



**TUESDAY, MAY 20, 2014**  
**(COUNCIL CHAMBERS)**

**7:30 P.M. WORKSESSION**

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**COLLEGE PARK MISSION STATEMENT**

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

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**CITY MANAGER'S REPORT**

**PROPOSED ITEMS TO GO DIRECTLY TO NEXT WEEK'S AGENDA**

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**PROPOSED CONSENT AGENDA ITEMS**

1. Approval of an exclusive contract with Legal Resources, Inc. – Jill Clements, Director of Human Resources
2. Resolution Of The Mayor And Council Of The City Of College Park, Maryland Adopting The Recommendations Of The Advisory Planning Commission Regarding Variance Application Number CPV-2014-01, 8805 Patricia Court, College Park, Maryland, Recommending Approval Of A Variance From Section 27-120.01 (C) Of The Prince George's County Zoning Ordinance, "Front Yards Of Dwellings," To Expand A Driveway In The Front Yard By Adding An Additional 4 Feet In Width And 17 Feet In Length (***Appeal Period Ends May 24, 2014***)
3. I-Net–ICBN Agreement for use of fiber – Suellen Ferguson, City Attorney

**WORKSESSION DISCUSSION ITEMS**

4. Update from Sheriff Melvin High on the Office of the Sheriff
5. Discussion with DPIE about County licensing and permitting process improvements and possible integration with municipal permitting processes - Daniel Dornan, Special Assistant to the Director, Department of Permitting, Inspections and Enforcement

6. Comments on Preliminary College Park-Riverdale Park Transit District Development Plan – Terry Schum, Director of Planning
7. Award of Contracts for Duvall Field Concession/Restroom building – Terry Schum, Director of Planning
8. Discussion of FY '15 Action Plan – Bill Gardiner, Assistant City Manager
9. City Sustainability Initiatives and Recommendations for Next Steps – Bill Gardiner, Assistant City Manager
10. Review of revised Human Rights Ordinance and Contractor Non-Discrimination Ordinance – Suellen Ferguson, City Attorney
11. Appointments to Boards and Committees

COUNCIL COMMENTS

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**INFORMATION/STATUS REPORTS FOR COUNCIL REVIEW ONLY**

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

1

# Contract with Legal Resources



**Memo**

**To: Mayor and Council**

**Through: Joseph Nagro** *JN*

**From: Jill Clements** *JC*

**Date: May 14, 2014**

**Re: Legal Resources Contract**

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**ISSUE**

The City's five-year contract with Legal Resources is due for renewal on July 1, 2014. We have been able to obtain a lower monthly premium for our employees and to eliminate the enrollment fee for the next contract by participating in the Metropolitan Council of Governments agreement with Legal Resources. Although there is no cost to the City for this voluntary employee benefit, the City gives Legal Resources an exclusive agreement and, therefore, this contract must be approved by the City Council.

**SUMMARY**

Legal Resources provides comprehensive legal coverage, services, and expertise from a network of law firms for a flat monthly fee. It is an optional benefit for any employee who works more than 20 hours per week for the City. The enrolled employee pays the full cost of the plan, and the City makes payroll deductions for the premiums and submits the payment to Legal Resources. Legal Resources has been an optional benefit for City employees for more than ten years and fourteen employees currently participate. Our City attorney has reviewed the contract for legal sufficiency.

**RECOMMENDATION**

Staff recommends that the Council authorize the City Manager to contract with Legal Resources to offer prepaid legal services to City employees through an Employer Participation Agreement in substantially the form attached.

**ATTACHMENTS:** Draft Employer Participation Agreement; Draft Employer Participation Agreement Addendum; and Addendum to Legal Resources Standard Employer Participation Agreement

## LEGAL RESOURCES GROUP PLAN PAYROLL DEDUCTION

### EMPLOYER PARTICIPATION AGREEMENT

This Agreement, dated below, by and between **LEGAL BENEFITS MARYLAND - LP, DBA Legal Resources** ("Legal Resources"), a Maryland Corporation, a subsidiary of Legal Resources of Virginia, Inc., and **City of College Park** ("Employer /Participating Sponsor").

Whereas, Legal Resources is in the business of administering a Legal Services Plan ("Plan"), and Employer agrees to become a Participating Sponsor of this Plan;

The parties hereto agree as follows:

1. All employees who enroll in the Plan (also known as "participating employees" or "primary members") will be charged by Legal Resources a one-time enrollment fee of \$0. This fee offsets printing, administration, and processing costs for new participating employees. A welcome packet is mailed to the participating employee's home address along with membership card(s) prior to the Coverage Effective Date of May 1.
2. Employer agrees that participating employees will pay for the Plan through monthly payroll deduction, in advance of the coverage month. Membership in the Plan is based on 12 month cycles and shall automatically renew for 12 months on the anniversary of the Coverage Effective Date unless Employer gives cancellation notice to Legal Resources in writing 30 days prior to the coverage anniversary date noted in paragraph 1.
3. Employer agrees to provide administrative support by collecting, through payroll deduction, all monthly payments. Employer will remit monthly payments to Legal Resources in advance of the coverage month.
4. Monthly Rate: During this five (5) year Agreement, participating employees will receive a special rate of \$18.00 per month. Newly hired employees may be enrolled within 30 days from the time they are deemed to be eligible for other employee benefits and will receive the special monthly rate for the remainder of the five (5) year rate guarantee. The monthly rate shall be subject to renegotiation at the conclusion of the five (5) year term as noted in paragraph 10.
5. Employer will not offer or endorse another prepaid legal services program for its employees or prospective employees during the term of this Agreement.
6. Employer agrees to allow Legal Resources access to its employees for the initial benefit presentation and further agrees to allow Legal Resources ongoing access for open enrollments annually for a benefit presentation to any employee not enrolled in the Plan.
7. Legal Resources agrees to provide all legal services stated in the Legal Resources Master Plan Contract and to respond to any requests as defined in the Contract. The Employer has the right to terminate this Agreement at any time if Legal Resources does not perform as defined in the Master Plan Contract.

8. LIMITATION: Legal Resources provides no benefits or services of any kind to participating employees or their qualifying dependents (also known as "members") with respect to any employer/employee disputes or controversies or any matters involving participating employees, their spouses or dependents against the Participating Sponsor.
9. Employer's responsibilities are limited to those set forth in Articles 2, 3, 5 and 6 of this Agreement, therefore, Employer assumes no responsibility whatsoever for any of the legal services provided under the Plan.
10. This Agreement is for a term of five (5) years. The effective date of this Agreement is the latter of the dates below. This Agreement will automatically renew from year to year thereafter unless terminated by either party by giving written notice to the other at least 90 days prior to the anniversary of the Agreement's effective date.

**City of College Park:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Legal Benefits of Maryland, LP:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

The Legal Resources Master Plan is licensed by LEGAL RESOURCES OF VIRGINIA, INC.

**LEGAL RESOURCES GROUP PLAN  
PAYROLL DEDUCTION**

**EMPLOYER PARTICIPATION AGREEMENT ADDENDUM**

This Addendum to the Employer Participation Agreement made this \_\_\_\_ day of \_\_\_\_\_ 2014, by and between **LEGAL BENEFITS MARYLAND- LP, DBA Legal Resources** ("Legal Resources"), a Maryland Corporation, a subsidiary of Legal Resources of Virginia, Inc., and **City of College Park** ("Employer /Participating Sponsor").

This Addendum outlines the additional services Legal Resources will provide the employees of **City of College Park**.

1. Parent Coverage- The Parent Benefit provides a twenty-five percent (25%) discount on customary and usual attorney fees for parents of the primary member and for the parents of the primary member's spouse. In order to be eligible for the Parent Benefit, parents must reside in an area where a Legal Resources Network Law Firm is available.

**City of College Park:**

**Legal Benefits of Maryland, LP:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The Legal Resources Master Plan is licensed by LEGAL RESOURCES OF VIRGINIA, INC.

2

CPV-2014-01

8805 Patricia

Court

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND ADOPTING THE RECOMMENDATIONS OF THE ADVISORY PLANNING COMMISSION REGARDING VARIANCE APPLICATION NUMBER CPV-2014-01, 8805 PATRICIA COURT, COLLEGE PARK, MARYLAND, RECOMMENDING APPROVAL OF A VARIANCE FROM SECTION 27-120.01 (C) OF THE PRINCE GEORGE'S COUNTY ZONING ORDINANCE, "FRONT YARDS OF DWELLINGS," TO EXPAND A DRIVEWAY IN THE FRONT YARD BY ADDING AN ADDITIONAL 4 FEET IN WIDTH AND 17 FEET IN LENGTH.**

- WHEREAS,** the City of College Park, Maryland (hereinafter, the "City") has, pursuant to Ordinance Number 11-O-03 (hereinafter, the "Ordinance"), and in accordance with Section 27-924 of the Prince George's County Zoning Ordinance (hereinafter, "Zoning Ordinance"), enacted an ordinance which sets forth procedural regulations governing any or all of the following: departures from design and landscaping standards, parking and loading standards, sign design standards, and variances for lot size, setback, and similar requirements for land within the corporate boundaries of the City, alternative compliance from landscaping requirements, certification, revocation, and revision of nonconforming uses, and minor changes to approved special exceptions; and
- WHEREAS,** the City is authorized by the Ordinance to grant an application for a waiver or variance for lot size, setback, and similar requirements where, by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary situation or condition of the specific parcel of property, the strict application of the Zoning Ordinance would result in peculiar and unusual practical difficulties or an exceptional or undue hardship upon the owner of the property, and a variance can be granted without substantial impairment of the intent, purpose and integrity of the General Plan or Master Plan; and
- WHEREAS,** the Advisory Planning Commission (hereinafter "APC") is authorized by the Ordinance to hear requests for variances from the terms of the Zoning Ordinance with respect to lot size, setback, and other requirements from which a variance may be granted by the Prince George's County Board of Appeals, including variances from Section 27-120.01 (c) of the Prince George's County Zoning Ordinance, and to make recommendations to the Mayor and Council in connection therewith; and
- WHEREAS,** the Prince George's County Zoning Ordinance Section 27-120.01 (c) stipulates that no parking space, parking area, or parking structure other than a driveway no wider than its associated garage, carport, or other parking structure may be built in the front yard or a dwelling, except a townhouse or multifamily dwelling, in the area between the front street line and the sides of the dwelling; and
- WHEREAS,** the Mayor and Council are authorized by the Ordinance to accept or deny the recommendation of the APC with respect to variance requests; and
- WHEREAS,** on April 27, 2014, Santos Baires Rodriguez and Sandra Baires (hereinafter, the "Applicants"), submitted an application for a variance

from Section 27-120.01(c) to permit construction of a 4 feet by 17 feet driveway expansion in front of the house at the premises known as 8805 Patricia Court, College Park, Maryland (“the Property”); and

**WHEREAS,** on May 1, 2014, the APC conducted a hearing on the merits of the application, at which time the APC heard testimony and accepted evidence, including the staff report and Exhibits 1 – 7 with respect to whether the subject application meets the standards for granting a variance set forth in the Ordinance.

**WHEREAS,** based upon the evidence and testimony presented, the APC voted 6-0-0 to recommend that the variance 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 property is located at 8805 Patricia Court in the University View (Patricia Court) subdivision.
- 1.2 The property is part of the West College Park Citizens Association.
- 1.3 The property is zoned R-55.
- 1.4 The existing driveway has two 3.5-foot wide paved tracks that can accommodate 1-2 cars (one behind the other). This driveway is partially in the front yard of the dwelling (±156 square feet) and was constructed on the South side of the front yard of the property which due to the configuration of the subject lot and Patricia Court cul-de-sac, is significantly shorter than the North side of the front yard of the property.
- 1.5 The Applicant is proposing to widen the driveway in the front yard by paving an additional 4 feet by 17 feet area (68 square feet) resulting in a total front yard encroachment of 224 square feet.
- 1.6 The Applicant is also proposing to fill-in the graveled area between the two concrete tracks with concrete and expand the driveway southward to the property line.
- 1.7 The Applicant stated the purpose of the request is to widen an existing driveway to provide an expanded parking area in the front yard to accommodate 3 vehicles. The household contains 5 working adults with 5 cars.
- 1.8 The property is located at the end of a cul-de-sac resulting in an irregular shape for the front property line as it curves around the cul-de-sac.
- 1.9 The property has an area of 7,820 SF or .18 acres.

- 1.10 The property is improved with a 1,418 square foot, one-story frame single-family house.
- 1.11 The subject house was constructed in 1962.
- 1.12 The property has a concrete sidewalk that leads from the driveway to a concrete stairway to the house.
- 1.13 The immediate neighborhood of Patricia Court is zoned R-55, single-family residential, but the adjoining neighborhood is zoned R-80 with older parcels of various shapes and sizes.
- 1.14 Patricia Court consists of 18 lots. Four (4) lots (22%) have driveways located, in part, within the front yard. Six (6) lots (33%) have double-wide driveways.
- 1.15 There are a large number of cars that park on the street on Patricia Court, making finding parking difficult. This difficulty is exacerbated by the fact that six (6) lots (33%) on Patricia Court are currently rentals which can rent up to five (5) unrelated persons. There is no permit parking on Patricia Court.
- 1.16 Ms. Virginia Vance testified that she has lived on Patricia Court since 1969. She testified that she rented the subject property to Mr. Baires and recently sold it to him. She testified that parking is permitted only on one side of Metzertott Road (Patricia Court adjoins Metzertott Road) which parking is limited by nearby Acredale Park users, thus further limiting the availability of parking on Metzertott Road. Ms. Vance also testified that permit parking has been proposed to the residents of Patricia Court in the past; however, they have not supported the proposal.
- 1.17 Perpendicular parking in the Patricia Court cul-de-sac creates difficulty for City Public Works vehicles including trash trucks and snow plows from servicing the properties.

Section 2 Conclusions of Law

The APC makes the following conclusions of law with regard to CPV-2014-01, request for a variance from Section 27-120.01 (c) of the Prince George's County Zoning Ordinance, "Front Yards of Dwellings," to expand a driveway in the front yard to a width of four (4) feet and a length of seventeen (17) feet:

- 2.1 The property has an exceptional shape. The frontage is on a cul-de-sac resulting in a curved front property line. The driveway is built at the curved part of the lot where the front yard is shallowest. This limits the number of vehicles that can park in a single lane.
- 2.2 The strict application of the County Zoning Ordinance will result in undue hardship upon the property owner by making it more difficult for the household to park their vehicles close to their home. There are 5 working adults in the house and each of them has a vehicle. The

Applicant is seeking the variance in order to be able to park 3 of their 5 vehicles off-street because of the limited parking availability.

- 2.3 Granting the requested variance will not impair the intent and purpose of the applicable County General Plan or County Master Plan because similarly configured driveways are characteristic of Patricia Court and a majority of the front yard will be retained as green space.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the City of College Park, Maryland that the findings of fact and conclusions of law of the APC are hereby adopted and a variance to the parking area requirements prohibiting driveways in the front yard is granted to allow the applicant to construct a 4 foot by 17 foot driveway expansion to the existing driveway, in the front yard.

**ADOPTED**, by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 27<sup>th</sup> day of May 2014.

CITY OF COLLEGE PARK,  
MARYLAND

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Janeen S. Miller, CMC  
City Clerk

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Andrew M. Fellows, Mayor

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

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Suellen M. Ferguson  
City Attorney

3

# I-Net-ICBN Agreement

## MEMORANDUM

**To:** Mayor and Council

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

**CC:** Joe Nagro, City Manager

**Date:** May 16, 2014

**Re:** Agreement with Prince George's County for Use of Fiber Optic Cable

### ISSUE:

The City is a member of the Prince George's County Intergovernmental Network Community Coordinating Committee ("PGINCCC"), which governs the use of the I-Net. The I-Net was built by Comcast as part of its obligations under the franchise agreement and is subject to an indefeasible right of use by the County and a number of municipalities, including the City. The I-Net is a fiber optic network connecting the County and the said municipalities and is used for government communications. As part of the I-Net, the City controls intranet fiber which connects City buildings, including City Hall and the Public Works building. Recently, the County, using federal grant funding, constructed an additional fiber network, referenced as the ICBN. The County has offered to allow the City use of two ICBN fibers to access the College Park Tower in return for use of two fibers of City intranet fiber to eventually access the Hyattsville OTN.

### SUMMARY:

The ICBN is a less extensive network than the I-Net, and is confined to the areas inside the beltway. In the future, it is contemplated that the I-Net and ICBN, although not jointly owned, would be jointly run through the PGINCCC, at least with respect to the governmental side. In order to extend their resources and create redundancy in the system, the County has asked to use City intranet fiber from the Public Works building to City Hall, and from there to the hub in Hyattsville, for a connection to the I-Net. In return, the County will allow the City to use two strands of ICBN fiber from the Public Works building to the College Park Tower, and from there along at least two paths that would allow the City to access the I-Net and ICBN.

The I-Net has a procedure to authorize use of I-Net fiber, known as the CRF process. The County is following that process to obtain approval of the use of the I-Net fiber. A copy of that request, and the diagram that provides a schematic of the connection, is attached. The use of City fiber is contingent on the Council's approval and the approval of the County for use of the ICBN fiber by the City. The County also has a CRF process for use of ICBN fiber. The City's use of ICBN fiber is also in process. A copy of the ICBN CRF and schematic, which shows the authorized City use of fiber, is attached.

The ICBN fiber allows the City redundancy as to some connections with the City. For example, if power went out at City Hall, all intranet connections throughout the City would be out. If a server is placed at Public Works, a connection to the I-Net could be obtained either through City Hall, or if that path is not available, out through the College Park Tower and through ICBN fiber to the I-Net. These paths are shown on the schematic.

RECOMMENDATION:

That the Council approve the use by the County of two strands of intranet fiber between Public Works and City Hall, and from there to the Hyattsville OTN in return for use of two strands of ICBN fiber from the Public Works building to the College Park Tower and onto the ICBN system for a redundant path to the I-Net.

**(ICBN Fiber Request Form) (I-CRF)**

**To be filled by ICBN project official**

**I-CRF #**

**Date: 4/28/14**

**Section I: I-CRF requestor information**

Agency name/Department name	City of College Park / IT Department		
Authorized requestor name, title	Sarah Price, IT Manager	Phone	240-487-3529
Signature	<i>Sarah Price</i>	Email	sprice@collegeparkmd.gov
Technical contact name, title	Youssef Oulahyane, IT Tech	Phone	240-487-3531
		Email	youla@collegeparkmd.gov

**Section II: Project Overview**

Project title	City of College Park Redundant Connection to I-Net via College Park Tower
Request type	<input checked="" type="checkbox"/> New ICBN fiber resource use <input type="checkbox"/> Change in existing ICBN fiber resource use
Street address where ICBN fiber requested	9217 51 <sup>st</sup> Ave (Public Works building)
Purpose of project	Provide redundant connection to I-Net for the City of College Park
Users affected	City of College Park

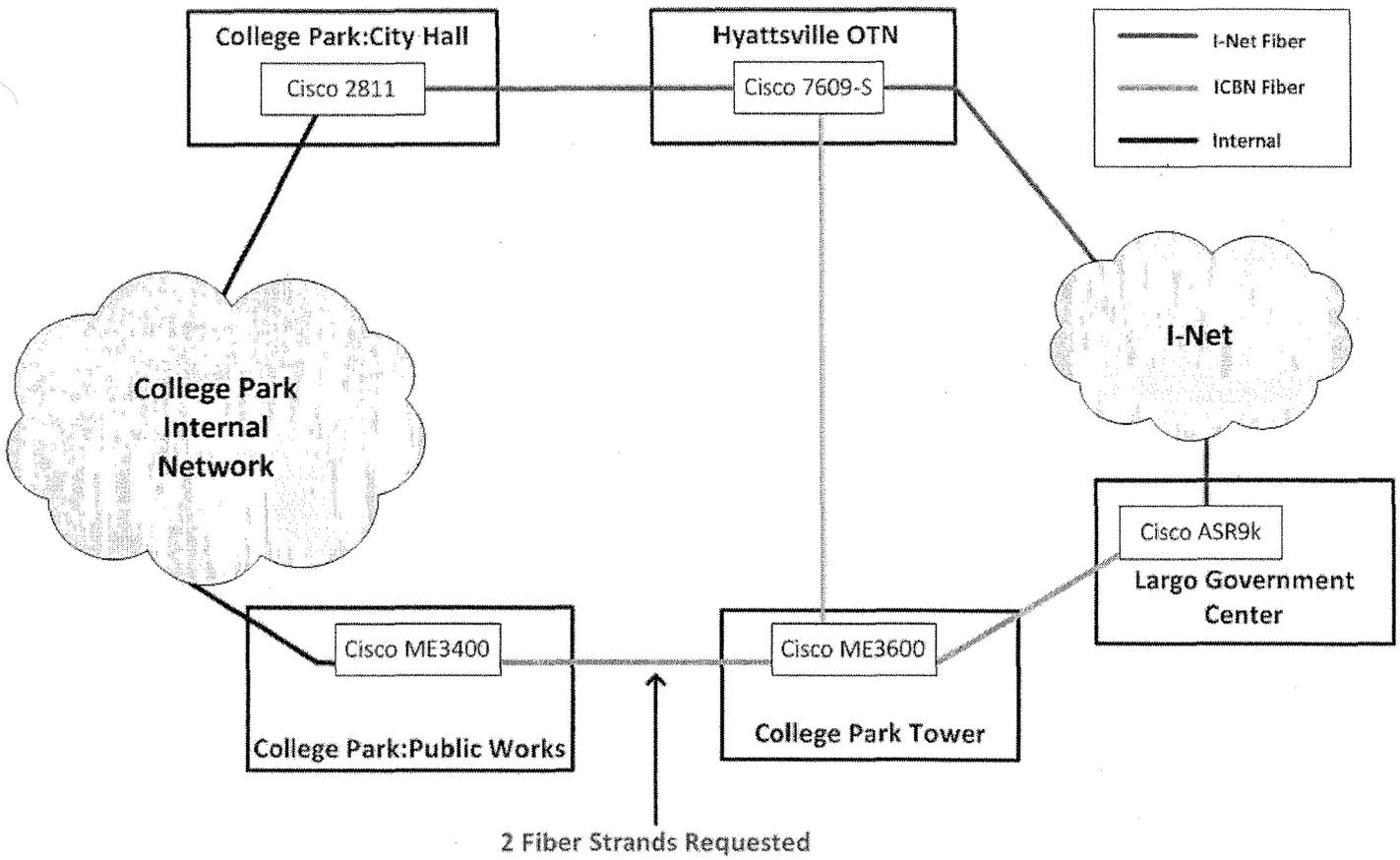
**Section III: Project Description**

<b>Requirements</b> <i>Fiber resources (number of strands requested), access to facility, equipment used, etc.</i>	Light two strands of ICBN fiber between College Park Public Works Department and College Park Tower. Place a Cisco ME3400 device at College Park Public Works to connect to the Cisco ME3600 at College Park Tower. I-Net staff will manage the ME3400.		
<b>Design and Details</b> <i>Attach diagram showing fiber interconnection and termination locations. Describe any changes or additions to the current network.</i>	I-Net staff will install and light a Cisco ME3400 device at College Park Public Works facility. This will provide redundant connectivity from the College Park internal network to I-Net via ICBN fiber to College Park Tower. This will supplement and provide failover for College Park's existing connectivity to I-Net through its connection from College Park City Hall to Hyattsville OTN. See attached network diagram.		
Start Date		End Date	
Initial Cost	\$	Recurring Cost	\$
Initial Savings	\$	Recurring Savings	\$

**Section IV: CRF Approval**

Name	Title	Date Approved
Lakisha Pingshaw	<b>ICBN Program Manager, OIT</b>	
Jayson Loveless	<b>Network Infrastructure Manager, OIT</b>	

# College Park New Fiber Connection



## I-Net Connectivity Request Form (CRF)

CRF v.04/04/2013

CRF # 2014-06

Date 5/1/2014

### Section I: CRF requestor information

Agency Name	Office of Information Technology (OIT) <a href="#">Click here to enter text.</a>		
Department Name	Broadband Services		
Authorized Requestor Name	Lakisha Pingshaw	Title	ICBN Program Manager
Signature			
Technical Contact	Jayson Loveless	Phone Email	301-883-5124 jmloveless@co.pg.md.us

### Section II: Project Overview

Project Title	I-Net fiber usage to connect ICBN backbone to I-Net backbone (College Park)
Request Type	<input checked="" type="checkbox"/> New I-Net fiber resource use <input type="checkbox"/> Change I-Net fiber resource use <input type="checkbox"/> New OTN Rackspace use <input type="checkbox"/> Change OTN Rackspace use <input type="checkbox"/> Add new site to I-Net network <input type="checkbox"/> Data exchange using I-Net backbone (If this box is checked, please complete section III below)
Purpose of Project	Request permission from existing I-Net sites (College Park Public Works, College Park City Hall) to use 2 spare strands of I-Net fiber for ICBN backbone connectivity to I-Net backbone
Users affected	None
Locations <i>Include street address</i>	College Park City Hall - 4500 Knox Rd, College Park ; College Park Public Works - 9219 51st Ave., College Park

### Section III: Complete this section only if the project includes data exchange across the I-Net backbone:

Data Owner	N/A
Approval to use data from data owner?	Yes <input type="checkbox"/> <i>If yes, please attach relevant authorization document/s</i> No <input type="checkbox"/>
Data User(s)	N/A

### Section IV: Project Description

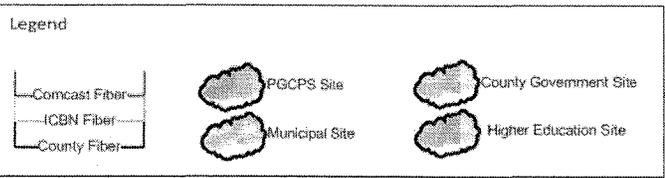
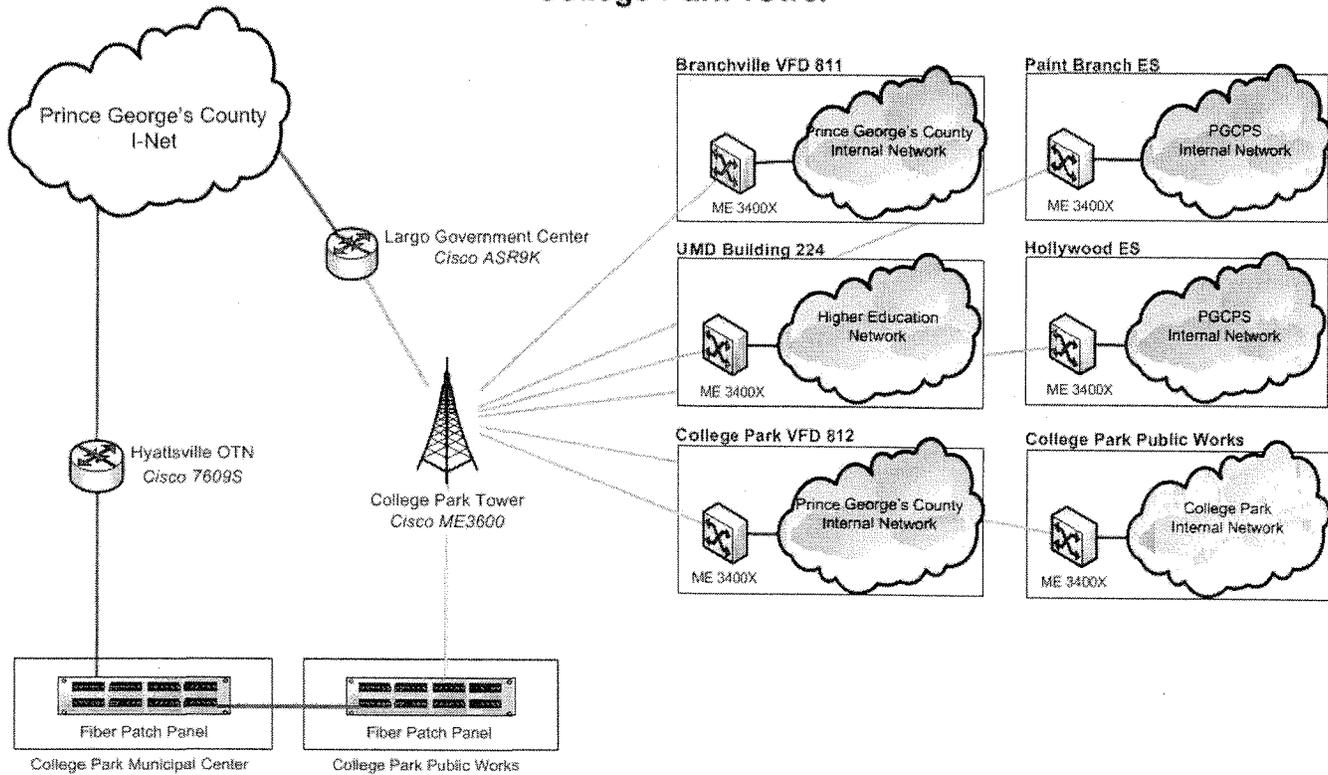
<b>Requirements</b> <i>Fiber resources, Comcast headend access, OTN rack space, scheduled downtime, firewall port requirements, IP addresses, etc.</i>	Access to a pair of spare I-Net fiber strands between College Park Public Works Department and College Park City Hall, and another pair of fiber between College Park City Hall and Hyattsville OTN		
<b>Design and Details</b> <i>Attach diagram and describe any changes or additions to the current network.</i>	2 spare strands of I-Net fiber would be used from College Park Public Works to College Park City Hall. Another two strands would connect from College Park City Hall to Hyattsville OTN. This will allow the ICBN backbone at College Park tower to be connected to the Hyattsville OTN via this pair of fiber. This connectivity will facilitate connection to 5 ICBN sites. Please see the attached network drawing for details. The network design was approved in CRF 2012-6. This CRF is being resubmitted with the attached agreement from College Park because the original CRF has expired after one year.		
Start Date	<a href="#">Click here to enter a date.</a>	End Date	<a href="#">Click here to enter a date.</a>

Initial Cost	\$Click here to enter cost.	Recurring Cost	\$Click here to enter cost.
Initial Savings	\$Click here to enter savings.	Recurring Savings	\$Click here to enter savings.

**Section V: CRF Approval**

Committee	Date Presented to Committee	Date Approved by Committee
Technical Committee		
Policy Committee		
Executive Committee		

**College Park Tower**



Created: 8/21/13 TW  
Updated: 9/04/13 EB

4

# Sheriff Melvin High

5

DPIE

## MEMORANDUM

**TO:** Mayor and City Council

**THROUGH:** Joseph Nagro, City Manager

**FROM:** Robert W. Ryan, Public Services Director 

**DATE:** May 16, 2014

**SUBJECT:** Discussion with DPIE about License and Permits Process Streamlining

### ISSUE

Councilmember Wojahn has requested a discussion with Prince George's County Department of Permits, Inspections, and Enforcement (DPIE) representatives regarding their licenses and permits processes.

### SUMMARY

Prince George's County Department of Permits, Inspections, and Enforcement representatives met with the City Council last year to discuss plans to streamline the DPIE processes for the issuance of various County licenses and permits. They were requested to consider ways to integrate municipal permits and licenses processes to make application for and issuance of licenses and permits more efficient and user friendly.

The DPIE Director was invited to attend, or send an appropriate representative to a Council work session on the evening of Tuesday, May 20, 2014 to discuss the status of DPIE efforts to streamline their permits and licensing processes. Mr. Hijazi was advised that the Council has expressed interest in an update on improvements to the DPIE processes. Also, that the Council would like to know of any consideration DPIE has given to allowing the integration of municipal permitting systems with the DPIE system, so applicants may benefit from more effective County and City permitting processes.

Mr. Daniel Dornan, Special Assistant to the Director of DPIE will be attending this work session. Mr. Dornan had given a presentation to the Council at the time DPIE was created on 1 July 2013. Mr. Dornan has advised that DPIE is in the early stages of developing an enterprise-wide permitting, licensing, inspection, and enforcement system to replace the current ePermits system DPIE has used since 2007.

### RECOMMENDATIONS

Council Members may wish to consider questions to ask regarding the development of the DPIE processes and suggest what outcomes they would like to see as the new system is developed.

6

# College Park – Riverdale Park TDDP

(This will be provided  
later)

7

# Duvall Field

## MEMORANDUM

**TO:** Mayor and Council  
**FROM:** Terry Schum, Planning Director *tas*  
**THROUGH:** Joseph L. Nagro, City Manager  
**DATE:** May 16, 2014  
**SUBJECT:** Duvall Field Concession/Restroom Building

### ISSUE

Due to the high cost (over \$5,000,000) of renovation of the entire Duvall Field complex, the city has reexamined the project to make it more affordable. With input from the Boys and Girls Club and other community members, it was determined that the parking areas and playground could remain as-is and that a regulation football field was not an important feature. The replacement of the existing concession/restroom building with a new building and upgraded plaza is a priority and a practical first phase of the project. The College Park Boys and Girls Club was awarded a \$75,000 matching grant from the State of Maryland for this purpose that will expire on June 1, 2014 unless the funds are encumbered (under contract).

### SUMMARY

Staff has been working with the original engineering firm on the project, Charles P. Johnson and Associates, Inc. (CPJ), in order to identify a path forward and update project costs. Approximately \$300,000 is currently available to move forward with replacing the concession/restroom building. An additional \$979,228 in encumbered POS funds will become available once the city can provide the required 25% match (developer contribution). The sources of the funds on hand are as follows:

\$ 75,000	state capital grant
\$ 75,000	city match required for state grant
\$110,000	program open space (POS)
\$ 37,000	city match required for POS

Staff proposes the award of two contracts at this time which will obligate the state grant funds and required match (\$150,000). One contract is for engineering services including geotechnical and property surveys, preparation of site plan, sediment control plan, stormwater management plan, planting plan, paving plan, coordination with the

building manufacturer and construction bidding assistance. CPJ Associates is recommended for this award in an amount not to exceed \$45,000.

The second contract is for a building manufacturer to supply and ship a building package. Staff recommends award of this contract to Romtec, a General Services Administration (GSA) – approved, pre-engineered building company in an amount not to exceed \$115,000. The city attorney has confirmed the authority of the city to use this GSA source of supply and services. The building plan (2085 Model, Concession Level 2), elevations and specifications are attached and include multi-stall men's and women's restrooms, concession room with covered entry outside, storage room, mechanical room and drinking fountain.

The total amount of these contracts is estimated not to exceed \$160,000. The formal cost proposals from both firms will be available next week. The estimated cost of building construction is \$100,000 and will be bid and awarded separately.

### **RECOMMENDATION**

Staff recommends awarding a contract to CPJ Associates in an amount not to exceed \$45,000 and Romtec in an amount not to exceed \$115,000.

### **ATTACHMENTS**

1. ROMTEC plans, elevations and specifications

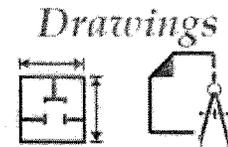
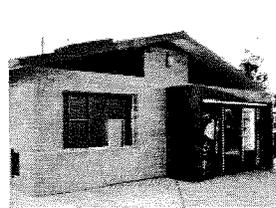
# ROMTEC

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## Model 2085, Multi-User: Sierra IV w/10' Concession



### Get This Building Package For As Low As \$59,999

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## Romtec 2085

[View Specs](#)

**DESCRIPTION:** If your project is in a popular park or sports complex, this Sierra IV Multi-user restroom-concession facility is the ideal choice to accommodate your teeming patrons. Romtec has increased the square-footage of this layout to provide extra storage and concession space. The women's and men's restrooms each have three stalls and two sinks and meet ADA standards for accessibility. The central mechanical room provides handy access to utilities while the extra size allows the easy storage of custodial or maintenance supplies. The standard concession area is large and comes with a sink and stainless-steel counter in the window, but it can be upgraded to include a large utility sink, fire-hood, or grease trap.

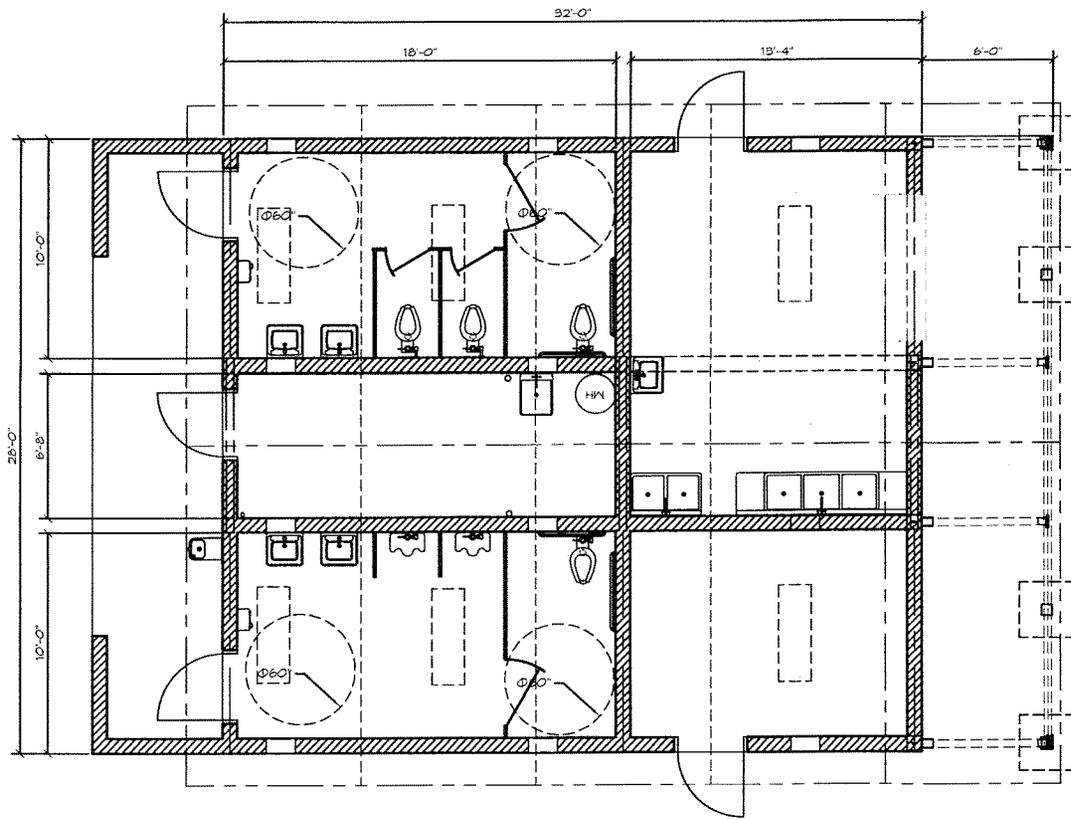
### FEATURES:

- Floor plan: 28' x 28' ext.; Restrooms (2): 9'-4" x 16'-8" int.
- Concession room: 16'-8" x 9'-4" int.
- Storage room: 9'-4" x 9'-4" int.; Mechanical room: 6'-8" x 15'-4"
- Reinforced concrete restroom-concession foundation and slab
- Reinforced concrete (CMU) walls
- Privacy walls at restroom entries
- Standard exteriors: split-face or smooth concrete (brown or gray)
- Optional exteriors: masonry, stucco, wood
- SIP roof w/ vaulted ceiling, FRP interior, 4.9/12 roof pitch
- Metal or composition restroom roofing in choice of colors
- Skylights (6)
- Acrylic restroom-concession windows
- Powder-coated steel doors with ADA pull handle & deadbolt
- Passive ventilation system in each room
- ADA porcelain china or stainless steel plumbing fixtures
- ADA grab bars, mirrors, available restroom accessories
- Drinking fountain
- Complete restroom-concession electrical fixture package
- Stainless steel concession counter/roll-up window
- Hand-wash sink in concession room
- Available concession room tile floor, if required by health code
- Water heater (tank or tankless), utility sink in mech. room
- Available electric hand dryers and HVAC equipment

### WALL TYPE SCHEDULE

 8" DRY STACK CMU WALL  
REINFORCED & GROUT FILLED

FINAL DRAFT  
NOT FOR  
CONSTRUCTION



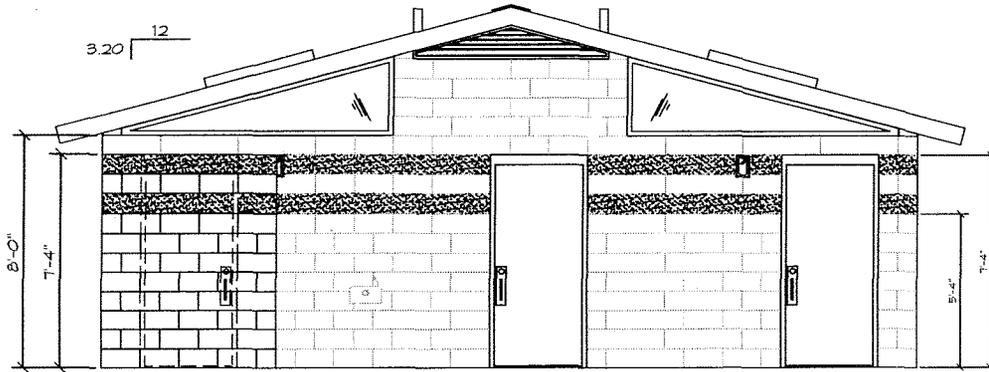
1 FLOOR PLAN  
SCALE: 3/16" = 1'-0"



# PRELIMINARY

PROJECT: BUILDING	<b>ROMTEC</b> <small>MEMPHIS, TENNESSEE, OFFICE 615.261.1101 FAX 615.261.2200</small>
PROJECT LOCATION	
SHEET TITLE: FLOOR PLAN	
MODEL: 2085	
DATE: MM/DD/04	
REVISIONS	
REV. DATE BY	
DRAWN BY: JP	

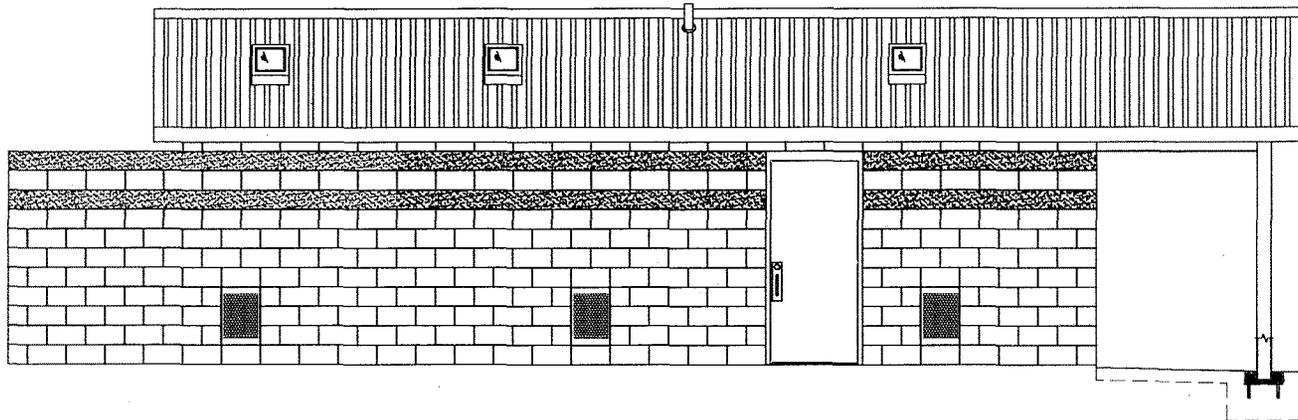
SHEET NO. **A2.1**



1

EAST ELEVATION

SCALE: 1/4" = 1'-0"



2

SOUTH ELEVATION

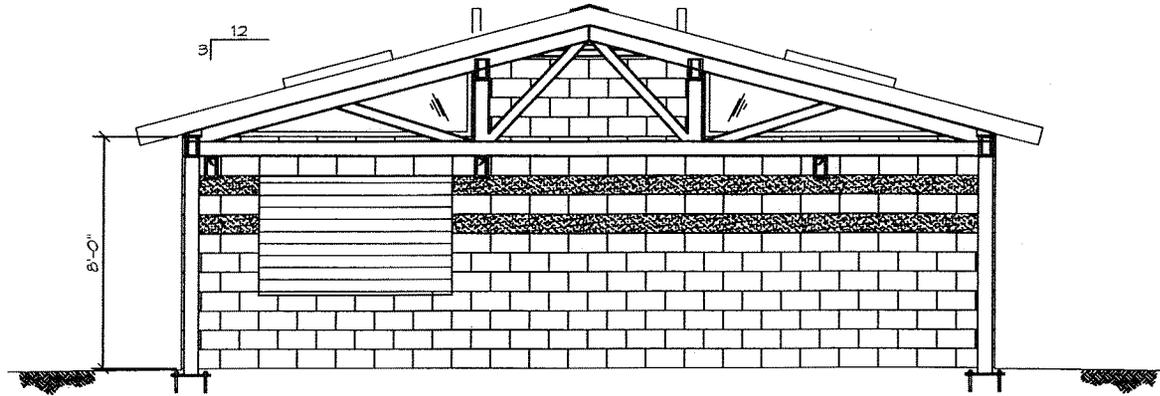
SCALE: 1/4" = 1'-0"

FINAL DRAFT  
NOT FOR  
CONSTRUCTION

PROJECT:		ROMTEC <small>ENGINEERING, ARCHITECTURE, INTERIOR DESIGN, LANDSCAPE ARCHITECTURE</small>	
DATE:		SHEET TITLE: EXTERIOR ELEVATIONS	
REVISIONS			
NO.	DATE	BY	
DRAWN BY:			

**PRELIMINARY**

SHEET NO. **A3.1**



① WEST ELEVATION  
SCALE: 1/4" = 1'-0"

② NORTH ELEVATION  
SCALE: 1/4" = 1'-0"

FINAL DRAFT  
NOT FOR  
CONSTRUCTION

PROJECT:		ROMTEC	
DATE:		EXTERIOR ELEVATIONS	
REVISIONS		1200 WEST 50th ST., CHICAGO, IL 60632 311 W. NORTH ST., CHICAGO, IL 60610	
NO.	DATE	BY	
DRAWN BY:			

**PRELIMINARY** SHEET NO. **A3.2**

## Concession Levels

7/6/10

The purpose of this document is to define the three levels of concession. Romtec sales will use this document to help the customer determine the level of concession that they need. Romtec engineering will use this document in conjunction with the quote request form to identify what components will be inserted in the plan set.

### Level One;

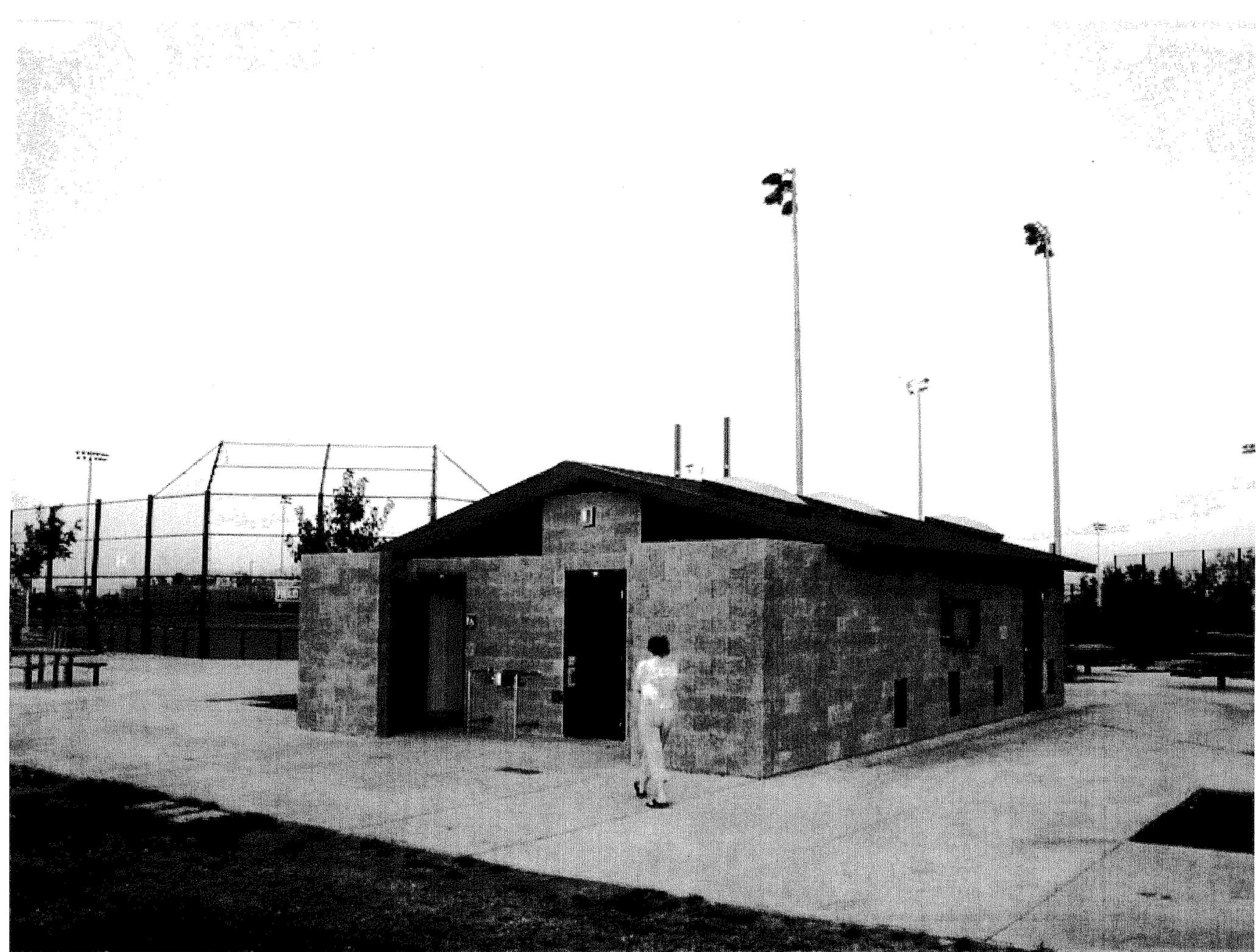
1. Romtec defines it as a space that will be used for the distribution of food products that are pre packaged. As example; candy bars, cans or bottles of liquid, or any other food items that do not require the preparation or handling of raw or unprepared food.
2. Equipment that will be included in the space.
  - a. Single sink and faucet (double sink Opt.) with the sole purpose of washing hands. The sink is not for the purpose of washing or sanitizing of any utensils, or food items.
  - b. One overhead roll up concession door
  - c. One stainless steel counter top located at the concession opening
  - d. Adequate space to add a display rack or counter for the storage or displaying of prepackaged food and/or drink.

### Level Two;

1. Romtec defines it as a space that will be used for the distribution of food items that will have minimal preparation or handling, in order to distribute the finished product. As example; hot dogs to be cooked in a hot dog cooker. Popcorn being cooked in a popcorn popper. Sandwiches that use pre cooked lunch meat, with the condiments that will be prepared on site (cut tomatoes, lettuce, etc...)
2. Equipment that will be included in the space.
  - a. Two and three basin sinks, one for washing hands and rinsing food, and one for washing and sanitizing utensils.
  - b. One overheads roll up concession door.
  - c. One stainless steel countertop
  - d. Adequate space to add counter top, storage racks, soda machine etc...
  - e. Floor drain. (installer provided)
  - f. Service window (Humphrey) when applicable.
  - g. Air Curtin if necessary.

### Level Three;

1. Romtec defines it as a space that will be used for the preparation, processing, and distribution of food items. This is a fully functional kitchen. As example; counter space and cooking equipment for the preparing and cooking food on an open grill.
2. Equipment that will be included in this space.
  - a. One, Two and three basin sinks, one for washing hands, one for washing food, and one for washing and sanitizing utensils.
  - b. One overhead roll up concession door.
  - c. One stainless steel counter top
  - d. Adequate space to add counter top, storage racks, soda machine etc...
  - e. Floor drain. (installer provided)
  - f. Grease trap (installer provided)
  - g. Exhaust hood, with fire suppression.
  - h. Adequate space for refridgeator, cooking equipment, extra counters top space, etc...
  - i. Air Curtin.
  - j. Service window (Humphrey) when applicable.



8

FY '15

Action Plan

## MEMORANDUM

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**TO:** Mayor and City Council  
**FROM:** Bill Gardiner, Assistant City Manager *BG*  
**THROUGH:** Joe Nagro, City Manager *JN*  
**DATE:** May 16, 2014  
**SUBJECT:** Draft FY 2015 Action Plan

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### ISSUE

In April Council received the Updated FY 2014 Action Plan. That document is the basis for the draft FY 2015 Action Plan. Changes to the document since April 4, 2014 have been marked as follows: All proposed deletions in the text have been crossed through (i.e. ~~deletions have been crossed through~~), and all proposed additional action items and notes have been underlined (i.e. notes have been underlined). Staff have suggested removing some action items, and you will see the recommendation in the Notes section. However, these items have not been crossed through in the Action Item section.

### SUMMARY

Council may wish to take this time to review and discuss the status of the FY 2014 Action items and to discuss, add, and/or delete items in the FY 2015 Plan. The FY 2015 Action Plan is the final year of the 2010 – 2015 Strategic Plan. Council may wish to remove items that cannot be completed by the end of FY 2015.

### RECOMMENDATION

The FY15 Action Plan should be reviewed and adopted as soon as possible. Please contact the City Manager or Assistant City Manager if you have comments or suggestions regarding the Draft FY15 Action Plan or the FY14 Update that could be addressed prior to the worksession discussion.

### ATTACHMENTS

Draft FY 2015 Action Plan (May 16, 2014)

City of College Park Strategic Plan 2010 – 2015  
FY ~~2015~~ 2014 Action Plan (Approved May 14, 2013)

This action plan aligns with the Strategic Plan adopted by City Council August 10, 2010. As an annual road map for strategic plan implementation, this action plan intentionally focuses on a relatively manageable and strategic set of actions for approximately one fiscal year. Most of the steps included in this plan are assumed to have a finite scope (ideally within 1 year) and are strategically oriented towards change and improvement in College Park. Before the end of FY 2015~~14~~, City Council and City Staff will develop a new five-year strategic plan and the first year action plan. ~~an action plan for the final year of the strategic plan, FY 2015. It is understood that some activities in the FY 2015~~14~~ action plan will be repeated in the plan for FY 2015 because they span multiple years and are considered ongoing.~~ The Most steps in this action plan are in addition to ongoing daily operations and recurring annual activities in the City.

Resource needs indicate those resources required beyond existing staff and staff time.

To date, City Council and City Staff annually have reviewed and updated the action plan in conjunction with the budget development process. Action steps not completed in one year have carried forward into to the next year. The FY 2015 Action Plan should bring most items to a close as it is the final year of this strategic planning period.

**Following is a list of organization and initiative abbreviations that may appear throughout the action plan. The organizations represent some of the many supporting partners of the City identified in the strategic plan.**

- ATHA – Anacostia Trails Heritage Area
- CBE – Committee for a Better Environment
- COG – Metropolitan Washington Council of Governments
- COPS – Community Oriented Police Services
- CPAE – College Park Arts Exchange
- CPNW – College Park Neighborhood Watch
- CPCUP – College Park City-University Partnership
- DCPMA – Downtown College Park Management Authority
- DOT – Department of Transportation
- EAC – Education Advisory Committee
- EPA – Environmental Protection Agency
- ESL – English as a Second Language
- HUD – Department of Housing & Urban Development
- MHAA – Maryland Heritage Areas Authority
- M-NCPPC – Maryland-National Capital Park & Planning Commission
- NSQLWG – Neighborhood Stabilization and Quality of Life Workgroup
- PG DPW&T- Prince George’s County Department of Public Works & Transportation

- PGPD - Prince George’s County Police Department
- PGPOA Prince George’s Property Owners Association
- SHA – State Highway Administration
- SRTSP – Safe Routes to School Program
- TMA – Transportation Management Authority
- UMD – University of Maryland
- UMPD – University of Maryland Police Department
- WMATA – Washington Metro Area Transit Authority
- YSB – Youth Services Bureau
  
- TBD – To Be Determined

**NOTE to May 16, 2014 document:**

**Suggested Additions underlined.**  
**Suggested Deletions ~~crossed-out~~.**

**Goal I: Consistent high quality and cost-effective public services that contribute to a safe and welcoming City for all.**

**Objective 1: Improve public safety and reduce crime by utilizing contract police officers, collaborating with other police agencies, and encouraging community participation.**

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Work with UMD to explore expansion of the concurrent jurisdiction area to additional areas in the City.	Public Services, City Council	Q1	Q4	UMPD	Expanded concurrent jurisdiction approved August 2013 via an MOU b/t UMD and PGPD. UMD police can pursue if crime in progress or if person in danger. All calls for service go through PGC 9-1-1. Area of concurrent jurisdiction is roughly from Albion Rd to MD 193. UMD funded five additional police officers.
b. Consider expanding security cameras to additional streets.	City Council, Public Services	Q1	Q4		Council approved purchase of three additional cameras and two license plate readers. Installation expected to be complete by September 2014.*
c. Review and implement, where applicable, recommendations and considerations related to public safety from the NSQLWG and from the CPCUP Public Safety Workgroup.	City Council, Public Services	Q1	Q4	NSQLWG	Code of Student Conduct has been expanded City-wide (and everywhere on or off-campus). C-MAST monthly meetings re-convened. NSQLWG has been re-established with quarterly meetings beginning in April 2014. It has approximately 30 members, including the Mayor and Council.

**Action Plan Notes:**

*\*Update forthcoming on operational status of all City cameras and readers*

Suggestions for FY15: Remove A, add specific locations for B, and identify specific priority items from the NSQLWG to pursue in FY15.

Goal I: Consistent high quality and cost-effective public services that contribute to a safe and welcoming City for all.

Objective 2: Improve local schools that serve City of College Park residents through collaboration with strategic partners including the Prince George's County Public Schools and the University of Maryland.

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Continue to work to find a permanent home for the College Park Academy	CPCUP, City Council	FY 2013	Q4	College Park Academy executive director, UMD	CPA has expressed its preference for the Terrapin Trader site. UMD has expressed interest in facilitating the relocation of the school to that property. Not clear how a CPA performance assessment would be done.*
b. <u>Assess CPA performance after one year of operation.</u>	<u>CPCUP, City Council</u>	<u>FY15</u>	<u>Q2</u>	<u>College Park Academy executive director, UMD</u>	
c. Measure success through outcomes achieved as a result of school grants.	EAC, City Council	Q1	Q4		Grants awarded to 9 schools in FY13. As of April 1, 2014, all 9 final reports have been filed.*

**Action Plan Notes:**

*\*There does not appear to be a process in place to measure the success of the school grants, or metrics to assess the progress of the CPA. These could be developed or the Action Step could be modified.*

Goal I: Consistent high quality and cost-effective public services that contribute to a safe and welcoming City for all.

Objective 3: Expand recreational, social and cultural activities for city residents.

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Explore options for funding the creation of a Implement micro-grant program which would incentivize and support neighborhoods in organizing block parties.	Public Services, City Council	Q1	Q4	Rec Board	

**Action Plan Notes:**

**Goal I: Consistent high quality and cost-effective public services that contribute to a safe and welcoming City for all.**

**Objective 4: Strengthen well-being of residents that seek assistance through youth, family and seniors program.**

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Expand public information about available senior programs and recreation activities to seniors in homes throughout the city.	Seniors staff	Ongoing	Ongoing		Information provided in annual Resident Information Guide and via mailings to seniors who have requested information.
b. Consider inviting outside agencies to share information and resources with seniors in homes for women and men who need regular "check-ins" (separate from Youth, Family, & Services).	City Council	Q1	Q4	Seniors Services staff members, outside agencies	
c. Create a seniors "aging in place" ad hoc committee of the Council to explore options for the creation of an "aging in place" program in College Park to help seniors remain in their homes. Review findings of Aging in Place Task Force and determine which recommendations to pursue.	City Council	Q2	Q4	Aging in Place examples in nearby communities (Greenbelt, Hyattsville, etc.)	

**Action Plan Notes:**

Consider removing Action Step b until Aging in Place Task Force completes its work.

**Goal I: Consistent high quality and cost-effective public services that contribute to a safe and welcoming City for all.**

**Objective 5: Improve customer / constituent service to better serve College Park residents.**

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Provide ongoing staff training in resident relations / constituent services and customer service, including timely responses to phone calls.	Human Resources with department directors	Ongoing	Ongoing	Additional funding if this exceeds the training budget.	No customer service trainings held in FY14.*
b. <del>Coordinate with the County Department of Planning, Inspections, and Enforcement to</del> <u>Develop a plan to streamline the county and city permitting processes.</u>	City Council, <del>Planning Dept.,</del> Public Services	<del>FY 2013</del> Q1	Q3		Internal meetings continue with Public Services, Finance, IT, and Administration staff to identify possible changes that would streamline City permit applications, billing, payments, and inspections for residential occupancy permits. DPIE will be invited to return in Q4 to report to Council on its permit process streamlining efforts and possible integration of City permit application processes.
c. <del>Develop a plan to allow online payments for all permit fees. Analyze options for initiating online permitting services.</del>	Public Services	Q1	Q3		This is one of the issues being considered by the staff work group on permit process redesign.
d. <u>Select the location for a new City Hall.</u>	<u>City Council,</u> <u>City Manager's Office, Planning</u>	<u>Q1</u>	<u>Q3</u>		

**Action Plan Notes:**

*\*Consider changing this item, as customer service trainings have been completed.*

**Goal II: Convenient transportation options that improve local travel and manage congestion.**

**Objective 1: Advocate for state and other resources to rebuild Route 1 to improve its safety, efficiency, and appearance.**

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Lobby State Legislature, State Highway Administration, and County Council to allocate funding to rebuild Route 1 <u>and implement pedestrian safety improvements.</u>	City Council	Ongoing	Ongoing		Funding allocated for phase 1; County, City, UMD, and SHA work group developing and implementing pedestrian safety improvements.
b. <u>Determine City participation for funding of undergrounding of utilities and TIGER application for Rt. 1 reconstruction.</u>	City Council, Finance, Planning	FY14	Q2 FY15	County	<u>City authorized payment for design work to underground utilities along one segment and to request SHA apply for TIGER funds.</u>
c. Work with M-NCPPC and SHA to require Route 1 developers to implement street improvements with new development or, if not feasible, pay a fee-in-lieu.	City Council, Planning Dept.	Ongoing	Ongoing		This coordination occurs during the review of development applications and is accomplished to the extent practicable.
d. <del>Establish</del> <u>Evaluate the development of a Tax Increment Financing (TIF) district strategy to help fund infrastructure improvements as part of a RISE Zone application with UMD.</u>	<u>City Council, Planning Dept.</u>	<u>FY 2012</u> <u>Q2</u>	<u>Q4</u>		
e. <u>Develop and implement a complete and green streets policy and plan for Council consideration.</u> (A complete	City Council, Planning Dept.	Q1	Q2	<i>Smart Growth America</i> resources; TLC	Application for TLC funds has been submitted.

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
streets policy seeks to develop integrated, connected networks of streets that are safe and accessible for all people, regardless of age, ability, income, ethnicity, or chosen mode of travel).				grant	

**Action Plan Notes:**

**Goal II: Convenient transportation options that improve local travel and manage congestion.**

**Objective 2: Support development of transit options that increase convenience, accessibility, and mobility.**

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Continue to market and brand THE BUS Route 17 as a Route 1 Main Street shuttle.	City Council	FY 2012	Ongoing	PG DPW&T, COG, WMATA	
b. Implement Route 1, Rhode Island Ave., Campus Drive, and other bus corridor enhancements.	City Council	FY 2012	Ongoing	PG DPW&T, COG, WMATA	
c. Participate in Purple Line design and preliminary final engineering for alignment and stations.	Planning Dept., City Council	Ongoing	Ongoing	Include Community input	The City reviewed and commented on the EIS and staff continues to be a member of the MDOT Purple Line Team.
d. Continue funding and promoting use of Shuttle-UM pass for city residents and employees. Work with DOTS to get more reliable statistics.	City Council, City Manager's staff	Ongoing	Ongoing		<del>City requested State legislation to enable UMD to continue MOUs with municipalities to provide Shuttle UM services for residents. State legislation pending Governor signature.</del> <u>Legislation enacted; City must advertize program to promote use.</u>
e. Continue to provide input and participate in the DOTS 10-year strategic plan process where possible. Encourage DOTS to work on collaboration between Shuttle-UM and other bus services.	City Council	FY 2012	Q4		
f. <del>Develop a city-wide bicycle plan. [Refer to Objective 1, Action Step E; bike plan will be part of complete and green streets plan]</del>	<del>Planning Dept., City Council</del>	<del>FY 2012</del>	<del>Q4</del>	<del>Mapping assistance</del>	<del>A Transportation and Land-use Connection grant from the Transportation Planning Board will be requested in May to assist with development of the plan.</del>

**Action Plan Notes:**

Suggest removing Action Step A.

**Goal II: Convenient transportation options that improve local travel and manage congestion.**

**Objective 3: Develop and implement Transportation Demand Management (TDM) strategies [on Route 1].**

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Support establishment of a Route 1 TDM District.	City Council, Planning Dept.	Ongoing	Ongoing	Support from M-NCPPC, PG District Council	The City has gone on record in the past supporting a Route 1 TDM but there is no legislation or proposal pending at this time.
b. Require developers to prepare trip reduction plans for new development.	City Council	Ongoing	Ongoing	Support from County Council, Planning Board	Financial support for the Route 1 Ride and Capital Bikeshare are examples of conditions recently placed on developers.
c. Seek funding for infrastructure improvements including bike trails and amenities and sidewalk construction.	Planning Dept.	Ongoing	Ongoing	State funding	<u>City will apply for SHA Bikeways program funding in June. Proposal by SHA for Rt. 1 pedestrian improvements north of Cherokee Street to be presented in July.</u>
d. Direct traffic to least congested arterial and connector routes with improved signage and websites.	City Council, City Engineer	Ongoing	Ongoing	Support from UM, City, SHA, Prince George's County DPW&T	At City's request SHA installed directional signage along Baltimore Avenue to City Parking Garage and City Hall Parking. UMD website and beltway signage provides directions to campus via Kenilworth and Paint Branch.
e. <u>Implement a City-University bike share program.</u>	<u>Planning</u>	<u>FY 2015</u>	<u>Q4</u>	<u>State grant, UMD</u>	<u>Funding received for Capital Bikeshare program, but implementation delayed in FY14 due to vendor financial problems and alternative bike sharing programs under consideration.</u>

**Action Plan Notes:**

Suggest removing Action Steps A, B, and D.

Goal II: Convenient transportation options that improve local travel and manage congestion.

Objective 4: Improve traffic, pedestrian, and bicycle safety.

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Explore options to provide safer access to major arteries from all City neighborhoods.	Planning Dept., City Engineer	Ongoing	Ongoing	SHA, County Council, PG DPW&T. <u>Developer commitment of \$500,000 secured.</u>	<u>Engineering and feasibility study for Hollywood Road west of Baltimore Avenue is under consideration.</u> Additionally, staff will invite SHA to discuss and present to the Mayor and Council current and future projects in the City.

Action Plan Notes:

**Goal III: Lead the College Park community in environmental conservation, protection, restoration, and energy efficiency.**

**Objective 1: Implement strategies to improve energy efficiency and reduce greenhouse gas emissions.**

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Develop and Implement a community emissions the action plan as part of the Sustainable Maryland Certified (SMC) Green Team action plan. Obtain bronze certification through SMC program and continue to pursue projects for higher-level certifications.	City Council, Green Team, CBE	FY 2011	Q4+	COG, Sustainable Maryland Certified; MEA	The City attained the Sustainable Maryland Certification and is implementing the three-year plan.
b. Receive a current sustainability report from CBE to determine next steps.	CBE, City Council	Q1	Q4	Green Team	CBE is not able to provide a sustainability report or community emissions analysis without significant resources.
c. Establish a LEED-based sustainability standard for new development projects within the City jurisdiction.	City Council, CBE	FY 2011	Q4+		Most new development occurs along the Route 1 corridor which already has this standard because of the Sector Plan.
d. Promote greater use of carpooling and public transit by City staff.	City Council, HR, Green Team	FY 2011	Ongoing		Subsidy provided to staff who use metro to commute; not sure how to promote carpooling.*
e. Encourage greater City staff participation in energy efficient practices.	Planning Dept, Human Resources, Public Works	Ongoing	Ongoing		Grant funding obtained for training two staff members. Training will occur at end of FY14 or early FY15.
f. Pursue other grant resources to support activities addressing energy efficiency.	City staff	FY 2011	Ongoing		Staff will evaluate opportunities for MEA funding in FY15.
g. Continue to pursue legislation for a home energy loan program for residents to make energy efficiency improvements. If legislation passes, pursue development of the program.	City Staff	FY 2011	Ongoing		Staff are exploring eligibility and funding availability of State programs.

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
h. <u>Develop City sustainability plan in collaboration with UMD PALS program</u>	<u>City Manager's Office, all departments</u>	<u>Q1</u>	<u>Q3</u>	<u>UMD, Sustainable MD office</u>	

**Action Plan Notes:**

*\*Consider modifying item "D" to incentive walking and biking to work as well as using public transit.*

Consider removing B and C. A sustainability plan is proposed as a separate item, and the City does not have the authority to establish LEED standards.

**Goal III: Lead the College Park community in environmental conservation, protection, restoration, and energy efficiency.**

**Objective 2: Develop strategies to effectively manage local water resources and storm water runoff.**

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Review site plans for developer compliance with new storm water regulations.*	Planning Dept., City Council	FY 2011	Ongoing	County Council	This function is primarily performed by the Prince George's County Department of Environmental Resources.
b. Incorporate best practices for storm water management into all City projects to the extent feasible, <u>and work with Environmental Finance Center to review City and County responsibilities regarding stormwater management and opportunities to utilize "Raincheck" funding to improve stormwater management in the City.</u>	Planning Dept., Engineer, Public Works, CBE	Ongoing	Ongoing		City staff are pursuing several opportunities with the Environmental Finance Center and the Low Impact Development Center for pilot storm water projects.
c. <u>Where appropriate, encourage reduction of impervious surfaces in public and private property.</u>	City Council, Planning Dept.	Ongoing	Ongoing	M-NCPPC	Proposed new development of the City Hall and Calvert Road sites will present an opportunity to do this. CBE has held workshops for residents to learn about County's Raincheck program.
d. Work with the Prince George's Police and develop education materials to discourage illegal dumping and enforce anti-dumping laws in the City.	Public Works, Contract Police, Public Safety Officer	FY 2011	Ongoing		No new activities in FY13.

**Action Plan Notes:**

*\*Consider removing item "A" because the review and compliance is a County responsibility and City lacks the technical expertise to carry out the function.*

Consider removing item "D" as the illegal activity does not seem to be a significant problem and the City has not needed to focus resources on it.

**Goal III: Lead the College Park community in environmental conservation, protection, restoration, and energy efficiency.**

**Objective 3: Increase and enhance parks and green spaces.**

**Action Recommendations:**

<b>Major Action Steps</b>	<b>Responsibility</b>	<b>Begin Timeframe</b>	<b>Deadline</b>	<b>Other Resource Needs</b>	<b>Status Update</b>
a. Develop a citywide parks and recreational facility inventory in preparation for future improvements and new green spaces.	Planning Dept., Public Works, Rec. Board	FY 2012	Q4+	M-NCPPC support, funding for document preparation	City has developed a parks and recreational facility inventory for City-owned facilities.
b. Explore options for community gardening at the Endelman property in North College Park. Discuss options with property owners.	Planning Dept., Public Works Green Team	Q1	Q4+	Community input	The Endelman property was the subject of a UM Community Planning Studio to create an "Urban Agriculture Station." The concept will be presented at a future Green Team meeting. This and other sites may be discussed.
c. Proceed with construction phasing of Duvall Field renovation with community input.	City Council, Planning Dept.	FY 2013	Q4+	Developer contribution or other funding.	Project scope has changed due to cost of plans as designed. Developer contribution delayed. City must determine new scope and phasing.

**Action Plan Notes:**

Goal III: Lead the College Park community in environmental conservation, protection, restoration, and energy efficiency.

Objective 4: Divert waste from landfills by continuing to increase participation in reduce/reuse/recycle programs.

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Plan and execute a public education program to promote recycling, with a focus on newly accepted recyclables.	Public Works, CBE, Green Team	FY 2011	Ongoing	Printed materials; outreach opportunities; funding	Information on recycling is updated in the yearly Resident Information Guide and on the website when needed.
b. Promote increased business participation in recycling.	City Council, Public Works, CBE	FY 2011	Ongoing	Local businesses (e.g., DCPMA)	Council to discuss recommendations from CBE sub-committee in 4 <sup>th</sup> quarter of FY14. Business recycling grant program to launch in FY15.
c. <u>Update City's recycling policies and regulations regarding the types of materials to be recycled and the entities required to have facilities for recycling</u>	<u>City Council, Ad Hoc Committee on Recycling</u>	<u>FY2014</u>	<u>FY2015 Q2</u>		

**Action Plan Notes:**

**Goal IV: Neighborhoods that are safe, peaceful, attractive and retain their community character.**

**Objective 1: Effectively and fairly enforce city and county codes and ordinances.**

**Action Recommendations:**

<b>Major Action Steps</b>	<b>Responsibility</b>	<b>Begin Timeframe</b>	<b>Deadline</b>	<b>Other Resource Needs</b>	<b>Status Update</b>
a. Explore options for expanding noise enforcement capabilities according to recommendations from the CPCUP Public Safety Workgroup.	City Council, Public Services	Q1	Q4+	CPCUP Public Safety Workgroup	Part-time code enforcement positions created to add capacity for evening noise enforcement.
b. Review and implement, where applicable, NSQLWG recommendations and considerations related to code enforcement.	City Council	Q1	Q4	NSQLWG	New group will meet in 4 <sup>th</sup> quarter of FY14. C-MAST monthly meetings discuss code issues, collaborative action to address problems.
c. Educate residents and students about the expansion of the UMD Student Code of Conduct.	City Council	Q1	Q4	UMD	Knock and Talks, other steps taken to educate students and residents.

**Action Plan Notes:**

Consider specifying in "B" the priority NSQLWG recommendations to review and implement in FY15

**Goal IV: Neighborhoods that are safe, peaceful, attractive, and retain their community character.**

**Objective 2: Increase the rate of home ownership.**

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Cultivate relationships with residential realtors to increase their knowledge of College Park's assets and positive attributes.	City Council, Economic Development	Ongoing	Ongoing		The City's Economic Development Coordinator does this via the Business Roundtable and ongoing activities.
b. Create an annual report of city accomplishments which will be used to market the city.	City Manager Designee, Economic Development	Q1	Q4+	Resources from the Marketing Campaign; feedback from City Council	The City produces an annual economic development report and also markets the City via the ShopCollegePark website.

**Action Plan Notes:**

Goal IV: Neighborhoods that are safe, peaceful, attractive and retain their community character.

Objective 3: Preserve and promote neighborhood resources that build a sense of community for all residents.

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. <del>Work</del> <u>Develop</u> with residents and the Farmers' Market Committee to explore options regarding a craft fair or and farmers' market in the Hollywood Commercial District, <u>and evaluate the program after the 2014 season.</u>	City Council	Q1	Q4		City is selecting a market manager for Spring - Summer 2014 market season for the Downtown Market and the Hollywood Market.
b. <del>Resolve long term goals for the Animal Welfare shelter and program.</del> <u>Work with the County and other municipalities to explore feasibility of a jointly funded and operated northern-area no-kill animal shelter.</u>	City Council, Animal Welfare Committee	Q1	Q4		Council members exploring jointly-funded \$250,000 study with PGC and other municipalities for a northern-area shelter.

Action Plan Notes:

**Goal V: Expand the local economy and tax base with socially responsible development.**

**Objective 1: Encourage revitalization of the Route 1 corridor consistent with the desires and needs of the local community.**

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Develop and track inventory of sites available for rent and redevelopment.	Planning Dept.	Ongoing	Ongoing		Inventories are kept up to date on the city's website.
b. Work with developers to help identify businesses for new retail space.	Planning Dept.	Ongoing	Ongoing		This work is done routinely.
c. Pursue Tax Increment Financing (TIF) to support public infrastructure improvements associated with new development.	City Council	FY 2011	Q4		TIF district has been discussed as a tool to finance undergrounding of utilities, but no action taken.
d. Explore collaboration with the University of Maryland to market the city as a tourist destination.	City Council, Economic Development	Q1	Q4		This idea is being implemented through ATHA.
e. Work with CPCUP on implementation of the University District Plan	Planning	Q1	Ongoing	Other property owners	UMD in process of receiving commercial property and in discussions with other property owners.

**Action Plan Notes:**

Suggest removing C because it is stated elsewhere

**Goal V: Expand the local economy and tax base.**

**Objective 2: Encourage revitalization of the Hollywood Commercial District.**

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Complete design of the Hollywood Commercial District streetscape plan and explore options for funding.	Planning Dept.	Ongoing	Q4+	UM Landscape Architecture program; Consultants	Project not completed, but \$50,000 is allocated in the CIP. <u>Green street grant thru LID pending for Rhode Island Avenue, including the commercial district.</u>
b. Continue to work with business owners interested in forming a Hollywood Merchants association or other type of support network.*	City Council, Planning Dept.	FY 2011	Q4		Staff pursued project but there was not sufficient interest by the business owners.

**Action Plan Notes:**

*\*Recommend deleting item B due to the lack of interest by the business owners.*

**Goal V: Expand the local economy and tax base.**

**Objective 3: Support and attract diverse locally-owned high-quality retail and restaurant businesses with unique character and a commitment to local quality of life.**

**Action Recommendations:**

<b>Major Action Steps</b>	<b>Responsibility</b>	<b>Begin Timeframe</b>	<b>Deadline</b>	<b>Other Resource Needs</b>	<b>Status Update</b>
a. Identify and promote available commercial space to prospective tenants.	Planning Dept.	Ongoing	Ongoing		This information is available on the city's website and is updated regularly.
b. Market downtown College Park as a destination location.	City Council, Economic Development	Ongoing	Ongoing		The Downtown Guide and Shop College Park website are the primary vehicles for marketing downtown along with the Farmers Market.
c. Expand the sign grant program to include façade improvements.	City Council, Planning Dept.	Q1	Q4		Program guidelines were revised in fall 2013 and 6 new grants have been processed.
d. Work with SBA and SPTDC to assist and market current College Park businesses and to attract new businesses.	Economic Development, City Council	Q1	Q4	Development plans	An SBTDC event was held in fall 2013 for existing businesses and a new business was recruited with the help of a loan from the SBA.
e. Explore the creation of a marketing committee (potentially consisting of residents appointed by the Council) which would solely look at the potential to develop a marketing / business plan for the city to help attract business in the area.	Economic Development, City Council	Q1	Q4	Local business owners, Economic Development Professionals	

**Action Plan Notes:**

**Goal V: Expand the local economy and tax base.**

**Objective 4: Increase the diversity of job opportunities.**

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Encourage University incubator businesses to remain in College Park by marketing suitable available space.	Planning Dept.	Ongoing	Ongoing		The City is working with Prince George's County to develop suitable office space near the College Park Metro Station.
b. Work with Small Business Development Center to provide support to existing business owners and encourage new entrepreneurs to locate in College Park.	Planning Dept.	Ongoing	Ongoing		See above.

**Action Plan Notes:**

**Goal V: Expand the local economy and tax base.**

**Objective 5: Increase the diversity of available quality housing.**

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Identify developers to build corridor infill housing consistent with the Route 1 Corridor Sector Plan.	City Council, Planning Dept.	Ongoing	Q4+	Planning Board	Major new housing projects under construction, approved, and/or in approval process.
b. Encourage affordable graduate student housing in University development plans and encourage future developers to set aside a certain percentage of housing for graduate students in other project opportunities.	City Council	Ongoing	Ongoing		
c. <u>Work with the UMD to identify appropriate sites for it to develop housing restricted to faculty, staff, and/or graduate students.</u>	<u>City Council, Planning</u>	<u>Ongoing</u>	<u>Ongoing</u>	<u>UMD</u>	

**Action Plan Notes:**

**Goal V: Expand the local economy and tax base.**

**Objective 6: Facilitate development in the College Park Metro Station area.**

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Work with WMATA on joint development projects.	Planning Dept., City Council	Ongoing	Ongoing	County Council, State Legislation	A new solicitation for the College Park Metro Station will <del>be advertised shortly</del> <u>has been advertized.</u>
b. Market public property in the Transit District Overlay Zone to the private sector.	Planning Dept.	Q1	Ongoing	UM, WMATA, Prince George's County	WMATA, PGC, and a private developer recently released a joint request for applications to develop approximately 8 acres near the College Park metro station. <u>However, no responses were received and staff is in contact with the property owners to discuss next steps.</u>

**Action Plan Notes:**

**Goal V: Expand the local economy and tax base.**

**Objective 7: Encourage revitalization of the Berwyn Commercial District.**

**Action Recommendations:**

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update
a. Evaluate Berwyn Commercial District zoning and consider expanding usage.	City Council, Planning Dept.	FY 2012	Ongoing	County Council	Proposed changes to the zoning will be part of the Alvin Jenkins settlement.
b. Settle outstanding issues related to the completion of the Berwyn portion of the College Park Trolley Trail.	City Council, City Attorney	Ongoing	Ongoing		A final agreement to resolve these issues is being developed.

**Action Plan Notes:**

9

# Sustainability Initiatives

To: Mayor Andrew Fellows and City Council  
From: Bill Gardiner, Assistant City Manager *BA*  
Through: Joe Nagro, City Manager *JN*  
Re: Recommendations Regarding City's Sustainability Initiatives  
Date: May 16, 2014

**Issue:**

The City has initiated numerous projects supporting sustainability, and has adopted policies and goals that could lead to additional programs. These projects often cross departments, and range from on-going functions such as composting and recycling to ambitious goals regarding environmental conservation, protection, restoration, and energy efficiency. Additionally, many City committees are involved in some aspect of sustainability, such as the Committee for a Better Environment (CBE), the Tree and Landscape Board, the Sustainable Maryland Certified Green Team, the Ad Hoc Committee on Business Recycling, and the Farmers Market committee.

The Assistant City Manager, under the direction of the City Manager, has been designated responsibility for consolidating and coordinating City sustainability programs and policies, and preparing such materials for Council consideration. In an April 11, 2014 memo to the Mayor and Council (attached for reference), I noted some of the programs and policies referenced above, and included some recommendations for Council to consider. Matt Popkin, a UMD graduate student and Sustainability Intern for the City, gave a presentation to Council on April 22, 2014 on College Park emissions and sustainability planning in comparable U.S. cities and at the University of Maryland.

**Summary**

The City Council is requested to provide direction to staff on the recommendation below (modified from the recommendations in the April 11 memo) regarding the City's sustainability initiatives.

**Recommendation:**

City Council authorize the creation of an inter-departmental task force, with input from relevant City committees and collaborating entities (such as the University of Maryland), to carry out the following:

- Draft the framework for a City sustainability plan.
- Identify sustainability resources that could partner with the City, such as national organizations that assist local governments develop sustainability plans, and the University of Maryland's "Partnership for Action Learning in Sustainability" program (PALS). The PALS program matches identified City needs with specific UMD courses and students. It may be able to assist the City identify / research best practices related to sustainability.

City Council authorization of these two actions will enable staff to begin a more comprehensive approach to sustainability than the City has pursued, and staff would provide follow-up information regarding a proposed schedule and process. The drafting of a sustainability plan for Council consideration will require input from all departments, numerous committees, residents, and partners outside the City.

To: Mayor Andrew Fellows and City Council  
From: Bill Gardiner, Assistant City Manager *BG*  
Matthew Popkin, City Sustainability Intern *MP*  
Through: Joe Nagro, City Manager *JN*  
Re: Sustainability Initiatives and Recommended Next Steps  
Date: April 11, 2014

**Issue:**

The City has initiated a growing number of projects supporting sustainability, and has endorsed vision statements and adopted policies and goals that could lead to additional programs. Given the variety of current projects, interest in new projects, and the scope of policy statements, the Council should consider steps to unify the initiatives in order to facilitate coordination and implementation of these efforts.

**Summary:**

The City's 2010-2015 Strategic Plan includes the goal to "Lead the community in environmental conservation, protection, restoration, and energy efficiency." Steps taken to meet the Strategic Plan targets include the following:

- The City Council endorsed the University District Vision including the goal of "Making College Park a Sustainable Top 20 College Town by 2020."
- City Council resolutions related to reductions in energy usage and increases in renewable energy production.
- The City is Sustainable Maryland Certified.
- The City has supported projects or research related to storm water improvements, expanded recycling, composting, emissions reductions, stream clean-ups, community gardens, permaculture, and education / outreach.

Some of these initiatives are grant-funded and tied to specific projects, and others are much broader in scope and not connected to specific actions or funding. Many City-created or affiliated entities, such as the Committee for a Better Environment, CPCUP University District work groups, Neighborhood Stabilization and Quality of Life Work Group, Farmers Market Committee, Recreation Board, Sustainable Maryland Certified Green Team, and the Tree and Landscape Board are involved with sustainability efforts.

In 2008 the University of Maryland adopted a 10-year strategic plan that includes the goal of being widely recognized as a national model for a Green University, and in 2009 the University adopted its Climate Action Plan ([http://rs.acupcc.org/site\\_media/uploads/cap/278-cap.pdf](http://rs.acupcc.org/site_media/uploads/cap/278-cap.pdf)). College Park has an opportunity to collaborate with, and benefit from the University's resources and experience. University communities such as the Town of Chapel Hill, NC have also developed sustainability plans.

The Assistant City Manager, under the direction of the City Manager, is responsible for consolidating and coordinating City sustainability programs and policies, and preparing such materials for Council consideration. Below are additional actions to enhance the City's effectiveness in this area.

**Recommendation:**

Based on a review of the College Park programs and policies, the sustainability plans of several cities, metrics and policies used by some communities and UMD, and conversations with staff, Council members, committee members, and UMD staff, it is recommended that the Council consider adopting one or more of the steps below.

**Short-term Recommendations:**

- Authorize an expanded Green Team (consider adding a UMD Office of Sustainability member and/or UMD researchers, residents with professional experience sustainability programs, local government, and/or finance) to draft the framework for a sustainability plan to meet emissions targets for the City (similar to what other communities have done) and to present the draft plan for Council discussion.

**Mid-term Recommendations:**

- Based on preliminary recommendations by the Green Team, develop an agreement with the UMD "Partnership for Action Learning in Sustainability" program that identifies specific College Park needs in the area of sustainability, and matches those needs with specific UMD courses and students to identify best practices for the City to meet the targeted goals. This program could be initiated by College Park, or College Park could collaborate with nearby communities.
- Update the Sustainability Goals of the University District 2020 Vision (in collaboration with the CPCUP).
- Request the Green Team to identify specific additional goals for Sustainable Maryland Certified, in anticipation of future higher levels of certification and the completion of the current goals.
- Explore joining a program such as STAR (*Sustainability Tools for Assessing and Rating Communities*; see attachment) to facilitate the implementation and measurement of the City's sustainability efforts.

**ATTACHMENTS**

1. List of current City documents and policies directly related to sustainability
2. List of current City initiatives related to sustainability

## **1. City of College Park Guiding Documents and Policies Related to Sustainability**

### *Goal III of the 2010 – 2015 Adopted Strategic Plan:*

Lead the community in environmental conservation, protection, restoration, and energy efficiency.

### *Sustainable Maryland Certified*

Application process 2011 – 2012; three-year Action Plan, 2013-2015

### *City Resolution 13-R-26*

Adopting an Energy Efficiency Policy to reduce electricity consumption by 15 percent from the baseline year within five years and establishing an Energy Efficiency Action Plan.

### *City Resolution 13-R-27*

Adopting a Renewable Energy Production Policy to take a leadership role in renewable energy generation, become a Maryland Smart Energy Community, and develop a Renewable Energy Action Plan to help the City meeting 20 percent of its electrical demand in buildings with renewable energy generation by 2022.

### *University District Vision for 2020*

Making College Park a Sustainable Top 20 College Town by 2020

“The University District offers its community a high quality of life including a safe and secure environment, access to world-class K-12 schools, and attractive commercial districts that serve families and students alike. The District enjoys excellent pedestrian and bicycle access, public transportation options, and efficient roads and parking. Finally, the University District exemplifies a leading “green” community, utilizing sustainable building practices, green technologies, and a strong commitment from the community to protect, preserve, and enhance natural resources.”

## **2. City of College Park Current Initiatives Related to Sustainability**

Sustainable Maryland Certified Implementation Plan (Green Team Three-Year Action Plan)

Maryland Smart Energy Communities Grant (energy efficiency and renewable energy production)

Bikeshare Grant and Bike to Work Day

Business Recycling Grant and policies

On-going recycling and composting activities

Electronics and appliance recycling activities

Hollywood Gateway Park as a demonstration project  
Proposed Trolley Trail Permaculture site

Complete Streets Plan

Bicycle Routes Plan

Street Tree Plantings

Safe Routes to Schools Sidewalk Improvements

UM Shuttle Participation

Green Team Action Plan

Collaboration with the Environmental Finance Center on Stormwater Issues

Collaboration with the Low-Impact Development Center on Innovative Stormwater Design Pilot Projects

10

Human Rights  
Ordinance/  
Contractor  
Non-  
Discrimination  
Ordinance

## MEMORANDUM

**To:** Mayor and Council

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

**CC:** Joe Nagro, City Manager

**Date:** May 16, 2014

**Re: Human Rights Ordinance, Non-Discrimination and Provision of Equal Benefits by City Contractors**

### ISSUE:

The City does not have a human rights ordinance. The only reference in the City Code to discrimination on the basis of race, national origin or other unlawful bases is found in the Charter, at §9-1, which prohibits discrimination against City employees and officials. There are not any City laws or policies that prohibit discrimination by City contractors either in hiring or the provision of benefits. A prior draft of two ordinances was discussed at work session in April. Questions were raised about enforcement of the law, which will be answered through an Attorney-Client memorandum to be sent separately.

### SUMMARY:

Several changes have been made to the two ordinances. For §69-6, the change clarifies that equal benefits only applies to domestic partners that cannot marry due to restrictions in their state of residence. For Chapter 71, language now excludes application of the law to religious institutions with respect to employment (71-7). This is consistent with the State law recently adopted. A change has also been included to allow employers to require certain standards of dress and grooming (71-3). Finally, a change to 71-8 adds another State code section to the enforcement section.

### RECOMMENDATION

That the Council determine whether it wishes to proceed with adoption of the legislation as drafted.



**ORDINANCE**  
**OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK ADDING**  
**CHAPTER 71 “HUMAN RIGHTS” TO PROHIBIT DISCRIMINATION BASED ON**  
**AGE, RACE, COLOR, CREED, PREGNANCY, RELIGION, NATIONAL ORIGIN,**  
**ANCESTRY, DISABILITY, MARITAL STATUS, SEX, SEXUAL ORIENTATION,**  
**GENDER IDENTITY OR PHYSICAL CHARACTERISTIC AND TO EXTEND THIS**  
**PROTECTION TO EMPLOYMENT, HOUSING AND REAL ESTATE**  
**TRANSACTIONS AND PUBLIC ACCOMMODATIONS.**

**WHEREAS**, pursuant to §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, the City of College Park, Maryland (hereinafter, the “City”) has the power to pass such ordinances as it deems necessary to assure the good government of the municipality, and to protect and preserve the municipality’s property; and

**WHEREAS**, the Mayor and Council have determined there is a need to prohibit discrimination on the basis of race, color, religion, ancestry, national origin, age, sex, marital status, disability, sexual orientation, and gender identity with respect to employment, housing, credit, and public accommodations in the City; and

**WHEREAS**, the City has the responsibility to act to assure that every individual within the state is afforded an equal opportunity to enjoy a full and productive life, and the failure to provide such equal opportunity, whether because of discrimination, prejudice, or intolerance, threatens the welfare of the City and its inhabitants.

**Section 1.** **NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Mayor and Council of the City of College Park, Maryland, that Chapter 71 “Human Rights”, of the Code of the City of College Park be, and is hereby, adopted to read as follows:

**Chapter 71**

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

## Human Rights

### §71-1. PURPOSE AND INTENT.

IT IS THE INTENT OF THE MAYOR AND CITY COUNCIL TO PROTECT AND SAFEGUARD THE RIGHT AND OPPORTUNITY OF ALL PERSONS TO BE FREE FROM ALL FORMS OF DISCRIMINATION, INCLUDING DISCRIMINATION BASED ON AGE, RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, ANCESTRY, DISABILITY, MARITAL STATUS, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR PHYSICAL CHARACTERISTIC.

### §71-2. DEFINITIONS.

A. "DISABILITY" OR "DISABLED" SHALL MEAN, WITH RESPECT TO AN INDIVIDUAL: A PHYSICAL OR MENTAL IMPAIRMENT; A RECORD OF SUCH AN IMPAIRMENT; OR BEING REGARDED AS HAVING SUCH AN IMPAIRMENT.

B. "DISCRIMINATE, DISCRIMINATION OR DISCRIMINATORY" SHALL MEAN ANY ACT, POLICY, ADVERTISEMENT OR PRACTICE WHICH SUBJECTS ANY PERSON TO DIFFERENTIAL TREATMENT AS A RESULT OF THAT PERSON'S ACTUAL OR PERCEIVED RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, ANCESTRY, DISABILITY, AGE, MARITAL STATUS, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR PHYSICAL CHARACTERISTIC. DISCRIMINATION ALSO INCLUDES ANY DIFFERENTIAL TREATMENT BECAUSE OF ONE'S ASSOCIATION WITH A PERSON OR GROUP OF PEOPLE IDENTIFIED HEREIN.

C. "EMPLOYEE" SHALL MEAN ANY INDIVIDUAL EMPLOYED OR SEEKING EMPLOYMENT FROM AN EMPLOYER;

D. "EMPLOYER" SHALL MEAN ANY PERSON WHO, FOR COMPENSATION, REGULARLY EMPLOYS INDIVIDUALS, NOT INCLUDING THE EMPLOYER'S PARENTS, SPOUSE OR CHILDREN. FOR PURPOSES OF THIS CHAPTER, AN "EMPLOYER" IS ALSO ANY PERSON ACTING ON BEHALF OF AN EMPLOYER, DIRECTLY OR INDIRECTLY, OR ANY EMPLOYMENT AGENCY.

E. "GENDER IDENTITY" MEANS THE GENDER-RELATED IDENTITY, APPEARANCE, EXPRESSION, OR BEHAVIOR OF A PERSON, REGARDLESS OF THE PERSON'S ASSIGNED

SEX AT BIRTH, WHICH MAY BE DEMONSTRATED BY:

1. CONSISTENT AND UNIFORM ASSERTION OF THE PERSON'S GENDER IDENTITY; OR

2. ANY OTHER EVIDENCE THAT THE GENDER IDENTITY IS SINCERELY HELD AS PART OF THE PERSON'S CORE IDENTITY.

F. "PERSON" SHALL MEAN ANY NATURAL PERSON, FIRM, CORPORATION, PARTNERSHIP OR OTHER ORGANIZATION, ASSOCIATION OR GROUP OF PERSONS HOWEVER ARRANGED.

G. "PHYSICAL CHARACTERISTIC" SHALL MEAN A BODILY CONDITION OR BODILY CHARACTERISTIC OF ANY PERSON WHICH IS FROM BIRTH, ACCIDENT, OR DISEASE, OR FROM ANY NATURAL PHYSICAL DEVELOPMENT, OR ANY OTHER EVENT OUTSIDE THE CONTROL OF THAT PERSON INCLUDING INDIVIDUAL PHYSICAL MANNERISMS, HEIGHT, OR WEIGHT.

H. "PLACE OF PUBLIC ACCOMMODATION" SHALL MEAN ALL ESTABLISHMENTS WITHIN THE CITY WHICH OFFER GOODS, SERVICES, ACCOMMODATIONS, OR ENTERTAINMENT TO THE PUBLIC.

I. "SEXUAL ORIENTATION" SHALL MEAN A PERSON'S ACTUAL OR PERCEIVED HETEROSEXUALITY, HOMOSEXUALITY, ASEXUALITY, OR BISEXUALITY.

**§71-3. PROHIBITED ACTS OF DISCRIMINATION - - EMPLOYMENT**

WITH REGARD TO EMPLOYMENT, IT SHALL BE UNLAWFUL FOR ANY EMPLOYERS OR LABOR ORGANIZATIONS TO ENGAGE IN ANY OF THE FOLLOWING ACTS FOR A DISCRIMINATORY REASON:

A. TO DISCRIMINATE AGAINST ANY INDIVIDUAL, WITH RESPECT TO FAILURE TO HIRE, REFUSAL TO HIRE, DISCHARGE, COMPENSATION, TERMS, CONDITIONS, OR PRIVILEGES OF EMPLOYMENT, INCLUDING PROMOTION; HOWEVER NOTHING IN THIS SUBSECTION SHALL BE CONSTRUED TO REQUIRE ANY EMPLOYER TO PROVIDE BENEFITS, SUCH AS INSURANCE, TO INDIVIDUALS NOT EMPLOYED BY THE EMPLOYER;

B. TO LIMIT, SEGREGATE, OR CLASSIFY EMPLOYEES IN ANY WAY WHICH

WOULD DEPRIVE OR TEND TO DEPRIVE ANY EMPLOYEE OF EMPLOYMENT OPPORTUNITIES, OR WHICH WOULD OTHERWISE TEND TO ADVERSELY AFFECT HIS OR HER STATUS AS AN EMPLOYEE; OR

- C. TO FAIL OR REFUSE TO REFER FOR EMPLOYMENT, OR TO GIVE NEGATIVE INFORMATION TO A POTENTIAL EMPLOYER OF ANY INDIVIDUAL, IN SUCH A MANNER THAT WOULD DEPRIVE OR LIMIT AN INDIVIDUAL'S EMPLOYMENT OPPORTUNITIES OR THAT WOULD OTHERWISE ADVERSELY AFFECT AN INDIVIDUAL'S STATUS AS AN APPLICANT OR PROSPECTIVE EMPLOYEE.
- D. THIS SECTION DOES NOT PREVENT AN EMPLOYER FROM ESTABLISHING AND REQUIRING AN EMPLOYEE TO ADHERE TO REASONABLE WORKPLACE APPEARANCE, GROOMING, AND DRESS STANDARDS THAT ARE DIRECTLY RELATED TO THE NATURE OF THE EMPLOYMENT OF THE EMPLOYEE AND THAT ARE NOT PRECLUDED BY ANY PROVISION OF STATE OF FEDERAL LAW, AS LONG AS THE EMPLOYER ALLOWS THE EMPLOYEE TO APPEAR, GROOM AND DRESS CONSISTENT WITH THE EMPLOYEE'S GENDER IDENTITY.

**§71-4. PROHIBITED ACTS OF DISCRIMINATION - - HOUSING AND REAL ESTATE TRANSACTIONS.**

WITH REGARD TO HOUSING AND REAL ESTATE TRANSACTIONS, IT SHALL BE UNLAWFUL TO ENGAGE IN ANY OF THE FOLLOWING ACTS FOR A DISCRIMINATORY REASON:

- A. TO DISCRIMINATE BY IMPEDING, DELAYING, DISCOURAGING, IMPOSING DIFFERENT TERMS, OR OTHERWISE LIMITING OR RESTRICTING ANY TRANSACTION IN REAL ESTATE;
- B. TO DISCRIMINATE IN THE TERMS AND CONDITIONS, OR IN PERFORMING, OR REFUSING TO PERFORM, ANY ACT NECESSARY TO DETERMINING AN INDIVIDUAL'S FINANCIAL ABILITY TO ENGAGE IN A REAL ESTATE TRANSACTION OR TO REPRESENT FALSELY THAT AN INTEREST IN REAL ESTATE IS NOT AVAILABLE FOR TRANSACTION;
- C. FOR A PROPERTY MANAGER TO DISCRIMINATE BY REFUSING TO PROVIDE EQUAL TREATMENT OF, OR SERVICES TO, OCCUPANTS OR POTENTIAL OCCUPANTS OF ANY REAL ESTATE WHICH HE OR SHE MANAGES; OR

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

D. IT SHALL NOT BE AN UNLAWFUL DISCRIMINATORY PRACTICE FOR AN OWNER, LESSOR OR RENTER TO REFUSE TO RENT, LEASE OR SUBLEASE A PORTION OF A SINGLE FAMILY DWELLING UNIT WHERE IT IS ANTICIPATED THAT THE OWNER, LESSOR OR RENTER WILL BE OCCUPYING ANY PORTION OF THE SINGLE-FAMILY DWELLING.

**§71-5. PROHIBITED ACTS OF DISCRIMINATION - - BUSINESS ESTABLISHMENT OR PUBLIC ACCOMMODATIONS.**

IT SHALL BE UNLAWFUL FOR A BUSINESS ESTABLISHMENT OR PLACE OF PUBLIC ACCOMMODATION TO DENY, DIRECTLY OR INDIRECTLY, ANY PERSON THE FULL ENJOYMENT OF THE GOODS, SERVICES, FACILITIES, PRIVILEGES, ADVANTAGES, AND ACCOMMODATIONS FOR A DISCRIMINATORY REASON.

**§71-6. POSTING OF NOTICES.**

EVERY EMPLOYER, BUSINESS, OR INSTITUTION SUBJECT TO THIS CHAPTER SHALL POST AND KEEP POSTED IN A CONSPICUOUS LOCATION WHERE BUSINESS OR ACTIVITY IS CUSTOMARILY CONDUCTED OR NEGOTIATED, A NOTICE SETTING FORTH EXCERPTS FROM OR SUMMARIES OF THE PERTINENT PROVISIONS OF THIS CHAPTER AND INFORMATION PERTINENT TO THE ENFORCEMENT OF RIGHTS HEREUNDER. THE NOTICE SHALL BE POSTED IN BOTH ENGLISH AND SPANISH. IF OVER TEN PERCENT OF AN EMPLOYER'S EMPLOYEES SPEAK A LANGUAGE OTHER THAN ENGLISH OR SPANISH AS THEIR NATIVE LANGUAGE, THE NOTICE SHALL BE POSTED IN THAT LANGUAGE. AT THE REQUEST OF THE EMPLOYER OR INSTITUTION, NOTICES REQUIRED BY THIS SECTION SHALL BE PROVIDED BY THE CITY. NOTICES SHALL BE POSTED WITHIN TEN (10) DAYS AFTER RECEIPT FROM THE CITY.

**§71-7. GENERAL EXCEPTIONS.**

A. IT SHALL NOT BE AN UNLAWFUL DISCRIMINATORY PRACTICE FOR AN EMPLOYER TO OBSERVE THE CONDITIONS OF A BONA FIDE SENIORITY SYSTEM OR A BONA FIDE EMPLOYEE BENEFIT SYSTEM BASED ON AGE SUCH AS A RETIREMENT, PENSION OR INSURANCE PLAN WHICH IS NOT A SUBTERFUGE OR PRETEXT TO EVADE THE PURPOSES OF THIS CHAPTER.

B. NOTHING CONTAINED IN THIS CHAPTER SHALL BE DEEMED TO PROHIBIT SELECTION OR REJECTION BASED SOLELY UPON A BONA FIDE OCCUPATIONAL QUALIFICATION, A BONA FIDE PHYSICAL REQUIREMENT,

OR, AS TO A RELIGIOUS OR DENOMINATIONAL INSTITUTION, BASED UPON A PREFERENCE FOR APPLICANTS OF THE SAME RELIGION OR DENOMINATION.

C. THIS CHAPTER DOES NOT APPLY TO:

1. AN EMPLOYER WITH RESPECT TO THE EMPLOYMENT OF ALIENS OUTSIDE OF THE STATE; OR
2. A RELIGIOUS CORPORATION, ASSOCIATION, EDUCATIONAL INSTITUTION OR SOCIETY WITH RESPECT TO THE EMPLOYMENT OF INDIVIDUALS OF A PARTICULAR RELIGION, SEXUAL ORIENTATION, OR GENDER IDENTITY TO PERFORM WORK CONNECTED WITH THE ACTIVITIES OF THE RELIGIOUS ENTITY.

**§71-8. ENFORCEMENT.**

ANY PERSON WHO IS AGGRIEVED BY DISCRIMINATORY CONDUCT IS ENCOURAGED TO FILE A COMPLAINT WITH THE PRINCE GEORGE'S COUNTY HUMAN RELATIONS COMMISSION AND ALSO WITH THE MARYLAND COMMISSION ON CIVIL RIGHTS UNDER TITLE 20 OF THE STATE GOVERNMENT ARTICLE OF THE MARYLAND ANNOTATED CODE. UPON SUCH COMPLAINT BEING FILED, AN AGGRIEVED PERSON MAY AVAIL HIMSELF OR HERSELF OF THE REMEDIES IN THE ABOVE QUOTED ARTICLE INCLUDING, PURSUANT TO §§20-1013, 20-1035 and 20-1202, THE RIGHT TO FILE AN ACTION IN THE CIRCUIT COURT AGAINST THE RESPONDENTS NAMED IN THE COMPLAINT.

**Section 2.** BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park that, upon formal introduction of this proposed Ordinance, which shall be by way of a motion duly seconded and without any further vote, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall publish this proposed ordinance or a fair summary thereof in a newspaper having a general circulation in the City of College Park together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council.

The public hearing, hereby set for \_\_\_\_\_ P.M. on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, shall follow the publication by at least seven (7) days, may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time. All persons interested shall have an opportunity to be heard. After the hearing, the Council may adopt the proposed ordinance with or without amendments or reject it. As soon as practicable after adoption, the City Clerk shall have a fair summary of the Ordinance and notice of its adoption published in a newspaper having a general circulation in the City of College Park and available at the City's offices. This Ordinance shall become effective on \_\_\_\_\_, 2014 provided that a fair summary of this Ordinance is published at least once prior to the date of passage and once as soon as practical after the date of passage in a newspaper having general circulation in the City.

**INTRODUCED** by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_ 2014.

**ADOPTED** by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_ 2014.

**EFFECTIVE** the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**ATTEST:**

**CITY OF COLLEGE PARK,**

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

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

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

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

**AN ORDINANCE**  
**OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK,**  
**AMENDING CHAPTER 69, "PURCHASING PROCEDURES" BY ADDING SECTION**  
**69-6, "EQUAL BENEFITS" AND SECTION 69-7 "NON-DISCRIMINATION BY CITY**  
**CONTRACTORS" TO REQUIRE THAT CONTRACTORS SEEKING CITY**  
**CONTRACTS PROVIDE EQUAL BENEFITS TO EMPLOYEES AND THEIR**  
**DEPENDENTS AND THAT CITY CONTRACTORS NOT DISCRIMINATE IN**  
**EMPLOYMENT**

**WHEREAS**, pursuant to §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, the City of College Park, Maryland (hereinafter, the "City") has the power to pass such ordinances as it deems necessary to assure the good government of the municipality, and to protect and preserve the municipality's property; and

**WHEREAS**, pursuant to §5-205 of the Local Government Article, Annotated Code of Maryland, the City of College Park also has the express power to expend municipal funds for any purpose deemed to be public and to affect the safety, health and general welfare of the municipality and its occupants; and

**WHEREAS**, pursuant to this authority, the City enacted Chapter 69 "Purchasing Procedures" to establish the ways in which the City can acquire certain items, services and materials; and

**WHEREAS**, the Mayor and Council have determined there is a need to prohibit discrimination on the basis of race, color, religion, ancestry, national origin, age, sex, marital status, disability, sexual orientation, and gender identity in the area of purchasing and City contracts; and

**WHEREAS**, the Mayor and Council have determined that certain contractors are required to provide equal benefits to their employees in order to obtain City contracts.

CAPS  
 [Brackets]  
 Asterisks \*\*\*

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

**Section 1. NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Mayor and Council of the City of College Park, Maryland, that Chapter 69 "Purchasing Procedures", §69-6, "Equal Benefits" of the Code of the City of College Park be, and is hereby, adopted to read as follows:

**§ 69-6. EQUAL BENEFITS**

(A) *DEFINITIONS*. FOR PURPOSES OF THIS SECTION ONLY, THE FOLLOWING DEFINITIONS SHALL APPLY:

*BENEFITS* MEANS ALL FORMS OF INSURANCE PROVIDED BY THE CONTRACTOR TO THE SPOUSES OF THE CONTRACTOR'S EMPLOYEES AND/OR DEPENDENTS OF EMPLOYEE'S SPOUSE, AS WELL AS EMPLOYEE'S SICK LEAVE, BEREAVEMENT LEAVE, AND FAMILY MEDICAL LEAVE WHICH MAY BE USED TO CARE FOR HIS/HER DOMESTIC PARTNER, EXCEPT TO THE EXTENT PREEMPTED BY FEDERAL OR STATE LAW.

*BID* SHALL MEAN A COMPETITIVE VENDOR SELECTION PROCEDURE ESTABLISHED BY THE CITY THROUGH THE ISSUANCE OF AN INVITATION TO BID, REQUEST FOR PROPOSALS, REQUEST FOR QUALIFICATIONS, OR REQUEST FOR LETTERS OF INTEREST.

*CONTRACT* MEANS ALL TYPES OF BINDING AGREEMENTS BETWEEN THE CITY OF COLLEGE PARK AND A CONTRACTOR FOR GOODS AND SERVICES.

*CONTRACTOR* MEANS ANY PERSON OR PERSONS, SOLE PROPRIETORSHIP, PARTNERSHIP, JOINT VENTURE, CORPORATION, OR OTHER FORM OF DOING BUSINESS, THAT IS AWARDED A BID AND ENTERS INTO A COVERED CONTRACT WITH THE CITY, AND WHICH MAINTAINS TWENTY-FIVE (25) OR MORE FULL-TIME EMPLOYEES ON THE PAYROLL DURING THE TERM OF ANY CONTRACT WITH THE CITY.

*COVERED CONTRACT* MEANS A CONTRACT BETWEEN THE CITY AND A CONTRACTOR AWARDED FOR BIDS WHICH ARE ADVERTISED/ISSUED AFTER THE DATE WHEN THIS SECTION BECOMES EFFECTIVE VALUED AT OVER THIRTY THOUSAND DOLLARS (\$30,000.00).

*DOMESTIC PARTNER* SHALL MEAN ANY TWO (2) ADULTS OF THE SAME OR DIFFERENT SEX, WHO HAVE REGISTERED AS DOMESTIC PARTNERS PURSUANT TO STATE OR LOCAL LAW AUTHORIZING SUCH REGISTRATION, OR WITH AN INTERNAL REGISTRY MAINTAINED BY THE EMPLOYER OF AT LEAST ONE (1) OF THE DOMESTIC PARTNERS, OR WHO ARE:

IN A RELATIONSHIP OF MUTUAL SUPPORT, CARING AND COMMITMENT AND INTEND TO REMAIN IN SUCH A RELATIONSHIP FOR THE IMMEDIATE FUTURE;

NOT MARRIED TO, OR LEGALLY SEPARATED FROM, SOMEONE ELSE;  
NOT ABLE TO MARRY IN THE STATE OF THEIR RESIDENCE;  
NOT CURRENTLY REGISTERED IN A DOMESTIC PARTNERSHIP WITH A  
DIFFERENT DOMESTIC PARTNER;  
EIGHTEEN YEARS OF AGE OR OLDER AND COMPETENT TO CONTRACT; AND  
ARE OCCUPYING THE SAME DWELLING UNIT AS A SINGLE, NONPROFIT  
HOUSEKEEPING UNIT WHOSE RELATIONSHIP IS OF A PERMANENT AND  
DISTINCT DOMESTIC CHARACTER.

*EQUAL BENEFITS* MEANS THE EQUALITY OF BENEFITS BETWEEN  
EMPLOYEES WITH SPOUSES AND/OR DEPENDENTS OF SPOUSES AND  
EMPLOYEES WITH DOMESTIC PARTNERS AND/OR DEPENDENTS OF DOMESTIC  
PARTNERS, AND/OR BETWEEN SPOUSES OF EMPLOYEES AND/OR DEPENDENTS  
OF SPOUSES AND DOMESTIC PARTNERS OF EMPLOYEES AND/OR DEPENDENTS  
OF DOMESTIC PARTNERS.

(B) *EQUAL BENEFITS REQUIREMENTS.*

- (1) ALL BIDS FOR COVERED CONTRACTS WHICH ARE ADVERTISED/ISSUED  
ON OR AFTER THE EFFECTIVE DATE OF THIS SECTION SHALL INCLUDE  
THE REQUIREMENT TO PROVIDE EQUAL BENEFITS IN THE  
PROCUREMENT SPECIFICATIONS FOR SUCH BIDS.
- (2) AS PART OF THE BID RESPONSE, THE CONTRACTOR SHALL CERTIFY  
THAT THE CONTRACTOR:
  - A. CURRENTLY COMPLIES WITH THE CONDITIONS OF THIS SECTION; OR
  - B. WILL COMPLY WITH THE CONDITIONS OF THIS SECTION AT TIME OF  
CONTRACT AWARD; OR
  - D. IS NOT REQUIRED TO COMPLY WITH THE CONDITIONS OF THIS  
SECTION BECAUSE OF ALLOWABLE EXEMPTION.

THE CERTIFICATION SHALL BE IN WRITING AND SIGNED BY AN  
AUTHORIZED OFFICER OF THE CONTRACTOR. FAILURE TO PROVIDE  
SUCH CERTIFICATION SHALL RESULT IN THE CONTRACTOR BEING  
DEEMED NON-RESPONSIVE.

- (3) THE CONTRACTOR MAY NOT SET UP OR USE IT'S CONTRACTING ENTITY  
FOR THE PURPOSE OF EVADING THE REQUIREMENTS IMPOSED BY THIS  
SECTION.
- (4) IF AFTER MAKING A REASONABLE EFFORT TO PROVIDE AN EQUAL  
BENEFIT FOR A DOMESTIC PARTNER OF AN EMPLOYEE THE  
CONTRACTOR IS UNABLE TO PROVIDE THE BENEFIT, THE CONTRACTOR

SHALL PROVIDE THE EMPLOYEE WITH THE CASH EQUIVALENT OF THE BENEFIT.

(C) *MANDATORY CONTRACT PROVISIONS PERTAINING TO EQUAL BENEFITS.* UNLESS OTHERWISE EXEMPT, EVERY COVERED CONTRACT SHALL CONTAIN LANGUAGE THAT STATES:

1. CONTRACTOR MUST COMPLY WITH THE APPLICABLE PROVISIONS OF THIS SECTION. THE CONTRACTOR SHALL PROVIDE THE CITY AND/OR THE CITY MANAGER OR HIS/HER DESIGNEE, ACCESS TO ITS RECORDS FOR THE PURPOSE OF AUDITS AND/OR INVESTIGATIONS TO ASCERTAIN COMPLIANCE WITH THE PROVISIONS OF THIS SECTION,

2. UPON REQUEST, THE CONTRACTOR SHALL PROVIDE EVIDENCE THAT THE CONTRACTOR IS IN COMPLIANCE WITH THE PROVISIONS OF THIS SECTION UPON EACH NEW BID, CONTRACT RENEWAL, OR WHEN THE CITY MANAGER HAS RECEIVED A COMPLAINT OR HAS REASON TO BELIEVE THE CONTRACTOR MAY NOT BE IN COMPLIANCE WITH THE PROVISIONS OF THIS SECTION, AND

3. THE FAILURE OF THE CONTRACTOR TO COMPLY WITH THIS SECTION WILL BE DEEMED TO BE A MATERIAL BREACH OF THE COVERED CONTRACT.

(D) *EXCEPTIONS AND WAIVERS.*

THE PROVISIONS OF THIS SECTION SHALL NOT APPLY WHERE:

1. THE CONTRACTOR PROVIDES BENEFITS NEITHER TO EMPLOYEES' SPOUSES NOR SPOUSE'S DEPENDENTS.
2. THE CONTRACTOR IS A RELIGIOUS ORGANIZATION, ASSOCIATION, SOCIETY OR ANY NON-PROFIT CHARITABLE OR EDUCATIONAL INSTITUTION OR ORGANIZATION OPERATED, SUPERVISED OR CONTROLLED BY OR IN CONJUNCTION WITH A RELIGIOUS ORGANIZATION, ASSOCIATION OR SOCIETY.
3. THE CONTRACTOR IS A GOVERNMENTAL ENTITY.
4. THE CONTRACT IS FOR THE SALE OR LEASE OF PROPERTY.
5. THE COVERED CONTRACT IS NECESSARY TO RESPOND TO AN EMERGENCY.
6. THE PROVISION OF THIS SECTION WOULD VIOLATE GRANT OR OTHER REQUIREMENTS, THE LAWS, RULES OR REGULATIONS OF FEDERAL OR STATE LAW.
7. THE CONTRACTOR IS A SOLE SOURCE OR NONE OF THE BIDDERS CAN COMPLY WITH THE REQUIREMENTS OF THIS SECTION.
8. THE CITY IS PURCHASING UNDER THE PROVISIONS OF §69-2(B) OF THIS CHAPTER.

9. THE CONTRACT IS FOR THE PURCHASE OF GOODS OR SUPPLIES ONLY.

10. AGREEMENTS WITH BOND UNDERWRITERS AND AGREEMENTS WITH FINANCIAL INSTITUTIONS WHERE THE AGREEMENT RELATES TO THE CITY'S BORROWING.

(E) *ENFORCEMENT*. IF THE CONTRACTOR FAILS TO COMPLY WITH THE PROVISIONS OF THIS SECTION:

1. THE FAILURE TO COMPLY MAY BE DEEMED TO BE A MATERIAL BREACH OF THE COVERED CONTRACT; AND

2. THE CITY MAY TERMINATE THE COVERED CONTRACT OR MONIES DUE OR TO BECOME DUE UNDER THE COVERED CONTRACT MAY BE RETAINED BY THE CITY UNTIL COMPLIANCE IS ACHIEVED; AND

3. THE CITY MAY ALSO PURSUE ANY AND ALL OTHER REMEDIES AT LAW OR IN EQUITY FOR ANY BREACH.

## **Section 2**

**BE IT FURTHER ORDAINED AND ENACTED** by the Mayor and Council of the City of College Park that, that Chapter 69 "Purchasing Procedures", §69-7, "Non-Discrimination by City Contractors" of the Code of the City of College Park be, and is hereby, adopted to read as follows:

### §69-7 NON-DISCRIMINATION BY CITY CONTRACTORS

A. DISCRIMINATION IN EMPLOYMENT BY A CITY CONTRACTOR BASED ON AGE, RACE, COLOR, CREED, PREGNANCY, RELIGION, NATIONAL ORIGIN, ANCESTRY, DISABILITY, MARITAL STATUS, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, PHYSICAL CHARACTERISTIC OR ANY OTHER UNLAWFUL BASIS FOR DISCRIMINATION IS PROHIBITED.

B. ALL CITY CONTRACTS SHALL INCLUDE A CERTIFICATION BY CONTRACTORS THAT THEY DO NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, COLOR, CREED, PREGNANCY, RELIGION, NATIONAL ORIGIN, ANCESTRY, DISABILITY, MARITAL STATUS, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, PHYSICAL CHARACTERISTIC OR OTHER UNLAWFUL BASIS OF DISCRIMINATION.

C. DISCRIMINATORY ACTS BY A CONTRACTOR IN EMPLOYMENT SHALL CONSTITUTE A MATERIAL BREACH OF A CITY CONTRACT.

**Section 3**

**BE IT FURTHER ORDAINED AND ENACTED** by the Mayor and Council of the City of College Park that, upon formal introduction of this proposed Ordinance, which shall be by way of a motion duly seconded and without any further vote, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall publish this proposed ordinance or a fair summary thereof in a newspaper having a general circulation in the City of College Park together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council. The public hearing, hereby set for \_\_\_\_\_ P.M. on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, shall follow the publication by at least seven (7) days, may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time. All persons interested shall have an opportunity to be heard. After the hearing, the Council may adopt the proposed ordinance with or without amendments or reject it. As soon as practicable after adoption, the City Clerk shall have a fair summary of the Ordinance and notice of its adoption published in a newspaper having a general circulation in the City of College Park and available at the City's offices. This Ordinance shall become effective on \_\_\_\_\_, 2014 provided that a fair summary of this Ordinance is published at least once prior to the date of passage and once as soon as practical after the date of passage in a newspaper having general circulation in the City.

**INTRODUCED** by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_ 2014.

**ADOPTED** by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_ 2014.

**EFFECTIVE** the \_\_\_\_ day of \_\_\_\_\_, 2014.

**ATTEST:**

**CITY OF COLLEGE PARK,**

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

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

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

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

11

Boards  
and  
Committees

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

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

<b>Advisory Planning Commission</b>			
Appointee	Represents	Appointed by	Term Expires
Larry Bleau 7/9/02	District 1	Mayor	12/15
Rosemarie Green Colby 04/10/12	District 2	Mayor	04/15
Christopher Gill 09/24/13	District 1	Mayor	09/16
James E. McFadden 2/14/99	District 3	Mayor	04/16
Clay Gump 1/24/12	District 3	Mayor	01/15
VACANT (formerly Smolka)	District 4	Mayor	08/14
Mary Cook 8/10/10	District 4	Mayor	08/13

City Code Chapter 15 Article IV: The APC shall be composed of 7 members appointed by the Mayor with the approval of Council, shall seek to give priority to the appointment of residents of the City and assure that there shall be representation from each of the City's four Council districts. Vacancies shall be filled by the Mayor with the approval of the Council for the unexpired portion of the term. Terms are three years. The Chairperson is elected by the majority of the Commission. Members are compensated. Liaison: Planning.

<b>Aging-In-Place Task Force</b>			
Appointee	Position Filled:	Resides In:	Term Expires
	Resident (1)		Upon completion and submission of final report to the City Council.
	Resident (2)		
	Resident (3)		
	Resident (4)		
	Resident (5)		
	Resident (6)		
	Resident (7)		
	Resident (8)		
	Councilmember (1)		
	Councilmember (2)		

Established April 2014 by Resolution 14-R-07. Final report of strategies and recommendations to Council anticipated January 2015. Composition: 8 City residents (with the goal of having two from each Council District) and 2 City Council representatives, for a total of 10. Quorum = 5. Task Force shall elect Chairperson from membership. Not a compensated committee. Liaison: Director of Youth, Family and Seniors Services.

<b>Airport Authority</b>			
Appointee	Resides in	Appointed by	Term Expires
James Garvin 11/9/04	District 3	M&C	07/14
Jack Robson 5/11/04	District 3	M&C	03/17
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	01/17
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.

<b>Animal Welfare Committee</b>			
Appointee	Resides in	Appointed by	Term Expires
Cindy Vernasco 9/11/07	District 2	M&C	02/17
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	02/17
Taimi Anderson 6/8/10	Non resident	M&C	06/13
Harriet McNamee 7/13/10	District 1	M&C	02/17
Suzie Bellamy 9/28/10	District 4	M&C	04/17
Christine Nagle 03/13/12	District 1	M&C	03/15

10-R-20: Up to fifteen members appointed by the Mayor and Council for three-year terms. Not a compensated committee. Liaison: Public Services.

<b>Board of Election Supervisors</b>			
Appointee	Represents	Appointed by	Term Expires
John Robson (Chief) 5/24/94	Mayoral appt	M&C	03/15
Terry Wertz 2/11/97	District 1	M&C	03/15
VACANT (formerly Gross)	District 2	M&C	03/15
Janet Evander 07/16/13	District 3	M&C	03/15
VACANT (formerly Smolka)	District 4	M&C	03/15

City Charter C4-3: The Mayor and Council shall, not later than the first regular meeting in March of each year in which there is a general election, appoint and fix the compensation for five qualified voters as Supervisors of Elections, one of whom shall be appointed from the qualified voters of each of the four election districts and one of whom shall be appointed by the Mayor with the consent of the Council. The Mayor and Council shall designate one of the five Supervisors of Elections as the Chief of Elections. This is a compensated committee; compensation is based on a fiscal year. Per Council action (item 11-G-66) effective in March, 2013: In an election year all of the Board receives compensation. In a non-election year only the Chief Election Supervisor will be compensated. Liaison: City Clerk's office.

<b>Cable Television Commission</b>			
Appointee	Resides in	Appointed by	Term Expires
Jane Hopkins 06/14/11	District 1	Mayor	06/14
Blaine Davis 5/24/94	District 1	Mayor	12/15
James Sauer 9/9/08	District 3	Mayor	09/14
Tricia Homer 3/12/13	District 1	Mayor	03/16
Clay Gump 3/12/02	District 3	Mayor	01/17

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

<b>College Park City-University Partnership</b>			
Appointee	Represents	Appointed by	Term Expires
Carlo Colella	Class A Director	UMD President	03/17
Edward Maginnis	Class A Director	UMD President	03/17
Michael King	Class A Director	UMD President	03/17
Brian Darmody	Class A Director	UMD President	03/17
Andrew Fellows	Class B Director	M&C	01/17
Maxine Gross	Class B Director	M&C	01/15
Senator James Rosapepe	Class B Director	M&C	02/16
Stephen Brayman	Class B Director	M&C	01/17
Dr. Richard Wagner	Class C Director	City and University	01/13

The CPCUP is a 501(c)(3) corporation whose mission is to promote and support commercial revitalization, economic development and quality housing opportunities consistent with the interests of the City of College Park and the University of Maryland. The CPCUP is not a City committee but the City makes appointments to the Partnership. Class B Directors are appointed by the Mayor and City Council; Class C Directors are jointly appointed by the Mayor and City Council and the President of the University of Maryland.

<b>Citizens Corps Council</b>			
Appointee	Represents	Appointed by	Term Expires
VACANT		M&C	
VACANT		M&C	
VACANT	Neighborhood Watch	M&C	
Dan Blasberg 3/27/12		M&C	03/15
David L. Milligan (Chair) 12/11/07		M&C	02/17

Resolution 05-R-15. Membership shall be composed as follows: A Citizen Corps Coordinator for each neighborhood shall be nominated and appointed by the Mayor and Council and serve as a potential member of the CPCCC for the term of their respective office in the neighborhood group. Mayor and Council shall nominate and appoint 5 to 7 residents to serve as community coordinators and to serve on the CPCCC. At least one member of the CPCCC shall be the Neighborhood Watch Coordinator, and at least one member shall represent each of the other Citizen Corps programs such as CERT, Fire Corps, Volunteers In Police Service, etc. Each member of the CPCCC shall serve for

a term of 3 years, and may be reappointed for an unlimited number of terms. The Mayor, with the approval of the City Council, shall appoint the Chair and Co-Chair of the CPCCC from among the members of the committee. The Director of Public Services shall serve as an ex officio member. Not a compensated committee. Liaison: Public Services.

<b>Committee For A Better Environment</b>			
Appointee	Resides in	Appointed by	Term Expires
Janis Oppelt 8/8/06	District 1	M&C	09/15
Suchitra Balachandran 10/9/07	District 4	M&C	01/17
Donna Weene 9/8/09	District 1	M&C	12/15
Gemma Evans 1/25/11	District 1	M&C	01/17
Benjamin Mellman 1/10/12	District 1	M&C	01/15
Macrina Xavier 08/14/12	District 1	M&C	08/15
Kennis Termini 01/14/14	District 1	M&C	01/17
City Code Chapter 15 Article VIII: No more than 25 members, appointed by the Mayor and Council, three year terms, members shall elect the chair. Not a compensated committee. Liaison: Planning.			

<b>Education Advisory Committee</b>			
Appointee	Represents	Appointed by	Term Expires
Brian Bertges 06/18/13	District 1	M&C	06/15
Cory Sanders 09/24/13	District 1	M&C	09/15
Charlene Mahoney	District 2	M&C	12/14
VACANT	District 2	M&C	
VACANT	District 3	M&C	
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
Tricia Homer	District 1	M&C	04/16
Peggy Wilson 6/8/10	UMCP	UMCP	02/14
Resolutions 97-R-17, 99-R-4 and 10-R-13: At least 9 members who shall be appointed by the Mayor and Council: at least two from each Council District and one nominated by the University of Maryland. Two year terms. The Committee shall appoint the Chair and Vice-Chair of the Committee from among the members of the Committee. Not a compensated committee. Liaison: Youth and Family Services.			

<b>Ethics Commission</b>			
Appointee	Represents	Appointed by	Term Expires
Edward Maginnis 09/13/11	District 1	Mayor	08/15
VACANT	District 2	Mayor	
Sean O'Donnell 4/13/10	District 3	Mayor	04/12
Gail Kushner 09/13/11	District 4	Mayor	01/16
Robert Thurston 9/13/05	At Large	Mayor	02/16
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.

<b>Farmers Market Committee</b>			
Appointee	Represents	Appointed by	Term Expires
Margaret Kane 05/08/12	District 1	M&C	05/15
Robert Boone 07/10/12	District 1	M&C	07/15
Leo Shapiro 07/10/12	District 3	M&C	07/15
Julie Forker 07/10/12	District 3	M&C	07/15
Kimberly Schumann 09/11/12	District 1	M&C	09/15
VACANT			
VACANT		M&C	
VACANT	Student	M&C	

Established April 10, 2012 by 12-R-07. Up to 7 members. Quorum = 3. Three year terms. Not a compensated committee. Liaison: Planning Department. Agreement reached during July 3, 2012 Worksession to fill the seven positions as outlined above. Effective September 11, 2012 by 12-R-17: Membership increased to 8.

<b>Housing Authority of the City of College Park</b>			
Bob Catlin 05/13/14		Mayor	05/01/19
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.

<b>Neighborhood Stabilization Committee – as amended February 11, 2014</b>			
Name:	Represents:	Appointed By:	Term Ends:
Mayor and City Council of the City of College Park			Term in office
Chief David Mitchell	UMD DPS (UMD Police)	University	02/16
Dr. Andrea Goodwin	UMD Administration – Rep 1	University	02/16
Marsha Guenzler-Stevens (Stamp Student Union)	UMD Administration – Rep 2	University	04/16
Matthew Supple (Fraternity-Sorority Life)	UMD Administration – Rep 3	University	04/16

Gloria Aparicio-Blackwell (Office of Community Engagement)	UMD Administration – Rep 4	University	04/16
Jackie Pearce Garrett	City Resident 1	City Council	10/15
Aaron Springer	City Resident 2	City Council	10/15
Bonnie McClellan	City Resident 3	City Council	04/16
Christine Nagle	City Resident 4	City Council	04/16
Richard Morrison	City Resident 5	City Council	04/16
Douglas Shontz	City Resident 6	City Council	05/16
Catherine McGrath	UMD Student 1	Student Liaison	10/15
Josh Ratner	UMD Student 2	SGA Representative	03/16
Chris Frye	UMD Student 3	IFC	03/16
Tricia McLaughlin	UMD Student 4	Pan Hellenic Assn.	03/16
D. J. Alston	UMD Student 5	Nat'l Pan-Hell. Council, Inc. / United Greek Council	04/16
	Graduate Student	GSG Representative	
Todd Waters	Student Co-Operative Housing	City Council	03/16
Maj. Dan Weishaar	PG County Police Dept.	PG County Police	
Bob Ryan	Director of Public Services	City Council	10/15
Jeannie Ripley	Manager of Code Enforcement	City Council	
Lisa Miller	Rental Property Owner	City Council	02/16
Richard Biffl	Rental Property Owner	City Council	02/16
Paul Carlson	Rental Property Owner	City Council	03/16

Established by Resolution 13-R-20 adopted September 24, 2013 to replace the Neighborhood Stabilization and Quality of Life Workgroup. Amended October 8, 2013 (13-R-20.Amended). Amended February 11, 2014 (14-R-03). City Liaison: City Manager's Office. Two year terms. Main Committee to meet four times per year. This is not a compensated committee.

<b>Neighborhood Watch Steering Committee</b>			
	Resident of:	Appointed By:	Term Expires:
Robert Boone 04/12/11	District 1	M&C	04/15
Aaron Springer 02/14/12	District 3	M&C	02/14
Nick Brennan	District 2	M&C	04/16

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.

<b>Noise Control Board</b>			
Appointee	Represents	Appointed by	Term Expires
Mark Shroder 11/23/10	District 1	Council, for District 1	11/14
Harry Pitt, Jr. 9/26/95	District 2	Council, for District 2	03/16
Alan Stillwell 6/10/97	District 3	Council, for District 3	09/16
Suzie Bellamy	District 4	Council, for District 4	12/16
Adele Ellis 04/24/12	Mayoral Appt	Mayor	04/16
Bobbie P. Solomon 3/14/95	Alternate	Council - At large	12/12
Larry Wenzel 3/9/99	Alternate	Council - At large	02/18
<p>City Code Chapter 138-3: The Noise Control Board shall consist of five members, four of whom shall be appointed by the Council members, one from each of the four election districts, and one of whom shall be appointed by the Mayor. In addition, there shall be two alternate members appointed at large by the City Council. The members of the Noise Control Board shall select from among themselves a Chairperson. Four year terms. This is a compensated committee. Liaison: Public Services.</p>			

<b>Recreation Board</b>			
Appointee	Represents	Appointed by	Term Expires
Wade Price 12/14/05	District 1	M&C	02/15
Sarah Araghi 7/14/09	District 1	M&C	07/15
Alan C. Bradford 1/23/96	District 2*	M&C	02/17
VACANT	District 2	M&C	
Adele Ellis 9/13/88	District 3	M&C	02/17
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	02/17
Solonne Privett	Mayoral	Mayor	04/16
<p>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.</p> <p>*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.</p> <p>** 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.</p>			

<b>Rent Stabilization Board</b>			
Appointee	Represents	Appointed by	Term Expires
VACANT	Tenant	M&C	
VACANT	Tenant	M&C	
Richard Biff 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
<p>City Code Chapter 15 Article IX: Board shall have between 5 - 7 members appointed by M&amp;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.</p> <p>→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.</p>			

<b>Sustainable Maryland Certified Green Team</b>			
Appointee	Represents		Term Expires
Denise Mitchell 04/10/12	City Elected Official		04/14
Patrick Wojahn 04/10/12	City Elected Official		04/14
VACANT	City Staff		
Loree Talley 05/08/12	City Staff		05/14
VACANT	CBE Representative		
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
Douglas Shontz	Resident		05/16
Christine Nagle 04/10/12	Resident		04/14
VACANT	Resident		
VACANT	Resident		
<p>Established March 13, 2012 by Resolution 12-R-06. Up to 14 people with the following representation: 2 elected officials from the City of College Park, 2 City staff, 1 representative from the CBE, 1 representative of a City school, 1 student representative from the University of Maryland, 1 faculty or staff representative from the University of Maryland, 2 representatives of the City business community, up to 4 City residents. Two year terms. Not a compensated committee. A quorum shall be 6 people. The SMCGT shall select a Chair and a Co-Chair from among the membership on an annual basis. The SMCGT should meet at least bi-monthly. The liaison shall be the Planning Department.</p>			

<b>Tree and Landscape Board</b>			
Member	Represents	Appointed by	Term Expires
Dennis Herschbach 3/26/02	Citizen	M&C	07/13
John Krouse	Citizen	M&C	11/14
VACANT	Citizen	M&C	
Mark Wimer 7/12/05	Citizen	M&C	02/14
	Citizen	M&C	
Janis Oppelt	CBE Chair Liaison		
John Lea-Cox 1/13/98	City Forester	M&C	12/14
Steve Beavers	Planning Director		
Brenda Alexander	Public Works Director		

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.

<b>Veterans Memorial Improvement Committee</b>			
Appointee	Represents	Appointed by	Term Expires
Deloris Cass 11/7/01		M&C	12/15
Joseph Ruth 11/7/01	VFW	M&C	12/15
Leonard Smith 11/25/08		M&C	03/15
Blaine Davis 10/28/03	American Legion	M&C	12/15
Rita Zito 11/7/01		M&C	02/15
Doris Davis 10/28/03		M&C	12/15
Mary Cook 3/23/10		M&C	03/13
Arthur Eaton		M&C	11/16
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.			