



TUESDAY, JANUARY 20, 2015
(COUNCIL CHAMBERS)

7:30 P.M. WORKSESSION

COLLEGE PARK MISSION STATEMENT

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

CITY MANAGER'S REPORT

PROPOSED ITEMS TO GO DIRECTLY TO NEXT WEEK'S AGENDA

PROPOSED CONSENT AGENDA ITEMS

WORKSESSION DISCUSSION ITEMS

1. Registry of vacant properties – request of Councilmember Brennan
2. Maryland State Retirement Plan Prior Service Purchase – Steve Groh, Director of Finance (Possible Special Session)
3. Fiscal Year 2016 Budget Guidance – Steve Groh, Director of Finance
4. Boards and Committees -- *Discussion of the approach to use for this extensive topic:* Communication between Committees and Council; structure of relationship between Committees and Council; general rules, roles and responsibilities; fundraising and budget; work plans; input on Strategic Plan and the 63 strategies; role of staff liaison; policy regulating use of funds donated to City Boards and Committees
5. Legislative Update (and possible action) – Bill Gardiner, Assistant City Manager
6. Review of RFP for Executive Search Consultant – Mayor Fellows
7. Discussion of NLC Congressional City Conference, March 7 – 11, Washington, DC
8. Agenda items for January 29 Four Cities Meeting in College Park

9. Appointments to Boards and Committees

COUNCIL COMMENTS

INFORMATION/STATUS REPORTS FOR COUNCIL REVIEW ONLY

10. FY '15 Action Plan Quarterly Update – Bill Gardiner, Assistant City Manager

11. Confidential Information Memo on City position on Time Warner Comcast merger –
Suellen Ferguson, City Attorney (Provided Separately)

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

Registry of Vacant Properties

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joseph Nagro, City Manager

FROM: Robert Ryan, Public Services Director 

DATE: January 16, 2015

SUBJECT: Discussion of Registration of Vacant Properties

ISSUE

Councilmembers have requested a work session discussion about the feasibility of creating a vacant property registry.

SUMMARY

Some Councilmembers have previously discussed what actions the City could take to address vacant properties. It is believed that vacant properties are detrimental to the quality of life in the City in several ways. Vacant properties leave a neighborhood susceptible to crime. Vacant properties do not contribute positively to the streetscape. Vacant properties become a burden and challenge for code enforcement. Vacant properties underutilize much needed inventory in our real estate market.

At a minimum, the community would like to see these properties better cared for. Ideally these properties would be occupied.

Councilmembers wish to discuss expansion of our City Code to include a Registry of Vacant Properties, mandatory for all vacant property owners. This initiative would require the Council to:

- define "vacant property" (e.g. does "unoccupied" = vacant, or does vacant = "uninhabitable") and other related terminology
- clearly define the goals of a vacant property registry
- authorize staff to create an inventory, based on Council definitions, of vacant properties
- determine if there is a problem which justifies further financing, legislation, and enforcement
- authorize staff to create a reporting process structure and a database to support a registry
- adopt legislation including possible fines/fees to support the program

At this point, Councilmembers have not proposed an annual fee or special tax, but believe it might be appropriate to implement a fine for vacant property owners for not complying with regulations. Councilmembers who have discussed this issue understand that vacant properties legislation will increase staff workload. They believe regulation might be most effective if it were complaint based. Residents could report an alleged vacant property (via College Park Central) and then City staff could confirm the status of those properties. Councilmembers believe a registry might be beneficial for the property owner because it could enable the City to have regular communications with vacant property owners and it could potentially enable police to address issues on the property in the absence of the owner.

By better understanding the volume of vacant properties in the City, Councilmembers believe we can better identify problems and solutions. Discussion should include whether initiatives should address vacant properties in general, or case-by-case; and, if an annual fee, or a special tax would incentivize the return of vacant properties to occupancy.

Locally, the City of Mount Rainier here in Prince George's County has adopted legislation addressing vacant properties, and the City of Takoma Park in Montgomery County has discussed the issue. Attached is reference material from those municipalities.

RECOMMENDATION

The Council should discuss this issue at the worksession, and determine any future action, or not.

Attachments:

1. City of Mount Rainier Code Chapter 3B – Vacant Buildings and Vacant Lot Registration
2. City of Mount Rainier Vacant Building Registration Form
3. City of Takoma Park Vacant and Blighted Property Tax Rate Discussion

CHAPTER 3B

VACANT BUILDINGS AND VACANT LOT REGISTRATION

- §3B-101. Title
- §3B-102. Purpose and Policy
- §3B-103. Definitions
- §3B-104. Vacant Buildings
- §3B-105. Reserved (Ord 7-2005)
- §3B-106. Vacant Lot Registration (Ord. 7-2005)
- §3B-107. Repealed
- §3B-108. Repealed
- §3B-109. Repealed
- §3B-110. Repealed
- §3B-111. Repealed
- §3B-112. Repealed
- §3B-113. Repealed
- §3B-114. Repealed
- §3B-115. Repealed
- §3B-116. Repealed

Section 3B-101. Title

This Chapter shall be known as the Vacant Building and Vacant Lot Code for the City of Mount Rainier.

Section 3B-102. Purpose and Policy

The health, welfare and safety of the citizens of Mount Rainier need to be protected from the ill effects of poor property maintenance and all ramifications arising therefrom. Further, the value of all property within the corporate limits of the City of Mount Rainier needs to be protected from said ill effects and ramifications.

Thus the City of Mount Rainier hereby establishes requirements for the registration and maintenance of vacant buildings and for the registration of vacant lots..

Section 3B-103. Definitions

In this Chapter, the definitions in The BOCA National Property Maintenance Code/1996 shall apply, with the following exceptions:

- A. BOCA SHALL MEAN Building Officials and Code Administration International, Incorporated.

February 2, 2008

- B. **BOCA Property Maintenance Code** shall mean Building Officials and Code Administration International, Incorporated, Property Maintenance Code, as amended from time to time.
- C. **City** shall mean the City of Mount Rainier, Maryland.
- D. **City Manager** shall mean the City Manager of the City or his or her designated representative.
- E. **Vacant building** shall mean a building that is (1) empty or (2) not occupied on a regular and habitual basis by the owner, tenant, agent of the owner or other person having permission of the owner on a regular and habitual basis for the usual and customary purposes for which the building is designed and lawfully permitted or (3) partially occupied as defined in Section 3B-104.A.2 below. (Ord 7-2005)

Section 3B-104. Vacant Buildings

A. Obligation to Register Vacant Buildings.

1. **Commercial and Industrial Buildings.** Except as provided in Subsection 2 below with respect to rental properties that are less than 25% occupied and Subsections 3 and 4 below with respect to single family dwellings, whenever any commercial or industrial building in the City is vacant for more than sixty (60) days, or whenever any building in the City is vacant and such building or premises thereof contains one or more of the public nuisances described in the BOCA Property Maintenance Code, as amended in the City's Code of Ordinances, then the owner of such building shall, within ten (10) business days of notification by the City, register such a building as a vacant building and submit a vacant building plan.
2. **Mixed Use Residential and Commercial Properties.** Whenever the commercial portion of any mixed use residential and commercial building in the City is vacant for more than sixty (60) days, or whenever any such portion of such building in the City is vacant and such portion of such building or the premises thereof contains one or more of the public nuisances described in the BOCA Property Maintenance Code, as amended in the City's Code of Ordinances, then the owner of such building shall, within ten (10) business days of notification by the city, register such portion of such building as a vacant building and submit a vacant building plan. Whenever the residential portion of any mixed use residential and commercial building in the City is less than 25% occupied for more than sixty (60) days, or whenever any such portion of such building in the City is less than 25% occupied and such portion of such building or the premises thereof contains one or more of the public nuisances described in the BOCA Property Maintenance Code, as amended in the City's Code

of Ordinances, then the owner of such portion of such building shall, within ten (10) business days of notification by the City, register such portion of such building as a vacant building and submit a vacant building plan.

3. **Residential Rental Properties Less Than 25% Occupied.** Whenever any building designed as a rental property with four or more dwelling units is less than 25% occupied and such building or premises thereof contains one or more of the defects described in the BOCA Property Maintenance Code, as amended in the City's Code of Ordinances, then the owner of such building shall, within ten (10) business days of notification by the City, register such building as a vacant building and submit a vacant building plan.
4. **Single Family Dwellings, Previously Not Owner Occupied.** Whenever any building designed as a single-family dwelling is vacant and the immediately preceding occupant was not the owner and such building or premises thereof contains one or more of the defects described in the BOCA Property Maintenance Code, as amended in the City's Code of Ordinances, then the owner of such building shall, within ten (10) business days of notification by the City, register such building as a vacant building and submit a vacant building plan.
5. **Single Family Dwellings, Previously Owner Occupied, New Owner Will Not Occupy.** Whenever any building designed as a single-family dwelling is vacant and the immediately preceding occupant was the owner and ownership has changed hands and the new owner will not occupy the premises and such building or premises thereof contains one or more of the defects described in the BOCA Property Maintenance Code, as amended in the City's Code of Ordinances, then the owner of such building shall, within ten (10) business days of notification by the City, register such building as a vacant building and submit a vacant building plan.
6. **Single Family Dwellings, Previously Owner Occupied, New Owner Will Occupy.** Whenever any building designed as a single-family dwelling is vacant and the immediately preceding occupant was the owner and ownership has changed hands and the new owner will occupy the premises and such building or premises thereof contains one or more of the defects described in the BOCA Property Maintenance Code, as amended in the City's Code of Ordinances, then the owner of such building shall, within ten (10) business days of notification by the City, register such building as a vacant building and submit a vacant building plan.
7. The obligation to register a vacant building exists if the conditions in Subsections 1, 2, 3, 4, 5, or 6 above exist, without regard to whether the building is for sale.

B. Notice of registration requirement. Upon a determination by the City Manager that

a building in the City is required to be registered pursuant to Section 3B-104.A above, the City Manager shall provide notice to the owner or agent of the requirement to register the building and submit a vacant building plan to the City Manager. In the event of the existence of any public nuisance as defined in the BOCA Property Maintenance Code, as amended in the City's Code of Ordinances, in connection with the building or premises thereto, then the City Manager shall specify in the notice the existence of such nuisance(s). The failure of the City Manager to provide this notice, or the failure of an owner to receive notice from the City Manager, shall not relieve the owner of the obligation to register such building as a vacant building and submit a vacant building plan.

(Ord. 8-99, 5/18/99)

C. Registration of Vacant Buildings, Filing Fee. The owner or agent registering a vacant building shall supply the following information:

1. Name, address, and telephone number of owner.
2. Name, address, and telephone number of any local agent or representative.
3. Name, address, and telephone number of all persons with any ownership interest in the building and premises.
4. Name address, and telephone number of any and all mortgagors.
5. Legal description and tax account number of the premises on which the building is situated.
6. The common street address of the building.
7. Date on which building became vacant.
8. Vacant building plan.

The vacant building registration shall be filed with the City Manager. If the registration is for a building designed as other than a single family dwelling and is required under Section 3B-104.A.1 or Section 3B-104.A.2 above, it shall be accompanied by a filing fee of six hundred dollars (\$600.00). If the registration is for a building designed as a single family dwelling and is required under Section 3B-104.A.3 or Section 3B-104.A.4 or Section 3B-104.A.5 above, it shall be accompanied by a filing fee of three hundred dollars (\$300.00). (Ord. 5-2005, 06/22/04)

Registration of a vacant building shall be valid for a period of six (6) months. If the building is still vacant at the expiration of any six-month registration period and the requirements of the

vacant building plan are not completed, then the owner shall re-register such building and pay another filing fee.

If the building is still vacant at the expiration of any six-month registration period but the requirements of the vacant building plan are completed, the owner shall re-register such building, without the requirement of a new vacant building plan but with a payment of twenty-five percent (25%) of the usual filing fee if the building was required to be registered under Section 3B-104.A.1, 2, 3, 4, or 5 above.

No fee is required if the building was required to be registered under Section 3B-104.A.6 above, except that if the building remains vacant for one-year after the initial registration, the building will be treated according to Section 3B-104.A.5 and a fee will be required accordingly.

(Ord. 5-2004, 06/22/04)

D. Other Enforcement. The registration of a vacant building shall not preclude action by the City to force repair of the building or to initiate condemnation and demolition of the building pursuant to other provisions of this code or other law.

E. Vacant Building Plan. When a building is registered as required herein, the owner or agent of the owner shall submit a vacant building plan. The plan shall contain the following:

1. A plan of access to the interior by the Code Enforcement Officer of sufficient frequency to determine that, from evidence on the interior, the exterior structure is in good repair, structurally sound and sanitary, and weatherproof.
2. A plan of action to repair any doors, windows, or other openings which are boarded up or otherwise secured by any means other than conventional methods used in the design of the building or permitted for new construction of similar type. The proposed repair shall result in openings secured by conventional methods used in the design of the building or by methods permitted for new construction of similar type.
3. For buildings and property which are identified as being or containing defects which constitute public nuisances, then the vacant building plan shall contain a plan of action to remedy such public nuisance(s).
4. For each required plan, a time schedule shall be submitted identifying a date of commencement of repair and date of completion of repair for each improperly secured opening and identified defect.
5. Whenever the owner proposes to demolish the vacant building, then the owner shall submit a plan and time schedule for such demolition and obtain the necessary permit(s) as required pursuant to other provisions of this code or other law.

6. A plan of action to maintain the building and premises in conformance with the BOCA Property Maintenance Code, as amended in Chapter 3A.
- F. Placarding.** The owner or agent of the registered building shall place a City-provided identification placard on the building's exterior as directed by the City Manager so as to be clearly visible from the nearest public right-of-way. Such identification placard shall be kept in readable condition by the owner or agent, and shall provide the following information: owner's name, address, phone number, expiration date of registration. The City Manager may require removal of all other signage and graffiti at the owner's expense.
- G. Approval of Plan.** If the proposed vacant building plan complies with the standards herein and in regulations to be promulgated by the City Manager, the Code Enforcement Officer shall approve it. If the Code Enforcement Officer approves the plan, notice shall be sent to the owner or agent of the vacant building.
- H. Authority to Modify and Appeal Right.** The Code Enforcement Officer shall, upon notice to the vacant building owner or agent, have the right to modify the vacant building plan by altering the dates of performance or the proposed methods of action. If the owner or agent of the vacant building objects to the modifications made by the Code Enforcement Officer, such owner or agent shall have the right of appeal to the City Manager for final determination. Such appeal shall be in writing and personally delivered or sent by certified mail, return receipt requested, to the Code Enforcement Officer within fifteen (15) calendar days of the date of the Code Enforcement Officer's notice of modification. If no appeal is filed, then the plan as modified by the Code Enforcement Officer shall constitute the approved vacant building plan.
- I. City Manager's Review on Appeal.**
1. The City Manager shall specify a time and place for an appeal conference on a vacant building plan; shall advise the owner, in writing, of the time and place of the appeal conference. At the appeal conference the owner shall be permitted to present reasons to support the appeal and relevant evidence why the Code Enforcement Officer's modifications of the vacant building plan should be rejected.
 2. In considering the appropriateness of a vacant building plan on appeal, the City Manager shall consider the following:
 - i. The public interest in minimizing the period of time a building is vacant, boarded up, and/or has any defects which constitute public nuisances.
 - ii. The effect of the proposed plan on adjoining property and/or the neighborhood in

which the building is located.

- iii. Whether there is practical difficulty or unnecessary hardship (financial or otherwise) to the owner connected with the performance on any act required by the plan.
 - iv. The length of time the building has been vacant.
3. After the appeal conference, the City Manager shall render his/her decision on the owner's or agent's appeal of the Code Enforcement Officer's modifications to the proposed vacant building plan. The City Manager shall have the right to fashion his/her own vacant building plan or to approve or modify the plan submitted by the owner or agent or to approve or further modify the plan as modified by the Code Enforcement Officer. The decision of the City Manager shall be final and constitute the approved vacant building plan.
- a. The presence of any public nuisance on the property.

J. Failure to Submit or to Comply With Plan.

- 1. If an owner of a vacant building fails to submit a vacant building plan, the Code Enforcement Officer shall develop a plan and give notice of the plan to the vacant building owner or agent. If the owner or agent objects to the plan made by the Code Enforcement Officer, such owner or agent shall have the right of appeal to the City Manager for final determination. Such appeal shall be in writing and personally delivered or sent by certified mail, return receipt requested, to the Code Enforcement Officer within fifteen (15) calendar days of the date of the Code Enforcement Officer's notice of modification. If no appeal is filed, then the plan as modified by the Code Enforcement Officer shall constitute the approved vacant building plan.
- 2. Failure to comply with an approved vacant building plan shall constitute violation of this Section and subject the owner or agent of the building to penalties upon conviction as provided in this Chapter.

K. Change of Ownership. The vacant building plan shall remain in effect even if ownership changes. Within 30 calendar days of the date of any change of ownership, the new owner or agent shall file a new vacant building registration with the City, and supply the name, address, and telephone number of the new owner(s). The new registration shall be in the same form as the original registration; the new registration shall be accompanied by twenty-five percent (25%) the usual filing fee.

L. Maintenance Standards. The owner of a vacant building shall comply with Chapter 3A.

Section 3B-105 (Reserved)**Section 3B-106. Vacant Lot Registration.****A. Definitions**

1. *Lot* means an areas of land designated as a separate parcel or unit of land on a legally-recorded subdivision plat or deed filed among the land records of Prince George's County and assigned a property tax account identification number.
2. *Owner* means the record property owner of the vacant lot, but does not include a governmental entity or an instrumentality or unit of a governmental entity.
3. *Vacant lot* means a lot without a building or other improvement which has an assessed value as determined by the State of Maryland, Department of Assessments and Taxation.

B. Registration Required.

1. *Owner to register annually.* By July 1 of each year, beginning July 1, 2005, each owner of a vacant lot shall file a vacant lot registration statement with the City on a form provided by the City Manager or his/her designee.
2. *Registration fee.* The annual registration fee is \$75.00 for reach vacant lot, payable at the time of registration.
3. *Purchaser required to register upon acquisition.* A new owner of a vacant lot must file a registration statement within 30 days of the acquisition and pay the annual registration fee, unless that fee was already paid by the prior owner.

