



TUESDAY, FEBRUARY 17, 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. Amendment to Declaration of Covenants and Agreement Regarding Land Use with 7401 Realty, LLC for National Green Building Standards and Energy Star as an alternative to LEED for the multi-family project at 4700 Berwyn House Road (***Possible Special Session***)
2. Support for Senate Bill 369, to authorize a certain Class D (on-sale) Beer and Wine License issued for certain premises in the 7100 block of Baltimore Avenue to be converted, on or after a certain date, into a Class D (on- and off-sale) Beer and Wine License for certain other premises in the 7100-7200 block of Baltimore Avenue, subject to the applicant entering into a Property Use Agreement with the City.
3. Approval of City Participation in the University of Maryland Partnership for Active Learning in Sustainability Program (PALS) – Bill Gardiner, Assistant City Manager
4. Change order for Duvall Field contract – Terry Schum, Director of Planning
5. Discussion of 2014 Resident Satisfaction Survey – Bill Gardiner, Assistant City Manager
6. Remand Order for CPD-2014-01 – Suellen Ferguson, City Attorney

7. Discussion of Council process to select an Executive Search Consultant – Joe Nagro, City Manager and Jill Clements, Director of Human Resources
8. Consideration of changes to the City Flag – Councilmembers Dennis and Day
9. Request from DHCD for letter of support for proposed funding of DHCD programs in their FY '16 budget (***Possible Special Session***) – Terry Schum, Director of Planning
10. Legislative Update (***Possible Special Session***) – Bill Gardiner, Assistant City Manager
 - Weekly Legislative Report – Len Lucchi, City Lobbyist
11. Appointments to Boards and Committees

COUNCIL COMMENTS

INFORMATION/STATUS REPORTS FOR COUNCIL REVIEW ONLY

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

Request by Wood
Partners for
amendment to the
Declaration of
Covenants for 4700
Berwyn House Road
(Attachment to follow)

MEMORANDUM

TO: Mayor and Council

FROM: Terry Schum, Planning Director *ts*

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

DATE: February 13, 2015

SUBJECT: Amendment to Declaration of Covenants and Agreement
Between the City of College Park and 7401 Realty LLC

After further review and discussion, city staff and the buyer and seller of 7400 Berwyn House Road have reached agreement on alternate language to replace Section 10 of the existing Declaration of Covenants and Agreement dated August 15, 2014. This new language will result in the following:

- The owner will be able to pursue certification under the National Green Building Standard (NGBS) established by the National Association of Home Builders and International Code Council or LEED certification by the United States Green Building Council (USGBC). Specifically, the owner is agreeing to pursue silver-level certification under the multifamily NGBS.
- Silver-level certification under NGBS requires a total number of 349 points in 10 categories whereas bronze-level certification requires only 231 points. More importantly, silver-level certification requires twice the number of points in the energy efficiency category (60 vs. 30). These points may be achieved in a variety of ways at the discretion of the owner including increased HVAC system/appliance/lighting efficiency, additional energy management controls and monitoring and additional testing.
- It eliminates the option for submission of a scorecard and verification by a consultant hired by the city.
- It continues to require a deposit of \$50,000 at the time of the first use and occupancy permit, which is returned to the owner upon proof of certification, and retained by the city if certification is not obtained within 18-24 months.

RECOMMENDATION

Staff recommends that a motion be approved to accept the amendment to the Declaration of Covenants and Agreement in substantially the form attached.

ATTACHMENT

1. Amended Declaration of Covenants and Agreement

2

Support for Senate Bill
369 and review of
Draft Property Use
Agreement

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joseph Nagro, City Manager

FROM: Robert W. Ryan, Public Services Director 

DATE: February 13, 2015

SUBJECT: Senate Bill 369 – Class D (On-and-Off Sale) Beer and Wine License

ISSUE

Senator Rosapepe has introduced SB 369 "for the purpose of authorizing a certain Class D (on-sale) beer and wine license issued for certain premises in the City of College Park to be converted, on or after a certain date, into a certain Class D (on - and off -sale) beer and wine license for certain other premises in the City of College. This bill has been scheduled for a public hearing before the Senate Education, Health, and Environmental Affairs Committee on Friday, February 27, 2015 at 1:00 p.m. Council has requested a property use agreement (PUA) be established prior to Council action in support of this Bill.

SUMMARY

Specifically, the proposed legislation would allow the Class D (on-sale) Beer and Wine License currently held by Plato's to be converted to a Class D (on-and off- sale) Beer And Wine license; and transferred to a new "wine bar" venue in the 7100 or 7200 block of Baltimore Avenue. The new venue would include both a wine bar style restaurant, and sales of beer and wine for carry out. The City Attorney and Director of Public Services met with Mr. Akaras, and his attorney Ms. Linda Carter. A PUA was discussed and a draft is attached. The company identified as the party that will own the property will not necessarily be the entity that will operate the restaurant.

The draft reflects the unique aspects of the business plan as it is conceived at this time and the fact that Mr. Akaras has not yet applied for a liquor license, does not have the final selection or layout of the premises, and has not completed a menu or final plan for food service, but is requesting support of the Senate bill. It was determined that an initial PUA should be developed to allow for support of the state legislation, with Mr. Akaras to return at the time of the filing for the Off Sale license with the Board of License Commissioners to finalize these items. During discussion, an alcohol to food ratio of 50%/50% was determined to be acceptable, pending a review after 6 months of business, or the application to the BOLC, whichever comes first, to determine if this is practical. Since it is expected that high cost craft beer and a range of wine quality will be offered, it is difficult to determine what a reasonable alcohol to food cost ratio may prove to be.

Additional provisions with respect to off-sales are included. No exterior signage advertising the off-sale option is allowed. All employees who operate cash registers shall be TIPS trained, and a security camera will be installed in the retail area. A maximum retail area of 1500 square feet on the first floor, which includes any wall storage of wines, etc., is allowed in the 3,000 square

foot space. The final layout for the space will be determined when Mr. Akaras appears before Council when applying to the BOLC.

The proposed business plan may include entertainment, such as acoustic music. Mr. Akaras has indicated an intention to request an exemption from the Special Entertainment Permit requirement. The revised PUA is drafted to include the requirement that he obtain a Special Entertainment Permit, or an exemption from that permit, pending a BOLC determination. An exemption will allow persons under 21 to remain after 9:00 p.m. No cover charge is allowed. Security will be as required if an entertainment license is necessary.

A scanning device will be used to check the ID of customers.

Mr. Akaras and his counsel will attend the Council work session on February 17, 2015 to discuss the revised draft PUA. They have not yet approved the draft attached to this memorandum.

RECOMMENDATION

Staff recommends Council consideration of the attached PUA. After discussion of the PUA, and any desired changes, with the applicant, the Council should decide to support or not support adoption of the proposed legislation. The Mayor should be authorized to send a letter reflecting the Council's position to the 21st District Delegation.

Attachments: (1) Draft PUA (2) Proposed Legislation

PROPERTY USE AGREEMENT

THIS PROPERTY USE AGREEMENT (the "Agreement") is made as of the _____ day of _____, 2015, by and between Patak Holdings, LLC, and Anthony Akaris, Managing Member, (collectively "Licensee"); and the CITY OF COLLEGE PARK, a Maryland municipal corporation (the "City").

WITNESSETH

WHEREAS, James R. Puckett and Debra A. Puckett, are the owners of the real property located at 7131 Baltimore Avenue, College Park, Maryland 20740 (the "Property"); and

WHEREAS, Licensee is a contract purchaser of the Property; and

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

WHEREAS, Licensee currently has a Class D (On Sale) Beer and Wine License for the property located at 7150 Baltimore Avenue, College Park, Maryland 20740; and

WHEREAS, Licensee has requested the City's support for the adoption of State Bill 369, which would authorize One Class D (On-Sale) Beer and Wine License issued for premises in the 7100 Block of Baltimore Avenue in the City to be converted into a Class D (On- and Off-Sale) Beer and Wine License for Premises that are located in the 7100 to 7200 Block of Baltimore Avenue in the City;

WHEREAS, Licensee intends to apply to the Board of Liquor License Commissioners of Prince George's County, for the Class D (On- and-Off Sale)

Beer and Wine License if it is authorized for the Property, or another property located in the 7200 block of Baltimore Avenue, to be operated as a restaurant and wine bar with off sales of beer and wine, and has requested the City's support for the enabling legislation; and

WHEREAS, the City agreed to support the enabling legislation, subject to the Licensee entering into this Property Use Agreement; and

WHEREAS, in consideration of the covenants contained in this Agreement, the City will support the adoption of SB 369, subject to the terms, conditions and restrictions contained herein.

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

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

2. Restrictions. Except with the express written consent of the City, which consent may be withheld in the City's sole and absolute discretion, during the period that Licensee is using or has any interest in the Property, and is using the License, the use of the Property shall be restricted to the operation of restaurant and wine bar with on and off sales, to be named later ("Restaurant") or another substantially similar casual dining restaurant, which, as a goal, receives not more than fifty percent (50%) of its average daily receipts over any three consecutive monthly periods from the on-sale of alcoholic beverages, and which

complies strictly with the restrictions and requirements of the State of Maryland/Prince George's County Class D License. Within six months after the start of operations of the Restaurant, the Licensee and City shall set a final alcohol to food ratio. The calculation of the percentage of alcoholic beverages sold shall include the full cost of any such beverage, and not just the alcohol contained in the beverage. Licensee will provide the City, by January 25 of each year, with summaries of each month's receipts for the sales of alcoholic beverages and food for the preceding calendar year, and, at any time, such information in such form as the City may reasonably require to permit the verification of sales required in this paragraph 2 of this Agreement. Such information need not be prepared by an accountant or auditor, but must be accompanied by a general affidavit signed by the Licensees affirming the accuracy of the information provided. Licensees may be required by the City to provide information to permit verification of the sales ratios required in this paragraph, including daily register receipts and the identity of, and invoices from, its alcohol and food suppliers. Any such information provided by Licensee that is claimed to be confidential shall be so marked by Licensee and the City will treat such record as confidential as allowed by law.

3. Use of Property. Except as otherwise set forth herein, those uses of the Property permitted by the applicable zoning for the Property shall be permitted uses for the purposes of this Agreement. In addition, the Property shall be subject to all of the restrictions imposed by the applicable zoning of the Property.

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

5. Operations. Licensee shall maintain and operate the Restaurant in a manner that all seats are available for dining, and no area is designated solely for the consumption of alcoholic beverages. Alcoholic beverages shall not be sold or served prior to 11:00 a.m. or after 12:00 p.m., Sunday through Thursday, or prior to 11:00 a.m. or after 1:00 a.m. Friday through Saturday. Happy hour or like events shall be limited to 3:00 p.m. to 7:00 p.m. Food from a regular menu must be served at all times that the premises are open for business. At all times, at least 80% of the items listed on the regular menu shall be available for customers to order. The menu of the food to be provided by Licensee shall be provided to the City at the time of application for the Class D (On-and Off Sale) to the Board of License Commissioners. Live music is allowed only inside the Restaurant. Licensee shall ensure music levels that allow patron conversation in a normal tone of voice, and prohibit disruptive or rowdy behavior that disturbs the peaceful enjoyment of the facility by Licensee's patrons and other persons visiting the facility.

Cover and door charges will not be charged by Licensee. Alcoholic beverages shall be served only to diners sitting at tables or counters inside the restaurant facility or on an adjacent outdoor patio, and to patrons standing waiting

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

Licensee shall not rent the facilities to individuals or businesses involved in promoting or making a business or profit from producing musical, band or disc jockey events. Licensee shall not provide tables, such as a beer pong table,

whose purpose is for use in drinking games. Licensee shall not sponsor or support drinking games within the Property.

6. Off-Sales. Licensee shall limit the space allocated to retail off-sales to a maximum of 1500 square feet on the first floor. The Licensee shall present the final layout of the retail and restaurant space for the entire Property to the City Council for review and approval at the time of application to the Board of License Commissioners for approval of the Class D (On-and-Off) Beer and Wine License. Kegs will not be sold off-sale. Single beers may only be sold in four packs. Sales of growlers and Liter (?) bottles of beer are allowed. No sign advertising off-sales will be posted at the Property. No fortified wines, or higher level beers at a price of less than \$??, will be sold. Licensee shall maintain a security camera for the retail sales area.

