

**City Council  
Work Session**

**Capital Projects**

**8 p.m. - Monday  
August 7, 2017**

**Council Chambers  
Municipal Building**

**CITY OF GREENBELT, MARYLAND  
MEMORANDUM**

TO: City Council

VIA: Nicole C. Ard  
City Manager

FROM: David E. Moran *DEM*  
Assistant City Manager

DATE: August 3, 2017

SUBJ: Capital Projects Work Session

Attached is information for Monday's Work Session on Capital Projects. The packet contains three sections:

- FY 2018 Budget - Capital Projects Section
- Capital Projects Update report
- Background on Lake Dam Repair costs and MDE Loan option

Below are updates/issues since the 2018 Budget was adopted and questions requiring Council direction.

1. Lake Dam Repair: The City can apply for a low interest loan from MDE. Voter approval is required. Staff recommends applying for this loan, subject to voter approval on November 7.
2. Community Center Playground: The City's Community Parks & Playground (CPP) application was not approved for the second year in a row. This grant would have provided 75% (\$127,000) of the funding for this project (\$169,300). The City can use Program Open Space funds to cover this shortfall.
3. Sculpture Repair: The City's Maryland Historical Trust (MHT) grant (\$15,800) was not approved. Staff is seeking alternative funding sources to complete this project (\$31,600).
4. Fund Balance: Given the dam repair project and other capital needs, staff recommends the City maintain a large fund balance in the Capital Projects Fund.
5. WMATA Trail Extension: This item was discussed on July 24 and a work session is scheduled for September 18 on this item.

# CAPITAL PROJECTS LISTING AND PRIORITIZATION PROCESS

In preparation of the FY 2018 budget, the city's listing of capital projects was reviewed and revised. Based on input from key staff, a new listing of projects has been prepared. It categorizes projects two ways: proposed in the coming fiscal year and within a five year work plan.

The five year work plan is a projection, not a guarantee, that projects will be funded in a particular year. The current funding level and other miscellaneous funds are not sufficient to fund all the projects listed in the five year plan and is evidence of the need to increase contributions.

The projects in the Capital Improvement Program were prioritized based on staff input. A current summary of capital projects is included in this section. The proposed Capital Projects for FY 2018 reflect a strategy that maintains the city's transportation infrastructure and prioritizes the most needed projects.

The Building Capital Reserve Fund was created in FY 2004. It was previously in the Other Funds section and has been relocated to this section of the budget document.

The 2001 Bond Fund, established in FY 2003, accounts for the proceeds of the \$3.5 million bond issue approved in November 2001.

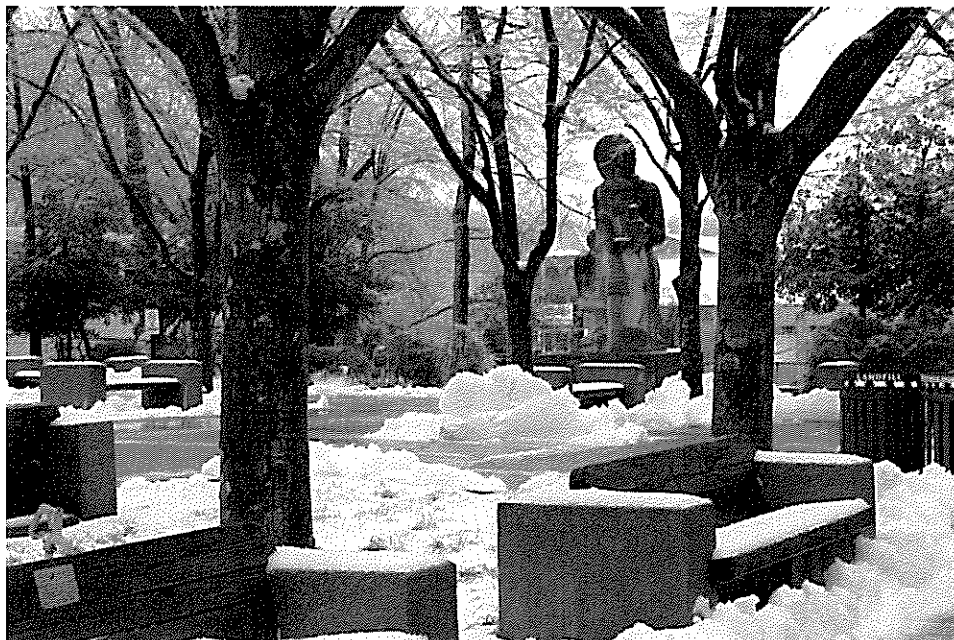
The Greenbelt West Infrastructure Fund was created in FY 2008. This fund accounts for planned public improvements as a result of required contributions from Greenbelt West developers.

In FY 2017, it is estimated that \$1,898,100 will be spent across these funds. For FY 2018, a total of \$1,967,800 is appropriated. Below is a table which illustrates the city's total Capital expenditures across these funds.

Capital Expenditures	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
<b>Fund Name</b>						
Capital Projects Fund	\$886,541	\$621,833	\$1,730,200	\$865,200	\$1,430,400	
Building Capital Reserve	417,653	510,199	175,300	730,200	537,400	
2001 Bond Fund	1,348,574	82,950	0	1,400	0	
Greenbelt West	13,877	0	0	110,000	0	
CDBG Fund	2,500	112,063	116,300	191,300	0	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b><u>\$2,669,145</u></b>	<b><u>\$1,327,045</u></b>	<b><u>\$2,021,800</u></b>	<b><u>\$1,898,100</u></b>	<b><u>\$1,967,800</u></b>	<b><u>\$0</u></b>

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Greenbrook Trails	\$16,000	Capital Projects	264
Second Dog Park	\$15,000	Capital Projects	264
Aquatic & Fitness Center Roof/HVAC/Boilers	\$425,400	BCR Fund	269
Attick Park Master Plan	\$300,000	Capital Projects	264
Sculpture Repair	\$31,600	Capital Projects	264
Theater HVAC	\$12,000	BCR Fund	269
Land Acquisition	\$230,000	Capital Projects	264
<b>Combined Capital Funds Total</b>	<b>\$1,967,800</b>		



# CAPITAL PROJECTS FUND

This fund accounts for monies appropriated as reserves in the General Fund to be used for capital projects. The annual appropriation for Capital Projects is set aside in the Fund Transfers budget (Account #999) of the General Fund and transferred to this fund which accounts for all expenditures.

## BUDGET COMMENTS

- 1) The proposed appropriation for FY 2018 is \$700,000. The projects proposed in FY 2018 are listed below. The fund is projected to end the year with a balance of \$318,740.
- 2) The city's Program Open Space (POS) estimated balance as of June 30, 2017 is projected to be \$496,500. In FY 2018, \$133,000 is proposed to be used for the Buddy Attick Park parking lot and \$133,500 in the Building Capital Reserve Fund to replace the roof and three HVAC units at the Fitness Center. The balance of \$230,000 is budgeted for Land Acquisition.
- 3) The projects listed below are based on preliminary estimates from staff. It is strongly recommended that a fund balance be maintained to cover cost overruns or unforeseen projects.

**1. Pedestrian/Bicycle Master Plan..... \$20,000**

This funding is to continue implementing the recommendations of the pedestrian/bicycle master plan.

**2. Bus Stop Accessibility Study..... \$20,000**

It is proposed to begin implementing the bus stop accessibility study. Additional bus shelters will be considered as part of this work.

**3. Gateway Entrance Signage ..... \$67,500**

A \$50,000 Heritage Areas grant has been approved for a first phase of new gateway signs. These funds will be matched with \$17,500 in city funds.

**4. Street Resurfacing.....\$471,000**

Based on a review of City streets, it is proposed to resurface Ridge Road from Plateau Place to Hamilton Place (\$245,000), Morrison Drive (\$130,000) and Forestway (\$56,000). Funds are also included for base repair (\$40,000).

**5. Miscellaneous Concrete Repairs..... \$40,000**

The ongoing repair of sidewalk and driveway apron infrastructure throughout the city is budgeted here.

- 6. Greenbrook Trails..... \$16,000**  
 These funds would be used to improve trails and pathways under an easement agreement with Greenbrook.
- 7. Second Dog Park..... \$15,000**  
 These funds are for the installation of a second dog park, if approved.
- 8. Attick Park Master Plan ..... \$300,000**  
 The City has a \$187,000 grant to rebuild the parking lot at Attick Park from the Chesapeake Bay Trust. The parking lot will have a pervious surface, increase the number of spaces and improve access to the park. Design work is expected to be completed in FY 2017. The project is estimated to cost \$300,000.
- 9. Land Acquisition..... \$230,000**  
 Funds are budgeted to acquire additional park land/open space as parcels are identified and approved by Council. These funds come from Program Open Space.
- 10. Playground Improvements..... \$169,300**  
 This project would replace the playground at the Community Center. A Community Parks & Playground grant is being sought to fund 75% of this project (\$127,000). Funds were budgeted in FY 2016 (\$76,000) to replace shredded rubber surfacing at City maintained playgrounds. The City has replaced 4 playgrounds to date and these costs are shown in FY 2017.
- 11. Lake Dam Repair ..... \$50,000**  
 The City has been notified by the State of Maryland that major repairs need to be made to the Greenbelt Lake Dam. The City entered into an agreement with the State of Maryland to complete these repairs in a phased manner over a four year period. Phase 1 was completed in FY 2017. However it cost more than anticipated and revealed problems with the project which will require some redesign. The funds budgeted for FY 2018 are for the redesign. The remaining phases may cost \$1.4 million which will need to be budgeted in FY 2019 and 2020.
- 12. Sculpture Repair..... \$31,600**  
 The Mother and Child sculpture and Community Center bas reliefs need cleaning and repair. The cost of this work is estimated at \$31,600. A grant request has been filed for this work with the Maryland Historical Trust for \$15,800 which requires a match.
- TOTAL PROPOSED EXPENDITURES..... \$1,430,400**

	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
<b>BALANCE AS OF JULY 1</b>	<b><u>\$343,038</u></b>	<b><u>\$232,633</u></b>	<b><u>\$206,033</u></b>	<b><u>\$340,540</u></b>	<b><u>\$230,340</u></b>	
<b>REVENUES</b>						
<b>Federal Grants</b>						
441117 Safe Routes to School	\$163,995	\$0	\$0	\$0	\$0	
<b>State and County Grants</b>						
442104 Program Open Space	0	0	459,000	0	363,000	
442123 Comm. Parks & Plygds	94,057	106,720	165,200	0	127,000	
442111 Md. Hist Trust	0	0	0	0	15,800	
442122 State Bond Bill	0	0	285,000	0	175,000	
<b>Miscellaneous</b>						
470103 Interest on Investments	124	839	0	1,000	1,000	
480301 Playground Agreement Payments	0	0	0	4,000		
480301 Community Legacy	0	0	0	0	50,000	
480301 Contributions	0	6,181	0	0	0	
480301 Nat. Fish & Wildlife Found.	147,960	0	0	0	0	
443103 Chesapeake Bay Trust	20,000	0	0	0	187,000	
490000 General Fund Transfer	350,000	616,000	750,000	750,000	700,000	
<b>TOTAL REVENUE &amp; FUND TRANSFERS</b>	<b><u>\$776,136</u></b>	<b><u>\$729,740</u></b>	<b><u>\$1,659,200</u></b>	<b><u>\$755,000</u></b>	<b><u>\$1,618,800</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>						
<b>Public Safety</b>						
933303 Police Station Gas Tank	\$58,717	\$0	\$0	\$0	\$0	
921400 Animal Control Shed	3,150	0	0	0	0	
921400 Animal Control K-9 Turf	0	24,617	0	0	0	
<b>Total Public Safety</b>	<b><u>\$61,867</u></b>	<b><u>\$24,617</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>Public Works</b>						
<b>New Construction</b>						
920300 Ped./Bike Master Plan	\$165,415	\$20,070	\$20,000	\$20,000	\$20,000	
920400 Bus Shelters/Accessibility	3,637	2,266	20,000	6,000	20,000	
921500 Gateway Signage	0	9,500	25,000	2,000	67,500	
<b>Total</b>	<b><u>\$169,052</u></b>	<b><u>\$31,836</u></b>	<b><u>\$65,000</u></b>	<b><u>\$28,000</u></b>	<b><u>\$107,500</u></b>	<b><u>\$0</u></b>
<b>Major Maintenance</b>						
930400 Street Survey Projects	\$307,211	\$393,918	\$385,000	\$385,000	\$471,000	
930500 Misc. Concrete Repairs	37,898	41,018	40,000	40,000	40,000	
<b>Total</b>	<b><u>\$345,109</u></b>	<b><u>\$434,936</u></b>	<b><u>\$425,000</u></b>	<b><u>\$425,000</u></b>	<b><u>\$511,000</u></b>	<b><u>\$0</u></b>
<b>Total Public Works</b>	<b><u>\$514,161</u></b>	<b><u>\$466,772</u></b>	<b><u>\$490,000</u></b>	<b><u>\$453,000</u></b>	<b><u>\$618,500</u></b>	<b><u>\$0</u></b>

<b>CAPITAL PROJECTS FUND</b>						
	<b>FY 2015 Actual Trans.</b>	<b>FY 2016 Actual Trans.</b>	<b>FY 2017 Adopted Budget</b>	<b>FY 2017 Estimated Trans.</b>	<b>FY 2018 Proposed Budget</b>	<b>FY 2018 Adopted Budget</b>
<b>Recreation and Parks</b>						
<b>New Construction &amp; Land Acquisition</b>						
920700 Greenbrook Trails	\$0	\$0	\$16,000	\$0	\$16,000	
920800 Second Dog Park	0	0	0	5,000	15,000	
932200 Attick Park Master Plan	548	16,676	0	35,000	300,000	
929900 Land Acquisition	0	0	459,000	0	230,000	
<b>Total</b>	<b>\$548</b>	<b>\$16,676</b>	<b>\$475,000</b>	<b>\$40,000</b>	<b>\$561,000</b>	<b>\$0</b>
<b>Major Maintenance</b>						
930800 SHL Rec. Ctr. Parking Lot	\$203,339	\$0	\$0	\$0	\$0	
930900 Playground Improv.	94,141	106,719	165,200	17,000	169,300	
931900 Dam Repair	12,485	845	600,000	355,000	50,000	
539205 Sculpture Repair	0	0	0	0	31,600	
932200 Stream Valley Bridges	0	6,204	0	200	0	
<b>Total</b>	<b>\$309,965</b>	<b>\$113,768</b>	<b>\$765,200</b>	<b>\$372,200</b>	<b>\$250,900</b>	<b>\$0</b>
<b>Total Recreation and Parks</b>	<b>\$310,513</b>	<b>\$130,444</b>	<b>\$1,240,200</b>	<b>\$412,200</b>	<b>\$811,900</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$886,541</u></b>	<b><u>\$621,833</u></b>	<b><u>\$1,730,200</u></b>	<b><u>\$865,200</u></b>	<b><u>\$1,430,400</u></b>	<b><u>\$0</u></b>
<b>BALANCE AS OF JUNE 30</b>	<b>\$232,633</b>	<b>\$340,540</b>	<b>\$135,033</b>	<b>\$230,340</b>	<b>\$418,740</b>	<b>\$0</b>



# SUMMARY OF CAPITAL PROJECTS

Project Name	Total Cost FY 2018 - FY 2022	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Pedestrian/Bike Master Plan	\$100,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Bus Shelters/Accessibility Study	\$100,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Gateway Signage	\$67,500	\$67,500	\$0	\$0	\$0	\$0
Street Improvements	\$2,071,000	\$471,000	\$400,000	\$400,000	\$400,000	\$400,000
Miscellaneous Concrete	\$200,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Greenbrook Trails	\$16,000	\$16,000	\$0	\$0	\$0	\$0
Second Dog Park	\$15,000	\$15,000	\$0	\$0	\$0	\$0
Buddy Attick Park Parking Lot	\$300,000	\$300,000	\$0	\$0	\$0	\$0
Land Acquisition	\$230,000	\$230,000	\$0	\$0	\$0	\$0
Playground Improvements	\$489,300	\$169,300	\$80,000	\$80,000	\$80,000	\$80,000
Buddy Attick Improvements	\$200,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000
Greenbelt Lake Water Quality Improvements	\$1,750,000	\$50,000	\$700,000	\$700,000	\$150,000	\$150,000
Regrade Hanover Parkway Swale	\$10,000	\$0	\$0	\$10,000	\$0	\$0
Animal Control Facility	\$5,000	\$0	\$5,000	\$0	\$0	\$0
Tennis Court Color Coats	\$59,500	\$0	\$32,000	\$27,500	\$0	\$0
Sculpture Repair	\$31,600	\$31,600	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$5,644,900</b>	<b>\$1,430,400</b>	<b>\$1,347,000</b>	<b>\$1,347,500</b>	<b>\$760,000</b>	<b>\$760,000</b>

## UNPROGRAMMED OVER THE NEXT FIVE YEARS

- Greenbelt Lake Dredging
- Paint Community Center Exterior
- Greenbelt Theatre - Phase II
- Resource Evaluation of Hamilton, Turner & Walker Cemeteries and Hamilton Homestead.
- Re-Line Greenbelt Lake Inlet (near Lakecrest Drive) Pipes
- Recoat Youth Center Foam Roof
- Community Center—Wall of Honor
- Springhill Lake Recreation Center Addition/ Middle School Plans
- Replace Floor on Community Center Gym Stage
- Upgrade Street Lights
- Roosevelt Center Mall Upgrade – Phase II – Behind Statue
- Cemetery Expansion – Urn Wall
- New Iron Fencing & Water Amenities @ Aquatic & Fitness Center
- Recreation Facilities Master Plan
- Schrom Hills Field Lighting
- Schrom Hills Park - New Trails
- Security Cameras at Schrom Hills Park
- McDonald Field Lights
- Police Station Key Card System

# BUILDING CAPITAL RESERVE FUND

The purpose of this fund is to set aside funds for the replacement of major systems in the city's facilities. The City of Greenbelt operates over 190,000 square feet of facility space in which it has invested over \$20 million to build or renovate. These facilities range in size from the 55,000 square foot Community Center to the very specialized Aquatic and Fitness Center to the less than 1,000 square foot Schrom Hills Park building. This fund accounts for replacement of mechanical, plumbing and electrical systems, roof systems and other costly systems in these facilities.

Facility	Square Footage
Community Center	55,000
Aquatic & Fitness Center	34,000
Youth Center	19,600
Springhill Lake Recreation Center	8,900
Schrom Hills Buildings	2,200
Attick Park Restrooms	600
Municipal Building	18,000
Police Station	15,900
Public Works Facility	30,400
Animal Shelter	900
Greenbelt Theater	6,400
Subtotal	191,900
<b>City Facility</b>	
<b>(not responsible for maintenance)</b>	
Green Ridge House	49,000
Total	240,900

## BUDGET COMMENTS

- 1) The Program Open Space (POS) reimbursement in FY 2017 is for the Aquatic Center roof project (\$170,000) and Community Center HVAC project (\$400,300). The roof project cost \$653,748 and the HVAC project will cost approximately \$545,000.
- 2) The upgrade to the Community Center HVAC system included 73 new fan coil units and a new chiller.

- 3) In FY 2018, it is proposed to replace the roof and three (3) HVAC units of the Fitness Center at a cost of \$178,000 with Program Open Space funding covering 75% of the cost (\$133,500). It is also proposed to re-coat the indoor swimming pool (\$47,400). The current coating is 9 years old and worn through in some locations. \$200,000 is budgeted to replace the boilers.
- 4) \$12,000 is budgeted to prepare plans for a new HVAC system for the Old Greenbelt Theatre auditorium. No funds are budgeted for a new system in FY 2018.
- 5) The City is a Maryland Smart Energy Community and has been awarded over \$277,000 in recent years for energy efficiency improvements. Another \$75,000 is being sought to install solar energy panels at the Springhill Lake Recreation Center.
- 6) \$25,000 was budgeted for a Reserves Study in FY 2017 which was not completed due to a lack of funds. The study is budgeted for in FY 2018.

<b>BUILDING CAPITAL RESERVE FUND Fund 102</b>	<b>FY 2015 Actual Trans.</b>	<b>FY 2016 Actual Trans.</b>	<b>FY 2017 Adopted Budget</b>	<b>FY 2017 Estimated Trans.</b>	<b>FY 2018 Proposed Budget</b>	<b>FY 2018 Adopted Budget</b>
<b>BALANCE AS OF JULY 1</b>	<u>\$151,483</u>	<u>(\$41,499)</u>	<u>\$701</u>	<u>(\$32,650)</u>	<u>\$7,450</u>	
<b>REVENUES</b>						
<b>Miscellaneous</b>						
442104 Program Open Space	\$51,154	\$320,513	\$0	\$570,300	\$133,500	
442125 MD Energy Admin. (MEA)	63,935	80,000	100,000	100,000	75,000	
480301 Pepco Rebates	9,510	18,535	0	0	0	
470103 Interest on Investments	72	0	0	0	0	
490000 General Fund Transfer	100,000	100,000	100,000	100,000	325,000	
<b>TOTAL REVENUE &amp; FUND TRANSFERS</b>	<u>\$224,671</u>	<u>\$519,048</u>	<u>\$200,000</u>	<u>\$770,300</u>	<u>\$533,500</u>	<u>\$0</u>
<b>EXPENDITURES</b>						
<b>Municipal Building</b>	\$10,221	\$0	\$5,000	\$7,000	\$0	
<b>Public Works</b>	\$0	\$0	\$10,500	\$8,600	\$0	
<b>Recreation</b>						
620 Recreation Centers	\$0	\$0	\$9,800	\$19,200	\$0	
650 Aquatic & Fitness Center	288,492	425,301	0	21,000	425,400	
660 Community Center	52,487	4,793	25,000	574,400	0	
<b>Total Recreation</b>	<u>\$340,979</u>	<u>\$430,094</u>	<u>\$34,800</u>	<u>\$614,600</u>	<u>\$425,400</u>	<u>\$0</u>
<b>Non-Departmental</b>						
Reserves Study	\$0	\$0	\$25,000	\$0	\$25,000	
Theater	0	0	0	0	12,000	
Energy Efficiency	66,453	80,105	100,000	100,000	75,000	
<b>Total Non-Departmental</b>	<u>\$66,453</u>	<u>\$80,105</u>	<u>\$125,000</u>	<u>\$100,000</u>	<u>\$112,000</u>	<u>\$0</u>
<b>TOTAL EXPENDITURES</b>	<u>\$417,653</u>	<u>\$510,199</u>	<u>\$175,300</u>	<u>\$730,200</u>	<u>\$537,400</u>	<u>\$0</u>
<b>BALANCE AS OF JUNE 30</b>	<u>(\$41,499)</u>	<u>(\$32,650)</u>	<u>\$25,401</u>	<u>\$7,450</u>	<u>\$3,550</u>	<u>\$0</u>

## 2001 BOND FUND

This fund was established in FY 2003 to account for the proceeds of the \$3.5 million bond issue that was approved by Greenbelt voters in November 2001. These proceeds were to support four projects: expansion and renovation of the Public Works facility, an addition to and renovation of the Springhill Lake Recreation Center, renovation of the Greenbelt theater and pedestrian/bicyclist/traffic safety and playground improvements in Greenbelt East.

### BUDGET COMMENTS

- 1) No more work associated with this fund is anticipated.
- 2) Greenbelt East traffic calming measures and pedestrian improvements were completed in FY 2007. The total cost was \$499,000.
- 3) The Public Works project was completed in 2009 at a cost of \$4.96 million.
- 4) Plans for an addition to the Springhill Lake Recreation Center project were put on hold in 2005 when a proposed redevelopment of the Springhill Lake neighborhood included a new 20,000 square foot recreation center. Since then, renovations to the Center have been completed using Community Development Block Grant (CDBG) funds and Capital Projects funds.
- 5) The Greenbelt Theatre renovation project was completed in 2015 at a total cost of \$1.77 million.
- 6) This fund carries a negative fund balance. In FY 2013, an effort was begun to reduce the deficit by setting funds aside annually. No funds are budgeted in FY 2018 to reduce this deficit.

# 2001 BOND FUND

2001 BOND FUND	Total Thru 6/30/15	FY2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
<b>BALANCE AS OF JULY 1</b>		<u>(\$1,245,720)</u>	<u>(\$1,011,720)</u>	<u>(\$1,028,670)</u>	<u>(\$1,030,070)</u>	
<b>REVENUES</b>						
442122 State Bond Bill	\$308,000	\$0	\$0	\$0	\$0	
442124 Maryland Comm. Legacy	48,750	0	0	0	0	
442125 MD Heritage Area Auth.	80,000	0	0	0	0	
480499 Partners In Preservation	75,000	0	0	0	0	
442199 State Grant - Rain Shelter	2,500	0	0	0	0	
443125 Prince George's Cnty. Council	116,000	0	0	0	0	
443199 County Storm Water Grant	50,000	0	0	0	0	
470103 Interest on Investments	502,602	0	0	0	0	
485001 2001 Bond Proceeds	3,500,000	0	0	0	0	
490000 Transfer from Bldg. Cap. Res.	100,000	0	0	0	0	
490000 Transfer from General Fund	875,000	300,000	0	0	0	
490000 Transfer from Debt Service	232,000	0	0	0	0	
490000 Transfer from Special Projects	20,000	0	0	0	0	
Contributions	517	0	0	0	0	
<b>TOTAL REVENUES</b>	<u>\$5,910,369</u>	<u>\$300,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>EXPENDITURES</b>						
539201 Public Works Facility	\$4,961,068	\$0	\$0	\$0	\$0	
539311 Springhill Lake Rec. Center	7,000	0	0	0	0	
539317 Greenbelt East Projects	498,655	0	0	0	0	
539318 Theatre Renovation	1,689,366	82,950	0	1,400	0	
<b>TOTAL EXPENDITURES</b>	<u>\$7,156,089</u>	<u>\$82,950</u>	<u>\$0</u>	<u>\$1,400</u>	<u>\$0</u>	<u>\$0</u>
<b>FUND BALANCE AS OF JUNE 30</b>	<u>(\$1,245,720)</u>	<u>(\$1,028,670)</u>	<u>(\$1,011,720)</u>	<u>(\$1,030,070)</u>	<u>(\$1,030,070)</u>	<u>\$0</u>

# GREENBELT WEST INFRASTRUCTURE FUND

This fund was established to account for planned public improvements to be funded by required contributions from the developers of Greenbelt Station. These improvements were obtained through negotiation to help address impacts of this new development. There may be additional contributions in future years.

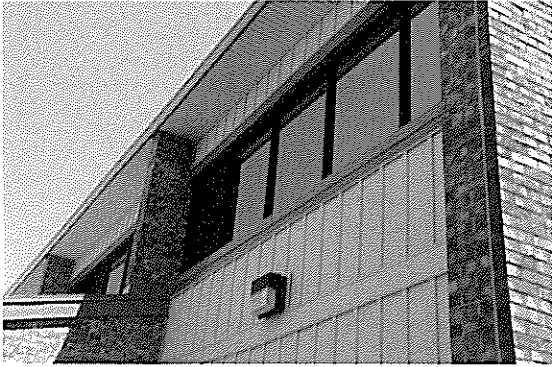
## BUDGET COMMENTS

- 1) A payment of \$1.3 million was received in February 2014. An additional payment of \$500,000 was received in April 2016. These payments are in accord with the covenants in the Greenbelt Station South Core development agreement.
- 2) Construction of townhomes began in the South Core as of spring 2014 and apartments began in 2015.



<b>GREENBELT WEST INFRASTRUCTURE FUND</b>	<b>Estimated Project Total</b>	<b>Trans. Thru FY 2016</b>	<b>FY 2017 Adopted Budget</b>	<b>FY 2017 Estimated Trans.</b>	<b>FY 2018 Proposed Budget</b>	<b>FY 2018 Adopted Budget</b>
<b>BALANCE AS OF JULY 1</b>			<b><u>\$1,267,894</u></b>	<b><u>\$1,819,839</u></b>	<b><u>\$1,774,839</u></b>	
<b>REVENUES</b>						
Greenbelt Station Payments (\$3,578,000)						
South Core Share	\$1,949,000	\$1,916,509	\$0	\$0	\$0	
North Core Share	1,639,000	0	0	0	0	
General Fund Transfer (TIF)	0	0	0	0	0	
Special Taxing District	0	0	0	0	0	
Revenue Bond Proceeds	8,400,000	0	0	0	0	
Miscellaneous	0	92,468	0	60,000	0	
Interest	0	8,675	500	5,000	5,000	
<b>TOTAL REVENUES</b>	<b>\$11,988,000</b>	<b>\$2,017,652</b>	<b>\$500</b>	<b>\$65,000</b>	<b>\$5,000</b>	<b>\$0</b>
<b>EXPENDITURES</b>						
North/South Connector Road	\$8,400,000	\$97,981	\$0	\$60,000	\$0	
Cherrywood Streetscape	500,000	3,591	0	0	0	
Cherrywood Sidewalk	278,000	0	0	0	0	
Public Recreation Facilities (\$2,000,000)						
Rec. Facility Master Plan	50,000	0	0	50,000	0	
Other	1,950,000	0	0	0	0	
Police Station Addition	500,000	96,241	0	0	0	
Interpretive Center/Trails	300,000	0	0	0	0	
Public Art	10,000	0	0	0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$11,988,000</b>	<b>\$197,813</b>	<b>\$0</b>	<b>\$110,000</b>	<b>\$0</b>	<b>\$0</b>
<b>FUND BALANCE AS OF JUNE 30</b>		<b><u>\$1,819,839</u></b>	<b><u>\$1,268,394</u></b>	<b><u>\$1,774,839</u></b>	<b><u>\$1,779,839</u></b>	

# COMMUNITY DEVELOPMENT BLOCK GRANT



The city receives allocations of U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds through Prince George's County. These funds must be used in CDBG qualified neighborhoods. Since the 2000 Census, only the Franklin Park neighborhood has been CDBG eligible.

## BUDGET COMMENTS

- 1) For PY-42 (FY 2017), the city was awarded funds to reconstruct Breezewood Drive (\$116,300) from Springhill Lane to Cherrywood Terrace. This work will be done in the Spring of 2017.
- 2) The city missed the application notification for PY-43 (FY 2018).

COMMUNITY DEVELOPMENT BLOCK GRANT	Total Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
<b>REVENUES</b>						
441000 Grants from Federal Gov't. Program Year 3 through 37	\$3,732,208					
PY - 38R	14,390					
PY - 38	0					
PY - 39	44,725	\$42,225				
PY - 39R	0					
PY - 40	173,165	147,398				
PY - 41	75,000			\$75,000		
PY - 42	116,300		\$116,300	116,300		
PY - 43	0				\$0	
<b>TOTAL REVENUES</b>	<b><u>\$4,155,788</u></b>	<b><u>\$189,623</u></b>	<b><u>\$116,300</u></b>	<b><u>\$191,300</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>						
Program Year 3 through 37	\$3,732,208					
Franklin Park Street & Safety (PY-38R)	14,390					
Springhill Lake Rec. Center (PY-38)	0					
Springhill Lake Rec. Center Lot (PY-39)	0					
Accessible Greenbelt (PY-39)	44,725	\$34,665				
Springhill Lake Rec. Center (PY-39R)	0					
Springhill Lake Rec. Center (PY-40)	140,000	70,000				
Youth Mentoring Program (PY-40)	33,165	7,398				
Springhill Drive Improvements (PY-41)	75,000			\$75,000		
Breezewood Drive Improvements (PY-42)	116,300		116,300	116,300		
PY 43	0				\$0	
<b>TOTAL EXPENDITURES</b>	<b><u>\$4,155,788</u></b>	<b><u>\$112,063</u></b>	<b><u>\$116,300</u></b>	<b><u>\$191,300</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>



# Capital Projects Update - 8/1/2017

Page 1 of 2

Project	History	Schedule/Timing	Status
Street Resurfacing	FY 18 projects are Morrison Drive, Forestway, Ridge Road (Plateau to Hamilton) and base repair.	Spring 2018	
Breezewood Drive Reconstruction - CDBG	Prince George's County approved full funding (\$116K) for PY 42. Pre-Construction Meeting held 7/12/17.	Fall 2017	Contract on 8/14 Agenda for approval.
Miscellaneous Concrete Playground Improvements	Application for FY 2018 playground (Community Center playground) was not funded in State FY 2018 Budget.	Spring 2018	POS funds could be used to complete this project. Council direction needed.
Pedestrian/Bike Plan Improvements	FY 18 funds are intended for the Maryland Bikeways Grant match.		Expect to learn about grant in Fall 2017.
MEA Energy Efficiency Improvements	City awarded \$58,500 for FY 18 for solar roof project.		RFP being developed.
Bus Stop Accessibility Study	Planning to install a new bus shelter on Hanover Parkway at the corner of Mandan Road to address concerns raised about ADA accessibility. Also planning to demolish the old dilapidated WMATA shelter at the corner of Springhill Lane and Springhill Drive and replace with a new shelter. Staff will also work with PW on bus stop pads.	Spring 2018	
Reserves Study		Spring 2018	
Greenbelt Lake Dam Repairs	General Assembly approved bond bill funding @ \$285,000 for later phases. Phase 1 (Lake Drain) construction completed. Phases 2 and 3 estimated at \$1.1 million.	Spring/Summer 2018	MDE requiring progress on Phases 2 (Filter Blanket Drain) and 3 (Raise Embankment). Council direction needed on MDE Loan opportunity.
Gateway Entrance Signage	Work Sessions held on 8/24/15 and 3/21/16. Maryland Heritage Areas grant approved.	Spring 2018	Staff is preparing bid documents and plans to bid project this fall.
Greenbrook Trails			Staff will prepare updated estimate this fall.

Capital Projects Update - 8/1/2017

Project	History	Schedule/Timing	Status
Second Dog Park	Council added to FY 16 Budget. List of locations provided 5/2/16. Council discussed 9/14/16 and requested further analysis of 4 locations.		Analysis being finalized.
AFC - Indoor Pool White Coat	Council awarded bid on 7/10/17 and approved \$10,000 in additional funding.	Summer 2017	Work will be completed during facility closure 8/20-8/31.
AFC - Roof and 3 HVAC Units	Plans have been prepared.	Fall 2017	Proposals due on 8/4.
AFC Boilers	Proposals due on 8/4.	Summer 2017	Recommendation anticipated on 8/14 Agenda.
Attick Park Master Plan - Parking Lot	Parking Lot design RFP Issued. 4 proposals received. Council approved Resolution on 12/14/15. Conceptual plans presented to Council on 8/1/16.	Fall 2017	Plans and bid package being finalized.
Sculpture Repair	Staff just learned that we did not receive the \$15,800 MHT Grant.		Staff is looking for alternative funding.
Theater HVAC Plan		Spring 2018	Engineering/Design work to begin in November.
Land Acquisition			Funds are available when parcels are identified.
Recreation Facilities Needs Assessment	RFP issued 10/16. Council approved contract with Greenplay on 2/27/17.	Summer 2017	Greenplay is holding stakeholder meetings and conducting surveys.

Red font indicates items requiring Council direction.

**CITY OF GREENBELT, MARYLAND  
MEMORANDUM**

TO: City Council

VIA: Nicole C. Ard  
City Manager

FROM: David E. Moran <sup>DEM</sup>  
Assistant City Manager

DATE: July 20, 2017

SUBJ: Dam Repair Project

In preparation for the discussion of this project at Work Session on Capital Projects scheduled for August 7, attached are background materials. Staff will prepare a booklet in advance of the meeting, but wanted to provide this compilation now to allow for Council review.

- Memorandum – 5/11/17: This memo summarizes the City’s request to MDE and the meeting between City and MDE officials held on May 3.
- Memorandum - 5/31/17: This memo discusses the funds currently available for this project and the potential MDE loan option. Included is a copy of the loan application. In staff’s opinion, this low interest (approximately 2.1% APR) loan is the best way to finance this project, given other Capital funding needs. The loan can be repaid at any time without penalty.
- City Charter Excerpt: Attached is the language in the City Charter regarding bonds and referendums. The City Attorney believes that if Council decides to pursue the MDE loan, voter approval is needed. In order meet the Charter requirements for placing a bond referendum question the November 7 ballot, Council must adopt a Resolution by the Regular Meeting on September 25.
- MDE Letters (2/7/17, 6/14/17 & 7/20/17): This is recent correspondence between the City and MDE regarding this project.

## Memorandum

**TO:** Nicole Ard, City Manager  
**FROM:** Jessica Bellah, Community Planner  
**DATE:** May 11, 2017  
**RE:** Greenbelt Lake Dam Repairs and Consent Agreement with MDE

### Background

In early February, 2017, the City wrote to the Acting Director of the Maryland Department of the Environment (MDE) Water Management Division regarding the current status of repairs for the Greenbelt Lake Dam project and the consent order between MDE and the City. In that letter the city raised the following issues for renegotiation:

- 1) The City requested a two year extension for completing repair items under the Phase 2 and Phase 3 of the construction plan (Blanket Filter System and Dam Embankment Adjustment) with a new completion date of November 1, 2019.

Additional time was requested due to the delays in implementing Phase 1 repairs and to allow adequate time for developing as-built plans as well as evaluate redesign options of the Phase 2 & 3 plan to lower the project cost.

- 2) The City requested a two year extension for completing repair items under Phase 4 of the construction plan (Spillway Replacement) with a new completion date of November 1, 2020.
- 3) Suspension of the current consent agreement between the City and MDE and creation of a new agreement between the City and MDE that would not trigger the same ineligibility for potential grant funding sources.

The City's letter also included a request to discuss the following:

- 4) The creation of a funding program within MDE to assist local communities in undertaking repairs of their dam structures.
- 5) Assistance from the State in identifying State and/or federal funding for the project.

### Update

On May 3, 2017, staff met with several members of MDE's Water Management Division, Dam and Safety Division, and legal team to discuss the City's letter. Meeting participants discussed construction issues which affected the implementation schedule of Phase 1, estimated costs associated with Phase 2 and 3, and possible interim steps that could be taken to move the project toward completion. MDE stressed their concern that work should be completed as soon as possible as they consider the condition of the dam and the result of its possible failure to be of great concern.

As a result of this meeting, MDE agreed to the following:

1) Implementation Timeline

Implementation of Phase 2 and 3 should be targeted for construction in summer 2018. The estimated cost of this work is currently \$ 1.1 million; however, the bulk of funds would likely be needed in FY 2019 rather than FY 2018. The one year extension allowed by MDE will allow Phase 1 to come to completion and the City's engineer to redesign the proposed Phase 2 and 3 repairs based on conditions found during this past year's construction. It is believed that the redesign of the project can be completed by spring 2018 but the revised plans will require approval by several permitting agencies, for which the City will have no control of their review timeline.

As a result Phase 4 of the project will also be delayed by one year from its original start date with work estimated to occur in summer/fall of 2019. At this time the estimated cost for implementing Phase 4 remains the same at almost \$300,000.

2) Funding

MDE's legal team will review the application language of potential funding sources and advise staff on their interpretation of whether the consent agreement disqualifies the City from seeking funding sources. If it is found that the consent agreement as worded does disqualify the City, MDE is willing to further discuss this issue.

MDE will provide information of available loan programs and Maryland Emergency Management Agency programs that may be potential resources to assist in funding the project.

Next Steps

Staff will continue to oversee completion of the Phase 1 repairs and pursue cost saving revisions to future repair phases based on the outcomes of this stage of implementation. Staff will further coordinate with MDE to explore potential funding sources and other program assistance that may be available to the project.

**CITY OF GREENBELT, MARYLAND  
MEMORANDUM**

TO: City Council

VIA: Nicole C. Ard  
City Manager

FROM: David E. Moran *DEM*  
Assistant City Manager

DATE: May 31, 2017

SUBJ: Low Interest Loan for Greenbelt Lake Dam Project

On May 3, 2017, City staff met with Maryland Department of the Environment (MDE) officials regarding this project and the City's request for modifications to the MDE Consent Order. One of the City's main challenges with completing this project is the cost. The total cost, originally estimated at \$650,000 in 2010, has grown to an estimated \$1,800,000. Phase 1 which is almost complete, was originally estimated at \$110,000 and is now expected to cost \$355,000.

MDE staff stressed the need to complete Phases 2 (filtration system) and 3 (raise dam embankment) of the project in calendar year 2018. This would mean starting the project in spring and finishing in the fall. The bulk of the expenditures for this project would occur in FY 2019

The City's FY 2018 Capital Projects Fund includes \$50,000 to redesign Phases 2 and 3. State bond bill proceeds (\$110,000) and Capital Projects fund balance (\$400,000) are available for the work, but this is well short of the estimated \$1,100,000 needed. If the City were to try and fund this project using our "pay-as-you-go" strategy, there would be little funding available for other important capital projects.

MDE staff encouraged the City to consider their Revolving Load Program. Staff has researched this loan program. MDE staff indicates this project would qualify. The low interest rate (approximately 2.1%) and flexible loan terms make it a good option for further consideration. The City could specify the amount borrowed and loan term. For example, if the City were to borrow \$1 Million for 20 years, the annual payment would be approximately \$61,300.

City Staff, including the City Solicitor, believe voter approval of such a loan is required. If the City wishes to place a bond referendum question on the November 7 Ballot, a Resolution must be adopted by October 2.

It is recommended Council schedule a Work Session to discuss this financing opportunity in July. It could also be discussed as part of the Capital Projects Work Session.



**Maryland**  
Department of  
the Environment

Larry Hogan  
Governor  
  
Boyd Rutherford  
Lieutenant Governor  
  
Ben Crumbles  
Secretary

**MARYLAND WATER QUALITY FINANCING ADMINISTRATION (MWQFA)**  
**APPLICATION FOR FFY 2017/STATE FY 2019 CAPITAL PROJECT FINANCIAL ASSISTANCE**  
**WATER QUALITY IMPROVEMENT PROJECTS INVOLVING POINT SOURCES (WASTEWATER) AND NONPOINT SOURCES (NPS)**

For assistance, please contact Elaine Dietz at [elaine.dietz@maryland.gov](mailto:elaine.dietz@maryland.gov) or 410-537-3908

**APPLICATION TYPE** (Review the [Water Quality Funding Eligibility Chart](#) and select **one** of the following.)

- Consider this project for **ALL sources of MDE funding**: Water Quality Revolving Loan Fund (WQRLF) low-interest loan (with partial loan principal forgiveness, if eligible); Bay Restoration Fund Wastewater Grant; and Biological Nutrient Removal Grants (see Section VII.a).
- Consider this project for **MDE GRANT funding only**: Bay Restoration Fund Wastewater Grant and Biological Nutrient Removal Grant funding only. Applicant will assume financial responsibility for balance of project costs.

**PROJECT INFORMATION** (Attach a copy of a current street map with the exact project location clearly marked.)

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_  
(Provide for location of the funded activity. If project spans large area, enter street address (9-digit Zip Code required) that best represents center of project area)

County: \_\_\_\_\_ Latitude: (00.000000) \_\_\_\_\_ Longitude: (00.000000) \_\_\_\_\_

Congressional District: \_\_\_\_\_ See [Supplementary Mapping Instructions](#) for help.

Legislative District: \_\_\_\_\_ See [Supplementary Mapping Instructions](#) for help.

**River Basin Designation:** Provide the numeric eight-digit watershed designation according to the project location (for wastewater treatment plants, identify according to the permitted point of discharge). See [Supplemental Mapping Instructions](#) for help.

Watershed Name \_\_\_\_\_ Eight-Digit Designation \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Applicant Address: (incl. 9-digit Zip Code) \_\_\_\_\_

County: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Federal Tax Identification Number: \_\_\_\_\_

**CONTACT INFORMATION**

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Address: (incl. 9-digit Zip Code) \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Email: \_\_\_\_\_

I. **WATER QUALITY PROJECT TYPE** [Check appropriate project type.] (If the project scope consists of multiple types, it should be split into separate projects with one application submitted per type.)

**Publicly-Owned Treatment Works (POTW) Projects**

- Upgrade of existing wastewater treatment plant (WWTP) at current design capacity (no expansion)  
Current Design Capacity (mgd): \_\_\_\_\_  
Current Treatment (Secondary, BNR, ENR): \_\_\_\_\_ Proposed Treatment (BNR, ENR): \_\_\_\_\_
- Upgrade of existing WWTP with expansion  
Current Design Capacity (mgd): \_\_\_\_\_ Expansion Capacity (mgd): \_\_\_\_\_  
Current Treatment (Secondary, BNR, ENR): \_\_\_\_\_ Proposed Treatment (BNR, ENR): \_\_\_\_\_
- New WWTP construction Proposed Treatment Capacity (mgd) \_\_\_\_\_
- Sewage inflow/infiltration correction
- Combined sewer overflow/sanitary sewer overflow correction
- Repair/rehab existing sewerage collection system
- New sewerage collection system for existing onsite septic area
- New sewerage collection system for new development
- Non-hazardous landfill leachate collection/conveyance/treatment
- Construct/repair/replace decentralized/community wastewater treatment systems
- Measures to reduce demand for POTW capacity through water conservation, efficiency, or reuse
- Measures to reduce energy consumption at POTWs
- Measures to increase the security of POTWs (note: guards/monitoring activities are ineligible)

**Non-Treatment Works Projects**

- Municipal landfill capping
- Measures to manage, reduce, treat, or recapture stormwater or subsurface drainage water Green?  Yes  No
- Stream/shoreline restoration Green?  Yes  No
- Wetland creation or restoration Green?  Yes  No
- Other: \_\_\_\_\_

**TAKE NOTE OF THE FOLLOWING WHEN COMPLETING THE REMAINDER OF THE APPLICATION**

- Submittal of requested documentation is necessary for the evaluation of the application. Failing to submit requested documents can significantly impact the final score and rank of the project.
- When providing additional information on a separate page, please include the applicant and project name, and refer to the corresponding section number and heading of the application as specified.



II. **THRESHOLD CRITERIA** (Please answer the questions below and provide supporting documentation where requested as a clearly labeled attachment to the application.)

a. Project must meet one of the following definitions to be eligible for funding. Select the appropriate "eligible" category below.

Project is a **publicly-owned treatment works**<sup>1</sup>. Public entities include local governments, State agencies, inter-government agencies, sanitary commissions/districts within Maryland that are recognized as public entities under Maryland State law. Public entities do not include Federal government. This project must meet the requirements in Section II.b and II.c. If seeking WQRLF funding, it must also meet the requirements in Section II.d and II.e.

Project is a **publicly-owned non-treatment works**<sup>2</sup>. Public entities include local governments, State agencies, inter-government agencies, sanitary commissions/districts within Maryland that are recognized as public entities under Maryland State law. Public entities do not include Federal government. This project is exempt from the requirements of Sections II.b, II.c, and II.d, but must meet the requirement in Section II.e, if applying for WQRLF.

Project is a **privately-owned non-treatment works**<sup>2</sup>. This project is exempt from the requirements in Sections II.b, II.c, II.d, and II.e; however, it is not eligible for Bay Restoration Fund Wastewater Grant unless the private entity is partnering with a local government that has a system of charges and that local government partner is the applicant.

If project does not fall into one of the above-mentioned categories, and the applicant believes that the project is eligible for MDE funding, contact Elaine Dietz at [elaine.dietz@maryland.gov](mailto:elaine.dietz@maryland.gov) or (410) 537-3908.

b. Is the sewerage treatment works project (and the area served by it) located entirely within a Priority Funding Area (PFA) as shown on the PFA map created by Maryland Department of Planning (MDP) based on the local map?

**Yes** – Attach a color copy of the current MDP PFA map that shows the PFAs and PFA Comment Areas, if any, in the vicinity of the project and mark the location of the project (including linear features) and its service area on the MDP map. See Supplementary Mapping Instructions for help.

**No** – Provide an explanation on a separate page. If the project and the area served by it are not located entirely within a PFA, the project will not be eligible for financial assistance until the PFA consistency issue is resolved. For guidance on PFA exception, go to the PFA Exception Procedure or call Janice Outen, MDE Water Resources Planning Unit, at (410) 271-8893. (Note: If an exception has already been granted, provide a copy of the exception determination.)

c. Is the sewerage treatment works project included in (or amended to) the MDE-approved County Water & Sewer Plan and consistent with the local Land Use Plan?

**Yes** – Provide a copy of the applicable page(s) from the current MDE-approved County Water & Sewer Plan and approved amendments. In addition, provide a color copy of the service area map and fill in the information below.

Date of MDE-approved County Water & Sewer Plan: \_\_\_\_\_

Applicable page number(s): \_\_\_\_\_

Title and date of MDE-approved service area map: \_\_\_\_\_

Date of MDE approval letter for an amendment: \_\_\_\_\_

**No** – If no, the project is ineligible for MDE funding.

<sup>1</sup> **Treatment works** include projects such as those that provide for advanced wastewater treatment (BNR or ENR), combined sewer overflow (CSO)/sanitary sewer overflow (SSO) correction, storm sewers involved in the separation of CSOs, aging sewer system rehabilitation or replacement, sewer extension to sewerage treatment facilities for septic system communities, non-hazardous landfill leachate conveyance and/or treatment, and sewerage system energy conservation, security, water conservation/efficiency/reuse.

<sup>2</sup> **Non-treatment works** are those that manage, reduce, treat, or recapture stormwater or subsurface drainage water (such as BMPs required by Municipal Separate Storm Sewer System (MS4) permit, Stormwater General Discharge Permit (e.g., 12SW, 14GP, etc), and non-hazardous solid waste landfill capping. Other nonpoint source pollution prevention practices identified under Federal Clean Water Act Section 319 Plan for Maryland (e.g., leaking storage tanks, agricultural BMPs, septic system repairs) that are not stormwater BMPs may be funded through the MWQFA Linked Deposit (Bank Loan) Program. For additional information, see [www.mde.maryland.gov/wqfa](http://www.mde.maryland.gov/wqfa).

- d. **Is there a Fiscal Sustainability Plan for the publicly-owned treatment works projects proposed for WQRLF funding?** A Fiscal Sustainability Plan that includes an inventory of critical assets; an evaluation of the condition and performance of inventoried assets; certification of evaluation/implementation of water and energy conservation efforts; and an asset maintenance, repair, and replacement schedule must be developed and submitted to MDE prior to WQRLF loan closing.
- Applicant certifies completion of the WQRLF Fiscal Sustainability Plan requirements. The Fiscal Sustainability Plan is included with this application.
- Applicant will develop and submit *prior* to loan closing the required Fiscal Sustainability Plan.
- Applicant certifies that this application is for WQRLF funding of a privately-owned stormwater treatment works; therefore, a Fiscal Sustainability Plan is not required.
- Not applicable - application is for grant funding only.
- e. **Has a Preliminary Engineering Report been completed that includes a Cost and Effectiveness Analysis for the publicly-owned treatment works projects proposed for WQRLF funding?** A Cost and Effectiveness Analysis including the study and evaluation of the cost and effectiveness of the processes, materials, techniques, and technologies for carrying out the proposed project or activity and selection (to the maximum extent practicable) of a project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation should be developed prior to initiating design and report must be submitted to MDE prior to WQRLF closing. See Minimum Funding Participation Requirements for Preliminary Engineering Reports (PER) for additional information.
- Applicant certifies completion of the WQRLF Cost and Effectiveness Analysis requirements. The Cost and Effectiveness Analysis is included with this application.
- Applicant will develop and submit *prior* to loan closing the required Cost and Effectiveness Analysis.
- Applicant certifies that this application is for WQRLF funding of a privately-owned stormwater treatment works; therefore, a Cost and Effectiveness Analysis is not required.
- Not applicable - application is for grant funding only.

III. **PROJECT PURPOSE AND SUMMARY** (Provide the following information in the requested format. On a separate page titled "Project Purpose and Summary," provide a brief description of the project by answering the following questions in the order shown (labeled III.a through III.c).)

- a. **What is the proposed project?** Include the existing and proposed capacities, length and size of sewer pipes, number of manholes, location of service area, drainage acreage, linear footage, etc. (Note: If you have determined that the project fully or partially qualifies as a green project based on the EPA guidance, include reference to the specific section of the guidance as part of the project description.)
- b. **What is the purpose of the project, why is the project needed, and what problem is being corrected?**
- c. **Has the project been previously submitted to MWQFA for funding consideration? If so, by what project name, has the scope of work changed since that submittal (explain how, if so), and was the project selected to receive funding?**

IV. **PROJECT SUPPORTING DOCUMENTS** (Please answer the questions below and provide supporting documentation as requested. Failing to submit the requested documents can significantly impact the final score and rank of the project.)

- a. **Is the project required due to a final administrative/judicial order, MS4 Permit, or to comply with more restrictive NPDES/State Groundwater Discharge Permit limits?**
- Yes – Summarize on a separate page and provide a copy of the administrative/judicial order (including the administrative/judicial order number) or permit.
- No

- b. Is the project necessary to address a public health issue (e.g., contamination of drinking source water supply, surface water, or groundwater)?
- Yes – Summarize on a separate page and provide documentation of contamination, contaminant levels, and frequency of occurrence from an approving authority.
- No
- c. Can the project be credited toward a local Watershed Implementation Plan (WIP) for the Chesapeake Bay Total Maximum Daily Load? <sup>(NEW)</sup>
- Yes – Summarize on a separate page and provide pertinent section(s) of local WIP.
- No
- d. Does the project benefit the water quality of Maryland’s Coastal Bays consistent with the Comprehensive Conservation Plan for Maryland’s Coastal Bays? <sup>(NEW)</sup>
- Yes – Summarize on a separate page and provide pertinent section(s) of the aforementioned Conservation Plan.
- No
- e. Does the project provide for sustainability? (Please check all that apply. For every box checked, supporting documentation must be provided in order to receive credit. See Supplementary Mapping Instructions for help.)
- Project Benefits Existing Sustainable Community Needs (check all that apply):
- Project provides for < 20% increase of Equivalent Dwelling Units (EDUs) served as calculated in Section V.a.
  - Project provides for < 20% increase of design capacity at WWTP or “decentralized” wastewater system.
  - Project is located within one-half (½) mile of a transit station.
  - Project is located within a Base Realignment and Closure (BRAC) Zone.
  - Project is part of a Brownfield property redevelopment.
  - Project is located within a Department of Housing and Community Development (DHCD)-designated Sustainable Community (inc. Community Legacy areas) or a DHCD-Designated Maryland Main Street.
- Project implements reuse/recycling of stormwater, treated wastewater effluent, or wastewater treatment products (e.g., biosolids/biogas for energy generation).
- Project is located in an Environmental Benefits District.
- Project will provide for energy use reduction or alternate energy generation.

V. SYSTEM INFORMATION

Sewerage System Name (if applicable): \_\_\_\_\_

Treatment Facility Name: \_\_\_\_\_ NPDES #: \_\_\_\_\_  
 (For collection/conveyance system projects, enter name and NPDES # of receiving WWTP)

System/Facility Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_

Email Address: \_\_\_\_\_

a. Insert population information in the table below:

Description	# of users (Population)	# of households (EDUs)*
# of current users served by system (2017)		0
# of current users served by proposed project (2017)		0
# of future users served by the proposed project (2037)		0
* EDUs = Equivalent Dwelling Units. The shaded fields are automatically calculated		

% Difference: \_\_\_\_\_  
(Automatically calculated once data is inserted in table shown above)

b. System size (for purpose of determining WQRLF subsidy eligibility):

**Small** - the project will benefit/serve a current population of <10,000 AND that same population will bear debt on loan taken for the project (e.g., back-charge)\*.

Name of Small Entity: \_\_\_\_\_ Population: \_\_\_\_\_

**Large** – a current population of ≥10,000 will bear debt on loan taken for the project (e.g, back-charge), whether the project benefits/serves a current population of <10,000 or ≥10,000.

Name of Large Entity: \_\_\_\_\_ Population: \_\_\_\_\_

**Not Applicable** – application is for grant funding only.

VI. **PROJECT SCHEDULE AND CURRENT STATUS** (Provide the project schedule and architectural/engineering (A/E) firm below.)

Current project status:  Planning  Design  Bidding

Phase	Start (Month/Year)	Completion (Month/Year)	Percent Completion
Planning			
Design			
Bidding			
Construction*			
*Construction projects must be in construction by <b>December 31, 2018</b> to be considered for funding.			

A/E Firm: \_\_\_\_\_

Planning OR  Design

Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

**VII. PROJECT FUNDING** (Provide sources and uses of funding for the project and identify use(s) of the requested funding. Identify revenue sources for loan repayment, if seeking loan funding, on a separate page.)

a. Identify the Project Funding Sources for the project in the tables below:

MDE Funding Request (request for FY19)	Amount	Description
Total Amount Requested	x.	Includes loan, loan principal forgiveness and/or State grant
Loan Amount Requested (see footnote)		Maximum WQRLF needed for this project
Green Component(s) Amount		How much of total above is green-eligible (as ID'd in Section III.a)?

Other Funding	Amount	Funds Secured?	
MDE Grant Amount(s) FY18 and earlier*			
MDE Loan Amount(s) FY18 and earlier*			
Applicant*		<input type="checkbox"/> Yes <input type="checkbox"/> No	
U.S. Corps of Engineers *		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Federal (EPA) STAG/SAAP*		<input type="checkbox"/> Yes <input type="checkbox"/> No	
USDA Rural Development *		<input type="checkbox"/> Yes <input type="checkbox"/> No	
CDBG (DHCD)*		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Miscellaneous*: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Other Funding Total y.</b>	<b>\$ 0</b>	<b>Total of all Prior and Additional Funding Sources</b>	

\* Include costs of planning/design/construction already completed.

<b>Source Total (x. + y.)</b>	<b>\$ 0</b>	Total Amount requested from MDE (FY19) plus Other Funding Total should match the Budget Total in VII.b.
-------------------------------	-------------	---

b. Identify the cost-breakout of the budget (Project Budget) in the table below:

Project Funding Use(s)	Amount	Are MDE Grant and/or Loan Funds Requested for this Line Item?	Is this line item already funded by an "Other Funding" source (above)?
A/E Planning*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
A/E Design*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
A/E Construction Management*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Construction*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Land*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contingency*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Administrative*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other*: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Budget Total</b>	<b>\$ 0</b>	<b>Total should match the Source Total in VII.a.</b>	

\* Include costs of planning/design/construction already completed.

An amount **MUST** be entered for MDE to consider this project for low-interest loan (including partial loan principal forgiveness, if eligible) as indicated by the "Application Type" selection made on Page 1. If an amount is not entered, the project will only be considered for State grant funding (if eligible). Please note the following:

- Requesting that a project be considered for WQRLF funding does not commit the applicant to take a loan.
- Projects for WQRLF consideration will be considered for loan principal forgiveness/State grant subsidy based on policies detailed in the Subsidy Funding Eligibility Chart.
- Enter the maximum amount of WQRLF funding (loan/loan principal forgiveness) of interest as a "worst case scenario" if State grant is not available for the project.
- Loan principal forgiveness (if eligible) is not offered without loan.
- Do not reduce the amount by the percentage of possible subsidy indicated by the Subsidy Funding Eligibility Chart. If the project is eligible for loan principal forgiveness, MDE will separate the loan portion from the loan principal forgiveness portion.

VIII. **PROJECT NUMERIC BENEFIT/COST-EFFECTIVENESS** (Please supply data for the project in the appropriate section below. Go to Step 1 of Section I-A of the *Integrated Project Priority System for Water Quality Capital Projects* for additional instructions.)

Provide for all projects:

Total Nitrogen (TN) Removed (lbs/yr): \_\_\_\_\_

Capital cost \$/lb TN per year reduced: \_\_\_\_\_

(Total project cost \$/20 years)/lb per year TN reduction

Complete as applicable based on project scope:

Linear Feet (lf) of Sewer Main/Rehab.: \_\_\_\_\_ Sewer Main Diameter (inches): \_\_\_\_\_

Current Discharge Flow (mgd): \_\_\_\_\_

Stormwater Drainage Area (acres): \_\_\_\_\_

% Imperviousness of Drainage of Acres being treated by project: \_\_\_\_\_ Land Use: \_\_\_\_\_

Wetland Created or Restored (acres): \_\_\_\_\_

Stream Restored (linear feet): \_\_\_\_\_

Landfill Capping (acres): \_\_\_\_\_

\*\*\*\*\*

*I CERTIFY I AM AN AUTHORIZED OFFICIAL PERMITTED TO SIGN AND SUBMIT THIS APPLICATION ON BEHALF OF THE APPLICANT. I FURTHER CERTIFY ALL INFORMATION IN THIS APPLICATION AND ATTACHED MATERIALS ARE TRUE AND CORRECT.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

See next page for **Application Submission** instructions and general information.

## GENERAL INFORMATION FOR APPLICANTS

### Minority and Women Business Enterprise (M/WBE)/Disadvantaged Business Enterprise (DBE) Participation:

**All Applicants:** All projects receiving State and/or Federal funding are required to comply with Minority and Women Business Enterprise (grant only projects) and Disadvantaged Business Enterprise (WQRLF projects) participation requirements. Please visit the following website: [M/WBE and DBE Guidance](#), requirements, threshold levels, and forms.

### Water Quality Revolving Loan Fund (WQRLF) Applicants Only:

- The WQRLF program can now provide loans up to 30-year term (based on the asset's useful life).
- Projects funded with WQRLF are required to comply with the Federal prevailing Davis-Bacon wage rates, apply the American Iron and Steel (AIS) provision, and undergo an environmental review (by MDE) of the potential environmental impacts.
- Recipients of WQRLF must obtain a Data Universal Number System (DUNS) number, which is a unique nine-character identification number provided by D&B. Information regarding the DUNS number is located at [D&B D-U-N-S Request Service](#) website. Additionally, WQRLF recipients must maintain project accounts according to Generally Accepted Accounting Principles as issued by the Governmental Accounting Standards Board.
- Public entities applying for a WQRLF loan in excess of \$400,000 through the Maryland Water Quality Financing Administration (MWQFA) should declare official intent *for reimbursement of costs* the applicant wishes to be compensated for from tax-exempt debt (including a loan from MWQFA) prior to making any expenditure associated with the project. The Administration advises the applicant to coordinate those efforts with MDE and local/borrower's bond counsel to ensure satisfaction of WQRLF loan requirements and IRS regulations.

## APPLICATION SUBMISSION

Submit **two (2) signed hard copies** and **one CD** of the complete application, attachments, and all supporting documents to:

**Ms. Elaine Dietz**  
Maryland Water Quality Financing Administration  
Maryland Department of the Environment  
Montgomery Park Business Center  
1800 Washington Boulevard, Suite 515  
Baltimore, MD 21230-1708

Must be received **NO LATER THAN JANUARY 31, 2017**

## ELECTIONS

### Sec. 14. Generally.

(a) *Council elections.* The regular election for members of the city council shall be held on the first Tuesday following the first Monday of November in odd-numbered years. All elections shall be nonpartisan.

(b) *Referendum.* By resolution, the council shall direct to be placed upon the ballot for any regular council election or duly called special election such questions as may be required to be submitted to the voters by this charter or the laws of Maryland and such questions as it may choose to submit to the voters. The resolution, which shall be adopted not later than the sixth Monday preceding a regular council election or at the time a special election is called, shall include the exact wording of each question to be submitted to the voters.

(c) *Special elections.* The city council, or board of elections when authorized by this charter, shall order the holding of a special election and shall fix the time of the election. Special elections shall be held only for purposes authorized by this charter or the laws of the State of Maryland. Insofar as they may be applicable, special elections shall be subject to the provisions of this charter relating to regular council elections.

(d) *Notice of elections.* The city clerk shall give at least twenty-one (21) days' notice of every election by an advertisement published in a newspaper of general circulation in the city. No special election shall be set for a time that does not allow the city clerk to give the notice as required herein. (1937, Ch. 532, § 12, Char. Am. Res. No. 89, 6-8-66; Char. Am. Res. No. 1975-3, § 1, 4-7-75; Char. Am. Res. No. 1986-1, § 1, 10-7-86; Char. Am. Res. No. 1990-1, § 1, 12-17-90; Char. Am. Res. No. 2002-2, § 3, 1-28-02)

### Sec. 15. Voters.

A qualified voter within the meaning of this charter shall be any person who is a resident of the City of Greenbelt and who is duly registered with Prince George's County under the applicable provisions of Article 33 of the Annotated Code of Maryland; provided that eligibility to vote in any city election shall be subject to applicable registration deadlines as set forth in the charter and code of the city. (1937, Ch. 532, § 13; 1949, Ch. 583; Char. Am. Res. No. 90, 6-8-66; Char. Am. Res. No. 1971-3, § 1, 5-17-71; Char. Am. Res. No. 1975-3, § 1, 4-7-75; Char. Am. Res. No. 1990-1, § 1, 12-17-90)

### Sec. 16. Board of elections--Generally.

(a) *Appointment.* There shall be a board of elections consisting of five (5) members who shall be appointed by the city council. The members shall be appointed for a term ending on the third Monday of January in even numbered years or until their successors are appointed. Members shall serve for a term of four (4) years, or until their successors are appointed; except that, of the members first appointed, three (3) shall be appointed for a term expiring on the third Monday in January, 1978; and two (2) shall be appointed for a term expiring on the third Monday in January, 1976.

Members of the board of elections shall be qualified voters of the city and shall not hold or be candidates for any elective office in government (federal, state, or local) during their term of office. The board shall elect one of its members as chairman who shall serve at the pleasure of the board until a successor



abandoned. Council may establish an equipment fund to which annual appropriations may be made; such fund to consist of a separate cash account, together with an offsetting reserve, such fund to be used only for replacement of equipment or purchase of new equipment as may be necessary, and such fund may accumulate from year to year and not be considered surplus to be turned into the general fund.  
(1937, Ch. 532, § 51; 1939, Ch. 632)

#### **Sec. 54. Custody of moneys.**

All moneys received by any office or agency of the city for or in connection with the business of the city government shall be paid promptly into the treasury and shall be deposited with financial institutions having accounts insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation or the Maryland Savings-Share Insurance Corporation. These financial institutions shall be designated by the manager, in accordance with regulations established by ordinance. Such financial institutions shall be subject to such requirements as to security for deposit and interest thereon by bond or otherwise, as may be established by ordinance. Funds not required to meet current obligations may be invested by the city manager and the city treasurer in short-term interest-bearing notes, bonds, or other obligations of the government of the United States of America or of the State of Maryland. All interest on moneys belonging to the city shall accrue to the benefit of the city government.

The provisions of this section shall not be applicable to the deposit and investment of moneys deferred under a contract through which the city agrees with any of its employees to defer, in whole or in part, such employee's compensation and interest earned thereupon and to participate in a deferred compensation plan as may be established by city ordinance, to the end that such moneys may be deposited and invested in accordance with the investment elections permitted under such a plan.  
(1937, Ch. 532, § 52; Char. Am. Res. No. 1969-5, 7-8-69; Char. Am. Res. No. 1976-3, § 1, 5-17-76; Char. Am. Res. No. 1981-1, § 1, 2-2-81)

#### **Sec. 55. Bonds--Issuance.**

(a) *Authorization.* The city may issue bonds up to four percent of its assessed valuation (or if no assessment is made, up to four percent of the valuation made by the assessor of Prince George's County), for the purpose of paying for any property or public improvement which it may lawfully acquire or construct, to pay for any improvement the cost of which is to be assessed wholly or in part against abutting or benefitting property; but no such bonds shall be issued to pay current expenses.

(b) *Bond ordinance.* All bonds of the city shall be authorized by an ordinance which shall contain the following: (1) A statement of the public purpose upon which the proceeds of said bonds are to be expended; (2) Specific provision for the appropriation and disposal of the proceeds of sale of any such bond; (3) Specific provisions for the payment of the principal of any such bonds and the interest thereon, which such provisions shall specify the source or sources of payment and shall constitute a covenant binding the municipal corporation to provide the funds from such source or sources as and when said principal and interest shall be due and payable.

A complete and exact copy of the ordinance shall be posted in a public place or places within the boundaries of the city for thirty (30) days and shall be published at least once within ten (10) days of its passage in a newspaper of general circulation in the city.

(c) *Bond referendum.* An ordinance authorizing a bond issue shall be submitted to the voters at either the next regular municipal general election or at a special election at the discretion of the city council. In the event a special election is designated, it shall be held within a period of not less than forty (40) days nor more than sixty (60) days after the final passage of the resolution providing for the referendum. The resolution providing for the referendum shall specify the exact wording which is to be placed on the ballots or voting machines when the question is submitted to the voters of the city and shall include the amount of the bond issue and the purpose for which the bond monies are to be used. If a majority of the qualified electors voting on the issue approve the bond issue, the ordinance authorizing the issuance of bonds shall take effect immediately. Provided, however, that any ordinance authorizing a bond issue for the purpose of providing a public improvement shall not be required to be submitted to referendum but shall become effective ten (10) days after passage if the ordinance provides for the payment of half the cost or more of principal and interest from monies anticipated to be realized from the levying of special assessments or the levying of a tax upon property lying within a duly created special taxing district even though the full faith and credit of the city may be pledged to the redemption of such bonds as well as such special assessments and taxes.

(d) *Sale of bonds.* Upon an ordinance authorizing the issuance of bonds becoming effective, the city manager shall prepare notices soliciting bids for the purchase of said bonds, which notice shall set forth the date, place, and time for receiving and opening bids and a brief description of the purpose or purposes for which said bonds are to be issued, a brief description of the denominations, maturities, terms and conditions of said bonds, a statement of the rate or rates of interest to be borne by said bonds, or the manner of determining same and a reference to the resolution authorizing the same. Said notice of sale may also require prospective purchasers to submit bids on specified forms and to accompany their bids with good faith deposits in specified amounts, may make appropriate provisions for approval of the legality of such bonds, and may contain a financial statement of the city. Public notice of the taking of bids shall be made at least twenty (20) days prior to the final date for receiving such bids.

Upon the receiving of bids and their review, the city council shall award the issuance of the bonds to the responsible bidder whose bid results in the lowest net interest cost to the city, to be determined by computing the total interest on all the bonds to their total maturities and deducting therefrom the premium bid, if any. Such an award shall be made by ordinance and such ordinance shall include the complete form of said bonds, the place or places and time or times of payment thereof, the rate or rates of interest payable thereon, the title of the officials whose signatures are affixed to or imprinted on such bonds, the authority for the issuance thereof, and the taxes or any special revenues from which the principal and interest on said bonds will be payable.

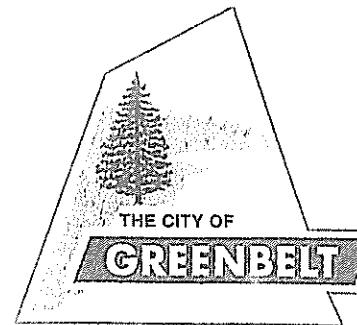
(e) *Sale of bonds by negotiation.* When, after a bond issue has been approved, it is determined that it is in the best interests to negotiate the sale of bonds in lieu of taking bids, the city council may waive the bidding procedures by a vote of not less than two-thirds (2/3) of its members. Upon the waiver of bidding procedures and the completion of negotiations, the city council shall award the issuance of the bonds by ordinance and such ordinance shall include the complete form of said bonds, the place or places and time or times of payment thereof, the rate or rates of interest payable thereon, the title of the officials whose signatures are affixed to or imprinted on such bonds, the authority for the issuance thereof, and the taxes or any special revenues from which the principal and interest on said bonds will be payable.  
(1937, Ch. 532, § 53; Char. Am. Res. No. 119, 6-6-67; Char. Am. Res. No. 1971-2, § 1, 4-5-71; Char. Am. Res. No. 2002-1, § 3, 1-28-02)

**Editors Note:** Charter Amendment Res. No. 2002-1, § 3, adopted Jan. 28, 2002, repealed Charter § 55.(a), in its entirety and enacted new provisions to read as herein set out.

# CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



February 3, 2017 Nicole C. Ard  
City Manager

D. Lee Currey, Acting Director  
Water Management Administration  
Maryland Department of the Environment  
1800 Washington Boulevard  
Baltimore, Maryland 21230

Re: Greenbelt Lake – Consent Order DSD 2010-5  
Request to Amend Work Schedule and Consent Agreement

Dear Mr. Currey:

The City of Greenbelt is formally requesting modifications to the phased work schedule under Order 4 of the consent order for Greenbelt Dam (Consent Order DSD 2010-5) between the City of Greenbelt and State of Maryland Department of the Environment (MDE). The City has taken the necessary steps to comply with the requirements of the consent order. Plans have been developed and approved by MDE and permits have been obtained. This past summer, the City successfully bid and began construction on Phase B of the project to repair the lake drain valve and pipe. Actual field conditions have shown that the existing failed corrugated metal lake drain extension is between three to five feet deeper than the approved plans showed. This has required additional excavation and materials which have increased the cost and time to complete this phase of repairs. Further delaying the project's completion, the restored valve failed the water pressure test and there has been great difficulty in finding a replacement valve. The City continues to diligently pursue the completion of the lake drain repairs and to prepare for further implementation of all other repairs for the Greenbelt Lake Dam. It is anticipated that the lake drain and valve repair will be completed in Spring 2017 which will restore operational control of the dam.

The City provided \$600,000 in FY 2017 to support repairs required in the consent order with the intention of completing Phase B of the project and beginning implementation of the remaining repairs. As the City indicated in prior correspondence, considerable changes to the repair designs were made during the MDE permitting process. These changes, as well as the actual field conditions uncovered in Phase A of the project, have increased the scope of the work, labor, materials, and estimated costs of the project. In December 2016, the project engineer, Charles P. Johnson & Associates, Inc. (CPJ),



provided updated cost estimates for implementing the remaining project phases. The estimated costs to complete Phases C-D have increased from the originally estimated \$510,000 to nearly \$1,390,000. The cost to implement these repairs as designed places a substantial financial burden on the City.

The City has discussed the possibility of redesigning the approved plans with the project engineer and our MDE liaisons. The project engineer has indicated it is feasible to redesign the blanket drain system and other repairs to both lower costs and provide the necessary repair solutions. We formally request an extension of 2-3 years be granted for completing the remaining project repairs so that the financial burden of funding this project may be spread over several fiscal year cycles.

The City proposes that work currently outlined under Phase C, Phase D, and Phase E be altered to the proposed timeline:

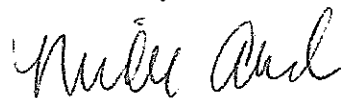
- c. By November 1, 2019:
  - i. Install a blanket drain system to control seepage on the downstream face of the dam embankment;
  - ii. Install a trench drain at the downstream toe of the dam embankment;
  - iii. Submit as-built drawings and other documentation assuring the Department that the work was completed as approved;
  - iv. Submit an updated EAP.
- d. By November 1, 2019:
  - i. Raise and level the dam embankment to elevation 114.6;
  - ii. Submit as-built drawings and other documentation assuring the Department that the work was completed as approved;
  - iii. Submit an updated EAP.
- e. By November 1, 2020:
  - i. Repair the overflow spillway weir, channel, and bridge;
  - ii. Submit final as-built drawings and other documentation assuring the Department that all of the work was completed as approved;
  - iii. Submit an updated EAP.

We understand that addressing seepage in the dam is a priority concern and have diligently continued our process for funding and implementing repairs. Completion of the lake drain repair and restoration of operational control this summer will enable us to continue monitoring the seepage issue and respond as needed. In addition to requesting the extensions proposed above, the City requests the opportunity to renegotiate our agreement with MDE. Our staff has made several efforts to locate outside grant funding sources to assist in financing this project. We have found that the consent order often makes the City ineligible to apply for many of these grant sources. Therefore, we formally request the termination of the consent order with a replacement agreement with MDE that would not invalidate eligibility for potential grant funding sources. We are

committed to implementing the repairs outlined in the consent order and seek assistance from MDE in the practical application of doing so.

We thank MDE for considering our proposed amendments to the consent order agreement. The City would be interested in discussing with the State and your agency, the need to establish a funding program within MDE to assist local communities in undertaking repairs to their dam structures. Municipalities and citizens in Maryland would greatly benefit from such a program. Further assistance from the State in identifying State and/or federal funding for this project would be greatly appreciated. Please feel free to contact me with any questions at 301-474-8000.

Sincerely,



Nicole Ard  
City Manager

/jb

cc: City Council  
Hal Van Aller, P.E., MDE Dam Safety Division Chief  
Anna Sobilo-Ryzner, MDE Dam Safety Environmental Engineer  
Senator Paul Pinsky  
Delegate Tawanna Gaines  
Delegate Anne Healey  
Delegate Alonzo Washington  
Celia Craze, Director, Planning & Community Development  
Jim Sterling, Director, Public Works  
Jessica Bellah, Community Planner



**Maryland**  
Department of  
the Environment

Larry Hogan  
Governor

Boyd Rutherford  
Lieutenant Governor

Ben Grumbles  
Secretary

June 14, 2017

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

Subject: Greenbelt Lake Dam  
Consent Order DSD-2010-5  
Response to letter dated February 7, 2017

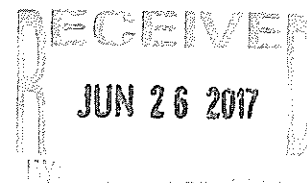
Dear Ms. Ard:

Thank you for meeting with the Maryland Department of the Environment, Water Management Administration (the Department) on May 3, 2017. The purpose of the meeting was to discuss funding issues and proposed work schedule to address the deficiencies with the Greenbelt Lake Dam, a high hazard dam currently rated by the Department as being in Unacceptable condition. These deficiencies have previously been identified by the Department in a Consent Order issued on October 11, 2013 which required that all repairs be completed by July 1, 2018. The Department issued a waterway construction permit to the City of Greenbelt (City) for repairs to the Greenbelt Lake Dam on May 8, 2015. At the City's request, the permit was modified on May 24, 2016 to combine several phases of the project to reduce costs while maintaining the original completion date.

The meeting was scheduled by the Department in response to the City's letter dated February 7, 2017 expressing concerns about the deadlines and anticipated costs. The City also requested the Department rescind the Consent Order to allow the project to qualify for Federal Emergency Management Agency (FEMA) funding opportunities.

The Department is reluctant to rescind the Consent Order, but will work with the City to develop a modified schedule of completion for the work. Furthermore, the Department is pursuing an Emergency Project Bypass Request to allow the project to qualify for a low interest loan under the Water Quality State Revolving Fund (SRF). This will allow the City to apply for the loan immediately in order to meet the City's anticipated bid opening date in January 2018.

7/5/17  
cc: Council  
D. Moran ✓  
K. Ruff - email  
J. Williams  
J. Sterling



Once again, thank you for meeting with the Department regarding this important matter. If you have any questions, please call me or Ms. Virginia Kearney, Deputy Director of the Water Management Administration, at (410) 537-3567.

Sincerely,



D. Lee Currey, Acting Director  
Water Management Administration

VFK:JMS:hva:asr

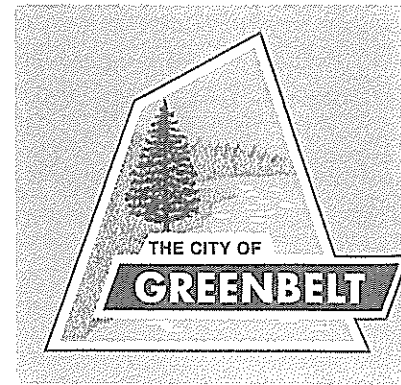
cc:

Sen. Paul Pinsky  
Del. Tawanna Gaines  
Del. Anne Healey  
Del. Alonzo Washington  
Celia Craze, City of Greenbelt  
James Sterling, City of Greenbelt  
Jessica Bellah, City of Greenbelt  
Virginia Kearney, MDE WMA  
Jennifer Smith, MDE SSDS  
Hal Van Aller, Dam Safety

# CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



July 20, 2017

D. Lee Currey, Acting Director  
Water Management Administration  
Maryland Department of the Environment  
1800 Washington Boulevard  
Baltimore, MD 21230

Nicole C. Ard  
City Manager

Dear Mr. Currey:

Thank you for your letter dated June 14, 2017. The City appreciates MDE's consideration, flexibility and cooperation to meet our mutual objective of completing the needed repairs at Greenbelt Lake Dam (Consent Order DSD-201-5)

The City is carefully considering the low interest loan through the Water Quality State Revolving Loan Fund mentioned on May 3 and referenced in your letter. Per the City's Charter, such a loan requires approval by voter referendum. The next City Election is scheduled for November 7.

Our City Council is scheduled to discuss this loan opportunity at a Work Session on Capital Projects on August 7. If there is consensus to move forward following this meeting, we plan to submit a tentative loan application subject to formal Council and voter approval.

Please contact me if you have any questions about this letter.

Sincerely,

A handwritten signature in black ink that reads "David E. Moran". The signature is written in a cursive, slightly slanted style.

David E. Moran  
Assistant City Manager

cc: City Council  
Senator Paul Pinsky  
Delegate Tawanna Gaines  
Delegate Anne Healey  
Delegate Alonzo Washington  
Virginia Kearney, MDE WMA  
Jennifer Smith, MDE SSDS  
Hal Van Aller, Dam Safety  
James Sterling, Director of Public Works  
Jessica Bellah, Community Planner