C. Information Required With Registration. The registration statement shall contain the following information:

1. A description of the vacant lot by street address, property tax account identification number, and any other information required in order to accurately identify the vacant lot.
2. The name, address, and telephone number of the property owner of record, and in addition, if the owner is a corporation, limited liability company, limited liability partnership, or limited partnership, the name, address, and telephone number of the resident agent and, if the owner is a partnership or other entity not having a resident agent, the name, address, and telephone number of all partners, owners or officers of

the owner or of an authorized agent of the owner.

3. The name, address, and telephone number of the owner's authorized agent if an agent has been designated by the owner; and
 4. A post office box does not suffice as an address for the purposes of the registration statement.
 5. The City Manager shall be notified within 14 days of any change in the agent designated by the owner or any change in the address of the owner or agent.
- D. *Exception to Vacant Lot Registration Requirement.*** No registration of a vacant lot is required if:
1. The vacant lot is zoned as residential and the owner occupies a residence on a lot contiguous to the vacant lot;
 2. The vacant lot is contiguous to a lot with an occupied building and both lots are under common ownership; or
 3. The vacant lot is being utilized as a parking lot in compliance with the County zoning ordinance and other applicable laws.
- E. Penalties.**
1. *Municipal infraction.* The failure of an owner of a vacant lot to file a registration statement when it is due, to pay the registration fee, or to provide all information required with registration is a municipal infraction with a fine of \$200. Each additional 60 days a violation exists is a separate violation subject to an additional \$200 fine.
 2. *Lien on real property.* All registration fees, when overdue, are a lien in favor of the City on the vacant lot and may be collected and enforced in the same manner as delinquent real property taxes. (Ord.7-2005, 06/21/2005)



City of Mount Rainier
One Municipal Place, Mount Rainier, MD 20712
Phone: (301) 985-6585 Fax: (301) 985-6595

Vacant Building Registration

- New Registration
 Renewal

This registration form must be completed and signed by the property owner or an authorized agent with applicable fees. To avoid delay in the processing of your registration form, please be sure to answer every question clearly and completely, sign and date the application and submit applicable fees. The application fees are \$300 for residential and \$600 for commercial every six months.

1. **Street Address of Property** _____
2. **Legal description of Property** _____
3. **Tax Account Number of Property** _____
4. **Property Owner** _____
5. **Property Owner Address** _____
6. **Property Owner Phone (day)** _____ **(evening)** _____
7. **Name of Local Agent of Property Owner** _____
8. **Local Agents Address** _____
9. **Local Agents Phone (day)** _____ **(fax)** _____
10. **Names, addresses and phone numbers of all persons having ownership interest in the building/premises.**

11. Name, address and phone numbers of any and all mortgage holders.

12. Date property became vacant _____

13. Vacant Building Plans (please provide detailed plan of action and/or intent for property with timeframe).

Note: Whenever the owner proposes to demolish the vacant building, the owner shall in addition submit a proposed time schedule for such demolition and obtain necessary permits as required pursuant to other provisions of Prince Georges County and Mount Rainier Code.

Signature: _____ Date: _____

Print: _____

To be completed by City of Mount Rainier

Inspected by: _____

Approved by: _____

Fees Paid: _____

Date: _____

Work Session

Agenda Item #	4
Meeting Date	July 21, 2014
Prepared By	Brian Kenner City Manager
Approved By	Brian Kenner City Manager

Discussion Item	Vacant and Blighted Property Tax Rate
Background	<p>Per previous council discussion, there is interest in having a work session to discuss vacant and blighted properties in the City and more specifically what strategies are available to assist the City in dealing with these properties (i.e. tax rates).</p> <p>As background, the City has the authority to address the problem of vacant and blighted properties found to be in violation of City Code <i>Chapter 6.36 Unsafe Buildings - Public Nuisance Abatement</i>. Generally “(a)ny building or structure or part thereof that is determined to have become a hazard to the life, health, safety, or general well-being of the occupants or the public may be deemed an unsafe building or public nuisance.” The status of a building - whether it is occupied or vacant - is not by itself necessarily grounds for being declared unsafe or a public nuisance. If determined to be unsafe or a public nuisance as defined by law, the City has the authority to require the property owner to bring the structure and its grounds into compliance with City Code <i>Chapter 6.12 Property Maintenance Code</i>. Montgomery County has similar authority granted to it under the terms and conditions of the City’s Memorandum of Agreement which assigns them responsibility for the enforcement of both Chapters as they apply to rental residential properties.</p> <p>In recent communications with the Maryland Municipal League (MML) on this topic they stated the following:</p> <ul style="list-style-type: none"> • There are currently no municipalities in Maryland with a separate tax rate for blighted properties. • State of Maryland Attorney General’s opinion confirms power of municipalities to create a separate classification of properties for tax purposes (attached). <p>Some additional municipalities/states that have implemented or contemplated a separate tax rate for blighted properties include:</p> <ul style="list-style-type: none"> • Washington DC (http://dcra.dc.gov/service/vacant-building-enforcement) • Kennesaw, GA : http://mdjonline.com/view/full_story/24893703/article-City-of-Kennesaw-approves-blight-tax--in-unanimous-vote • Savannah: http://savannahnow.com/news/2014-04-30/city-looks-increase-tax-rates-blighted-properties#.U7xJAbEric4 • Connecticut research report Connecticut OLR Research Report: http://www.cga.ct.gov/2013/rpt/2013-R-0335.htm • Atlanta: http://saportareport.com/blog/2012/09/atlanta-city-council-moving-forward-on-plan-to-raise-tax-rates-on-blighted-property/

Policy	Livable Community – Create and maintain a livable community that is vibrant, healthy, and safe, with convenient transportation for all of its residents. <i>(from the City of Takoma Park Strategic Plan)</i>
Fiscal Impact	TBD
Attachments	Attorney General opinion
Recommendation	Discussion on policy issues.
Special Consideration	

TAXATION**PROPERTY TAX—MUNICIPALITIES—MUNICIPALITIES HAVE
AUTHORITY TO ESTABLISH SEPARATE
CLASSIFICATIONS FOR LAND AND IMPROVEMENTS TO
LAND**

January 25, 1995

*The Honorable Michael R. Gordon
House of Delegates*

You have requested our opinion regarding the authority of municipalities to establish separate classifications of property for municipal tax purposes only. Specifically, you asked:

1. Does Article 15 of the Maryland Declaration of Rights grant authority for a two-tier taxation system?
2. May a separate classification be created just for land?
3. Do municipalities already have the authority to establish the classifications proposed in House Bill 525 of the 1994 Session, which was vetoed by the Governor?

For the reasons stated below, we conclude that the answer to each of these questions is yes.

I**Article 15 of the Declaration of Rights**

The power to tax has been recognized as one of the inherent powers of sovereignty. The power to classify property for purposes of taxation is incidental to that power. The extent of this power is restricted, however, by both the Maryland Constitution and the United States Constitution. *State Tax Commission v. Gales*, 222 Md. 543, 161 A.2d 676 (1959). For the questions addressed in this opinion, the restrictions imposed by Article 15 of the Declaration of Rights are most relevant.

Originally, Article 15 provided in relevant part that “every ... person in the State ... ought to contribute his proportion of public taxes for the support of the government according to his actual worth in real or personal property....” Constitution of 1776 (former Article 13 of the Declaration of Rights). Through each successive constitution, the provision was essentially unchanged. Article 15 of the Declaration of Rights, as adopted in 1867, declared that “every person in the State, or person holding property therein, ought to contribute his proportion of public taxes for the support of the Government, according to his actual worth in real or personal property.”

So worded, Article 15 was interpreted to mean that all property must be uniformly taxed. The framers “declared that everyone ought to contribute his proportion of taxes according to the value of his property, and in order that everyone should bear his just proportion and no more it follows as a necessary corollary that all taxes levied upon property should be equal and uniform according to its actual value.” *State v. Philadelphia, W. & B. R.R. Co.*, 45 Md. 361, 377 (1876). With the exception of the recognized but limited authority to create tax exemptions, the State could not create different classes for different tax treatment. Even the granting of partial exemptions was prohibited, because such a grant was considered tantamount to creating separate classes for different tax treatment. See *37 Opinions of the Attorney General* 424 (1952).

The original restrictions against classifications were later relaxed by amendments to Article 15. In Chapter 779 of Laws of Maryland 1912, the General Assembly established a commission to review the entire property taxation scheme in the State. The report of that commission specifically addressed the need for the power to classify:

The language of the present section amounts to a tax against persons, not property, and should be amended, and should also be amended to remove any doubt as to the power of the Legislature to make reasonable classifications of property.

Report of the Commission for the Revision of the Taxation System of the State of Maryland and City of Baltimore 35 (1913). That review resulted in Chapter 390 of the Laws of Maryland 1914 (ratified on

November 2, 1915). This amendment to Article 15 clearly permitted classification:

[T]hat the General Assembly shall, by uniform rules, provide for separate assessment of land and classification and subclassifications of improvements on land and personal property, as it may deem proper; and all taxes thereafter provided to be levied by the State for the support of the general State Government, and by the Counties and by the City of Baltimore for their respective purposes, shall be uniform as to land within the taxing district, and uniform within the class or subclass of improvements on land and personal property which the respective taxing powers may have directed to be subjected to the tax levy....

This amendment to Article 15 was discussed in considerable detail in 37 *Opinions of the Attorney General* 424 (1952). That opinion, referring to the 1913 report cited above, concluded that the purpose of the amendment was to permit classifications. 37 *Opinions of the Attorney General* at 432. The opinion also rejected the suggestion that the General Assembly had the power to classify only for purposes of tax rates, but not for purposes of valuation or assessment. Rather, the General Assembly could treat different classes differently, as long as the classifications were reasonable. 37 *Opinions of the Attorney General* at 433.

Consequently, in the view of the Attorney General, the classification issue had been fundamentally changed. The question no longer was whether the General Assembly had the power to classify property for tax purposes. Instead, it was whether the classifications themselves were reasonable.

A few years later, in *Sears, Roebuck & Co. v. State Tax Comm'n*, 214 Md. 550, 136 A.2d 567 (1957), the Court of Appeals reviewed a policy of the State Department of Assessments and Taxation ("SDAT") under which an inflationary factor was applied to the value of real property but not to the value of personal property. After finding that personal property and real property were classified alike for assessment purposes, the Court held that all property within the same classification must be valued by the same yardstick. Consequently, the Court found that this taxation scheme

treated property within the same class differently and therefore was unconstitutional. 214 Md. at 557.

In response to that case, the General Assembly passed Chapter 73 of the Laws of Maryland 1958, which separately classified real and personal property. The preamble to the bill stated that Article 15 "confers upon the General Assembly the right to provide for the separate assessment of land and classification and sub-classification of personal property as it may deem proper," and that "it is the intention of the General Assembly to classify real property separate and distinct from personal property ..." for assessment purposes.

The Court of Appeals relied on that specific language when interpreting the amended statute in *National Can Corp. v. State Tax Commission*, 220 Md. 418, 153 A.2d 287 (1959), *appeal dismissed*, 361 U.S. 534 (1960). The Court held that the power to classify for purposes of taxation was conferred by the 1915 amendment to Article 15, that there was no continuing obligation to tax different classes uniformly, and that different rates could be applied to real and personal property in different classes. The Court also stated that the applicable test was of "the reasonableness of the classification rather than the method by which a difference in the amount of taxes is effected" 220 Md. at 429. Accordingly, the Court upheld the classification of real and personal property for different tax treatment.

The issue was addressed again, this time concerning land classification, in *State Tax Commission v. Gales*, 222 Md. 543, 161 A.2d 676 (1959). Chapter 9 of the Laws of Maryland 1956 directed that farm land was to be valued based on its agricultural use and not on any other basis. The underlying purpose was to encourage farming by removing the growing tax burden caused by the appreciation of land near metropolitan areas. The Court of Appeals again recognized that the General Assembly had the power to classify and subclassify both improvements to land and personal property, but that the classifications must not be arbitrary or unreasonable. 222 Md. at 549-50. However, the Court determined that Article 15, as amended, did not allow the classification of land. Therefore, farm assessments, which involved the separate tax treatment of a class of land, were held to be in violation of Article 15. 222 Md. at 563.

In response to that case, Article 15 was amended by Chapter 64 of the Laws of Maryland 1960. With that amendment, Article 15 evolved to its present language:

[T]hat the General Assembly shall, by uniform rules, provide for the separate assessment, classification and sub-classification of land, improvements on land and personal property, as it may deem proper; and all taxes thereafter provided to be levied by the State for the support of the general State Government, and by the Counties and by the City of Baltimore for their respective purposes, shall be uniform within each class or sub-class of land, improvements on land and personal property which the respective powers may have directed to be subjected to the tax levy. . . .

The 1960 amendment removed the bar against land classification. Present law reflects that expansion of authority by establishing several classifications of land based on use, *i.e.*, farm land, marshlands, woodland, land of country clubs, and land for planned development use. *See* §8-101(b) of the Tax-Property ("TP") Article, Maryland Code. The authority for these classifications is beyond challenge at this point.

Accordingly, the creation of a two-tier taxation scheme would have to be effectuated by the creation of separate classes. Once appropriate classifications were codified, the members of each class could be treated differently as to rate, assessment percentage, or method of valuation. *National Can*, 220 Md. at 429. The only test would be the reasonableness of the classification. Any such classification would be upheld if it was based upon a reasonable distinction grounded in an appropriate government policy.

The law has required the separate assessment of land and improvements to land at least since 1929. *See* former Article 81, §14, *as recodified* by Chapter 226 of the Laws of Maryland 1929. Consequently, the distinction between land and improvements has long been recognized and would seem to provide an acceptable criterion for a classification if that distinction was necessary to promote an appropriate government policy. *See* letter of advice from Assistant Attorney General Richard E. Israel to William S.

Ratchford, II, Director of the Department of Fiscal Services (January 17, 1992).¹

II

House Bill 525

House Bill 525 of the 1994 Session was a bill to create, according to its title, "separate subclasses in real property for land and improvements to land for municipal corporations." This creation of two classes would have allowed different tax treatment to be imposed on each class. The bill was passed by the General Assembly but vetoed by Governor Schaefer, so it never became law.² The last question posed in your letter is whether municipalities already have the authority to establish classifications that would have been granted by House Bill 525. The answer is yes.

TP §6-203(a) states that "municipal corporation[s] may impose municipal corporation property tax on those classes of property that it selects to be subject to municipal corporation property tax." That

¹ Separate tax treatment of land and improvements raises a practical problem, however. Land is not normally sold separately from the improvements on it. Therefore, the allocation of value between land and improvements is not based on actual sales data, but on methods and formulas recognized in the appraisal industry. For example, one does not normally find a \$400,000 house on a \$20,000 lot or a \$50,000 house on a \$75,000 lot. Rather, land normally represents 25 to 35 percent of the market value of a residence on a standard lot. Adjustments may be necessary for size variations, topography and other characteristics. Yet, when a taxpayer challenges the value assigned to his property, it is always the total value that is challenged, not the allocation. *Atlantic Venture, Inc. v. Supervisor of Assessments of Baltimore City*, 94 Md. App. 73, 615 A.2d 1210 (1992). The creation of a two-tier assessment will mean that the accuracy of the allocation will also be subject to challenge. Consequently, it will necessitate considerably more effort to ensure the accuracy of the allocation, and not just the overall value, and to defend that allocation. However, municipalities must accept the assessed value as determined by SDAT. TP §6-204(b).

² The Governor expressed policy reservations about so-called "land value taxation" and called for the issue to be studied before statewide authorization is granted. Veto message of May 26, 1994, Laws of Maryland 1994 at 3881.

authority seems unique when compared to that of the State and counties, which do not have comparable authority. See TP §§6-201 and 6-202. However, municipal authority is then limited by TP §6-203(b): "Except as otherwise provided by this article, the municipal corporation property tax is imposed only on assessments made under Title 8 of this article."

Title 8 establishes the methods of valuation and assessment. TP §8-101 specifically lists those classifications of property created by the General Assembly. The question is whether municipalities must select from the classes established in TP §8-101 or whether they may establish their own classes for local purposes.

TP §6-303(a) directs each municipality to set the tax rate annually for the next taxable year on all assessments of property subject to the municipal tax. TP §6-303(a)(2) states that the municipality "may set special rates for any class of property that is subject to the municipal property tax rate." Then, TP §6-303(c) indicates that, "[e]xcept as provided in subsection (a)(2) of this section and §6-305 of this subtitle," the municipality must impose a single tax rate. Consequently, these sections, read together, seem to indicate that there is but one rate, except for authorized "special rates" or tax differentials.³ However, a broader legislative objective

³ A tax differential is an adjustment to a general tax rate because of overlapping services being provided by two taxing authorities. If trash removal was done by both a county and a municipality, for example, the full tax rate of each would include that cost. Since the benefit will only be provided by one jurisdiction, a tax differential, *i.e.* a different tax rate, is allowed to accommodate the difference in the services being provided by the other jurisdiction. TP §§6-305 and 6-306. *Griffin v. Anne Arundel County*, 25 Md. App. 115, 333 A.2d 612 (1975).

"Special assessments" is a term of art that addresses a tax assessment based solely upon a special benefit being conferred upon property by some public project, *e.g.* installation of water and sewer lines. The requirements of uniformity do not apply. *Leonardo v. County Commissioners*, 214 Md. 287, 134 A.2d 284 (1957) *cert. denied*, 355 U.S. 906, *rehearing denied*, 355 U.S. 967 (1958). See 63 *Opinions of the Attorney General* 16 (1978).

Consequently, property within the same class may have different tax rates without offending the uniformity requirements of Article 15 if it is for the purposes described above. However, the statutory history of TP §§6-203 and 6-303 does not support limiting "special rates" to those circumstances.

seems to have been lost in the recodification of former Article 81 in the Tax-Property Article.

