



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 Public Safety Advisory Committee, 7pm, CC-This meeting will be rescheduled	03 * 7:00 PM CORRECTED TIME - Work Session - Board of Elections, CC Closed Session - Personnel (CC)	04	05	06 Free Babysitting Course- THIS EVENT WILL BE RESCHEDULED
07	08 Youth Advisory Committee, 5:30, Greenbriar Regular Meeting, MB, 8PM	09 Coffee with the Chief, 5:30-7pm, New Deal	10 Advisory Planning Board, 7:30pm, CC Work Session - Roosevelt Center Merchants Association (CC), 8PM Meet and Greet w/City Manager, 12:30pm, Community Center	11	12	13
14	15 No Meeting (Martin Luther King Jr. Day) Coexisting with Beavers, 10:30am, Buddy Attkk Park	16	17 Park and Recreation Advisory Board, THIS MEETING HAS BEEN CANCELLED Work Session - WSSC - Boxwood Waterline Replacement (CC), 8PM	18	19	20
21	22 Youth Advisory Committee, 5:30, YC Greenbelt CART, 6:30pm, PS Greenbelt CERT, 7:30, PS Interview Advisory Board, MB, 7:45 PM Regular Meeting, MB, 8PM GED Class Registration Anger Management Class (DRAMA Club)	23 Advisory Committee on Education (ACE) 6:30pm, MB	24 Work Session - National Park Service (CC), 8PM	25 Forest Preserve Advisory Board, 7pm, MB Four Cities Meeting (College Park)	26	27
28	29 Interview Advisory Board, MB, 7:45 PM Work Session - WSSC (Stakeholder), MB, 8PM	30 Senior Citizens Advisory Committee, 3:30pm, CC	31 Work Session - Dog Park, (CC), 8PM	01	02	03





I'm looking for...



GOVERNMENT

COMMUNITY

BUSINESS

VISITING

I WANT TO...

February 2018

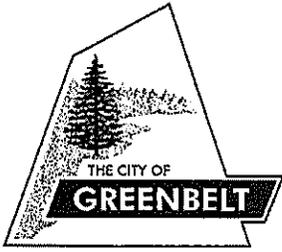
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
04	05 Work Session - City Manager Updates, MB, 8PM	06 Arts Advisory Board, 7pm, CC Public Safety Advisory Committee, 7pm, CC	07 Work Session - Bureau of Engraving and Printing Proposed Relocation to the BARC Campus, (CC), 8PM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

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City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770
Ph: 301-474-8000 / Fx: 301-441-8248



Select Language | ▼



City Manager's Report Week Ending January 19, 2018

1. In follow-up to the January 12, 2018 Report, acknowledgements for the Government Finance Officers Association Distinguished Budget Presentation Award for its FY 2018 budget include the department directors, finance staff, and former city manager Michael McLaughlin. Mr. McLaughlin prepared the FY 2018 budget prior to his final departure.
2. Attached is the letter of representation for Alexander & Cleaver. Thank you to Jeff Williams, Karen Ruff, and David Moran for review. The firm has started work, including meeting with the City Manager, Ms. Ruff, and Jessica Bellah to begin briefing on legal and operational matters.
3. Correspondence with outside counselors regarding legal matters. Continue to await a meeting date with the Fraternal Order of Police.
4. Included separately please find copies of City and State policies requested by Council during consideration of the standing rules of order (for example, City email and Open Meetings).
5. Attached is information on the staff response regarding petitioned traffic issues requested at a previous meeting. Staff indicated that the matter has been on-going for many years.
6. Attached is a confidential packet.
7. Attended Greenbelt Rotary (1/8/18).
8. Attended United Way of the Nation's Capital Area event.
9. Attached is a letter from the Maryland Department of the Environment (MDE) indicating that the Lake Dam Repair project has received preliminary approval for loan funding.
10. Assistant City Manager
 - a. Met with the Friends of the Greenbelt Museum (FOGM) Board
 - b. Reviewed CDBG paperwork and prepared submissions for the Breezewood Drive project.
 - c. Prepared and transmitted Replacement Fund budget materials to departments.

11. Finance Department

- a. Met with Police command staff to discuss FY 2018 & FY 2019 expenditures
- b. Met with CARES Director to discuss FY 2018 & FY 2019 expenditures
- c. Calculated FY 2019 real estate revenue and related revenue offsets
- d. Attended MD GFOA Winter Conference

12. Information Technology

- a. RecTrac upgrade clean up
- b. Reviewed new METERS upgrade process
- c. Attended mobile app kickoff meeting with Paradyme

13. Prepared for regular meeting on January 22, work sessions on January 17 and 24, and Four Cities meeting on January 25.

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

ALEXANDER & CLEAVER

ATTORNEYS AT LAW
Professional Association

Gary R. Alexander ^{MD DC VA FL}

James A. Cleaver ^{MD DC}

Robert J. Garagiola ^{MD DC}

Todd K. Pounds ^{MD DC}

Jason A. DeLoach ^{MD DC}

James K. McGee ^{MD DC}

Whitney Cleaver Smith ^{MD DC VA}

David N. Hrudka ^{MD}

Jennifer S. Lancaster ^{MD DC}

Aubrey E. Mirkin ^{MD DC FL}

Admitted to Practice in State

Maryland • District of Columbia • Virginia

Tele: (301) 292-3300 Fax: (301) 292-3264

www.alexander-cleaver.com

Toll Free: (800) 292-LAWS

11414 Livingston Road
Fort Washington, MD 20744-5146

Offices:

Annapolis, MD

Rockville, MD

Cumberland, MD

La Plata, MD

Alexandria, VA

Government Relations Consultants:

Casper R. Taylor, Jr.

Hannah Powers Garagiola

Tyler W. Bennett

Moirra R. Cyphers

Davion E. Percy

Isaac N. Meyer

L. Alexandra Shull

Josh Howe

January 11, 2018

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

Re: Legal Representation

Dear Ms. Ard:

Thank you for giving Alexander & Cleaver, P.A., the opportunity to represent you The City of Greenbelt. This communication is intended to confirm the engagement of Alexander & Cleaver, P.A., and is subject to the terms below and the attached Terms of Engagement for Legal Services (Attached).

The fee arrangement shall be a fixed retainer of \$7000.00 per month, to cover all legal services on behalf of The City of Greenbelt unless otherwise designated and agreed between the parties. Client understands that no legal work will be performed and this firm is not officially retained until the retainer fee is paid. Costs associated with said legal representation shall be separately billed.

If you have any questions with regard to the billing, please contact me or our Accounting Department.

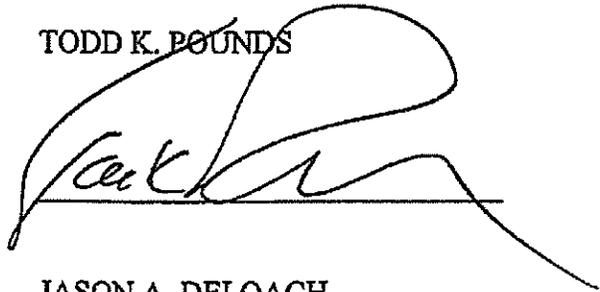
Ms. Nicole Ard
January 11, 2018
Page 2

Please sign your name below indicating your acceptance of the engagement and the Terms of Engagement for Legal Service attached and return it to me. A copy is enclosed for your records. Should you have any questions regarding the fee arrangement or the representation at any time, please do not hesitate to contact the undersigned.

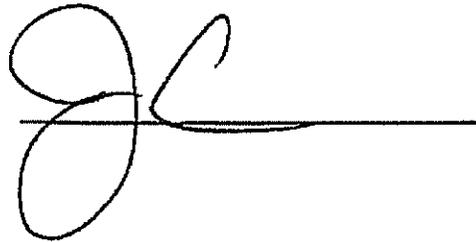
Very truly yours,

ALEXANDER & CLEAVER, P.A.

TODD K. POUNDS

A handwritten signature in black ink, appearing to read 'Todd K. Pounds', written over a horizontal line.

JASON A. DELOACH

A handwritten signature in black ink, appearing to read 'Jason A. DeLoach', written over a horizontal line.

Enclosures

cc: Accounting

SEEN AND AGREED:

A handwritten signature in black ink, appearing to read 'Nicole Ard', written over a horizontal line.

Nicole Ard
City Manager

1/18/18

Date

TERMS OF ENGAGEMENT FOR LEGAL SERVICES

This statement sets forth the standard terms of our engagement as your lawyers and supplements our engagement letter and/or confirmation of engagement email. Unless modified in writing by mutual agreement, these standard terms are an integral part of our engagement with you. Therefore, we ask that you review the standard terms in connection with the engagement letter and/or confirmatory engagement email carefully and contact us promptly if you have any questions.

THE SCOPE OF SERVICES

You should have a clear understanding of the legal services we will provide. Any questions that you have should be dealt with promptly. The scope of services is set forth in the engagement letter and/or confirmatory engagement email.

WHO WE REPRESENT

It is our policy that the person or entity that we represent is the person or entity that is identified in our engagement letter and/or confirmatory engagement email and does not include any affiliates of such person or entity (i.e., if you are a corporation, a related entity or an officer, director or shareholder; i.e., if you are an individual, a spouse or child or company for which you may own or be employed). Accordingly, for conflict of interest purposes, we may represent another client with interest adverse to any such affiliate without obtaining your consent. It is also our policy that the attorney-client relationship will be considered terminated upon our completion of any services that you have retained us to perform. If you later retain us to perform additional services, our attorney-client relationship will be revived subject to these terms of engagement, as they may be supplemented at that time.

WHO WILL PROVIDE THE LEGAL SERVICES

Alexander & Cleaver ("Firm") utilizes a team approach designed to provide the highest quality legal services. Customarily, each client of the Firm is served by a principal attorney contact or lead attorney. You are free to request a change of principal or lead attorney at any time.

Subject to the supervisory role of the principal attorney or lead attorney, your work, or parts of it, may be performed by other lawyers and legal assistants in the Firm. Such delegation may be for the purpose of involving lawyers or legal assistants with special experience in a given area or for the purpose of providing services on the most efficient and timely basis along with availability. Whenever practical, we will advise you of the names of those attorneys and legal assistants who will work on your matters.

HOW FEES ARE SET

In determining the amount to be charged for the legal services we provide to you, we will consider:

- The time and effort required, the novelty and complexity of the issues presented and the skill required to perform the legal services promptly;
- The amount of money or value of property involved and the results obtained;
- The time constraints imposed by you as our client including substantial disruption of other office business;
- The nature and longevity of our professional relationship with you;
- The experience, reputation and expertise of the lawyers performing the services.

Among these factors, the time and effort required are typically weighted most heavily. We will keep accurate records of the time we devote to your work, including conferences (both in person and over the telephone), negotiations, factual and legal research and analysis, document preparation and revision, travel on your behalf and other related matters. We record our time in units of quarters of an hour.

The hourly rates of our lawyers and legal assistants have an important bearing on the fees we charge. These rates are adjusted periodically to reflect current levels of legal experience, changes in overhead costs and other factors. Client specifically and intentionally instructs and gives his/her/its informed consent to consider said charges earned upon services being rendered.

We are often requested to estimate the amount of fees and costs likely to be incurred in connection with a particular matter. Whenever possible, when requested, we will furnish such an estimate based upon our professional judgment, but always with a clear understanding that it is not a maximum or fixed-fee quotation. The ultimate cost frequently is more or less than the amount estimated.

ADDITIONAL CHARGE OUT OF POCKET EXPENSES AND OFFICE EXPENSES

We will charge you not only for legal services rendered but also for other ancillary services provided and office and out-of-pocket expenses incurred in conducting our representation. Examples of office expenses include charges for long-distance telephone calls, mailing and packaging, express delivery, in-house messenger deliveries, computerized research services and the use of our facsimile and photocopy machines and binding equipment. While our charges for these services are measured by use, they do not, in all instances, reflect our actual out-of-pocket costs. For many of these items, the true cost of providing the service is difficult to establish. While we are constantly striving to maintain these charges at rates that reflect actual costs, in some instances, the amounts charged may exceed or be less than the actual costs to the Firm. Examples of out-of-pocket expenses include, but are not limited to, any fees (court, filing, service, expert witness, expert reports, expert testimony, administrative agency charges,

transcripts, deposition) and expenses (hotel, travel, mileage, tolls, parking) incurred in connection with the representation. We reserve the right to require you to pay us for that estimated payment in advance, and/or reserve the right to request that you make direct arrangements with the entity providing services with regard to your matter. In some situations we can arrange for these ancillary services to be provided by third parties with direct billing to you or reimbursement to us.

RETAINER AND TRUST DEPOSITS

Clients of the Firm are commonly asked to deposit a retainer with the Firm. If you deposit a retainer with us, you grant us a security interest in that deposit. Typically, the retainer is equal to the fees and costs likely to be incurred in our startup phase of our representation of you. Unless otherwise agreed, the retainer must be replenished to the original level upon receipt of each statement. The deposit will be credited toward your unpaid invoices. At the conclusion of our legal representation, the remaining balance will be returned to you. If the retainer deposit proves insufficient to cover upcoming anticipated expenses and fees, it may have to be increased.

Deposits that are received to cover specific items will be disbursed as provided in our agreement with you and you will be notified from time to time of the amounts applied or withdrawn. Any amount remaining after disbursement will be returned to you.

All retainer deposits we receive from you will be placed in a trust account for your benefit. By court rule in each jurisdiction in which the Firm has an office, your deposit will be placed in a pooled account if it is not expected to earn a net return, taking into consideration the size and anticipated duration of the deposit and the transaction costs. Any interest earned on the pooled account is payable to a charitable foundation established in accordance with such court rule.

TERMINATION

You may terminate our representation at any time, with or without cause, by notifying us. If such termination occurs, papers and property which you have provided to us will be returned to you promptly upon receipt of payment for outstanding fees and costs including those incurred in preparing a copy of the your file for retention by the Firm. Our own files pertaining to the case will be retained. Your termination of our services will not affect your responsibility for payment of legal services rendered and charges incurred before termination and in connection with an orderly transition of the matter.

We are subject to codes of professional responsibility for the jurisdictions in which we practice. These codes list several types of conduct/circumstances that require or allow us to withdraw from representing a client, including: nonpayment of fees or costs, misrepresentation or failure to disclose material facts, action contrary to our advice or conflict of interest with another client. We try to identify in advance and discuss with you any situation which may lead to our withdrawal. If withdrawal ever becomes necessary, we give the client written notice of withdrawal and if required obtain court approval.

BILLING TERMS OF PAYMENT

We will bill you on a regular basis, normally each month, for both fees and costs. You agree to make payment upon receipt of the statement. Unpaid fees and costs accrue interest at the maximum non-compounded rate permitted by state law (but not exceeding 1.5% per month) from the beginning of the month following the month they become overdue. (Where fees and disbursements are regularly paid out of a retainer deposit, no interest will be charged.)

If your account becomes delinquent, you fail to bring the account or the retainer deposit current and you do not arrange satisfactory payment terms, we may withdraw from the representation and pursue collection of your account. You agree to pay the costs of collecting the debt, including court costs, filing fees and reasonable attorney's fees.

We reserve the right to recover any outstanding arrearages owed to this firm from any settlement in your legal matter. In that event, we will send you the balance of any settlement after we make the adjustments for our fees. Notwithstanding, we expect payment on all monthly bills to keep your account fully satisfied at all times without arrearages.

Our firm is an independent contractor and not an employee of client in any capacity.

CASE FILES

Minimum fees and costs are charged for file retrieval requested by you after the conclusion of a matter. You expressly agree that a case file may be destroyed by the Firm **three years** after the conclusion of the matter unless you specifically instruct us in writing to the contrary and we are able to agree to another method of disposition of your file.

FEES ARE NOT PREDICATED ON OUTCOME

Neither the law firm of Alexander & Cleaver, P.A. nor any of its attorneys or staff can guarantee any particular legal result. Therefore our fees cannot be predicated on the outcome of your matter or any portion thereof.

We will at all times act on your behalf to the best of our ability. Any expressions on our part concerning the outcome of your legal matters are expressions of our best professional judgment but are not guarantees. Such opinions are necessarily limited by our knowledge of the facts and are based on the state of the law at the time they are expressed.

EMAIL COMMUNICATIONS BY INDIVIDUAL CLIENTS

Several recent Court decisions have made it clear that if the Firm represents you as an

individual, as opposed to representing your employer, your client email communications through an employer's site or on its server have no expectation of privacy and are therefore not privileged, and the emails can be legally obtained by the opposition. By retaining this Firm, if you are an individual client, you agree that you will not send or receive emails through your employer's account and that all email communications will be conducted through your own personal, password protected account. If you don't have a personal account, you agree to get one and check it frequently. Please understand that the lawyers of the Firm will not check to see if you are using your employer's email address, and if you send emails through your employer's system, and if the Firm responds to them, you are doing so at your own risk and the Firm will not be held responsible.

Memorandum

TO: Michael McLaughlin, City Manager
FROM: Jessica Bellah, Community Planner
VIA: Celia Craze, Director, Planning and Community Development
DATE: December 8, 2015
RE: Speed and Traffic Reports Ridge Road between Southway and Westway

Background

In response to a citizen complaint, staff mobilized speed sentry units to collect traffic data for the section of Ridge Road between Southway and Westway. Speed Sentry units were placed on Ridge Road near Court 16 to capture Eastbound data and Court 12 to capture Westbound data. Traffic data was collected between December 23, 2014 and February 25, 2015.

Speed sentry units collected volume and speed data for all vehicles during the study period. Analysis focuses on many factors to determine the occurrence of speed violations and potential risk for the area.

Site Conditions

Between Westway and Southway there are three mid-block pedestrian crossings that serve the GHI internal walkway system. The crossings are marked and have pedestrian warning signs on the side of the roadway.

Mid-block crossings can become locations for greater pedestrian/vehicular conflict. In areas where mid-block crossings exist, the road should be designed for lower traffic speeds to allow vehicles adequate time to observe and stop for pedestrians in the roadway. The speed limit for Ridge Road is posted at 25 mph.

Staff performed a site visit to evaluate sightlines associated with marked crossings. This evaluation concluded that sufficient sightlines exist for pedestrians and drivers to respond to road conditions.

Speed and Volume Analysis

An approved measure for evaluating the effectiveness of a road's design as it relates to speed is to evaluate the 85th percentile, or the speed at which 85% or fewer users travel.

For eastbound traffic, 85% of all vehicles traveled either at or below an average of 24.3 mph. The hourly averages range from 20.2 mph to 26.6 mph. On average, 23.8% of recorded speeds were for vehicles travelling over 25 mph; however, of these violations, the majority of vehicles travel between 26 – 30 mph.

For Westbound traffic, 85% of all vehicles traveled either at or below an average of 26.8 mph. The hourly averages range from 25.4 mph to 28.4 mph. On average, 29.1% of recorded speeds were for vehicles travelling over 25mph.

Through evaluation of the existing conditions for this section of road, staff finds that majority of users are compliant with the posted speed limit of 25 mph and the majority of speed violators are within an

acceptable range of this number.¹ In general, staff is of the opinion that the majority of traffic in the section of road is within acceptable limits of safe travel.

There are a small number of speed violators traveling at higher speeds above 30 mph and the occasional exceptional violation of 15+ mph over the posted speed.

Staff Recommendation

Based on the speed analysis and site visit, Staff finds that some traffic calming measures may be warranted on Ridge Road between Westway and Southway to address low volumes of high speed occurrence. Staff recommends the following:

- 1) The addition of three in-street pedestrian crossing signs at the three mid-block pedestrian crosswalks. This sign is used to remind road users of laws regarding right-of-way at unsignalized pedestrian crossings. Its presence in the road system raises awareness of crosswalks in the area and also serves as a traffic calming device.

Public Works is advised to use the unsignalized pedestrian crosswalk sign R1-6a(1) as outlined in the MD MUTCD 2011 edition. The sign support should be designed to bend if struck by a vehicle and able to return to its normal position.



- 2) Increased monitoring and enforcement of the area by police patrols. High speed occurrences appear equally spread throughout the day and night.

Staff makes no recommendations for capital improvements at pedestrian crossings on this section of road. The volume of speed violations and site conditions do not warrant additional improvements. Staff will continue to monitor this section of road through the speed sentry program and make additional recommendations as warranted.

¹ Based on the City's traffic calming policy, 85th percentile speeds greater than 7 mph over the posted speed limit may be appropriate for speed humps.



Maryland
Department of
the Environment

Larry Hogan
Governor

Boyd Rutherford
Lieutenant Governor

Ben Grumbles
Secretary

January 16, 2018

Jeff Williams, City Treasurer
City of Greenbelt
25 Crescent Road
Greenbelt MD 20770

Subject: FFY 2017 Water Quality State Revolving Fund (WQSRF) Intended Use Plan (IUP)
Project Name: Greenbelt Lake Dam Repair
WQSRF Loan Amount: \$ 2,500,000.00

Dear Mr. Williams:

Maryland Water Quality Financing Administration (MWQFA) has identified the project listed above for financing from the WQSRF in the amount shown¹. Please be aware of the following:

Loan Terms: Up to 30 years (based on useful project life)

Interest Rate/Year (December 2017*): Standard = 1.40%
Disadvantaged = 0.70%

* Interest rates are calculated each month, based on the average Bond Buyer 11-Bond Index (BB11-BI) and will be set for the project based on the BB11-BI of the month preceding the one in which the loan is closed. The standard SRF interest rate is equal to 50% of the average BB11-BI; the Disadvantaged Community interest rate is equal to 25% of the average BB11-BI.

Administrative Fee: The Administrative Fee is 5% of the total debt service divided by 30, collected in equal annual installments over the life of the loan. This is equivalent to an interest rate impact of ~35 basis points.

Enclosed are programmatic requirements for SRF loan funding that must be addressed prior to loan execution.

The MWQFA SRF Funding Coordinator for the project listed above is Linda M. Pryor-Polinski; please contact her at 410-537-4428 or linda.pryor-polinski@maryland.gov with any questions or concerns regarding this letter, the attached programmatic requirements, and/or the funding process.

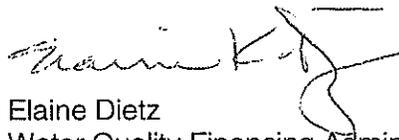
¹ MWQFA may provide additional loan funding for the project, if the need arises and as capacity allows. Notifications of State grant funding for projects on the FFY17 WQSRF IUP will not be made until Spring 2018.

The demand for SRF loan funding is extremely high; therefore,

- Please notify us as soon as possible if you choose to decline the SRF funding.
- **Funding may be deleted from FFY17 IUP projects that do not proceed to construction by December 2018.** The applicant will be notified of this action and will have an opportunity to reapply for future financial assistance.

We look forward to working with you throughout the loan origination process.

Sincerely,



Elaine Dietz
Water Quality Financing Administration

Enclosure: Programmatic Requirements

Cc: Local Contacts w/enclosure
Linda M. Pryor-Polinski
Mehdi Majedi
Rajiv Chawla
John Gesswein
Debi Fulmer
Mary Sheppard-Walker
Rebecca Balint Reske
Virginia Kearney
Hal Van Aller

PROGRAMMATIC REQUIREMENTS

FOR PROJECTS IDENTIFIED ON A FEDERAL FISCAL YEAR 2017 INTENDED USE PLAN TO RECEIVE WATER QUALITY AND/OR DRINKING WATER STATE REVOLVING FUND (SRF)

Programmatic requirements to be completed by MDE:

PLANS AND SPECIFICATIONS APPROVAL: Plans and specifications must be reviewed and approved by MDE prior to bidding. Additionally, at the time of MDE's plans and specifications review, a determination will be made regarding "green" project components, if applicable.

CLEARINGHOUSE AND ENVIRONMENTAL REVIEW: Projects must undergo a State environmental review (except for nonpoint source projects) and State clearinghouse review. The process typically requires a 3-month review period and should be initiated as soon as possible, using project information to be provided by the SRF recipient.

FINANCIAL ANALYSIS: A Financial Analysis will be undertaken to determine the SRF recipient's ability to repay the loan debt service, if there is a need to increase revenue, and/or determination of disadvantaged community status. The SRF recipient will need to provide audited financial statements for the prior three years and the current user rate structure.

FINANCIAL, TECHNICAL AND MANAGERIAL CAPACITY: The Federal Safe Drinking Water Act requires all drinking water projects receiving DWSRF loans to be evaluated prior to loan execution for financial, managerial and technical capacity (i.e., Capacity Development).

BOARD OF PUBLIC WORKS: The Department will typically seek State Board of Public Works (BPW) approval after the construction bid procurement package has been approved by MDE (see also Procurement on page 2).

Programmatic requirements to be completed by the SRF recipient's legal representation¹:

AUTHORIZATION TO INCUR DEBT: Prior to loan execution, legal representation must insure that all necessary legal steps have been taken for the SRF recipient to incur SRF loan debt consistent with its Charter, Articles of Incorporation, etc.

LOAN PROCEEDS QUESTIONNAIRE & CERTIFICATE (LPQ&C): Governmental SRF recipients must coordinate completion of the LPQ&C with their Bond Counsel to address tax issues related to the funding of the project, if the loan transaction is greater than \$400,000 (i.e., "tax exempt.")

DECLARATION OF OFFICIAL INTENT TO REIMBURSE: Governmental SRF recipients who intend to reimburse project construction expenditures for costs incurred prior to loan closing from tax-exempt SRF loan proceeds must work with their Bond Counsel to declare an Official Intent to Reimburse. The Declaration should be made and submitted to the MDE Funding Coordinator prior to making any construction expenditures.

Programmatic requirements to be completed by the SRF recipient:

FISCAL SUSTAINABILITY PLAN: For WQSRF transactions to publicly-owned treatment works, a fiscal sustainability plan (FSP) must be developed and implemented for the funded project. The FSP should include an inventory of critical assets; an evaluation of the condition and performance of inventoried assets; an evaluation/implementation of water and energy conservation efforts; and an asset maintenance, repair, and replacement schedule. These are components of a Preliminary Engineering Report, which may also be required (see "Minimum Funding Participation Requirements for Preliminary Engineering Reports at <http://www.mde.maryland.gov/wqfa>.. Certification of having an FSP, as well as the FSP and/or link to the FSP, must be provided prior to loan closing for the project.

COST & EFFECTIVENESS ANALYSIS ^(New): For WQSRF transactions to public entities, a Cost and Effectiveness Analysis of the processes, materials, techniques, and technologies selected (to the maximum extent practicable) that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation must be developed for the funded project. This is a component of a Preliminary Engineering Report, which may also be required (see "Minimum Funding Participation Requirements for Preliminary Engineering Reports at

¹ For loan transactions exceeding \$400,000 (i.e., "tax exempt), SRF recipients are REQUIRED to utilize Bond Counsel.

<http://www.mde.maryland.gov/wqfa>). Certification of having a Cost & Effectiveness Analysis, as well as the Cost & Effectiveness Analysis and/or link to it, must be provided prior to loan closing for the project.

PROCUREMENT: SRF recipients may follow local procurement procedures for construction and engineering services but **must demonstrate competitive procurement and comply with the following:**

- **MDE SRF Insert** - "Requirements and Contract Provisions..." (a.k.a., "MDE Insert") **must be included in the bid packages**. The MDE Insert outlines certain contractor responsibilities (e.g., Minority & Women's Business participation, Wage Rates, American Iron and Steel, project sign, etc.). Contact MDE's Project Manager for the proper MDE SRF Insert.
- **American Iron & Steel** - SRF recipients are required to use iron and steel products that are produced in the U.S. These provisions are included in the MDE Insert.
- **Davis-Bacon Wage Rates** - Davis-Bacon Wage Rates are required for all WQSRF- and DWSRF-funded construction contracts. These provisions are included in the MDE Insert.
- **Disadvantaged Business Enterprise (DBE)** - SRF recipients and sub-recipients (i.e. loan recipients, prime contractors, A/E consultants) are required to make a Good Faith Effort to award a fair share of work to qualified small, minority and women's businesses. This requirement includes procurements in the categories of **construction, equipment, supplies and services**. These Good Faith provisions are included in the MDE Insert. Questions regarding the SRF DBE program should be directed to M/WBE Program Coordinator at 410-537-3146. Information can also be found on MDE's website at <http://www.mde.maryland.gov/wqfa>.
- **Bid Packages** – Once the lowest, responsive, responsible bidder has been determined, the bid package must be forwarded to the Department for approval for compliance with SRF program requirements.
- **Contracts/Agreements** – Any contract/agreement associated with the work being performed and funded by the SRF must be submitted to and approved by the Department prior to being funded.

SRF LOAN AND DISBURSEMENT CONFIRMATION: After the project has been bid and the project costs have been determined, the SRF recipient will be asked to confirm the final loan amount and estimated disbursement schedule.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) FORM: The FFATA requires that information disclosure by entities receiving federal funding be made available to the public via www.USASpending.gov. SRF recipients will complete a simple form regarding total federal funding received by the entity in a given year.

INITIAL CASH DRAW REQUEST: Federal tax code requires a draw of in excess of 5% of the loan amount (if less than \$1,000,000) or in excess of \$50,000 (if loan amount is \$1,000,000 or more) to be disbursed at loan closing **for tax exempt transactions**. In order to make a disbursement at loan closing, the "Cash Draw Request Form" must be completed and approved at least four weeks prior to the scheduled loan closing date.

DEDICATED SOURCE OF REVENUE: For loan repayment security, a General obligation and revenue pledge is required from governmental entities. Private entities will require a form of collateral agreeable to the Administration.

LOAN CLOSING: **Once all applicable aforementioned programmatic requirements are completed**, a loan closing will be scheduled for a date agreed upon by MDE and borrower's legal representation.

WEEKLY REPORT
Planning and Community Development
Week Ending: Friday, January 19, 2018



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

**CODE
ENFORCEMENT**

Commercial Properties:	<i>7525 Greenway Center Drive #101 was inspected.</i>
Apartments:	<i>Green Ridge House and Franklin Park sections 1, 2, 8 & 9 were re-inspected.</i>
Rental Property:	<i>Two rental properties were annually inspected; and Three rental properties were re-inspected.</i>
Complaints:	<i>One complaint was logged regarding holes in the walls and cracked ceilings in a unit at Franklin Park; and One prior complaint was re-inspected.</i>
Permits:	<i>Eight permits were approved and issued.</i>
Animal Control:	<i>One sick raccoon was picked up and transported to the county; One stray cat was trapped; One stray cat was impounded from a resident's home; One squirrel was released; One illegal trap was impounded; A call about an abandoned dog was investigated; and One cat and one dog were adopted.</i>
Alarms:	<i>One invoice was mailed to a business; Eight warning letters were mailed to businesses; Seventeen warning letters were mailed to residents; and A staff member attended the District Court hearing in Hyattsville regarding a municipal infraction that was issued to a business for failure to renew an alarm license.</i>

Meetings: **Staff Attended:**

*City Council work session on WSSC's Boxwood Water Main Replacement project; and
Conference call on ULI TAP grant for MD193.*

Staff Met With:

*Joe McNeal and Animal Control staff to discuss second dog park;
Community Planner to review work program;
Prospective developers of nursing home site to discuss multi-family concept; and
Woodlawn to review south core development progress.*

Planning Projects:

*Prepared for City Council work session with WSSC;
Worked on FY 2019 budget materials;
Responded to code enforcement complaints/inquiries;
Reviewed files on the planning for a second dog park; and
Worked on letter of intent to apply for MHT grant for Mother and Child Statue and Bas Relief restoration.*



CRIME REPORT

JANUARY 17, 2018

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

www.greenbeltmd.gov/police

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.

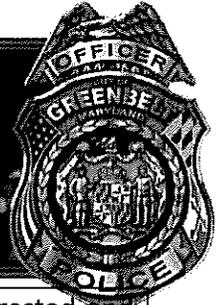
CENTER CITY

1/9 7:30 P.M.	16 Ridge Road. DWI/DUI arrest. Daniel Negussie Abebe, 27, of Greenbelt was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges during the investigation of a traffic accident. The suspect was released on citations pending trial.
1/12 6:24 P.M.	100 block Centerway Road. Theft. A lock was removed from a locker and a wallet containing cash, three credit cards, and a driver's license was taken at the Greenbelt Aquatics and Fitness Center. The first suspect is described as a black male, thin build, approximately 6'2 wearing a black hat, black sunglasses, black t-shirt, and red shoes. The second suspect is described as a black male, approximately 5'8 with a goatee, wearing a red hat, camouflage hoodie, white shirt, and blue sweat pants.
1/14 4:23 P.M.	100 block Centerway Road. Theft. A tricycle was taken from the front of the Old Greenbelt Theater.
1/14 6:14 P.M.	99 Centerway Road. Theft. An unattended cell phone was taken from the Greenbelt Youth Center.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

GREENBELT POLICE DEPARTMENT



1/16	58 Ridge Road. DWI/DUI arrest. Linda Sharon Lucas, 59, of Greenbelt was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges during the investigation of a traffic accident. The suspect was released on citations pending trial.
5:51 P.M.	

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

1/15	5800 block Greenbelt Road. Burglary. Unknown person(s) used unknown means to enter Gus's Fried Chicken Restaurant. Money was taken.
11:29 A.M.	

1/15	6100 block Springhill Terrace. Credit card offense. The victim advised that unknown person(s) used their debit card to make an unauthorized online purchase.
5:31 P.M.	

1/16	6300 block Ivy Lane. Theft. A wallet was taken from an unattended purse in an office. The suspect is described as a black male, 5'7, wearing a navy jacket and blue jeans.
5:51 P.M.	

1/17	9300 block Edmonston Road. Burglary. Unknown person(s) used unknown means to force open a kitchen window of an apartment. Nothing appears to have been taken. The suspects fled the area in a two-door silver vehicle with temporary tags and are described as a black male wearing braids and a red coat with a stripe and a black male wearing a blue coat, a hooded sweatshirt, and blue jeans.
10:56 A.M.	

GREENBELT EAST/GREENWAY SHOPPING CENTER

1/12	7900 block Mandan Road. Burglary. Several pairs of sneakers, a Sunbeam microwave, an HP laptop, and rolled US coins were taken from an apartment after contractors serviced the unit. The investigation is ongoing.
3:41 P.M.	

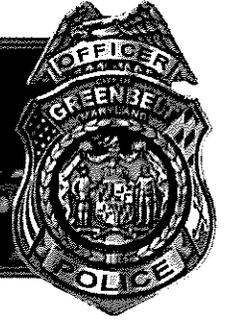
1/13	7600 block Greenbelt Road. DWI/DUI arrest. Emmanuel Quandell Bartee, 25, of Williamsburg, VA was arrested and charged with Driving While Impaired by Alcohol and other traffic-related charges during the investigation of an occupied vehicle stopped in the roadway. The suspect was released on citations pending trial.
12:13 P.M.	

Automotive Crime - City Wide

01/12	7800 block Walker Drive. Vandalism to auto. Unknown person threw unknown objects at a vehicle and cracked the rear window. The suspect and fled the scene and is described as a female driving a dark colored Nissan Sentra.
1/14	Recovered stolen vehicle. A 1996 Ford Explorer, reported stolen December 13, 2017 from the 6300 block Breezewood Drive, was recovered this date by the Prince George's County Police Department at an undisclosed location. No arrests.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



CRIME REPORT TALLY SHEET

WEEK OF JANUARY 17, 2018

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

<u>GENERAL CRIMES</u>		<u>GENERAL CRIMES (CON'T)</u>	
Carjacking		Animal Bite (Bat)	1
Rape		Disruption of School Activities	
Armed Robbery		Transporting a Handgun in a Vehicle	
Attempt Armed Robbery		Reckless Endangerment	
Strong Armed Robbery		Emergency Commitment Petition (2 Domestic-Related)	4
Attempt Strong Armed Robbery		Missing Person	
Burglary	3	Fraud	
Attempt Burglary		Unattended Death	1
Assault (All Domestic-Related)	5	Alcohol Violation	
Domestic	8	False Report	
Drugs		Harassment	
DUI/DWI	3	Field op (suspicious person)	3
Theft	7	Notification for other agency	
Vandalism		Sick Person	1
Child Abuse		<u>VEHICLE RELATED CRIMES</u>	
Unattended Child		Stolen Vehicles	
Trespass		Recovered Stolen Vehicles	1
Disorderly Conduct		Recovered Stolen Tags	
Failure to Obey Lawful Order		Theft From Vehicles	1
Credit Card Offense	1	Attempt Theft From Vehicles	
Telephone Misuse		Attempt Theft of Vehicle	
Counterfeit Money		Vandalism to Vehicles (1 Domestic-Related)	2
Suspicious Person	1	Accidents (2 DUI/DWI-Related)	5



Department of Public Works

Week Ending January 19, 2018



ADMINISTRATION

- Met with a member of the Solar Task Force regarding the Solar Project at Springhill Lake Recreation Center.
- Worked on the budget.
- Met with the Community Planner regarding various projects.
- Reviewed proposals received for the Springhill Lake Recreation Center Photovoltaic Project.
- Worked with Fleet Pro on COMAR vehicle inspections.

STREET MAINTENANCE/SPECIAL DETAILS

- Removed unwanted signs and checked for graffiti throughout the city.
- Treated streets on Wednesday during and after the storm.
- Pushed debris at the Northway Fields compost site.
- Assisted the Refuse & Recycling crew.
- Washed all salt trucks.
- Assisted with the transport of the new compost bins to the Springhill Lake Recreation Center.
- Replaced a bicycle sign at Metro Drive that had been hit by a vehicle.

BUILDING MAINTENANCE

- Continued monthly preventative maintenance on HVAC systems in all city buildings.
- Worked on balancing the new heating system of water and air flow at the Community Center.

HORTICULTURE/PARKS

- Assisted with treatment of streets and sidewalks on Wednesday and early Thursday.
- Cleaned landscape beds.
- Pruned trees in East Greenbelt.
- Continued picking up Christmas trees at designated spots.
- Blew leaves at the Hillside underpass.
- Worked on a final curbside leaf collection throughout the city.
- Had wood chips blown into three playgrounds - Plateau/Ridge, 44 Court of Ridge and Stream Valley Park.
- Installed the new wooden Lakeside sign to replace the broken one.
- Transported and set in place compost bins at the Springhill Lake Recreation Center.

REFUSE/RECYCLING/SUSTAINABILITY

- Collected 28.94 tons of refuse and 13.00 tons of recyclable material.
- Attended a CMON meeting (Composting Municipalities Organizing Now) and discussed the next steps to see about a small to medium composting facility in the area.
- Started promoting the electronics recycling event on January 27.
- Attended a conference call with the new Environmental Coordinator, Jason Martin, and Deborah Schwartz (from UMUC) about being a host institution for their Capstone project for the Master's degree in Environmental and Waste Management.
- Led the Martin Luther King Day of Service volunteer event (beaver caging).
- Assisted with writing an article for the News Review about the Martin Luther King volunteer event and submitted it to the News Review.
- Met with Brian Townsend about petition response research.

FLEET MAINTENANCE

- Replaced the right sweeper broom arm, universal joint, and brushes on the sweeper.
- Installed batteries on Police vehicle #921.
- Replaced the front control arms and completed preventative maintenance service on an Animal Control vehicle.
- Removed and replaced the fuel pump on pick-up #151.
- Performed preventative maintenance service, replaced the spark plugs and flushed the coolant in Police vehicle #849. Also, replaced the front pads, rotors and the rear tires.
- Performed preventative maintenance service and replace the two rear tires on Police vehicle #864.
- Repaired the rear lift gate, repaired wires and installed blown fuses on dump truck #465.
- Completed preventative maintenance service and replaced the battery on Police unit #851.
- Replaced the front ball joints and axles and worked to repair an oil leak on pick-up truck #408.

Greenbelt Recreation Department

Weekly Report

Week Ending January 19, 2018

ADMINISTRATION:

- Budget preparation continued.
- An all staff meeting was held Wednesday at the Youth Center. The meeting was held to reveal the new and improved GREENBELT RECREATION logo and review/discuss the guidelines for usage. Keep your eyes open as the renewed recreation brand is slowly introduced throughout the various faces of our department.
- Due to inclement weather and a light agenda, the January PRAB meeting was canceled.
- Met with GAFC staff to review various items related to new RecTrac system upgrade, facility operations and programs.
- Met with Planning staff and Animal Control staff to discuss dog park rules and requirements for dog park permits.
- Attended meeting in Annapolis with recreation and park professionals from the Maryland Municipal League and Maryland Association of Counties to discuss legislative matters and other items of mutual interest.
- Continued to work with the consultant on the Recreation and Park Facilities Master Plan.
- Greenbelt Boys and Girls Club youth basketball games began this week. Games are being held at the Dora Kennedy French Immersion School.

YOUTH CENTER/ SPRINGHILL LAKE GREENBELT KIDS:

- Winter 2018 Activity Guide is now available on-line and printed guides are available in city buildings. Registration continues on a space available basis.
- Continued the editing process for the 2018 Camp Guide. Guide will go live online Monday, January 22. Printed guides will be available in recreation facilities.
- Springhill Lake Recreation Center and the Youth Center opened at 12 pm on Wednesday due to school closure. Morning classes were cancelled due to the inclement weather.
- Spring 2018 Activity Guide production continued. Target date for print and on-line guide is February 16.
- Planning and promotion for two new classes at Springhill Lake Recreation Center Computer Lab, in a collaborative effort with Paradyme Management, continued. An eight week programming class using Scratch will be offered to youth beginning January 31. A Web Design class for adults will begin on February 7 and will run for eight weeks. Advanced registration is required for both classes.
- Center staff received RecTrac training.
- Participated in 2nd interviews for Community Center Coordinator position.

AQUATIC AND FITNESS CENTER:

- GAFC Swim Instructor(s) provided 7 private swim lessons (Friday-Thursday).
- One private swim lesson request was received and entered into the database for swim instructor(s) match.
- In-Service staff training is scheduled for Sunday, January 21.
- Russet Swim Group reserved two lanes for Sunday, January 21, from 3 pm-4 pm.
- Special Olympics Swim Group reserved two lanes for Fridays: 2/9, 2/23, 3/16, 4/20, 4/27, 5/18, 5/25 & 6/1 from 6 pm to 8 pm.
- RecTrac 3.1 training session was held for CSR staff on Tuesday.
- GAFC Classroom has been reserved for the Youth Advisory Committee Meeting on February 12 from 5 pm-7 pm.
- 2018 GMST Winter/Spring registration is on-going. Open House is scheduled for Tuesday, January 23 with the first practice on Thursday, January 25.

COMMUNITY CENTER:

- The facility was open 2-10pm on Martin Luther King Jr. Day.
- There is currently one Center Leader shift open on the permanent schedule. Recruitment continues.
- The facility hosted an American Red Cross Blood Drive.
- Thanks to Public Works for shampooing the carpets in staff offices.
- A Prince George's County health inspection was conducted for a new kitchen user.
- Supervisor continued to field inquiries in regard to food operation rentals for the Commercial Kitchen. There have been 275 inquiries since April 2015. There are currently four food operations who received all permits and may rent the Kitchen.
- There were 6 facility reservations processed.
- There were 4 private rentals and 15 pattern rentals.
- The following free space groups received space: Golden Age Club, Greenbelt Concert Band, Girl Scout Troop #2799, Center for Dynamic Community Governance, Greenbelt Community Development, Greenspring II Homeowners, Greenbelt Volkmarhers, Greenwood Village HOA and Friends of the Greenbelt Museum.
- The following City groups received space: City Council and Be Happy Be Healthy Yoga.

ARTS:

- Now open at the Greenbelt Community Center Art Gallery: Worlds of Wonder II – Design Highlights from Greenbelt Recreation Department Youth Theater and Dance Productions. This exhibition features costumes, props, sets and production photography from ten shows which have been mounted in the last two years. The exhibit will run through March 23.
- Winter session classes are underway.
- Preparing an FY 2018 interim report for the Maryland State Arts Council.
- Ongoing activities include production work for the Greenbelt Youth Musical and program marketing.