7. Application for Class D (On-and-Off) Beer and Wine License.

The City retains the right to review, comment upon and object to the Licensee's application for a Class D (On-and-Off) Beer and Wine License to the Board of License Commissioners.

8. Enforcement. The City shall have the right to enforce, by any proceeding at law or in equity, including injunction, all restrictions, terms, conditions, covenants and agreements imposed upon the Property and/or Licensee pursuant to the provisions of this Agreement. The parties agree that if Licensee should breach the terms of the Agreement, the City would not have an adequate remedy at law and would be entitled to bring an action in equity for specific performance of the terms of this Agreement. In the event of a violation of

paragraph 2 of this Agreement, Licensee shall have sixty (60) days from the date of notification of the violation to adjust his operations and achieve compliance, as measured during the sixty (60) day period, with the requirements of paragraph 2 of this Agreement. In the event the City is required to enforce this Agreement and Licensee is determined to have violated any provision of this Agreement, Licensee will reimburse the City for all costs of the proceeding including reasonable attorney's fees. Should Licensee prevail in any action brought by the City to enforce a provision of this Agreement, the City shall reimburse Licensee for all costs of the proceeding including reasonable attorney's fees.

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

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

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

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

13. Security. Pursuant to Article 2B, §6-201(r)(19), Licensee may be required to obtain a License for special entertainment or to obtain an exemption. Prior to seeking a License for special entertainment or an exemption, Licensee agrees that it shall first present to the City its plans for entertainment as well as for any required security. For any activities authorized by such a license or exemption, the Licensee shall have and maintain a Security Plan to prevent the Property and any such activities from posing a threat to the peace and safety of the surrounding area. The Security Plan shall, at minimum, comply with the requirements of the Board of License Commissioners. Any required Security Plan for the Licensee is subject to review and revision annually or upon request by Prince George's County Police, the University of Maryland Police or the City of College Park.

a. Licensee shall diligently enforce ID policies through trained and certified managers and employees. Licensee agrees to take all necessary measures to ensure that under age persons do not obtain alcoholic beverages.

b. All employees for whom the Board of License Commissioners requires TIPS training will be trained within two weeks of hire. All employees operating cash registers for off-sales shall be TIPS trained.

c. All serving, bar, security and management employees will be 18 years or

older.

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

(i) If to Licensee:

(ii) If to the City:

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

with copy to:

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

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

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

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

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

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

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

WITNESS/ATTEST

PATAK HOLDINGS, LLC

Anthony Akaris, Managing Member

WITNESS/ATTEST

CITY OF COLLEGE PARK

Janeen S. Miller, CMC, City Clerk

By: _____
Joseph L. Nagro, City Manager

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: _____
Suellen M. Ferguson, City Attorney

SENATE BILL 369

A2

5lr2593
CF 5lr1980

By: **Senator Rosapepe**
Introduced and read first time: February 6, 2015
Assigned to: Education, Health, and Environmental Affairs

A BILL ENTITLED

1 AN ACT concerning
2 **Prince George’s County – City of College Park – Class D Beer and Wine License**
3 FOR the purpose of authorizing a certain Class D (on–sale) beer and wine license issued
4 for certain premises in the City of College Park to be converted, on or after a certain
5 date, into a certain Class D (on– and off–sale) beer and wine license for certain other
6 premises in the City of College Park; and generally relating to alcoholic beverages
7 licenses in Prince George’s County.

8 BY adding to
9 Article 2B – Alcoholic Beverages
10) Section 9–217(1)(3)
11 Annotated Code of Maryland
12 (2011 Replacement Volume and 2014 Supplement)

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

Article 2B – Alcoholic Beverages

15 9–217.

17 (1) (3) NOTWITHSTANDING ANY PROVISION OF THIS SECTION, ON OR
18 AFTER JULY 1, 2015, ONE CLASS D (ON–SALE) BEER AND WINE LICENSE ISSUED FOR
19 PREMISES IN THE 7100 BLOCK OF BALTIMORE AVENUE IN THE CITY OF COLLEGE
20 PARK MAY BE CONVERTED INTO A CLASS D (ON– AND OFF–SALE) BEER AND WINE
21 LICENSE FOR PREMISES THAT ARE LOCATED IN THE 7100 TO 7200 BLOCK OF
22 BALTIMORE AVENUE IN THE CITY OF COLLEGE PARK.

23 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect July
24 1, 2015.

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



3

University of Maryland Partnership for Active Learning in Sustainability Program (PALS)

MEMORANDUM

To: Mayor Andrew Fellows and City Council
From: Bill Gardiner, Assistant City Manager *BA*
Through: Joe Nagro, City Manager *JN*
Re: City Participation in
UMD Partnership for Action Learning in Sustainability (PALS) Program
Date: February 13, 2014

Issue:

City Participation in the UMD PALS Program

The Mayor and City staff have been in discussions with the University of Maryland's Partnership for Action Learning in Sustainability (PALS) program since January 2014. In May 2014 the City Council authorized staff to identify resources, such as the PALS program, to assist with the City's sustainability efforts.

PALS is administered by the National Center for Smart Growth. It is a campus-wide initiative that harnesses the expertise of UMD faculty and the energy and ingenuity of UMD students to help Maryland communities become more environmentally, economically, and socially sustainable. PALS is designed to provide innovative, low-cost assistance to local governments while creating real-world problem-solving experiences for University of Maryland graduate and undergraduate students. College Park would be the second jurisdiction to participate in the PALS program.

Summary:

The City and PALS staff have identified four courses / projects for the spring 2015 semester: Improving Solid Waste Management Practices; College Town: how the University and City can enhance urban life and the University; Greenhouse Gas Inventory; and, Making Place: Public Art and Design. Course descriptions are attached. Staff from Administration, Planning, and Public Works will be liaisons for the courses. PALS charges \$5,000 per course, but is charging the City for only three of the four courses.

Recommendation:

The recommendation is for Council to authorize the City to sign an MOU with the University of Maryland, subject to approval of the City Attorney, to participate in the PALS program. Funding for one course is budgeted within the Planning Department, but funding for two courses (\$10,000) must be approved.

Attachments:

Improving Solid Waste Management Practices in the City of College Park (ENST 472)
College Town: How can the University of Maryland enhance the urban life of College Park, and how can the City enhance the experience of the University? (ARCH 403)
Greenhouse Gas Inventory (PUAF 790)
Making Place: Public Art and Design (ARCH 678D / ARTT 638)



City Project:	College Town: how can the University of Maryland enhance the urban life of College Park and how can the city enhance the experience of the University?
Course Title:	ARCH 403 – Architecture Studio IV
Faculty:	Associate Professor Madlen Simon AIA (course coordinator) Professor Steven Hurtt AIA Lecturer James Tilghman AIA Teaching Assistant Robert Kuentzel
Semester:	Spring 2015
Class size:	40 students
Grad/Undergrad:	Undergraduate
Primary City Contact Person:	Terry Schum, Director of Planning
Other city contact people:	Bill Gardiner, Assistant City Manager
Internal Constituencies:	Mayor and Council, City Manager
External Constituencies:	City Residents, College Park City-University Partnership

Course overview: In this studio course, students will explore architecture and nature, focusing on relationships between built form and landscape, the environmental performance of buildings, and the materials and assemblies of buildings. Oral communication learning will be embedded within the activities of the course, including student-faculty communication in desk crits, student-student communication in teamwork, informal oral presentation in group pinups, and formal oral presentation to groups with visual/verbal material in midterm and final reviews. Students will receive feedback and improve through iteration.

The theme for the semester will be *College Town*. Design projects at a variety of scales will offer opportunities to investigate how a college can enhance the urban life of a town and how a town can enhance the experience of a college. We will investigate the relationship of college to town in the downtown area of College Park, Maryland. Three projects will provide opportunities for student learning: 1) Adaptive reuse of an existing infill building, 2) Urban design including analysis and design proposal, and 3) Design of an urban building and associated park.

PALS component:

Urban Infill: Arthouse

The arts can transform communities. The transformation of Soho in downtown New York City from a largely abandoned industrial area into a thriving neighborhood of artists' lofts, galleries, cafes, restaurants, and shops is a prime example. In our own area, the Gateway Arts District, founded in 2001, has revitalized the communities of Mount Rainier, Brentwood, North Brentwood, and Hyattsville along a two-mile stretch of Route 1. An arts café will extend the influence of the Gateway Arts District northwards into College Park and will expand the reach of

the Clarice Smith Performing Arts Center beyond the University and into the community. Architecture students will work with advisors from the Clarice to explore the transformation of an existing commercial building into a venue for innovative performing arts, visual arts, creative making, planning and design services, food, and drink in downtown College Park. The project will highlight issues of spatial organization including the promenade from sidewalk to roof terrace, material assembly, and sustainability including day-lighting.

Urban Design: College Town

After this in-depth introduction to one particular place in College Park, students will broaden the exploration to analyze the urban fabric of the Baltimore Avenue corridor, considering the relationship of college to town, of architecture to landscape in the urban context, and history and typologies of urban form. Based upon this analysis and in consultation with stakeholders from University and City, students will propose a new urban design that enhances the relationship of the University of Maryland to the City of College Park in the downtown area associated with Baltimore Avenue.

Urban Institution: CityHall/CityPark

College Park has outgrown its existing City Hall and the parking lot that serves as a Farmers Market on weekends. A new City Hall and associated public park has the potential to serve as an institution that strengthens the bond between college and town, offering indoor spaces where University of Maryland students can observe and learn about government and outdoor spaces where students and community members can gather for civic events, performances, farmers markets, and festivals. As part of the urban design, students will propose an appropriate site for a new City Hall and its associated outdoor space. In this extended building and landscape design project, students will study precedents, explore building siting, massing, site design, history and typologies of public urban spaces, relationship of building and outdoor space, spatial organization, development of an interior space and an exterior space, materials and assemblies, building enclosure, contextual relationships, relationship of building to environment, sustainable strategies including day-lighting, shading, natural ventilation, and water management.

Course deliverables:

- Architectural boards presenting students’ designs for the ArtHouse
- 3 sets of Architectural boards and/or 3 books presenting each of the three sections’ urban analyses and urban designs for the downtown area of College Park
- Architectural boards presenting students’ designs for the new city hall and city park

Student Learning Objectives:

- Professional Communication Skills: Ability to write and speak effectively and use representational media appropriate for both within the profession and with the general public.
- Design Thinking Skills: Ability to raise clear and precise questions, use abstract ideas to

interpret information, consider diverse points of view, reach well-reasoned conclusions, and test alternative outcomes against relevant criteria and standards.

- **Architectural Design Skills:** Ability to effectively use basic formal, organizational and environmental principles and the capacity of each to inform two- and three-dimensional design.
- **Ordering Systems:** Ability to apply the fundamentals of both natural and formal ordering systems and the capacity of each to inform two- and three-dimensional design.
- **Use of Precedents:** Ability to examine and comprehend the fundamental principles present in relevant precedents and to make informed choices about the incorporation of such principles into architecture and urban design projects.
- **Site Design:** Ability to respond to site characteristics, including urban context and developmental patterning, historical fabric, soil, topography, ecology, climate, and building orientation, in the development of a project design.
- **Demonstrate an understanding of the role of oral communication in academic, social, and professional endeavors.**
- **Demonstrate effectiveness in using verbal and nonverbal language appropriate to the goal and the context of the communication.**
- **Demonstrate an ability to listen carefully.**
- **Demonstrate an enhanced awareness of one’s own communication style and choices.**
- **Demonstrate an ability to communicate interpersonally and interculturally with others in conversation, interview, and group discussion contexts.**
- **Demonstrate skill in asking and in responding to questions.**
- **Demonstrate competency in planning, preparing, and presenting effective oral presentations.**
- **Use effective presentation techniques including presentation graphics.**
- **Demonstrate awareness of communication ethics in a global society**

City Responsibilities:

- Provide class with maps, future plans and data about possible sites and additional info as needed.
- Connect the instructors and/or students with community leaders, property owners and non-profits leaders as necessary
- Meet with the studio, preferably in the City Hall, for an information session at the beginning of the urban analysis and design project (on or around February 20) to discuss planning goals, stakeholder interests, and the city hall and park projects.
- Assist with marketing and PR as appropriate.



- Remain available for questions/discussions related to planning goals and stakeholder interests.
- Participate in a presentation of student work on ArtHouse project (February 18)
- Participate in a preliminary review of student work on City Hall/City Park project (April 20) in the Architecture Building.
- Participate in a midterm review of ArtHouse and Urban Analysis + Design projects (March 11) and final review of the City Hall/City Park project (May 8) in the Architecture Building.
- Assist with securing space for exhibit of student projects (possibly in an empty storefront or display windows of vacant commercial space)
- Participate in an exhibit opening event in May, date tba.

PALS Responsibilities:

- Cover expenses related to (1) printing and mounting architectural boards of student work, (2) printing book of urban analysis and design proposals, and (3) travel for faculty and students to research examples of good integration of campus and city.
- Serve as liaison to CP, City planners, UMD administration and College park community as necessary
- Coordinate with University public relations on press release for the exhibit of student work
- Help create a “buzz” within UMD and beyond by sharing materials from course – website, social media, newsletter, video, etc.

Tentative Timeline:

January

- Begin ArtHouse design
- Meet Martin Wollesen, Director of the Clarice, for tour of the former Barking Dog

February

- Complete and present ArtHouse design 2/18
- Begin Urban Analysis of College Park downtown area 2/20
- Meet with College Park representatives on or around 2/20

March

- Complete Urban Analysis 3/2
- Begin Urban Design 3/2
- Complete and present Urban Design 3/11



- Begin City Hall/City Park project 3/13

April

- Preliminary review of City Hall/City Park 4/20

May

- Complete and review City Hall/City Park 5/8
- Exhibit student work date tba

City Project:	GHG Inventory
Course Title (Number):	PUAF790 – Project Course
Faculty:	Sean Williamson, Gerrit Knaap
Semester:	Spring, 2014
Class size:	4
Grad/Undergrad:	Graduate
Primary City Contact :	Bill Gardiner, Assistant City Manager
Other city contact:	Steve Beavers, Community Development Coordinator
Internal Constituencies:	Mayor and Council, City Manager, all Department Directors
External Constituencies:	City Residents and Businesses

Course overview: Policy-makers need to have a basic understanding of energy infrastructure and markets, the fiscal and social costs of energy, and how to evaluate problems with an energy component. With exposure to energy concepts, policy-makers can begin to assess and manage carbon emissions as a key metric of sustainability. Finally, planners should understand the long-term impacts of climate change, vulnerable systems and populations, and actions that can increase resiliency. By conducting a local government greenhouse gas inventory students can truly build and apply knowledge related to energy and carbon issues.

PALS component: Students will work with the City of College Park as we learn about their energy fuel mix, consumption patterns and costs, develop a carbon inventory, and make recommendations for reducing greenhouse gas emissions and advancing related sustainability goals.

Course deliverables:

- **Descriptive:** Complete a government operations GHG inventory inclusive of City-owned buildings and vehicles and select scope 3 sources (solid waste, employee commuting, wastewater treatment, etc.);
 - Students will provide a written report (i.e., an Energy and Carbon Profile) providing context, interpretation and visualization of the results. At a minimum the inventory will cover CY 2013, although other data points will be incorporated as available and appropriate (completed as group work).
- **Descriptive:** Complete a community-scale GHG inventory inclusive of all residential, business and University operations occurring within the City boundaries;
 - Students will provide a written report (i.e., an Energy and Carbon Profile) providing context, interpretation and visualization of the results. At a minimum the inventory will cover CY 2013, although other data points will be incorporated as available and appropriate (completed as group work).
- **Prescriptive:** Analyze a GHG reduction policy and provide recommendation report to the City of College Park;

- Students will evaluate and recommend a project, program or policy to the City of College Park with the potential to reduce (completed on an individual basis).
- Present GHG inventory findings and policy recommendations to City officials.

Student Learning Objectives:

- Firm understanding of GHG inventory methodologies as well as a basic understanding of how to operate a GHG emissions calculator or tool.
- An understanding of policies and actions local governments can take to reduce GHGs (directly or indirectly) and an ability to justify and explain the process associated with implementing the policies/strategies in a given context.
- Ability to define and explain key terms and concepts in energy and climate change.

City Responsibilities:

To complete the inventory on time, the students need the following resources from the City of College Park:

- Access to the ICLEI GHG Inventory software via the City's license (seeking 4 licenses);
- Government operations activity data for CY 2013 (see data requests for City of College Park GHG Inventory);
- Community-scale activity data for CY 2013 indirectly from the Metropolitan Washington Council of Governments (seeking City's authorization to request and share data);
- City's staff time to periodically answer questions, review assumptions/methods, and to participate in mid-term and end-of-semester meetings/presentations.

PALS Responsibilities:

- Cover expenses related to (1) student travel to College Park (twice).
- Coordinate with University public relations on press release for the GHG report in the spring.

Tentative Timeline:

- **January** – Collect and organize all relevant activity data from the City of College Park.
- **February** – Launch class and review inventory development process through group meetings; begin plugging-in data and analyzing results.
- **March** – Students will complete and submit draft local government operations GHG inventory to City officials for review.
- **April** – Students will complete and submit draft community scale GHG inventory to the City for review.
- **May** – Students will present findings and recommendations to City officials.



City Project: "Making Place: Public Art and Design"
Course Title: ARCH 478D / ARCH 678D
ARTT 438-O / ARTT 638

Faculty: Ronit Eisenbach, John Ruppert, Gerrit Knapp
Semester: Spring 2015
Class size: 19
Grad/Undergrad: 4/15

Primary City Contact Person: Terry Schum, Director of Planning
Other city contact people: Bill Gardiner, Assistant City Manager
Internal Constituencies: Mayor and Council, City Manager
External Constituencies: Residents, Downtown City Management Authority

Course overview: This Fearless Ideas and PALS course co-taught by faculty from Architecture, Studio Art and Planning will introduce students to the concepts of "Design Thinking" and "Creative Placemaking." Creative Placemaking employs art and culture as catalysts to revitalize neighborhoods, build bridges among stakeholders and explore and tackle difficult social, political, and environmental issues associated with place. Students will also develop an understanding of how physical form and material can shape the perception and meaning of places. The course will explore how temporary art events can be a form of advocacy that can spark imagination and stimulate dialogue about possible futures for public and private places in transition.

PALS component: In the first half of the semester students will be exposed to basic concepts of Creative Placemaking, Public Art, Public Interest Design and Planning that link art to community identity as well as economic and physical development. Students will learn about cultural, economic and environmental sustainability and will identify precedents in art/design that address these themes. They will also learn about College Park's past, present and future from the City's planners, from stakeholder interviews and through careful observation of specific sites and the activities that occur there.

Students will put these ideas to work in the second part of the class. In partnership with faculty and City of College Park leaders and professionals they will identify places that might benefit from the addition of a temporary artwork. Students will make proposals for art works whose aim is to activate places that lie on the border between the campus and university demonstrating how the university and city can benefit one another.

Course deliverables: Students and faculty will work with the City and University to identify sites for temporary art and will develop site-specific and/or site-inspired works.

Student Learning Objectives:

1. Understand both the potential and the challenges of developing a temporary art/design intervention to activate a place, shift understanding and/or shape meaningful places.
2. Demonstrate an ability to apply the fabrication, conceptual and design techniques taught in class to the conception, research, development and construction of creative, innovative, well-resolved site-specific art/design interventions.
3. Demonstrate an ability to reach innovative/unconventional art/design solutions by iteratively proposing ideas/strategies, receiving feedback, incorporating feedback and learning from failed approaches.
4. Demonstrate the design thinking processes required to formulate a project/question and develop a strategy for its solution or implementation.
5. Demonstrate an ability to collaborate with others within and outside of one's discipline in developing an innovative analysis, project or solution, by incorporating different viewpoints and experiences.
6. Demonstrate the ability to present or perform the project (and proposed solution, if applicable) to outside stakeholders (those not directly affiliated with the class).

City Responsibilities:

- Provide financial support directly or secure support from others
- Provide class with maps, future plans and data about possible sites by February 15 and provide additional info as needed.
- Connect the instructors and/or students with community leaders, property owners and non-profits leaders as necessary
- Assist with permitting as necessary
- Assist with marketing and PR as appropriate.
- Spearhead and organize an "opening event" (in partnership with UMD?)
- Involve other College Park stakeholders to create a public event
- Remain available for questions/discussions related to planning goals, developing art or identifying small-scale public interest design opportunities, site selection and permits, developing community partnerships, and deliverable designs and recommendations. This will likely include several phone calls or meetings between Instructors and City during the semester, 1-2 meetings between students and the

City, including midterm and final presentation/event celebrating work, and post-course evaluation and discussion of next steps

PALS Responsibilities:

- Raise funds for course- 6K target for student materials, documentation and faculty.
- Cover expenses related to (1) materials for student installations and (2) photo and/or video documentation of work. (3) travel funds for faculty member to present work
- Assist with campus permissions and stakeholder relationships as necessary
- Serve as liaison to CP, City planners, UMD administration and College park community as necessary
- Coordinate with University public relations on press release for the opening events in the spring and PR after the semester.
- Help create a “buzz” within UMD and beyond by sharing materials from course – website, social media, newsletter, video, etc.

Tentative Timeline:

January-

- Faculty and City reps identify sites options and potential community partners.
- Faculty refine timeline, syllabus and course materials
- Faculty attend Fearless Ideas workshop (Ronit)
- Course starts! (Jan. 26)

February –

- Support
 - Funding secured
 - Information, Drawings, Plans secured from City Planners
 - Team reaches out to community partners & UMD admin
 - Final event date set
 - College Park reps develop and start planning final event
- Curricular Goals:
 - Intro to Materials and Fastening techniques
 - Intro to Design Thinking Processes
 - Intro to Public art/interest design precedents & literature
 - Intro to Creative Placemaking and connections between art, community and economic development.
 - Intro to Interviewing with an aim to increase “empathy”.

- Intro to “Street Art”
- Community:
 - Intro to College Park challenges and opportunities by City Planners
 - Begin CP Interview & site observations process

March-

- Curricular:
 - Students complete intro assignments aimed at providing tools for creating a public art work, demonstrate a basic ability w/ materials and fabrication and introduce a basic understanding of the power of a temporary art intervention to shift understandings of both place and object.
- Begin Public Art Project
 - Complete Interviews w/ stakeholders & site observations. Analyze findings.
 - Identify challenges/opportunities & select sites for final interventions
 - Develop Individual proposals for site-specific work
 - Students present initial ideas to stakeholders & receive feedback

April-

- Select strongest ideas and develop group proposals
- Submit proposals to site owners for permits if necessary
- Site Approvals received and groups develop work
- Students develop and build work
- Conduct additional meetings with stakeholders as necessary
- Possible building “barn-raising/community engagement” event (Maryland day, April 25?)

May –

- Final Projects installed
- Opening celebration and public event (date tbd, May 6th? May 7th?)
- May 11 last class
- Photo/Video Documentation of work delivered to City, UMD and partners to distribute as desired.



City Project	Improving Solid Waste Management Practices in the City of College Park, Maryland
Course Title (Number):	ENST 472
Faculty:	Jose-Luis Izursa
Semester:	Spring 2015
Class size:	4
Grad/Undergrad:	Undergrad
Primary City Contact Person:	Bill Gardiner, Assistant City Manager
Other city contact people:	Robert T. (Bob) Stumpff, Director of Public Works
Internal Constituencies:	Mayor and Council, City Manager
External Constituencies:	Residents

Course overview: The city of College Park has set a goal to become a more sustainable city by using Maryland's Zero Waste Plan as a guide. With a population of 31,274 residents, plenty of waste is produced that either ends up in the Brown Station Road Sanitary Landfill, owned and operated by the Prince George's County Government, or a recycling center. Students will develop a three-year plan to improve the municipal solid waste (MSW) management practices within the city of College Park. Suggested plans of action include conducting research on reducing the amount of solid waste going into the landfill by increasing the amount of recycling and compost, and reducing emissions within the waste collection process. The plan will include possible strategies for the city of College Park to implement as they improve four specific areas (solid waste, composting and mulching, emissions, and education) to accomplish the city's and the State's Zero Waste Plan goals. To do this, we are joining forces with College Park's Department of Public Works, the Partnership for Action Learning in Sustainability (PALS), and the University of Maryland's Office of Community Engagement (OCE).

PALS component: During the semester of Fall 2014 students will develop the proposal for three-year plan. To be able to develop the activities within the four areas of the city's Solid Waste Management plan, students will be exposed to the principles of each of these areas: municipal solid waste, composting and mulching, emissions, and education. So, during this semester students will be exposed to principles and methodologies in areas like: Logical framework, EPA Waste Reduction Model, Life Cycle Assessment, and Biomass Gasification. This will get the students ready for the semester of Spring 2015, when we'll develop the second part of the project: data collection, data analysis and plan development.

Course deliverables: Students will present a report that identifies findings from the analysis of operations; highlighting the best practices to make DPW operations in the city of College Park as sustainable as possible.

Provide a 3 year plan for implementing the recommendations, including outreach and education.

Student Learning Objectives:

- Be familiarized with the Logical Framework Approach (LFA) as a project design methodology that provides a systematic structure for identifying, planning and managing projects.
- Be able to use the Life Cycle Assessment (LCA) as a tool to evaluate greenhouse gases emissions.
- Preparation of education and outreach program on better practices for solid waste management at a household level.

City Responsibilities:

- The Director of DPW would be available to meet with the professor and students to ensure they understand the operations and demands on the department.
- Provide existing documentation, such as: DPW operations manual; solid waste, bulk trash, and recycling collection schedules; vehicle types, mileage, fuel use, etc.
- Be available for questions related to the ideas being developed in the course, via phone & email

PALS Responsibilities:

- Cover expenses for travel related to the project
- Coordinate communication between City of College Park officials and course faculty
- Coordinate with University public relations to issue press release, if applicable

Tentative Timeline:

- **June-November:**
 - Faculty, students & city officials meet to determine initial needs assessment & course design;
 - Create initial draft of project proposal
- **December-January:**
 - Prepare syllabus, assignments, lesson plans
 - Prepare lesson plans in 5 areas:
 - Logical Framework Approach: a project design methodology
 - Waste inventory and waste prevention

- Life Cycle Assessment, a tool to measure GHG emissions from MSW
- Behavioral Change, a methodology to approach education and outreach and material preparation
- Recycling and Composting
- **Late January - February:**
 - Prepare a full proposal to be presented to city officials
 - Discuss the foundational concepts for the course and perform background research, including investigating other municipal models of MSW sustainable management
- **March - April:**
 - Develop a series of activities for each component using the design-thinking process
 - Meetings with city officials, schools and UMD Community engagement office to evaluate the proposed activities and the community needs
 - Poster preparation and presentation in the “Maryland Day”
- **May:**
 - Student report & presentation to City of College Park officials
 - Final report from instructor to City of College Park officials with revised student recommendations and input from city officials.

4

Change order for Duvall Field contract

MEMORANDUM

TO: Mayor and Council

FROM: Terry Schum, Planning Director 

THROUGH: Joseph L. Nagro, City Manager 

DATE: February 13, 2015

SUBJECT: Change Order to Charles P. Johnson and Associates, Inc. (CPJ)
Contract for Duvall Field Concession/Restroom Building

ISSUE

Last summer, the City Council awarded two contracts for the replacement of the concession/restroom building at Duvall Field in order to preserve State of Maryland funding that was nearing expiration. The State approved these contracts and a Notice to Proceed was issued in November 2014. Subsequently, a developer contribution was received that provides matching funds for the use of previously encumbered Program Open Space funding. This additional funding will enable the current scope of work to be expanded to include improvements to the plaza area and walkways surrounding the concession building (see attached site plan). A change order for additional design, engineering and construction management services is needed to accommodate this expanded work.

SUMMARY

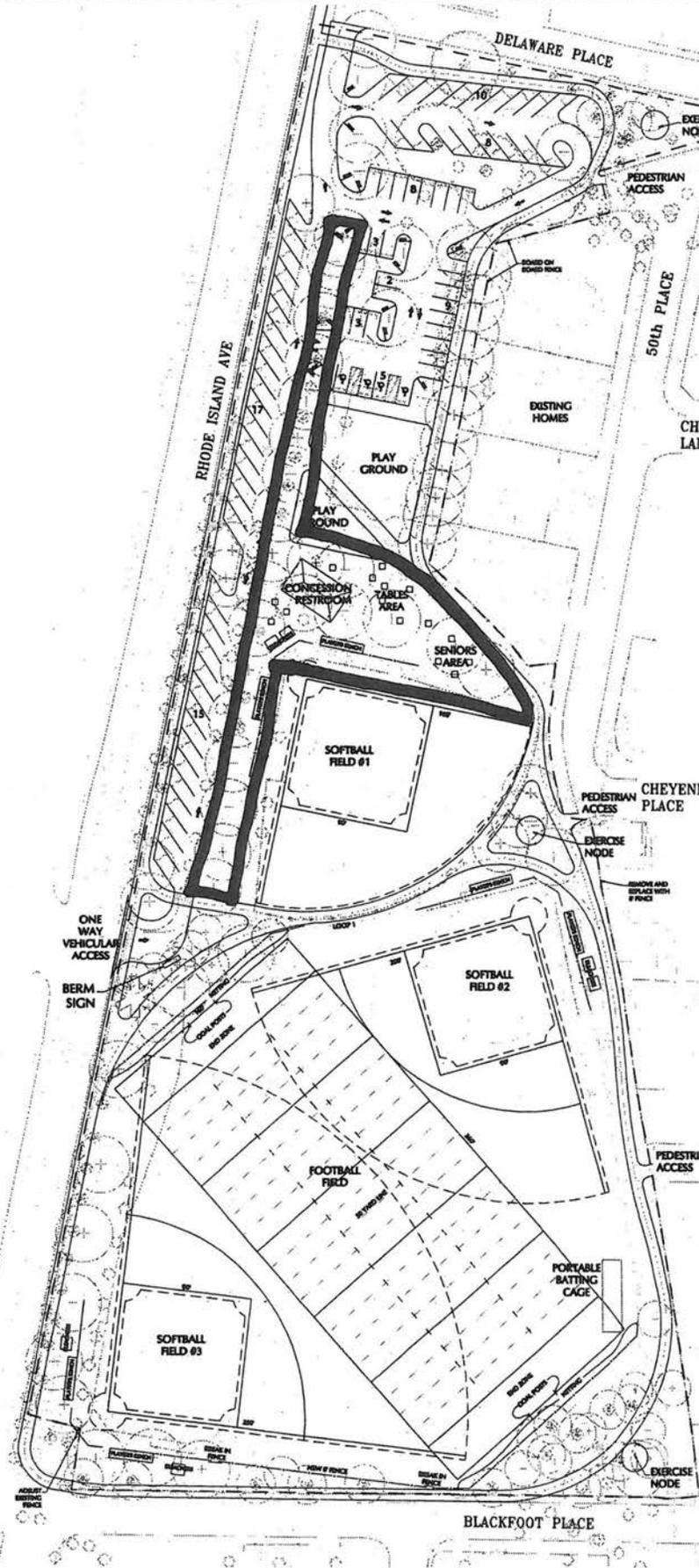
The original contract in the amount of \$44,990 was limited in scope to include the minimum work necessary to accommodate a new pre-engineered building provided by others. The scope of work included a site plan, demolition plan, sediment control and storm water plans and coordination with the building manufacturer. The proposed new work includes developing design alternatives for an enhanced plaza area and walkways along with preparing the final design plans and permits. Additional landscaping, lighting and other site amenities are also part of the scope. Construction administration was not part of the original contract but is now being included. CPJ's cost proposal is included as Attachment 2 and is for \$44,918 and \$35,606, respectively, for a total additional amount of \$80,524. Staff from the Departments of Planning, Public Works and Engineering reviewed the proposed changes and find them reasonable and acceptable.

RECOMMENDATION

It is recommended that a change order in an amount not to exceed \$80,524 be approved for CPJ Associates for the Duvall Field project.

ATTACHMENTS

1. Site plan showing limits of work
2. CPJ proposal



FACILITIES PROVIDED:

- PLAYGROUND 7,100 SF
- CONCESSION RESTROOM
- SENIORS AREA
- 3 EXERCISE NODES
- SOFTBALL
 - 160'
 - 200'
 - 250'
- FOOTBALL FIELD REGULATION
- PORTABLE BATTING CAGE
- PORTABLE BLEACHERS
- 8' TRAIL:
 - LOOP 1 0.33 MILE
 - LOOP 2 0.33 MILE
 - TOTAL 0.66 MILE
- PARKING 78 SPACES

DATA SOURCES:
 Engineer:
 Charles P. Johnson & Associates
 1751 Elson Road Suite 300
 Silver Spring, MD 20903
 Telephone (301) 434-7000
 Topographic survey and base plan
 provided by:
 Virginia Resource Mapping
 210 N 21st Street, Unit A
 Purcellville, Virginia 20132
 Telephone (540) 338-3136
 Date Photography: April 2, 1996

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G. E. Fielder & Associates, Chartered
 PLANNING, LANDSCAPE ARCHITECTURE, ENVIRONMENTAL
 6345 Woodside Court, Suite 200
 Columbia, Maryland 21046
 Phone (410) 423-6318
 E-Mail fielder@gefelder.com

TO JO 10	FINAL CONCEPT DUVALL FIELD	CITY OF COLLEGE PARK RHODE ISLAND AVENUE MARYLAND	DESIGNED BY: GEF DRAWN BY: MHA SCALE: AS SHOWN DATE: NOVEMBER 30, 2007 REVISED:
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CPJ Charles P. Johnson & Associates, Inc.
Civil and Environmental Engineers • Planners • Landscape Architects • Surveyors
Associates Silver Spring, MD • Gaithersburg, MD • College Park, MD • Frederick, MD • Fairfax, VA

Thursday February 5, 2015

Terry Schum, AICP
Director
Department of Planning, Community and Economic Development
City of College Park
4500 Knox Road
College Park, Maryland 20740
phone: 240-487-3538

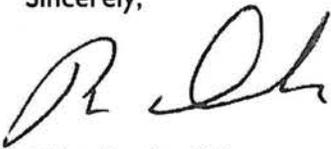
Re: College Park Duvall Field Concession Building and Recreation Plaza

Dear Ms. Schum:

In accordance with our project scoping and scheduling meeting on January 15th, 2015, Charles P. Johnson & Associates, Inc. (CPJ) is pleased to submit a proposal to provide additional urban design, landscape architecture, civil engineering, and construction management services for a prefabricated concession building and recreation plaza at Duvall Field. The additional amount needed for design and construction documentation will be \$44,918 and our construction observation price not to exceed without authorization is \$35,606, for a total additional amount of \$80,524. We will start work within 5 days of receiving the PO. Attached is the itemized cost breakdown. This proposal will be performed under the terms and conditions of the Consultant Agreement for Duvall Field signed May 27th, 2014 and notice to proceed received in November 2014.

We look forward to working with you to create a valuable asset to the City of College Park community.

Sincerely,



Brian Davila, P.E.
Public Sector Division Manager

**City of College Park
Duvall Field Concession Building and Recreation Plaza
Additional Services**



	Principle \$110	Project Manager \$110	Senior Professional/ LA or Engineer \$104	Junior Professional \$80	Eng Tech/ CADD \$80	Geotech Engineer Lump Sum	Surveyor \$110	2-Man Survey Crew \$124	TOTALS
Additional Design Services									
1 Detailed Survey for ADA compliance (IFT contours)							4	2	\$688
2 Prepare existing conditions and demo plan		8	8		18				\$3,152
3 Prepare site plan		7							\$770
4 Prepare schematic design alternatives (2-3) and site amenities package selections 30%		10	24		32				\$6,156
5 Prepare design development plans and details + cost estimate 50%		8	32		32				\$6,768
6 Prepare final design plan for implementing permits 90%		4	24		32				\$5,496
7 Prepare Site development permit application		4	4		4				\$1,176
8 Prepare Final Site Development Plan		8	32		32				\$6,768
9 Prepare Lighting Plan + photometric study			32						\$3,328
10 Prepare construction details			16						\$1,664
11 Prepare 100% construction documents for bidding			24		40				\$5,696
12 Prepare Bid Specifications		12	4		8				\$2,376
13 Bidding assistance		8							\$880
Sub-total Fee Items	0	69	200	0	196	0	4	2	\$44,918
	\$0	\$7,320	\$20,800	\$0	\$16,840	\$0	\$440	\$248	\$44,918

Notes: Irrigation relocation design not included

**City of College Park
Duvall Field Concession Building and Recreation Plaza
Additional Services**



	Principle \$110	Project Manager \$110	Senior Professional/ LA or Engineer \$104	Junior Professional \$80	Eng Tech/ CADD \$80	Geotech Engineer Lump Sum	Surveyor \$110	2-Man Survey Crew \$124	TOTALS
Construction Observation and Administration									
1 Assist City with GC and site construction bid packages and award.		4	4						\$856
2 Review and approve/reject technical submittals from contractor		1	6						\$734
3 Respond to Contractor or RFI/RFC's. Ensure construction schedule is met.			4						\$416
4 Provide City with written technical recommendations regarding any deviations from the approved plans and specs			2						\$208
5 Review facts and make recommendations to City for any contractor claims or disputes		1	4						\$526
6 Track expiration dates of all permit applications and issued permits and submit extensions required			1						\$104
7 Review the Contractor's initial construction schedule and monthly schedule progress updates for reasonableness and compliance with the construction contract.			1						\$104
8 Review the Contractor's monthly Applications for Payments and recommend payment/nonpayment		1	6						\$734
9 Ensure that the Contractor maintains daily reports, test results, progress schedules, and other appropriate records and make them available to City and the Engineer at all times including at each progress meeting. review and approve necessary field and/or laboratory testing on construction materials			2						\$208
10 Attend and conduct construction progress meetings held weekly with the Contractor (and provide meeting minutes)		8	44		28				\$7,696
11 Conduct inspections as needed for phases of work completed (including critical path items/stages, and all Substantial Completion and Final Completion inspections) and submit to City.		4	4						\$856
12 Complete punch lists			8		4				\$1,152
13 Conduct pre-construction and post-construction inspections of the project site and make a digital photo record		8			8				\$1,520
14 Provide construction oversight/inspection services including building, site and Landscape services during active construction periods by staff			84		84				\$15,456
15 Prepare As-Built Plan and submit to DPIE for approval		2	16		16		8	8	\$5,036
Sub-total Fee Items	0	25	186	0	140	0	8	8	\$35,806
	\$0	\$3,190	\$19,344	\$0	\$11,200	\$0	\$880	\$802	\$35,806

Total Additional Money Needed **\$80,524**

5

2014 Resident Satisfaction Survey

MEMORANDUM

To: Mayor Andrew Fellows and City Council
From: Bill Gardiner, Assistant City Manager 
Through: Joe Nagro, City Manager 
Re: 2014 Resident Satisfaction Survey Summary
Date: February 13, 2014

Issue:

Discussion of the 2014 Resident Satisfaction Survey Results

Summary:

Nearly 800 residents completed the 2014 Resident Satisfaction Survey, which contained 43 questions (including 13 questions that accepted written responses). Together, all of the written responses require nearly 200 pages to print.

The survey is not intended to provide a representative sample of College Park residents, but it does contain useful information from a large number of residents who care about the City. The City Council, staff, residents, and other stakeholders can review the results regarding City services, neighborhoods, desired amenities, communication, and related issues.

Some of the responses to the questions were analyzed by neighborhood, age range, or by student status in order to identify possible differences among these groups. Council should consider the results as it develops the new strategic plan, the FY16 budget, and discusses city services, infrastructure, and programs.

The attached report summarizes those results. Data from the 2014 survey will be made available on the City's website for residents, civic associations, and other interested parties to review.

Recommendation:

Council should review the report and discuss the results that indicate a need for additional information, staff action, or further Council discussion and possible action in the near term.

City of College Park Resident Satisfaction Survey 2014

Report on Responses February 17, 2015

Introduction

The City of College Park conducts a Resident Satisfaction Survey every two years to assess resident satisfaction with city services, receive suggestions for improvements or new services, and to better understand how residents perceive their neighborhoods and the City.

The 2014 Resident Satisfaction Survey contained 43 questions and 10 opportunities for the respondent to write in responses. Most of the questions were the same or similar to questions asked in the 2012 survey. The survey was available online in English and Spanish from November 1, 2014 to December 19, 2014. Paper copies of the survey (in both languages) were available at City facilities, Attick Towers, and Spellman House.

The survey was advertised via the following communication means:

- College Park Connected (announcement and reminders)
- Municipal Scene in the Gazette
- City website homepage
- City Cable TV channel
- Civic association leaders
- Weekly City Council meeting announcements
- City Council emails to constituents
- Outreach to the University of Maryland Office of Off-Campus Housing and the Student Government Association

2014 Survey Respondents

A total of 772 residents completed the survey (five in Spanish) in 2014, compared to 324 responses in 2012; this was the highest number of responses of any year with the exception of 2002 (944 responses). The high response rate is probably due to allowing multiple members of the same household complete the survey, as well as the regular reminders via College Park Connected, the Municipal Scene, civic association lists, and Council members.

The 2014 respondents are younger and have lived in the City fewer years compared to the respondents in 2012. Nearly 45% of the 2014 respondents were between 18 and 44 years of age; in 2012, only 30% were in this age range. In 2014, 36% of the respondents lived in College Park for less than five years, compared to 26% in 2012. Approximately 17% of the 2014

respondents were students (overwhelmingly graduate students)--almost triple the percentage in 2012.

As was the case in 2012, about 75% of the 2014 respondents lived in one of five neighborhoods (out of 16 listed): Calvert Hills, Hollywood, Daniels Park-Oak Springs-Branchville, Berwyn, and College Park Woods. These five neighborhoods comprise approximately 33% of the total residents in College Park. The largest change in 2014 was that Berwyn doubled its percentage from 2012 (11.61% from 5.0%), while Lakeland's percentage dropped from seven percent to two percent.

A Note about the Responses

Most of the survey questions about City service quality use the categories of "excellent", "good", "neutral", "fair", "poor", or "don't know". The percentage rated as excellent, good, neutral, fair, poor, or don't know includes the "don't know" responses as part of the total responses. In some cases, the "don't know" responses are very high, perhaps indicating that a service impacts fewer of the respondents, or that the respondents are not aware of the service. All responses are weighted to give an average number between 1 (excellent) and 5 (poor). Ideally, the responses would be between 1 and 2 (excellent and good). This can be slightly confusing because higher ratings indicate lower levels of satisfaction. The "don't know" responses are not included in the weighted averages.

Some of the responses have been analyzed by neighborhood or age group, and following the overall rating by all respondents, the best rating and lowest rating by neighborhood (if at least 10 responses were provided) or age group is provided. Staff can review the ratings and determine why differences may be noted among neighborhoods.

The 2014 weighted averages generally are slightly lower for all departments compared to the 2012 results. This could indicate a change in the quality of services provided, or it could indicate that this group of respondents (generally younger, newer to College Park, with higher student composition than in 2012) provides lower marks than the 2012 respondents. ***The 2012 and 2014 surveys cannot be used to establish trends because the survey respondents were not representative samples of city residents.***

Survey Questions and Analysis

City Services

Department of Public Works (Q1):

Twelve specific DPW services were rated, and DPW's overall responsiveness was rated (1.95). In general, the ratings are slightly lower (not as good) than in 2012. The highest rated services (all between excellent and good) were regular trash collection, recycling collection, and bulk collection. The lowest rated services were downtown cleanliness, street lighting, and street maintenance, all with ratings between good and neutral. The compost program received high marks, although 49% of respondents checked "don't know".

Best Rating: College Park Estates (1.40) and Daniels Park-Oak Springs-Branchville (1.69).

Lowest Rating: Hollywood, 1.93 (still above “good”) and Old Town (2.58)

Parking Enforcement (Q2):

Forty-percent of the respondents checked “don’t know” in response to the question about Parking Enforcement’s overall responsiveness. Of those who responded, 51% rated it excellent or good, with an overall score between “good” and “neutral” (2.67 overall). Enforcement in commercial areas rated better than in residential areas.

Best Rating: Calvert Hills, College Park Estates (both 2.39), and College Park Woods (2.66)

Lowest Rating: Camden-Wynfield Park (3.60), Daniels Park-Oak Springs-Branchville (3.00), and Hollywood (2.88)

Animal Control (Q3):

Fifty-four percent responded “don’t know”, an increase from 47% in 2012. The overall weighted average was 2.26.

Best Rating: College Park Estates (1.75) and College Park Woods (1.81)

Lowest Rating: Berwyn (2.47) and Hollywood (2.40)

Code Enforcement (Q4):

Code Enforcement’s best rating was property maintenance in commercial areas (2.70). Compared to 2012, it received slightly better ratings in noise enforcement and overall responsiveness, but the weighted rating was nearly neutral (2.90). Sixty-one percent (compared to 54% in 2012) felt that the amount of code enforcement was “enough”. Forty-two percent of respondents selected “don’t know” regarding Code Enforcement’s overall responsiveness. Removing those responses, 47% rated Code Enforcement as excellent or good.

Best Rating: College Park Woods (2.24) and Lakeland (2.55)

Lowest Rating: Old Town (3.39), Daniels Park-Oak Springs-Branchville (3.03), and Calvert Hills (2.97)

Youth and Family Services (Q9):

Youth and Family Services received an overall responsiveness of 2.46, and its marks for both counseling and events and senior services were 2.34 in 2014. However, of the 269 respondents who completed this section (only residents who are seniors or who have small children), 64% marked “don’t know” regarding YFS programs and 76% marked “don’t know” regarding senior services.

Overall Quality and Value of City Services (Q6):

Respondents gave the City marks for quality and value of 2.12 and 2.42 respectively. In 2012, 83% of respondents indicated the City provided excellent or good quality of services, and 74% indicated the City provided excellent or good value. For 2014, the responses were 75% and 60%, respectively.

Quality of City Services:

Best Rating: College Park Estates (1.70), College Park Woods (1.75), and Calvert Hills (1.89)

Lowest Rating: Camden-Wynfield Park (2.67); Old Town (2.55); and Autoville-Cherry Hill (2.29)

Value of City Services:

Best Rating: College Park Woods (2.00); Calvert Hills (2.10) and College Park Estates (2.12)

Note: Yarrow rated the City very high, but only 10 people responded.

Lowest Rating: Camden-Wynfield Park (3.07), Old Town (3.03)

How would you improve our City Services? (Q7):

Nearly 350 respondents provided more than 400 suggestions on nearly everything from animal control to zoning. Twenty responses gave kudos to city government and staff. The top categories of responses are as follows:

Code enforcement (some reference)	100 comments
Parking Issues	45 comments
Lighting	22 comments
Quality of Streets	20 comments
Police	16 comments
Safety	14 comments
Landscaping or Beautification	15 comments
Personnel	15 comments

Composting, recycling, customer service, communications, pedestrian safety, traffic, and taxes each received between five and 10 comments.

Information and Communication (Q10):

Several survey questions asked respondents to rate City communication tools; indicate how they usually obtain City information; and indicate how they would prefer to receive City information.

Thirty-nine percent of respondents in 2014 found the usefulness of the Municipal Scene as “excellent” or “good”, a decrease from 50% in 2012. Thirty-eight percent of respondents marked “don’t know” regarding the usefulness of the Municipal Scene, and 56% of respondents marked the same for College Park Connected. Seventy-six percent of respondents had never viewed the College Park Cable Channel (68% in 2012). Eighty-four percent of respondents had never used College Park Central (Q38).

Sixty-five percent of respondents gave an “excellent” or “good” rating to the City website (a new question in 2014), and 21% of the respondents had never visited the website (Q38).

The City website, word-of-mouth, and the Gazette remain the top three most frequently cited sources of information about the City (Q11). For 2014, Civic groups, blogs, and the *Diamondback* were the next most frequently cited.

The most frequently cited *preferred* methods (Q12) for receiving information about the City remain email (64%), website (46%), the newspaper (25%), and postal mail (21%). Social media was cited by 17% in 2014, an increase from 10% in 2012.

Email / College Park Connected received the highest number of total responses (358) and led each age category with the exception of the 75 and over group (11 selected it, and 12 selected newspaper). The website was the second most preferred method of receiving information (245 responses), followed by the newspaper (138) and postal mail (111). Social media was one of the top three preferred methods for respondents 44 and younger.

Across all categories (Municipal Scene, website, resident guide, and College Park Connected), and all age groups, the Resident Guide scored the best (2.01, or “good”), followed by the website (2.35), College Park Connected (2.36), and the Municipal Scene (2.42). Of the approximately 550 people who responded to this question, the “don’t know” responses were as follows: College Park Connected (301); Municipal Scene (206); and 107 for both the Resident Guide and College Park Connected.

Analysis by Age Group

The Municipal Scene, website, and College Park Connected received almost equal scores within each age group. The ratings for all four information sources were approximately 1 point better by those in the 75 and up age group compared to the 18-24 age group. A high percentage of respondents in the 18-24 and 25-34 age groups gave “Don’t Know” responses for all four categories of information sources (Municipal Scene, website, resident guide, and College Park Connected).

Recommend College Park (Q13):

In 2012 the City added a question regarding whether the respondent was likely to recommend living in College Park to a friend, and whether the respondent was likely to remain in College Park for the next three years. In 2014, the first question was split into two questions— recommend living in College Park to a *friend*, and recommend living in College Park to a *family*.

In 2014, 63% of the respondents (slightly lower than in 2012) indicated they were very likely or likely to recommend living in College Park to a friend. Fifty-five percent indicated the same regarding a family. Three-quarters of all respondents in 2012 indicated they were planning to remain in College Park for the next three years, while two-thirds of the respondents said the same in 2014. This change likely reflects the higher percentage of students and younger respondents in 2014.

Recommend living in College Park to a friend

Average Rating: 2.24. (between “Likely” and “Neutral”)

Neighborhoods with the highest likelihood of recommending College Park to a friend: College Park Estates (1.59), Calvert Hills (1.90), College Park Woods (1.95), and Berwyn (2.05).

Neighborhood with lower likelihoods of recommending College Park to a friend: Camden-Wynfield Park (3.16), Old Town (2.95), Autoville-Cherry Hill (2.85), and Lakeland (2.79)

Recommend living in College Park to a family

Average Rating: 2.53 (between “Likely” and “Neutral”)

Neighborhoods with the highest likelihood of recommending College Park to a family:

College Park Estates (1.81), College Park Woods (2.13), Calvert Hills (2.17), and Berwyn (2.36)

Neighborhood with lower likelihoods of recommending College Park to a family: Camden-Wynfield Park (3.63), Old Town (3.38), Autoville-Cherry Hill (3.20), Lakeland (3.07)

Public Safety (Q14):

Two questions addressed how safe respondents feel, and how respondents rate the City’s public safety services. In both 2012 and 2014, the weighted average of all situations and locations except one (Greenbelt metro in 2012) were rated between “safe” and “neutral”.

The top three categories rated as “very safe” or “safe” in 2014 were in your immediate neighborhood, in the downtown commercial area, and at local parks and playgrounds. The three categories in 2014 with the highest “unsafe” and “very unsafe” percentages were as a cyclist, near the Greenbelt metro, and as a pedestrian.

The public safety service ratings were basically unchanged between 2012 and 2014, with almost all categories with a weighted average between “good” and “neutral”.

The neighborhoods with responses indicating higher levels of perceived safety are: Yarrow (1.30); College Park Estates (1.54); College Park Woods (1.83); and Calvert Hills (1.94).

The neighborhoods with responses indicating lower levels of perceived safety (not including UMD campus or neighborhoods with fewer than 10 responses) are: Camden-Wynfield Park (2.74); Autoville-Cherry Hill (2.65); Old Town (2.60); and Lakeland (2.57).

Specific comments on Police, Fire, and Emergency Medical Services or how you would improve public safety (Q16):

There were 200 responses, and of these, 24 were kudos for current services. About 100 responses mentioned the police, in some cases suggesting a city department, in other cases requesting more patrols, and others commenting on what was perceived to be poor services. Twenty-five responses noted pedestrian or bicycle infrastructure; 12 mentioned lighting; and 11 mentioned communication.

Rate Your Neighborhood (Q17):

Rate Your Neighborhood (Q17):

This question asked respondents to rate their neighborhood regarding the condition of housing, access to parks, walking distance to a bus stop, availability of sidewalks, access to shopping, tree canopy cover, and overall quality.

Access to parks and open spaces was again the highest rated, with a weighted average of 2.08 (2 = good). Interestingly, open space was also the top desired neighborhood resource (Q23). Availability of sidewalks was again the lowest rated, with a weighted average of 3.10 (3 = neutral). Seventy-one percent of respondents rated their neighborhood overall as either excellent or good, down from 76% in 2012.

Condition of Housing:

Average Rating: 2.53

Neighborhoods with low ratings: Old Town (3.28), Daniels Park (2.84), Hollywood (2.81)

Access to Parks and open spaces:

Average Rating: 2.07

Neighborhoods with low ratings: Camden-Wynfield Park (2.53), Daniels Park-Oak Springs-Branchville (2.32), Hollywood (2.28).

Availability of Sidewalks:

Average Rating: 3.08 ("Neutral")

Neighborhoods with low ratings: College Park Woods (4.03), College Park Estates (3.96), Berwyn (3.29)

Tree Canopy:

Average Rating: 2.31

Neighborhoods with low ratings: Camden-Wynfield Park (2.92), Lakeland (2.58), Berwyn (2.49). Three people rated Crystal Springs at 3.67.

Overall neighborhood as a Place to Live:

Average Rating: 2.26

Neighborhoods with low ratings: Camden-Wynfield Park (3.00), Old Town (2.77), Autoville-Cherry Hill (2.60)

What do you like best about your neighborhood (Q18):

What do you like least about your neighborhood (Q19):

The written responses have been assembled by neighborhood and by district, and provided electronically to Council. This information and all of the survey data will be provided on the City's website.

What types of businesses do you most frequently leave College Park to patronize (Q20):

Nearly 1,700 specific responses were provided by 572 people. The top categories of businesses respondents left the City to patronize are:

Dining establishments	366 responses
Grocery stores	305 responses
Shopping (Clothes)	155 responses
Entertainment	120 responses
Health care	66 responses
Bars	43 responses

Economic Development News (Q21)

In 2014, a higher percentage of respondents are receiving economic development news via Facebook / Twitter and the economic development website than in 2012, and lower percentages are receiving this information from Council meetings and newsletters.

City Parks and Events (Q22):

City parks, playgrounds, and athletic fields received a weighted average score of 2.14. Sixty-five percent of respondents rated them excellent or good, compared to 71% in 2012. For City events and recreation programs (new question in 2014), 35% of respondents gave an excellent or good rating, and 33% of respondents indicated they don't know.

Quality of neighborhood parks:

Neighborhoods with low ratings: College Park Estates (2.46), Daniels Park – Oak Springs – Branchville (2.40)

Quality of events and recreation programs:

Neighborhoods with low ratings: Hollywood (2.72)

Community Amenities (Q23):

Respondents were asked to indicate which of a list of amenities they would like to see in their neighborhood. The top two choices in 2014—open or green space and a community garden, respectively—repeated the top choices in 2012, but in reverse order. Fitness trails and off-road bike trails again were the third and fourth most popular. There were not significant differences by neighborhood.

Desired recreational activities and events in the City (Q24):

Two-hundred thirty-three respondents provided nearly 500 suggestions. The top categories are the following:

Sports (swimming, running, yoga, biking, walking, adult leagues, etc.)	152 responses
Events	80 responses
Music concerts, music festivals	46 responses
Arts (including dance and theatre)	41 responses

Desired recreational activities and events in the City (Q24), continued:

Movies	21 responses
Biking (including trails)	18 responses
Food events	18 responses

Energy Efficiency (Q25; new questions):

Sixty-nine percent of respondents said the City should invest in energy efficiency for municipal buildings, and 51% indicated they would like to know more about solar energy and how to make a residence more energy efficient.

Recycling (Q26):

Two new questions were included in 2014. Respondents were asked to estimate the percentage of their household trash volume that is currently recycled, and to estimate the percentage that could be recycled (five options, each with a percentage range). The responses were similar, with 81% of respondents choosing categories from 26% to 100% of trash that is recycled, and 78% of respondents stating the same range could be recycled. **“Unsure of what can be recycled”** was the option most frequently cited as a barrier to recycling.

Sustainability programs the City should pursue (Q29):

Two-hundred thirty-five respondents gave suggestions on what sustainability programs the City should pursue. The top categories are the following:

Recycling (wide range of materials)	73 responses
Composting	72 responses
Solar Energy	46 responses
Community Garden and related	43 responses
Environmental programs	29 responses
Stormwater and rainbarrels	26 responses
Energy Efficiency	20 responses
Tree-related	17 responses

Transportation (Q30):

The survey included several questions about use of transportation options, commuting distances, and bicycle usage. Fifty-one percent of respondents indicated that walking to the metro was one of the two most typical means, and 40% indicated driving a car (both slight increases from 2012). More respondents selected Shuttle-UMD than in 2012, probably reflecting the higher number of student respondents. Eleven percent stated they do not use metro, down from 16% in 2012. A higher percentage of respondents (7% versus 3% in 2012) said they use a bicycle for commuting, but the most typical use remained recreation. In 2014, 72% of the respondents commuted nine miles or less, significantly higher than the 54% in 2012. Slightly higher percentages of respondents indicated use of the metro, metrobus, and the County bus systems in 2014 compared to 2012.

Overall Quality in College Park (Q34):

The 2014 weighted averages of vibrancy of downtown, shopping opportunities, dining opportunities, recreation opportunities, and cultural opportunities were 3.13 and 3.75 (between neutral and fair), and almost all were rated slightly worse than in 2012. Overall, College Park received a 2014 weighted average score of 2.60. The score was 2.40 in 2012.

By age group, the lowest overall ratings for the City were 18-24 (2.95), 25-34 (2.76), and 35-44 (2.68). The vibrancy of downtown was rated lowest by the 25-34 age group (3.68) and the 35-44 age group (3.55). Shopping opportunities, dining opportunities, recreational opportunities were all rated lowest by the 25-34 and 35-44 age groups.

Rate the City in terms of housing, downtown vibrancy, parking, shopping, dining, recreation, culture, transportation, and overall. Responses grouped by neighborhood. (Q34 with Q43)

Recreation Opportunities

Average Rating: 3.13

Neighborhoods with the lowest rating: Old Town (3.61) and Daniel’s Park-Oak Springs-Branchville (3.39)

Transportation Network

Average Rating: 2.49

Neighborhoods with lowest rating: Autoville-Cherry Hill (3.17), College Park Woods (3.00), and Camden-Wynfield Park (2.94)

College Park Overall

Average Rating: 2.60

Neighborhoods with lowest ratings: Old Town (3.25), Camden-Wynfield Park (3.22), Autoville-Cherry Hill (2.95)

What do you like BEST about College Park? (Q35)

There were about 445 separate responses. Nearly 300 responses noted accessibility to such things as transportation (metro and I-95), D.C. and Baltimore, the University of Maryland, great neighborhoods, Lake Artemesia and trails. About 70 responses commented on some aspect of the community or people, and about 30 noted some aspect of services. Eighteen responses noted the parks and recreation facilities. Affordability was mentioned in 20 responses.

Q36 What do you like LEAST about College Park?

Just over 400 respondents provided comments. About 100 comments mentioned the lack of amenities. Traffic / transportation / Rt. 1 was noted 91 times, and safety (crime and pedestrian-related) was mentioned 57 times. Students or the University of Maryland were mentioned 34 times. Parking was noted 22 times. The following issues were mentioned

between 10 and 20 times: rentals, development, cleanliness, code enforcement/compliance, schools, downtown, and noise.

**What improvements or changes would you like to see in College Park in the next five years?
(Q37)**

Four-hundred people responded to this question. The most frequent responses can be categorized as follows:

Development (shopping, downtown center, other)	215 responses
Transportation	83 responses
Dining and Entertainment	41 responses
Bike and pedestrian infrastructure	40 responses
Safety	39 responses
Code enforcement	38 responses
Better relations with University / community involvement	13 responses
Environmental improvements	11 responses

6

Remand Order for
CPD-2014-01

(Material provided in
separate confidential
envelope)

7

Process to select an Executive Search Consultant



Memo

To: Mayor and Council

Through: Joseph Nagro *JN*

From: Jill Clements *JRC*

Date: February 13, 2015

Re: Process for Selecting an Executive Search Firm

ISSUE

The City Manager will be retiring at the end of June, 2015. The City has published and distributed a Request for Bids to hire an Executive Search Consultant. All bids are due to the Director of Finance by 2:00 p.m. on February 20, 2015. The Mayor and Council must decide on a process to select the winning bidder and hire a search consultant.

SUMMARY

The last time the City hired a search consultant was at the end of 2001, when a national search was conducted for a City Manager. Our records show that Mayor Brayman guided the process for evaluating the bids. Each Councilmember was asked to evaluate each proposal and rank the bids in order of their preference. There were six bids and the Mayor recommended the following criteria for evaluating the bids:

30% - Qualifications and experience in conducting successful searches for City Manager for communities similar to College Park.

40% - The process and plan for conducting the search, consider clarity and comprehensiveness.

30% - Total cost, including base fee plus expenses.

Five Council members and the Mayor submitted their ranking, but not all rated all six bids, some only ranked the top three bids. (Mayor Fellows was a council member and participant at that time.) It appears that all rankings were sent to the Mayor via email and the Mayor reported on the results. The top choice for consultant was not the consultant that was hired, but I cannot find

any documentation about why. The second-ranked consultant got the job, fulfilled his responsibilities and then, within two years, honored his guarantee and did a second search for expenses only (not charging a second fee).

RECOMMENDATION

1. Mayor and Council should appoint a chairperson to lead the process of selecting the consultant.
2. Council should decide if the entire Council will serve as the selection committee or if a smaller group will do the preliminary work and bring only finalists to the full Council.
3. It is the City's practice to have the Director of Finance open all bids and complete a bid sheet including pertinent details and conformance with bid requirements. All proposals and the summary bid sheet will be distributed electronically as directed, depending on items 1 and 2 above.
4. Criteria for ranking must be determined so everyone is evaluating the bids similarly. We could create an electronic spreadsheet so weighting and ranking could be done easily and submitted to the chairperson.
5. References should be checked on top 2 or 3. Selection made. Contract signed.
5. A basic timeline for picking the consultant and awarding the contract should be discussed in order to keep the process moving.

8

Consideration of
changes to the
City Flag
(nothing for packet)

9

Letters of support for funding of DHCD programs

February 17, 2015

Senator James C. Rosapepe
District 21
James Senate Office Building, Room 314
11 Bladen Street
Annapolis, MD 21401

Re: Support for DHCD's Core Neighborhood Revitalization Programs

Dear Senator Rosapepe,

Based on significant revitalization efforts in College Park that resulted from a partnership with the Department of Housing and Community Development through the Community Legacy program, the City of College Park offers its support for the Governor's fiscal year 2016 request to continue funding the program along with DHCD's other core neighborhood revitalization programs, Neighborhood BusinessWorks and the Strategic Demolition and Smart Growth Impact Fund. Since 2002, Community Legacy has contributed to the more than \$1 billion in development activity that is transforming US Route 1 from an auto-dominated thoroughfare into a series of vibrant, walkable nodes. With further redevelopment planned along this corridor and other neighborhoods, particularly the College Park Transit District, the City expects to continue leveraging funds from these vital programs to promote transit-oriented development, create employment opportunities, and provide a range of housing.

The City has a successful history with the Community Legacy program, as it has received 12 grant awards since its inception including the following noteworthy examples:

- Gap financing for property acquisition to develop a \$20 million mixed-use project housing 369 students near the University of Maryland.
- Gap financing for property acquisition to construct a 290-space parking garage in Downtown that will serve upcoming redevelopment efforts.
- Funds for the demolition of three blighted buildings that were in highly visible locations on Route 1 and nuisances to their neighborhoods.
- Funds for interior and exterior tenant improvements that have helped two businesses open, including the only independent coffee shop on Route 1.

The continued funding of these programs is crucial not just to College Park, but to all of the State's older communities that face varying degrees of distress in the current economic climate. With tightening municipal budgets,

Senator James Rosapepe
February 17, 2015
Page 2

many local governments lack the financial resources to prevent decline, much less to revitalize themselves into thriving communities. For these established areas to grow and contribute positively to the State, programs such as Community Legacy, Neighborhood BusinessWorks and the Strategic Demolition and Smart Growth Fund are a necessity.

I appreciate your consideration of this letter.

Sincerely,

Andrew M. Fellows
Mayor

cc: Senator James E. DeGrange, Sr.
Delegate Adrienne A. Jones
Delegate Benjamin S. Barnes

February 17, 2015

Honorable James E. DeGrange, Sr., Chair
Capital Budget Subcommittee
Senate Budget and Taxation Committee
Room 3 West, Miller Senate Office Building
11 Bladen Street
Annapolis, MD 21401

Re: Support for DHCD's Core Neighborhood Revitalization Programs

Dear Senator DeGrange,

Based on significant revitalization efforts in College Park that resulted from a partnership with the Department of Housing and Community Development through the Community Legacy program, the City of College Park offers its support for the Governor's fiscal year 2016 request to continue funding the program along with DHCD's other core neighborhood revitalization programs, Neighborhood BusinessWorks and the Strategic Demolition and Smart Growth Impact Fund. Since 2002, Community Legacy has contributed to the more than \$1 billion in development activity that is transforming US Route 1 from an auto-dominated thoroughfare into a series of vibrant, walkable nodes. With further redevelopment planned along this corridor and other neighborhoods, particularly the College Park Transit District, the City expects to continue leveraging funds from these vital programs to promote transit-oriented development, create employment opportunities, and provide a range of housing.

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Sen. James E. DeGrange, Sr.
February 17, 2015
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Andrew M. Fellows
Mayor

cc: Delegate Adrienne A. Jones
Senator James C. Rosapepe
Delegate Benjamin S. Barnes

February 17, 2015

Honorable Adrienne A. Jones, Chair
Capital Budget Subcommittee
House Appropriations Committee
House Office Building, Room 120
6 Bladen Street
Annapolis, MD 21401

Re: Support for DHCD's Core Neighborhood Revitalization Programs

Dear Delegate Jones,

Based on significant revitalization efforts in College Park that resulted from a partnership with the Department of Housing and Community Development through the Community Legacy program, the City of College Park offers its support for the Governor's fiscal year 2016 request to continue funding the program along with DHCD's other core neighborhood revitalization programs, Neighborhood BusinessWorks and the Strategic Demolition and Smart Growth Impact Fund. Since 2002, Community Legacy has contributed to the more than \$1 billion in development activity that is transforming US Route 1 from an auto-dominated thoroughfare into a series of vibrant, walkable nodes. With further redevelopment planned along this corridor and other neighborhoods, particularly the College Park Transit District, the City expects to continue leveraging funds from these vital programs to promote transit-oriented development, create employment opportunities, and provide a range of housing.

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I appreciate your consideration of this letter.

Sincerely,

Andrew M. Fellows
Mayor

cc: Senator James E. DeGrange, Sr.
Senator James C. Rosapepe
Delegate Benjamin S. Barnes

February 17, 2015

Honorable Benjamin S. Barnes
District 21
House Office Building, Room 151
6 Bladen Street
Annapolis, MD 21401

Re: Support for DHCD's Core Neighborhood Revitalization Programs

Dear Delegate Barnes,

Based on significant revitalization efforts in College Park that resulted from a partnership with the Department of Housing and Community Development through the Community Legacy program, the City of College Park offers its support for the Governor's fiscal year 2016 request to continue funding the program along with DHCD's other core neighborhood revitalization programs, Neighborhood BusinessWorks and the Strategic Demolition and Smart Growth Impact Fund. Since 2002, Community Legacy has contributed to the more than \$1 billion in development activity that is transforming US Route 1 from an auto-dominated thoroughfare into a series of vibrant, walkable nodes. With further redevelopment planned along this corridor and other neighborhoods, particularly the College Park Transit District, the City expects to continue leveraging funds from these vital programs to promote transit-oriented development, create employment opportunities, and provide a range of housing.

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Del. Benjamin S. Barnes
February 17, 2015
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I appreciate your consideration of this letter.

Sincerely,

Andrew M. Fellows
Mayor

cc: Senator James E. DeGrange, Sr.
Senator James C. Rosapepe
Delegate Adrienne A. Jones

10

Legislative Update

MEMORANDUM

TO: Mayor and City Council
FROM: Bill Gardiner, Assistant City Manager *BA*
THROUGH: Joe Nagro, City Manager *JN*
DATE: February 13, 2015
SUBJECT: Legislation Update

ISSUE: Legislative Bills of Interest to College Park

**MCPG 111-15 Prince George's - Municipal Zoning Authority with Amendments
Version 3**

Sponsor Delegate Valentino-Smith

Synopsis The bill alters the zoning authority of a municipal corporation in the county by authorizing a municipal corporation to 1) enact a comprehensive local law regulating fences in the municipal corporation; and 2) exercise the powers of the district council—if the District Council chooses to delegate these powers—regarding issues such as design standards, lot size variances, specific design plans, and conceptual site plans. Certain limitations on the exercise of the powers of the district council that are currently in law remain.

Bill Withdrawn on 2/11/15

SB 0369 Prince George's County - City of College Park - Class D Beer and Wine License (ATTACHED) This legislation would convert one Class D beer and wine on-sale license in the 7100 block of Baltimore Avenue to a Class D beer and wine license with off-sale privileges for premises located in the **7100 to 7200 block of Baltimore Avenue**. The intent of the legislation is to allow the owners of Plato's to convert the existing Class D on-sale license to open a beer and wine store on the other side of Baltimore Avenue with on and off-sales. Additional details of the proposal will be provided by the owners. **Bob Ryan and Suellen Ferguson have met with the owner to discuss the terms of a property use agreement.**

Hearing 2/27 at 1:00 p.m. Education, Health, and Environmental Affairs

HB 0682 Municipalities – Charter Amendments – Referendum and Signatures Required for Petitions (ATTACHED)

Authorizing the legislative body of a municipality to adopt a charter amendment that authorizes the legislative body of the municipality to submit to the qualified voters of the municipality at a regular or special municipal election a proposed charter amendment; lowering from 20% to a percentage no lower than 5% the required percentage of qualified voters of the municipality necessary to petition a proposed charter amendment to a referendum or to initiate a proposed charter amendment; etc.

Hearing 3/03 at 1:00 p.m. Environment and Transportation

MCPG 106-15 WSSC – Independent Review Board – Refunds

The bill establishes an Independent Review Board to investigate and arbitrate billing disputes between the WSSC and its customers. The bill does not apply to disputes regarding assessments or benefit charges. The bill provide for the membership, chair, terms of the members, and staffing of the Board. The Board would have jurisdiction in cases where a person is contending that a fee or charge imposed by the WSSC is at least 25% higher than an average bill and the

person has filed a written claim with the Board for a refund. If a claim is filed, the Board is required to investigate the merits of the claim and arbitrate the claim between the WSSC and the claimant. The Board has the authority to order the WSSC to pay a refund. Finally, the bill specifies other procedural details, including when a claim must be disallowed and the process to seek judicial review of a Board decision.

Per Council action, a letter in support of the bill was sent to the Chair of the Bi-County Committee.

Bill Withdrawn on 2/12/15

New Bills:

HB 0539 State Highway Administration - Evaluation of Urban Highways - Classifications and Speed Limits (Delegate Carr)

Requiring the State Highway Administration to evaluate the classifications of and speed limits for specified urban State highways; requiring the Administration to review development activity along specified State highways for classification purposes and assess each highway segment for which the classification is updated to determine if the speed limit should be altered; requiring the Administration to complete the evaluation on or before January 1, 2019; etc.

Hearing 2/26 at 1:00 p.m. Environment and Transportation

SB 0371 State Highway Administration - Bicycle and Pedestrian Priority Areas (Senator Rosapepe)

Requiring the State Highway Administration, under specified circumstances, to make a determination on whether to designate specified areas as bicycle and pedestrian priority areas by specified dates; requiring the Administration to adopt a specified statewide policy on or before September 30, 2016; etc.

SB 0564 / HB0938 Prince George's County - Maryland-Washington Regional District - Fairness in Zoning (Senator Peters)

Providing that the Prince George's County planning board shall retain exclusive jurisdiction over specified functions within the boundaries of specified municipal corporations; providing that the district council is not authorized to review specified matters beyond its jurisdiction, as provided in a specified article; authorizing the district council in Prince George's County by local law to adopt and amend zoning law procedures for zoning decisions by the planning board and the district council; etc.

HB 0271 Vehicle Laws – Speed Monitoring Systems – Quarterly Audits

Requiring a local jurisdiction to obtain a quarterly audit of its speed monitoring systems conducted by a qualified independent person; and requiring the results of the audit to be kept on file and admitted as evidence in a specified proceeding.

Hearing 2/19 at 1:00 p.m. Environment and Transportation

Please let me know if you are interested in other legislation that has been introduced.

Attachments:

HB 0682 Municipalities – Charter Amendments – Referendum and Signatures Required for Petitions

SB 0369 Prince George's County - City of College Park - Class D Beer and Wine License

SENATE BILL 369

A2

5lr2593
CF 5lr1980

By: **Senator Rosapepe**

Introduced and read first time: February 6, 2015

Assigned to: Education, Health, and Environmental Affairs

A BILL ENTITLED

1 AN ACT concerning

2 **Prince George's County – City of College Park – Class D Beer and Wine License**

3 FOR the purpose of authorizing a certain Class D (on-sale) beer and wine license issued
4 for certain premises in the City of College Park to be converted, on or after a certain
5 date, into a certain Class D (on- and off-sale) beer and wine license for certain other
6 premises in the City of College Park; and generally relating to alcoholic beverages
7 licenses in Prince George's County.

8 BY adding to

9 Article 2B – Alcoholic Beverages

10 Section 9-217(l)(3)

11 Annotated Code of Maryland

12 (2011 Replacement Volume and 2014 Supplement)

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

15 **Article 2B – Alcoholic Beverages**

16 9-217.

17 (l) (3) NOTWITHSTANDING ANY PROVISION OF THIS SECTION, ON OR
18 AFTER JULY 1, 2015, ONE CLASS D (ON-SALE) BEER AND WINE LICENSE ISSUED FOR
19 PREMISES IN THE 7100 BLOCK OF BALTIMORE AVENUE IN THE CITY OF COLLEGE
20 PARK MAY BE CONVERTED INTO A CLASS D (ON- AND OFF-SALE) BEER AND WINE
21 LICENSE FOR PREMISES THAT ARE LOCATED IN THE 7100 TO 7200 BLOCK OF
22 BALTIMORE AVENUE IN THE CITY OF COLLEGE PARK.

23 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect July
24 1, 2015.

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



HOUSE BILL 682

L3

5lr0728

By: **Delegates Pena-Melnyk, B. Barnes, Carr, Frush, Gaines, Tarlau, and
A. Washington**

Introduced and read first time: February 12, 2015

Assigned to: Environment and Transportation

A BILL ENTITLED

1 AN ACT concerning

2 **Municipalities – Charter Amendments – Referendum and Signatures Required**
3 **for Petitions**

4 FOR the purpose of authorizing the legislative body of a municipality to adopt a charter
5 amendment that authorizes the legislative body of the municipality to submit a
6 proposed charter amendment to a certain referendum on or after the percentage of
7 signatures of registered voters in a municipality necessary to petition a proposed
8 charter amendment to a referendum or to initiate a proposed charter amendment;
9 and generally relating to municipal charter amendments.

10 BY repealing and reenacting, with amendments,
11 Article – Local Government
12 Section 4–304 and 4–305
13 Annotated Code of Maryland
14 (2013 Volume and 2014 Supplement)

15 BY adding to
16 Article – Local Government
17 Section 4–306.1
18 Annotated Code of Maryland
19 (2013 Volume and 2014 Supplement)

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

22 **Article – Local Government**

23 4–304.

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



1 (a) The legislative body of a municipality may initiate a proposed amendment to
2 the municipal charter by a resolution that, except as otherwise provided in this subtitle, is
3 adopted in the same manner as other resolutions in the municipality by a majority of all
4 the individuals elected to the legislative body.

5 (b) The chief executive officer of the municipality shall give notice of the
6 resolution that proposes an amendment to the municipal charter by:

7 (1) posting an exact copy of the resolution at the main municipal building
8 or other public place for the 40 days after the resolution is adopted; and

9 (2) publishing a fair summary of the proposed amendment in a newspaper
10 of general circulation in the municipality:

11 (i) at least four times;

12 (ii) at weekly intervals; and

13 (iii) within the 40 days after the resolution is adopted.

14 (c) **[Unless] EXCEPT AS PROVIDED IN § 4-306.1 OF THIS SUBTITLE, UNLESS**
15 a petition meeting the requirements of subsection (d) of this section is presented to the
16 legislative body of a municipality on or before the 40th day after the legislative body adopts
17 a charter amendment resolution, the amendment shall take effect as a part of the municipal
18 charter on the 50th day after the resolution is adopted.

19 (d) (1) **[A] EXCEPT AS PROVIDED IN § 4-306.1 OF THIS SUBTITLE, A**
20 petition for a referendum on a proposed charter amendment shall:

21 (i) be signed by at least 20% of the qualified voters for the municipal
22 general election; and

23 (ii) request that the proposed amendment be submitted to
24 referendum of the qualified voters of the municipality.

25 (2) Each individual signing the petition shall indicate on the petition the
26 individual's name and residence address.

27 (3) The petition shall be delivered to the legislative body of the
28 municipality by:

29 (i) presentment; or

30 (ii) certified mail, return receipt requested.

1 (4) (i) On receiving the petition, the legislative body shall verify that
2 each individual who signed the petition is a qualified voter for the municipal general
3 election.

4 (ii) [The] **EXCEPT AS PROVIDED IN § 4-306.1 OF THIS SUBTITLE,**
5 **THE** petition has no effect if it is signed by less than 20% of the qualified voters for the
6 municipal general election.

7 (5) If the petition complies with this section, the legislative body shall
8 specify by resolution adopted in accordance with its normal legislative procedure:

9 (i) the day and hours for the referendum; and

10 (ii) the exact text that is to be placed on the ballot.

11 (6) (i) The legislative body may schedule the referendum for the next
12 regular municipal general election or at a special election.

13 (ii) If the legislative body schedules a special election, it shall be held
14 not less than 40 days or more than 60 days after the resolution scheduling the referendum
15 is adopted.

16 4-305.

17 (a) (1) [By] **EXCEPT AS PROVIDED IN § 4-306.1 OF THIS SUBTITLE, BY** a
18 petition presented to the legislative body of a municipality, at least 20% of the qualified
19 voters for the municipal general election may initiate a proposed amendment to the
20 municipal charter.

21 (2) Each individual signing the petition shall indicate on the petition the
22 individual's name and residence address.

23 (b) (1) On receiving the petition, the legislative body shall verify that each
24 individual who signed the petition is a qualified voter for the municipal general election.

25 (2) The petition has no effect if it is signed by less than 20% of the qualified
26 voters for the municipal general election.

27 (c) If the legislative body approves of the amendment in the petition presented
28 under subsection (a) of this section, the legislative body may adopt the proposed
29 amendment by resolution and proceed in the same manner as if the amendment had been
30 initiated by the legislative body and in compliance with §§ 4-303(a) and 4-304 of this
31 subtitle.

32 (d) Except as provided in subsection (c) of this section, if the petition complies
33 with this section, the legislative body, no later than 60 days after the petition is presented

1 to the legislative body, shall specify by resolution adopted in accordance with its normal
2 legislative procedure:

3 (1) the day and hours for the referendum; and

4 (2) the exact text that is to be placed on the ballot.

5 (e) (1) The legislative body may schedule the referendum for the next regular
6 municipal general election or at a special election.

7 (2) If the legislative body schedules a special election, it shall be held not
8 less than 40 days or more than 60 days after the resolution scheduling the referendum is
9 adopted.

10 (f) The chief executive officer of the municipality shall give notice of a submission
11 of a proposed charter amendment by:

12 (1) (i) posting an exact copy of the proposed amendment at the main
13 municipal building or other public place for at least 4 weeks immediately preceding the
14 referendum at which the question is to be submitted; and

15 (ii) on the day of the referendum, posting a similar copy at the place
16 for voting; and

17 (2) publishing notice of the referendum and a fair summary of the proposed
18 amendment in a newspaper of general circulation in the municipality at least once in each
19 of the 4 weeks immediately preceding the referendum.

20 **4-306.1.**

21 **THE LEGISLATIVE BODY OF A MUNICIPALITY MAY ADOPT A CHARTER**
22 **AMENDMENT THAT DOES ANY OR ALL OF THE FOLLOWING:**

23 **(1) AUTHORIZES THE LEGISLATIVE BODY OF THE MUNICIPALITY TO**
24 **SUBMIT TO THE QUALIFIED VOTERS OF THE MUNICIPALITY AT A REGULAR OR**
25 **SPECIAL MUNICIPAL ELECTION A PROPOSED CHARTER AMENDMENT; AND**

26 **(2) LOWERS FROM 20% TO A PERCENTAGE NO LOWER THAN 5% THE**
27 **REQUIRED PERCENTAGE OF QUALIFIED VOTERS OF THE MUNICIPALITY NECESSARY**
28 **TO:**

29 **(I) PETITION A CHARTER AMENDMENT TO REFERENDUM IN**
30 **ACCORDANCE WITH § 4-304 OF THIS SUBTITLE; OR**

1 (II) INITIATE A PROPOSED CHARTER AMENDMENT IN
2 ACCORDANCE WITH § 4-305 OF THIS SUBTITLE.

3 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect
4 October 1, 2015.

O'MALLEY, MILES, NYLEN & GILMORE, P.A.

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MEMORANDUM

February 12, 2015

TO: Bill Gardiner
Assistant City Manager

FROM: Len Lucchi
City Lobbyist

RE: Weekly Report #4

1. **Municipal Land Use** – The sponsor of the bill, Delegate Geraldine Valentino-Smith, withdrew the bill today when it appeared that it would not have sufficient votes to pass out of the BiCounty Committee. In taking no position, the County Council acknowledged that “there are larger municipalities within Prince George’s County which may possess the capacity to make their own land use decisions.”
2. **College Park Wine Bar Bill** – This bill has been scheduled for a public hearing before the Senate Education, Health, and Environmental Affairs Committee on Friday, February 27, 2015 at 1:00 p.m.
3. **Governor’s HUR Bill** – The Governor has introduced House Bill 484 to restore Highway User Revenues to counties and municipalities.
4. **Municipal Charter Amendments** – Delegate Pena-Melnyk has introduced House Bill 682 to lower the threshold for taking municipal charter amendments to referendum.

11

Boards and Committees

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

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

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

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	
Lisa Ealley 01/27/15	Resident (5)	District 1	
Judy Blumenthal 01/27/15	Resident (6)	District 1	
	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	
<p>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.</p>			

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	02/18
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 Gailes 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	06/30/17
Maxine Gross	Class B Director	M&C	06/30/18
Senator James Rosapepe	Class B Director	M&C	06/30/16
Stephen Brayman	Class B Director	M&C	06/30/17
David Iannucci (07/15/14)	Class C Director	City and University	06/30/17
Dr. Richard Wagner	Class C Director	City and University	06/30/16
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
Yonaton Kobrias 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	02/17
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
<p>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.</p>			

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

Housing Authority of the City of College Park			
Bob Catlin 05/13/14		Mayor	05/01/19
Betty Rodenhauen 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
<p>The College Park Housing Authority was established in City Code Chapter 11 Article I, but it operates independently under Article 44A Title I of the Annotated Code of Maryland. The Housing Authority administers low income housing at Attick Towers. The Mayor appoints five commissioners to the Authority; each serves a five year term; appointments expire May 1. Mayor administers oath of office. One member is a resident of Attick Towers. The Authority selects a chairman from among its commissioners. The Housing Authority is funded through HUD and rent collection, administers their own budget, and has their own employees. The City supplements some of their services.</p>			

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
VACANT	City Resident 1	City Council	
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 Biffl	Rental Property Owner	City Council	02/16
Paul Carlson	Rental Property Owner	City Council	03/16
Established by Resolution 13-R-20 adopted September 24, 2013 to replace the Neighborhood Stabilization and Quality of Life Workgroup. Amended October 8, 2013 (13-R-20.Amended). Amended February 11, 2014 (14-R-03). 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
Solonnie Privett	Mayoral	Mayor	04/16

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

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

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

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	
<p>Established March 13, 2012 by Resolution 12-R-06. Up to 14 people with the following representation: 2 elected officials from the City of College Park, 2 City staff, 1 representative from the CBE, 1 representative of a City school, 1 student representative from the University of Maryland, 1 faculty or staff representative from the University of Maryland, 2 representatives of the City business community, up to 4 City residents. Two year terms. Not a compensated committee. A quorum shall be 6 people. The SMCGT shall select a Chair and a Co-Chair from among the membership on an annual basis. The SMCGT should meet at least bi-monthly. The liaison shall be the Planning Department.</p>		

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		
<p>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.</p>			

Veterans Memorial Improvement Committee			
Appointee	Represents	Appointed by	Term Expires
Deloris Cass 11/7/01		M&C	12/15
Joseph Ruth 11/7/01	VFW	M&C	12/15
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.			