Information presentation - no action taken)*

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Staff Recommendations

Submit Comments/  
Register to Speak

Watch Live

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*Submit comments or register to speak on a project until noon  
on the day before the Commission meeting.*

*Reasonable accommodations are provided upon request.  
For more information, call 202-482-7211 or email: [info@ncpc.gov](mailto:info@ncpc.gov).*

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[info@ncpc.gov](mailto:info@ncpc.gov).

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National Capital Planning Commission | 401 9th  
Street, NW | Suite 500 | Washington | DC | 20004





Monday, December 31, 2018  
Emmit Jordan  
Mayor, City of Greenbelt  
25 Crescent Road  
Greenbelt Maryland 20770

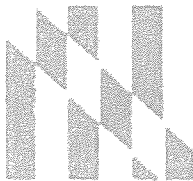
Dear Mr Jordan, et al,

We greatly appreciate the work group meeting that our company shared with the City Council. It was helpful to receive and respond to your questions about our business, and to hear from members of the public. We look forward to opening in Greenbelt and sharing a mutually successful relationship as business people, neighbors, and good stewards of the City.

As part of our building permit process, I have been asked to draft a letter addressing the Council's point regarding recreational use of Cannabis in the city of Greenbelt. While the laws of the land are outside of our business' control, we will make every effort to follow these laws. As laws change, we also will make every effort to keep abreast of the changes in law. To that effect, current law prohibits consumption of Cannabis on the premises of our dispensary, and we have every interest and intention of following that law.

The main reason that our firm selected the medical facility at 7327 Hanover parkway was due to mandates by the Prince George's County Code that required us to operate within 500 feet of a medical facility and other stipulations that you are aware of. Should national or state law change to permit adult use of cannabis, it is reasonable to assume that the zoning codes would change to reflect that. It is in our company's best interest to adhere to all applicable zoning regulations and laws. Therefore, we would pursue changes to our company, including location that would best position us for success given any changes in the law. We would, in accordance with the city's request, within in all reasonable normal courses of business, seek to re-locate our facility to a location more appropriate for new zoning laws and for new uses should these regulations change.

Regards,  
Tim Cook



2012 Renard Ct. STE O, Annapolis MD 21401

7327 HANOVER PKWY # 3/3/15 GREENBELT 20770

CASE NUMBER : 35529-2018-00

PRINCE GEORGE'S COUNTY

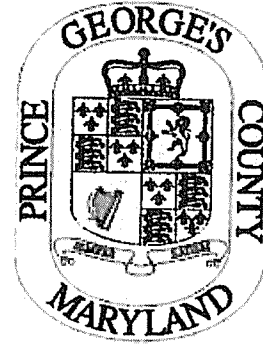
PERMIT

ISSUANCE DATE : Nov-26-2018

EXPIRATION DATE :

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT PERMITTING CENTER  
9400 PEPPERCORN PLACE, 1st FLOOR, LARGO, MD 20774 (301) 883-5900

**PROPERTY OWNER**  
HAMILTON ENTERPRISES LLC  
3220 HICKORY RIDGE RD  
DUNKIRK, MD 20754 (301) 474-0147



**CONTRACTOR**  
SIGNCRAFT ANNAPOLIS LLC  
2012 RENARD CT # SUITE O  
ANNAPOLIS, MD 21401 (410) 268-2008  
LICENSE NUMBER: 02310011

**OCCUPANT**  
BETHESDA BIOMEDICAL INC.  
2012 RENARD CT # SUITE O  
ANNAPOLIS, MD 21401 (443) 336-8337

**ARCHITECT**  
GAYLL WORSLEY # 3  
7304 GEORGIA NW AVE (202) 291-1666  
WASHINGTON, DC 20012

TYPE OF PERMIT : **DPIE CU**  
WORK DESCRIPTION : **TENANT FIT OUT FOR CANNABIS DISPENSARY**  
EXISTING USE : **physical therapists, condominium unit**  
USE (MNCPPC ZONING) : **MEDICAL SERVICES**  
SUBDIVISION : **HANOVER OFFICE PARK CONDO PHASE 3**  
OWNERSHIP :  
LIBER : 39528  
FOLIO : 452  
ED/ACCT NO. : 21 / 2409175  
LOT :  
BLOCK :  
TAX MAP : 034  
SCD :  
SPEC EXCEPT :  
Conditions

HEIGHT FT : 9  
WIDTH FT : 74  
DEPTH FT : 39  
NO STORIES :  
DWELL UNTS :  
PARKING SP : 0  
LIVE LOAD :  
USE GROUP : M  
TYPE CONST : 3B

OCCUPANCY LOAD : 85  
SITE CERTIFICATE :  
STRUCTURE CERT : N  
SEWER : CITY  
WATER : CITY  
HEATING :  
PARCEL :

ELECTRICITY :  
CENTRAL A/C :  
ELEVATOR :  
ESCALATOR :  
BASEMENT : N  
BOILER NUMBER :  
CBCA : N  
HISTORICAL : N  
SIGN NUMBER :

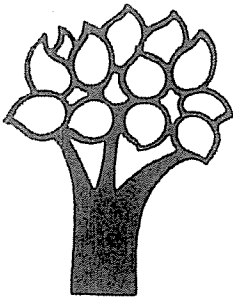
As outlined in County Code Subtitle 4-111 no work shall be performed during the hours of 9:00 p.m. to 7:00 a.m., unless work is performed pursuant to Section 4-120 of this Subtitle.

Only the Licensed Contractor or Homeowner, named on the Permit as contractor, is permitted to perform the scope of work on the permit at the address specified.

YOU MUST COMPLY WITH MUNICIPAL, HOMEOWNER/CIVIC ASSOCIATION AND LOCAL COVENANTS. A FINE MAY BE IMPOSED IF CONSTRUCTION IS BEGUN WITHOUT REQUIRED APPROVALS

THIS PERMIT IS VOID SIX (6) MONTHS FROM DATE ISSUED IF CONSTRUCTION HAS NOT STARTED, HAS BEEN SUSPENDED OR DISCONTINUED UNLESS OTHERWISE INDICATED

INSPECTION AREA :		INSPECTION APPROVALS			Halham A. Hijazi
BUILDING INSPECTOR	HEALTH	ELECTRICAL	PLUMBING	FIRE MARSHALL	
APPROVED :					



# The Greenbriar Condominiums

7600 Hanover Parkway, #101  
Greenbelt, MD 20770  
301-441-1096  
301-441-2381 fax

December 18, 2018

Ms. Nicole Ard  
City of Greenbelt  
25 Crescent Road  
Greenbelt, MD 20770

Dear Ms. Ard,

Please consider this letter as an agreement for the lawn care and landscape maintenance of City of Greenbelt property adjacent to Greenbriar Condominiums. The work will be coordinated by Greenbriar Community Association and performed by Complete Landscaping Service. Greenbriar Community Association will pay for the services rendered by Complete Landscaping and then bill the City of Greenbelt for reimbursement.

The Scope of Work will be as noted in your 2014 RFP, Add Alternate #1, Section 2.4.B which was provided to Complete Landscaping. The price for 2019 will remain \$965.00 per month or \$11,580.00 for the year. This includes flower planting at Hanover Parkway in the spring and fall; those flowers will mirror what is on the Greenbriar stone wall sign.

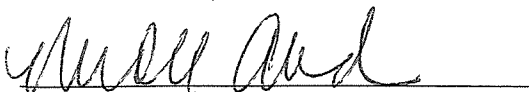
If you would like to accept this agreement, please sign below, return the original to me. Otherwise, please let me know if you have any questions.

Sincerely,

*Julie Cummings*

Julie Cummings, CMCA, AMS  
Community Manager, CVI  
Agent for Greenbriar Community Association

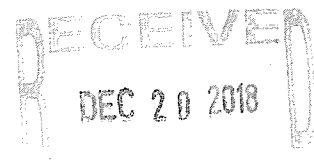
I hereby accept this agreement on behalf of the City of Greenbelt.



Nicole Ard  
City Manager, City of Greenbelt

DATE

cc: Board of Directors  
Accounting  
Complete Landscaping



**Managed By: CVI, 6300 Woodside Court, Suite 10, Columbia, MD 21046-3212  
301-596-2600 \* Fax: 301-596-2082**

B. Properties included in Add alternate #1

LOCATIONS	LAWN CARE	LANDSCAPE MAINTANCE
13. Hanover Parkway	All medians from Greenbelt Road to Mandan Road. Right of way From Greenbelt Road to Mandan Road (School Board side only).	All landscaping in medians and trees beds.
14. Mandan Road	(North side) All medians from Greenbelt Road to the dead end just past Hanover Parkway. Right of way From 4648 Mandan Rd. to Hanover Parkway (School Board side only).	All landscaping in medians and trees beds.

**2.5 CONTRACTOR'S EMPLOYEES**

- A. Personnel employed by the Contractor shall be capable employees qualified in this type of work. A fully qualified work force shall be maintained throughout the period of this contract. All personnel shall receive close and continuing first-line supervision.
- B. The Contractor's supervisors shall be fully and adequately trained and have a minimum of five (5) years experience in lawn and landscaping supervision sufficient in scope to meet the approval of the Contract Manager.
- C. The Contractor shall employ the quantity and quality of supervision necessary for both effective and efficient management of lawn and landscaping operations at all times.
- D. Contractor shall be liable for any damages caused directly or indirectly by its employees.

**2.6 REDUCTIONS IN PAY**

- A. Reductions for below standard work will be made if, after the second documented notification, the Contractor has not corrected the deficiency and City worker(s) are assigned to perform the task(s) or was not completed at all by the contractor.
- B. Reductions for non-performance will be made if the task(s) was not done and City worker(s) have to be assigned immediately to perform the task(s).
- C. Reductions for A. and B. above will be based on the hourly billing rate of the City employee(s) plus benefits assigned to perform the task(s) times the hour(s) required for City worker(s) to perform the task(s). If the work was not performed by the contractor and was just omitted, a deduction based on percentage of the overall monthly bill minus the work not completed will be calculated and the bill adjusted accordingly.

**2.7 PAYMENT TO CONTRACTOR**

- A. At the end of each month, the Contractor shall render to the Contract Manager their invoice, for the services provided during the preceding month. The invoice shall not exceed 1/9th of the annual base amount of the contract.



INDEPENDENT ADMINISTRATIVE SERVICES AGREEMENT

This Professional Services Agreement (this "Agreement") is entered into as of the \_\_\_ day of \_\_\_\_\_, 201\_, (hereinafter the "Effective Date"), by and between Hart Halsey LLC dba Extra Duty Solutions, with principal office at 101 Merritt Blvd, Suite 21, Trumbull CT 06611 (hereinafter "Company"), and \_\_\_\_\_, with principal offices at \_\_\_\_\_ (hereinafter "Client" or "City").

W I T N E S S E T H:

WHEREAS, the Client desires to retain the Company to provide certain services to the Client on the terms and conditions hereinafter set forth, and the Company desires to continue to perform such services on such terms and conditions;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein, the parties hereto do hereby agree as follows:

1. Administrative Services.

- a) Subject to the terms and conditions hereof, the Client hereby engages and appoints the Company to administrate the Client's extra duty program. This will entail:
  - I. Engaging with individuals and representatives of companies, organizations and institutions who wish to hire officers to work extra duty details (hereinafter "Customers") via phone, website interaction or email to explain program rules and rates, vet new customers per department's guidelines, execute the new customer process, receive requests for extra duty details, confirm extra duty details and to gather and communicate any related pertinent information and feedback.

- II. Scheduling extra duty details with department personnel in a manner consistent with department rules. Communicate as needed with department personnel to confirm detail assignment scheduling and details worked.
- III. Invoicing Customers and following-up on invoice collections in a manner agreed upon with department leadership.
- IV. Manage officer payment process in conjunction with the Client's existing pay roll process. Company will provide payroll files and direct deposit payments covering all details the Company's administrative fee (stated in Section 3) has been charged on to the Client in a cadence consistent with Client's existing pay roll process periods. Alternatively, the Company will pay Client officers directly as 1099 contractors. The chosen method is at the discretion of the Client.
- V. Collect, from Customers, and pay to the Client within payments detailed in Section 1.IV, any Client administrative fees at a level specified by the Client.
- VI. Manage the feedback loop i.e. initiate and field feedback from customers (good and bad) then share with the appropriate parties in a timely manner
- VII. Provide department leadership with appropriate reporting and transparency into the program on an on-going basis.
- VIII. Accept all Customer credit risk and finance, at sole cost to the Company, all financing "float" costs associated with invoicing Customers. Invoice remittance timing will not affect the time of pay roll and administrative fee payments Company must pay Client under Sections 1.IV and 1.V. See appendix A for operational details.

## 2. Term

The term of the engagement shall commence on the Effective Date and continue month-to-month unless terminated by either party. Either party may terminate this Agreement upon thirty (30) days' prior written notice to the other party. If the Company should breach a material obligation under this Agreement, the Client shall give the Company written notice of such breach and provide the Company an opportunity to remedy such breach within thirty (30) days of such notice. Failure to remedy any such breach within this time period will constitute sufficient grounds for termination without any further notice. Material obligations shall include, but not be limited to, the filing of bankruptcy or similar procedure due to insolvency, any unapproved assignment of, or repeated non-performance of Company's obligations under this Agreement; any breach of Company's representations and warranties; or termination or lapse of any insurance coverage or policy obligations.

## 3. Payment and Invoicing Terms.

In consideration for any and all services which the Company shall render to the Client pursuant to this Agreement, the Company shall charge the Customer an administration fee of 10%. The administration fee will be applied to any extra duty revenue including, but not limited to, officer pay, cruiser fees, K9 fees, flare fees, etc.

4. Changes

Client may, with approval of the Company, change the scope of services to be offered. Such changes shall be made in writing and accepted by the Company in writing.

5. Standard of Care

- a) The Company warrants that services shall be performed by personnel possessing competency consistent with applicable industry standards.
- b) Manner of performance by Company
  - I. Company shall work closely with Client's personnel to the extent required and, if necessitated by the nature of the services under the Agreement. Company agrees to use its best reasonable efforts in its performance and agrees that completion of the services within the agreed upon time period is an essential term of this Agreement. Client will provide access to Client's facility as may be reasonably required for the performance of such services. Company shall make available to Client periodically upon request, work products and other information as may be necessary to enable Client to verify that Company is proceeding in accordance with any general specifications.
  - II. While at the facilities of Client, Company and its staff shall observe and follow the work rules, policies and standards of Client including but not limited to Client's rules, policies and standards relating to security of and access to Client's facilities; telephone information and intellectual property.
  - III. Company shall appoint a member of its staff to be the single primary responsible individual for delivering Company's services to Client under this Agreement.
  - IV. Company shall keep complete and systematic records of all services purchased by Client. Such records shall include any records relevant to any costs, expenses, or payments incurred or made by Company on behalf of Client, any financial records, procedures and such other documentation pertaining to Company's performance under this Agreement. Company shall preserve all such records for the longest of the following two periods: (i) a term of 5 years after termination of this Agreement or (ii) in accordance with the record retention period mandated by any applicable law. In the event that a legal matter arises requiring preservation of certain records, Company shall suspend destruction of such records as requested by Client or any governmental body. During the term of this Agreement and, thereafter, in accordance with the applicable record retention period,

Client shall have the right to inspect, copy and audit those records identified in this Section 5.b.iv during regular business hours. THIS RIGHT SHALL INCLUDE, BUT NOT BE LIMITED TO, THE RIGHT TO INSPECT, COPY AND AUDIT ANY RECORDS THAT MAY PERTAIN TO INVOICE RECORDS, CONTRACTS WITH THIRD PARTIES, PAYMENTS RELATING TO THIS AGREEMENT, AND CORRESPONDENCE.

6. Independent Contractor

Client acknowledges that the Company is an independent contractor and, as such, shall be responsible for all taxes and other expenses attributable to the rendering of its administrative services hereunder to Client. This Agreement is not intended to, and shall not be construed to; create a joint venture, partnership, or employer/employee relationship as between the parties. Neither the Company nor its employees or agents shall look to Client for vacation pay, sick leave, retirement benefits, Social Security, disability or unemployment insurance benefits, or other employee benefits; nor shall the Client, or their respective employees or agents look to Company for the same. Neither Company nor Client shall be or become liable or bound by any representation, act, or omission whatsoever of the other made contrary to the provisions of this Agreement. Client acknowledges that its officers shall at no time be considered to be employees of Company.

7. Limitation of Liability.

Notwithstanding anything to the contrary in this Agreement, neither party shall be liable to the other for any special, indirect consequential, lost profits or punitive damages.

8. Indemnification.

EACH PARTY ("INDEMNIFYING PARTY") SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS THE OTHER ("INDEMNIFIED PARTY"), ITS AGENTS, SERVANTS, EMPLOYEES, OFFICERS, DIRECTORS, ATTORNEYS, SUBSIDIARIES AND ASSIGNS FROM AND AGAINST ANY AND ALL THIRD PARTY CLAIMS, LOSSES, DAMAGES, LIABILITIES AND EXPENSES (INCLUDING, BUT NOT LIMITED TO, REASONABLE ATTORNEYS' FEES AND COURT COSTS) ARISING AS A RESULT OF ANY NEGLIGENCE, ILLEGALITY OR WRONGDOING OF ANY KIND RELATED TO SERVICES PROVIDED ALLEGED OR ACTUAL ON THE PART OF THE INDEMNIFYING PARTY PROVIDED SUCH CLAIMS, LOSSES, DAMAGES AND LIABILITIES WERE NOT CAUSED IN WHOLE OR IN PART, DIRECTLY OR INDIRECTLY, BY ANY ACT OR OMISSION OF THE INDEMNIFIED PARTY. IN ADDITION, THE INDEMNIFIED PARTY MUST PROMPTLY NOTIFY THE INDEMNIFYING PARTY IN WRITING OF ANY SUCH CLAIM AND THE INDEMNIFYING PARTY IS PERMITTED TO CONTROL FULLY THE DEFENSE AND ANY SETTLEMENT OF SUCH CLAIM AS LONG AS SUCH DEFENSE OR SETTLEMENT SHALL NOT INCLUDE AN ADMISSION OF GUILT BY OR FINANCIAL OBLIGATION ON THE INDEMNIFIED PARTY. THE PROVISIONS OF THIS SECTION SHALL SURVIVE ANY TERMINATION, EXPIRATION, OR CANCELLATION OF THIS AGREEMENT.



9. Severability.

Should any part of this Agreement for any reason be declared invalid, such decision shall not affect the validity of any remaining provisions, which remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid portion thereof eliminated, and it is hereby declared the intention of the parties that they would have executed the remaining portion of this Agreement without including any such part, parts, or portions which may, for any reason, be hereafter declared invalid. Any provision shall nevertheless remain in full force and effect in all other circumstances.

10. Insurances.

Both parties specifically agree to maintain adequate insurance coverage for the services in this Agreement.

- a) At all times during performance of the Services, Hart Halsey LLC d/b/a Extra Duty Solutions (“Company”) shall secure and maintain in effect insurance to protect the City and the Company from and against all claims, damages, losses, and expenses arising out of or resulting from the Company’s performance of the Services under this Contract. Company shall provide and maintain in force insurance in limits no less than that stated below, as applicable.
- b) Commercial Liability Insurance. Before this Contract is fully executed by the parties, Company shall provide the City with a certificate of insurance as proof of commercial liability insurance with a minimum liability limit of Two Million Dollars (\$2,000,000.00) per occurrence combined single limit bodily injury and property damage, and Three Million Dollars (\$3,000,000.00) general aggregate. The certificate shall clearly state who the provider is, the coverage amount, the policy number, and when the policy and provisions provided are in effect. Said policy shall be in effect for the duration of this Contract. The insurance shall be with an insurance company or companies rated A-VII or higher in Best’s.
- c) Professional Liability Insurance. Before this Contract is fully executed by the parties, Company shall provide the City with a certificate of insurance as evidence of Professional Errors and Omissions Liability Insurance with coverage of at least Two Million Dollars (\$2,000,000.00) per occurrence and an annual aggregate limit of at least Three Million Dollars (\$3,000,000.00). The certificate shall clearly state who the provider is, the amount of coverage, the policy number, and when the policy and provisions provided are in effect. The insurance shall be with an insurance company or companies rated A-VII or higher in Best’s Guide.
- d) City employees will not be covered under the Company’s worker’s compensation insurance. Client shall be responsible for determining what, if

any, worker's compensation coverage shall be required for officers while on extra duty and Client and/or Customer shall be responsible for obtaining and keeping in force any such worker's compensation insurance coverage that is required.

11. Survival.

Sections 2 through 19, inclusive, of this Agreement shall survive the expiration or termination of this Agreement in accordance with their terms.

12. Notice.

Any notice required or permitted to be given under this Agreement shall be in writing and deemed effective if either delivered in person or by overnight courier, facsimile or first class mail, certified with return receipt requested, or email. Notices to the Client shall be delivered to:

\_\_\_\_\_  
\_\_\_\_\_  
Attention: \_\_\_\_\_  
Email: \_\_\_\_\_

Notices to the Company shall be delivered to:

Hart Halsey LLC  
101 Merritt Blvd  
Trumbull CT 06611  
Attention: Rich Milliman  
Email: [RMilliman@HartHalsey.com](mailto:RMilliman@HartHalsey.com)

13. Assignment.

The Agreement is not assignable or transferable by Client. This Agreement is not assignable or transferable by the Company without the written consent of Client, which consent shall not be unreasonably withheld or delayed.

14. Entire Agreement; Modification.

This Agreement constitutes the entire understanding between the parties hereto with respect to the subject of the Company's engagement by the Client, as provided for herein, and supersedes any and all other understandings, negotiations or agreements relating thereto, and no modification to this Agreement, nor any waiver of any rights, shall be effective unless agreed to in writing by the party to be charged.

15. Section Headings.

The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

16. Choice of Law.

This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Connecticut without regard to the principles of conflicts of laws.

17. Review of Agreement

It is acknowledged that the Client has had ample opportunity to review and consider the terms of this Agreement and to review this Agreement with Client's counsel and has voluntarily agreed to the terms presented, including, without limitation, freely choosing that Connecticut law shall govern this Agreement and all matters dealt with herein, and to waive any other rights it may have, in consideration of the agreements set forth herein.

18. Counterparts.

Each person executing this Agreement on behalf of a party hereto represents and warrants that such person is duly and validly authorized to do so on behalf of such party, with full right and authority to execute this Agreement and to bind such party with respect to all of its obligations hereunder. This agreement may be executed in counterparts by original or electronic signature, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

19. Force Majeure.

Neither party shall be responsible for delays or failures (including any delay to make progress in the prosecution of any Services) if such delay arises out of causes beyond its control. Such causes may include, but are not restricted to, acts of God or of the public enemy, fires, floods, epidemics, riots, quarantine restrictions, strikes, freight, embargoes, earthquakes, electrical outages, and severe weather.

IN WITNESS WHEREOF, the parties hereto execute this Agreement as of the date first set forth above.

COMPANY:

HART HALSEY LLC

By: \_\_\_\_\_

Name:

Title:

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

CLIENT:

\_\_\_\_\_

By: \_\_\_\_\_

Name:

Title:

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

## APPENDIX A: CUSTOMER PAYMENT DETAILS

All credit-worthy customers are offered net 45 payment terms on all extra duty details. Company accepts credit risk on all such customers and finances the financial float associated with payment terms.

Company has the right to deem particular customers non-credit-worthy and require pre-payment from or credit card on file from such customers. Company agrees to not designate any customer as non-credit-worthy, which has been a weekly recurring customer, in consistent good standing, with the Client's extra duty program for at least one year.

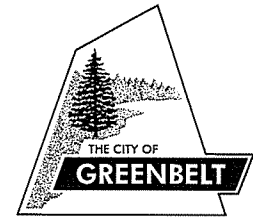
Customers deemed to be non-credit-worthy, and customers wishing not to be invoiced for serviced rendered, will have the option of pre-paying via check, credit card, or escrow account. Company has the right to charge a Customer's credit card for the amount of an invoice plus 5% if Customer has failed to pay the invoice within 50 days.

If a Customer utilizes the services of a third party billing service which charges usage fees to the Company, the Company has the right to charge those fees back to the Customer.

# WEEKLY REPORT

## Planning and Community Development

Week Ending: Friday, January 4, 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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**Commercial Properties:** *Holiday Inn, Hanover Office Park, Maryland Trade Center I and Realty One were inspected; and Capitol Office Park 3 and two suites in the Greenbelt Professional Center were re-inspected.*

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**Rental Property:** *One rental was annually inspected.*

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**Complaints:** *One complaint was logged from Franklin Park regarding no heat; and Two prior complaints from Franklin Park were re-inspected.*

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**Windshield Inspections:** *Franklin Park and Megan Lane were observed.*

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

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**Burglar Alarms:** *Twelve alarm renewal notices were mailed to commercial businesses; and One company alarm renewal notice was mailed.*

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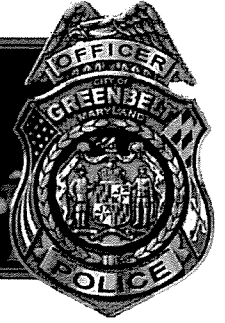
**Meetings:** **Staff Attended:**  
*Advisory Planning Board meeting; and Commercial Property Improvement Program Pre-Application Submittal Conference.*

**Staff Met With:**  
*Personnel Director regarding a personnel issue.*

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*Planning Projects:* Worked on bid documents for the dam repair project;  
Reviewed request for proposal for Hanover Parkway Bicycle Feasibility Study and Cherrywood Lane Complete Green Street projects;  
Worked on FY 2020 Budget;  
Submitted reimbursement request for Greenbelt Aquatic and Fitness Center roof/HVAC Program Open Space project;  
Worked on reimbursement request for Community Center Playground Renovation Program Open Space Project;  
Continued drafting a staff memo regarding the RFP recommendation for the Hanover Parkway Bikeway feasibility study and conceptual design plans;  
Continued reviewing the Conceptual Site Plan submitted for the redevelopment of Beltway Plaza;  
Prepared materials for the Advisory Planning Board meeting;  
Completed the Bikeways Grant Program quarterly reports;  
Reviewing Cherrywood Lane project submitted proposals from RFP; and  
Preparing Cherrywood Lane project documents for City Manager and Council Review – memo, agenda documents and resolution for negotiated purchase.

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# CRIME REPORT

JANUARY 2, 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

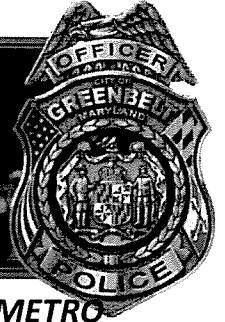
12/25 2:31 A.M.	Area of Crescent Road and Kenilworth Avenue. DWI/DUI arrest. Victor Honba Honba, 28, of Adelphi, MD was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges during the investigation of a vehicle stopped in the roadway. The suspect was released on citations pending trial.
12/25 10:00 P.M.	Area of Greenbelt Road and Kenilworth Avenue. DWI/DUI arrest. Raymond Anthony Eaton, 57, of Bladensburg, MD was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges as a result of being stopped for an equipment violation. The suspect was released on citations pending trial.
12/29 10:51 A.M.	7100 block Greenbelt Road. Burglary. A vacant office trailer was broken into.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**



# GREENBELT POLICE DEPARTMENT



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

12/28 1:59 P.M.	6200 block Greenbelt Road. Forgery arrest. Kenneth Tyrone Reddix, 29, of Lanham, MD was arrested and charged with Forgery, Issuing a Counterfeit Order and Possession of a Controlled Dangerous Substance by officers responding to a report of someone attempting to pass an altered check at the Capitol One bank. The suspect was transported to the Department of Corrections for a hearing before a District Court Commissioner.
12/27 3:30 P.M.	9100 block Edmonston Road. Theft. Unknown person(s) removed checks from the victim's residence and used them to make unauthorized purchases.
12/30 11:41 A.M.	5700 block Cherrywood Lane. Open alcohol arrest. Esvin Leonel Lucas, 25, of Greenbelt was arrested and charged with Open Alcohol after he was observed with an open alcoholic beverage. The suspect was released on citation pending trial.
01/01 10:00 A.M.	6000 block Greenbelt Road. Theft. An unsecured bike was taken from a bike rack. The bike is described as a black Trek hybrid FX1 bicycle.
01/02 5:41 P.M.	6000 block Greenbelt Road. Theft. An unattended cell phone was taken from a counter at the Heaven's Bakery.

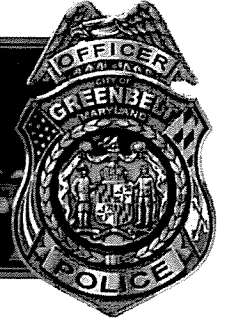
## GREENBELT EAST/GREENWAY SHOPPING CENTER

12/28 10:50 P.M.	7600 block Greenbelt Road. Theft. An unattended cell phone was taken from the counter at the CVS Pharmacy.
12/31 9:00 A.M.	7200 block Hanover Parkway. Attempt burglary. Unknown person(s) attempted to force entry into a medical suite. Entry was not gained.
01/02 1:29 P.M.	7500 block Mandan Road. Fraud. The victim advised that he applied for a job over the internet. He then received a check from his supposed employer, with instructions to deposit the check into his own account, then to send the money to various addresses. It was later discover that the check was fraudulent and that the victim was responsible for the loss.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**

# GREENBELT POLICE DEPARTMENT

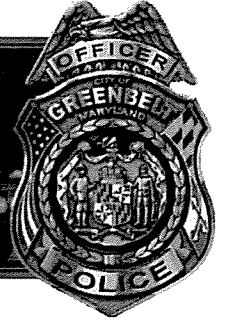


## Automotive Crime - City Wide

12/27	6000 block Greenbelt Road. Theft from auto. Jewelry was taken from a possibly unlocked vehicle.
12/27	200 block Lakeside Drive. Stolen auto. A green 2004 Chevrolet Malibu 4-door, Maryland tags UUZ8653.
12/28	9300 block Edmonston Road. Theft from auto. A laptop computer was taken from a vehicle. There was no sign of forced entry.
12/29	5800 block Greenbelt Road. Vandalism to auto. Unknown person(s) broke out the front passenger window of a vehicle.
12/30	6200 block Springhill Court. Theft from auto. Four tires and rims were taken from a vehicle.
12/30	7800 block Mandan Road. Theft from vehicle. Unknown person(s) broke out the rear passenger window of a vehicle and removed a laptop computer, a notebook computer, earphones, a back pack, a camcorder, camera, jewelry and other items.
01/01	6200 block Springhill Drive. Theft from auto. Two tags, Maryland 828729, were taken from a vehicle.
01/01	100 block Centerway. Vandalism to vehicle. Unknown person(s) scratched the paint on a vehicle.
01/01	6200 block Springhill Court. Vandalism to auto. Unknown person(s) scratched the paint on a vehicle and threw what appeared to be flour onto the car.
01/02	6600 block Springcrest Drive. Attempt theft from auto. Unknown person(s) broke out the passenger side window of a vehicle. Nothing appeared to have been taken.



**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**



## CRIME REPORT TALLY SHEET

WEEK OF JANUARY 2, 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	
Rape		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	6
Attempt Burglary	1	Unattended Death	1
Assault	4	Alcohol Violation	
Domestic (One domestic related)	1	False Report	
Drugs		Harassment	
DUI/DWI	2	Field op (suspicious person)	1
Theft	3	Notification for other agency	
Vandalism		Children in Need of Supervision	1
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	1
Trespass		Recovered Stolen Vehicles	
Disorderly Conduct		Recovered Stolen Tags	1
Failure to Obey Lawful Order		Theft From Vehicles	5
Credit Card Offense		Attempt Theft From Vehicles	1
Open Alcohol	1	Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles	3
Suspicious Person		Accidents	4



# *Department of Public Works*

## *Week Ending January 4, 2019*



### **ADMINISTRATION**

- Met with the lighting contractor at the Youth Center regarding gym lights.
- Met with IT and the camera contractor regarding the theater's internet connection.
- Finalized the bid documents/package for the Theater HVAC Project.
- Held the monthly supervisors' meeting.
- Began work on the FY 2020 budget.

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

- Removed unwanted signs throughout the city.
- Pushed debris at the Northway Fields compost site.
- Cleaned storm drains throughout Greenbelt.
- Repaired a sink hole in Buddy Attick Park.
- Continued to repair potholes throughout Greenbelt.
- Blew leaves out of the underpasses.
- Cleared the drain in the Hillside underpass.
- Removed a lot of dumped trash and debris at the Northway Fields compost site. Also cleaned out a pipe.
- Moved furniture at the Community Center.

### **HORTICULTURE/PARKS**

- Continued with curbside leaf pick-up in all areas of Greenbelt.
- Performed chipper service.
- Removed Christmas trees from designated areas.
- Blew leaves off playgrounds.
- Removed leaves and cut back perennials in the landscape beds.
- Repaired landscaping in the Southway median that was damaged from a reckless driver.
- Removed the holiday tree in Roosevelt Center, and the decorations on trees at the Municipal Building and the Community Center. The Roosevelt Center lights will stay up until the week after Valentine's Day.
- Pruned trees on Greenbury Drive.
- Removed a hazardous/dead tree at Buddy Attick Park.

### **FACILITIES MAINTENANCE**

- Completed the refinishing of the floor in the Dance Studio at the Community Center.
- Started monthly preventative maintenance of HVAC systems in all city buildings.
- Worked on the quarterly servicing of the generator at the Municipal Building.
- Worked on plumbing issues in the Public Works office restroom and in the Springhill Lake Recreation Center restrooms.

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

- Collected 30.16 tons of refuse and 14.73 tons of recycling material.
- Assisted with clean-up of the dumping at Northway Fields compost site.
- Performed daily SWPPP inspections.
- Flagged beaver caging that need to be replaced.
- Advertised the Martin Luther King, Jr. National Day of Service volunteer event.

## **FLEET MAINTENANCE**

- Replaced the rear brake shoes, hardware and drums on refuse truck #262. Also adjusted the brakes and greased the chassis.
- Replaced the Fuel Injection Control Module (FICM) on bucket truck #147.
- Replaced the rear brake pads and rotors, mounted and balanced four tires and replaced the A-pillar trim for the newly installed front windshield on police vehicle #862. Also removed the spotlight and reinstalled the spotlight assembly.
- Mounted and balanced four tires on pick-up #152 and completed preventive maintenance.
- Worked on sweeper #199 to repair the gutter broom hydraulic cylinder.
- Worked on the left rear brake caliper on police vehicle #805.
- Installed catalytic converters on police vehicle #846.

# **Greenbelt Recreation Department**

## **Weekly Report**

### **Week Ending January 4, 2019**

#### **ADMINISTRATION:**

- Preparation of the FY 2020 budget continued.
- Met with Human Resources to review various items.
- Continued negotiations with the Prince George's County Public Schools for use of the Greenbelt Middle School fields during times the school system is not using it. A site visit is being planned for the near future.

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

- Winter 2019 Activity Guide is now available on-line, and printed guides are available in city buildings. Registration continued on a space available basis.
- Winter classes began.
- Springhill Lake Recreation Center and the Youth Center opened at 12 pm on New Year's Eve and New Year's Day.
- FY 2020 budget preparation continued.
- Spring 2019 Activity Guide production continued and will continue through January. Target date for print and on-line guide is February 15, 2019.
- Planning and preparation of the 2019 Camp Guide continued in coordination with Bev Palau.
- Mom's Morning Out staff completed curriculum planning and prepared materials for the Winter/Spring semester beginning next week.

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

- GMST 2019 Winter/Spring Open House was held at GAFC on Thursday from 4 pm to 6 pm. Practices start on Sunday, January 6.
- Russett Swim Team practice will be held on Sunday, January 6 from 3 pm to 4 pm.
- GAFC Swim Instructor(s) provided one private swim lesson (Friday-Thursday).
- A total of 33 UM Shuttle Membership Passes were sold as of December 27.
- Registration is on-going for the winter 2019 Youth Swim Lessons. Classes start on Saturday, January 5 and run through February 23. Homeschool lessons started on January 4 and run through February 22.
- Lifeguarding class will be held on Sundays - 4 meetings starting on January 6 and ending on January 27.
- GAFC will be collecting warm and fuzzy hats, gloves, scarves and socks for men, women and children in need. New and hand-knit items are appreciated. Items are being collected in the main lobby of GAFC now throughout January 31.

#### **ARTS:**

- Winter session classes began. Office and program staff are busy with registration and roster changes.
- A free Community Art Drop-In will be held on Sunday, January 6 featuring a painting party with Artist in Residence Kathy Karlson (1-3pm).
- Preparations are underway for an exhibition change-over in the art gallery next week.
- Working on the FY 2020 budget, editing the camp brochure, and facilitating Arts Advisory Board reports and meeting preparations.
- Rehearsals and production work are getting underway for the Greenbelt Youth Musical. Performances will take place during the first two weekends in March.

## **COMMUNITY CENTER:**

- Thanks to PW for working late into the night to maintain the first floor hallway and office floors.
- Thanks to the GAIL interns for the January exhibit in the front lobby display case. Check it out!
- Autobill was administered for tenant and renter January fees.
- Supervisor attended a National Recreation and Park Association Conference Local Host Committee in Baltimore.
- The Gym and Stage reopened on Wednesday.
- The Dance Studio floor maintenance project is complete and the room is scheduled to reopen January 7. Staff will discuss contractor issues with PW.
- Supervisor continued to field inquiries in regard to food operation rentals for the Commercial Kitchen. There have been 370 inquiries since April 2015. There are currently four food operations who received all permits and may rent the Kitchen.
- There were 5 facility reservations processed.
- There were 0 private rentals and 12 pattern rentals.
- The following free space group was provided space: Golden Age Club.
- The following City group was provided space: Advisory Planning Board.