



WEDNESDAY, AUGUST 5, 2015
(COUNCIL CHAMBERS)

7:00 P.M.
CLOSED SESSION TO CONSULT WITH
COUNSEL ON A LEGAL MATTER

7:30 P.M.
WORKSESSION

COLLEGE PARK MISSION STATEMENT

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

CITY MANAGER'S REPORT

AMENDMENTS TO THE AGENDA

PROPOSED ITEMS TO GO DIRECTLY TO NEXT WEEK'S AGENDA

PROPOSED CONSENT AGENDA ITEMS

1. Resolution Of The Mayor And Council Of The City Of College Park, Maryland Adopting The Recommendations Of The Advisory Planning Commission Regarding Variance Application Number CPV-2015-03, 9735 Narragansett Parkway, College Park, Maryland, Recommending Approval Of A Variance From Section 27-120.01(C) Of The Prince George's County Zoning Ordinance, "Front Yards Of Dwellings," To Construct A Driveway In The Front Yard, 15.5 Feet In Width By 32.5 Feet In Length (appeal period ends August 4, 2015)

WORKSESSION DISCUSSION ITEMS

2. Presentation by State Highway Administration on US Route 1 Design – Denila Delialissi, Project Manager
3. Review of proposed scope-of-work for feasibility study for Hollywood Road extended – Terry Schum, Director of Planning

4. Review of concept for new City Hall–University building – Matt Damico, Design Collective
5. Additional changes to refuse and recycling collection schedules – Bob Stumpff, Director of Public Works
6. Review of draft 2015-2020 Strategic Plan and Action Plan prior to adoption – Bill Gardiner Assistant City Manager
7. Discussion of Council Internship program (\$5,000 budgeted in FY ‘16) – Request of Councilmember Kabir
8. Review of changes to City’s Revitalization Tax Credit program – Suellen Ferguson, City Attorney and Terry Schum, Director of Planning
9. Review of draft City Operations Sustainability Plan – Bill Gardiner, Assistant City Manager
10. Amendment to scope of work for NZI contract for miscellaneous streetscape construction in downtown College Park – Terry Schum, Director of Planning
11. Extension of the contract to NZI for option year 3 for miscellaneous concrete and asphalt - Steve Halpern, City Engineer
12. Municipal Scene update – Bill Gardiner, Assistant City Manager and Janeen Miller, City Clerk
13. Review of proposed Resolution of the Mayor and Council Establishing a Framework for Evaluating Requests for Recognitions and Commemorations – Mayor Fellows
14. Appointments to Boards and Committees

STATUS/REVIEW OF PENDING AGENDA ITEMS

COUNCIL COMMENTS

INFORMATION/STATUS REPORTS (For Council Review)

15. Information Report: Update from staff on Stone Industrial site – Terry Schum, Director of Planning
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-

1

CPV-2015-03
9735 Narragansett
Parkway

RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND ADOPTING THE RECOMMENDATIONS OF THE ADVISORY PLANNING COMMISSION REGARDING VARIANCE APPLICATION NUMBER CPV-2015-03, 9735 NARRAGANSETT PARKWAY, COLLEGE PARK, MARYLAND, RECOMMENDING APPROVAL OF A VARIANCE FROM SECTION 27-120.01(C) OF THE PRINCE GEORGE'S COUNTY ZONING ORDINANCE, "FRONT YARDS OF DWELLINGS," TO CONSTRUCT A DRIVEWAY IN THE FRONT YARD, 15.5 FEET IN WIDTH BY 32.5 FEET IN LENGTH

- WHEREAS,** the City of College Park, Maryland (hereinafter, the "City") has, pursuant to §190-1 *et seq.*, and in accordance with Section 27-924 of the Prince George's County Zoning Ordinance (hereinafter, "Zoning Ordinance"), enacted procedural regulations governing any or all of the following: departures from design and landscaping standards, parking and loading standards, sign design standards, and variances for lot size, setback, and similar requirements for land within the corporate boundaries of the City, alternative compliance from landscaping requirements, certification, revocation, and revision of nonconforming uses, and minor changes to approved special exceptions; and
- WHEREAS,** the City is authorized by the Ordinance to grant an application for a waiver or variance for lot size, setback, and similar requirements where, by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary situation or condition of the specific parcel of property, the strict application of the Zoning Ordinance would result in peculiar and unusual practical difficulties or an exceptional or undue hardship upon the owner of the property, and a variance can be granted without substantial impairment of the intent, purpose and integrity of the General Plan or Master Plan; and
- WHEREAS,** Section 27-422 (c), Table II, of the Prince George's County Zoning Ordinance prescribes a maximum lot coverage of 30% in the R-55 zoning district; and
- WHEREAS,** the Advisory Planning Commission (hereinafter "APC") is authorized by §190-3 of the City Code to hear requests for variances from the terms of the Zoning Ordinance with respect to lot size, setback, and other requirements from which a variance may be granted by the Prince George's County Board of Appeals, including variances from Section 27-442(c) of the Prince George's County Zoning Ordinance, and to make recommendations to the Mayor and Council in connection therewith; and
- WHEREAS,** Section 27-120.01 (c) of the Zoning Ordinance stipulates that no parking space, parking area, or parking structure other than a driveway no wider than its associated garage, carport, or other parking structure may be built in the front yard of a dwelling, except a townhouse or multifamily dwelling, in the area between the front street line and the sides of the dwelling; and

WHEREAS, on May 15, 2015, Leonardo Gonzalez (hereinafter, the “Applicant”), submitted an application for a variance from Prince George’s County Zoning Ordinance, Section 27-120.01 (c), to permit construction of a 15.5-foot by 32.5-foot driveway or a 22.5-foot by 27.5-foot driveway in front of the house at the premises known as 9735 Narragansett Parkway, College Park, Maryland (the “Property”);

WHEREAS, on July 2, 2015, the APC conducted a hearing on the merits of the application, at which time the APC heard testimony and accepted evidence, including the staff report and Exhibits 1 – 7 with respect to whether the subject application meets the standards for granting a variance set forth in the Ordinance.

WHEREAS, based upon the evidence and testimony presented, the APC voted 4-0-0 to recommend that the variance be granted; and

WHEREAS, the Mayor and Council are authorized by §190-6 to accept or deny the recommendation of the APC with respect to variance requests; and

WHEREAS, the Mayor and Council have reviewed the recommendation of the APC as to the Application and in particular have reviewed the APC’s findings of fact and conclusions of law; and

WHEREAS, no exceptions have been filed; and

WHEREAS, the Mayor and Council are in agreement with and hereby adopt the findings of fact and conclusions of law of the APC as to the Application as follows:

Section 1. Findings of Fact

- 1.1 The property is located at 9735 Narragansett Parkway in the Hollywood subdivision.
- 1.2 The North College Park Citizens Association is the civic association that represents the area in which the property is located.
- 1.3 The property is zoned R-55.
- 1.4 The Applicant is proposing to construct a driveway for two vehicles. The property has a curb-cut but no driveway.
- 1.5 The property is located at the end of a small cul-de-sac resulting in an irregular, triangular shape with a narrow width at the property line.
- 1.6 The property has an area of 8,960 SF or .21 acres.
- 1.7 The property is improved with a 1,127 square foot, one-story, brick, single-family house.
- 1.8 The subject house was constructed in 1950.
- 1.9 The immediate neighborhood is zoned R-55, single-family residential.

- 1.10 The one-way cul-de-sac serves eight (8) properties.
- 1.11 Three (3) of the properties on the cul-de-sac have single-wide driveways and five (5), including the applicant's property, do not have driveways.
- 1.12 In this neighborhood, it is customary for people to be able to park in their driveway or close to their home.
- 1.13 On-street parking is on one side of the street because it is one-way and is further limited due to the configuration of the cul-de-sac.
- 1.14 The narrow width of the property at the street line and the location of the house make it impossible to provide parking on-site that complies with the regulations.
- 1.15 Perpendicular parking is permitted in the cul-de-sac but restricts the turning radius, which can impede emergency vehicles from servicing the properties.
- 1.16 Permit parking in the cul-de-sac is insufficient to limit the parking and serve the needs of the residents.
- 1.17 The Applicant must routinely park on Narragansett, his vehicles being out-of-sight from his residence which creates vehicle-safety concerns.

Section 2 Conclusions of Law

The Mayor and Council makes the following conclusions of law with regard to CPV-2015-03 for a Variance from Section 27-120.01 (c) of the Prince George's County Zoning Ordinance, "Front Yards of Dwellings," to expand a driveway in the front yard to a width of 15.5-feet and a length of 32.5-feet or a driveway in the front yard to a width of 22.5-feet and a length of 27.5 feet

- 2.1 The property has an exceptional topographic condition due to its exceptional shape. The frontage is at the end of a cul-de-sac resulting in a curved front property line that is only 28.88-feet wide. Given the location and configuration of the house on the lot, there is insufficient room to construct a driveway alongside the house.
- 2.2 Despite permit parking, the number of parking spaces on the street is insufficient to accommodate residents. The strict application of the Zoning Ordinance will result in an unusual practical difficulty by making it more difficult for the Applicant to park his vehicles within sight of his home.
- 2.3 Granting a single-wide driveway variance will not impair the intent and purpose of the applicable County General Plan or County Master Plan, because similarly configured driveways exist in this cul-de-sac. Moreover, the driveway will help to reduce the perpendicular parking in the cul-de-sac, thereby helping city and emergency vehicles to service the street.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of College Park, Maryland that the findings of fact and conclusions of law of the APC are hereby adopted and approval of a variance from Section 27-120.01 (c) to encroach in the front yard with a driveway not to exceed a width of 15.5-feet wide and a length of 32.5-feet for a total encroachment of 504 square feet is granted.

ADOPTED, by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 11th day of August 2015.

CITY OF COLLEGE PARK,
MARYLAND

Janeen S. Miller, CMC
City Clerk

Andrew M. Fellows, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Suellen M. Ferguson
City Attorney

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Presentation by State Highway Administration on US Route 1 Design

MEMORANDUM

TO: Mayor and Council

FROM: Terry Schum, Planning Director *tas*

THROUGH: Joseph L. Nagro, City Manager

DATE: July 31, 2015

SUBJECT: US Route 1 Design

ISSUE

The State Highway Administration Project Manager for the US Route 1 reconstruction project, Denila Deliallisi, will attend the August 5, 2015 worksession to present the status of the project.

SUMMARY

There are several updates to the project. Meetings have been held between SHA and Senator Rosapepe, Mayor Fellows and Eric Olson regarding design issues raised by the city and various revisions are proposed. Design for the undergrounding of utilities has been cancelled and the design for aerial relocation of utilities has been initiated. \$30 million in construction funding for the project has been provided. Attached is a handout from a recent Route 1 team progress meeting that includes a new proposed schedule, updated budget and various items that will be addressed in the presentation.

RECOMMENDATION

For information only.



**Partnering/Progress Meeting Agenda
 PG6245171/PG624B21
 US 1 College Park – Segment 1
 July 28, 2015 - 9:00am
 District 3 Auditorium**

**INTRODUCTIONS
 PROPOSED SCHEDULE**

MILESTONE	DATE
Preliminary Investigation Meeting	November 29, 2012
SFR Meeting	November 19, 2013
FR Meeting	September 30, 2014
PS&E	April 10, 2018
Financial Advertisement Date	June 19, 2018

BUDGET AND FUNDING STATUS

PHASE	BUDGET
Preliminary Engineering	\$8.3M
Right Of Way	\$14.2M
Utility Relocation	\$5.1M
Construction	\$30.1M (includes utility cost)

**PARTNERING AGREEMENT AND MEETINGS
 PROJECT SCOPE AND STATUS BY DIVISION**

- **Highway Design**
 - Bike Lane design/Width
 - Alignment in front of Jenkins Garage
- **Developers/Property Owner Coordination**
 - Landmark
 - Hotel Development
 - Keane Properties – Change in access - ROW Modification
 - Rita’s Property Owner
- **Innovative Contracting/ADA compliance**
 - Pedestrian Accommodations along Metzertott Road
 - Pedestrian crosswalk locations
 - New sidewalk locations
- **Maintenance of Traffic**
- **Highway Hydraulics**
 - Video inspection of existing pipes
 - SWM/Drainage Design Status
 - New SWM Vault Location
 - Treatment along MD 193
- **Plats and Surveys**
 - Supplemental Surveys complete
 - Proposed plats will be revised. 6 months to finalize, once ROW needs are received.
- **Traffic Engineering Design**
 - Signing and Signal Plans
 - DR Status
 - Lighting Study
 - Roadway

- Pedestrian
 - UMD
 - Developer
- **Bridge Design**
- **Bridge Hydraulics**
 - Floodplain Studies
 - Scour analysis
 - Boring Status
- **Office of Materials Technology**
 - PGR obtained in August 2014
 - Special HMA needed
 - Verizon line cover
- **Environmental Planning**
 - NEPA re-evaluation complete.
 - Will need to revise, to accommodate for the changes in design
- **Environmental Programs**
- **Landscape Architecture**
- **District Right of Way**
 - Tuxedo Shop acquisition began on May 26, 2015 – 18 months to clear
 - UMD ROE/ROW status
- **District Traffic**
 - Turn Lanes at Paint Branch Parkway
 - DR Status
- **District Utilities**
 - Aerial utilities to remain aerial
 - Utilities being impacted:
 - PEPCO
 - Verizon (OH and UG)
 - Comcast (OH and UG)
 - MCI (VZ Bus)
 - UMD (Electric, Telephone, SS)
 - WSSC (Water and Sewer)
 - SHA Electric
 - Wash. Gas
 - Next utility relocation coordination meeting – to schedule with John Nesbitt
- **District Construction**
- **University of Maryland – College Park**
 - Pervious sidewalks – VE Recommendation
 -
- **City of College Park**
 -
 -
- **Prince George's County**
 -
 -
- **MNCPPC**
 -
- **WMATA**
 - Bus Stop Locations display shared with the team.

Next Partnering/Progress Meeting – Wednesday, September 16, 2015 – Venue TBD

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Proposed scope-of-work for feasibility study for Hollywood Road extended

MEMORANDUM

TO: Mayor and Council

FROM: Terry Schum, Planning Director *ts*

THROUGH: Joseph L. Nagro, City Manager

DATE: July 31, 2015

SUBJECT: Scope of Services for Feasibility Study for Hollywood Road Extended at Mazza GrandMarc Apartments

ISSUE

There is \$500,000 in escrow for the planning, design and construction of the extension of Hollywood Road on the west side of Route 1 to connect to the road in front of Mazza GrandMarc Apartments. On August 8, 2014, the City Council passed a motion authorizing staff to work with Starr Insurance Holding, Inc. (Starr) to develop a scope of services for a feasibility study to extend Hollywood Road. The scope of services has been prepared (see Attachment 1) and requires approval by the City Council before work may proceed.

SUMMARY

The purpose of the feasibility study is to prepare up to three preliminary design alternatives and construction cost estimates for the alignment of the roadway. The study does not include the preparation of construction drawings or the application for any permits for construction. The study will be conducted by VIKA engineers under the supervision of Starr and will include the following: a boundary survey, topographic survey, site layout and grading plans, stormwater concept plan, hydraulic capacity analysis of the existing storm drain culvert, identification of utility conflicts, a natural resource inventory to identify impacts to existing environmental features and proposed right-of-way impacts on adjoining properties. Starr will provide title reports for the abutting properties. Two meetings to present the results of the study are anticipated, one with the community and one with the City Council. The total estimated cost of the study is \$66,500.

RECOMMENDATION

Staff recommends approval of the scope of services for the feasibility study for extending Hollywood Road west of Route 1.

ATTACHMENTS

1. VIKA Engineering proposal dated April 8, 2015
2. City Council motion regarding scope of services
3. Site map



Revised April 8, 2015

Revised March 23, 2015

November 18, 2014

Via: Email and Mail

diane.yep@starrcompanies.com

Ms. Diane Yep
 PPC/CHP Maryland Limited Partnership
 c/o Diversified REI Holdings, LLC
 399 Park Avenue
 9th Floor
 New York, NY 10022

**Re: Mazza - Hollywood Road Extension
 Prince George's County, Maryland
 VIKA Job #VM6584
 VIKA Proposal #G3376 Rev02**

Dear Ms. Yep,

As requested, we are very pleased to submit this revised proposal to provide professional services in conjunction with a proposed extension of Hollywood Road west of the traffic signal at Baltimore Avenue located in College Park, Maryland. We have listed below the various assumptions that we have made in preparing this proposal, which we believe to be valid. In the event that any of these assumptions are proven invalid, it may require some additional services agreements to address those items. We have, however, attempted to include a complete scope of services that we presently anticipate to be required for this project.

PROJECT ASSUMPTIONS

1. The client will provide a current title report for abutting properties to the proposed extension of Hollywood Road in determining the easements, deeds and other encumbrances on these properties.
2. This proposal is limited to preliminary design layout and alignment study associated with Hollywood Road extension (2-lanes), with sidewalks and landscaping strips on both sides of the street, between Baltimore Avenue and existing Autoville Drive in front of Mazza Grandmarc property. This scope assumes up to three alternates, and construction cost estimates for each preliminary design alternative will be provided.
3. The existing storm drain culvert analysis will be done to determine the required extension of the existing culvert for the proposed Hollywood Road extension. The MNCPPC topo survey for drainage area map will be paid for by the client.
4. Gas, electric, telephone and cable (dry utilities) relocation plans are not included in this contract and will be provided by another firm. However, we will identify relocation of known existing dry utilities for your consideration.
5. No dam breach or downstream impact studies will be required.
6. Any wetland and environmental studies, if required, will be provided by others.

VIKA Maryland, LLC

20251 Century Boulevard, Suite 400 ✪ Germantown, Maryland 20874 ✪ 301.916.4100 Fax 301.916.2262
 Tysons, VA ✪ Germantown, MD ✪ Washington, DC

www.vika.com

7. Historic resource preservation, archeological, architectural, hazardous waste, geotechnical, electrical, mechanical, environmental engineering, traffic studies, utility sweeps, test pitting and/or structural design services are not included in this proposal.
8. While every attempt will be made to accurately show underground utilities, these locations will be based on available information. Prior to construction or grading on/or near the site, it is advised that the contractor(s) verify the location of utilities through test pits and take adequate precautions to avoid disturbance of underground utilities.
9. Certain utility companies and governmental agencies do not make their existing and proposed underground utility records available. VKA, Inc. is not responsible for any conflicts or damage resulting from the discovery of unknown utilities.
10. We have assumed that any required traffic studies and or signalization design revision will be completed by a separate proposal or client's traffic consultant.
11. All meetings with the VKA team, which will include applicable public agencies, a city council presentation and community meeting, will be invoiced on an hourly basis according to our current rate schedule after a discussion and verbal approval on the personnel and presentation materials. We assumed a total of three meetings and have included separate line items for these meetings, and have projected our level of staff and materials required for each meeting. After a discussion with you, we understand a final budget approval for each meeting is required from you.
12. Geotechnical investigation will not be required for this phase of the project. If soils investigation is required, your geotechnical consultant will provide this service. If stakeout of soil borings is required from our staff, an additional fee will be required.
13. It is assumed that any off-site improvement design services, and easement negotiations, that may be required, will be provided by the client.
14. It is assumed that if a Wildlife Management Plan or Invasive Species Management Plan is required, they will be prepared by others.
15. Our fees are based on the design criteria of the public agencies in effect as of the date of this contract. Any new changes to the design criteria or regulations may affect our fee.
16. Any revisions necessitated by a change in the design criteria once a critical milestone has been agreed upon, or by the subjective review comments by the owner or applicable review agencies, will be justification for an additional services agreement.
17. There will be no improvements in US Route 1, other than intersection improvements. At this stage all plans will be submitted to City of College Park for their review and SHA plan preparation and processing is not included in this proposal.
18. This proposal is for feasibility studies only, thus, does not include construction/permit documents preparation and processing for approval from various public agencies.



SCOPE OF SERVICES

1. Boundary and Topographic Survey and Benchmarks..... \$8,500

VIKA Maryland, LLC will prepare a field run Boundary Survey for the site. The Boundary Survey will be prepared and will meet the Minimum Standards of Practice for Land Surveying as established by the Board of Professional Land Surveyors for the State of Maryland, Title 09, Subtitle 13, Chapter 06, Section .03.

Our staff will research existing land records for any available easements, plats or deeds for the subject property as well as the adjacent properties. A horizontal control network will be established. Our staff will recover existing property monumentation and determine the property line locations. Our staff will set any property markers for the subject property that are not recovered.

Under this line item, our staff will also prepare a Topographic Survey that meets the Minimum Standards of Practice for Land Surveying as established by the Board of Professional Land Surveyors for the State of Maryland, Title 09, Subtitle 13, Chapter 06, Section .04, with 2-foot contour intervals for the above referenced site. Our staff will also verify the “as-built” existing site conditions and existing utilities around points of connection and the curb along the existing driveways. A vertical datum will be established utilizing existing survey control monuments, utility as-builts, design drawings or combinations thereof.

Our staff will provide field verification of visible utility features existing at the time of the survey including manholes, valves, meters, cleanouts, etc. with location, rim or top elevation and invert elevation where features area clear, visible and accessible. Pipe size and type of material will be indicated where visible and accessible. This information will be obtained utilizing standard survey techniques and does not include determination of underground utility alignments which are not vertical and horizontal strait lines between two (2) known visible and accessible points such as manholes or inlets.

Under this line item our staff will establish four (4) benchmarks locations to be determined by the project superintendent. Price based on one (1) mobilization.

2. Grade Establishment Plan (3 Alternates)..... \$5,000

Under this line item, our staff will prepare the Grade establishment plan to set the alignments in accordance with agency’s design criteria for the Hollywood Road extension.

3. Hollywood Road Site Layout and Grading Plan (3 Alternates)\$17,500

Under this line item, our staff will prepare up to three alternates of the proposed alignment studies for the Hollywood Road extension based on the discussions with the client and City Staff. These plans will be prepared at a scale of 1”=30’ or greater, and will be submitted to the City for review.



4. Stormwater Management Concept Plan\$10,000

Under this line item, our staff will prepare the Stormwater Management Concept in accordance with latest design criteria of the agency to identify the acceptable ESD measures within the street Right of way (bio-swales, bio-planters, silva cells, filterras etc.).

5. Hydraulic Capacity Analysis of Existing Storm Drain Culvert..... \$6,000

Under this line item, our staff will prepare a Hydraulic Capacity Analysis of the existing Storm Drain Culvert and determine the required extension for the three alignment studies. This scope assumes the size of the existing pipe is adequate and analysis will be based on the pipe capacity flowing full. This also will include stabilization measures at the culvert outfall. Existing conditions topo from MNCPPC will be used to develop the drainage area map and imperviousness ratio.

6. Existing Utility Adjustment and Relocation Identified \$1,500

Under this line item, our staff will request the record drawings from the various utility companies and incorporate information received into our design sketches to identify the potential conflicts assuming the underground dry utilities are approximately 30-inches below grade.

7. Easement and Right of Way Taking Exhibits Hourly Budget \$2,000

Under this line item, our staff will prepare the sketches for the proposed right-of-way and its impact on adjoining properties for the Hollywood Road extension alignments. This scope assumes, legal descriptions of the impacted areas are not required.

8. Natural Resource Inventory/Forest Stand Delineation (NRI/FSD)..... \$3,000

Under this line item, our staff will prepare a Natural Resource Inventory/Forest Stand Delineation Plan consistent with the requirements on the local agency within the limits of disturbance to determine the impacts to existing environmental features (large diameter trees and its critical root zones). This plan will not be submitted to agencies for approval.

9. Project Meetings Hourly Budget \$5,000

Under this line item, our staff will attend project meetings at the direction of the Owner. This would include meetings with agency review officials, Council hearing, etc. in addition to team status meetings and any team conference calls, and telephone correspondence. This also includes preparing two presentation boards and power point slides to be presented at the council meeting.

10. Feasibility Report and Narrative (3 Alternates) \$5,000

Under this line item, our staff will provide a Feasibility Report (narrative form) outlining the pros and cons of the three proposed alignments to assist the Client and City of College Park in selecting the preferred alignment.



11. Cost Estimates (3 Alternates)..... \$3,000

Under this line item, our staff will provide cost estimates for each alternate based on the agencies published unit cost prices for bonding purposes.

ME. Printing, Plotting, Messenger and Overnight Delivery Services..... Per Rate Schedule

Included in the above lump sum line items and our corporate overheads are a reasonable amount of all coordination prints and paper or vellum CADD coordination plots between our firm, your staff and other design consultants. Not included in our overhead is messengering plans prepared by us to the appropriate reviewing agencies, nor picking them up after they have been reviewed for comment. Any other printing, CADD plotting and any messenger services that you might require will be invoiced according to our current rate schedule for such services. These would include record drawings, mylar CADD plottings or disks, as well as any messenger services required by the client. Printing and record copy fees charged to VIKA by utility companies will be billed as a direct cost to this line item.

FEES

Our fees for the services outlined herein are summarized in the attached fee schedule.

EXTRA WORK

Any work required in addition to that outlined above will be billed on an hourly basis according to our current rate schedule shown on the attached Rate Schedule, or negotiated lump sum fee. Extra work will include but not be limited to concept storm water management plan revisions, dam breach analysis, landscape plans, special exception plans, retaining wall design, lighting design, condominium plats, ALTA/ACSM surveys, phasing plans, structural engineering for retaining walls or garage, geotechnical engineering, construction phase services, and any services not specifically included herein, and changes in the scope of services, or revisions as requested by the owner, architect or necessitated by a change in the approving agencies' codes, policies or guidelines.

If this proposal and the enclosed Attachments A and B, dated April 2015, are acceptable and outline our complete agreement, please signify your acceptance by signing in the space provided and returning a copy to our office. This document and Attachments A and B, dated April 2015, will then constitute our complete agreement.

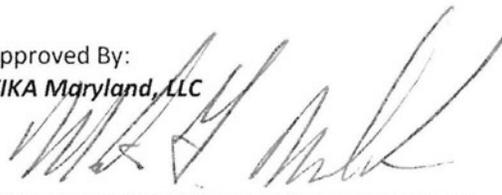
We appreciate the opportunity to present this proposal and look forward to continuing working on this project with you.

