



TUESDAY, JULY 9, 2013
WORKSESSION
(COUNCIL CHAMBERS)

7:30 P.M.

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.

CITY MANAGER'S REPORT

PROPOSED ITEMS TO GO DIRECTLY TO NEXT WEEK'S AGENDA

PROPOSED CONSENT AGENDA ITEMS

1. Ratification of a Memorandum of Understanding (MOU) with Prince George's County for the Installation of Rectangular Rapid Flashing Beacon (RRFB) along Rhode Island Avenue (County Right-of-Way) – Steve Halpern, City Engineer
2. DCPMA request for free parking in the garage during restaurant week (August 11 – 17)
3. Resolution Of The Mayor And Council Of The City Of College Park, Maryland Adopting The Recommendations Of The Advisory Planning Commission Regarding Variance Application Number CPV-2013-03, 8705 48th Place, College Park, Maryland, Recommending Denial Of A Variance From Section 27-442 (E) Table IV Of The Prince George's County Zoning Ordinance For Sideyard Setback For Construction Of A Deck And Recommending Approval Of A Variance From Front And Sideyard Setbacks For The Existing House (***Appeal period ended July 4, 2013***)

PROPOSED SPECIAL SESSION ITEMS

4. Sunday Field Use Request by Berwyn Baptist Church for a concert at Duvall Field on July 14 from 1 – 3:30 p.m. – Bob Ryan, Director of Public Services
5. CB-51-2013: Commercial Zones – Day Care Centers for Children. Comments due to PZED on or before July 15 – Terry Schum, Director of Planning

WORKSESSION DISCUSSION ITEMS

6. Committee for A Better Environment: budget and work plan – (FY '14 Budget Parking Lot request by Councilmember Wojahn)
7. Discussion of “no parking” areas on 48th Avenue between Berwyn Road and Pontiac Street – Councilmember Catlin
8. Annual Economic Development Update – Michael Stiefvater, Economic Development Coordinator
9. Follow-up discussion on the Maryland State Retirement Plan - Jill Clements, Director of Human Resources
10. Comments on Senior Advisory Committee Proposal – Peggy Higgins, Director of Youth, Family and Senior Services
11. Piggy-back on WSSC’s paving contract – Steve Halpern, City Engineer
12. SHA request for funding a utility-undergrounding study for Phase 1 of US Route 1 improvements – Terry Schum, Director of Planning
13. Blue Tarp law – Suellen Ferguson, City Attorney
14. Approval of an Agreement with Mazza for maintenance of pedestrian street lights – Steve Halpern, City Engineer
15. Agenda items for July 24 Four Cities meeting in Berwyn Heights
16. Appointments to Boards and Committees

COUNCIL COMMENTS

COMING UP ON TUESDAY, JULY 16:

6:30 – 7:30 P.M.

Reception for Mayor Joseph Page

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(Possible Closed Session)

- 1) Discussion with Frank Brewer, Executive Director, CPCUP, about recent Partnership activities and budget
- 2) Discussion with Omar Blaik, U3 Ventures, About Downtown Development Vision

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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.

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# MOU with County for the RRFBs

# MEMORANDUM

**To:** Joe Nagro, City Manager   
**From:** Steven E. Halpern, P.E.   
**Date:** July 9, 2012  
**Subject:** Ratification of a Memorandum of Understanding (MOU) with Prince George's County for the Installation of Rectangular Rapid Flashing Beacon (RRFB) along Rhode Island Avenue (County Right-of-Way).

## **Background**

About 3 years ago city staff began investigating crosswalk safety enhancements along Rhode Island Avenue north of University Boulevard for pedestrian safety. Staff determined and the North College Park Civic Association concurred that the RRFB was a suitable device to be located along Rhode Island Avenue.

On March 26, 2013 Council approved the purchase and installation of two sets of Spot Device Rapid Rectangular Flashing Beacons on Rhode Island Avenue at Cherokee Street and Muskogee Street, for a total cost of \$33,460 plus freight.

Because these devices will be located in the Prince George's County right-of-way, an MOU with the County was required. The MOU was jointly prepared by the City and County attorneys, and was executed on May 30. This MOU now needs to be ratified by the City Council.

## **Recommendation**

That the City Council ratify the attached MOU with Prince George's County to allow the installation of the RRFBs on Rhode Island Avenue.

Attachment

MEMORANDUM OF UNDERSTANDING

**THIS MEMORANDUM OF UNDERSTANDING** (“Agreement”) is made and entered into this 30<sup>th</sup> day of May, 2013 (the “Effective Date”) by and between Prince George’s County, Maryland, a body corporate and politic (the “County”) on behalf of the Department of Public Works and Transportation (“DPW&T”) and the City of College Park, a body corporate and politic (the “City”).

**RECITALS**

**WHEREAS**, the County controls and maintains various roadways within the City’s boundaries; and

**WHEREAS**, installation and maintenance of traffic control devices within the County rights-of-way are a function of DPW&T; and

**WHEREAS**, the City has requested permission to install a Rectangular Rapid Flash Beacon (RRFB) system(s) within a County right-of-way located at Rhode Island Avenue, College Park, Maryland; and

**WHEREAS**, DPW&T has agreed to allow the City to install the RRFB system; and

**WHEREAS**, DPW&T and the Maryland State Highway Administration currently do not allow installation of the “RRFB” without special written exception; and

**WHEREAS**, DPW&T and the County desire to enter into this Agreement to grant such special written exception to install the RRFB.

**NOW, THEREFORE**, in consideration of the mutual covenants and obligations contained herein, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1) **City Responsibilities:** The City shall be responsible for the following duties and tasks:
  - a) Obtain all necessary permits and perform all of the construction, installation and maintenance operations required for the RRFB system (the “Work”) in accordance with and as described in Exhibit A, which is attached hereto and incorporated into this Agreement as if fully set forth herein.
  - b) Provide to DPW&T copies of all applicable permits.
  - c) Maintain and support all equipment installed pursuant to this Agreement, including the provision of emergency repairs of the RRFB(s).
  - d) Provide all construction and engineering plans to DPW&T prior to the construction phase of the Work as described in Exhibit A.
  - e) In the event the City fails to perform any of the Work functions associated with the RRFB(s) and corrective action is needed as determined by DPW&T, DPW&T shall

## MEMORANDUM OF UNDERSTANDING

notify the City as to the required corrective action. The City shall commence the corrective action within forty-eight (48) hours of notification by DPW&T. If the City does not commence corrective action within forty-eight (48) hours, DPW&T reserves the right to perform such corrective action as may be needed and charge the City for recovery of the full cost for such corrective action(s), which shall be paid within thirty (30) days of notice from DPW&T through a check or money order made payable to Prince George's County, Maryland.

- f) In the event this Agreement is terminated pursuant to the terms of Sections 3, 4 or 5 herein, or the County requires that the equipment be removed, pursuant to Paragraph 2, the City shall remove the work at its expense and restore the affected portion of the intersection to its original condition
- 2) **Removal or Relocation:** DPW&T reserves the right to require removal of all equipment installed by the City pursuant to this Agreement if DPW&T determines, in its sole discretion, that such removal is necessary due to termination of this Agreement, safety, construction, lack of maintenance, non-compliance or any other applicable reason. In the event that the City fails to remove the equipment within thirty (30) days of written notice from the County to do so, then the County may remove the equipment and shall be reimbursed for the cost thereof by the City. If agreed by the parties, the equipment installed by the City may be relocated in lieu of removal, upon terms agreed by the parties.
- 3) **Term:** This Agreement shall be effective as of the Effective Date and shall continue in effect so long as the RRFB system is installed unless terminated by either party by giving ninety (90) days prior written notice of such termination. The continuation of this Agreement beyond the end of the fiscal year in which it is executed, and any subsequent fiscal years during which this Agreement is in effect, shall be contingent upon the availability of funding for the applicable fiscal year.
- 4) **Termination for Convenience.** The performance of work under this Agreement, in whole or in part, may be terminated by the County upon thirty (30) days prior written notice, or such time as mutually agreeable to the parties, in accordance with this clause whenever the County shall determine that such termination is in the best interest of the County.
- 5) **Termination for Default.** If City fails to fulfill its obligations under this Agreement properly and on time or otherwise violates any provision of this Agreement, the County may terminate this Agreement by providing written notice to the City. The written notice shall specify the acts or omissions relied on as cause for termination.
- 6) **Notices:** All notices, requests, reports, demands and other communications under this Agreement shall be in writing and shall be deemed to have been duly given: (i) immediately upon receipt if hand-delivered in accordance with the notice provisions of this Agreement; (ii) on the day after delivery to a nationally recognized overnight courier service, or (iii) on the fifth day after mailing, if mailed to the party to whom such notice is to be given, by registered or certified U.S. mail, return receipt requested, and, in all cases, if prepaid and properly addressed as follows:

## MEMORANDUM OF UNDERSTANDING

Attention: -Gwendolyn T. Clerkley  
Associate Director  
Office of Highway Maintenance  
Prince George's County  
Department of Public Works and Transportation  
8400 D'Arcy Road  
Forestville, Maryland 20747

With Copies to: County Attorney  
Office of Law, Room 5121  
14741 Governor Oden Bowie Drive  
Upper Marlboro, Maryland 20772

All notices or invoices to the City shall be addressed to:

Attention: Joseph L. Nagro  
City Manager  
City of College Park  
4500 Knox Road  
College Park, MD 20740

- 7) **Indemnification:** Subject to and without waiving common law and other governmental immunities and the provisions §5-301 et seq., Local Government Tort Claims Act, Courts and Judicial Proceedings Article, Annotated Code of Maryland, City shall indemnify, defend, and hold harmless the County, its officers, directors, agents and employees (each, including the County, a "Covered Person") from and against any and all pending or threatened claims, losses, liabilities, litigation, damage, penalty, expense and demands of every kind and nature whatsoever (any of the foregoing a "Loss"), including, without limitation, the costs as and when incurred of defending any such Loss, and including, without limitation, reasonable attorneys' fees and disbursements therefore, incurred by a Covered Person resulting from or arising in connection with the performance of this Agreement, caused in part or in whole by any negligent or willful act or omission of the City, its officers, agents, employees or representatives. The City expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. The County does not waive any right or defense, or forebear any action, in connection herewith. The indemnification provisions set forth in this Section shall survive termination or expiration of this Agreement.
- 8) **No Waivers:** No failure or delay by any party in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or privilege. The rights and remedies herein provided shall be cumulative and not exclusive of any rights or remedies provided by law.

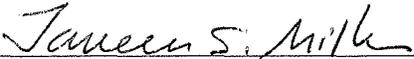
## MEMORANDUM OF UNDERSTANDING

- 9) **Non-Assignability:** This Agreement shall be deemed personal to the parties hereto and shall not be assigned, delegated or subcontracted without the prior written consent of the County.
- 10) **Contract Dispute Resolution:** All claims and disputes arising under this Agreement shall be handled in accordance with Sections 10A-104 and 10A-107 of the Prince George's County Code.
- 11) **Status of Parties:** The relationship of the parties to this Agreement is one of independent contractors and no partnership or joint venture is intended to be created. No party shall represent itself as the agent or employee of any other party.
- 12) **Compliance with Law:** The City shall comply with all applicable laws, orders and codes of the federal, state and local governments as they pertain to this Agreement.
- 13) **Governing Law\Venue\Severability:** This Agreement and the rights and obligations of the parties shall be governed by and construed in accordance with the laws of Prince George's County and the State of Maryland, without regard to its conflicts of law principles.
- 14) **Construction:** This Agreement shall not be construed against the party preparing it, but shall be construed as if the parties jointly prepared it and any uncertainty or ambiguity shall not be interpreted against any party. If any term or other provision herein is found to be unenforceable, invalid or illegal, such term or provision shall be deemed deleted from this Agreement, and the remainder of this Agreement shall not be affected or impaired thereby.
- 15) **Authority:** Each party represents and warrants that it is fully authorized to enter into the terms and conditions of, and to execute and be bound by, this Agreement. The parties agree to use their best efforts promptly to execute and to effectuate the terms provided for herein. In addition, each person whose signature appears hereon warrants and guarantees that he/she has been duly authorized and has full authority to execute this Agreement.
- 16) **Binding Effect:** This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.
- 17) **Recitals:** The Recitals are expressly incorporated herein by reference.
- 18) **Entire Agreement:** This Agreement incorporates the entire understanding of the parties hereto, and supersedes any and all prior agreements or understandings (written or oral) relating to the subject matter hereof. This Agreement can only be modified in a writing signed by duly authorized representatives of both parties hereto.
- 19) **Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

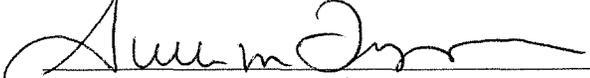
**MEMORANDUM OF UNDERSTANDING**

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed and executed on the Effective Date first written above.

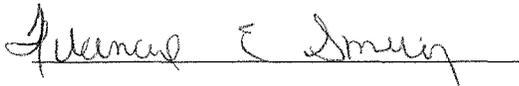
**WITNESS**

  
Janeen S. Miller, CMC, City Clerk

Approved as to form and legal sufficiency

  
Suellen M. Ferguson, City Attorneys

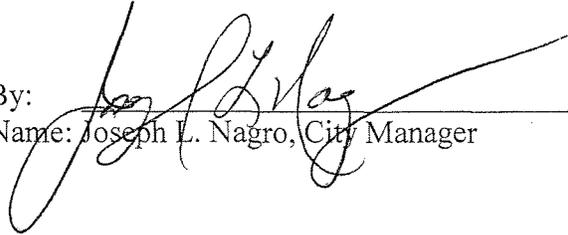
**WITNESS**



**Reviewed and Approval Recommended:**

  
Haitham Hijazi  
Director, Department of Public Works and Transportation

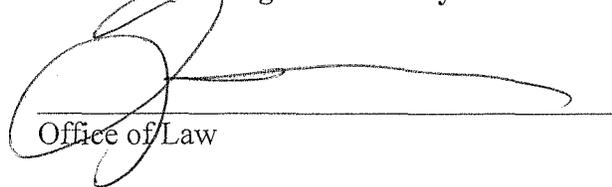
**CITY OF COLLEGE PARK**

By:   
Name: Joseph L. Nagro, City Manager

**PRINCE GEORGE'S COUNTY,  
MARYLAND**

By:   
Carla A. Reid Deputy  
Chief Administrative Officer Economic  
Development and Public Infrastructure

**Reviewed for Legal Sufficiency:**

  
Office of Law

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DCPMA request  
for free parking  
during  
restaurant week  
(August 11 – 17)

## MEMORANDUM

**TO:** Mayor and Council

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

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

**DATE:** July 3, 2013

**SUBJECT:** Free Downtown Garage Parking for Restaurant Week

### ISSUE

At the May 23, 2013 meeting of the Downtown College Park Management Authority ("DCPMA"), the group's officers voted to request that the City expand its free summer parking program to coincide with College Park's Restaurant Week from August 11<sup>th</sup> to August 17<sup>th</sup>. Currently, the City offers free parking in the Downtown garage on Saturdays from May 25<sup>th</sup> to August 17<sup>th</sup>, while Sundays are always free. DCPMA's request would allow visitors to park for free in the Downtown garage after 5:00pm during the remaining days of Restaurant Week. The purpose of this request is to encourage participation in this inaugural event.

### BACKGROUND

In response to various community surveys and discussions with restaurant owners, City staff chose to organize a city-wide restaurant week during a traditionally slow period for local businesses. City staff has reached out to 21 locally-owned restaurants and received confirmation from 16 that they will participate, of which 7 are located within the DCPMA boundary.

### SUMMARY

In order to estimate the potential loss of parking revenue due to this request, Parking Enforcement provided an analysis of payments received after 5:00pm from Monday, June 24, to Friday, June 28, in the Downtown garage. For that period, parking payments totaled \$1,965.75, or \$393.15 per night.

### RECOMMENDATION

Staff recommends that the Mayor and Council approve this request and enable Parking Enforcement to suspend enforcement after 5:00pm from August 11<sup>th</sup> to August 17<sup>th</sup>.

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APC Variance  
CPV-2013-03  
8705 48th Place



Office of the Mayor and Council  
City of College Park  
4500 Knox Road  
College Park, Maryland 20740  
Telephone: (240) 487-3501  
Facsimile: (301) 699-8029

**NOTICE OF FINAL DECISION  
of the  
MAYOR AND COUNCIL  
of the  
CITY OF COLLEGE PARK**

RE: Case No. CPV-2013-03 Name: Joyce and Andrew Jones

Address: 8705 48<sup>th</sup> Place, College Park, MD 20740

Enclosed herewith is a copy of the Resolution setting forth the action taken by the Mayor and Council of the City of College Park in this case on the following date:

July 9, 2013 .

**CERTIFICATE OF SERVICE**

This is to certify that on July 12, 2013, the attached Resolution was mailed, postage prepaid, to all persons of record.

**NOTICE**

Any person of record may appeal the Mayor and Council decision within thirty (30) days to the Circuit Court of Prince George's County, 14735 Main Street, Upper Marlboro, MD 20772. Contact the Circuit Court for information on the appeal process at (301) 952-3655.

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Janeen S. Miller, CMC  
City Clerk

Copies to: Advisory Planning Commission  
City Attorney  
Applicant  
Parties of Record

PG Co. DER, Permits & Review Section  
M-NCPPC, Development Review Division  
City Public Services Department

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND ADOPTING THE RECOMMENDATIONS OF THE ADVISORY PLANNING COMMISSION REGARDING VARIANCE APPLICATION NUMBER CPV-2013-03, 8705 48<sup>TH</sup> PLACE, COLLEGE PARK, MARYLAND, RECOMMENDING DENIAL OF A VARIANCE FROM SECTION 27-442 (E) TABLE IV OF THE PRINCE GEORGE'S COUNTY ZONING ORDINANCE FOR SIDEYARD SETBACK FOR CONSTRUCTION OF A DECK AND RECOMMENDING APPROVAL OF A VARIANCE FROM FRONT AND SIDEYARD SETBACKS FOR THE EXISTING HOUSE.**

**WHEREAS,** the City of College Park, Maryland (hereinafter, the "City") has, pursuant to Ordinance Number 11-O-03 (hereinafter, the "Ordinance"), and in accordance with Section 27-924 of the Prince George's County Zoning Ordinance (hereinafter, "Zoning Ordinance"), enacted an ordinance which sets forth procedural regulations governing any or all of the following: departures from design and landscaping standards, parking and loading standards, sign design standards, and variances for lot size, setback, and similar requirements for land within the corporate boundaries of the City, alternative compliance from landscaping requirements, certification, revocation, and revision of nonconforming uses, and minor changes to approved special exceptions; and

**WHEREAS,** the City is authorized by the Ordinance to grant an application for a waiver or variance for lot size, setback, and similar requirements where, by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary situation or condition of the specific parcel of property, the strict application of the Zoning Ordinance would result in peculiar and unusual practical difficulties or an exceptional or undue hardship upon the owner of the property, and a variance can be granted without substantial impairment of the intent, purpose and integrity of the General Plan or Master Plan; and

**WHEREAS,** the Advisory Planning Commission (hereinafter "APC") is authorized by the Ordinance to hear requests for variances from the terms of the Zoning Ordinance with respect to lot size, setback, and other requirements from which a variance may be granted by the Prince George's County Board of Appeals, including variances from Section 27-442(e) of the Prince George's County Zoning Ordinance, and to make recommendations to the Mayor and Council in connection therewith; and

**WHEREAS,** the Mayor and Council are authorized by the Ordinance to accept or deny the recommendation of the APC with respect to variance requests; and

**WHEREAS,** on April 22, 2013, Joyce and Andrew Jones (hereinafter, the "Applicant"), submitted an application for variances from the Prince George's County Zoning Ordinance Section 27-442(e) Table IV, for the premises known as 8705 48<sup>th</sup> Place, College Park, Maryland ("the Property") for a covered deck; and

**WHEREAS,** on June 6, 2013, the APC conducted a hearing on the merits of the application, at which time the APC heard testimony and accepted evidence, including the staff report and Exhibits 1 – 7 with respect to whether the subject application meets the standards for granting an appeal set forth in the Ordinance; and

**WHEREAS,** based upon the evidence and testimony presented, the APC voted 5-0-0 to recommend that the variance for the house be granted and the variances for the deck to be denied; and

**WHEREAS,** the Mayor and Council have reviewed the recommendation of the APC as to the Application and in particular have reviewed the APC's findings of fact and conclusions of law; and

**WHEREAS,** no exceptions have been filed; and

**WHEREAS,** the Mayor and Council are in agreement with and hereby adopt the findings of fact and conclusions of law of the APC as to the Application as follows:

Section 1 Findings of fact:

- 1.1 The applicant is requesting a side yard setback variance of 6 feet to validate and cover a deck that was built without a permit and to validate the front and side yard setbacks of their existing house.
- 1.2 The principal structure was built in 1913 in the Bewley Estates subdivision. The property is zoned R-55. The property is rectangular in shape has an area of 9606 square feet or approximately 0.22 acres.
- 1.3 The property is improved with a 2712 square foot, 2 ½ -story frame, single-family house, with a covered front porch, a deck, and a concrete driveway accessed via the street. The house was built off the center of the lot on the southern side of the lot and at a skewed angle on the property.
- 1.4 After construction began on the deck roof, the applicant was notified by the City that they needed a permit and stopped work.
- 1.5 The Applicant testified that the deck was built in 2006 and they wanted to improve it by constructing a deck roof which they were building themselves and it would be a financial hardship to remove and rebuild the deck. The applicant further testified the deck, as constructed, is in line with the back of the house; removing a portion of the deck or building it at a different angle would not look good aesthetically.
- 1.6 The neighbor at 8703 48<sup>th</sup> Place indicated that he did not object to the covered deck.

Section 2 Conclusions of Law

- 2.1 The Property has an extraordinary situation in that the house was constructed prior to the current zoning off center and at a skewed angle on the property and does not meet the front or side yard setback. The deck, however, was constructed more recently without a permit and does not meet current setback requirements which is not an extraordinary situation.
- 2.2 The strict application of the County Zoning Ordinance for the principal structure will result in peculiar and unusual practical difficulties to, or exceptional hardship upon the property owner in that they would have to move the existing house to meet the current requirements. However, the recently attached deck was not constructed to meet the current zoning ordinance requirements and does not meet the criteria for an unusual practical difficulty or exceptional hardship as the difficulties associated with removing the portion of the deck located within the setback stems from the self-created hardship of constructing the deck without permits. Further, the size of the remainder portion of the existing deck which would comply with setback requirements without a variance is reasonable, and thus a side yard setback variance is not necessary for the deck as no peculiar or unusual practical difficulty will be inure to the property owner without a variance.
- 2.3 The variance for the front and side yard setbacks for the existing house will not substantially impair the intent, purpose or integrity of any applicable County General Plan or County Master Plan. However, permitting a side yard setback variance to 2 feet to accommodate the deck would impair the intent, purpose and integrity of the County General Plan or County Master Plan in that such intent and purpose includes maintaining adequate space between structures on properties for air, fire prevention and aesthetics.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the City of College Park, Maryland that the findings of fact and conclusions of law of the APC are hereby adopted and recommends that:

- 1) The variances from the front and side yard setbacks for the existing house be approved due to the house being built in 1913 before the current zoning requirements.
- 2) The variance from the minimum 8-foot side yard setback for a deck is denied

**ADOPTED,** by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 9<sup>th</sup> day of July 2013.

CITY OF COLLEGE PARK,  
MARYLAND

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Janeen S. Miller, CMC  
City Clerk

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Andrew M. Fellows, Mayor

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

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Suellen M. Ferguson  
City Attorney

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Sunday Field  
Use Request  
by Berwyn  
Baptist  
Church

## MEMORANDUM

TO: Mayor and City Council

THROUGH: Joseph Nagro, City Manager

FROM: Robert W. Ryan, Public Services Director 

DATE: June 28, 2013

SUBJECT: Sunday Field Use Request Berwyn Baptist Church for Afternoon Concert

### ISSUE

The Berwyn Baptist Church has requested Council approval of Sunday use of Duvall Field facilities for a summer concert and, has submitted Field Use Requests as required.

### SUMMARY

The Church has applied for Sunday use on July 14, 2013. The application was received in time, reviewed and approved by the Recreation Board and should have been included in the batch approved on June 18, 2013.

The field use rules require City Council approval of organized Sunday use. This is established by Council adoption of Section VI.7 of the City Recreation Facilities Rules and Regulations; the full text of which is available on the City's website at <http://www.collegeparkmd.gov/Documents/Public%20Services/Field%20Use%20Rules%20march%202006.pdf>

The Recreation Board, considered, and approved this request at their regular meeting on Monday, May 6, 2013.

### RECOMMENDATION

It is recommended that the attached Field Use Requests from the Berwyn Baptist Church be approved for Sunday July 14, 2103 from 1:00 p.m. until 3:30 p.m.

# CITY OF COLLEGE PARK FIELD USE RESERVATION APPLICATION

## Duval Field



Date of Application April 8, 2013  
 Name of Organization Berwyn Baptist Church  
 Name of Contact Individual Arthur Silver / ANITA HANNA (event co-ord)  
 Address 4720 Cherokee Street, College Park, MD 20740  
 Telephone: Home 301-434-9435 Work 301 Cell 301-873-5120  
 Is the Organization a City-located youth Organization? Yes  No  Is the Organization Headquartered in College Park? Yes  No

REQUESTING DUVAL FIELD FOR:  Football, Age: \_\_\_\_\_  Soccer, Age: \_\_\_\_\_  Baseball, Age: \_\_\_\_\_  T-Ball, Age: \_\_\_\_\_  
 Softball, Age: \_\_\_\_\_ ADDITIONAL NEEDS:  Lights  Bathrooms  Concession Stand

Date(s) Requested SUN, July 14, 2013 Times Requested: From 1:00 PM To 3:30 PM

Description of Activity or Event CONCERT

Are you charging a fee? Yes  No  If yes, for what purpose? \_\_\_\_\_

Expected number of participants: 50-100 Age range: All ages - children to adults

I hereby confirm that I have received and read the City Recreation Facilities Rules and Regulations.  
 The organization's "Proof of adequate minimum liability insurance" (required under Section IV, Item 5) is attached to this application.

In addition, applicant/organization agrees to indemnify and hold harmless the City from and against all actions, liability, claims, suits, damages, cost or expenses of any kind which may be brought or made against the City or which the City must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from his/her negligent performance of or failure to perform any of his/her obligations under the terms of this application/permit.

4/9/13 Date Arthur Silver Signature of Contact Individual Chairman Trustee's

Do Not Write Below This Line

Recommendation of Recreation Board \_\_\_\_\_ Damage Deposit \$ 0

Approval  Disapproval \_\_\_\_\_ Estimated Fee \$ 0

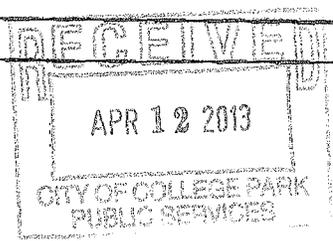
Comments \_\_\_\_\_  
 Date 05/06/2013 Signature Ray for A Bradford

Recommendation of Public Services Director \_\_\_\_\_  
 Approval  Disapproval \_\_\_\_\_

Comments \_\_\_\_\_  
 Date 27 June 13 Signature Walker

Action by Mayor and Council (or City Manager) \_\_\_\_\_  
 Approval \_\_\_\_\_ Disapproval \_\_\_\_\_

Comments \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_





5

**CB-51-2013:  
Commercial  
Zones – Day  
Care Centers  
for Children**

## MEMORANDUM

**TO:** Mayor and Council  
**FROM:** Terry Schum, Planning Director *ts*  
**DATE:** July 5, 2013  
**RE:** CB-51-2013  
Commercial Zones – Day Care Centers for Children

### ISSUE

County Councilmember Harrison is proposing a bill that will prohibit day care centers for children in the C-S-C zone and provides for amortization by July 1, 2018. It is before the Planning Zoning Economic Development (PZED) Committee on July 17, 2013 and comments on the bill must be received on or before July 15, 2013.

### SUMMARY

Day care centers for children are currently permitted in all residential and commercial zones. Day care centers in a publicly-owned recreational facility, school, church or public building are only permitted as an accessory use. CB-51-2013 would prohibit day care centers in the C-S-C zone only. Existing day care centers in the C-S-C zone would become nonconforming but would not be required to obtain certification of nonconforming status. They would, however, have to cease operation by July 1, 2018 or upon a change in occupancy.

This bill would impact The Mentor Learning Center located at 4925 Edgewood Road which has a capacity for 43 children. Staff has no information or background about why this bill is proposed. It would limit the supply of day care options in College Park and seems unnecessary.

### RECOMMENDATION

Staff recommends sending a letter to the Chair of the PZED Committee opposing this bill.

### ATTACHMENT

1. CB-51-2013

LEGISLATIVE REFERENCE

**TO:** Appropriate Agency (checked below)

**FROM:** Robert J. Williams  
Council Administrator

**Date:** July 2, 2013



**Pending Legislation:**

|            |  |  |
|------------|--|--|
| CB-51-2013 |  |  |
|            |  |  |

The legislation indicated above is now before the Prince George's County Council. Please have appropriate staff review and comment on the effective date, as well as the impact on your department's operation or budget. The Planning, Zoning Economic Development Committee, (PZED) will consider this issue on **Wednesday, July 17, 2013.**

In replying, please refer to the legislation number listed above and address your written **comments** to: Council Member Mel Franklin, Committee Chair.

Please send your written comments to Jackie Brown, PZED Director *on or before* **Monday, July 15, 2013.** Comments may be mailed, e-mailed or faxed.

14741 Governor Oden Bowie Drive  
CAB 2<sup>nd</sup> Floor  
Upper Marlboro, Md. 20772  
Fax: 301-952-3499  
E-Mail: [jwbrown@co.pg.md.us](mailto:jwbrown@co.pg.md.us) or [bjstone@co.pg.md.us](mailto:bjstone@co.pg.md.us)

The following recipients have been sent by email, the above noted legislation for referral comments:

|                                     |                                           |                                     |                                                          |
|-------------------------------------|-------------------------------------------|-------------------------------------|----------------------------------------------------------|
| <input checked="" type="checkbox"/> | <b>Legislative Aide to Council Member</b> | <input checked="" type="checkbox"/> | <b>Soil Conservation</b>                                 |
|                                     | Bridget Warren, District 1                | <input checked="" type="checkbox"/> | M-NCPPC                                                  |
|                                     | Penny Mendoza, District 2                 |                                     | Community College                                        |
|                                     | Dannielle Glaros, District 3              | <input checked="" type="checkbox"/> | Pepco                                                    |
|                                     | Tomeka Bumby, District 4                  |                                     | Parking Authority                                        |
| <input checked="" type="checkbox"/> | Rodney Street, District 5                 | <input checked="" type="checkbox"/> | MNCBIA                                                   |
|                                     | Nell Johnson, District 6                  |                                     | Sheriff                                                  |
|                                     | Dwayne Mingo, District 7                  | <input checked="" type="checkbox"/> | Associated Builders and Contractors (Washington Chapter) |
|                                     | Ellis Watson, District 8                  |                                     | WSSC                                                     |
|                                     | Brendon Laster, District 9                | <input checked="" type="checkbox"/> | <b>Municipalities</b>                                    |
| <input checked="" type="checkbox"/> | <b>Legislative Officer</b>                | <input checked="" type="checkbox"/> | Berwyn Heights                                           |
| <input checked="" type="checkbox"/> | Karen Zavakos                             | <input checked="" type="checkbox"/> | Bladensburg                                              |
|                                     |                                           |                                     | Brentwood                                                |
| <input checked="" type="checkbox"/> | <b>Council Administrator</b>              |                                     | Landover Hills                                           |
| <input checked="" type="checkbox"/> | <b>Deputy Council Administrator</b>       | <input checked="" type="checkbox"/> | Bowie                                                    |
| <input checked="" type="checkbox"/> | <b>Audits and Investigations</b>          |                                     | Cheverly                                                 |
| <input checked="" type="checkbox"/> | <b>Board of Appeals</b>                   | <input checked="" type="checkbox"/> | College Park                                             |
| <input checked="" type="checkbox"/> | <b>Clerk of the Council</b>               |                                     | Colmar Manor                                             |
| <input checked="" type="checkbox"/> | <b>County Executive</b>                   |                                     | Cottage City                                             |
| <input checked="" type="checkbox"/> | <b>DER</b>                                |                                     | District Heights                                         |
| <input checked="" type="checkbox"/> | <b>DPW&amp;T</b>                          |                                     | Edmonston                                                |
| <input checked="" type="checkbox"/> | <b>Office of Law</b>                      |                                     | Fairmont Heights                                         |
| <input checked="" type="checkbox"/> | <b>Zoning Hearing Examiner</b>            |                                     | Forest Heights                                           |
| <input checked="" type="checkbox"/> | <b>Peoples Zoning Counsel</b>             |                                     | Glenarden                                                |
|                                     |                                           | <input checked="" type="checkbox"/> | Greenbelt                                                |
|                                     |                                           | <input checked="" type="checkbox"/> | Hyattsville                                              |
|                                     |                                           |                                     | Laurel                                                   |
|                                     |                                           |                                     | Morningside                                              |
|                                     |                                           |                                     | Mt. Rainier                                              |
|                                     |                                           |                                     | New Carrollton                                           |
|                                     |                                           |                                     | North Brentwood                                          |
|                                     |                                           | <input checked="" type="checkbox"/> | Riverdale Park                                           |
|                                     |                                           |                                     | Seat Pleasant                                            |
|                                     |                                           |                                     | University Park                                          |
|                                     |                                           | <input checked="" type="checkbox"/> | Upper Marlboro                                           |

The Committee worksession is tentative at this date; please contact Barbara Stone, PZED Administrative Aide at 301-952-4199 to confirm date, time and location of the Committee Meeting. If you have any questions regarding the legislation, please contact Jackie Brown, Committee Director at 301-952-3718.

Thank you for your cooperation.

**COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND  
SITTING AS THE DISTRICT COUNCIL  
2013 Legislative Session**

Bill No. CB-51-2013

Chapter No. \_\_\_\_\_

Proposed and Presented by Council Member Harrison

Introduced by \_\_\_\_\_

Co-Sponsors \_\_\_\_\_

Date of Introduction \_\_\_\_\_

**ZONING BILL**

1 AN ORDINANCE concerning

2 Commercial Zones – Day Care Centers for Children

3 For the purpose of prohibiting day care centers for children in the C-S-C Zone, and providing for  
4 amortization by July 1, 2018.

5 BY repealing and reenacting with amendments:

6 Section 27-461 (b),

7 The Zoning Ordinance of Prince George's County, Maryland,

8 being also

9 SUBTITLE 27. ZONING.

10 The Prince George's County Code

11 (2011 Edition).

12 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,  
13 Maryland, sitting as the District Council for that part of the Maryland-Washington Regional  
14 District in Prince George's County, Maryland, that Section 27-461 (b) of the Zoning Ordinance  
15 of Prince George's County, Maryland, being also Subtitle 27 of the Prince George's County  
16 Code, be and the same is hereby repealed and reenacted with the following amendments:

17 **SUBTITLE 27. ZONING.**

18 **PART 6. COMMERCIAL ZONES.**

19 **DIVISION 3. USES PERMITTED. (COMMERCIAL ZONES)**

Sec. 27-461. Uses permitted.

(b) TABLE OF USES I.

| USE                                                    | ZONE |     |                     |     |     |       |
|--------------------------------------------------------|------|-----|---------------------|-----|-----|-------|
|                                                        | C-O  | C-A | C-S-C               | C-W | C-M | C-R-C |
| (2) Institutional/Educational:                         |      |     |                     |     |     |       |
| * * * * *                                              | *    | *   | *                   | *   | *   | *     |
| Day care center for children:                          |      |     |                     |     |     |       |
| (A) In accordance with Section 27-464.02 <sup>12</sup> | P    | P   | [P] X <sup>59</sup> | P   | P   | P     |
| (B) All others                                         | SE   | SE  | SE                  | SE  | SE  | SE    |
| * * * * *                                              | *    | *   | *                   | *   | *   | *     |

\* \* \* \* \*

**59** All such uses shall be deemed nonconforming but are not required to obtain certification of nonconforming status. All nonconforming day care centers may continue in operation until July 1, 2018, or a change in occupancy, whichever is later.

\* \* \* \* \*

1 SECTION 2. BE IT FURTHER ENACTED that this Ordinance shall take effect forty-five  
2 (45) calendar days after its adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

COUNTY COUNCIL OF PRINCE GEORGE'S  
COUNTY, MARYLAND, SITTING AS THE  
DISTRICT COUNCIL FOR THAT PART OF  
THE MARYLAND-WASHINGTON REGIONAL  
DISTRICT IN PRINCE GEORGE'S COUNTY,  
MARYLAND

BY: \_\_\_\_\_  
Andrea C. Harrison  
Chair

ATTEST:

\_\_\_\_\_  
Redis C. Floyd  
Clerk of the Council

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks \*\*\* indicate intervening existing Code provisions that remain unchanged.

6

**CBE:  
budget and  
work plan**

City of College Park, MD  
Wednesday, July 3, 2013

## Chapter 15. BOARDS, COMMISSIONS AND COMMITTEES

### Article VIII. Committee for a Better Environment

**[Adopted 4-11-2000 by Ord. No. 00-O-3]**

#### § 15-33. Establishment.

The Committee for a Better Environment is hereby established as a committee of the Mayor and City Council of the City of College Park.

#### § 15-34. Powers and duties.

The Committee shall advise the Mayor and Council on environmental issues affecting the lives of College Park residents and shall initiate and implement beautification efforts. The duties and responsibilities of the Committee shall be established by resolution of the Mayor and City Council.

#### § 15-35. Organization.

- A. The Committee shall consist of members appointed by the Mayor and Council. Each member shall serve for a term of three years and shall be eligible for reappointment. There shall be no more than 25 members on the Committee.
- B. The Committee members shall elect the chair, who shall serve for one year. The Chair may be re-elected and serve additional terms.
- C. The Committee shall establish, subject to the review and approval of the Mayor and Council, rules of procedure governing the conduct of its meetings and projects.

#### § 15-36. Budget.

The Committee will have an annual budget in an amount to be determined by the Mayor and Council. The Committee Chair, after conferring with Committee members, shall present an annual budget request to the City Manager prior to the City's budget deliberations for inclusion in the budget proposal to be presented to the Mayor and City Council. All funds appropriated for the Committee will be used to carry out Committee projects. Committee funds shall be administered pursuant to procedures established by the Director of Finance.

**§ 15-37. Staff liaison.**

A member of the City's planning staff shall be appointed staff liaison to the Committee. The City Horticulturist shall be available to attend meetings of the Committee upon request of the Committee Chair, consistent with the Horticulturist's schedule.

**§ 15-38. Compensation.**

Members of the Committee shall receive no compensation but may be reimbursed for expenses subject to approval of the City Manager.

FY '14

**PROGRAM NAME/NUMBER**

**Committee for a Better Environment/1009**

**DESCRIPTION:** The Committee for a Better Environment (CBE) was established to advise the Mayor & Council on environmental issues affecting the lives of College Park residents. The CBE hopes to raise public awareness among residents on environmental issues including climate change, energy efficiency, stormwater management, native plantings and permaculture, recycling and open space utilization through workshops and outreach at planned programs including Earth Day, Arbor Day, Maryland Day and others. The CBE will initiate community outreach through their webpage to promote programs and events, information sharing and periodic website updates.

**GOALS & PERFORMANCE MEASURES:**

| GOALS AND PLANNED ACCOMPLISHMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PERFORMANCE MEASURES                                                                                                                                                                                                                                                                                                                                                      |                |         |        |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------|--------|----------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | EFFECTIVENESS MEASURES                                                                                                                                                                                                                                                                                                                                                    | FY 2012 ACTUAL | FY 2013 |        | FY 2014 TARGET |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                           |                | TARGET  | ACTUAL |                |
| 1. Provide educational programs, including programs in the elementary schools, highlighting natural resource issues relevant to the City and the quality of life of its residents, such as protecting the earth and taking responsibility for its safekeeping.                                                                                                                                                                                                                             | Number of residents attending programs                                                                                                                                                                                                                                                                                                                                    | 400            | 500     | 500    | 500            |
| 2. Develop and distribute informational and educational brochures to local elementary school children and City residents to raise awareness about environmental issues such as (but not limited to) energy conservation, recycling, littering, etc.<br><br>Encourage the downloading of brochures available online, thereby eventually reducing the number of printed copies. Do so by improving and marketing the CBE page on the City's website, thus reducing reliance on paper copies. | Number of pamphlets delivered to elementary schools and distributed to residents<br><br>NOTE: Public Works has incorporated the information in CBE's brochures into the fall brochure distributed to all residents. CBE intends to have all information available on its webpage and will publicize the webpage, but will not be distributing paper brochures any longer. | 5,000          | 5,000   | 0      | 0              |
| 3. Establish relationships and partner with local and regional public interest groups, environmental organizations, citizens associations and other                                                                                                                                                                                                                                                                                                                                        | Number of local and regional groups with whom CBE members cooperate and support                                                                                                                                                                                                                                                                                           | 15             | 15      | 20     | 15             |

**PROGRAM NAME/NUMBER**

**Committee for a Better Environment/1009**

|                                                                                                                                                                                                                                                                      |                                                             |   |    |    |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---|----|----|----|
| organizations for the purpose of gaining knowledge of issues, promoting CBE programs, and assisting the decision-making of Mayor & Council.<br>NOTE: CBE does not join groups or pay membership fees; CBE members join in their own name and pay any fees themselves |                                                             |   |    |    |    |
| 4. Participate in regional and local planning efforts by organizations and institutions such as M-NCPPC, SHA and UM in order to gain insight and provide citizens' perspective on issues and concerns raised by the planning entity                                  | Number of planning efforts in which CBE members participate | 8 | 8  | 5  | 5  |
| 5. Promote green technologies for homes and businesses, grass/leaf recycling, Smartleaf® compost program, bikeways and trailways, energy conservation and similar issues                                                                                             | Number of programs that CBE assists or promotes             | 7 | 10 | 15 | 15 |
| 6. Identify sites in College Park for beautification and/or environmental enhancement, and provide guidance, program support and assistance to the City Horticulturist in order to improve the physical environment of College Park                                  | Number of projects that CBE initiates or assists with       | 5 | 5  | 5  | 5  |
| 7. Initiate and promote awards programs to recognize businesses and residents who contribute significantly to the environment and quality of life in College Park                                                                                                    | Number of awards programs that CBE initiates and maintains  | 1 | 1  | 1  | 1  |

**PROGRAM NAME/NUMBER****Committee for a Better Environment/1009****PERSONNEL EXPENDITURES:**

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL  |         |         | ESTIMATED |
|-------------------------------------------------------|---------|---------|---------|-----------|
|                                                       | FY 2011 | FY 2012 | FY 2013 | FY 2014   |
|                                                       |         |         |         |           |
| Budget Total                                          | 0.00    | 0.00    | 0.00    | 0.00      |

**OPERATING EXPENDITURES:**

| EXPENDITURE SUPPORT DATA |                                                                                                          |                                                                                                                                                                                                                                                                                                                            | PROGRAM NUMBER: 1009  |
|--------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Element/Object           | Details                                                                                                  | Total                                                                                                                                                                                                                                                                                                                      |                       |
| 30                       | <u>Professional Services</u><br>30-13 Administrative<br>30-15 Consulting                                 | Clerical support, minutes of CBE meetings<br>Outside consulting services                                                                                                                                                                                                                                                   | 1,200<br>500          |
| 36                       | <u>Special Services</u><br>36-10 Printing                                                                | Literature, pamphlets and brochures to promote CBE and its programs and events                                                                                                                                                                                                                                             | 1,500                 |
| 38                       | <u>Special Events</u><br>38-64 CBE Events                                                                | Funding for special events, including Bike to Work Day, environmental film screenings and other outreach workshops                                                                                                                                                                                                         | 2,500                 |
| 52                       | <u>Awards &amp; Gifts</u><br>52-10 Awards & Gifts                                                        | "Green Award" recipients                                                                                                                                                                                                                                                                                                   | 400                   |
| 60                       | <u>Supplies</u><br>60-10 General Supplies<br>60-11 Meeting Refreshments<br>60-50 Trees, Shrubs & Flowers | Program materials for various CBE programs (recycling awareness, environmental stewardship, open space utilization, etc.)<br>Refreshments for workshops and clean-ups<br>Purchase and installation of trees, shrubs, grass, flowers, stone, benches, bike racks, trash receptacles and other plant and landscape materials | 1,400<br>500<br>2,400 |
| 67                       | <u>Dues &amp; Publications</u><br>67-10 Dues                                                             | International Council for Local Environmental Initiatives (ICLEI)                                                                                                                                                                                                                                                          | 600                   |

**CAPITAL OUTLAY: None**

7

No parking  
areas on 48<sup>th</sup>  
Avenue

## **Proposal to add two 20-foot long no parking zones to the 8400-8500 block of 48<sup>th</sup> Avenue**

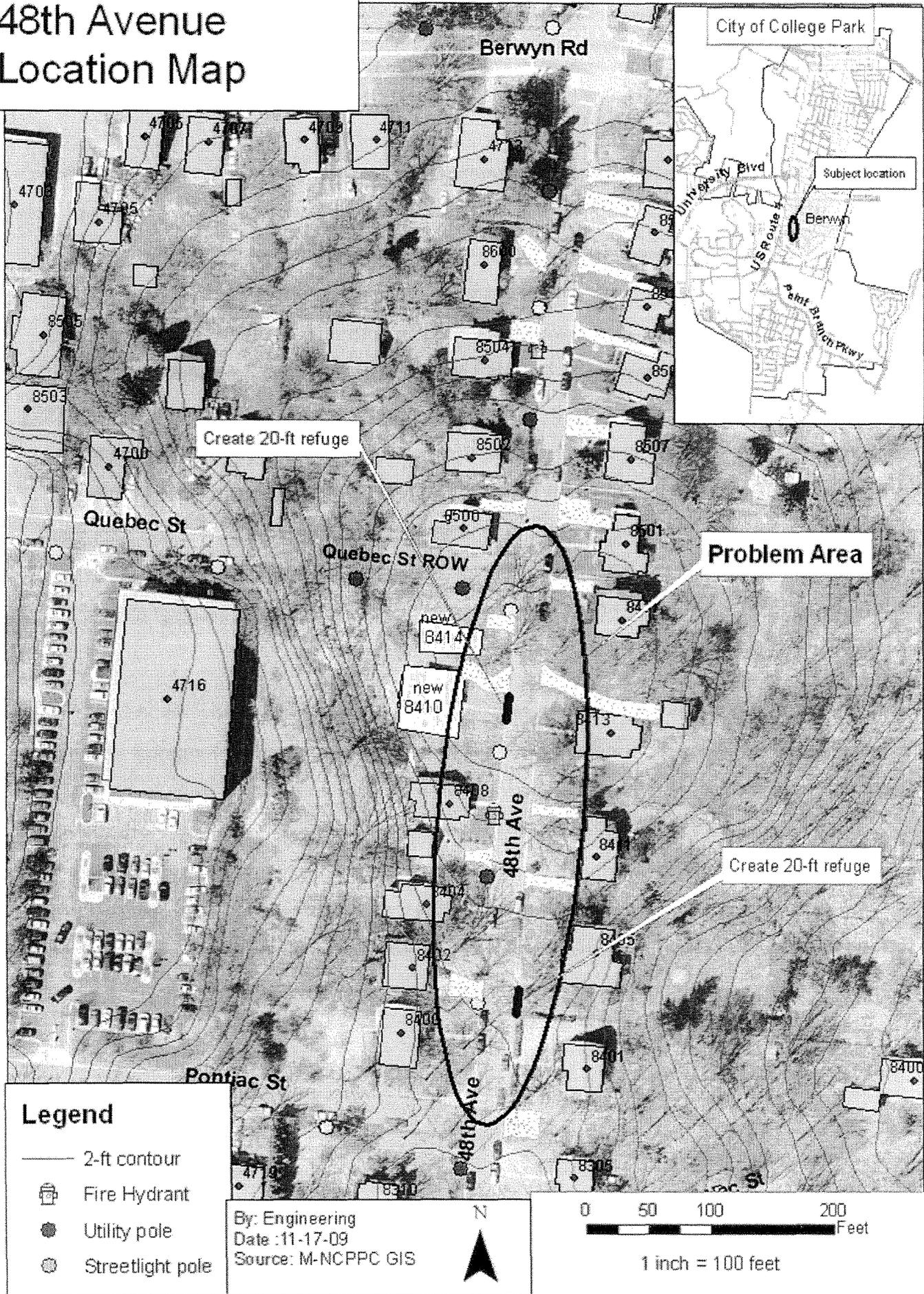
48<sup>th</sup> Avenue between Berwyn Road to the south and Pontiac Street to the north is an unusually long section of road, with 23 homes along it. Only 8 homes are owner-occupied, as student rentals predominate. Quebec Street which runs to the east and the west of 48<sup>th</sup> Avenue, does not intersect this road, which makes for a block about twice the normal length of a typical block. 48<sup>th</sup> Avenue is often clogged with cars parked on both sides of the street, generally until the street approaches Berwyn Road. Also, 48<sup>th</sup> Avenue, parallels Baltimore Avenue and can be a cut through street for northbound Baltimore Avenue traffic seeking to head east on Greenbelt Road. The combination of cut through traffic, student cars for rental properties, parking for some commuter students and perhaps some Route 1 retail employees make for a oftentimes congested street with traffic volumes that can vary significantly, especially in the late afternoon if Route 1 is backed up. The 4700 block of Pontiac Street leading to 48<sup>th</sup> Avenue from Baltimore Avenue has had permit parking for almost five years. It was instituted as a result of parking of University View residents.

Steve Halpern has identified a couple of existing parking spaces which if made “no parking” should make navigating the street easier. While there is significant support for permit parking on the street, it has been a contentious issue. As a small step in making the street function better, I propose the City Council authorize the City create two “no parking” areas as shown on the attached map from Steve Halpern. The designated “no parking” areas should be created before the students begin arriving in mid-August. The City should monitor its effectiveness in moderating traffic and parking issues on 48<sup>th</sup> Avenue over the fall semester term and determine if the “no parking” areas should remain or if any other changes should be discussed.

Bob Catlin  
City Council – District 2

With map attachment

# 48th Avenue Location Map



8

# Annual Economic Development Update

9

Maryland  
State  
Retirement  
Plan



**Memo**

**To: Mayor and Council**

**Through: Joseph Nagro** *JN*

**From: Stephen Groh and Jill Clements** *JNC* *JC*

**Date: July 9, 2013**

**Re: Update on Maryland State Retirement Plan and Resolution to join the Maryland State Retirement and Pension System-Reformed Contributory Pension Benefit Plan**

---

**ISSUE**

In June, 2013, City administration recommended that the City join the Maryland State Retirement and Pension System (the Plan) in order to provide eligible City employees with a guaranteed pension benefit after a career with the City. The Council asked us to bring this issue back in July for further consideration.

**SUMMARY**

As reported in April and June, the City spends approximately seven percent of payroll on the combined contributions to our 401(a) and 457 retirement savings plans. Many of our employees are not saving enough to retire, even after a full career with the City. Our defined contribution plans do not provide a guaranteed retirement income, whereas the Maryland State Retirement Plan, a defined benefit plan, does.

The actuarially calculated expense to join the Plan and purchase 50% of employees' past service credits for 2013 would be 6.47% of payroll (annually) plus approximately \$1.5 million (one time). This expense is significantly less than was estimated in 2006 because the plan design has been changed to reduce future benefits. City administration believes that this Plan is the best option available to us.

If it is the desire of the Council to move forward with joining the Maryland State Retirement and Pension System, we have prepared and attached a resolution to that effect.

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF  
COLLEGE PARK, MARYLAND, TO AUTHORIZE THE CITY TO JOIN THE STATE  
RETIREMENT AND PENSION SYSTEM OF MARYLAND**

**WHEREAS**, pursuant to Article 23A, §2(b)(21) of the Annotated Code of Maryland, as amended, the Mayor and City Council have determined that it is in the public interest to provide for a retirement or pension plan for its City employees; and

**WHEREAS**, the Mayor and City Council of the City of College Park have determined that it is in the public interest to authorize the City to join the Reformed Contributory Pension Benefit Plan of the State Retirement & Pension System of Maryland ("Plan") on such terms and conditions as the State may prescribe; and

**WHEREAS**, the Mayor and City Council have decided to authorize the purchase of fifty (50) percent credit for past service, that has been actuarially determined to be \$1,463,914 by the actuaries for the State Retirement and Pension System of Maryland, subject to adjustment of no more than five (5) percent to reflect entry at July 1, 2014, and upon such terms as the City Manager and Director of Finance shall determine to be in the best interest of the City; and

**WHEREAS**, all eligible employees of the City of College Park who are certified as employees of the City on June 30, 2014 will be entitled to elect to participate, through the City of College Park, in the Plan effective July 1, 2014, and all such eligible employees shall be granted fifty (50) percent credit for past service earned with the City through June 30, 2014; and

**WHEREAS**, any employee of the City of College Park who is eligible to join the Plan and is certified as an employee of the City as of June 30, 2014 who does not enroll in the Plan on or before June 30, 2014 shall lose eligibility to participate in the Plan and to receive the fifty (50) percent credit for past service with the City; and

**WHEREAS**, all eligible employees that elect to join the Plan on or before June 30, 2014, and all persons who become eligible employees after June 30, 2014 shall participate in the Plan; and

**WHEREAS**, the source of the seven (7) percent mandatory employee contribution of employees participating in the Plan is the gross base pay of the participating eligible employees; and

**WHEREAS**, this Resolution and entry into the Plan are subject to at least 60% of employees eligible to participate voting in favor of joining the Plan through a ballot process.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of College Park, Maryland, that, subject to the favorable vote of 60% of eligible employees, the City of College Park shall join the Reformed Contributory Pension Benefit Plan of the State Retirement and Pension System of Maryland on July 1, 2014; and it is further

**RESOLVED**, that the Mayor and City Council authorizes the purchase of fifty (50) percent credit for past service that has been actuarially determined to be \$1,463,914 by the actuaries for the State Retirement and Pension System of Maryland subject to adjustment of no more than five (5) percent to reflect entry at July 1, 2014, upon such terms as the City Manager and Director of Finance shall determine to be in the best interest of the City, and authorizes payment therefor; and it is further

**RESOLVED**, that eligible employees of the City of College Park may elect to participate in the Plan effective July 1, 2014, and receive fifty (50) percent credit for past service with the City, subject to the State Retirement Agency's mandatory seven (7) percent payroll deduction contribution if the eligible employee elects to join the State pension system on or before June 30, 2014; and it is further

**RESOLVED**, any employee of the City of College Park who is eligible to join the Plan and is certified as an employee of the City as of June 30, 2014 who does not enroll in the Plan on or before June 30, 2014 shall lose eligibility to participate in the Plan and to receive the fifty (50) percent credit for past service with the City; and it is further

**RESOLVED**, that all employees who become eligible employees after June 30, 2014 shall participate in the Plan.

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

10

Senior  
Advisory  
Committee  
Proposal

## MEMORANDUM

**TO:** Mayor and Council

**FROM:** Peggy Higgins, Director of Youth, Family and Senior Services

**THROUGH:** Joe Nagro, City Manager 

**DATE:** July 3, 2013

**SUBJECT:** Comments on Senior Advisory Committee Proposal

### ISSUE

The City Council is considering setting up a Senior Advisory Committee with four identified objectives of the proposed Committee.

The identified objectives are:

- 1) Coordinate and strengthen public support for seniors and a multipurpose Community Center.
- 2) Formulate and recommend plans to assist in meeting the critical needs of older adults and adults with disabilities.
- 3) Provide a channel for the dissemination of information regarding senior programs, activities and services.
- 4) Identify ways in which the city and university community could coordinate inter-generational activities, programs and services with outside stakeholders.

The Council has asked for Youth, Family And Seniors Department staff to provide background information on what current services are available in the county.

### BACKGROUND

- 1) Coordinate and strengthen public support for seniors and a multipurpose Community Center.

Recreational activities for seniors currently available: There are two Park and Planning facilities in the City that are available for senior programming. On several occasions, Park and Planning and Regional Director Cheryl Moran in particular has spoken directly to seniors who have expressed an interest, distributed invitation and initiated meetings for seniors to identify activities that they may be interested with little response and no interest.

- 2) Formulate and recommend plans to assist in meeting the critical needs of older adults and adults with disabilities.

Numerous programs exist through the Prince George's County Administration on Aging, Health Department and Department of Social Services.

Department of Aging Programs include:

- Senior Information and Assistance
- Senior Training and Employment Program
- Senior Nutrition Program
- Senior Health Insurance Program
- Family Caregiving Program
- Senior Assisted Living Subsidy Program
- Elder Abuse Prevention Project
- Ombudsman Program
- Public Guardianship Program
- Tele Touch Program
- Foster Grandparent Program
- Retired & Senior Volunteer Program
- Home and Community Based Services Waiver for Older Adults

County Health Department's services for aging adults include:

- In-home evaluations to determine needed services
- Personal Care for assistance with activities of daily living (income eligible requirements)
- Medical Transportation (income eligibility requirements)

County Department of Social Services offers the following income eligible services:

- Energy Assistance
- Medical Assistance
- Food Stamps
- Independent Living
- In-Home Aides
- Adult Protective Services
- When requested, the City Seniors Program initiates referrals for seniors and will intervene/advocate as appropriate throughout service duration. We also work to assist while clients are on the waiting list or facing other gaps in services.

- 3) Provide a channel for the dissemination of information regarding senior programs, activities and services.

The seniors program publicizes information on the City's character generator, the Municipal Scene through the Gazette and the City website. Material is distributed at both Berwyn and Maryland Day. Additionally the seniors program utilizes mailing list of approximately 135 College Park residents, presumably seniors that is updated on an ongoing basis. The Municipal Scene and the City website generate multiple inquiries.

- 4) Identify ways in which the city and university community could coordinate inter-generational activities, programs and services with outside stakeholders.

Current activities:

- Students from the University of Maryland's Catholic Student Center meet monthly with Spellman House seniors during the school year.

Recently, a University of Maryland sorority has hosted two events for Attick Towers seniors.

11

Piggy-back on  
WSSC's  
paving  
contract

---

# MEMORANDUM

**To:** Joe Nagro, City Manager  
**From:** Steven E. Halpern, P.E.   
**Date:** July 9, 2011  
**Subject:** Recommendation to Piggy-Back on WSSC's Milling & Paving Contract.

## **Background**

Since 2009 WSSC has been replacing water mains throughout the City. They have recently completed projects in the College Park Estates, Yarrow, and Lord Calvert Manor subdivisions.

After a water main project is completed, WSSC executes a second contract for the restoration (milling and paving) of the disturbed area of the street per their "prescribed limits". Their "prescribed limits" means they will only resurface that portion of the street over which the trenching was performed. Water mains are typically located on either side of the centerline of the street; therefore, the prescribed limits of restoration work are to mill and pave just one side of the street. If the water main is located in the center of the street then the entire width of the street would be resurfaced from curb to curb.

We recommend that we take this opportunity to piggy-back on WSSC's resurfacing contract for the purpose of milling and paving the other half of those streets (identified on the attached map) where WSSC is only planning to pave the half they disturbed during the water main replacement project. The streets identified meet our requirements for inclusion in our Pavement Management Plan. This matter was discussed at the Budget Worksession in April. This would save City/tax payer funds, in that the contractor is already on-site doing one-half, thus saving us mobilization, administration, and material costs as well as inconvenience to the residents.

WSSC competitively bid "Solicitation No 5686 For Street Repair Services for Montgomery and Prince George's Counties, Maryland" on Wednesday, April 20, 2011 for the purpose of restoring streets that were affected by the current water and sewer main replacement projects. The contract was awarded to M.T. Laney Co, Inc, 5400 Enterprise Street, Eldersburg, MD 21784. The contract was renewed through June 30, 2014.

The unit price for asphalt is reasonable at \$89.06 per Ton based on 44,000 Tons estimated. Our current contract unit price is \$90.00 per Ton.

The unit price for milling is reasonable at \$1.32 per Square Yard based on 100,000 Square Yards estimated. Our current contract unit price is \$4.00 per Square yard.

In the spring of 2011 the City piggy-backed on an earlier restoration contract with WSSC. The work took place in 2011 in the Hollywood neighborhood and it went very well and the quality of work performed was very satisfactory. M. T. Laney was WSSC's contractor at that time. M.T. Laney's construction crew was sensitive to our residents and cooperated with our staff in the performance of their work. All problems that did arise were addressed immediately to our satisfaction.

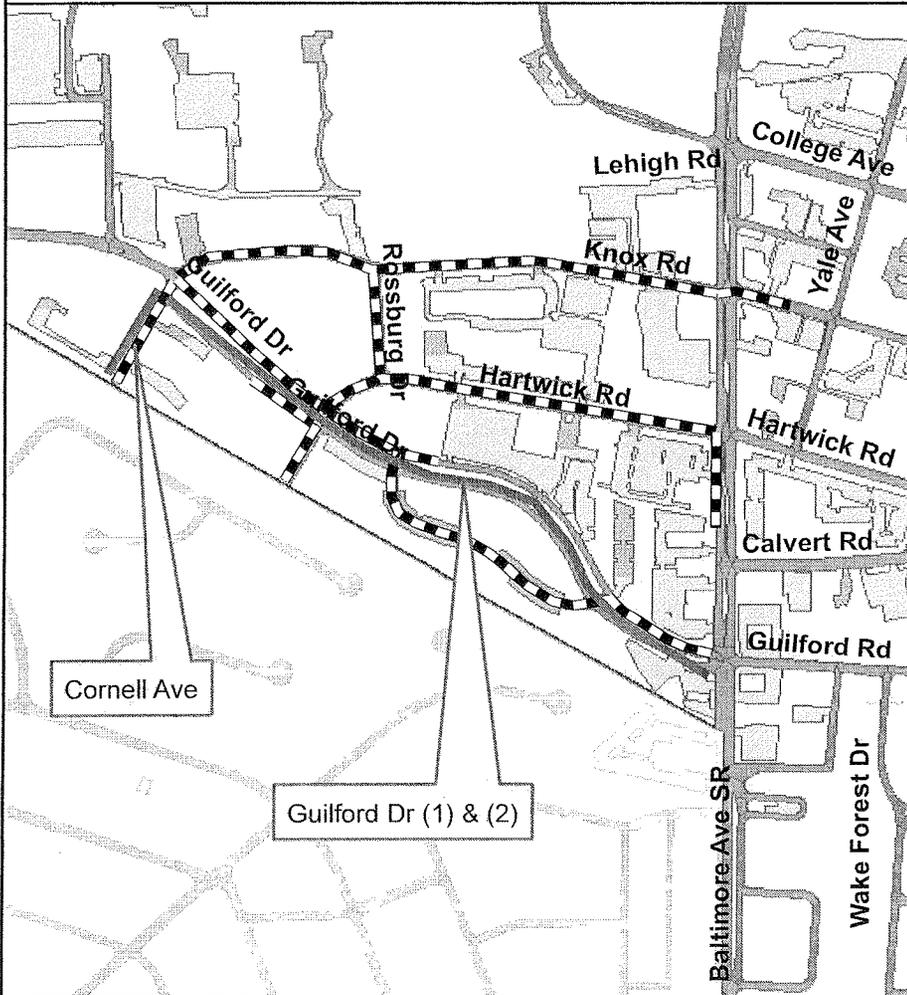
**Recommendation**

Based on staff's review of the WSSC bid and our working experience with M. T. Laney Co., Inc. it is recommended that we piggy-back on WSSC's bid "Solicitation No 5686 For Street Repair Services For Montgomery and Prince George's Counties, Maryland" with M. T. Laney Co., Inc. for an amount not to exceed \$150,000.

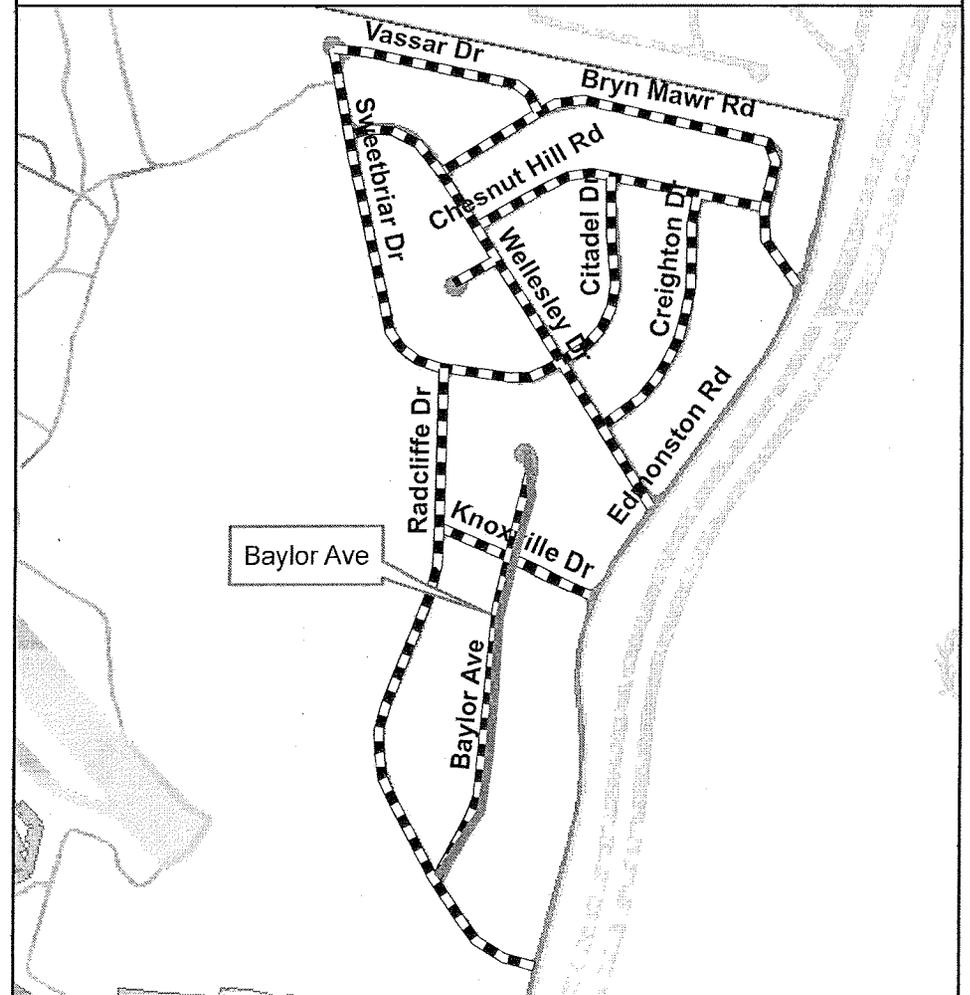
Attachment - Map

# Proposed Resurfacing by WSSC plus City Participation for FY2013

## Lord Calver Manor Subdivision



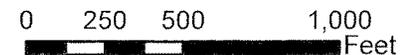
## College Park Estates & Yarrow Subdivisions



### Legend

-  Proposed Streets City to Participate
-  Proposed WSSC Streets

Produced by: College Park Engineering  
 Date: 6-24-13  
 Source: M-NCPPC & CP GIS  
 2013PMP\_Book\_map\_Proposed\_streets3-25-12



12

SHA request  
for funding a  
study

## MEMORANDUM

**TO:** Mayor and Council

**FROM:** Terry Schum, Planning Director *ts*

**DATE:** July 5, 2013

**RE:** Feasibility Study for Undergrounding Utilities – US Route 1

### ISSUE

A letter dated June 18, 2003 from the State Highway Administration (SHA) states that it is not SHA policy to relocate utilities underground therefore the cost of a feasibility study for undergrounding utilities, the engineering associated with utility redesign and the construction involved in relocating the utilities underground would be the sole responsibility of the City (Attachment 1). It further states that the City would need to enter into a Memorandum of Understanding (MOU) with SHA by July 17, 2013 regarding payment for the feasibility study.

### SUMMARY

The SHA has provided a cost proposal from KCI Technologies to perform the study in the amount of \$137,520.65 (Attachment 2). KCI was also retained by SHA to do a Level "C" Utility Designation which is in the process of being completed. It is a prerequisite for the undergrounding study. Staff attended a SHA Progress Meeting on June 27, 2013 and a copy of the minutes of the meeting is included as Attachment 3. At this meeting, the project manager, John Jenkins, indicated that the July 17 deadline for the City's response might be able to be postponed to early November 2013 without negatively impacting the project design schedule. Their consulting engineer, Wilson T. Ballard, had stopped work but is back on the job. The next project milestone is Semi Final Review which is expected to be moved from September 20, 2013 to January 2014.

Staff forwarded the SHA letter request to the University of Maryland, 21<sup>st</sup> Delegation, and County Councilmember Olson. The university responded that they continue to support the undergrounding of utilities and would be amenable to some cost sharing arrangement for the study. They also noted that a significant portion of the study area already has utilities placed underground (College Avenue to Lakeland Road adjacent to university property) which doesn't seem to be acknowledged in the consultant cost proposal.

The city has \$10,000 on hand in a reserve account that was collected from developers in the past for the undergrounding of utilities. The SHA has not offered to pay any of the costs associated with this study although it appears that some of the scope of work in the study would need to be accomplished by SHA regardless of whether the utilities go aboveground or underground. It was also learned recently that at least \$20 million will be allocated for right-of-way acquisition and further project engineering as part of the Transportation and Infrastructure Investment Act of 2013 (HB 1515). It seems reasonable that the SHA should also contribute to the cost of the feasibility study. While the SHA has made clear over the years that they would not fund the full cost of construction for the undergrounding of utilities, it is only recently that they have put responsibility on the city for paying for the feasibility study and engineering costs associated with undergrounding.

### **RECOMMENDATION**

Staff recommends that the City Council discuss the SHA letter and an appropriate response.

### **ATTACHMENTS**

1. SHA letter dated June 18, 2013
2. KCI Cost Proposal
3. Progress Meeting Minutes of June 27, 2013

Martin O'Malley, *Governor*  
 Anthony G. Brown, *Lt. Governor*



James T. Smith, Jr., *Secretary*  
 Melinda B. Peters, *Administrator*

*Schum*  
*Hulper*  
*Broh*

**RECEIVED**

June 18, 2003

JUN 20 2013

The Honorable Andrew M. Fellows  
 Mayor, City of College Park  
 City Clerk's Office  
 4500 Knox Road  
 College Park MD 20740

**City of College Park  
 Administration Office**

Dear Mayor Fellows:

This letter is in response to a request by Ms. Terry Schum, Planning Director, Department of Planning and Development, City of College Park (from this point forward referred to as "the City"), for the State Highway Administration (SHA) to provide a step by step procedure for entering into an agreement between SHA and the City. This agreement is in for the feasibility study to relocate utilities underground along the US 1 Corridor, within the project limits of the US 1 at College Park project, from College Avenue to MD 193 (Segment-1), including the cost to do so.

SHA received a proposal to perform a feasibility study with an estimated cost of \$137,520.65. This study will include a cost estimate for relocating all above ground utilities and the engineering feasibility to do so. It is not SHA's policy to relocate utilities underground unless there is absolutely no alternative. Therefore the cost of a feasibility study, engineering for utility redesign and construction involved in relocating the utilities, will become the sole responsibility of the City. A Notice to Proceed (for the feasibility study) will be issued when an agreement is in place between SHA and the City, stating the City will fund the study. SHA can complete the study within a two-month timeframe after issuing the Notice to Proceed. SHA recommends the City proceed with the following steps:

- Review the proposal and cost for the feasibility study.
- Confirm with SHA that the City agrees with the proposal and is willing to pay for the study by entering into an agreement or Memorandum of Understanding (MOU) with SHA. SHA will develop the MOU for review and approval by the City and SHA. In order to meet our schedule, we will need to complete an MOU regarding payment of the feasibility study by July 17, 2013.

My telephone number/toll-free number is 410-545-0400 or 1-800-206-0770  
 Maryland Relay Service for Impaired Hearing or Speech 1.800.735.2258 Statewide Toll Free

Street Address: 707 North Calvert Street • Baltimore, Maryland 21202 • Phone 410.545.0300 • [www.roads.maryland.gov](http://www.roads.maryland.gov)

The Honorable Andrew M. Fellows  
Page Two

- If the City is satisfied with the results of the feasibility study and is willing to pay for the engineering and construction costs of relocating the underground utilities, a second agreement (which may be included in the original MOU), between SHA and the City will be needed by October 8, 2013. Upon execution of that agreement, SHA will incorporate the underground utilities into its construction plans.

If the City determines that it cannot pay for relocating the utilities underground, SHA will proceed with its original design plans to keep the utilities above ground. Thank you for your interest in this project. If you have any additional questions or comments, please feel free to contact Mr. John Jenkins, Project Manager, Highway Design Division, SHA at 410-545-8763, toll-free 1-888-228-5003 or via email at [jjenkins2@sha.state.md.us](mailto:jjenkins2@sha.state.md.us). Of course, you should feel free to contact me directly.

Sincerely,



Melinda B. Peters  
Administrator

cc: Mr. John Jenkins, Project Manager, Highway Design Division, SHA  
Mr. Brian Young, District Engineer, SHA



ISO 9001:2008 CERTIFIED

ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

936 Ridgebrook Road • Sparks, MD 21152 • Phone 410-316-7800 • Fax 410-316-7885

April 3, 2013

**REVISED April 25, 2013**

Mr. Jason A. Ridgway,  
 State Highway Administration  
 Director, Office of Highway Development  
 707 North Calvert Street  
 Baltimore, MD 21202

Attention: Ms. Toby Johnson  
 ERD Contract Manager

Subject: US1 (Baltimore Avenue) from College Avenue to MD193  
 Feasibility Engineering Study for undergrounding overhead utilities along the  
 project length.  
 FMIS No. PG624B21  
 KCI Job Order No. 05122206-9  
 BCS 2008-14 A Task #9

Dear Mr. Schatz:

In accordance with Mr. John Jenkins' request, KCI Technologies, Inc. (KCI) is pleased to submit this Scope of Work Proposal and Man-hour Cost Estimate to perform the Scope of Services outlined below.

### **PROJECT UNDERSTANDING**

SHA is conducting preliminary engineering on US 1 (Baltimore Avenue) in Prince George's County. The purpose of this project is to address safety concerns and to manage congestion along US1 in the City of College Park from College Avenue to MD 193. Within the project area US 1 is a major arterial with no control access, the area is comprised of commercial and retail development with adjacent low to medium density residential neighborhoods. In the Businesses line corridor access to is available through numerous curb cuts.

As a result of these highway improvements, the overhead utilities will be impacted by the drainage, noise walls and roadway grading and paving. The City of College Park has requested SHA to study the cost associated with the undergrounding of the existing aerial utilities within the project limits. Undergrounding is defined as the removal of all aerial lines and poles from the SHA right of way. Services to the existing commercial and residential buildings will need to be maintained during and after construction. Applicable codes including OSHA, NESC and PEPCO's Tariff agreements will need to be considered throughout the project life cycle. SHA has engaged KCI to perform a Feasibility Study to determine what an undergrounded utility systems would look like as part of this

US1 (Baltimore Avenue) from College Avenue to MD193  
Feasibility Engineering Study for undergrounding overhead utilities along the project length.  
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**REVISED April 25, 2013**

project and how would it impact the overall project schedule, traffic disruption, existing pavement plan and overall project design. A cost estimate to highlight the difference costs is also required as the City of College Park will be required to reimburse SHA for the cost differential.

KCI has developed the Scope of Services below based upon the information we obtained at our scope review meeting on March 15<sup>th</sup> and the subsequent research we have performed since.

## **SCOPE OF SERVICES**

Under this approved task assignment, KCI proposes to perform the following tasks.

### **Task 1 – Project Initiation**

- 1.1 Review electronic Preliminary Investigation design files provided by SHA to determine the potential routes for undergrounding the existing overhead utilities.
- 1.2 Notify the utility owners in the project area about the Feasibility Study as an initial coordination effort.
  - 1.2.1 Identify major utility facilities and customer services.
  - 1.2.2 Identify utility preferred approach to underground system configuration.
  - 1.2.3 Discuss utility companies Tariff agreement issues and limitations.
- 1.3 Perform field visit to gather general information on existing overhead systems connectivity.

### **Task 2 – Utility Undergrounding Concept Development**

- 2.1 Identify conceptual horizontal routes for undergrounding conduit and manhole systems.
  - 2.1.1 Primary conduit with manholes.
  - 2.1.2 Secondary service lines with pedestals or handboxes.
  - 2.1.3 Return paths for service lines to existing points of service.
  - 2.1.4 Identify areas where relocation of existing utilities are required to accommodate undergrounding.
- 2.2 Develop vertical profile of primary systems incorporating underground crossings identified in the Quality Level C utility mapping file and PI drainage information.
  - 2.2.1 Crossing information will utilize research information or standard assumptions for depth of utility.
- 2.3 Present the conceptual utility system alignments to the utility stakeholders for concurrence with the conceptual alignments.
  - 2.3.1 Finalize conceptual alignments by incorporating the comments from the utility companies.
- 2.4 Develop Engineer's Estimate for the construction of the civil and utility specific components of the relocated utilities.
  - 2.4.1 Conduit and manhole systems.

US1 (Baltimore Avenue) from College Avenue to MD193  
Feasibility Engineering Study for undergrounding overhead utilities along the project length.  
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**REVISED April 25, 2013**

- 2.4.2 Relocated water, sewer or gas lines as required.
- 2.4.3 Coordinate with Utility companies to determine their estimated costs for cable placement, splicing, cut-overs or cut-ins.
- 2.5 Assemble feasibility study letter report with findings and cost estimates.
  - 2.5.1 Identify the size by trench length, number of properties impact.
  - 2.5.2 Drawings to show the general alignment and configuration of the different systems.
  - 2.5.3 A general over view of the how the project will be constructed.
  - 2.5.4 Identify other potential issues or costs.

### **Task 3 – Highway Design Review**

- 3.1 Receive pavement evaluation from SHA with regards to the longitudinal cuts in the existing rigid base paving.
  - 3.1.1 SHA will determine if paving is to be replaced or method of rehabilitation.
- 3.2 Evaluate impacts of the utility systems to the current entrance & curb tie-ins, and Bus Shelters.
- 3.3 Evaluate impacts of the utility systems to the current Intersection Details.
- 3.4 Develop adjustments required to sidewalks and ADA access ramps as a result of the utility systems.
- 3.5 Review and revise the current Cross Sections to account for the revised grading and Limits of Disturbance.
- 3.6 Compute new Earthwork and Roadway quantity computations resulting from changes driven by the utility construction or installations.
- 3.7 Evaluate the Right of Way requirements to match the revised limits of disturbance and utility features.
- 3.8 Identify special needs for MOT, Lighting, Maintenance of Bus Stops or Signal issues.
- 3.9 Identify changes to drainage design in relation to revisions to Stormdrain, SWM, and E&S Control features.
- 3.10 Revise overall Quantities and the provided P.I. Construction Cost Estimate.
  - 3.10.1 SHA to provide base project quantity items and quantities and cost estimate for reference.
- 3.11 Develop the approximate Design Fee to prepare the Roadway Widening Plans with the utility undergrounding features from P.I. to Advertisement.

### **Task 4 –Traffic Design Review**

- 4.1 Review the impact of the proposed undergrounding of existing overhead utilities on the following signalized intersections within the project limits:
  - US 1 at College Avenue/Regents Drive

US1 (Baltimore Avenue) from College Avenue to MD193  
Feasibility Engineering Study for undergrounding overhead utilities along the project length.  
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- US 1 at Fraternity Row
- US 1 at Rossborough Lane/Dairy Lane
- US 1 at Paint Branch Parkway/Campus Drive
- US 1 at Lakeland Road
- US 1 at Melbourne Place
- US 1 at Navahoe Street
- US 1 at Berwyn House Road
- US 1 at Berwyn Road
- US 1 at MD 430 (Greenbelt Road)

4.2 Prepare a conceptual estimate of the cost of modifying or reconstructing the existing traffic signals to accommodate the proposed utility relocations.

4.3 KCI will review the conceptual construction phasing plans to be developed by others. The review will include recommendations to adjust the phasing as necessary to facilitate providing the number of travel lanes during construction as required by SHA District 3.

4.4 KCI will prepare a conceptual traffic control plan reflecting the proposed construction phasing. It is anticipated that the conceptual traffic control plan will consist of representative typical sections, a narrative sequence of construction, and 1" = 50' plans showing travel lanes and major areas of construction. The concepts will include identification of the need for temporary roadway and/or intersection lighting and/or temporary traffic signals. A cost estimate will be prepared.

4.5 KCI will review the existing roadway lighting and assess the impacts caused by the relocation of the overhead utilities. KCI will prepare a cost estimate to maintain comparable roadway lighting with standard highway lighting structures.

#### **Task 5 – Drainage-Related Quality Assurance/Quality Control (QA/QC) Review**

5.1 KCI will QA/QC drainage sub-consultant's assessment of impacts to drainage related items resulting from the underground utilities, including their construction cost estimate changes to the PI estimate.

#### **ASSUMPTIONS**

- SHA will provide necessary electronic files for use by KCI.
- Revisions to the current P.I. plans will only be performed to the extent to show revisions that would impact the R/W or construction cost.
- Revisions to the US 1 Typical Section, Horizontal & Vertical Geometry, and median configuration will not be required for this feasibility study.

US1 (Baltimore Avenue) from College Avenue to MD193  
Feasibility Engineering Study for undergrounding overhead utilities along the project length.

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April 3, 2013

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- SWM quality control is to be provided at an off-site location; therefore, no review of SWM quality control feasibility is included.

### **KCI FEE**

As shown on the attached worksheets, the fee for the outlined KCI Scope of Work is \$90,630.74 for 1044 man-hours, based on established rates.

### **MBE Utilization**

KCI will utilize Infrastructure Technologies to perform a constructability review for the undergrounding options and Datta Consultants to perform a review of the current drainage, erosion and sediment control designs for impacts by the undergrounding design. The fee outlined for the IT Scope of Work is \$20,357.91 for 152 manhours based on established rates, and the fee outlined for Datta Consultants Scope of work is \$26,532.00 for 447 manhours based on established rates. The MBE Percent of Contract Participation for this task assignment is 34.1%.

The combined fee for this task assignment is \$137,520.65 for a total of 1643 manhours.

We appreciate this opportunity and look forward to working with you on this project. Please call me with any questions you may have.

Respectfully,



Scott Riddle  
Vice President  
Regional Practice Leader, Utility Services

*Mr. Riddle's Direct Dial Number: 410.316.7912  
Fax Number: 410.316.7823*

nep/DSR

Attachments: Manhour Estimate Worksheet

CC: Nadia Pimentel  
Carol Scott

V:\TELECOM-UTILITIES\Greater\_Mid\_Atlantic\Utility\_Coord\Sales\Proposals - 2013\007-13-009 - MDSHA US1 College Park Ave UC Scope\US1 Baltimore Ave Undergrounding Study Task 9 REVI.docx

STATE HIGHWAY ADMINISTRATION  
 COST AND PRICE SUMMARY - CONSULTANT SERVICES CONTRACT  
 KCI Technologies, Inc.

Project: **US 1 (Baltimore Avenue) College Avenue to MD193**  
 Feasibility Study to Underground existing Aerial Utilities  
 Contract: BCS 2008-14A, Task 9

|                                                                                |                                     |    |           |                          |               |
|--------------------------------------------------------------------------------|-------------------------------------|----|-----------|--------------------------|---------------|
| 1. Direct Labor:                                                               | 1044 Man Hours X                    | \$ | 31.53     | Average Hourly Rate      | \$ 32,915.80  |
| 2. Escalation:                                                                 | 0.00% of Item 1                     |    |           |                          | \$ -          |
| 2a. Subtotal:                                                                  |                                     |    |           |                          | \$ 32,915.80  |
| 3. Payroll Additives                                                           | P.B. & O.H.                         |    | 152.11%   | of Item 2a; Append Item. | \$ 50,068.22  |
| 4. Fixed Fee: a. \$ amount to cover Profit & other factors                     |                                     |    |           |                          | \$ 6,912.32   |
|                                                                                | b. Line 4a. represents              |    | 21%       | of Line 2a               |               |
| 5. Total of Items 2a through 4 above                                           |                                     |    |           |                          | \$ 89,896.34  |
| 6. Direct Expenses                                                             | : Append justification as necessary |    |           |                          |               |
| a. Local Travel                                                                | 408 miles at                        |    | 0.55      | Per mile                 | \$ 224.40     |
| b. Long Distance Travel - Lodging & Meals (X Days@ \$100.00)                   |                                     |    |           |                          | \$ -          |
| c. Printing                                                                    |                                     |    |           |                          | \$ 510.00     |
| d. Bridge Inspection (CSX fees, Snooper, MOT)                                  |                                     |    |           |                          | \$ -          |
| e. Testing (Lead, Concrete Cores, Chlorides, Petrographic Analysis)            |                                     |    |           |                          | \$ -          |
| f. Mailings                                                                    |                                     |    |           |                          | \$ -          |
| g. Misc.                                                                       |                                     |    |           |                          | \$ -          |
| Total Direct Costs                                                             |                                     |    |           |                          | \$ 734.40     |
| 7. Subcontractor: Separate Cost and Price Summary for each firm to be appended |                                     |    |           |                          |               |
| Name                                                                           | %Contr.                             |    | Amount    |                          | \$ 46,889.91  |
| Infrastructure Technology, LLC                                                 | 15%                                 | \$ | 20,357.91 |                          |               |
| Sabra, Wang & Associates, Inc.                                                 | 0%                                  | \$ | -         |                          |               |
| J.K. Datta Consultants, Inc.                                                   | 19%                                 | \$ | 26,532.00 |                          |               |
| EBA Engineering, Inc.                                                          | 0%                                  | \$ | -         |                          |               |
| Total Subcontractors                                                           |                                     |    |           |                          |               |
|                                                                                | % Totals---                         |    | 34.1%     |                          |               |
| 8. Other (Specify)                                                             |                                     |    |           |                          |               |
| 9. Total Proposed Fee for this Task.                                           |                                     |    |           |                          | \$ 137,520.65 |

**KCI Technologies, Inc.**

Average Hourly Rates

|                          | Avg. Hourly Rate |   | Hours |   | Extension |
|--------------------------|------------------|---|-------|---|-----------|
| Supervisor               | 69.37            | x | 40    | = | 2,774.80  |
| Utility Project Manager  | 40.00            | x | 118   | = | 4,720.00  |
| Traffic Engineer         | 46.28            | x | 72    | = | 3,332.16  |
| Senior Designer          | 32.08            | x | 328   | = | 10,522.24 |
| Highway Engineer         | 48.55            | x | 92    | = | 4,466.60  |
| Engineer/CADD Technician | 30.00            | x | 394   | = | 11,820.00 |
|                          | Total            |   | 1044  |   | 32,915.80 |

Average Hourly Rate Equals Extension Divided By Hours 31.5285

Section In-hour Forms

04/25/2013

Project: US 1 (Baltimore Avenue) College Avenue to MD193

Contract No.: BCS 2008-14A, Task 9

FMIS No.: PG624B21

Description: US 1 (Baltimore Avenue) College Avenue to MD193

Firm: KCI Technologies, Inc.

Feasibility Study to Underground existing Aerial Utilities

| Description                                                                         | No. of Sheets | Supervisor | Utility Project Manager | Traffic Engineer | Senior Designer | Highway Engineer | Technician | Total      |
|-------------------------------------------------------------------------------------|---------------|------------|-------------------------|------------------|-----------------|------------------|------------|------------|
| <b>Task 1 - Project Initiation</b>                                                  |               |            |                         |                  |                 |                  |            |            |
| Review PI Plans to determine potential undergrounding routes                        | 45            | 2          | 8                       | 0                | 16              | 0                | 32         | 58         |
| Notify Utility Owners in the project area                                           |               | 0          | 4                       | 0                | 32              | 0                | 0          | 36         |
| Site Visit                                                                          |               | 0          | 0                       | 0                | 8               | 0                | 24         | 32         |
| <b>Task Subtotal</b>                                                                | <b>45</b>     | <b>2</b>   | <b>12</b>               | <b>0</b>         | <b>56</b>       | <b>0</b>         | <b>56</b>  | <b>126</b> |
| <b>Task 2 - Underground Concept Development</b>                                     |               |            |                         |                  |                 |                  |            |            |
| Identify conceptual horizontal routes for undergrounding                            | 12            | 2          | 8                       | 0                | 24              | 0                | 32         | 66         |
| Develop vertical profile for the undergrounding                                     | 12            | 2          | 10                      | 0                | 32              | 0                | 60         | 104        |
| Present conceptual utility system alignments to utility stakeholders                | 12            | 4          | 16                      | 0                | 24              | 0                | 16         | 60         |
| Develop Engineer's Estimate                                                         |               | 0          | 8                       | 0                | 32              | 0                | 0          | 40         |
| Assemble Feasibility Study Letter Report                                            |               | 4          | 32                      | 0                | 16              | 0                | 4          | 56         |
| <b>Task Subtotal</b>                                                                | <b>36</b>     | <b>12</b>  | <b>74</b>               | <b>0</b>         | <b>128</b>      | <b>0</b>         | <b>112</b> | <b>326</b> |
| <b>Task 3 - Highway Design Review</b>                                               |               |            |                         |                  |                 |                  |            |            |
| Receive pavement evaluation from SHA                                                |               | 0          | 0                       | 0                | 8               | 4                | 0          | 12         |
| Evaluate Impacts to Entrance & Curb Tie-ins and Bus Shelters                        |               | 4          | 0                       | 0                | 32              | 16               | 8          | 60         |
| Evaluate Impacts to current Intersection Detail                                     |               | 1          | 0                       | 0                | 24              | 8                | 8          | 41         |
| Develop adjustments required to Sidewalk & ADA access                               |               | 1          | 0                       | 0                | 16              | 8                | 4          | 29         |
| Review and Revise Cross Sections                                                    |               | 2          | 0                       | 0                | 16              | 16               | 8          | 42         |
| Earthwork and Roadway Computations                                                  |               | 1          | 0                       | 0                | 8               | 8                | 2          | 19         |
| Evaluate Right of Way requirements                                                  |               | 1          | 0                       | 0                | 8               | 4                | 4          | 17         |
| Identify special needs for MOT, lighting, maintenance of bus stops or signal issues |               | 1          | 0                       | 0                | 8               | 8                | 4          | 21         |
| Identify changes to drainage design                                                 |               | 1          | 0                       | 0                | 8               | 8                | 4          | 21         |
| Revise overall Quantities and PI Const.Cost Estimate                                |               | 1          | 0                       | 0                | 16              | 8                | 8          | 33         |
| Develop approx. Design Fee for Roadway (PI to Advert.)                              |               | 1          | 0                       | 0                | 0               | 4                | 0          | 5          |
| <b>Task Subtotal</b>                                                                | <b>0</b>      | <b>14</b>  | <b>0</b>                | <b>0</b>         | <b>144</b>      | <b>92</b>        | <b>50</b>  | <b>300</b> |
| <b>Task 4 - Traffic Review</b>                                                      |               |            |                         |                  |                 |                  |            |            |
| Traffic Signal Evaluations (10 Intersections)                                       |               | 1          | 0                       | 16               | 0               | 0                | 40         | 57         |

Project: **US 1 (Baltimore Aveune) College Avenue to MD193**

Contract No.: BCS 2008-14A, Task 9

FMIS No.: PG624B21

Description: **US 1 (Baltimore Aveune) College Avenue to MD193**Firm: **KCI Technologies, Inc.**

Feasibility Study to Underground existing Aerial Utilities

| Description                                                                                           | No. of Sheets | Supervisor | Utility Project Manager | Traffic Engineer | Senior Designer | Highway Engineer | Technician | Total       |
|-------------------------------------------------------------------------------------------------------|---------------|------------|-------------------------|------------------|-----------------|------------------|------------|-------------|
| Prepare a conceptual estimate of the cost of modifying or reconstructing the existing traffic signals |               | 1          | 0                       | 4                | 0               | 0                | 8          | 13          |
| Review Construction Phasing Report                                                                    |               | 2          | 0                       | 8                | 0               | 0                | 16         | 26          |
| Develop Conceptual Traffic Control Plan                                                               |               | 4          | 0                       | 28               | 0               | 0                | 80         | 112         |
| Roadway Lighting Evaluation                                                                           |               | 4          | 0                       | 16               | 0               | 0                | 32         | 52          |
| <b>Task Subtotal</b>                                                                                  | <b>0</b>      | <b>12</b>  | <b>0</b>                | <b>72</b>        | <b>0</b>        | <b>0</b>         | <b>176</b> | <b>260</b>  |
| <b>Task 5 - Drainage Review</b>                                                                       |               |            |                         |                  |                 |                  |            |             |
| Sub-consultant QA/QC review for Storm drain, SWM and E&S                                              |               | 0          | 32                      | 0                | 0               | 0                | 0          | 32          |
| <b>Task Subtotal</b>                                                                                  | <b>0</b>      | <b>0</b>   | <b>32</b>               | <b>0</b>         | <b>0</b>        | <b>0</b>         | <b>0</b>   | <b>32</b>   |
| <b>Total Man-Hours</b>                                                                                |               | <b>40</b>  | <b>118</b>              | <b>72</b>        | <b>328</b>      | <b>92</b>        | <b>394</b> | <b>1044</b> |

March 21, 2013

Mr. Scott Riddle  
KCI Technologies, Inc.  
936 Ridgebrook Road  
Sparks, MD 21152

Project: Contract BCS 2008-14A / PG264B21  
Re: Cost and Price Proposal for Task 9  
US-1 (Baltimore Ave.) College Ave. to MD-193

Dear Mr. Riddle:

Enclosed please find the Cost and Price Proposal for the following task:

- Task 9 – US-1 (Baltimore Ave.) College Ave. to MD-193

Please forward this proposal to the Maryland State Highway Administration for approval.

Should you have any questions or concerns, please feel free to contact me at (410) 442-4404 or [pmartin@itcmmd.com](mailto:pmartin@itcmmd.com).

Sincerely,

INFRASTRUCTURE TECHNOLOGIES, LLC



Patricia L. Martin, P.E.  
President

Enclosure

MARYLAND DEPARTMENT OF TRANSPORTATION  
 COST AND PRICE SUMMARY - CONSULTANT SERVICES CONTRACT

|                  |                                                  |               |                                         |
|------------------|--------------------------------------------------|---------------|-----------------------------------------|
| Administration   | <u>State Highway Administration</u>              | Consultant    | <u>KCI Technologies, Inc.</u>           |
| Project          | <u>US1 (Baltimore Ave) College Ave to MD 193</u> | Subcontractor | <u>Infrastructure Technologies, LLC</u> |
| FMS/Contract No. | <u>PG624B21 / BCS 2008-14A</u>                   |               |                                         |

Phase or Task function or Total Summary (if applicable)                      OFFICE  
 Constructability Review Services

|                                     |                                                              |                                                |                 |
|-------------------------------------|--------------------------------------------------------------|------------------------------------------------|-----------------|
| 1. Direct Labor:                    | 152.00 Man Hours x                                           | \$58.00 * Average Hourly Rate<br>(See Reverse) | \$ 8,816.00     |
| 2. Escalation:                      | 0.00% of Item 1                                              |                                                | \$ -            |
| 2a.                                 |                                                              | Subtotal                                       | \$ 8,816.00     |
| 3. Payroll Additives:               | P.B. and O.H.                                                | 109.92% of Line 2a<br>Append Itemization       | \$ 9,690.55     |
| 4. Fixed Fee                        | a. Dollar amount to cover Profit and other factors           |                                                |                 |
|                                     | b. Line 4a. represents                                       | 21.00% of Line 2a                              | \$ 1,851.36     |
| 5. Total of Items 1 through 4 above |                                                              |                                                | \$ 20,357.91    |
| 6. Direct Expenses:                 | Append justification as necessary                            |                                                |                 |
|                                     | a. Local Travel                                              | 0 miles at \$0.565 per mile =                  | \$0.00          |
|                                     | b. Long Distance Travel, if required                         |                                                | \$0.00          |
|                                     | c. Printing                                                  |                                                | \$0.00          |
|                                     | d. Other (Specify)                                           |                                                | \$0.00          |
|                                     | e. Other (Specify)                                           | Undesignated Sub.<br>Miscellaneous             | \$0.00          |
|                                     |                                                              | Total Direct Costs:                            | \$0.00          |
| 7. Subcontractor:                   | Separate Cost and Price Summary for each firm to be appended |                                                |                 |
|                                     | Name                                                         | Amount                                         |                 |
|                                     | a.                                                           |                                                |                 |
|                                     | b.                                                           |                                                |                 |
|                                     | c.                                                           |                                                |                 |
|                                     | Total Subcontractors:                                        |                                                | \$0.00          |
| 8. Other: (Specify)                 |                                                              |                                                |                 |
|                                     | a.                                                           |                                                |                 |
|                                     | b.                                                           |                                                |                 |
|                                     | c.                                                           |                                                |                 |
|                                     | Total                                                        |                                                | \$0.00          |
| 9. Total Proposed Fee for this      | {Phase}                                                      | {Task}                                         | {Total Project} |
| (Please indicate)                   |                                                              |                                                | \$20,357.91     |

10. Will your firm accept this Portion on a lump sum basis?                      Yes                      No  X  
 If yes, in what amount

\* AVERAGE HOURLY RATE

|    | Classification                                 | Average Hourly Salary |   | Hours        | =        | Extension         |
|----|------------------------------------------------|-----------------------|---|--------------|----------|-------------------|
| 1. | Construction Manager                           | \$58.00               | X | 152.00       | =        | \$8,816.00        |
| 2. |                                                |                       | X |              | =        | \$0.00            |
| 3. |                                                |                       | X |              | =        | \$0.00            |
| 4. |                                                |                       | X |              | =        | \$0.00            |
| 5. |                                                |                       | X |              | =        | \$0.00            |
| 6. |                                                |                       | X |              | =        | \$0.00            |
| 7. |                                                |                       | X |              | =        | \$0.00            |
| 8. |                                                |                       | X |              | =        | \$0.00            |
|    |                                                |                       |   | <b>Total</b> | <b>=</b> | <b>\$8,816.00</b> |
|    | Average Rate equals Extension divided by Hours |                       |   |              | <b>=</b> | <b>\$58.00</b>    |



## TASK HOURS ESTIMATE

Project: US1 (Baltimore Avenue) College Ave to MD 193  
 Location: Prince George's County, MD  
 FMIS #/Contract # PG624B21 / PG6245171 BCS 2008-14A

Task # 9  
 Report Due Date: June 2013 +/-  
 NTP Date: May 2013 +/-

| Classification       | Review Plans | Special Provisions | Site Investigation | Bid Items/Quantities | Estimate | Sequencing / Schedule | Analysis | Meetings | MOT/Phasing/Access | Drainage | Structures | Cross Sections | Other Plans | Report Writing | Utilities | Misc. Activities | TOTAL HOURS |
|----------------------|--------------|--------------------|--------------------|----------------------|----------|-----------------------|----------|----------|--------------------|----------|------------|----------------|-------------|----------------|-----------|------------------|-------------|
| Construction Manager | 8            | 4                  | 8                  |                      |          | 24                    | 8        | 16       | 40                 | 4        |            | 4              | 4           | 4              | 20        | 8                | 152         |
|                      |              |                    |                    |                      |          |                       |          |          |                    |          |            |                |             |                |           |                  | 0           |
|                      |              |                    |                    |                      |          |                       |          |          |                    |          |            |                |             |                |           |                  | 0           |
|                      |              |                    |                    |                      |          |                       |          |          |                    |          |            |                |             |                |           |                  | 0           |
|                      |              |                    |                    |                      |          |                       |          |          |                    |          |            |                |             |                |           |                  | 0           |
| <b>TOTALS</b>        | 8            | 4                  | 8                  | 0                    | 0        | 24                    | 8        | 16       | 40                 | 4        | 0          | 4              | 4           | 4              | 20        | 8                | 152         |

- Scope:** Review current PI design with overhead utility relocations.  
 Review underground concept plans.  
 Assist in development of MOT/Phasing plan as part of the proposed underground relocation design option.  
 Attend coordination meetings.  
 Provide constructability input throughout the concept design process.  
 Provide Constructability Report to be included as part of the Final Feasibility Study

March 26, 2013

Nadia E. Pimentel  
Project Manager  
KCI Technologies Inc.  
Utility Services  
936 Ridgebrook Road  
Sparks, MD 21152

RE: Proposal of Engineering Services  
BCS 2008-14A, Utility Relocation ,Assignment #9  
US 1 (Baltimore Avenue) Utility Undergrounding Feasibility Study  
KCI No. 05122206.9 / Datta No. 8604A-2

Dear Ms. Pimentel:

In response to your request, we are pleased to submit this proposal to provide engineering services for the subject project. The scope of work has been prepared based on our understanding of project's water resource requirements for Drainage Design and Relocation and Erosion and Sediment Control. We understand that we will provide E&S Control Plans, Notes and Details (Entire Limits), Drainage Plans and Profiles (Entire Limits) for milestone submittals. These submittals also include related specifications, and estimates at milestone levels.

Our man-hour estimates and cost & price summaries are enclosed for your review and approval. We are pleased to be part of the KCI Technologies team and we look forward to working with you on this project. If you have any questions please feel free to call me on 410-243-2882.

Very truly yours,

DATTA CONSULTANTS, INC.



Kimberley Adams, P.E.  
President

KA;ka  
8604A-2

DATTA CONSULTANTS, INC.  
 711 West 40th Street, Suite 355  
 Baltimore, MD 21211  
 410-243-2882  
 3/36/2013

Proposal of Engineering Services  
 US 1 (Baltimore Avenue) Undergrounding Concept/Feasibility Study  
 FMIS No. PG624B21  
 BCS 2008-14A, Assignment #9  
 Datta No. 8604A-2/KCI No. 05122206.9

**MAN-HOUR ESTIMATE (DATTA, INC.)**

| 1. Direct Labor                               | Rate                      | Hours | Amount   | Total            |
|-----------------------------------------------|---------------------------|-------|----------|------------------|
| Project Manager                               | \$ 40.88                  | 73    | \$ 2,984 |                  |
| Designer                                      | \$ 28.67                  | 99    | \$ 2,838 |                  |
| Technical Support                             | \$ 21.46                  | 232   | \$ 4,979 |                  |
| Average Rate                                  | \$ 22.75                  | 404   |          | \$ 10,801        |
| 2. Escalation                                 | 0% of Item 1              |       |          | \$ -             |
| Item 2A                                       | Sub-Total (Items 1 and 2) |       |          | \$ 10,801        |
| 3. Payroll Additives PB & OH                  | 100.00% of Item 2A        |       |          | \$ 10,801        |
| 4. Fixed Fee                                  | 21% of Item 2A            |       |          | \$ 2,268         |
| 5. Total of Items 2A, 3 & 4                   |                           |       |          | <u>\$ 23,870</u> |
| 6. Direct Expenses                            | Rate                      | Quant | Amount   |                  |
| Local Travel - Mileage                        | \$0.55                    | 260   | \$ 143   |                  |
| Long Dist Travel - Meals & Lodging            |                           |       | \$ -     |                  |
| Copies & Reproductions                        |                           |       | \$ 400   |                  |
| Misc. - photos, postage, delivery, etc.       |                           |       | \$ 90    |                  |
| Total Direct Costs                            |                           |       |          | \$ 633           |
| 7. Subcontractors                             |                           |       | Amount   |                  |
|                                               |                           |       | \$ -     |                  |
|                                               |                           |       | \$ -     |                  |
| Total Subcontractor Fees                      |                           |       |          | \$ -             |
| 8. Other Compensation - Partner               | Rate                      | Hours | Amount   |                  |
| Base                                          | \$ 39.00                  | 43    | \$ 1,677 |                  |
| Fixed Fee                                     | 21%                       |       | \$ 352   |                  |
| Total Other Compensation                      |                           |       |          | \$ 2,029         |
| 9. Total Proposed Fee - Total of Items 5 to 8 |                           |       |          | <u>\$ 26,532</u> |

DATTA CONSULTANTS, INC.  
 711 West 40th Street, Suite 365  
 Baltimore, MD 21211  
 410-243-2882  
 3/36/2013

Proposal of Engineering Services  
 US 1 (Baltimore Avenue) Undergrounding Concept/Feasibility Study  
 FMIS No. PG624B21  
 BCS 2008-14A, Assignment #9  
 Datta No. 8604A-2/KCI No. 05122206.9

MAN-HOUR ESTIMATE (DATTA, INC.)

| ITEM OF WORK                                                                                                         | PRINCIPAL | PROJECT<br>MANAGER | DESIGNER | TECHNICAL<br>SUPPORT |
|----------------------------------------------------------------------------------------------------------------------|-----------|--------------------|----------|----------------------|
| 1 Mobilize and Review info provided by KCI such as right of way plans, Roadway Plans, Utility Records and/or Mapping | 1         | 2                  | 2        | 0                    |
| 2 Attend progress meetings (3)                                                                                       | 6         | 0                  | 0        | 0                    |
| 3 Conduct field visits/evaluation of project outfalls and points of study                                            | 0         | 3                  | 3        | 0                    |
| 4 Perform field investigation of roadway drainage structures                                                         | 0         | 3                  | 3        | 0                    |
| 5 Conduct field visits/evaluation of ADA/Accessibility compliance for intersections                                  | 0         | 0                  | 0        | 0                    |
| 6 Prepare ADA compliance modification report, sketches and cost estimate                                             | 0         | 0                  | 0        | 0                    |
| 7 Develop road aligns & locate proposed ADA compliance improvements                                                  | 0         | 0                  | 0        | 0                    |
| 8 Prepare SWM Concept Review Plan                                                                                    | 0         | 0                  | 0        | 0                    |
| a) Prepare a Natural Resources Inventory plan                                                                        | 0         | 0                  | 0        | 0                    |
| b) Identify SWM needs                                                                                                | 0         | 0                  | 0        | 0                    |
| c) Evaluate ESD Feasibility                                                                                          | 0         | 0                  | 0        | 0                    |
| d) Preliminary SWM calculations                                                                                      | 0         | 0                  | 0        | 0                    |
| e) Prepare quantity SWM variances & supporting documentation                                                         | 0         | 0                  | 0        | 0                    |
| f) Prepare SWM Report                                                                                                | 0         | 0                  | 0        | 0                    |
| 9 Assemble SWM Concept Review Plan Package                                                                           | 0         | 0                  | 0        | 0                    |
| 10 Prepare Preliminary Feasibility Study (PI submittal)                                                              | 0         | 0                  | 0        | 0                    |
| a) Coordinate for Drainage and ESC Items                                                                             | 4         | 8                  | 12       | 8                    |
| b) Roadway Plans (3 sheets @ 30 Scale)                                                                               | 0         | 0                  | 0        | 0                    |
| c) Typical Roadside Grading Sections                                                                                 | 0         | 0                  | 0        | 0                    |
| d) Design Waiver Requests (5 Requests)                                                                               | 0         | 0                  | 0        | 0                    |
| e) Engineer's Estimate                                                                                               | 4         | 4                  | 4        | 0                    |
| 11 Assemble, coord QA/QC w/ KCI & Submit Prelim Feasibility Report                                                   | 1         | 2                  | 2        | 0                    |
| 12 Attend Review Meeting and summarize notes for KCI                                                                 | 2         | 0                  | 0        | 0                    |
| 13 Refine/finalize locations of ADA/accessibility compliance sidewalk                                                | 0         | 0                  | 0        | 0                    |
| 14 Refine/Finalize Roadway drainage structure repairs and relocations                                                | 4         | 8                  | 8        | 24                   |
| 15 Prepare a SWM Site Development Package                                                                            | 0         | 0                  | 0        | 0                    |
| a) Refine SWM design/computations                                                                                    | 0         | 0                  | 0        | 0                    |
| b) Revise SWM report                                                                                                 | 0         | 0                  | 0        | 0                    |

DATTA CONSULTANTS, INC.  
 711 West 40th Street, Suite 355  
 Baltimore, MD 21211  
 410-243-2882  
 3/36/2013

Proposal of Engineering Services  
 US 1 (Baltimore Avenue) Undergrounding Concept/Feasibility Study  
 FMIS No. PG624B21  
 BCS 2008-14A, Assignment #9  
 Datta No. 8604A-2/KCI No. 05122206.9

MAN-HOUR ESTIMATE (DATTA, INC.)

| ITEM OF WORK                                                  | PRINCIPAL | PROJECT<br>MANAGER | DESIGNER  | TECHNICAL<br>SUPPORT |
|---------------------------------------------------------------|-----------|--------------------|-----------|----------------------|
| 16 Address comments and prepare Final Feasibility Report      | 0         | 0                  | 0         | 0                    |
| a) Title Sheet                                                | 0         | 0                  | 0         | 0                    |
| b) Typical "Roadside Grading" Sections Sheet                  | 0         | 0                  | 0         | 0                    |
| c) Roadway/Pavement Details Sheet                             | 0         | 0                  | 0         | 0                    |
| d) Geometric Layout Sheets (2 @ 100 Scale)                    | 0         | 0                  | 0         | 0                    |
| e) Roadway Plans (12 @ 30 Scale)                              | 0         | 0                  | 0         | 0                    |
| f) Drainage Plans (12 @ 30 Scale)                             | 4         | 16                 | 24        | 80                   |
| g) Drainage Profiles (Assumed 2 Sheets)                       | 2         | 6                  | 12        | 40                   |
| h) E&S Control Plans (12 @ 30 Scale & 1 Notes Sht)            | 0         | 8                  | 12        | 80                   |
| i) Special Provisions                                         | 1         | 1                  | 1         | 0                    |
| j) Engineer's Estimate                                        | 1         | 2                  | 2         | 0                    |
| 17 Prepare draft ROE docs                                     | 0         | 0                  | 0         | 0                    |
| 18 Assemble, QAQC and Submit Final Documents to KCI           | 4         | 4                  | 4         | 0                    |
| 19 Prepare a SWM Final Plan review package for approval       | 0         | 0                  | 0         | 0                    |
| 20 Attend the Final Review meeting and submit notes to KCI    | 3         | 0                  | 0         | 0                    |
| 21 Address FR comments and prepare the PS&E Documents         | 2         | 2                  | 4         | 0                    |
| 22 Finalize ROE                                               | 0         | 0                  | 0         | 0                    |
| 23 Coordinate and secure approvals for SWM and/or E&S Control | 4         | 4                  | 6         | 0                    |
| <b>Total Man-Hours</b>                                        | <b>43</b> | <b>73</b>          | <b>99</b> | <b>232</b>           |

## MEETING MINUTES

US 1 @ COLLEGE PARK SEGMENT – 1

PG624B21

PROGRESS MEETING

JUNE 27, 2013

A Progress Meeting was held on Thursday, June 27, 2013 at the Laurel Maintenance Shop Conference Room in Laurel, Maryland in regards to the State Highway Administration Project PG624B21 (PG6245171) US 1 @ College Park Segment – 1. The following were in attendance:

- John Jenkins, MD SHA OHD.
- David Wyatt, MD SHA OOTS.
- Tim Rye, WTB (consultant).
- Bryan Dusza, WTB (consultant).
- Habtewold Yeheyis, MD SHA OMT.
- Ray Dagher, SW&A (sub consultant).
- Wayne Trautman, SW&A (sub consultant).
- Piyush Radadiya, Sheladia Inc. (sub consultant).
- Shekhar Murkute, MD SHA OMT.
- Eric Frempong, MD SHA OMT EGD.
- Mohamed Kaddoumi, MD SHA OOTS.
- Hellon Ogallo, MD SHA OOTS TEDD.
- Terry Schum, City of College Park.
- David Dows, AB Consultants (sub consultant).

**Modified Concept.** The first order of business was to review a modified concept of the project that attempts to address the issues brought out at the Preliminary Investigation Milestone regarding ADA requirements, business impacts and other impacts and issues not addressed or existing in the 2005 FONSI in which the PI concept was based. The modified concept would maintain the same typical section recommended in the FONSI except that we would provide the ADA required 6 foot refuge for pedestrian crossings at marked intersections and we will shift the alignment to minimize the impacts to existing businesses. The basic concept of the modified design was reviewed and approved by the Team although there are details which need to be worked out in the course of finalizing the design. Left turn queue lengths provided by Mohamed Kaddoumi will be used in the design plans.

**Other Issues.** Functionality issues were discussed at the meeting which involve U-Turn capability, the ability of large delivery vehicles to service the businesses along US 1, customer access to businesses,

accommodation of emergency vehicles and closure of Metzert Road at US 1. There was a discussion regarding enhanced improvements to the entrance of Branchville Road on US 1 to facilitate a quadrant return capability of NB US 1 traffic to return to a southbound direction on US 1 using Branchville Road, a City owned facility. No decisions were made in that regard and no other improvements to Branchville Road were suggested except at its entrance on US 1.

**Utility Undergrounding.** The issue of undergrounding all above ground utilities along US 1 within the project limits was mentioned in the meeting. The City of College Park has requested that SHA look into the possibility of undergrounding all above ground utilities within the project limits. This issue will be addressed in detail in a different venue but the following was mentioned; a proposal for a feasibility study has been prepared that can be completed in a two month time frame according to the consultant KCI who prepared the proposal. The City of College Park (CP) has been informed that a Notice to Proceed (NTP) will not be submitted until the City of CP and MDSHA enter into an agreement which states that the City of CP will fund the feasibility study. This study needs to be completed by the Semi Final Review Milestone. MDSHA has informed the City of CP that the Semi Final Review Milestone, which is currently scheduled for September 20, 2013, can be pushed to a later date, the earliest being October of 2013 to the latest in early January of 2014. This will provide more time for the City of CP to decide whether to fund the feasibility study or not. Should the Semi Final Review Milestone date be moved to early January 2014 the City of CP would have to make a decision by early November 2013. However, the Semi Final Review Milestone may have to be scheduled for an earlier date and the City of CP would have to consider its decision time accordingly.

**Colorized Bicycle Lanes.** The use of colorized bicycle lanes was brought up at the June 6, 2013 meeting between MDSHA, City of College Park and the University of Maryland. Subsequent investigation has shown this will not be feasible under the conditions which exist within the project limits. The use of wider bicycle lanes and specialty bike lane markings, which require a wider bicycle lane, was deemed in conflict with the directives to minimize impervious surfaces for environmental reasons. It has been decided to stay with the standard bicycle lane widths as required by the MDSHA Bicycle Policy and use the standard markings.

**Widening Sidewalks along University frontage.** The University of Maryland had requested we investigate the possibility of widening the existing sidewalks along the University frontage on US 1. This too was deemed in conflict with the directives to minimize impervious surfaces for environmental reasons. The current sidewalks along US 1 in the University frontage are six feet in width which is greater than the minimum required of five feet.

**Uniformity of Commercial Entrances.** The City of CP asked if we could investigate providing and/or require more uniformity of the commercial entrances along US 1 in the Project limits. The dimensions of the various commercial entrances along US 1 may need to be addressed on a case-by-case basis. Closures and/or relocations of entrances as shown in the PI Plans, which were based on the 2005 FONSI, may need to be reconsidered. The operating needs of these businesses and what they're zoning require will be a primary factor in this matter.

**Avoiding Business Impacts.** MDSHA will, in its design process, make every attempt to avoid unnecessary impacts to businesses along US 1 within the project limits.

**Storm Water Mitigation.** Storm water mitigation will be offsite. The personnel responsible for these issues were unable to attend this meeting and a separate meeting was scheduled and held for this topic on Friday, June 28, 2013. The meeting minutes on that meeting will be forthcoming.

**Landscaping.** A separate meeting regarding the issues of landscaping has been scheduled for Friday, July 12, 2013 from 11:00 AM to 2:00 PM at City Hall on Knox Road in College Park with all the relevant representatives from MDSHA, City of College Park and the University of Maryland invited.

**ADJOURNMENT.**

13

Blue  
Tarp  
Law

## MEMORANDUM

**To:** Mayor and Council

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

**CC:** Joe Nagro, City Manager

**Date:** July 2, 2013

**Re: Ordinance to require permanent roofing materials on residential structures**

### ISSUE:

City Code Enforcement Officers recently cited a property for the long term presence of a blue tarp on a roof. Initially, a hole in the roof was visible, but was then covered by the tarp. A resident complained and a municipal infraction was issued. While the City was successful at the District Court level, the Circuit Court dismissed the municipal infraction. This amendment is designed to resolve the issue raised in the court proceeding.

### SUMMARY:

Current City Code requires that a roof be weather tight and rodent proof. However, without entering the dwelling, an officer cannot verify whether the roof is in fact weather tight. This amendment will require that the roofing surface be comprised of only materials designed to be used in a permanent roof, which would not include tarps or other temporary measures. This measure should resolve the issue raised in court.

### RECOMMENDATION

That the Council consider adoption of this ordinance.

**ORDINANCE**  
**OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK,**  
**MARYLAND, AMENDING CHAPTER 125 "HOUSING REGULATIONS" BY**  
**REPEALING AND REENACTING §125-8 "MAINTENANCE OF DWELLINGS"**  
**TO REQUIRE THAT ROOFS BE COVERED WITH MATERIALS DESIGNED**  
**FOR USE AS A PERMANENT ROOFING SURFACE .**

WHEREAS, pursuant to Md. Code Ann., Art. 23A, §2, the City of College Park, Maryland (hereinafter, the "City") has the power to pass such ordinances as it deems necessary to protect the health, safety and welfare of the citizens of the municipality and to prevent and remove

WHEREAS, Mayor and Council have adopted Housing Regulations to ensure the health and safety of the residents of the City, and certain procedures to enforce the Housing Regulations; and

WHEREAS, the Mayor and Council wish to ensure that roofs of residential structures are covered with roofing shingles, tiles or other products designed for use as a permanent roofing surface.

**Section 1.** NOW THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland that Chapter 125 "Housing Regulations" §125-8 "Maintenance of dwellings", be, and is hereby, repealed and reenacted with amendments to read as follows:

**§125-8. Maintenance of dwellings.**

No person shall occupy as owner-occupant or let to another for occupancy any dwelling or dwelling or rooming unit, for the purpose of living therein, which does not comply with the following requirements:

CAPS  
 [Brackets]  
 Asterisks \* \* \*  
 Ordinance

: Indicate matter added to existing law.  
 : Indicate matter deleted from law.  
 : Indicate matter remaining unchanged in existing law but not set forth in

A. Every foundation, floor, wall, ceiling and roof shall be reasonably weather tight and rodent proof, shall be capable of affording privacy and shall be kept in good repair. ALL ROOFS SHALL BE COVERED WITH ROOFING SHINGLES, TILES, OR OTHER MATERIALS DESIGNED FOR USE AS A PERMANENT ROOFING SURFACE.

B. through I. \* \* \* \* \*

**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

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

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:**

**CITY OF COLLEGE PARK,**

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

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

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

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

CAPS  
[Brackets]  
Asterisks \* \* \*  
Ordinance

: Indicate matter added to existing law.  
: Indicate matter deleted from law.  
: Indicate matter remaining unchanged in existing law but not set forth in

14

Agreement  
with Mazza for  
pedestrian  
lights

# MEMORANDUM

**To:** Joe Nagro, City Manager 

**From:** Steven E. Halpern, P.E.

**Date:** July 9, 2012

**Subject:** Approval of an Agreement with MAZZA for the maintenance of Pedestrian Lights along US 1

## **Background**

Mazza Grandmarc Apartments is located at 9530 Baltimore Avenue and opened in 2011. The Detailed Site Plan, DSP 04049, showed six (6) pedestrian streetlights to be installed in the dedicated Route 1, Baltimore Avenue, right-of-way. The streetlights were in fact installed on the Mazza Grandmarc Apartment's property. Had the pedestrian streetlights been installed in the right-of-way, the City would have been responsible for the electric and maintenance. Since the pedestrian streetlights are on private property, the City and the property owner have agreed that, in lieu of relocating the lights into the right-of-way, the Owner will undertake maintenance of the streetlights.

The City Attorney has prepared the attached Declaration of Covenants And Agreement Regarding Land Use between the City and the property owner stating that the owner agrees to maintain the six pedestrian lights required by DSP 04049, including repair and replacement of said lights if necessary, for so long as the DSP, as it may be amended from time to time, is in effect for the Property.

## **Recommendation**

That the City Council review and approve that attached Declaration of Covenants.

## **Attachments:**

1 - Declaration Of Covenants And Agreement Regarding Land Use between PPC/CHP Maryland Limited Partnership, Mazza Family College Park, LLC ("Owner") and the City of College Park, Maryland

**DECLARATION OF COVENANTS AND AGREEMENT  
REGARDING LAND USE**

THIS DECLARATION OF COVENANTS AND AGREEMENT REGARDING LAND USE (this "Declaration of Covenants") is effective the \_\_\_\_\_ day of June, 2013 by and among PPC/CHP Maryland Limited Partnership ("PPC/CHP"), Mazza Family College Park, LLC ("Owner") and the City of College Park, Maryland (the "City") a municipal corporation of the State of Maryland.

WHEREAS, the Owner owns certain property located at 9530 Baltimore Avenue, in College Park, Maryland consisting of approximately 22.40 acres, with Tax Identification Nos. District 21- 3949245, 3949237 and 3949245, and recorded at Liber 13818, folio 00292 in the Land Records of Prince George's County, Maryland and more specifically described on Exhibit A attached hereto (the "Property"); and

WHEREAS, PPC/CHP has leased the Property from Owner pursuant to a Deed of Ground Lease by and between PPC/CHP and Owner (the "Lease"), which lease contains an option to purchase the Property; and

WHEREAS, Detailed Site Plan DSP 04049 was approved for the Property; and

WHEREAS, as part of the DSP, PPC/PHP and Owner were required to install six (6) pedestrian streetlights in the dedicated Route 1, Baltimore Avenue, right of way; and

WHEREAS, the streetlights were in fact installed on the Property; and

WHEREAS, the parties have agreed that, in lieu of the relocation of the said streetlights into the Route 1, Baltimore Avenue, right of way that PPC/CHP and Owner will undertake the maintenance of the said streetlights on the Property.

NOW, THEREFORE, in consideration of the foregoing, the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Owner and PPC/CHP hereby declare and agree on behalf of themselves and their successors and assigns that the Lease, and any ownership interest held by Owner or acquired by PPC/CHP, shall be held, transferred, sold, hypothecated, encumbered, or conveyed subject to the following covenants, conditions, restrictions, limitations, and obligations which shall bind the Owner and PPC/CHP, as lessee, and as owner should it purchase the Property, and shall inure to the benefit of, and be enforceable by, the City and its successors and assigns (but such covenants, conditions, restrictions, limitations, and obligations are not intended to create, nor shall they be construed as creating, any rights in or for the benefit of any other person or entity, including the general public) as follows:

1. Owner and PPC/CHP agree to maintain the six (6) pedestrian lights, required by DSP 04049, including repair and replacement of said lights if necessary, for so long as the DSP, as it may be amended from time to time, is in effect for the Property.

2. Each person accepting an assignment or other instrument conveying any interest in the Lease or any ownership interest acquired by PPC/CHP and any ownership interest of Owner shall be bound by the terms of this Declaration of Covenants whether or not this Declaration of Covenants is incorporated or referred to in such assignment or other instrument.

3. In the event that PPC/CHP or Owner assign ownership interest and/or all of their rights and obligations under the Lease, PPC/CHP and Owner agree that their rights and obligations under the Lease and as Owner shall be assigned subject to the provisions of the Declaration of Covenants and upon effectiveness of such assignment, the City agrees that PPC/CHP and Owner shall have no further rights or obligations hereunder.

4. The City shall have the right to enforce, by any proceeding at law or in equity, including injunction, all restrictions, terms, conditions, covenants and agreements imposed upon PPC/CHP, Owner, and their successors and assigns pursuant to the provisions of this Declaration of Covenants; provided however, that prior to initiating any action or proceeding to enforce the provisions of this Declaration of Covenants, the City shall give written notice of default to PPC/CHP and Owner specifying the nature of the default and PPC/CHP and Owner shall have 30 days to cure such default or, if such default cannot reasonably be cured within 30 days, such longer period as may be necessary so long as PPC/CHP and Owner diligently pursue such cure. In the event that PPC/CHP and Owner shall fail to maintain the pedestrian street lights as required herein, and after the cure period has expired, City shall have the right to enter onto the Property to provide such maintenance and shall be reimbursed therefore by PPC/CHP and Owner. Should the City prevail in any action brought by the City to enforce a provision of this Declaration of Covenants, PPC/CHP and Owner will reimburse the City for all reasonable costs of the proceeding, including reasonable attorney's fees. Should PPC/CHP or Owner prevail in any action brought by the City to enforce a provision of this Declaration of Covenants, the City shall reimburse PPC/CHP or Owner for all reasonable costs of the proceeding, including reasonable attorneys' fees.

5. This Declaration of Covenants may not be amended or modified except in writing executed by all parties hereto, and no waiver of any provision or consent hereunder shall be effective unless executed in writing by the waiving or consenting party.

6. This Declaration of Covenants shall be construed in accordance with the laws of the State of Maryland, without regard to its conflict of laws provisions. The provisions of this Declaration of Covenants shall be deemed severable, so that if any provision hereof is declared invalid, all other provisions of this Declaration of Covenants shall continue in full force and effect.

IN WITNESS WHEREOF, PPC/CHP, Owner and the City have caused this Declaration of Covenants to be executed and delivered as of the date first written above.

WITNESS/ATTEST: PPC/COLLEGIATE HALL PROPERTIES  
MARYLAND LIMITED PARTNERSHIP  
WITNESS/ATTEST: PPC/CHP MARYLAND LIMITED  
PARTNERSHIP  
By: Phoenix G.P. XVII, Inc., a Texas corporation,  
its Managing Member

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

STATE OF MARYLAND    )  
                                  )    ss:  
COUNTY                    )

I HEREBY CERTIFY, that on this \_\_\_ day of \_\_\_\_\_ 2013, before me, a Notary Public in and for the State aforesaid, personally appeared \_\_\_\_\_, and that he executed the foregoing Declaration of Covenants for the purposes therein contained by signing in my presence.

WITNESS my hand and Notarial Seal.

\_\_\_\_\_(SEAL)  
Notary Public  
My Commission Expires: \_\_\_\_\_

WITNESS/ATTEST: PPC/CHP MARYLAND LIMITED  
PARTNERSHIP  
By: CHP Maryland GP, LLC, a Georgia limited  
liability company, its Managing Member

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

STATE OF MARYLAND    )  
                                  )  
                                  )        ss:  
COUNTY                    )

I HEREBY CERTIFY, that on this \_\_ day of \_\_\_\_\_ 2013, before me, a Notary Public in and for the State aforesaid, personally appeared \_\_\_\_\_ and that he executed the foregoing Declaration of Covenants for the purposes therein contained by signing in my presence.

WITNESS my hand and Notarial Seal.

\_\_\_\_\_(SEAL)  
Notary Public  
My Commission Expires: \_\_\_\_\_

WITNESS/ATTEST:

MAZZA FAMILY COLLEGE PARK, LLC.  
By: \_\_\_\_\_,  
its Managing Member

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

STATE OF MARYLAND    )  
                                  )  
                                  )        ss:  
COUNTY                    )

I HEREBY CERTIFY, that on this \_\_ day of \_\_\_\_\_ 2013, before me, a Notary Public in and for the State aforesaid, personally appeared \_\_\_\_\_, and that he executed the foregoing Declaration of Covenants for the purposes therein contained by signing in my presence.

WITNESS my hand and Notarial Seal.

\_\_\_\_\_(SEAL)  
Notary Public  
My Commission Expires: \_\_\_\_\_



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Agenda items:  
Four Cities  
Meeting  
July 24  
Berwyn  
Heights

16

# 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 initial date of 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        | 04/16        |
| 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        |
| <p>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.</p> |            |              |              |

| <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          | 04/16        |
| Christopher Dullnig 6/12/07                                                                                                                                                                                                                                                                                                                                                      | District 2 | M&C          | 10/13        |
| VACANT                                                                                                                                                                                                                                                                                                                                                                           |            | M&C          |              |
| VACANT                                                                                                                                                                                                                                                                                                                                                                           |            | M&C          |              |
| <p>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&amp;C for an unexpired portion of a term. Authority shall elect Chairperson from membership. Not a compensated committee. Liaison: City Clerk's Office.</p> |            |              |              |

| <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        |
| Dave Turley 3/23/10             | District 1   | M&C          | 03/16        |
| Christiane Williams 5/11/10     | District 1   | M&C          | 05/15        |
| 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          | 03/15        |
| Terry Wertz 2/11/97                  | District 1   | M&C          | 03/15        |
| Maxine Gross 3/25/03                 | District 2   | M&C          | 03/15        |
| VACANT                               | District 3   | M&C          |              |
| Charles Smolka 9/8/98                | District 4   | M&C          | 03/15        |

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.

| <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        |
| Tricia Homer 3/12/13               | District 1 | Mayor        | 03/16        |
| Clay Gump 3/12/02                  | District 3 | Mayor        | 11/13        |

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.

| <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 |
| 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. |                  |                     |       |

| <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        |
| 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. |            |              |              |

| <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        |
| Stephen Brimer 02/26/13                                                                                                                                                                          | District 1 | M&C          | 02/16        |
| 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. |            |              |              |

| <b>Education Advisory Committee</b> |            |              |              |
|-------------------------------------|------------|--------------|--------------|
| Appointee                           | Represents | Appointed by | Term Expires |
| Stephen Brimer 5/14/13              | District 1 | M&C          | 05/15        |
| Kennis Termini 11/09/11             | District 1 | M&C          | 11/13        |
| Brian Bertges 06/18/13              | District 1 | M&C          | 06/15        |
| 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        |
| VACANT                   | District 2 | Mayor        |              |
| 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        |
| Leo Shapiro 07/10/12            | District 3 | M&C          | 07/15        |
| Julie Forker 07/10/12           | District 3 | M&C          | 07/15        |

|                            |            |     |       |
|----------------------------|------------|-----|-------|
| Kimberly Schumann 09/11/12 | District 1 | M&C | 09/15 |
| VACANT                     |            |     |       |
| VACANT                     |            | M&C |       |
| VACANT                     | Student    | M&C |       |

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.

#### Housing Authority of the City of College Park

|                            |                        |       |          |
|----------------------------|------------------------|-------|----------|
| Helen Long 11/12/02        |                        | Mayor | 05/01/17 |
| Betty Rodenhausen 04/09/13 |                        | Mayor | 05/01/18 |
| 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 |

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.

#### Neighborhood Stabilization and Quality of Life Workgroup

|    | 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. Not a compensated committee.<br>Liaison: City Clerk's office. |                                     |                                                   |

| <b>Neighborhood Watch Steering Committee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |               |               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------|---------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Resident of: | Appointed By: | Term Expires: |
| Robert Boone 04/12/11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | District 1   | M&C           | 04/15         |
| Aaron Springer 02/14/12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | District 3   | M&C           | 02/14         |
| VACANT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | District 4   | M&C           |               |
| 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.<br>Liaison: Public Services. |              |               |               |

| <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        |
| 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. |              |                         |              |

| <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        |
| Judith Oarr 05/14/13      | District 4  | M&C          | 05/16        |
| Bettina McCloud 1/11/11   | Mayoral     | Mayor        | 01/14        |
| Solennie Privett          | Mayoral     | Mayor        | 04/16        |

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 Biffl 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        |
| Jonathan Brown                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | City Staff              | 04/14        |
| Loree Talley 05/08/12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | City Staff              | 05/14        |
| Ballard Troy 05/08/12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | CBE Representative      | 05/14        |
| VACANT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | A City School           |              |
| James Jalandoni 04/10/12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | UMD Student             | 04/14        |
| VACANT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | UMD Faculty or Staff    |              |
| VACANT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | City Business Community |              |
| Ben Bassett - Proteus Bicycles<br>09/25/12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | City Business Community | 09/14        |
| Rebecca Hayes 04/10/12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Resident                | 04/14        |
| Christine Nagle 04/10/12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Resident                | 04/14        |
| Patrick John Brennan 06/18/13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Resident                | 06/15        |
| VACANT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 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 |
| 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        |
| VACANT                                                                                                                                                                                                                                                                                                                                                                           |                 | M&C          |              |
| VACANT                                                                                                                                                                                                                                                                                                                                                                           |                 |              |              |
| 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. |                 |              |              |