



TUESDAY, JUNE 2, 2015
(COUNCIL CHAMBERS)

7:00 P.M. WORKSESSION – Note Early Start Time

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

AMENDMENTS TO THE AGENDA

PROPOSED ITEMS TO GO DIRECTLY TO NEXT WEEK'S AGENDA

PROPOSED CONSENT AGENDA ITEMS

1. Award of FY '15 Fire Department Grants – Steve Groh, Director of Finance
2. Award of FY '15 Community Services Grants – Steve Groh, Director of Finance

WORKSESSION DISCUSSION ITEMS

3. Discussion with Chair of the Veterans Memorial Improvement Committee about the Committee's charge and mission
4. Property Use Agreement for RASOI Restaurant, 8601 Baltimore Avenue, College Park, transfer from Asian Fusion and Varsity Lounge – Bob Ryan, Director of Public Services
5. Presentation by SHA on the Greenbelt Metro Interchange Project – John Webster, Office of Highway Development, Consultant working on behalf of SHA
6. Complete Streets presentation by consultant, Kittelson and Associates
7. Proposed Amendments to City Facility Use Regulations – Suellen Ferguson, City Attorney and Janeen Miller, City Clerk

8. Placeholder: Discussion of a response to the letter dated May 18, 2015 from SHA regarding City funding of US Route 1 utility undergrounding (**Possible Special Session**)

9. Appointments to Boards and Committees

STATUS/REVIEW OF PENDING AGENDA ITEMS

COUNCIL COMMENTS

INFORMATION/STATUS REPORTS (For Council Review)

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

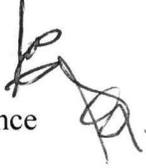
11. Update on recently submitted grant applications – Terry Schum, Director of Planning

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

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Award of FY '15 Fire
Department Grants

MEMORANDUM

TO: Mayor & Council
THROUGH: Joseph L. Nagro, City Manager 
FROM: Stephen Groh, Director of Finance
DATE: May 26, 2015
SUBJECT: FY2015 Fire Department Capital Equipment Grants
(Proposed Consent)

The FY2015 adopted budget provides \$45,000 in funding (in C.I.P. project 012006, account 25-40) for capital equipment grants of \$15,000 each to the 3 fire companies providing first response to residents of the City for the purchase and/or financing of capital equipment needs. Applications were sent to College Park, Branchville and Berwyn Heights Volunteer Fire Departments, and each department submitted complete applications by the deadline.

Submitted applications are summarized as follows:

College Park Volunteer Fire Department, Inc.	Apply toward purchase of CPVFD-owned and controlled ladder truck. PGFD-owned Truck 12 and its PGFD crew are often sent to other areas of the County on details, leaving CPVFD without this equipment or staffing	\$ 15,000
Branchville Volunteer Fire Company & Rescue Squad, Inc.	Apply to debt service on 2010 Pierce Pumper E-111	15,000
Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc.	Use to supplement a deposit on a new Rescue Squad vehicle and related equipment, estimated to cost \$900,000 - 1,000,000	15,000

We recommend that Mayor & Council review the submitted applications and make grant awards.

FY2015 Fire Department Capital Equipment Grants

Organization: COLLEGE PARK VOLUNTEER FIRE DEPARTMENT, INC.

Grant request: \$15,000

Purpose: Apply toward purchase of CPVFD-owned and controlled ladder truck. PGFD-owned truck 12 and its PGFD crew are often sent to other areas of the County on details, leaving CPVFD without this equipment or staffing.

City of College Park
FY2015 Fire Department Capital Equipment Grant Application
(Deadline: Tuesday, May 26, 2015, 5:00 pm)

GENERAL INFORMATION:

Name of Fire Department: College Park Volunteer Fire Dept, Inc.
Address: 8115 Baltimore Ave
City/State/Zip: College Park, MD 20740
Contact Person/Title or Rank: Pete Piringer / President
Telephone Number: 301-901-9112 FAX Number: 301-901-9115
E-mail Address: cpvf12@gmail.com

Use of Grant Funds:

The City of College Park has established a Fire Department Capital Equipment project in its Capital Improvement Program (C.I.P.) to assist fire companies providing first response to residents of the City with capital equipment purchases. Capital equipment purchases under this grant program may be used for one-time purchases, or approved grant funds may be escrowed for combination with grant funds, if any, appropriated in subsequent fiscal years. The maximum capital equipment grant per fire company, based on demonstrated need, for fiscal year 2015 is **\$15,000**. Mayor and Council will make its decision based on submitted applications, and shall exercise total discretion in the award of grants.

Tax Return Submittal:

Tax returns are not required to be submitted with the application.

Electronic Version of Application:

If you would like to receive an electronic version of this application (in Word format), please e-mail sgroh@collegeparkmd.gov.

We, the authorized representatives of the applicant fire company, have completed or directed the completion of this application for the City of College Park Fire Department Capital Equipment Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Pete Piringer 5/4/15
Signature/Date
Pete A. Piringer, President
Printed Name/Title or Rank

A. Schloss 5/4/15
Signature/Date
Ari Schloss, Deputy Chief
Printed Name/Title or Rank

Requested information may be provided on attachments if referenced to the appropriate item numbers.

1. What are your company's first response boundaries? What neighborhoods within the City are included in that area?

Baltimore Avenue Between Albion South and Berwyn Road (North). University Blvd between Alder Road and Point Branch Pkwy. East to the railroad tracks. MFR, College Park Airport, Metro Station included

2. Do you have any specialized responsibilities (e.g., hazardous materials, emergency medical services)?

Hazardous Materials, Emergency Medical Services, Foam Unit, Engine Company, Truck Company

3. List your current apparatus or equipment, providing year, vehicle type, owner, scheduled replacement date, current mechanical condition (and list owner) owned by the fire company or any related entities.

<p>(2022) E121 - 2002 ALF Engle, CPVFD, Excellent</p> <p>(2032) E122 - 2012 Pierce Arrow, CPVFD, Excellent</p> <p>(Pass 2016) Truck 12 - 2013 Pierce Arrow, PGFD, Excellent</p> <p>(Unk Enn) Haz Mat 12 - 2006 Freightliner, PGFD, Good</p> <p>(2020) Amb 128 - 2008 Chevy (PL), CPVFD, Excellent</p> <p>(2018) Amb 129 - 2006 Chevy (Horton), CPVFD, Good</p>	<p>C12 - 2013 Chevy, CPVFD, Exc</p> <p>C12A/B - 2003 Ford Exp, Ge</p> <p>Utility 12 - 2003 Ford F250 CPVFD, Good</p> <p>WE ETA to replace these vehicles</p>
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4. Explain the deficiencies of your current equipment based on your fire company's responsibilities.

The present Truck 12 which provides ladder company service city wide, areas that are rapidly going through mid and high rise development is not owned or managed by the CPVFD. It is provided to us by the PGFD to use and is often sent to other areas of the county on detail leaving us without this equipment or staffing when PGFD crew is sent with ladder truck.

5. Describe the equipment you would purchase with this grant, including estimated acquisition cost and the projected timing of your purchase.

We are in the process now of developing specifications for a CPVFD owned and controlled ladder truck. We are hopeful to go out for bid and award a contract by late Fall 2015 and delivery Fall 2016.

6. Is this the least expensive piece of equipment that would serve this purpose? If not, please

we plan to solicit bids from multiple vendors and manufacturers to ensure we receive the highest quality equipment and the most competitive prices.

justify the additional expenditure.

7. Is this equipment being purchased for your primary or "core" service? If not, please explain.

Yes

8. If the total acquisition costs exceeds this grant request, explain how you would fund the remainder? *Low interest municipal loans. Local Fundraisers and fundraisers.*

9. Are there any plans for your fire company to receive additional apparatus from Prince George's County? If yes, describe apparatus and timing of scheduled delivery.

No.

10. Are there any plans for your fire company to expand or add additional services? If so, what additional apparatus do you plan to purchase to provide these services?

Presently several members are receiving training as Advanced Life Support (ALS) medical providers. This will allow us to provide additional ALS services to the area but will not require equipment.

11. Describe any real property (land and/or buildings) owned by the fire company or any related entities, including estimated market value and any liens against the property.

*5100 Roanoke Avenue, an empty lot that was donated to us.
Value - ~\$70,000*

12. Please provide any additional information concerning the financial condition of the fire company or your need for the apparatus or equipment that you feel would be helpful to the Mayor and Council in deciding on your grant application.

RE: FY2015 Fire Department Capital Equipment Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, **College Park Volunteer Fire Department, Inc.** does hereby agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

College Park Volunteer Fire Department, Inc.

By: 
Pete Piringer

Title: President

Dated: May 4, 2015

FY2015 Fire Department Capital Equipment Grants

Organization: BRANCHVILLE VOLUNTEER FIRE COMPANY &
RESCUE SQUAD, INC.

Grant request: \$15,000

Purpose: Apply to debt service on 2010 Pierce Pumper E-111

City of College Park
FY2015 Fire Department Capital Equipment Grant Application

GENERAL INFORMATION:

Name of Fire Department: Branchville Volunteer Fire Company

Address: 4905 Branchville Road

City/State/Zip: College Park/ MD/ 20740

Contact Person/Title or Rank: Frank Underwood- Treasurer

Telephone Number: Cell 301-318-9212 Home 301-441-2868 FAX Number: 301-474-2738

Use of Grant Funds:

The City of College Park has established a Fire Department Capital Equipment project in its Capital Improvement Program (C.I.P.) to assist fire companies providing first response to residents of the City with capital equipment purchases. Capital equipment purchases under this grant program may be used for one-time purchases, or approved grant funds may be escrowed for combination with grant funds, if any, appropriated in subsequent fiscal years. The maximum capital equipment grant per fire company, based on demonstrated need, for fiscal year 2015 is \$15,000 . Mayor and Council will make its decision based on submitted applications, and shall exercise total discretion in the award of grants.

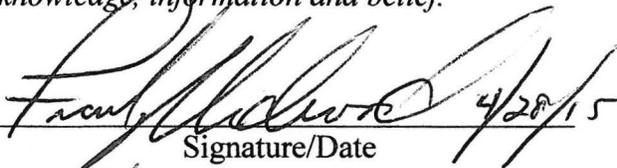
Tax Return Submittal:

Tax returns are no longer required to be submitted with the application.

Electronic Version of Application:

If you would like to receive an electronic version of this application (in Word format), please e-mail sgroh@collegetparkmd.gov.

We, the authorized representatives of the applicant fire company, have completed or directed the completion of this application for the City of College Park Fire Department Capital Equipment Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.


Signature/Date

Frank Underwood Tres.
Printed Name/Title or Rank


Signature/Date

President
Printed Name/Title or Rank

Requested information may be provided on attachments if referenced to the appropriate item numbers.

1. What are your company's first response boundaries? What neighborhoods within the City are included in that area?

Route One From Berwyn Road to 495 North & 95. To include the following: Sunnyside, Westchester Park, Springhill Lake, and The University of Maryland.

2. Do you have any specialized responsibilities (e.g., hazardous materials, emergency medical services)?

Stone Industries, University of Maryland Dept of Animal Sciences, the old Washington Post, and The USDA

3. List your current apparatus or equipment, providing year, vehicle type, owner, scheduled replacement date, current mechanical condition (and list owner) owned by the fire company or any related entities.

All owned by Branchville Volunteer Fire Company.

E-111 2010 Pierce Pumper Replace 2025 (has note apx. 58k)

E-112 2002 Pierce Pumper Replace 2017

A-117 2002 Ford Lifeline Ambulance Replace 2011

C-11/ C-11A 2006 Ford Expeditions Replace 2016

4. Explain the deficiencies of your current equipment based on your fire company's responsibilities.

Every year the amount of increased calls causes more repairs. Budgets get strained due to maintenance.

5. Describe the equipment you would purchase with this grant, including estimated acquisition cost and the projected timing of your purchase.

We owe apx. 58 thousand on our 2010 Pierce Pumper and are trying to pay off before December of 2015 when we are expecting delivery of a new 2015 Pierce pumper.

6. Is this the least expensive piece of equipment that would serve this purpose? If not, please justify the additional expenditure.

Yes, In order to continue providing the high-quality level of service our citizens have come to expect, state-of-the-art apparatus is a must. Our cost estimates are based on current market rates.

Is this equipment being purchased for your primary or “core” service? If not, please explain.

Yes.

7. If the total acquisition costs exceeds this grant request, explain how you would fund the remainder?

The remaining balance above and beyond the grant monies received would be paid for by our various fundraising projects, i.e. ... bingo, hall rentals and our annual fund drive.

8. Are there any plans for your fire company to receive additional apparatus from Prince George’s County? If yes, describe apparatus and timing of scheduled delivery.

No.

9. Are there any plans for your fire company to expand or add additional services? If so, what additional apparatus do you plan to purchase to provide these services?

No.

10. Describe any real property (land and/or buildings) owned by the fire company or any related entities, including estimated market value and any liens against the property.

4905 Branchville Road- site of our current station

Approximate Value--- \$1.2 million. There is a lien against our property. (Addition added In 2009 has a 2% loan provided by the state of Maryland apx.55k which will be paid off by May 2015)

11. Please provide any additional information concerning the financial condition of the fire company or your need for the apparatus or equipment that you feel would be helpful to the Mayor and Council in deciding on your grant application.

The core function of the BVFC&RS, Inc., for the past 87 years has been to deliver quality firefighting and EMS care to the citizens of the greater Branchville area. Even though our responsibilities have expanded and our obligations to the citizens have increased, there are no plans within the Prince George’s County Fire/ EMS Department to provide us with additional resources.

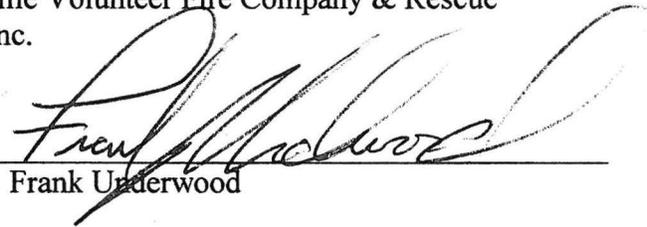
RE: FY2015 Fire Department Capital Equipment Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, **Branchville Volunteer Fire Company & Rescue Squad, Inc.** does hereby agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Branchville Volunteer Fire Company & Rescue Squad, Inc.

By:


Frank Underwood

Title: Treasurer

Dated:

4/29/2015

FY2015 Fire Department Capital Equipment Grants

Organization: BERWYN HEIGHTS VOLUNTEER FIRE DEPARTMENT &
RESCUE SQUAD, INC.

Grant request: \$15,000

Purpose: Use to supplement a deposit on a new Rescue Squad vehicle
and related equipment, estimated to cost \$900,000-1,000,000

City of College Park
FY2015 Fire Department Capital Equipment Grant Application
(Deadline: Tuesday, May 26, 2015, 5:00 pm)

GENERAL INFORMATION:

Name of Fire Department: Berwyn Heights Volunteer Fire Department and Rescue Squad, Inc.

Address: 8811 60th Ave

City/State/Zip: Berwyn Heights, MD 20740

Contact Person/Title or Rank: James Hurley, President

Telephone Number: 443-534-5403 FAX Number: 410-721-4706

E-mail Address: JHurley@BHVFD14.org

Use of Grant Funds:

The City of College Park has established a Fire Department Capital Equipment project in its Capital Improvement Program (C.I.P.) to assist fire companies providing first response to residents of the City with capital equipment purchases. Capital equipment purchases under this grant program may be used for one-time purchases, or approved grant funds may be escrowed for combination with grant funds, if any, appropriated in subsequent fiscal years. The maximum capital equipment grant per fire company, based on demonstrated need, for fiscal year 2015 is **\$15,000**. Mayor and Council will make its decision based on submitted applications, and shall exercise total discretion in the award of grants.

Tax Return Submittal:

Tax returns are not required to be submitted with the application.

Electronic Version of Application:

If you would like to receive an electronic version of this application (in Word format), please e-mail sgroh@collegetparkmd.gov.

We, the authorized representatives of the applicant fire company, have completed or directed the completion of this application for the City of College Park Fire Department Capital Equipment Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

James Hurley
Signature/Date

James Hurley, President
Printed Name/Title or Rank

Daniel W McCoy
Signature/Date

Danny McCoy, Fire Chief
Printed Name/Title or Rank

Requested information may be provided on attachments if referenced to the appropriate item numbers.

1. What are your company's first response boundaries? What neighborhoods within the City are included in that area?

The first due-response boundaries of the Berwyn Heights Volunteer Fire Department and Rescue Squad, Inc. (BHVFD) run from the Metro tracks on the West side heading south past Lake Artemesia, to the southern portion of Indian Creek, East along Paint Branch Parkway, North through Greenbelt Park, and along the inner loop of I-495 on the North side of Greenbelt Metro. Though this is our first due response area and it does include the College Park Woods community we also provide "first due" Heavy Rescue Squad support to all portions of College Park and will also respond with our Ladder Truck or ambulance through an automatic aid agreement to all parts of College Park.

2. Do you have any specialized responsibilities (e.g., hazardous materials, emergency medical services)?

The BHVFD staffs a heavy duty rescue squad (two if staffing permits) and a ladder truck which are both considered "special services" by the Prince George's County FD (PGFD.) Our rescue squad also doubles as the Northern Technical Rescue Support Company for the Northern half of Prince George's County, providing highly trained technical rescue technicians and equipment in case of high-angle, confined space, trench, swiftwater, and structural collapse incidents. The BHVFD also has two ambulances that provide EMS care to the greater Berwyn Heights, Greenbelt, and College Park areas and has frequently been upgraded to a Paramedic Ambulance during 2014 adding Advanced Life Support to its capabilities.

3. List your current apparatus or equipment, providing year, vehicle type, owner, scheduled replacement date, current mechanical condition (and list owner) owned by the fire company or any related entities.

2015 Ford/Demers Ambulance – Scheduled Replacement 2025 – Owned by BHVFD – New condition

2009 Seagrave Ladder Truck – Scheduled Replacement 2024 – Owned by BHVFD – Excellent condition

2005 Seagrave Rescue Squad – Scheduled Replacement 2017 – Owned by BHVFD – Good condition however showing age with 160k+ miles

2003 Freightliner Ambulance – Will not be replaced when service life expires – Owned by BHVFD – Fair condition, exceeds "critical" engine hours for a fleet vehicle.

1990 Pemfab Rescue Squad – Will be replaced along with the 2005 Seagrave Rescue Squad, anticipated 2017 – Owned by BHVFD – Fair condition with 245k+ miles

4. Explain the deficiencies of your current equipment based on your fire company's responsibilities.

Our ladder truck and ambulance are new and relatively new respectively and should be able to serve the community for years to come without issue. Our Pemfab Rescue squad exceeds the normal service life for a rescue squad and is running on borrowed time. Due to its high call volume our 2005 Seagrave rescue squad is also showing signs of aging and will move into a reserve position when a new rescue squad is purchased. About 75% of our rescue equipment was purchased in 1999 or before and will need replaced, with newer technology in automobiles and an expanded scope of responsibility as a technical rescue company, when a new rescue squad is purchased.

5. Describe the equipment you would purchase with this grant, including estimated acquisition cost and the projected timing of your purchase.

This grant money would be used to supplement a deposit on a new Rescue Squad and associated equipment. We estimate the cost of a new rescue squad and equipment to fall in the \$900,000 to \$1,000,000 range. Our previous rescue squad, purchased in 2005 cost approximately \$750,000 (equipped.) A deposit would be placed either at the end of 2015 or early 2016 depending on determination of an acceptable bid through a competitive bidding process.

6. Is this the least expensive piece of equipment that would serve this purpose? If not, please justify the additional expenditure.

To equal the current capabilities and be able to grow with the increased demand on our rescue squad, there is no substitute for a heavy duty rescue squad. All apparatus purchases by BHVFD are by means of a competitive bidding process among several manufacturers to meet established specifications set forth by the BHVFD and in accordance with PGFD, National Fire Protection Association standards, and Maryland MVA laws governing emergency vehicles.

7. Is this equipment being purchased for your primary or "core" service? If not, please explain.

Yes, this equipment will replace an older piece of apparatus serving the same area and providing the same type of service as it does currently.

8. If the total acquisition costs exceeds this grant request, explain how you would fund the remainder?

The remainder of the acquisition costs would be funded through financing, ambulance billing, grants from the Town of Berwyn Heights and City of Greenbelt, and state/county allocated funds. Though it has depreciated greatly, the sale of our 1990 Pemfab rescue squad would also supplement the purchase of a replacement rescue squad.

9. Are there any plans for your fire company to receive additional apparatus from Prince George's County? If yes, describe apparatus and timing of scheduled delivery.

There are no any plans to receive any additional apparatus from Prince George's County at this time.

10. Are there any plans for your fire company to expand or add additional services? If so, what additional apparatus do you plan to purchase to provide these services?

The BHVFD is always striving to expand its capabilities and expects to become more involved as an asset to the county's technical rescue team as a primary technical rescue squad in lieu of acting in only a support role. The BHVFD also plans to expand its Paramedic Ambulance program by actively recruiting volunteer Paramedics to expand the Advanced Life Support (ALS) capabilities of our EMS team.

11. Describe any real property (land and/or buildings) owned by the fire company or any related entities, including estimated market value and any liens against the property.

Firehouse - 8811 60th Ave Berwyn Heights – Estimated value \$300k
Rental Residences – 6007 & 6009 Seminole St Berwyn Heights - Estimated value \$300k each
Land Parcel – Seminole St & Cunningham Dr Berwyn Heights – Estimated value \$200k

There are no liens on any properties.

12. Please provide any additional information concerning the financial condition of the fire company or your need for the apparatus or equipment that you feel would be helpful to the Mayor and Council in deciding on your grant application.

The BHVFD prides itself on making sound financial decisions based on a tumultuous and fluid income stream. We have a dedicated Board of Directors, involved operational staff, and financial advisors who advise and approve any expenditure outside of normal operating expenses. The BHVFD is financially stable, however does not foresee any large increases in income to keep up with large increases in operating costs and prices of replacement apparatus. The FD Capital Equipment Grant from the City of College Park has been instrumental in ensuring that the BHVFD continues to provide the highest level of service to the citizens and visitors of College Park for over 50 years.

2

Award of FY '15
Community Services
Grants

MEMORANDUM

TO: Mayor & Council
THROUGH: Joseph L. Nagro, City Manager
Stephen Groh, Director of Finance
FROM: Councilmembers Fazlul Kabir, Denise Mitchell, Robert Day, Monroe Dennis
(City Council Grants Subcommittee)
DATE: May 28, 2015
SUBJECT: FY2015 Community Services Grants
(Proposed Consent)

The FY2015 adopted operating budget (in account 1010-2520) provides \$20,000 in funding for community services grants, limited to \$2,500 per organization. Organizations receiving direct or beneficial grants from the City, volunteer fire companies receiving fire department capital equipment grants, or public schools receiving education grants were not eligible to apply. Grant applications were e-mailed to previous recipient organizations on April 21 and were advertised on the City's website (with links to the application form and criteria) and in the Municipal Scene. The City received 8 grant applications by the May 21 deadline, requesting a total of \$19,500.

Councilmembers Kabir, Mitchell, Day and Dennis volunteered to serve on the subcommittee to review submitted grant applications and make a recommendation to Mayor & Council for grant award. On May 26, the subcommittee met to review the submitted applications and formulate its recommendation for grant award. Applications were rated based on the grant criteria. Steve Groh provided tabulating assistance to the subcommittee but did not participate in the voting. One grant to a new applicant was reduced from the requested amount. A complete copy of the FY2015 grant applications and FY2014 final grant reports is available at http://www.collegeparkmd.gov/document_center/Econ_Dev/Grant_Programs/FY2015_Community_Services_Grants_May_2015.pdf

Listed below is a schedule of the applications received, showing grant request and recommended grant award.

CITY OF COLLEGE PARK
FY2015 Community Services Grants

Organization	Program	FY2015 Grant Request	Subcommittee Recommendation for Grant Award (\$20,000 budget)
The National Museum of Language, Inc.	Language camp and events	2,500	2,500
Lakeland Community Heritage Project	Lakeland Heritage weekend	2,500	2,500
American Legion Auxiliary, College Park Unit 217	Scholarships for Miss College Park pageant participants	2,500	2,500
Pregnancy Aid Centers, Inc.	Food pantry program	2,500	2,500
College Park Woods Swim Club	Senior summer day camp	2,500	2,500
Embry Center for Family Life	Lakeland All-Stars basketball program	2,500	2,500
College Park Center for Faith & Community	College Park community library	2,000	2,000
B-Roll Media & Arts Inc.	Photography, audio engineering classes for students	2,500	1,500
TOTALS		\$ 19,500	\$ 18,500

3

Veterans Memorial Improvement Committee

MEMORANDUM

TO: Mayor and City Council

FROM: Janeen S. Miller, City Clerk

THROUGH: Joe Nagro, City Manager

DATE: May 28, 2015

RE: 2015 Comprehensive Review of Council Advisory Boards:
Step 1 – Information Gathering

ISSUE

The Mayor and City Council are conducting a comprehensive review of the City's advisory boards. Step 1, the "Information Gathering" phase, continues on June 2 with:

- Veterans Memorial Improvement Committee – Mary Cook, Chair

Staff offers the following comments to Council on Step 1 of this comprehensive review:

Council should review the original charge which established the Board (attached) and consider the following questions to guide the discussion:

1. Do you feel the original charge to this Board is still relevant and appropriate?
 - a. Does the charge as written accurately reflect the Board's current operations? If not, where is it different?
 - b. Should it be amended? If so, how?
2. Would you suggest any changes to the number of members/district designation of the Board (not specific individuals)
3. What can the Mayor and Council do to help improve the effectiveness of the Board?

Council is encouraged to remember that Step 1 is the information-gathering phase of this five-part process and not to get into details about operational issues at this time.

Attachments

- 1 – Comprehensive Review of Advisory Boards: Outline
- 2 – "Veterans Memorial Improvement Committee Charter And Guidelines For The Use And Maintenance Of The College Park Veterans Memorial"

2015 Comprehensive Review of Advisory Boards **Outline**

Step 1: Information Gathering – The Big Picture

Council will take a fresh look at all of their advisory Boards to review the charge to each Board. Council should consider whether any Boards should be restructured, combined or eliminated; consider which are inactive; and determine if there is a subject area where creation of an advisory board would be beneficial to Council. Council wanted to invite the Chairs of the Boards in for these discussions, which will be conducted in four or five parts. Once the Council has met with all of the Board Chairs, there will be an opportunity for Council to discuss any changes they wish to make.

- March 10 – APC
- March 17 – CBE, TLB, Farmers Market, Sustainable Maryland Certified Green Team
- April 14 – Board of Elections, Ethics Commission, Cable Television Commission, Airport Authority
- April 28 – Education Advisory Committee
- May 12 – Animal Welfare Committee and Recreation Board
- June 2 – Veterans Memorial Improvement Committee

Step 2: Discussion of Board Relationships and Interactions with Council and Staff – Operational Issues

This will be a Council/Staff discussion on operational matters such as the relationship between Council and Boards, and the relationship between Boards and the Staff Liaison; communication between Council and Boards; Council direction on Board Workplans; budgeting funds for boards; development of a policy regulating the use of funds that are donated to City Boards; the legal authority of Boards as appointees of Council and the duty of Boards to abide by City policies and state/county law.

Step 3: Council Discussion with Boards

Council will meet with their advisory Boards to review the outcomes of Step 1 and Step 2. This is the time to convey any proposed changes to the Board's charge and/or composition and solicit feedback; to review the general rules and responsibilities that apply to Boards; to discuss Council-Board interactions; to clarify the role of the Staff Liaison; to convey policies including those relating to the expenditure of funds; and to address issues raised by the Boards.

Step 4: Recommended Changes – Opportunity for Public Comment

A summary of any proposed changes to specific Boards will be provided for public comment.

Step 5: Implementation

Finalize any changes that are going to be made, and determine the implementation plan.

CHARTER
For the
VETERANS MEMORIAL IMPROVEMENT COMMITTEE
And
GUIDELINES FOR THE USE AND MAINTENANCE
Of
THE COLLEGE PARK VETERANS MEMORIAL

Adopted by the College Park City Council
May 8, 2001 (Amended: March 15, 2010)

I. Statement of Mission

“This memorial is dedicated to the men and women of the United States of America – veterans and volunteers – who gave of themselves so that the principles of justice, freedom, and democracy might be preserved.”

The memorial is maintained by the City of College Park and volunteers. This charter hereby establishes the Veterans Memorial Improvement Committee as a standing committee of the City of College Park. The Committee shall advise and assist the City to ensure that the Memorial is used and maintained in a manner befitting the service and memory of those who served.

II. Membership

Members of the Committee shall be appointed by the Mayor and Council of the City of College Park to serve for a period of three years. Initial appointees shall be named to one, two, and three-year terms, one-third of the members to be named in each category. There shall be a minimum of nine members, and a maximum of thirteen, including at least one member from American Legion College Park Post 217 and one member from Veterans of Foreign Wars Phillips-Kleiner Post 5627. Members may be re-appointed for additional terms. The Department of Public Works shall appoint a staff person to serve as liaison to the Committee.

III. Chair

The Chair of the Committee shall be elected each year by the members of the Committee.

A vice-chair may be elected as deemed appropriate by the Committee. These officers may be reelected to additional terms.

IV. Meetings

The VMIC shall meet a minimum of four times a year.

V. Funding

The Veterans Memorial Fund shall be maintained by the Finance Department of the City of College Park. All contributions to the Fund and all revenues from the sale of Memorial memorabilia shall be paid to this Fund. The City in its annual budget shall provide funds for maintenance of the Memorial.

VI. Maintenance of the Memorial

The structure and grounds of the Memorial shall be inspected annually before April by members of the Committee and the following: The Public Works Director, the City Engineer, and the City Horticulturist.

An Annual report incorporating recommendations for appropriate maintenance shall be submitted to the Mayor and Council in time for the annual budget review.

VII. Use of the Memorial

The Veterans Memorial is a monument of the City of College Park open to the use of the public, with the proviso that any use shall be dignified in nature, consistent with the purpose to which the Memorial is dedicated.

The VMIC, in conjunction with American Legion Post 217 and VFW Phillips-Kleiner Post 5627, shall sponsor appropriate ceremonies at the Memorial at least twice a year, on Memorial Day and on Veterans Day, on the dates officially designated for national observance

Wreaths will be placed by the sponsoring organizations at these ceremonies. Other organizations and individuals may also place wreaths during these ceremonies and an Honor Guard will be available at the 11:00 a.m. ceremony to escort the placer of the wreath. All wreaths and stands should be removed by sundown on the following day. Those not removed will be disposed of by the Committee or its agents.

Appropriate tributes shall be permitted at other times; their prompt removal shall be the responsibility of the placer. Inappropriate items and items not promptly removed shall be removed at the discretion of the Committee or its agents. Should questions arise concerning appropriateness of a tribute, the decision of the Committee or its agents (e.g., City Staff members) shall be final.

Should any individual or organization wish to hold ceremonies at the Memorial, 30 days notice must be given to The Veterans Memorial Improvement Committee, care of the City Clerk, to obtain the approval of the VMIC and so that appropriate measures (traffic control, etc.) may be taken if necessary. Inappropriate behaviors, such as walking on the wall and children playing games, are discouraged.

VIII. Responsibilities of the Members of the VMIC

The VMIC recommends policy with regard to the funding, design, construction, maintenance, and use of the Memorial. Members undertake fundraising activities and perform many duties in connection with the maintenance and use of the Memorial.

IX. Flags

A. Flags and lighting

All four flags will be flown 24 hours a day. The Monument and flags will be illuminated at night.

B. Lowering of flags to half-staff

On Memorial Day, the flags will be flown at half-staff in memory of those who gave their lives in the service of our country; the flags will be raised to full staff at 12:00 noon.

Also, the flags will be lowered to half-staff on the day of the funeral for veterans or service-connected volunteers of the College Park-Berwyn Heights area, members of American Legion College Park Post

217, and members of Veterans of Foreign Wars Phillips-Kleiner Post 5627. A register of names of individuals so honored will be maintained.

In addition, whenever the City of College Park lowers its flags to half-staff, the flags at the Veterans Memorial will also be lowered.

C. Replacement of flags

All flags will be replaced by the City as required. *(Amended March 15, 2010)*

X. **Expenditure of Funds**

The VMIC may submit recommendations as to the expenditures to be made from the Veterans Memorial Fund. City staff shall have approval authority for expenditures up to \$500. VMIC approval shall be required for expenditures above that amount.

XI. **Amendments to this Charter**

Any future amendments to this charter shall be circulated to the members of the VMIC and to the members of the City Council prior to the meeting at which the amendments will be voted on.

4

Property Use Agreement for RASOI Restaurant

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joseph Nagro, City Manager

FROM: Robert W. Ryan, Public Services Director

DATE: May 29, 2015

SUBJECT: Application for transfer of a Class B (BLX), Beer, Wine and Liquor License for the use of Shri Sai Baba, LLC , **t/a RASOI Restaurant**, 8601 Baltimore Avenue, College Park, 20740.

ISSUE

An application has been made to the Board of License Commissioners (BOLC) by Etienne R. Flaubert, Member-Authorized Person, for the transfer of a Class B (BH), Beer, Wine, and Liquor Licenses for the use of Sri Sai Baba, LLC, t/a RASOI Restaurant 8601 Baltimore Avenue, College Park, 20740, from RRP, t/a Asian Fusion and Varsity Lounge, Prashant Patel, President, Himanshu Shah, Secretary/Treasurer, Anio Vaidya, Assistant Secretary.

SUMMARY

The applicant has applied for the transfer of a B (BH) Beer, Wine and Liquor license. The City Attorney and Director of Public Services received information from the applicant's attorney. A Property Use Agreement (PUA) was drafted based on this information, which is attached.

An alcohol-to-food ratio of 30/70% has been proposed to the applicant.

Based upon the proposed business plan, entertainment is anticipated. The licensee intends to use the Special Entertainment Permit used by the current occupant for a Caribbean Night on Fridays. The PUA requires that the licensee present their security plan to the City.

Customer identification was discussed. The applicant will require an ID for each person purchasing or consuming alcoholic beverages. The applicant does not intend to use a scanner system and will be prepared to present to Mayor and Council on this issue.

This applicant will also be using the liquor license for a banquet space. Staff is still discussing this aspect with them.

The applicant will attend the Council work session on June 2, 2015 to discuss the draft PUA. The applicant is reviewing the draft PUA.

RECOMMENDATION

Staff recommends Council consideration of the PUA. After discussion of the PUA and any desired changes with the applicant, the Council should decide to oppose or not oppose approval of the license by the BOLC and the PUA. If accepted, the City Manager should be authorized to sign the PUA, and Staff should be authorized to testify to the Council's position at the BOLC hearing on June 23, 2015.

Attachments: (1) Draft PUA

(2) Menu

(3) Floor Plan

(4) BOLC agenda

(5) BOLC glossary

PROPERTY USE AGREEMENT

THIS PROPERTY USE AGREEMENT (the "Agreement") is made as of the _____ day of _____, 2015, by and between SHRI SAI BABA, LLC, T/A RASOI RESTAURANT, and ETIENNE R. FALUBERT, Member and Authorized Person, (collectively "Licensee"); and the CITY OF COLLEGE PARK, a Maryland municipal corporation (the "City").

WITNESSETH

WHEREAS, JAYKISHAN HOSPITALITY GROUP LLC is the owner of the real property located at 8601 Baltimore Avenue, College Park, Maryland 20740 (the "Property"); and

WHEREAS, Licensee is a tenant at the Property; and

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

WHEREAS, Licensee has applied to the Board of Liquor License Commissioners of Prince George's County, for the transfer of a Class B(BH), Beer, Wine and Liquor License ("License") for use at the Property from RRP, t/a Asian Fusion and Varsity Lounge; and

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

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

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

1. Repair and Maintenance of the Property. Licensee shall, from and after the date hereof, continue to keep the Property 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 Rastoi Restaurant ("Restaurant") or another substantially similar casual dining restaurant, which receives not more than thirty percent (30%) of its average daily receipts over any three consecutive monthly periods from the sale of alcoholic beverages, and which complies strictly with the restrictions and requirements of the State of Maryland/Prince George's County Class B License. The calculation of the percentage of alcoholic beverages sold shall include the full cost of any such beverage, and not just the alcohol contained in the beverage. Licensee will provide the City, by January 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, no area is designated solely for the consumption of alcoholic beverages, and no sales of alcoholic beverages for off-sale consumption shall be allowed, except for partially consumed bottles of wine purchased at the Restaurant and allowed off premises pursuant to Maryland law. Alcoholic beverages will not be sold or served prior to 11:00 a.m. or after 10:30 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 proposed menu provided by Licensee is attached as Exhibit A. Licensee shall ensure music levels that allow patron conversation in a normal tone of voice, and prohibit disruptive or rowdy behavior that disturbs the peaceful enjoyment of the facility by Licensee's patrons and other persons visiting the facility.

Cover and door charges will be charged for entry to the Property during live music performances. The payment of a cover or door charge shall not reduce the normal price charged by Licensee for alcoholic beverages. Alcoholic beverages shall be served only to diners sitting at tables or counters inside the restaurant facility, and 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 alcoholic beverages, including 16 oz. beers, shall be \$2.00. Licensee may not sell beer in pitchers. Licensee will maintain all dining areas, including tables and chairs, inside the facility. 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 an identification scanner system, 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. Enforcement. The City shall have the right to enforce, by any proceeding at law or in equity, including injunction, all restrictions, terms, conditions, covenants and agreements imposed upon the Property and/or Licensee pursuant to the provisions of this Agreement. The parties agree that if Licensee should breach the terms of the Agreement, the City would not have an adequate remedy at law and would be entitled to bring an action in equity for specific performance of the terms of this Agreement. In the event of a violation of paragraph 2 of this Agreement, Licensee shall have sixty (60) days from the date of notification of the violation to adjust his operations and achieve compliance, as measured during the sixty (60) day period, with the requirements of paragraph 2 of this Agreement. In the event the City is required to enforce this Agreement and

Licensee is determined to have violated any provision of this Agreement, Licensee will reimburse the City for all costs of the proceeding including reasonable attorney's fees. Should Licensee prevail in any action brought by the City to enforce a provision of this Agreement, the City shall reimburse Licensee for all costs of the proceeding including reasonable attorney's fees.

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

8. Assignment of License. In consideration for the City voicing no objection to Licensee's application for the 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.

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

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

11. Security. Pursuant to Article 2B, §6-201(r)(19) of the Annotated

Code of Maryland, Licensee is required to obtain a License for special entertainment or to obtain an exemption. Prior to seeking or operating under 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 personnel involved in the sale of alcohol and all managers shall be trained in a State approved alcohol awareness program before serving alcohol.

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

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

(i) If to Licensee:

with a copy to:

Robert J. Kim, Esq.
McNamee Hosea
6411 Ivy Lane, Suite 200
Greenbelt, MD 21401

(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

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

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

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

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

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

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

WITNESS/ATTEST

SHRI SAI BABA, LLC

Signature

Name: _____

Title: _____

Etienne R. Falubert, Member,
Authorized Person

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

BUSINESS PLAN

“RASOI RESTAURANT”

The Fusion Indian Cuisine

January 1st, 2015

Executive Summary

“Rasoi Restaurant” Inc.’s is a casual dining Indian restaurant being formed as a Limited Liability Corporation Company in the state of Maryland with the intent of serving authentic, tasty and fusion indian cuisine in a hospitable and warm atmosphere with value pricing to the ethnic food loving families of PG and its surrounding areas of College Park, Beltsville, Silver Spring, Laurel, Burtonsville and Surrounding Washington DC Metro Area. The restaurant will be open for lunch and dinner with carryout and catering facilities available. Being the only Indian restaurant in this thriving and vibrant city of PG coupled with the vast management experience and the know-how of operating a Food and Beverage service establishment, the success of the restaurant is imminent.

Rasoi means “Kitchen”. At Rasoi Restaurant, we prepare traditional Indian dishes with elements of different culinary traditions in a contemporary kitchen creating a fusion Indian cuisine. Rasoi offers a varied and intriguing seasonal menu brought from the local farms right to your table with a blend of traditional Indian spices and herbs which draws on the rich vibrancy of Indian culture from various regions in India to this part of North America. Rasoi Banquet and Catering offers everything you need and more to make your next event special. You can host your event at our newly renovated banquet hall with in-house catering. We have space available for from 50 to 250 people for weddings, showers, parties, reunions, gatherings, classroom trainings, board meetings, conferences and conventions. For off-site catering, we provide our delicious extensive catering menu that trully cater to your needs.

We have North Indian, Punjabi, Gujarati, South Indian, Indo-Chinese, Italian, American elegant buffet, American elegant holiday special buffet, Hors D’Oeuvres, Station Buffet, African buffet and Group Menus to choose from for your special events. The restaurant will be mid-priced for an upscale dining experience of authentic, tasty, ethnic food and high quality service, a comprehensive menu, a full service bar and emphasis on value for money.

Owners our names are the originator of the vision and the concept. They have a graduate degree from India and have over five years experience in the Restaurant Industry.

The proposed restaurant will be successful for following reasons:

- Strong, Industry related experience in running of a restaurant.
- High quality, exclusive, authentic Indian food that no other restaurant in a 25 mile radius provides.
- Vast community clientele base of over 16000 homes and 30,000 students of UMD locally.
- Continual growth in the casual dining Industry.
- Growth of diverse population in the PG County and surrounding areas.
- No other Indian restaurant in the area.

Products and Services

RASOI RESTAURANT proposes to serve authentic, high quality and distinctive Indian food with warm and hospitable service. Ethnic recipes will be used to provide the customers with a diverse, unusual menu. Emphasis will be to provide a good dining experience to the middle and upper middle class families of PG County and surrounding areas and give them value for their money.

Primary Operations

The restaurant will be open for lunch from 11.30am to 3.00pm everyday of the week. For dinner, **RASOI RESTAURANT** will be open from 5.00pm to 10.00pm on weekdays and from 5.00pm to 10.30pm on weekends. Lunches will be in the form of a buffet with a smorgasbord of Indian salads and dressings, a soup, meat and vegetarian entrees, varieties of rice, breads, condiments and pickles with some desserts. Dinner menu will be a la carte. The menu would be priced very reasonably to enable different revenue earning market segment clientele to enjoy a good Indian fare and to uphold our promise of giving our guests value for their money.

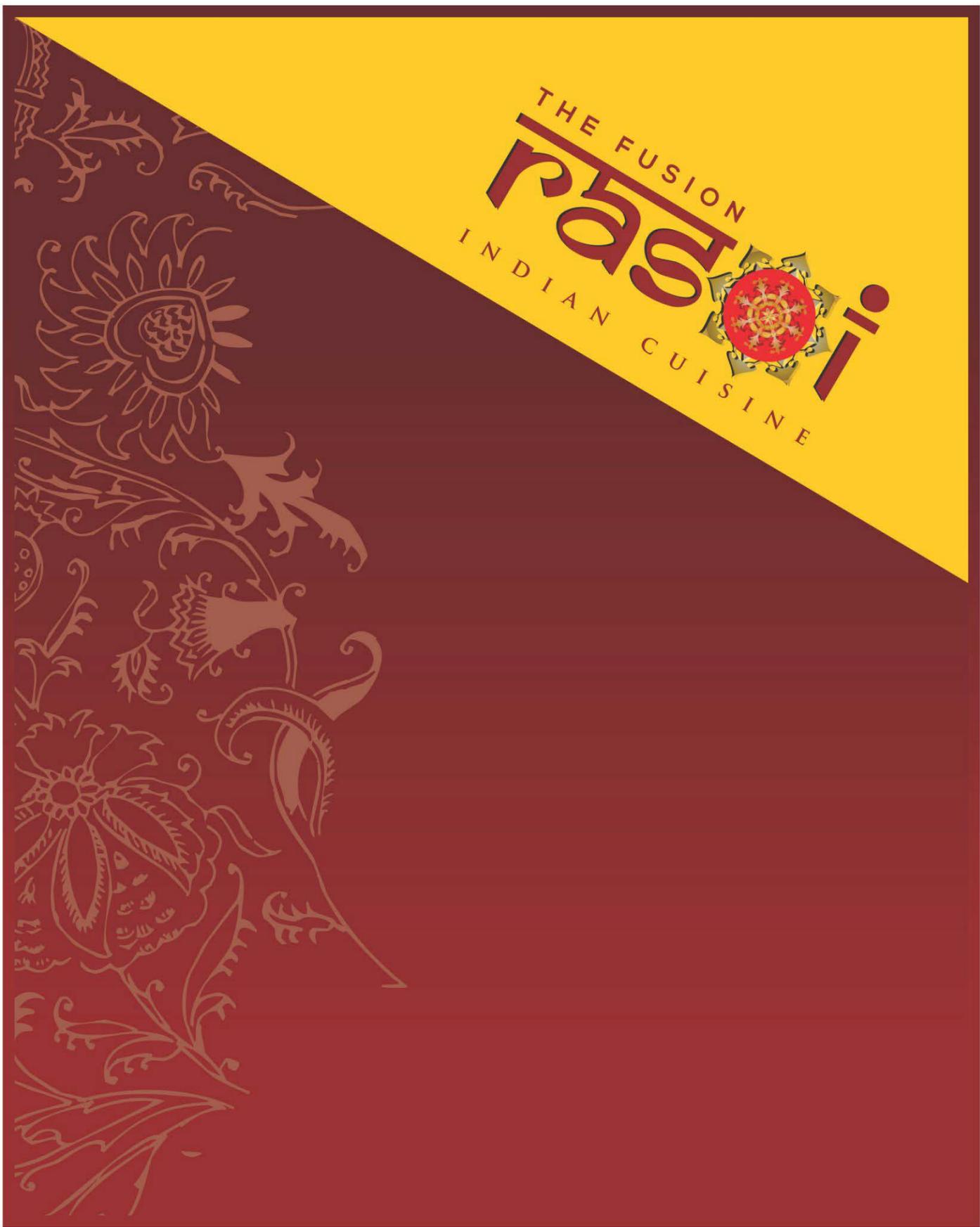
The Menu

The menu is going to be easy to read with descriptions of each item and prices listed against them. A specials section will be included which will change weekly based on the seasonal ingredients and to showcase the vast range of possible recipes. This will help us to bring the best to the guest, use fresh ingredients, plan effectively and keep waste to a minimum. A modest wine list will accompany the desserts and beverages section. Beer will also be served.

Interiors

The restaurant will be tastefully decorated with meaningful handicrafts from India and cool colored ethnic fabric for upholsteries. The main dining room will be carpeted. The side walls are proposed to have floor to roof glass panels covered up to four feet from ground to allow natural lighting. The effort is to make the room look simple and elegant and welcoming and pleasing to eye. Lunches would be under bright fluorescent lamps to compliment the broad daylight and dinners would be with dim focused lights and candles on each table.

THE FUSION
rasoi
INDIAN CUISINE





THE FUSION
rasoi
INDIAN CUISINE

Restaurant • Bar • Banquet • Catering

Rasoi means "Kitchen in India". At Rasoi Restaurant, we prepare traditional Indian dishes with elements of different culinary traditions in a contemporary kitchen creating a fusion Indian cuisine.

Rasoi offers a varied and intriguing seasonal menu brought from the local farms right to your table, with a blend of traditional Indian spices and herbs that draws on the rich vibrancy of Indian culture from various regions in India to this part of North America.

Rasoi Restaurant

8601 Baltimore Ave, College Park, MD 20740

Restaurant: (301) 474-5951 Banquet: (301) 474-9074 Fax: 443-926-0106

Email: info@therasoirestaurant.com

Web: www.therasoirestaurant.com

By Rangoli Restaurant, Maryland

FROM THE BAR

▶ Bottled Beer

Domestic: 4.99

Miller Lite, Bud Lite,
Budweiser, Amstel Lite

▶ MARTINIS 7.99

Mangotini

Absolut Mango, Triple Sec,
Mango Puree shaken up with ice

Chocotini

Blend of Godiva White and Godiva Dark
with a hint of chocolate, served chilled

Lycheetini

Absolute vodka with lychee juice,
Triple Sec and a touch of Malibu rum

Exclusive Martini

Tanqueray gin up served with
olive chilled dirty or dry of your choice

Pomegranate Martini

Ketel One with pomegranate juice, Triple Sec
and a touch of pineapple juice, shaken up

▶ COCKTAILS/OUR MIXED DRINKS 7.99

Long Island Iced Tea

Vodka, rum, tequila, Triple Sec, gin and
sour mix, shaken up and served on the rocks

Indian Sunrise

Stolichnaya Vanilla, orange juice, lychee juice,
Malibu, with a touch of grenadine

Blue Margarita

Tequila, Triple Sec, Blue Curacao and sour mix
with a touch of lime coke, served with a salt rim

Daiquiris (Mango/Strawberry)

Rum, Triple Sec and the flavor of your choice,
blended with ice

International

Heineken, Corona 5.99
Taj Mahan 8.99
Kingfisher 5.99 / 8.99 (S/D)

Appletini

Vodka, Triple Sec, Apple Pucker and
a hint of lime juice, served chilled

Apple Caramel

Vodka and Apple Pucker with
a touch of buttery schnapps and caramel

Cosmopolitan

Absolute vodka, Triple Sec, cranberry juice
with a lime cod shaken up & served chilled

Margatini

Our own version with a mix of Silver Patron,
Cointreau, fresh lime & sour, shaken up

Pina Colada

Malibu rum, pineapple juice and
a blend of pina colada, blended with ice

Caribbean Mama

Mount Gay rum with a blend of
tropical juice, served frozen

Mojito

Bacardi Limon, fresh mint and fresh lime
muddled with a touch of sugar & soda

Mai Tai

White and Dark rum, mixed with orange juice
and pineapple juice, topped with creme de almond



▶ WINES

White Wines

	Glass	Bottle
House white wine	6	
White Zinfandel (Beringer)	7	28
Moscato (Sutter Home)	7	28
Pinot Grigio, Cavit	7	28
Nobilo Sauvignon Blanc	7	28

Red Wines

House wine red	6	
Robert Mondavi Cabernet	7	28
Yellow Tail Shiraz	7	28
Alamos Malbec	7	28
Pinot Noir	7	28

Champagne

Domaine St. Michelle	7	28
Korbel (Rose or Brut)		75

BEVERAGES

Mango Lassi 2.99

Delicious blend of mango and yogurt
with a touch of sucrose

Sweet/Salted Lassi 2.99

Yogurt and milk blended with a accense of
sugar whisk all together to get that smooth taste

Frozen Iced Mango 4.99

Mango and ice blended all one to get that
taste real taste of mango smoothie

Strawberry Smoothie 4.99

Strawberry and ice with a touch of pineapple juice
blended to smooth flavor of strawberries

Tropical smoothie 5.99

Taste of Caribbean got to India with coconut,
strawberry, mango and pineapple all blended

Virgin pina colada 5.99

Mix from the bar with the blend of coconut
and pineapple flavors served frozen

Soda's 2.75

Coke, diet-coke, sprite, fruit punch

Juices/Cold tea 2.75

Orange Juice, Pineapple Juice, cranberry Juice,
raspberry Ice tea, unsweetened Ice Tea

Masala Tea/Coffee 2.50

Tea with a great flavor of cardamon and
cinnamon served with
cream or milk on the side
(we also server regular tea)



KINGFISHER
CORONA
BUDWEISER
ABSOLUT
VODKA
AMSTEL

PINACCOLADA
WINE
MINT
RUM
ORANGE

APPETIZERS

Veg Samosa 4.99
Crispy turnovers with
seasoned potatoes & green peas



Spring Rolls 4.99
Fresh house made wraps with
Soy flavored shredded veggies and deep fried

Kashmiri Pakora 4.99
Crispy fried mixed veggies with
mild Indian herbs served with mint sauce

Chat Papri 4.99
Tangy appetizer consisting of
potato, chickpeas and crackers

Bombay Bhelpuri 4.99
Assorted rice crisps and noodles
with sweet and sour chutneys

Paneer Shaslik Kababs 8.99
Softly done Cottage Cheese, onion and
bell peppers, finished in tandoori oven

Paneer Chilli 7.99
Marinated Indian cottage cheese
tossed in chili garlic sauce

Veg Platter 9.99
Mix platter with samosa,
spring rolls and pakoras

Chilli Chicken 7.99
Minced chicken fried in chili garlic gravy
with a hint of soy sauce

Boti Kabab 8.99
Lamb marinated in yogurt, aromatic spices
& cooked in tandoori oven

Chicken Tikka 6.99
Juicy boneless chicken flavored
with tandoori spices

Fish Pakoras 7.99
Golden brown tilapia fried
with chickpeas batter

Assorted Meat Platter 9.99
Assortments of lamb, chicken and fish
straight from clay oven with exotic spices

SOUPS

Three Lentil Soup 4.99
Slow cooked lentils tempered
with cumin's and cilantro

Sweet Corn Soup 4.99
Perfect blend of vegetables and corn finished with cream and pepper
(Add chicken for additional \$1.00)

Tomato Soup 4.99
Tomato flavored soup with ginger and pepper topped with croutons



SALADS

House Garden salad 3.99
Lettuce tomatoes, onions,
cucumber house made dressing

Chickpeas and red beans salad 3.99
Peas and beans infused
with tamarind flavored dressing

Chicken Tikka Salad 4.99
Chicken cooked in the oven with pineapple,
vegetables tossed in chefs dressing



SIDES

Raita 2.99
Whipped yogurt with onion, tomatoes
and cucumber with a touch of spice

Pickle 1.99
Mango, lemon, carrot and
chili all infused in sour and spicy taste

Papad 1.99
Spicy & Salty crispy thin wafers made of lentil flour



ACCOMPANIMENTS

Onion Salad, Pickle, Mango Chutney,
Tamarind Chutney, Mint Chutney, Chili Vinegar,
Chili Garlic, Soya Sauce, Pickled Red Onions
*available upon request

SALADS
PAPAD
RAITA
BEANS
PICKLE
DRESSING
MINT
CHUTNEY
CHILI
GARLIC
SOYA
SAUCE
PICKLED
RED
ONIONS

SEAFOOD ENTRÉES

(All entrées will be served with long grain basmati rice with a touch of cardamom and saffron)

Prawn Tikka Masala 16.99

Jumbo shrimps barbecued in clay oven and cooked in rich tomato gravy

Shrimp Vindaloo 16.99

Tiger Shrimp and potatoes cooked with onion chilly and vinegar sauce

Shrimp Kadhai 16.99

Tiger Shrimp and north Indian spices cooked with onions, tomatoes, peppers and fresh cilantro

Rasoi Machli 16.99

Marinated Atlantic salmon cooked in tandoor finished with chef's special savory sauce

Salmon Tikka Masala 17.99

Barbecued tender salmon cooked in tomato onion fenugreek sauce



TANDOOR INDIAN CLAY OVEN ENTRÉES

(All Kababs entrées are served with long grain basmati rice and choice of dal/chole or eggplant)

Chicken - Tikka 12.99

Boneless pieces of chicken marinated overnight with exotic Indian herbs & spices

Chicken Tandoori 12.99

(King of kababs) Spring chicken marinated overnight with yogurt, ginger, garlic and spices

Chicken Malai Kabab 12.99

Delicately spiced chicken marinated with cream cheese, green cardamom and finished in charcoal oven

Reshmi Kabab 12.99

Minced chicken with ginger, garlic, spices finished over charcoal oven

Masaledar Boti Kabab 15.99

Big chunks of lamb marinated overnight with yogurt, turmeric & tandoori spices

Hariyali Lamb Chops 17.99

Rack of lamb marinated with fresh mint, cilantro, green chilies & dried fenugreek leaves

Seekh Kabab 13.99

Ground lamb mixed with cumin, coriander, mint & cilantro finished in tandoori oven on a skewer

Maharani Salmon 17.99

Atlantic salmon marinated in yogurt, lemon juice and roasted red chilies

Angaarey Jhinga 14.99

Jumbo prawns marinated in yogurt, lemon juice and delicately spiced

Rasoi Mix Grill 19.99

Medley of chicken, lamb, salmon and shrimp marinated with aromatic spices and skewered in charcoal oven

RICE ENTRÉES

(Served with raita and a salad)

Vegetable Pulao 10.99

Saffron infused basmati rice finely tossed with vegetables and spices cooked on iron wok (kadhai)

Vegetable Biryani 11.99

Basmati rice cooked with vegetables, herbs, spices and mint, flavored in saffron and delicate spices

Chicken Biryani 12.99

Basmati rice cooked with chicken, herbs, spices and mint, flavored in saffron and delicate spices

Lamb/Goat Biryani 13.99

Cubes of lamb/ goat cooked with basmati rice and finished with aromatic spices



Mughlai Jhinga/Shrimp Biryani 15.99

Basmati rice smothered with jumbo shrimp's spices and nuts

Rasoi Biryani 16.99

A delightful combination of Chicken, Lamb and Shrimps cooked with basmati rice and spices

INDIAN BREADS

Plain Naan/ Tandoori Roti 1.99

A traditional unleavened hand tossed bread freshly baked in a tandoori clay oven

Garlic Naan 2.49

Naan with garlic and fresh herbs baked in a charcoal oven

Chili Naan 2.49

Naan with chili and fresh herbs baked in a charcoal oven

Peshawari Naan 2.99

Sweet Naan stuffed with dry fruits nuts and raisin cooked in clay oven

Rasoi Special Naan 2.99

Naan stuffed with chopped chicken spiced to taste baked in Tandoor

Tandoori Roti 1.99

A traditional unleavened hand tossed bread freshly baked in a tandoor clay oven

Aloo Paratha 2.99

Bread stuffed with potatoes, peas, slightly spiced and baked in tandoor

Pudina Paratha 2.99

Wheat bread flavored with mint baked in charcoal oven

Paneer Kulcha 2.99

Naan stuffed with our homemade cottage cheese baked in tandoor

Bread Basket 6.99

Combination of plain Naan, garlic Naan and Roti



BBQ
RICE
MALAI
ROGANI
MINT
VEGETARIAN

INDO-CHINESE MENU

APPETIZERS

Vegetable Manchurian 6.99

Vegetable patties, cilantro, onions, soy sauce and spring onions

Gobi Manchurian 6.99

Cauliflower fritters tossed in chili garlic sauce, soy sauce and spring onions

Paneer Chili 7.99

Cottage cheese battered and fried with soy sauce, chili garlic sauce, peppers and onions

Spring Rolls 4.99

Wraps made with sautéed julienne vegetables and chili soy sauce

Chili Chicken 7.99

Spicy chicken cooked in chili soy sauce with bell peppers and onions



Chicken Drums of Heaven 8.99

Famous chicken lollipop with chili garlic sauce

Chicken 65 7.99

Chunks of chicken fried with Szechwan peppers, ginger, garlic, mustard seeds and onions

Chicken Manchurian 7.99

Chicken minced balls sautéed with Chinese Manchurian sauce

Prawn Chili or Calamari 8.99

Jumbo shrimp tossed with peppers, onions and chili garlic sauce



SOUPS

Vegetable Munchow Soup 4.99

Assorted vegetables and green onions simmered with soy sauce, garlic and chili peppers

Vegetable Corn Soup 4.99

Corn mixed with assorted vegetables and seasoned with soy sauce and spices

Vegetarian Hot & Sour Soup 4.99

Carrots, peas and ginger slow-cooked with red and green chilies in soy sauce and rice vinegar

Chicken Munchow Soup 5.99

Stewed with chicken, vegetables and green onions spiced with soy sauce, garlic & chili peppers

Chicken Hot & Sour Soup 5.99

Diced chicken and vegetables slow-cooked in soy sauce and rice vinegar

Seafood Munchow Soup 6.99

Stewed with seafood, vegetables and green onions spiced with soy sauce, garlic & chili peppers

SIZZLERS

(All sizzlers are served in a hot sizzler plate complemented with seasoned rice)

Garden Sizzler 12.99

Spinach and vegetables sautéed with honey, vinegar and chili garlic sauce

Paneer Tikka Sizzler 13.99

Indian cottage cheese marinated in fusion spices and sautéed with bell peppers, tomatoes and onions

Chicken Tikka Sizzler 13.99

Chicken marinated in fusion spices and sautéed with bell peppers, tomatoes and onions



Lamb Sizzler 14.99

Lamb cubes marinated with fresh garlic, ginger, green chilies and cilantro

Shrimp Sizzler 16.99

Jumbo shrimp sautéed with fresh onions, cilantro, garlic and ginger with a hint of soy sauce

RICE & NOODLES

(All rice and noodles dishes are sautéed in a Chinese wok with your choice of add-on)

Fried Rice 11.99

Stir-fried rice infused with Chinese spices and sautéed with your choice of add-on
Vegetables 11.99 - Chicken 12.99
Lamb 13.99 - Seafood 15.99

Szechwan Fried Rice 12.99

Stir-fried rice spiced with a Szechwan sauce and sautéed with your choice of add-on
Vegetables 12.99 - Chicken 13.99
Lamb 14.99 - Seafood 16.99

Rasoi Special Triple Rice & Crispy Noodle with Chicken, Lamb & Shrimp 15.99

Three layers of stir-fried rice, thin noodles and Szechwan-style gravy topped with a whole fried egg

Vegetarian Triple Szechwan Rice and Noodles Mixed 12.99

Stir-fried rice and noodles sautéed with assorted vegetables in Szechwan sauce



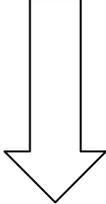
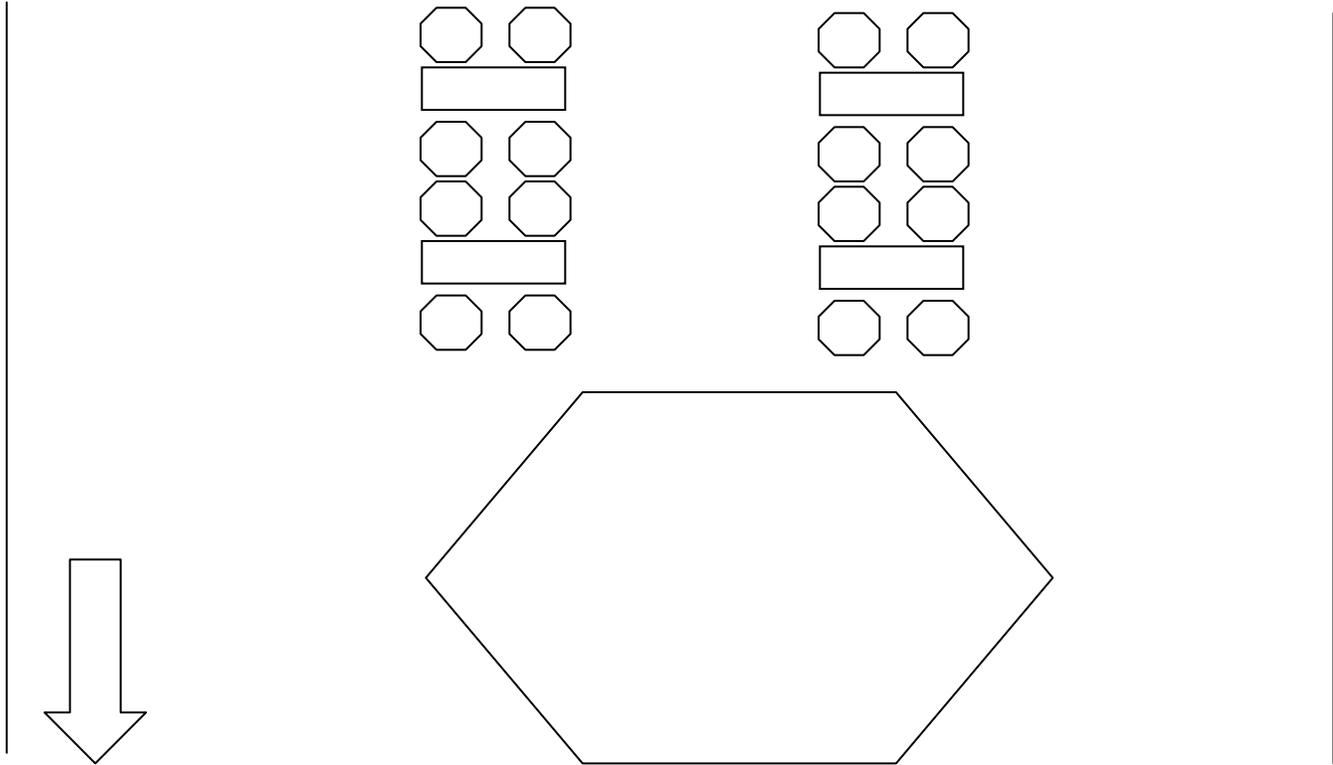
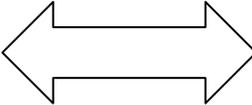
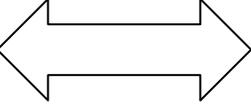
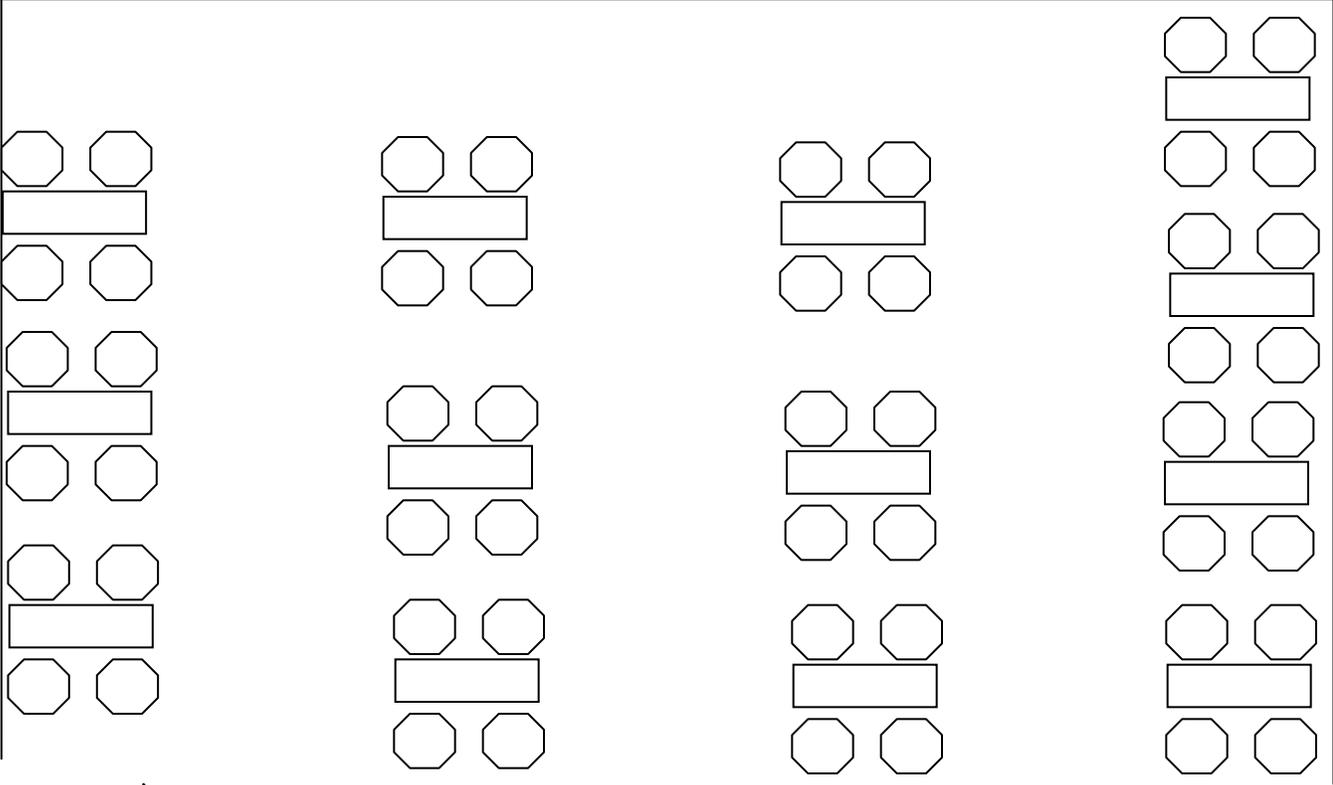
Haka Noodles 11.99

Thin noodles tossed with chili garlic sauce and sautéed with your choice of add-on
Vegetables 11.99 - Chicken 12.99
Lamb 14.99 - Seafood 16.99

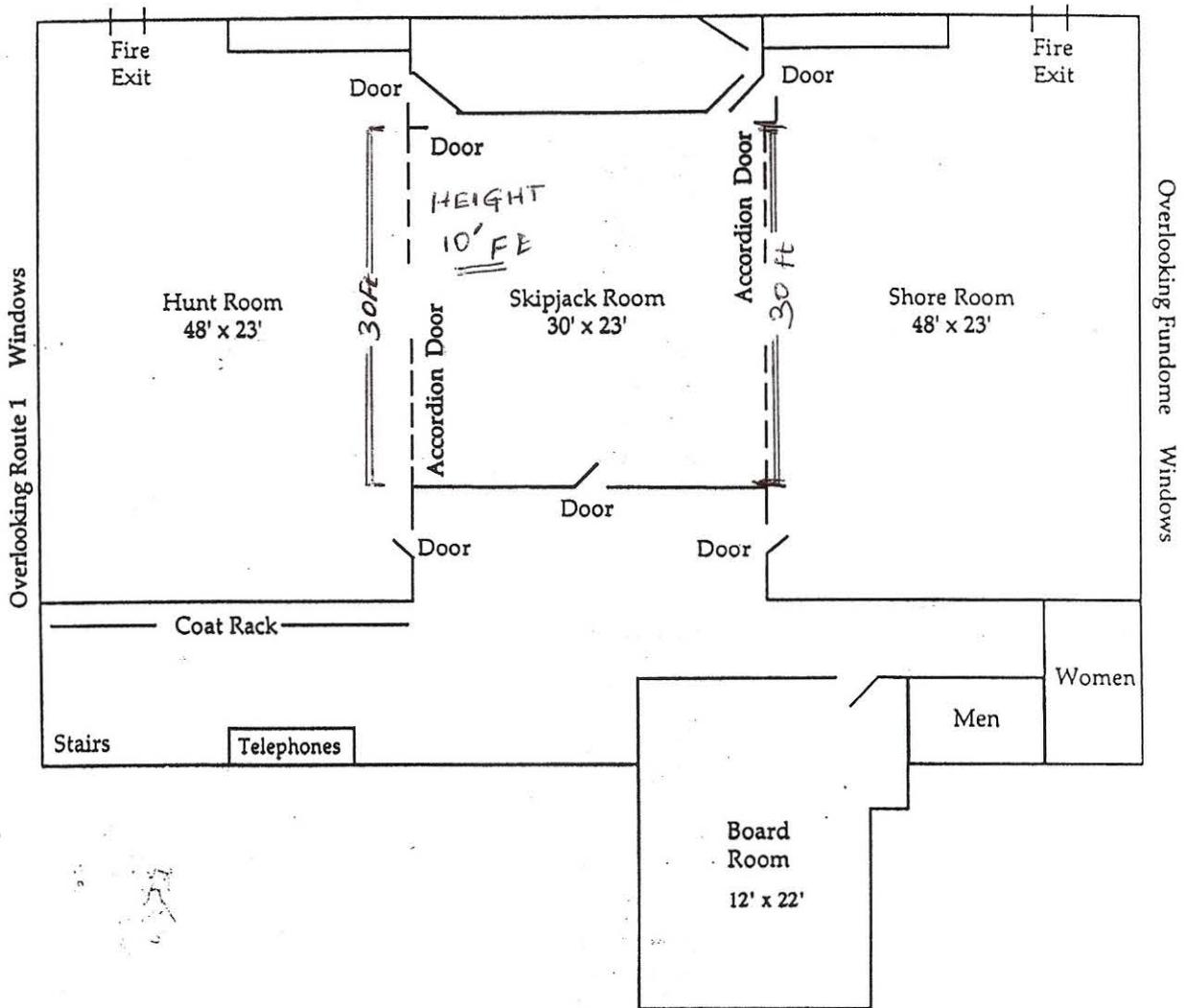
Szechwan Noodles 11.99

Thin noodles and assorted vegetables tossed in a Szechwan sauce with your choice of add-on
Vegetables 11.99 - Chicken 12.99
Lamb 14.99 - Seafood 16.99

Rasoi Dinning and Bar Sitting Arrangement



MEETING FACILITIES



ROOM	SQ. FT.	THEATRE	CLASSROOM	RECEPTION	BANQUET
Shore	1104	115	65	80	65
Skipjack	690	65	35	50	40
Hunt	1104	115	65	80	65
Maryland	2898	250	100	250	200
Board/Break-Out	200	30	20	N/A	N/A

We have four rooms available with a maximum capacity of 275 persons.

BOARD OF LICENSE COMMISSIONERS
June 23, 2015

NOTICE IS HEREBY GIVEN: that applications have been made with the Board of License Commissioners for Prince George's County, Maryland for the following alcoholic beverage licenses in accordance with the provisions of Article 2B.

TRANSFER

Anna D. Lopez, Owner, for a Class B, Beer and Wine License for the use of AKC Restaurant, Inc., **t/a Loredo's Mexican Restaurant**, 9227 Oxon Hill Road, Fort Washington, 20774 transfer from AKC Restaurant, Inc., t/a Loredo's Mexican Restaurant, Berta Marlen Diaz, President/Secretary/Treasurer.

Atty: Daniel Palumbo, Esquire Opp: _____

Etienne R. Falubert, Member-Authorized Person, for a Class B(BH), Beer, Wine and Liquor License for the use of Shri Sai Baba, LLC, **t/a RASOI Restaurant** 8601 Baltimore Avenue, College Park 20740, transfer from RRP, t/a Asian Fusion and Varsity Lounge, Prashant Patel, President, Himanshu Shah, Secretary/Treasurer, Anio Vaidya, Assistant Secretary.

Atty: Bob Kim, Esquire Opp: _____

NEW

Dorene E Albury, Authorized Person, for a new Class D (NH), Beer and Wine License for the use of Wolfgang Puck Catering at the Capital Wheel, LLC, **t/a Wolfgang Puck Catering at The Capital Wheel**, 151 National Plaza, National Harbor, 20745

Atty: Linda Carter, Esquire Opp: _____

A hearing will be held at the 9200 Basil Court, Room 410, Largo, Maryland 20774, **10:00 a.m., Tuesday, June 23, 2015**. Additional information may be obtained by contacting the Board's Office at 301-699-2770.

BOARD OF LICENSE COMMISSIONERS

Attest:
Diane M. Bryant
May 1, 2015

CLASSES OF LICENSES:

Class A License	Off Sale only, six (6) days a week; No sales of alcoholic beverages on Sunday
Class B License	On Sale seven (7) days for sale of beer and wine, six (6) days for sale of alcohol over 15.5% by volume – on sale only if issued after 1996
Class C License	On Sale only, seven (7) days
Class D License	On and Off Sale, seven (7) days – on sale only if issued after 1996

DESCRIPTION OF CLASS OF LICENSES AND HOURS OF SALES

Class A, Beer	Hours of off sale service are 6:00 a.m. to 12:00 midnight, six (6) days a week, Off Sale only of Beer, no consumption on the licensed premises. No Sales Permitted On Sunday.
Class A, Beer and Wine	Hours of off sale service are 6:00 a.m. to 12:00 midnight, six (6) days a week, Off Sale only of Beer and Wine, no consumption on the licensed premises. No Sales Permitted On Sunday.
Class A, Beer, Wine Liquor	Hours of off sale service are 6:00 a.m. to 12:00 midnight, six (6) days a week, Off Sale only of beer, wine and liquor no consumption on the licensed premises. No Sales Permitted On Sunday.
Class B, Beer	Hours of on sale consumption are 6:00 a.m. to 2:00 a.m., On Sale consumption only of beer unless grand fathered in prior to July 1, 1975. Holder of licenses prior to that date may exercise off sale privileges to include seven-(7) day license with food requirement until 12:30 a.m.
Class B, (GC)	This license is a seven (7) day license for the sale of beer and wine for the exclusive use on the premises of the M-NCPPC golf courses located within Prince George's County. Hours of operation are 11:00 a.m. to 10:00 p.m., daily Monday through Sunday.
Class B, Beer and Wine	Hours of on sale consumption are 6:00 a.m. to 2:00 a.m., On Sale consumption only of beer and wine unless grand fathered in prior to July 1, 1975. Holder of licenses prior to that date may exercise off sale privileges to include seven-(7) day license with food requirement until 12:30 a.m.
Class B, Beer, Wine & Liquor	Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. Premises with approved live entrainment may remain open until 3:00 a.m. This license includes seven (7) days On Sale Beer and Light Wine, six (6) days On Sale Beer, Wine and Liquor. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66)

Class B(R), Beer, Wine & Liquor

THIS DESCRIPTION APPLIES TO LICENSES ISSUED PRIOR TO OCTOBER 1996 - For Class B, Beer, Wine and Liquor licenses issued prior to October 1996 the hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except on Friday and Saturday with approved live entertainment. Premises with approved live entertainment may remain open until 3:00 a.m. This license includes seven (7) days On & Off Sale Beer and Light Wine, six (6) days On & Off Sale Beer, Wine and Liquor. All off sales to be conducted over or contiguous to the main bar. Hours of service for off sale over the main bar are 6:00 a.m. until 12:00 midnight. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66)

Class B+, Beer, Wine & Liquors

Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except on Friday and Saturday with approved live entertainment. Premises with approved live entertainment may remain open until 3:00 a.m. This license includes seven (7) days On & Off Sale Beer and Light Wine, six (6) days On & Off Sale Beer, Wine and Liquor. (Separate off sale facility to sell beer, wine and liquor off sale). Hours of service for off sale over the main bar are 6:00 a.m. until 12:00 midnight. No off sale of Liquor on Sunday. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66)

Class B, BH

Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except Friday and Saturday with live entertainment. Premises with approved live entertainment may remain open until 3:00 a.m.. On sale consumption of alcoholic beverage is allowed from 8:00 a.m. – 2:00 a.m. on Sunday. This license has no off sale privileges.

Class B, BLX

Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except Friday and Saturday with live entertainment. Premises with approved live entertainment may remain 3:00 a.m. Six (6) day On Sale consumption of Beer, Wine and Liquor and seven (7) days On Sale Beer and Wine, No off Sale privilege at all, Sunday Sales Permit required to serve alcoholic beverages. Food must be served until 12:30 a.m. in conjunction with sale of alcoholic beverages

Class B, Country Inn

Hours of operation and manner of dispensing alcoholic beverages to be determined by the Board of License Commissioners consistent with Article 2B Section 6-201. All sales to be On Sale only.

Class B-DD

This license is available in Designated Areas Only. The restaurant must provide bi-annual certifications that the sale of food exceeds the sales of alcoholic beverages.

- Class B, ECF Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. Monday through Saturday. This license includes seven (7) days On Sale Beer and Light Wine, six (6) days On Sale Beer, Wine and Liquor. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66). This license is known as an "Education Conference Facility" license to the University of Maryland, University College Center of Adult Education for the sale of beer, wine and liquor by the drink within the center, from one or more outlets, for consumption on the license premises.
- Class B, MB22 This license is in on sale only of liquor to a Class 7 Microbrewery licensed establishment in the 22nd Legislative District.
- Class B, RD This license is an on sale only license for liquor by the drink in an establishment located in a designated Revitalization District
- Class B, ECF/DS Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. Monday through Saturday. This license includes seven (7) days On Sale Beer and Light Wine, six (6) days On Sale Beer, Wine and Liquor. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66). This license is known as an "Education Conference Facility/Dining Services" license to the University of Maryland, College Park Campus for the sale of beer, wine and liquor by the drink within the center, from one or more outlets, for consumption on the license premises.
- Class B, ECR
Equestrian Center This license is a seven-(7) day license for the sale of beer, wine and liquor for use at the Equestrian Center. Hours of on sale consumption are Monday through Saturday from 8:00 a.m. to 2:00 a.m. Sunday sales of beer and light wine containing 15.5% or less of alcohol by volume from 8:00 a.m. to 2:00 a.m. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66)
- Class B, BCE Catering Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. Monday through Saturday. This license includes seven (7) days On Sale Beer and Light Wine, six (6) days On Sale Beer, Wine and Liquor. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66). This license is limited and restricted to on sale consumption of alcoholic beverages on the licensed premises by participants of catered events. No off sale privileges will be exercised.
- Class B, Baseball Stadium This license is a seven-(7) day license for the sale of beer and wine for use at a Baseball Stadium. Hours of on sale consumption are Monday through Saturday from 6:00 a.m. to 2:00 a.m. and Sunday from 8:00 a.m. to 2:00 a.m.
- Class B, Football Stadium This license is a seven-(7) day license for the sale of beer, wine and liquor for use at the Football Stadium.

Class C Beer,
Beer and Wine

Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. seven-(7) days On Sale consumption only.

Class C, Beer, Wine &
Liquor
Fraternal
Veterans
Yacht Club
Country Club
Golf & Country Club

Hours of on sale consumption are 6:00 a.m. to 2:00 a.m., seven (7) days On Sale on consumption limited to members and their guests except in the case of a Country Club - the word customer is used

Class D, Beer
Beer and Wine

Licenses issued pursuant to Rule and Regulation Number 22 the hours of on sale consumption are 6:00 a.m. to 2:00 a.m. with no food requirements. This is a seven-(7) day On Sale only License.

Class D(R), Beer
Beer and Wine

THIS DESCRIPTION APPLIES TO LICENSES ISSUED PRIOR TO OCTOBER 1996 - Hours of on sale consumption are 6:00 a.m. to 2:00 a.m.; that hours for off sale service is 6:00 a.m. - 12:00 midnight with no food requirements. Licenses issued prior to October 1996 may sell beer and wine On and Off Sale seven (7) days a week.

5

Presentation by SHA on the Greenbelt Metro Interchange Project

MEMORANDUM

TO: Mayor and Council

FROM: Terry Schum, Planning Director *TS*

DATE: May 29, 2015

RE: Greenbelt Metro Interchange Project

Mr. John Webster, a consultant project engineer for the State Highway Administration (SHA), will present a status report on the Greenbelt Metro Interchange Project at the June 2, 2015 worksession. Attached are recent project meeting minutes that will provide some useful background information.

May 21, 2015

MEMORANDUM

TO: Ms. Barbara L. Solberg
Chief, Highway Design Division

FROM: Mr. John J. Webster
Consultant Project Engineer 

SUBJECT: FMIS No.: PG333121
Project: Greenbelt Metro Interchange Project (I-95/495 – Capital Beltway)
Limits: From US 1 to Baltimore-Washington (BW) Parkway

RE: Project Scoping Meeting minutes

A Meeting for the I-95/I-495 Greenbelt Metro Interchange project was held on May 14, 2015 at 10:00 am at State Highway Administration's (SHA) District 3 Office. The following individuals were in attendance:

Name	Division/Agency	Email	Phone
Moreshwar Kulkarni	SHA – Office of Highway Development (OHD) – Community Design Division (CDD)	mkulkarni@sha.state.md.us	410-545-8825
Barb Solberg	SHA – OHD	bsolberg@sha.state.md.us	410-545-8830
Sean Johnson	SHA-OHD-CDD	sjohnson@sha.state.md.us	410-545-8813
John Webster	SHA-OHD-CDD	jwebster1@sha.state.md.us	410-545-8531
Victor Weissberg	Prince George's County DPW&T	vweissberg@co.pg.md.us	301-883-5600
Armen Abrahamian	Prince George's County DPW&T	aabrahamian@co.pg.md.us	301-883-5642
Venu Nemani	SHA – District 3 Traffic	vnemani@sha.state.md.us	301-513-7404
Eric Tabacek	SHA – Office of Traffic and Safety (OOTS)	etabacek@sha.state.md.us	410-787-5805
Kelly Nash	SHA – Office of Structures (OOS)	knash@sha.state.md.us	410-545-8074
Jessica Bellah	City of Greenbelt	jbella@greenbeltmd.gov	240-542-2042
Chineme Wilson	SHA – District 3 ROW	Cwilson6@sha.state.md.us	301-513-7395

Name	Division/Agency	Email	Phone
David Rogers	SHA – Office of Planning and Preliminary Engineering (OPPE) – Regional and Intermodal Planning Division (RIPD)	Drodgers1@sha.state.md.us	410-545-5670
Eric Becket	SHA – OPPE – RIPD	ebecket@sha.state.md.us	410-545-5666

Listed below are the meeting minutes.

Project Description

The project includes improvements along I-95/I-495 (Capital Beltway) from US 1 to the Baltimore Washington (B/W) Parkway and improvements to the Greenbelt Metro Station Interchange. The team has identified three priority sections within the project:

- Priority Area 1 – Greenbelt Metro Station to MD 201 (includes the Greenbelt Metro Interchange)
 - Cost is about \$92.5 million (excluding ROW)
 - Required for the IAPA

- Priority Area 2 – US 1 to Greenbelt Metro Station
 - Cost is about \$53.2 million (excluding ROW)
 - Contains Noise Walls
 - Contains Retaining Walls
 - Contains Private Property Impacts
 - Reconstructs the I-95/495 bridges over Rhodes Island Avenue.

- Priority Area 3 – MD 201 to the B/W Parkway
 - Cost is about \$56.7 million (excluding ROW)
 - Contains Noise Walls
 - Impacts the National Park Service ROW (B/W Parkway)
 - Reconstructs the I-95/495 inner loop bridge over MD 193

SHA Travel Forecasting has developed VISSIM traffic models based on the revised traffic volumes for the FBI building to determine the LOS and Travel Delay for each Priority Area (see attached data sheets). Based on this analysis, it was determined that only Priority Area 1 might be required for the Interstate Access Point Approval (IAPA) since the Priority Area 1 Travel Delay was better than the True No-Build Travel Delay.

The purpose of this meeting was to discuss the results of the Travel Forecasting models with the Project Team, County and local cities and seek their input if any of the Priority Areas should be removed from this project and constructed at a later date.

Items Discussed

The following items were discussed at the meeting:

1. Kelly Nash noted that the I-95/495 bridges over Rhode Island Avenue had about 10 years of service life for the bridge deck and about 15 years of service life for the structure. The I-95/495 inner loop bridge over MD 193 had more service life.
2. Venu Nemani noted that he felt there was a real benefit in combining Priority Areas 1 and 2. He noted that Priority Area 2 is already seeing traffic congestion and that any added traffic would make this worse. He also noted that there were plans for improving I-95/495 from I-95 to US 1 and that by adding in Priority Area 2 it would create an improved I-95/495 all the way from I-95 to MD 201. Mr. Nemani was fine with postponing the improvements to Priority Area 3.
3. The County noted that they were in agreement with combining Priority Areas 1 and 2 and postponing Priority Area 3.
4. The group thought that if further budget cuts needed to be made then perhaps only constructing the inner loop portion of Priority Area 2 could be a possibility.
5. The group noted that since the City of College Park could not attend the meeting, that SHA should contact them to determine their opinions about Priority Area 2.
6. SHA hopes to have the final scope for the project by mid to late June.

These minutes were prepared by the Project Engineer, John Webster. He can be contacted by email at JWebster1@sha.state.md.us or by phone at 410-545-8531.

Greenbelt Sensitivity Analysis
VISSIM Results Summary
May 4, 2015

Build Components

- Priority 1 improvements include new ramps, plus auxiliary lanes between MD 201 and Greenbelt.
- Priority 2 improvements include auxiliary lanes between US 1 and Greenbelt.
- Priority 3 improvements include all other improvements east of MD 201.

Methodology

- VISSIM models developed using revised (lower) traffic forecast volumes.
- Models created for:
 - 2040 No Build
 - 2040 Full Build
 - 2040 Build Priority 1 Only
 - 2040 Build Priority 1 and Priority 2 Only

Results

- See attached table for detailed results.
- Priority 1 Only:
 - Similar to No Build operations along inner loop during AM peak.
 - Provides free flow operations along outer loop during AM peak.
 - Similar to No Build operational along inner loop during PM peak (minor travel time savings).
 - Some improvements along outer loop during PM peak versus No Build, but still heavy congestion.
- Priority 1 and Priority 2 Only:
 - Improves operations along inner loop during AM peak between I-95 and Greenbelt, but creates some congestion east of Greenbelt. Significant net benefit for the system.
 - Provides free flow operations along outer loop during AM peak.
 - Similar to "Priority 1 only" along inner loop during PM peak.
 - Provides free flow operations along outer loop during PM peak.
 - Based on these findings, outer loop auxiliary lane between Greenbelt and US 1 is more critical than inner loop auxiliary lane between US 1 and Greenbelt.
- Full Build:
 - Provides free flow operations along inner loop during AM peak.
 - Provides free flow operations along outer loop during AM peak.
 - Congestion still present along inner loop between US 1 and MD 295; however, speeds remain greater than 35 mph for all segments, and significant travel time savings versus other options.
 - Provides free flow operations along outer loop during PM peak.

Greenbelt Metro Station VISSIM Simulation Results
Sensitivity Analysis

5/4/2015

Traffic Demand		AM					PM				
		Existing	2040 NB	2040 BLD	2040 P1	2040 P1&2	Existing	2040 NB	2040 BLD	2040 P1	2040 P1&2
IL I-495	I-95 (27) to US 1 (25)	8,590	9,830	9,835	9,835	9,835	9,140	9,845	9,845	9,845	9,845
	US 1 (25) to Greenbelt Metro (24)	8,510	9,880	9,850	9,850	9,850	8,405	9,110	9,050	9,050	9,050
	Greenbelt Metro (24) to MD 201 (23)	8,145	8,440	8,875	8,875	8,875	8,325	8,525	9,600	9,600	9,600
	MD 201 (23) to MD 295 (22)	7,785	8,330	8,375	8,375	8,375	8,845	9,930	10,025	10,025	10,025
OL I-495	MD 295 (22) To MD 201 (23)	7,925	9,025	9,070	9,070	9,070	7,795	8,415	8,480	8,480	8,480
	MD 201 (23) To Greenbelt Metro (24)	6,820	7,020	8,165	8,165	8,165	8,095	8,360	8,945	8,945	8,945
	Greenbelt Metro (24) To US 1 (25)	6,970	7,460	7,430	7,430	7,430	8,570	9,870	9,810	9,810	9,810
	US 1 (25) To I-95 (27)	7,005	7,405	7,405	7,405	7,405	9,365	10,585	10,585	10,585	10,585

Throughput / Demand		AM					PM				
		Existing	2040 NB	2040 BLD	2040 P1	2040 P1&2	Existing	2040 NB	2040 BLD	2040 P1	2040 P1&2
IL I-495	I-95 (27) to US 1 (25)	96%	82%	90%	77%	90%	93%	79%	94%	77%	77%
	US 1 (25) to Greenbelt Metro (24)	93%	80%	88%	74%	88%	93%	81%	95%	78%	78%
	Greenbelt Metro (24) to MD 201 (23)	93%	80%	89%	75%	87%	93%	81%	94%	79%	79%
	MD 201 (23) to MD 295 (22)	94%	82%	90%	77%	88%	91%	82%	94%	81%	82%
OL I-495	MD 295 (22) To MD 201 (23)	97%	82%	88%	88%	88%	99%	81%	96%	90%	96%
	MD 201 (23) To Greenbelt Metro (24)	98%	84%	89%	89%	89%	98%	83%	97%	88%	97%
	Greenbelt Metro (24) To US 1 (25)	98%	85%	90%	90%	90%	97%	85%	90%	87%	90%
	US 1 (25) To I-95 (27)	97%	85%	90%	87%	90%	95%	84%	88%	85%	88%

Speed (mph)		AM					PM				
		Existing	2040 NB	2040 BLD	2040 P1	2040 P1&2	Existing	2040 NB	2040 BLD	2040 P1	2040 P1&2
IL I-495	I-95 (27) to US 1 (25)	38	15	61	15	61	35	15	53	19	27
	US 1 (25) to Greenbelt Metro (24)	36	33	61	31	55	26	30	41	23	19
	Greenbelt Metro (24) to MD 201 (23)	68	62	57	64	39	34	26	37	24	23
	MD 201 (23) to MD 295 (22)	54	60	65	63	42	39	44	45	41	41
OL I-495	MD 295 (22) To MD 201 (23)	58	44	63	64	63	47	15	61	36	61
	MD 201 (23) To Greenbelt Metro (24)	58	58	59	59	59	54	20	62	26	62
	Greenbelt Metro (24) To US 1 (25)	53	56	58	57	58	53	43	61	47	59
	US 1 (25) To I-95 (27)	56	57	58	58	57	53	61	60	61	60

Travel Time (s)		AM					PM				
		Existing	2040 NB	2040 BLD	2040 P1	2040 P1&2	Existing	2040 NB	2040 BLD	2040 P1	2040 P1&2
IL I-495	I-95 (27) to MD 295 (22)	327	486	247	486	314	452	665	345	611	624
OL I-495	MD 295 (22) To I-95 (27)	266	284	255	256	256	291	575	248	389	250

NB = No Build BLD = Full Build P1 = Priority 1 Improvements Only P1&2 = Priority 1 and 2 Improvements Only

Greenbelt Metro Interchange Project
 VISSIM Comparison - True No-Build vs. Priority 1 Improvements
 SHA DSED - May 8, 2015

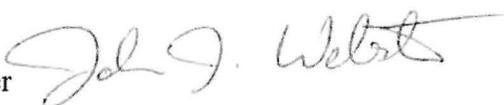
Scenario	Peak Hour Travel Time (sec)				Free Flow		Total Delay (Vehicle-Hour)				Total Peak Hour Delay Per Day (Vehicle-Hours)
	AM		PM		Travel Time (sec)		AM		PM		
	IL I-495	OL I-495	IL I-495	OL I-495	IL I-495	OL I-495	IL I-495	OL I-495	IL I-495	OL I-495	
2040 True No-Build	513	263	563	568	228	232	692	65	848	834	2440
2040 Priority 1	486	256	611	389	228	232	662	53	1024	412	2151

- Notes: 1. "True No-Build" includes some development at Greenbelt Metro site, but no FBI traffic and no new ramps.
 2. "Priority 1" includes FBI traffic, new ramps at the Greenbelt Metro interchange, and full auxiliary lanes between Greenbelt and MD 201.

May 21, 2015

MEMORANDUM

TO: Ms. Barbara L. Solberg
Chief, Highway Design Division

FROM: Mr. John J. Webster 
Consultant Project Engineer

SUBJECT: FMIS No.: PG333121
Project: Greenbelt Metro Interchange Project (I-95/495 – Capital Beltway)
Limits: From US 1 to Baltimore-Washington (BW) Parkway

RE: Design Progress Meeting minutes

A Meeting for the I-95/I-495 Greenbelt Metro Interchange project was held on April 30, 2015 at 10:00 am at State Highway Administration's (SHA) 707 N. Calvert Street building. The following individuals were in attendance:

Name	Division/Agency	Email	Phone
Brian Grandizio	RK&K representing Office of Traffic and Safety (OOTS) – Traffic Engineering Design Division (TEDD)	bgrandizio@rkk.com	410-462-9457
Matt Snare	SHA – OPPE – Data Services Engineering Division (DSED)	msnare@sha.state.md.us	410-545-5647
Moreshwar Kulkarni	SHA – Office of Highway Development (OHD) – Community Design Division (CDD)	mkulkarni@sha.state.md.us	410-545-8825
Sean Johnson	SHA-OHD-CDD	sjohnson@sha.state.md.us	410-545-8813
Eric Sender	Wallace Montgomery OHD Design Consultant	esender@wallacemontgomery.com	410-494-9093
Matt Davis	Wallace Montgomery OHD Design Consultant	mdavis@wallacemontgomery.com	410-494-9093
David Borusiewicz	Wallace Montgomery OHD Design Consultant	dborusiewicz@wallacemontgomery.com	410-494-9093
Diane Durscher	Wallace Montgomery OHD Design Consultant	ddurscher@wallacemontgomery.com	410-494-9093
John Webster	SHA-OHD-CDD	jwebster1@sha.state.md.us	410-545-8531
Megan Maffeo	Floura-Teeter	mmaffeo@ftla.com	410-528-8395
Richard Pascual	SHA – OOTS - TEDD	RPascual@sha.state.md.us	410-747-4043

My telephone number/toll-free number is 410-545-8825/ 888-228-6971
Maryland Relay Service for Impaired Hearing or Speech 1.800.735.2258 Statewide Toll Free

Name	Division/Agency	Email	Phone
Erin Markel	SHA – Office of Environmental Design (OED) – Environmental Programs Division (EPD)	emarkel@sha.state.md.us	410-545-8587
Heather English	SHA-OED-Landscape Architecture Division (LAD)	henglish@sha.state.md.us	410-545-8602
Allison Grooms	SHA-Office of Planning and Preliminary Engineering (OPPE) – Environmental Planning Division (EPD)	agrooms@sha.state.md.us	410-545-8568
Jeanette Mar	FHWA	jeanette.mar@dot.gov	410-779-7152
Brian Ayres	FHWA	brian.ayres@dot.gov	
Daniel Suarez	FHWA	daniel.suarez@dot.gov	410-779-7159
Kristin Fusco Rowe	Wallace Montgomery OHD Design Consultant	kfuscorowe@wallacemontgomery.com	410-828-3849
Matthew Mann	SHA – OPPE – EPLD Noise Team	mmann@sha.state.md.us	410-545-2952
Rob Pearce	SHA – OED – LAD	jpearce@sha.state.md.us	410-545-8618
Steven Halpern	City of College Park	shalpern@collegeparkmd.gov	240-487-3597

Listed below are the meeting minutes.

Project Description

The proposed improvements are 3 miles in length located along I-95/I-495 (Capital Beltway) at the Greenbelt Metro and at the MD 201 (Kenilworth Avenue) interchanges. The limits are from U.S. 1 (Baltimore Avenue) interchange to the Baltimore Washington Parkway (BW Parkway) interchange. The improvements at the Greenbelt Metro Station include a new flyover off-ramp from the Outer Loop of I-95/495 to the Greenbelt Metro Station, a new direct on-ramp from the Greenbelt Metro Station to the Inner Loop of I-95/495, realignment of the existing on-ramp from the Greenbelt Metro Station to the Outer Loop of I-95/495 and the realignment of the existing off-ramp from the Inner Loop of I-95/495 adjoining the flyover ramp from the Outer Loop of I-95/495. Other improvements included in the scope of the project include widening of I-95/495 for full auxiliary lanes between the MD 201 and US 1 along the Outer Loop and Inner Loop, an auxiliary lane on the Inner Loop from MD 201 to the BW Parkway, extension of the weave/acceleration lanes for the BW Parkway cloverleaf on-ramps to I-95/I-495, extension of 2 multi-cell box culverts for Indian Creek (a tributary to Indian Creek), the widening of the Inner Loop bridge of I-95/495 over MD 193 and the widening and superstructure replacement of Inner and Outer Loop bridges over Rhode Island Avenue. Significant noise-barrier reconstruction is anticipated between U.S. 1 and Greenbelt Metro interchange along both sides of the I-95/495 and potentially a new noise barrier along the Inner Loop between Cherrywood Lane and MD 201 (at Springhill Lake Apartments).

Project Changes since the last meeting

The following changes have occurred since the last design team meeting:

1. The design of the ramps between the Greenbelt Metro Station and the I-95/495 outer loop have been revised to minimize impacts to the 96” WSSC and to the WMATA Storage and Inspection Yard.
2. Additional Noise Walls have been added near the B/W Parkway
3. SWM concepts have been submitted to SHA PRD.
4. Traffic volumes have been revised based on numbers for the FBI building.
5. Project includes three distinct sections: US 1 to Greenbelt Metro, Greenbelt Metro to MD 201 and MD 201 to the B/W Parkway. Team is evaluating whether any of the sections should be constructed at a later time.
6. The Design Request (DR) has been approved.

SHA Project Schedule

- Agency Field Review Meeting – July 2015
- Workmap – July 2015
- Draft Plats – September 2015
- Semi-Final – December 2015

Plats and Surveys

Some of the Plats and Survey items currently being done include:

- The currently provided right-of-way baseline in the workmap does not show all the station equations. Need to show all the equalities in the workmap baseline since the Baseline of Construction will be the original Baseline of Right of Way.
- Currently the Right of Way file is a mosaic and needs to be refined to a workmap as requested in the survey request.
- Plan sheets are to be at 50 scale, so some of the topo elements should be scaled down so that they do not appear too large.
- Once the soil boring locations are compiled, then Plats and Surveys will stake out the boring locations.
- Test pitting of the 96” WSSC water line.

Highway Design

Some of the Highway Design items currently being done include:

- Getting the boring information and criteria together.
- Identify design exceptions.
- Identify Environmental and Property impacts
- Investigate shoulder widths to meet sight distance requirements
- Utilizing the CAD files from the developer for the tie-in points.
- Develop a right of way needs file after PI.

Traffic Operations/Volumes

Traffic Operations have updated the traffic models for the revised FBI traffic volumes, and are running a sensitivity analysis to determine the effects for each section of the project (US 1 to Greenbelt Metro, Greenbelt Metro to MD 201 and MD 201 to B/W Parkway).

NEPA/Environmental Documentation

The following items were discussed:

- Coordination with the Maryland Historical Trust (MHT) should be completed by mid June 2015
- It is still anticipated that the project will only require a Categorical Exclusion (CE) re-evaluation, but the re-evaluation will be more than just the standard 3 page form. It is anticipated to have approval March / April 2016
- It was discussed that the GSA needs to roll the transportation components into their DEIS.
- The air analysis showed no impact for the project.
- Impacts are needed by September 2015.

NEPA/Noise

The following items were discussed:

- Should the entire US 1 noise walls be replaced, or should the new walls tie into the existing.
- The group tentatively agreed to the use of the “fuzzy rake” for the noise wall treatment texture.
- Noise walls design will be submitted piecemeal as walls are completed and approved.
- Wallace Montgomery is currently only scoped to perform 5 walls. To analyze the entire corridor could take 12 months plus 4 months of design. Noise Report could determine that additional noise walls are required. The current priority is Greenbelt Metro to MD 201 followed by US 1 to Greenbelt Metro followed by MD 201 to B/W Parkway.

IAPA

Wallace Montgomery to prepare IAPA using information from Traffic Operations. The IAPA is currently scheduled to be complete by May 2016.

Bridge Hydraulics – Not represented

Highway Hydraulics

Some of the Highway Hydraulics items currently being done include:

- Comments from first submission to PRD were received on March 20, 2015
- The second submission to PRD is anticipated towards the end of May 2015.

Structural Design

The following items were discussed:

- The bridges and retaining walls near the WSSC 96" water line and WMATA Storage and Inspection Yard were revised to minimize impacts
- WSSC requested that the retaining walls along the 96" water line be extended below the water line to avoid undermining should the 96" water line need to be replaced.
- WMATA had no comments concerning the relocated ramps.
- Wallace Montgomery is working on the revised Pre-TS&L plans for the revised ramps.
- TS&L for the project by December 2015.

Environmental Programs Division

Some of the Environmental Program items currently being done include:

- Wetland Report is being reviewed and should be completed by the proposed July 2015 Inter-Agency field meeting.
- Naragansett Run mitigation site is proposed for some of the projects wetland impacts (1.5 acres of mitigation vs. the sites 3+ acres of impacts)
- Looking at other mitigation options such as SHA's 75 acres site adjacent to the project.

Inter-Agency Meeting

An interagency meeting to discuss the environmental impacts of the project will be scheduled in the June-July 2015 timeframe. It will have two components – office meeting (June 2015) and a field meeting (July 2015).

The JPA will be submitted by the Semi-Final Review.

Geotechnical/Pavement Division

The Pavement and Geotechnical Division is reviewing the boring request for Structure, Roadway and SWM borings. Some of the borings will require a JPA to access.

Pavement analysis shows that the inner shoulder can withstand beltway traffic for 6 to 7 months and the outside shoulder can withstand beltway traffic for 1 to 2 months (it was noted that the outside shoulder could withstand just the ramp traffic for 2 to 3 years). Hector to provide some temporary paving sections for use during construction.

The Pavement and Geotechnical Division is looking to overlay the beltway. This would result in raising the grade by 2 to 2½-inches. This may necessitate the replacement of I-95/I-495 concrete

median barrier between US 1 and Greenbelt Metro Station which was not in the original scope of work and would need to be added to the project. (The change to the median barrier would also affect overhead sign structure supports in the median. However the auxiliary lane widening is already impacting overhead sign structures.) Bridge under clearance at Cherrywood Lane and MD 201 show that portions of the existing bridges do not meet existing under clearance criteria. Therefore, the plan is to maintain grade (i.e. no overlay but grind and resurface) in areas where under clearance are at or near AASHTO minimums.

Landscape Architecture

Landscape Architecture Division (LAD) is determining how the removal of invasive trees will affect the forest impacts. LAD will provide a rough timeframe for the revised impacts. The invasive trees would be removed by the advertisement date.

Traffic Design

The follow-up items are listed below:

- The Design Request for the project has been approved.

Action Items

Item	Lead Person	Date to be Resolved	Date Resolved
Tree Surveys	Douglas Okyere	11/24/2014	12/01/2014
Existing ITS Inventory	Brian Grandizio	11/30/2014	11/30/2014
Existing Roadway Lighting Inventory	Brian Grandizio	11/30/2014	11/30/2014
Conceptual Signing Plans for IAPA	Brian Grandizio	11/30/2014	11/30/2014
Value Engineering Alternates – Response Memo	Eric Sender	12/15/2014	4/17/2015
Existing hydrology/hydraulics drainage maps and POI	Eric Sender	12/15/2014	12/17/2014
Air Analysis	Allison Grooms	4/30/2015	4/30/2015
Noise Analysis	Ken Polcak	4/17/2015	
Identifying design exceptions – partially complete	Eric Sender	12/15/2014	4/8/2015
Director’s Review Meeting – SWM Concept	John Webster/ Glen Helms	12/11/2014	12/17/2014
Structural Pre-TS&L for revised ramp	Kelly Nash		

bridges to and from the outer loop			
Supplemental bridge surveys	Belinda Cavey	12/12/2014	1/6/2015
Utility designation	Mike Varacalle	12/19/2014	12/12/2014
Interagency meeting	Brian Cox	6/15/2015	
Boring request	John Webster	1/15/2015	4/15/2015
Wetland file recalibration.	Brian Cox	11/30/2014	1/8/2015
Interagency field meeting	Brian Cox	7/15/2015	
Update ROW mosaic to Workmap	Belinda Cavey	7/6/2015	
Prepare Draft ROW plats	Belinda Cavey	9/15/2015	
Show Equality Stations on ROW Baseline	Belinda Cavey	7/6/2015	
Show NPS boundary on Workmap	Belinda Cavey	7/6/2015	
Coordination with MHT	Allison Grooms	6/15/2015	
Meeting with WSSC	John Webster	4/2/2015	4/2/2015
Meeting with WMATA	John Webster		
Temporary Paving details for shoulders for use during construction	Hector Figueroa		
Tree impacts	Heather English		
96" WSSC Water Line Test Pits	John Webster		
SWM Concept Approval	Glen Helms		
IAPA	Eric Sender	5/1/2016	

These minutes were prepared by the Project Engineer, John Webster. He can be contacted by email at JWebster1@sha.state.md.us or by phone at 410-545-8531.

6

Complete Streets presentation

MEMORANDUM

TO: Mayor and Council

THROUGH: Joseph L. Nagro, City Manager
Terry Schum, Director of Planning, Community and Economic Development *ts*

FROM: Steve Beavers, Community Development Coordinator *SB*

DATE: May 29, 2015

SUBJECT: Complete and Green Streets Presentation

ISSUE:

The City received a Metropolitan Washington Council of Governments (MWCOG) Transportation Land Use Connections (TLC) technical assistance grant in 2014 for a Complete and Green Streets Policy and Implementation Plan. MWCOG, with agreement from the City, selected the transportation engineering firm of Kittelson & Associates, Inc. to work on this project beginning in November, 2014. J.P. Weisner, PLA, served as the lead consultant and will present a report at the June 2nd worksession.

SUMMARY:

Complete streets provide equal access for all users across all modes whether they are walking, biking or driving. Providing more complete streets within the City would give our residents and visitors different, and possibly healthier, choices for travel. A complete streets policy is also one of the remaining action items in our 2013 Sustainable Maryland Certified Green Team Three Year Action Plan.

As part of their research, Kittelson conducted a public presentation and workshop about complete streets in April, 2015. The information obtained from public feedback during this event was used to guide the production of a draft report.

Kittelson has also prepared a draft guide to allow staff to select streets that may represent a good opportunity to apply various complete street treatments. This includes sidewalks, bike lanes, traffic calming measures, sustainable landscaping or other green features.

RECOMMENDATION:

Staff requests that the Council provide feedback for the final report and drafting of a Complete Streets Policy.

7

Proposed Amendments
to City Facility Use
Regulations

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joseph L. Nagro, City Manager

FROM: Janeen S. Miller, City Clerk
Suellen M. Ferguson, City Attorney

DATE: May 28, 2015

RE: Private use of City Facilities – Revised Regulations

ISSUE

Staff is reviewing the policies and procedures related to private use of City facilities. In an information report in the April 21 packet, staff informed Council of plans to install an electronic lock at the Old Parish House to allow for keyless entry by certain regular users to help us manage the opening/closing of that building. Staff also asked the City Attorney to review the application forms that private users submit for use of City facilities, and several revisions were made. In the course of this discussion, issues came up that are more substantive and should be discussed with Council.

SUMMARY

The City Attorney reviewed the City's usage permit application forms and strengthened the hold harmless language and made other non-substantive changes to the forms. The three issues requiring Council direction are outlined below:

1. Requirement that users serving alcohol at their event purchase one-day liability insurance and provide a certificate of insurance to the City.

LGIT offers the Tenant Users Liability Insurance Program (TULIP) whereby users can obtain a one day insurance policy online for the minimum premium of \$75. Once the coverage is bound, a Certificate of Insurance will be issued to College Park. Users may also be able to obtain this type of coverage through a homeowners or organization policy at a lower cost.

2. A separate agreement between the City and an umbrella organization that reserves City facilities for groups that they sponsor.

The College Park Arts Exchange reserves space at City facilities for the many subgroups that they sponsor. The current usage permit application is filed by the Arts Exchange only, which then acts as an umbrella sponsor for subgroups. To ensure that City regulations are being conveyed to any sponsored subgroup, a different type of agreement between the City and the Arts Exchange, and any other sponsors, is recommended. This form requires that each subgroup be identified and provided with a copy of the rules and regulations and is aware of the requirement for insurance if alcohol is being served.

3. A prohibition against selling alcohol on site or charging a cover or ticket fee.

Several issues are involved. The sale of alcohol at an event requires a liquor license. The Board of License Commissioners will issue a one-day event license only to properly credentialed not-for-profit and campaign organizations. Some users may seek to circumvent this requirement through a cover or ticket fee, thereby claiming that liquor is not being “sold”. To simplify enforcement, the rules could prohibit any cover or ticket fee, and this is included in the proposal. In addition, there could be an outright prohibition against alcohol sales of any kind, regardless of whether a liquor license is available, which is also included in the draft.

These are substantive changes that require Mayor and Council guidance.

RECOMMENDATION

That the Mayor and Council review the attached forms and rules and regulations for approval.

UPON APPROVAL, A COPY WILL BE RETURNED

**USAGE PERMIT APPLICATION
OLD PARISH HOUSE / WOMAN'S CLUB
4711 KNOX ROAD
COLLEGE PARK, MARYLAND 20740
240-487-3501**

ORGANIZATION/EVENT SPONSOR: _____

RESPONSIBLE PERSON: _____ PHONE #: _____

EMAIL ADDRESS: _____ CELL PHONE #: _____

ADDRESS: _____

DAY/DATE(S) DESIRED: _____

HOURS: FROM _____ TO _____ ATTENDANCE: _____

TYPE OF MEETING/EVENT: _____

WILL FOOD OR BEVERAGE BE SERVED/CONSUMED AT THE EVENT: _____

RENTAL FEE: _____ DEPOSIT FEE: _____ FACILITY MAINTENANCE FEE: _____ DATE RECEIVED: _____

FOR OFFICE USE ONLY

APPLICATION APPROVED: _____ APPLICATION DENIED: _____

IN THE EVENT APPLICATION DENIED, STATE CAUSE: _____

COPY RETURNED TO APPLICANT: _____ LISTED IN RESERVATION BOOK: _____

RENTAL FEE PAID: _____ CHECK NO: _____

DEPOSIT FEE PAID: _____ CHECK NO: _____

FACILITY MAINTENANCE FEE PAID: _____ CHECK NO: _____

DEPOSIT FEE WAIVED, STATE CAUSE: _____

DEPOSIT RETURNED: _____

IN THE EVENT DEPOSIT NOT RETURNED, STATE CAUSE: _____

Emergency Contact Phone Numbers:
(Go down the list until you reach someone)
Nat Safford: (301) 864-7322
Parking Enforcement Office: 240-487-3520
Parking Enforcement Evening: 240-460-7447
Code Enforcement: 240-487-3588
Yvette Allen, Asst. City Clerk: 301-641-6299
Janet McCaslin: 301-980-8396

APPLICANT ACKNOWLEDGEMENT

I, _____, who serve as _____, of _____
(RESPONSIBLE PERSON) (POSITION IN ORGANIZATION) (ORGANIZATION, IF APPLICABLE)

certify that I am authorized to enter into this Agreement with the City of College Park for usage of the Old Parish House / Woman’s Club (“Facility”).

I further acknowledge that I am in receipt of the CITY REGULATIONS FOR THE USE OF THE Facility and agree that I, individually and on behalf of my organization, shall abide by said set of regulations. I understand that failure to comply with the rules and regulations may result in denial of future rental of any City owned facility, forfeiture of the security deposit, and/or prosecution to the fullest extent of the law. I, and my organization, agree to be responsible for any damages or loss to the building or its contents resulting from my/our use of the facility and will not leave the building unlocked and unoccupied at any time.

_____ **Applicant’s Initials**

I, and my organization, agree to hold the City harmless from any actions, liability, claims, suits, damages, risk of loss, and costs or expenses of any kind, including attorneys fees, which may be brought or made against the City, or which the City must pay or incur, by reason of or in any manner resulting from use of this Facility or the acts or omissions of myself, my organization, and/or our agents and guests, or the failure to perform any of the obligations under the terms of this Usage Permit.

_____ **Applicant’s Initials**

Will alcohol be served at the event? Yes: _____ No: _____

If yes, then general liability insurance must be purchased for the event. A Certificate of Insurance naming the City of College Park must be submitted at least ten (10) days prior to the event.

The application and payment must be received at least thirty (30) days prior to the event. Payment may be made by check, credit card, and/or cash. If less than thirty (30) days: cash, credit card or money order only. Please notify the City Clerk’s office in the event of cancellation. In case of cancellation, ten (10) days notice must be given, otherwise, the deposit may be forfeited. The City will hold a requested date for ten business days, pending completion of the Usage Permit Application. Less than thirty days prior to the event, the date will be held only with a completed application and full payment.

Dated this _____ day of _____, 20_____.

Signature of Applicant

City Clerk or Assistant City Clerk

CITY REGULATIONS FOR THE USE OF THE OLD PARISH HOUSE / WOMAN'S CLUB

The Old Parish House/Woman's Club ("Facility") is a City-owned facility. The City Council is interested in maintaining the use of the Facility to the greatest benefit of City residents. Therefore, the following rules and regulations have been established.

1. The use of the Facility shall be under the control of the City Manager. Basic policies will be set by the City Council.
2. Occupancy of the Facility shall not exceed 80 attendees within the building at a given time.
3. Fees and Deposits:
 - College Park Resident: \$200.00 per session, \$25.00 facility maintenance fee (if applicable), plus a \$200.00 refundable security deposit
 - Non-Resident: \$275.00 per session, \$25.00 facility maintenance fee (if applicable), plus a \$200.00 refundable security deposit

The security deposit of \$200.00 is required to cover any damage to the Facility and/or its contents, and any failure to follow the Rules for Conduct and Use listed below. This deposit will be returned to the renter if the Facility is used in accordance with the Rules for Conduct and Use.

A session consists of one, six (6) hour block of time. For each additional hour, there is a \$50.00 per hour charge. There is no proration of the Facility charge for usage of less than six hours, no exceptions.

4. The Facility will be available free of charge for meetings of College Park Civic Organizations, approved charitable organizations and clubs whose membership is comprised of a majority of College Park residents, and City recognized Boards and Committees. A facility maintenance fee of \$25.00 will be charged for events that exceed 50 attendees, or events during which ANY food or beverage is consumed/served. (Exceptions: College Park Women's Club, the College Park Arts Exchange, and City recognized Board/Committee sponsored event or meeting). City of College Park employees are entitled to one usage for their personal use per calendar year, free of charge. A \$25.00 facility maintenance fee will be assessed; however, a security deposit will not be charged. Applications for use of the Facility must be filed with the City Clerk's Office at least thirty (30) days prior to the day desired. Please notify the City Clerk's office at 240-487-3501 in the event of cancellation. In case of cancellation, ten (10) days prior notice must be given, otherwise, the deposit may be forfeited.

5. **Rules for Conduct and Use** of the Facility are as follows:
- a. No smoking allowed in the building. Outside of the building: cigarette butts shall be placed in appropriate containers and discarded when leaving. Any cigarette butts on the grounds of the premises shall be picked up and discarded when leaving.
 - c. No candles or other open flames allowed in the building.
 - d. Nothing is to be attached to walls or ceiling, i.e., tape, tacks, nails or screws. The use of confetti and/or glitter is prohibited.
 - e. All rooms must be left in the condition they were originally found – furniture is not to be re-arranged. Tables and folding chairs can be set up, but must be returned to inside their storage cabinet.
 - f. Youth organizations must provide adult supervision in attendance at all times.
 - g. All belongings (food, drinks, beverage cases, supplies, utensils and any decorations) must be removed from the Facility immediately after the rental. Storage of materials is not available. The City is not responsible for lost or stolen items.
 - h. Trash (including restrooms) and recycling must be removed and placed into the receptacle behind the building. Extra trash bags are stored inside the trash receptacle and under the kitchen sink.
 - i. Any dishes/utensils that are used must be washed and returned to their storage areas.
 - j. The stove should be checked to make sure the burners and oven are turned off. Any spills or messes from cooking must be cleaned up and countertops wiped down.
 - k. No alcoholic beverages are to be sold on premises.
 - l. No cover or admission charge is allowed for Facility events.
 - m. Noise levels shall be governed by §138-5 of the City of College Park Code. Violators are subject to penalties under §138-6 of the Code. Amplified music is prohibited.
 - n. No pets/animals allowed in building with the exception of service animals specifically trained to aide a person with disabilities.
 - o. The Facility must be closed by 11:00 p.m. Forfeiture of deposit may be imposed at the discretion of the City Manager and/or City Clerk in the event that an event runs 15 minutes over the posted closing time. In no circumstance, other than an emergency declared by the Mayor, City Council or City Manager, shall an overnight event take place in any City owned facility.
 - p. Club, organization or renter will be financially responsible for any damage to the Facility or its contents occurring as a result of the meeting or by the individuals attending said meeting.
 - q. Failure to pay any cost or fees will result in denial of the future rental of any City-owned facility, and/or prosecution to the fullest extent of the law.
6. In the event of a conflict of dates, the City reserves the right to decide the usage based on the greatest benefit to the residents of College Park.
7. The Facility is subject to inspection at any time by any authorized City representative, Prince George's County Police or the Prince George's County Fire Marshal to assure compliance with applicable rules and regulations. Applicants whose activities vary from those stated on the usage permit application or violate the rules for conduct and use of this Facility will be asked to leave the premises and will not be refunded rental fees or security deposit. Future rental privileges may also be revoked.
8. Weather related emergency cancellations: The City reserves the right to close all buildings for weather or safety related reasons.

I, individually and on behalf of my organization, agree to comply with the Regulations and Rules for Conduct and Use set forth in this application:

Applicant's Signature: _____ Date: _____

UPON APPROVAL, A COPY WILL BE RETURNED

**USAGE PERMIT APPLICATION
FOR MULTIPLE EVENT SPONSORS
OLD PARISH HOUSE / WOMAN'S CLUB
4711 KNOX ROAD
COLLEGE PARK, MARYLAND 20740
240-487-3501**

ORGANIZATION/EVENT SPONSOR _____
RESPONSIBLE PERSON _____ PHONE # _____
EMAIL ADDRESS _____ CELL PHONE #: _____
ADDRESS _____
DAY/DATE(S) DESIRED _____
HOURS: FROM _____ TO _____ ATTENDANCE: _____
TYPE OF MEETING/EVENT: _____
WILL FOOD OR BEVERAGE BE SERVED/CONSUMED AT THE EVENT _____
RENTAL FEE: _____ DEPOSIT FEE: _____ FACILITY MAINTENANCE FEE: _____ DATE
RECEIVED _____

FOR OFFICE USE ONLY

APPLICATION APPROVED: _____ APPLICATION DENIED: _____
IN THE EVENT APPLICATION DENIED, STATE CAUSE: _____
COPY RETURNED TO APPLICANT: _____ LISTED IN RESERVATION BOOK: _____
RENTAL FEE PAID: _____ CHECK NO: _____
DEPOSIT FEE PAID: _____ CHECK NO: _____
FACILITY MAINTENANCE FEE PAID: _____ CHECK NO: _____
DEPOSIT FEE WAIVED, STATE CAUSE: _____
DEPOSIT RETURNED: _____
IN THE EVENT DEPOSIT NOT RETURNED, STATE CAUSE: _____

Emergency Contact Phone Numbers:
(Go down the list until you reach someone)
Nat Safford: (301) 864-7322
Parking Enforcement Office: 240-487-3520
Parking Enforcement Evening: 240-460-7447
Code Enforcement: 240-487-3588
Yvette Allen, Asst. City Clerk: 301-641-6299
Janet McCaslin: 301-980-8396

APPLICANT ACKNOWLEDGEMENT

I, _____, who serve as _____, of _____
(RESPONSIBLE PERSON) (POSITION IN ORGANIZATION) (ORGANIZATION, IF APPLICABLE)

certify that I am authorized to enter into this Agreement with the City of College Park for usage of the Old Parish House / Woman’s Club (“Facility”) on behalf of myself, my organization, and the sponsored individuals and organizations listed in the attached Schedule A. Any individual or organization that will use the Facility under this permit is listed in Schedule A.

I further acknowledge that I am in receipt of the CITY REGULATIONS FOR THE USE OF THE FACILITY and agree that I, individually and on behalf of my organization, shall abide by said set of regulations. I further acknowledge that a copy of the CITY REGULATIONS FOR THE USE OF THE FACILITY has been provided to each individual and organization sponsored under this permit, as listed on Schedule A. I understand that failure to comply with the rules and regulations may result in denial of future rental of any City owned facility, forfeiture of the security deposit, and/or prosecution to the fullest extent of the law. I, and my organization, agree to be responsible for any damages or loss to the building or its contents resulting from my/our use of the facility and will not leave the building unlocked and unoccupied at any time.

_____ **Applicant’s Initials**

I, and my organization, agree to hold the City harmless from any actions, liability, claims, suits, damages, risk of loss, and costs or expenses of any kind, including attorneys fees, which may be brought or made against the City, or which the City must pay or incur, by reason of or in any manner resulting from use of this Facility or the acts or omissions of myself, my organization, sponsored individuals and organizations, and/or our agents and guests, or the failure to perform any of the obligations under the terms of this Usage Permit.

_____ **Applicant’s Initials**

The application and payment must be received at least thirty (30) days prior to the event. Payment may be made by check, credit card, and/or cash. If less than thirty (30) days: cash, credit card or money order only. Please notify the City Clerk’s office in the event of cancellation. In case of cancellation, ten (10) days notice must be given, otherwise, the deposit may be forfeited. The City will hold a requested date for ten business days, pending completion of the Usage Permit Application. Less than thirty days prior to the event, the date will be held only with a completed application and full payment.

Dated this _____ day of _____, 20_____.

Signature of Applicant

City Clerk or Assistant City Clerk

CITY REGULATIONS FOR THE USE OF THE OLD PARISH HOUSE / WOMAN'S CLUB

The Old Parish House/Woman's Club ("Facility") is a City-owned facility. The City Council is interested in maintaining the use of the Facility to the greatest benefit of City residents. Therefore, the following rules and regulations have been established.

1. The use of the Facility shall be under the control of the City Manager. Basic policies will be set by the City Council.
2. Occupancy of the Facility shall not exceed 80 attendees within the building at a given time.
3. Fees and Deposits:
 - College Park Resident: \$200.00 per session, \$25.00 facility maintenance fee (if applicable), plus a \$200.00 refundable security deposit
 - Non-Resident: \$275.00 per session, \$25.00 facility maintenance fee (if applicable), plus a \$200.00 refundable security deposit

The security deposit of \$200.00 is required to cover any damage to the Facility and/or its contents, and any failure to follow the Rules for Conduct and Use listed below. This deposit will be returned to the renter if the Facility is used in accordance with the Rules for Conduct and Use.

A session consists of one, six (6) hour block of time. For each additional hour, there is a \$50.00 per hour charge. There is no proration of the Facility charge for usage of less than six hours, no exceptions.

4. The Facility will be available free of charge for meetings of College Park Civic Organizations, approved charitable organizations and clubs whose membership is comprised of a majority of College Park residents, and City recognized Boards and Committees. A facility maintenance fee of \$25.00 will be charged for events that exceed 50 attendees, or events during which ANY food or beverage is consumed/served. (Exceptions: College Park Women's Club, the College Park Arts Exchange, and City recognized Board/Committee sponsored event or meeting). City of College Park employees are entitled to one usage for their personal use per calendar year, free of charge. A \$25.00 facility maintenance fee will be assessed; however, a security deposit will not be charged. Applications for use of the Facility must be filed with the City Clerk's Office at least thirty (30) days prior to the day desired. Please notify the City Clerk's office at 240-487-3501 in the event of cancellation. In case of cancellation, ten (10) days prior notice must be given, otherwise, the deposit may be forfeited.

5. **Rules for Conduct and Use** of the Facility are as follows:
- a. No smoking allowed in the building. Outside of the building: cigarette butts shall be placed in appropriate containers and discarded when leaving. Any cigarette butts on the grounds of the premises shall be picked up and discarded when leaving.
 - b. No candles or other open flames allowed in the building.
 - c. Nothing is to be attached to walls or ceiling, i.e., tape, tacks, nails or screws. The use of confetti and/or glitter is prohibited.
 - d. All rooms must be left in the condition they were originally found – furniture is not to be re-arranged. Tables and folding chairs can be set up, but must be returned to inside their storage cabinet.
 - e. All belongings (food, drinks, beverage cases, supplies, utensils and any decorations) must be removed from the Facility immediately after the rental. Storage of materials is not available. The City is not responsible for lost or stolen items.
 - f. Youth organizations must provide adult supervision in attendance at all times.
 - g. Trash (including restrooms) and recycling must be removed and placed into the receptacle behind the building. Extra trash bags are stored inside the trash receptacle and under the kitchen sink.
 - h. Any dishes/utensils that are used must be washed and returned to their storage areas.
 - i. The stove should be checked to make sure the burners and oven are turned off. Any spills or messes from cooking must be cleaned up and countertops wiped down.
 - j. No alcoholic beverages are to be sold on premises.
 - k. No cover or admission charge is allowed for Facility events.
 - l. Noise levels shall be governed by §138-5 of the City of College Park Code. Violators are subject to penalties under §138-6 of the Code. Amplified music is prohibited.
 - m. No pets/animals allowed in building with the exception of service animals specifically trained to aide a person with disabilities.
 - n. The Facility must be closed by 11:00 p.m. Forfeiture of deposit may be imposed at the discretion of the City Manager and/or City Clerk in the event that an event runs 15 minutes over the posted closing time. In no circumstance, other than an emergency declared by the Mayor, City Council or City Manager, shall an overnight event take place in any City owned facility.
 - o. Club, organization or renter will be financially responsible for any damage to the Facility or its contents occurring as a result of the meeting or by the individuals attending said meeting.
 - p. Failure to pay any cost or fees will result in denial of the future rental of any City-owned facility, and/or prosecution to the fullest extent of the law.
6. In the event of a conflict of dates, the City reserves the right to decide the usage based on the greatest benefit to the residents of College Park.
7. The Facility is subject to inspection at any time by any authorized City representative, Prince George's County Police or the Prince George's County Fire Marshal to assure compliance with applicable rules and regulations. Applicants whose activities vary from those stated on the usage permit application or violate the rules for conduct and use of this Facility will be asked to leave the premises and will not be refunded rental fees or security deposit. Future rental privileges may also be revoked.
8. Weather related emergency cancellations: The City reserves the right to close all buildings for weather or safety related reasons.

I, individually and on behalf of my organization, agree to comply with the Regulations and Rules for Conduct and Use set forth in this application:

Applicant's Signature: _____ Date: _____

SCHEDULE A

PROVIDE THE FOLLOWING INFORMATION FOR ALL INDIVIDUALS/ORGANIZATIONS AND EVENTS SPONSORED UNDER THIS PERMIT. ALL INDIVIDUALS/ ORGANIZATIONS THAT WILL USE THE FACILITY UNDER THIS PERMIT MUST BE INCLUDED. ALL INDIVIDUALS/ORGANIZATIONS LISTED MUST RECEIVE A COPY OF THE ATTACHED RULES AND REGULATIONS.

ORGANIZATION/EVENT _____

RESPONSIBLE PERSON _____ PHONE # _____

EMAIL ADDRESS _____ CELL PHONE #: _____

ADDRESS _____

DAY/DATE(S) OF EVENT(S) _____

HOURS: FROM _____ TO _____ ATTENDANCE: _____

TYPE OF MEETING/EVENT: _____

WILL FOOD OR BEVERAGE BE SERVED/CONSUMED AT THE EVENT _____

WILL ALCOHOL BE SERVED AT THE EVENT? YES ___ NO ____.

IF YES, THEN GENERAL LIABILITY INSURANCE MUST BE PURCHASED FOR THE EVENT. A CERTIFICATE OF INSURANCE NAMING THE CITY OF COLLEGE PARK MUST BE SUBMITTED AT LEAST TEN (10) DAYS PRIOR TO THE EVENT.

ORGANIZATION/EVENT _____

RESPONSIBLE PERSON _____ PHONE # _____

EMAIL ADDRESS _____ CELL PHONE #: _____

ADDRESS _____

DAY/DATE(S) OF EVENT(S) _____

HOURS: FROM _____ TO _____ ATTENDANCE: _____

TYPE OF MEETING/EVENT: _____

WILL FOOD OR BEVERAGE BE SERVED/CONSUMED AT THE EVENT _____

WILL ALCOHOL BE SERVED AT THE EVENT? YES ___ NO ____.

IF YES, THEN GENERAL LIABILITY INSURANCE MUST BE PURCHASED FOR THE EVENT. A CERTIFICATE OF INSURANCE NAMING THE CITY OF COLLEGE PARK MUST BE SUBMITTED AT LEAST TEN (10) DAYS PRIOR TO THE EVENT.

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- a. No smoking allowed in the building. Outside of the building: cigarette butts shall be placed in appropriate containers and discarded when leaving. Any cigarette butts on the grounds of the premises shall be picked up and discarded when leaving.
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- c. Nothing is to be attached to walls or ceiling, i.e., tape, tacks, nails or screws. The use of confetti and/or glitter is prohibited.
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- o. Failure to pay any cost or fees will result in denial of the future rental of any City-owned facility, and/or prosecution to the fullest extent of the law.
- p. Youth organizations must provide adult supervision in attendance at all times.
- q. In the event of a conflict of dates, the City reserves the right to decide the usage based on the greatest benefit to the residents of College Park.
- r. The Facility is subject to inspection at any time by any authorized City representative, Prince George's County Police or the Prince George's County Fire Marshal to assure compliance with applicable rules and regulations. Applicants whose activities vary from those stated on the usage permit application or violate the rules for conduct and use of this Facility will be asked to leave the premises and will not be refunded rental fees or security deposit. Future rental privileges may also be revoked.
- s. Weather related emergency cancellations: The City reserves the right to close all buildings for weather or safety related reasons.
- t. If alcohol will be served at the event, then general liability insurance must be purchased for the event. A Certificate of Insurance naming the City of College Park must be submitted at least ten (10) days prior to the event.

8

Response to SHA on US Route 1 Utility Undergrounding

Larry Hogan, Governor
Boyd Rutherford, Lt. Governor



Pete K. Rahn, Secretary

May 18, 2015

The Honorable Andrew M. Fellows
Mayor, City of College Park
4500 Knox Road
College Park MD 20740-3390

Dear Mayor Fellows:

Thank you for meeting with State Highway Administration (SHA) representatives on May 8, 2015, to discuss the status of the US 1 roadway project in College Park, Maryland. We understand the reconstruction of US 1 is a priority for the City of College Park.

Upon execution of the Memorandum of Understanding (MOU) last year, SHA commenced the underground relocation design along US 1 between Lakeland Road and MD 430 (Greenbelt Road). At this time, the underground utility relocation design is approximately 65 percent complete. In order to maintain the current US 1 project schedule with underground utilities, SHA needs to engage utility companies to advertise a utility relocation breakout contract in Fall 2015.

For SHA to advertise this utility relocation breakout contract, a letter of commitment from College Park is needed by June 8, 2015. The letter must include the commitment to fully fund the total City of College Park contribution for the underground utility relocation (current estimate \$14,973,000) on or before September 30, 2015. If the City of College Park is not able to secure this funding, SHA will proceed with the design of the US 1 roadway project assuming that existing utilities will remain aerial.

Thank you again for meeting with us. If you have additional questions or comments, please contact me or Project Manager Ms. Denila Deliallisi, Highway Design Division, SHA at 410-545-8783, toll-free 1-888-228-5003 or via email at ddeliallisi@sha.state.md.us. Ms. Deliallisi will be happy to assist you.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Simmons', is written over a circular stamp or seal.

Douglas H. Simmons
Acting Administrator

cc: Ms. Denila Deliallisi, Project Manager, Highway Design Division, SHA
Mr. Brian Young, District Engineer, SHA

My telephone number/toll-free number is _____

Maryland Relay Service for Impaired Hearing or Speech 1.800.735.2258 Statewide Toll Free

Street Address: 707 North Calvert Street • Baltimore, Maryland 21202 • Phone 410.545.0300 • www.roads.maryland.gov

The Honorable Andrew M. Fellows
Page Two

bcc: Mr. Eric Backes, State Legislative Manager, Office of Policy and Research, SHA
Mr. William Gayle, Division Chief, Office of Policy and Research, SHA
Ms. Colleen Johnson, State Legislative Coordinator, Office of Policy and Governmental
Affairs, Maryland Department of Transportation (MDOT)
Ms. Catherine Kahl, Legislative Assistant, Office of Policy and Governmental Affairs,
MDOT
Mr. Jason A. Ridgway, Director, Office of Highway Development, SHA
Ms. Barbara L. Solberg, Chief, Highway Design Division, SHA
Ms. Kristen W. Weiss, State Legislative Officer, Office of Policy and Governmental
Affairs, MDOT
Dr. Richard Y. Woo, Ph.D., Director of Policy and Research, SHA

MEMORANDUM

TO: Mayor and Council

FROM: Terry Schum, Planning Director *ts*

THROUGH: Joseph L. Nagro, City Manager

DATE: May 22, 2015

SUBJECT: US 1 Utility Undergrounding

ISSUE

The State Highway Administration (SHA) via a letter dated May 18, 2015, requests a letter of commitment from the City by June 8, 2015 to fully fund the underground utility relocation (minus the SHA estimated cost of aerial relocation) associated with the reconstruction of US 1 from Lakeland Road to MD 430 (Greenbelt Road). The current estimated cost is \$14,973,000.

SUMMARY

The City executed a Memorandum of Understanding (MOU) with SHA on August 11, 2014 (see attached). Section III.B. of the MOU states that the City shall have the right to terminate the design of the undergrounding anytime and provide SHA with a 2-week notice to do so with no further obligations to SHA after paying SHA for the completed or initiated design prior to termination. SHA shall provide the City with undergrounding design plans up to the point of termination.

Section II.C. of the MOU requires SHA to provide the City with 5 sets of design plans and estimates for review and comment at the preliminary investigation stage, the final review stage, the plans, specifications and estimate phase and the constructability review stage. There were no timetables or performance schedules stated in the MOU.

On February 25, 2015, the City received 30% design plans and requested a meeting with SHA to review them. This meeting was held on March 31, 2015. At that time, the City was informed that the utility companies were not fully on board with their resources to design for both aerial and underground relocations because the project wasn't funded for construction and they typically would not design for both. On May 1, 2015, at the City's request an updated utility undergrounding estimate was provided (see attached).

To date, the SHA has billed the City for \$51,273 of the total \$300,000 design cost but it is not clear from the invoices what percentage completion this represents.

RECOMMENDATION

Staff recommends that the Mayor and Council consider the following in responding to the SHA.

1. Request a briefing on the status of the entire project at a City Council Worksession.
2. Clarify the location of utilities and right-of-way needed if utilities are not placed underground.
3. Provide a current set of plans (65%) for the undergrounding design.
4. Provide a detailed accounting of funds expended to date for the undergrounding design.
5. Provide an updated schedule and cost estimate for the project without the undergrounding of utilities.
6. Clarify the SHA position regarding the submission of a TIGER application.



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

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

RECEIVED

AUG 13 2014

CITY OF COLLEGE PARK
PLANNING DEPARTMENT

August 11, 2014

Terry Schum, Director
Department of Planning, Community, and Economic Development
City of College Park
4500 Knox Road
College Park, Maryland 20740

Dear M. Schum,

Attached for the use of the City of College Park (City) is one (1) fully executed original Memorandum of Understanding between the City and Maryland State Highway Administration (SHA) for SHA's project on US 1 from MD 193 to College Avenue.

Generally, the MOU provides for the SHA to design for the undergrounding of existing aerial facilities along portions of US 1. The City has agreed to reimburse SHA for all costs incurred by SHA in the design for the undergrounding. The current estimate to design the undergrounding is estimated to be Three Hundred Thousand Dollars (\$300,000)

Thank you for your assistance in bringing the MOU to a successful execution. If you have any questions or if I can be of assistance please contact me by phone at (410) 545-5660 or by email at gklaverweiden@sha.state.md.us.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Glenn Klaverweiden', written over a large, stylized circular flourish.

Mr. E. Glenn Klaverweiden
Agreements Coordinator
Regional and Intermodal
Planning Division.

My telephone number/toll-free number is _____
Maryland Relay Service for Impaired Hearing or Speech 1.800.735.2258 Statewide Toll Free

Street Address: 707 North Calvert Street • Baltimore, Maryland 21202 • Phone 410.545.0300 • www.roads.maryland.gov

MEMORANDUM OF UNDERSTANDING

**US 1 (Baltimore Avenue)
from MD 193 to College Avenue (Segment 1)
Design for the undergrounding of existing aerial facilities**

by and between

The City of College Park
and
Maryland State Highway Administration

THIS MEMORANDUM OF UNDERSTANDING ("MOU"), executed in duplicate, made and entered into this 11th day of August, 2014, by and among the State Highway Administration of the Maryland Department of Transportation, acting for and on behalf of the State of Maryland, hereinafter called "**SHA**", and The City of College Park, a municipal corporation of the State of Maryland, hereinafter called the "**CITY**".

WHEREAS, SHA and the CITY desire to construct improvements to US 1 to improve safety and service, hereinafter called the "**IMPROVEMENTS**", and

WHEREAS, the IMPROVEMENTS shall generally consist of base widening, new curb and gutter, sidewalks, mill and resurfacing, drainage and safety improvements to US 1; and

WHEREAS, the CITY has requested SHA to design the undergrounding of the existing aerial utilities along US 1 from Lakeland Road to MD430, hereinafter called the "**UNDERGROUNDING DESIGN**"; and

WHEREAS, SHA supports the CITY's desire to develop the UNDERGROUNDING DESIGN and has agreed to the CITY's request, subject to the terms and conditions contained herein; and

WHEREAS, SHA has committed to proceed with the design of the IMPROVEMENTS and the UNDERGROUNDING DESIGN under SHA contract PG6245171; and

WHEREAS, the CITY shall fund all costs for the UNDERGROUNDING DESIGN which is currently estimated to be Three Hundred Thousand Dollars (\$300,000), and

WHEREAS, execution of this MOU by the CITY does not promise or preclude possible participation in future phases by the CITY; and

WHEREAS, SHA and the CITY agree that completion of the UNDERGROUNDING DESIGN will benefit all parties of this MOU and will promote the safety, health and general welfare of the citizens of the State and the CITY;

NOW, THEREFORE THIS MEMORANDUM OF UNDERSTANDING WITNESSETH: that for and in consideration of the mutual covenants and promises between the parties hereto, and in further consideration of the sum of One Dollar (\$1.00) paid to each party by the other, the adequacy and receipt of which is hereby acknowledged, the parties hereto agree as follows:

I. DESCRIPTIONS

- A. The UNDERGROUNDING DESIGN shall include the design and preparation of Plans, Specifications and Estimates (PS&E) of the undergrounding of existing aerial utilities along US 1 from Lakeland Road to MD 430.
- B. The IMPROVEMENTS limits of work along US 1 (Baltimore Avenue) extend from MD 193 to College Avenue (Segment 1). The purpose of Segment I of the US 1 project is to improve safety for vehicles, bicyclists, and pedestrians that travel along the corridor, and aesthetic improvements to establish US 1 as a gateway to the City of College Park and the University of Maryland, College Park (UMCP) campus. It includes, but is not limited to, a landscaped median, bicycle compatibility, and ADA-compliant sidewalks.

II. SHA Responsibilities

- A. SHA shall perform all work necessary to develop the UNDERGROUNDING DESIGN. The City will be liable for all costs attributable to the UNDERGROUNDING DESIGN, to include preparation of PS&E necessary to move forward to construction. Such PS&E documents to include, but not be limited to:
 - 1. Construction plans
 - 2. Right-of-way needs
 - 3. Cross sections
 - 4. Material specifications
 - 5. Material quantities and engineering estimates
 - 6. Invitation for Bids booklet(s)
- B. SHA will provide the CITY with the latest contact information of the Project Manager, will continue to coordinate the UNDERGROUNDING DESIGN with the CITY, and invite the CITY to all progress meetings as they relate to the UNDERGROUNDING DESIGN.
- C. SHA shall provide the CITY with five (5) complete sets of UNDERGROUNDING DESIGN plans and estimates for review and comment at the Preliminary Investigation (PI), final review, PS&E, and constructability review stages; however, SHA shall have sole authority for the content of all contract plans and revisions thereto.
- D. SHA shall provide the CITY with five (5) complete sets of final UNDERGROUNDING DESIGN plans and estimates.
- E. In the event that SHA desires to revise the UNDERGROUNDING DESIGN plans subsequent to final plan approval, but prior to initiation of construction activities, SHA shall promptly provide the CITY with written notification of said revision including estimated costs for comment.
- F. SHA shall provide invoices to the CITY on a periodic basis for all actual costs incurred by SHA for design of the UNDERGROUNDING DESIGN during the

invoice period, to include, but not be limited to, SHA's direct salaries, payroll burden and overhead and other direct costs such as consultant services. Invoices shall include normal SHA documentation to evidence all actual costs incurred during the invoice period. Invoices shall include only those costs directly related to the UNDERGROUNDING DESIGN. For purposes of this MOU, the cost for the UNDERGROUNDING DESIGN is estimated to be Three Hundred Thousand Dollars (\$300,000), which includes the cost for SHA direct salaries, payroll burden and overhead and other direct costs estimated to be Fifty Eight Thousand Five Hundred Sixty Eight Dollars (\$58,568).

- G. In the event that SHA does not receive payment of an invoice or a Notice of Dispute within thirty (30) days following CITY receipt of any invoice, SHA will notify the CITY of the overdue payment and provide the CITY the opportunity to pay such overdue amount within thirty (30) days following such notification. If payment has not been received within thirty (30) days following such notification, SHA will notify the CITY in writing that SHA will proceed with a deduction from the CITY's share of Highway User Revenues equal to the overdue invoice amount, up to the agreed Three Thousand Dollars (\$300,000) amount except as provided in III.F.

III. CITY Responsibilities

- A. The CITY shall provide SHA with written review comments of UNDERGROUNDING DESIGN plans within thirty (30) working days following receipt of same.
- B. The CITY shall have the right to terminate the design of the UNDERGROUNDING DESIGN anytime, and provide SHA with a two (2) week notice to do so with no further obligations to SHA after paying SHA for the design of the UNDERGROUNDING DESIGN completed or initiated prior to termination. SHA shall provide the CITY with UNDERGROUNDING DESIGN plans up to the point of termination.
- C. In the event the CITY desires to revise the UNDERGROUNDING DESIGN plans subsequent to final plan approval, but prior to initiation of construction activities, the CITY shall promptly provide SHA with written notification of the proposed revision including the estimated costs of said revision. Provided that the proposed revisions comply with SHA's safety and public welfare policies, and does not cause a penalty, and, provided that the CITY provides adequate surety for its funding obligations (i.e., funding availability) as provided for by the terms of this MOU, SHA shall approve or deny the revisions within ten (10) working days of SHA's receipt thereof. SHA shall have sole authority to interpret its safety and public welfare policies to determine compliance of the revisions; and, SHA shall have sole authority to determine the final content of the plans.
- D. The CITY shall reimburse SHA within thirty (30) days of receipt of each periodic invoice for all actual costs incurred by SHA in performing the design of the UNDERGROUNDING DESIGN during the invoice period. For purposes of this MOU, the estimated cost for the UNDERGROUNDING DESIGN, including

SHA's direct salaries, payroll burden, and overhead, is Three Hundred Thousand Dollars (\$300,000).

- E. In the event SHA does not receive payment of an invoice or notices of disputes within thirty (30) days following CITY's receipt of an invoice, SHA will notify the CITY of the overdue amount and provide the CITY the opportunity to pay such overdue amount within thirty (30) days following such notification. If payment has not been received within thirty (30) days, SHA will notify the CITY in writing that SHA may proceed to deduct such amount from the CITY's share of Highway User Revenue equal to the overdue invoice amount.
- F. If the UNDERGROUNDING DESIGN costs are expected to exceed the CITY's funding, SHA shall prepare an estimate of the additional amount needed to complete the UNDERGROUNDING DESIGN, hereinafter referred to as the "INCREASE", and forward the INCREASE to the CITY. The estimate for the INCREASE shall be accompanied by all documentation to justify the necessity of the INCREASE for the completion of the UNDERGROUNDING DESIGN. SHA shall not invoice the CITY for costs incurred beyond CITY funding unless approved by the CITY.
 - a. If the UNDERGROUNDING DESIGN costs are estimated to exceed the CITY funding, and the CITY does not agree in advance to the INCREASE, the UNDERGROUNDING DESIGN will be terminated by SHA upon reaching the CITY funding threshold of Three Hundred Thousand Dollars (\$300,000) and SHA shall transmit all files and materials generated during the course of the UNDERGROUNDING DESIGN to the CITY.

IV. GENERAL

- A. The completion of the UNDERGROUNDING DESIGN shall in no way guarantee or imply that further phases of the IMPROVEMENTS and the UNDERGROUNDING DESIGN(e.g., right-of-way acquisition, utility relocation, or construction) shall be performed or funded following design completion.
- B. This MOU shall inure to and be binding upon the parties hereto, their agents, successors and assigns.
- C. The rights and liabilities of the parties hereto shall be determined in accordance with Maryland law and in Maryland courts.
- D. The recitals (WHEREAS clauses) at the beginning of this MOU are incorporated herein as substantive provisions of this MOU.
- E. The parties hereby agree and affirm that the persons executing this MOU on their respective behalf are authorized and empowered to act on behalf of the respective parties. The parties hereby further warrant and affirm that no cause of action challenging the existence, scope, or validity of the MOU shall lie on the ground that the persons signing on behalf of the respective parties were neither authorized nor empowered to do so.

F. All notices and/or invoices, if to the CITY, shall be addressed to:

Terry Schum, Director
Department of Planning, Community and Economic Development
City of College Park
4500 Knox Road
College Park, Maryland 20740
Phone: (240) 487-3538
Fax: (301) 887-0558
E-mail: tschum@collegeparkmd.gov

And if to SHA:

Jason Ridgway, Director
Office of Highway Development
State Highway Administration
707 N. Calvert Street
Mailstop C-102
Baltimore MD 21202
Phone: 410-545-8800
Fax: 410-209-5001
E-mail: JRidgway@sha.state.md.us

With a copy to:

Mr. Brian Young, District Engineer, District 3
State Highway Administration
9300 Kenilworth Avenue
Greenbelt, MD 20770
Phone 301-513-7404
Fax 301-513-7415
E-mail BYoung@sha.state.md.us

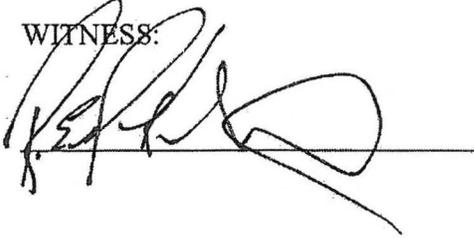
and a copy to:

Mr. Glenn Klaverweiden, Agreements Coordinator
Regional and Intermodal Planning Division
State Highway Administration
707 N. Calvert Street
Mailstop C-502
Baltimore MD 21202
Phone: 410-545-5677
Fax: 410-209-5025
E-mail: gklaverweiden@sha.state.md.us

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

**STATE HIGHWAY
ADMINISTRATION**

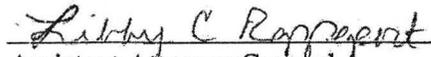
WITNESS:



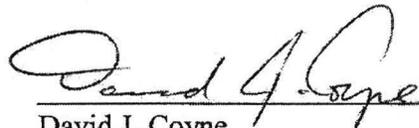
A handwritten signature in black ink, appearing to be 'K. Peters', written over a horizontal line.

BY:  9/9/14 (SEAL)
Melinda B. Peters Date
Administrator

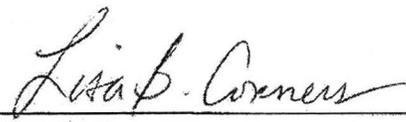
**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**


Assistant Attorney General

RECOMMENDED FOR APPROVAL:


David J. Coyne
Deputy Administrator/Chief Engineer
for Operations


Douglas H. Simmons
Deputy Administrator/Chief Engineer
for Planning, Engineering, Real Estate &
Environment


Lisa B. Connors
Director
Office of Finance

ATTEST:

THE CITY OF COLLEGE PARK
PRINCE GEORGE'S COUNTY,
MARYLAND

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

BY: Joseph L. Nagro 7/16/14 (SEAL)
Joseph L. Nagro Date
City Manager

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Suellen M. Ferguson
Suellen M. Ferguson, City Attorney

QUANTITY AND COST BREAKDOWN

Project: **SHA Cost Estimate-US 1 @ College Park**
 Client: **MSHA-District 3**
 Type of Est.: **Semi-Final Utility Undergrounding**
 Date of Est.: **May 1, 2015**

Job Order No.: **05122206.33**

ITEM #	CAT. CODE #	ITEM DESCRIPTIONS	UNIT	QTY.	UNIT PRICE	AMOUNT
CATEGORY 100000 - MAINTENANCE OF TRAFFIC						
1001	120500	Maintenance of Traffic (5% of Categories 2-8)	LS	1	\$383,152.00	\$383,152.00
1002	110350	TYPE B ENGINEERS OFFICE	LS	1	\$40,000.00	\$40,000.00
1003	130840	CONSTRUCTION STAKEOUT	LS	1	\$76,585.40	\$76,585.40
1002	114215	5 INCH YELLOW REMOVABLE PREFORMED PAVEMENT LINE MARKINGS	LF	31800	\$1.50	\$47,700.00
1002	114220	5 INCH WHITE REMOVABLE PREFORMED PAVEMENT LINE MARKINGS	LF	1800	\$1.50	\$2,700.00
1003	114235	12 INCH WHITE REMOVABLE PREFORMED PAVEMENT LINE MARKINGS	LF	355	\$3.00	\$1,065.00
1004	114245	24 INCH WHITE REMOVABLE PREFORMED PAVEMENT LINE MARKINGS	LF	315	\$6.00	\$1,890.00
1005	114275	REMOVAL OF REMOVABLE PREFORMED PAVEMENT MARKINGS, ANY WIDTH	LF	34270	\$0.15	\$5,140.50
1006	114302	8 INCH BLACK OUT TAPE LINES	LF	400	\$3.25	\$1,300.00
1007	114306	REMOVAL OF BLACK OUT TAPE LINES-ANY WIDTH	LF	400	\$0.35	\$140.00
1008	120555	GRADED AGGREGATE BASE FOR MAINTENANCE OF TRAFFIC	TON	4528	\$35.00	\$158,480.00
1009	120561	HOT MIX ASPHALT FOR MAINTENANCE OF TRAFFIC	TON	10257	\$150.00	\$1,538,550.00
1010	120571	STEEL PLATE 8 FOOT X 12 FOOT X 1 INCH FOR MAINTENANCE OF TRAFFIC RENTAL PER DAY	EA	10	\$100.00	\$1,000.00
1011	120610	ARROW PANEL	UD	510	\$35.00	\$17,850.00
1012	120625	TEMPORARY TRAFFIC SIGNS HIGH PERFORMANCE WIDE ANGLE RETROREFLECTIVE	SF	1244	\$20.00	\$24,880.00
1013	120715	RESET PRECAST TEMPORARY CONCRETE TRAFFIC BARRIER FOR MAINTENANCE OF TRAFFIC	LF	11664	\$8.00	\$93,312.00
1014	120717	REFLECTIVE BARRIER MARKERS	EA	63	\$20.00	\$1,260.00
1015	120743	TYPE III BARRICADE FOR MAINTENANCE OF TRAFFIC	EA	5	\$300.00	\$1,500.00
1016	120750	TEMPORARY CRASH CUSHION SAND FILLED PLASTIC BARRELS FOR MAINTENANCE OF TRAFFIC	BBL	16	\$275.00	\$4,400.00
1017	120761	REPLACE TEMPORARY CRASH CUSHION SAND FILLED PLASTIC BARRELS FOR MAINTENANCE OF TRAFFIC	BBL	16	\$275.00	\$4,400.00
1018	120765	REMOVE AND RESET TEMPORARY CRASH CUSHION SAND FILLED PLASTIC BARRELS FOR MAINTENANCE OF TRAFFIC	BBL	192	\$75.00	\$14,400.00
1019	120820	DRUMS FOR MAINTENANCE OF TRAFFIC	EA	135	\$80.00	\$10,800.00
1020	120860	PORTABLE VARIABLE MESSAGE SIGN	UD	448	\$100.00	\$44,800.00
1021	121150	PRECAST TEMPORARY 32 INCH F SHAPE CONCRETE TRAFFIC BARRIER	LF	1272	\$30.00	\$38,160.00
1022	130850	MOBILIZATION (8% OF TOTAL)	LS	1	\$814,120.39	\$814,120.39
CATEGORY 300000 - DRAINAGE						
3001	388160	Filter Bag	EA	6	\$500.00	\$3,000.00
3002	387160	Filter Logs	LF	200	\$7.50	\$1,500.00
3003	388130	Quarterly Erosion and Sediment Control Incentive	EA	5	\$2,000.00	\$10,000.00
3004	388135	Final Erosion and Sediment Control Incentive	EA	1	\$5,000.00	\$5,000.00
CATEGORY 500000 - PAVING						
5001	585405	5 Inch White Lead Free Reflective Thermosplastic Pavement Markings	LF	3,400	\$1.00	\$3,400.00
5002	585407	5 Inch Yellow Lead Free Reflective Thermosplastic Pavement Markings	LF	7,600	\$1.00	\$7,600.00
5003	585412	12 Inch White Lead Free Reflective Thermosplastic Pavement Markings	LF	1,120	\$2.00	\$2,240.00
5004	585424	24 Inch White Lead Free Reflective Thermosplastic Pavement Markings	LF	310	\$5.00	\$1,550.00
5005	585627	White Preformed Thermosplastic Pavement Marking Legends & Symbols	SF	62	\$25.00	\$1,550.00
5006	504089	HMA Superpave 9.5mm for Surface, PG64-22, Level-4 (2" lift)	TON	1,050	\$110.00	\$115,500.00
5007	504444	HMA Superpave 25.0mm for Partial Depth Patch, PG64-22, Level-4 (two 4" lifts)	TON	4,200	\$100.00	\$420,000.00
5008	560108	8 Inch Plain PCC Pavement	SY	8,800	\$100.00	\$880,000.00
5009	520113	6 Inch Graded Aggregate Base Course (two 6" lifts)	SY	17,600	\$15.00	\$264,000.00
CATEGORY 600000 - SHOULDERS						
6001	634310	Stand Type A Curb & Gutter 12"x10"	LF	300	\$40.00	\$12,000.00
6002	648510	Monolithic Concrete Median Variable Width 2' to 6'	LF	200	\$90.00	\$18,000.00
6003	655105	5 Inch Concrete Sidewalk	SF	1,800	\$8.00	\$14,400.00
CATEGORY 800000 - UTILITIES						
8001	815210	Furnish and Install 4"x4"x4"hr Manhole - CATV - Comcast	EA	6	\$4,500.00	\$27,000.00
8002	800000	Furnish and Install 6-4" Conduits - CATV - Comcast	LF	1,133	\$330.00	\$373,890.00
8003	800000	Furnish and Install 5-4" Conduits - CATV - Comcast	LF	386	\$335.00	\$129,310.00
8004	800000	Furnish and Install 4-4" Conduits - CATV - Comcast	LF	71	\$330.00	\$23,430.00
8005	800000	Furnish and Install 3-4" Conduits - CATV - Comcast	LF	392	\$325.00	\$127,400.00
8006	800000	Furnish and Install 2-4" Conduits - CATV - Comcast	LF	1,675	\$320.00	\$536,000.00
8007	800000	Furnish and Install 1-4" Conduits - CATV - Comcast	LF	747	\$315.00	\$235,305.00
8008	809201	Furnish and Install 12"x6"x7"hr Manhole - VERIZON	EA	6	\$20,000.00	\$120,000.00
8009	800000	Furnish and Install 16-4" Conduits - VERIZON	LF	2,585	\$415.00	\$1,072,775.00
8010	800000	Furnish and Install 1-4" Conduits - VERIZON	LF	37	\$355.00	\$13,135.00
8011	800000	Furnish and Install 2-4" Conduits - VERIZON	LF	415	\$360.00	\$149,400.00
8012	800000	Furnish and Install 14-4" Conduits - VERIZON	LF	297	\$405.00	\$120,285.00
8013	800000	Furnish and Install 15-4" Conduits - VERIZON	LF	281	\$410.00	\$115,210.00

Project: SHA Cost Estimate-US 1 @ College Park

Client: MSHA-District 3

Job Order No.: 05122206.33

Type of Est.: Semi-Final Utility Undergrounding

Date of Est.: May 1, 2015

ITEM #	CAT. CODE #	ITEM DESCRIPTIONS	UNIT	QTY.	UNIT PRICE	AMOUNT
8014	809201	Furnish and Install 12'X6'X7'hr Manhole - PEPCO	EA	6	\$20,000.00	\$120,000.00
8015	800000	Furnish and Install 10-5" Conduits - PEPCO	LF	110	\$500.00	\$55,000.00
8016	800000	Furnish and Install 9-5" Conduits - PEPCO	LF	31	\$495.00	\$15,345.00
8017	800000	Furnish and Install 8-5" Conduits - PEPCO	LF	408	\$490.00	\$199,920.00
8018	800000	Furnish and Install 7-5" Conduits - PEPCO	LF	724	\$485.00	\$351,140.00
8019	800000	Furnish and Install 6-5" Conduits - PEPCO	LF	890	\$480.00	\$427,200.00
8020	800000	Furnish and Install 5-5" Conduits - PEPCO	LF	803	\$450.00	\$361,350.00
8021	800000	Furnish and Install 4-5" Conduits - PEPCO	LF	152	\$450.00	\$68,400.00
8022	800000	Furnish and Install 2-5" Conduits - PEPCO	LF	954	\$470.00	\$448,380.00
8023	800000	Furnish and Install 1-5" Conduits - PEPCO	LF	1,161	\$425.00	\$493,425.00
8024	800000	Furnish and Install Single Phase UG Transformer - PEPCO	EA	11	\$4,000.00	\$44,000.00
8025	800000	Furnish and Install Three Phase UG Transformer - PEPCO	EA	4	\$9,000.00	\$36,000.00
8026	800000	Furnish and Install UG Switch Gear - PEPCO	EA	5	\$30,000.00	\$150,000.00
8027	800000	Furnish and Install New Pole - PEPCO	EA	1	\$25,000.00	\$25,000.00
8028	800000	Furnish and Install New Pole Anchor - PEPCO	EA	1	\$5,000.00	\$5,000.00
8029	800000	Temporary Lighting Power	LS	1	\$60,000.00	\$60,000.00
Subtotal Construction - ALL CATEGORIES						\$10,990,625.29
15% Contingency of Project Construction and Utility Labor						\$2,044,736.67
15.3% SHA Overhead and Additives of Construction Cost (Category 1-8)						\$1,681,565.67
8030	800000	Underground Aerial Facilities - COMCAST Labor Cost (Assumed)	LS	1	\$540,000.00	\$540,000.00
8031	800000	Underground Aerial Facilities - VERIZON Labor Cost	LS	1	\$900,000.00	\$900,000.00
8032	800000	Underground Aerial Facilities - PEPCO Labor Cost	LS	1	\$900,952.50	\$900,952.50
8033	800000	Signal Interconnect	LS	1	\$300,000.00	\$300,000.00
Construction Cost and Utilities Labor Cost Estimate						\$17,357,880.13
Additional Right of Way Needs						\$155,011.50
TOTAL Construction Cost, Utility Labor and Right of Way						\$17,512,891.63

9

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	04/18
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	
Dave Dorsch	Resident (7)	District 3	
Helen Barnes	Resident (8)	District 3	
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
David Kolesar 04/28/15	District 1	M&C	04/18
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, <i>term to be decided by appointing body</i> . 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	03/18
Patti Stange 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
Nick Brennan 05/26/15	District 2	M&C	05/18
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	03/17
Terry Wertz 2/11/97	District 1	M&C	03/17
Mary Katherine Theis 02/24/15	District 2	M&C	03/17
Janet Evander 07/16/13	District 3	M&C	03/17
Maria Mackie 08/12/14	District 4	M&C	03/17
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	06/30/18
Edward Maginnis	Class A Director	UMD President	06/30/18
Michael King	Class A Director	UMD President	06/30/16
Brian Darmody	Class A Director	UMD President	06/30/17
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
Spiro 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	03/18
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
Karen Garvin 04/28/15	District 1	M&C	04/18
Susan Keller 05/26/15	District 1	M&C	05/18
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	03/17
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
Joe Theis 05/12/15	District 2	Mayor	05/17
James Sauer 12/09/14	District 3	Mayor	12/16
Gail Kushner 09/13/11	District 4	Mayor	01/16
Robert Thurston 9/13/05	At Large	Mayor	02/16
Alan C. Bradford 1/23/96	At-Large	Mayor	07/15
Frank Rose 05/08/12	At-Large	Mayor	05/14

City Code Chapter 38 Article II: Composed of seven members appointed by the Mayor and approved by the Council. Of the seven members, one shall be appointed from each of the City's four election districts and three from the City at large. 2 year terms. Commission members shall elect one member as Chair for a renewable one-year term. Commission members sign an Oath of Office. Not a compensated committee. Liaison: City Clerk's office.

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

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

Housing Authority of the City of College Park			
Bob Catlin 05/13/14		Mayor	05/01/19
Betty Rodenhausen 04/09/13		Mayor	05/01/18
John Moore 9/10/96		Mayor	05/01/19
Thelma Lomax 7/10/90		Mayor	05/01/20
Carl Patterson 12/11/12	Attick Towers resident	Mayor	05/01/16

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

Neighborhood Quality of Life Committee			
Name:	Represents:	Appointed By:	Term Ends:
Mayor and City Council of the City of College Park			Term in office
Chief David Mitchell	UMD DPS (UMD Police)	University	02/16
Dr. Andrea Goodwin	UMD Administration – Rep 1	University	02/16
Marsha Guenzler-Stevens (Stamp Student Union)	UMD Administration – Rep 2	University	04/16
Matthew Supple (Fraternity-Sorority Life)	UMD Administration – Rep 3	University	04/16
Gloria Aparicio- Blackwell (Office of Community Engagement)	UMD Administration – Rep 4	University	04/16
Karyn Keating-Volke	City Resident 1	City Council	02/17
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
VACANT	City Resident 5	City Council	
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	03/17
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
Solennie Privett	Mayoral	Mayor	04/16
City Code Chapter 15 Article II: 10 members: two from each Council district appointed by the Mayor and Council and two members nominated by the Mayor and confirmed by the Mayor and Council. The Chairperson will be chosen from among and by the district appointees. 3 year terms. Not a compensated committee. Liaison: Public Services. *Although Mr. Bradford lives in what is now considered District 1, his residence was part of District 2 when he was appointed. The designation of his residence was changed to District 1 during the last redistricting. He is still considered an appointment from District 2. ** Effective April 2012: Jay Gilchrist, Director of UMD Campus Recreation Services, changed his status from Rec Board member (Mayoral Appointment) to UM liaison to the Rec Board, similar to the M-NCPPC representative.			

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	04/17
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.			

10

FY '15 Quarterly Action
Plan Update

MEMORANDUM

TO: Mayor and City Council
FROM: Bill Gardiner, Assistant City Manager *BG*
THROUGH: Joe Nagro, City Manager
DATE: May 29, 2015
SUBJECT: FY2015 Action Plan 4th Quarter Update

ISSUE:

The City Council adopted the FY15 Action Plan on May 27, 2014. The Action Plan aligns with the adopted Strategic Plan, and all action items are located within the previously adopted goals and objectives. This report is the 4th quarter update of staff and Council work on the action items.

SUMMARY:

The 4th quarter updates are in bold font. Previous updates are in regular font.

RECOMMENDATION:

Council and Staff should review the 4th quarter report and determine: items that should carry-over into the new action plan; items that will be continued as on-going activities but not listed in the plan; and items that should not be included in the new action plan. Comments can be provided via email to Bill Gardiner at any time, and Council can discuss items that should carryover during the July 7, 2015 Worksession.

Staff met on May 20 to start the development of the new action plan. A smaller group is reviewing and revising the initial work. A draft of the Staff's action plan will be provided to Council in advance of the July 7, 2015 Council Hearing and Worksession.

ATTACHMENTS

FY 2015 Action Plan 4th Quarter Update

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

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

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

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

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

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

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

YSB – Youth Services Bureau

TBD – To Be Determined

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

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4 th Quarter Updates)
a. Consider expanding security cameras to additional streets in the Lakeland and Berwyn areas, and conduct an analysis of priority areas for possible future expansion of the system.	City Council, Public Services	Q1	Q4		<p>1. Council approved purchase of three additional cameras and two license plate readers on Baltimore Ave. Installation of this new camera equipment and PEPCO permits and connections are complete. UMD has ordered equipment to connect to UMD fiber. Camera expected to be went in service April 1, 2015 and are being monitored by UMD.</p> <p>2. In June 2014 City applied for grant funding to pay for cameras in the Lakeland and Berwyn areas. Installation expected to be complete by end of September 2014 pending final PEPCO permits and power connections. Contractor has equipment on site. Notice of award received from GOCCP for an additional \$125,000 grant. City staff and vendor have surveyed potential installation sites along Trolley Trail/ R.I. Ave, in Lakeland and Berwyn. Completion of this phase anticipated to be 30 June 2015. Draft contract extension with vendor is complete, and design has been completed. Equipment is being prepared for installation.</p>
b. Review and implement, where applicable, B and C priority level recommendations and considerations, and explore D priority level recommendations related to public	City Council, Neighborhood Stabilization Committee, Public Services	Q1	Q4		Code of Student Conduct has been expanded City-wide (and everywhere on or off-campus). C-MAST monthly meetings re-convened. NSQLWG has been re-established (as the Neighborhood Quality of Life Committee) with quarterly meetings beginning in April

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4 th Quarter Updates)
safety from the NSQLWG and from the CPCUP Public Safety Workgroup.					2014. It has approximately 30 members, including the Mayor and Council. Seven sub-committees have been created to address specific recommendations in the report. A fall forum was held November 6, 2014. Public Services staff are participating on all relevant sub-committees. NQoL sponsored a series of spring events about living in College Park.
c. Assess effectiveness of City contract police program and assess possibility of City community liaison officer within contract police program.	City Council, City Manager, Public Services	Q3	Q4	Possibly outside consultant, depending on the level of analysis desired.	PGPD, UMPD, MSP, M-NCPPC, WMATA, and City Contract police statistics were provided to Council in Sept. 2014. Director of Public Services and Contract officers work with the PGPD COPS community liaison officers to address community concerns and participate in community and civic association meetings. No funding for a police services consultant study was included by Council in the FY2015 or FY2016 budgets.

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

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Continue to work to find a permanent home for the College Park Academy	CPCUP, City Council	FY 2013	Q4	College Park Academy executive director, UMD	CPA has expressed its preference for the Terrapin Trader site. UMD has expressed interest in facilitating the relocation of the school to that property. Not clear how a CPA performance assessment would be done. After analyzing the total costs of the Terrapin Trader site, CPA is apparently now focused on the Al Huda school site. During a presentation in September, the CPA Executive Director indicated that he believed the school would stay at its current location for two more years.
b. Request annual report from CPA at the completion of the school year.	CPCUP, City Council	FY15	Q2	College Park Academy Executive Director	CPA Executive Director gave a presentation to Council on September 2 nd regarding the first year of the program.
c. Measure success through outcomes achieved as a result of school grants.	EAC, City Council	Q1	Q4		Grants awarded to 9 schools in FY13. As of April 1, 2014, all 9 final reports have been filed. Six grants were awarded in Nov. 2014, and three grants were awarded in Jan. 2015.

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

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4 th Quarter Updates)
a. Implement micro-grant program which would incentivize and support neighborhoods in organizing block parties.	Public Services, City Council	Q1	Q4	Rec-Board	The Micro-grant program was funded in the FY2015 budget for \$5,000. Grants are limited to \$500 per event. An online application and approval process has been established. Four Seven grants have been awarded as of January 14, May 29, 2015 .

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

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Expand public information about available senior programs and recreation activities to seniors in homes throughout the city.	Seniors staff	Ongoing	Ongoing		Information provided in annual Resident Information Guide and via mailings to seniors who have requested information.
b. Review findings of Aging in Place Task Force and determine which recommendations to pursue.	City Council	Q2	Q4	Aging in Place examples in nearby communities (Greenbelt, Hyattsville, etc.)	Two District 1 members have been appointed to the task force. Council positions expanded from two to four in Oct. 2014. Four residents and four council members have been appointed. Two additional residents have been appointed and the task force has met. Committee has created a survey and is obtaining responses.

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

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4 th Quarter Updates)
<p>a. Provide ongoing staff training in resident relations / constituent services and customer service, including implementation of a 24-hour response standard and tracking of resident requests and calls for service using Comcate or other appropriate systems.</p>	<p>Public Services, DPW, other departments as required</p>	<p>Ongoing</p>	<p>Ongoing</p>	<p>Human Resources Additional funding if this exceeds the training budget.</p>	<p>A 24-hour response expectation is part of the performance goals for relevant staff; may need to review with department directors how it is being evaluated, and ensure that staff have the training and tools to meet the expectation. DPW and DPS staff receive requests via email, phone, and Comcate, and respond within 24 hours. A 24-hour response expectation is part of the performance goals for Public Services staff. The Comcate system is used as a performance measure. Staff have been trained to use this system. Technical problems with the Comcate system are being have been addressed by Public Services and Information Technology staff in order to provide more accurate and timely statistical reports.</p>
<p>b. Coordinate with the County Department of Permitting, Inspections, and Enforcement (DPIE) to streamline the County and City permitting processes.</p>	<p>City Council, Planning Dept., Public Services</p>	<p>Q1</p>	<p>Q3</p>		<p>Public Services, Finance, IT, and Administration staff are identifying possible changes that would streamline City permit applications, billing, payments, and inspections for residential occupancy permits. An analysis of current use of the Sungard software system was completed in November 2014. The joint departmental staff team is reviewing the Sungard analysis and recommendations. IT and Finance are evaluating upgrade and training / reconfiguration proposals and identifying sources of funding. The joint staff team conducted conference calls with Sungard staff to determine next steps in the BPR process.</p> <p>DPIE presented to City Council an overview of its improvements and plans, and requested the City provide information regarding its permit requirements and related</p>

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4 th Quarter Updates)
					<p>regulations so a new process would be easier for applicants and the City. DPIE will be invited annually to report to Council on its permit process streamlining efforts and possible integration of City permit application processes.</p> <p>Staff will schedule a meeting with DPIE staff by January June 2015 to consider possible integration of City permit application processes.</p>
c. Develop a plan to allow online payments for all permit fees.	Public Services	Q1	Q3		<p>This is one of the issues being considered by the staff work group on permit process redesign. An on-site two day review of City IT support systems has been completed scheduled with Sunguard (HTE) consultants in November 2014. The staff team also is reviewing potential software for online permit applications and payments.</p>
d. Select the location for a new City Hall.	City Council, City Manager's Office, Planning	Q1	Q3		<p>Staff has presented information to Council during two worksessions, and have scheduled it for a future worksession and a public forum. In Nov. 2014 Council voted to build a new City Hall on the City's Knox Road parcel, and to explore collaboration with the UMD on joint development that includes the Rt. 1 frontage recently acquired by the University Foundation. City staff have begun meeting with UMD and are reviewing a contract for conceptual design services. A contract for conceptual design services was executed with Design Collective and City and UMD staff are meeting to review preliminary ideas.</p>

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

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4 th Quarter Updates)
a. Lobby State Legislature, State Highway Administration, and County Council to allocate funding to rebuild Route 1 and implement pedestrian safety improvements.	City Council	Ongoing	Ongoing		Design and right-of-way acquisition funding allocated for phase 1(College Avenue to MD 193); County, City, UMD, and SHA work group developing and implementing pedestrian safety improvements. Issue will be a discussion item at Legislative Dinner. City also negotiating with SHA for sidewalk project along Rt. 1 in north College Park. Construction funding for Rt. 1 was not in the FY16 Transportation budget. The current design does not retain the 100' ROW originally planned. The Mayor and Senator Rosapepe have met twice with SHA to discuss concerns regarding the proposed ROW and bike facilities.
b. Determine City participation for funding of undergrounding of utilities and TIGER application for Rt. 1 reconstruction.	City Council, Finance, Planning	FY14	Q2 FY15	County	City authorized payment for design work to underground utilities along one segment and to request SHA apply for TIGER funds. Issue will be a priority at the Legislative Dinner. At this time, SHA has not funded construction for the project, and it is not eligible for TIGER funding until construction funding has been budgeted. SHA has given notice to proceed for the consultant to design the underground utilities. 30% design drawings have been completed by the consultant. The SHA has requested that the City make a decision on funding the underground utilities by June 8, 2015. The SHA did not pursue TIGER funding for 2016.
c. Work with MNCPPC and SHA to require Route 1 developers to implement street improvements with new development or, if not feasible, pay a fee-in-lieu.	City Council, Planning Dept.	Ongoing	Ongoing		This coordination occurs during the review of development applications and is accomplished to the extent practicable.

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4 th Quarter Updates)
d. Evaluate a Tax Increment Financing (TIF) district strategy to help fund infrastructure improvements as part of a RISE Zone application with UMD.	City Council, Planning Dept.	Q2	Q4		The State will issue application forms for Qualifying Institutions in the fall 2014, and the RISE Zone applications will be available in the spring of 2015. UMD is applying for Qualified Institution status with the City's support. A RISE Zone application will follow.
e. Develop a complete and green streets policy and create a proposed network of complete streets and bike trails for Council consideration. (A complete streets policy seeks to develop integrated, connected networks of streets that are safe and accessible for all people, regardless of age, ability, income, ethnicity, or chosen mode of travel).	City Council, Planning Dept.	Q1	Q2	Smart Growth America resources; TLC grant	Application for TLC funds has been submitted. COG selected the City's proposal of a "Complete and Green Streets Policy and Implementation Plan" for funding (approximately \$70,000) through the Transportation Land Use Connections Program. COG has invited several pre-approved consultants to submit their ideas to the City, and the City expects to receive them by October. Kittelson Associates was selected from COG's pre-approved consultant list to work with the City on this plan. A public workshop will be held in Q2 and the final report is expected to be available by Q3 2015. The grant amount was \$30,000. The public workshop has been scheduled for was held on April 8, 2015. The consultants will present their report for Council comment at the worksession on June 2nd.
Advocate for implementation of SHA recommendations regarding building of sidewalks on Route 1 in north College Park;	City Council, Planning, Engineering	Q2	Q4	21 st District Delegation, County, SHA	SHA is expected to provide a report in June 2014 on pedestrian safety along Route 1 in north College Park. SHA is in the process of designing sidewalks along both sides of US 1 from Cherokee Street to I-495. SHA presented the 30% construction drawings to the Mayor & Council on September 2, 2014, and requested that the City assist them with obtaining easements and taking over maintenance of a required retaining wall. SHA is awaiting Council support before proceeding. The

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4 th Quarter Updates)
					<p>City has formally partnered with SHA for the retaining wall item and assistance with procuring right-of-way easements. SHA has sent easement requests to affected property owners. We are waiting for SHA to advise us of the status.</p>

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

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Implement Route 1, Rhode Island Ave., Campus Drive, and other bus corridor enhancements.	City Council	FY 2012	Ongoing	PG DPW&T, COG, VMATA	
b. Participate in Purple Line design and final engineering for alignment and stations.	Planning Dept., City Council	Ongoing	Ongoing	Include Community input	The City reviewed and commented on the EIS and staff continues to be a member of the MDOT Purple Line Team. The project has been on hold pending the Governor's decision on continuing the project.
c. Continue funding and promoting use of Shuttle-UM pass for city residents and employees. Work with DOTS to get more reliable statistics.	City Council, City Manager's staff	Ongoing	Ongoing		Legislation enacted; City must advertise program to promote use. Program is promoted in the Municipal Scene, the website, and the character generator.
d. Continue to provide input and participate in the DOTS 10-year strategic plan process where possible. Encourage DOTS to work on collaboration between Shuttle-UM and other bus services.	City Council	FY 2012	Q4		DOTS recently announced that it will not provide parking for students living on campus (and in some cases, living near campus), with the phase-out beginning in 2016 and completed in 2017. 2,889 cars that currently park on campus will not be allowed by 2017.

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

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Seek funding for infrastructure improvements including bike trails and amenities and sidewalk construction.	Planning Dept.	Ongoing	Ongoing	State funding	City will apply for SHA Bikeways program funding in June. Proposal by SHA for Rt. 1 pedestrian improvements north of Cherokee Street to be presented in July. The City and SHA are discussing an agreement that would have SHA pay for a retaining wall and the City maintain it. The sidewalk designs have been presented to Council. In early September, the City was awarded bikeways funding (\$79,000) to place sharrows and signs on 10 City streets. The proposed streets run primarily east-west, have signalized intersections with Route 1 and total more than 4 miles. Implementation will proceed after planned street repaving on several of these streets is completed in Q2. A new round of state funding is anticipated spring 2015. Staff is working on an application for a feasibility study for sidewalks on Hollywood Road and for the removal of a portion of the sound barrier wall at its intersection with the Trolley Trail.
b. Implement a City-University bike share program.	Planning	FY 2015	Q4	State grant, UMD	Funding received for Capital Bikeshare program, but implementation delayed in FY14 due to vendor financial problems and alternative bike sharing programs under consideration. The status and options will be discussed at the October 7 th worksession. The City and University are jointly preparing a bikeshare RFP to be released in the Spring of 2015. by the end of March 2015. jointly released an RFP and proposals were due May 28,

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
					2015.

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

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Explore options to provide safer access to major arteries from all City neighborhoods.	Planning Dept., City Engineer	Ongoing	Ongoing	SHA, County Council, PG DPW&T. Developer commitment of \$500,000 secured.	Engineering and feasibility study for Hollywood Road west of Baltimore Avenue is under consideration. Additionally, staff will invite SHA to discuss and present to the Mayor and Council current and future projects in the City. Mazza Grandmarc is drafting the feasibility study scope of work to be presented to City Council in August 2015 . This will be addressed as part of the Complete Streets Project.
b. Explore feasibility of building sidewalks on Hollywood Road in north College Park;	City Council, City Engineer	Q1	Q4		Staff met with both Council members and concerned residents on June 2 nd to further discuss implementing a plan for a sidewalk along Hollywood Road between Rhode Island Ave and US 1. A Complete Streets item was created in the FY16 CIP, and the City applied for a Safe Routes to School grant in May 2015 to fund a Hollywood Rd. sidewalk feasibility study.

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
c. Explore feasibility of additional pedestrian safety measures on Rhode Island Ave. in north College Park, including additional rapid rectangular flashing beacons (RRFB's);	City Council, City Engineer	Q1	Q4		Staff is having an additional RRFB installed along Rhode Island Avenue at Hollywood Road in the Fall of 2014. The additional RRFB was installed in September 2014. Funding for one additional RRFB (\$26,000) has been included in the FY16 CIP. The location TBD.

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

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
<p>a. Implement the Sustainable Maryland Certified (SMC) Green Team action plan. Obtain bronze certification through SMC program and continue to pursue projects for higher-level certifications.</p>	<p>City Council, Green Team, CBE</p>	<p>FY 2011</p>	<p>Q4+</p>	<p>COG, Sustainable Maryland Certified; MEA</p>	<p>The City attained the Sustainable Maryland Certification and is implementing the three-year action plan. The Green Team is focusing on establishing a community garden, a major remaining item under the 3 year action plan. In August, a survey was conducted to gauge neighborhood interest in a garden and the results will be used to guide site selection. Potential sites have been identified in three neighborhoods. Implementation plans will be presented in February with an expected groundbreaking on at least one site by spring. Prior potential sites are not viable; staff now considering a City-owned site. A pilot garden site will be presented and implemented by Spring.</p> <p>The Council approved a community garden site near the Old Town Playground. Construction has begun, with the expected grand opening in June.</p>
<p>d. Receive a current sustainability report from CBE to determine next steps.</p>	<p>CBE, City Council</p>	<p>Q1</p>	<p>Q4</p>	<p>Green Team</p>	<p>CBE is not able to provide a sustainability report or community emissions analysis without significant resources. The City has included an updated emissions report as one of the possible projects for the UMD PALS program, and expects to receive a response in the fall. The City has three potential PALS projects for the spring semester: a city operations and citywide emissions inventory and best practices analysis; a solid waste best practices study; and an art and place-making project. The program will be discussed in February. Council approved an MOU with PALS for four courses. The final</p>

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
					reports will be provided to the City in May or June.
e. Establish a LEED-based sustainability standard for new development projects within the City jurisdiction.	City Council, CBE	FY 2011	Q4+		Most new development occurs along the Route 1 corridor which already has this standard because of the Sector Plan.
f. Promote greater use of carpooling and public transit by City staff.	City Council, HR, Green Team	FY 2011	Ongoing		Subsidy provided to staff who use metro to commute; not sure how to promote carpooling. The City can explore programs and recommendations from Commuter Connections, a regional network of transportation organizations coordinated by the Metropolitan Washington Council of Governments. Commuter Connections can provide information on commute options and also helps employers establish commuting benefits and assistance programs.
g. Encourage greater City staff participation in energy efficient practices.	Planning Dept, Human Resources, Public Works	Ongoing	Ongoing		Grant funding obtained for training two staff members. Training will occur at end of FY14 or early FY15. DPW will schedule a suitable date for the training. Internal program will be launched in early 2015 to promote energy usage awareness among employees and encourage all staff to adopt simple changes that will decrease our building's energy usage. Activities scheduled for March 23rd. Occupant energy-saving awareness training was held in May and attended by representatives of several City departments.
h. Pursue other grant resources to support activities addressing energy efficiency.	City staff	FY 2011	Ongoing		Staff will evaluate opportunities for MEA funding in FY15. The next MEA funding request in December should focus on meeting the City's on-site renewable energy goals. Staff submitted a grant application in December to fund proposed projects that will greatly reduce energy consumption in the public parking garage and increase renewable energy generation. The City was awarded MEA funding in May for a parking garage LED lighting retrofit.

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
i. Continue to pursue legislation for a home energy loan program for residents to make energy efficiency improvements. If legislation passes, pursue development of the program.	City Staff	FY 2011	Ongoing		Staff are exploring eligibility and funding availability of State programs.
j. Develop City sustainability plan in collaboration with UMD PALS program	City Manager's Office, all departments	Q1	Q3	UMD, Sustainable MD office	The City has created an inter-departmental task force and submitted possible PALS courses to UMD. The proposed schedule for a sustainability plan will be discussed with Council on October 7 th . A staff work group has met twice a month since October to develop a draft City Operations Sustainability Plan. It will be presented to the City Manager in February. The draft plan will be provided to the City Manager in April. The Committee is still finalizing the plan, but it should be provided to the City Manager in June.

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

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
<p>a. Incorporate best practices for storm water management into all City projects to the extent feasible, and work with Environmental Finance Center to review City and County responsibilities regarding stormwater management and opportunities to utilize “Raincheck” funding to improve stormwater management in the City.</p>	<p>Planning Dept., Engineer, Public Works, CBE</p>	<p>Ongoing</p>	<p>Ongoing</p>		<p>City staff are pursuing several opportunities with the Environmental Finance Center and the Low Impact Development Center for pilot storm water projects. Application to the Chesapeake Bay Trust for a stormwater management project on Narragansett Parkway will be submitted in September. The City was notified that the project was awarded \$66,180. The Low Impact Development Center is preparing the design. A list of city stormwater projects eligible for funding is being developed by the EFC.</p>
<p>b. Where appropriate, encourage reduction of impervious surfaces in public and private property.</p>	<p>City Council, Planning Dept.</p>	<p>Ongoing</p>	<p>Ongoing</p>	<p>M-NCPPC</p>	<p>Proposed new development of the City Hall and Calvert Road sites will present an opportunity to do this. CBE has held workshops for residents to learn about County’s Raincheck program.</p>
<p>c. Work with the Prince George’s Police and develop education materials to discourage illegal dumping and enforce anti-dumping laws in the City.</p>	<p>Public Works, Contract Police, Public Services Director Safety Officer</p>	<p>FY 2011</p>	<p>Ongoing</p>		<p>No new activities in FY14-15. Using draft materials prepared by the Public Safety Officer in FY14, illegal dumping guidance will be completed and added to the City webpage in the Code Enforcement section by January June 2015.</p>

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

Objective 3: Increase and enhance parks and green spaces.

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Develop a citywide parks and recreational facility inventory in preparation for future improvements and new green spaces.	Planning Dept., Public Works, Rec. Board	FY 2012	Q4+	MNCPPC support, funding for document preparation	City developed a parks and recreational facility inventory for City-owned facilities in FY13. No changes to the parks and recreation facilities since FY13. Item completed.
b. Explore options for community gardening at the Endelman property in North College Park. Discuss options with property owners.	Planning Dept., Public Works Green Team	Q1	Q4+	Community input	The Endelman property was the subject of a UM Community Planning Studio to create an “Urban Agriculture Station.” The concept will be presented at a future Green Team meeting. This and other sites may be discussed. This site is not being pursued at this time.
c. Proceed with construction phasing of Duvall Field building with community input, and develop new, scaled-back plans for renovation of the field with resident and Boys & Girls Club input.	City Council, Planning Dept.	FY 2013	Q4+	Developer contribution or other funding.	Project scope has changed due to cost of plans as designed. Developer contribution delayed. City must determine new scope and phasing. The City has signed contracts to purchase a prefabricated building and for the engineering and site work. Once a notice to proceed is received from the State (due to State bond funding), the City will move forward with the project. The City received notice to proceed from the State. The site plan design and coordination with the manufacturer is underway. The stormwater concept plan has been submitted to the county and is under review.

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

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
<p>a. Plan and execute a public education program to promote recycling, with a focus on newly accepted recyclables.</p>	<p>Public Works, CBE, Green Team</p>	<p>FY 2011</p>	<p>Ongoing</p>	<p>Printed materials; outreach opportunities; funding</p>	<p>Information on recycling is updated in the yearly Resident Information Guide, Character Generator, and on the website when needed. Public Works is working on an education campaign to inform residents of the change in the recycling code, which includes making recycling mandatory and prohibiting any type of plastic bag from being put in the blue recycling cart. Notices on plastic bags no longer being accepted in the blue recycling cart have been published in the Municipal Scene, Character Generator, and on the City's website. All recycling changes will be included in the next edition of the Resident Information Guide, which will be distributed in the Fall.</p>
<p>b. Promote increased business participation in recycling.</p>	<p>City Council, Public Works, CBE</p>	<p>FY 2011</p>	<p>Ongoing</p>	<p>Local businesses (e.g., DCPMA)</p>	<p>Council to discuss recommendations from CBE sub-committee in 4th quarter of FY14. Business recycling grant program to launch in FY15. The City received two applications for the business recycling grant program. These will be evaluated, and the City will determine how to proceed with future applications (new deadline, rolling acceptance, etc.) The City Council awarded funding to two businesses. The Ad Hoc business recycling committee will discuss opening the grant for a second round and other options to increase business recycling. The Ad Hoc business recycling committee re-opened the grant in early February with a deadline of March 13th. The Ad Hoc business recycling committee met to discuss the submitted applications and recommendations to Council are being drafted.</p>

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
c. Update City's recycling policies and regulations regarding the types of materials to be recycled and the entities required to have facilities for recycling	City Council, Ad Hoc Committee on Recycling	FY2014	FY2015 Q2		DPW has drafted a revised recycling code. Changes will be submitted to the Council for consideration in the second quarter. The City Council has introduced a new code on recycling that updates the code to current practice. The public hearing is Feb. 10, 2015. The new code has been adopted. Public Works staff is currently working on educating residents on the changes to the code and what it means for them, as well as revising internal collection policies to deal with the changes to the code.

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

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Explore options for expanding noise enforcement capabilities according to recommendations from the CPCUP Public Safety Workgroup.	City Council, Public Services	Q1	Q4+	CPCUP Public Safety Workgroup	Part-time code enforcement positions created in FY14 to add capacity for evening noise enforcement. The positions continue to be funded and filled in FY15 and FY16 to add CEO staff capacity for evening and weekend noise enforcement. Item completed.
b. Review and implement, where applicable, NSQLWG priority level B and C recommendations and considerations related to code enforcement.	City Council	Q1	Q4	NSQLWG	New group will meet in 4 th quarter of FY14. C-MAST monthly meetings discuss code issues, collaborative action to address problems. Committee renamed the Neighborhood Quality of Life Committee. Seven sub-committees have been created to address specific recommendations in the report. A fall forum is planned for November 6, 2014. The forum was held and approximately 75 people attended. The Assistant State's Attorney has begun a series of meetings with property owners and tenants of properties with the greatest number of calls for service.
c. Educate residents and students about the expansion of the UMD Student Code of Conduct.	City Council	Q1	Q4	UMD, PGPD, Public Services	Knock and Talks, other steps taken to educate students and residents. A series of Knock and Talks were completed during the first week students returned to campus in the fall.

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

Objective 2: Increase the rate of home ownership.

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Cultivate relationships with residential realtors to increase their knowledge of College Park's assets and positive attributes.	City Council, Economic Development	Ongoing	Ongoing		The City's Economic Development Coordinator does this via the Business Roundtable and ongoing activities. Planning staff recently prepared a newsletter promoting the New Neighbors Home Ownership program and distributed it to various realtors. The newsletter is planned to be a quarterly publication. In conjunction with the NQoL Homeownership Committee and UMD Office of Community Engagement, staff is working on a series of workshops to attract residents that will include participation from residential realtors. The workshop series was successfully completed and a new residential marketing brochure has been created.
b. Create an annual report of city accomplishments which will be used to market the city.	City Manager Designee, Economic Development	Q1	Q4+	Resources from the Marketing Campaign; feedback from City Council	The City produces an annual economic development report and also markets the City via the ShopCollegePark website. Staff will produce a broader two-page marketing report at the end of 2014 that can be used to market the City. The Economic Development Coordinator is preparing a 2014 Economic Development Annual Report, which will be presented to the City Council on February 5 th . Annual Report completed and presented. It is also posted on the City's website and was distributed to the business community listserv.

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

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Develop with residents and the Farmers' Market Committee a craft fair and farmers' market in the Hollywood Commercial District, and evaluate the Downtown and Hollywood programs after the 2014 season.	City Council	Q1	Q4		City is selecting a market manager for Spring - Summer 2014 market season for the Downtown Market and the Hollywood Market. The market manager was selected prior to the start of the season and has been assisting with both markets. Staff, the market manager, and a member of the Hollywood Market provided an update to Council. The City will exercise the option to continue with the current market manager for the upcoming season. The new market season has kicked off successfully in both locations.
b. Work with the County and other municipalities to explore feasibility of a jointly funded and operated northern-area no-kill animal shelter.	City Council, Animal Welfare Committee	Q1	Q4	Prince George's Co. Dept. of the Environment	Council members exploring jointly-funded \$250,000 study with PGC and other municipalities for a northern-area shelter. Council approved a budget line item of \$25,000 to contribute to a study. Prior to proceeding with the study, the County and municipalities will identify the scope. Council authorized a contribution not to exceed \$25,000 to a feasibility study. The DPS Director was assigned to participate in the contract selection committee. The scope of the feasibility study has been provided and the County has developed an RFP.
c. Advocate for development of indoor recreational facility in north College Park, preferably near Hollywood;	City Council	Q1	Q4	M-NCPPC	Funding for a feasibility study for a north College Park recreation facility was included in the proposed M-NCPPC FY16 budget.

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

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Develop and track inventory of sites available for rent and redevelopment.	Planning Dept.	Ongoing	Ongoing		Inventories are kept up to date on the city's website.
b. Work with developers to help identify businesses for new retail space.	Planning Dept.	Ongoing	Ongoing		This work is done routinely. Flyers highlighting several vacant retail spaces have been created and distributed to prospective tenants via email and mail. A new brochure is being designed by staff to market the City to potential tenants through a direct mail campaign and during the ICSC Retail Conference in February at National Harbor. City staff attended the ICSC Retail Conference in February at National Harbor and met with a variety of potential retail tenants. Additionally, staff created a new brochure that has been directly mailed to potential businesses.
c. Explore collaboration with the University of Maryland to market the city as a tourist destination.	City Council, Economic Development	Q1	Q4		This idea is being implemented through ATHA. City staff has met with the UMD Conference and Visitors Services office to discuss marketing opportunities in the Visitors Center. The two will continue to explore collaborative ideas.
d. Work with CPCUP on implementation of the University District Plan	Planning	Q1	Ongoing	Other property owners	UMD in process of receiving commercial property and in discussions with other property owners. A new Executive Director of CPCUP has been hired and is expected to be full-time in December. CPCUP has scheduled a meeting in January to discuss the RISE Zone program created by the State. Meeting held. UMD preparing application to become certified entity. Planning staff need to be included in CPCUP planning sessions in order to better coordinate implementation and fulfill this action.

Goal V: Expand the local economy and tax base.

Objective 2: Encourage revitalization of the Hollywood Commercial District.

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Complete design of the Hollywood Commercial District streetscape plan and explore options for funding.	Planning Dept.	Ongoing	Q4+	UM Landscape Architecture program; Consultants	<p>Project not completed, but \$50,000 is allocated in the CIP. Green street grant thru LID pending for Rhode Island Avenue, including the commercial district.</p> <p>Discussions with the consultant regarding the scope of work are ongoing. Surveys and other outreach activities are being prepared for the affected business and property owners. Community meeting will be held on January 28, 2015 to provide feedback on preliminary concepts. The consultants presented their conceptual design recommendations to the City Council on March 3, 2015 and received positive feedback. City staff is preparing for the next phase, which will include final design and engineering. Staff has also submitted an application to M-HAA for funding to design and build gateway signs.</p>

Goal V: Expand the local economy and tax base.

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Identify and promote available commercial space to prospective tenants.	Planning Dept.	Ongoing	Ongoing		This information is available on the city's website and is updated regularly.
b. Market downtown College Park as a destination location.	City Council, Economic Development	Ongoing	Ongoing		The Downtown Guide and Shop College Park website are the primary vehicles for marketing downtown along with the Farmers Market. Flyers highlighting several vacant retail spaces have been created and distributed to prospective tenants via email and mail. Staff is encouraging DCPMA to create a strategic plan that will outline short- and long-term goals for the group to pursue. If a plan is drafted it will be presented to the City Council at a future worksession. Staff and DCPMA are working with a graphic design class from the University to create a new logo/brand for Downtown College Park along with gateway signs to create a sense of place. DCPMA will select a winning design in April 2015. Prizes were awarded to the students, however, DCPMA elected not to pursue any of the gateway sign options.
c. Expand the sign grant program to include façade improvements.	City Council, Planning Dept.	Q1	Q4		Program guidelines were revised in fall 2013 and 6 new grants have been processed during FY 2015. Staff is preparing guidelines for a façade improvement program specifically for the Hollywood Commercial District. City working with two property owners on specific façade improvements. Staff created a façade improvement program specifically for the Hollywood

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
					Commercial District and recently awarded the first grant to a property owner that will complete work in April 2015. Grant funds are still available for interested owners.
d. Work with SBA and SBTDC to assist and market current College Park businesses and to attract new businesses.	Economic Development, City Council	Q1	Q4	Development plans	An SBTDC event was held in fall 2013 and 2014 for existing businesses and a new business was recruited with the help of a loan from the SBA. Staff will plan another event for summer/fall 2015. This event will be postponed until a new Economic Development Coordinator is hired.
e. Explore the creation of a marketing committee (potentially consisting of residents appointed by the Council) which would solely look at the potential to develop a marketing / business plan for the city to help attract business in the area.	Economic Development, City Council	Q1	Q4	Local business owners, Economic Development Professionals	Item was added in FY14 Action Plan. Staff would like Council direction on it.

Goal V: Expand the local economy and tax base.

Objective 4: Increase the diversity of job opportunities.

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Encourage University incubator businesses to remain in College Park by marketing suitable available space.	Planning Dept.	Ongoing	Ongoing		The City is working with Prince George's County to develop suitable office space near the College Park Metro Station. The Hotel at the University of Maryland will include space for UMD incubator companies.
b. With UMD, strategize how to better leverage the University's resources to develop research-oriented businesses within the City.	Planning, City Council	Q1	Q4	UMD, CPCUP, RISE Zone program,	Continued support for locating federal agencies and supporting research in the area is one discussion item at the legislative dinner.
c. Work with Small Business Development Center to provide support to existing business owners and encourage new entrepreneurs to locate in College Park.	Planning Dept.	Ongoing	Ongoing		See above. An event was held in October to provide businesses with information on local and state funding sources.
d. Advocate for relocation of FBI to Greenbelt Station and development in the north core that maintains the quality of life for residents in north College Park.	City Council, Planning	Ongoing	Ongoing	U.S. Government, County	Council will request our elected leaders support the Greenbelt site for the FBI. A representative of the Greenbelt Metro Station development team will present an update to the Council on September 16, 2014. An additional update is scheduled in April. Renard Development Company partnered with the EPA to hold a day-long charrette on May 12, 2015 on environmental, transportation and land use issues.

Goal V: Expand the local economy and tax base.

Objective 5: Increase the diversity of available quality housing.

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Identify developers to build corridor infill housing consistent with the Route 1 Corridor Sector Plan.	City Council, Planning Dept.	Ongoing	Q4+	Planning Board	Major new housing projects under construction, approved, and/or in approval process.
b. Encourage affordable graduate student housing in University development plans and encourage future developers to set aside a certain percentage of housing for graduate students in other project opportunities.	City Council	Ongoing	Ongoing		The Neighborhood Quality of Life Committee has created a sub-committee on Diversity of Student Housing Options.
c. Work with the UMD to identify appropriate sites for it to develop housing restricted to faculty, staff, and/or graduate students.	City Council, Planning	Ongoing	Ongoing	UMD	UMD presented plans for the Innovation District on April 21, 2015, which include housing for graduate students, faculty and staff. No implementation timetable was presented.

Goal V: Expand the local economy and tax base.

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

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Work with WMATA on joint development projects.	Planning Dept., City Council	Ongoing	Ongoing	County Council, State Legislation	<p>A new solicitation for the College Park Metro Station has been advertised.</p> <p>The solicitation for the College Park Metro Station received one response. Staff will be involved in the review of the submittal in September. WMATA issued a Joint Development Solicitation in April 2014, which received one response. However; the deal did not progress and WMATA expects to issue a new JDS in mid-2015. The City, along with the County EDC, WMATA, and UMD are organizing a joint event to promote the metro to developers in May. This event is on hold pending confirmation of the JDS and RFQ release dates.</p>
b. Market public property in the Transit District Overlay Zone to the private sector.	Planning Dept.	Q1	Ongoing	UM, WMATA, Prince George's County	<p>WMATA, PGC, and a private developer recently released a joint request for applications to develop approximately 8 acres near the College Park metro station. However, no responses were received and staff is in contact with the property owners to discuss next steps. The County expects to release a new RFQ for their 2+ acre property in mid-2015.</p> <p>The City, along with the County EDC, WMATA, and UMD are organizing a joint event to promote the metro to developers in May. Solicitations have not been released yet for either the WMATA or County property.</p>

Goal V: Expand the local economy and tax base.

Objective 7: Encourage revitalization of the Berwyn Commercial District.

Action Recommendations:

Major Action Steps	Responsibility	Begin Timeframe	Deadline	Other Resource Needs	Status Update (Bold Text 4th Quarter Updates)
a. Evaluate Berwyn Commercial District zoning and consider expanding usage.	City Council, Planning Dept.	FY 2012	Ongoing	County Council	Proposed changes to the zoning will be part of the Alvin Jenkins settlement. Staff met with Mr. Jenkins to discuss each party's needs. Mr. Jenkins will prepare site plan showing proposed improvements.
b. Settle outstanding issues related to the completion of the Berwyn portion of the College Park Trolley Trail.	City Council, City Attorney	Ongoing	Ongoing		A final agreement to resolve these issues is being developed. Negotiations are still ongoing.

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Update on recently
submitted grant
applications

MEMORANDUM

TO: Mayor and Council
FROM: Terry Schum, Planning Director *tas*
THROUGH: Joseph L. Nagro, City Manager
DATE: May 29, 2015
RE: Update on New Grant Applications

ISSUE

Staff recently submitted or is currently working on several grant applications. This memo will provide information on these applications.

SUMMARY

Safe Routes to Schools

An application was submitted to the State Highway Administration (SHA) on May 15, 2015 requesting a grant of \$36,000 to conduct a feasibility study of options for constructing sidewalks along Hollywood Road between Route 1 and Rhode Island Avenue. A city match of \$9,000 (20%) is required and will be provided from the Complete Streets Capital Improvement Project. Preliminary outreach for this project was initiated by Councilmembers Wojahn and Kabir working with the City Engineer. Awards are expected to be announced in July 2015.

Maryland Bikeways Program

An application was submitted to the Maryland Department of Transportation (MDOT) Office of Planning and Capital Programming on May 28, 2015 requesting a grant of \$95,000 for the removal of 10 sound barrier wall panels along Paint Branch Parkway to provide a more visible and direct connection between the north and south segments of the Trolley Trail. A small segment of trail will also be constructed. \$5,000 of in-kind services will be provided but no cash match is required. This project has been supported by the city since 2008 (when City Council action was taken to request that Prince George's County Department of Public Works and Transportation remove the sound wall) and has the current support of the county and University of Maryland. Awards are expected to be announced fall 2015.

Transportation/Land Use Connections Program (TLC) Technical Assistance Program

An application will be submitted to the Transportation Planning Board of the Metropolitan Washington Council of Governments (COG) on June 3, 2015 for pedestrian and bicycle planning to follow on the recent complete streets policy work. This will include a complete inventory of city streets and a prioritization project plan. Awards are expected to be announced by August 2015.

Program Office Space (POS)

The city was recently informed that the FY16 POS allocation for College Park will be \$116,100.20 and that no previously allocated POS funds will be recaptured from the city. The annual program application is due to M-NCPPC on June 19, 2015, however, it is not known yet whether the allocation needs to be split evenly between acquisition and development projects. Staff is currently assessing funding needs and feasibility for three existing development projects, Duvall Field, Hollywood Gateway Park and Hollywood Streetscape Fitness Loop for this new allocation.

RECOMMENDATION

This is for information only.