Sincerely,
VIKA Maryland, LLC



Jagdish Mandavia, P.E.
Senior Associate

Approved By:
VIKA Maryland, LLC



Mark G. Morelock, P.E.
Principal Associate/Executive Vice President

JM/kc



Ms. Diane Yep
PPC/CHP Maryland Limited Partnership
c/o Diversified REI Holdings, LLC
Re: Mazza - Hollywood Road Extension
VIKA Proposal #G3376 **Rev01**
November 18, 2014 – **Revised March 23, 2015-Revised April 8, 2015**
Page 6 of 6

ACCEPTANCE

We, **PPC/CHP Maryland Limited Partnership c/o Diversified REI Holdings, LLC**, in consideration of the terms and conditions of this proposal which are fully set forth herein, including Attachments A and B, dated April 2015, do hereby accept these documents as our complete agreement.

Accepted: _____ Date: _____

Print Name: _____ Title: _____

Enclosures: Attachments A & B, dated April 2015



MAZZA - HOLLYWOOD ROAD EXTENSION
VIKA Fee Schedule
VIKA Proposal #G3376 Rev02
11/18/2014 - Revised March 23, 2015- Revised April 8, 2015

ITEM #	DESCRIPTION	LUMP SUM	HOURLY BUDGET
<u>ENGINEERING SERVICES</u>			
1	BOUNDARY/TOPOGRAPHIC SURVEY AND BENCHMARKS	\$ 8,500	
2	GRADE ESTABLISHMENT PLAN (3 ALTERNATES)	\$ 5,000	
3	HOLLYWOOD ROAD SITE LAYOUT AND GRADING PLAN (3 ALTERNATES)	\$ 17,500	
4	STORMWATER MANAGEMENT CONCEPT PLAN	\$ 10,000	
5	HYDRAULIC CAPACITY ANALYSIS OF EXISTING STORM DRAIN CULVERT	\$ 6,000	
6	EXISTING UTILITY ADJUSTMENT AND RELOCATION IDENTIFIED	\$ 1,500	
7	EASEMENT AND RIGHT OF WAY TAKING EXHIBITS		\$ 2,000
8	NRI/FSD	\$ 3,000	
9	PROJECT MEETINGS		\$ 5,000
10	FEASIBILITY REPORT AND NARRATIVE (3 ALTERNATES)	\$ 5,000	
11	COST ESTIMATES (3 ALTERNATES)	\$ 3,000	
TOTAL CONTRACT FEE:		\$ 59,500	\$ 7,000

Reimbursables

.ME Printing, Plotting, Messenger and Overnight Delivery Services Per Rate Schedule

The following is a listing of VIKA's professional services rates for professional, messenger, and reprographic services. These rates will remain in effect for one (1) year following the date of the contract, after which time they may be adjusted to reflect our current labor and overhead costs.

PROFESSIONAL SERVICES

Expert Research & Testimony	\$300
Principal.....	\$250
Principal Associate.....	\$235
District of Columbia Registered Surveyor	\$235
Director of Planning / Landscape Architecture	\$195
Senior Associate	\$210
Associate	\$175
Senior Project Planner	\$165
Senior Project Manager	\$165
Project Manager	\$140
Assistant Project Manager.....	\$120
LIDAR / Scanner Project Manager.....	\$175
Senior Engineer/LA/Planner/Surveyor	\$135
Project Engineer/LA/Planner/Surveyor.....	\$115
Design Engineer/LA/Planner/Survey Technician	\$90
Senior CADD Designer.....	\$110
CADD Designer	\$90
Senior Administrative Assistant	\$80
Administrative Assistant	\$70
Survey Crew.....	\$160
Survey Crew 1 Man Robotic.....	\$160
GPS Crew	\$180
LIDAR / Scanner Crew	\$200
LIDAR / Hazard Scanner Crew	\$400
2 Man Survey Night Crew	\$225
3 Man Survey Night Crew	\$245
1 Man Disaster / Hazard Survey Crew (Robotic)	\$225
2 Man Disaster / Hazard Survey Crew.....	\$325
3 Man Disaster / Hazard Survey Crew.....	\$345
Certified Arborist	\$175
LEED Consultant.....	\$150
DUE 1, Dry Utility Engineering Manager	\$155
DUE 2, Dry Utility Project Manager (UPM).....	\$155
DUE 3, Dry Utility Designer / CADD.....	\$100
DUE 4, Dry Utility Administrative Assistant	\$75
DUE 5, Dry Utility Project Principal / Electrical P.E.	\$200

REPROGRAPHIC SERVICES

PRINT CHARGES FOR LARGE FORMAT DOCUMENTS (cost per square foot)

CAD Plot / Copy – B/W on Bond	\$ 0.25
CAD Plot / Copy – B/W or Color on Ink Jet Bond	\$ 1.95
CAD Plot / Copy – B/W or Color on Ink Jet Mylar	\$ 3.95
CAD Plot / Copy – Color graphic images on Ink Jet Bond.....	\$ 9.00
CAD Plot / Copy – Color graphic images on Ink Jet Glossy Presentation.....	\$10.00

PRINT CHARGES FOR DOCUMENTS UP TO 11" X 17" (cost per page)

Digital Laser Print – B&W and Color	\$ 1.20
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SCANNING CHARGES (cost per square foot)

Scan to File B/W.....	\$ 0.50
Scan to File Color.....	\$ 0.75

MOUNTING (cost per square foot)

Foam Core.....	\$ 5.25
Gator Board.....	\$ 6.25

FOLDING (cost per square foot)

Folding Bond prints.	\$ 0.25
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MESSENGER AND OTHER SERVICES

Messenger service, filing fees, and reprographic services not listed above will be billed at cost plus 10%.
 Printing and record copy fees charged to VIKA by utility companies will be billed as a direct cost to the client.



These Standard Terms and Conditions are incorporated into the foregoing agreement or proposal (the "Agreement") between VIKA Maryland, LLC (VIKA) and its client ("Client") for the performance of engineering, surveying, planning and/or landscape architectural services ("VIKA Services"). These Standard Terms and Conditions are fully binding upon client just as if they were fully set forth in the body of the Agreement.

1. PERIOD OF OFFER

Any proposal by VIKA to provide professional services must be accepted within ninety (90) days of the date of the proposal. This ninety (90) day period may only be extended if VIKA agrees in writing. Additionally, VIKA shall have the option of canceling a VIKA proposal at any time prior to the original or extended expiration date of the proposal as long as there is no fully executed Agreement in effect at the time of such cancellation. In the event a Client accepts a VIKA proposal by executing and delivering either the signed original or copy to VIKA, the signed VIKA proposal and the attachments expressly incorporated therein by reference shall constitute the entire agreement between the parties ("Agreement").

The proposal and these terms and conditions shall also apply even if the Client has not returned an executed copy but requested that VIKA begin work, and receives work from VIKA performed in accordance with this Agreement.

2. SCOPE OF AGREEMENT

VIKA, for the fee noted in the Agreement, shall only be obligated to perform those services expressly described in the Scope of Services. In no event does VIKA agree to perform any of the following services:

- a. To certify as to the correctness of any document which was prepared by another entity.
- b. To be responsible for the correctness of any drawings prepared by VIKA unless it is properly sealed by a professional currently employed by VIKA.
- c. To provide legal, accounting, insurance, or other consulting services not listed in VIKA's current brochure.
- d. To assure Client of favorable or timely comment or action by any governmental entity on the submission of any construction documents, land use or feasibility studies, appeals, petitions for exceptions or waivers, or other requests or documents of any nature whatsoever.
- e. To assure Client that consulting services pertaining to off-site considerations or requirements take into account circumstances other than those clearly visible and known from on-site work.
- f. To furnish or certify to the actual location (or characteristics) of any portion of a utility which is not visible from the surface.
- g. Geotechnical or structural engineering consulting services.
- h. Wetlands and/or environmental services.

Client shall also inform VIKA of any special criteria or requirements related to VIKA's Services and shall furnish VIKA with all available existing information, including reports, plans, drawings, surveys, deeds, and other documents related to VIKA's Services. VIKA shall not be responsible for errors, omissions or additional costs arising out of its reliance upon such information or materials furnished by Client.

3. REIMBURSABLE EXPENSES

Unless otherwise specified in the contract, client shall reimburse VIKA for all expenses, necessarily or reasonably, incurred by VIKA in connection with the performance of professional services for Client, plus ten percent (10%), except for printing services, which will be reimbursed in accordance with Attachment A. Such expenses may include, but are not limited to, the following: transportation expenses; messenger services, meals and lodging in connection with travel; long distance telephone charges; data processing expenses; extraordinary computer expenses; photographic expenses; filing and inspection fees paid by VIKA on behalf of Client to appropriate regulatory agencies; additional insurance coverage requested by Client; overtime required by Client; renderings and models; the cost of obtaining bids or proposals from other contractors or consultants when done at the request of Client; and other out-of-pocket expenses incidental to performance of VIKA's Services. VIKA may submit invoices for reimbursable expenses separately from invoices for services.

4. ADDITIONAL SERVICES

In the event the Client requests VIKA to perform services not specifically described in Scope of Services, Client agrees to compensate VIKA for such services in accordance with the hourly rate schedule set forth in Attachment A of this Agreement unless a written agreement has been signed by both parties indicating the basis of such additional changes. Unless specifically included in the Scope of Services, additional services will include, but not be limited to, the following: off-site design, construction specification preparation, revisions to previously prepared plans, cost estimating, construction inspection, completion certifications, changes in the Scope of Services and revisions requested by the Owner, Architect or necessitated by a change in the approving agencies' codes, policies or guidelines.

5. CLIENT'S ORAL DECISIONS

Client, or any of Client's directors, officers, partners, employees or agents having apparent authority from Client, may orally: (a) make decisions relating to VIKA Services or the Agreement; (b) request a change in the scope of VIKA Services under the Agreement; or (c) request the performance by VIKA of additional services under the Agreement, and in such event, such decisions or requests are binding to Client. Client may from time to time, and at any time, limit the authority of any or all persons to act orally on Client's behalf under this Paragraph 5, by giving seven (7) days advance written notice to VIKA.

6. DUTIES AND STANDARD OF CARE

VIKA agrees to provide those professional engineering, surveying, and/or landscape architectural services as agreed to in the Scope of Services. Additional services and consultation may be performed if requested, subject to an agreed-upon revision in the Scope of Services and authorized additional compensation. Services will be performed in accordance with generally accepted principles of civil engineering, land surveying, and landscape architectural practice and, in a manner consistent with the level of professional care and skill ordinarily exercised by members of these professions for similar projects. No other warranty, expressed or implied, is made. Client shall communicate these standard contract terms and conditions of this Section 6 to each and every third party to whom the Client transmits any part of VIKA's plans, specifications, details, calculations or reports.

VIKA shall make every effort to meet current Fair Housing and Americans with Disabilities Act (ADA) requirements with respect to this proposal; however, due to the ambiguity of the rules and regulations associated with this law, VIKA does not guarantee total compliance.

7. CONSTRUCTION REVIEW

Adequate observation by qualified personnel of site construction is considered essential for successful completion and performance of projects. The owner shall retain adequate site observation, inspection and materials testing services for all projects in which it uses VIKA throughout the duration of site construction. Unless specifically noted in the Scope of Services, the professional services of VIKA do not extend to, or include the review or site observation of, the contractor's work. It is agreed that visits to the job site by the designer or his field representative at intervals appropriate to the stage of construction is for the purpose of becoming familiar with the progress and general quality of the construction work, and is not to be construed as construction observation or inspection services, and shall not excuse the contractor from any deficiencies discovered in his work. It is further agreed that VIKA will not be responsible for job or site safety on the project except for its own personnel, and will not be held responsible for any contractor's failure to observe or comply with the Occupational Health and Safety Act of 1970 as amended to date, or any state, county or municipal law of similar import or intent.

Client or its agent/representative shall review VIKA's work promptly after it is performed and made available to Client or its agent/representative. Thereafter, Client and/or its agent/representative shall promptly notify VIKA in writing about any errors, omissions and/or questions. Any damage resulting from the failure of the Client or its agent/representative to notify VIKA of any errors or omissions that Client or its agent/representative knew, or reasonably should have known, about shall be the sole responsibility of the Client and Client waives any claims against VIKA with respect to such matters and indemnifies VIKA for all costs incurred by it resulting from such matter.

8. REVIEW OF SHOP DRAWINGS AND CONTRACTOR'S SUBMITTALS

Review, checking, corrections and comments made by VIKA on the contractor's shop drawings and submittals do not relieve the contractor from compliance with requirements of the contract documents. Checking is only for review of general compliance with the information given in the contract documents. The contractor is responsible for, among other items, confirming and correlating all quantities and dimensions, confirming manufacture specifications / representations, selecting fabrication processes and techniques of construction, coordinating his work with that or all other trades, and performing his work in a safe and satisfactory manner.

9. EXISTING CONDITIONS/LIABILITY LIMITATION

In as much as the site construction and the performance of VIKA's services requires that certain assumptions be made regarding existing conditions, including underground utilities, and because some of these assumptions may not be verifiable without expending additional sums of money, or destroying otherwise adequate and serviceable systems, it is agreed that, except for negligence on the part of VIKA, VIKA will be held harmless, by the Client, against all claims arising out of or related to its services under this Agreement.

Client warrants that all matters regarding hazardous materials on or near the project site known to the Client have been made known in writing to VIKA prior to the execution of this Agreement. VIKA shall have no responsibility for the discovery, handling, removal or disposal of hazardous materials in any form at the project site.

VIKA is entitled to rely upon the conditions and circumstances of the Project as accurately represented by Client and as visually observable by VIKA. In the event of circumstances or conditions that were not so represented or observable which require an increase to VIKA's scope of services, VIKA shall be compensated by Client for such increase as Additional Services.

10. RIGHT OF ENTRY; PERMITS

Client agrees to provide rights of entry and all permits and permissions necessary for the completion of VIKA's services under this Agreement at no cost to VIKA.

11. EARLY BID DOCUMENTS/FAST TRACK PROJECTS

When the Client requests submission of early bid documents, it is acknowledged that VIKA's drawings are issued to contractors for pricing or bid purposes in advance of full completion of construction documents by the architect and other disciplines, as well as agency approval. The Client agrees that VIKA shall not be responsible for additional construction costs arising from subsequent revisions, addenda, and corrections to VIKA's drawings, made in order to conform same to other disciplines' final drawings or in response to agency comments.

12. PROJECT SCHEDULE

In order for VIKA's staff to be as responsive as possible to the project needs as well as flexible based on weather and job conditions, it is imperative that a dialogue be established prior to the commencement of design or construction stakeout on the project between VIKA's project manager and the appropriate Client representative. We suggest that a coordination meeting take place at least one week prior to the anticipated start of work. At this meeting, we will determine, in general, what your needs will be through the term of the project and outline our staffing program. Once this meeting has taken place, we encourage an ongoing dialogue between VIKA's project manager and the Client's representative.

13. CONSTRUCTION ESTIMATES

It is expressly understood and agreed that, should VIKA be requested to prepare earthwork quantity estimates or pricing, VIKA's services are not guarantees of actual quantities or prices, but engineering estimates of quantities shown on certain plans or grading concepts. As such, VIKA shall not be held responsible for earthwork quantities and/or earthwork balances, nor for any other quantity and/or cost estimates prepared by it.

VIKA has no control over the cost of labor, materials, or equipment; the contractor's method of determining prices; competitive bidding or market conditions. VIKA's opinions of probable construction costs are made on the basis of its experience and qualifications. These opinions, when rendered, represent VIKA's best judgment as a design professional familiar with the construction industry, and are not to be construed as a guarantee that proposals, bids, or the construction cost will not vary from opinions of probable costs prepared by VIKA. If the owner wishes greater assurance as to the construction cost, they shall employ an independent cost estimator.

14. GEOTECHNICAL AND WETLAND STUDIES AND INVESTIGATIONS

It is expressly understood and agreed that VIKA shall not be responsible for any soil studies, geotechnical engineering stability analysis, prediction of the presence of any subsurface water, or design of underdrainage systems to handle any subsurface water that may affect the project. Further, it is expressly understood and agreed that the Client will retain a geotechnical engineering firm for the purpose of performing investigations, preparing designs, and providing timely direction regarding all geotechnical engineering aspects of the project. It is also expressly understood and agreed that VIKA shall have no responsibility for adequately defining the scope of required geotechnical engineering services. The client shall engage a geotechnical engineer to independently review VIKA's design and provide a certificate that it meets the recommendations and specifications of the geotechnical report.

In addition, it is expressly understood and agreed that VIKA shall not be responsible to predict and/or delineate the presence of wetlands or waters of the United States.

15. PLAN PROCESSING

VIKA provides routine submission of the engineering plans and related documents to public agencies for approval. However, it may be necessary, in order to serve the best interest and the needs of the Client, for VIKA to perform special processing such as meetings and conferences with different agencies, hand carrying the plans from agency to agency, as well as other specialized services. These special services are not included in the basic fee and shall be performed as additional services on an hourly basis in accordance with VIKA's current hourly rate schedule.

16. OWNERSHIP AND REUSE OF DOCUMENTS

It is acknowledged that the documents prepared under this Agreement are instruments of professional service and VIKA will remain sole owner of all original sketches, drawings, tracings, survey notes, computations, etc. prepared by VIKA ("Material"), except where they have to be filed with a government agency. However, as long as Client's account is current, all of this Material is available including reproducible copies of all original tracings for Client's use on this project. Any digital information furnished to the client shall not be released by the client or furnished to third parties without the expressed written permission of VIKA.

There will be no obligation on VIKA's part to deliver the work product or materials to the client if there is any payment past due. It is agreed that the Client will hold VIKA harmless and indemnify and defend VIKA against all damages, claims and losses, arising out of any reuse of the material or modifications to such by parties other than VIKA, without VIKA's written consent. Any digital information furnished to the client shall not be revised by the client or furnished to third parties without the expressed written permission of VIKA.

The client agrees to hold harmless and indemnify VIKA against all claims, liabilities and/or costs, including but not limited to attorneys fees, arising out of or in any way connected with any modification, misuse or use by others of the work product provided by VIKA to Client under this Agreement. VIKA retains the right to retain electronic copies of its work performed hereunder and to remove from electronic copies provided to Client all certifications and professional seals of VIKA personnel.

17. INSURANCE/LIABILITY LIMITATION

VIKA represents and warrants that it and its agents, employees and consultants employed by it, is and are protected by workman's compensation insurance, and VIKA has coverage under public liability and property damage insurance policies to protect itself from claims arising from work performed under this Agreement. Also, VIKA represents and warrants that it maintains professional liability insurance for protection from claims arising out of performance of professional services caused by any error, omission or act for which the insured is legally liable. Certificates in evidence of policies of insurance will be provided to the Client upon request.

Notwithstanding any other provisions contained herein, VIKA shall not be responsible for any loss, damage or liability beyond the amounts, available limits, and conditions of such insurance. No employee or agent of VIKA shall have any individual professional liability to, or in excess of, VIKA's liability as described under these Standard Terms and Conditions. It is understood that VIKA has no liability arising from this contract or the work involved, except insofar as it may be liable for its own acts or for the acts of its employees. Liability of VIKA, if any, for back charges arising from construction conditions is wholly dependent upon written notification to VIKA prior to the initiation of any corrective work, or within 30 days from the occurrence, whichever date occurs first. Damages recoverable from VIKA, in the case of omissions, shall be limited to the direct extra cost to the Client over the cost to the Client, had the omission not occurred, and, in the case of errors, shall be limited to the direct extra cost to the Client of the necessary corrective work. Recovery for any consequential damages, or delay, impact, interference or inefficiency is expressly waived.

18. FEES AND PAYMENTS

VIKA will render its invoice monthly based on a percentage of the work completed that month for lump sum items and for actual hours spent that month for hourly items. In the event that public agency review is required on lump sum items, VIKA will invoice up to eighty percent (80%) of the quoted fee at such time as plans are submitted to the public agency for review; VIKA will further invoice up to ninety-five percent (95%) after it has addressed comments received from the respective agency; and one hundred percent (100%) upon formal action by that agency. Each invoice will be due in full upon receipt. If at any time an invoice remains unpaid in excess of thirty (30) days from the date of the invoice, a service charge of 1.5%, a maximum rate of eighteen percent (18%) per annum, will be charged on the unpaid amount at the end of the month, and each month thereafter, until the unpaid amount, including all service charges, is paid in full.

In the event that an invoice remains unpaid more than forty-five (45) days, all work on the project may be suspended by VIKA unless otherwise agreed to by VIKA in writing. In addition, VIKA reserves the right to pursue all appropriate remedies, including retaining any and all drawings without recourse until the account is paid in full. In the event that litigation is required to obtain payment of the fees provided for herein, Client hereby agrees to pay, along with any judgment awarded to VIKA, all attorneys' fees, collection costs, and court costs sustained in connection with such litigation. Timely payment of invoices is a condition of this Agreement. Failure to make payments in full within the time limits stated above will be considered substantial non-compliance with the terms of this Agreement, and will be cause for termination of this Agreement, if VIKA so chooses.

VIKA may unilaterally increase its lump sum or unit billing rates on each anniversary of Client's acceptance of this Agreement, by up to five percent (5%) or the percentage increase in the CPI-W (U.S. Department of Labor Consumer Price Index-Washington), whichever is greater. Hourly rates are subject to the same annual revision at the discretion of VIKA.

If the Client requests VIKA to perform its work in a timeframe beyond the normal forty (40) hour work week, VIKA will attempt to comply with such request, however, its fees shall be subject to adjustment as agreed upon by the parties and all VIKA personnel cost shall be invoiced at 1.5 times the normal billing rate unless other arrangements are made in writing executed by VIKA and Client.

19. TERMINATION OF AGREEMENT

The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. Client may exercise its right to terminate only if it has made all payments due and owing to VIKA as provided in this Agreement.

Client agrees to be liable, and pay VIKA for all labor done, work performed, material furnished, and all expenses incurred for all work and additional work up to and including the day that work is terminated, in accordance with the notice required under this Section.

20. PROJECT SUSPENSION, ABANDONMENT, AND RESUMING

If the project is suspended or abandoned in whole or in part through no fault of VIKA, VIKA shall be compensated for all services performed prior to receipt of written notice from Client of such suspension or abandonment, together with any reimbursable expenses then due. Moreover, in the event the project is resumed, VIKA may require an additional restart or mobilization fee, the terms of which must be agreed to by the parties, before VIKA resumes its services.

21. ASSIGNS

Neither Client nor VIKA may delegate, assign, sublet or transfer its duties or interest in this Agreement without the written consent of the other party. Said consent shall not be unreasonably withheld by either party.

22. DISPUTE RESOLUTION

- a. All claims, disputes or controversies ("Disputes") arising out of, or in relation to the interpretation, application or enforcement of this Agreement shall be decided as follows. Complying (or showing that a good faith effort to comply) with these dispute resolution terms is a pre-condition to filing suit.

(i) Client and VIKA agree to attend a dispute resolution meeting within fourteen (14) days of the identification of the dispute, to negotiate the dispute in good faith and to have each party's representative have the authority to resolve the dispute on behalf of that party.

(ii) Should the dispute resolution meeting fail to resolve the dispute, Client and VIKA agree to promptly mediate the dispute using a mediator acceptable to both parties, to negotiate in good faith and to equally share the cost of the mediation.

(iii) Should the mediation fail or should it never occur then either party may initiate litigation, however, the party that initiates the litigation must show compliance or a good faith compliance effort with respect to the dispute resolution meeting and/or mediation.

- b. In the event that Client institutes legal action or arbitration against VIKA because of any alleged failure to perform, or for any alleged error, omission, or negligence, and if such suit or arbitration is dismissed, or if judgment is rendered for VIKA, or if VIKA brings a substantially successful legal action or arbitration claim against Client, Client agrees to reimburse VIKA or pay any and all costs incurred by VIKA, including attorneys' fees, expert witnesses, fees and court or arbitration costs, and any and all expenses of the legal proceedings that were incurred by VIKA, immediately following dismissal of the case or immediately upon judgment being rendered in behalf of VIKA.

23. SEVERABILITY

In the event that any provisions herein shall be deemed invalid or unenforceable, the other provisions hereof shall remain in full force and effect, and binding upon the parties hereto.

24. WARRANTY OF AUTHORITY TO SIGN

The individual signing this contract warrants that he/she has authority to sign as, or on behalf of, Client for whom or for whose benefit VIKA's services are rendered. If such individual does not have such authority, he/she understands and agrees that he/she is personally responsible for this contract to VIKA, in addition to any liability which Client may have.

25. NON-ALTERATION OR TERMS

This Agreement, and all the terms herein, may only be amended, deleted or otherwise altered by a written document signed by VIKA and Client, and in any event, on VIKA's behalf by approval of a corporate officer. VIKA's Project Manager has no authority to waive any matter or to amend the Agreement between VIKA and Client.

26. ENTIRE AGREEMENT

These Standard Terms and Conditions, Attachment A, any drawings, plans, plats, and/or exhibits referred to or attached hereto, and the Proposal to which these items are attached, set forth the entire understanding and agreement between the parties with respect to the subject matter contained therein, and shall be binding and inure (except as otherwise provided herein) to the benefit of the parties and their respective successor and assigns. This Agreement supersedes all prior documents, agreements, and understanding between the parties with respect to the transactions contemplated hereby.

27. CONTROLLING LAW

This Agreement is to be governed by the law of the place of business of the VIKA office submitting this Proposal, and the parties hereby submit themselves exclusively to the applicable state and/or federal court with jurisdiction over such VIKA place / location of business.

28. MISCELLANEOUS

- a. To the fullest extent permitted by law, the total liability of VIKA with regard to its work performed under this Agreement shall be limited to the lesser of VIKA's fees or its insurance policy limits" under this Agreement. This and other limitations of liability and indemnities provided in this Agreement are business understandings of the parties and shall apply to all theories of liability, including but not limited to breach of contract or warranty, negligence and/or strict/statutory liability.
- b. VIKA shall have the right to photograph and use the name of the Client with respect to any aspect of the project on which it is working for the Client before, during or after completion and use the photographs for marking, for defense of claims and/or for any other commercial uses, unless otherwise limited by writing signed by VIKA.
- c. VIKA is an independent consultant/contractor, and no person or entity, other than VIKA and Client shall be deemed to be a part to or a third party beneficiary of this Agreement. Moreover, VIKA and Client are neither partners nor involved in a joint venture with respect to the project covered by this Agreement.
- d. If due to VIKA's breach of this Agreement any required item or component of the Project is omitted from VIKA's construction documents or drawings, VIKA shall not be responsible for paying the cost to add such item or component to the extent that it would have been otherwise necessary to the Project or otherwise adds value or betterment to the Project. In no event shall VIKA be responsible for any cost or expense that provides betterment, upgrade or enhancement of or to the Project.