In the first session after the ratification of the 1915 amendment to Article 15, which created the authority for classifying property, the General Assembly passed Chapter 656 of the Laws of Maryland 1916, the predecessor of the very sections under review. Chapter 656, which became former Article 81, §269, stated as follows:

That all incorporated towns within this State be, and the same are hereby directed to follow for local purposes the rules for uniform taxation within their respective jurisdictions as to land and uniform taxation within each class or subclass of improvements in personal property as provided for the levying of State, county and City taxes by the amendment to Article 15 of the Declaration of Rights of the Constitution of Maryland.... And the said incorporated town shall likewise have the power, anything in their charters granted to them to the contrary notwithstanding, but subject to the Public General Laws of the State, to determine the classes of property which shall be the subject of taxation within their respective jurisdictions and for their local purposes; provided, however, that they follow the rules of classification for taxation established by said Article 15 and any supplementary legislation enacted in conformity therewith....

The next major recodification of the tax code occurred in 1929, and again a tax commission was established prior to the recodification. The first draft of the recodification published in June 1928 omitted the above-quoted section. *Preliminary Report of The Maryland Tax Revision Commission* (1928). The second draft, published later in 1928, specifically added a §9, as follows:

Any incorporated town in this State shall have power (a) to select as the subjects of town taxation such classes of personal property, of land, or improvements on land, assessable under this Article, as it may deem wise, and

(b) to levy such special or limited rates of town taxation as it may deem wise on any class of property so selected as a subject of town taxation for which a fixed or limited rate of town taxation is not prescribed by this Article....

The editor's note indicated that §9 was a recodification of previous Article 81, §269 "without, however, in any material respect affecting the substantive operation." *Report of The Maryland Tax Revision Commission* (1928).

Furthermore, the final draft that became law added §27(h), specifically granting towns the authority to change their tax rates to offset any loss affected by exemptions or partial exemptions of the classifications created in §9. Section 27(h) stated:

Any incorporated town shall have the power to change the tax rate fixed by its charter upon property taxed under Section 9 of this Article, to the extent of covering any loss in revenue in case it may have determined upon the exemption or partial exemption of certain classes or subclasses of property under said section, or may have determined upon any special or limited rates of town taxation thereon.

The language of these sections clearly establishes that municipalities retained the authority to classify property for local purposes and to impose different tax treatment on those classes. Section 9 provided for different tax rates being applied to separate classifications chosen by the municipality, and §27(h) allowed adjustments to the full rate because of any loss in income sustained because of a different tax treatment being applied to the different classes. These two sections, renumbered as §§12 and 30(b), remained in former Article 81 without any change in language (except the substitution of the State Department of Assessments and Taxation for the State Tax Commission and other non-substantive additions).

When the Tax-Property Article was enacted in 1985, TP §6-303 included the recodified version of these provisions. Although the Revisor's Note referred to clarifying changes in language, the recodification does not reflect an intent to diminish municipal

authority that had been on the books since 1916. "It is a settled principle of statutory construction that a change in a statute as part of a general recodification will ordinarily not be deemed to modify the law unless the change is such that the intention of the Legislature to modify the law is unmistakable." *Duffy v. Conaway*, 295 Md. 242, 257, 455 A.2d 955 (1983). See also *In re Special Investigation No. 236*, 295 Md. 573, 458 A.2d 75 (1983).

The issue of authority to classify was previously addressed by the Attorney General in the context of exempting property for foreign governments. In 50 *Opinions of the Attorney General* 425 (1965), Attorney General Burch distinguished the authority of the counties and municipalities. The opinion indicated the counties could not create their own exemptions without specific authority, which had not been granted. However, the opinion also concluded that the municipalities had that authority:

The General Assembly has provided in Article 81, Section 12 of the Annotated Code of Maryland (1957) that incorporated towns in this State shall have the power to select as the subjects of town taxation such classes of land and improvements on land as it may deem wise. The corollary of the power to select is the power to exempt, and thus, it is our opinion that incorporated towns in this State could exempt from town taxation by appropriate ordinance real property owned by foreign governments.

This same conclusion was reached in Opinion No. 89-030 (August 10, 1989) (unpublished):

Thus, municipal corporations are understood to have express power to exempt classes of property from taxation. Moreover, because municipal corporations may select the classes of property to be taxed [TP §6-203(a)] and 'may set special rates for any class of property that is subject to the municipal corporation property tax' [TP §6-303(a)(2)], they clearly have the authority to levy different rates on selected classes of property.

In *Rosecroft Trotting and Pacing Association, Inc. v. Prince George's County*, 298 Md. 580, 471 A.2d 719 (1984), the Court of Appeals addressed that county's authority to classify for tax purposes. The Court determined that counties did not have that authority, but it arrived at that conclusion by analyzing the difference between the authority of municipalities and the authority of the counties. The Court referred to Chapter 656 of the Laws of Maryland 1916 as the creation of municipal power to classify property for tax purposes and found that this delegation of authority still existed in former Article 81, §§12 and 30. The Court then held that "Section 12 in express terms provides, *but only for municipalities*, the type of authorization [i.e. the authority to tax different classes at different rates] which Prince George's seeks to achieve" 298 Md. at 584 (emphasis supplied). Consequently, the Court recognized that the delegation of authority to the municipalities in 1916 by Chapter 656 was still effective.

III

Conclusion

In summary, it is our opinion that municipalities already have the authority to establish reasonable classifications and to treat those classes differently for tax purposes. Therefore, the specific delegation of that authority by House Bill 525 of 1994 was unnecessary.

J. Joseph Curran, Jr.
Attorney General

David M. Lyon
Assistant Attorney General

Jack Schwartz
Chief Counsel
Opinions & Advice

2

Maryland State Retirement Plan



Memo

To: Mayor and Council

Through: Joseph Nagro

From: Stephen Groh and Jill Clements

Date: January 16, 2015

Re: Update on Maryland State Retirement Plan and Recommendation Regarding Payment of City of College Park's New Entrant Liability

ISSUE

On July 1, 2014, the City joined the Maryland State Retirement and Pension System (MSRP) as participants in the Reformed Contributory Pension Plan. During the approval process, the Directors of Finance and Human Resources presented to the Mayor and Council information provided by the Plan's actuaries about the estimated costs of purchasing prior service for our employees. Based on an actuarially-estimated cost of \$1.6 M, the Council approved the purchase of 60% prior service and allowed the City to proceed with joining the Plan. We were aware that the cost estimate was subject to change following a final actuarial valuation to be conducted in late 2014. It was the City's intention to "borrow from itself" to pay for the purchase of prior service from our reserves and reimburse our reserves over several years, as our average investment rate of return is approximately 0.7%. The alternative was to borrow the money and pay interest (7.7% if we borrow from the MSRP, ~3.5% if we borrowed from a bank).

Recently, the City has learned that the final cost to purchase the prior service is \$2,631,128 or approximately \$1 M more than we anticipated, if we still wish to pay all the costs up front. We are bringing this issue to the Council for guidance on how the City should proceed.

SUMMARY

The attached letter to Melody Countess from the actuaries at Gabriel Roeder Smith & Company (GRS) explains the valuation and provides the amortized dollar payments and the full cost for the optional lump sum payment (which we requested). The Directors of Finance and HR have

spoken to the staff at MSRP and to the Plan’s actuaries to try to understand why the cost of the lump sum payment amount is so different from their earlier projections.

In a nutshell, the answer is this:

Originally, the actuaries calculated the City’s New Entrant Unfunded Accrued Actuarial Liability (UAAL-the price to purchase past service) to be \$4,813,542. When the actuaries made their original estimate, the Basic Employer Cost rate was 6.2% of payroll. Part of that 6.2% was for funding the pooled Employers’ Combined System’s (ECS) Municipal unfunded liability. We received credit for a portion of that pooled unfunded liability because we were not in the Plan. The credit that was projected reduced our own unfunded liability by over \$3M, leaving a new entrant liability of \$1,681,626, which is the figure we brought to Council last year.

Now, the FY2015 valuation has been completed and the City’s UAAL remained basically unchanged at \$4,713,609. However, the MSRP overall valuation has improved and the Basic Employer Cost rate will be reduced in fiscal year 2016 to 5% of payroll (from 6.2%). Therefore, next year we will be paying less than we expected on an annual basis. Ironically, however, the credit that the actuaries gave us (see paragraph above) was based on 6.2% of payroll and now that it is based on 5% of payroll, the credit will be reduced, increasing our new entrant liability (should we choose to pay it in a lump sum) to \$2,631,128.

The following table illustrates the situation:

		Original Valuation	Final Valuation
A	ECS Municipal Valuation Date	6/30/2013	6/30/2014
B	College Park Valuation Date	2/24/2014	12/15/2014
C	Basic Employer Cost Rate	6.20%	5.00%
D	CP New Entrant UAAL	\$4,813,542	\$4,713,609
E	Credit for Pooled UAAL Contribution	\$3,131,916	\$2,177,692
F	New Entrant Liability (D-E)	\$1,681,626	\$2,535,917
G	Interest to date		\$ 95,211
	Total		\$ 2,631,128
H	Payroll	\$5,426,737	\$4,929,670
I	Illustrative \$ annual contribution (C*H)	\$336,458	\$246,484

Impact on Fund Balance

For fiscal year 2014, the City had a surplus of \$1,175,735 which automatically went into the unassigned reserve. On May 13, 2014, the Council approved a contract with SHA for \$300,000 in design services for Route 1 underground utilities with no funding provided.

Currently, our unassigned reserve (\$5,566,179) equals 36.87% of the FY15 expenditure budget (\$15,094,904). When we “borrow from ourselves”, for accounting and financial statement purposes, a portion of the Unassigned fund balance is transferred to Nonspendable fund balance to secure the loan receivable. If we transfer the \$300,000 for underground utilities to the C.I.P. and pay \$1,681,626 to MSRP that we had planned, our unassigned reserve would be reduced to 25.40%. If we pay the additional \$1M, the unassigned reserve would be reduced to 19.11% and would increase gradually as we pay ourselves back. If we generate any significant surplus in the future, we could pay ourselves back faster than the \$250,000 per year schedule.

Possible Options:

1. Pay all of the New Entrant Liability now and repay ourselves over a longer period of time. The City’s original intent was to “pay back” the \$1.6M over four to five years. If we choose to pay the entire \$2.6M now, we would plan to pay ourselves back over eight to ten years.
2. Pay the amount we originally planned (\$1.6M) and finance the remaining \$1M over 24 years or fewer:
 - a. The estimated cost of financing through a bank at approximately 3.5% would be \$1.5M. The interest for the first year is \$35,567.
 - b. Financing the additional \$1M through the Plan at 7.7% over 24 years would cost nearly \$2.3M. However, there is no penalty for prepayment, so we could pay off this debt at any time and save interest. The interest for the first year is \$79,776.

RECOMMENDATION

The City recommends that we pay the entire amount now from the Fund Balance and reimburse ourselves over the next eight to ten years. Although the payment is considerably more than expected, we have the funds and, in the long run, we will save considerable interest. Right now, we are earning less than one percent interest on our investment funds; therefore, borrowing from ourselves is the least expensive option.

December 15, 2014

Ms. Melody Countess, CPA
Chief Operating Officer
State Retirement Agency
120 East Baltimore Street - 16th Floor
Baltimore, Maryland 21202-1600

Re: City of College Park – Entry into RCPB – Final Valuation

Dear Melody:

Based on our valuation of the City of College Park’s entry as of July 1, 2014 into the municipal Reformed Contributory Pension Benefit (RCPB), the City will contribute the municipal ECS Basic Employer Cost Rate plus the calculated new entrant unfunded liability contribution rate shown in the paragraph below. Consistent with historical practice, PGUs entering the System contribute the pooled Basic Employer Rate, although differences in the demographic characteristics of the members of the PGU compared to the total System and the cost of participation in the RCPB compared to the average cost of participation in the plans for the total System (ACPS, ECPS, NCPS, RCPB) may result in higher or lower costs if the PGU was valued individually compared to the average of the total System. The fiscal year 2014-2015 municipal ECS Basic Employer Cost Rate is 6.20% of payroll. This contribution will cover the future service benefit accruals of the employees joining the System. The actual rates vary from year to year based on future gains and losses, benefit changes, and assumption changes.

As requested, we have completed the valuation with 60% recognition of past service for all participants. The past service recognition will count toward all past service used for benefits and eligibility purposes. The demographics of the City’s employees produced a new entrant liability of \$2,535,917. This amount can be amortized with level dollar payments of \$222,159. All amortizations are over the next 25 years as provided by Senate Bill 466, Section D, Part 4. These annual payments are illustrated to begin on December 31, 2014. Please see Exhibit I for the payment schedule. **If the City plans to pay the entire liability in a lump sum on December 31, 2014, the amount would be \$2,631,128.**

<u>Calculation of New Entrant Liability Payment/(Credit)</u>	<u>Percent-of-Payroll</u>	<u>Level \$ Payment</u>
College Park UAAL contribution rate (1)	6.07%	
ECS Levelized Municipal UAAL contribution rate (2)	2.75%	
College Park New Entrant UAAL contribution rate (1) – (2)	3.32%	\$222,159

As shown above, the new entrant liability is a result of comparing the Unfunded Actuarial Accrued Liability (UAAL) contribution rate of 6.07% for the City of College Park (over a closed 25-year amortization period) to the 2.75% contribution rate if the ECS Municipal UAAL determined in the Municipal valuation as of June 30, 2014 was amortized over a closed 25-year period.

The UAAL contribution rate for the City of College Park is based on no asset transfer and the liabilities for the members entering the System as of July 1, 2014.

The total contribution in fiscal year 2014-2015 for the City is estimated to be 6.20% applied against the City's payroll, plus the new entrant liability payments.

The cost figures are based on data provided by the MSRPS on the current 89 employees as of June 30, 2014. This data is summarized below:

	<u>City of College Park</u>	<u>ECS Municipal Actives</u>
Number:	89	24,674
Covered Payroll:	\$4,929,670	\$1,037,279,250
Average Age:	50.0 years	49.3 years
Average Benefit Service Recognized:	7.5 years	11.0 years
Average Annual Pay:	\$55,390	\$42,039

The actuarial assumptions and applicable benefit provisions are the same as those used for the June 30, 2014 actuarial valuation of the MSRPS. In particular, the assumed rate of investment return was 7.65% and the assumed rate of active member payroll growth was 3.40%. Differences between our projections and actual amounts depend on the extent to which future experience conforms to the assumptions used in this valuation. If you have reason to believe that the assumptions used are unreasonable, you should contact the author prior to relying on the information conveyed herein.

Please contact us if you have any questions or comments.

Sincerely,



Brad L. Armstrong, ASA, EA, MAAA
Consulting Actuary

BLA:dj
Enclosure

cc: Dean Kenderdine, Executive Director
Tony Roberts, Accountant Supervisor
Michelle Lowery, Deputy Chief Operating Officer
Brian Murphy, GRS
Amy Williams, GRS

3

FY 2016 Budget Guidance



MEMORANDUM

TO: Mayor & Council
THROUGH: Joseph L. Nagro, City Manager
FROM: Stephen Groh, Director of Finance
DATE: January 13, 2015
SUBJECT: FY2016 Budget Guidance and Schedule

Although we are only half way through fiscal year 2015, it is time to begin preparations for the fiscal year 2016 budget process. Based on the required dates for issuance of the requested budget document, ordinance introduction, public hearing and budget adoption, we have compiled the attached FY2016 Tentative Budget Schedule #1. The process will begin with distribution of budget worksheets to departments in late January, following December month-end close. If you have any conflict with any of the dates on the budget schedule, please let us know as soon as possible.

Budget Distribution & Saturday Worksessions

We plan to distribute the requested budget to Mayor & Council no later than Tuesday, March 31. Hopefully, it will be ready by Friday, March 27, but it is too early to guarantee that. The budget will be available in book form or on CD and will be posted to the website. The Saturday budget worksessions will be held on April 11 and April 18, beginning at 7:30 a.m., unless we can finish in one session. The budget ordinance will be introduced at the regular M&C meeting on Tuesday, April 28.

Revenue Budget

We have received the estimate of FY2016 real property tax assessments and the total is 2.64% higher than the FY2015 assessment (prior to application of the homestead tax credit). We won't get the FY2016 homestead tax credit ("HTC") estimate until the 2nd week in February. I assume that the FY2016 HTC will be lower than FY2015 but can't estimate how much lower at this time. There are no other new projects in the pipeline for the coming year. FY2015 will be the second year for The Varsity to receive its revitalization tax credit (\$80,000). State Highway Administration has given us an FY2016 estimate for highway user tax (\$114,033 versus \$113,583 we budgeted in FY2015). The one-time additional highway user payment we received in FY2015 (\$257,038) is not scheduled to recur in FY2016, particularly under a new administration. We expect admissions & amusement ("A&A") tax to be similar to FY2015. It is too early to predict FY2016 speed enforcement camera revenue.

It would be our hope to NOT recommend a property tax rate increase for FY2016. Property tax rates and occupancy permit fees were last raised in FY2014.

Expenditure Budget

For the past several years, we have asked departments to limit non-personnel expenditure budgets (other than fuel and utilities) to the prior year level plus a certain percentage increase. For FY2016, due to the flat property tax assessments, we are again directing the departments to budget for no increase, and we would prefer a decrease. FY2016 is the third year of the collective bargaining agreement for certain Public Works employees and the cost of living adjustment (“COLA”) in the 3-year agreement for FY2016 is 2.00%. The intention is to maintain a status-quo budget with no new programs and no increases in staffing.

Although we intend to secure a new \$2,000,000 master lease to fund future purchases of vehicles and equipment, this loan has not yet been secured as we do not yet have a timetable for the purchase of expensive items such as trash trucks. We may have more information by March.

For FY2016, we will be budgeting \$250,000 for the 2nd installment of the purchase of prior service credit in the Maryland State Retirement System.

Use of Unassigned Reserve

For FY2015, \$73,002 of unassigned reserve was used to balance the budget. It is hoped that we could avoid using unassigned reserve to balance the FY2016 requested budget, but it is too early to tell.

M&C Wish Lists

Mayor & Council may submit “wish list” items for FY2016. These requests may be for the operating budget or C.I.P. Staff will investigate or price out the requests, which may be included in the requested budget (at the City Manager’s discretion) or submitted to M&C in an appendix to the budget document. Please submit any requests to either Joe or Steve in writing or by e-mail as soon as possible (but no later than Friday, February 13) so that the departments will have ample time to price out the items.

Considering the lack of additional revenues and the inevitable increase in expenditures, we hope that you will limit any wish list requests.

We look forward to working with you to achieve the best possible budget for the coming fiscal year. If you have any questions, please do not hesitate to contact us.



FY2016 TENTATIVE BUDGET SCHEDULE #1
as of January 13, 2015

Listed below is the tentative budget schedule for the FY2015 budget. Updates to this schedule will be provided as needed.

Operating budget worksheets distributed to departments	Monday, January 26
Mayor & Council wish lists due back to Finance	Friday, February 13
Pricing of Mayor & Council wish list items by departments	February 16 – 27
Operating budget worksheets due back to Finance	Monday, February 23
Capital project pages to be updated	February 2 – February 20
Review of department operating budget submittals by City Manager and Finance Director	March 3 – 6
City Manager's Requested Budget distributed to M&C	Tuesday, March 31 (possibly by Friday, March 27)
Budget worksessions	Saturday, April 11 @ 7:30 am Saturday, April 18 @ 7:30 am (if needed) Additional worksessions if needed
Budget ordinance introduced	Tuesday, April 28
Budget public hearing Constant yield tax rate public hearing (if needed)	Tuesday, May 12
Worksession discussion of possible budget changes after public hearing (if needed)	Tuesday, May 19
Adopt budget ordinance	Tuesday, May 26
Effective date of FY2016 adopted budget	July 1

4

Outline of Board And Committee Worksessions

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joe Nagro, City Manager 

FROM: Janeen S. Miller, City Clerk

DATE: January 13, 2015

RE: Worksession Discussions regarding City-Appointed Authorities, Boards, Committees and Commissions

ISSUE

The Mayor and City Council requested a Worksession discussion regarding City-appointed Authorities, Boards, Committees and Commissions (hereafter referred to as “Boards”). The broad working title on the Future Agendas was:

“Boards and Commissions: Communication between Committees and Council; structure of relationship between Committees and Council; general rules, roles and responsibilities; fundraising and budget; work plans; input on Strategic Plan and the 63 NQoL strategies; role of staff liaison; (Retreat Parking Lot Item) AND Council discussion re: policy regulating use of funds donated to City Boards and Committees (added 12-09-14)”

Terry Schum, Bob Ryan, Bill Gardiner and I met to review the multiple topics listed above and to develop a strategy to help Council approach the discussion. We have drafted the attached outline for your consideration.

SUMMARY

Several discussion topics relating to City-appointed Boards were placed in the parking lot at the Council-Staff retreat held on May 10, 2014 and additional topics were added by Council or staff since then. The result is a very large and broad list of discussion items that we have broken down into more manageable Worksession discussions, as outlined below.

Staff recommends that Council periodically conduct a broad review of their advisory boards to make sure they are serving Council in the most optimal manner, and to our knowledge this has not been done in a long time. In addition, policies need to be developed or clarified to address issues that arise.

RECOMMENDATION

The purpose of the January 20, 2015 Worksession discussion is to agree on the approach to the discussion of City-appointed Authorities, Boards, Committees and Commissions. Please review the proposed outline and schedule and provide feedback at the Worksession.

Attachments:

- 1 – Outline of Approach
- 2 – List of City Boards

2015 Council Review of City-Appointed Boards Tentative Outline January 20, 2015				
	TOPIC	W/S DATE (2015)	DESCRIPTION	WHO ATTENDS
1	Plan The Approach	January 20	Develop the outline/approach to address topics of future discussion	Council, Staff
2	The Big Picture – Part 1 Since we have 17 Boards, this could be broken down into two Worksessions.	February 3	A fresh look at the complete list of City Boards: legal role and relationship of advisory boards to the Council; review the charge: should any Boards be restructured, combined or eliminated; which are inactive; is there an area that we should add an advisory board?	Council, Staff Do you want to include Board Chairs at this W/S? If this is in 2 Worksessions, how do you want to divide the list?
3	The Big Picture - Part 2 (Same as above, part 2)	February 17		
4	Discussion of Board Relationships and Interactions with Council and City Staff	March 3	Discuss the relationship between Council, Boards and Staff Liaison; Communication between Council and Boards; Council direction on Board Workplans; Council discussion on budgeting funds for boards, and policy regulating use of funds donated to City Boards; legal authority of Boards as appointees of Council; duty of Boards to abide by City policies and state/county law.	Council, Staff, Staff Liaisons

5	Council Discussion with (Selected/All?) Boards	April 7 (and April 21?)	Meet with Boards to review outcome of earlier Council Work-sessions and to solicit their feedback: Review any proposed changes; Review General Rules and Responsibilities that apply to Boards; Discuss Council-Board Interaction; Clarify Role of Staff Liaison; Clarify Expenditure of Funds, address issues raised by the Board.	Council, Staff, Boards and Staff Liaison One W/S or Two?
6	Public Comment on Recommended Changes	June 2 W/S Preview June 9 R/M Comment	Summary of any proposed changes to specific Boards or to any policies are reviewed prior to public comment next week.	Public Comment -
7	Implementation	July 7	Finalize any changes that are going to be made, and determine the implementation plan.	Council, Staff

Please note that this outline does not contemplate discussion of the College Park Housing Authority or the College Park City-University Partnership.

2015 Authorities, Boards, Committees and Commissions

Name	Established By:	Composition	Charge/Duties	Separate Budget?
Advisory Planning Commission Number of Members: 7 Term: 3 Years Compensation: \$60 per meeting attended where a quorum is present Meetings: Monthly Staff Liaison: Planning Director	City Code Chapter 15 Article IV (Ordinance 91-O-9; Amended 11-27-2001 by Ord. No. 01-O-7; Amended by Ord. No. 06-O-01)	The Advisory Planning Commission shall be composed of seven members, appointed by the Mayor with the approval of the City Council, who have a City-wide perspective relative to planning-related and housing issues. Members shall have a track record of civic-mindedness from work on other City projects or committees, an interest in planning and housing and some knowledge of the planning process and related laws and procedures. For the Commission's initial membership, the City shall give consideration to appointing members from among those of the City committees dissolved pursuant to § 15-29, and 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. Further, the Mayor, with approval of the City Council, may appoint members to the commission on a temporary basis for a limited period upon a determination by the Mayor that such action would expedite the handling of appeals of the city code violation notices involving fire protection or fire safety. The period may be extended from time to time by the Mayor, with approval of the City Council, as necessary. The Chairperson is elected by the majority of the Commission.	The primary function of this board is to conduct hearings with respect to applications for variances from the strict application of the Prince George's County Zoning Ordinance and departures from design and landscaping standards, parking and loading standards and sign design standards of the Prince George's County Zoning Ordinance as well as appeals with respect to violations of the College Park Code for Housing Regulations, Building Construction and Property Maintenance. The Commission may also make recommendations to the Mayor & Council on development applications; land-use issues and plans; grant requests and capital improvements; and may develop a long-range comprehensive plan for the City as directed by the Mayor and Council.	Yes 3013
Aging-In-Place Task Force Number of Members: 12 (8 Residents + 4 Councilmembers)	Established April 2014 by Resolution 14-R-07. Amended by Resolution 14-R-34	The College Park Aging-In-Place Task Force shall consist of 8 City residents (with the goal of having two from each Council district) and 4 City Council representatives, for a total of 12 members. The Task Force is encouraged to include experts from outside agencies (i.e., Prince George's County, University of Maryland, AARP or MetLife) to	This Task Force was created to fulfill an action item in the FY 2014 Action Plan to "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." The charge to the Task Force is to: Identify existing City	No

Name	Established By:	Composition	Charge/Duties	Separate Budget?
<p>Quorum = 5</p> <p>Term: 2 years or completion of final report</p> <p>Compensation: None</p> <p>Meetings: TBD</p> <p>Staff Liaison: YFSS</p>	<p>October 2014 to increase number of Council positions from 2 to 4.</p>	<p>participate to the extent deemed desirable and necessary by the Task Force. These guests are not voting members of the Task Force. The Task Force shall select a Chair from among its members. The staff liaison shall be the Director of Youth, Family and Senior Services (or her designee). A quorum shall be 5 members. The affirmative vote of a majority of the members present and voting is required to take an action. The Task Force shall be discharged after the final report has been presented to the Mayor and City Council.</p>	<p>resources that support our aging population; Identify needs of the City's aging population who desire to age-in-place, Identify gaps between current resources and the needs of the aging-in-place population; Identify and research potential strategies that the City could pursue to address the gaps between the available resources and current needs for aging-in-place. Such potential strategies could include: an information and referral service, a volunteer network, a senior day care facility, addressing nutritional needs with current stakeholders. The Task Force will prepare a final report of strategies and recommendations for the Mayor and Council.</p>	
<p>Airport Authority</p> <p>Number of Members: 7</p> <p>Term: Decided by Council</p> <p>Compensation: None</p> <p>Meetings: Quarterly</p> <p>Staff Liaison: City Clerk</p>	<p>City Code Chapter 11, Article II</p> <p>(Res. No. 67-R-10) [Amended 5-22-1984 by Ord. No. 84-O-6]</p>	<p>The "Authority" shall consist of seven (7) members, all of whom shall reside in and be qualified voters of the City of College Park, Maryland, who shall hold no office or position in the city government with pay or compensation. The members shall be appointed by the Mayor and City Council and shall serve for such a term or terms as decided by said appointing body. The Authority shall elect its Chairperson from its membership. A quorum of a majority of currently serving appointed members present is required before the Authority may take any official action. Meetings of the Authority shall be open to the public, and full and impartial hearings shall be granted. The Authority shall specify a regular meeting date at least once every three months. Additional meetings may be called by the Chairperson or a majority of the members. The Authority shall keep minutes of its proceedings and all findings, decisions and recommendations to the Mayor and City Council. A report of the business of each meeting shall be made to the Mayor and Council at a Council meeting not later than two weeks after each meeting of the</p>	<p>The purpose of said Authority shall be to investigate, review and report on the use and future use of the College Park Airport and its facilities, to review periodically the operating procedures in order to assure the compatibility of such procedures with the welfare of the community and, when necessary, to hold hearings regarding these matters. The Authority shall encourage use of the airport as an historical, recreational and educational center and promote good community relations. It will recommend to the Mayor and Council its findings for action. The Authority shall elect its Chairperson from its membership. All members of the Authority shall be entitled to vote, and its decision shall be determined by majority vote of the members present.</p>	<p>No</p>

Name	Established By:	Composition	Charge/Duties	Separate Budget?
Animal Welfare Committee	Established 2007 by Resolution 07-R-17.	Authority. In matters concerning the procedures for meetings, the Authority may establish its own rules, provided that they are not contrary to the spirit and intent of this article.	This committee addresses issues related to domestic and wild animals in the City of College Park; works with the City Animal Control Officer to plan activities and initiatives to promote animal welfare; educates the community about responsible pet ownership, wildlife management and pest control; advises the Mayor and Council on animal welfare related issues; and coordinates with animal welfare and rescue organizations.	This Committee accepts contributions
Term: 3 years	Amended 2010 by 10-R-20.	Up to 15 Members appointed by the Mayor and Council for three-year terms. Members are at-large; City residency not required.		
Compensation: None				
Meetings: Monthly				
Staff Liaison: Animal Control Officer				
Board of Election Supervisors	City Charter §C4-3; Amended by Resolution 94-CR-1	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 of said city, not holding any office there under, as Supervisors of Elections, who shall act as Judges of Elections at any elections held during the two years succeeding their appointment and who shall perform such other duties as may be delegated to them under the College Park Code, 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, and such Supervisors of Elections are hereby authorized to administer oaths in the performance of their duties. The Mayor and Council shall designate one of the five Supervisors of Elections as the Chief of Elections.	The Board coordinates the City's elections with Prince George's County, including obtaining copies of current voter registration lists. The Board approves the contents of the election packet that is distributed to persons desiring to run for office in College Park; reviews and validates petitions of candidacy; places notices regarding voter registration, candidacy and election information; issues absentee ballots to qualified voters; hires and trains election workers; prepares election material; conducts the elections; tallies the ballots; and certifies the results to Mayor & Council. The Board also receives and reviews campaign finance and election forms and coordinates with the Ethics Commission when necessary.	Yes 1012
Number of Members: 5				
Term: 2 years				
Compensation: Fiscal year basis. (Per item 11-G-66, effective 03/13); Election year: Full Board receives compensation. Non-election year: Only Chief Election Supervisor is compensated.				

Name	Established By:	Composition	Charge/Duties	Separate Budget?
<p>Chief: \$480/year Supervisor: \$360</p> <p>Meetings: As needed Staff Liaison: City Clerk's Office</p>				
<p>Cable Television Commission</p> <p>Number of Members: 5</p> <p>Term: 3 years</p> <p>Compensation: \$60 per meeting attended when a quorum is present</p> <p>Meetings: Quarterly</p> <p>Staff Liaison: City Manager's Office</p>	<p>City Code Chapter 15, Article III.</p> <p>(Resolution 80-R-2; Amended 7-13-04 by Ordinance 04-O-4)</p>	<p>The Commission shall be composed of four Commissioners plus a voting Chairperson. Two of the Commissioners shall be appointed for one-year terms; two of the Commissioners shall be appointed for two-year terms; and the chairperson shall be appointed for a three-year term. The members of the Commission shall be appointed by the Mayor with the approval of the Council. After the expiration of the initial term by each of the initial Commissioners and Chairperson, thereafter each successive appointment shall be for a period three years so as to achieve a reasonably staggered Commission.</p>	<p>The Commission reviews and makes recommendations to Mayor and Council on telecommunications services in general, reviews applications and agreements for the use of the City's rights-of-way by providers of telecommunications services within the City, and develops procedures for approving or denying applications to provide services.</p>	<p>Yes 1016</p>
<p>Citizens Corps Council</p> <p>Number of Members: 5 - 7</p> <p>Term: 3 years</p> <p>Compensation: None</p>	<p>Established 2005 by Resolution 05-R-15</p>	<p>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 CPNW coordinator, and at least one member shall represent each of the other Citizen Corps programs such as CERT, etc. Each member of the CPCCC shall serve for a term of 3 years, and may be reappointed for an unlimited number of terms. There shall be at least one representative of each of the Citizen Corps programs, including CPNW, CERT, etc. The Mayor,</p>	<p>The College Park Citizen Corps Council (CPCCC) works closely with local public safety programs such as College Park Neighborhood Watch and the Community Emergency Response Team (C.E.R.T.), to provide training and education to make College Park safer, stronger, and better prepared to respond to threats of terrorism, crime, public health issues and disasters of all kinds. The CPCCC promotes volunteerism, and strengthens the Citizen Corps programs at the neighborhood</p>	<p>No</p>

Name	Established By:	Composition	Charge/Duties	Separate Budget?
Meetings: Quarterly Staff Liaison: Public Services Director		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.	level, such as CERT teams and Neighborhood Watch groups; identifies training opportunities for special skills and interests, develops targeted outreach for special needs groups; organizes special projects and community events; encourages cooperation and collaboration among community leaders; and captures smart practices and report accomplishments.	
Committee For A Better Environment Number of Members: Up to 25 Term: 3 years Compensation: None Meetings: Monthly Staff Liaison: Planning	City Code Chapter 15, Article VIII. (Adopted 4-11-2000 by Ordinance No. 00-O-3)	The Committee shall consist of members appointed by the Mayor and Council. Each member shall serve for a term of three years and shall be eligible for reappointment. There shall be no more than 25 members on the Committee. The Committee members shall elect the chair, who shall serve for one year. The Chair may be re-elected and serve additional terms.	The CBE was established to advise Council on environmental issues affecting the lives of College Park residents and shall initiate and implement beautification efforts. The planned programs include Earth Day, Arbor Day and others to increase environmental awareness, recycling and open space utilization. The CBE will initiate community outreach through distribution of literature to promote programs and events, information sharing and periodic website updates.	Yes 1009
Education Advisory Committee Number of Members: 9+ Term: 2 years	Established 1997 by Resolution 97-R-17; Amended by Resolution 99-R-4	The EAC shall have at least nine (9) members who shall be appointed by the Mayor and Council. One member shall be nominated by the University of Maryland and at least two members shall be appointed from each City Council district. All members except the University representative shall be residents of the City of College Park. The Committee shall appoint the Chair and Vice-Chair of the Committee from among the members of the	The purpose of the Education Advisory Committee is to support, strengthen and promote the schools that College Park students attend. Annual activities include hosting a pre-school fair for College Park parents (January), hosting a reception for recipients of the prestigious Fulbright Distinguished Awards in Teaching Fellows placed at UMD (November), evaluating public school grant applications	Line items included in 1013

Name	Established By:	Composition	Charge/Duties	Separate Budget?
Compensation: None Meetings: Monthly Staff Liaison: YFSS		Committee.	submitted by the local public schools that College Park students attend, monitoring the administration of City of College Park scholarships for College Park youth (ages 2–18) to attend University of Maryland Summer Camps (March).	
Ethics Commission Number of Members: 7 Term: 2 years Compensation: None Meetings: As needed Staff Liaison: City Clerk's Office	City Code, Chapter 38, § 38-5	There shall be a City Ethics Commission, 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. Members of the Commission shall be appointed to renewable two-year terms and during those terms may only be removed for cause. Commission members shall elect one member as Chair, to serve in such capacity for a renewable one-year term.	The Ethics Commission shall have the duty and the power to: render advisory opinions; investigate and adjudicate alleged violations; grant exemptions and modifications to the requirements of the Ethics Chapter; devise, receive and maintain disclosure statements; conduct public education; promulgate regulations; certify annually to the State Ethics Commission that the City is in compliance with state and provide ethics training to the City's elected officials, candidates for elected office, employees and board and commission appointees as necessary and appropriate.	Yes 1014
Farmers Market Number of members: up to 7 Term: 3 years Compensation: None Meetings: At least once a year	Established 2012 By Resolution 12-R-07	The committee shall be composed of up to seven members. A quorum shall be three members. The committee members shall be appointed by the Mayor and Council for three-year terms. The City's Planning Department will serve as the staff liaison to the Committee.	The purpose of the Farmers Market Committee is to develop recommendations for the Mayor and Council for how to structure and manage the downtown College Park farmers' market in a way that maximizes the vibrancy and success of the market and emphasizes locally-grown vegetables, fruits, and other farm products. Recruit a diverse array of local farmers and producers of complementary products and services that are appropriate for inclusion in a farmers' market. Design and implement a marketing campaign to attract and retain a strong customer base to support the market.	No

Name	Established By:	Composition	Charge/Duties	Separate Budget?
Staff Liaison: Planning			Collaborate, where appropriate, with other city committees and local organizations such as the Committee for a Better Environment, College Park Arts Exchange, civic associations, and student organizations. Submit an annual report to the Mayor and Council that summarizes the operation of the market, to include issues related to customer satisfaction, vendor satisfaction, rules and procedures, fee structure, and other relevant matters. Meet at least once each year with the Mayor and Council to discuss the progress of the farmers' market and possible changes or other actions that could support and strengthen the farmers' market.	
Neighborhood Quality of Life Committee Number of members: 33 Term: 2 years Compensation: None Meetings: Quarterly Staff Liaison: City Manager's Ofc.	Established 2013 by Resolution 13-R-20 Amended October 2013 13-R-20.Amnd. Amended July 2014 by 14-R-23	Established in September 24, 2013 to replace the Neighborhood Stabilization and Quality of Life Workgroup. Membership is composed of: Mayor and City Council; University of Maryland Police Department; Prince George's County Police Department; 4 University of Maryland Administration representatives; 6 City residents; 5 University of Maryland students; a Graduate Student; a representative of Student Co-Operative Housing; 3 Rental Property Owners; the Director of Public Services; the Manager of Code Enforcement.	This Committee will support implementation of approved strategies for 1) reducing issues that negatively impact quality of life for College Park residents, 2) increasing rates of homeownership, 3) building positive relations between different groups in the community, and 4) expanding options for affordable housing. The Committee will continue to develop new strategies and evaluate progress that is made. The Committee will hold at least one public forum each year, will promote and facilitate a continuing dialogue among various stakeholders, and will provide annual reports of its activities to the City Council and such other reports as the Council requests or the Committee deems useful.	No
Neighborhood Watch Steering Committee	Established 2011 by Resolution	Three-person Steering Committee whose members shall be residents. Coordinators of individual NW programs in the City and the PGPD COPs officer	To advise the Council and to review, enhance and further develop College Park Neighborhood Watch, to conduct meetings and act as	No

Name	Established By:	Composition	Charge/Duties	Separate Budget?
<p>Number of members: 3</p> <p>Term: 2 years</p> <p>Compensation: None</p> <p>Meetings: Quarterly</p> <p>Staff Liaison: Public Services</p>	11-R-06	<p>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.</p> <p>(This Resolution dissolved the Neighborhood Watch Coordinators Committee that was established by 97-R-15.)</p>	<p>necessary to share information and procedures to prevent crime as appropriate in the City in coordination with police; and to develop Neighborhood Watch Programs in all sections of the City of College Park; and to provide a network to exchange information about crime occurring in our neighborhoods; to disseminate pertinent, police reviewed, crime-related information (i.e., actual incidents, police lookouts, crime trends) City-wide; to work closely with Prince George's County Police Department Community Oriented Policing (COPS) officers and College Park Public Services Director to identify and resolve neighborhood problems; to promote and support the Neighborhood Watch concept, strengthen existing Neighborhood Watch groups, and help begin new groups in areas where they do not exist; to provide crime prevention and police services information to the community; to provide yearly reports to the Mayor and Council on the status of crime prevention efforts in the City of College Park.</p>	
<p>Noise Control Board</p> <p>Number of Members: 5</p> <p>Term: 4 years</p> <p>Compensation: \$60 per meeting attended where a quorum exists</p> <p>Meetings: As</p>	<p>City Code Chapter 15 Article VII</p> <p>Established 1985 by 85-O-5;</p> <p>Amended in its entirety in 1998 by 97-O-25</p>	<p>The Noise Control Board shall consist of five members, four of whom shall be appointed by the Council, one from each of the four election districts, and one of whom shall be appointed by the Mayor. In addition to the foregoing membership, there shall be two alternate members appointed at large by the Council who may attend all Noise Control Board meetings. In the absence of any regular member of the Noise Control Board, the Chairperson may designate one of the alternate members to participate in the hearing of and decision on any matter coming before the Board. In the absence of two or more regular members of the Noise Control Board, the Chairperson shall designate one or both</p>	<p>To assist and advise the City in its noise control efforts; to coordinate the exchange of noise control information with the Maryland Department of Health and Mental Hygiene and other public bodies, agencies or commissions; to hold hearings and make findings; and to promulgate rules to implement provisions of City Code Chapter 138, Noise.</p>	No

Name	Established By:	Composition	Charge/Duties	Separate Budget?
needed		of the alternate members to participate in the hearing of and decision on any matter coming before the Board. The members of the Noise Control Board shall select from among themselves a Chairperson.		
Staff Liaison: Public Services				
Recreation Board	City Code Chapter 15 Article II	Effective March 30, 1999, membership on the College Park Recreation Board shall be 10 members: two from each Council district appointed by the Mayor and Council for three-year terms and two members nominated by the Mayor and confirmed by the Mayor and Council for three-year terms. The Chairperson will be chosen from among and by the district appointees at the first meeting following each November 1, for a one-year term.	The primary charge to the College Park Recreation Board is to regulate the use of the City's recreation facilities by eligible citizens and groups, to provide for supervision where they deem necessary and to work closely with the Park and Planning Commission and the Mayor and Council to enhance the quality of recreation within the City of College Park. The College Park Recreation Board will encourage recognition of the Recreation Board and promote participation in the recreation activities by sending, at least once a year, to all the organizations on the City's list, a statement of purposes and goals, a list of the City recreation facilities and activities and an open invitation to participate (this may take the form of an annual report). It is the responsibility of the Chairperson to assure College Park Recreation Board representation at Park and Planning Budget Hearings with testimony and requests relevant to recreation needs and plans for the City of College Park.	Yes 2014
Number of Members: 10	Resolution 76-R-9; Amended 3-9-99 by Ordinance No. 99-O-3			
Term: 3 years				
Compensation: None				
Meetings: Monthly				
Staff Liaison: Public Services				
Sustainable Maryland Certified Green Team	Established 2012 by 12-R-06	The SMCGT shall have 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. Members to the SMCGT shall be appointed for two year terms. A quorum shall be 6 people. The	The SMCGT will bring together a group of community leaders, municipal staff, and community organizations to leverage the skills, expertise, and life experience of team members to develop policies and plans, implement programs, and assist with educational opportunities that support the creation of a sustainable community. The SMCGT is charged with leading the City to complete actions worth a total of 150 points (including two mandatory	No
Number of members: up to 14				
Term: 2 years				
Compensation:				

Name	Established By:	Composition	Charge/Duties	Separate Budget?
None Meetings: at least bi-monthly Liaison: Planning		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.	actions and two of six priority actions) and submit the appropriate documentation to achieve first year certification in the Sustainable Maryland Certified program. The SMCGT shall be discharged when Sustainable Maryland Certified certification has been attained by the City.	
Tree and Landscape Board Number of members: 9 Term: 2 years Compensation: None Meetings: Monthly Staff Liaison: Public Works	City Code Chapter 179 Established 1989 by 89-O-5; Amended 1991 by 91-O-22	The Board shall have the following nine (9) voting members: five (5) citizens of the city appointed by the Mayor and Council of the City of College Park, the Chairperson of the Committee for a Better Environment, the City Forester, the Planning and Community Development Director and the Public Works Director. The Board shall choose its own officers, adopt its own rules of procedure, subject to approval of the Mayor and Council, and keep an official record of its meetings and proceedings	On an annual basis, the Board shall Study the landscape within the City of College Park and review City landscape plans. Write plans for the selection, installation and maintenance of landscape plantings and removal of questionable trees, shrubs and ground covers on public ways or public areas within the City limits. Present its plans to the Mayor and Council, which, when accepted and approved by the Mayor and Council, shall constitute the official comprehensive landscape plan for the City. Oversee the administration of the comprehensive landscape plan. With the advice of the City Forester, the Board shall establish, maintain and disseminate an official list of trees, shrubs and ground covers suited for urban planting in the region's climatic zone. No trees, shrubs or ground covers other than those on the official list may be planted upon public ways or public areas within the City without the approval of the Board. The Board has the authority to establish, maintain and disseminate guidelines regarding: Proper installation, removal and maintenance practices. Safe and proper spacing of trees and shrubs. Preservation of wildlife habitats. The Board shall sponsor educational activities to: Increase public appreciation of grand champion trees of aesthetic, historical or ecological value on public and private lands within the City limits.	No

Name	Established By:	Composition	Charge/Duties	Separate Budget?
Veteran's Memorial Improvement Committee	01-G-57	Members of the Committee shall be appointed by the Mayor and Council for three year terms. Initial appointees shall be named to one, two, and three-year terms, one-third of the members to be named in each category. There shall be a minimum of nine members, and a maximum of thirteen, including at least one member from American Legion College Park Post 217 and one member from Veterans of Foreign Wars Phillips-Kleiner Post 5627. Members may be re-appointed for additional terms. The Department of Public Works shall appoint a staff person to serve as liaison to the Committee. The Chair of the Committee shall be elected each year by the members of the Committee. A vice-chair may be elected as deemed appropriate by the Committee. These officers may be reelected to additional terms.	<p>Encourage civic associations to develop lists of trees on public or private land in their neighborhoods that may be protected from destruction. Encourage residents to include in their landscape plans the varieties of trees, shrubs and ground covers on the official City list.</p> <p>Inform residents of safe and desirable installation, removal and maintenance practices to promote healthy trees, shrubs and ground covers and provide habitats for wildlife. The Board shall develop guidelines to protect from destruction grand champion trees or trees of aesthetic, historical or ecological value to the community, whether they are located on public or private lands within the City limits. The Board has the authority to propose, present and recommend to the Mayor and City Council any resolution, ordinance or Charter change that advances the purposes set forth in this chapter.</p> <p>The Committee advises and assists the City to ensure that the Veterans Memorial is used and maintained in a manner befitting the service and memory of those who served. The annual Memorial Day and Veterans Day ceremonies are planned and executed by this Committee.</p>	Line item included in 1013 This Committee accepts contributions

5

Legislative Update

6

RFP

Executive

Search

Consultant



MEMORANDUM

TO: Mayor & Council
THROUGH: Joseph L. Nagro, City Manager
FROM: Stephen Groh, Director of Finance
DATE: January 16, 2015
SUBJECT: RFP CP-15-07, Executive Search Consultant

Attached is a Request for Proposals (RFP) for an executive search consultant to conduct a national search for a new City Manager. The RFP is modeled after the RFP we issued in December 2001, but with updated background information and additional contract language.

During the 2001 solicitation, we received 6 bids and selected The Mercer Group, Inc. at a cost of \$20,000.

The RFP will be posted to the City website, eMarylandMarketplace and findrfp.com. We will send the 1-page advertisement to the bidders from 2001 as well as to several additional executive search consultants who have ads in the ICMA magazine. Based on our current schedule, bids will be due by February 20.



CITY OF COLLEGE PARK, MARYLAND

**REQUEST FOR PROPOSALS CP-15-07
EXECUTIVE SEARCH CONSULTANT**

Issued by:

**City of College Park, Maryland
4500 Knox Road
College Park, MD 20740**

Telephone: 240-487-3509

**Issue Date: January 21, 2015
Submittal Due Date: February 20, 2015 at 2:00 p.m.**

CITY OF COLLEGE PARK, MARYLAND
Request for Proposals CP-15-07
Executive Search Consultant

ADVERTISEMENT

The City of College Park, Maryland (“City”) requests sealed bid proposals from executive search consultants to conduct a national search for the position of City Manager.

Copies of the RFP package, including a scope of work, submission requirements and affidavits, may be downloaded from the City’s website at www.collegeparkmd.gov. From the home page, click on the Government tab then Bids & RFP’s. Requests for printed copies should be directed to the Finance Department, 4500 Knox Road, College Park, Maryland 20740, Monday-Friday 9:00 a.m.–5:00 p.m. (telephone 240-487-3509, option 1).

Proposals in response to this RFP must be submitted in hard copy in a sealed envelope, in accordance with the requirements specified in the RFP. Submissions should be marked **Executive Search Consultant, RFP CP-15-07** and delivered to the Finance Department, City of College Park, 4500 Knox Road, College Park, Maryland 20740-3390, no later than **Friday, February 20, 2015, at 2:00 p.m.**

The City of College Park is an Equal Opportunity Employer. Discrimination based on age, race, color, creed, religion, national origin, ancestry, disability, marital status, sex, sexual orientation, gender identity, or physical characteristic or other unlawful basis of discrimination is expressly prohibited.

The City reserves the right to reject any and all proposals in the best interest of the City.

The contact person and Project Manager for this solicitation is Stephen Groh, Director of Finance, telephone 240-487-3510, FAX 301-864-8941, e-mail: sgroh@collegeparkmd.gov.

CITY OF COLLEGE PARK, MARYLAND
Request for Proposals, CP-15-07
Executive Search Consultant

GENERAL INFORMATION

The City of College Park, Maryland (“City”) requests sealed bid proposals from executive search consultants to conduct a search for a new City Manager. The City anticipates the project commencing in February 2015.

BACKGROUND

The City of College Park has a population of 30,413 according to the 2010 census. College Park is the eighth largest city in Maryland and the home to the flagship campus of the University System of Maryland. The City’s corporate limits include the campuses of University of Maryland and University of Maryland University College. College Park occupies approximately 5 square miles within the Washington, D.C. area, and is located within the Capital Beltway.

The City of College Park established a Council/Manager form of government in 1961. The governing body is composed of a Mayor, elected at large, and eight Council members, with two Council members elected from each of four districts. City elections are held in November of odd-numbered years. The Mayor and Council serve part-time and are compensated.

Seven City Managers have served the City since 1961. The incumbent has held the position of City Manager for 10 years and was Assistant City Manager for two years prior to being appointed City Manager. He is scheduled to retire in June 2015. Accordingly, the Council desires to provide for an orderly succession to this appointed position.

Additional information regarding the City of College Park may be obtained from the City’s website at www.collegeparkmd.gov.

SUBMISSION REQUIREMENTS

Documents to be submitted with Proposal include an original and 1 copy of each of the following:

- Bid Proposal Form - An authorized representative who can make a binding commitment for the firm must sign the Bid Proposal Form.
- Information Regarding the Bidder Form, including 5 references with complete contact information for work you have done which is similar to the Bid work
- Non-Collusion Affidavit
- Bribery Affidavit
- False Pretenses Affidavit
- Certificate of Non-Suspension
- Affidavit of Non-Conviction

- Proposed Work Schedule

NO BID BOND IS REQUIRED IN CONNECTION WITH BID SUBMITTAL.

All materials submitted in response to this Request for Proposals will become the property of the City of College Park. The City agrees, to the extent permitted by law, to hold in strictest confidence all material and information belonging to the bidder which it deems to contain confidential business or financial information.

All required forms and affidavits are included in the Contract Documents for this project. Bids shall be submitted on the attached forms and shall be filled out in full, in ink or by typewriter and manually signed. If changes and erasures are made, such changes and erasures shall be clear and legible, and shall be initialed by the person signing the Bid Proposal Form. Proposals made on any other than the Bid Proposal Form will not be considered. Any changes to forms not approved by the Project Manager will cause rejection of the proposal. Conditional proposals and proposals containing escalator clauses will not be accepted.

Proposals in response to this RFP (1 original and 1 copy) must be submitted in hard copy (no electronic submittals accepted) in a sealed envelope containing the name and address of the Bidder, in accordance with the requirements specified in the RFP. Submissions should be marked **Executive Search Consultant, RFP CP-15-07** and delivered to the Finance Department, City of College Park, 4500 Knox Road, College Park, Maryland 20740-3390, no later than **Friday, February 20, 2015 at 2:00 p.m.**

In addition, the response to this Request for Proposals shall include:

1. Overview of firm.
2. A statement of qualifications which is to include a list of other governmental entities for which the firm performed a successful search for a City Manager. Include individual resumes, references and letters of recommendation (if available).
3. Five references from projects similar in scope to this search, which your firm has completed over the past five years, including the name and telephone number of a contact person.
4. Outline of the search process, including a proposed timeline for the project, and a description of proposed community and position profiling, advertising, application processing, screening, and candidate interviewing.

Errors in preparation of the proposal will not relieve the Bidder from the terms thereof. Errors discovered after public opening cannot be corrected and the Bidder will be required to perform if the proposal is accepted.

Bidders, by submitting a bid, certify that they have thoroughly examined the requirements contained in the Bid Documents and are familiar with the City's specifications. Modifications

and alternate proposals for the services required may result in the rejection of the proposal. Bidders shall clearly and succinctly respond to the requirements of the Request for Proposals. Any proposals offered as alternates shall be clearly marked as such.

No Bidder may withdraw his bid within one hundred twenty (120) days after the opening thereof.

Bidders may be requested to attend a meeting of the Mayor and Council for an in-person interview.

NON DISCRIMINATION

The City of College Park is an Equal Opportunity Employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work is expressly prohibited.

In submitting this bid, the Bidder certifies that it does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work.

The Consultant will, in all advertisements or solicitations for employees, state that all qualified applicants will receive consideration for employment without regard to race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work.

INVITATIONS TO BID A COURTESY

This Request for Proposals may be sent as a courtesy to known interested firms. The receipt of this RFP from the City of College Park in no way implies that the recipient is a qualified bidder.

INTERPRETATIONS

All questions about the meanings or intent, discrepancies or omissions of the Bid Documents shall be submitted in writing to Project Manager Stephen Groh, Director of Finance, telephone 240-487-3510, e-mail sgroh@collegeparkmd.gov, no later than February 5, 2015 at 5:00 p.m.

CONTRACT TIME

The Bidder shall submit a proposed contract schedule which will be based upon a selection of the City Manager by May, 2015. The Bidder should assume approximately thirty days for the City Council to consider the candidates and make their selection. Upon selection of the Consultant, a final contract time schedule will be determined.

MODIFICATION OF BID DOCUMENTS

The right is reserved, as the interests of the City may require, to revise or amend proposal specifications prior to the date set for opening bids and/or to postpone the date set for opening bids. Such revisions, amendments and/or postponements will be posted on the City's website on or before Monday, February 9, 2015. It is the responsibility of the Bidder to check the City's website to determine if any addenda have been issued. In addition, Bidder must indicate their receipt (or "None" if none issued) of any addenda on their Bid Proposal Form.

SCOPE OF WORK

The work required of the Consultant will be performed in coordination with the City and the City's project manager. The work to be performed by the Consultant is as follows:

To perform a national search for a City Manager. The successful Bidder will be expected to become familiar with the City of College Park and its history and to conduct focus groups with city officials and residents to develop a profile of the community and the City Manager position, to effectively advertise the position, to process and screen the various applications received, to interview candidates and to make recommendations to the Mayor and Council.

AWARD OF CONTRACT

Bidders may bid only on the entire contract. The successful Bidder will be selected by the Mayor and Council. In determining which proposal is best, the City will take into consideration the specifics of the proposal, the bid price, and the experience, qualifications, references, responsibility and currently available facilities of the Bidder to perform the work. The City reserves the right to reject any or all proposals, and to exercise its sole discretion to best serve the interests of the City.

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

The City of College Park reserves the right to cancel the Award of the Contract at any time prior to execution of the Contract without liability on the part of the City.

EXECUTION OF THE CONTRACT

The Bidder to whom the Contract has been awarded must execute the Contract within ten business days after the award and submit such other Documents as required by the Contract Documents including bonds and insurance certificates. Failure by the Consultant to execute the Contract and submit such other documents as required by the Contract Documents shall be just cause for annulment of the Award.

If the Bidder to whom the award is made shall fail to execute the contract as herein provided, the award may be annulled and the contract awarded, at the discretion of the City, to the second

lowest responsive, responsible bidder, and such Bidder shall fulfill every stipulation embraced herein, as if he/she were the original party to whom the award was made, or the City of College Park may reject all of the bids, as its interest may require.

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

NOTICE TO PROCEED

After execution of the Contract, the City will issue a Notice to Proceed. This Notice to Proceed will be the date upon which work under this Contract shall be initiated, and upon which the time provided in the Contract for performance of the work shall be commenced. Work done prior to the date set forth in the Notice to Proceed shall be at the Consultant's risk.

Failure by the Contractor to initiate work within ten days of the date of commencement set forth in the Notice to Proceed shall be construed as a Breach of Contract and may result in termination of the Contract by the Mayor and Council.

PROOF OF QUALIFICATIONS

Failure to submit proof of qualifications, as required, shall be sufficient cause to reject said bid. Bidders may be required to furnish additional information as proof of qualification subsequent to the opening of bids.

OTHER REQUIREMENTS AND INFORMATION

Liability

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

Insurance

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

The City shall be named as an Insured on the Comprehensive General Liability Insurance, the Automobile Fleet Insurance, and the Property Damage Insurance. The Consultant shall provide a Certificate of Insurance to the City within ten business days after the award of the contract. The Certificate shall demonstrate that the Consultant has complied with the requirements of this section and be in a form acceptable to the City.

General

It shall be the exclusive obligation of the Consultant to conform to the terms of the proposal submitted to and approved by the City.

Billing

Invoices shall be submitted monthly, documenting hours worked and describing work performed.

Required Certification

On the Bid Proposal Form, the Bidder must certify:

1. Current compliance with the conditions of § 69-6 “Equal Benefits” of the City Code, by providing 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; or
2. Compliance with the conditions of § 69-6 at time of contract award; or
3. Compliance with the conditions of § 69-6 is not required because of allowable exemption; and
4. That the Bidder does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work.

**CITY OF COLLEGE PARK, MARYLAND
BID PROPOSAL FORM (2 PAGES)
EXECUTIVE SEARCH CONSULTANT, RFP CP-15-07**

CITY OF COLLEGE PARK
Finance Department
4500 Knox Road
College Park, MD 20740

BID DUE DATE: February 20, 2015
TIME: 2:00 pm

(Name of Bidder)

hereby submits the following proposal for **Executive Search Consultant, RFP CP-15-07**. Having carefully examined the Request for Bid Proposals, Instructions to Bidders, the proposed Contract and **addenda numbered** _____ (complete if any addenda were issued, or enter "None"), and having received clarification on all items of conflict or upon which any doubt arose, and understanding that all unit prices bid will remain in effect throughout the term of the contract, whether completed at one time or in interrupted phases, the undersigned proposes to furnish all labor, equipment, materials, etc., required for the entire work, all in strict accordance with the Contract Documents, for the stipulated sum of:

Professional Services to Perform a National Search for a City Manager – Not to Exceed

(Written)

\$ _____
(Figures)

Listing of Personnel Performing the Contract Work and Hourly Billing Rates

SPECIAL TERMS AND CONDITIONS:

- A. Failure to properly and completely fill in all blanks may be cause for rejection of this proposal.
- B. It is understood that the proposal price will be firm for a time period of one hundred twenty (120) calendar days from the proposal opening date, and that, if the undersigned is notified of acceptance of this proposal within this time period, the Bidder shall execute a contract for the above stated compensation.
- C. In submitting this bid, the Bidder certifies that the Bidder:
 - 1. Currently complies with the conditions of § 69-6 "Equal Benefits" of the City Code, (available from the City's website at www.collegeparkmd.gov under the Government tab) by providing 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; or
 - 2. Will comply with the conditions of § 69-6 at time of contract award; or
 - 3. Is not required to comply with the conditions of § 69-6 because of allowable exemption.
- D. In submitting this bid, the Bidder certifies that the Bidder does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work.

Name of Bidder: _____

Name of individual authorized to bind the Bidder: _____

Signature: _____

Federal ID Number: _____

Date: _____

How did you learn about this RFP?

- | | |
|---|--|
| <input type="checkbox"/> Received from the City | <input type="checkbox"/> eMaryland Marketplace |
| <input type="checkbox"/> findrfp.com | <input type="checkbox"/> Other (please specify): _____ |

TO BE SUBMITTED WITH BID

**RFP CP-15-07
INFORMATION REGARDING THE BIDDER**

1 .Name of Bidder: _____
(Individual/Firm/Corporation)

Address: _____

Telephone: _____ FAX: _____

E-mail Address: _____

2. Please provide the following information concerning work that you have done within the last five (5) years which is similar to the Bid work.

FOR WHOM PERFORMED	CONTRACT AMOUNT	DATE COMPLETED	CONTACT'S NAME/ TELEPHONE NUMBER
-----------------------	--------------------	-------------------	-------------------------------------

3. Please provide at least 5 references, including any Maryland governmental units or agencies for whom you have worked on a similar project. Include the name and telephone number of your contact with each.

4. Identify all subcontractors that you intend to use in performing the work under the Contract, and specify the work each is expected to perform.

Dated this _____ day of _____, 2015.

Name of Bidder

By: _____

Printed Name: _____

Title: _____

TO BE SUBMITTED WITH BID

**RFP CP-15-07
NON-COLLUSION AFFIDAVIT**

_____, being duly sworn on oath, deposes and says:

That he/she is the

(Owner, Partner, Title if on behalf of a Corporation)

of _____,
(Name of Business, Corporation or Partnership)

the party submitting the foregoing Bid; that (he has not) (no officer of the said Corporation has) (no partner of the said Partnership has) nor has any person, firm or corporation acting on (his/her) (its) (their) behalf; agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the Bid being submitted herewith; and that (he/she) (the said Corporation) (the said Partnership) has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Bid Price of the Bidder herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within Bid is submitted; that in making this Affidavit, the affiant represents that he/she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of his/her knowledge and information.

(SEAL)

To be signed by Bidder, if the Bidder is an Individual; or by a Partner, if the Bidder is a Partnership; or by a duly authorized Officer, if the Bidder is a Corporation.

TO BE SUBMITTED WITH BID

**RFP CP-15-07
BRIBERY AFFIDAVIT**

I _____, the undersigned, _____
(Name) (Office Held)

of _____ first being duly sworn and under oath, say and
(Name of Business Entity)

affirm this _____ day of _____, 2015, that I hold the aforementioned office in

(Name of Business Entity)

submitting a bid or otherwise applying for a contract with the City of College Park, a municipal corporation in the State of Maryland, for the supply of goods or services, to wit:

To conduct a national search for the position of City Manager

and that to the best of my knowledge no Officer, Director or Partner of:

(Name of Business Entity)

nor any employee of _____ directly involved in obtaining
(Name of Business Entity)

contracts with the State of Maryland or any County or Municipal Corporation or other Subdivision of the State has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government for acts or omissions committed. I HEREBY CERTIFY UNDER THE PENALTIES OF PERJURY THAT THE FOREGOING IS TRUE TO THE BEST OF MY KNOWLEDGE AND INFORMATION.

(Signature)

_____, Affiant
(Bidder)

TO BE SUBMITTED WITH BID

**RFP CP-15-07
FALSE PRETENSES AFFIDAVIT**

I, _____, the undersigned _____
(Office Held)

of _____, being first duly sworn on oath,
(Name of Business Entity)

affirms and says this _____ day of _____, 2015 that I hold the aforementioned office in

(Name of Business Entity)

I FURTHER DECLARE AND AFFIRM, under the penalties of perjury, that neither I nor, to the best of my knowledge, information and belief, the above Business Entity nor any officer, director, partner, member or associate thereof; nor any of its employees directly involved in obtaining contracts with the City, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.

(SEAL)
To be signed by Bidder, if the Bidder is an Individual; or by a Partner, if the Bidder is a Partnership; or by a duly authorized Officer, if the Bidder is a Corporation.

TO BE SUBMITTED WITH BID

**RFP CP-15-07
CERTIFICATE OF NON-SUSPENSION**

I, _____, do hereby certify
that _____ has not been suspended or
(Name of Bidder)

barred from participation in contract activities with any government.

Signature

Title

Date

RFP CP-15-07
AFFIDAVIT OF NON-CONVICTION

I hereby affirm that:

- (1) I am the _____ (Title) and duly authorized representative of _____ (Name of Business Entity) whose address is _____ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.
 - (2) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted, or in an official investigation or other proceeding admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported); and
 - (3) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and
 - (4) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.
 - (5) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have debarred or suspended under this subtitle
 - (6) State "none" or, as appropriate, list any conviction, plea or admission described in Paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any.
-
-
-

I acknowledge that this affidavit is to be furnished, where appropriate, to the City of College Park, Maryland, under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the City may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

I do solemnly declare and affirm under the penalties of perjury that the contents of the affidavit are true and correct.

_____ Date

_____ Signature

Printed Name: _____

TO BE SUBMITTED WITH BID

**RFP CP-15-07
PROPOSED WORK SCHEDULE**

Please complete or attach a proposed work schedule.

**CITY OF COLLEGE PARK, MARYLAND
SAMPLE CONSULTANT AGREEMENT
EXECUTIVE SEARCH CONSULTANT, RFP CP-15-07**

THIS CONSULTANT AGREEMENT (the "Agreement") is made this ____ day of _____, 2015, by and between the CITY OF COLLEGE PARK (the "City"), a municipal corporation of the State of Maryland, whose address is 4500 Knox Road, College Park, Maryland 20740 and _____ hereinafter referred to as "Consultant," whose address is _____.

WHEREAS, Consultant desires to act for the City as an independent contractor in providing certain consultant services to conduct a national search for the position of City Manager; and

WHEREAS, the City desires that Consultant provide such services.

NOW, THEREFORE, in consideration of the premises and mutual promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Appointment.** The City hereby engages Consultant, as an independent contractor and not as an agent or employee of the City, to conduct a national search for the position of City Manager, and Consultant hereby accepts such work, subject to the terms and provisions of this Agreement.

2. **Scope of Services.** Pursuant to the Agreement, the Consultant agrees to perform all of the work in compliance with the requirements and standards contained in the Contract Documents, as defined herein. The Consultant shall provide the following services in close cooperation with the City:

To perform a national search for a City Manager. The successful Bidder will be expected to become familiar with the City of College Park and its history and to conduct focus groups with city officials and residents to develop a profile of the community and the City Manager position, to effectively advertise the position, to process and screen the various applications received, to interview candidates and to make recommendations to the Mayor and Council. The scope of work shall include that work described in the response to Request for Proposals CP-15-07 submitted by the Consultant. The work required of the Contractor will be performed in coordination with the City and the City's project manager.

3. **Dates of Work.** The work under this Agreement shall begin on _____, 2015 and shall be completed on or before _____, 2015. All work shall be performed pursuant to a work schedule submitted by the Consultant. It is understood by the parties hereto that time is of the essence in the completion of the services under this Agreement.

4. **Contract Price.** The City agrees to pay the Consultant, as consideration for the Consultant's satisfactory performance of all obligations under this Agreement, a sum not to exceed _____, which shall include all incidental costs including, but not limited to, travel, printing, copying, binding, telephone and photographs.

Additional consultant services related to this project shall be provided by the Consultant on an as-needed basis as directed by the City in writing. Such services shall be billed to the City at the hourly rates established in Consultant's proposal. Invoices for payment of services may be submitted on a monthly basis and must be accompanied by daily time sheets detailing the work done, and any other documentation required by the City. Invoices will be paid after approval by the City. In no event shall

the amount billed by the Consultant exceed that amount attributed to the work completed as of the date of the bill.

5. **Contract Documents.** This Agreement and the following enumerated documents, which are incorporated by reference as if fully set forth herein, form the Agreement and are termed the Contract Documents:

- Request for Proposals CP-15-07
- Bid Proposal Form submitted by Consultant and attachments thereto
- Information Regarding the Bidder Form
- Required affidavits and certifications
- Addenda (if any)
- Proposed Schedule of Work

6. **Other Payments; Expenses; Taxes.** The City will not be responsible for any cost or expenses of operation of any kind associated with Consultant's provision of services pursuant to this Agreement, except as set out herein. Consultant shall be entitled to no fees, bonuses, contingent payments, or any other amount in connection with the services to be rendered hereunder except as set out herein. The parties hereto further agree that the City shall have no obligation to reimburse, pay directly or otherwise satisfy any expenses of the Consultant in connection with the performance of his obligations under this Agreement.

It is expressly understood and acknowledged by the parties hereto that the fees payable hereunder shall be paid in the gross amount, without reduction for any Federal or State withholding or other payroll taxes, or any other governmental taxes or charges. The parties hereto further recognize that Consultant, as an independent consultant of the City, is responsible for directly assuming and remitting any applicable Federal or State withholding taxes, estimated tax payments, Social Security payments, unemployment compensation payments, and any other fees, taxes, and expenses whatsoever. In the event that Consultant is deemed not to be an independent Consultant by any local, state or federal governmental agency, Consultant agrees to indemnify and hold

harmless the City for any and all fees, costs and expenses, including, but not limited to, attorneys fees incurred thereby.

7. **Insurance.** Consultant will purchase and maintain during the entire term of this Agreement, comprehensive general liability insurance, automobile liability insurance, professional errors and omissions insurance, and workers' compensation insurance with limits of not less than those set forth below. On each policy, except workers' compensation, Consultant will name the City of College Park as an additional insured.

Comprehensive General Liability Insurance

- (1) Personal injury liability insurance with a limit of \$1,000,000 each occurrence/aggregate;
- (2) Property damage liability insurance with limits of \$500,000.00 each occurrence/aggregate.

All insurance shall include completed operations and contractual liability coverage.

Professional Errors and Omissions Insurance. The Consultant shall maintain a policy with limits of not less than \$1,000,000.00 each occurrence/aggregate.

Automobile Liability Coverage Automobile fleet insurance \$1,000,000.00 for each occurrence/ aggregate; property damage - \$500,000.00 for each occurrence/aggregate.)

Workers' Compensation Insurance. Consultant shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers' Compensation insurance. The City will deduct a predetermined percentage of each payment to any Consultant who has failed to provide a Certificate of Insurance for Workers' Compensation, in order to defray coverage costs of the

City. This percentage is subject to change. The Consultant will be provided notification of any change. All Corporations are required to provide Workers' Compensation Certificates of Insurance.

Consultant covenants to maintain insurance, in these amounts, which will insure all activities undertaken by Consultant on behalf of the City under this Agreement. Copies of the certificates of insurance for all required coverage shall be furnished to the City prior to beginning work.

Provision of any insurance required herein does not relieve Consultant of any of the responsibilities or obligations assumed by the Consultant in the contract awarded, or for which the Consultant may be liable by law or otherwise. Provision of such insurance is not intended in any way to waive the City's immunities or any damage limits applicable to municipal government as provided by law.

8. Equal Benefits.

- a. Consultant must comply with the applicable provisions of § 69-6 of the City Code. The Consultant shall provide the City Manager, or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with these provisions.
- b. Upon request, the Consultant shall provide evidence of compliance with the provisions of § 69-6 of the City Code upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the Consultant may not be in compliance with the provisions of this section.
- c. The failure of the Consultant to comply with § 69-6 of the City Code will be deemed to be a material breach of the covered contract.

9. **Indemnification.** The Consultant shall indemnify and save harmless the City, its officers, employees and agents, from all suits, actions and damages or costs of every kind and description, including attorneys fees, arising directly or indirectly out of the performance of the Agreement, whether caused by the negligent or intentional act or omission on the part of the Consultant, its agents, servants, employees and subcontractors.

10. **Licenses, Applicable Laws.** Consultant will be responsible for obtaining any and all licenses pertaining to performance of work under the Agreement. All services and materials provided by Consultant shall conform to all applicable laws and regulations.

11. **Materials and Standard of Work.** All work performed pursuant to this Agreement shall be in conformance with standards and specifications applicable in the industry.

12. **Subcontracting.** The Consultant may not subcontract any other work required under this Agreement without the consent of the City. If the Consultant wishes to subcontract any of the said work, it must provide subcontractor names, addresses, and telephone numbers and a description of the work to be done. The Consultant is not relieved of primary responsibility for full and complete performance of any work identified to the subcontractor. There shall be no contractual relationship between the City and the subcontractor.

13. **Accurate Information.** The Consultant certifies that all information provided in response to the Request for Proposals or other requests for information is true and correct. Any false or misleading information is grounds for the City to reject the bid and terminate this Agreement.

14. **Errors in Specifications.** The Consultant shall take no advantage of any error or omission in the Bid Documents. The City shall make such corrections and interpretations as may be deemed necessary and that decision shall be final.

15. **Construction and Legal Effect.** This Agreement, including all Contract Documents, constitutes the entire understanding between the parties. No modification or addition to this Agreement shall have any effect unless made in writing and signed by both parties hereto.

16. **No Assignment.** This Agreement shall not be assigned or transferred by Consultant, whether by operation of law or in any other manner, without prior consent in writing from the City. In the event of insolvency of either party, this Agreement shall terminate immediately at the election of the other party.

17. **Relief.** The Consultant recognizes the substantial and immediate harm that a breach or threatened breach of this Agreement will impose upon the City, and further recognizes that in such event monetary damages may be available to the City. Accordingly, in the event of a breach or threatened breach of this Agreement, Consultant consents to the City's entitlement to seek ex parte, preliminary, interlocutory, temporary or permanent injunctive, or any other equitable relief, protecting and fully enforcing the City's rights hereunder and preventing the Consultant from further breaching any of its obligations set forth herein. Nothing herein shall be construed as prohibiting the City from pursuing any other remedies available to the City at law or in equity for such breach or threatened breach, including the recovery of damages from Consultant.

18. **Termination for Default.** Notwithstanding anything to the contrary herein, this Agreement may be terminated upon the failure of the Consultant to deliver work, supplies, materials or services in a timely manner, to correct defective work or materials, to act in good faith, or to carry out the work in accordance with contract documents, each of which shall constitute a breach of this Agreement. In such event, the City may give notice to the Consultant to cease work until the cause for such order has been eliminated. Should the Consultant fail to correct such default within

24 hours after receipt of notification, the City may terminate this Agreement. This provision shall not limit the City in exercising any other rights or remedies it may have.

19. Termination for Convenience. The performance of work or delivery of services under this Agreement may be terminated in whole or in part at any time upon written notice when the City determines that such termination is in its best interest. The City will be liable only for labor, materials, goods, and services furnished prior to the effective date of such termination.

20. Notices. All notices shall be sufficient if delivered in person or sent by certified mail to the parties at the following addresses:

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

FOR THE CONSULTANT:

21. Costs. In the event of any breach or failure by a party to fulfill any term, covenant or provision of this Agreement, the breaching party shall be responsible for any and all costs and expenses, including reasonable attorneys' fees, incurred on account of such breach.

22. Non Discrimination

a. The City of College Park is an Equal Opportunity Employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work is expressly prohibited.

b. In submitting this bid, the Bidder certifies that it does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work.

c. The Consultant will, in all advertisements or solicitations for employees, state that all qualified applicants will receive consideration for employment without regard to race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work.

23. Enforcement Provisions. The failure of the City or Consultant, at any time, to enforce any of the provisions of this Agreement, or any right with respect thereto, will in no way be construed to be a waiver of such provisions or right, or in any way to affect the validity of this Agreement. The exercise by either party of any rights under this Agreement shall not preclude or prejudice the subsequent exercise of the same or any other rights under this Agreement.

24. Governing Law. This Agreement shall be governed by the laws of the State of Maryland, excluding its conflict of law rules, as if this Agreement were made and to be performed entirely within the State of Maryland.

25. Severability. If any term or provision of this Agreement shall be held invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby, and each term and provision of this Agreement shall be enforced to the fullest extent permitted by law.

26. Set-Off. In the event that Consultant shall owe an obligation of any type whatsoever to the City at any time during the term hereof or after termination of the relationship created

hereunder, the City shall have the right to offset any amount so owed by the Consultant against any compensation due the Consultant from the City.

ATTEST:

CITY OF COLLEGE PARK

Janeen S. Miller, CMC, City Clerk

By: _____
Joseph L. Nagro, City Manager

WITNESS:

CONSULTANT: _____

By: _____

Printed Name: _____

Title: _____

APPROVED AS TO LEGAL SUFFICIENCY:

Suellen M. Ferguson
City Attorney

7

NLC

Congressional

City

Conference

MEMORANDUM

TO: Mayor and Council
FROM: Janeen S. Miller, City Clerk
DATE: December 30, 2014
RE: 2015 NLC Congressional Cities Conference

The National League of Cities Congressional City Conference is scheduled for Monday, March 9 – Wednesday, March 11, 2015 in Washington, DC. The City's FY 2015 Budget for this conference is \$1,550 which was based on 2 elected officials at \$775/each.

Registration Rates:

Early Bird Registration (by January 30):	\$560*
Advance Registration (February 1 – March 6):	\$685*
First Time Attendee:	\$425*

*The conference was budgeted at \$775 apiece to allow for an attendee to take optional NLC University Seminars (pre-conference activities), which are offered on Saturday March 7 and Sunday March 8 and are generally \$135 - \$150 per seminar. In the past, attendees have opted to register for one or more of these seminars.

More than the allotted two Councilmembers have expressed an interest in attending this conference. Council should discuss and decide who should attend, and/or whether to exceed the budget allotment. The preliminary conference schedule is shown below. More information can be found at: <http://ccc.nlc.org/>

8

Agenda Items for
January 29
Four Cities Meeting
In College Park

Four Cities Coalition

Thursday, January 29, 2015

College Park City Hall – 2nd Floor Council Chambers
4500 Knox Road, College Park

DRAFT

7:30 p.m.
AGENDA

DRAFT



1. Presentation on No Cost Spay Neuter grant (Greenbelt)

Town of Berwyn Heights -- (Items will be provided January 27th)



City of College Park -- (TBD)

City of Greenbelt

1. Would like to hear about the plans for the New Carrollton Metro Station
2. Would like to hear about the College Park City-University Partnership and asked if Mr. Olson can be invited
3. Will provide an update on progress in the South Core



City of New Carrollton

1. Would like to discuss "Food Trucks"



9

Appointments to Boards and Committees

City of College Park
Board and Committee Appointments

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

Advisory Planning Commission			
Appointee	Represents	Appointed by	Term Expires
Larry Bleau 7/9/02	District 1	Mayor	12/15
Rosemarie Green Colby 04/10/12	District 2	Mayor	04/15
Christopher Gill 09/24/13	District 1	Mayor	09/16
James E. McFadden 2/14/99	District 3	Mayor	04/16
VACANT		Mayor	
VACANT		Mayor	
Mary Cook 8/10/10	District 4	Mayor	11/17
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.			

Aging-In-Place Task Force			
Appointee	Position Filled:	Resides In:	Term Expires
Cory Sanders 07/15/14	Resident (1)	District 1	Upon completion and submission of final report to the City Council.
David Keer 08/12/14	Resident (2)	District 1	
Darlene Nowlin 10/14/14	Resident (3)	District 4	
Chuck Ireton 10/14/14	Resident (4)	District 2	
	Resident (5)		
	Resident (6)		
	Resident (7)		
	Resident (8)		
Denise C. Mitchell	Councilmember (1)	District 4	
Patrick L. Wojahn 11/25/14	Councilmember (2)	District 1	
P. J. Brennan 11/25/14	Councilmember (3)	District 2	
Fazlul Kabir 11/25/14	Councilmember (4)	District 1	
Established April 2014 by Resolution 14-R-07. Council positions expanded from 2 to 4 by Resolution 14-R-34 October 2014. 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 4 City Council representatives, for a total of 12. Quorum = 5. Task Force shall elect Chairperson from membership. Not a compensated committee. Liaison: Director of Youth, Family and Seniors Services.			

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

Animal Welfare Committee			
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
Betty Gales 06/17/14	District 1	M&C	06/17

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

Board of Election Supervisors			
Appointee	Represents	Appointed by	Term Expires
John Robson (Chief) 5/24/94	Mayoral appt	M&C	03/15
Terry Wertz 2/11/97	District 1	M&C	03/15
VACANT (formerly Gross)	District 2	M&C	03/15
Janet Evander 07/16/13	District 3	M&C	03/15
Maria Mackie 08/12/14	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.

Cable Television Commission			
Appointee	Resides in	Appointed by	Term Expires
Jane Hopkins 06/14/11	District 1	Mayor	09/17
Blaine Davis 5/24/94	District 1	Mayor	12/15
James Sauer 9/9/08	District 3	Mayor	10/16
Tricia Homer 3/12/13	District 1	Mayor	03/16
Normand Bernache 09/23/14	District 4	Mayor	09/17
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.			

College Park City-University Partnership			
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	01/18
Senator James Rosapepe	Class B Director	M&C	02/16
Stephen Brayman	Class B Director	M&C	01/17
David Iannucci (07/15/14)	Class C Director	City and University	09/17
Dr. Richard Wagner	Class C Director	City and University	09/16
The CPCUP is a 501(c)(3) corporation whose mission is to promote and support commercial revitalization, economic development and quality housing opportunities consistent with the interests of the City of College Park and the University of Maryland. The CPCUP is not a City committee but the City makes appointments to the Partnership. Class B Directors are appointed by the Mayor and City Council; Class C Directors are jointly appointed by the Mayor and City Council and the President of the University of Maryland.			

Citizens Corps Council			
Appointee	Represents	Appointed by	Term Expires
Sprio Dimakas		M&C	10/17
Jonathan Plyman 10/14/14		M&C	10/17
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.

Committee For A Better Environment			
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
Kennis Termini 01/14/14	District 1	M&C	01/17
Matt Dernoga 12/09/14	District 1	M&C	12/17
Phillip Aronson 01/13/15	District 1	M&C	01/18
City Code Chapter 15 Article VIII: No more than 25 members, appointed by the Mayor and Council, three year terms, members shall elect the chair. Not a compensated committee. Liaison: Planning.			

Education Advisory Committee			
Appointee	Represents	Appointed by	Term Expires
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
Maia Sheppard 07/15/14	District 2	M&C	07/16
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	12/16
Doris Ellis 9/28/10	District 4	M&C	12/16
Tricia Homer	District 1	M&C	04/16
Peggy Wilson 6/8/10	UMCP	UMCP	05/16
Resolutions 97-R-17, 99-R-4 and 10-R-13: At least 9 members who shall be appointed by the Mayor and Council: at least two from each Council District and one nominated by the University of Maryland. Two year terms. The Committee shall appoint the Chair and Vice-Chair of the Committee from among the members of the Committee. Not a compensated committee. Liaison: Youth and Family Services.			

Ethics Commission			
Appointee	Represents	Appointed by	Term Expires
Edward Maginnis 09/13/11	District 1	Mayor	08/15
VACANT	District 2	Mayor	
James Sauer 12/09/14	District 3	Mayor	12/16
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.			

Farmers Market Committee			
Appointee	Represents	Appointed by	Term Expires
Margaret Kane 05/08/12	District 1	M&C	05/15
Robert Boone 07/10/12	District 1	M&C	07/15
Leo Shapiro 07/10/12	District 3	M&C	07/15
Julie Forker 07/10/12	District 3	M&C	07/15
Kimberly Schumann 09/11/12	District 1	M&C	09/15
VACANT			
VACANT		M&C	
VACANT	Student	M&C	
Established April 10, 2012 by 12-R-07. Up to 7 members. Quorum = 3. Three year terms. Not a compensated committee. Liaison: Planning Department. Agreement reached during July 3, 2012 Worksession to fill the seven positions as outlined above. Effective September 11, 2012 by 12-R-17: Membership increased to 8.			

Housing Authority of the City of College Park			
Bob Catlin 05/13/14		Mayor	05/01/19
Betty Rodenhausen 04/09/13		Mayor	05/01/18
John Moore 9/10/96		Mayor	05/01/19
Thelma Lomax 7/10/90		Mayor	05/01/15
Carl Patterson 12/11/12	Attick Towers resident	Mayor	05/01/16
The College Park Housing Authority was established in City Code Chapter 11 Article I, but it operates independently under Article 44A Title I of the Annotated Code of Maryland. The Housing Authority administers low income housing at Attick Towers. The Mayor appoints five commissioners to the Authority; each serves a five year term; appointments expire May 1. Mayor administers oath of office. One member is a resident of Attick Towers. The Authority selects a chairman from among its commissioners. The Housing Authority is funded through HUD and rent collection, administers their own budget, and has their own employees. The City supplements some of their services.			

Neighborhood Quality of Life Committee			
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
Cole Holocker	UMD Student 1	City Council	11/16
Catherine McGrath	UMD Student 2	City Council	11/16
Chris Frye	UMD Student 3	IFC	03/16
VACANT	UMD Student 4		
VACANT	UMD Student 5	Nat'l Pan-Hell. Council, Inc. / United Greek Council	
VACANT	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 Biffel	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). Amended July 15, 2014 to change the name (14-R-23). City Liaison: City Manager's Office. Two year terms. Main Committee to meet four times per year. This is not a compensated committee.			

Neighborhood Watch Steering Committee			
	Resident of:	Appointed By:	Term Expires:
Robert Boone 04/12/11	District 1	M&C	04/15
Aaron Springer 02/14/12	District 3	M&C	05/16
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.

Noise Control Board

Appointee	Represents	Appointed by	Term Expires
Mark Shroder 11/23/10	District 1	Council, for District 1	01/19
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	05/18
Larry Wenzel 3/9/99	Alternate	Council - At large	02/18

City Code Chapter 138-3: The Noise Control Board shall consist of five members, four of whom shall be appointed by the Council members, one from each of the four election districts, and one of whom shall be appointed by the Mayor. In addition, there shall be two alternate members appointed at large by the City Council. The members of the Noise Control Board shall select from among themselves a Chairperson. Four year terms. This is a compensated committee. Liaison: Public Services.

Recreation Board

Appointee	Represents	Appointed by	Term Expires
Eric Grims 08/12/14	District 1	M&C	08/17
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	05/17
Judith Oarr 05/14/13	District 4	M&C	05/16
Bettina McCloud 1/11/11	Mayoral	Mayor	02/17
Solonnne Privett	Mayoral	Mayor	04/16

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

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

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

Sustainable Maryland Certified Green Team		
Appointee	Represents	Term Expires
Denise Mitchell 04/10/12	City Elected Official	04/14
Patrick Wojahn 04/10/12	City Elected Official	04/14
VACANT	City Staff	
Loree Talley 05/08/12	City Staff	05/14
VACANT	CBE Representative	
VACANT	A City School	
Annie Rice	UMD Student	10/16
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	
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 SMCMT shall select a Chair and a Co-Chair from among the membership on an annual basis. The SMCMT should meet at least bi-monthly. The liaison shall be the Planning Department.		

Tree and Landscape Board			
Member	Represents	Appointed by	Term Expires
VACANT	Citizen	M&C	
John Krouse	Citizen	M&C	10/16
VACANT	Citizen	M&C	
Mark Wimer 7/12/05	Citizen	M&C	10/16
Joseph M. Smith 09/23/14	Citizen	M&C	09/16
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 or designee, the City Forester or designee, the Planning Director or designee and the Public Works Director or designee. Two year terms. Members choose their own officers. Not a compensated committee. Liaison: City Clerk's office.			

Veterans Memorial Improvement Committee			
Appointee	Represents	Appointed by	Term Expires
Deloris Cass 11/7/01		M&C	12/15
Joseph Ruth 11/7/01	VFW	M&C	12/15
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	11/17
Arthur Eaton		M&C	11/16
Seth Gomoljak 11/6/14		M&C	11/17
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.			

10

Information Report: FY '15 Action Plan Quarterly update

MEMORANDUM

TO: Mayor Andrew Fellows and City Council
FROM: Bill Gardiner, Assistant City Manager *BG*
THRU: Joe Nagro, City Manager
DATE: January 16, 2015
SUBJECT: 2nd Quarter Updates to the FY15 Action Plan

Issue:

The City Council adopted the FY15 Action Plan on May 27, 2014. The Action Plan aligns with the adopted Strategic Plan, and all action items are located within the previously adopted goals and objectives. This report is the second quarter update (September 15, 2014 through December 31, 2014) of staff and Council work on the action items.

Summary:

The 2nd quarter updates are in bold font immediately below the status listed in the adopted plan. If there has been no change or update to the item, no text was added in the "Status Update" column. When items are completed, it will be noted in the status column. Most of the items have been updated. The items below may need Council discussion, action, or direction to determine whether or how to move the items forward.

- Implement Route 1, Rhode Island Ave., Campus Drive, and other bus corridor enhancements.
- Plan and execute a public education program to promote recycling, with a focus on newly accepted recyclables.
- Advocate for development of indoor recreational facility in north College Park, preferably near Hollywood;
- 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.

Recommendation:

Council review the entire 2nd quarter report and determine if it desires to receive additional information on particular items, and/or provide direction to staff regarding the implementation of specific items.

City of College Park Strategic Plan 2010 – 2015
FY 2015 Action Plan Adopted May 27, 2014
SECOND QUARTER FY15 UPDATE

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, City Council and City Staff will develop a new five-year strategic plan and the first year action plan. 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
DPIE – PGC Department of Permitting, Inspections, and Enforcement
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 &

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

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 (Bold Text 2 nd Quarter Updates)
a. Consider expanding security cameras to additional streets in the Lakeland and Berwyn areas, and conduct an analysis of priority areas for possible future expansion of the system.	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. Installation of new camera equipment and PEPCO permits and connections are complete. In June 2014 City will apply for funding to pay for cameras in the Lakeland and Berwyn areas. Installation expected to be complete by end of September 2014 pending final PEPCO permits and power connections. Contractor has equipment on site. Notice of award received from GOCCP for an additional \$125,000 grant. City staff and vendor have surveyed potential installation sites along Trolley Trail/ R.I. Ave, in Lakeland and Berwyn. Completion of this phase anticipated to be 30 June 2015. Draft contract extension with vendor is complete, and design has been completed.
b. Review and implement, where applicable, B and C priority level recommendations and considerations, and explore D priority level recommendations related to public safety from the NSQLWG and from the CPCUP Public Safety Workgroup.	City Council, Neighborhood Stabilization Committee, Public Services	Q1	Q4		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 (as the Neighborhood Stabilization Committee) with quarterly meetings beginning in April 2014. It has approximately 30 members, including the Mayor and Council. Committee renamed the Neighborhood Quality of Life Committee. Seven sub-

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 2 nd Quarter Updates)
					committees have been created to address specific recommendations in the report. A fall forum is planned for November 6, 2014. Public Services staff are participating on all relevant sub-committees.
c. Assess effectiveness of City contract police program and assess possibility of City community liaison officer within contract police program.	City Council, City Manager, Public Services	Q3	Q4	Possibly outside consultant, depending on the level of analysis desired.	PGPD, UMPD, MSP, M-NCPPC, WMATA, and City Contract police statistics were provided to Council in Sept. 2014. Director of Public Services and Contract officers work with the PGPD COPS community liaison officers to address community concerns and participate in community and civic association meetings. No funding for a police services consultant study was included by Council in the 2015 budget.

Action Plan Notes:

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 (Bold Text 2 nd Quarter Updates)
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. After analyzing the total costs of the Terrapin Trader site, CPA is apparently now focused on the Al Huda school site. During a presentation in September, the CPA Executive Director indicated that he believed the school would stay at its current location for two more years.
b. Request annual report from CPA at the completion of the school year.	CPCUP, City Council	FY15	Q2	College Park Academy Executive Director	CPA Executive Director gave a presentation to Council on September 2 nd regarding the first year of the program.
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. Six grants were awarded in Nov. 2014, and three grants were awarded in Jan. 2015.

Action Plan Notes:

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 (Bold Text 2 nd Quarter Updates)
a. Implement micro-grant program which would incentivize and support neighborhoods in organizing block parties.	Public Services, City Council	Q1	Q4	Rec Board	The Micro-grant program was funded in the FY2015 budget for \$5,000. Grants are limited to \$500 per event. An online application and approval process has been established. Four grants have been awarded as of January 14, 2015.

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 (Bold Text 2nd Quarter Updates)
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. 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.)	Two District 1 members have been appointed to the task force. Council positions expanded from two to four in Oct. 2014. Four residents and four council members have been appointed.

Action Plan Notes:

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 (Bold Text 2 nd Quarter Updates)
<p>a. Provide ongoing staff training in resident relations / constituent services and customer service, including implementation of a 24-hour response standard and tracking of resident requests and calls for service using Comcate or other appropriate systems.</p>	<p>Public Services, DPW, other departments as required</p>	<p>Ongoing</p>	<p>Ongoing</p>	<p>Human Resources Additional funding if this exceeds the training budget.</p>	<p>A 24-hour response expectation is part of the performance goals for relevant staff; may need to review with department directors how it is being evaluated, and ensure that staff have the training and tools to meet the expectation. DPW staff receive requests via email, phone, and Comcate, and respond within 24 hours. A 24-hour response expectation is part of the performance goals for Public Services staff. The Comcate system is used as a performance measure. Staff have been trained to use this system. Technical problems with the Comcate system are being addressed by Public Services and Information Technology staff in order to provide more accurate and timely statistical reports.</p>
<p>b. Coordinate with the County Department of Permitting, Inspections, and Enforcement (DPIE) to streamline the County and City permitting processes.</p>	<p>City Council, Planning Dept., Public Services</p>	<p>Q1</p>	<p>Q3</p>		<p>Public Services, Finance, IT, and Administration staff are identifying possible changes that would streamline City permit applications, billing, payments, and inspections for residential occupancy permits. An analysis of current use of the Sungard software system was completed in November 2014. The joint departmental staff team is reviewing the Sungard analysis and recommendations.</p> <p>DPIE presented to City Council an overview of its improvements and plans, and requested the City provide information regarding its permit requirements and related regulations so a new process would be easier for applicants and the City. DPIE will be invited to report to Council on its permit process streamlining efforts and possible integration of City permit application processes.</p>

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 2 nd Quarter Updates)
					Staff will schedule a meeting with DPIE staff by January 2015 to consider possible integration of City permit application processes.
c. Develop a plan to allow online payments for all permit fees.	Public Services	Q1	Q3		This is one of the issues being considered by the staff work group on permit process redesign. An on-site two day review of City IT support systems has been scheduled with Sunguard (HTE) consultants in November 2014. The staff team also is reviewing potential software for online permit applications and payments.
d. Select the location for a new City Hall.	City Council, City Manager's Office, Planning	Q1	Q3		Staff has presented information to Council during two worksessions, and have scheduled it for a future worksession and a public forum. In Nov. 2014 Council voted to build a new City Hall on the City's Knox Road parcel, and to explore collaboration with the UMD on joint development that includes the Rt. 1 frontage recently acquired by the University Foundation.

Action Plan Notes:

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 (Bold Text 2 nd Quarter Updates)
a. Lobby State Legislature, State Highway Administration, and County Council to allocate funding to rebuild Route 1 and implement pedestrian safety improvements.	City Council	Ongoing	Ongoing		Design and right-of-way acquisition funding allocated for phase 1(College Avenue to MD 193); County, City, UMD, and SHA work group developing and implementing pedestrian safety improvements. Issue will be a discussion item at Legislative Dinner. City also negotiating with SHA for sidewalk project along Rt. 1 in

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 2 nd Quarter Updates)
					north College Park. Construction funding for Rt. 1 was not in the FY16 Transportation budget. The current design does not retain the 100' ROW originally planned.
b. Determine City participation for funding of undergrounding of utilities and TIGER application for Rt. 1 reconstruction.	City Council, Finance, Planning	FY14	Q2 FY15	County	City authorized payment for design work to underground utilities along one segment and to request SHA apply for TIGER funds. Issue will be a priority at the Legislative Dinner. At this time, SHA has not funded construction for the project, and it is not eligible for TIGER funding until construction funding has been budgeted. SHA has given notice to proceed for the consultant to design the underground utilities.
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. Evaluate a Tax Increment Financing (TIF) district strategy to help fund infrastructure improvements as part of a RISE Zone application with UMD.	City Council, Planning Dept.	Q2	Q4		The State will issue application forms for Qualifying Institutions in the fall 2014, and the RISE Zone applications will be available in the spring of 2015.
e. Develop a complete and green streets policy and create a proposed network of complete streets and bike trails for Council consideration. (A complete 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).	City Council, Planning Dept.	Q1	Q2	Smart Growth America resources; TLC grant	Application for TLC funds has been submitted. COG selected the City's proposal of a "Complete and Green Streets Policy and Implementation Plan" for funding (approximately \$70,000) through the Transportation Land Use Connections Program. COG has invited several pre-approved consultants to submit their ideas to the City, and the City expects to receive them by October. Kittelson Associates was selected from COG's pre-approved consultant list to work with the City on this plan. A public workshop will be held in Q2 and the final report is expected to be available

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 2 nd Quarter Updates) by Q3 2015. The grant amount was \$30,000.
Advocate for implementation of SHA recommendations regarding building of sidewalks on Route 1 in north College Park;	City Council, Planning, Engineering	Q2	Q4	21 st District Delegation, County, SHA	SHA is expected to provide a report in June 2014 on pedestrian safety along Route 1 in north College Park. SHA is in the process of designing sidewalks along both sides of US 1 from Cherokee Street to I-495. SHA presented the 30% construction drawings to the Mayor & Council on September 2, 2014, and requested that the City assist them with obtaining easements and taking over maintenance of a required retaining wall. SHA is awaiting Council support before proceeding. The City has formally partnered with SHA for the retaining wall item and assistance with procuring right-of-way easements.

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 (Bold Text 2nd Quarter Updates)
a. Implement Route 1, Rhode Island Ave., Campus Drive, and other bus corridor enhancements.	City Council	FY 2012	Ongoing	PG DPW&T, COG, WMATA	
b. Participate in Purple Line design and 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.
c. 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		Legislation enacted; City must advertize program to promote use. Program is promoted in the Municipal Scene, the website, and the character generator.
d. 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		DOTS recently announced that it will not provide parking for students living on campus (and in some cases, living near campus), with the phase-out beginning in 2016 and completed in 2017. 2,889 cars that currently park on campus will not be allowed by 2017.

Action Plan Notes:

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 (Bold Text 2 nd Quarter Updates)
a. Seek funding for infrastructure improvements including bike trails and amenities and sidewalk construction.	Planning Dept.	Ongoing	Ongoing	State funding	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. The City and SHA are discussing an agreement that would have SHA pay for a retaining wall and the City maintain it. The sidewalk designs have been presented to Council. In early September, the City was awarded bikeways funding (\$79,000) to place sharrows and signs on 10 City streets. The proposed streets run primarily east-west, have signalized intersections with Route 1 and total more than 4 miles. Implementation will proceed after planned street repaving on several of these streets is completed in Q2.
b. Implement a City-University bike share program.	Planning	FY 2015	Q4	State grant, UMD	Funding received for Capital Bikeshare program, but implementation delayed in FY14 due to vendor financial problems and alternative bike sharing programs under consideration. The status and options will be discussed at the October 7 th worksession. The City and University are jointly preparing a bikeshare RFP to be released in the Spring of 2015.

Action Plan Notes:

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 (Bold Text 2nd Quarter Updates)
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. Developer commitment of \$500,000 secured.	Engineering and feasibility study for Hollywood Road west of Baltimore Avenue is under consideration. Additionally, staff will invite SHA to discuss and present to the Mayor and Council current and future projects in the City. Mazza Grandmarc is drafting the feasibility study scope of work to be presented to City Council.
b. Explore feasibility of building sidewalks on Hollywood Road in north College Park;	City Council, City Engineer	Q1	Q4		Staff met with both Council members and concerned residents on June 2 nd to further discuss implementing a plan for a sidewalk along Hollywood Road between Rhode Island Ave and US 1.
c. Explore feasibility of additional pedestrian safety measures on Rhode Island Ave. in north College Park, including additional rapid rectangular flashing beacons (RRFB's);	City Council, City Engineer	Q1	Q4		Staff is having an additional RRFB installed along Rhode Island Avenue at Hollywood Road in the Fall of 2014. The additional RRFB was installed in September 2014.

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 (Bold Text 2 nd Quarter Updates)
a. Implement 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 action plan. The Green Team is focusing on establishing a community garden, a major remaining item under the 3 year action plan. In August, a survey was conducted to gauge neighborhood interest in a garden and the results will be used to guide site selection. Potential sites have been identified in three neighborhoods. Implementation plans will be presented in February with a expected groundbreaking on at least one site by spring.
d. 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. The City has included an updated emissions report as one of the possible projects for the UMD PALS program, and expects to receive a response in the fall. The City has three potential PALS projects for the spring semester: a city operations and citywide emissions inventory and best practices analysis; a solid waste best practices study; and an art and place-making project. The program will be discussed in February.
e. 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.

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 2 nd Quarter Updates)
f. 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. The City can explore programs and recommendations from Commuter Connections, a regional network of transportation organizations coordinated by the Metropolitan Washington Council of Governments. Commuter Connections can provide information on commute options and also helps employers establish commuting benefits and assistance programs.
g. 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. DPW will schedule a suitable date for the training. Internal program will be launched in early 2015 to promote energy usage awareness among employees and encourage all staff to adopt simple changes that will decrease our building's energy usage.
h. Pursue other grant resources to support activities addressing energy efficiency.	City staff	FY 2011	Ongoing		Staff will evaluate opportunities for MEA funding in FY15. The next MEA funding request in December should focus on meeting the City's on-site renewable energy goals. Staff submitted a grant application in December to fund proposed projects that will greatly reduce energy consumption in the public parking garage and increase renewable energy generation.
i. 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 (Bold Text 2 nd Quarter Updates)
j. Develop City sustainability plan in collaboration with UMD PALS program	City Manager's Office, all departments	Q1	Q3	UMD, Sustainable MD office	The City has created an inter-departmental task force and submitted possible PALS courses to UMD. The proposed schedule for a sustainability plan will be discussed with Council on October 7 th . A staff work group has met twice a month since October to develop a draft City Operations Sustainability Plan. It will be presented to the City Manager in February.

Action Plan Notes:

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 (Bold Text 2nd Quarter Updates)
a. Incorporate best practices for storm water management into all City projects to the extent feasible, 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.	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. Application to the Chesapeake Bay Trust for a stormwater management project on Narragansett Parkway will be submitted in September. The City was notified that the project was awarded \$66,180.
b. Where appropriate, encourage reduction of impervious surfaces in public and private property.	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.
c. 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. Using draft materials prepared by the Public Safety Officer in FY14, illegal dumping guidance will be completed and added to the City webpage in the Code Enforcement section by January 2015.

Action Plan Notes:

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:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 2nd Quarter Updates)
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 developed a parks and recreational facility inventory for City-owned facilities in FY13. No changes to the parks and recreation facilities since FY13. Item completed.
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 building with community input, and develop new, scaled-back plans for renovation of the field with resident and Boys & Girls Club 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. The City has signed contracts to purchase a prefabricated building and for the engineering and site work. Once a notice to proceed is received from the State (due to State bond funding), the City will move forward with the project. The City received notice to proceed from the State. The site plan design is underway.

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 (Bold Text 2nd Quarter Updates)
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, Character Generator, 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 th quarter of FY14. Business recycling grant program to launch in FY15. The City received two applications for the business recycling grant program. These will be evaluated, and the City will determine how to proceed with future applications (new deadline, rolling acceptance, etc.) The City Council awarded funding to two businesses. The Ad Hoc business recycling committee will discuss opening the grant for a second round and other options to increase business recycling.
c. Update City's recycling policies and regulations regarding the types of materials to be recycled and the entities required to have facilities for recycling	City Council, Ad Hoc Committee on Recycling	FY2014	FY2015 Q2		DPW has drafted a revised recycling code. Changes will be submitted to the Council for consideration in the second quarter. The City Council has introduced a new code on recycling that updates the code to current practice. The public hearing is Feb. 10, 2015.

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:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 2nd Quarter Updates)
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 in FY14 to add capacity for evening noise enforcement. The positions continue to be funded and filled in FY15 to add CEO staff capacity for evening noise enforcement. Item completed.
b. Review and implement, where applicable, NSQLWG priority level B and C recommendations and considerations related to code enforcement.	City Council	Q1	Q4	NSQLWG	New group will meet in 4 th quarter of FY14. C-MAST monthly meetings discuss code issues, collaborative action to address problems. Committee renamed the Neighborhood Quality of Life Committee. Seven sub-committees have been created to address specific recommendations in the report. A fall forum is planned for November 6, 2014. The forum was held and approximately 75 people attended.
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. A series of Knock and Talks were completed during the first week students returned to campus in the fall.

Action Plan Notes:

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 (Bold Text 2nd Quarter Updates)
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. Planning staff recently prepared a newsletter promoting the New Neighbors Home Ownership program and distributed it to various realtors. The newsletter is planned to be a quarterly publication.
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. Staff will produce a broader two-page marketing report at the end of 2014 that can be used to market the City.

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 (Bold Text 2nd Quarter Updates)
a. Develop with residents and the Farmers' Market Committee a craft fair and farmers' market in the Hollywood Commercial District, and evaluate the Downtown and Hollywood programs after the 2014 season.	City Council	Q1	Q4		City is selecting a market manager for Spring - Summer 2014 market season for the Downtown Market and the Hollywood Market. The market manager was selected prior to the start of the season and has been assisting with both markets. Staff, the market manager, and a member of the Hollywood Market provided an update to Council. The City will exercise the option to continue with the current market manager for the upcoming season.
b. Work with the County and other municipalities to explore feasibility of a jointly funded and operated northern-area no-kill animal shelter.	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. Council approved a budget line item of \$25,000 to contribute to a study. Prior to proceeding with the study, the County and municipalities will identify the scope. Council authorized a contribution not to exceed \$25,000 to a feasibility study.
c. Advocate for development of indoor recreational facility in north College Park, preferably near Hollywood;	City Council	Q1	Q4	M-NCPPC	

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 (Bold Text 2nd Quarter Updates)
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. Flyers highlighting several vacant retail spaces have been created and distributed to prospective tenants via email and mail.
c. 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.
d. 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. A new Executive Director of CPCUP has been hired and is expected to be full-time in December. CPCUP has scheduled a meeting in January to discuss the RISE Zone program created by the State.

Action Plan Notes:

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 (Bold Text 2nd Quarter Updates)
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. Green street grant thru LID pending for Rhode Island Avenue, including the commercial district. Discussions with the consultant regarding the scope of work are ongoing. Surveys and other outreach activities are being prepared for the affected business and property owners. Community meeting will be held on January 28, 2015 to provide feedback on preliminary concepts.

Action Plan Notes:

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:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 2nd Quarter Updates)
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. Flyers highlighting several vacant retail spaces have been created and distributed to prospective tenants via email and mail.
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. Staff is preparing guidelines for a façade improvement program specifically for the Hollywood Commercial District. City working with two property owners on specific façade improvements.
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	Item was added in FY14 Action Plan. Staff would like Council direction on it.

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 (Bold Text 2nd Quarter Updates)
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. The Hotel at the University of Maryland will include space for UMD incubator companies.
b. With UMD, strategize how to better leverage the University's resources to develop research-oriented businesses within the City.	Planning, City Council	Q1	Q4	UMD, CPCUP, RISE Zone program,	Continued support for locating federal agencies and supporting research in the area is one discussion item at the legislative dinner.
c. 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. An event is being planned for October or November to provide businesses with information on local and state funding sources.
d. Advocate for relocation of FBI to Greenbelt Station and development in the north core that maintains the quality of life for residents in north College Park.	City Council, Planning	Ongoing	Ongoing	U.S. Government, County	Council will request our elected leaders support the Greenbelt site for the FBI. A representative of the Greenbelt Metro Station development team will present an update to the Council on September 16, 2014.

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 (Bold Text 2nd Quarter Updates)
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		The Neighborhood Quality of Life Committee has created a sub-committee on Diversity of Student Housing Options.
c. Work with the UMD to identify appropriate sites for it to develop housing restricted to faculty, staff, and/or graduate students.	City Council, Planning	Ongoing	Ongoing	UMD	

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 (Bold Text 2nd Quarter Updates)
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 has been advertised. The solicitation for the College Park Metro Station received one response. Staff will be involved in the review of the submittal in September.
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. However, no responses were received and staff is in contact with the property owners to discuss next steps.

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 (Bold Text 2 nd Quarter Updates)
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. Staff met with Mr. Jenkins to discuss each party's needs. Mr. Jenkins will prepare site plan showing proposed improvements.
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: