



**TUESDAY, FEBRUARY 19, 2013**  
**WORKSESSION**  
**(COUNCIL CHAMBERS)**

**7:30 P.M.**

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**COLLEGE PARK MISSION STATEMENT**

The City of College Park encourages broad community involvement and collaboration, and is committed to enhancing the quality of life for everyone who lives, raises a family, visits, works, and learns in the City; and operating a government that delivers excellent services, is open and responsive to the needs of the community, and balances the interests of all residents and visitors.

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**CITY MANAGER'S REPORT**

**PROPOSED ITEMS TO GO DIRECTLY TO AGENDA**

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**PROPOSED CONSENT AGENDA ITEMS**

**WORKSESSION DISCUSSION ITEMS**

1. Resolution for Jack Perry Award
2. Discussion of Fire/EMS Reorganization – Chief Marc Bashoor, Prince George's County Fire/EMS
3. Farmers Market Committee recommendation from the Farmers Market Master RFQ – Michael Stiefvater, Economic Development Coordinator and members of the Committee
4. Proposed Marketing Plan Expenditures for FY 2013 – Michael Stiefvater, Economic Development Coordinator
5. Review of proposed guidelines for the Commercial Tenant Improvement Program – Michael Stiefvater, Economic Development Coordinator
6. Proposed letter of intent for participation in "Maryland Smart Energy Communities" program – Jonathan Brown, Planner
7. Discussion of FY 2014 Action Plan – Chantal Cotton, Assistant to the City Manager
8. Discussion of Council retreat – Councilmember Mitchell
9. Revision of Election District Boundary to incorporate Domain annexation area – Suellen Ferguson, City Attorney

10. Review of legislation including letter on HB 337 / SB 514 Natural Gas – Hydraulic Fracturing – Prohibition (**Possible Special Session**) – Chantal Cotton, Assistant to the City Manager

11. Appointments to Boards and Committees

COUNCIL COMMENTS

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**INFORMATION/STATUS REPORTS FOR COUNCIL REVIEW**

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This agenda is subject to change. For current information, please contact the City Clerk. In accordance with the Americans With Disabilities Act, if you need special assistance, you may contact the City Clerk's Office at 240-487-3501 and describe the assistance that is necessary.

# 1. Jack Perry Award

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE  
PARK, MARYLAND ESTABLISHING AN AWARD IN RECOGNITION OF  
COUNCILMEMBER JOHN EDWARD "JACK" PERRY**

**WHEREAS**, John Edward "Jack" Perry moved to College Park in March of 1969 and was active in his community until his death in 2012; and

**WHEREAS**, over the years, Jack Perry served on the Board of Directors and as President of the Berwyn District Civic Association, as President of the College Park Boys and Girls Club, and on numerous other boards, coalitions, task forces and committees; and

**WHEREAS**, Jack Perry served on the College Park City Council from 1979 – 1983 and from 1989 to 2011, for a total of 26 years, tied with Mayor Davis as the second-longest serving official in the City's history; and

**WHEREAS**, Jack Perry volunteered his time in countless ways to improve the quality of life in College Park, fostered neighborhood pride, participated in public discussion in an informed and fair-minded way, and provided leadership at all levels of city life.

**WHEREAS**, members of the Berwyn community and the Berwyn District Civic Association, Inc. met and discussed the creation of a City award to honor Jack Perry's contributions to his neighborhood and the City; and

**WHEREAS**, the Mayor and Council of the City of College Park share the desire to honor the memory and legacy of Jack Perry through an Award to a deserving member of the community.

**NOW THEREFORE BE IT RESOLVED**, that the "**Jack Perry Award**" be and it is hereby established as follows:

1. Nominations:

Any resident, neighborhood association or organization located in the City of College Park may submit a nomination for the Jack Perry Award. Nominations shall be submitted in writing to the City Clerk for the City of College Park. The nomination period shall be open annually from May 15 (Jack Perry's birthday) to July 15.

2. Criteria:

The Jack Perry Award will recognize a person who has participated to an extraordinary degree in neighborhood, civic, or municipal affairs within the City in a manner that improves public spaces, fosters community cohesion, eradicates blight, informs discussion of public issues, provides leadership, and/or furthers the best interests of the City as a whole. Although our community may never again see as public-spirited a citizen as Jack, his spirit and example should be honored and emulated. It is in the interest of the City to periodically recognize a resident who embodies the qualities Jack so admirably lived.

3. Eligibility:

To be eligible, a person must be at least 18 years of age, and a registered voter or legal resident.

4. Frequency of the Award:

The Jack Perry Award shall be conferred when and if an eligible member of the community is nominated and found to be deserving of the Award. The Award will be advertised annually but there is no obligation to grant the award each year.

5. Selection Process:

Nominations will be reviewed by a subcommittee of at least three persons appointed by the Mayor. The subcommittee shall include a member of the Perry family. The subcommittee's recommendation will be forwarded to the full Council for approval by majority vote.

6. Award:

This is a non-monetary award to be given to the person selected by the Council at a regular meeting in September or October.

**ADOPTED** by the Mayor and Council of the City of College Park this \_\_\_\_\_ day of \_\_\_\_\_, 2013

**EFFECTIVE** the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**WITNESS:**

**THE CITY OF COLLEGE PARK,  
MARYLAND**

\_\_\_\_\_  
Janeen S. Miller, CMC, City Clerk

\_\_\_\_\_  
Andrew M. Fellows, Mayor

**APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:**

\_\_\_\_\_  
Suellen M. Ferguson, City Attorney

# 2. Fire/EMS Reorganization

# 3. Farmers Market

## MEMORANDUM

TO: Mayor and Council

FROM: Michael Stiefvater, Economic Development Coordinator *MS*

THROUGH: Terry Schum, Planning Director *TS*  
Joseph L. Nagro, City Manager

DATE: February 15, 2013

SUBJECT: Farmers Market Master Recommendation

### ISSUE

The City of College Park issued a Request for Qualifications (RFQ) for a Farmers Market Master on December 27, 2012 (Attachment 1). The City received one proposal in response to the RFQ, which was submitted by KSM Marketing, LLC of McLean, Virginia in the amount of \$28,600. Staff and the Farmers Market Committee ("Committee") reviewed the proposal, conducted an in-person interview with the company's President, and checked references for the respondent.

### BACKGROUND

In April 2012, the Mayor and Council established the Committee through Resolution 12-R-07 (Attachment 2) to develop recommendations for how to structure and manage the Downtown College Park Farmers Market (the "DCPFM") in a way that maximizes its success and emphasizes locally-grown produce. Since their initial meeting in July, the Committee and staff completed the following actions, among others, in order to prepare for recommendations concerning the future of the DCPFM:

- Conducted a review of the best practices associated with farmers markets in the region.
- Held a meeting with Miller Farms to discuss their experience with the DCPFM and plans for its future.
- Conducted a customer survey to collect data regarding the interests of customers and the strengths and weaknesses of the DCPFM in its current form.
- Presented findings and recommendations to the Mayor and Council in November 2012.

On December 2, 2012, the Mayor and Council were presented with three options for the City to consider regarding a market master:

1. The DCPFM becomes a City-operated market with a part- or full-time employee serving in the market master position. This format is utilized by a fair number of municipalities including the City of Rockville and Town of Kensington.
2. An entity or individual separate from the City operates the DCPFM with minimal oversight from the City. This is the format currently used at the market with Miller Farms. Additional examples of this format are the FRESHFARM Markets in Dupont

Circle, H Street, and Silver Spring, and the Crossroads Farmers Market in Takoma Park/Langley Park.

3. The City contracts with an independent contractor to serve in the market master role and operate the DCPFM under the guidance of the City. This contractor would report directly to a member of the City staff.

In a meeting with the City Attorney, it was concluded that an independent contractor would need to be paid at a set price. At the December 2<sup>nd</sup> meeting, the Mayor and Council authorized staff to release an RFQ for an independent contractor to operate the DCPFM for the 2013 season.

## SUMMARY

### *Background information on KSM Marketing, LLC:*

Founded in 2004, KSM Marketing offers comprehensive marketing and event management services with a proven track record of successful projects. The company's President, Kelly Morris, previously worked in catering for restaurants including Citronelle in Washington, D.C. and served as the Director of Sales and Marketing for Smith & Wollensky Restaurant Group. The company's Project Manager, who oversees marketing and communication, previously served as Project Manager for the International Wine & Food Festival in D.C. and was the Director of Administrative Sales and Services for a well-known restaurant group in D.C.

A little over three years ago, KSM Marketing saw an opportunity to become involved in the farmers market business and was selected by the management company of the Ronald Reagan Building and International Trade Center in D.C. to launch a farmers market in their plaza. The market, Capital Harvest on the Plaza, has been in operation for three seasons and includes over 20 vendors. In 2011, the District of Columbia government selected KSM Marketing to oversee their new market in Ward 7 at Skyland Town Center. The market, DC CHEW, has been in operation for two seasons and includes over 10 vendors. Please see attachment 3 for examples of their work with these farmers markets.

Staff received excellent feedback from references for both markets. Each reference stated their respective markets were extremely well-organized and required minimal oversight on their part. KSM Marketing brought their own network of vendors to the markets and quickly expanded the variety of offerings. The references stated that the markets became quickly integrated into the community and that KSM Marketing assisted residents interested in becoming vendors with obtaining the necessary permits, business documents, and other items. The references were updated through weekly reports and any issues were reported promptly. Each reference highly recommended KSM Marketing as a market master.

### *Scope of work details for the farmers market master contract:*

In their scope of work, KSM Marketing provides full-service management services for the DCPFM (Attachment 4). The scope of work includes the following key items:

- Vendor Recruitment  
In order to become a community destination, the DCPFM needs additional vendors to supplement its existing core. Prior to recruiting vendors, the market master needs to

establish operational guidelines that set the standard for vendors to follow. KSM Marketing, along with the Committee will establish guidelines that promote locally-grown produce. The company brings a strong network of vendors including farmers and bakers that they anticipate being interested in the DCPFM.

- **Market Oversight**

In anticipation of growth in the market, management is necessary to ensure the market is well run and vendors are following all applicable regulations. KSM Marketing's President, Kelly Morris, will personally attend every market to assist in setting up for the day, while also providing a market booth featuring nutritional and educational materials, recipe cards, a suggestion box, and other items. At the end of each market session, KSM Marketing will be responsible for trash removal and recycling. Additionally, they will ensure all vendors have adequate insurance to participate.

- **Marketing**

In order to attract patrons, marketing services including a Facebook page, e-newsletters, and Twitter were requested. KSM Marketing's proposal includes all of those, as well as the creation of a website for the market, the design and printing of flyers, postcards, recipe cards, and other collateral. Additionally, they will set up a weekly educational program including chef demos, nutritionist discussions, and a kids' corner.

All of these tasks, as well as the others listed in their scope of work, are included in the proposed contract amount of \$28,600. Items related to planning and marketing for the DCPFM's relaunch in mid-April will cost \$5,500, while items related to in-season management and marketing will cost \$23,100 for the 2013 season. The budget is based on a 30-week market season, with each market day costing \$770, excluding off-season planning and marketing. The market would open in mid-April and run into November.

**RECOMMENDATION:**

The Committee recommends that the Mayor and Council award the Farmers Market Master contract for one year to KSM Marketing, LLC in an amount not to exceed \$28,600. No funds are currently appropriated for this activity.

**ATTACHMENTS:**

1. Farmers market master Request for Qualifications
2. Resolution of the Mayor and Council establishing a Farmers Market Committee
3. KSM Marketing, LLC market examples
4. KSM Marketing, LLC's Proposed Scope of Work

# ATTACHMENT 1: Farmers market master Request for Qualifications

## CITY OF COLLEGE PARK, MARYLAND REQUEST FOR QUALIFICATIONS CP-13-06 FARMERS MARKET MASTER Specifications

### 1. Introduction:

The City of College Park is seeking qualifications and expressions of interest for an independent contractor to act as market master and to manage the Downtown College Park Farmers Market ("DCPFM"), including pre- and post-season planning and in-season operation. Services shall be provided under a contract with the City of College Park. Respondents may be individuals or business entities.

### 2. City Contact:

Michael Stiefvater, Economic Development Coordinator  
Department of Planning, Community, and Economic Development  
City of College Park  
4500 Knox Road  
College Park, MD 20740

Telephone: 240-487-3543  
Fax: 301-887-0558  
E-mail: [mstiefvater@collegeparkmd.gov](mailto:mstiefvater@collegeparkmd.gov)

### 3. About the Market:

The DCPPM is located in the City Hall parking lot, one-half block east of Baltimore Avenue (Route 1), which is the City's main street. The market recently completed its second year of operation with a significant increase in customers from 2011. Currently there is one farmer, a barbeque vendor, a dessert vendor, and several other rotating vendors. The market is open from April to November and is held each Sunday from 9:00 a.m. to 2:00 p.m. Customers are able to park free on Sundays at certain spaces in the parking lot and in the 288-space parking garage across from City Hall.

The DCPPM is located within walking distance of over 70 retail businesses in downtown College Park that attract a large number of patrons. The site is strategically located near a significant amount of University of Maryland students, as well as full-time residents in the Old Town and Calvert Hills neighborhoods of College Park. Within a one-mile radius of the site, there are approximately 21,500 residents and within a ½-mile radius, there are approximately 11,750 residents.

### 4. Location:

4500 Knox Road, College Park, MD 20740

### 5. Market Mission:

The mission of the Downtown College Park Farmers Market (DCPFM) is to provide local, sustainably sourced, and wholesome food and products, to be conveniently located for residents, students and visitors, to foster a strong sense of community, to stimulate economic development, and to improve the quality of life in the downtown area.

**6. Primary Functions of the Market Master:**

- Recruit and manage a diverse mix of vendors that reflects the DCPFM mission.
- Ensure compliance by the market and by all vendors with all applicable government rules and regulations, as well as the DCPFM's operational guidelines.
- Provide opportunities for customers to purchase locally produced food, goods and products.
- Publicize and promote the market.

**7. Contract Term:**

The contract term is from award of contract in early 2013 through December 30, 2013. Annual renewals of up to two additional years may occur at the City's option.

**8. Scope of Services:**

The scope of services outlined below is to be used as a general guide and is not intended to be a complete list of tasks necessary to complete the market master role.

*Off-Season Planning and Reporting*

- Establish operational guidelines for the DCPFM in conjunction with the City.
- Determine best vendor placement and mix for DCPFM based on size of space and mission.
- Recruit potential farmers and other vendors for the market, conduct farm visits and make vendor selection.
- Conduct end of season market evaluation to include planning and goal setting for next season and consult with the City with respect to plans for the upcoming year.
- Publicize and promote the market using a variety of media including local websites (e.g., College Park Patch and Gazette), social media (e.g., Facebook and Twitter), newsletters, press releases, etc.

*In-Season Management*

- Manage and personally attend the weekly market, which runs from early April to late November, opening at 9:00a.m. and closing at 2:00p.m. each Sunday, to include set up and break down, vendor placement, security, parking, removal of trash, litter, and recycling.
- Require that all vendors provide proof of adequate insurance, and that the City is included on the insurance certificate, and a hold harmless agreement exists in favor of the City of College Park.
- Ensure that vendors comply with all applicable government laws and regulations.
- Prepare and communicate monthly reports to the City detailing participation numbers, gross sales, customer suggestions and complaints, etc.
- Collect and remit any City imposed fees.
- Resolve customer service issues and complaints.
- Coordinate volunteers, including recruitment and weekly schedules.
- Publicize and promote the market using a variety of local media.

**9. Submittal Requirements:**

To be considered for this contract, the respondent must submit the following information:

- Letter of interest – include a plan of operation that is consistent with the market mission, and a lump sum cost proposal for provision of the scope of work described in this RFQ for the first year and two option years.

- Resume(s) of key personnel and, if applicable, summary of firm qualifications.
- References (minimum of three, of which at least two must be professional).
- Bid Proposal Form
- Information Regarding the Bidder
- Non-Collusion Affidavit
- Bribery Affidavit
- False Pretenses Affidavit
- Certificate of Non-Suspension
- Affidavit of Non-Conviction

Responses should be submitted in a sealed envelope marked Farmers Market Master, RFQ CP-13-06 and delivered to the Finance Department, City of College Park, 4500 Knox Road, College Park, Maryland 20740 or may be e-mailed to [msiefvater@collegeparkmd.gov](mailto:msiefvater@collegeparkmd.gov) no later than **January 18, 2013 at 3:00 p.m.**

**10. Review of Submittals:**

City staff will review all submissions for responsiveness to the RFQ. Individuals and firms will be given consideration. The review will consider the experience and qualifications of the respondents, work on similar projects and references. City staff may hold personal or telephone interviews with the most qualified individuals or firms. Submittals will be judged on the following criteria:

- **Responsiveness**  
The successful respondent must demonstrate the ability to respond to the needs of the City. Attention will be given to respondents that demonstrate this with a concise, informative response to this request.
- **Relevant Experience**  
The successful respondent must demonstrate a proven record of capability based on performance history with similar projects.
- **Approach to the Project**  
The successful respondent's approach must demonstrate overall understanding of the market mission and provide an operations plan capable of fulfilling that mission.

**11. Award of Contract:**

The successful respondent will be selected by the Mayor and Council of the City of College Park. In determining which proposal is best, the City will take into consideration the experience, qualifications, references, responsibility, and approach to the project of the respondent, together with a cost proposal for the first year and two option years. The City reserves the right to reject any or all proposals, and to exercise its sole discretion to best serve the interests of the City.

A. Except where the City exercised the right reserved herein to reject any or all proposals, each Contract will be awarded on a per unit price or lump sum basis, as is in the best interest of the City of College Park.

B. The successful bidder shall be required to execute a contract in a form satisfactory to the City, in substantially the same form as attached. The City of College Park reserves the right to cancel the Award of the Contract at any time prior to execution of the Contract without liability on the part of the City.

**12. Execution of the Contract:**

A. The successful bidder must execute a Contract in substantially the form as included in this bid package within ten business days after the award and submit such other Documents as required by the Contract Documents including insurance certificates. Failure by the Contractor to execute the Contract and submit such other documents as required by the Contract Documents shall be just cause for annulment of the Award.

B. If the successful bidder shall fail to execute the contract hereto attached, and as herein provided, the award may be annulled and the contract awarded to the second lowest responsible bidder, and such bidder shall fulfill every stipulation embraced herein, as if he were the original party to whom the award was made, or the City of College Park may reject all of the bids, as its interest may require.

C. A bidder may submit only one proposal for the Contract. More than one proposal from an individual, firm or partnership, corporation or association under the same or different names will not be considered on any given Contract, and will be considered grounds for disqualification and/or rejection of the proposals involved, unless prior approval has been given by the City.

**13. Modification of Request for Qualifications:**

The right is reserved, as the interests of the City may require, to revise or amend the request for qualifications prior to the date set for opening submittals and to postpone the date set for opening submittals. Such revisions, amendments and/or postponements will be announced by addendum, a copy of which will be posted on the City's website at [www.collegeparkmd.gov](http://www.collegeparkmd.gov).

**14. Other Requirements and Information:**

**A. Liability**

The Contractor agrees to hold harmless the City of College Park from any and all claims and liability due to the activity of the Contractor, its subcontractors, agents or employees in the execution of the contract.

**B. Insurance:**

The Contractor shall provide proof of compliance with State law as to workers' compensation and unemployment insurance, and of adequate comprehensive general liability insurance (bodily injury of \$1,000,000 for each occurrence/aggregate; property damage of \$500,000 for each occurrence/aggregate) and automobile fleet coverage (\$1,000,000 for each occurrence/aggregate; property damage of \$500,000 for each occurrence/aggregate) in addition to a professional errors and omissions policy with limits of not less than \$1,000,000 each occurrence/aggregate. The Contractor shall indemnify and save harmless the City, its officers, agents, servants, and employees, from all suits, actions, and damages or costs of every kind and description arising directly or indirectly out of the performance of the Contract, including attorneys fees, whether caused by actions or omissions on the part of the Contractor, its agents, servants and employees, or to other causes.

The City shall be named as an Insured on the Comprehensive General Liability Insurance, the Automobile Fleet Insurance, and the Property Damage Insurance.

The Contractor shall provide a Certificate of Insurance to the City within ten (10) business days after the award of the Contract. The Certificate shall demonstrate that the Contractor has complied with the requirements of this section and be in a form acceptable to the City.

C. General

It shall be the exclusive obligation of the Contractor to comply with the terms of the proposal submitted to and approved by the City.

D. Billing

Invoices shall be submitted monthly and must be accompanied by a statement of work completed and percent completed by phase, and any other documentation required by the City.

*The City of College Park is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, disability, or any other legally-protected characteristic.*

12-R-07

**RESOLUTION**  
**OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND**  
**ESTABLISHING A FARMERS MARKET COMMITTEE**

**WHEREAS**, the Mayor and Council have determined that farmers' markets provide an important community resource by providing an opportunity for local farmers to provide fresh and nutritious food to the local community and enabling consumers to buy directly from local farmers; and

**WHEREAS**, supporting a vibrant and diverse farmers' market in downtown College Park will help to promote the economic and cultural vitality of the downtown community; and

**WHEREAS**, the City of College Park established a Sunday farmers' market in 2011 on City Hall property, to supplement the long-standing Saturday farmers' market at the M-NCPPC Wells-Linson Complex on Paint Branch Parkway; and

**WHEREAS**, expanding and improving the City's new farmers' market will require creativity, collaboration, and community involvement in a sustained and thoughtful effort to develop and implement effective strategies for supporting a vibrant and successful market; and

**WHEREAS**, community member committees in nearby towns have played a pivotal role in designing and managing successful farmers' market in other cities and towns in Prince George's County and the surrounding region.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of College Park that a Farmers Market Committee be established and organized as follows:

**I. PURPOSE/CHARGE**

The purpose of the Farmers Market Committee is to:

- A. Develop recommendations for the Mayor and Council for how to structure and manage the downtown College Park farmers' market in a way that maximizes the vibrancy and success of the market and emphasizes locally-grown vegetables, fruits, and other farm products.
- B. Recruit a diverse array of local farmers and producers of complementary products and services that are appropriate for inclusion in a farmers' market.
- C. Design and implement a marketing campaign to attract and retain a strong customer base to support the market.
- D. Collaborate, where appropriate, with other city committees and local organizations such as the Committee for a Better Environment, College Park Arts Exchange, civic associations, and student organizations.
- E. Submit an annual report to the Mayor and Council that summarizes the operation of the market, to include issues related to customer satisfaction.

vendor satisfaction, rules and procedures, fee structure, and other relevant matters.

- F. Meet at least once each year with the Mayor and Council to discuss the progress of the farmers' market and possible changes or other actions that could support and strengthen the farmers' market.

**II. COMPOSITION AND TERM**

The committee shall be composed of up to seven members. A quorum shall be three members. The committee members shall be appointed by the Mayor and Council for three-year terms. The City's Planning Department will serve as the staff liaison to the Committee.

**ADOPTED** by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 10<sup>th</sup> day of April, 2012.

**EFFECTIVE** the 10<sup>th</sup> day of April, 2012.

**ATTEST:**

**THE CITY OF COLLEGE PARK,  
MARYLAND**

By: Janeen S. Miller  
Janeen S. Miller, City Clerk

By: Andrew M. Fellows  
Andrew M. Fellows, Mayor

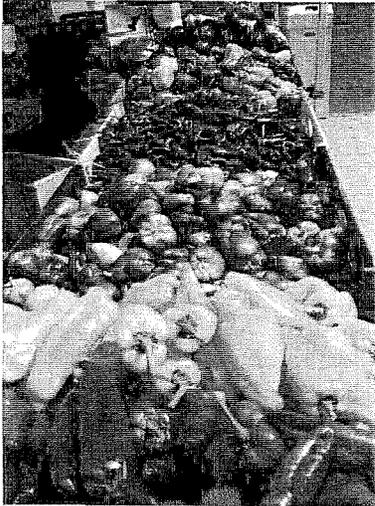
**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:**

Suellen M. Ferguson  
Suellen M. Ferguson, City Attorney

ATTACHMENT 3: KSM Marketing, LLC market examples



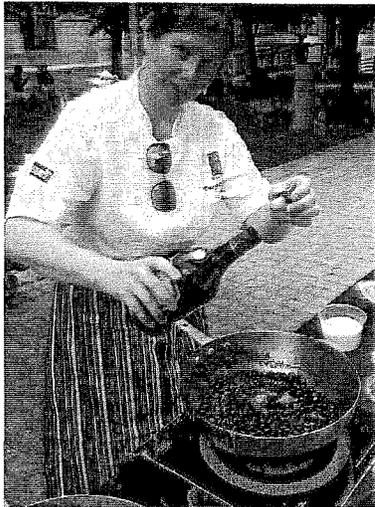
Chef Demo at Capital Harvest on the Plaza



Vendor at Capital Harvest on the Plaza



Market Day at Capital Harvest on the Plaza



Chef Demo at Capital Harvest on the Plaza

**capita harvest** on the Plaza  
A Project of the U.S. General Services Administration

**e-i-e-i-o**  
 Eco-Friendly - Informative - Entertaining - Interactive - Original

**Woodrow Wilson Plaza on 13th and Penn, NW**  
At the Ronald Reagan Building and International Trade Center

**Fridays**  
 12 noon - 5 pm

[capitalharvestdc.com](http://capitalharvestdc.com)

**Farmers & Vendors**

**This Week at the Market..**

- o Santa Lucia Estate Coffee
- o MeatCrafters
- o Take Home by Anna Saint John
- o Hawks Hill Creamery
- o All Things Olive
- o Firefly Farms
- o The Breadery
- o Lingenfelter Seafood
- o Nuts...to You!
- o Tuckey's Mountain Grown
- o Ayrshire Farm
- o Floradise Orchids
- o Original Kettle Korn of Maryland
- o Hickory Chance Beef
- o Savory Soups
- o Edible Favors
- o Charles Street Gourmet
- o Lois's Produce
- o Panorama Bakery
- o Lehigh View Farm
- o The Zahradka Farm
- o Gunpowder Bison and Trading Co.

**Market Menu**

**Friday, May 7<sup>th</sup>**

- o Cave Aged Cheddar and Cheddar with Garlic and Chives from **Hawks Hill Creamery**
- o Dried Fruits and Nuts from **Nuts...to You!**
- o Fresh Green Salad with Shaved Turnips from **Ayrshire Farms**
- o All Natural Chicken Pot Pie with Organic Veggies from **MeatCrafters**
- o Orange Cranberry Dinner Rolls from **The Breadery**
- o Cherry Danish from **Panorama Bakery**
- o Roasted Coffee from **Santa Lucia Estate**

**Chef Demos**

Starting at 1:30p.m.  
 Chef Todd Gray,  
 Equinox Restaurant

Newsletter for Capital Harvest on the Plaza

**capita harvest** on the Plaza  
A Project of the U.S. General Services Administration

**e-i-e-i-o**  
 Eco-Friendly - Informative - Entertaining - Interactive - Original

**When:**  
**Fridays**  
 11 am - 3 pm

[capitalharvestdc.com](http://capitalharvestdc.com)

**Where:**  
**Woodrow Wilson Plaza on 13th and Penn, NW**  
At the Ronald Reagan Building and International Trade Center

Follow us on Twitter @CapitalHarvestDC

Like us on Facebook! CapitalHarvestDC

Postcard for Capital Harvest on the Plaza

**DC CHEW**  
 community • harvest • education • ward 7

**Farm Market**

Saturday, December 10<sup>th</sup> & 17<sup>th</sup>  
 10am - 2pm

At the intersection of Good Hope Road, Naylor Road and Alabama Avenue SE  
 Skyland Shopping Center

[www.dcchew.com](http://www.dcchew.com)

Postcard for DC CHEW

## **ATTACHMENT 4: KSM Marketing LLC's Proposed Scope of Work**

### **Off-season Planning and Reporting- \$5,500**

1. Establish operational guidelines
2. Determine appropriate vendor mix
3. Recruit farms and other vendors
4. Conduct farm visits (if necessary) and select vendors
5. Conduct end of season market evaluation
6. Set goals for next market season
7. Publicize and promote the market's launch
  - a. Calendar listings
  - b. Press releases
  - c. Media events
  - d. Social media – Facebook and Twitter
8. Design and maintain market website
9. E-newsletters

### **In-season Management - \$23,100**

1. Manage and attend weekly market
2. Set up and break down market, including vendor placement
3. Oversee security, parking, trash removal, and recycling
4. Provide tools for market booth
  - a. Tent, table, chairs
  - b. Suggestion box with comment cards
  - c. Collect data
  - d. Recipe cards
  - e. Consumer information, including nutritional and educational materials
5. Signage for market and vendors
6. Confirm vendor compliance with all applicable rules, regulations, and insurance requirements
7. Prepare monthly reports to City staff
  - a. Participation numbers
  - b. Gross sales
  - c. Customer suggestions and complaints
8. Collect and remit any City imposed fees, if any exist
9. Resolve customer service issues and complaints
10. Coordinate volunteers
  - a. Chefs and nutritionists
  - b. Market assistants
  - c. Entertainers
11. Publicize and promote the market
  - a. Press and media, including press releases
  - b. Personalized media invites
  - c. Calendar listings
  - d. Strategic partnerships
  - e. Community outreach

# 4. Marketing Plan

## MEMORANDUM

**TO:** Mayor and Council

**FROM:** Michael Stiefvater, Economic Development Coordinator *MS*  
Chantal R. Cotton, Assistant to the City Manager

**THROUGH:** Joseph L. Nagro, City Manager  
Terry Schum, Planning Director *TS*

**DATE:** February 15, 2013

**SUBJECT:** Proposal to Use Marketing Funds Based on idfive Recommendations

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### ISSUE

The Mayor and Council allocated \$30,000 in the FY 13 operating budget to implement recommendations from the planned marketing study. idfive, LLC was hired to complete this study and created a tagline and logo to help brand and promote the City and increase awareness about College Park being *A Smart Place to Live*. Mayor and Council needs to determine how to utilize these budgeted funds.

### SUMMARY

In a report presented to Council on January 15, 2013, idfive provided marketing ideas and recommendations for a City marketing campaign. Subsequently, staff worked with idfive to propose activities which could be accomplished this fiscal year within the allotted budget.

Attachment 1 represents a proposal from idfive, LLC to design and implement marketing strategies which will accomplish awareness and education goals for the City's new brand as *A Smart Place to Live*. These strategies include: purchasing media and actively managing the media as well as the creative production of the media.

In addition to the proposed agreement, staff also plans to use some FY 2013 Economic Development funding to purchase more materials which staff can use in meetings and at community events, such as Maryland Day and College Park Day. These materials include postcards, brochures, and table covers.

To continue marketing implementation into FY 2014, further funding discussions will occur as part of the FY 2014 budget process.

### RECOMMENDATION

Staff recommends that the Mayor and Council adopt the attached proposal from idfive, LLC and increase their contract with the City in the amount of \$29,700 to accomplish these tasks.

### ATTACHMENT

1. Proposed idfive Consulting Agreement

## IDFIVE CONSULTING AGREEMENT

Topic City of College Park Marketing Campaign  
From Andres Zapata  
To The City of College Park  
Date February 13, 2013

### PURPOSE

The purpose of this document is to outline the scope of work between idfive, LLC (idfive) and the City of College Park (CCP) as it pertains to the marketing plan to build awareness for city and promote residential and commercial investment.

### AGREEMENT

This is a fixed-fee agreement calculated using the tasks listed below:

- This agreement scopes the effort to create a multi-media marketing campaign, including print and online marketing.
- This agreement includes creative production (conceptualization, copy, design), account services, strategy, and media costs;
- Upon approval of this estimate, idfive will provide CCP with a detailed timeline for production and delivery of all elements;
- All time and expenses will be tracked daily and billed monthly;
- Due to the long-term nature of the idfive/CCP relationship, idfive is able to offer a competitive hourly rate of \$140 plus a 10% government discount.

In addition to the tactics previously discussed, idfive has included additional recommendations based on further review of the target audience market and executions that will provide the most value/longevity.

These additional tactics include:

- A multi-media campaign on Pandora internet radio to reach young, affluent professionals in the DC market.

COST SCHEDULE

BUDGET ITEM	ESTIMATE
<b>Media and Active Management Costs</b>	
Diamondback – Four ½ page horizontal ads – 4-week run	\$3,973
Montgomery County Gazette (Gaithersburg, Germantown, Rockville, Potomac, Bethesda, Silver Spring, Burtonsville, Olney, Damascus) – Four ½ page horizontal ads – 4-week run	\$3,099
Pandora (DC Market) – 15 second radio spot, multiple desktop and mobile banners – 2-month run	\$10,000
Google Search – multiple search ads and management – 2-month run	\$5,000
<b>Creative and Production Costs</b>	
Half-page horizontal newspaper ads for multiple outlets	\$2,200
Banner design for street lamps	\$700
Press Release (Composition Only)	\$560
Tradeshaw pull-up banner design	\$1,120
Search campaign ads	\$700
Display ads (static and motion for Pandora)	\$1,500
<b>Account Services, Project Management, Quality Control, Strategic Oversight</b>	<b>\$1,695</b>
<p>Our project management mantra is “no surprises!” It’s a philosophy that infuses all that we do. We are also guided by the following ideas/concepts: happy clients first, structured flexibility, proactive management (not reactive), honey (not vinegar), facilitate (not crucify).</p> <p>Every idfive project receives a dedicated Account Manager (AM) who oversees every stage of the project.</p>	

The AM actively manages the account according to the project plan and the statement of work. This includes weekly status meetings, progress reports, budget management, scope management, risk management, resources management, expectation management, budget management, milestone acceptance, etc.

In addition, this budget includes a 2-hour, onsite meeting at College Park for planning or presentation purposes.

<b>Subtotal Total</b>	<b>\$30,547</b>
<b>10% Government Discount (Services Only, not on media)</b>	<b>\$847</b>
<b>Total***</b>	<b>\$29,700</b>

\*\*\* All media funds need to be billed and received before it can be placed.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Andres Zapata, for idfive LLC

\_\_\_\_\_  
Date

Note: please fax signed agreement to idfive @ 410-783-0999  
(doc reference: idfive\_letter\_agreement\_CCP Marketing\_2.0.doc 2/14/2013)

## REQUIREMENTS

College Park will be responsible for providing the following:

- Artwork, Graphics, & Photography: CCP will provide idfive with electronic versions of all artwork, graphics, or photography needed for this project; and
- Approvals: At each stage specified, approvals are necessary to continue moving forward throughout the process. idfive will not continue moving forward until approvals are provided by a CCP representative. Should change requests be provided to idfive for tasks in previous stages in the process, a change order outlining additional cost estimates will be provided to CCP prior to executing the changes.

## EXCLUSIONS

Unless otherwise noted, the following elements are not included in this marketing campaign:

- Stock media such as stock photography, stock video, stock audio, or other purchased content. If such media is necessary, idfive will provide an estimate to CCP for approval before stock media is purchased;
- In-person meetings other than those specified in the Costs section. One in-person meeting has been allotted as part of this engagement; additional meetings would be added to the scope of work and would be estimated as an additional cost estimate;
- Travel costs: This estimate includes travel costs as deemed necessary by idfive to successfully complete the project. Should additional travel be requested, idfive will provide an estimate of travel costs for approval by CCP before travel occurs;
- Software or online services: Any additional software or online services beyond those noted in this proposal are not included. If additional software is necessary, idfive will provide an estimate to CCP for approval before purchase. Any software or online services with recurring licensing or access fees will be contracted directly between the software/service vendor and CCP;
- Photography: Original photography must be priced separately;
- Postage/courier fees: Postage and courier (eg. FedEx) fees are not included in the cost;

- Fonts: Any fonts not currently included in the College Park brand document, widely available through free open source platforms, or available in the standard system fonts may require additional cost. Idfive will always provide free options before considering paid font sets, and only then with prior approval from a representative from the City of College Park.
- Maintenance: idfive does not provide “maintenance” services beyond the scope listed in this proposal. Ongoing web site maintenance or consulting services must be contracted separately;
- Software licensing fees beyond those listed in this proposal are not included. idfive will include a listing of all software licenses and recurring fees to UB before the end of the project; and
- Any and all other out-of-pocket costs will be provided to CCP for approval prior to proceeding.

# 5. Commercial Tenant Improvement Program

## MEMORANDUM

**TO:** Mayor and Council

**FROM:** Michael Stiefvater, Economic Development Coordinator *MS*

**THROUGH:** Terry Schum, Planning Director *ts*  
Joseph L. Nagro, City Manager

**DATE:** February 15, 2013

**SUBJECT:** Commercial Tenant Improvement Program Guidelines

### ISSUE

The City received \$75,000 in Community Legacy grant funds to start a Commercial Tenant Improvement Program to attract high quality commercial tenants. Draft guidelines for operation of the Program have been prepared for City Council approval (Attachment 1).

### SUMMARY

A revised set of draft guidelines were presented to City Council on February 5, 2013 that described the Program's eligibility requirements, submittal requirements, the application process, and evaluation criteria. Since that time, staff has met with the City Attorney to revise the guidelines for clarity and to address issues that were raised during the worksession, primarily regarding the issue of confidentiality for applicants.

In order to protect the financial information provided by applicants, they will be required to submit a separate envelope with those items that will be directly sent to the Maryland Small Business Technology and Development Center (SBTDC). The SBTDC will review these documents and provide the City with a narrative describing the pros and cons of the applicant's financial capabilities to operate a business. City staff will rely on this narrative to make a final decision and will not review the financial information at any time.

Additionally, the appeal process has been refined and does not allow applicants to appeal the financial assessment provided by the SBTDC.

### RECOMMENDATION

Staff recommends approval of the draft guidelines to enable start up of the program.

### ATTACHMENTS

1. Commercial Tenant Improvement Program Draft Guidelines
2. Commercial Tenant Improvement Program Draft Application

City of College Park  
 Department of Planning, Community, and Economic Development  
 4500 Knox Road  
 College Park, MD 20740  
 Phone: (240) 487-3543  
 Fax: (301) 887-0558



## COMMERCIAL TENANT IMPROVEMENT PROGRAM GUIDELINES

*February 2013*

### PROGRAM OVERVIEW

#### *Program Description*

As part of the City of College Park's ("City") effort to attract high-quality commercial tenants and fill vacant retail spaces, the Commercial Tenant Improvement Program reimburses qualified new or expanding businesses for their leasehold improvements or build-out. Applicants are eligible for a matching grant, not to exceed \$25,000, for 50 percent of the total improvement costs.

The program is administered by the City and operates on a reimbursement basis. All payments to professionals, City and County departments, and contractors are the full responsibility of the applicant. The City will verify actual costs incurred by the grantee prior to reimbursement. Reimbursement will only take place after any necessary Use and Occupancy permit has been issued by Prince George's County and Non-Residential Occupancy permit has been issued by the City .

The program application identifies the conditions, covenants, and responsibilities for the grant and must be signed by all required applicants. The general rules, guidelines, grant terms and conditions, and process are described below.

#### *Program Area*

The Commercial Tenant Improvement Program is open to all legally existing commercial buildings within the City municipal boundaries.

### ELIGIBILITY REQUIREMENTS

To secure a compelling mix of retail and restaurant businesses in College Park, certain business types are eligible for this program. Generally, an appropriate business for the Commercial Tenant Improvement Program is one of the target business types identified in studies and

surveys conducted by the City . These businesses will promote an inviting, vibrant environment and fill a void in the current retail scene. The following table identifies the types of businesses that are eligible and businesses that are not eligible for the program.

Eligible Business Type	Non-Eligible Business Type
Apparel/Shoe store <i>(such as boutique or non-discount)</i>	Automotive business
Bar <i>(such as a brew pub or wine bar)</i>	Bank/Check cashing
Bakery/Coffee shop	Convenience store
Entertainment <i>(such as a music venue or theater)</i>	Dollar store
Full service/Fine dining restaurant	Dry cleaner
Gourmet food and wine shop	Phone service retailer
Grocery store	Professional services <i>(such as office or hair/nail salon)</i>
Health club/Yoga studio	Fast food or drive-thru restaurant

Applicants must meet the following criteria in order to be eligible for the Program:

- The business is at least 50% locally-owned, with “local” defined as the Baltimore-Washington metropolitan area, and is not part of a national franchise.
- Decision-making authority in the business is vested in the local owners not subject to conditions dictated remotely.
- The business has no more than 20 outlets, with a maximum of 5 of those outlets outside the Baltimore-Washington metropolitan area.
- Applicants must be the lessee in or owner of an eligible building.
- If the applicant is not the owner of the building they must possess a fully executed lease with a minimum of three (3) years remaining in the term at the time of grant approval.
- Improvements are proposed for a new business or one that is expanding its physical size by at least 1,000 square feet.
- The applicant and the building in which the improvements will be made must be in good standing with the City in order to receive grant funds. This requirement is waived only in the case that the proposed improvements would also resolve outstanding code violations.
- A grant under this program for the same physical space may be awarded only once in every five (5) years, unless a compelling justification is established and approved by the City, at its sole discretion.

## APPLICATION PROCESS

1. Applicant is required to attend a preliminary meeting with the City's Economic Development Coordinator ("EDC") to review program criteria.
2. Applicant will prepare and submit the City application and the documentation required in sections 1 and 2 of the Submittal Requirements to the City's EDC for review.
3. The City's EDC will review the application, justification, legal documents and plan for improvements and make an initial determination on whether the application meets the eligibility requirements.
4. The applicant will be notified whether the application is accepted for further review. If the application is accepted for further review, the applicant shall submit the required financial documents in accordance with section 3 of the Submittal Requirements.
5. The application and all required documents will be forwarded to the Maryland Small Business Technology and Development Center ("SBTDC") and the applicant will be required to complete business counseling with the SBTDC.
6. The SBTDC will provide a third party business assessment of the application. The SBTDC assessment, in addition to other information about the business, will assist the City in determining the viability and stability of the business and/or the project. Projects will not be finally considered without this assessment.
7. A notice of decision will be sent to the applicant.

## SUBMITTAL REQUIREMENTS

### 1. *Application, Justification, and Legal Documents*

- Completed and signed application form.
- Copy of executed lease for a business operating in rented premises. If an executed lease is not completed at the time of application, applicant must provide an executed letter of intent. However, prior to receiving reimbursement under the grant, the applicant must provide an executed lease. The lease must be for a minimum of three (3) years.
- Description of business, at minimum:
  - Products and/or services offered
  - Key management members and their roles
- Completed W-9 form.
- Proof of locally-owned status, as evidenced by organizational documents.

## 2. *Construction Plans/Documents*

- Copy of any construction plans and drawings.
- List of all improvements that will be made and a cost estimate for each.
- Copies of agreements with contractors, if applicable.
- Development/construction schedule

## 3. *Financial Documents*

- A breakdown of the sources and uses of funds for the construction of the project. Must include proof of funding source, e.g. bank approval of loan for costs that must be covered by the applicant for the improvements.
- Pro-forma financial analysis to include three (3) years of business financial statements and one (1) year of projected business financial statements for the subject property on an already established business. For a start-up business, one (1) year of projected business financial statements for the subject property.
- Must include detailed information on employment history and performance for the business owner and manager.
- Three (3) years of business income tax returns and three (3) years of personal tax returns for all business partners.
- Credit report for all individuals involved in the business.
- Plans for marketing and growth.

The Financial Documents must be submitted in a separate sealed envelope for confidentiality purposes. These items will not be reviewed or retained by the City and will be forwarded by the City to the SBTDC for evaluation.

## **EVALUATION OF APPLICATIONS**

Applications will be approved on a first come, first served basis after all application requirements are met. A satisfactory review assessment must be received by the SBTDC for an application to be approved. The SBTDC assessment is not appealable.

## **APPEAL PROCESS**

An appeal of the City staff's decision must be made to the City Council in writing within 30 calendar days of the decision. Appeals must state the basis for the appeal and must be submitted to the City Clerk, with a copy to the Director of Planning, Community, and Economic Development, at 4500 Knox Road, College Park, MD 20740. Appeals will be heard by the City Council.

## ELIGIBLE COSTS

### *Eligible Improvements*

The program is intended to fund improvements that are affixed to the property, and therefore will not cover the cost of purchasing or installing non-fixed equipment or inventory. Generally acceptable improvements include, but are not necessarily limited to, the following repairs/replacement/upgrades:

- Electrical
- HVAC/mechanical
- Plumbing
- Dry wall
- Flooring
- Lighting
- Windows/doors
- Interior demolition
- Painting
- Bar/cash wrap
- Green initiatives (low flow toilets, energy efficient lighting, etc.)

In addition to the preceding limitations, the following terms apply to the eligible improvements:

- The City reserves the right to require certain minimum improvements as part of the program. For example, façade repainting may be required as a minimum improvement.
- All improvements must comply with all City and County building codes.
- All improvements must obtain required construction-related permits.
- Applicant is not to begin any improvements to the property before the grant is approved by the City. Improvement costs incurred prior to the grant award will not be eligible for reimbursement.
- Costs associated with detailed construction drawings, conceptual design, renderings and cost estimates are not eligible for reimbursement.

### *Other Eligible Costs*

- All construction-related permit fees lawfully required for the tenant improvements shall be paid by applicant and considered eligible costs.
- Any modifications to the interior or exterior of the building that are required by the City.
- Labor and materials related to the eligible improvements. Receipts must be provided for all materials to be considered an eligible cost.

## **GRANT TERMS**

Subject to the availability of funding, applicants are eligible for a matching grant, not to exceed \$25,000, for 50 percent of the total improvement costs.

During construction, a grant program sign provided by the City must be posted in the applicant's storefront from the start of construction until at least 10 days after completion of the improvements.

Reimbursement of eligible costs is subject to continued grant funding. All work for which applicant requests reimbursement must be completed within 120 days of approval of the application, and in any event by April 1, 2015. The City may extend the 120 day period for good cause.

Grant funds will be disbursed directly to the applicant upon the following:

- Proof of any required inspections and approvals from Prince George's County and/or the City.
- Receipt, review and acceptance of all invoices and copies of cancelled checks or other evidence of payment for improvements and any other supporting records required by the City.
- If required, issuance of a Use and Occupancy permit by Prince George's County and a Non-Residential Occupancy permit by the City.

## **CONSTRUCTION**

Contractors must be licensed and insured to do business in the State of Maryland. Applicant is responsible for selecting a qualified contractor and executing the corresponding construction agreement. To receive grant funding under this program, Applicant must obtain prior City approval of final construction or improvement plans/drawings before beginning work.

## **MAINTENANCE OBLIGATION**

Applicant shall maintain the improvements to the property in good condition and in accordance with all applicable building codes. The City has the right to inspect the condition of the property from time to time with three (3) business days notice to the property owner and tenant.

Conditions that constitute a failure to maintain the property in good condition include, but are not limited to, peeling paint, chipped surfaces, broken windows, covered transoms or window spaces, boarded windows, excessive bird droppings or debris, graffiti and illegal or

nonconforming signage, obstructed windows and conditions for which code violation notices or citations are issued.

At any time during five (5) years from the date of funding, that the City determines the improvements have not been maintained in good condition, the City will notify the business owner and/or the property owner in writing of any deficiencies and provide 30 days for corrective actions to be taken. Failure to maintain improvements or take corrective action of maintenance concerns will result in ineligibility of award for future grants or loan-to-grants to that individual or corporation.

City of College Park  
 Department of Planning, Community, and Economic Development  
 4500 Knox Road  
 College Park, MD 20740  
 Phone: (240) 487-3543  
 Fax: (301) 887-0558



**COMMERCIAL TENANT IMPROVEMENT PROGRAM APPLICATION**

This program aims to attract and retain high-quality tenants by providing funds for new or expanding businesses to assist with leasehold improvement. Applicants are eligible for a matching grant, not to exceed \$25,000, for 50 percent of the total improvement costs.

Please contact the Economic Development Coordinator at 240-487-3538 to schedule a preliminary appointment, which is a mandatory part of the program, to review the application process.

Please print legibly and return to the address above or by email to [mstiefvater@collegeparkmd.gov](mailto:mstiefvater@collegeparkmd.gov).

<b>1. PROPERTY INFORMATION</b>		
Property Address:		
Property Owner:		
Property Owner's Address:		
City:	State:	Zip Code:
Contact Person:		
Phone:	Email:	
Previous Use of Space:		
Vacant Since:		

<b>2. APPLICANT INFORMATION (if different than property owner)</b>		
Business Name:		
<input type="checkbox"/> Corporation (d/b/a)	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship
Mailing Address:		
City:	State:	Zip Code:
Contact Person:		

Phone:	Email:
Business Type:	
Do you have other locations?	
If yes, list city and state of each:	
Length of lease term at subject property:	
Expected number of full/part-time employees:	
Are you a client of the Maryland Small Business Technology & Development Center?	

<b>3. IMPROVEMENT INFORMATION</b>
Estimated Total Costs of Improvements:
Estimated Date of Completion:

I/We hereby affirm that I/we have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my/our knowledge. The applicant invites the City of College Park to make all reasonable inspections, investigations, and take pictures of the subject property during the process period associated with the application. I authorize the use of any pictures taken by the City of College Park.

I/We have read and understand the commercial tenant improvement program guidelines and requirements. I/we understand that any improvements completed prior to the notice of grant award will not be eligible for reimbursement. I/we agree to maintain all improvements of the property in good condition and in accordance with all applicable building codes.

I/We authorize the Small Business Technology and Development Center (SBTDC) to review our personal and financial information in order to provide a business assessment to the City of College Park for them to make a determination on this application.

Applicant Signature	Date
Additional Business Owner Signature	Date

## SUBMITTAL REQUIREMENTS

### 1. *Application, Justification, and Legal Documents*

- Completed and signed application form.
- Copy of executed lease for a business operating in rented premises. If an executed lease is not completed at the time of application, applicant must provide an executed letter of intent. However, prior to receiving reimbursement under the grant, the applicant must provide an executed lease. The lease must be for a minimum of three (3) years.
- Description of business, at minimum:
  - Products and/or services offered
  - Key management members and their roles
- Completed W-9 form.
- Proof of locally-owned status, as evidenced by organizational documents.

### 2. *Construction Plans/Documents*

- Copy of any construction plans and drawings.
- List of all improvements that will be made and a cost estimate for each.
- Copies of agreements with contractors, if applicable.
- Development/construction schedule

### 3. *Financial Documents*

- A breakdown of the sources and uses of funds for the construction of the project. Must include proof of funding source, e.g. bank approval of loan for costs that must be covered by the applicant for the improvements.
- Pro-forma financial analysis to include three (3) years of business financial statements and one (1) year of projected business financial statements for the subject property on an already established business. For a start-up business, one (1) year of projected business financial statements for the subject property.
- Must include detailed information on employment history and performance for the business owner and manager.
- Three (3) years of business income tax returns and three (3) years of personal tax returns for all business partners.
- Credit report for all individuals involved in the business.
- Plans for marketing and growth.

The Financial Documents must be submitted in a separate sealed envelope for confidentiality purposes. These items will not be reviewed or retained by the City and will be forwarded by the City to the SBTDC for evaluation. The SBTDC assessment, in addition to other information about

the business, will assist the City of College Park to determine the viability and stability of the business and/or project.

**Only completed application packets, including all required documentation, will be reviewed by City staff.**

**Note:** Applying for a commercial tenant improvement grant does not obligate the City of College Park to approve a grant for the specified project. Only after the review and approval of the application will the City of College Park approve a grant.

The project shall comply with the Program Guidelines and only upon approved final inspections by the City of College Park, will the grant funds be distributed.

**Office Use Only**

Date Application Received: \_\_\_\_\_

Date of Completed Application: \_\_\_\_\_

Approval Letter Date: \_\_\_\_\_

Denial Letter Date: \_\_\_\_\_

Approval/Denial: \_\_\_\_\_ Planning

Date of Reimbursement: \_\_\_\_\_

# 6. Maryland Smart Energy Communities

**MEMORANDUM:**

**TO:** Mayor and Council

**FROM:** City of College Park Sustainable Maryland Green Team  
Jonathan Brown, Planner 

**THROUGH:** Joseph L. Nagro, City Manager   
Terry Schum, Planning Director

**DATE:** February 19<sup>th</sup>, 2013

**SUBJECT:** College Park Participation in the State of Maryland Energy Administration's Smart Energy Communities Program.

**ISSUE**

The Smart Energy Communities Program is a new project of the State of Maryland Energy Administration (MEA) to incentivize local governments to adopt specific policies to reduce energy consumption and develop renewable energy opportunities. To apply for the program a letter of intent must be submitted by interested localities by March 1<sup>st</sup> 2013. The City's Sustainable Maryland Green Team would like to include this program among its Year 1 actions toward certification as a sustainable community.

**SUMMARY**

The MEA has designated approximately \$3.5 million for this program with grants to be awarded within a range between \$20,000 and \$500,000. In order to meet the requirements for eligibility, applicants must develop policies in two of the following three areas: Energy Efficiency, Renewable Energy, and Transportation Petroleum Reduction. The City's Green Team believes, due to the City's recent accomplishments with performing municipal energy and greenhouse gas emissions audits, that this program could help the City to move forward with the audit recommendations to reduce the City's carbon footprint. There may also be an opportunity to use this program to fund building improvements planned at Davis Hall and City Hall.

On or before March 1<sup>st</sup>, the City must provide a non-binding Letter of Intent Form that will determine the level of funding that the City may be eligible for. The City is then required to submit, on or before April 5<sup>th</sup> an application to pursue two of the three Smart Energy Communities policies. If chosen by the MEA for the program, the City will have until December 31, 2013 to fully adopt two policies and submit plans for implementation and will have access to the University of Maryland Environmental Finance Center for technical assistance. Each of the policies has specific deliverables and time frames that grantees must meet (see below). Once the policies are adopted, the City will become a designated Smart Energy Community and will be eligible to apply for grant funding for implementation. Projects need to be completed by May 15, 2014.

Policy 1 is focused on establishing baseline electricity usage in all City buildings and developing a plan to reduce consumption by 15% within 5 years of adopting the Policy. The application deliverables for this policy, over a 10 month period are:

- ⇒ Develop an initial, baseline, estimate of total electricity usage in City buildings for one year. Data can go as far back as 2010. (The City's energy audit was done in 2011.)
- ⇒ Develop a program designed to reduce electricity use by 15% from the time of the baseline.

Policy 2 is focused on reducing conventional centralized electricity generation serving government buildings by meeting 20% of the electricity demand with distributed, renewable energy generation by 2022. The application deliverables include:

- ⇒ Estimating total government building electricity consumption.
- ⇒ Developing a Renewable Energy Action Plan (REAP); this will map out how the City will reach its renewable energy goals. They have provided a template and instructions for this.
- ⇒ Energy must be purchased and deployed within the City so the City's "Green Power Community" status would not apply.

The program overall is a reimbursable grant program. However, in order to assist in accomplishing the tasks involved with developing the City's chosen policies, MEA will be allowing for 20% of the total grant amount to be awarded during the 10 month policy deliverables period, for staff, consultants, developing concepts, etc... The balance of 80% will be available after policies have been adopted and deliverables are completed. Designated Communities will also be eligible for future program funding.

## **RECOMMENDATION**

The Sustainable Maryland Green Team, at a meeting on February 11, 2013, voted unanimously to recommend that the City submit a letter of intent to become designated as a Smart Energy Community and to pursue policies 1 and 2. Alternatively, the City could apply for technical assistance to become eligible for funding in future rounds.

## **ATTACHMENTS:**

- 1) Program Letter of Intent Template
- 2) Program Application Form
- 3) Program Information Flyer
- 4) Program Policy Documents

**Name of Local Government (City/County /Town)**

**Population** (Population, per the 2010 Census: <http://factfinder2.census.gov> Enter the name of the local government in the box under Community Facts)

**Intent**

\_\_\_\_\_ (name of Municipality/Town/City/County) intends to submit an application to participate in the Maryland Smart Energy Communities program. We understand that this letter of intent is non-binding, but will help MEA determine levels of grant funding for each participant. Grant funding will be determined by formula and will vary based on population of the municipality, town, city or county and number of total participants. MEA anticipates that grants will be between \$20,000 and \$500,000.

Please select the two policies your local government may be interested in pursuing (non-binding). A detailed description of the policies can be found at <http://energy.maryland.gov/Govt/SmartEnergyCommunities>.

- Energy efficiency: Establish an electricity consumption baseline and develop a plan with the goal to reduce per-square foot electricity consumption of city/town or county owned buildings 15% within 5 years of the baseline year.
- Renewable Energy: Reduce conventional centralized electricity generation serving a local government's buildings by meeting 20% of those buildings' electricity demand with distributed, renewable energy generation by 2022.
- Petroleum Reduction: Establish a petroleum consumption baseline for all local government vehicles, and put in place a comprehensive program designed to reduce the baseline by 20 percent within five (5) years of the baseline year.
- Our local government is not ready to commit to passing two of these three policies by December 31, 2013, but we are interested in getting started with technical assistance from MEA. We understand that choosing this option will mean we are not eligible for grant funding in the first round of the program, though we may be eligible in future rounds.

**Maryland County where project will be completed**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Allegany County     | <input type="checkbox"/> Charles County    | <input type="checkbox"/> Prince George's County |
| <input type="checkbox"/> Anne Arundel County | <input type="checkbox"/> Dorchester County | <input type="checkbox"/> Queen Anne's County    |
| <input type="checkbox"/> Baltimore City      | <input type="checkbox"/> Frederick County  | <input type="checkbox"/> St. Mary's County      |
| <input type="checkbox"/> Baltimore County    | <input type="checkbox"/> Garrett County    | <input type="checkbox"/> Somerset County        |
| <input type="checkbox"/> Calvert County      | <input type="checkbox"/> Harford County    | <input type="checkbox"/> Talbot County          |
| <input type="checkbox"/> Caroline County     | <input type="checkbox"/> Howard County     | <input type="checkbox"/> Washington County      |
| <input type="checkbox"/> Carroll County      | <input type="checkbox"/> Kent County       | <input type="checkbox"/> Wicomico County        |
| <input type="checkbox"/> Cecil County        | <input type="checkbox"/> Montgomery County | <input type="checkbox"/> Worcester County       |

## Place on Your Letterhead

Contact Person	Title	Phone Number	Email Address
Street Address (Please include PO Box number if applicable.)			
Signature of Authorized Representative			Date

Return this form by March 1, 2013 to:  
**Maryland Energy Administration**  
**Smart Energy Communities Program**  
60 West Street  
Suite 300  
Annapolis, MD 21401

or email to [LUrbaneK@energy.state.md.us](mailto:LUrbaneK@energy.state.md.us)

Full application is due April 5, 2013, and can be downloaded from  
<http://energy.maryland.gov/Govt/smartenergycommunities/>

Maryland Smart Energy Communities  
Letter of Intent Form  
Due March 1, 2013

# Maryland Energy

ADMINISTRATION

*Powering Maryland's Future*

## Maryland Smart Energy Communities Application Instructions

To be designated as a Smart Energy Community, a Maryland local government must adopt a set of policies specified by MEA. There are three potential policies - one each related to energy efficiency, renewable energy, and petroleum reduction -- and becoming a Smart Energy Community requires adopting two of the three policies. A description of the policies can be found at <http://energy.maryland.gov/Govt/SmartEnergyCommunities>. Once the policies are adopted, the local government becomes eligible for grant funding for energy-related projects.

Maryland Smart Energy Community activities will help local governments reduce their greenhouse gas emissions, as legislated by the Greenhouse Gas Emissions Reduction Act of 2009 (GGRA). A 2011 draft GGRA Plan puts the State on track to achieve the 25 percent GHG reduction while also creating jobs, having a positive impact on Maryland's economy, improving air quality and addressing other critical energy and national security issues.

### Application

The application process has two parts:

#### a. Letter of Intent Form – Due March 1, 2013

Local governments must submit to MEA by March 1, 2013 a letter of intent to apply to become a Maryland Smart Energy Community. The letter of intent form must be printed on local government letterhead. The letter of intent is non-binding, but will help MEA determine levels of grant funding for each participant. Once MEA receives letters of intent, they will inform each participant of the amount of grant funding they may be eligible to receive if accepted into the program. Grant funding is determined by formula and will vary based on population of the municipality or county and number of total participants. MEA anticipates that grants will be between \$20,000 and \$500,000.

Send letter of intent forms to:

**Maryland Energy Administration  
Smart Energy Communities Program  
60 West Street  
Suite 300  
Annapolis, MD 21401**

#### b. Application Form – Due April 5, 2013

The remainder of the application is due April 5, 2013, and involves getting sign-off from the city/county council or other governing body that they intend to pursue the policies within the allotted amount of time. MEA will provide technical assistance through the University of Maryland Environmental Finance Center to help participants complete the application.

Applications will be evaluated based on:

- (a) the local government's capacity to pass the appropriate policies within the given timeframe,

- (b) ability to commit staff to this initiative both while passing the policies and completing the energy efficiency grant activities,
- (c) past experience and performance with other MEA programs (if applicable),
- (d) existing policies related to energy, environmental matters, and sustainability,
- (e) participation in other energy or sustainability initiatives, such as Sustainable Maryland Certified, and
- (f) application completeness.

To increase the chances of being accepted into the program, applicants should ensure that their application is complete and provides a sufficient level of detailed information about how they intend to pass the required policies

MEA intends to include as many communities as possible in the Smart Energy Communities program, but reserves the right to limit the number of participants based on funding availability. Not all applicants may be funded in the first round of the program. MEA reserves the right to ask local governments for additional information before accepting them into the program, including conference calls and/or on-site meetings.

#### **Project Criteria**

MEA had approximately \$3.5 million in project funding to be used in the first program cycle, 2013. Of this, a minimum of \$850,000 must be used for energy efficiency projects and a minimum of \$900,000 must be used for renewable energy or clean transportation projects. These funding constraints may influence the types of projects that local governments will be approved to complete.

MEA has an additional \$700,000 which must be used to target low and moderate income residents. For the purposes of this application, low and moderate income households are defined as households with total household incomes that are less than 85% of the median income limit for the County or area where work is occurring. The 85% income limits, by County and household size, are available at [http://dhcd.maryland.gov/Website/Programs/PRHP/Documents/2012\\_MD\\_Income\\_Limits.pdf](http://dhcd.maryland.gov/Website/Programs/PRHP/Documents/2012_MD_Income_Limits.pdf).

Local governments receiving more than one type of funding (ie, energy efficiency and low/moderate income, etc) must track expenditures separately.

All projects will be approved by MEA prior to the local government beginning any project work.

Preferential treatment will be given to projects which focus on or contain a component of building energy efficiency.

Preferential treatment will be given to projects happening in Priority Funding Areas. All new construction must be performed in a Priority Funding Area. A map of Priority Funding Areas, including a search by address feature, can be found on the MDP website: <http://www.mdp.state.md.us/OurProducts/pfomap.shtml>

Priority Funding Areas are existing communities and places where local governments want State investment to support future growth. The following areas qualify as Priority Funding Areas:

- a. Every municipality, as they existed in 1997;
- b. Areas inside the Washington Beltway and the Baltimore Beltway
- c. Areas already designated as enterprise zones, neighborhood revitalization areas, heritage areas and existing industrial land.

Projects must comply with all applicable state and federal laws, regulations, and guidelines, including but not limited to following appropriate procurement policies, compliance with the National Historic Preservation Act of 1966, all applicable licenses, insurance, and permits, environmental standards, etc.

## Maryland Energy Administration Maryland Smart Energy Communities Program Application Form

**1. Name of Local Government**

**2. Intent**

We intend to pass two of the three policies (descriptions of which are found at <http://energy.maryland.gov/Govt/SmartEnergyCommunities>) by December 31, 2013, making us eligible for project funding. Projects will be complete by May 15, 2014. If this box is checked, the applicant must submit a letter of intent to MEA by March 1, 2013. MEA will then confirm the grant funding amount that a municipality is eligible for, based on population and the number of program applicants.

If so, please select which policies you intend to pursue (choose 2 of 3, minimum)

Energy efficiency: Establish an electricity consumption baseline and develop a plan with the goal to reduce per-square foot electricity consumption of city/town or county owned buildings 15% within 5 years of the baseline year

Renewable Energy: Reduce conventional centralized electricity generation serving a local government's buildings by meeting 20% of those buildings' electricity demand with distributed, renewable energy generation by 2022.

Petroleum Reduction: Establish a petroleum consumption baseline for all local government vehicles, and put in place a comprehensive program designed to reduce the baseline by 20 percent within five (5) years of the baseline year.

We do not intend to pass two of the three policies during calendar year 2013, but we are interested in getting started with technical assistance from MEA. We understand we will not be eligible for project funding in the first round of the program, but may be eligible for funding in a future year.

Signature of Authorized Representative:

Date:

3. Authorized Representative (the individual with signature authority for the applicant organization)	4. Title of Authorized Representative	5. Phone Number of Authorized Representative	6. Email Address of Authorized Representative

<b>7. Application Contact Person</b> (the individual completing the application)	<b>8. Title of Application Contact Person</b>	<b>9. Phone Number of Application Contact Person</b>	<b>10. Email Address of Application Contact Person</b>
<b>11. Project Manager</b> (the individual who will be managing the project on a day-to-day basis)	<b>12. Title of Project Manager</b>	<b>13. Phone Number of Project Manager</b>	<b>14. Email Address of Project Manager</b>
<b>15. Application Submittal Date</b>		<b>16. Federal Tax Identification Number</b>	
<b>17. Applicant Street Address.</b> Please include PO Box number if applicable.		<b>18. Applicant Nine digit zip code (Zip Code+4).</b> Nine digit zip codes can be found at <a href="http://zip4.usps.com/zip4/welcome.jsp">http://zip4.usps.com/zip4/welcome.jsp</a> .	
<b>19. Applicant DUNS number.</b> DUNS numbers can be looked up at <a href="http://fedgov.dnb.com/webform/CCRSearch.do">http://fedgov.dnb.com/webform/CCR Search.do</a> . If your organization does not have a DUNS number, please enter N/A.	<b>20. U.S. Congressional District where work is to be performed</b> (available at <a href="http://www.govtrack.us/congress/members/">http://www.govtrack.us/congress/members/</a> ). Enter address and click "Find Elected Officials". Your U.S. Congressional district will be shown on the left side of the screen.	<b>21. MD Legislative District where work is to be performed</b> (available at <a href="http://www.govtrack.us/congress/members/">http://www.govtrack.us/congress/members/</a> ) Enter address and click "Find Elected Officials". Your Maryland Legislative district will be shown on the left side of the screen.	
<b>22. Maryland County where project will be completed</b>			
<input type="checkbox"/> Allegany County <input type="checkbox"/> Charles County <input type="checkbox"/> Prince George's County <input type="checkbox"/> Anne Arundel County <input type="checkbox"/> Dorchester County <input type="checkbox"/> Queen Anne's County			

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Baltimore City   | <input type="checkbox"/> Frederick County  | <input type="checkbox"/> St. Mary's County |
| <input type="checkbox"/> Baltimore County | <input type="checkbox"/> Garrett County    | <input type="checkbox"/> Somerset County   |
| <input type="checkbox"/> Calvert County   | <input type="checkbox"/> Harford County    | <input type="checkbox"/> Talbot County     |
| <input type="checkbox"/> Caroline County  | <input type="checkbox"/> Howard County     | <input type="checkbox"/> Washington County |
| <input type="checkbox"/> Carroll County   | <input type="checkbox"/> Kent County       | <input type="checkbox"/> Wicomico County   |
| <input type="checkbox"/> Cecil County     | <input type="checkbox"/> Montgomery County | <input type="checkbox"/> Worcester County  |

**23a. Total Population (per the 2010 census):** Use <http://factfinder2.census.gov> and enter the name of the local government in the box under "Community Facts"

**23b. Number of Low and Moderate Income Households (Estimated percentage)**  
Please provide an estimate of the number of low and moderate income households in your community, as a percentage of total population. For the purposes of this application, low and moderate income households are defined as households with total household incomes that are less than 85% of the median income limit for the County or area where work is occurring. The 85% income limits, by County and household size, are available on pages 17-18 at [http://dhcd.maryland.gov/Website/Programs/PRHP/Documents/2012\\_MD\\_Income\\_Limits.pdf](http://dhcd.maryland.gov/Website/Programs/PRHP/Documents/2012_MD_Income_Limits.pdf).

**24. Please describe the number and type of staff you will commit to working on passing the policies and running the energy grant project. (Boxes will expand as you type).**

**25. Provide a detailed description of how policies are passed in your local government, including key points of approval needed and approximately of how long it takes from start to finish. This should be consistent with the procedure outlined in your local charter.**

**26. Provide a monthly schedule of how you intend to work the policies through the legislative process in your municipality.**

Key Milestones

Month	
February 2013	
March 2013	
April 2013	
May 2013	
June 2013	
July 2013	
August 2013	
September 2013	
October 2013	
November 2013	
December 2013 (Policies must be passed by December 31, 2013 to be eligible for project funding)	

**27. Passing Policies:** Two of the three policies described in detail at <http://energy.maryland.gov/Govt/SmartEnergyCommunities> will be passed and adopted no later than December 31, 2013.

Yes  No

**28. Assistance from MEA:** What form of technical assistance would be most useful for your municipality as you work to pass the energy policies? Technical assistance may be used to collect and organize community energy information, compile baselines, create plans, develop an energy advisory committee, formulate a workable timeline, and review policies for adherence to the program, assisting with energy project ideas, among other activities. Technical assistance may not be used for advocacy or lobbying activities.

**29. Energy/Sustainability Initiatives:** List any ongoing energy-related or sustainability initiatives taking place in your local government, such as ENERGY STAR ratings, EPA Community Challenge participation, DHCD Sustainable Communities participation, Sustainable Maryland participation, etc

**Energy Efficiency**

<p><b>30. How many public buildings are owned by your local government (including water and sewage treatment facilities, but excluding school buildings)?</b></p>	<p><b>31. Are any of your public buildings rented/leased? If so, how many?</b></p>	<p><b>32. Do you track public building energy consumption using ENERGY STAR Portfolio Manager, or equivalent? If yes, please note how many buildings are currently tracked.</b></p>
		<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes, how many buildings are tracked?</p>
<p><b>33. Describe your local government's growth trends. Do you anticipate building any new facilities over the next five years? Do you have major renovations planned for any buildings over the next five years?</b></p>		
<p><b>34. Describe, in detail, all existing policies related to energy efficiency. Include links to or copies of existing policies, resolutions, ordinances, laws, etc.</b></p>		

## Renewable Energy and Transportation

**35. Describe, in detail, all existing policies related to renewable energy and clean transportation. Include links to or copies of existing policies, resolutions, ordinances, or laws.**

**36. Describe your fleet in general (vehicle numbers, type of use...). Are all vehicles owned by the municipality or do you have contracted vehicles/services?**

**37. Is there any renewable energy currently installed on your local government facilities? If so, please describe what type and its capacity.**

## Project Approval

**38. MEA's funding must be used for energy efficiency, renewable energy, or clean transportation projects. We have approximately \$3.5 million in project funding for the first program cycle, 2013. Of this, a minimum of \$850,000 must be used for energy efficiency projects and a minimum of \$900,000 must be used for renewable energy or clean transportation projects. What type of project do you intend to pursue with your grant funding? This will help MEA properly allocate our funding. Please choose only one. Funding priority will be given to projects that include energy efficiency.**

- A project focusing solely on energy efficiency (i.e., a lighting upgrade, adding insulation, etc.)
- A project focusing solely on renewable energy/clean transportation (i.e., adding solar panels to your roof)
- A project which combines energy efficiency and renewable energy/clean transportation

**39. MEA has an additional \$700,000 which must be used for projects serving low and moderate income residents. Are you interested in receiving additional grant funding to do a project serving this subset of your community? (see question 23b for a definition of low and moderate income).**

- Yes
- No

**40. Potential Project Ideas:** Please provide a list of potential energy-saving projects to be funded under this program. This list is not binding, but will help MEA have an idea of the types of projects needed by municipalities. A separate project application will be available later in 2013. Please ensure that your project ideas are consistent with the type of project you've indicated in questions 36 and 37, including ideas for projects to serve low and moderate income residents if applicable.

**41. Project Completion:** The energy-related projects funded after policies are passed will be complete by May 15, 2014 and invoiced by June 15, 2014 (a separate project proposal form will be available to local governments upon being accepted into the program).

- Yes  No

Return this application no later than April 5, 2013 to:  
Maryland Energy Administration  
Smart Energy Communities Program  
60 West Street  
Suite 300  
Annapolis, MD 21401

# MD Smart Energy Communities Fall Sheet

**Program Overview:** To be designated as a Smart Energy Community, a Maryland local government must adopt a set of policies specified by the Maryland Energy Administration. There are three potential policies - one each related to energy efficiency, renewable energy, and transportation petroleum reduction - and becoming a Smart Energy Community requires adopting two of the three policies. Once the policies are adopted, the local government becomes eligible for grant funding for energy-related projects.

**Eligibility:** Any Maryland local government (city, town, or county) can become a Maryland Smart Energy Community.

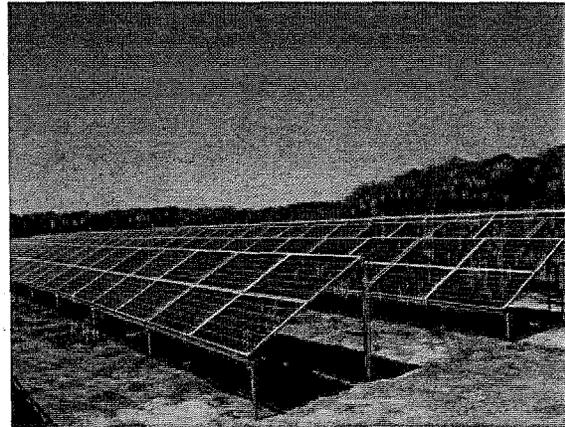
**Goals:** The overall goal of the program is to have local governments adopt policies and commit to them for the long term, leading to sustained energy savings and additional opportunities for renewable energy development.

MEA will provide technical assistance and support to the local governments as they adopt the policies. The University of Maryland Environmental Finance Center will also be available for technical guidance and support.

## Incentives and Benefits of Participating:

Upon adopting the policies, local governments become eligible for grant funding from MEA to be used for energy-related projects. Becoming a Smart Energy Community will result in:

- Reduced utility and fuel expenses
- Support of local sustainability initiatives
- Greenhouse gas emissions reduction
- Statewide recognition as a leader in energy and sustainability



## Project Requirements:

Local governments must adopt two of the three of the following policies:

1. *Energy Efficiency*
  - Establish an energy consumption baseline and develop a plan with the goal of reducing energy consumption of city/town or county-owned buildings by 15% within five (5) years of the baseline year.
2. *Renewable Energy*
  - Reduce conventional centralized electricity generation serving a local government's buildings by meeting 20% of those buildings' electricity demand with distributed, renewable energy generation by 2022.
3. *Transportation Petroleum Reduction*
  - A local government must establish a petroleum consumption baseline for all local government vehicles, and put in place a comprehensive program designed to reduce the baseline by 20 percent within five (5) years of the baseline year.

**SEE REVERSE FOR APPLICATION INSTRUCTIONS**

**How To Apply:** To be designated as a Smart Energy Community, applicants must follow a sequence of steps.

**1. Review the policy guidance documents (online) for each of the required policies to ensure that you fully understand what is required.**

**2. Application:**

The local government will apply to be designated as a Maryland Smart Energy Community. The application has two parts:

- **Letter of Intent Form** (Due March 1, 2013)  
Local governments must submit to MEA by March 1, 2013 a letter of intent to apply to become a Maryland Smart Energy Community. The letter of intent form must be printed on local government letterhead. The letter of intent is non-binding, but will help MEA determine levels of grant funding for each participant. Once MEA receives letters of intent, they will inform each participant of the amount of grant funding they may be eligible to receive if accepted into the program.
- **Application Form** (Due April 5, 2013)  
The remainder of the application is due April 5, 2013, and involves getting sign-off from the city/county council or other governing body that they intend to pursue the policies within the allotted amount of time. MEA will provide technical assistance through the University of Maryland Environmental Finance Center to help participants complete the application.

**For Additional Information**

Go to:

<http://energy.maryland.gov/Govt/smartenergycommunities/>

Or email Lauren Urbanek at [LUrbanek@energy.state.md.us](mailto:LUrbanek@energy.state.md.us)

**3. MEA Application Review:**

MEA will evaluate applications based on multiple criteria including the local government's capacity to pass policies within the given timeframe, ability to commit staff to the initiative, application completeness, and other factors (please see website for full list). *If a local government is accepted into the program, they become eligible for grant funding for specific energy-related projects.*

**4. Implementation Agreements (March/April 2013)**

Once applications are approved, each participating local government will sign implementation agreements with MEA by no later than late April 2013. The agreement will state that the local government will pass two of the three policies by December 31, 2013, and upon doing so will be eligible for a set amount of funding for an energy efficiency, renewable energy and/or transportation project, to be approved by MEA. MEA and MEA's technical support provider, the University of Maryland's Environmental Finance Center, will help craft sample policies and steward local governments through the process.

**5. Policies Adopted (Dec. 31, 2013)**

Local governments must adopt the two policies and create the relevant baselines and plans by December 31, 2013. If communities do not pass the policies by this date, they are not eligible for project funding in the first round, though they may be eligible in future years.

**6. Funding for Energy-Related Project (Jan.-June 2014)**

Once a local government passes the policies, they become designated as a Maryland Smart Energy Community and can access the project funding. All projects must be related to energy efficiency, renewable energy, and/or transportation and must be approved by MEA. A separate project proposal form will be available to local governments upon being accepted into the program. Projects are subject to MEA's terms and conditions. Projects must be complete and invoiced by June 2014.

# Maryland Energy

ADMINISTRATION

*Powering Maryland's Future*

## Policy 1:

**Establish an electricity consumption baseline and develop a plan with the goal to reduce per-square foot electricity consumption of the city/town/county buildings by 15% within 5 years of adoption.**

## INTRODUCTION

Maryland has adopted an aggressive goal for reducing per capita energy consumption by 15% by 2015. Reducing energy usage lower greenhouse gas emissions and saves residents money.

## GOAL

Becoming a Maryland Smart Energy Community requires that a local government (city, town, or county) sets the goal of reducing per-square foot electricity consumption of government buildings by 15% within 5 years.

## DELIVERABLES

By applying to become a Maryland Smart Energy Community, the local government agrees to the following, to be completed by December 31, 2013:

- (1) **Develop an initial estimate of total local government building electricity consumption for a baseline year.** This baseline electricity consumption must include all divisions and departments of the local government including all municipal buildings, drinking water and wastewater treatment plants, and pumping stations owned by the local government. If you are also pursuing Policy 2, please use the same electricity consumption baseline.
  - The baseline year should consist of the most recent year of complete data. For applications in the spring of 2013, this should be 2012. However, to allow communities to take credit for energy efficiency measures completed in recent years, a local government may provide a baseline that goes back as far as 2010, and provide a reduction plan that begins 2011. Already-completed measures should be documented as described in Section IV B 5, below.
  - The electricity use baseline should be provided on a MWh (megawatt-hour) or kWh (kilowatt-hour) basis. Please be sure to specify your units. 1000 kWh = 1 MWh. Gross floor area should also be provided to determine an electricity use per square foot calculation. Measuring electricity use per square foot allows for new buildings to come online that will contribute positively to the per-square foot reduction goal.
  - MEA recommends entering building data into ENERGY STAR Portfolio Manager to establish the electricity baseline inventory. A variety of tools and methods are acceptable, but must be approved by MEA. If a local government owns a very large number of buildings, they may work directly with MEA to define an appropriate way to benchmark and plan for electricity reductions on the most relevant subset of their buildings.

- If you choose to use Portfolio Manager, completing the baseline inventory requires the following information about each building:
  - Building street address
  - Year built
  - Gross floor area
  - Key operating characteristics for each major space type (details found on the Portfolio Manager website)
  - 12 consecutive months of electricity bills. If you don't have this information readily available, contact your electric utility provider, as most will be able to easily supply this historical information.

- (2) **Pass a policy committing the local government to reducing the electricity use baseline by 15% within the 5 year period following the Baseline Year.**
- (3) **Put in place a comprehensive program designed to reduce the electricity use baseline by 15% within the 5 year period following the Baseline Year.** For example, applicants using a Calendar Year 2010 baseline must reduce their total energy use by 15% by the end of 2015. Please note that the 5 year time period begins the year following the baseline year, not the year following designation as a Smart Energy Community. The 15% reduction is applied to the aggregate electricity use (in MWh or kWh).

**Create an Energy Reduction Plan (ERP) to document both the baseline electricity consumption and the comprehensive program to reduce total electricity use by 15%.** An ERP is a document that requires thoughtful planning and participation by all municipal departments. A team of individuals and a designated lead responsible for conducting the baseline inventory and developing the ERP should be identified. The process will involve collecting data using ENERGY STAR Portfolio Manager or equivalent, analyzing the data to understand where reductions can be achieved, setting goals and developing strategies based on data collection and analysis, and finally developing and writing the ERP. MEA will be available to provide support for local governments as they conduct the baseline inventory and develop the ERP.

A well-prepared ERP will provide a realistic path for implementation of energy-saving improvements. MEA encourages local governments to think creatively about how they will reach the 15% savings goal. The benefits of ERP implementation include long-term savings in annual electricity costs and reductions in a local government's greenhouse gas emissions. It also presents an opportunity to perpetuate these benefits if a portion of the cost savings is re-invested in further energy efficiency. Finally, the ERP is an opportunity to engage the community in municipal energy reduction, both in its design and implementation and in publicizing its successes.

## **ANNUAL REPORTING**

The local government will submit annual reports to MEA documenting the progress made during that year. Participants must show that they are making a good-faith effort to achieve the electricity consumption reduction goal. Local governments who earn the Smart Energy Community designation and are up-to-date on their annual reporting may be eligible for grant funding in future years.

## **PROGRAM SUPPORT**

The Maryland Energy Administration will provide technical assistance to all participating local governments to help with (1) developing an initial estimate of total local government building electricity consumption for a baseline year, (2) developing and passing the proper policies/ordinances to commit to a 15% reduction in local government electricity consumption within 5 years, and (3) developing a plan to reduce electricity consumption. Participants may also use 20%,

or a maximum of \$30,000, of their grant award to pay for the administrative costs related to passing this and/or the other required policies.

## **FOR MORE INFORMATION**

MEA and the University of Maryland Environmental Finance Center are available to provide further information and technical assistance to communities, as requested.

**Website:** <http://energy.maryland.gov/Govt/smartenergycommunities/>

**Contact:** Lauren Urbanek, MEA Energy Efficiency Program Manager  
[lurbanek@energy.state.md.us](mailto:lurbanek@energy.state.md.us)  
410-260-7522

## INSTRUCTIONS FOR CREATING AN ENERGY REDUCTION PLAN

A comprehensive ERP consists of a number of key components which enables a local government to establish energy reduction goals and develop a structure to meet those goals over a specific period of time. The outline below presents the format for the ERP and addresses its key components. *The information contained in the outline below is the **minimum** information that a local government is expected to provide in its ERP.* Please use the sample tables/spreadsheets provided or equivalent tables/spreadsheets generated in Portfolio Manager. Note that it is important to also provide a brief supporting narrative.

MEA will provide support for participants as they develop the ERP, including webinars, in-person trainings, and on-site technical assistance, as resources permit.

This policy also references two spreadsheets, labeled “Energy Use Baseline” and “Planned Energy Conservation Projects” Excel spreadsheets, available for download at <http://energy.maryland.gov/Govt/smartenergycommunities>.

### Why Does MEA Want This Level of Detail?

This information will be used by MEA to:

- Confirm that a local government has a well thought-out and documented pathway to fulfill their commitment to reduce their energy consumption by 15% in five years.
- Ensure that all Smart Energy Communities have met similar criteria in order to be designated.
- Measure progress toward the EmPOWER Maryland goal, including energy reduction and energy cost savings.

## ENERGY REDUCTION PLAN OUTLINE

### I. LETTERS FROM THE LOCAL GOVERNMENT VERIFYING ADOPTION OF THE ERP

- The LOCAL government must provide a letter from the Chief Executive Officer of the city or town stating that it has adopted the Energy Reduction Plan. The Chief Executive Officer is defined as the city/town manager, the Mayor, the County Executive, the County Commissioners, or equivalent.
- Include a copy of the enabling legislation or policy.

### II. EXECUTIVE SUMMARY

**A. Narrative Summary of the Town** - including population, Energy Star<sup>®</sup> ratings (from Portfolio Manager, if applicable), EPA Community Energy Challenge participant, DHCD Sustainable Communities participant, Sustainable Maryland participant, etc.

- **Summary of Municipal Energy Uses** - use instructions below to create Table 1 (sample below).  
*Total Number of Local Government Buildings* - broken down by type of heating fuel (e.g. electric, oil, propane, natural gas, etc.). This program focuses on reducing electricity consumption, but there may be opportunities in the future to reduce other fuel types as well.
- **Water and Sewer** – note the number of drinking and wastewater treatment plants and pumping stations owned by the local government.

Table 1: Summary of Municipal Energy Users (Sample Data)

	Number
<b>Buildings</b>	
Electric Heat	8
Oil Heat	5
Natural Gas Heat	0
Propane Heat	4
Biomass Heat	0
Other Heat Type	0
Buildings Planned for Addition in Next 5 Years	1
Buildings the City Plans to Relinquish in Next 5 Years	0
<b>Water and Sewer</b>	
Drinking Water Treatment Plant	1
Wastewater Treatment Plant	0
Pumping Stations	10

**B. Summary of Energy Use Baseline and Plans for Reductions** – use sample Table 2 provided below. This should be a summary, consistent with the data in the “Energy Use Baseline” and “Planned Energy Conservation Projects” Excel spreadsheets (download at <http://energy.maryland.gov/Govt/smartenergycommunities>)

Table 2: Summary of Municipal Energy Use Baseline

BASELINE YEAR	MWh Used in Baseline Year	% of Total MWh Baseline Electricity Consumption	Gross Square Footage (Baseline)	Projected Planned MWh Savings	Savings as % of Total MWh Baseline Electricity Consumption	Gross Square Footage (Projected for Year 5)
Buildings						
Water/Sewer/Pumping						
<b>Total</b>		<b>100%</b>			<b>15%</b>	

### III. ENERGY USE BASELINE INVENTORY

#### ***A. Identification of the Baseline Year***

#### ***B. Local Government Energy Consumption for the Baseline Year***

How much electricity did your local government buildings use in the baseline year? MEA recommends using ENERGY STAR Portfolio Manager to create a baseline inventory and track the ongoing energy consumption. If you choose not to use Portfolio Manager, provide a description of how you determined the baseline, as well as all relevant data and calculations.

#### **For all buildings:**

- Using the separately-provided Excel spreadsheet called “Energy Use Baseline,” provide the annual MWh consumption. Include building size (gross square feet) and a calculation of electricity consumption intensity (MWh/SF). The Excel spreadsheet can be found at <http://energy.maryland.gov/Govt/SmartEnergyCommunities>

**Or**

- Use ENERGY STAR Portfolio Manager to provide a summary of baseline energy consumption, in MWh. Include building size (gross square feet) and a calculation of electricity consumption intensity (MWh/SF)

## IV. ELECTRICITY REDUCTION PLAN

### A. Narrative Summary –

1. *Overview of Goals for Years 1-3*
2. *Overview of Goals for Years 4-5*
3. *Identify Areas of Least Efficiency/Greatest Waste*

**B. Getting to a 15% Electricity Use Reduction Within the 5 Year Period Following the Baseline Year** - This section should include electricity reductions anticipated from all divisions and departments including: all local government buildings, drinking water and wastewater treatment plants, and pumping stations owned by the local government.

1. *Program Management Plan for Implementation, Monitoring and Oversight* – Identify the personnel responsible both for oversight of the Electricity Reduction Plan implementation and for implementation of energy conservation measures in specific departments or buildings, if applicable. Also identify personnel responsible for the Annual Reporting requirements.
2. *Summary of Energy Audit(s) or Other Sources for Projected Energy Savings* - Although an energy audit is not a requirement for an ERP, an audit can provide a better understanding of existing conditions and can identify opportunities for electricity reduction. All sources for projected energy savings for individual measures must be identified in the separate “Planned Energy Conservation Projects” Excel spreadsheet and included as attached audits or calculations. Please identify if any energy audits have been completed in the past (as part of the MEA-funded EECBG program or otherwise), and provide the audit report as an attachment.
3. *Electricity Conservation Measures* – In the “Planned Energy Conservation Projects” spreadsheet, list completed and planned electricity conservation measures. **References for each measure must be included in the spreadsheet and these references must be included as appendices to the Electricity Reduction Plan.** Please subtotal projected annual MWh savings for each category: buildings, water and sewer, as well as a municipal total. Refer to the samples in the spreadsheet.

The “Planned Energy Conservation Projects” will be also be used for future Smart Energy Communities reporting if you are designated, including applying for and final reporting on a Green Communities designation grant and for annual reports.

For each measure, provide:

- its status/projected timeline
- the projected electricity savings (MWh)
- the projected cost savings
- the projected total cost
- any utility incentives received
- any planned use of Maryland Smart Energy Communities grant funds, if designated
- for measures requiring additional funding, please list the funding source: capital budget, operating budget, debt and type, or other grants
- the source of the calculated energy and cost savings in the reference column. Audits and/or calculations must be included in the Appendices.

4. *If Creating an ERP Without an Audit* – Local governments can analyze the energy baseline data for the buildings which are least efficient to identify appropriate Energy Conservation Measures based upon knowledge of the building and its equipment. Projected electricity savings may be obtained by requesting information from equipment manufacturers. These calculations must be included in the appendices.

If sources other than an audit are used for projected electricity savings, please provide a brief summary of those sources here and include complete assumptions and calculations in the appendices. MEA recommends that local governments use the NEEP Technical Resource Manual, found at [http://neep.org/uploads/EMV%20Forum/EMV%20Products/A5\\_Mid\\_Atlantic\\_TRM\\_V2\\_FINAL.pdf](http://neep.org/uploads/EMV%20Forum/EMV%20Products/A5_Mid_Atlantic_TRM_V2_FINAL.pdf)

5. *For Local Governments Taking Credit for Efficiency Measures Occurring Before Smart Energy Communities Designation Application* - (i.e. for local governments using a 2010 baseline). Actual reductions in electricity usage may be applied to the 15% in identified energy savings. For example, a local government with a baseline year of 2010 saw an electricity reduction of 4% in 2011. They would then need to identify an additional 11% in documented energy efficiency measures in the "Planned Energy Conservation Projects" spreadsheet.

In order to claim credit for actual energy reductions, include in the "Planned Energy Conservation Projects" spreadsheet all efficiency measures implemented during the period following the baseline year with estimated energy savings from each measure.

6. *For Local Governments Using a Performance Contract (Energy Management Services)* – If an audit has been performed, a local government may provide the audit report in lieu of the "Planned Energy Conservation Projects" spreadsheet for those measures and buildings/facilities. If less than a 15 percent reduction from the baseline energy use has not been identified, additional measures should be listed using the "Planned Energy Conservation Projects" spreadsheet.

### **C. Summary of Long-Term Energy Reduction Goals – Beyond 5 years**

1. *Local Government Buildings*
2. *Water and Sewer Facilities*
3. *Perpetuating Energy Efficiency* – Has the local government considered an energy conservation savings reinvestment plan (in which some of the energy savings are reinvested into a fund to finance future energy efficiency or renewable efficiency measures)? Or has it identified a mechanism for directing some of the energy cost savings from an annual operating budget to reinvesting in further energy efficiency?
4. *Identifying non-electric savings opportunities*

## **V. LIST OF RESOURCES**

Identify resources that the local government used to create its ERP (websites, documents, tools). Please note that this section cannot be used in place of the Reference "Source for Projected Savings" column in the "Planned Energy Conservation Projects" spreadsheet.



# Maryland Energy

## ADMINISTRATION

*Powering Maryland's Future*

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### Policy 2:

**Reduce conventional centralized electricity generation serving a local government's buildings by meeting 20% of those buildings' electricity demand with distributed, renewable energy generation by 2022.**

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## INTRODUCTION

Maryland's Renewable Portfolio Standard (RPS) requires that 20 percent of Maryland's electricity sales come from renewable energy sources by 2022, including 2 percent from solar energy. The eligible technologies include, but are not limited to solar, wind, geothermal heating & cooling, waste-to-energy, poultry litter to energy, ocean energy, and qualifying biomass.

## GOAL

Becoming a Maryland Smart Energy Community requires that a local government (city, town or county) adopt a policy to utilize distributed, renewable sources to generate or displace at least 20% of its electric energy by 2022. This goal applies to buildings owned by the county/local government.

## DELIVERABLES

By applying to become a Maryland Smart Energy Community, the local government agrees to the following three deliverables, to be completed by December 31, 2013:

- (1) **Develop an initial estimate of total local government building electricity consumption for a baseline year.** This baseline electricity consumption must include all divisions and departments of the local government including all municipal buildings, drinking water and wastewater treatment plants, and pumping stations owned by the local government. If you are also pursuing Policy 1, please use the same electricity consumption baseline.
  - The baseline year should consist of the most recent year of complete data. For applications in the spring of 2013, this should be 2012. However, if you are using an earlier year for the baseline pursuant to Policy 1, please use that same year for Policy 2.
  - The electricity use baseline should be provided on a MWh (megawatt-hour) or kWh (kilowatt-hour) basis. Please be sure to specify your units. 1000 kWh = 1 MWh. Gross floor area should also be provided to determine an electricity use per square foot calculation. Measuring electricity use per square foot allows for new buildings to come online that will contribute positively to the per square foot reduction goal.
  - MEA recommends entering building data into ENERGY STAR Portfolio Manager to establish the electricity baseline inventory. A variety of tools and methods are acceptable, but must be approved by MEA. If a local government owns a very large number of buildings, they may work directly with MEA to define an appropriate way to benchmark and plan for electricity reductions on the most relevant subset of their buildings.

- If you choose to use Portfolio Manager, completing the baseline inventory requires the following information about each building:
  - Building street address
  - Year built
  - Gross floor area
  - Key operating characteristics for each major space type (details found on the Portfolio Manager website)
  - 12 consecutive months of electricity bills. If you don't have this information readily available, contact your electric utility provider, as most will be able to easily supply this historical information.

For all buildings:

- Using the separately-provided Excel spreadsheet called "Energy Use Baseline," provide the annual MWh consumption. Include building size (gross square feet) and a calculation of electricity consumption intensity (MWh/SF). The Excel spreadsheet can be found at <http://energy.maryland.gov/Govt/SmartEnergyCommunities>
- or
- Use ENERGY STAR Portfolio Manager to provide a summary of baseline energy consumption, in MWh. Include building size (gross square feet) and a calculation of electricity consumption intensity (MWh/SF)

**(2) Pass a policy committing the local government to utilize distributed, renewable sources to generate or displace at least 20% of its electric energy by 2022.**

MEA will provide sample policy language that local governments can modify to suit their specific needs. MEA will provide local governments with technical support as they work through the policy development process.

**(3) Develop and initiate a *Renewable Energy Action Plan (REAP)* to map out how the community will reach its Renewable Energy Goal.**

A local government will need to assess its existing renewable energy generation percentage to estimate the additional renewable energy needed to meet a 20 percent goal. To do so, the community should determine the amount of renewable energy generation installed at their county or local government buildings at a specific, recent point in time. This will be converted to an equivalent annual renewable energy generation in MWh, which can then be divided by the annual energy consumption to calculate its existing renewable energy generation percentage.<sup>1</sup>

A community's Renewable Energy Goal can then be set by subtracting its current renewable energy generation percentage from the 20% Maryland Smart Energy Community goal. For example, if a community was already meeting 3% of its energy consumption needs with renewable energy, it would subtract 3% from 20% to get a 17% Renewable Energy Goal.

To develop and initiate a comprehensive REAP, local governments will need to assess its available renewable energy resources, identify the resource conversion technologies that it wants to deploy, the building sites where it would site the technologies, and the amount of energy that would be generated from those technologies to meet its Renewable Energy Goal. For detailed instructions on how to develop a REAP, please see INSTRUCTIONS FOR CREATING A RENEWABLE ENERGY ACTION PLAN section at the end of this document.

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<sup>1</sup> Ideally, the local government can leverage existing funding to implement this baseline study of installed renewable energy generation; if the local government does not have funding available for this purpose, it can use a portion of the Smart Energy Communities grant administration allocation to do so, as approved by MEA.

## **ANNUAL REPORTING**

The local government will submit annual reports to MEA documenting the progress made during that year. Participants must show that they are making a good-faith effort to achieve the renewable energy resource goal. Local governments who earn the Smart Energy Community designation and are up-to-date on their annual reporting may be eligible for grant funding in future years.

## **PROGRAM SUPPORT**

The Maryland Energy Administration will provide technical assistance to all participating local governments to help with (1) developing an initial estimate of total local government building electricity consumption for a baseline year, (2) developing and passing the proper policies/ordinances to utilize distributed, renewable sources to generate or displace at least 20% of its electric energy by 2022, and (3) developing a Renewable Energy Action Plan. Participants may use 20%, or up to \$30,000, of their grant award to pay for the administrative costs related to passing this and/or the other required policies.

## **FOR MORE INFORMATION**

MEA and the University of Maryland Environmental Finance Center are available to provide further information and technical assistance to communities, as requested.

**Website:** <http://energy.maryland.gov/Govt/smartenergycommunities/>

**Contact:** Douglas Hinrichs, MEA Clean Energy Program Manager  
[dhinrichs@energy.state.md.us](mailto:dhinrichs@energy.state.md.us)  
443-694-1465

# INSTRUCTIONS FOR CREATING A RENEWABLE ENERGY ACTION PLAN

## RENEWABLE ENERGY ACTION PLAN (REAP) OUTLINE

### I. LETTERS FROM THE LOCAL GOVERNMENT VERIFYING ADOPTION OF THE REAP

- The LOCAL government must provide a letter from the Chief Executive Officer of the city or town stating that it has adopted the REAP. The Chief Executive Officer is defined as the city/town manager, the Mayor, the County Executive, the County Commissioners, or equivalent.
- Include a copy of the enabling legislation or policy.

### II. EXECUTIVE SUMMARY

**A. Narrative Summary of the Town** - including population, Energy Star<sup>®</sup> ratings for the energy consumption baseline, an assessment of renewable energy resources, renewable energy resource conversion technologies, renewable energy generation projects and output potential, renewable energy project financing, etc.

**B. Summary of Municipal Energy Uses** - use instructions below to create Table 1 (sample below). Reiterating the Table 1 contents in text is not required.

- *Total Number of Local Government Buildings* - broken down by type of heating fuel (e.g. electric, oil, propane, natural gas, etc.). This program focuses on reducing electricity consumption, but there may be opportunities in the future to reduce other fuel types as well.
- *Water and Sewer* – note the number of drinking and wastewater treatment plants and pumping stations owned by the local government.

**Table 1: Summary of Municipal Energy Users (Sample Data)**

	Number
<b>Buildings</b>	
Electric Heat	8
Oil Heat	5
Natural Gas Heat	0
Propane Heat	4
Biomass Heat	0
Other Heat Type	0
Buildings Planned for Addition in Next 5 Years	1
Buildings the City Plans to Relinquish in Next 5 Years	0
<b>Water and Sewer</b>	
Drinking Water Treatment Plant	1
Wastewater Treatment Plant	0
Pumping Stations	10

**C. Summary Renewable Energy Goal Determination** – use sample Table 2 provided below.

**Table 2: Renewable Energy Goal Determination**

	Existing Renewable Energy Generation as a Percentage of Existing Electricity Load	Cumulative MD Smart Energy Goal, by 2022	Renewable Energy Goal
<b>Buildings</b>	<i>E.g., 3%</i>	<i>E.g., 13%</i>	<i>E.g., 10%</i>
<b>Water/Sewer/Pumping</b>	<i>E.g., 1%</i>	<i>E.g., 5%</i>	<i>E.g., 4%</i>
<b>Open Space</b>	<i>E.g., 0%</i>	<i>E.g., 2%</i>	<i>E.g., 2%</i>
<b>Total</b>	<i>E.g., 4%</i>	<b>20%</b>	<i>E.g., 16%</i>

### III. ENERGY USE BASELINE INVENTORY

Note: If also pursuing Policy 1, this section can be the same for both plans.

#### A. Identification of the Baseline Year

#### B. Local Government Energy Consumption for the Baseline Year

How much electricity did your local government buildings use in the baseline year? MEA recommends using ENERGY STAR Portfolio Manager to create a baseline inventory and track the ongoing energy consumption. If you choose not to use Portfolio Manager, provide a description of how you determined the baseline, as well as all relevant data and calculations.

For all buildings:

- Using the separately-provided Excel spreadsheet called “Energy Use Baseline,” provide the annual MWh consumption. Include building size (gross square feet) and a calculation of electricity consumption intensity (MWh/SF). The Excel spreadsheet can be found at <http://energy.maryland.gov/Govt/SmartEnergyCommunities>

Or

- Use ENERGY STAR Portfolio Manager to provide a summary of baseline energy consumption, in MWh. Include building size (gross square feet) and a calculation of electricity consumption intensity (MWh/SF)

## IV. RENEWABLE ENERGY ACTION PLAN

### A. Narrative Summary –

1. *Identify Areas of Greatest Renewable Energy Generation Potential.* This can be determined by assessing renewable energy resource availability, sites, area, technologies that can convert renewable resources to electricity or thermal energy, actual projects, and potential generation outputs of those projects.

**B. Getting to a 20% Renewable Electricity Generation by 2022** - The local government will need to develop a Renewable Energy Action Plan, showing how the local government plans to utilize distributed, renewable sources to generate or displace at least 20% of its electric energy by 2022. This section should include electricity generation anticipated from all divisions and departments including: all local government buildings, drinking water and wastewater treatment plants, and pumping stations owned by the local government.

1. *Program Management Plan for Implementation, Monitoring and Oversight* – Identify the personnel responsible both for oversight of the REAP implementation and for implementation of renewable energy generation projects in specific departments or buildings, if applicable. Also identify personnel responsible for the Annual Reporting requirements.

2. *Renewable Energy Resource Assessment.* The cost effectiveness of renewable energy options depend primarily on 1) the cost of the conventional energy solution, 2) the cost of the renewable energy conversion technology itself, and 3) the quality of the renewable energy resource. Assessing the quality of energy resources is termed "resource assessment." As a first step, the local government will need to assess the amount of renewable energy resources available to be used in its buildings, sites where the renewable energy conversion technologies would be sited, and the amount of area available for the technologies. The government can fill in the table below as a guide:

Renewable Energy Resource	Resource Availability	Sites (Building rooftops, open space, etc.)	Area (Sq. Ft.) Available for Renewable Energy Conversion Technologies
Solar	<i>E.g., average of 5.3 kW hours/day/square meter</i>	<i>E.g., 6 county buildings with flat roofs, 1 open recreation area</i>	<i>E.g., 600,000 sq. ft. of flat roof space that could support ballasted roof-mount PV arrays, 2 acres of open recreation area that could host a ground-mount PV array</i>
Wind	<i>Can be determined with anemometer</i>	<i>E.g., community-owned land next to landfill</i>	<i>E.g., 4 acres that could host wind turbines and meet local ordinance restriction</i>
Geothermal heating & cooling	<i>Nearly inexhaustible supply of stored thermal energy</i>	<i>Can drill wells next to 6 county buildings</i>	<i>Sufficient space for large drill rigs to drill multiple deep wells</i>
Poultry litter waste to energy	<i>May need engineering study</i>	<i>TBD</i>	<i>TBD</i>
Ocean energy	<i>May need engineering study</i>	<i>TBD</i>	<i>TBD</i>
Qualifying biomass	<i>May need engineering study</i>	<i>TBD</i>	<i>TBD</i>

MEA will assist local governments in assessing their renewable energy resource availability, as needed, by sharing a variety of Maryland-specific studies and data. Some renewable energy resource availabilities may need to be determined by professional engineering studies.

3. *Renewable Energy Resource Conversion Technologies.* Next, the local government should identify the most appropriate renewable energy resource conversion technologies to meet the Renewable Energy Goal. Some basic information on some of Maryland's more commonly used technologies follows:
  - a. *Solar photovoltaics (PV)* use sunlight to generate electricity. A PV panel is made up of many individual solar cells, all of which are covered with a protective sheet of glass in a PV module or panel. The cells are made from silicon, a very common chemical element found in sand. PV is a popular solar energy resource conversion technology that can take advantage of Maryland's plentiful solar resources.
  - b. *Solar water heating (SWH)* systems use flat plate, evacuated tube of glazed polymeric collectors that collect and concentrate the sun's heat and transfer the heat to homes and businesses using a heat transfer fluid. Large-scale SWH systems are best suited for use in buildings that have a high demand for hot water, such as multi-family housing development and detention centers.
  - c. *Geothermal Heating & Cooling (GHC)* systems heat pump systems use the constant temperature of the earth to heat and cool homes and buildings by exchanging heat with the earth:
    - i. In the winter, they move the heat from the earth into the house or building.
    - ii. In the summer, they pull the heat from the house or building and "dump" it into the ground.
    - iii. Provide hot water, year-round, with a "desuperheater."
  - d. *Wind power* is one of the most efficient, deployable, scalable and affordable renewable energy technologies. Under Maryland's net metering statute, customers can receive credit for generated energy from utilities even when it exceeds their demand.

3. *Renewable Energy Generation Projects and Output Potential* -- List planned renewable energy generation projects, including the annual renewable energy generation potential (kWh/yr) for each project, as illustrated in the table below for a hypothetical Project #1:

*Project #1*

<b>Renewable Energy Resource</b>	<b>Conversion Technology</b>	<b>Capacity</b> (amount of generation potential, in units of output)	<b>Capacity Factor</b> (annual actual output/annual theoretical output, measured in hrs/yr)	<b>Projected Annual Renewable Energy Output Potential</b> (a product of capacity x capacity factor, in kWh/yr)
<i>E.g., Solar</i>	<i>E.g., PV</i>	<i>E.g., 120 kW</i>	<i>E.g., 14% or 1,227 hrs/yr</i>	<i>E.g., 147,240 kWh/yr</i>

For each project, also provide its projected timeline.

4. *Renewable Energy Project Financing* -- The local government should specify the means by which it is going to finance renewable energy projects, including direct purchase using existing funds, loans from financial institutions, or one of several no- or low-cost financing options.

An example may illustrate the how solar PV, using a no-upfront-cost Power Purchase Agreement (PPA)--a contract by which a third-party developer which owns, operates, and maintains the PV system, and a host customer which agrees to site the system on its roof or elsewhere on its property and buys the PV system's electricity (rather than the PV system itself) from the developer for an agreed-upon period of time--could be implemented to meet a community's full 20% Renewable Energy Goal. In this scenario, let's presume a Maryland Suburban County had an estimated annual energy consumption of 37,200,000 kWh, as calculated in the table below.

*Annual community energy consumption*

Community scenario	Monthly community energy consumption (kWh)	Annual community energy consumption (kWh)	20% of annual energy consumption to be met with renewable energy (kWh/year)
<i>Suburban county</i>	<i>3,100,000</i>	<i>37,200,000</i>	<i>7,440,000</i>

The Suburban County could then work with solar PV developers to contract for electricity from PV systems through a PPA, with no upfront capital expenditures. This financial arrangement allows the host customer to receive stable electricity, and ideally at a lower-cost than conventional electricity, while the developer can benefit from valuable financial benefits such as the Federal Investment Tax Credit, advanced depreciation of the PV system, income generated from the sale of electricity to the host customer, and the Solar Renewable Energy Certificates (SRECs) associated with the amount of electricity generated. Ideally, the building owner or operator can buy PV-generated electricity through the PPA at rates lower than those from conventional electricity providers, creating immediate positive cash flows from energy savings.

In this scenario, the Suburban County would need a 6,060 kW solar PV system that generates **7,435,620 kWh/year**. Let's assume the County negotiated with the PV developer to buy solar electricity at \$0.10/kWh, at a total annual cost of \$743,560, as illustrated in the table below. This is not an additional expense – instead, it replaces what the County is currently paying for electricity. If this price for electricity is below what the County would otherwise be paying for conventional electricity, it could create **immediate positive cash flow from energy savings**.

Community scenario	Solar PV capacity (kW)	14% capacity factor (hrs/year)	Annual output (kWh)	PPA rate	Annual electricity cost
<i>Suburban County</i>	<i>6,060</i>	<i>1,227</i>	<i>7,435,620</i>	<i>\$0.10/kWh</i>	<i>\$743,560</i>

The example above is one option for meeting the policy. There are a variety of other zero-to-low upfront capital outlay options available to communities, such as:

- Leasing geothermal heating & cooling systems from companies which finance, install, operate, and maintain these clean HVAC systems and sell the heating, cooling, and hot water services over an agreed-upon period of time.
- Contracting with solar water heating developers to buy hot water at a rate 30 percent lower than it could get the hot water from conventional means, a service currently being offered by at least one provider.
- Contracting with an Energy Services Company (ESCO) which could finance, install, and maintain a renewable energy system and share the energy and cost savings with the building owner.

- Issuing low-interest bonds to finance large-scale renewable energy systems, e.g. community-scale wind systems on public lands.
- Facilitating “shared solar” installations will allow consumers without direct access to renewable energy resources (e.g. without enough sunshine to power a PV system) to buy a percentage of a local solar PV system.

For each project, also provide:

- the projected total cost
- any Federal, State, local, and utility incentives received
- any planned use of Maryland Smart Energy Communities grant funds, if designated

**C. Questions about Institutionalizing Renewable Energy Generation Goals – Beyond 2022**

1. Has the local government considered a renewable energy generation revolving loan fund (in which some of the energy savings are reinvested into a revolving fund to finance future renewable energy projects)?
2. Would the local government be interested in incorporating renewable energy generation into its Emergency Preparedness and Recovery plans?
3. Would the local government be interested in streamlining procurement and permitting processes necessary for renewable energy?
4. Would the local government be interested in learning more about “net zero energy building” codes and standards?
5. What enabling policies would help the local government meet its renewable energy goals?

## V. LIST OF RESOURCES

Identify resources that the local government used to create its REAP (websites, documents, tools).

# 7. FY 2014 Action Plan

## MEMORANDUM

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**TO:** Mayor and City Council  
**FROM:** Chantal R. Cotton, Assistant to the City Manager  
**THROUGH:** Joseph L. Nagro, City Manager  
**DATE:** February 15, 2013  
**SUBJECT:** FY 2014 Action Plan Brainstorming Guide – Updated

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### SUMMARY

As budget season approaches, Mayor and Council needs to develop the FY 2014 Action Plan to determine if any items would impact the FY 2014 budget. The items not completed or listed as “ongoing” in the FY 2013 Action Plan should carry-over to the FY 2014 Action Plan. As requested by the Mayor and Council, staff added items suggested by individual Councilmembers to this draft. The Councilmember’s name is shown in parenthesis next to the suggested item in the brainstorm guide.

### DISCUSSION

The attached brainstorming guide (Attachment 1) provides a framework for City Council to lay out ideas for the FY 2014 Action Plan. The guide includes each goal and objective from the Strategic Plan and lists the action items from the current FY 2013 Action Plan. Each FY 2013 Action Plan item has a status letter in the adjacent column. The legend for the status letters is as follows:

#### Status Legend:

- D** = Done / Completed
- T** = On target for completion by the end of FY 2013
- C** = Carry-over to FY 2014
- O** = Ongoing

For today’s discussion, fill in the right-most column titled “FY 2014 Action Plan Items.” That column contains carryover and ongoing items and blank spaces. The blank spaces in the “FY 2014 Action Plan Items” column are available to fill in the proposed action plan items for FY 2014.

### RECOMMENDATION

Staff recommends that Council use the Brainstorm Guide to discuss and generate FY 2014 action items.

### ATTACHMENTS

1. Strategic Plan FY 2014 Action Plan Brainstorm Guide

Strategic Plan Goal and Objective	FY 2013 Action Plan Action Items	Status	FY 2014 Action Plan Items
<b>Goal I: Consistent high quality and cost-effective public services that contribute to a safe and welcoming City for all.</b>			
<b>Objective 1:</b> Improve public safety and reduce crime by utilizing contract police officers, collaborating with other police agencies, and encouraging community participation.	a. Explore the possibility of expanding the contract police program to include UMPD officers. The expansion would require UMPD to sign an MOU with the City requiring the contract UMPD officers to write noise citations.	<b>T</b>	Work with UMD to explore expansion of the concurrent jurisdiction area to additional areas in the City.
	b. Work with UMD to explore expansion of the concurrent jurisdiction area to additional areas in the City.	<b>C</b>	
<b>Objective 2:</b> Improve local schools that serve City of College Park residents through collaboration with strategic partners including the Prince George's County Public Schools and the University of Maryland.	a. In working towards the Vision 2020 Plan, create the College Park Academy in partnership with CPCUP.	<b>T</b>	
	b. Determine the program details of the new EAC initiatives and scholarships.	<b>T</b>	
<b>Objective 3:</b> Expand recreational, social and cultural activities for city residents.	a. Continue working to establish / help establish a College Park Community Foundation to assist with fundraising for College Park Day and other city events and organizations.	<b>T</b>	<b>(Councilman Wojahn):</b> Explore options for a micro-grant program to encourage and support neighborhoods to hold block parties
	b. Explore interest among community associations in using City resources to support/create localized social events and recreational activities.	<b>T</b>	

**Status Legend:** D = Done/Completed; T = On target for completion by the end of FY2013; C = Carryover to FY 2014; and O = Ongoing.

Strategic Plan Goal and Objective	FY 2013 Action Plan Action Items	Status	FY 2014 Action Plan Items	
<b>Goal I: Consistent high quality and cost-effective public services that contribute to a safe and welcoming City for all.</b>				
<p><b>Objective 4:</b> Strengthen well-being of residents that seek assistance through youth, family and seniors program.</p>	<p>a. Expand public information about available senior programs and recreation activities to seniors in homes throughout the city.</p>	<p><b>O</b></p>	<p>Expand public information about available senior programs and recreation activities to seniors in homes throughout the city.</p>	
			<p><b>(Councilwoman Mitchell):</b> Create a Seniors "Aging In Place" Ad Hoc Committee to look at developing resources that provide financial opportunities for those seniors who are still able to reside in their home.</p>	
			<p><b>(Councilwoman Mitchell):</b> Consider inviting the Daughters for the Day Program to provide some resources for women and men who need regular checking in (separate from the Housing Authority).</p>	
			<p><b>(Councilman Wojahn):</b> Explore possibility of "Aging in Place" grants for seniors to make housing retrofits that enable them to remain in their homes</p>	
<p><b>Objective 5:</b> Improve customer / constituent service to better serve College Park residents.</p>	<p>a. Provide ongoing staff training in resident relations / constituent services and customer service, including timely responses to phone calls.</p>	<p><b>O</b></p>	<p>Provide ongoing staff training in resident relations / constituent services and customer service, including timely responses to phone calls.</p>	
	<p>b. Organize legislation or conduct a meeting between the City and County to discuss streamlining the permitting process.</p>		<p><b>D</b></p>	<p><b>(Councilman Wojahn):</b> Coordinate with the County Department of Planning, Inspections and Enforcement to streamline the County and City permitting processes.</p>

**Status Legend:** D = Done/Completed; T = On target for completion by the end of FY2013; C = Carryover to FY 2014; and O = Ongoing.

Strategic Plan Goal and Objective	FY 2013 Action Plan Action Items	Status	FY 2014 Action Plan Items
<b>Goal II: Convenient transportation options that improve local travel and manage congestion.</b>			
<b>Objective 1:</b> Advocate for state and other resources to rebuild Route 1 to improve its safety, efficiency, and appearance.	a. Lobby State Legislature, State Highway Administration and County Council to allocate funding to rebuild Route 1.	O	Lobby State Legislature, State Highway Administration and County Council to allocate funding to rebuild Route 1.
	b. Work with M-NCPPC and SHA to require Route 1 developers to implement street improvements with new development or, if not feasible, pay a fee-in-lieu.	O	Work with M-NCPPC and SHA to require Route 1 developers to implement street improvements with new development or, if not feasible, pay a fee-in-lieu.
	c. Establish a Tax Increment Financing (TIF) district strategy to help fund infrastructure improvements.	C	Establish a Tax Increment Financing (TIF) district strategy to help fund infrastructure improvements.
			<b>(Councilman Wojahn):</b> Develop and implement a Complete Streets Policy.
<b>Objective 2:</b> Support development of transit options that increase convenience, accessibility, and mobility.	a. Market and brand THE BUS Route 17 as a Route 1 Main Street shuttle.	O	Market and brand THE BUS Route 17 as a Route 1 Main Street shuttle.
	b. Implement Route 1, Rhode Island Ave., Campus Drive, and other bus corridor enhancements.	O	Implement Route 1, Rhode Island Ave., Campus Drive, and other bus corridor enhancements.
	c. Participate in Purple Line design and preliminary engineering for alignment and stations.	O	Participate in Purple Line design and preliminary engineering for alignment and stations.
	d. Continue funding and promoting use of Shuttle-UM pass for city residents and employees. Work with DOTS to get more reliable statistics.	O	Continue funding and promoting use of Shuttle-UM pass for city residents and employees. Work with DOTS to get more reliable statistics.
<b>Objective 2 (continued):</b> Support development of transit options that increase convenience, accessibility, and mobility.	a. Continue to provide input and participate in the DOTS 10-year strategic plan process where possible. Encourage DOTS to work on collaboration between Shuttle-UM and other bus services.	T	
	b. Develop a city-wide bicycle plan.	C	Develop a city-wide bicycle plan.

**Status Legend:** D = Done/Completed; T = On target for completion by the end of FY2013; C = Carryover to FY 2014; and O = Ongoing.

Strategic Plan Goal and Objective	FY 2013 Action Plan Action Items	Status	FY 2014 Action Plan Items
<b>Goal II: Convenient transportation options that improve local travel and manage congestion.</b>			
<b>Objective 3:</b> Develop and implement Transportation Demand Management (TDM) strategies [on Route 1].	a. Support establishment of a Route 1 TDM District.	O	Support establishment of a Route 1 TDM District.
	b. Require developers to prepare trip reduction plans for new development.	O	Require developers to prepare trip reduction plans for new development.
	c. Seek funding for infrastructure improvements including bike trails and amenities and sidewalk construction.	O	Seek funding for infrastructure improvements including bike trails and amenities and sidewalk construction.
	d. Direct traffic to least congested arterial and connector routes with improved signage and websites.	O	Direct traffic to least congested arterial and connector routes with improved signage and websites.
<b>Objective 4:</b> Improve traffic, pedestrian, and bicycle safety.	a. Explore options to provide safer access to major arteries from all City neighborhoods.	C	Explore options to provide safer access to major arteries from all City neighborhoods.
<b>Goal III: Lead the community in environmental conservation, protection, restoration, and energy efficiency.</b>			
<b>Objective 1:</b> Implement strategies to improve energy efficiency and reduce greenhouse gas emissions.	a. Complete community emissions inventory. Develop and implement an action plan.	T&C	Develop and implement a community emissions action plan as part of the Sustainable Maryland Certified Green Team. <b>(Councilman Wojahn):</b> Obtain Bronze certification through Sustainable Maryland Certified program and continue to pursue projects for higher-level certifications
	b. Establish a LEED-based sustainability standard for new development projects within the City jurisdiction.	C	Establish a LEED-based sustainability standard for new development projects within the City jurisdiction.
	c. Promote greater use of car pooling and public transit by City staff.	O	Promote greater use of car pooling and public transit by city staff.
	d. Encourage greater City staff participation in energy efficient practices.	O	Encourage greater city staff participation in energy efficient practices.
	e. Pursue other grant resources to support activities addressing energy efficiency.	O	Pursue other grant resources to support activities addressing energy efficiency.

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Strategic Plan Goal and Objective	FY 2013 Action Plan Action Items	Status	FY 2014 Action Plan Items
<b>Goal III: Lead the community in environmental conservation, protection, restoration, and energy efficiency.</b>			
<b>Objective 1 (cont.):</b> Implement strategies to improve energy efficiency and reduce greenhouse gas emissions.	f. Continue to pursue legislation for a home energy loan program for residents to make energy efficiency improvements. If legislation passes, pursue development of the program.	<b>O</b>	Continue to pursue legislation for a home energy loan program for residents to make energy efficiency improvements. If legislation passes, pursue development of the program.
	g. Obtain certification as a sustainable city through the Sustainable Maryland Certified program.	<b>T</b>	<b>(Councilwoman Mitchell):</b> Receive a current sustainability report from CBE to determine next steps.
<b>Objective 2:</b> Develop strategies to effectively manage local water resources and storm water runoff.	a. Review site plans for developer compliance with new storm water regulations.	<b>O</b>	Review site plans for developer compliance with new storm water regulations.
	b. Incorporate best practices for storm water management into all City projects to the extent feasible.	<b>O</b>	Incorporate best practices for storm water management into all City projects to the extent feasible.
	c. Encourage reduction of impervious surfaces in public and private property.	<b>O</b>	Encourage reduction of impervious surfaces in public and private property.
	d. Work with the Prince George's Police and develop educational materials to discourage illegal dumping and enforce anti-dumping laws in the City.	<b>O</b>	Work with the Prince George's Police and develop educational materials to discourage illegal dumping and enforce anti-dumping laws in the City.
<b>Objective 3:</b> Increase and enhance parks and green spaces.	a. Develop a citywide parks and recreational facility inventory in preparation for future improvements and new green spaces.	<b>C</b>	Develop a citywide parks and recreational facility inventory in preparation for future improvements and new green spaces.
	b. Prepare plan for the Hollywood Gateway Park with community input.	<b>T</b>	<b>(Councilman Wojahn):</b> Explore options for community gardening at Andelman property in North College Park, discuss with property owners
	c. Proceed with construction phasing of Duvall Field renovation with community input.	<b>C \$</b>	Proceed with construction phasing of Duvall Field renovation with community input.

**Status Legend:** D = Done/Completed; T = On target for completion by the end of FY2013; C = Carryover to FY 2014; and O = Ongoing.

Strategic Plan Goal and Objective	FY 2013 Action Plan Action Items	Status	FY 2014 Action Plan Items
<b>Goal III: Lead the community in environmental conservation, protection, restoration, and energy efficiency.</b>			
<b>Objective 4:</b> Divert waste from landfills by continuing to increase participation in reduce/reuse/recycle programs.	a. Plan and execute public education program to promote recycling, with a focus on newly accepted recyclables.	O	Plan and execute public education program to promote recycling, with a focus on newly accepted recyclables.
	b. Promote increased business participation in recycling.	O	Promote increased business participation in recycling.
<b>Goal IV: Neighborhoods that are safe, peaceful, attractive and retain their community character.</b>			
<b>Objective 1:</b> Effectively and fairly enforce city and county codes and ordinances.	a. Assess the effectiveness and consistency of citywide Code Enforcement by using national standards.	T	
	<b>Objective 2:</b> Increase the rate of home ownership.	a. Cultivate relationships with residential realtors to increase their knowledge of College Park's assets and positive attributes.	O
b. Implement the marketing plan as proposed to promote the City's assets as identified by the consultant through Phase I of this project.		T	<b>(Councilwoman Mitchell):</b> Create an Annual Report of City Accomplishments which will be used to market the city.
<b>Objective 3:</b> Preserve and promote neighborhood resources that build a sense of community for all residents.	a. Hold a third annual College Park Day and develop strategies to make it a sustainable program.	D	
	b. Work with the City Farmers' Market Committee to pursue increased availability of local and/or organic options at the Downtown Farmers' Market.	T	
	c. Explore the possibility of creating a north College Park Farmers' Market.	C	Explore the possibility of creating a north College Park Farmers' Market. <b>(Councilman Wojahn):</b> Work with residents and the Farmers' Market committee to explore options regarding a craft fair or Farmers' Market in the Hollywood Commercial District

Status Legend: D = Done/Completed; T = On target for completion by the end of FY2013; C = Carryover to FY 2014; and O = Ongoing.

Strategic Plan Goal and Objective	FY 2013 Action Plan Action Items	Status	FY 2014 Action Plan Items
<b>Goal V: Expand the local economy and tax base with socially responsible development.</b>			
<b>Objective 1:</b> Encourage revitalization of the Route 1 corridor consistent with the desires and needs of the local community.	a. Develop and track inventory of sites available for rent and redevelopment.	O	Develop and track inventory of sites available for rent and redevelopment.
	b. Work with developers to help identify businesses for new retail space.	O	Work with developers to help identify businesses for new retail space.
	c. Pursue Tax Increment Financing (TIF) to support public infrastructure improvements associated with new development.	C	Pursue Tax Increment Financing (TIF) to support public infrastructure improvements associated with new development. <b>Councilwoman Mitchell recommends including public safety and security in the TIF zone.</b>
	d. Review options for addressing paid parking on Berwyn House Road.	D	<b>(Councilman Wojahn):</b> Explore collaboration with the University of Maryland to market the City as a tourist destination
<b>Objective 2:</b> Encourage revitalization of the Hollywood Commercial District.	a. Develop a streetscape design plan with community involvement (residents, businesses, and local property owners).	C	Develop a streetscape design plan with community involvement. <b>(Councilman Wojahn):</b> Complete design of the Hollywood Commercial District streetscape plan and explore options for funding.
	b. Advocate for the FY 2016 M-NCPPC funding to be moved to FY 2013 or FY 2014 for a feasibility study for construction of a community center in north College Park.	T	Continue to work with business owners interested in forming a Hollywood Merchants association or other type of support network.
	c. Continue to work with business owners interested in forming a Hollywood Merchants association or other type of support network.	C	

**Status Legend:** D = Done/Completed; T = On target for completion by the end of FY2013; C = Carryover to FY 2014; and O = Ongoing.

Strategic Plan Goal and Objective	FY 2013 Action Plan Action Items	Status	FY 2014 Action Plan Items
<b>Goal V: Expand the local economy and tax base with socially responsible development.</b>			
<b>Objective 3:</b> Support and attract diverse locally-owned high-quality retail and restaurant businesses with unique character and a commitment to local quality of life.	a. Identify and promote available commercial space to prospective tenants.	O	Identify and promote available space to prospective tenants.
	b. Market downtown College Park as a destination location.	O	Market downtown College Park as a destination location.
	c. Expand the sign grant program to include façade improvements.	C \$	Expand the sign grant program to include façade improvements.
	d. Review and establish City priorities in relation to the East Campus development.	T	<b>(Councilwoman Mitchell):</b> Work with SBA to assist and market current College Park businesses and to attract new businesses.
	e. Work with local business owners to assess the effectiveness of the pilot summer parking program through any metrics possible.	D	<b>(Councilwoman Mitchell):</b> Develop an Economic Development Committee which would solely look at the potential to develop a Marketing / Business Plan for the City to help attract business in the area.
<b>Objective 4:</b> Increase the diversity of job opportunities.	a. Encourage University incubator businesses to remain in College Park by marketing suitable available space.	O	Encourage University incubator businesses to remain in College Park by marketing suitable available space.
	b. Work with Small Business Development Center to provide support to existing business owners and encourage entrepreneurs to locate in College Park.	O	Work with Small Business Development Center to provide support to existing business owners and encourage entrepreneurs to locate in College Park.
<b>Objective 5:</b> Increase the diversity of available quality housing.	a. Identify developers to build corridor infill housing consistent with the Route 1 Corridor Sector Plan.	C	Identify developers to build corridor infill housing consistent with the Route 1 Corridor Sector Plan.
	b. Encourage affordable graduate student housing in early phase of East Campus development and encourage future developers to set aside a certain percentage of housing for graduate students in other project opportunities.	O?	Encourage affordable graduate student housing in early phase of East Campus development and encourage future developers to set aside a certain percentage of housing for graduate students in other project opportunities.

**Status Legend:** D = Done/Completed; T = On target for completion by the end of FY2013; C = Carryover to FY 2014; and O = Ongoing.

Strategic Plan Goal and Objective	FY 2013 Action Plan Action Items	Status	FY 2014 Action Plan Items
<b>Goal V: Expand the local economy and tax base with socially responsible development.</b>			
<b>Objective 6:</b> Facilitate development in the College Park Metro Station area.	a. Work with WMATA on joint development projects.	O	Work with WMATA on joint development projects.
	b. Market public property in the Transit District Overlay Zone to the private sector.	O	Market public property in the Transit District Overlay Zone to the private sector.
<b>Objective 7:</b> Encourage revitalization of the Berwyn Commercial District.	a. Evaluate Berwyn Commercial District zoning and consider expanding usage.	O	Evaluate Berwyn Commercial District zoning and consider expanding usage.
	b. Settle outstanding issues related to the completion of the Berwyn portion of the College Park Trolley Trail.	O	Settle outstanding issues related to the completion of the Berwyn portion of the College Park Trolley Trail.

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# 8. Council Retreat

# 9. Election Boundary change

## MEMORANDUM

**To:** Mayor and Council

**From:** Suellen M. Ferguson, Esq.

**CC:** Joe Nagro, City Manager

**Date:** February 15, 2013

**Re:** Amendment of District Three Boundaries

### ISSUE:

The Mayor and Council have recently adopted 13-AR-01, which annexed the Domain Property, as well as a portion of Mowatt Lane abutting this property, and that portion of Campus Drive not presently within the City from its intersection with Mowatt Lane to Adelphi Road, into the City. This area must be included in a Council District.

### SUMMARY:

The Mayor and Council undertook redistricting in 2011 as required by § C2-2 "Districts" of the College Park Charter. At the time of redistricting, it was known that the Domain Property would eventually be annexed into the City, and the Redistricting Commission determined that the property should be included in Council District Three once annexed. An ordinance is required to include the property annexed by 13-AR-01 into District Three.

### RECOMMENDATION

That the Mayor and Council adopt the attached ordinance, which includes the property annexed by 13-AR-01 into Council District Three.

**ORDINANCE**  
**OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND,**  
**AMENDING CHAPTER 30 "DISTRICTS, COUNCIL" TO AMEND THE ADOPTED**  
**REDISTRICTING PLAN FOR COUNCIL MEMBER ELECTIONS TO INCLUDE LAND**  
**ANNEXED SINCE THE ADOPTION OF ORDINANCE 11-O-09**

WHEREAS, pursuant to § C2-2 "Districts" of the College Park Charter, the City of College Park (the "City"), adopted Ordinance 11-O-09, establishing election district boundaries for City elections following the 2010 decennial census; and

WHEREAS, after the adoption of 11-O-09, Mayor and City Council adopted Annexation Resolution 13-AR-01, annexing certain territory abutting and contiguous to the City boundaries and known as "the DOMAIN Annexation"; and

WHEREAS, the Mayor and City Council deem it to be in the best interests of the residents of the City and consistent with the adopted redistricting plan in 11-O-09 to include the territory annexed by virtue of 13-AR-01 in Council District 3.

**Section 1.** NOW THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland, that Chapter 30 of the Code of the City of College Park be, and is hereby, repealed and reenacted to read as follows:

§30-1. Redistricting plan adopted.

Plan C, depicted on the drawing, geographically showing the boundary lines of the four (4) districts, which is to be maintained in the Office of the City Clerk along with the full text of the Commission's report and the federal census tract and block enumeration pertaining to Plan C, is hereby passed and adopted as the redistricting plan of the City of College Park.

District Boundaries

\* \* \* \*

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CAPS	: Indicate matter added to existing law.
[Brackets]	: Indicate matter deleted from law.
Asterisks ***	: Indicate matter remaining unchanged in existing law but not set forth in Ordinance

**District Three**

A. Lake Artemesia area, College Park Estates, Yarrow:

This area shall include the College Park Estates and Yarrow subdivisions and areas east of the CSX/WMATA railroad tracks within the City limits.

B. Old Town, Calvert Hills, Fraternity Row and Kropps Addition areas:

The northern boundary of these areas begins at the intersection of Paint Branch Parkway and Route 1 and follows Paint Branch Parkway eastward to Rhode Island Avenue; then follows Rhode Island Avenue north to the Paint Branch Stream; then follows the Paint Branch Stream east to the CSX Railroad/WMATA tracks; then follows the CSX Railroad/WMATA tracks north to the City limit and follows the southern City limit.

C. Lord Calvert Manor area, campus residence halls at South Campus Commons 1, 2, 5, 6 and 7 and the Delta Sigma Phi fraternity house:

This area begins at the intersection of Route 1 and Knox Road. The northern boundary follows the southern boundary of District 2 west of U.S. Route 1 and the western and southern boundary follows the City limit.

D. THE AREA KNOWN AS "THE DOMAIN ANNEXATION" (13-AR-01):

THE AREA SHALL INCLUDE THE PROPERTY MORE COMMONLY KNOWN AS THE DOMAIN PROPERTY AT 3711 CAMPUS DRIVE AS WELL AS A PORTION OF MOWATT LANE ABUTTING THIS PROPERTY, AND THAT PORTION OF CAMPUS DRIVE NOT PRESENTLY WITHIN THE CITY FROM ITS INTERSECTION WITH MOWATT LANE TO ADELPHI ROAD.

\* \* \* \*

**Section 2. BE IT FURTHER ORDAINED AND ENACTED** by the Mayor and Council of the City of College Park that, upon formal introduction of this proposed Ordinance, which shall be by way of a motion duly seconded and without any further vote, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall publish this proposed ordinance or a fair summary thereof in a newspaper having a general circulation in the City of College Park together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council. The public hearing, hereby set for \_\_\_\_\_ P.M. on the \_\_\_\_\_ day of \_\_\_\_\_, 2013, shall follow the publication by at least seven (7) days, may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time. All persons interested shall have an opportunity to be heard. After the hearing, the Council may adopt the proposed ordinance with or without amendments or reject it. As soon as practicable after adoption, the City Clerk shall have a fair summary of the Ordinance and notice of its adoption published in a newspaper having a general circulation in the City of College Park and available at the City's offices. This Ordinance shall become effective on \_\_\_\_\_, 2013 provided that a fair summary of this Ordinance is published at least once prior to the date of passage and once as soon as practical after the date of passage in a newspaper having general circulation in the City.

**INTRODUCED** by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_ 2013.

**ADOPTED** by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_ 2013.

**EFFECTIVE** the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**ATTEST:**

**THE CITY OF COLLEGE PARK,  
MARYLAND**

By: \_\_\_\_\_  
Janeen S. Miller, CMC, City Clerk

By: \_\_\_\_\_  
Andrew M. Fellows, Mayor

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:**

\_\_\_\_\_  
Suellen M. Ferguson, City Attorney

# 10. Legislation

## INFORMATIONAL REPORT

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**TO:** Mayor and City Council  
**FROM:** Chantal R. Cotton, Assistant to the City Manager  
**THROUGH:** Joseph Nagro, City Manager  
**DATE:** February 15, 2013  
**SUBJECT:** State Legislation Update

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### SUMMARY

The bills below represent the City's legislative priorities and bills on which we have taken a position. The 'topics of interest' section contains legislation topics that could have an impact on the City or topics that Council requested information about.

### DISCUSSION

Review the summaries below. If you would like more information about a bill, or if you would like to take a position on one of the bills in the "Topics of Interest" Section, please let me know as soon as possible.

Bill Name and Sponsor	Description and Update
<b>HB 111 / SB 45:</b> Maryland Consolidated Capital Bond Loan of 2006 - Prince George's County - College Park City Hall  <b>Sponsor:</b> Delegate Joseline Peña-Melnyk and Senator Jim Rosapepe	The House Appropriations Committee held a hearing on February 5 <sup>th</sup> for our bill requesting an extension to our 2006 State Bond Bill funding for the City Hall project. Delegate Peña-Melnyk presented information about the bill with Councilman Catlin to the Appropriations Committee and the committee had very minimum questions.
<b>PG 309-13:</b> Alcoholic Beverages - City of College Park - Sales by License Holders  <b>Sponsors:</b> Delegate Benjamin Barnes and Senator Jim Rosapepe	Councilmembers Catlin and Dennis attended the meeting of the Law Enforcement Committee of the Prince George's County House Delegation for the Fishnet bill (PG 309-13) on Wednesday, February 13 <sup>th</sup> . The committee special ordered (tabled) the bill until next week in order to give members time to properly review the bill amendments.  The PGCPs School Board supported the bill as amended.
<b>PG 310-13:</b> City of College Park - Alcoholic Beverages Licenses for Supermarkets  <b>Sponsors:</b> Delegate Benjamin Barnes and Senator Jim Rosapepe	The Law Enforcement Committee voted Unfavorably for this bill on February 13 <sup>th</sup> . The committee did not want to increase the number of licenses and didn't want to generally allow supermarkets to sell alcohol.

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**School Impact Fees:** There will not be a bill for this issue this session.

This issue will take more work to fully organize legislation for it. Thus, no bill will be sponsored this session.

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**PG 401-13:** Prince George's County – Authority to Impose Fees for Use of Disposable Bags

The bill enables the County to impose a fee for plastic and paper bags in the County. The fee would apply to establishments that provide disposable bags to its customers as a result of the sale of a product.

**Sponsor:** Delegate Barbara Frush and Senator Paul Pinsky

The Prince George's County House Delegation held a hearing on this bill in December 2012. No other updates thus far.

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**Topics of Interest:**

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**Topic**

**More Information and Current Status**

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**Hydraulic Fracturing:**

**HB 337 (SB 514):** Natural Gas – Hydraulic Fracturing – Prohibition (Attachment 1)

**Sponsor:** Delegate Shane Robinson (Montgomery County) and Senator Karen Montgomery (Montgomery County)

HB 337/SB 514 would amend Section 14-107.1 of the Environment Article of the Annotated Code of Maryland to prohibit hydraulic fracturing of a well for the exploration of natural gas in the State of Maryland. It also defines hydraulic fracturing (fracking, hydrofracking). Attachment 1 is a copy of the bill.

HB 337 hearing before the House Environmental Matters Committee is set for March 8<sup>th</sup> at 1pm; SB 514 hearing before the Senate Education, Health, and Environmental Affairs and Finance Committees is set for February 26<sup>th</sup> at 1pm.

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**HB 929:** Motor Vehicles – Speed Monitoring Systems – Local Jurisdictions Attachment 2

**Sponsor:** Delegate Malone (Baltimore and Howard County) and Delegate McMillan (Anne Arundel County)

Although there are several speed camera bills out this session, this bill is the main bill, which will gain the most traction. Thus far, this bill mainly clarifies who can review speed camera citations. Page 8 of Attachment 2 shows that the bill would allow only a “duly authorized law enforcement officer employed by or under contract with an agency” to confirm tickets.

The hearing date is set for March 5<sup>th</sup> at 1pm before the Environmental Matters Committee.

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**HB 339:** Vehicle Laws – Bicycles – Required Use of Protective Headgear (Attachment 3)

**Sponsor:** Delegate McIntosh (Baltimore City and Chairwoman of Environmental Matters Committee)

This bill would require all bicycle riders to wear a helmet on any highway, bicycle way, or other property open to or used by the public for pedestrian or vehicular traffic. The bill could potentially affect membership in the City's bikesharing program.

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**HB 820 (SB 893):** Municipal Property Taxes – Annual Budget Ordinance and Special Rates (Attachment 4)

**Sponsor:** Delegate Frick (Montgomery County) and Senator Manno (Montgomery County)

This bill would limit the ability for a municipality to establish a special taxing rate. It would cap the rate at no more than 110% of the rate used for all other real properties. The bill has the ability to affect future revenue especially in relation to special taxing districts.

Hearing before the House Ways and Means Committee is set for February 28<sup>th</sup> at 1pm.

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**HB 640:** Washington Suburban Sanitary Commission – Sewage Leaks – Notice Requirements MC/PG 115-13 (Attachment 5)

**Sponsor:** Delegate Hucker

This bill would require WSSC to notify the County and any municipal corporation in which a sewage leak is located within 24 hours of the discovery of the leak.

Voted favorably out of the local subcommittee on February 13<sup>th</sup>.

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**SB 523 (HB 1136):** Political Subdivisions – Legal Notice Requirements – Posting on Web Sites (Attachment 6)

**Sponsor:** Senator Young (Washington and Fredrick Counties) and Delegate Waldstreicher (Montgomery County)

This bill would authorize a county or municipality to satisfy the requirement to publish legal notices in a newspaper of general circulation by posting the notices on its website. As an MML priority, the League is encouraging municipalities to speak with their senators about the importance of this bill in order to help it pass.

The Senate Education, Health, and Environmental Affairs hearing is set for February 19<sup>th</sup> at 1pm.

The House Environmental Matters hearing is set for February 28<sup>th</sup> at 1pm.

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## ATTACHMENTS

- Attachment 1: HB 337 – Natural Gas – Hydraulic Fracturing – Prohibition
- Attachment 2: HB 929 – Motor Vehicles – Speed Monitoring Systems – Local Jurisdictions
- Attachment 3: HB 339 – Vehicle Laws – Bicycles – Required Use of Protective Headgear
- Attachment 4: HB 820 (SB 893): Municipal Property Taxes – Annual Budget Ordinance and Special Rates
- Attachment 5: HB 640 – Washington Suburban Sanitary Commission – Sewage Leaks – Notice Requirements MC/PG 115-13
- Attachment 6: SB 523 (HB 1136) – Political Subdivisions – Legal Notice Requirements – Posting on Web Sites
- Attachment 7: PG 420-13 – Local Bill to Incentivize Transit Oriented Development – See attached email from Dannielle Glaros

HOUSE BILL 337

M3, M1

3lr0445  
CF 3lr0455

By: Delegates S. Robinson, Barkley, Beidle, Bobo, Carr, Frush, Gutierrez, Hubbard, Hucker, Ivey, A. Kelly, Lee, Luedtke, Morhaim, Murphy, Nathan-Pulliam, Oaks, Pena-Melnyk, Reznik, B. Robinson, Waldstreicher, M. Washington, and Wilson

Introduced and read first time: January 25, 2013

Assigned to: Environmental Matters

A BILL ENTITLED

1 AN ACT concerning

2 Natural Gas – Hydraulic Fracturing – Prohibition

3 FOR the purpose of prohibiting a person from engaging in the hydraulic fracturing of a  
4 well for the exploration or production of natural gas in the State; defining a  
5 certain term; and generally relating to hydraulic fracturing for the exploration  
6 or production of natural gas.

7 BY adding to

8 Article – Environment

9 Section 14–107.1

10 Annotated Code of Maryland

11 (2007 Replacement Volume and 2012 Supplement)

12 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF  
13 MARYLAND, That the Laws of Maryland read as follows:

14 Article – Environment

15 14–107.1.

16 (A) (1) IN THIS SECTION, “HYDRAULIC FRACTURING” MEANS A  
17 DRILLING TECHNIQUE THAT EXPANDS EXISTING FRACTURES OR CREATES NEW  
18 FRACTURES IN ROCK BY INJECTING FLUIDS, OFTEN A MIXTURE OF WATER AND  
19 CHEMICALS, SAND, OR OTHER SUBSTANCES, AND OFTEN UNDER PRESSURE,  
20 INTO OR UNDERNEATH THE SURFACE OF THE ROCK FOR PURPOSES THAT  
21 INCLUDE WELL DRILLING AND THE EXPLORATION OR PRODUCTION OF NATURAL  
22 GAS.

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



1           (2)   “HYDRAULIC FRACTURING” INCLUDES:

2                   (I)   FRACKING;

3                   (II)   HYDROFRACKING; AND

4                   (III)   HYDROFRACTURING.

5           (B)   A PERSON MAY NOT ENGAGE IN THE HYDRAULIC FRACTURING OF A  
6   WELL FOR THE EXPLORATION OR PRODUCTION OF NATURAL GAS IN THE STATE.

7           SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect  
8   October 1, 2013.

Hydraulic Fracturing – HB 337 (SB 514)

Councilmember Wojahn will send additional information by email later this evening.

I move to approve the attached letter in favor in HB 337, a bill which would ban hydraulic fracturing (“fracking”) in the State of Maryland, and a similar letter for the cross-filed bill, SB 514.

**DISCUSSION:**

The letter identifies the major issues with fracking and requests the Environmental Matters Committee to vote favorably upon HB 337. The major fracking issues identified in the letter include the following:

- Water contamination of both surface and below ground water supplies
- Air pollution which travels far beyond the initial drilling areas
- Use of millions of gallons of water and then difficulty with disposing of the wastewater
- Big oil and gas companies doing serious lobbying efforts to continue to keep fracking exempt from any regulation, thus banning the practice all together is the only way to protect our community and the state as a whole.
- The potential for all fracking problems to travel between Western Maryland and the rest of the State if a natural gas exporting facility is opened at Cove Point. This would also cause increased stress on our roadways with regular heavy truck traffic.

The House Environmental Matters Committee will hold a hearing on this bill on March 8, 2013 at 1PM in Annapolis. The Senate Education, Health, and Environmental Affairs and Finance Committees will hold a hearing on this bill on February 26, 2013 at 1PM in Annapolis.

February 12, 2013

Senator Joan Carter Conway, Chair  
Education, Health, and Environmental Affairs Committee  
2 West, Miller Senate Building  
1 Bladen Street  
Annapolis, MD 21401

Senator Thomas M. Middleton, Chair  
Finance Committee  
3 East, Miller Senate Building  
1 Bladen Street  
Annapolis, MD 21401

**RE: SB 514 - Natural Gas - Hydraulic Fracturing - Prohibition**

Dear Chairwoman Conway, Chairman Middleton and Members of the Education, Health, and Environmental Affairs and Finance Committees:

The City of College Park requests your support of SB 514, legislation which would ban hydraulic fracturing in the State of Maryland.

Hydraulic fracturing, known as fracking, is the process of injecting fluid – typically a mixture of water, sand, and chemicals – under high pressure into rock formations to crack the rock and release natural gas. Fracking has been around for decades, but the fracking now being used to extract “unconventional” oil and gas reserves is much more intensive and risky than conventional oil and gas drilling. The rapid expansion of this new form of fracking has brought rampant environmental, public health, and economic problems to communities all over the country.

Accidents, spills, and leaks are polluting water supplies, both at the surface and below ground. So far, hundreds of cases of water contamination have been reported across the country. In December 2011, for instance, the EPA announced that water contamination near fracking sites in Wyoming was likely a result of fracking. The study found that benzene, a carcinogen, has contaminated an aquifer, likely having seeped from drilling and fracking waste pits. The risk of groundwater contamination from fracking continues years after the oil and gas industry has left town.

Regions peppered with drilling rigs have high levels of air pollution. Volatile organic compounds, including benzene and toluene, are harmful to human health and are emitted into the air during fracking operations. These compounds mix with emissions from heavy-duty truck traffic, large generators and compressors at well sites to form ground-level ozone,

which can travel up to 200 miles and combine with particulate matter to form smog. Exposure to smog has been linked to various cancers, cardiovascular disease, diabetes, and premature deaths in adults and to asthma, premature birth, and cognitive deficits in children.

Each new fracked well needs millions of gallons of water to break rock formations that then resurfaces as wastewater with potentially extreme levels of harmful contaminants, including benzene, pesticides, radioactive material, and toxic metals. Disposing of this wastewater is becoming a big problem. Disposal by underground injection has led to numerous earthquakes in Ohio and Arkansas. Municipal and industrial treatment facilities are not equipped to treat the contaminants in fracking wastewater, so contaminants like salts and radioactive material are simply discharged into waterways. The Chesapeake Bay currently suffers from enough pollution; we should not add fracking wastewater to the mix.

Lastly, the impacts of fracking go beyond the initial fracking sites. Here in College Park, we could see water contamination, increased air pollution, and expansion of natural gas infrastructure. Our water comes from the Potomac and Patuxent rivers. The headwaters of the Potomac are in Western Maryland, where gas companies already have land leased for fracking. Fracking wastewater ponds have been known to leak or overflow into surface waters and truck spills of wastewater are very common. Air pollution from the fracking process and significant truck traffic could travel here from Western Maryland, just as coal pollution has traveled here from the west. We could expect to see increased natural gas infrastructure built in and around the area, especially if Cove Point becomes a liquefied natural gas export facility. If fracking expands to areas outside of the Marcellus Shale, fracking could hit even closer to home.

Since big oil and gas companies have collaborated to tear down environmental protections and push dirty fracking into communities across the country, hydraulic fracturing is exempt from the majority of Federal environmental regulations, including the Safe Drinking Water Act, Clean Water Act, Clean Air Act, Emergency Planning and Community Right to Know Act (Toxic Releases Inventory), and the Resource Conservation and Recovery Act ("Superfund"). Fracking for shale gas is inherently unsafe. No amount of regulation can eliminate the serious risks and costs that accompany the practice. Thus, Maryland legislation to ban fracking is the only way to fully protect our communities and essential resources.

We ask for your favorable support of SB 514.

Sincerely,

Andrew M. Fellows, Mayor

cc: 21<sup>st</sup> Delegation  
Senator Karen Montgomery, Sponsor

HOUSE BILL 929

R5

3lr1841

By: Delegates Malone and McMillan  
Introduced and read first time: February 7, 2013  
Assigned to: Environmental Matters

A BILL ENTITLED

1 AN ACT concerning

2 **Motor Vehicles – Speed Monitoring Systems – Local Jurisdictions**

3 FOR the purpose of clarifying that a certain warning period for violations recorded by  
4 speed monitoring systems operated by local jurisdictions begins when the first  
5 speed monitoring system in the jurisdiction is in use; applying certain notice  
6 and signage standards for unmanned local stationary speed monitoring systems  
7 to all local stationary speed monitoring systems; altering the standards for  
8 signage required for local stationary speed monitoring systems; clarifying that a  
9 certificate alleging that a certain speeding violation occurred is required to be  
10 sworn to or affirmed by a certain law enforcement officer; and generally relating  
11 to speed monitoring systems operated by local jurisdictions.

12 BY repealing and reenacting, with amendments,  
13 Article – Transportation  
14 Section 21–809  
15 Annotated Code of Maryland  
16 (2012 Replacement Volume)

17 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF  
18 MARYLAND, That the Laws of Maryland read as follows:

19 **Article – Transportation**

20 21–809.

21 (a) (1) In this section the following words have the meanings indicated.

22 (2) “Agency” means:

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



1 (i) A law enforcement agency of a local political subdivision  
2 that is authorized to issue a citation for a violation of the Maryland Vehicle Law or of  
3 local traffic laws or regulations; or

4 (ii) For a municipal corporation that does not maintain a police  
5 force, an agency established or designated by the municipal corporation to implement  
6 this subtitle using speed monitoring systems in accordance with this section.

7 (3) (i) "Owner" means the registered owner of a motor vehicle or a  
8 lessee of a motor vehicle under a lease of 6 months or more.

9 (ii) "Owner" does not include:

10 1. A motor vehicle rental or leasing company; or

11 2. A holder of a special registration plate issued under  
12 Title 13, Subtitle 9, Part III of this article.

13 (4) "Recorded image" means an image recorded by a speed monitoring  
14 system:

15 (i) On:

16 1. A photograph;

17 2. A microphotograph;

18 3. An electronic image;

19 4. Videotape; or

20 5. Any other medium; and

21 (ii) Showing:

22 1. The rear of a motor vehicle;

23 2. At least two time-stamped images of the motor  
24 vehicle that include the same stationary object near the motor vehicle; and

25 3. On at least one image or portion of tape, a clear and  
26 legible identification of the entire registration plate number of the motor vehicle.

27 (5) "Speed monitoring system" means a device with one or more motor  
28 vehicle sensors producing recorded images of motor vehicles traveling at speeds at  
29 least 12 miles per hour above the posted speed limit.

1           (6) "Speed monitoring system operator" means a representative of an  
2 agency or contractor that operates a speed monitoring system.

3           (b) (1) (i) A speed monitoring system may not be used in a local  
4 jurisdiction under this section unless its use is authorized by the governing body of the  
5 local jurisdiction by local law enacted after reasonable notice and a public hearing.

6                       (ii) Before a county may use a speed monitoring system on a  
7 State highway at a location within a municipal corporation, the county shall:

8                               1. Obtain the approval of the State Highway  
9 Administration;

10                               2. Notify the municipal corporation of the State  
11 Highway Administration's approval of the use of a speed monitoring system at that  
12 location; and

13                               3. Grant the municipal corporation 60 days from the  
14 date of the county's notice to the municipal corporation to enact an ordinance  
15 authorizing the municipal corporation instead of the county to use a speed monitoring  
16 system at that location.

17                               (iii) 1. This subparagraph applies only in Prince George's  
18 County.

19                                       2. In the county, a municipal corporation may  
20 implement and use a speed monitoring system consistent with the requirements of  
21 this subsection on a county highway at a location within its corporate limits if the  
22 municipal corporation:

23   A. Submits to the county a plan describing the boundary  
24 of the applicable school zone and the proposed location of the speed monitoring system;  
25 and

26   B. Requests and receives permission from the county to  
27 use the speed monitoring system at the proposed location.

28                                       3. If the county fails to respond to the request within 60  
29 days, the municipal corporation may implement and use the speed monitoring system  
30 as described in the plan submission.

31                                       4. The county may not:

32   A. Unreasonably deny a request under this  
33 subparagraph; or

HOUSE BILL 929

1 B. Place exactions, fees, or unreasonable restrictions on  
2 the implementation and use of a speed monitoring system under this subparagraph.

3 5. The county shall state in writing the reasons for any  
4 denial of a request under this subparagraph.

5 6. A municipal corporation may contest in the circuit  
6 court a county denial of a request under this subparagraph.

7 (iv) In Prince George’s County, if a municipal corporation has  
8 established a school zone that is within one-quarter mile of a school zone established  
9 in another municipal corporation, the municipal corporation may not implement or use  
10 a speed monitoring system in that school zone unless it has obtained the approval of  
11 the other municipal corporation.

12 (v) An ordinance or resolution adopted by the governing body of  
13 a local jurisdiction under this paragraph shall provide that for a period of at least 30  
14 days after the first speed monitoring system is [placed] IN USE in the local  
15 jurisdiction, a violation recorded by any speed monitoring system in the local  
16 jurisdiction may be enforced only by the issuance of a warning.

17 (vi) This section applies to a violation of this subtitle recorded by  
18 a speed monitoring system that meets the requirements of this subsection and has  
19 been placed:

20 1. In Montgomery County, on a highway in a residential  
21 district, as defined in § 21-101 of this title, with a maximum posted speed limit of 35  
22 miles per hour, which speed limit was established using generally accepted traffic  
23 engineering practices;

24 2. In a school zone established under § 21-803.1 of this  
25 subtitle; or

26 3. In Prince George’s County, on that part of a highway  
27 located within the grounds of an institution of higher education as defined in §  
28 10-101(h) of the Education Article, or within one-half mile of the grounds of a  
29 building or property used by the institution of higher education where generally  
30 accepted traffic and engineering practices indicate that motor vehicle, pedestrian, or  
31 bicycle traffic is substantially generated or influenced by the institution of higher  
32 education.

33 (vii) Before activating [an unmanned] A stationary speed  
34 monitoring system, the local jurisdiction shall:

35 1. Publish notice of the location of the speed monitoring  
36 system on its website and in a newspaper of general circulation in the jurisdiction;



1           (4) (i) A speed monitoring system shall undergo an annual  
2 calibration check performed by an independent calibration laboratory.

3                   (ii) The independent calibration laboratory shall issue a signed  
4 certificate of calibration after the annual calibration check that:

5                           1. Shall be kept on file; and

6                           2. Shall be admitted as evidence in any court proceeding  
7 for a violation of this section.

8           (c) (1) Unless the driver of the motor vehicle received a citation from a  
9 police officer at the time of the violation, the owner or, in accordance with subsection  
10 (f)(4) of this section, the driver of a motor vehicle is subject to a civil penalty if the  
11 motor vehicle is recorded by a speed monitoring system while being operated in  
12 violation of this subtitle.

13                   (2) A civil penalty under this subsection may not exceed \$40.

14                   (3) For purposes of this section, the District Court shall prescribe:

15                           (i) A uniform citation form consistent with subsection (d)(1) of  
16 this section and § 7-302 of the Courts Article; and

17                           (ii) A civil penalty, which shall be indicated on the citation, to be  
18 paid by persons who choose to prepay the civil penalty without appearing in District  
19 Court.

20           (d) (1) Subject to the provisions of paragraphs (2) through (4) of this  
21 subsection, an agency shall mail to an owner liable under subsection (c) of this section  
22 a citation that shall include:

23                           (i) The name and address of the registered owner of the vehicle;

24                           (ii) The registration number of the motor vehicle involved in the  
25 violation;

26                           (iii) The violation charged;

27                           (iv) The location where the violation occurred;

28                           (v) The date and time of the violation;

29                           (vi) A copy of the recorded image;

1 (vii) The amount of the civil penalty imposed and the date by  
2 which the civil penalty should be paid;

3 (viii) A signed statement by a duly authorized law enforcement  
4 officer employed by or under contract with an agency that, based on inspection of  
5 recorded images, the motor vehicle was being operated in violation of this subtitle;

6 (ix) A statement that recorded images are evidence of a violation  
7 of this subtitle;

8 (x) Information advising the person alleged to be liable under  
9 this section of the manner and time in which liability as alleged in the citation may be  
10 contested in the District Court; and

11 (xi) Information advising the person alleged to be liable under  
12 this section that failure to pay the civil penalty or to contest liability in a timely  
13 manner:

14 1. Is an admission of liability;

15 2. May result in the refusal by the Administration to  
16 register the motor vehicle; and

17 3. May result in the suspension of the motor vehicle  
18 registration.

19 (2) An agency may mail a warning notice instead of a citation to the  
20 owner liable under subsection (c) of this section.

21 (3) Except as provided in subsection (f)(4) of this section, an agency  
22 may not mail a citation to a person who is not an owner.

23 (4) Except as provided in subsection (f)(4) of this section, a citation  
24 issued under this section shall be mailed no later than 2 weeks after the alleged  
25 violation if the vehicle is registered in this State, and 30 days after the alleged  
26 violation if the vehicle is registered in another state.

27 (5) A person who receives a citation under paragraph (1) of this  
28 subsection may:

29 (i) Pay the civil penalty, in accordance with instructions on the  
30 citation, directly to the political subdivision; or

31 (ii) Elect to stand trial in the District Court for the alleged  
32 violation.

1 (e) (1) A certificate alleging that the violation of this subtitle occurred and  
2 the requirements under subsection (b) of this section have been satisfied, sworn to, or  
3 affirmed by [an agent or employee of] **A DULY AUTHORIZED LAW ENFORCEMENT**  
4 **OFFICER EMPLOYED BY OR UNDER CONTRACT WITH** an agency, based on  
5 inspection of recorded images produced by a speed monitoring system, shall be  
6 evidence of the facts contained in the certificate and shall be admissible in a  
7 proceeding alleging a violation under this section without the presence or testimony of  
8 the speed monitoring system operator who performed the requirements under  
9 subsection (b) of this section.

10 (2) If a person who received a citation under subsection (d) of this  
11 section desires the speed monitoring system operator to be present and testify at trial,  
12 the person shall notify the court and the State in writing no later than 20 days before  
13 trial.

14 (3) Adjudication of liability shall be based on a preponderance of  
15 evidence.

16 (f) (1) The District Court may consider in defense of a violation:

17 (i) Subject to paragraph (2) of this subsection, that the motor  
18 vehicle or the registration plates of the motor vehicle were stolen before the violation  
19 occurred and were not under the control or possession of the owner at the time of the  
20 violation;

21 (ii) Subject to paragraph (3) of this subsection, evidence that the  
22 person named in the citation was not operating the vehicle at the time of the violation;  
23 and

24 (iii) Any other issues and evidence that the District Court deems  
25 pertinent.

26 (2) To demonstrate that the motor vehicle or the registration plates  
27 were stolen before the violation occurred and were not under the control or possession  
28 of the owner at the time of the violation, the owner shall submit proof that a police  
29 report regarding the stolen motor vehicle or registration plates was filed in a timely  
30 manner.

31 (3) To satisfy the evidentiary burden under paragraph (1)(ii) of this  
32 subsection, the person named in the citation shall provide to the District Court a  
33 letter, sworn to or affirmed by the person and mailed by certified mail, return receipt  
34 requested, that:

35 (i) States that the person named in the citation was not  
36 operating the vehicle at the time of the violation; and

37 (ii) Includes any other corroborating evidence.

1           (4)   (i)    If the District Court finds that the person named in the  
2 citation was not operating the vehicle at the time of the violation or receives evidence  
3 under paragraph (3) of this subsection identifying the person driving the vehicle at the  
4 time of the violation, the clerk of the court shall provide to the agency issuing the  
5 citation a copy of any evidence substantiating who was operating the vehicle at the  
6 time of the violation.

7           (ii)   On receipt of substantiating evidence from the District  
8 Court under subparagraph (i) of this paragraph, an agency may issue a citation as  
9 provided in subsection (d) of this section to the person who the evidence indicates was  
10 operating the vehicle at the time of the violation.

11           (iii)  A citation issued under subparagraph (ii) of this paragraph  
12 shall be mailed no later than 2 weeks after receipt of the evidence from the District  
13 Court.

14           (g)   If a person liable under this section does not pay the civil penalty or  
15 contest the violation, the Administration:

16           (1)   May refuse to register or reregister the motor vehicle cited for the  
17 violation; or

18           (2)   May suspend the registration of the motor vehicle cited for the  
19 violation.

20           (h)   A violation for which a civil penalty is imposed under this section:

21           (1)   Is not a moving violation for the purpose of assessing points under  
22 § 16-402 of this article;

23           (2)   May not be recorded by the Administration on the driving record of  
24 the owner or driver of the vehicle;

25           (3)   May be treated as a parking violation for purposes of § 26-305 of  
26 this article; and

27           (4)   May not be considered in the provision of motor vehicle insurance  
28 coverage.

29           (i)   In consultation with the appropriate local government agencies, the Chief  
30 Judge of the District Court shall adopt procedures for the issuance of citations, the  
31 trial of civil violations, and the collection of civil penalties under this section.

32           (j)   (1)   An agency or an agent or contractor designated by the agency shall  
33 administer and process civil citations issued under this section in coordination with  
34 the District Court.

1                   (2) If a contractor operates a speed monitoring system on behalf of a  
2 local jurisdiction, the contractor's fee may not be contingent on the number of citations  
3 issued or paid.

4                   SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect  
5 October 1, 2013.

HOUSE BILL 339

R5

3lr1786

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By: Delegates McIntosh, Bobo, Cane, Clippinger, Frush, Healey, Holmes,  
 Huckler, B. Robinson, S. Robinson, Stein, and F. Turner  
 Introduced and read first time: January 25, 2013  
 Assigned to: Environmental Matters

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A BILL ENTITLED

1 AN ACT concerning

2 **Vehicle Laws – Bicycles – Required Use of Protective Headgear**

3 FOR the purpose of expanding the requirement that certain bicycle operators or  
4 passengers wear certain protective headgear to apply to all persons; clarifying  
5 that this Act does not apply to a rider or passenger on a moped; making stylistic  
6 changes; and generally relating to protective headgear requirements for  
7 operators and passengers on a bicycle.

8 BY repealing and reenacting, with amendments,  
9 Article – Transportation  
10 Section 21–1207.1  
11 Annotated Code of Maryland  
12 (2012 Replacement Volume)

13 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF  
14 MARYLAND, That the Laws of Maryland read as follows:

15 **Article – Transportation**

16 21–1207.1.

17 (a) (1) [The provisions of this section apply] **THIS SECTION APPLIES:**

18 (i) At all times while a bicycle is being operated on any  
19 highway, bicycle way, or other property open to the public or used by the public for  
20 pedestrian or vehicular traffic; and

21 (ii) To a person [under the age of 16] who is riding on a bicycle,  
22 including a person [under the age of 16] who is a passenger on a bicycle:

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EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



- 1                   1.     In a restraining seat attached to the bicycle; or
- 2                   2.     In a trailer being towed by the bicycle.

3                   (2)    [The provisions of this section do] **THIS SECTION DOES** not apply  
4 to [passengers]:

5                   **(I)    A RIDER OR A PASSENGER ON A MOPED; OR**

6                   **(II)   A PASSENGER in A commercial bicycle [rickshaws]**  
7 **RICKSHAW.**

8                   (b)    This section does not apply in the town of Ocean City, Maryland, on the  
9 boardwalk between the Ocean City inlet and 27th Street, during the hours in which  
10 bicycles are permitted by local ordinance to be operated on the boardwalk.

11                  (c)    A person to whom this section applies may not operate or ride as a  
12 passenger on a bicycle unless the person is wearing a helmet that meets or exceeds the  
13 standards of the American National Standards Institute, the Snell Memorial  
14 Foundation, or the American Society for Testing and Materials for protective headgear  
15 for use in bicycling.

16                  (d)    This section shall be enforced by the issuance of a warning that informs  
17 the offender of the requirements of this section and provides educational materials  
18 about bicycle helmet use.

19                  **SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect**  
20 **October 1, 2013.**

HOUSE BILL 820

Q1

31r2394  
CF 31r3086

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By: **Delegate Frick**  
Introduced and read first time: February 6, 2013  
Assigned to: Ways and Means

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A BILL ENTITLED

1 AN ACT concerning

2 **Municipal Property Taxes – Annual Budget Ordinance and Special Rates**

3 FOR the purpose of requiring the governing body of a municipal corporation, in  
4 selecting classes of property subject to a municipal corporation property tax, to  
5 select only certain classes of property and establish certain classes of taxable  
6 property in a certain ordinance; providing that the special rate established by a  
7 governing body of a municipal corporation under certain circumstances may not  
8 exceed a certain rate; providing for the application of this Act; and generally  
9 relating to municipal corporation property taxes.

10 BY repealing and reenacting, without amendments,  
11 Article – Tax – Property  
12 Section 6–201 and 6–202  
13 Annotated Code of Maryland  
14 (2012 Replacement Volume)

15 BY repealing and reenacting, with amendments,  
16 Article – Tax – Property  
17 Section 6–203 and 6–303  
18 Annotated Code of Maryland  
19 (2012 Replacement Volume)

20 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF  
21 MARYLAND, That the Laws of Maryland read as follows:

22 **Article – Tax – Property**

23 6–201.

24 (a) Except as otherwise provided in this article, the State may impose State  
25 property tax on the assessment of property that is subject to the State property tax.

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EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



1 (b) The Mayor and City Council of Baltimore City or the governing body of a  
2 county is not required to pass any law to incorporate the State property tax in the  
3 property tax bill or to collect the State property tax.

4 6-202.

5 The Mayor and City Council of Baltimore City or the governing body of a county  
6 may impose property tax on the assessment of property that is subject to that county's  
7 property tax.

8 6-203.

9 (a) Except as otherwise provided in this article **AND SUBJECT TO**  
10 **SUBSECTION (B) OF THIS SECTION**, the governing body of a municipal corporation  
11 may impose municipal corporation property tax on those classes of property that it  
12 selects to be subject to municipal corporation property tax.

13 (b) **(1)** The municipal corporation property tax is imposed only on  
14 assessments made under Title 8 of this article.

15 **(2) IN SELECTING CLASSES OF PROPERTY TO BE SUBJECT TO**  
16 **MUNICIPAL CORPORATION PROPERTY TAX UNDER SUBSECTION (A) OF THIS**  
17 **SECTION, THE GOVERNING BODY OF A MUNICIPAL CORPORATION:**

18 **(I) MAY SELECT ONLY CLASSES AND SUBCLASSES OF**  
19 **PROPERTY THAT ARE IDENTIFIED UNDER TITLE 8 OF THIS ARTICLE; AND**

20 **(II) MAY ESTABLISH ONLY SUCH CLASSES IN AN ORDINANCE**  
21 **THAT IS SEPARATE FROM THE MUNICIPAL CORPORATION'S ANNUAL BUDGET**  
22 **ORDINANCE.**

23 6-303.

24 (a) (1) Except as provided in paragraph (2) of this subsection, in each year  
25 after the date of finality and before the following July 1, the governing body of each  
26 municipal corporation annually shall set the tax rate for the next taxable year on all  
27 assessments of property subject to municipal corporation property tax.

28 (2) If not otherwise prohibited by this article **AND SUBJECT TO THE**  
29 **PROVISIONS OF § 6-203(B) OF THIS TITLE AND § 6-303(D) OF THIS SUBTITLE**,  
30 the governing body of a municipal corporation may set special rates for any class of  
31 property that is subject to the municipal corporation property tax.

32 (b) The governing body of a municipal corporation may change a property tax  
33 rate that is fixed in its charter if:

1           (1)    the rate causes a loss of revenue because of exemption of property  
2 that is subject to the tax rate; or

3           (2)    a loss of revenue is caused by any special rate of municipal  
4 corporation property tax.

5           (c)    (1)    Unless otherwise provided by the governing body of the municipal  
6 corporation:

7                   (i)    there shall be a single municipal corporation property tax  
8 rate for all real property subject to municipal corporation property tax except for  
9 operating real property described in § 8-109(c) of this article; and

10                   (ii)   the municipal tax rate applicable to personal property and  
11 the operating real property described in § 8-109(c) of this article for taxable years  
12 beginning after June 30, 2001 shall be 2.5 times the rate for real property.

13           (2)    Paragraph (1) of this subsection does not affect a special rate  
14 prevailing in a taxing district or part of a municipal corporation.

15           **(D) IF THE GOVERNING BODY OF A MUNICIPAL CORPORATION**  
16 **ESTABLISHES A SPECIAL RATE FOR ANY CLASS OF PROPERTY AS AUTHORIZED**  
17 **UNDER THIS SECTION, THE SPECIAL RATE FOR ANY CLASS OF REAL PROPERTY**  
18 **MAY NOT EXCEED 110% OF THE RATE APPLICABLE TO OTHER REAL PROPERTY.**

19           SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect  
20 June 1, 2013, and shall be applicable to all taxable years beginning after June 30,  
21 2013.

HOUSE BILL 640

L5

3lr0512

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By: **Montgomery County Delegation and Prince George's County Delegation**  
 Introduced and read first time: February 1, 2013  
 Assigned to: Environmental Matters

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A BILL ENTITLED

1 AN ACT concerning

2 **Washington Suburban Sanitary Commission – Sewage Leaks – Notice**  
3 **Requirements**

4 **MC/PG 115–13**

5 FOR the purpose of requiring the Washington Suburban Sanitary Commission to  
6 notify certain local governments and include notice on the Commission's Web  
7 site about a sewage leak under certain circumstances; requiring the  
8 Commission to adopt regulations to implement this Act; and generally relating  
9 to notice requirements about sewage leaks and the Washington Suburban  
10 Sanitary Commission.

11 BY adding to  
12 Article – Public Utilities  
13 Section 24–202 to be under the amended subtitle “Subtitle 2. Sewer Cleaning  
14 and Sewage Leaks”  
15 Annotated Code of Maryland  
16 (2010 Replacement Volume and 2012 Supplement)

17 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF  
18 MARYLAND, That the Laws of Maryland read as follows:

19 **Article – Public Utilities**

20 **Subtitle 2. Sewer Cleaning AND SEWAGE LEAKS.**

21 **24–202.**

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EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.  
 [Brackets] indicate matter deleted from existing law.



1 (A) WITHIN 24 HOURS OF THE DISCOVERY OF A LEAK IN A SANITARY  
2 SEWER LINE, PIPE, OR FIXTURE THAT IS CONNECTED TO THE SANITARY SEWER  
3 SYSTEM OF THE COMMISSION, THE COMMISSION SHALL:

4 (1) NOTIFY THE COUNTY AND ANY MUNICIPAL CORPORATION IN  
5 WHICH THE SEWAGE LEAK IS LOCATED ABOUT:

6 (I) THE SEWAGE LEAK; AND

7 (II) THE COMMISSION'S INTENDED ACTION CONCERNING  
8 THE SEWAGE LEAK; AND

9 (2) INCLUDE THE FOLLOWING ON THE COMMISSION'S WEB SITE:

10 (I) NOTICE TO THE GENERAL PUBLIC ABOUT THE SEWAGE  
11 LEAK; AND

12 (II) THE PHONE NUMBER FOR OBTAINING ADDITIONAL  
13 INFORMATION FROM THE COMMISSION.

14 (B) THE COMMISSION SHALL ADOPT REGULATIONS TO IMPLEMENT  
15 THIS SECTION.

16 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect  
17 October 1, 2013.

SENATE BILL 523

L3, Q2

3lr0552  
CF 3lr2136

By: Senators Young, Colburn, Ferguson, Garagiola, Glassman, Pinsky,  
Raskin, and Shank

Introduced and read first time: January 31, 2013

Assigned to: Education, Health, and Environmental Affairs

A BILL ENTITLED

1 AN ACT concerning

2 Political Subdivisions – Legal Notice Requirements – Posting on Web Sites

3 FOR the purpose of authorizing a county or municipality to satisfy a requirement to  
4 publish legal notices in a newspaper of general circulation by posting the notices  
5 on its Web site; requiring notices posted on a county or municipality Web site to  
6 be displayed conspicuously and be easily accessible; requiring a county or  
7 municipality that chooses to post notices on the Internet to publish certain  
8 advance notice in a newspaper of general circulation in the county or  
9 municipality and to offer a certain mail service to provide paper copies of  
10 notices; requiring the mail service to provide paper copies of notices posted to  
11 the county's or municipality's Web site in a certain time period; providing that  
12 the mail subscription shall be valid for a certain period of time and may be  
13 renewed; requiring a county or municipality to provide information about the  
14 mail service on its Web site and in certain notices; requiring a county or  
15 municipality to maintain paper copies of notices posted on its Web site and to  
16 make the copies available to the public; requiring a county or municipality to  
17 maintain an affidavit stating certain information about the posting of a notice  
18 on its Web site; providing that the affidavit is not required to be notarized; and  
19 generally relating to publication of legal notices by counties and municipalities.

20 BY adding to

21 Article 24 – Political Subdivisions – Miscellaneous Provisions  
22 Section 1–113  
23 Annotated Code of Maryland  
24 (2011 Replacement Volume and 2012 Supplement)

25 Preamble

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



1 WHEREAS, There has been a steady decline in newspaper readership in the  
2 past several decades, while at the same time there has been a significant increase in  
3 the number of households with access to the Internet; and

4 WHEREAS, Baltimore City, the 23 counties in Maryland, and many  
5 municipalities maintain official government Web sites that are accessible to the public  
6 24 hours a day; and

7 WHEREAS, Many legal notices published solely in newspapers go unread and  
8 unnoticed by the public because casual newspaper readers generally do not read the  
9 legal notice section but instead follow local government issues through the Internet;  
10 and

11 WHEREAS, Allowing the publication of legal notices on official government  
12 Web sites, while still giving the option to receive notice by mail, will make those  
13 notices more easily accessible to a greater number of people, thereby promoting  
14 increased public participation in government; and

15 WHEREAS, Like the State, many political subdivisions in Maryland will face  
16 significant fiscal challenges for fiscal year 2013, including static or declining property  
17 tax revenues, decreased State aid, and potentially significant new federal and State  
18 mandates; and

19 WHEREAS, Every dollar spent on publishing legal notices in newspapers places  
20 further stress on local budgets, and the counties and Baltimore City can save millions  
21 annually if they were to publish via the Internet; now, therefore,

22 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF  
23 MARYLAND, That the Laws of Maryland read as follows:

24 **Article 24 - Political Subdivisions - Miscellaneous Provisions**

25 **1-113.**

26 (A) (1) SUBJECT TO SUBSECTION (B) OF THIS SECTION, A COUNTY OR  
27 MUNICIPALITY MAY SATISFY A REQUIREMENT IN THE CODE TO PUBLISH LEGAL  
28 NOTICE IN A NEWSPAPER OF GENERAL CIRCULATION BY POSTING THE LEGAL  
29 NOTICE ON THE COUNTY'S OR MUNICIPALITY'S WEB SITE.

30 (2) LEGAL NOTICES POSTED ON A COUNTY'S OR MUNICIPALITY'S  
31 WEB SITE SHALL BE DISPLAYED CONSPICUOUSLY AND BE EASILY ACCESSIBLE  
32 TO THE GENERAL PUBLIC.

33 (3) EXCEPT AS PROVIDED IN PARAGRAPH (4) OF THIS  
34 SUBSECTION, A COUNTY OR MUNICIPALITY MAY USE THE INTERNET-POSTING  
35 OPTION FOR ANY ACTION, INCLUDING:

- 1 (I) AN ANNEXATION;
- 2 (II) A CHARTER AMENDMENT;
- 3 (III) THE REPEAL OF A MUNICIPAL CHARTER;
- 4 (IV) THE CREATION OR AMENDMENT OF A COMPREHENSIVE  
5 PLAN;
- 6 (V) THE CREATION OR AMENDMENT OF A ZONING  
7 REGULATION; OR
- 8 (VI) THE DESIGNATION OF A HISTORIC SITE, STRUCTURE,  
9 OR DISTRICT.

10 (4) A COUNTY OR MUNICIPALITY MAY NOT USE THE  
11 INTERNET-POSTING OPTION TO SATISFY A REQUIREMENT TO PROVIDE NOTICE  
12 OF A CONSTANT YIELD TAX RATE HEARING.

13 (B) A COUNTY OR MUNICIPALITY THAT CHOOSES TO BEGIN SATISFYING  
14 A PUBLICATION REQUIREMENT BY POSTING LEGAL NOTICES ON THE INTERNET  
15 SHALL:

16 (1) AT LEAST 1 MONTH BEFORE THE FIRST INTERNET POSTING,  
17 PUBLISH A NOTICE IN A NEWSPAPER OF GENERAL CIRCULATION IN THE COUNTY  
18 OR MUNICIPALITY TO:

19 (I) INFORM THE PUBLIC OF THE INTENT TO POST LEGAL  
20 NOTICES ON ITS WEB SITE; AND

21 (II) SPECIFY WHICH TYPES OF LEGAL NOTICES WILL BE  
22 POSTED ON ITS WEB SITE INSTEAD OF IN A NEWSPAPER OF GENERAL  
23 CIRCULATION; AND

24 (2) ANNUALLY PUBLISH A NOTICE IN A NEWSPAPER OF GENERAL  
25 CIRCULATION IN THE COUNTY OR MUNICIPALITY TO INFORM THE PUBLIC OF:

26 (I) THE TYPES OF LEGAL NOTICES THAT ARE AVAILABLE  
27 ON THE COUNTY'S OR MUNICIPALITY'S WEB SITE;

28 (II) THE ADDRESS OF THE COUNTY'S OR MUNICIPALITY'S  
29 WEB SITE WHERE THE LEGAL NOTICES ARE POSTED; AND

1 (III) THE MAIL SUBSCRIPTION SERVICE DESCRIBED IN  
2 SUBSECTION (C) OF THIS SECTION, INCLUDING INFORMATION ON HOW TO  
3 REGISTER FOR AND RENEW THE SERVICE.

4 (C) (1) A COUNTY OR MUNICIPALITY THAT PUBLISHES SOME OR ALL  
5 OF ITS LEGAL NOTICES ON ITS WEB SITE IN ACCORDANCE WITH THIS SECTION  
6 SHALL OFFER A FREE MAIL SUBSCRIPTION SERVICE TO:

7 (I) A RESIDENT OF THE COUNTY OR MUNICIPALITY; AND

8 (II) A NEWSPAPER OF GENERAL CIRCULATION THAT  
9 REGULARLY COVERS THE NEWS AND EVENTS OF THE COUNTY OR  
10 MUNICIPALITY.

11 (2) THE MAIL SUBSCRIPTION SERVICE SHALL MAIL A PAPER COPY  
12 OF ANY LEGAL NOTICES THAT THE COUNTY OR MUNICIPALITY POSTS ON ITS  
13 WEB SITE IN ACCORDANCE WITH THIS SECTION AT LEAST 3 DAYS PRIOR TO  
14 WHEN THE NOTICE IS POSTED ON THE WEB SITE.

15 (3) THE MAIL SUBSCRIPTION SERVICE:

16 (I) SHALL BE PROVIDED FOR A PERIOD OF 1 YEAR; AND

17 (II) MAY BE RENEWED ANNUALLY BY A RESIDENT OR  
18 NEWSPAPER DESCRIBED IN PARAGRAPH (1) OF THIS SUBSECTION.

19 (4) INFORMATION ON THE AVAILABILITY OF THE MAIL  
20 SUBSCRIPTION SERVICE SHALL:

21 (I) INCLUDE REGISTRATION AND RENEWAL INFORMATION;

22 (II) BE DISPLAYED CONSPICUOUSLY AND BE EASILY  
23 ACCESSIBLE TO THE GENERAL PUBLIC ON THE COUNTY'S OR MUNICIPALITY'S  
24 WEB SITE; AND

25 (III) BE PRINTED IN THE ANNUAL NOTICE REQUIRED UNDER  
26 SUBSECTION (B) OF THIS SECTION.

27 (D) A COUNTY OR MUNICIPALITY THAT PUBLISHES SOME OR ALL OF ITS  
28 LEGAL NOTICES ON ITS WEB SITE IN ACCORDANCE WITH THIS SECTION SHALL:

1           (1) MAINTAIN PAPER COPIES OF THE LEGAL NOTICES UNDER THE  
2 COUNTY'S OR MUNICIPALITY'S RECORDS RETENTION AND DOCUMENT DISPOSAL  
3 SCHEDULE; AND

4           (2) MAKE THE COPIES AVAILABLE TO THE GENERAL PUBLIC IN  
5 ACCORDANCE WITH THE MARYLAND PUBLIC INFORMATION ACT.

6           (E) (1) FOR A LEGAL NOTICE POSTED ON A COUNTY'S OR  
7 MUNICIPALITY'S WEB SITE, THE COUNTY OR MUNICIPALITY SHALL MAINTAIN  
8 AN AFFIDAVIT THAT STATES THE INITIAL DATE THROUGH THE LAST DATE THAT  
9 A NOTICE WAS PUBLISHED ON THE COUNTY'S OR MUNICIPALITY'S WEB SITE.

10           (2) THE AFFIDAVIT REQUIRED UNDER PARAGRAPH (1) OF THIS  
11 SUBSECTION IS NOT REQUIRED TO BE NOTARIZED.

12           SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect  
13 October 1, 2013.

L2

3lr2953

Bill No.: \_\_\_\_\_

Requested: \_\_\_\_\_

Committee: \_\_\_\_\_

Drafted by: Carter

Typed by: Lyn

Stored - 02/11/13

Proofread by \_\_\_\_\_

Checked by  \_\_\_\_\_

By: Prince George's County Delegation

Requested by Delegation Chair, on behalf of County Council)

A BILL ENTITLED

1 AN ACT concerning

2 Prince George's County - School Facilities Surcharge

3 PG 420-13

4 FOR the purpose of establishing a reduction of the Prince George's County school  
5 facilities surcharge for multifamily housing constructed within an approved  
6 transit district overlay zone or within a certain distance of a Metro station  
7 under certain circumstances; establishing an exemption of the school facilities  
8 surcharge for certain dwelling units that are studio or efficiency apartments  
9 that are located within the county urban centers and corridors, within an  
10 approved transit district overlay zone, or within a certain distance of a Metro  
11 station under certain circumstances; providing for the termination of this Act;  
12 and generally relating to the applicability of the school facilities surcharge in  
13 Prince George's County.

14 BY adding to

15 The Public Local Laws of Prince George's County

16 Section 10-192.01(b-1)

17 Article 17 - Public Local Laws of Maryland

18 (2007 Edition and 2010 Supplement, as amended)

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



1 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF  
2 MARYLAND, That the Laws of Maryland read as follows:

3 Article 17 – Prince George’s County

4 10–192.01.

5 (B–1) (1) THE SCHOOL FACILITIES SURCHARGE UNDER THIS SECTION  
6 SHALL BE REDUCED BY 50% FOR MULTIFAMILY HOUSING CONSTRUCTED:

7 (A) WITHIN AN APPROVED TRANSIT DISTRICT OVERLAY  
8 ZONE; OR

9 (B) WHERE THERE IS NO APPROVED TRANSIT DISTRICT  
10 OVERLAY ZONE, WITHIN ONE–QUARTER MILE OF A METRO STATION.

11 (2) THE SCHOOL FACILITIES SURCHARGE UNDER THIS SECTION  
12 DOES NOT APPLY TO A DWELLING UNIT THAT IS A STUDIO APARTMENT OR  
13 EFFICIENCY APARTMENT IF THE DWELLING UNIT IS LOCATED:

14 (A) WITHIN THE COUNTY URBAN CENTERS AND  
15 CORRIDORS, AS DEFINED IN § 27A–106 OF THE COUNTY CODE;

16 (B) WITHIN AN APPROVED TRANSIT DISTRICT OVERLAY  
17 ZONE; OR

18 (C) WHERE THERE IS NO APPROVED TRANSIT DISTRICT  
19 OVERLAY ZONE, WITHIN ONE–QUARTER MILE OF A METRO STATION.

20 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect  
21 October 1, 2013. It shall remain effective for a period of 5 years and, at the end of  
22 September 30, 2018, with no further action required by the General Assembly, this Act  
23 shall be abrogated and of no further force and effect.

Mayors,

Please strongly consider sending a letter of support and testifying on Tuesday, February 19<sup>th</sup> at 6pm in Annapolis (PG House Delegation Room) on this important late-filled bill. I have had several conversations in the last two days with developers at both New Carrollton and College Park metro stations as well as the Route 1 Corridor and they have directly told me that this bill could assist with moving forward projects that have been evaluated, but deemed too risky at this stage to move forward with.

**PG 420-13: Local Bill to Incentivize Transit Oriented Development  
Reduces school surcharge at Metro stations for limited time – targeted to jump start TOD.**

The County Council, with support from County Executive Rushern Baker, requested a state bill to incentivize development at Prince George's County's 15 Metro stations. This would also remove a disincentive for construction of studio apartments, which would add to the product mix at our transit centers and urban corridors.

This is a late-filed bill that will need your support for passage. It is one of the most important things we can do to encourage transit-oriented development in the immediate term.

**In short, the bill would:**

- Reduce by 50% the school surcharge for multifamily units constructed within a Transit District Overlay Zone (TDOZ) or in the case of Metro stations without an approved TDOZ, within ¼ mile of a Metro station.
- Remove the school surcharge for studio/efficiency apartments if the unit is located in County urban centers or corridors or in a TDOZ, or if a TDOZ does not exist, within a ¼ mile of a Metro station.
- Both of these provisions would expire in 5 years, which should help create an incentive for developers to move quickly to build at our Metro stations.

**The rationale:**

- Placing multifamily units directly at Metro stations will spur mixed-use development, meaning more commercial development, more jobs, and mixed use communities that are sought after in the region.
- Development at these sites will expand our tax base.
- Placing a 5 year sunset offers a powerful incentive to develop now.
- With all of our 15 Metro stations undeveloped or underdeveloped, we need to provide a jolt to get TOD started.
- We are at a competitive disadvantage with the rest of the region, yet have great opportunities at Metro stations. With this change, our school surcharge would be more in line with neighboring jurisdictions for this type of development.

- Studio/efficiency apartments are a product type that is not being constructed in Prince George's. While there is a limited market for studio apartments, this change could result in construction of some of these units that are considered hip, urban, and could attract young professionals, graduate students, and visiting researchers, scientists and faculty. These units will broaden the housing product available in our mixed use and transit areas and contribute toward revitalization.

For more information, contact Lisa Jackson 301-512-0276 (cell) or CM Olson: 240-416-3184 (cell)

Dannielle Glaros  
Chief of Staff  
Councilman Eric C. Olson  
County Administration Building  
Upper Marlboro, MD 20772  
301-952-3060 (phone)  
301-952-4904 (fax)  
[www.princegeorgescountymd.gov/district3](http://www.princegeorgescountymd.gov/district3)  
*Together Strengthening Our Communities*

# 11. Boards and Committees

**City of College Park**  
**Board and Committee Appointments**

Shaded rows indicate a vacancy or reappointment opportunity.  
 The date following the appointee's name is the date of initial appointment.

<b>Advisory Planning Commission</b>			
Appointee	Represents	Appointed by	Term Expires
Larry Bleau 7/9/02	District 1	Mayor	12/15
Rosemarie Green Colby 04/10/12	District 2	Mayor	04/15
VACANT (formerly Huffman)	District 2	Mayor	11/14
James E. McFadden 2/14/99	District 3	Mayor	11/12
Clay Gump 1/24/12	District 3	Mayor	01/15
Charles Smolka 7/8/08	District 4	Mayor	08/14
Mary Cook 8/10/10	District 4	Mayor	08/13
City Code Chapter 15 Article IV: The APC shall be composed of 7 members appointed by the Mayor with the approval of Council, shall seek to give priority to the appointment of residents of the City and assure that there shall be representation from each of the City's four Council districts. Vacancies shall be filled by the Mayor with the approval of the Council for the unexpired portion of the term. Terms are three years. The Chairperson is elected by the majority of the Commission. Members are compensated. Liaison: Planning.			

<b>Airport Authority</b>			
Appointee	Resides in	Appointed by	Term Expires
James Garvin 11/9/04	District 3	M&C	07/14
Jack Robson 5/11/04	District 3	M&C	02/14
Anna Sandberg 2/26/85	District 3	M&C	03/16
Gabriel Iriarte 1/10/06	District 3	M&C	02/13
Christopher Dullnig 6/12/07	District 2	M&C	10/13
VACANT		M&C	
VACANT		M&C	
City Code Chapter 11 Article II: 7 members, must be residents and qualified voters of the City, appointed by Mayor and City Council, <i>term to be decided by appointing body</i> . Vacancies shall be filled by M&C for an unexpired portion of a term. Authority shall elect Chairperson from membership. Not a compensated committee. Liaison: City Clerk's Office.			

<b>Animal Welfare Committee</b>			
Appointee	Resides in	Appointed by	Term Expires
Cindy Vernasco 9/11/07	District 2	M&C	09/13
Linda Lachman 9/11/07	District 3	M&C	09/13
Marcia Booth 3/9/10	District 1	M&C	03/13
Dave Turley 3/23/10	District 1	M&C	03/13
Christiane Williams 5/11/10	District 1	M&C	05/13
Patti Brothers 6/8/10	Non resident	M&C	06/13
Taimi Anderson 6/8/10	Non resident	M&C	06/13

Harriet McNamee 7/13/10	District 1	M&C	07/13
Suzie Bellamy 9/28/10	District 4	M&C	09/13
Harleigh Ealley 12/14/10	District 1	M&C	12/13
Christine Nagle 03/13/12	District 1	M&C	03/15
10-R-20: Up to fifteen members appointed by the Mayor and Council for three-year terms. Not a compensated committee. Liaison: Public Services.			

<b>Board of Election Supervisors</b>			
Appointee	Represents	Appointed by	Term Expires
John Robson (Chief) 5/24/94	Mayoral appt	M&C	03/13
Terry Wertz 2/11/97	District 1	M&C	03/13
Maxine Gross 3/25/03	District 2	M&C	03/13
Linda Lachman 3/8/11	District 3	M&C	03/13
Charles Smolka 9/8/98	District 4	M&C	03/13
<p>City Charter C4-3: The Mayor and Council shall, not later than the first regular meeting in March of each year in which there is a general election, appoint and fix the compensation for five qualified voters as Supervisors of Elections, one of whom shall be appointed from the qualified voters of each of the four election districts and one of whom shall be appointed by the Mayor with the consent of the Council. The Mayor and Council shall designate one of the five Supervisors of Elections as the Chief of Elections. This is a compensated committee. For purposes of compensation the year shall run from April 1 – March 31. Per Council action (item 11-G-66) effective in March, 2013: In an election year all of the Board receives compensation. In a non-election year only the Chief Election Supervisor will be compensated. Liaison: City Clerk's office.</p>			

<b>Cable Television Commission</b>			
Appointee	Resides in	Appointed by	Term Expires
Jane Hopkins 06/14/11	District 1	Mayor	06/14
Blaine Davis 5/24/94	District 1	Mayor	12/15
James Sauer 9/9/08	District 3	Mayor	09/14
VACANT		Mayor	
Clay Gump 3/12/02	District 3	Mayor	11/13
<p>City Code Chapter 15 Article III: Composed of four Commissioners plus a voting Chairperson, appointed by the Mayor with the approval of the Council, three year terms. This is a compensated committee. Liaison: City Manager's Office.</p>			

<b>College Park City-University Partnership</b>			
Appointee	Represents	Appointed by	Term Expires
Robert T. Catlin	Class A Director	UMD President	01/13
Rob Specter	Class A Director	UMD President	01/13
Linda Clement	Class A Director	UMD President	01/11
Brian Darmody	Class A Director	UMD President	01/12
Andrew Fellows	Class B Director	M&C	01/14
Maxine Gross	Class B Director	M&C	01/15

Senator James Rosapepe	Class B Director	M&C	01/13
Stephen Brayman	Class B Director	M&C	01/14
Dr. Richard Wagner	Class C Director	City and University	01/13
<p>The CPCUP is a 501(c)(3) corporation whose mission is to promote and support commercial revitalization, economic development and quality housing opportunities consistent with the interests of the City of College Park and the University of Maryland. The CPCUP is not a City committee but the City makes appointments to the Partnership. Class B Directors are appointed by the Mayor and City Council; Class C Directors are jointly appointed by the Mayor and City Council and the President of the University of Maryland.</p>			

<b>Citizens Corps Council</b>			
Appointee	Represents	Appointed by	Term Expires
	CPNW	M&C	
Michael Burrier 3/14/06	BVFCRS	M&C	03/15
Matthew Cardoso 3/27/12	CPVFD	M&C	03/15
Dan Blasberg 3/27/12		M&C	03/15
David L. Milligan (Chair) 12/11/07		M&C	02/14
<p>Resolution 05-R-15. Membership shall be composed as follows: A Citizen Corps Coordinator for each neighborhood shall be nominated and appointed by the Mayor and Council and serve as a potential member of the CPCCC for the term of their respective office in the neighborhood group. Mayor and Council shall nominate and appoint 5 to 7 residents to serve as community coordinators and to serve on the CPCCC. At least one member of the CPCCC shall be the Neighborhood Watch Coordinator, and at least one member shall represent each of the other Citizen Corps programs such as CERT, Fire Corps, Volunteers In Police Service, etc. Each member of the CPCCC shall serve for a term of 3 years, and may be reappointed for an unlimited number of terms. The Mayor, with the approval of the City Council, shall appoint the Chair and Co-Chair of the CPCCC from among the members of the committee. The Director of Public Services shall serve as an ex officio member. Not a compensated committee. Liaison: Public Services.</p>			

<b>Committee For A Better Environment</b>			
Appointee	Resides in	Appointed by	Term Expires
Kennis Termini 11/9/04	District 1	M&C	05/14
Janis Oppelt 8/8/06	District 1	M&C	09/15
Stephen Jascourt 3/27/07	District 1	M&C	05/13
Suchitra Balachandran 10/9/07	District 4	M&C	01/14
Donna Weene 9/8/09	District 1	M&C	12/15
Ballard Troy 10/13/09	District 3	M&C	09/15
Alan Hew 1/12/10	District 4	M&C	01/13
Gemma Evans 1/25/11	District 1	M&C	01/14
Benjamin Mellman 1/10/12	District 1	M&C	01/15
Richard Williamson 05/08/12	District 3	M&C	05/15
Macrina Xavier 08/14/12	District 1	M&C	08/15
<p>City Code Chapter 15 Article VIII: No more than 25 members, appointed by the Mayor and Council, three year terms, members shall elect the chair. Not a compensated committee. Liaison: Planning.</p>			

<b>Education Advisory Committee</b>			
Appointee	Represents	Appointed by	Term Expires
VACANT	District 1		
Kennis Termini 11/09/11	District 1	M&C	11/13
Charlene Mahoney	District 2	M&C	12/14
VACANT	District 2	M&C	
Harold Jimenez 4/14/09	District 3	M&C	11/13
Araceli Jimenez 4/14/09	District 3	M&C	11/13
Melissa Day 9/15/10	District 3	M&C	11/14
Carolyn Bernache 2/9/10	District 4	M&C	02/14
Doris Ellis 9/28/10	District 4	M&C	09/13
Peggy Wilson 6/8/10	UMCP	UMCP	02/14

Resolutions 97-R-17, 99-R-4 and 10-R-13: At least 9 members who shall be appointed by the Mayor and Council: at least two from each Council District and one nominated by the University of Maryland. Two year terms. The Committee shall appoint the Chair and Vice-Chair of the Committee from among the members of the Committee. Not a compensated committee. Liaison: Youth and Family Services.

<b>Ethics Commission</b>			
Appointee	Represents	Appointed by	Term Expires
Edward Maginnis 09/13/11	District 1	Mayor	09/13
Forrest B. Tyler 3/24/98	District 2	Mayor	06/13
Sean O'Donnell 4/13/10	District 3	Mayor	04/12
Gail Kushner 09/13/11	District 4	Mayor	09/13
Robert Thurston 9/13/05	At Large	Mayor	09/12
Alan C. Bradford 1/23/96	At-Large	Mayor	11/12
Frank Rose 05/08/12	At-Large	Mayor	05/14

City Code Chapter 38 Article II: Composed of seven members appointed by the Mayor and approved by the Council. Of the seven members, one shall be appointed from each of the City's four election districts and three from the City at large. 2 year terms. Commission members shall elect one member as Chair for a renewable one-year term. Commission members sign an Oath of Office. Not a compensated committee. Liaison: City Clerk's office.

<b>Farmers Market Committee</b>			
Appointee	Represents	Appointed by	Term Expires
Margaret Kane 05/08/12	District 1	M&C	05/15
Robert Boone 07/10/12	District 1	M&C	07/15
Lily Fountain 07/10/12	District 2	M&C	07/15
Leo Shapiro 07/10/12	District 3	M&C	07/15
Julie Forker 07/10/12	District 3	M&C	07/15

	District 4	M&C	
Kimberly Schumann 09/11/12	District 1	M&C	09/15
Priyanka Basumallick 07/10/12	Student	M&C	07/15
<p>Established April 10, 2012 by 12-R-07. Up to 7 members. Quorum = 3. Three year terms. Not a compensated committee. Liaison: Planning Department. Agreement reached during July 3, 2012 Worksession to fill the seven positions as outlined above. Effective September 11, 2012 by 12-R-17: Membership increased to 8.</p>			

<b>Housing Authority of the City of College Park</b>			
Helen Long 11/12/02		Mayor	05/01/17
George L. Marx 7/8/03		Mayor	05/01/13
John Moore 9/10/96		Mayor	05/01/14
Thelma Lomax 7/10/90		Mayor	05/01/15
Carl Patterson 12/11/12	Attick Towers resident	Mayor	05/01/16
<p>The College Park Housing Authority was established in City Code Chapter 11 Article I, but it operates independently under Article 44A Title I of the Annotated Code of Maryland. The Housing Authority administers low income housing at Attick Towers. The Mayor appoints five commissioners to the Authority; each serves a five year term; appointments expire May 1. Mayor administers oath of office. One member is a resident of Attick Towers. The Authority selects a chairman from among its commissioners. The Housing Authority is funded through HUD and rent collection, administers their own budget, and has their own employees. The City supplements some of their services.</p>			

<b>Neighborhood Stabilization and Quality of Life Workgroup</b>		
	Appointee	Represents
1	Andrew M. Fellows	Mayor
2	Patrick L. Wojahn	District 1 Councilmember
3	Monroe Dennis	District 2 Councilmember
4	Stephanie Stulich	District 3 Councilmember
5	Marcus Afzali	District 4 Councilmember
6	Lisa Miller	PGPOA Representative
7	Paul Carlson	PGPOA Representative
8	Richard Biffi	Landlord selected by Council
9	Andrew Foose	Landlord selected by Council
10	Jackie Pearce Garrett	District 1 Resident selected by Council
11	Jonathan Molinatto	District 1 Resident selected by Council
12	Robert Thurston	District 2 Resident selected by Council
13		District 2 Resident selected by Council
14	Kelly Lueschow-Dineen	District 3 Resident selected by Council
15	Sarah Cutler	District 3 Resident selected by Council
16	Suchitra Balachandran	District 4 Resident selected by Council
17	Bonnie McClellan	District 4 Resident selected by Council
18	Dr. Andrea Goodwin	UMD representative selected by University
19	Gloria Aparicio Blackwell	UMD representative selected by University

20	Chief David Mitchell (Jagoe – alt.)	University of Maryland Police Department rep
21	Josh Ratner	University of Maryland Student Government Liaison
22	Samantha Zwerling	Student Government Association representative
23	David Colon Cabrera	Graduate Student Government Association rep
24	Greg Waterworth	IFC/PHA representative
25	Robert W. Ryan	Director, College Park Public Services Department
26	Jeannie Ripley	Manager, College Park Code Enforcement Division
27	Major Rob Brewer (or alternate)	Prince George's County Police Department
Established September 25, 2012 by Resolution 12-R-18. No terms.		

<b>Neighborhood Watch Steering Committee</b>			
	Resident of:	Appointed By:	Term Expires:
Robert Boone 04/12/11	District 1	M&C	04/13
Aaron Springer 02/14/12	District 3	M&C	02/14
Zari Malsawma 04/12/11	District 4	M&C	04/13
<p>The Neighborhood Watch Steering Committee was created on April 12, 2011 by Resolution 11-R-06 as a three-person Steering Committee whose members shall be residents. Coordinators of individual NW programs in the City shall be ex-officio members. Terms are for two years. Annually, the members of the Steering Committee shall appoint a Chairperson to serve for a one-year term. Meetings shall be held on a quarterly basis. This Resolution dissolved the Neighborhood Watch Coordinators Committee that was established by 97-R-15. This is not a compensated committee. Liaison: Public Services.</p>			

<b>Noise Control Board</b>			
Appointee	Represents	Appointed by	Term Expires
Mark Shroder 11/23/10	District 1	Council, for District 1	11/14
Harry Pitt, Jr. 9/26/95	District 2	Council, for District 2	03/16
Alan Stillwell 6/10/97	District 3	Council, for District 3	09/16
Suzie Bellamy	District 4	Council, for District 4	12/16
Adele Ellis 04/24/12	Mayoral Appt	Mayor	04/16
Bobbie P. Solomon 3/14/95	Alternate	Council - At large	12/12
Larry Wenzel 3/9/99	Alternate	Council - At large	12/12
<p>City Code Chapter 138-3: The Noise Control Board shall consist of five members, four of whom shall be appointed by the Council members, one from each of the four election districts, and one of whom shall be appointed by the Mayor. In addition, there shall be two alternate members appointed at large by the City Council. The members of the Noise Control Board shall select from among themselves a Chairperson. Four year terms. This is a compensated committee. Liaison: Public Services.</p>			

<b>Recreation Board</b>			
Appointee	Represents	Appointed by	Term Expires
Wade Price 12/14/05	District 1	M&C	02/15
Sarah Araghi 7/14/09	District 1	M&C	07/15
Alan C. Bradford 1/23/96	District 2*	M&C	02/14
VACANT	District 2	M&C	
Adele Ellis 9/13/88	District 3	M&C	02/14
VACANT	District 3	M&C	
Barbara Pianowski 3/23/10	District 4	M&C	03/13
VACANT	District 4	M&C	
Bettina McCloud 1/11/11	Mayoral	Mayor	01/14
VACANT	Mayoral**	Mayor	

City Code Chapter 15 Article II: 10 members: two from each Council district appointed by the Mayor and Council and two members nominated by the Mayor and confirmed by the Mayor and Council. The Chairperson will be chosen from among and by the district appointees. 3 year terms. Not a compensated committee. Liaison: Public Services.

\*Although Mr. Bradford lives in what is now considered District 1, his residence was part of District 2 when he was appointed. The designation of his residence was changed to District 1 during the last redistricting. He is still considered an appointment from District 2.

\*\* Effective April 2012: Jay Gilchrist, Director of UMD Campus Recreation Services, changed his status from Rec Board member (Mayoral Appointment) to UM liaison to the Rec Board, similar to the M-NCPPC representative.

<b>Rent Stabilization Board</b>			
Appointee	Represents	Appointed by	Term Expires
Justin Fair 1/11/11	Member	M&C	01/14
VACANT		M&C	
Richard Biffel 6/6/06	Landlord	M&C	09/13
Bradley Farrar 6/14/11	Landlord	M&C	06/14
VACANT (formerly R. Day)		M&C	
VACANT		M&C	
Chris Kujawa 10/11/11	Resident	M&C	10/14

City Code Chapter 15 Article IX: Board shall have between 5 - 7 members appointed by M&C with priority given to the appointment of residents and to owners of real property located in the City. Three year terms. Vacancies shall be filled for unexpired portions of a term. At least two members should be tenants and two members should be landlords. Chairperson chosen by the Board from among the members. This is a compensated committee. Liaison: Public Services.

→7/10/12: Ordinance was extended until September 1, 2013, and the administration and enforcement of the law was suspended until September 1, 2013. The RSB is on hiatus. There is no need to maintain a quorum at this time.

<b>Sustainable Maryland Certified Green Team</b>		
Appointee	Represents	Term Expires
Denise Mitchell 04/10/12	City Elected Official	04/14
Patrick Wojahn 04/10/12	City Elected Official	04/14
Elisa Vitale 04/10/12	City Staff	04/14
Loree Talley 05/08/12	City Staff	05/14
Ballard Troy 05/08/12	CBE Representative	05/14
	A City School	
James Jalandoni 04/10/12	UMD Student	04/14
Eric Maring 04/10/12	UMD Faculty or Staff	04/14
Chrissy Rey - Pongos 05/08/12	City Business Community	05/14
Ben Bassett - Proteus Bicycles 09/25/12	City Business Community	09/14
Rebecca Hayes 04/10/12	Resident	04/14
Christine Nagle 04/10/12	Resident	04/14
	Resident	
	Resident	
<p>Established March 13, 2012 by Resolution 12-R-06. Up to 14 people with the following representation: 2 elected officials from the City of College Park, 2 City staff, 1 representative from the CBE, 1 representative of a City school, 1 student representative from the University of Maryland, 1 faculty or staff representative from the University of Maryland, 2 representatives of the City business community, up to 4 City residents. Two year terms. Not a compensated committee. A quorum shall be 6 people. The SMCGT shall select a Chair and a Co-Chair from among the membership on an annual basis. The SMCGT should meet at least bi-monthly. The liaison shall be the Planning Department.</p>		

<b>Tree and Landscape Board</b>			
Member	Represents	Appointed by	Term Expires
Dennis Herschbach 3/26/02	Citizen	M&C	07/13
John Krouse	Citizen	M&C	11/14
VACANT	Citizen	M&C	
Mark Wimer 7/12/05	Citizen	M&C	02/14
Amelia Murdoch 9/9/97	Citizen	M&C	11/11
Ballard Troy – liaison to CBE	CBE Chair		
John Lea-Cox 1/13/98	City Forester	M&C	12/14
Jonathan Brown	Planning Director		
Brenda Alexander	Public Works Director		
<p>City Code Chapter 179-5: The Board shall have 9 voting members: 5 citizens appointed by M&amp;C, plus the CBE Chair, the City Forester, the Planning Director and the Public Works Director. Two year terms. Members choose their own officers. Not a compensated committee. Liaison: City Clerk's office.</p>			

<b>Veterans Memorial Improvement Committee</b>			
Appointee	Represents	Appointed by	Term Expires
Winston Hazard 1/7/01		M&C	03/14
Deloris Cass 11/7/01		M&C	12/15
Joseph Ruth 11/7/01	VFW	M&C	12/15
Leonard Smith 11/25/08		M&C	03/15
Blaine Davis 10/28/03	American Legion	M&C	12/15
Rita Zito 11/7/01		M&C	02/15
Doris Davis 10/28/03		M&C	12/15
Mary Cook 3/23/10		M&C	03/13
Resolution 01-G-57: Board comprised of 9 to 13 members including at least one member from American Legion College Park Post 217 and one member from Veterans of Foreign Wars Phillips-Kleiner Post 5627. Appointed by Mayor and Council. Three year terms. Chair shall be elected each year by the members of the Committee. Not a compensated committee. Liaison: Public Works.			