Motion for Councilmember Mitchell**Item # 14-G-89**

I move that the City Council authorize staff to work with Starr Insurance Holding, Inc. ("Starr") to develop a scope of work for an alignment study and conceptual design alternatives for extension of Hollywood Road from US Route 1 to Autoville Drive on the property now owned by Starr Insurance Holdings Inc, otherwise known as Mazza. The consultant will be chosen by Starr Insurance Holdings, Inc., with approval of City staff. The consultant will be paid from the \$500,000.00 now held in escrow by Starr Insurance Holdings, Inc. under an agreement with the City. The resulting scope of work shall be presented to the Council in public session and must be adopted by the Council in order to proceed.

Comments:

- PPC/CHP Maryland Limited Partnership ("Mazza") reached an Agreement with the City in 2004, which was later amended, during development of Mazza property, which Mazza held under a long term lease.
- Paragraph 25 of the Agreement, as amended in, obligated Mazza to work with the City and adjacent property owners to develop and finance Hollywood Road extended on the west side of Route 1 to connect to a new Autoville Drive relocated and constructed on the Mazza property, and to place the sum of \$500,000 with an escrow agent for a period of at least 10 years to be used for the planning, design, land acquisition or construction associated with the extension.
- Starr Insurance Holdings, Inc. ("Starr"), is a subsequent owner of the leasehold on the Mazza Property.
- The City received a letter from Starr dated February 13, 2014 indicating their willingness to move forward with an alignment study and concept design of the Hollywood Road extension, after which the viability of the project would be assessed. If the project is determined not viable or unlikely to be completed, it is Starr's desire to have the \$500,000 escrow requirement released.
- Council believes it is appropriate to develop the scope of work as described, but to bring it back for review and public comment before deciding whether to proceed.

4

Concept for new City Hall–University building

MEMORANDUM

TO: Mayor and Council
FROM: Terry Schum
THROUGH: Joseph L. Nagro
DATE: July 31, 2015
SUBJECT: Design Concept for the City Hall Site

ISSUE

On June 18, 2015, a workshop was held with staff from the City of College Park, the University of Maryland and the University of Maryland Foundation to review design options for a joint development on the City Hall block between Baltimore Avenue and Yale Avenue. The workshop was lead by the architecture and planning firm, Design Collective, and Streetsense, a retail consulting firm, also attended. Design Collective will be present at the August 1 worksession to review the conceptual designs that resulted from this workshop.

SUMMARY

The preferred concept is to have a single building with separate spaces and identities for a 30,000 SF City Hall and 45,000 SF of university offices. A significant public plaza would occupy the Route 1 frontage and approximately 10,000 SF of retail could be accommodated initially on the ground floor of the university offices. A small amount of surface parking would be provided on site with most of the parking provided in the existing garage. There is the possibility for additional development along Yale Avenue in the future. The conceptual design and Streetsense report are attached.

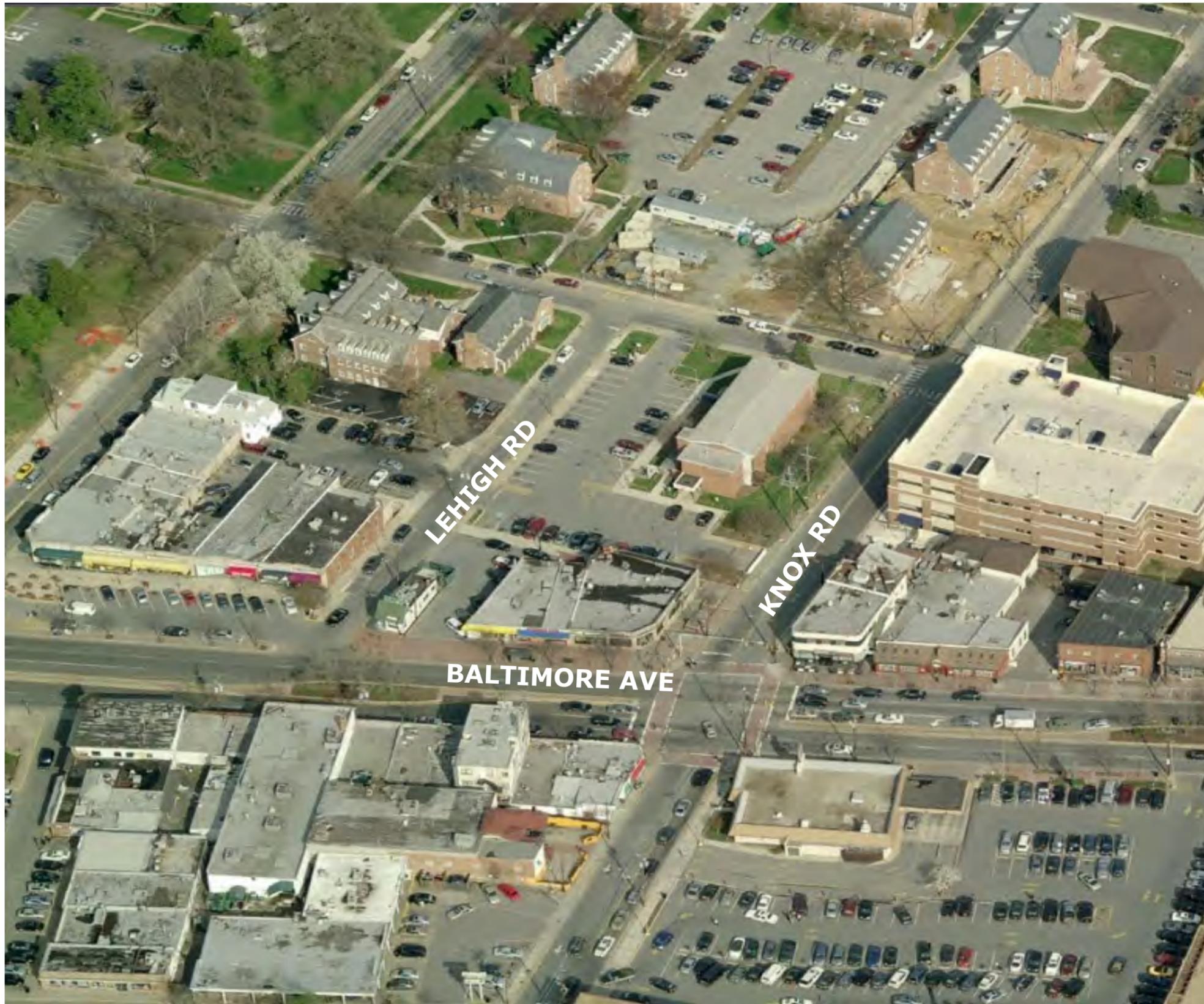
RECOMMENDATION

If the City Council is comfortable with the general conceptual design, the next step is to work on a legal framework for proceeding with the project. Staff recommends authorizing the city attorney to work with legal counsel at the university to propose such a framework.

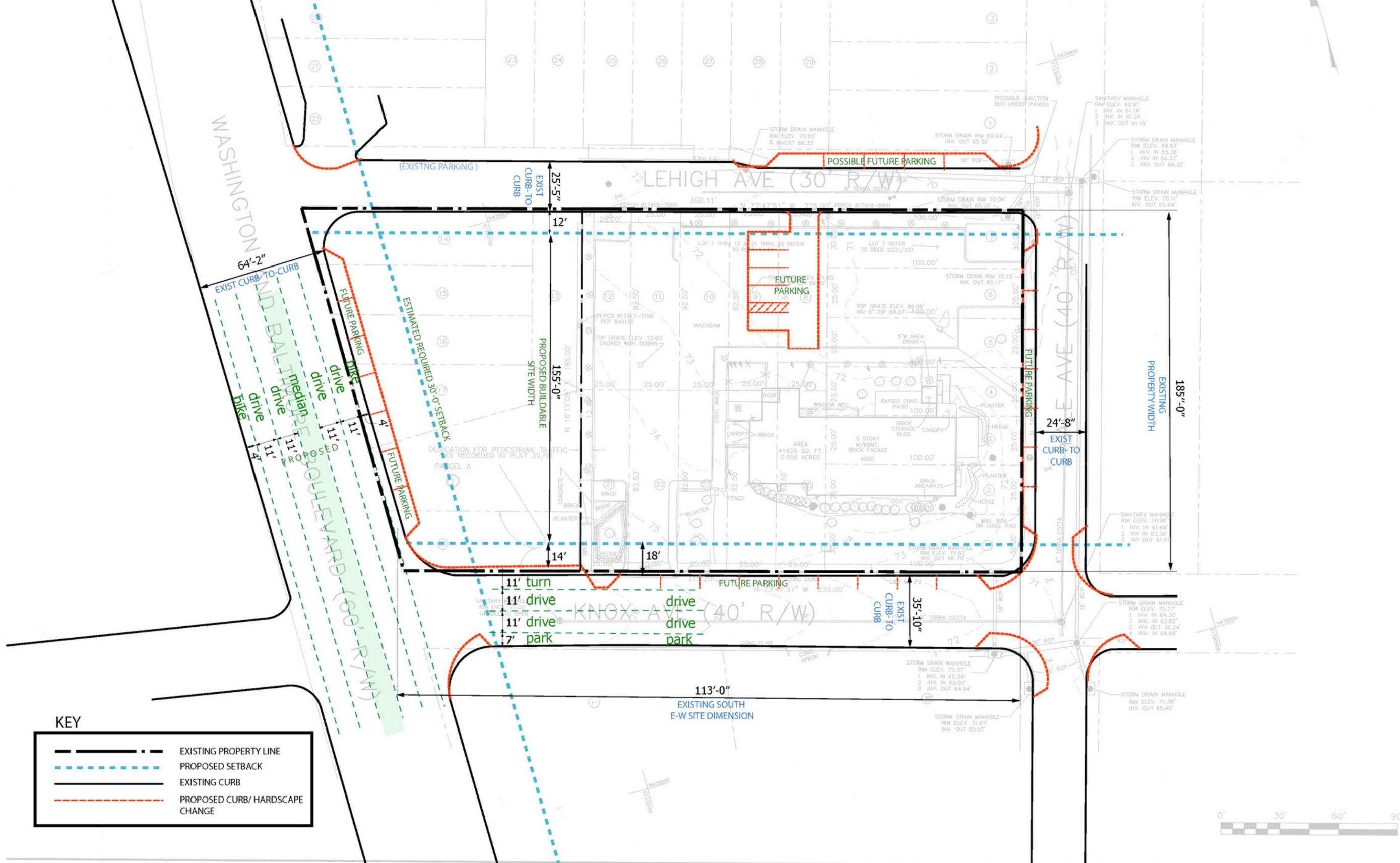
ATTACHMENTS

1. Conceptual design
2. Streetsense report

CITY HALL
COLLEGE PARK, MD



ALL WORK © DESIGN COLLECTIVE, INC.



KEY

- EXISTING PROPERTY LINE
- PROPOSED SETBACK
- EXISTING CURB
- PROPOSED CURB/ HARDSCAPE CHANGE



SCALE- 1:50 ALL WORK © DESIGN COLLECTIVE, INC.

NOTE: Base information is not based on a detailed survey. Roads, dimensions, property lines, etc., are approximated.



CURRENT CONTEXT



FUTURE CONTEXT



VIEW FROM NORTH APPROACH, BALT. AVE.

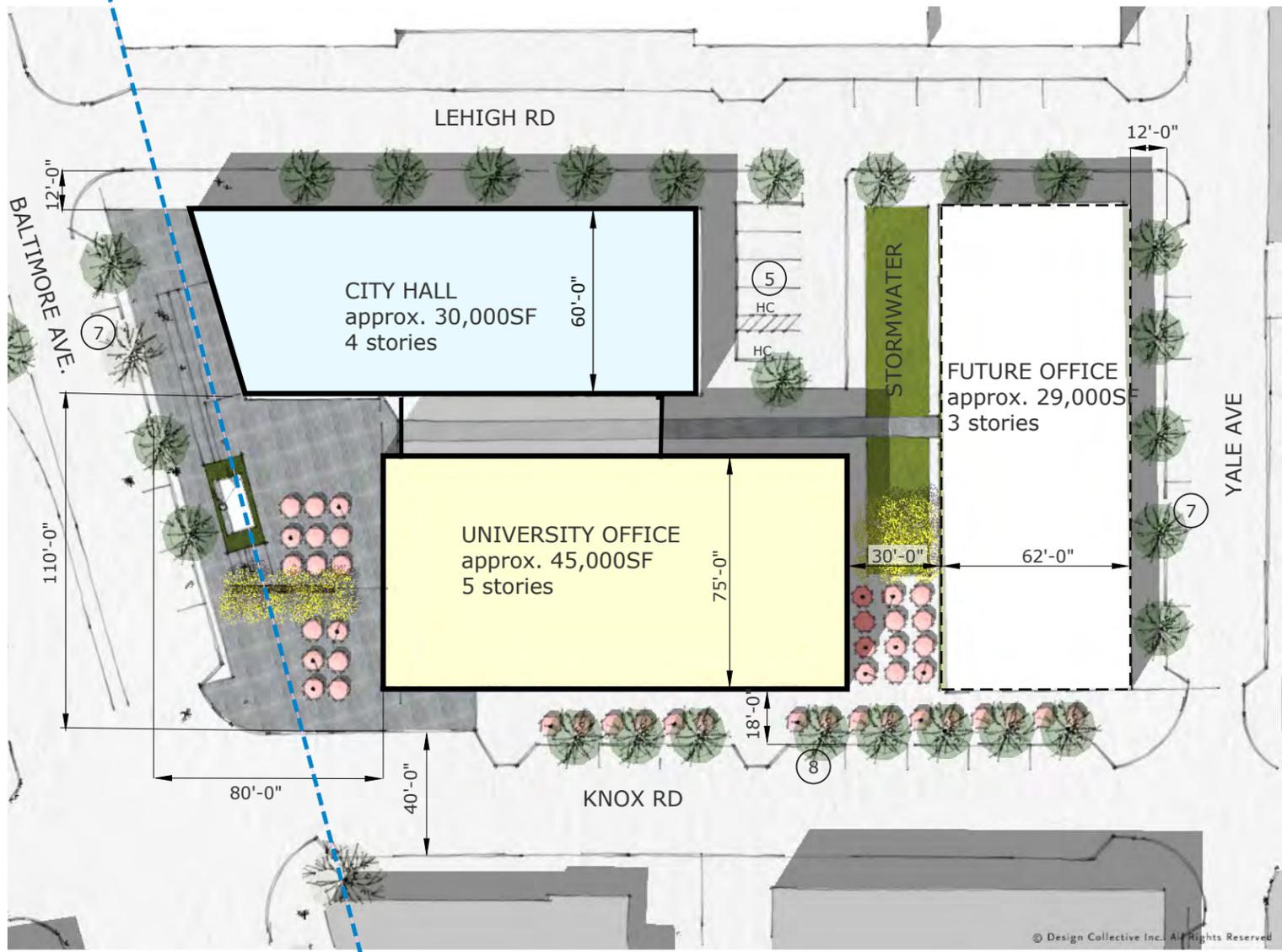


VIEW FROM SOUTH APPROACH, BALT. AVE.

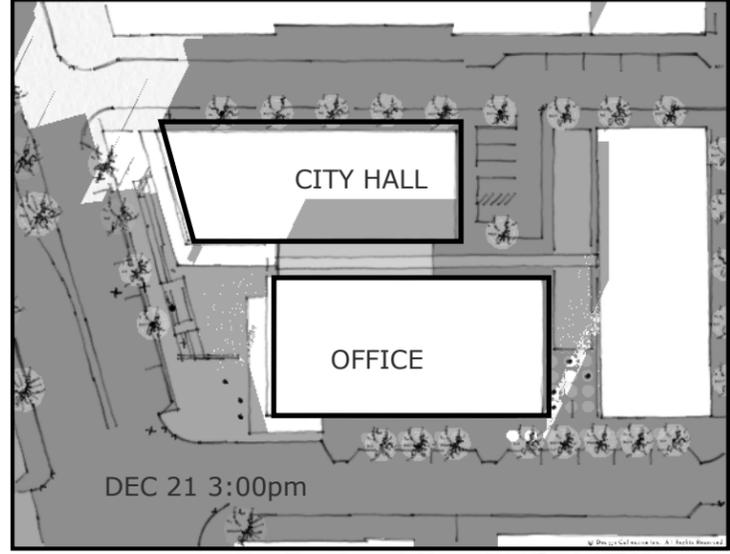
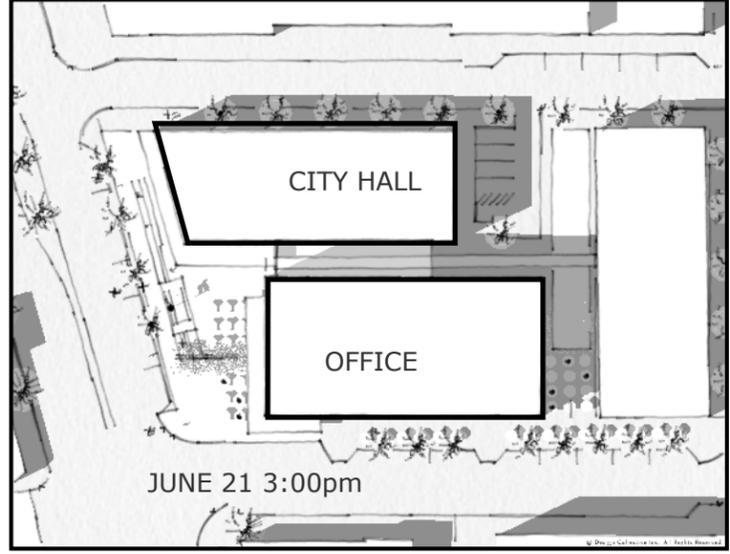
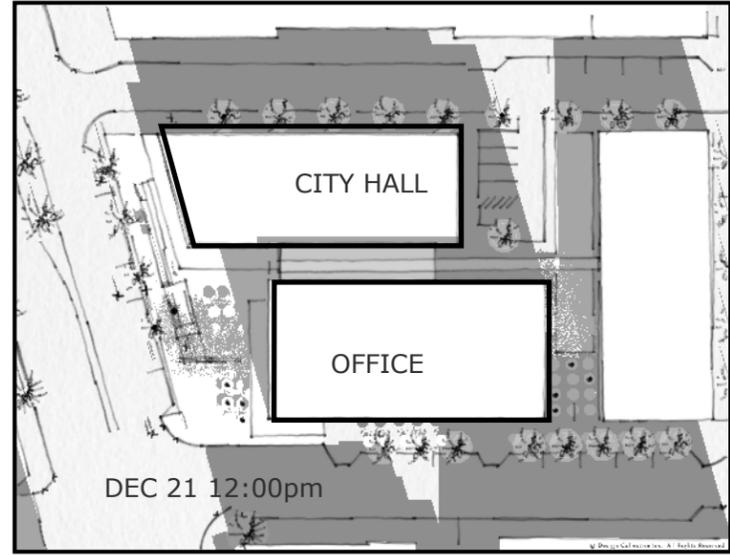
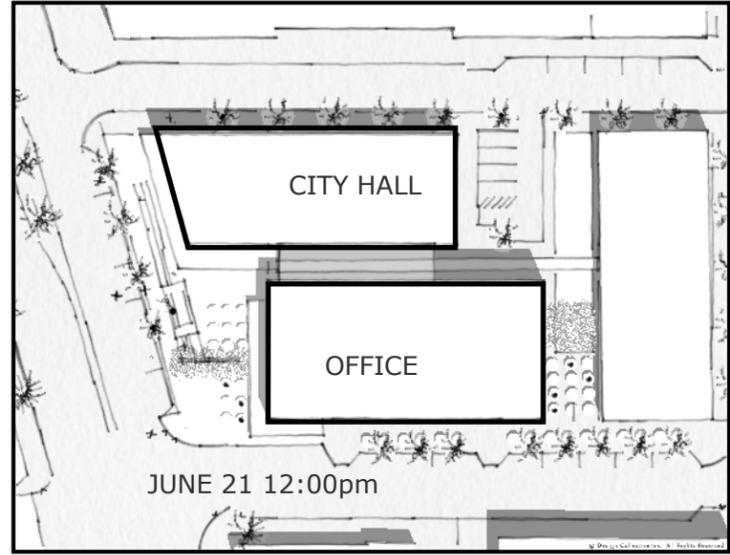
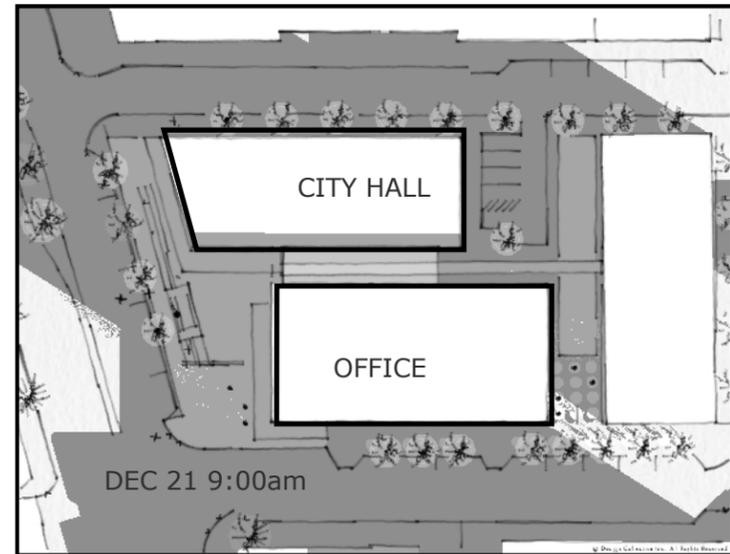
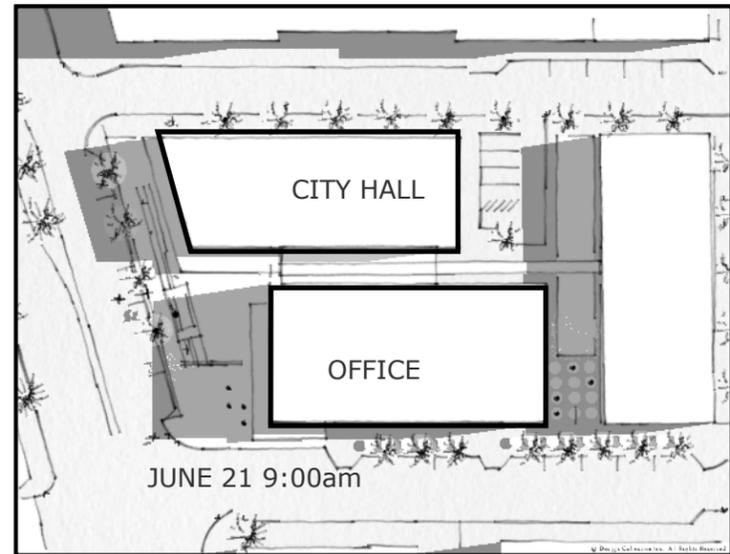
OPTION 1

Mixed uses in one building- City Hall and Univ. Office.
 Uses share a central circulation link and both have
 presence on Route 1.
 Plaza at Baltimore Ave. & Knox.

ALL WORK © DESIGN COLLECTIVE, INC.



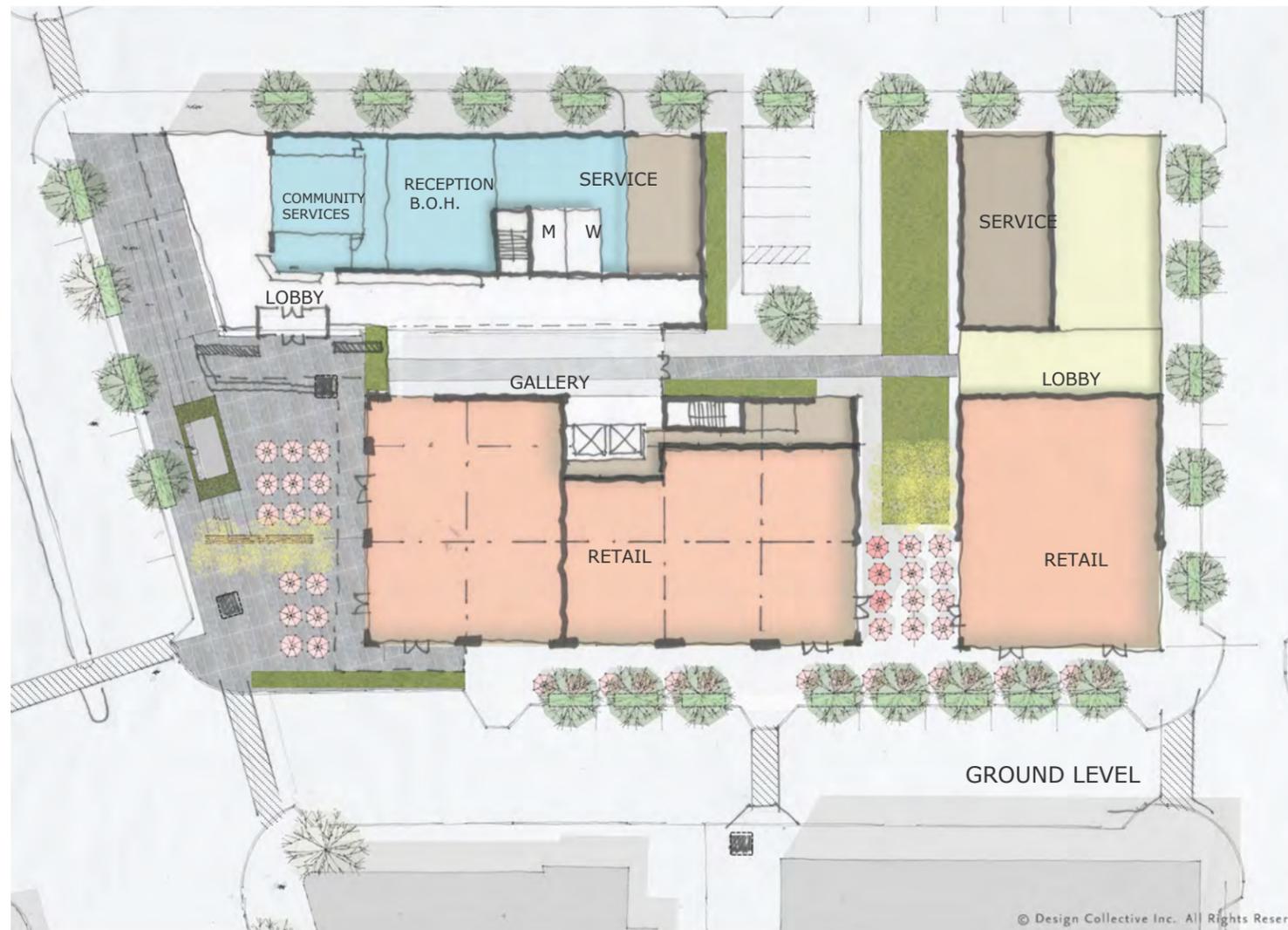
SCALE- 1:50



OPTION 1

Mixed uses in one building- City Hall and Univ. Office.
 Uses share a central circulation link and both have presence on Route 1.
 Plaza at Baltimore Ave. & Knox.





LEVEL 2



LEVEL 5

SCALE- 1:50

JULY 2015

CITY HALL
COLLEGE PARK, MD

THE PROJECT

Streetsense was engaged to provide a pier review and attend a charrette of the retail offerings for the new City Hall/University of Maryland project at the intersection of Baltimore Avenue and Knox Road in College Park, Maryland.

The property will house City Hall, its related functions and traditional office space for the University of Maryland. The property will total approximately 75,000 to 85,000 sqft of office space and 12,000 to 17,000 sqft potential retail space.

THE MARKET

The core College Park retail market runs along Baltimore Avenue from Hartwick Rd (to the south) north to College Ave. While new restaurant offerings have popped up in residential buildings to the north, the clear center of the market is at the intersection of Baltimore Avenue and Knox Road. The market is dominated by fast food, quick-serve restaurants and poor impulse retail offerings focused on the college student. There is limited traditional retail in the market. There is no planned connectivity between sites or co-operation between developers, making for a competitive and a poorly conceived macro market.

Target is currently under construction with a new 13,000 square-foot prototype store, located at the Landmark residential property one block North of the subject site. Whole Foods is under construction about 1 mile South and will open in 2016.

There are numerous residential projects on the drawing board, with the majority of these projects set to include a mix of retail or restaurant offerings. There is an abundant and captive audience, both in town and in the surrounding market but college students, university staff and local residents have to leave the market for a better dining experience or for national retail brands. Parking remains an issue in the overall market, but the patrons are accepting of the “college” atmosphere and parking challenges.

SPECIFIC COMMENTS TO THE PLAN

Multiple plans were presented by Design Collective. Despite the fact that the University is nearby, the community lacks an urban sense of place, which can be attributed to building typology, a lack of ground plane attention and incongruent retail leasing strategies. The following comments are based on Option 1.

- 1 All of the retail should be located in the southern portion of the building occupied by The University of Maryland. We are not opposed to additional retail, but we believe strongly that the retail should not be bifurcated or non-contiguous.
- 2 Retail space should be designed with maximum utility and flexibility, with ideal floor-to-floor ceiling height of 18’ and a minimum of 15’. The depth of retail should not exceed 80’.
- 3 The outdoor seating environments on the east and west side of the building should be designed to accommodate at least 50 to 60 seats (or 750+/- sqft), with ideal sidewalk width being between 18’ from storefront to curb.
- 4 Four black iron vent stacks should be designed into the space for kitchen exhaust.
- 5 A discussion of making Lehigh Ave one way was debated. This will have minimal impact on the retail offering, however, if it is determined that a one-way direction is beneficial for the development, we believe the traffic should be one way EAST bound.

- 6 The types of retail we anticipate will not mandate loading docks, and in some cases may load through their front doors; however, attempts should be made to include at least one 70' loading dock, as loading through front doors can wreak havoc on traffic and it can tarnish or permanently damage outdoor finishes.
- 7 Trash should be accommodated in a central, refrigerated storage area. The proposed location of a trash room along Lehigh Rd is acceptable.
- 8 You should maximize street parking—preferably parallel but angled is ok—on the periphery of the property. This is for “optics” more than servicing retail or restaurant needs. The appearance of convenience or quick turn spaces is a valuable selling feature.
- 9 The retail/restaurant should park at a 5 spaces per 1,000 sf. This is acceptable in the marketplace and can be accommodated in the neighboring public garage.
- 10 Retail and restaurant tenants will need to be able to have their own identity and in some cases specific trade dress. Unique and retail friendly storefronts and signage is critical to the design.
- 11 Street trees are encouraged; however, mature trees should be planted and limbed up regularly to prevent unintended blocking of storefront visibility.

MERCHANDISING RECOMMENDATION

The following recommendations are intended to help define a strategy and direction of mix, and not intended to be proposed uses or users.

Casual Dining Restaurants:

Busboys & Poets
Matchbox
Ted's Bulletin

Quick Serve Dining:

CAVA Grill
ShopHouse
Chop't
Coffee House

Goods/Services/Retail:

Lululemon
Soul Cycle
Pacers
Warby Parker

5

Additional changes to refuse and recycling collection schedules

MEMORANDUM

TO: Joseph Nagro, City Manager

From: Robert T. Stumpff, Director of Public Works

Date: July 28, 2015

Subject: Re-Structuring the Refuse-Recycling Routes
Effective Monday, August 17, 2015

The re-structuring of the refuse-recycling routes effective Monday, June 15, 2015, is not working as planned for several reasons. We knew that the Brown Station Landfill had changed its operating hours, but we did not realize how much this change would affect us. They open at 8:00am rather than 7:30am, as they had for the past several years. They close at 4:00pm, but now if your truck is not in line by 3:30pm; it is turned away and must return the next business day.

The amount of refuse this year is increasing slightly and so is recycling. Refuse is a little less than one ton per week increase, while recycling is two tons per week. I attribute the increases to the fact that in June and July 2013 and 2014 we had many vacant homes due to foreclosures or regular house sales. This summer we have fewer vacant houses. Therefore, as houses become occupied, people generate refuse and recycling. We also must take into consideration the college students will be returning, which will add more refuse and recycling.

We bit off more than we can chew with the June 2015 route restructuring. The route collections are taking longer than we estimated. On Mondays neither the two refuse trucks nor the two recycling trucks can make it to the landfill or the MRF before closing time because we are still collecting, previously the trucks were at the landfill by 2:30pm. The trucks return to DPW full and must be emptied the next day. Tuesday morning the trucks go to the landfill or recycling MRF for disposal. The drivers are not back to DPW to pickup crew for that day's route until 9:15am. Therefore, we are 2 ½ hours behind on Tuesday and Wednesday routes start time and with collections going later in the day we are also incurring overtime on several days per week.

The new changes will more clearly follow the routes before we made the June 15, 2015, changes. Wednesday will again have two routes. Autoville South, Erie Street to Blackfoot Road, will remain on a Monday route.

The other changed neighborhoods:

- Cherry Hill and Autoville North will move from Monday back to Wednesday.
- Oak Spring East (Branchville Road to Huron Street) will move from Monday back to Wednesday.
- Sunnyside will move from Tuesday back to Wednesday.
- A portion of Hollywood East (Edgewood Rd. {Rhode Island Ave. to 51st Ave.} Nantucket Rd., Niagara Rd., Ontario Rd. to 51st Ave. will move from Tuesday back Wednesday.

We will again notify residents with an information sheet and a map hand delivered to each affected house. The date of these changes will be Monday, August 17, 2015

Attachment A

Refuse-Recycling Routes – Effective August 17, 2015

Monday

<u>A-1</u>		<u>A-2</u>	
Autoville South & Jerk Pit	48	C.P. Estates	241
Knox Boxes	3	Yarrow	70
Old Town	191	Berwyn	<u>456</u>
Calvert Hills	363		767
Lakeland	<u>92</u>		
	697		
			1,464

Tuesday

<u>B-1</u>		<u>B-2</u>	
Patricia Court	18	West of Rhode Island Ave (Blackfoot Rd. to Niagara Rd.)	
Crystal Springs	183		807
CP Woods	<u>484</u>		
	685		
			1,492

Wednesday

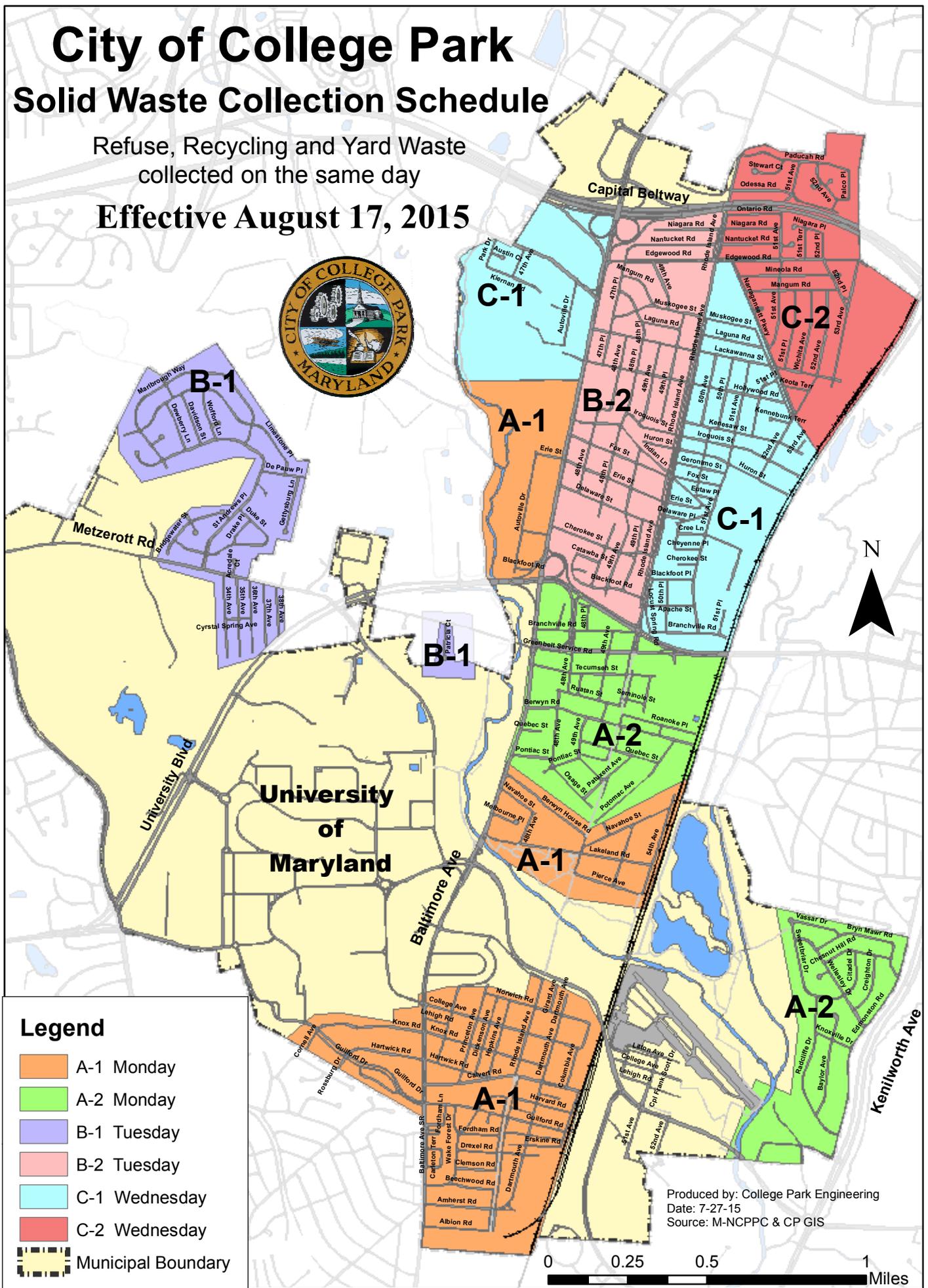
<u>C-1</u>		<u>C-2</u>	
Cherry Hill and Autoville Drive North	62	East Side of Rhode Island Ave. (Narragansett to and including Sunnyside, 171)	
East Side Rhode Island Ave (Branchville to Narragansett Parkway)			
	<u>665</u>		711
	727		
			1,438
			4,394

City of College Park

Solid Waste Collection Schedule

Refuse, Recycling and Yard Waste collected on the same day

Effective August 17, 2015



Legend

- A-1 Monday
- A-2 Monday
- B-1 Tuesday
- B-2 Tuesday
- C-1 Wednesday
- C-2 Wednesday
- Municipal Boundary

Produced by: College Park Engineering
 Date: 7-27-15
 Source: M-NCPPC & CP GIS

0 0.25 0.5 1 Miles

6

Draft 2015-2020
Strategic Plan
and
Action Plan

MEMORANDUM

TO: Mayor and City Council
FROM: Bill Gardiner, Assistant City Manager *BG*
THROUGH: Joe Nagro, City Manager
DATE: July 31, 2015
SUBJECT: Review of the 2015–2020 Strategic Plan and Action Plan

ISSUE:

In late 2014 the City Council initiated the development of a new Strategic Plan. This process included an environmental scan, focus group meetings, an online survey, public hearings, all-day workshops with Council and with staff, the development of a new vision, mission, and values, and the development and refinement of goals and action items. The plan is ready for Council discussion and action.

SUMMARY:

A draft Strategic Plan was presented in March and a public hearing was held on March 24, 2015. Staff used that Plan (with some revisions) as the basis to develop a draft Action Plan. The Action Plan outlines the work that must be accomplished in order for the City's vision to be fulfilled. These action steps were refined by a staff sub-group and reviewed by all department directors.

A Public Hearing was held on July 7, 2015 to receive comments on the Draft 2015–2020 Strategic Plan and the Action Plan, and Council discussed both during the Worksession on the same day. The documents have been posted on the City website. Staff has responded to a number of questions and suggested changes from Council members. Changes that were not incorporated are noted in the attached document, "Proposed Items for Additional Discussion, Research, and/or Council Action."

RECOMMENDATION:

Council is requested to review the Strategic Plan and the Action Plan and put them on the agenda for the August 11, 2015 Council Meeting. Once approved, the 2015–2020 Strategic Plan and Action Plan together will serve as the City's roadmap to achieve its vision. The Strategic Plan goals usually remain constant during the five-year period, but they can be changed by Council. The Action Plan will be updated frequently to reflect the completion of items, changes to the schedule, or other issues that impact the items. Council is requested to address how it wishes to proceed with the items for additional discussion.

Attachments: 2015–2020 Strategic Plan
2015–2020 Action Plan
Proposed Items for Additional Discussion, Research, and/or Council Action



City of College Park, Maryland

2015–2020 Strategic Plan

July 31, 2015

City Vision

The City of College Park is a vibrant and prosperous top 20 college town, which has established collaborative relationships with the residents, the University, businesses, non-profit sector, and other governments that benefit the entire community. The City is known for distinctive and connected neighborhoods, thriving commercial districts, cultural amenities, attractive green space and streetscapes, convenient transportation systems serving all users, and a strong sense of community pride.

City Mission

The City of College Park provides open and effective governance and excellent services that enhance the quality of life in our community.

City Values

Open and Effective Government

The City conducts its business in a lawful, open, and democratic manner. The City values communication and public discussion on issues affecting the City.

High-Performing, Dedicated, and Valued Employees

City staff provide the highest level of service possible. They act with honesty and integrity and are empowered to solve problems. The City values and rewards excellent performance.

Sustainability and Long-term Planning

The City is committed to a sustainable built environment and active stewardship of our natural resources. The City's long-term planning contributes to the well-being and prosperity of our community.

Fiscal Responsibility

The City maintains appropriate financial reserves, provides accurate financial information for decision-making, and spends revenue as effectively as possible.

Collaboration

The City values teamwork across departments and between Council and Staff. The City will strive to have productive, collaborative relations with the University, the County, the State, and neighboring jurisdictions in order to improve the City and the region.

City Goals

Goals are the long-term overarching areas in the City or "things that must go well" for the City to achieve its vision. Each goal statement includes a description of the goal as if it were already accomplished. Below the goal statement are ongoing priorities within the goal area that have been carried over from the 2010–2015 Strategic Plan. These priorities are included in the 2015–2020 Action Plan, either as separate action items or incorporated within other action items. The list of action items necessary to fulfill each goal follows the priorities carried over from the previous plan. The implementation of these action items is detailed in the Action Plan.

The 2020 Strategic Plan Goals are:

1. One College Park
2. Environmental Sustainability
3. High Quality Development and Reinvestment
4. Quality Infrastructure
5. Effective Leadership
6. Excellent Services

Goal 1: One College Park

The City of College Park and its residents, the University of Maryland (UMD) and its students, faculty and staff, and all stakeholders are connected to the community and work together for the best interest of College Park. All stakeholders are actively engaged in achieving our vision. The City actively supports opportunities for members of diverse cultural groups, residents from different neighborhoods, and students to have positive interactions with each other and their City government. All College Park residents feel connected to the City in addition to their neighborhood. People who work in the City, including University staff, federal employees, and students, feel connected to the City. College Park is a place where empathy and respect of diverse groups provide greater understanding and community strength. The City leverages the rich talent and skill in the community, including the non-profit sector and civic associations. The City allocates sufficient staff resources for community engagement to create appealing opportunities for engagement that generate significant involvement in City-sponsored or co-sponsored community, social, and cultural events and public meetings. The City utilizes tools effectively to engage with and receive feedback from a broad range of residents.

Ongoing City Priorities:

- *CMASST monthly meetings*
- *Enforcement of Student Code of Conduct off campus*
- *Grant program for neighborhood events*
- *Good Neighbor Day, College Park Day events*
- *Email notification of code violations*
- *Good Neighbor recognition program*
- *Improve dissemination of public safety information and information regarding all City programs and services*
- *Utilize a customer request management system for online communication, tracking of service requests (status and staff action), and to provide feedback on services*

GOAL 1 ACTIONS ITEMS:

- 1a. Increase positive interaction among neighbors, including long-term residents and UMD students, faculty, and staff
- 1b. Promote cooperation among neighborhoods and the City as a whole
- 1c. Facilitate a range of quality housing options that respect neighborhoods
- 1d. Increase owner-occupancy of the existing single-family homes
- 1e. Research and implement measures that allow residents to age in place
- 1f. Develop communications and community engagement plans that will significantly improve the City's impact and capacity in these areas
- 1g. Develop a marketing plan for the City

Goal 2: Environmental Sustainability

The City is a leader in the protection and restoration of natural resources and the implementation of energy efficiency and renewable energy programs, technologies, and plans. The City reduces its impact on the environment through collaboration, research, and the adoption of best practices to incentivize reduced energy usage. The City has well-managed and attractive natural resources, such as parks, trails, and outdoor recreation areas. The City supports new development that is sensitive to environmental issues and that strives to limit impacts on the environment.

Ongoing City Priorities:

- *Hollywood Gateway Park property purchase and development*
- *Sustainability Plan for City Operations*
- *Sustainable Maryland Certified and the City's goal for renewable energy generation of 20% of the City's electrical demand*

GOAL 2 ACTION ITEMS:

- 2a. Execute the permaculture plan in partnership with residents and organizations
- 2b. Develop a plan for community gardens in partnership with residents and organizations
- 2c. Adopt a City Operations Sustainability Plan that will reduce solid waste and increase recycling; increase fleet efficiency; increase energy efficiency of facilities; and reduce electrical demand; and annually monitor City progress
- 2d. Develop a Community Sustainability Plan that includes support for solar energy
- 2e. Partner with the UMD Partnership in Active Learning for Sustainability (PALS)
- 2f. Partner with agencies to identify funds and implement stormwater management improvements
- 2g. Complete purchase and development of Hollywood Gateway Park

Goal 3: High Quality Development and Reinvestment

The City works with partners to facilitate investment along Baltimore Avenue, in the College Park metro station area, Berwyn Commercial District, and the Hollywood Commercial District to expand commercial development and housing options and increase the tax base to finance improvements in services and infrastructure. The City has strong neighborhoods with ample home ownership opportunities and varied housing and retail options. The City welcomes development proposals and actively works with developers in a structured process to incorporate community input and collaboration in order to support projects that have high design quality, are environmentally sustainable, and have a positive impact on neighborhoods. Resources are provided for City services to meet increases in demand or changes in community needs/desires, including a range of senior housing options.

Ongoing City Priorities:

- *Continued advocacy for State funding for Baltimore Avenue reconstruction*
- *Support and attract diverse, locally-owned retail and restaurant establishments*
- *Matching grant programs for small business to locate in College Park and/or improve their business*
- *Maintain up-to-date inventory of available sites for redevelopment*
- *Annual Economic Development report*
- *Shop College Park initiative*
- *Support for the Downtown College Park Management Authority*
- *Continued advocacy for the Purple Line*
- *Continued advocacy for the Greenbelt FBI site*

GOAL 3 ACTION ITEMS:

- 3a. Promote and focus economic investment in these priority development areas:
 1. Downtown College Park (from the City limits south of Guilford Drive to College Avenue) to implement the University District Vision Plan.
 2. College Park metro station area
 3. Baltimore Avenue corridor area to create walkable nodes and promote residential infill
 4. Hollywood Commercial District to evaluate options for redevelopment
 5. City-owned Calvert Road property to create a strategy for redevelopment and use
 6. Berwyn Commercial District to revise zoning to allow more neighborhood-serving uses; work with community and M-NCPPC
 7. North core of the Greenbelt Metro Station development to work with stakeholders to maximize the benefits and minimize the negative impacts on College Park residents (including proposed Greenbelt FBI location and accompanying retail)
- 3b. Monitor plans and progress of the University of Maryland Innovation District with the goal of ensuring long-term economic benefits and job growth for the City of College Park
- 3c. Support and attract diverse, locally-owned retail and restaurant establishments

Goal 4: Quality Infrastructure

The City's infrastructure, including roads, sidewalks, paths, technology, utilities, parks, playgrounds, City Hall, and other City facilities are constructed and maintained at a high quality standard and meet the needs of residents, employees, and visitors. College Park regularly evaluates its public infrastructure and facilities and provides funding so that all facilities meet the expectations of residents and the planned growth of College Park and surrounding neighborhoods. College Park's infrastructure is resilient and designed to function under potentially adverse conditions.

Ongoing City Priorities:

- *Develop a complete and green streets policy (fall 2015)*
- *Develop a City-wide bicycle plan (fall 2015)*
- *Create a network of proposed streets and bike trails (long-term)*
- *Utilization of Safe Routes to Schools funding for new sidewalks*
- *Implement a bike share program and support for Bike to Work Day*
- *Annual Pavement Management Plan*
- *Settle outstanding issues related to completion of the Berwyn portion of the trolley trail*
- *Utilize public security cameras and license plate readers*

GOAL 4 ACTION ITEMS:

- 4a. Adopt a Complete Streets policy and implement a comprehensive network of trails and sidewalks
- 4b. Facilitate Baltimore Avenue reconstruction and sidewalk project
- 4c. Build a new City Hall
- 4d. Expand parks, playgrounds, and open space
- 4e. Ensure effective public safety infrastructure and evaluate surveillance cameras and locations
- 4f. Implement a bike share program

Goal 5: Effective Leadership

The City models excellent leadership and teamwork among Council, staff, and community partners to achieve the City's vision and goals. The Council and staff have a clear vision for the community and have engaged and inspired community members to embrace a positive view of College Park's future. The Council acts as one policy body, clearly communicates expectations to staff, and provides leadership for advancing College Park's vision and strategic plan. The Council balances the need to be both responsive and decisive and communicates its actions clearly and frequently to residents, providing a forum for residents to be better informed. The City develops leaders who listen, challenge perceptions, educate community members, and help people see things from different points of view.

Ongoing City Priority:

- *Council and staff training via membership in the Maryland Municipal League and professional associations*

GOAL 5 ACTION ITEMS:

- 5a. Develop a highly effective partnership between Council and staff
- 5b. Develop a continuous learning program for staff
- 5c. Prepare for staff retirements

Goal 6: Excellent Services

College Park has high quality, consistent, and cost-effective services in every department that contribute to a desirable, welcoming, and safe City. All City services are responsive to the community's needs, add value, improve the quality of life, and utilize technologies effectively. Services are aligned with the City vision and goals and are implemented in a cost-effective manner. City policies are communicated clearly and professionally and are implemented and enforced equitably. The City has a holistic view of public safety and engages all City departments, public safety agencies serving the City, and residents to ensure that College Park is a safe and secure community. City staff are highly trained, solution-oriented, and committed to delivering excellent services.

Ongoing City Priorities:

- *Streamline City permitting processes*
- *Improve effectiveness of City code enforcement*
- *Establish permitting process guide*
- *Support the College Park Academy*
- *Lakeland Stars mentoring program*
- *Grants to public schools serving College Park residents*
- *Utilize contract police and collaborate with other police agencies to improve public safety*
- *Advocate for streamlined and inter-connected City and County's permitting systems, where possible, to minimize the number of steps by residents and property owners*

GOAL 6 ACTION ITEMS:

- 6a. Establish meaningful and effective performance measures and assess department performance
- 6b. Streamline City department business processes involving multiple steps and departments by evaluating service procedures and by utilizing technology more effectively
- 6c. Implement online payments and online permits for City services and permits
- 6d. Support a new north County animal care facility
- 6e. Improve public schools serving College Park children through collaboration with strategic partners, including Prince George's County Public Schools, local PTAs, and the University of Maryland

City of College Park 2015–2020 Strategic Plan

Action Plan

July 31, 2015

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
GOAL 1: One College Park				
<p>The City of College Park and its residents, the University of Maryland (UMD) and its students, faculty and staff, and all stakeholders are connected to the community and work together for the best interest of College Park. All stakeholders are actively engaged in achieving our vision. The City actively supports opportunities for members of diverse cultural groups, residents from different neighborhoods, and students to have positive interactions with each other and their City government. All College Park residents feel connected to the City in addition to their neighborhood. People who work in the City, including University staff, federal employees, and students, feel connected to the City. College Park is a place where empathy and respect of diverse groups provide greater understanding and community strength. The City leverages the rich talent and skill in the community, including the non-profit sector. The City allocates sufficient staff resources for community engagement to create appealing opportunities for engagement that generate significant involvement in City-sponsored or co-sponsored community, social, and cultural events and public meetings. The City utilizes tools effectively to engage with and receive feedback from a broad range of residents.</p>				
Action Item 1a				
Increase positive interactions among neighbors, including long-term residents and UMD students, faculty, and staff	<ul style="list-style-type: none"> • Develop a “Neighbors helping Neighbors” program • Promote the existing UM shuttle that is free for residents • Promote the UMD Golden Identification Card program for Seniors (reduced tuition) • Provide information about City events and services at Downtown and Hollywood Farmers Markets • Build on existing community events such as Maryland Day, College Park Day, and National Night Out, and promote City and UMD events and community-engagement activities • Develop new position description (Community Engagement, Communications, TBD) and fill the position 	June 2016 On-going On-going On-going TBD March 2016	Funding for a new position	New Position (Community Engagement, Events Coordinator, Communications Specialist—title and specific role TBD) City Manager Director of Public Services (PS) Director of Youth and Family Services (YFS) Director of Human Resources (HR)
Action Item 1b				
Promote cooperation among neighborhoods and the City as a whole	<ul style="list-style-type: none"> • Identify effective models and activities to strengthen and support citywide community building • Identify and install equipment needed to hold Council meetings and/or other public meetings occasionally at Davis Hall • Promote existing events and communicate the success of the events via web, Constant Contact, etc • Partner with local organizations to sponsor additional community events 	December 2015 March 2016 On-going TBD		LEAD: City Manager SUPPORT: Director of YFS and IT Manager. Responsibility could transition to a newly created position to strengthen community engagement.

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
Action Item 1c				
Facilitate a range of quality housing options that respect neighborhoods	<ul style="list-style-type: none"> Evaluate recommendations from the Neighborhood Quality of Life Committee and implement feasible actions Integrate the recommendations from the NQoL with the City Housing Plan 	<p>December 2015</p> <p>June 2016</p>		<p>LEAD: Director of Public Services</p> <p>SUPPORT: Director of Planning</p>
Action Item 1d				
Increase owner-occupancy of the existing single-family homes	<ul style="list-style-type: none"> Evaluate Neighborhood Quality of Life Committee recommendations Integrate certain recommendations with City Housing Plan Consider expanding eligibility criteria for homeownership program Work with UMD and with CPCUP to support programs that help UMD faculty and staff become City homeowners Support State or County legislation and programs that expedite the sale of foreclosed homes 	<p>December 2015</p> <p>December 2015</p> <p>March 2016</p> <p>On-going</p> <p>TBD</p>	<p>Council action if homeownership program is amended</p>	<p>LEAD: Director of Planning</p> <p>SUPPORT: Director of Public Services</p>
Action Item 1e				
Research and implement measures that allow residents to age in place	<ul style="list-style-type: none"> Evaluate recommendations from the Aging in Place Taskforce and integrate with the City's Housing Plan Identify and promote existing programs for homeowners to fund safety or other improvements to accommodate housing needs for seniors Work with developers to prioritize the provision of intergenerational day care center, assisted living, and retirement housing 	<p>December 2015</p> <p>On-going</p> <p>On-going</p>		<p>LEAD: Director of YFS</p> <p>LEAD: Aging in Place Taskforce</p> <p>LEAD: Economic Dev. Coordinator</p>

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
Action Item 1f				
1. Develop communications and community engagement plans that will significantly improve the City's impact and capacity in these areas	<ul style="list-style-type: none"> • Create and fill a communications / community engagement position with an emphasis on expanding the use of social media (see Action Item 1a) • Consult with local experts, UMD, and CPCUP as needed • Determine the format, frequency, and distribution methods of the Municipal Scene, with the goal of making the newsletter a very accessible and informative communication tool. 	March 2016 On-going December 2015	Funding for the new position	LEAD: City Manager SUPPORT: New position
2. Develop a marketing plan for the City	<ul style="list-style-type: none"> • Budget funds for a "Smart Place to Live" campaign • Implement joint marketing with UMD Visitors Center and PGC Conference and Visitors Bureau, and provide City marketing materials at City facilities 	May 2016	Funding for a marketing plan \$25,000 - \$50,000	LEAD: Director of Planning SUPPORT: Economic Development Coordinator and New Communications position
GOAL 2: Environmental Sustainability				
<p>The City is a leader in the protection and restoration of natural resources and the implementation of energy efficiency and renewable energy programs, technologies, and plans. The City reduces its impact on the environment through collaboration, research, and the adoption of best practices to incentivize reduced energy usage. The City has well-managed and attractive natural resources, such as parks, trails, and outdoor recreation areas. The City supports new development that is sensitive to environmental issues and that strives to limit impacts on the environment.</p>				
Action Item 2a				
Execute the permaculture plan in partnership with residents and organizations	<p><i>Council-approved pilot plan for permaculture planting along Trolley Trail in Berwyn. Plan is designed in 5 phases. CBE coordinating volunteer maintenance to establish maintenance activity days</i></p> <ul style="list-style-type: none"> • Evaluate Phase 1 of the permaculture plan • Assuming favorable evaluation, install subsequent phases annually 	October 2015 May 2016 Phase 2 May 2017 Phase 3 May 2018 Phase 4 May 2019 Phase 5	\$5,000 - \$10,000 for each phase, plus on-going maintenance	LEAD: Community Development Coordinator SUPPORT: Deputy Director of Public Works/City Horticulturist; Committee for a Better Environment; Tree and Landscape Board.

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
Action Item 2b				
Additional: Develop a plan for community gardens in partnership with residents and organizations	<p><i>Council-approved implementation of a community garden site on City property that was under-utilized. It is member-run with staff administrative oversight.</i></p> <ul style="list-style-type: none"> • Assemble garden membership & implement garden plots • Evaluate first year operations • Propose & implement additional sites as needed 	<p>On-going</p> <p>December 2015</p> <p>February 2016 decision on sites</p>	<p>Possible CIP funding for new gardens and/or water source for existing garden \$5,000 to \$15,000</p>	<p>LEAD: Community Development Coordinator SUPPORT: Gardeners at site; Committee for a Better Environment; Tree and Landscape Board; Dep. Director of Public Works/City Horticulturist</p>
Action Item 2c				
Adopt a City Operations Sustainability Plan <i>The Plan will include goals in the areas of solid waste, recycling, building energy efficiency, fleet efficiency, renewable energy, and Citywide policies.</i>	<p><i>Council has adopted goals to reduce energy consumption and goal to increase renewable energy generation. A Staff Committee has been established and is finalizing draft City Operations Plan for review by the City Manager</i></p> <ul style="list-style-type: none"> • Present plan/policy for council adoption • Evaluate and carry out best strategies for implementation • Review, evaluate and implement energy audit data recommendations • Identify suitable sites for renewable energy generation, such as solar • Explore partnerships with utility providers 	<p>September 2015</p> <p>November 2015</p> <p>On-going</p> <p>On-going</p> <p>March 2016</p>	<p>Possible CIP funding for installation of solar panels; other funding for communication and marketing</p>	<p>LEAD: Assistant City Manager SUPPORT: Sustainable Ops Task Force; Community Development Coordinator; Dep. Director of Public Works/City Horticulturist; Community Development Coordinator; Sustainable Ops Task Force</p>
Action Item 2d				
Develop a Community Sustainability Plan	<ul style="list-style-type: none"> • Establish a task force or assign to existing City committee • Create metrics or adopt existing metrics from an organization such as STAR (Sustainability Tools for Assessing and Rating) • Develop draft plan to present to Council 	<p>November 2016</p> <p>March 2017</p> <p>November 2017</p>	<p>May need additional staff or support from interns or UMD PALS program. Funding required for STAR program (\$5,000 to \$10,000)</p>	<p>Lead: Assistant City Manager Support: Community Development Coordinator and the Committee for a Better Environment.</p>

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
Action Item 2e				
Partner with the UMD Partnership in Active Learning for Sustainability (PALS)	<ul style="list-style-type: none"> Evaluate effectiveness of 2015 PALS courses Develop & prioritize a list of possible research projects PALS (for art projects, consider non-downtown sites) Develop scope of work and MOU for selected projects Designate a program liaison to provide requested data Receive project reports 	September 2015 October 2015 December 2015 July 2016	Council must approve ongoing funding to UMD PALS program	LEAD: Assistant City Manager SUPPORT: Community; Development Coordinator; Committee for a Better Environment; Director of Public Works.
Action Item 2f				
Partner with agencies to identify funds and implement stormwater management improvements	<ul style="list-style-type: none"> Coordinate with the UMD for project possibilities and assistance developing a prioritized list of improvements City to identify areas suitable for improvement and present to the Prince George’s County Department of the Environment Research funding opportunities through the Maryland Environmental Services Implement appropriate, approved, and funded stormwater improvements 	September 2015 November 2015 On-going TBD	Each project probably will require 100 to 200 hours of staff time for project management	LEAD: City Engineer SUPPORT: Community Development Coordinator
Action Item 2g				
Complete purchase and development of Hollywood Gateway Park	<ul style="list-style-type: none"> Finalize purchase agreements or determine next steps for property acquisition Identify matching funds for Program Open Space funding Contract for the development of the park 	December 2015 June 2016 November 2016		LEAD: Director of Planning SUPPORT: City Attorney and Director of Finance

**City of College Park 2015–2020 Strategic Plan
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Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
<p>Goal 3: High Quality Development and Reinvestment</p>				
<p>The City works with partners to facilitate investment along Baltimore Avenue, in the College Park metro station area, Berwyn Commercial District, and the Hollywood Commercial District to expand commercial development and housing options and increase the tax base to finance improvements in services and infrastructure. The City has strong neighborhoods with ample home ownership opportunities and varied housing and retail options. The City welcomes development proposals and actively works with developers in a structured process to incorporate community input and collaboration in order to support projects that have high design quality, are environmentally sustainable, and have a positive impact on neighborhoods. Resources are provided for City services to meet increases in demand or changes in community needs/desires, including a range of senior housing options.</p>				
<p>Action Item 3a</p>				
<p>Promote and focus economic investment in these priority development areas</p>				
<p>3A.1. Downtown College Park – Implement the University District Vision Plan</p>	<ul style="list-style-type: none"> • Involve City staff in site acquisitions, development negotiations, and site planning • Design and construct streetscape improvements to promote pedestrian and bicyclist safety & a sense of place • Redevelop the City Hall site in conjunction with the University for a new City Hall, University office building, retail & public space • Explore expanded programming and events by the DCPMA 	<p>On-going</p> <p>June 2016 first phase; other work will be part of redevelopment</p> <p>June 2019</p> <p>December 2015</p>	<p>Funding available for phase 1</p> <p>Approximately \$9 million required for City Hall</p>	<p>LEAD: Director of Planning SUPPORT: Assistant City Manager, Director of Planning, City Engineer, Director of Public Works, and Deputy Director of Public Works/City Horticulturist</p>
<p>3.A.2. College Park metro station area</p>	<ul style="list-style-type: none"> • Participate in coordination meetings with the County, University and WMATA regarding property disposition & planning and explore opportunities for partnerships that will improve the infrastructure and identity of the area • Ensure compliance with the Transit District Development Plan • Utilize incentive programs such as the City Revitalization Tax Credit and the RISE Zone incentives 	<p>On-going</p> <p>On-going</p> <p>December 2015</p>		<p>LEAD: Director of Planning SUPPORT: Economic Development Coordinator</p>

**City of College Park 2015–2020 Strategic Plan
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Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
3.A.3. Baltimore Avenue corridor area –create walkable nodes and promote residential infill	<ul style="list-style-type: none"> • Work with SHA on final design and construction funding for phase 1 (College Ave. to MD 193) • Work with SHA to implement their sidewalk retrofit plans (MD 193 to 495) in the short term & initiate design of roadway reconstruction (long term) • Attract developers to under-utilized sites & support well-designed projects that include public amenities 	June 2016 June 2016 On-going		LEAD: City Engineer SUPPORT: Director of Planning, Director of Public Works, Economic Development Coordinator and Senior Planner
3.A.4. Hollywood Commercial District –Evaluate options for redevelopment	<ul style="list-style-type: none"> • Prepare RFP and award contract for final design of streetscape improvements • Fund construction of streetscape improvements through state or local grants or general funds • Promote façade improvements • Monitor opportunities for redevelopment. 	December 2016 TBD Ongoing Ongoing	Approximately \$1 million required for designed improvements	LEAD: Director of Planning SUPPORT: City Engineer, Dep. Director of Public Works/City Horticulturist, Community Development Coordinator, and Mayor & Council
3.A.5. City-owned Calvert Road property –Create strategy for redevelopment and use	<ul style="list-style-type: none"> • Request a formal proposal from UMD regarding use of the property for child care services or develop an RFP to solicit possible uses for the property • Evaluate the UMD proposal or other proposals in relation to City needs and benefits, and obtain appraisal of property • Complete environmental survey of building and remove hazardous materials • 	October 2015 December 2015 July 2016 if grant funded	Council Action	LEAD: City Manager SUPPORT: Assistant City Manager, Director of Planning, and City Council
3.A.6. Berwyn Commercial District –Work with Prince George’s County and community to revise zoning to allow more neighborhood-serving uses	<ul style="list-style-type: none"> • Work with property owners and the Berwyn District Civic Association to obtain consensus on changes to permitted uses • Request a zoning map amendment (ZMA) from the PG County Council to implement revised zoning 	June 2016 November 2016		LEAD: Director of Planning SUPPORT: City Attorney, City Council, and Councilmember Glaros

**City of College Park 2015–2020 Strategic Plan
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Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
3.A.7. North Core Greenbelt Metro Station –Work with stakeholders to maximize the benefits and minimize the negative impacts on College Park residents (including proposed Greenbelt FBI location and accompanying retail corridor)	<ul style="list-style-type: none"> Review and comment on the charrette report from the May workshop sponsored by EPA and NCore property owner Encourage the proposed development plans to incorporate last best practices from the charrette. 	December 2015 On-going		LEAD: Director of Planning SUPPORT: Community Development Coordinator, Dep. Director of Public Works/City Horticulturist, and City Council
Action Item 3b				
Monitor plans and progress of the Innovation District with the goal of ensuring long-term economic benefits and job growth for the City of College Park	<ul style="list-style-type: none"> Meet regularly with UMD (Brian Darmody & Ken Ullman) to review strategies for the Innovation District Review & comment on site development plans Ensure that the Innovation District includes affordable housing for graduate students and young professionals as well as faculty and staff housing adjoining the Old Town Neighborhood Include Innovation District as part of proposed RISE zone 	Ongoing Ongoing Ongoing December 2016		LEAD: Economic Development Coordinator SUPPORT: Director of Planning, Senior Planner, and City Council
Action Item 3c				
Support and attract diverse, locally-owned retail and restaurant establishments	<ul style="list-style-type: none"> Meet regularly with property owners, real estate professionals, and business owners to share knowledge regarding local retail and restaurants searching for space and the availability of space in College Park Publicize City, County, and State financing programs available to local businesses Facilitate and create positive publicity regarding successful locally-owned businesses in College Park 	On-going On-going Economic Development newsletter		LEAD: Economic Development Coordinator

**City of College Park 2015–2020 Strategic Plan
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Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
Action Item 4c				
Build a new City Hall	<ul style="list-style-type: none"> • Execute a memorandum of understanding between the City and UMD on project framework • Create a funding plan • Award a design contract • Construct City Hall complex 	March 2016 TBD TBD TBD	Funding will be required for a real estate consultant to assist the City	LEAD: City Manager SUPPORT: City Attorney, Director of Planning, Asst. City Manager, Director of Finance, and City Council
Action Item 4d				
Expand parks, playgrounds, and open space	<ul style="list-style-type: none"> • Identify needs and opportunities to improve existing facilities or add new facilities, such as properties in the 9900 and 9200 blocks of Baltimore Avenue • Locate appropriate properties for acquisition and funding sources • Present study and recommendations to Council 	June 2016 Ongoing December 2016	May require a consultant Possibly CIP Funding in FY 2018	LEAD: Director of Planning SUPPORT: Dep. Director of Public Works/City Horticulturist, and Recreation Board.
Action Item 4e				
Ensure effective public safety infrastructure and evaluate surveillance cameras and locations	<ul style="list-style-type: none"> • Apply for FY2016 Governor’s Office of Crime Control and Prevention grant • Complete current grant and City-funded security cameras • Implement contract and install funded cameras • Research how other communities evaluate effectiveness of CCTVs • Update camera locations based on data compiled by C-MAST. Use crime reports from PGPD, UMPD, Park PD, Metro PD, MSP, & City contract PD to evaluate effectiveness of camera monitoring • Determine if specific locations would benefit from improved lighting and emergency blue light phones 	June 2015 September 2015 September 2016 December 2015 Annual review December 2016	Possible CIP funding for additional cameras, emergency blue light phones, and improved lighting	LEAD: Director of Public Services SUPPORT: City Attorney, and Director of Public Services LEAD: Director of Public Services SUPPORT: UMD, PGPD, MNCPPC-PD, WMATA-PD, MSP

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
Action Item 4f				
Implement a bike share program	<ul style="list-style-type: none"> • Recommend vendor to the City Council from the proposals in response to the City-UMD RFP • Sign agreement with vendor • Execute project 	September 2015 November 2015 January –June 2016 (depending on vendor selected)		LEAD: Director of Planning SUPPORT: Community Development Coordinator
GOAL 5: Effective Leadership				
<p>The City models excellent leadership and teamwork among Council, staff, and community partners to achieve the City’s vision and goals. The Council and staff have a clear vision for the community and have engaged and inspired community members to embrace a positive view of College Park’s future. The Council acts as one policy body, clearly communicates expectations to staff, and provides leadership for advancing College Park’s vision and strategic plan. The Council balances the need to be both responsive and decisive and communicates its actions clearly and frequently to residents, providing a forum for residents to be better informed. The City develops leaders who listen, challenge perceptions, educate community members, and help people see things from different points of view.</p>				
Action Item 5a				
Develop a highly effective partnership between Council and staff.	<ul style="list-style-type: none"> • Provide additional opportunities for Staff-Council interaction beyond Council meetings (Council “day in the City” / Ride Along, expanded departmental activities at College Park Day, and YFS Holiday Donation Program). • Encourage Council attendance at employee events and staff involvement in City events. • Council meets annually with all staff to communicate priorities and review City achievements, discuss issues, exchange information and celebrate success. • Develop shared understanding of the Council-Staff relationship and uphold the City’s mission, vision, and values. 	December 2015 On-going Annual January events Annual Retreat in January		LEAD: City Clerk LEAD: City Manager SUPPORT: Director of Human Resources, and Assistant City manager LEAD: Director of Human Resources SUPPORT: City Manager, and Department Heads

**City of College Park 2015–2020 Strategic Plan
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Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
Action Item 5b				
Develop a continuous learning program for staff	<ul style="list-style-type: none"> • Identify needs city-wide and in each department for additional training and development (e.g. ethics, customer service, process improvement, leadership, management, supervisory skills) • Allocate existing resources to programs that meet those needs • Develop effectiveness measures for each training program 	March 2016 April 2016 for FY17 budget On-going	Some training will require addition funds or the reallocation of funds	LEAD: Director of Human Resources SUPPORT: Department Heads
Action Item 5c				
Prepare for staff retirements	<ul style="list-style-type: none"> • Short term: <ul style="list-style-type: none"> ○ Identify who may retire in the next five years. ○ Identify knowledge, skills, and abilities needed to replace ○ Identify recruitment strategies. ○ Update personnel policies pertaining to staff succession planning. • Long Term: <ul style="list-style-type: none"> ○ Develop a succession plan for each department director and implement it 	December 2015 June 2016	Guidance from Council	LEAD: Director of Human Resources SUPPORT: Department Heads LEAD: Director of Human Resources SUPPORT: Department Heads
<p>GOAL 6: Excellent Services</p> <p>College Park has high quality, consistent, and cost-effective services in every department that contribute to a desirable, welcoming, and safe City. All City services are responsive to the community's needs, add value, improve the quality of life, and utilize technologies effectively. Services are aligned with the City vision and goals and are implemented in a cost-effective manner. City policies are communicated clearly and professionally and are implemented and enforced equitably. The City has a holistic view of public safety and engages all City departments, public safety agencies serving the City, and residents to ensure that College Park is a safe and secure community. City staff are highly trained, solution-oriented, and committed to delivering excellent services.</p>				
Action Item 6a				
Establish meaningful and effective performance measures and assess department performance	<ul style="list-style-type: none"> • Identify successful programs from other similar municipalities and consider adapting their metrics • Each department will review and update performance measures in advance of the FY17 budget preparation • Identify steps that will create more effective code compliance, particularly for repetitive violators 	October 2015 December 2015 December 2015		LEAD: City Manager and Director of Finance SUPPORT: Assistant City Manager; Director of Human Resources; all other department directors

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
Action Item 6b				
Streamline City department business processes involving multiple steps and departments by: – Evaluating service procedures – Utilizing technology more effectively	<ul style="list-style-type: none"> • Complete Business Process Review recommendations for clean-up of HTE if cost effective • Evaluate all software programs used in Departments to determine if efficiency and inter-operability can be improved • Evaluate and select phone application that allows for residents to easily report issues and attach files via cell phones • Create a Workflow Task Force (an inter-departmental group), to conduct a needs assessment for workflow improvements • Based on the results of the needs assessment, develop an RFP for a consultant to improve and integrate workflow • Develop staff capacity to evaluate workflow efficiencies • Schedule periodic interdepartmental staff meetings to address workflow 	December 2015 March 2016 March 2016 December 2016 On-going On-going	Significant staff time and/or consultant time will be required.	LEAD: Director of Finance SUPPORT: IT Manager, Assistant City Manager, and all Department Directors
Action Item 6c				
1. Implement online payment for City services 2. Implement online permitting	<ul style="list-style-type: none"> • Complete evaluation of existing software or purchase new software • Train staff and implement • Identify which permits and services can be processed online • Evaluate existing software or purchase new software • Train staff • Continue advocacy for improved coordination and potentially electronic file access or transfer from Prince George’s County DPIE 	March 2016 June 2016 (if accomplished with existing software) June 2016	Additional funding for software revisions and/or new software will be required. Approximately .5 FTE of time required	LEAD: IT Manager SUPPORT: Director of Finance, Director of Public Services, Director of Planning. Other department directors may be involved. LEAD: IT Manager SUPPORT: Director of Finance, Director of Public Services, and Director of Planning

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
Action Item 6d				
Support a new north County animal care facility	<ul style="list-style-type: none"> • Participate in evaluation of proposals for Feasibility Study received by the County • Review and comment on Feasibility Study once completed 	TBD		LEAD: Director of Public Services SUPPORT: ACO, CM, AWC, and City Council
Action Item 6e				
Support public schools serving College Park children through collaboration with strategic partners, including Prince George’s County Public Schools, local PTAs, and UMD	<ul style="list-style-type: none"> • Define parameters for spending \$80K available in FY16 budget; convene a meeting with stakeholders; develop plan to support schools • Request Education Advisory Committee (EAC) to take a leadership role in developing future actions • Utilize YFS semi-annual meetings with school principals to determine how the City can best assist local schools 	October 2015 December 2015 On-going		LEAD: City Council SUPPORT: EAC Chair and committee members; Director of YFS; principals of local schools.

Proposed Items for Additional Discussion, Research, and/or Council Action

July 31, 2015

Council and staff can work on these items and consider adding them to the Action Plan.

Goal 1a. Increase positive interactions among neighbors, including long-term residents and UMD students, faculty, and staff.

Council Member Suggestion:

Explore the possibility of one or two meetings per year on campus, such as a town hall meeting, in addition to exploring ways to have meetings in other parts of the city.

Needs:

Clarify if the reference is to official Council Meetings or other meetings. Determine if Council supports the action. Discuss meeting purposes, topics, format, possible campus locations (Davis Hall is being assessed), dates, and infrastructure.

Goal 1b- Promote cooperation among neighborhoods and the City as a whole

Council Member Suggestions:

Acknowledge the relationship building with civic associations.

Have quarterly joint neighborhood association meetings with City's neighborhood associations, rotating at different parts of the City. Agenda should include one item from each neighborhood association. Model similar to Four Cities meeting.

Needs:

Determine the City role (facilitate or convene) regarding the proposed quarterly meetings, and the interest of the associations in quarterly meetings with the proposed City role.

Develop the purpose, forum, content, and / or topics that would support the goal of One College Park (if the proposed City role goes beyond facilitating the meetings).

Determine how the Council and staff would work with the civic associations to ensure the meetings are well-attended and effective.

Goal 1c Facilitate a range of quality housing options that respect neighborhoods

Council Member Suggestion:

Re-examine the relationship between the goal and the action items

Needs:

Council and staff should review progress and adjust action items if it is determined that the action items are not effective in meeting the goal.

Goal 1d. Increase owner-occupancy of the existing single-family homes

Council Member Suggestion:

Build and maintain a database on City's vacant properties

Work with the County, State and other jurisdictions to reduce foreclosed properties. Explore ways to expedite sales of vacant foreclosed properties.

Council discussed creating a database but did not decide to move forward with it. The foreclosure process is controlled by County and State law. Staff is not aware of current State or County legislation that would improve the process, but can monitor the issue. The City can list foreclosed properties that are for sale, but does not have expertise in the legal or procedural aspects of foreclosure.

Needs:

Council decision on whether or not to create vacant property database and whether or not staff should do more than advertise properties and monitor foreclosure legislation.

Goal 3.a.4. Hollywood Commercial District –Evaluate options for redevelopment

Council Member Suggestion:

Make Facade Improvement project more attractive and market it aggressively to business owners. Institute a specialized tax incentive program for the commercial district.

Explore building an Art District in Hollywood commercial area.

Needs:

Both of the suggestions above would require Council discussion and approval, and staff work to design programs that accomplish the goals. Establishing an official Arts District would require a significant amount of work by Council, staff, and residents. The County probably would not support it due to the proximity to the Gateway Arts District. There may be a different approach to creating a stronger commercial center.

Goal 5 Effective Leadership

Council Member Suggestion:

What measures can we take to create the leaders of our future? How can we get youth involved in our democracy and how do we get more citizens to turn out for elections?

Needs:

This is an important and challenging issue centered on our democracy and related to our community engagement and leadership. One action item cannot adequately address the issue, but Council could identify actions or steps that lead to increased involvement by youth and other residents.

7

Council Internship program

8

City's Revitalization Tax Credit program

MEMORANDUM

TO: Mayor and Council

FROM: Suellen M. Ferguson, City Attorney

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

DATE: July 31, 2015

SUBJECT: Review of College Park Revitalization Tax Credit Program

ISSUE

Amendment of the Revitalization Tax Credit Program based on staff experience and Mayor and Council comments.

SUMMARY

Since its adoption in November 2012, the City's Revitalization Tax Credit Program has received four applications. There is now a fifth application. Based on this experience, staff and the City Attorney recommended modifications to the Ordinance to ensure the program meets its goals of incentivizing high-quality redevelopment projects. The proposed Ordinance has been amended following discussion by the Mayor and Council at work sessions on February 3 and May 19, 2015. The sole issue not addressed in the attached Ordinance is the request to include moderately priced student housing in Section 175-9. Staff has been unable at this point to propose a workable solution for this request and are proposing that the other changes proceed at this time, with continued review of this issue included as a future agenda item.

The entirety of the proposed changes to the Ordinance is shown in Attachment 1. While the majority of these are minor changes to clarify the eligibility criteria and refine the review process, there are several significant modifications that are described below:

- §175-9(A) – Eligibility Requirements

The proposed change would exclude student housing and hotels/motels with direct, exterior access rather than through the lobby from the list of eligible improvements in order to further incentivize other development types.

- §175-10(E) - Eligibility Criteria

The proposed change would require projects to exceed the LEED certification required by Prince George's County. For example, the US 1 Corridor Sector Plan requires all development within the walkable nodes to obtain a minimum LEED-Silver certification in its appropriate rating system. The change would require the project to obtain LEED-

Gold or higher certification in order to meet the criterion. The proposed change would add demolition of hotel/motel with direct, exterior room access to the criteria.

- § 175-11 – Credit: amount and term

The proposed change gives the council the flexibility to reduce or eliminate the credit amount and/or duration as well as to alter the sequence of the tax

- § 175-13(A)(2) – Waiver:

The proposed change would eliminate this waiver provision to make any completed project ineligible for a tax credit.

RECOMMENDATION

Staff recommends amending Chapter 175 to incorporate the proposed changes.

ATTACHMENT

1. Proposed Changes to Chapter 175.

ORDINANCE
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, AMENDING
CHAPTER 175 “TAXATION”, ARTICLE IV, “REVITALIZATION TAX CREDIT”,
SECTIONS §175-9 “ELIGIBILITY REQUIREMENTS”; §175-10 “ELIGIBILITY
CRITERIA”; §175-11 “TAX CREDIT – AMOUNT AND TERM”; §175-12
“APPLICATION PROCESS”; AND §175-13 “WAIVER”, TO CHANGE ELIGIBILITY
REQUIREMENTS AND CRITERIA, TO CLARIFY THAT A TAX CREDIT WILL BE
GRANTED ONLY IF FINANCIALLY FEASIBLE, TO CLARIFY THE APPLICATION
PROCESS, AND TO DELETE A CERTAIN WAIVER OPTION.

WHEREAS, the State of Maryland, pursuant to 9-318(g) of the Tax-Property Article, Annotated Code of Maryland, has authorized the establishment of revitalization districts by resolution for the purpose of encouraging redevelopment and the granting of a property tax credit against the City’s real property tax for a property located within the revitalization district that is constructed or substantially redeveloped in conformance with adopted eligibility criteria and reassessed as a result of the construction or redevelopment at a higher value than that assessed prior to the construction or redevelopment; and

WHEREAS, the Mayor and Council determined that it is in the public interest to provide for the establishment of revitalization tax districts and to set the criteria for designation of such districts, and adopted Article IV, Revitalization Tax Credit, of Chapter 175, “Taxation” for this purpose; and

WHEREAS, the Mayor and City Council have determined that it is in the public interest to amend certain provisions of the Revitalization Tax Credit Article.

Section 1. NOW THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland that Chapter 175 “Taxation”, Article IV “Revitalization Tax Credit” §175-9, “Eligibility requirements” be and it is hereby repealed, re-enacted and amended to read as follows:

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

§175-9 Eligibility requirements.

To be eligible for the tax credit, a property must meet the following eligibility [criteria]

REQUIREMENTS:

- A. Improvements must include new construction, reconstruction, or rehabilitation of residential ~~[(excluding single family detached)]~~, commercial, hospitality, or mixed-use properties, EXCLUDING SINGLE FAMILY DETACHED HOUSING, MULTI-FAMILY HOUSING INTENDED TO HOUSE UNDERGRADUATE STUDENTS, AND DIRECT, EXTERIOR ROOM ACCESS HOTELS AND MOTELS.
- B. The applicant must be in good standing with the City ~~[of College Park's Public Services and Finance Departments]~~. In order to be in good standing, applicants may not have any outstanding code OR ZONING violations or be delinquent on any payments including, but not limited to, trash bills, permit fees, FINES and City tax payments.
- C. Projects are ineligible for this program if they are located within a tax increment financing district at the time of application, OR IN A REGIONAL INSTITUTION STRATEGIC ENTERPRISE ("RISE") ZONE DESIGNATED UNDER §5-1401 OF THE ECONOMIC DEVELOPMENT ARTICLE, ANNOTATED CODE OF MARYLAND AND ARE LOCATED ON A PROPERTY RECEIVING OR APPLYING FOR A TAX CREDIT UNDER §9-103.1 OF THE TAX-PROPERTY ARTICLE, ANNOTATED CODE OF MARYLAND. IN ADDITION, THE OWNERS AND ASSIGNS OF ANY PROPERTY RECEIVING A CITY TAX CREDIT UNDER THIS ARTICLE MUST AGREE TO FOREGO ANY FUTURE APPLICATION OR RECEIPT OF A RISE ZONE TAX CREDIT.
- D. * * * *

E. AN APPLICATION FOR A CITY TAX CREDIT SHALL BE SUBMITTED NO LATER THAN THE DATE OF ACCEPTANCE FOR THE INITIAL DETAILED SITE PLAN FOR THE PROJECT BY THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION (M-NCPPC), IF APPLICABLE, OR THE SUBMISSION OF A BUILDING PERMIT APPLICATION TO PRINCE GEORGE'S COUNTY. Projects that are under construction, completed, or have an approved detailed site plan or building permit prior to the adoption of this program are not eligible for the tax credit.

Section 2. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park Maryland that Chapter 175 “Taxation”, Article IV “Revitalization Tax Credit” §175-10, “Eligibility criteria” be and it is hereby repealed, re-enacted and amended to read as follows:

§175-10 Eligibility criteria

When evaluating whether a project will receive a tax credit under this article, the City Council will use the following criteria. For projects located within the boundaries of Tax Credit District 1, at least 4 of the criteria must be met; and for projects located within the boundaries of Tax Credit District 2, at least 2 of the criteria must be met.

A. The MAJORITY OF THE LAND AREA OF THE PROPERTY UPON WHICH project is located IS within a 1/2-mile radius of an existing or under construction rail station for THE Washington Metropolitan Area Transit Authority, Maryland Area Regional Commuter, Maryland Transit Administration, or similar agency.

B. * * * *

- C. The project involves the SIGNIFICANT INVESTMENT OF FUNDS IN THE buyout of leases, SUCH AS LONG TERM LEASES, to facilitate redevelopment.
- D. The project will complete, or commit funds for, substantial infrastructure improvements such as a new or relocated traffic signal, a public street, a public park, a public parking garage, undergrounding of utilities, or SUPPORT FOR a bikeshare SYSTEM [station].
- E. The project [meets] EXCEEDS the REQUIRED PRINCE GEORGE'S COUNTY minimum green building guidelines as established by the US Green Building Council's LEED [Silver] Certification for the project's appropriate rating system AND IN ANY EVENT MEETS THE MINIMUM STANDARDS FOR A LEED SILVER CERTIFICATION. A LEED scorecard must be submitted with the detailed site plan application and evidence of certification MUST BE SUBMITTED at the time of final application for the tax credit.
- F. The MAJORITY OF THE LAND AREA OF THE PROPERTY ON WHICH THE project is located IS within one of the walkable development nodes designated in the approved Central US 1 Corridor Sector Plan.
- G. The project involves the demolition of an existing non-historic structure, which has been vacant at least one year, OR THE DEMOLITION OF A HOTEL OR MOTEL WITH DIRECT EXTERIOR ROOM ACCESS.
- H. * * * *.
- I. The project has secured at least one locally-owned, non-franchise business TOTALLING AT LEAST 1,000 SQUARE FEET OF SPACE as evidenced by executed lease agreements OF AT LEAST FIVE YEARS DURATION at the time of final application for the tax credit.

- J. The project provides AT LEAST 1,000 SQUARE FEET OF space for a business incubator, community center, art gallery, or similar public-benefit use.

Section 3. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park Maryland that Chapter 175 “Taxation”, Article IV “Revitalization Tax Credit” §175-11, “Tax credit - amount and term” be and it is hereby repealed, re-enacted and amended to read as follows:

§175-11 Tax Credit: amount and term

An eligible property may receive a five-year tax credit on City real property taxes based on the increased assessment attributed to the taxable improvements upon project completion as determined by the Supervisor of Assessments. The tax credit shall be in an amount equal to 75% of the increased assessment of City tax imposed in the first year; 60% in the second year; 45% in the third year; 30% in the fourth year; and 15% in the fifth year, PROVIDED HOWEVER, THAT IF SUCH A TAX CREDIT IS NOT FINANCIALLY FEASIBLE BASED ON CITY BUDGET CONSTRAINTS, THE COUNCIL MAY REDUCE OR ELIMINATE THE AMOUNT AND/OR DURATION, AND/OR ALTER THE SEQUENCE, OF THE TAX CREDIT. The tax credit is transferable to subsequent property owners within the term of the original agreement.

Section 4. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park Maryland that Chapter 175 “Taxation”, Article IV “Revitalization Tax Credit” §175-12, “Application process” be and it is hereby repealed, re-enacted and amended to read as follows:

§175-12 Application process.

The application process is as follows:

A. * * * *

B. City staff review [~~and recommendation~~]. Upon receipt and acceptance of a completed application, the City's Planning, Community, and Economic Development department will refer a copy of the application to the finance department. City staff will provide aN [~~recommendation~~] ELIGIBILITY REPORT to the City Council WITH RESPECT TO THE APPLICATION for a tax credit [~~at the time of~~] SUBSEQUENT TO THE detailed site plan review [~~before~~] BY the City Council. For projects that do not require a detailed site plan, staff will review building permit plans and schedule the application for review by the City Council at a City Council work session.

C. City Council resolution. A City Council resolution must be approved to authorize the award of a tax credit. The approval will be contingent on all required terms of the revitalization tax credit program being met at the time of final application. If the Prince George's County Planning Board, the District Council, or any other government agency with authority changes the City-approved conditions for the detailed site plan after the resolution has been adopted, staff will review the changes and provide a supplemental [~~recommendation for~~] REPORT CONCERNING the tax credit authorization that the City Council will rely upon with respect to determining whether it should reconsider the authorization.

D. Final application approval. Prior to final [~~acceptance~~] APPROVAL of the application for a City tax credit, documentation must be submitted to the City's Director of Finance, including a legal description of the property, proof of a properly issued use and occupancy permit applicable to eligible improvements, evidence of compliance with any City agreement or

required certifications, COPIES OF ALL LEASES TO LOCALLY-OWNED, NON-FRANCHISE BUSINESSES USED AS A BASIS FOR ELIGIBILITY, CERTIFICATION OF LEED STATUS, and such other information or documentation as the Director may require. Upon final acceptance the City will issue a certificate to the property owner that confirms the parcel's tax credit status. A copy of the certificate will be sent to the Prince George's County Supervisor of Assessments who will determine the value of improvement.

Section 5. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park Maryland that Chapter 175 “Taxation”, Article IV “Revitalization Tax Credit” §175-13, “Waiver” be and it is hereby repealed, re-enacted and amended to read as follows:

§175-13 WAIVER

A. If it finds that the purposes of this article will be equally well served by doing so, the Council may waive the requirement in § 175-12 that an application must be filed no later than the date of acceptance for a detailed site plan, if applicable, or a building permit application, and consider whether to grant a tax credit under the following circumstances for projects for which no appeal was filed by the City:

- (1) When the application is filed prior to the approval of the detailed site plan or issuance of the building permit; or
- (2) [~~Notwithstanding § 175-9E, if the detailed site plan was approved after January 1, 2009, the project has been constructed, and the project satisfies at least the minimum required criteria identified in § 175-10 for the district; or~~

~~(3)~~ If a detailed site plan has been approved, but construction has not occurred, for the purpose of encouraging the construction; or

~~[(4)]~~(3) For an application that is timely filed, when the minimum requirements of § 175-10 are not met.

B. – C. * * * *

Section 6. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park that, upon formal introduction of this proposed Ordinance, which shall be by way of a motion duly seconded and without any further vote, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall publish this proposed ordinance or a fair summary thereof in a newspaper having a general circulation in the City of College Park together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council. The public hearing, hereby set for _____ P.M. on the _____ day of _____, 2015, shall follow the publication by at least seven (7) days, may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time. All persons interested shall have an opportunity to be heard. After the hearing, the Council may adopt the proposed ordinance with or without amendments or reject it. As soon as practicable after adoption, the City Clerk shall have a fair summary of the Ordinance and notice of its adoption published in a newspaper having a general circulation in the City of College Park and available at the City's offices. This Ordinance shall become effective on _____, 2015 provided that a fair summary of this Ordinance is published at least once prior to the date of passage and once as soon as practical after the date of passage in a newspaper having general circulation in the City.

INTRODUCED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the _____ day of _____ 2015.

ADOPTED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the _____ day of _____ 2015.

EFFECTIVE the _____ day of _____, 2015.

ATTEST:

CITY OF COLLEGE PARK,

By: _____
Janeen S. Miller, CMC, City Clerk

By: _____
Andrew M. Fellows, Mayor

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

Suellen M. Ferguson, City Attorney

9

Draft City Operations Sustainability Plan

MEMORANDUM

TO: Mayor and City Council
FROM: Bill Gardiner, Assistant City Manager
THROUGH: Joe Nagro, City Manager
DATE: July 31, 2015
SUBJECT: City Operations Sustainability Plan

ISSUE: In 2014 the City Council authorized an inter-departmental task force to draft the framework for a City sustainability plan. The task force has developed the attached plan.

SUMMARY:

A City Operations Sustainability Task Force was created to develop a plan that would reduce carbon emissions and other environmental and unhealthy impacts created by City operations; coordinate sustainable practices across all City operations; position the City as an organization receptive to innovation and leading practices in sustainability; improve the quality of life for residents; and conserve financial and capital resources using a long-term perspective on investment.

The task force members are Bob Stumpff and Brenda Alexander, DPW; Steve Groh, Finance; Sharon Fletcher, DPS; Janeen Miller and Bill Gardiner, Administration; Teresa Way-Pezzuti, HR; Pat Henderson, YFS; and Steve Beavers and Angie Martinez (intern), Planning. The task force focused on four areas:

- a. Solid Waste and Recycling
- b. Buildings and Public Areas
- c. City-wide Policies and Events
- d. Fleet and Transportation

The Sustainability Plan includes goals and recommended strategies for each of these areas. The Implementation Plan identifies the responsible departments, the timelines, and the resources required to carry out the actions.

Reducing the impact of City operations on the environment will be challenging and require changes in City functions and services. However, other organizations, including the University of Maryland, have successfully implemented similar plans. With support from Council, commitment by staff, and excellent communications with residents, College Park can reduce its impact on the environment and become a regional leader in sustainability.

RECOMMENDATION:

The City Council is requested to review the plan and determine if it reflects Council's vision and goals for how city operations can become more sustainable. Due to the scope of the plan and the requirement for Council and staff to be clear on the direction to proceed, Council should officially endorse it when Council is comfortable with the plan.

Attachments: City Operations Sustainability Plan and Implementation Plan
Appendix to the City Operations Sustainability Plan
Resource Guide



City Operations Sustainability Plan

July 31, 2015

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3. College Park Resolution 13-R-27 Renewable Energy Production Policy
4. DPW evaluation of vehicle fuel options
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6. Green Meeting Guidelines

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1. University of Maryland 2009 Climate Action Plan Executive Summary
2. University of Maryland Buy Green Guidance
3. “Communities on the Path to Zero Waste” Recycle Away presentation by Michael Alexander. See also, <https://vimeo.com/100467470> and http://www.ct.gov/deep/lib/deep/waste_management_and_disposal/solid_waste/transforming_matls_mgmt/summit_2/michael_alexander.pdf
4. University Park Food Scrap Compost Guide
5. Green Vehicle Fleet Programming: Within your reach! Sustainable Community Development Network
6. Green Seal GS – 37 Summary

Executive Summary

Pursuant to Council direction in May 2014, the City staff formed a City Operations Task Force to draft this framework for a City Operations Sustainability Plan. The purpose of the plan is to reduce the environmental impact of City operations, create a healthier work environment and improve the quality of life in the community, and position College Park as an innovative regional leader in sustainability. This plan will help coordinate sustainable practices across all City operations, conserve resources over the long-term, and reduce the carbon footprint and other negative impacts on the environment by City operations.

Representatives from each City department participated in the Task Force. The members created four committees focusing on Solid Waste and Recycling; Buildings and Public Areas; City-wide Policies and Events; and Fleet and Transportation. The committees' charge was to identify current practices, develop goals, and recommend strategies that would reduce the impact on the environment caused by municipal operations. The summary below highlights some of the goals and recommendations in the report.

1. Solid Waste and Recycling Highlights

Goal: Reduce solid waste per household by 25 percent and increase the recycling rate to 60 percent (approximately double the current rate) by July 1, 2018 (2015 baseline).

Recommended Strategies:

- Examine changes to the City Code which might provide the best impact on reducing tonnage and increasing recycling, such as prohibiting recyclable material in waste carts; providing larger or additional recycling carts; examining the fee for trash collection at rental properties; and charging for bulk collection after a certain number of pick-ups per year.
- Develop a marketing/educational campaign that provides information to residents on the environmental and financial savings of reducing solid waste.
- Reduce or remove food waste from the solid waste stream by promoting home food composting and explore the possibility of a pilot food waste collection program.

2. Buildings and Public Areas Highlights

Goal: Reduce electricity and natural gas use in City facilities by 15 percent per square foot by 2018 and by 25 percent by 2022 (2014 baseline year).

Recommended Strategies:

- Examine cost-benefit of efficiency improvement recommendations and prioritize highest energy savings with best payback.
- Develop a building operations and maintenance plan; emphasize low cost and no cost measures such as those recommendations in the Pepco Commercial & Industrial Energy Savings Program
- Prominently post monthly energy usage at each City facility, and hold competition for greatest reduction in usage and reward employees for savings.
- Create Green Office standard that includes practices regarding lighting and computer shut-down after working hours.

Goal: Generate 20 percent of electricity for City facilities using renewable sources by 2018 per Council Resolution 13-R-27 (See Appendix 3).

Recommended Strategy:

- Evaluate DPW buildings, YFS building, and Parking Garage for best locations to install solar power and explore funding via a Maryland Energy Administration (MEA) grant or long-term lease arrangement.

3. City-wide Policies and Events Highlights

Goal: The FY17 budget will include funding for a consultant to lead the City’s process to update or acquire software that improves workflow and works across relevant departments.

Recommended Strategy:

- Create a Workflow Task Force (an inter-departmental group) to conduct a needs assessment for workflow improvements. Based on the results, develop an RFP for a consultant who will develop strategies to improve and integrate workflow. This strategy is also included in the proposed 2015–2020 Strategic Plan.

Goal: Track all sustainability goals and outcomes on an annual basis, and track City operations greenhouse gas emissions on a triennial basis.

Recommended Strategies:

- Establish a Sustainability Committee that will provide an annual report on all sustainability metrics and a triennial report on greenhouse gas emissions to Council. These reports should also be posted on the City's website.
- Provide all employees the status of sustainability-related goals on a regular basis.
- Work with the University of Maryland to complete the greenhouse gas inventory using ICLEI (Local Governments for Sustainability) software.

4. Fleet and Transportation Highlights

Goal: By FY17 the City will achieve a 10 percent increase in the average vehicle miles per gallon for all on-road vehicles in the City’s fleet (FY15 baseline).

Recommended Strategies:

- Develop and adopt policies and practices regarding efficient vehicle operations (idling, route optimization, using the correct vehicle for the task, etc.).
- Ensure all vehicles receive regular maintenance and fuel MPG is monitored.
- Develop a green fleet purchasing policy that considers efficiency and lifetime vehicle costs.

This report includes an Implementation Plan that identifies the responsible departments, timeline, and resources required to implement the actions. Members of the City Task Force believe that the success of the plan will require continued leadership and full commitment from Council and staff. Additional resources or the re-allocation of resources will be required to carry out many of the Recommended Strategies, and it will be critical to communicate the reasons for proposed changes to residents, Council, and staff. Some staff will require additional training in order to implement or monitor the strategies, and all staff must support the goals and practices recommended in the plan. The City Operations Sustainability Task Force (or a similar committee with membership from each department) should continue, but serve a monitoring and data collection function.

Reducing the impact of City operations on the environment will be challenging and require changes in how the City carries out many of its functions and services. With support from Council, commitment by staff, and excellent communications with residents, College Park will become a regional leader in sustainability.

I. Introduction

In late May 2014 the City Council authorized an inter-departmental task force to draft the framework for a City sustainability plan and to identify resources to assist the City in this effort, such as the University of Maryland's Partnership for Action Learning in Sustainability program (PALS). This authorization by Council builds upon the City's 2010-2015 Strategic Plan goal to "Lead the community in environmental conservation, protection, restoration, and energy efficiency," as well as the City's designation as a Sustainable Maryland Certified Community and a Maryland Smart Energy Community.

A City Operations Sustainability Task Force was created with representation from each City department. Task force members are: Bill Gardiner and Janeen Miller, Administration; Steve Groh, Finance; Teresa Way-Pezzuti, Human Resources; Steve Beavers and Angie Martinez, Planning, Community, and Economic Development; Sharon Fletcher, Public Services; Brenda Alexander and Bob Stumpff, Public Works; and Pat Henderson, Youth and Family Services. The task force limited its scope of work to City operations that impact the environment. The group researched and discussed best sustainability practices for municipal functions in all areas of City operations. It then developed goals and strategies the City can adopt to reduce the emissions and impact on the environment by City operations.

The following committees and focus areas were created:

a. Solid Waste and Recycling

This group focused on reducing the amount of material sent into the solid waste stream by increasing recycling and waste disposal options (such as increasing the visibility of re-use and compost options) by residents.

Members: Teresa Way-Pezzuti, Angie Martinez, Bob Stumpff, Bill Gardiner

b. Buildings and Public Areas (parks, streetscapes, parking lots, stormwater infrastructure, streetlights, and more)

This group focused on building efficiency standards, energy conservation, storm water infrastructure and the tree canopy.

Members: Brenda Alexander, Steve Beavers, Sharon Fletcher, Pat Henderson, and Steve Groh

c. City-wide Policies and Events

This group focused on activities that impact multiple departments and many employees. It includes policies on work flow, energy use and purchasing, procurement, employee incentives and practices, use of facilities, and monitoring/measuring plan results.

Members: All

d. Fleet and Transportation

This group focused on City-owned fleet procurement, use, and maintenance, including types of fuel for different categories of vehicles.

Members: Steve Beavers, Steve Groh, Sharon Fletcher, and Bob Stumpff

Section II of this report contains the Task Force's review of current City practices, proposed goals, and recommended strategies for each of the four focus areas. Commentary on the implementation,

timing, costs, and/or priority of the strategies is provided in *italic* font following the recommended strategies.

Section III of this report contains an implementation table organized by focus area, goals, and strategies. The table includes a brief explanation of the rationale behind each goal as well as the additional information, resources, and estimated cost associated with implementing it. A target date for starting and completing each strategy is also included. The implementation table is designed to give an estimate of City and/or department resources which are required to complete the task, but the estimate should be evaluated as departments move forward and obtain additional information about implementing the actions.

II. Current Practices, Proposed Goals, and Recommended Strategies

A. Solid Waste and Recycling

The purpose of the Solid Waste and Recycling category is to identify policies and actions that will significantly reduce solid waste tonnage and disposal costs, and significantly increase recycling rates in the City. The City provides solid waste and recycling collection for a total of 5,114 customers including single-family homes, single-family home rentals, City-owned facilities, as well as a handful of local businesses and churches.

Existing Conditions

The Department of Public Works (DPW) is responsible for waste, recycling and yard trim collection. Curbside trash is waste which is collected from the green refuse cart, while special trash constitutes large items (such as desks or mattresses) which do not fit in the refuse cart and are picked up by the City at no additional cost. Recycling constitutes single-stream recycling, electronic recycling, scrap metal and tires. Yard trim, brush and leaves are collected at various times throughout the year and composted on-site at the DPW facility. Tonnage is tracked on a monthly basis. Figure 1 (below) displays the breakdown of total collections by tonnage from the calendar year 2014.

Table 1: 2014 Annual College Park Refuse and Recycling Tonnage

2014 Refuse and Recycling Tonnages		
	Weight (tons)	Percent of Total Collections
Curbside Trash	4,185	43%
Special Trash	604	6%
Recycling without yard trim, brush and leaves	1,450	15%
Yard trim, brush and leaves	3,461	36%
Total Collections	9,700	100%

College Park has a unique population marked by a high percentage of renters (54 percent according to the 2010 Census), including approximately 1,000 single family rental properties. In general, DPW indicates that single-family homes used as rental properties generate higher volumes of waste

than their non-rental counterparts, particularly during tenant turnovers when large volumes of waste are collected.

Solid Waste and Recycling Rates

Solid waste and recycling rates were calculated without including yard trim, brush and leaves. In 2014 solid waste collections were 77 percent of the total materials taken to the landfill or to be recycled; 23 percent of the materials were recycled (including electronic recycling, scrap metal and tires).

Table 2: Solid Waste and Recycling Rates without Yard Trim, Brush or Leaves

2014 Refuse and Recycling Rates		
	Weight (tons)	Percent of Total
Trash	4,788.84	76.8%
Curbside Recycling*	1,449.78	23.2%
Total pick-up	6,238.62	100%
*Not including yard trim, brush and leaves.		

It is difficult to obtain direct comparisons with other communities because different materials are included as part of collection and recycling. In addition, the material mixes have changed over time (bottles with less plastic and cans with less aluminum), making trend comparisons difficult. In 2012 Maryland recycled 45.4 percent of municipal waste, including yard trim (source: Zero Waste Maryland Report, April 2014).

In the 2014 Resident Satisfaction survey, “knowing what to recycle” was cited as a barrier to recycling. An analysis of the type of materials in the solid waste collected (percentage of materials recycled, solid waste, food waste, etc.) could help determine what strategies would be most effective (see Solid Waste, Goal 1).

This plan recommends a 25 percent reduction in solid waste and a doubling of recycling using FY 2015 tonnage data as a baseline (Solid Waste Goal 2). To meet these goals a comprehensive Existing Conditions Report (Solid Waste Goal 1) should be undertaken to first understand how College Park statistics compare to neighboring communities, and to identify strategies to target waste reduction and engage residents to increase recycling.

Current practices:

- Electronics (computers, televisions, etc.) collection is available on an “on-call” basis or as a part of two annual “Cleanup Saturday” programs
- Appliances are collected and recycled on an “on-call” basis
- Residents can recycle used motor oil at the DPW facility 24 hours a day
- Yard Trim is collected weekly and composted at the DPW facility
- Leaves are collected during the fall and composted at the DPW facility
- Separate carts are provided for single stream recycling and solid waste
- Public Works coordinates *Donation Day* in the spring and fall which provides curb side pick-up for donation of furniture and other bulk goods in usable condition

- Unlimited special trash collections are provided at no extra cost
- Additional trash collection fee is assessed for single-family rental properties

Goals and Recommended Strategies

Goal 1: Solid Waste (SW 1).

By December 1, 2015, DPW will provide an Existing Conditions Report that identifies the following:

- SW 1. A Composition of waste stream and quality of recycling collection (are residents recycling correctly or are residents mixing up recyclable and non-recyclable materials?).
- SW 1. B Annual total tonnage and cost of each category of solid waste collected (normal household collection, scrap metal and electronics, bulk pick-up) and total cost of recycling collected (including separate total costs for leaf collection and yard trim collection)—allocated on a per household and per ton basis. Costs will include all labor costs and vehicle expenses.
- SW 1. C College Park tonnage per household compared to two comparable (high number of student single-family rentals) communities and one community with very low household solid waste tonnage and very high recycling rates.

Goal 1 and the recommended strategies are “first step” items necessary to get baseline data and comparative data. A professional trash audit would require additional funding. The City could also review the 2013 trash audit in Montgomery County to see if that information and approach would be useful for College Park.

Goal 2: Solid Waste (SW 2).

Using the FY15 tonnage data, reduce solid waste per household by 25 percent and increase the recycling rate (total recycling materials collected divided by total solid waste collected) to 60 percent by July 1, 2018.

- SW 2. A Examine costs and benefits of code changes, such as prohibiting recyclable material in waste carts; providing larger or additional recycling carts; increasing the fee for collecting trash at single-family rental properties, and charging for bulk pick-ups after a certain number of pick-ups per year.
- SW 2. B Develop a marketing / educational campaign that provides information to residents on the environmental and cost savings of reducing solid waste. The campaign could include production of a Resident Guide to Sustainability that contains best-practices, solid waste and recycling regulations. It could also include marketing messages on City vehicles, stickers for carts, and regular messaging via normal City channels.
- SW 2. C Create incentives for residents to change behavior by pledging savings toward popular community programs.

- SW 2. D Reduce or remove food waste from the solid waste stream by promoting home food composting and explore the possibility of a pilot food waste collection program.
- SW 2. E Suggest civic associations nominate a Sustainability Ambassador to answer questions and interface with residents and the City Operations Sustainability Taskforce.
- SW 2. F Create waste reduction trainings for employees.

Goal 2 and the recommended strategies will require significant leadership from Council and staff to develop educational and outreach materials, investigate and possibly develop code changes, and possibly develop a food composting program. DPW and the City Manager's Office would be the lead parties. A multi-year plan and significant communication and outreach to residents would be required. Some staff time would have to be re-allocated and additional financial resources provided for marketing and educational materials.

B. Buildings and Public Areas

The purpose of the Buildings and Public Areas category is to identify reductions in building energy use and potential environmental improvements to our public areas (primarily in the areas of street lighting, storm water management and tree canopy). City-owned buildings are a major capital investment and require significant annual investment for operating expenses. Buildings are also a significant source of green house gas (GHG) emissions. The City owns 13 buildings that serve a wide range of uses. Two buildings (City Hall and the former Calvert Road school) may be demolished (City Hall) or completely renovated (Calvert Rd.) within the next 10 years, and two other small buildings (Duvall Field concession stand and the DPW staff facility) will be replaced with new modular buildings. This plan focuses on the following City buildings which are included in a Maryland Energy Administration program:

- City Hall
- Parking Garage
- Public Services and Calvert Road School (one building on two meters)
- Youth and Family Services
- Davis Hall
- DPW Staff Facility
- Fleet Garage
- Truck Garage and ancillary (Supply Garage, Landscape Garage, Animal Shelter, Salt Dome and Fuel Station; all structures on one meter)
- Old Parish House

Lighting is another area of high cost and potential long-term savings. Approximately 50 percent of the City's electric bill is for street and pedestrian lighting (the total cost includes the charge from Pepco for electricity and for streetlight maintenance). Most of the streetlights are owned Pepco, but it may be worthwhile to analyze the costs and benefits of upgrading to more efficient lighting over time. The City owns approximately 135 pedestrian light fixtures and recently installed LED lights in 12 pedestrian fixtures as a pilot program on Berwyn Road. The City parking garage currently comprises approximately 20 percent of total City electricity use.

In City residential areas, most streets are lined with trees within the City’s right-of-way. These trees not only contribute to the aesthetics of the neighborhoods, but also improve air quality and provide habitat for animals and shading for pedestrians and homes. In some neighborhoods, the City is losing large trees to age or a hostile environment (small tree box area, wrong tree given utility lines, etc.). Increasing the City’s tree canopy along streets and in parks with the appropriate species can be a beneficial way to improve the environment.

Current Practices:

- The City is conducting energy audits at Davis Hall, the fleet garage, and Youth and Family Services which will include recommendations for energy savings from upgraded equipment and other improvements.
- Lighting controls are installed in appropriate locations
- Programmable thermostats are located in City Hall, Davis Hall, and Public Services
- Insulated bay doors installed on the fleet garage
- Utilizing the EmPower Pepco program to upgrade lighting in the Supply Building, Fleet Garage, Truck Garage, and Small Equipment Storage Building.
- City guide on native-stock trees and landscape plants that promote ecosystem health and resiliency.
- City-developed educational materials for residents about tree maintenance, requirements for conservation, and planting programs.
- City pursuing outside funding for stormwater management projects.

Goals and Recommended Strategies

Goal 1: Building and Public Areas (B&PA 1).

Reduce electricity and natural gas use by 15 percent per square foot by FY 2018 and by 25 percent by FY 2022 from the per square foot levels in 2014 baseline year (per Council Resolution 13-R-26)

- BP&A Complete energy audits for Davis Hall, the Fleet Garage, and the Youth and Family
1. A Services buildings in 2015 and complete a lighting analysis and upgrade for the Parking Garage in 2015.
- BP&A Conduct annual Energy Star Treasure Hunts in select buildings and educate staff on
1. B best practices.
- BP&A Examine the cost-benefit analyses from the energy audits and evaluate the
1. C recommendations for efficiency improvements.
- BP&A Develop a building operations and maintenance plan; emphasize low cost and no
1. D cost measures such as those recommendations in the Pepco Commercial & Industrial Energy Savings Program.
- BP&A Use Portfolio Manager (www.energystar.gov) to calculate and prominently post
1. E monthly energy usage on all buildings, and hold competition for greatest reduction

in usage.

BPA
1. F Create Green Office standard that includes practices regarding lighting and computer shut-down (see UMD example).

BP&A
1. G Create employee rewards program based on energy savings.

BP&A
1. H Adopt LEED or NGBS (or equivalent) for new City buildings and major renovations.

BP&A
1. I Adopt a policy to install LED (or more efficient) lighting for all new and replacement pedestrian lights.

The energy audits are necessary to obtain baseline data and identify the most cost-efficient improvements. Most of the initial work has been funded via a grant and additional grant funding should be explored. Posting energy usage, creating a green office standard, and creating an employee rewards program are low-cost items that can be implemented within 1-2 years. Conversion of lighting or heating systems would require detailed cost-benefit analyses prior to investing funds. Initial analysis indicates that upgrading the parking garage lighting would significantly reduce electrical demand and could provide an advantageous return on the investment. Adoption of a LEED or NGBS standard (or equivalent) would require outside consultants when the City plans new construction.

Goal 2: Building and Public Areas (B&PA 2).

Generate 20 percent of electricity for City facilities using renewable sources by 2018 (per Council Resolution 13-R-27; see Appendix 3).

BP&A
2. A Evaluate DPW buildings, YFS building, and Parking Garage for best locations to install solar power and explore funding via a Maryland Energy Administration (MEA) grant or long-term lease arrangement.

BP&A
2. B Evaluate feasibility of geo-thermal for major renovations and new City facilities.

These strategies will require capital funds and outside consultants to advise the City on the best options (type of system, location, lease or purchase, etc.). Implementation of solar power, if feasible, will require two years. The City has committed to meeting this goal (College Park Resolution 13-R-27 Renewable Energy Production Policy) and should prioritize the evaluations of best locations and options.

Goal 3: Building and Public Areas (B&PA 3).

Maintain or increase the City's tree canopy by planting in appropriate street and park locations and investigate incentivizing additional plantings on private property in order to compensate for the removal of large trees.

- BP&A 3. A Support the Tree & Landscape Board to update the City's Tree Inventory (last updated in 2013) by providing resources to maintain a GIS database of trees maintained by the City, City right of way boundaries, and location of underground and above ground utilities, and other information that should be considered in identifying appropriate tree locations.
- BP&A 3. B Utilize data from the Tree Inventory update to develop a five-year plan to increase the number of new street trees in appropriate locations.
- BP&A 3. C Develop an incentive plan to encourage residents to plant new trees and/or a policy protecting significant trees on private property (examine Tree City USA requirements and see tree ordinances in surrounding communities).

DPW would have primary responsibility for this goal and the strategies could be implemented over one to two years with the appropriate resources. The Tree and Landscape Board could provide some technical assistance. The City could also partner with the University's Sustainability Minor to sponsor unpaid internships for these strategies between September 2015 through June 2016. Funding would be required for incentives, trees, or related equipment and marketing.

Goal 4: Building and Public Areas (B&PA 4).

Work with State, County and University resources to improve City stormwater quality and reduce the occurrence and impact of flooding events.

- BP&A 4. A Educate residents and businesses about existing subsidies to reduce stormwater runoff from private property, thereby reducing volume in the public stormwater infrastructure.
- BP&A 4. B Partner with schools or environmental groups to conduct annual water quality testing of main streams in the City.
- BP&A 4. C Identify exiting stormwater facilities within the City that are in need of maintenance and work with the owners (usually the County) to resolve issues.
- BP&A 5. D Identify specific areas in the Paint Branch and Indian Creek watersheds that need stormwater improvements and seek funding partners to implement them.

Strategies A and B could be initiated immediately with additional staff time or use of interns. Strategies C and D will require some capital funding, grant funding, and multi-year development plans.

C. Citywide Policies and Events

The purpose of the Events category is to ensure that sustainable practices are integrated into all aspects of City operations including workflow and technology. While specific sustainability goals and strategies may be tailored per department, broad policies and practices should be implemented across all City operations.

Current Practices:

- City departments purchase recycled paper and paper products.
- HR uses electronic application software to minimize paper use.
- Electronics are e-cycled, printer cartridges are sent to a recycling center.
- Rechargeable batteries are used in portable two-way radios and small hand tools
Batteries in the emergency floodlights are also charged by the building electricity supply and last 2-3 years.
- City provides incentives for employees to take public transportation.
- Less toxic herbicide products are selected where appropriate to reduce the exposure for people and the landscape.
- Native plant species are selected and used where suitable for Citywide plantings.

Goals and Recommended Strategies

Goal 1: Citywide Policies and Events (CP&E 1).

The FY17 budget will include funding for a consultant to lead the City's process to update or acquire software that improves workflow and works across relevant departments.

CP&E Create a Workflow Task Force (an inter-departmental group) to conduct a needs
1. A assessment for workflow improvements. This recommendation is also included in the
 proposed 2015–2020 Strategic Plan.

CP&E Based on the results of the needs assessment, develop an RFP for a consultant who will
1. B develop strategies to improve and integrate workflow.

This goal is a high-priority, high-complexity item. The strategies require leadership and commitment from every department and will likely require coordination and advice from a consulting firm. The process should start in FY2016 and be led by the City Manager's office. Significant staff time and/or consultant time will be required. If commitment and quality are lacking, little will change and much staff time will have been wasted. If the process is done well, the results could significantly improve City processes and reduce resource use.

Goal 2: Citywide Policies and Events (CP&E 2).

By January 1, 2016 obtain higher recycling rates at all City-sponsored or approved events, and purchase a significant percentage of certified “green” office and cleaning products.

- CP&E 2. A Develop a policy requiring recycling containers at all City events and provide clear labels on the recycling containers that indicate what should be recycled.
- CP&E 2. B Create a recycling vision statement and a requirement to recycle, and add these to facility rental contracts and permits for street closings for block parties.
- CP&E 2. C Adopt a “green preferred” purchasing policy that establishes standards for “green” products, such as recycled content, appliance efficiency, toxicity, and other criteria. (See Appendix 5, UMD procurement policy). Identify a standard to adopt (i.e. Green Seal, www.green Seal.org/gS37.aspx), and provide statement to vendors regarding the City policy and standards.
- CP&E 2. D Develop a list that identifies suppliers for green products, particularly the most frequently purchased items (paper, printer toner, cleaning supplies).
- CP&E 2. E Develop and adopt Green Meeting Guidelines.

The strategies recommended to achieve this goal are relatively low-cost and can be implemented within one year. Staff will need to research various “green seal” standards and vendors to determine what standard should be adopted and identify the appropriate vendors. The products may cost more than products which do not meet the standard. Implementation will require work from Administration, Finance, Public Works, and Public Services.

Goal 3: Citywide Policies and Events (CP&E 3).

By July 1, 2016 employees will be able to identify specific employee benefits and actions employees can take to help meet the City’s sustainability goals.

- CP&E 3. A Develop standard policies for all buildings regarding: signage on conserving energy; motion sensors for lights; low-flow devices; signage on office shut down actions; posting energy consumption for prior month and year-to-year comparisons.
- CP&E 3. B Create a database of employee suggestions to improve sustainability and recognize innovative proposals. Add sustainability suggestions to awards program.
- CP&E 3. C Identify gaps in the existing transportation benefits program so that more employees use it. Consider providing carpool matching, guaranteed ride home or other commuter services to employees (COG provides this information at www.communterconnections.org).
- CP&E 3. D Include sustainability information as part of new employee orientations.

CP&E 3. E Host brown-bag conversations/ guest lecturers in sustainability for employees (on-going education).

CP&E 3. F Continue the Sustainability Task Force to promote sustainability practices within departments and offices and to periodically review the progress of the goals and strategies in this report

This goal is primarily about changing the culture so that sustainability becomes a normal standard and criteria for employees when they carry out their responsibilities. The employee training and the signage / marketing will help develop and reinforce the adoption of these practices. The costs are low, but it requires buy-in from everyone in the City. The Human Resources Department could take the lead, with support from Administration.

Goal 4: Citywide Policies and Events (CP&E 4).

Track all sustainability goals and outcomes on an annual basis, and track City operations greenhouse gas emissions on a triennial basis.

CP&E 4. A The Sustainability Task Force (or similar entity) will provide an annual report on all sustainability metrics and a triennial report on greenhouse gas emissions to Council. These reports should also be posted on the City's website.

CP&E 4. B Provide information regularly to all employees the status of sustainability-related goals, energy-saving tips, and other information.

CP&E 4. C Work with the University of Maryland to complete the greenhouse gas inventories using ICLEI (Local Governments for Sustainability) software to update the City's GHG emissions inventory every three years in June.

The coordination of reports would need to be assigned to a staff person, or become the collective responsibility of an on-going Sustainability Committee or department coordinators for sustainability issues. Ideally the annual report would be incorporated into other annual reports or data on City operations that staff already provide. The City Manager's office would either take the lead or assign the responsibility.

D. Fleet and Transportation

Current Practices:

- Three hybrid vehicles in fleet and one more will be purchased.
- Evaluating the purchase of an electric vehicle
- Plan to purchase more efficient and cleaner diesel-powered City trash trucks over next three years.

Goals and Recommended Strategies

Goal 1: Fleet and Transportation (FT 1).

By FY17, the City will achieve a 10 percent increase in the average vehicle miles per gallon for all on-road vehicles in the City's fleet (FY15 baseline).

- FT 1. A Develop policies and practices regarding efficient vehicle operations (idling, route optimization, using the correct vehicle for the task, etc.).
- FT 1. B Ensure all vehicles receive regular maintenance and fuel MPG is monitored.
- FT 1. C Develop a green fleet purchasing policy that addresses fuel and energy efficiency as well as lifetime vehicle costs. Recognize that initial costs could be higher than current vehicle purchasing.

Goal 2: Fleet and Transportation (FT 2)

By July 2016, DPW will recommend the fuel type for heavy-duty vehicles.

- FT 2. A Provide a cost-benefit analysis of switching existing diesel vehicles to bio-diesel.
- FT 2. B Evaluate cost-benefit of purchasing heavy-duty vehicles that use natural gas or other non-petroleum fuels.

Goal 3: Fleet and Transportation (FT 3)

By July 2016, DPW will provide the first annual report on the total cost to operate each vehicle in order to optimize the strategic replacement of the City's fleet (including equipment). The report will include annual mileage and/or operating hours, preventive maintenance performed, and vehicle downtime.

- FT 3. A Clean up existing data files and formats used to track vehicle maintenance and create report templates with the relevant categories for all vehicles.

III. Implementation

This sustainability plan was developed to coordinate sustainable practices across City operations; reduce carbon emissions and other unhealthy impacts of City operations; conserve financial and capital resources; and improve the quality of life for residents, businesses, and visitors. The recommendations outlined in the preceding pages identify specific actions the City can take to fulfill the plan's purpose.

The following Implementation Table summarizes the plan's goals and strategies, and identifies the rationale, a cost estimate, additional information and resources needed, the department responsible, and the target start and completion dates for each item. The cost section was designed to give an estimate of City and/or department resources which are expected to complete the task. The cost estimates use the following parameters:

- a) Low cost: strategy can be managed within the existing staff time and with existing resources and/or additional resources of less than \$5,000.
- b) Medium cost: requires a reallocation of existing staff time and/or requires additional resources in excess of \$5,000 but less than \$20,000 to complete the task.
- c) High Cost: requires significant reallocation of staff time, to the point which additional staff may be needed and/or requires additional resources in excess of \$20,000 to complete or implement the task.

The Implementation Table is intended to help staff see the overall plan and timeline for actions and to facilitate creating status updates on action items. The City Manager may wish to designate one staff person to be responsible for overseeing the implementation of each goal and strategy, and for documenting and reporting progress. The Sustainability Task Force recommends that it or a similar internal committee continue and assist with the implementation and monitoring.

Implementation Table

July 31, 2015

Solid Waste and Recycling						
Goal 1: By December 1, 2015, DPW will provide an Existing Conditions Report						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
SW 1.A	Identify the composition of the waste stream.	Understanding the disposal habits and trends (for example, how much paper is recycled or thrown away) allows us to identify opportunities and set target goals.	med cost	Comparison of College Park to national and local (comparatively sized) cities. Cost of 3rd party audit.	DPW	S: 07/2015 C: 12/2015
SW 1.B	Identify annual total tonnage and cost of each category of solid waste collected and total cost of recycling collected (including separate total costs for leaf collection and yard trim collection)--allocated on a per household and per ton basis. Costs will include all labor costs and vehicle expenses.	Understanding the disposal costs allows us to prioritize opportunities based on what strategies have the largest returns. Costs will include all labor costs and vehicle expenses.	low cost		DPW	S: 07/2015 C: 12/2015
SW 1.C	Compare College Park tonnage per household to two comparable communities and one community with very low household solid waste tonnage and very high recycling rates.	To better gauge if waste and recycling volumes are higher or lower than comparable municipalities and to set realistic but ambitious goals.	low cost	Data from other municipalities	DPW	S: 07/2015 C: 12/2015

Implementation Table

July 31, 2015

Goal 2: Using 2015 FY tonnage data as a baseline, reduce solid waste per household by 25 percent and increase the recycling rate to 60 percent by July 1, 2018.						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
SW 2.A	Examine costs and benefits of code changes, such as prohibiting recyclable material in waste carts; providing larger or additional recycling carts; and limiting or charging for bulk pick-ups.	Evaluate if our current policies encourage actions that make it more difficult to reach the plan goals.	low cost	Model policies/ordinances; potential costs and savings.	City Manager's Office; DPW; DPS	S: 09/2015 C: 09/2016
SW 2.B	Develop a marketing / educational campaign for residents on the environmental and cost savings of reducing solid waste.	Increases transparency and stakeholder buy-in. The guide will be a comprehensive source to living a sustainable lifestyle in College Park.	med cost	Information on cost & savings from reducing solid waste, best-practices for marketing, existing solid waste and recycling regulations. Likely need additional marketing resources.	City Manager's Office; DPW; Council	S: 09/2015 C: 09/2016
SW 2.C	Create incentives for residents to change behavior by pledging savings toward a new or popular community programs.	Incentives can be an effective way to change behavior. Cost saving realized by decrease solid waste cost should be directed to improving community life.	low cost	Method of calculating savings; incentives which are appropriate and contribute to related goals. Possibly an intern.	City Manager's Office; Council	S: 09/2015 C: 09/2016
SW 2.D	Reduce or remove food waste from the solid waste stream by promoting home food composting and explore the possibility of a pilot food waste. collection program	Food waste can easily and effectively be composted on-site. Eliminating compostable material from the waste stream can result in lower waste disposal cost.	med cost	Research costs, savings and implementation of similar programs in Maryland or other states. Intern to develop program	DPW; Council	S: 09/2015 C:09/2016
SW 2.E	Suggest that civic associations nominate a Sustainability Ambassador to promote waste reduction and increase recycling in their neighborhood.	Fostering leadership can increase stakeholder buy-in and eliminate barriers to reaching residents.	low cost	Create an application process and training / orientation program for participants.	Sustainability Task Force; Planning	S: 09/2015 C: 09/2016
SW 2.F	Create waste reduction trainings for employees.	This may increase waste reduction and stakeholder buy-in.	low cost	Waste and recycling rates for city buildings.	HR; All Depts.	S: 09/2016 C: 09/2018

Implementation Table

July 31, 2015

Buildings and Public Areas						
Goal 1: Reduce electricity and natural gas use by 15 percent per square foot by 2018 FY and by 25 percent by 2022 FY from the per square foot levels in 2014 FY baseline year (per Council Resolution 13-R-26)						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
B&PA 1.A	Complete energy audits for Davis Hall, the Fleet Garage, and the Youth and Family Services buildings in 2015 and complete a lighting analysis and upgrade for the Parking Garage in 2015.	Energy audits allow building managers to identify areas of energy savings.	low cost	Data and recommendations from MEA Grant.	Planning	S: Ongoing C: May 2016
B&PA 1.B	Conduct Energy Star Treasure Hunts in City Hall, Public Services, Fleet Garage, Davis Hall, YFS, and Old Parish House and educate staff on best practices.	Including staff increases buy-in and may smooth implementation process of new recommendations. A rewards program also incentivizes behavior.	low cost	MEA Grant and report from Treasure Hunt	Planning	S: Ongoing C: 07/2015
B&PA 1.C	Examine the cost-benefit analyses from the energy audits and evaluate the recommendations for efficiency improvements.	Recommended improvements identified in the energy audit should be implemented to prioritize the highest energy saving over the shortest time with the fastest payback.	med cost	Economic costs and saving from energy saving measures	DPW; Planning	S: 07/2015 C: 05/2016
B&PA 1.D	Develop a building operations and maintenance plan; emphasize low cost and no cost measures such as those recommendations in the Pepco Commercial & Industrial Energy Savings Program.	Ensure that all preventive maintenance is done and staff are trained to maintain all systems not contracted to outside companies.	med cost	Identify resources needed to implement low cost/ no cost measures	DPW	S: 07/2015 C: 12/2015
B&PA 1.E	Use Portfolio Manager (www.energystar.gov) to calculate and prominently post monthly energy usage on all buildings, and hold competition for greatest reduction in usage.	Visible reminders of energy usage may encourage efficiency.	low cost	determine most efficient way to gather and maintain data	Planning; Finance	S: 07/2015 C: Ongoing
B&PA 1.F	Create Green Office standard that includes practices regarding lighting, computer shut-down (see UMD example).	This reiterates the City's commitment to sustainability and can increase stakeholder buy-in.	low cost	Example standards	HR; City Manager's Office	S: 07/2015 C: 12/2015

Implementation Table

July 31, 2015

B&PA 1.G	Create employee rewards program based on energy savings.	Including staff increases buy-in and may smooth implementation process of new recommendations. A rewards program also incentivizes behavior.	low to med cost	Cost of energy savings must be calculated. Policy should consider the "value" of reduction, not necessarily what the city pays for electricity	HR	S: 12/2015 C: Ongoing
B&PA 1.H	Adopt a LEED or equivalent standard for new city buildings and major renovations when feasible.	Adhering to a LEED standard ensures a minimum level of environmentally responsible city development.	high cost	Example standards	Council; City Engineer	S: 12/2015 C: Ongoing
B&PA 1.I	Adopt a policy to install LED (or more efficient) lighting for all new or replacement pedestrian lights.	Newer technology should be energy efficient and cost-efficient.	low to med cost	Monthly data is available through Pepco. Baseline measurements must be established. Compare cost and usage of new Berwyn pedestrian lights compared to pedestrian lights on Lackawanna.	Planning	S: 07/2015 C: 05/2016
Goal 2: Generate 20 percent of electricity for City facilities by renewable sources by 2018 (per Council Resolution 13-R-27: see Appendix 3)						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
B&PA 2.A	Evaluate DPW buildings, YFS building, and Parking Garage for best locations to install solar power and explore funding via an MEA grant or long- term lease arrangement.	Potential area of energy and cost savings. Existing grants could be used to finance city energy savings.	low cost	Completed energy audit, recommendations and cost/benefit analysis of recommendations; Obtain quotes from vendors.	Planning	S: Ongoing
B&PA 2.B	Evaluate feasibility of geo-thermal for major renovations and new City facilities.	Potential area of energy and cost savings. Innovative practice could serve as a demonstrative project.	low cost	Feasibility study, department feedback.	Planning	S: Ongoing

Implementation Table

July 31, 2015

Goal 3: Maintain or increase the City's maintained tree canopy by planting in appropriate street and park locations and investigate incentivizing additional plantings on private property in order to compensate for the removal of large trees.						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
B&PA 3.A	Support the Tree & Landscape Board's update of the <i>City's Tree Inventory</i> (last updated in 2013). Provide resources to maintain a GIS database of trees maintained by the city, city right of way boundaries, and location of underground and above ground utilities, and other information that should be considered in identifying appropriate tree locations.	Update will help determine where to plant new trees. Urban tree canopy benefits include: managing storm water runoff, reducing heat island, providing shade and improving health.	med cost	Develop position description for intern one semester per year and recruit from UMD.	DPW; Tree and Landscape Board	S: Ongoing C: Ongoing
B&PA 3.B	Utilize data from the Tree Inventory update to develop a five-year plan to increase the number of new street trees in appropriate locations.	Plan will ensure that city meets goals set in the update to Vegetation Management Plan	med cost	Best practices to increase and maintain urban tree canopy	DPW	S: July 2016 C: Annually until 2020
B&PA 3.C	Develop incentive plan to help residents plant new trees and maintain significant trees and / or policy protecting significant trees on private property.	Policies may help maintain the City's tree canopy and meet goals of the update to the Vegetation Management Plan	low cost	Best practices to increase and maintain urban tree canopy; Sample tree ordinances in surrounding communities and Tree City USA requirements.	DPW; Tree and Landscape Board; Council	S: 01/2016 C: 12/2016

Implementation Table

July 31, 2015

Goal 4: Work with State, County and University resources to improve City Storm water quality and reduce the occurrence and impact of flooding events.						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
B&PA 4.A	Educate residents and businesses about existing subsidies to reduce stormwater runoff from private property, thereby reducing volume in the public stormwater infrastructure.	Educational material and incentives raise awareness of environmental issues and increase stakeholder buy-in.	low cost	Information needs to be compiled in a user-friendly format. Possible work for an intern.	Planning; City Engineer	S:01/2016 C: Ongoing
B&PA 4.B	Partner with schools or environmental groups to conduct annual water quality testing of main streams in the City.	Capturing water quality data in the short term will allow the City to measure the effectiveness of SWM policies in the future.	low cost	Collaborate with University to identify resources available to complete this task	Planning; City Engineer	S:01/2016 C: Ongoing
B&PA 4.C	Identify existing stormwater facilities within the City that are in need of maintenance and work with the owners (usually the County) to resolve issues.	Reducing flood risk, standing water and other facility failure has potential cost savings and environmental benefit	high cost	Existing gaps in storm water infrastructure; identify priority areas to target investment	DPW	S:01/2016 C: Ongoing
B&PA 4.D	Identify specific areas in the Paint Branch and Indian Creek watersheds that need stormwater improvements and seek funding partners to implement them.	Addressing flood events, standing water and other facility failure has potential cost savings and environmental benefit	high cost	Existing gaps in infrastructure; identify priority areas to target investment. Identify grant resources.	DPW; City Engineer; Planning	S:01/2016 C: Ongoing

Implementation Table

July 31, 2015

Citywide Policies and Events						
Goal 1: The FY17 budget will include funding for a consultant to lead the City's process to update or acquire software that improves workflow and works across relevant departments.						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
CP&E 1.A	Create a Workflow Task Force (an inter-departmental group) to conduct a needs assessment for workflow improvements.	To prepare for a consultant identify potential workflow improvements, technology and resource needs	med cost	Specific needs and concerns of department. Identification of common concerns and opportunities streamline work across departments.	City Manager's Office; IT	S: 03/2016 C: 06/2016
1.B	Based on the results needs assessment in CP&E 1.A develop an RFP for a consultant who will develop strategies to improve and integrate workflow.	Current practices do not take advantage of technologies and processes that are more efficient and result in better service.	low cost	Model processes and appropriate technologies. Implementation costs for a consultant and for new technologies will be high in the short-run	City Manager's Office, Workflow Task Force; IT	S:12/2015 C: 06/2016
Goal 2: By January 1, 2016 adopt policies which would encourage higher recycling rates at all City-sponsored or approved events, and purchase a significant percentage of certified "green" office and cleaning products.						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
CP&E 2.A	Develop a policy which requires that recycling containers are provided at all City events and are labeled so that it is easy to know what to recycle.	DPW already does this as a best practice but creating a policy reinforces the city's commitment to sustainability.	low cost	Capital cost for implementation.	DPW; City Manager's Office	S: 07/2015 C: 12/2015
CP&E 2.B	Create a recycling vision statement and requirement to recycle which can be added to contracts to rent city facilities or to gain a permit for street closings.	This reinforces the city's commitment to sustainability.	low	Sample statements.	DPW; City Manager's Office	S: 07/2015 C: 12/2015

Implementation Table

July 31, 2015

CP&E 2.C	Adopt a “green preferred” purchasing policy that establishes standards for “green” products, such as recycled content, appliance efficiency, toxicity, and other criteria.	DPW already does this as a best practice but codifying the practice demonstrates the city's commitment to sustainability.	med cost	Sample policies such as the UMD procurement policy (Appendix). Identify a standard to adopt (i.e. Green Seal), and provide statement to vendors regarding the City policy and standards.	DPW	S: 07/2015 C: 12/2015
CP&E 2.D	Develop a list that identifies suppliers for green products, particularly the most frequently purchased items (paper, printer toner, cleaning supplies).	This reinforces the city's commitment to sustainability.	med cost	Feedback from departments about what products they buy and from where.	DPW; City Manager's Office	S: 07/2015 C: 12/2015
CP & E 2.E	Develop and adopt Green Meeting Guidelines.	Green meeting guidelines establish guidance on how to manage printed material, food and beverages, recycling and meeting room selection for departments to green their operations.	low cost	Sample guidelines available from the U.S. Forest Service and others.	HR	S: 07/2015 C: 12/2015

Goal 3: By July 1, 2016 employees will be able to identify specific employee benefits and actions employees can take to help meet the City’s goals.

ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
CP&E 3.A	Develop a standard policy for all buildings regarding: signage reminding employees how they can conserve energy; motion sensors for lights; low-flow devices; signage on office shut down actions. Post energy consumption for prior month and year-to-year for comparisons.	This policy will reinforce existing practices already in place within many departments and develop them in other departments. Sharing energy data may encourage employees to think about their personal stake in energy use.	low cost	Identify best practices to effectively share policies and energy consumption data (for example, using email or paper posting).	DPW; Planning	S: 06/2015 C: 12/2015
CP&E 3.B	Create a database of employee suggestions to improve sustainability and recognize innovative proposals. Add sustainability suggestions to awards program.	Foster employee buy-in and environmental leadership. Allows for a space for employees to share information	low cost	Explore appropriate format to make information accessible but requires low maintenance.	HR	S: 06/2015 C: 12/2015

Implementation Table

July 31, 2015

CP&E 3.C	Identify gaps in the existing transportation benefits program so that more employees use it. Consider providing carpool matching, guaranteed ride home or other commuter services to employees	Address limitations of program to increase use	low cost	Look to employees for suggestions and incentives they would like to see.	HR; Finance; City Manager's Office	S: 06/2015 C: 12/2015
CP&E 3.D	Include sustainability as part of new employee orientation.	Fosters employee buy-in and environmental leadership; demonstrates commitment to sustainable city operations	low cost	Craft an orientation policy appropriate for all departments or a flexible policy which can be tailored to Departments	HR	S: 06/2015 C: 12/2015
CP&E 3.E	Host brown-bag conversations/ guest lecturers in sustainability for employees for on-going education.	Allows for on-going sustainability education for all employees; demonstrates commitment to sustainable city operations	low cost	Identify sustainability topics of interest to employees	HR	S: 06/2015 C: 12/2015
CP&E 3.F	Continue the Sustainability Task Force to promote sustainability practices within departments and offices and to periodically review the progress of the goals and strategies in this report	Smooths the implementation process of new recommendations.	med cost	Identify interested parties to participate in the task force. Task force membership should represent all city departments.	City Manager's Office, All Departments	S: 06/2015 C: 12/2015

Goal 4: Track all sustainability goals and outcomes on an annual basis, and track city operations greenhouse gas emissions on a triennial basis.

ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
CP&E 4.A	Sustainability Task Force (or similar entity) will provide an annual report on all sustainability metrics and a triennial report on greenhouse gas emissions to Council. Post reports on the City's website.	Reporting helps with accountability and enables adjustments to the plan based on results	low cost	Explore appropriate format to make information accessible but requires low maintenance	City Manager's Office	S: 12/2015 C: Ongoing
CP&E 4.B	Provide information regularly to all employees the status of sustainability-related goals, energy-saving tips, and other information.	Employees will better understand the impact of their actions and can help determine better ways to reach the goals	low cost	Identify best practices to effectively share sustainability related information.	HR; Planning	S: 12/2015 C: Ongoing

Implementation Table

July 31, 2015

CP&E 4.C	Work with the University of Maryland to update the GHG inventory every three years using ICLEI (Local Governments for Sustainability) software.	Baseline measurement are needed in order to set cost effective, realistic and measurable goals. Reporting should be verifiable and replicable in later years.	low cost	Utilize the PALS program or interns from UMD to conduct update of GHG inventory every three years.	Planning; City Manager's Office	S: 12/2015 C: Ongoing
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Implementation Table

July 31, 2015

Fleet and Transportation						
Goal 1: By FY17, the City will achieve a 10 percent increase in the average vehicle miles per gallon for all on-road vehicles in the city's fleet (FY15 baseline).						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
F&T 1.A	Develop policies and practices regarding efficient vehicle operations (idling, route optimization, using the correct vehicle for the task, etc.).	Reduce greenhouse gas emissions.	low cost	Strategies for sensible driving policies and potential cost and fuel savings.	DPW	S: 07/2015 C: 12/2015
F&T 1.B	Ensure all vehicles receive regular maintenance and fuel MPG is monitored.	Preventative maintenance optimizes performance of vehicles.	low cost	Integrate existing software - GasBoy and Manager Plus.	DPW	S: 07/2015 C: Ongoing
F&T 1.C	Develop a green fleet purchasing policy that addresses fuel and energy efficiency as well as lifetime vehicle costs. Recognize that implementation costs could increase.	Reduce greenhouse gas emissions.	high cost	Data on the lifetime cost of vehicles is needed.	DPW	S: 07/2015 C: Ongoing
Goal 2: By July 2016, DPW will recommend the fuel type for heavy-duty vehicles.						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
F&T 2.A	Provide a cost-benefit analysis of switching existing diesel vehicles to bio-diesel.	Reduce greenhouse gas emissions and improve air quality.	med cost	Data collection	DPW	S: 01/2016 C: 06/2016
F&T 2.B	Evaluate cost-benefit of purchasing heavy-duty vehicles that use natural gas or other non-petroleum fuels.	Reduce greenhouse gas emissions.	high cost	Data collection	DPW	S: 01/2016 C: 06/2016
Goal 3: By July 2016, DPW will provide the first annual report on the total cost to operate each vehicle, including annual mileage and/or operating hours, preventive maintenance performed, and vehicle downtime in order to optimize the strategic replacement of the City's fleet (including equipment).						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)

Implementation Table

July 31, 2015

F&T 3.A	Clean up existing data files and formats used to track maintenance and create report templates with the relevant categories for all vehicles.	Enhanced data collection improves decision-making.	med cost	Training; data entry	DPW, IT	S: 07/2015 C: 12/2015
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**City Operations Sustainability Task Force
Overview of Purpose and Work
April 15, 2015**

In late May 2014 the City Council authorized an inter-departmental task force to draft the framework for a City sustainability plan and to identify resources to assist the City in this effort, such as the University of Maryland's Partnership for Action Learning in Sustainability program (PALS).

A City Operations Sustainability Task Force was created, comprised of representatives from all City of College Park departments. The task force members are Bob Stumpff and Brenda Alexander, DPW; Steve Groh, Finance; Sharon Fletcher, DPS; Janeen Miller and Bill Gardiner, Administration; Teresa Way-Pezzuti, HR; Pat Henderson, YFS; and Steve Beavers and Angie Martinez, Planning.

The task force limited its scope of work to city operations that impact the environment. The group researched and discussed best sustainability practices for municipal functions in all areas of City operations, and developed goals and strategies the City can adopt to reduce the emissions and impact on the environment by City operations.

The task force created focus areas which the entire group would address, and three areas which sub-groups would work on and present their findings to the entire group. The areas are:

a. City-wide Policies, Practices, and Events

This group focused on activities that impact multiple departments and many employees. It includes policies on energy use and purchasing, procurement, employee incentives and practices, use of facilities, and monitoring / measuring plan results.

Members: All

b. Buildings and Public Areas (parks, streetscapes, parking lots, storm water infrastructure, streetlights)

This group focused on building efficiency standards, energy conservation, storm water infrastructure and the tree canopy.

Members: Brenda Alexander, Steve Beavers, Sharon Fletcher, Pat Henderson, and Steve Groh

c. Fleet and Transportation

This group focused on City-owned fleet procurement, use, and maintenance, including types of fuel for different categories of vehicles.

Members: Steve Beavers, Steve Groh, Sharon Fletcher, and Bob Stumpff

d. Solid Waste and Recycling

This group focused on reducing the amount of material sent into the solid waste stream by increasing recycling and waste disposal options (such as increasing the visibility of re-use and compost options) by residents.

Members: Teresa Way-Pezzuti, Angie Martinez, Bob Stumpff, Bill Gardiner

The task force discussed the vision and plan purpose below. These were also provided to City Council for consideration, and it is expected that Council will discuss the vision and purpose when it reviews the entire document.

Vision

College Park's Sustainable Operations Plan will reduce the environmental impact of City operations; create a healthier work environment and higher quality of life in the community; and position College Park as a regional leader in sustainability.

Plan Purpose

- Reduce carbon emissions and other environmental and unhealthy impacts created by City operations
- Coordinate sustainable practices across all City operations
- Position the City as an organization receptive to innovation and leading practices in sustainability
- Improve the quality of life for residents
- Conserve financial and capital resources using a long-term perspective on investment

The Sustainability Task Force met approximately every other week between September and April, with some breaks over the holidays and around employee vacations. The initial meetings focused on establishing task force goals, responsibilities, schedule, deliverables, and sub-committees. Sub-committees met separately to develop recommendations. Draft recommendations and areas of “further research” were reported to the entire Task Force on November 3rd, 2014, and on December 15th 2015. A draft complete report containing the Task Force’s review of current City practices, and proposed goals and recommended strategies for each of the four areas was presented to the task force in February, and the task force reviewed and refined the document in March and April.

RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND,
ADOPTING AN ENERGY EFFICIENCY POLICY

THE FOLLOWING POLICY DECLARES THE INTENT OF THE CITY OF COLLEGE PARK (HEREAFTER "THE CITY") TO TAKE A LEADERSHIP ROLE IN REDUCING ELECTRICITY CONSUMPTION, PARTNER WITH THE MARYLAND ENERGY ADMINISTRATION, AND ENROLL AS A MARYLAND SMART ENERGY COMMUNITY.

WHEREAS, by agreeing to adhere to the Maryland Energy Administration's Smart Energy Communities Program the City will commit to being a socially responsible leader by decreasing electricity consumption; and

WHEREAS, the City recognizes that investing in energy efficiency can produce significant monetary savings in the long term; and

WHEREAS, the Mayor and Council have determined that it is in the public interest to enroll as a Maryland Smart Energy Community and adopt this Energy Efficiency Policy ("Policy").

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK DO HEREBY ENROLL THE CITY AS A MARYLAND SMART ENERGY COMMUNITY, AND THROUGH THIS POLICY ADOPT THE GOALS AND RESOLVE TO COMPLETE THE INITIATIVES LISTED BELOW:

Section 1: PURPOSE: The purpose of the Policy is to:

- Become a Maryland Smart Energy Community by enrolling in the program and following the program instructions issued by the State of Maryland.
- Establish the goal of reducing per-square-foot electricity consumption by 15 percent relative to the baseline within 5 years of the baseline year.
- Report electricity consumption and progress toward this goal annually to the Maryland Energy Administration in order to ensure that the City accomplishes said goals in a timely fashion.

Section 2: DEFINITION. For the purposes of this Policy, the following terms shall have the meaning given:

- a) Electricity Consumption – The amount of megawatt-hours (MWhs) purchased by the City on a calendar year basis, excluding electricity consumed for streetlights and for buildings owned by the City but paid for by a building lessee.
- b) Building Space – The amount of gross square feet (GSF) of building space owned by the City for which electricity is paid by the City
- c) Per – square-foot-electricity consumption – Electricity consumption (in MWhs) divided by building space (in GSF) calculated on an annual calendar year basis.

- d) Baseline – Per-square-foot-electricity consumption (MWhs/GSF) in a pre-determined baseline year.
- e) Baseline Year – City selects Calendar Year 2013 as its baseline year.

Section 3: GUIDELINES.

The City will maintain an annual electricity consumption inventory for all City owned buildings and other entities captured in the initial baseline. This annual inventory will be conducted using Energy Star Portfolio Manager (or equivalent energy management program previously approved by the Maryland Energy Administration), the results of which will be presented to the Maryland Energy Administration by no later than April 1st of each year until the completion of said goals are accomplished.

Inventory Reporting

The following information shall be included in an annual inventory of City electricity consumption and provided to the Maryland Energy Administration.

City Building	Building Size	Electricity – Conventional Energy	Electricity-Renewable Energy	Total MWh	Electricity Consumption Intensity
	Square Feet	MWh	MWh		Total MWh/SF
City Hall					
Public Works: Davis Hall					
Public Works: Modular Building					
Public Works: Fleet Garage					
Public Works: Truck Garage, etc.					
Public Services: Admin Building					
Public Services: Calvert Road School					
Old Parish House					
Youth, Family, & Senior Services Bldg.					
Total					

Plans and Implementation

The City will establish an Energy Efficiency Action Plan ("Plan"). The Plan will outline the process and include a timetable of execution by which the City will accomplish designated tasks in order to reach the energy reduction goal. The City will implement the necessary projects described in the Plan in order to meet the goal outlined in this Policy.

Applicability

This policy applies to all departments of the City.

Implementation Team

The following City staff will be responsible for overseeing this project and implementing the Plan: Terry Schum, Director, Planning, Community and Economic Development.

ADOPTED by the Mayor and City Council of the City of College Park, Maryland at a regular meeting on the 3rd day of December, 2013.

EFFECTIVE the 3rd day of December, 2013.

WITNESS:

CITY OF COLLEGE PARK

Janeen S. Miller

Janeen S. Miller, CMC, City Clerk

Andrew M. Fellows

Andrew M. Fellows, Mayor

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

Suellen M. Ferguson
Suellen M. Ferguson, City Attorney

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK,
MARYLAND, ADOPTING A RENEWABLE ENERGY PRODUCTION POLICY**

THE FOLLOWING POLICY DECLARES THE INTENT OF THE CITY OF COLLEGE PARK (HEREAFTER "THE CITY") TO TAKE A LEADERSHIP ROLE IN RENEWABLE ENERGY GENERATION, PARTNER WITH THE MARYLAND ENERGY ADMINISTRATION, AND ENROLL AS A MARYLAND SMART ENERGY COMMUNITY

WHEREAS, by agreeing to adhere to the Maryland Energy Administration's Smart Energy Communities Program the City will commit to being a socially responsible leader by increasing control of their own renewable energy production; and

WHEREAS, the City recognizes that investing in renewable energy can produce significant monetary savings in the long term; and

WHEREAS, the Mayor and Council have determined that it is in the public interest to enroll as a Maryland Smart Energy Community and adopt this Renewable Energy Production ("Policy").

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK DO HEREBY ENROLL THE CITY AS A MARYLAND SMART ENERGY COMMUNITY, AND THROUGH THIS POLICY ADOPT THE GOALS AND RESOLVE TO COMPLETE THE INITIATIVES LISTED BELOW:

Section 1: PURPOSE: The purpose of the policy is to:

- Become a Maryland Smart Energy Community by enrolling within the program and following the program instructions issued by the State of Maryland.
- Implement a Renewable Energy Goal to reduce use of conventional centralized electricity in City municipal buildings by meeting twenty percent (20%) of electricity demand in the buildings with distributed, renewable energy generation by 2022.
- Develop and initiate a Renewable Energy Action Plan ("Plan") to enable the City to reach its Renewable Energy Goal.
- Report electricity consumption and renewable generation capacity annually to the Maryland Energy Administration in order to assure that the City accomplishes said goals in a timely fashion.

Section 2: DEFINITION. For the purposes of this policy, the following terms shall have the meaning given:

- a) Renewable Energy – Energy generated from any of the following sources: solar, wind, biomass (excluding saw dust), methane from anaerobic digestion of organic materials, geothermal, ocean, fuel cells powered by methane or biogas, poultry litter, and waste-to-energy facilities.
- b) Electricity Consumption – The amount of megawatt-hours (MWhs) consumed by the City on a calendar year basis excluding electricity consumed for streetlights and for buildings owned by the City, but paid for by a building lessee.
- c) Renewable Energy Action Plan – Provides details on current and future electricity consumption, estimates required to meet twenty percent (20%) of energy consumption needs with renewable

energy consumption, and designs plans with detailed installation measures and time tables that enable the City to reach its 2022 goal.

Section 3: GUIDELINES.

The City will maintain an annual electricity consumption inventory for all City owned buildings and energy consuming entities. This annual inventory will be conducted using Energy Star Portfolio Manager (or equivalent energy management program previously approved by the Maryland Energy Administration), the results of which will be presented to the Maryland Energy Administration by no later than April 1st of each year until the completion of said goals are accomplished.

Inventory

The following information shall be included in an annual inventory of City electricity consumption and provided to the Maryland Energy Administration.

City Building	Building Size	Electricity – Conventional Energy	Electricity- Renewable Energy	Total MWh	Electricity Consumption Intensity
	Square Feet	MWh	MWh		Total MWh/SF
City Hall					
Public Works: Davis Hall					
Public Works: Modular Building					
Public Works: Fleet Garage					
Public Works: Truck Garage, etc.					
Public Services: Admin Building					
Public Services: Calvert Road School					
Old Parish House					
Youth, Family, & Senior Services Bldg.					
Total					

As part of the Renewable Energy Action Plan the City will assess the amount of renewable energy that is currently used within the City. Any currently existing renewable energy will be included within the twenty percent (20%) reduction goal. For example, if the City determines from the Renewable Energy Action Plan that it already meets three percent (3%) of its energy consumption needs with renewable

energy, only an additional seventeen percent (17%) of renewable energy production would be required in order to meet the City's final goal.

Finally, the City will implement the necessary projects in order to ensure that the minimum twenty percent (20%) of City building renewable energy consumption is supplemented by locally generated renewable energy sources by the year 2022.

Applicability

This policy applies to all departments of the City.

Implementation Team

The following City staff will be responsible for overseeing this project and implementing the Renewable Energy Action Plan: Terry Schum, Director of the Planning Community and Economic Development Department.

ADOPTED by the Mayor and City Council of the City of College Park, Maryland at a regular meeting on the 3rd day of December 2013.

EFFECTIVE the 3rd day of December 2013.

WITNESS:

CITY OF COLLEGE PARK

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

Andrew M. Fellows
Andrew M. Fellows, Mayor

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

Suellen M. Ferguson
Suellen M. Ferguson, City Attorney

VEHICLE FUEL OPTIONS

1. Gasoline
 - a. Pros
 - (1) Have gasoline fuel pump
 - (2) Most automobiles and light trucks currently run on gasoline.
 - (3) Infrastructure in place for long distance travel.
 - b. Cons
 - (1) Emits some pollutants that help form GHG.

2. E85 Gasoline
 - a. Pros
 - b. Cons
 - (1) Do not have fuel pump space to add.
 - (2) Engine has to be specifically designed for E85.
 - (3) E85 is very corrosive on engines and other parts. Engine life is about half of a gasoline engine.
 - (4) Burns faster than gasoline. Therefore, use more gallons per mileage than regular gasoline.

3. Propane
 - a. Pros
 - (1) Been in use in South America for at least 60 years.
 - (2) U. S. has large supply of propane.
 - b. Cons
 - (1) Vehicle fuel tank may explode.
 - (2) Do not have fuel station or space to add.
 - (3) Need engine manufactured to operate on propane.
 - (4) With limited infrastructures, range of travel is greatly reduced.

4. Diesel

a. Pros

- (1) Have diesel fuel pump.
- (2) Low ultra sulfa diesel fuel (clean diesel) is cleaner than gasoline and about the same as propane and CNG Fuel.
- (3) Diesel engines with high torque are needed for large trucks and off-road equipment.

b. Cons

5. Biodiesel

a. