



WEDNESDAY, AUGUST 7, 2013
(COUNCIL CHAMBERS)

7:00 P.M.
CLOSED SESSION
To Consult with Counsel on a Legal Matter
To Discuss a Personnel Matter

7:30 P.M.
WORKSESSION

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

PROPOSED FOR SPECIAL SESSION:

1. CPD-2013-01, Alpha Xi Delta Sorority, 4517 Knox Road (Appeal Period Ended August 3, 2013)

WORKSESSION DISCUSSION ITEMS

2. Information Technology: email issues, cloud – FY '14 Budget Parking Lot request by Councilmembers Kabir and Wojahn
3. Award of FY '14 Miscellaneous Concrete Maintenance and Asphalt Resurfacing (RFP CP-13-01 Contract Option 1) with NZI Construction Corporation – Steve Halpern, City Engineer

4. Comments on Senior Advisory Committee Proposal – Peggy Higgins, Director of Youth, Family and Senior Services
5. Comcate: 1) Whether the City is getting the most out of it, and 2) Statistics on number of complaints, type of complaints, and initial response time – FY '14 Budget Parking Lot request by Councilmembers Wojahn and Stullich
6. Community Legacy Application – Terry Schum, Director of Planning
7. MOU with SHA for feasibility study for undergrounding utilities – Terry Schum, Director of Planning
8. BOLC Show Cause Hearing on September 4, 2013 re: Big Play Sports Grill for non-compliance with security plan – Bob Ryan, Director of Public Services
9. Discussion of Capital Bikeshare MOU and contract – Terry Schum, Director of Planning
10. Annual Review of Homestead Tax Credit Rate – Councilmember Catlin
11. Discussion of Mayor and Council Salary Increase
12. Discussion of special taxing districts for public safety - Mayor Fellows and Joe Nagro, City Manager
13. Renewal of MOU with University of Maryland Department of Transportation Services to allow City residents to ride the Shuttle UM – Joe Nagro, City Manager
14. Discussion of state and county legislation prior to the September Legislative Dinner
15. Appointments to Boards and Committees

COUNCIL COMMENTS

INFORMATION/STATUS REPORTS FOR COUNCIL REVIEW

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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CPD-2013-01
Alpha Xi Delta
Sorority
4517 Knox Road

(Special Session)



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. CPD-2013-01 Name: Alpha Xi Delta Building Corp.

Address: 4517 Knox Road, 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:

August 7, 2013.

CERTIFICATE OF SERVICE

This is to certify that on August 9, 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.

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 RECOMMENDATION OF THE ADVISORY
PLANNING COMMISSION AND GRANTING DEPARTURE APPLICATION
NUMBER CPD-2013-01, 4517 KNOX ROAD, ALPHA XI DELTA BUILDING
CORPORATION, FOR A DEPARTURE OF 9 PARKING SPACES FROM THE
REQUIRED 24 SPACES**

- 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 Advisory Planning Commission (hereinafter "APC") is authorized by the Ordinance to hear requests for departures from the terms of the Zoning Ordinance and the Prince George's County Landscape Manual with respect to design and/or landscaping requirements, parking and loading standards and sign design standards, and to make recommendations to the Mayor and Council in connections therewith; and
- WHEREAS,** the City is authorized by the Ordinance to grant an application for a departure if the purposes of the applicable provisions of the Zoning Ordinance will be equally well or better served by the applicant's proposal; the departure is the minimum necessary given the specific circumstances of this request; the departure is necessary to alleviate circumstances that are special to the subject use, given its nature at this location or alleviate circumstances which are prevalent in the district; (for design departures), the departure will not impair the visual, functional or environmental quality or integrity of the site or that of the surrounding neighborhood; (for parking and loading departures) all methods for calculating spaces required have either been used or found to be impractical, and that parking and loading needs of adjacent residential areas will not be infringed upon if the departure is granted; and
- WHEREAS,** The Prince George's County Code at Section 27-568 (a)(2) provides that a fraternity or sorority house shall have 1 parking space for every 2 residents; and
- WHEREAS,** The sorority house known as 4517 Knox Road, College Park, Maryland ("the Property") does not currently have the number of parking spaces required by the Prince George's County Code; and
- WHEREAS,** the Mayor and Council are authorized by the Ordinance to accept or deny the recommendation of the APC with respect to a departure request; and

WHEREAS, on June 25, 2013, Alpha Xi Delta Building Corporation (hereinafter, the “Applicant”), submitted an application for a departure from Section 27-568(a)(2) of the Zoning Ordinance, requesting a departure of 9 parking spaces from the required 24 spaces at the Property; and

WHEREAS, the advertisement of the public hearing was posted on the property in accordance with the adopted Ordinance; and

WHEREAS, on July 11, 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, the staff PowerPoint presentation and Exhibits 1 – 10 with respect to whether the subject application meets the standards for granting a departure set forth in the Ordinance; and

WHEREAS, based upon the evidence and testimony presented, the APC voted 5-0-0 to recommend that the departure be granted; 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 subject property is located in the Old Town neighborhood in the southwest quadrant of the intersection of Knox Road and Princeton Avenue. The property is a contributing resource to the Old Town Local Historic District.
- 1.2 The Medium Density Residential (R-18) zoned property consists of 20,000 square feet and is improved with a 15,342 square-foot 2.5-story brick building. The property features one existing asphalt parking lot. The house was built in 1938, prior to Zoning in Prince George’s County. There was no requirement for off-street parking at this time.
- 1.3 The Applicant is proposing improvements which trigger the requirement for provision of an ADA compliant parking space.
- 1.4 The Old Town neighborhood is zoned for permit parking and the sorority can obtain up to 17 on-street parking permits from the City. Additionally, residents can purchase monthly parking permits in the City’s parking garage.
- 1.5 The site is proximate to public transit including the College Park Metro/MARC station and Metrobus, Shuttle UM, and TheBus.
- 1.6 The Applicant is proposing to provide a total of 15 parking spaces in the proposed lot, including an ADA compliant parking space.

Section 2 Conclusions of Law

The APC makes the following conclusions of law with regard to CPD-2013-01 Required Findings for Granting a Departure from Parking and Loading Standards:

- 2.1 The purposes of the applicable provisions of the Prince George's County Zoning Ordinance will be equally well or better served by the applicant's proposal.
- a. *To require (in connection with each building constructed and each new use established) off street automobile parking lots and loading areas sufficient to serve the parking and loading needs of all persons associated with the buildings and uses.*
 - b. *To aid in relieving traffic congestion on streets by reducing the use of public streets for parking and loading and reducing the number of access points.*
 - c. *To protect the residential character of residential areas.*
 - d. *To provide parking and loading areas which are convenient and increase the amenities in the Regional District.*

The applicant is proposing to meet the parking needs of the 47 residents (including an on-site management couple) through a combination of providing 15 off-street parking spaces and using 14 on-street parking permits issued by the City. These 29 spaces, in effect, exceed the 24 spaces required by the Prince George's County Zoning Ordinance. Of the 45 women who have signed contracts to live in the house next year, only 15 have requested parking accommodations.

The existing parking lot is being modified and re-stripped to bring it into compliance with the requirements of the Zoning Ordinance for parking space sizes and required drive lanes. The existing lot has a single point of ingress off Knox Road with a one-way traffic pattern behind the house and a single point of egress onto Princeton Avenue, a minor street, which should minimize traffic congestion, by dividing circulation between two streets. Despite the re-configuration of the lot, the entrance access widths and locations are maintained without change.

- 2.2 The departure is the minimum necessary. The departure of 9 parking spaces is the minimum necessary. There is no room on the site to add any additional parking spaces which would comply with the standards established in Section 27-558(a) of the Zoning Ordinance. The only other area where parking could conceivably be located would be in front of the house but this is not advised because it would destroy the existing landscaping and be contextually undesirable.
- 2.3 The departure is necessary in order to alleviate circumstances, which are special to the subject use, given its nature at this location or alleviate circumstances which are prevalent in the district. The departure is necessary to alleviate circumstances that are special to the subject use, given its nature at this location. The sorority house was originally built

in 1938 on land donated by the Knox family and was enlarged in 1964. The site plan included with the record documents of the 1964 addition, for which a building permit is presumed to have been issued at the time, is generally consistent with the paving extant today, and the basis for the revised configuration.

During the last 50 years some parking was added, and 18 spaces are currently marked on the site pavement. One of these spaces is not useable due to the roots of a major street tree, which has uprooted the paving. One space is only 5' wide and three are on a drive too narrow to comply with Prince George's County standards. Only 13 of the current marked spaces are compliant with the County standards.

The impetus for modifying the parking lot is the mandate to bring the house into compliance with the Federal and State ADA Guidelines, under the Building Code. These Guidelines require one accessible parking space for the physically challenged, and an accessible route from the parking space to an accessible entrance. Several options were considered, and several reconfigurations evaluated, before settling on the proposed scheme. The resultant scheme produces 15 spaces, including one universal accessible space and drive lanes in compliance with the County Standards. Concurrently, the applicant has removed some existing pavement to balance the new pavement added for the accessible space and route, producing a net impervious loss of 8 square feet of paving.

- 2.4 For departures from parking and loading standards, the Commission must also find that all methods for calculating spaces required, (Division 2, Subdivision 3 and Division 3, Subdivision 3 of Part 11 of the Prince George's County Zoning Ordinance) have either been used or found to be impractical, and that parking and loading needs of adjacent residential areas will not be infringed upon if the departure is granted.

In making its findings, the Commission (APC) shall give consideration to the following:

- (a) The parking and loading conditions within the general vicinity of the subject property, including numbers and locations of available on- and off-street spaces within five hundred (500) feet of the subject property
- (b) The recommendations of an area master plan, or county or local revitalization plan, regarding the subject property and its general vicinity;
- (c) The recommendations of a municipality (within which the property lies) regarding the departure; and
- (d) Public parking facilities which are proposed in the County's Capital Improvement Program within the general vicinity of the property.

In making its findings, the Commission (APC) may give consideration to the following:

- (a) *Public transportation available in the area;*
- (b) *Any alternative design solutions to off-street facilities which might yield additional spaces;*
- (c) *The specific nature of the use (including hours of operation if it is a business) and the nature and hours of operation of other (business) uses within 500 feet of the subject property;*
- (d) *In the R-30, R-30C, R-18, R-18C, R-10A, R-10, and R-H Zones, where development of multifamily dwellings is proposed, whether the applicant proposes and demonstrates that the percentage of dwelling units accessible to the physically handicapped and aged will be increased over the minimum number of units required by Subtitle 4 of the Prince George's County Code.*

All methods of calculating the number of spaces were explored. The applicant evaluated several parking options, and did not find an alternative that would be more efficient or yield more spaces than the one proposed. Prince George's County standards require a much wider drive lane when parking is at 90 degrees (22 feet wide), and the resultant configuration for such alternative design would necessarily eliminate the parallel parking spaces along the other side of the drive.

The City's public parking garage is located approximately 250 feet from the subject property and offers monthly parking permits for residential use. In addition, many of the residents park in Lot 1 at the University, and walk to classes or to campus activities or do not have a car. Also, the City may issue up to 17 on-street residential permit parking permits.

The College Park Metro/Marc Station is located approximately 2000 feet or less than a half mile from the sorority. Metrobus, TheBus, and Shuttle UM have stops in close proximity to the sorority along US 1 and at the Metro. In fact, Shuttle UM has a stop right in front of the sorority house at the intersection of Knox Road and Princeton Avenue.

Section 3

Based on the findings of fact and conclusions of law set forth herein above, the APC recommends in accordance with Section 190-9 (8) (a) and (c) of the City's Code, approval of the requested departure of 9 parking spaces from the required 24 parking spaces (Prince George's County Code Section 27-568(a) (2)), with the following conditions:

- 1, Landscaping and any other encroachments along Knox Road located in the City right-of-way along the subject property shall be relocated in coordination with the City Engineer, to accommodate the proposed widening of the sidewalk.
- 2, The applicant shall provide a landscape plan and plant schedule to be reviewed and approved by the City's Horticulturist to show:

- a. Extending the existing hedge to the end of the proposed handicapped accessible parking space.
- b. Adding plant material to area 5 and the area in front of area 5 as identified on the submitted site plan (the area on the western side of the Knox Road curb cut) to screen the off-street parking located along the western property line.
- c. Adding plant material, preferably deciduous trees, along the six (6) foot wide strip along the southern property line to serve as a buffer between the Sorority House and the abutting single-family home and to help protect the neighbor's fence.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of College Park, Maryland, that the application be granted for a departure of 9 parking spaces from the required 24 spaces subject to conditions set forth in Section 3, Numbers 1-2 above.

ADOPTED, by the Mayor and Council of the City of College Park, Maryland at a special session meeting on the 7th day of August 2013.

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

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Information Technology Issues



MEMORANDUM

TO: Mayor & City Council
THROUGH: Joseph L. Nagro, City Manager
FROM: Sarah Price, Information Technology Manager *SP*
Stephen Groh, Director of Finance *SG*
DATE: July 31, 2013
SUBJECT: E-mail issues, "cloud", website redesign

During the FY14 budget worksession, councilmembers Kabir and Wojahn requested that e-mail issues and the "cloud" be placed on the "budget parking lot", meaning that it would come back to Mayor & Council for worksession discussion.

Current e-mail system

During the course of this year, we have experienced a few minor issues with our e-mail server but no major outages to speak of. We had a scheduled outage to update the software; and as a result of that upgrade, we have had no residual issues. We believe that, with our current vendor support for our MS Exchange server, the e-mail environment has moved to a stable condition. We installed a duplicate e-mail server at Public Works to provide redundancy, which is synced on a daily basis with the City Hall e-mail server and backed up to a backup server. Once Prince George's County lights the ICBN fiber connecting Public Works to the I-Net, we will have a redundant circuit to the Public Works e-mail server in event of a fiber cut or server outage at either location.

Cloud-based e-mail

A few of you have mentioned MS Office 365 cloud-based software as something the City should consider for its e-mail. Surely this would be a great benefit for the City but I believe we need to take into consideration the investment we recently made of replicating the Exchange server in the event of a disaster at City Hall. If the decision is made to covert to cloud-based e-mail, there are costs associated with the implementation of that service; we are not equipped to perform that conversion ourselves and it is not recommended to do so. Other municipalities or agencies I have spoken with have made the transition as they were due for upgrades on their current network servers and or e-mail solutions. For those agencies, it was a cost effective decision to take the route of a cloud-based e-mail solution when you factor in the server, software and license cost. We have already made that investment. Furthermore, with any migration to a different solution, there are no guarantees of a smooth transition.

Status update on website redesign

For the last 4-6 weeks, staff has been working through the final functionality for the website redesign. Once all is approved by staff, Revize will begin to build the website. All departments have provided their requested items for the site map and reviewed their content. IT has

completed the site map and is ready to provide that to Revize for the migration of content from the existing website to the new one.

The projected timeline is as follows:

4 weeks for the coding of the website

2 weeks for the migration of our site map

Staff training (2 – 3 hours)

Review and testing

We think a realistic go-live date would be the end of September.

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FY '14

Miscellaneous
Concrete
Maintenance
and Asphalt
Resurfacing
Contract

MEMORANDUM

To: Joe Nagro, City Manager 
From: Steven E. Halpern, P.E. 
Date: August 7, 2012
Subject: Award of Miscellaneous Concrete Maintenance and Asphalt Resurfacing RFP
CP-13-01 – Contract Option with NZI Construction Corporation for FY14.

Background

On Thursday May 24, 2012, at 2:00 p.m. sealed bids were opened for the Miscellaneous Concrete Maintenance and Asphalt Resurfacing project. NZI Corporation was awarded the base contract for FY13. The CP-13-01 contract is a one year contract with 3 optional 1 year extensions.

NZI Construction Corporation has agreed to maintain their current unit prices. The term of this option is from July 1, 2013 to June 30, 2014.

We have projected that we will spend about \$388,000 in FY14 in the optional 1 year. Additionally, we anticipate adding to this contract the follow grant projects:

- PY 35R for FY 2012 - new streetlights along US 1 (on Knox Rd at US 1 and in front of the former Showcase Furniture building near Guilford Road)— grant is \$50,000- Approved by County March 8, 2012
- PY 38R for FY2013 – new sidewalks along Knox Rd (Yale Ave to Princeton Ave), Lakeland Rd (US1 to Rhode Island Ave) , and Berwyn Rd (US1 to 48th Ave)— grant is \$90,000 - Approved by County March 8, 2012
- EDI -- Widen sidewalk along US 1 in front of Bagel Place Parking Lot. Estimate \$65,000
- Safe Routes to School phase 3 in the Hollywood neighborhood. The Grant amount is \$100,000

The estimated total contract value for FY14 is \$693,000 in which the City will be reimbursed \$305,000 in grants.

NZI Construction Corporation was the successful bidder for our previous contract, CP-09-01. Their current work performance under the CP-13-01 contract has been exceptional.

Funding source: Fund 301 Unrestricted C.I.P. Reserve.

Recommendation

Based on staff's review of the subject contract performance it is recommended that Contract CP-13-01 (Option 1) Miscellaneous Concrete Maintenance and Asphalt Resurfacing be awarded to NZI Construction Corp., Inc., for \$693,000

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Comments on
Senior Advisory
Committee
Proposal

Memo

To: Mayor and Council
From: Peggy Higgins, Director
Date: August 1, 2013
Re: Information for Council Discussion regarding Establishment of Senior Advisory Committee

ISSUE:

The City Council is discussing the establishment of a City Senior Advisory Committee at the August 7 work session. This is a follow-up discussion to an earlier work session discussion generated by Councilmember Mitchell's memo of February 28, 2013. In the memo, Councilmember Mitchell identified four objectives of a proposed Committee. See attached.

The objectives identified in Ms. Mitchell's memo are:

- 1) Coordinate and strengthen public support for seniors and a multi-purpose 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.

Staff has been asked to provide information regarding current resources available for City seniors as well as to advise regarding the implementation of a Senior Advisory Committee.

During Council initial discussion, staff was also asked to provide information regarding aging in place resources to include information about resources for physical improvement/retrofitting homes for seniors so they can age in place.

Three of the four objectives are familiar issues with which seniors are assisted by City seniors staff on an on-going basis.

OBJECTIVES:

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

Recreational activities for seniors currently available:

Two Park and Planning facilities in College Park, one in Lakeland and the other in north College Park, are available for senior programming.

On several occasions Park and Planning and Regional Director Cheryl Moran has reached out to City seniors who have expressed an interest in recreational activities, distributing invitations and initiating meetings for seniors to identify activities that they may be interested in. There was little follow-up response to her initiatives and no interest expressed by the respondents for specific activities.

The City provides 8 subsidized day trips a year for City seniors. City seniors staff also facilitates the Senior Activities Team who plan and host four activities a year that are held for College Park seniors. The Senior Activities Team consists of representatives from the City-at-large, Attick Towers and Spellman House.

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

With the exception of the county's Christmas in April program which provides resources through a competitive process, there are no physical improvement/retrofitting resources for seniors who do not have the financial resources to address the situation themselves.

When there have been cases of seniors who do need physical improvements to stay in their home and have some financial resources, the City's seniors program staff have assisted as noted in the Senior Profile below.

Numerous aging in place county programs focusing on survival, health, emotional well-being and social programs do exist through the Administration on Aging, the County Health Department and Department of Social Services and are listed below.

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 intervenes/advocates as appropriate throughout service duration. Staff also works 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.

Publicizing City services, including senior services, is an on-going issue that requires on-going attention. 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 who have asked to be put on the list. The list 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.

SUMMARY:

Many issues identified by the objectives and aging in place are currently being addressed through the City's Seniors Program with staff either providing direct service or serving as a liaison for seniors to County services. That said, there are sometimes extensive waiting lists for County aging services.

The primary focus of the City of College Park Seniors Program is individual, one-on-one client centered advocacy, support and problem-solving. As much of our City's service to seniors is individualized, the goals and work of a Senior Advisory Committee may need additional clarification. It should also be noted that the establishment and work of a Senior Advisory Committee may require additional city staff to support the Committee's work.

AGING IN PLACE EXAMPLE

Seniors Profile ---- May 2013 Submission to Monthly Report

- Ms C has lived in College Park for 40 years. She is 74 years old, is divorced and lives alone. She is familiar with the College Park Seniors Program because she has participated regularly with the senior day trips for over 15 years.

Her 2 adult sons live close by and have regular contact with her. Her house is a 2 bedroom, 1 bath, living room, eat-in kitchen, basement and deck. It is paid for. Ms. C has some financial resources as she has saved "some money" in case she requires nursing home care in years to come.

Ms C has been a very independent and private person who has been able to care successfully for her needs. It was quite a surprise when Ms C recently called Seniors Program staff and said "I need some help."

After the call, Seniors staff went to Ms C's home and immediately noticed that she her significant weight loss. She has lost 70 pounds. Her mobility was limited as her osteoarthritis and rheumatoid arthritis had progressed further and deteriorated her mobility.

Ms. C no longer drives but maintains her car and insurance in hopes that others will chauffeur. Her neighbor's house has been abandoned after the tragic suicide death of the neighbor, and the property has is unkempt and an eyesore. Tall grass, weeds, vines and bamboo are all through the abandoned property. Because of Ms C and other neighbors, the city has cited the property on numerous occasions.

Ms C fears that unauthorized/homeless persons might occupy the home as the rear door is unsecure. She also fears sitting outside on her deck for the same reason and for possible "critters" among the tall grass and vines. This is a burden for her as her lack of mobility has made her housebound and her fears and condition of the neighbor's property keeps her from going outdoors which would enhance her life and outlook.

During the visit, staff identified a number of concerns with Ms C's safety and isolation. We are currently working with C to enhance her quality of life. We transport her weekly to medical appointments, accompany her on those medical appointments, physically helping her to attend outings, and speak weekly to her about her safety and eating.

Ms C has fallen in her home several times and waited for her son to come and assist her. The current outdoor stairs and inside rail are unsafe and which is why we personally assist Ms. C when we pick her up. We are also addressing her need for a ramp so that she can enter and exit her home safely and independently and for a medical alert system.

We are also planning to transition Ms. C to the county telephone assurance program where a volunteer will call and talk to her on a daily basis. We are hoping to meet one of C's son to engage him, but that has not occurred yet. Staff is continuing to actively manage Ms. C's situation, working toward the goal of successfully aging in place.

June update • The Seniors Program staff continues to work with a long-time, 74 year-old College Park resident. Ms C is continues to be transported weekly to medical appointments; we accompany her on those medical appointments, and continue to have conversations about safety and eating. We are still working with Ms. C who is consulting with her children emphasizing the need for an emergency response system and a ramp are a priority.

Janeen S Miller

From: Denise Mitchell [mitch4district4@aol.com]
Sent: Thursday, February 28, 2013 11:35 AM
To: Andrew Fellows
Cc: Joseph Nagro; Janeen S Miller
Subject: Senior Advisory Committee

Andy,

I would like to add this to Tuesday's agenda for consideration. Since we had a discussion about updates to our FY 2014 Action plan, I think this would be most appropriate for us to consider. Please advise.

The Senior Advisory Committee would consist of ten members (2 representatives from each district and 2 representatives from the UMD Community) appointed by the Mayor and Council with two representatives from the City who will serve as a liaison to the committee. The terms for the all appointees would be two years and they can be re-appointed to additional terms and serve without compensation.

The mission of the Committee is to advocate for and assist the City Council in providing creative and meaningful activities and services for older individuals. The Committee would also make recommendations to the Mayor and Council and how to best assist in the "Aging in Place" process so that our seniors could remain an active part of our city/community.

Some objectives:

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.

Denise Mitchell
mitch4district4@aol.com

City of Greenbelt:

SENIOR CITIZENS ADVISORY COMMITTEE	
Membership:	11
Liaison:	Supervisor, Recreation Therapy
Meetings:	Monthly (last Wednesday, 7:30 p.m.)
Purpose:	Make recommendations to the City Council on matters of interest to senior citizens residing in the City of Greenbelt. These matters include, but are not limited to, areas of physical and mental health and well-being; recreational, social and cultural needs; housing; financial security; transportation; and care giving. Publicize and conduct at least one public forum per year to solicit information on senior programs, problems and desires. Increase citizen awareness of problems faced by older citizens and encourage participation by religious and other groups in senior citizen programs and activities. Conduct an annual review of ongoing city programs in coordination with the city's budget cycle.

City of Bowie:

Senior Housing Green Rehab Program

This program has been suspended until further notice.

Overview

The Senior Citizen "Green" Housing Rehabilitation Program is funded by the City of Bowie, U.S. Department of Housing and Urban Development (HUD) -Community Development Block Grant Program (CDBG), and the OpenDoor Housing Fund through the Maryland Department of Housing and Community Development (MD-DHCD):

- Program Start Date: September 2009
- Project Funding Level: Approximately \$160,000 per year, plus \$250,000 first year
- Program Duration: Five years (ODHF funding is for one year)

Program Elements

- Correct leaky and poorly installed ducts
- Eliminate insufficient and poorly installed insulation
- Energy Star appliance requirement
- Provide new roofs
- Renovate bathrooms to provide access for indigent and handicapped seniors
- Repair structural damage, leaks, and decay
- Replace inefficient and/or leaky windows and doors
- Replace old and poorly maintained HVAC systems
- Solar energy technologies allowed

City of Bowie

Senior Center



Overview

The City of Bowie has a dynamic and all encompassing 29,000 square foot Senior Center that reflects the heart of its members. Adults age 55 + are welcome to participate.

This nationally accredited center offers opportunities for social, educational, creative, recreational, and physical programs. Information and Referral Services, Transportation Services, and a congregate lunch program are also available.

Friendships are made, new interests are discovered, skills are sharpened, talents are enjoyed, meals are shared, and special occasions are celebrated.

The mission of the Bowie Senior Center is to serve, support and enhance the lives of senior adults 55 years and older by providing programs and services that promote active, independent and healthy lifestyles.

5

Comcate



MEMORANDUM

TO: Mayor & City Council
THROUGH: Joseph L. Nagro, City Manager
FROM: Sarah Price, Information Technology Manager *SP*
Stephen Groh, Director of Finance *SG*
DATE: July 31, 2013
SUBJECT: Comcate – College Park Central (CPC)

During the FY14 budget worksession, councilmembers Wojahn and Stulich requested that Comcate be placed on the “budget parking lot”, meaning that it would come back to Mayor & Council for worksession discussion. As you know, Comcate (also known as “College Park Central”) is a complaint and work order software product that was purchased and implemented in fall 2012. It is being used by all departments, but primarily Public Services and Public Works, to log resident, M&C and staff complaints and requests by telephone and from the City’s website. Chantal Cotton, former Assistant to the City Manager, worked with the affected departments in the design and setup of the software and the users received webinar and onsite training on its use. After about 9 months of use, we have sufficient data to begin analyzing the productivity of the software product.

There are about 29 standard reports, listed on the attached sheets, plus we have had some reports customized by Comcate to sort data by council district. With input from Mayor & Council as to what you like to see, we could begin issuing these reports on a monthly basis.

In reporting a complaint by phone or web, a resident can request anonymity; otherwise, they receive e-mail notification if they provide an e-mail address. If “anonymous”, they are still given a tracking number, allowing them to log in to the system to see the status of their request.

Public Works

Public Works staff uses this system to log missed refuse and recycling collections, missing or damaged toters, potholes, downed trees, missing street and traffic control signs, etc. It replaced a very old CCAR work order system. In most cases, these cases are cleared in 1-2 days.

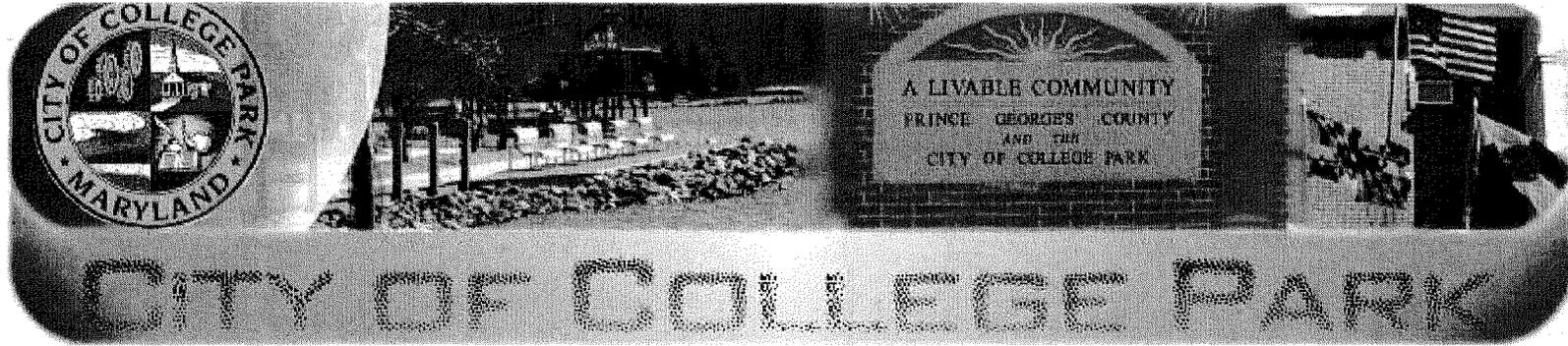
Public Services

Public Services staff uses this system for parking, code enforcement and animal control cases, although the majority of cases entered are code enforcement-related. Following an initial response, the cases are referred to the code enforcement officer who handles the particular area or type of complaint.

Reports

In early 2013, based on feedback from the Council, we asked Comcate to add a “district” field to the system to allow tracking of cases by council district. They have created what is labeled “Proposed Report #1” which breaks down cases by district. As you can see, there are cases listed as “Unknown”. We are investigating whether these cases were entered before the district field was added or whether the individual entering the case (either a resident online or a staff member) didn’t enter the district. It is possible that some cases overlap district boundaries or are City-wide. Obviously, we would like to minimize the number of cases listed as “Unknown” so that, if we start issuing reports by district, most of the cases will be correctly classified by district. If a resident entered the case online, the first City staff member who views the case could be required to add the district number if the location is identified.

Report #2 itemizes July 2013 Public Services cases by type, showing number of cases and average response time. Report #3 shows the type of requests (complaint, question, service request, etc.). These reports are among the 29 available existing reports.



[Tasks](#) |
 [eFM](#) |
 [Customers](#) |
 [Reports](#) |
 [WOM](#) |
 [Setup](#) |
 [GIS Maps](#) |
 [FAQ](#) |
 [Help](#)

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My Favorite Reports

eFM Operating Reports

- [Open Cases](#)
- [Case Detail](#)
- [Custom Search \(New\)](#)
- [Open Cases By Location](#)
- [Cases by User](#)
- [Last Activity](#)
- [Detailed Case Info](#)
- [Detailed Collaborator Info](#)
- [Case Change Audit](#)
- [Customer Accounts](#)
- [Most Active Customers](#)
- [Address Not Validated](#)

eFM Analytic Reports

eFM FAQ Reports

eFM Department Reports

Administrator

Reports



eFM Operating Reports

[Open Cases](#) - All open cases that are not resolved including days outstanding, employee(s) assigned, and additional information.

[Case Detail](#) - Filter cases by custom fields and other criteria and see the details of all matching cases.

[Custom Search](#)^{New} - **Customize** your own report and see the details of all the cases matching your criteria.

[Open Case By Location](#) - Summary and detail listing of open cases, by location field type.

[Cases by User](#) - Select one or more internal users and see all the cases they have a role in.

[Last Activity](#) - Report of last activity.

[Detailed Case Info](#) - Continuous report with detailed case information.

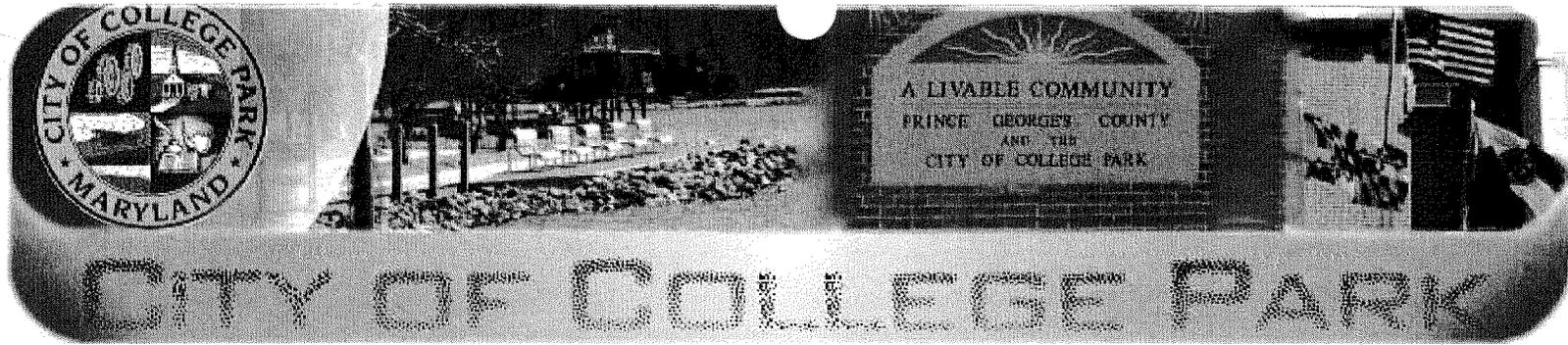
[Detailed Collaborator Info](#) - Detailed eFM case information for cases selected by user type and role (employees and elected officials), activity date ranges, open and close dates.

[Case Change Audit](#) - Details of changes to case ownership, topic, status, and/or confidentiality.

[Customer Accounts](#) - Listing of Customer Account Activity.

[Most Active Customers](#) - Listing of Most Active Customers

[Address Not Validated](#) - Cases with location addresses that are not validated.



[Tasks](#) |
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My Favorite Reports

eFM Operating Reports

eFM Analytic Reports

- [Activity Summary Report](#)
- [Employee Activity Report](#)
- [Department Activity Report](#)
- [Open/Closed by Department](#)
- [Open/Closed by Month](#)
- [Request Type Summary](#)
- [Report By Location](#)
- [Quick Tally by Type](#)
- [Quick Tally by Source](#)
- [Quick Tally Volume](#)
- [Customer Interactions](#)
- [Tag Summary](#)

eFM FAQ Reports

eFM Department Reports

Administrator

Reports



eFM Analytic Reports

[Activity Summary](#) - A count of FAQ searches and new cases by day, week, or month

[Employee Activity](#) - Shows number of cases assigned to employee and the number of responses, cases resolved and cases re-assigned.

[Department Activity](#) - Shows number of cases assigned to department and the number of responses, cases resolved and cases re-assigned.

[Open/Closed by Department](#) - A count of cases and status by department (was YTD Report).

[Open/Closed by Month](#) - A count of open and closed cases by month.

[Request Type Summary](#) - A count of cases by type for each topic (was Cumulative Summary Report).

[Report by Location](#) - Detail listing of cases by location field.

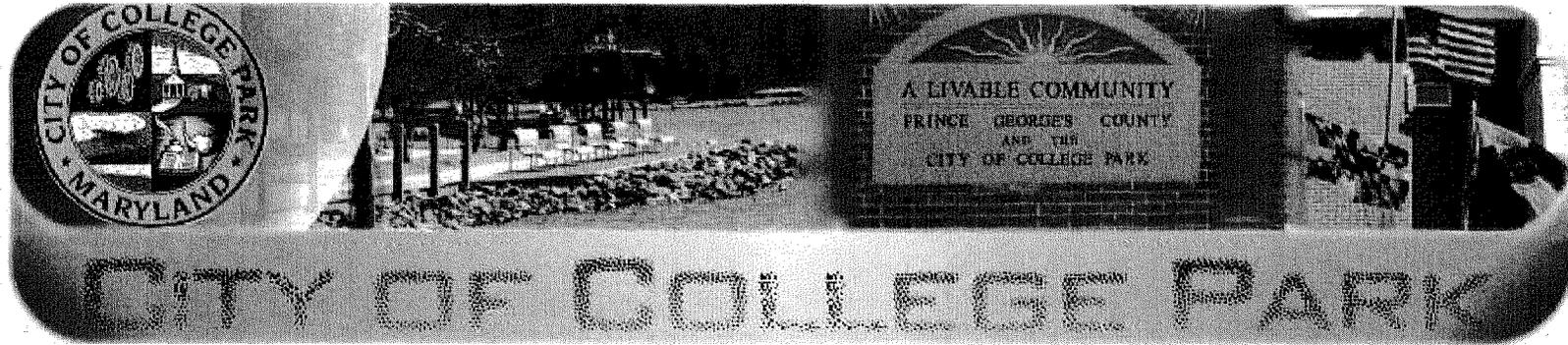
[Quick Tally by Type](#) - A count of request tallies by tally type.

[Quick Tally by Source](#) - A count of request tallies by tally source.

[Quick Tally Volume](#) - A count of request tallies by department representatives and times of day.

[Customer Interactions](#) - A detailed report of customer interactions which can be exported into Excel.

[Tag Summary](#) - Tag Summary - A count of cases for each tag (NEW).



[Tasks](#) |
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My Favorite Reports

eFM Operating Reports

eFM Analytic Reports

eFM FAQ Reports

eFM Department Reports

Reports



eFM Department Reports

[Open and Pending Cases](#) - All open cases in your department(s).

[Open/Closed by Month](#) - Number of cases opened and closed by month in your department(s).

[Average Response Time](#) - Average number of days to respond to cases in your department(s).

[Average Close Time](#) - Average number of days to close cases in your department(s).

[No Response Yet](#) - Requests have not been responded yet in your department(s).

Open and Pending Cases

Open/Closed by Month

Average Response Time

Average Close Time

No Response Yet

Administrator

[City website](#)

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PROPOSED REPORT #1
WITH BREAKDOWN BY
COUNCIL DISTRICT

College Park Central Report -- January 1, 2013 - July 25, 2013

District -- Department -- Topic>Subtopic	Number of Cases	Average of Resolution Time	Average of Response Time
1	125	6.0	3.4
Public Services	121	5.7	3.4
Animal and Pest Control > Animal Waste	3	3.7	5.5
Animal and Pest Control > Carcass Removal	6	0.2	
Animal and Pest Control > Domestic Animals	18	1.1	0.2
Animal and Pest Control > Insects	1	2.0	2.0
Animal and Pest Control > Wildlife	1	0.0	
Building > Building and Construction Permits	5	6.0	3.0
Building > Building codes	2	4.5	2.0
Building > Building inspections	1	0.0	
Grass and Trees > Bamboo	6	11.7	1.0
Grass and Trees > Tall Grass and Weeds	27	3.1	2.2
Litter > General Information	1	1.0	
Litter > Report my Neighbor's Litter	13	5.5	1.3
Noise > Barking Dogs	1	6.0	6.0
Noise > Noise Hotline	1	7.0	
Noise > Noise Violation	1	0.0	
Parking > Automobile Tags and Registration	3	4.7	
Parking > Parking on Grass	2	15.5	2.0
Parking > Parking on the Street	2	10.5	0.0
Property Maintenance > Fences	4	3.0	
Property Maintenance > General Information	15	17.3	10.0
Public Safety > Fire Safety	1	1.0	
Refuse & Recycling > Fines and Citations	1	20.0	
Residential Rentals > Overcrowding	4	3.5	
Residential Rentals > Permits	1	0.0	
Signs > Posting	1	0.0	0.0
Public Works	4	15.8	
Grass and Trees > Compost	1	51.0	
Refuse & Recycling > Bulky Trash	1	6.0	
Streets and Streetlights > Broken Curb	1	1.0	
Utilities > Report a Downed Line	1	5.0	

Case number 100877 was created on 03/12/13 and was resolved on 03/13/13. The case should have been closed that day but was not closed in the system until 05/02/13 (51 days later). Staff will provide additional training to departments in order to avoid this type of situation.

2		41	9.1	0.6
Public Services		41	9.1	0.6
Animal and Pest Control > Carcass Removal		2	0.0	0.0
Animal and Pest Control > Domestic Animals		1	0.0	
Animal and Pest Control > Trap Requests		1	0.0	
Animal and Pest Control > Wildlife		3	0.7	0.0
Building > Building and Construction Permits		2	1.5	
Grass and Trees > Tall Grass and Weeds		11	19.5	1.5
Litter > General Information		1	7.0	
Litter > Report my Neighbor's Litter		3	7.7	
Parking > Automobile Tags and Registration		4	10.3	
Property Maintenance > General Information		5	6.8	
Property Maintenance > Interior Property Maintenance		2	3.0	
Public Safety > General Information		1	1.0	
Refuse & Recycling > Fines and Citations		1	0.0	
Refuse & Recycling > Yard Waste		1	11.0	
Residential Rentals > Overcrowding		1	29.0	
Residential Rentals > Permits		2	1.5	
3		51	2.5	0.0
Public Services		50	2.5	0.0
Animal and Pest Control > Animal Waste		1	0.0	
Animal and Pest Control > Carcass Removal		3	0.3	
Animal and Pest Control > Domestic Animals		3	0.0	0.0
Animal and Pest Control > Wildlife		4	0.3	0.0
Building > Building and Construction Permits		2	0.0	
Building > Building inspections		1	0.0	
Grass and Trees > Bamboo		1	21.0	
Grass and Trees > Tall Grass and Weeds		10	2.0	
Litter > Report my Neighbor's Litter		8	3.5	
Noise > Barking Dogs		1	0.0	
Parking > Boats, Trailers, and Commercial Vehicle Parking		1	11.0	
Parking > Parking on Grass		2	0.5	
Parking > Parking on the Street		1	0.0	0.0
Permits > Building and Construction Permits		1	0.0	
Property Maintenance > General Information		10	3.2	
Refuse & Recycling > Fines and Citations		1	8.0	
Public Works		1	6.0	
Streets and Streetlights > Report a Streetlight Outage		1	6.0	
4		74	7.1	3.4
Public Services		74	7.1	3.4
Animal and Pest Control > Carcass Removal		1	0.0	
Animal and Pest Control > Domestic Animals		4	3.5	0.0
Animal and Pest Control > Wildlife		3	0.0	
Grass and Trees > Bamboo		3	8.0	2.0
Grass and Trees > Tall Grass and Weeds		39	8.3	1.9
Litter > General Information		1	1.0	
Litter > Report my Neighbor's Litter		6	6.3	
Noise > Noise Violation		1	14.0	
Parking > Boats, Trailers, and Commercial Vehicle Parking		1	39.0	
Parking > Parking on the Street		2	1.0	
Property Maintenance > Furniture on the Lawn		1	2.0	
Property Maintenance > General Information		7	5.1	
Property Maintenance > Interior Property Maintenance		1	1.0	1.0
Public Safety > Fire Safety		1	2.0	2.0
Residential Rentals > Overcrowding		3	9.0	29.0

NO DISTRICT SPECIFIED

Unknown	9	0.1	0.0
Administration	1	0.0	
Utilities > Communications	1	0.0	
Public Services	8	0.1	0.0
Animal and Pest Control > Domestic Animals	8	0.1	0.0
(blank)	126	2.5	1.8
Administration	1	0.0	0.0
Transit, Traffic, and Transportation > Getting to the University	1	0.0	0.0
Public Services	117	1.8	2.1
Animal and Pest Control > Carcass Removal	16	0.2	
Animal and Pest Control > Domestic Animals	49	0.3	0.3
Animal and Pest Control > Insects	1	0.0	
Animal and Pest Control > Trap Requests	5	0.8	
Animal and Pest Control > Wildlife	16	0.7	0.0
Building > Building and Construction Permits	1	5.0	
Building > Building inspections	1	0.0	
Grass and Trees > Tall Grass and Weeds	6	4.3	4.0
Litter > General Information	1	1.0	0.0
Litter > Report my Neighbor's Litter	5	7.0	
Noise > Noise Violation	1	3.0	3.0
Parking > Abandoned or Stolen Cars	1	7.0	
Parking > Automobile Tags and Registration	1	6.0	4.0
Parking > Boats, Trailers, and Commercial Vehicle Parking	1	4.0	
Parking > Parking on the Street	1	0.0	
Permits > Parking	1	2.0	
Property Maintenance > Furniture on the Lawn	1	11.0	
Property Maintenance > General Information	5	12.2	1.0
Public Safety > General Information	1	1.0	
Residential Rentals > General Information / Other	3	5.0	13.0
Public Works	8	13.5	0.5
Grass and Trees > Landscaping (Tree and Flower)	1	7.0	
Refuse & Recycling > Refuse & Recycling	1	3.0	
Refuse & Recycling > Refuse and Recycling Carts	1	6.0	
Signs > Replacement	1	88.0	
Streets and Streetlights > Broken Curb	1	2.0	
Streets and Streetlights > Report a Pothole	1	1.0	1.0
Streets and Streetlights > Request a New Streetlight	1	0.0	0.0
Utilities > Gas & Electricity	1	1.0	
(blank)			
(blank)			
Grand Total	426	4.9	2.7

Case number 100816 was created on 01/28/13 and a work order was generated. Sign was replaced on 02/04/13 and work order was closed. However, the case was not closed in the system until 04/26/13 (88 days later). Staff will provide additional training to departments in order to avoid this type of situation.

Average Response Time by Department			
Report Criteria:			
Department	Open Date Range from	Topic	Subtopic
Public Services	07/02/2013 to 07/31/2013	All	All
Report Details:			
Average response time across all included cases: 0.81 days			
Topic > Subtopic	Number of Cases with Response	Average Response Time (days)	
Animal and Pest Control > Domestic Animals	6	0	
Animal and Pest Control > Trap Requests	1	0.08	
Animal and Pest Control > Wildlife	4	0.04	
Property Maintenance > Interior Property Maintenance	1	1.07	
Residential Rentals > General Information / Other	1	9.2	
Average Response Time by Department			
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Confidential Information - Do Not Distribute			
Generated By: Sarah Price 7/31/2013 5:49 AM			

Request Type Summary						
Report Criteria:						
Open Date Range	Type of Customer	Department				
4/1/2013		Public Services				
Summary (Percentage by type):						
Type	Count	Percentage				
Complaint	273	87.20%				
Compliment		0%				
Question	4	1.30%				
Suggestion		0%				
Service Request	36	11.50%				
Totals	313	100%				
Topic	Complaint	Compliment	Question	Suggestion	Service Request	Total
Animal and Pest Control > Animal Waste	2					2
Animal and Pest Control > Carcass Removal	1				17	18
Animal and Pest Control > Domestic Animals	34				9	43
Animal and Pest Control > Trap Requests	1				3	4
Animal and Pest Control > Wildlife	18		1		6	25
Building > Building and Construction Permits	5					5
Building > Building codes			1			1
Building > Building inspections	2					2

Grass and Trees > Bamboo	12			12
Grass and Trees > Tall Grass and Weeds	97			97
Litter > General Information	3			3
Litter > Report my Neighbor's Litter	26			26
Noise > Barking Dogs	1			1
Noise > Noise Violation	2			2
Parking > Automobile Tags and Registration	4			4
Parking > Boats, Trailers, and Commercial Vehicle Parking	2			2
Parking > Parking on Grass	4			4
Parking > Parking on the Street	3			3
Permits > Building and Construction Permits	1			1
Permits > Parking	1			1
Property Maintenance > Fences	2	1		3
Property Maintenance > Furniture on the Lawn	1			1
Property Maintenance > General Information	30	1		31
Property Maintenance > Interior Property Maintenance	3			3
Property Maintenance > Swimming Pool Safety	1			1
Public Safety > Fire Safety	2			2
Refuse & Recycling > Fines and Citations	1			1
Refuse & Recycling > Yard Waste	1			1
Residential Rentals > General Information / Other	1			1
Residential Rentals > Overcrowding	6			6
Residential Rentals > Permits	6			6

Signs > Posting					1	1
Totals	273		4		36	313
Cummulative Summary Report						
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Confidential Information - Do Not Distribute						
Generated By: Sarah Price 7/31/2013 5:51 AM						

6

Community
Legacy
Application

MEMORANDUM

TO: Mayor and Council

FROM: Michael Stiefvater, Economic Development Coordinator *MS*

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

DATE: August 2, 2013

SUBJECT: Fiscal Year 2014 Community Legacy and Strategic Demolition and Smart Growth Impact Fund Applications

ISSUE

Applications for fiscal year 2014 Community Legacy (CL) funding and the Strategic Demolition and Smart Growth Impact Fund (SGIF) are due to the Maryland Department of Housing and Community Development (DHCD) by August 15, 2013 and August 22, 2013, respectively, and require a City Council resolution (see Attachments 1 and 2). For fiscal year 2013, the City submitted an application for \$180,000 in CL grant funds for the formation of a Commercial Tenant Improvement Program and was awarded a \$75,000 grant.

SUMMARY

During a training session on July 23, 2013, the DHCD announced that fiscal year 2014 CL funding would be \$6,000,000, while the SGIF program will have \$5,000,000 available. Staff is electing to apply for both programs given the difference in eligible uses of funds. CL funds are aimed at strengthening communities through activities such as business retention and attraction, encouraging homeownership, and commercial revitalization. SGIF was established in FY 2013 to catalyze activities that accelerate economic development, job production, and smart growth. It aims to improve the economic viability of grey field development which often faces more barriers than sprawling green field development.

For CL, staff is proposing an application for additional funds for the continuation of the Commercial Tenant Improvement Program in the amount of \$75,000. The program provides new, or expanding, small businesses with a matching grant up to \$25,000 for the costs associated with leasehold improvements. The program guidelines were established earlier this year and to date four businesses (bakery, café, coffee shop, and sit down restaurant) have begun the application process, which would expend all of the \$75,000 from last year's award if they are approved for a grant. The program is serving its purpose as a tool to attract the type of retailers many residents desire while reducing the number of vacant retail spaces.

For SGIF, staff is proposing an application in support of redevelopment efforts near the College Park Metro Station. Specifically, the application will seek funds for the demolition of a privately-

owned, vacant 20,000 SF warehouse located at 5012-5016 Lehigh Road (see Attachment 3 for a map and photo). The planned demolition of this building coincides with a joint effort by the City, Prince George's County, WMATA, the University of Maryland, and private property owners to issue a Request for Applications (RFA) from developers for the redevelopment of assembled properties in the Kropp's Addition subdivision. The RFA envisions a mixed-use community featuring a variety of housing types, highly visible retail, and office uses such as an incubator. The RFA is currently being finalized and should be released this month. Conducting pre-development work, in this case the proposed demolition, is an incentive to attract private sector involvement in developing this long underutilized section of the City. The grant request is not expected to exceed \$125,000 based on the initial estimate from a demolition contractor. Staff is awaiting another estimate before finalizing the amount of the grant request.

RECOMMENDATION

Staff recommends approval of the attached resolutions authorizing the City Manager to file fiscal year 2014 applications for the Community Legacy and Strategic Demolition and Smart Growth Impact Funds requesting amounts not to exceed \$75,000 and \$125,000, respectively.

ATTACHMENTS

1. Community Legacy Resolution
2. Strategic Demolition and Smart Growth Impact Fund Resolution
3. Map and Photo of 5012-5016 Lehigh Road

ATTACHMENT 1: Community Legacy Resolution

Resolution of the Mayor and Council of the City of College Park approving the application and receipt of financing for a Community Legacy Project (the "Project") further described in the Community Legacy Application ("The Application"), to be financed either directly by the Department of Housing and Community Development (the "Department") of the State of Maryland or through other departments or agencies of the State of Maryland.

WHEREAS, the Mayor and Council of the City of College Park recognizes that there is a significant need for reinvestment and revitalization of the communities in Prince George's County; and,

WHEREAS, the Department, either through Community Legacy or through other Programs of the Department, or in cooperation with other State departments or agencies, may provide some or all of the financing for the Project (the "Project Financing") in order to assist in making it financially feasible; and

WHEREAS, the Project is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of the Community Legacy Project and the Project Financing by the City of College Park and, where appropriate, by the chief elected executive official of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, the Mayor and Council of the City of College Park hereby endorses the Project in the; and, **HEREBY** approves the request for financial assistance in the form of a grant or loan, up to the amount of \$75,000; and

BE IT FURTHER RESOLVED THAT, the Mayor be, and is hereby requested to endorse this Resolution, thereby indicating his approval thereof; and,

BE IT FURTHER RESOLVED THAT, the City Manager is hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the Secretary of the Department of Housing and Community Development of the State of Maryland.

READ AND PASSED THIS 13^h day of August, 2013.

BY ORDER: I hereby certify that Resolution Number 13-R-xx is true and correct and duly adopted by the Mayor and Council of the City of College Park.

ATTEST/WITNESS:

CITY OF COLLEGE PARK, MARYLAND

By: _____
Name: Andrew Fellows
Title: Mayor
Date: August 13, 2013

ATTACHMENT 2: Strategic Demolition and Smart Growth Impact Fund Resolution

Resolution of the Mayor and Council of the City of College Park approving the application and receipt of financing for a Strategic Demolition & Smart Growth Impact Fund project in College Park, Maryland (the "Project") to be funded by the Department of Housing and Community Development of the State of Maryland (the "Department"), or through other departments or agencies of the State of Maryland.

WHEREAS, the Mayor and Council of the City of College Park recognizes that there is a significant need for reinvestment and revitalization of the communities in College Park, Maryland; and,

WHEREAS, the Department, through Strategic Demolition & Smart Growth Impact Fund or other programs of the Department, or in cooperation with other State departments or agencies, may provide some or all of the financing for the Project (the "Project Financing") to make the Project financially feasible; and

WHEREAS, the Project is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act, is located in a Sustainable Community, as identified in the Sustainable Communities Act of 2010, and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of the Project and the Project Financing by the City of College Park and, where appropriate, by the chief elected executive official of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, the Mayor and Council of the City of College Park hereby endorses the Project; and, **HEREBY** approves the request for financial assistance in the form of a grant or loan, up to the amount of \$125,000; and

BE IT FURTHER RESOLVED THAT, the Mayor be, and is hereby requested to endorse this Resolution, thereby indicating his approval thereof; and,

BE IT FURTHER RESOLVED THAT, the City Manager is hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the Secretary of the Department of Housing and Community Development of the State of Maryland.

READ AND PASSED THIS 13^h day of August, 2013.

BY ORDER: I hereby certify that Resolution Number 13-R-xx is true and correct and duly adopted by the Mayor and Council of the City of College Park.

ATTEST/WITNESS:

CITY OF COLLEGE PARK, MARYLAND

By: _____

Name: Andrew Fellows

Title: Mayor

Date: August 13, 2013

ATTACHMENT 3: Map and Photo of 5012-5016 Lehigh Road



View from Lehigh Road

7

SHA Feasibility
Study for
Undergrounding
Utilities

MEMORANDUM

TO: Mayor and Council

FROM: Terry Schum, Planning Director *TS*

THROUGH: Joseph L. Nagro, City Manager *JLN*

DATE: August 2, 2013

SUBJECT: Letter of Agreement (LOA) with the State Highway Administration (SHA) for a Feasibility Study for Undergrounding Utilities

ISSUE

The SHA has provided a LOA (Attachment 1) for the city's approval of a feasibility study for the undergrounding of utilities for phase 1 of the Route 1 reconstruction project. The SHA has indicated that time is of the essence for the execution of the LOA.

SUMMARY

The City Council discussed the SHA request for city funding of the feasibility study at the July work session. General support was expressed subject to review of the agreement documents to be provided by SHA and to cost sharing with the University of Maryland. A commitment letter from the university is forthcoming.

The cost proposal from KCI Technologies for the feasibility study has been reduced from \$137,520.65 to \$130,100.87 (Attachment 2). However, the SHA is now asking the city to reimburse them for all costs incurred related to the study including but not limited to SHA direct salaries, payroll, overhead and other direct costs for a total estimate of \$139,945. The LOA states that the city will be responsible for all costs that exceed this estimate. The City Attorney has reviewed the LOA and advised that this kind of open-ended financial agreement is not acceptable. This has been communicated to SHA.

RECOMMENDATION

Representatives from SHA have been invited to attend the work session to facilitate a discussion of revisions to the LOA.

ATTACHMENTS

1. LOA
2. Revised KCI proposal



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

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

July 26, 2013

Mayor Andrew M. Fellows
 City of College Park
 City Hall
 45000 Knox Road
 College Park, MD 20740-3390

Dear Honorable Fellows:

This Letter of Agreement (“**LOA**”) between the Maryland State Highway Administration (“**SHA**”) and the City of College Park, Maryland (“**CITY**”) sets forth the agreement between the parties pertaining to accomplishing and funding a Project Feasibility Study (“**Feasibility Study**”) for US 1, from College Avenue (HLR 3.830) to MD 193 (HLR 5.240.)

SHA is currently designing improvements along US 1 in College Park from College Avenue to MD 193 under SHA Project PG624*. As part SHA’s project, the CITY is requesting that SHA conduct the Feasibility Study in order to determine the cost and reasonability to underground all existing above ground utilities along US 1 within the project limits. SHA has determined the cost of this Feasibility Study is estimated to be One Hundred Thirty-Nine Thousand Nine Hundred Forty-Five Dollars, (\$139,945.) The CITY has agreed to reimburse SHA for all costs incurred by SHA in conducting the Feasibility Study including but not limited to SHA’s direct salaries, payroll burden, and overhead and other direct costs such as consultant services needed to conduct the Feasibility Study, and including all costs that exceed the estimate..

Within thirty (30) days following receipt of an invoice for the Feasibility Study, the CITY shall reimburse SHA for all documented costs incurred by SHA for the Feasibility Study, including SHA’s direct salaries, payroll burden and overhead. In the event that SHA does not receive payment within thirty (30) days. SHA will notify the CITY in writing that SHA may proceed with a deduction from the CITY’s share of Highway User Revenues that is equal to the overdue invoice amount.

If the terms and conditions of the LOA meet with your approval, please sign the two (2) originals of this LOA where indicated on the signature page and return one signed original of the LOA to Mr. Glenn Klaverweiden, Agreements Coordinator, State Highway Administration, 707 N. Calvert Street, Mailstop C-502, Baltimore, MD 21202. Should you have any questions or need additional information, please contact Mr. Glenn Klaverweiden at 410-545-5674, 1-888-204-4828, or gklaverweiden@sha.state.md.us.

My telephone number/toll-free number is _____
 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

CITY OF COLLEGE PARK, MARYLAND

WITNESS

BY: _____
Andrew M. Fellows Date
Mayor

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

RECOMMENDED FOR APPROVAL:

City Attorney

Joseph L. Nagro
City Manager

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed by their respective duly authorized officers on the day and year first above written.

STATE HIGHWAY ADMINISTRATION

WITNESS

By: _____ (SEAL)
Melinda B. Peters Date
Administrator

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

RECOMMENDED FOR APPROVAL:

Assistant Attorney General

Gregory D. Welker
Deputy Administrator/Chief Engineer
for Operations

Douglas H. Simmons
Director of Planning, Preliminary Engineering,
Real Estate and the Environment

Lisa B. Conners
Director Office of Finance



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**REVISED July 19, 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 Ms. Johnson:

In accordance with Mr. John Jenkins' request, and a conference call on July 17, 2013 with Ms. Terry A. Schum, Director Department of Planning, Community and Economic Development City of College Park, 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

US1 (Baltimore Avenue) from College Avenue to MD193
Feasibility Engineering Study for undergrounding overhead utilities along the project length.
05122206-09
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Feasibility Study to determine what an undergrounded utility systems would look like as part of this 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. The limits of the proposed underground will extend north of Northeast Branch (meeting the existing underground conditions in the south section of the project) to MD193.

KCI has developed the Scope of Services below based upon the information we obtained at our scope review meeting on March 15th 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 third party 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

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

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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- 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 \$83,121.96 for 969 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 36.1%.

The combined fee for this task assignment is \$130,011.87 for a total of 1568 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

VA_TELECOM-UTILITIES\Greater_Mid_Atlantic\Utility_Services\Sales\Proposals - 2013\IP007-13-009 - MDSHA US1 College Park Ave UC Scope\US1 Baltimore Ave Undergrounding Study Task 9 REV2.docx

State Highway Administration

Section II Man-hour Forms

07/19/2013

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
Task 1 - Project Initiation								
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
Task Subtotal	45	2	12	0	56	0	56	126
Task 2 - Underground Concept Development								
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
Task Subtotal	36	12	74	0	128	0	112	326
Task 3 - Highway Design Review								
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
Task Subtotal	0	14	0	0	144	92	50	300
Task 4 - Traffic Review								
Traffic Signal Evaluations (10 Intersections)		1	0	12	0	0	24	37

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	3	0	0	6	10
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		0	0	0	0	0	0	0
Task Subtotal	0	8	0	51	0	0	126	185
Task 5 - Drainage Review								
Sub-consultant QA/QC review for Storm drain, SWM and E&S		0	32	0	0	0	0	32
Task Subtotal	0	0	32	0	0	0	0	32
Total Man-Hours		36	118	51	328	92	344	969

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:	969 Man Hours X	\$ 31.13	Average Hourly Rate	\$ 30,166.44
2. Escalation:	0.00% of Item 1			\$ -
2a. Subtotal:				\$ 30,166.44
3. Payroll Additives	P.B. & O.H.	152.11%	of Item 2a; Append Item.	\$ 45,886.17
4. Fixed Fee: a. \$ amount to cover Profit & other factors				\$ 6,334.95
	b. Line 4a. represents	21%	of Line 2a	
5. Total of Items 2a through 4 above				\$ 82,387.56
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				\$ 46,889.91
Name	%Contr.	Amount		
Infrastructure Technology, LLC	16%	\$ 20,357.91		
Sabra, Wang & Associates, Inc.	0%	\$ -		
J.K. Datta Consultants, Inc.	20%	\$ 26,532.00		
EBA Engineering, Inc.	0%	\$ -		
Total Subcontractors				
	% Totals---	36.1%		
8. Other (Specify)				
9. Total Proposed Fee for this Task.				\$ 130,011.87

KCI Technologies, Inc.

Average Hourly Rates

	Avg. Hourly Rate		Hours		Extension
Supervisor	69.37	x	36	=	2,497.32
Utility Project Manager	40.00	x	118	=	4,720.00
Traffic Engineer	46.28	x	51	=	2,360.28
Senior Designer	32.08	x	328	=	10,522.24
Highway Engineer	48.55	x	92	=	4,466.60
Engineer/CADD Technician	30.00	x	344	=	10,320.00
Total			969		30,166.44

Average Hourly Rate Equals Extension Divided By Hours 31.1315



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@itemmd.com.

Sincerely,

INFRASTRUCTURE TECHNOLOGIES, LLC

A handwritten signature in black ink, appearing to read "Patricia L. Martin".

Patricia L. Martin, P.E.
President

Enclosure

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

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

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

<u>1. Direct Labor:</u>	152.00 Man Hours x	\$58.00 * Average Hourly Rate (See Reverse)	\$ 8,816.00
<u>2. Escalation:</u>	0.00% of Item 1		\$ -
2a.		Subtotal	\$ 8,816.00
<u>3. Payroll Additives:</u>	P.B. and O.H.	109.92% of Line 2a Append Itemization	\$ 9,690.55
<u>4. Fixed Fee</u>	a. Dollar amount to cover Profit and other factors		
	b. Line 4a. represents	21.00% of Line 2a	\$ 1,851.36
<u>5. Total of Items 1 through 4 above</u>			\$ 20,357.91
<u>6. Direct Expenses:</u>	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. Miscellaneous	\$0.00
		Total Direct Costs:	\$0.00
<u>7. Subcontractor:</u>	Separate Cost and Price Summary for each firm to be appended		
	Name	Amount	
a.			
b.			
c.			
	Total Subcontractors:		\$0.00
<u>8. Other: (Specify)</u>			
a.			
b.			
c.			
	Total		\$0.00
<u>9. Total Proposed Fee for this</u>	{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

Infrastructure Technologies, LLC

Office

* 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
		Total		152.00 =	\$8,816.00
		Average Rate equals Extension divided by Hours		\$58.00	



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 / Scheduling	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
TOTALS	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				\$ 23,870
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				\$ 26,532

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 MANAGER	DESIGNER	TECHNICAL SUPPORT
Mobilize and Review info provided by KCI such as right of way plans, Roadway Plans, Utility Records and/or Mapping	1	2	2	0
1 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 MANAGER	DESIGNER	TECHNICAL 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
Total Man-Hours	43	73	99	232

8

BOLC Show Cause
Hearing re: Big
Play Sports Grill

Janeen S Miller

Subject: FW: Big Play Entertainment Licenses Hearing

-----Original Message-----

From: Bob Ryan
Sent: Friday, July 26, 2013 4:57 PM
To: Janeen S Miller; Joseph Nagro; Suellen M. Ferguson
Subject: RE: Big Play Entertainment Licenses Hearing

Item 11, Security, requires compliance with the BOLC approved security plan

-----Original Message-----

From: Janeen S Miller
Sent: Friday, July 26, 2013 4:51 PM
To: Joseph Nagro; Bob Ryan; Suellen M. Ferguson
Subject: FW: Big Play Entertainment Licenses Hearing

Their PUA is attached. If the allegations are also a violation of the PUA, then the Council may want to weigh in prior to the hearing.

Janeen

Janeen S. Miller, CMC - City Clerk
City of College Park
4500 Knox Road, College Park, MD 20740
Phone: 240-487-3501, Fax: 301-699-8029

-----Original Message-----

From: Bob Ryan
Sent: Friday, July 26, 2013 4:33 PM
To: Joseph Nagro
Cc: Suellen M. Ferguson; Janeen S Miller
Subject: Big Play Entertainment Licenses Hearing

This is the notice previously sent. I planned to attend and report back to you & M&C, but if you think Council would want to take a position before the hearing, then they need to discuss at 7 August work session.

-----Original Message-----

From: Bryant, Diane M. [<mailto:DMBryant@co.pg.md.us>]
Sent: Wednesday, July 03, 2013 2:52 PM
To: Bob Ryan
Subject: RE: BOLC Hearings

t/a Big Play Sports Grill - non-compliance with security plan - scheduled show cause hearing: September 4, 2013.

Diane M. Bryant
Administrative Assistant
Board of License Commissioners
for Prince George's County

301-699-2770

-----Original Message-----

From: Bob Ryan [<mailto:bryan@collegeparkmd.gov>]

Sent: Wednesday, July 03, 2013 9:39 AM

To: Bryant, Diane M.

Subject: Re: BOLC Hearings

Thanks. When is the Big Play show cause for violating their entertainment license ?

Bob Ryan

PROPERTY USE AGREEMENT

THIS PROPERTY USE AGREEMENT (the "Agreement") is made as of the _____
22 day of November, 2011, by and between E2A, LLC, t/a Big Play Sports Grill and
Andre Rashaud Hopson, Allen Walker Morrison and Ezetrick Darrell Coleman, (collectively
"Licensee"); and the CITY OF COLLEGE PARK, a Maryland municipal corporation (the "City").

WITNESSETH

WHEREAS, Terrapin Main Street, LLC is the owner and Licensee is a tenant at the
property located at 7313 A and B Baltimore Avenue, College Park, Maryland 20740 (the "Property");
and

WHEREAS, the Property is located within the corporate limits of the City of College
Park, Maryland; and

WHEREAS, Licensee has applied to the Board of Liquor License Commissioners of
Prince George's County, for the transfer of a Class B, Beer, Wine and Liquor License ("License") for
the Property, which will be operated as the Big Play Sports Grill ("Restaurant"); and

WHEREAS, the Licensee has requested the support of the City for the transfer of the
License for the Property; and

WHEREAS, in consideration of the covenants contained in this Agreement, the City
will voice no objection to the Licensee's application and hearing for the transfer of the License to the
Property, subject to the terms, conditions and restrictions contained herein.

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, the parties hereto agree as follows:

1. Repair and Maintenance of the Property. Licensee shall, from and after the date hereof, continue to keep the Property in good order and repair, and free of debris and graffiti.

2. Restrictions. Except with the express written consent of the City, which consent may not be unreasonably withheld, during the period that Licensee is using or has any interest in the Property, and is using the License, the use of the Property shall be restricted to the operation of the Big Play Sports Grill or another substantially similar casual dining restaurant, which receives not more than fifty percent (50%) of its average daily receipts over any three consecutive monthly periods from the sale of alcoholic beverages, and which complies strictly with the restrictions and requirements of the State of Maryland/Prince George's County Class B Beer, Wine and Liquor License. The calculation of the percentage of alcoholic beverages sold shall include the full cost of any such beverage, and not just the alcohol contained in the beverage. Licensee will provide the City, by January 15 of each year, with summaries of each month's receipts for the sales of alcoholic beverages and food for the preceding calendar year, and, at any time, such information in such form as the City may reasonably require to permit the verification of sales required in this paragraph 2 of this Agreement. Such information need not be prepared by an accountant or auditor, but must be accompanied by a general affidavit signed by the Licensees affirming the accuracy of the information provided. Licensees may be required by the City to provide information to permit verification of the sales ratios required in this paragraph, including daily register receipts and the identity of, and invoices from, its alcohol and food suppliers. Any such information provided by Licensee that is claimed to be confidential shall be so marked by Licensee and the City will treat such record as confidential as allowed by law.

3. Use of Property. Except as otherwise set forth herein, those uses of the Property permitted by the applicable zoning for the Property shall be permitted uses for the purposes of this

Agreement. In addition, the Property shall be subject to all of the restrictions imposed by the applicable zoning of the Property.

4. Noises and Nuisances. Licensee shall not permit any nuisance to be maintained, allowed or permitted on any part of the Property, and no use of the Property shall be made or permitted which may be noxious or detrimental to health or which may become an annoyance or nuisance to persons or businesses on surrounding property.

5. Operations. Licensee shall maintain and operate Big Play Sports Grill restaurant in a manner that all seats are available for dining, no area is designated solely for the consumption of alcoholic beverages, and no sales of alcoholic beverages for off-sale consumption shall be allowed, except for partially consumed bottles of wine purchased at the Restaurant and allowed off premises pursuant to Maryland law. Alcoholic beverages shall not be sold or served prior to 6:00 a.m. or after 2:00 a.m. Monday through Thursday – alcoholic beverages shall not be sold or served prior to 6:00 a.m. or after 3:00 a.m. Friday and Saturday. Beer, Wine and Liquor shall only be served on Sunday from 12:00 noon on until 2:00 A.M. on Monday. Happy hour and like events shall be limited to 2:00 p.m. to 7:00 p.m. Happy hours may also occur during brunch on Saturdays and Sundays. Food from a regular menu must be served at all times that the premises are open for business until 12:00 a.m. The time for last call for alcoholic beverages shall be one-half hour prior to closing, Notice of last call will be given on the menu, with no announcement at the time to customers. No shooters or doubles orders will be taken within one-half hour before closing. In the half-hour prior to closing, lighting levels shall be gradually increased, and music noise level and intensity shall be gradually decreased, in ten minute increments. From 12:00 a.m. to close, food will be served from the late night menu (breakfast option, sandwiches and appetizers) will be available. At all times, at least 80% of the items listed on the regular or late night menu, as appropriate, shall be available for customers to order. The proposed menu

provided by Licensee is attached as Exhibit A. Licensee shall ensure music levels that allow patron conversation in a normal tone of voice, and prohibit disruptive or rowdy behavior that disturbs the peaceful enjoyment of the facility by Licensee's patrons and other persons visiting the facility. Live music and dancing are not allowed in the Restaurant. A DJ will be allowed. Windows and doors will not be opened during the time that the DJ is playing music.

Cover and door charges will not be charged. Alcoholic beverages shall be served only to diners sitting at tables or counters inside the restaurant facility, and patrons standing or sitting at the bar or waiting for a table. The parties recognize that, during private parties, not all patrons may be seated, but that food will be served. The minimum price for alcoholic beverages, including 16 oz. beers, shall be \$2.00. *** Licensees will not sell beer in pitchers. *** Licensee will maintain all dining areas, including tables and chairs, inside the restaurant facility. Licensee shall ensure that the exterior of the restaurant, including service areas, remains clean and graffiti free. The interior and exterior of the Property shall be rodent free. Licensee shall not allow grease to accumulate on the exterior of the Property. Licensee agrees to fully comply with all applicable laws, including without limitation Subtitle 12, "Health", of the Prince George's County Code, and the Code of the City of College Park. Licensee shall not engage in window advertising of the sale of beer, wine or liquor, nor off-premises leafleting of cars or on public right of way promoting the sale of beer, wine or liquor. All off-premises advertising of specials, happy hours or reduced prices for beer, wine or liquor shall be limited to promotions coupling the sale or service of food with the sale of alcoholic beverages. Licensee shall use an identification scanner system as allowed by law, designed to recognize false identification prior to making alcoholic beverage sales. The scanner shall be used for all persons who appear to be under the age of thirty five (35) years. Licensee will not accept State of Maryland vertical type licenses as proof of age. All persons who order alcohol shall be required to produce identification. After 5:00 p.m., all

persons twenty-one years of age or older shall be issued a wrist band and all persons under the age of twenty-one shall have their hand stamped

Licensee shall not rent the facilities to individuals or businesses involved in promoting or making a business or profit from producing musical, band or disc jockey events. Licensee shall not provide tables, such as a beer pong table, whose purpose is for use in drinking games. Licensee shall not sponsor or support drinking games within the Property.

6. Enforcement. 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 the Property and/or Licensee pursuant to the provisions of this Agreement. The parties agree that if Licensee should breach the terms of the Agreement, the City would not have an adequate remedy at law and would be entitled to bring an action in equity for specific performance of the terms of this Agreement. In the event of a violation of paragraph 2 of this Agreement, Licensee shall have sixty (60) days from the date of notification of the violation to adjust his operations and achieve compliance, as measured during the sixty (60) day period, with the requirements of paragraph 2 of this Agreement. In the event the City is required to enforce this Agreement and Licensee is determined to have violated any provision of this Agreement, Licensee will reimburse the City for all costs of the proceeding including reasonable attorney's fees. Should Licensee prevail in any action brought by the City to enforce a provision of this Agreement, the City shall reimburse Licensee for all costs of the proceeding including reasonable attorney's fees.

7. Waiver. Neither any failure nor any delay on the part of the City in exercising any right, power or remedy hereunder or under applicable law shall operate as a waiver thereof nor shall a single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or remedy.

8. Assignment of License. In consideration for the City voicing no objection to Licensee's application for the transfer of the License, Licensee agrees that it shall not sell, transfer, or otherwise assign its rights under either the License to any entity or individual for use or operation within the City without the express prior written consent of the City, which consent will not be unreasonably withheld.

9. Assignment. This Agreement shall be binding upon, and shall inure to the benefit of, the respective affiliates, transferees, successors and assigns of the parties hereto.

10. Scope and Duration of Restrictions. The restrictions, conditions and covenants imposed by this Agreement shall be valid only so long as Licensee maintains the License at Big Play Sports Grill, or some other substantially similar casual dining restaurant.

11. Security. The Licensee shall have and maintain a Security Plan to prevent the Property and any activities from posing a threat to the peace and safety of the surrounding area. The Security Plan shall, at minimum, comply with any requirements of the Board of License Commissioners. Regardless of whether the Licensee seeks or has an entertainment license, the Security Plan shall require the following:

- a. Licensee shall operate and maintain the four security/surveillance cameras installed and in operation inside the Property. The security cameras shall be motion activated, and shall automatically record any and all movement, at the Premises 24 hours per day, 7 days per week. If the security/surveillance system is assessed and evaluated by Police George's County Police and/or University of Maryland Police, Licensee will make reasonable improvements based on those recommendations.
- b. Licensee shall implement a Dress Code consistent with Licensee's efforts to maintain peace and safety.

- c. Licensee shall post sufficient notices advising customers that civility will be the norm and that improper activities and behavior and violence will not be tolerated and will result in immediate removal from the Property.
- d. Licensee shall diligently enforce ID policies by trained and certified managers and shall purchase and use a new ID Scanner to prevent use of fake IDs. Licensee agrees to take all necessary measures to ensure that under age persons do not obtain alcoholic beverages.
- e. All serving, bar, security and management employees will be TIPS trained.
- f. All serving, bar, security and management employees will be 21 years or older.
- g. All security and management employees will be certified in crowd control through the Maryland Fire Marshal.
- h. At least one security person will be at the door every night from 9:00 p.m. to close. This person will check ID's. ID's will also be checked at the time a server is asked to serve alcohol. At the closing of the Restaurant, at least one security person will move outside to insure orderly egress from the Restaurant. When the University of Maryland is in session, at least three security personnel, in addition to the person at the door, will be present on Friday and Saturday nights.
- i. The planned activities include DJ's two to three times per week and periodic promotions for sporting events. All security measures required by this section shall be provided at Licensee expense.

12. Notices. All notices given hereunder shall be in writing and shall be deemed to have been given when hand delivered against receipt of three (3) days after deposit with the United States Postal Service, as registered or certified mail, return receipt requested, postage prepaid, addressed:

(i) If to Licensee:

Allen Walker Morrison
6905 96th Avenue
Lanham, MD 20706

with copy to:

Linda C. Carter, Esq.
Meyers, Rodbell and Rosenbaum, P.A.
6905 Kenilworth Avenue
Riverdale, MD 20737

(ii) If to the City:

City Manager
City of College Park
4500 Knox Road
College Park, Maryland 20740

with copy to:

Suellen M. Ferguson, Esquire
Council, Baradel, Kosmerl & Nolan P.A.
125 West Street, 4th Floor
P.O. Box 2289
Annapolis, MD 21404

13. Amendments. This Agreement 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.

14. Severability. The provisions of this Agreement shall be deemed severable, so that if any provision hereof is declared invalid, all other provisions of this Agreement shall continue in full force and effect.

15. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Maryland.

16. Counterparts. This Agreement may be executed in any number of counterparts each of which shall constitute an original and all of which together shall constitute one agreement.

17. Headlines. The headings or titles herein are for convenience of reference only and shall not affect the meaning or interpretation of the contents of this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year first above written.

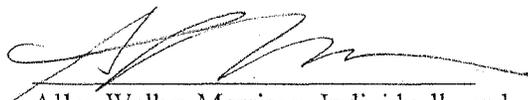
WITNESS/ATTEST



WITNESS/ATTEST

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

E2A, LLC



Allen Walker Morrison, Individually and as Member

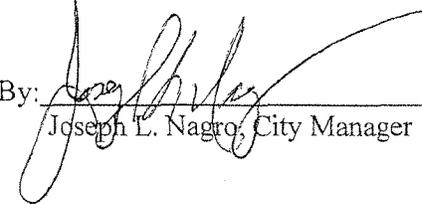


Andre Rashaud Hopsen



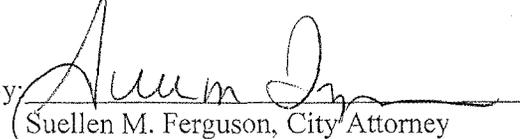
Ezetrick Darrell Coleman

CITY OF COLLEGE PARK,
MARYLAND

By: 

Joseph L. Nagro, City Manager

APPROVED AS TO LEGAL SUFFICIENCY:

By: 
Suellen M. Ferguson, City Attorney

9

Discussion of Capital Bikeshare MOU and contract

MEMORANDUM:

TO: Mayor and Council

FROM: Jonathan Brown, Planner 

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

DATE: August 2, 2013

SUBJECT: Memorandum of Understanding with the University of Maryland and Proposed Contract Terms with Alta Bicycle Share, Inc. for Capital Bikeshare in College Park

ISSUE

In partnership with the University of Maryland, the City has received an award from the State of Maryland Department of Transportation for the purposes of implementing bike sharing facilities. In order to implement the system, the City and the University of Maryland must enter into a Memorandum of Understanding and execute a sole source contract with the bikeshare system provider, Alta, Bicycle Share, Inc.

SUMMARY

In an effort to ease traffic congestion, decrease pollution, and improve public health, the City of College Park and the University of Maryland began negotiations in 2012 to implement an expansion of the Capital Bikeshare network. As the largest in the nation, the network currently offers over 1800 bicycles and 200 stations in the District of Columbia, Alexandria, and Arlington, Virginia with expansion systems planned for Montgomery County. The system has enjoyed much success and growth by making the user experience convenient and flexible. As a regional membership system, Bikeshare allows users to sign up on-line or at any of the stations in the region using a credit card. Daily, monthly, or yearly memberships can be set up on-line or at each station kiosk using a personal credit card. Bicycles can then be used and returned to any bikeshare station within the system. One-to-three day memberships are available for \$7 to \$13 respectively. Monthly and annual options are available for \$25 and \$75 respectively. Longer term members are delivered a key which can then access bicycles 24 hours a day. While the first 30 minutes of use is always free, usage fees are charged in 30 minute increments and differ by

membership type. (See attached usage fees table). For the participating localities, memberships have, in some areas, generated a significant revenue stream. In the District of Columbia, for example, the system's revenue to operating cost ratio in 2011 was 120%

The Memorandum of Understanding (MOU) with the University of Maryland (attached) describes how the City and University will coordinate to develop the system. The five year MOU outlines specific details for the initial joint system which will provide a total of 10 stations on and off campus. While the State grant was for 8 stations (4 supported by the City, 4 by the University of Maryland) the City has added 2 more stations using funds from developers and the County. The stations and bicycles will be purchased and owned by the City and University. Alta will manage the entire system, including maintenance, bicycle repair and replacement, and daily "rebalancing" wherein bicycles are transferred from fully occupied stations to stations that need more bicycles. Station sites were determined through on-site consultation with Alta and are shown on the attached map. The off-campus locations funded by the City are located at the 7400 Block of Baltimore Avenue, College Park Metro, The Varsity Apartments, the Quality Inn at 7200 Baltimore Avenue, Ritchie Coliseum, and the Domain Apartments. The on-campus locations are South Dining Hall, Stamp Student Union, Regents Drive Parking Deck, and Epply Recreation Center. The MOU calls for the University and City to pay operating costs and share revenues on a pro-rata or per dock basis.

The City and University will sign a joint contract with Alta Bicycle Share, Inc. The contract is still being finalized and is based on the recently completed Montgomery County system contract. The contract outlines the implementation details including how each station will be sited, installed, maintained, and if necessary, relocated. Marketing is largely the responsibility of the City and University with Alta Bicycle Share, Inc. providing assistance if necessary. The regional Bikeshare system is also promoted through capitalbikeshare.com as well as goDCgo.com. An important component of the contract still being addressed is the creation of a membership category specifically geared towards University of Maryland affiliation. The goal is for students, faculty, and staff associated with the University of Maryland to have their membership fees allocated to the College Park/UMD system. This is an important aspect of the agreement due to the many students and faculty that reside outside of the City and University and would have their membership revenues sent to other jurisdictions. Along with memberships, the City and university will benefit from all proceeds for advertising at the station kiosks and on the bicycles. Alta Bicycle Share, Inc. performs regular surveys of system usage and maintains data sets on issues such as memberships, ridership, customer service, and safety. Reports are provided monthly.

There are capital and operating costs associated with the system. Capital costs are for the purchase of bikes and docks which together comprise a station. Costs vary by size of station. Operating costs are computed by the number of docks per station and billed at \$117.43 per dock

per month. The total capital cost for College Park’s 70 dock, 38 bike system is \$244,988 paid upon execution of the contract. The total annual operating cost is \$98,642, divided into monthly payments to Alta Bicycle Share, Inc. Additional costs include a one-time “launch” cost of \$15,800. Costs associated with the launch include items such as Alta’s labor expenses, site visits and analysis with the City, safety equipment during installation, tools, crane use, and communication. The stations and bicycles themselves are special ordered and are anticipated to take approximately 4 months to arrive. Installation is expected to take an additional 2 months.

Table 1 – City of College Park System Costs

<u>City Stations:</u>	<u>Size</u>	<u>Capital</u>	<u>Operating</u>
College Park Metro Station	15 docks, 8 bikes	\$48,238	\$21,137
7400 Block of Baltimore Avenue	11 docks, 6 bikes	\$39,350	\$15,501
Quality Inn	11 docks, 6 bikes	\$39,350	\$15,501
Domain Apartments / UMD Lot 3	11 docks, 6 bikes	\$39,350	\$15,501
The Varsity Apartments	11 docks, 6 bikes	\$39,350	\$15,501
Ritchie Coliseum	11 docks, 6 bikes	\$39,350	\$15,501
	70 docks, 38 bikes	\$244,988	\$98,642

Total System Costs:

Total Capital	\$244,988
Total Operating	\$98,642
5% Reserve Bikes	\$2,412
One Time, First Year Launch Costs	\$15,800
(2) Concrete pad installations	\$15,000
Total System Costs for City of College Park:	\$376,842

Table 2 outlines the current funding for College Park’s portion of the system. Funding comes from four sources, the State of Maryland Department of Transportation (MDOT), Prince George’s County, the City of College Park, and developer contributions. Prince George’s County, having expressed interest in supporting a new bikeshare system, has recently committed \$250,000 toward a County bikeshare system with a portion of this dedicated toward the

implementation of the College Park/University of Maryland system, with the possibility of additional funding in the future. It is anticipated that the system in Prince George's County will expand beyond the City of College Park limits in the future.

Table 2: City of College Park System Funding

Maryland Department of Transportation Grant	\$187,490
City of College Park and Developer Contributions	\$66,000
Prince George's County Contribution:	\$100,000
Annual Membership and Advertising Revenue*	\$23,352
Total System Funding for City of College Park:	\$376,842

**estimated at 24% of operating costs.*

RECOMMENDATION

Staff recommends that the City Manager be authorized to enter into a Memorandum of Understanding with the University of Maryland and to enter into negotiations with Alta Bicycle Share, Incorporated for the contract for a Capital Bikeshare system in College Park.

ATTACHMENTS

1. Bikeshare Station Map
2. Memorandum of Understanding with University of Maryland
3. Usage fees table

City of College Park / University of Maryland

Bikeshare Station Map

8/2/2013



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU”), is effective this _____ day of _____, 2013, between the University of Maryland, (hereinafter the “University”) and the City of College Park (hereinafter the “City”), referred to herein collectively as “the Parties”.

WHEREAS, the City and the University have each applied for and been granted Bikeshare program funding from the State of Maryland Department of Transportation (“Department”); and

WHEREAS, the City and the University have each endorsed a Bikesharing Grant Project Agreement with the Department; and

WHEREAS, the funding received by the Parties, plus other sources of funds received by the City, will allow the University to install four (4) bikeshare stations and will allow the City to install six (6) bikeshare stations (“the Project”); and

WHEREAS, the Parties recognize that additional stations may be added to the Project by the University or the City, subject to that party providing the funds for installation and operations; and

WHEREAS, the City and the University have determined that, to maximize the benefits of their respective grants and to achieve their respective bikeshare program goals and the purchase, installation and operations of bikeshare stations and bicycles, it is appropriate to coordinate their efforts; and

WHEREAS, the Parties have reached an agreement to coordinate their efforts, as set out in this MOU.

NOW, THEREFORE, the Parties in consideration of the promises exchanged herein, the receipt and sufficiency of which are mutually acknowledged, agree as follows;

1. The recitals set forth above as well as the foregoing “NOW, THEREFORE,” are incorporated herein as operative provisions of the MOU.
2. The term of this MOU shall be five years from the effective date.
3. The Parties agree that this MOU applies to the up to four (4) bikeshare stations that the University will install and the up to six (6) bikeshare stations that the City will install using the funds provided through the Bikesharing Grant Project administered by the Department and funds received from another source by the City. The bikeshare stations are more particularly described on attached Exhibit A. It is recognized by the Parties that the location of the stations reflected in Exhibit A may be changed as appropriate. Additional bikeshare stations may be added to the Project by the University or the City, subject to funding by that party of installation and operations.
4. The City and the University agree to jointly select a contractor to install and maintain the said bikeshare stations. The City and the University of Maryland will pay the installation cost of their respective bike share stations. The City will pay the one-time launch costs as described in attached Exhibit B. Operating costs incurred through the contractor shall be divided pro-rata between the City and the University on a per dock basis.
5. The City and University may develop a joint project name, logo, color scheme and any other branding specifications for use with the project.

6. The Parties anticipate that the Project will generate revenues from subscription and user fees and advertising and sponsorship proceeds. Subscription fees are those fees paid by subscribers with addresses in the City or on the campus of the University or who have memberships affiliated with the University of Maryland. Usage fees are the fees attributable to bicycles rented in (trips initiated from stations in) the City or on the campus of the University. The City and the University agree to share the net proceeds, after deducting all costs of the Program, on a per dock basis. The Parties recognize that operation of the Program, including but not limited to actual usage of each bikeshare station and related maintenance costs, may require renegotiation of division of proceeds, and agree to undertake such negotiation on a good faith basis.
7. The City and the University agree to share information and to work jointly to file periodic reports pursuant to the requirements of their respective Bikesharing Grant Project Agreements.
8. The City and the University agree to attend periodic meetings, no less than quarterly, to review performance of the goals of the Program.
9. The Parties agree to cooperate in publicizing the Program.
10. 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, the City agrees to indemnify, save harmless and defend the University from and against any and all claims, demands, suits, liabilities, losses, damages,

judgments, and payments including attorney fees claimed or made by persons not party to this Agreement which may in any way accrue against the University as a result of the negligent or intentional acts of the City, its agents, servants and employees. Subject to and without waiving common law and other governmental immunities and the provisions §12-101 et seq., Maryland Tort Claims Act, State Government Article, Annotated Code of Maryland, the University agrees to indemnify, save harmless and defend the City from and against any and all claims, demands, suits, liabilities, losses, damages, judgments, and payments including attorney fees claimed or made by persons not party to this Agreement which may in any way accrue against the City as a result of the negligent or intentional acts of the University, its agents, servants and employees.

11. The University agrees, subject to funding, to develop a marketing plan for the Project, which shall be provided to the City for its approval prior to implementation.
12. The terms and conditions of this MOU shall be governed by the laws of the State of Maryland and Prince George's County, Maryland.
13. The Parties shall not discriminate in employment because of religion, race, sex, age, color, occupation, familial status, marital status, political opinion, personal appearance, sexual orientation, physical/mental handicaps or national origin.
14. Failure of either party to enforce any provision or terms of this MOU shall not be deemed a waiver of said provision and terms.

15. No changes, modifications or amendments shall be effective for any purpose without prior written approval of the Parties.
16. Notwithstanding anything to the contrary herein, this MOU may be terminated upon the breach by either party of any of the terms of this MOU. In such event, the non-breaching party may terminate this MOU immediately. This provision shall not limit either party in exercising any other rights or remedies it may have.
17. The performance of work or delivery of services under this MOU may be
18. terminated in whole or in part at any time upon written notice when either party determines that such termination is in its best interest. The terminating party will be liable only for labor, materials, goods, and services furnished prior to the effective date of such termination, and for those contract obligations undertaken pursuant to Paragraph 4 of this MOU. The Parties recognize that the Project is part of an effort to construct an area-wide bikeshare system, and that each of the parts of the Project are important to this effort. As a result, in the event of termination for cause or for convenience, the Parties will make reasonable efforts to ensure that each of the viable bikeshare stations continues to operate.
19. In the event that any provision of this MOU shall be held invalid or not enforceable by any Court of competent jurisdiction, such provision shall not invalidate or render unenforceable any other provision hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement under seal the day and year first above written.

ATTEST:

CITY OF COLLEGE PARK

Janeen S. Miller, CMC, City Clerk

By: _____
Joseph L. Nagro, City Manager

WITNESS:

UNIVERSITY OF MARYLAND

By: _____

Name:

Title:

APPROVED AS TO LEGAL SUFFICIENCY:

Suellen M. Ferguson
City Attorney

Usage Fees

Ride Time	Total Hourly Fee 24-hour and 3-day Members	Total Hourly Fee Daily, Monthly, Annual, and Annual with Monthly Installments Members
0 - 29:59 min	FREE	FREE
30:00 - 59:59 min	\$2.00	\$1.50
60:00 - 89:59 min	\$6.00	\$4.50
90:00 - 119:59 min	\$14.00	\$10.50
2:00:00 - 2:29:59 hours	\$22.00	\$16.50
2:30:00 - 2:59:59 hours	\$30.00	\$22.50
3:00:00 - 3:29:59 hours	\$38.00	\$28.50
3:30:00 - 3:59:59 hours	\$46.00	\$34.50
4:00:00 - 4:29:59 hours	\$54.00	\$40.50
4:30:00 - 4:59:59 hours	\$62.00	\$46.50
5:00:00 - 5:29:59 hours	\$70.00	\$52.50
5:30:59 - 5:59:59 hours	\$78.00	\$58.50
6:00:00 - 6:29:59 hours	\$86.00	\$64.50
6:30:59 - 23:59:59 hours	\$94.00	\$70.50

Source: capitalbikeshare.com

10

Annual Review of Homestead Tax Credit Rate

City Homestead Tax Credit Review for FY2015

The City has conducted a yearly review, in September, to determine the appropriate Homestead Tax Credit level to set for the next year, since 2005. Since the State began the Homestead Tax Credit program in the 1980s, governments have been permitted to set Homestead tax credit levels at rates from 0 to 10 percent and adjust them annually. Most jurisdictions rarely, if, ever, change their rate. Prince George's County is required, by TRIM, to review its rate annually, and to adjust it to best approximate the change in the consumer price index, with a cap of 5 percent. For FY2014, Prince George's rate is two percent. Some of the smaller municipalities follow the County's lead and automatically adopt the County's cap for themselves. However, most municipalities in the County have always left their caps at the maximum level permitted, 10 percent. Exceptions are Bowie, which switched from following the County's lead last decade, to setting a rate of 5 percent, which has not been changed and Upper Marlboro, which established a rate of 0 percent in the 1990s and also left it unchanged. I propose that we leave the City's rate at 4 percent for the time being.

College Park had always had its cap at 10 percent, until 2004, when it changed its rate for 2005 (FY2006) to 1 percent. The rate was left at 1 percent until in 2007, the rate was increased to 4 percent for 2008 (FY2009). It has remained at 4 percent since that time.

In a few months a portion of College Park (north of Edgewood Road and north of Cherry Hill Road) will receive new property valuations from the State. These new valuations will set valuations which will be used in determining real property taxes in 2014-2016 (FY2015-2017).

Our last evaluation in January 2011 for that northern portion of the City resulted in about a 50 percent reduction in values for single family residential properties. These properties generally now have valuations in the \$150,000 to \$200,000 range. The upcoming valuation in January 2014 is likely to increase the average value of these properties by at least 25 percent. So by leaving the cap at four percent, these residents will be limited to a City property tax increase of about \$20 to \$25 in 2014 (FY2015), at our existing property tax rate of 33.5 cents.

Submitted by Robert Catlin

City Council – District 2

11

**Discussion of
Mayor and
Council Salary
Increase**

Mayor & City Council Salary Increase Proposal for 2014

In my time on the City Council since 1997, we have raised our salary on three occasions. In 1999 it was raised from \$3,600 to \$4,000 for 2000; in 2003 it was raised to \$4,400 for 2004; and in 2007 it was raised to \$5,000 for 2008. As the attached graph indicates these increases were closely related to the increase in the federal government's Consumer Price Index (CPI). Since 2004 the Mayor's salary has been set at 150% of the City Council's salary. Since almost six years have passed since the last Council pay raise and the CPI has increased by more than 10 percent over that period, it is time to consider a Council pay increase.

Based on the attached graph, an increase in the range of \$500 to \$600 is now warranted, based upon the increase in the CPI since 2007. Given the relatively low interest our residents have expressed in running for elective office over the past two decades and the very significant turnover of City Council members, by their own choosing; I believe it is important not to let the City Council salary stagnate for too long.

Submitted by

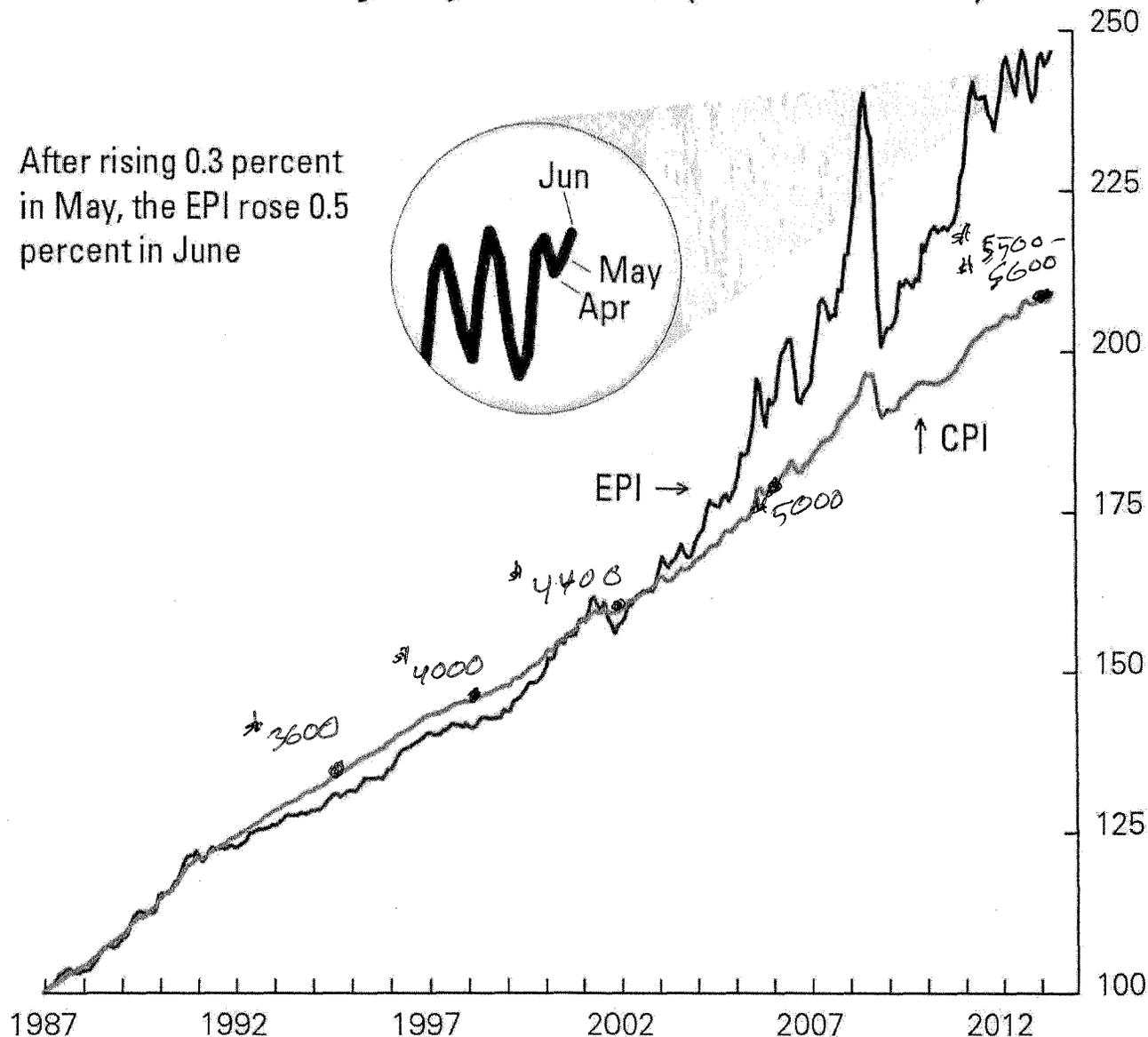
Robert Catlin

City Council - District 2

Prices Over the Long Term

EPI vs. seasonally adjusted CPI (Jan 1987=100)

After rising 0.3 percent in May, the EPI rose 0.5 percent in June



The EPI is a proprietary index of AIER. The CPI is produced by the Bureau of Labor Statistics.

Technology Net
Elected Official Comparison Report
07/30/2013

Job #2705 - CITY COUNCIL / TRUSTEE													
Entity	# Inc	Pay Basis	Salary	Comb	F/T	Ret	Health	Dental	Life	401	457	Updated	Comments
MARYLAND MUNICIPAL LEAGUE	0	Annual	\$0.00										
LA PLATA	4	Annual	\$10,000.00			✓						11/28/2011	
WESTMINSTER	4	Annual	\$2,500.00			✓			✓		✓	03/28/2013	
SALISBURY	4	Annual	\$10,000.00			✓	✓	✓			✓	02/03/2009	
LUKE	4	Annual	\$9,000.00						✓			09/06/2012	
MILLINGTON	2	Annual	\$0.00									02/09/2009	
SYKESVILLE	5	Annual	\$2,000.00									02/10/2009	
SOMERSET	5	Annual	\$0.00									02/11/2009	
SNOW HILL	0	Annual	\$1,800.00									02/12/2009	
CENTREVILLE	3	Annual	\$4,500.00									02/12/2009	Town Council Members
COLLEGE PARK	8	Annual	\$5,000.00				✓				✓	01/23/2013	no change since 2008
EMMITSBURG	4	Annual	\$4,000.00			✓						02/17/2009	official title is Commissioner
GREENSBORO	4	Annual	\$2,000.00			✓	✓	✓				10/05/2011	elected every 4 years
ELKTON	4	Annual	\$6,598.61									03/18/2009	
EASTON	4	Annual	\$5,000.00				✓	✓	✓			02/27/2009	
POOLESVILLE	0	Annual	\$0.00										
GAITHERSBURG	5	Annual	\$16,500.00				✓	✓	✓		✓	03/07/2013	
BOWIE	5	Annual	\$13,636.00				✓	✓			✓	07/29/2010	All elected officials can participate in health and dental but pay the full cost. The City does not contribute.
CUMBERLAND	4	Annual	\$4,800.00			✓						03/11/2009	
NORTH EAST	4	Annual	\$0.00									07/10/2013	Every two years, two (2) Commissioners are elected to the Town Board. Two are elected in odd years, and two in even years. No Salary or Benefits paid.
HYATTSVILLE	1	Annual	\$4,031.00			✓	✓	✓	✓			03/13/2009	If the position participates in health, dental or life insurance plans they are required to pay the full premium amount, there is no City subsidy.
ANNAPOLIS	8	Annual	\$12,600.00			✓						03/12/2009	An allowance of \$1,500.00 per fiscal year for education and training is also provided.
ABERDEEN	3	Annual	\$7,500.00						✓			03/20/2009	
LANDOVER HILLS	0	Annual	\$2,400.00									09/10/2012	
TAKOMA PARK	6	Annual	\$10,000.00			✓						03/13/2013	
NEW CARROLLTON	3	Annual	\$4,800.00			✓	✓	✓	✓		✓	01/26/2010	Participate in State retirement (classified as P/T employees) Benefits are voluntary at their expense.

Job #2704 - COUNCIL PRESIDENT / VICE MAYOR													
Entity	# Inc	Pay Basis	Salary	Comb	F/T	Ret	Health	Dental	Life	401	457	Updated	Comments
MARYLAND MUNICIPAL LEAGUE	0	Annual	\$0.00										
WESTMINSTER	1	Annual	\$3,000.00			✓			✓		✓	03/28/2013	
SALISBURY	1	Annual	\$12,000.00			✓					✓	08/14/2012	No longer effective after November 2012
SYKESVILLE	1	Annual	\$2,000.00									02/10/2009	
EMMITSBURG	1	Annual	\$4,000.00			✓						02/17/2009	title is Board of Commissioners President NOT Vice Mayor
GREENSBORO	0	Annual	\$0.00					✓				10/05/2011	
EASTON	1	Annual	\$6,000.00				✓	✓	✓			02/27/2009	
POOLESVILLE	0	Annual	\$0.00										
HYATTSVILLE	1	Annual	\$4,031.00			✓	✓	✓	✓			03/13/2009	If the position participates in health, dental or life insurance plans they are required to pay the full premium amount, there is no City subsidy.
ABERDEEN	1	Annual	\$7,500.00						✓			03/20/2009	
LANDOVER HILLS	0	Annual	\$2,400.00									09/10/2012	
NEW CARROLLTON	1	Annual	\$4,800.00			✓	✓	✓	✓		✓	01/28/2010	Participate in State retirement (classified as P/T employees) Benefits are voluntary at their expense.

Job #2733 - ELECTION JUDGE													
Entity	# Inc	Pay Basis	Salary	Comb	F/T	Ret	Health	Dental	Life	401	457	Updated	Comments
MARYLAND MUNICIPAL LEAGUE	0	Annual	\$0.00										

Job #2700 - MAYOR													
Entity	# Inc	Pay Basis	Salary	Comb	F/T	Ret	Health	Dental	Life	401	457	Updated	Comments
MARYLAND MUNICIPAL LEAGUE	0	Annual	\$0.00										
LA PLATA	0	Annual	\$15,000.00			✓						11/28/2011	
COLLEGE PARK	1	Annual	\$7,500.00				✓	✓			✓	01/23/2013	no change since 2008
WESTMINSTER	1	Annual	\$10,000.00			✓			✓		✓	03/28/2013	
SALISBURY	1	Annual	\$25,000.00			✓					✓	08/14/2012	Effective 11/2012 benefits cease
LUKE	1	Annual	\$6,000.00						✓			09/06/2012	
MILLINGTON	1	Annual	\$0.00									02/09/2009	
PERRYVILLE	1	Annual	\$0.00									01/28/2012	This is a volunteer position.
SYKESVILLE	1	Annual	\$4,000.00									02/10/2009	
SOMERSET	1	Annual	\$15,000.00									02/11/2009	Annual honorarium paid to the Mayor.

SNOWHILL	0	Annual	\$2,400.00											02/12/2009	
EMMITSBURG	1	Annual	\$8,000.00			✓								02/17/2009	
GREENSBORO	1	Annual	\$2,400.00			✓	✓	✓						10/05/2011	Mayor elected every 4 years
ELKTON	1	Annual	\$6,723.15											03/18/2009	
EASTON	1	Annual	\$8,500.00				✓	✓	✓					02/27/2009	
POOLESVILLE	0	Annual	\$0.00												
GAITHERSBURG	1	Annual	\$20,000.00				✓	✓	✓				✓	03/07/2013	
BOWIE	1	Annual	\$21,636.00				✓	✓					✓	07/29/2010	All elected officials can participate in the health and dental plans but pay the full cost. The City does not contribute.
CUMBERLAND	1	Annual	\$7,200.00			✓								03/11/2009	
NORTH EAST	1	Annual	\$0.00											07/10/2013	A Mayor is elected every two years. There is no salary involved and no benefits paid.
HYATTSVILLE	1	Annual	\$6,047.00			✓	✓	✓	✓					03/13/2009	If the position participates in health, dental or life insurance plans they are required to pay the full premium amount, there is no City subsidy.
ANNAPOLIS	1	Annual	\$70,000.00			✓	✓	✓	✓	✓	✓	✓	✓	03/12/2009	
ABERDEEN	1	Annual	\$10,000.00							✓				03/20/2009	
LANDOVER HILLS	0	Annual	\$3,900.00											09/10/2012	
TAKOMA PARK	1	Annual	\$13,000.00			✓								03/13/2013	
NEW CARROLLTON	1	Annual	\$7,200.00			✓	✓	✓	✓				✓	01/26/2010	Participate in State retirement (classified as P/T employees) Benefits are voluntary at their expense.
FREDERICK	0	Annual	\$82,520.00			✓	✓	✓	✓	✓			✓	09/06/2012	
Job #2701 - MAYOR PRO TEM															
Entity	# Inc	Pay Basis	Salary	Comb	F/T	Ret	Health	Dental	Life	401	457	Updated	Comments		
MARYLAND MUNICIPAL LEAGUE	0	Annual	\$0.00												
BOWIE	1	Annual	\$13,636.00				✓	✓				✓	07/29/2010	All elected officials can participate in the health and dental plans but pay the full cost of the insurance. The City does not contribute.	
NEW CARROLLTON	1	Annual	\$4,800.00			✓	✓	✓	✓			✓	01/26/2010	Participate in State retirement (classified as P/T employees) Benefits are voluntary at their expense.	

12

Discussion of special taxing districts for public safety

13

Renewal of MOU
with UMD
Department of
Transportation
Services for
Shuttle UM



DEPARTMENT OF
TRANSPORTATION SERVICES

**MEMORANDUM OF UNDERSTANDING
BETWEEN
UNIVERSITY OF MARYLAND, DEPT OF TRANSPORTATION SERVICES
AND
THE CITY OF COLLEGE PARK**

This Memorandum of Understanding is entered into by and between the Department of Transportation Services (DOTS), University of Maryland College Park and The City of College Park, Maryland (the City) effective the 1st day of September, 2013. This is a Memorandum of Understanding, which is not a legal document.

In consideration of the mutual promises and undertakings herein, the parties hereto agree as follows:

1. Beginning September 1, 2013 through September 1, 2014, residents and employees of the City in possession of a prescribed identification card issued by the City will be allowed access to all publicly scheduled shuttle routes operated by DOTS.
2. For the above shuttle bus services, the City agrees to pay DOTS \$6,000, which is due by December 31, 2013. The annual rate covers up to 1,000 passes. DOTS shall provide the City with annual ridership data. The City shall keep a record of the total number of passes distributed during the agreement term. If the total number of annual passes distributed reaches 1,000, the City shall notify DOTS which will authorize the City to issue additional passes in increments of 100 at no added cost to the City.
3. Either party may terminate this agreement by providing written notice of termination 60 days prior to the stated termination date. All notices shall be in writing and shall be delivered by messenger or recognized overnight courier, or shall be sent by registered or certified mail return-receipt requested, in each instance to the respective addresses set forth below, or to such other address or addresses as respective party may designate by written notice duly sent to the other. Any other changes to this agreement, by either party, must be in writing and agreed upon by both parties.

CITY OF COLLEGE PARK:

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

DOTS:

University of Maryland
Department of Transportation Services
Attention: J. David Allen
Regents Drive Garage, Building 202
College Park, MD 20742

14

Discussion of
state and county
legislation and
the Legislative
Dinner

MEMORANDUM

TO: Mayor and City Council
Joe Nagro, City Manager

FROM: Janeen S. Miller, City Clerk

DATE: August 2, 2013

RE: Notes for Legislative Discussion (Item # 14)

1. Date for the Legislative Dinner:
At the May 21, 2013 Worksession Ms. Cotton discussed the benefits of having a legislative meeting with our state and county representatives in early September, rather than in November, which has been recent practice. I surveyed Council for three possible dates; the results are attached. Please review and provide direction on selecting one of these dates or looking at new dates later in September.
2. Notes from Legislative discussion at the May 21, 2013 Worksession:
 - a. Council elected not to submit any LARs to MML
 - b. State Ethics Law: 2012 HB 362, which alters the definition of interest, is attached, and becomes effective October 1, 2013.
 - c. Shuttle UM: Remove or extend the June 30, 2014 abrogation date for the Shuttle UM bill.
 - d. Maryland State Retirement Plan legislation
 - e. Future HUR funding to the extent it doesn't diminish potential Purple Line funding.

I will have a legislative update from Candace Donoho (MML) at the Worksession on Wednesday night.

Attachments:

- Attachment 1: Ms. Cotton's May 21 Worksession Memo
Attachment 2: Response to Legislative Dinner Date Survey
Attachment 3: HB 2012 362 – Public Ethics – Definition of “Interest” – Mutual Funds

MEMORANDUM

TO: Mayor and City Council
FROM: Chantal R. Cotton, Assistant to the City Manager *CRC*
THROUGH: Joseph Nagro, City Manager *JN*
DATE: May 17, 2013
SUBJECT: MML Legislative Action Requests (Due to MML by July 12th)

SUMMARY

Each year, the Maryland Municipal League (MML) chooses several priority issues (LARs) that directly affect the present and future well-being of Maryland's cities and towns **statewide**. An LAR is most effective when it benefits almost all Maryland municipalities, such as the restoration of partial (or all) Highway User Revenues (HUR) funding in the 2011, 2012, and 2013 legislative sessions. MML will accept LAR proposals for the 2014 Legislative Session until July 12, 2013 from municipalities as long as the proposals receive approval by the local elected body.

In addition, City Council should use this time to discuss the process by which College Park communicates local legislative priorities to its state partners as well as the College Park priorities for the 2014 legislative session.

DISCUSSION

LARs:

MML represents municipal interests by seeking legislative sponsorship and supporting legislation that helps local governments and by opposing legislation that limits local revenue or autonomy. The League works to get priority issues introduced as legislation before the Maryland General Assembly, and actively participates in the legislative process following these issues.

We can now submit legislative requests to MML for the 2014 legislative session for consideration by MML's 2013-2014 Legislative Committee. According to MML Legislative Committee guidelines, member municipalities, chapters, and departments may submit up to **three** legislative requests for consideration as MML priority initiatives. The deadline for submission is July 12, 2013. LAR forms must be completed and approved by Council before being returned to MML.

College Park's 2013 LAR Request: The City submitted a request to MML asking the League to focus legislative efforts on the restoration of highway user revenues for municipalities state-wide. MML chose this as a legislative priority for the 2013 legislative session.

Local Legislative Process and Legislative Priorities:

During the 2013 legislative session, staff brainstormed ways to improve the current process by which College Park requests state legislation. Currently, City Council determines legislative priorities in late autumn each year. Staff then presents those priorities to the 21st Delegation to request sponsorship before the local bills deadline in October. After the 21st Delegation sponsors the

legislation by submitting a bill request on behalf of the City, then the City hosts its legislative dinner where Council presents these legislative priorities to the 21st Delegation.

Instead of hosting the legislative dinner in late autumn, City Council should consider replacing the legislative dinner with a meeting or a breakfast in early autumn (~beginning of September) prior to the local bills deadline. Such a change will allow Council to discuss possible priorities with partners at the State, County, and the University before the delegation sponsors the legislation.

Possible Local Priorities for the 2014 Legislative Session:

1. **Removal of the Sunset for the Shuttle-UM:** Amend §9-201 of the Public Utilities article by removing the abrogation date of June 30, 2014. The language from 2011 HB 1005 reads:

SECTION 3. AND BE IT FURTHER ENACTED, That this Act shall take effect July 1, 2008. It shall remain effective for a period of 6 years and, at the end of June 30, 2014, with no further action required by the General Assembly, this Act shall be abrogated and of no further force and effect.

The City loses its ability to negotiate with the University of Maryland on this matter unless the State removes the aforementioned abrogation date. In 2010, the date was extended instead of being removed altogether due to the General Assembly's unease about the annual data received from the University.

2. **Speed Camera Legislation:** In the 2013 legislative session, many General Assembly members posed questions about the speed camera programs throughout the state. Although the General Assembly ran out of time to pass legislation to revamp the program this year, they will likely bring it back next year. The City should monitor this subject matter during session.

RECOMMENDATION

Discuss possible LAR issues, approve the LAR(s), and authorize staff to submit the LAR form to MML (attachment 1). Also discuss the possibility of refining the College Park process to change the October / November annual legislative dinner to a breakfast or meeting in early September each year. Lastly, discuss possible local legislative priorities for the 2014 legislative session.

ATTACHMENTS

1. 2013/14 LAR Form

Legislative Dinner — Survey Results

	Wed. 9/11	Mon. 9/16	Weds. 9/18
Fellows	✓		✓
Kabir	✓	✓	✓
Wojahan	✓	✓	✓
Catlin	✓	✓	CPA BD MTG
Dennis	✓	✓ PREFERS	✓
Stullich	✓	✓	CALVERT HILLS C.A.
Day	✓		
Afzali	✓	✓	✓
Mitchell	NO	✓	✓
Nagro	✓	✓	✓
Ferguson	✓	NO	✓

HOUSE BILL 362

G2

3lr0001

By: **Chair, Environmental Matters Committee (By Request – Departmental – Ethics Commission, State)**

Introduced and read first time: January 25, 2013

Assigned to: Environmental Matters

Committee Report: Favorable

House action: Adopted

Read second time: March 16, 2013

CHAPTER _____

1 AN ACT concerning

2 **Public Ethics – Definition of “Interest” – Mutual Funds**

3 FOR the purpose of altering the definition of “interest” in the Maryland Public Ethics
4 Law to exclude certain mutual funds; and generally relating to the Maryland
5 Public Ethics Law.

6 BY repealing and reenacting, with amendments,
7 Article – State Government
8 Section 15–102(t)
9 Annotated Code of Maryland
10 (2009 Replacement Volume and 2012 Supplement)

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

13 **Article – State Government**

14 15–102.

15 (t) (1) “Interest” means a legal or equitable economic interest that is
16 owned or held wholly or partly, jointly or severally, or directly or indirectly, whether or
17 not the economic interest is subject to an encumbrance or condition.

18 (2) “Interest” does not include:

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.

Underlining indicates amendments to bill.

~~Strike out~~ indicates matter stricken from the bill by amendment or deleted from the law by amendment.



1 (i) an interest held in the capacity of agent, custodian,
2 fiduciary, personal representative, or trustee, unless the holder has an equitable
3 interest in the subject matter;

4 (ii) an interest in a time or demand deposit in a financial
5 institution;

6 (iii) an interest in an insurance policy, endowment policy, or
7 annuity contract by which an insurer promises to pay a fixed amount of money in a
8 lump sum or periodically for life or a specified period; [or]

9 (iv) a common trust fund or a trust that forms part of a pension
10 or a profit-sharing plan that:

11 1. has more than 25 participants; and

12 2. is determined by the Internal Revenue Service to be a
13 qualified trust or college savings plan under the Internal Revenue Code; OR

14 (V) A MUTUAL FUND THAT IS PUBLICLY TRADED ON A
15 NATIONAL SCALE UNLESS THE MUTUAL FUND IS COMPOSED PRIMARILY OF
16 HOLDINGS OF STOCKS AND INTERESTS IN A SPECIFIC SECTOR OR AREA THAT IS
17 REGULATED BY THE INDIVIDUAL'S GOVERNMENTAL UNIT.

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

Approved:

Governor.

Speaker of the House of Delegates.

President of the Senate.

15

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.

Advisory Planning Commission			
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

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.

Airport Authority			
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	

City Code Chapter 11 Article II: 7 members, must be residents and qualified voters of the City, appointed by Mayor and City Council, *term to be decided by appointing body*. Vacancies shall be filled by M&C for an unexpired portion of a term. Authority shall elect Chairperson from membership. Not a compensated committee. Liaison: City Clerk's Office.

Animal Welfare Committee			
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.			

Board of Election Supervisors			
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
Janet Evander 07/16/13	District 3	M&C	03/15
Charles Smolka 9/8/98	District 4	M&C	03/15
<p>City Charter C4-3: The Mayor and Council shall, not later than the first regular meeting in March of each year in which there is a general election, appoint and fix the compensation for five qualified voters as Supervisors of Elections, one of whom shall be appointed from the qualified voters of each of the four election districts and one of whom shall be appointed by the Mayor with the consent of the Council. The Mayor and Council shall designate one of the five Supervisors of Elections as the Chief of Elections. This is a compensated committee. For purposes of compensation the year shall run from April 1 – March 31. Per Council action (item 11-G-66) effective in March, 2013: In an election year all of the Board receives compensation. In a non-election year only the Chief Election Supervisor will be compensated. Liaison: City Clerk's office.</p>			

Cable Television Commission			
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
<p>City Code Chapter 15 Article III: Composed of four Commissioners plus a voting Chairperson, appointed by the Mayor with the approval of the Council, three year terms. This is a compensated committee. Liaison: City Manager's Office.</p>			

College Park City-University Partnership			
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.

Citizens Corps Council			
Appointee	Represents	Appointed by	Term Expires
	CPNW	M&C	
	BVFCRS	M&C	
	CPVFD	M&C	
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.

Committee For A Better Environment			
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
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.

Education Advisory Committee			
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.

Ethics Commission			
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	07/15
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.

Farmers Market Committee			
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 Rodenhause 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 Biff	Landlord selected by Council
9		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		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. Liaison: City Clerk's office.		

Neighborhood Watch Steering Committee			
	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. Liaison: Public Services.			

Noise Control Board			
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.			

Recreation Board			
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
Solonnie 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.

Rent Stabilization Board			
Appointee	Represents	Appointed by	Term Expires
VACANT	Tenant	M&C	
VACANT	Tenant	M&C	
Richard Biffl 6/6/06	Landlord	M&C	09/13
Bradley Farrar 6/14/11	Landlord	M&C	06/14
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.

→06/18/2013: Ordinance was extended until September 1, 2014, and the administration and enforcement of the law was suspended until September 1, 2014. The RSB is on hiatus. There is no need to maintain a quorum at this time.

Sustainable Maryland Certified Green Team		
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	
VACANT	UMD Student	
VACANT	UMD Faculty or Staff	
VACANT	City Business Community	
Ben Bassett - Proteus Bicycles 09/25/12	City Business Community	09/14
VACANT	Resident	
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 SMC GT shall select a Chair and a Co-Chair from among the membership on an annual basis. The SMC GT should meet at least bi-monthly. The liaison shall be the Planning Department.</p>		

Tree and Landscape Board			
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&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>			

Veterans Memorial Improvement Committee			
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.			

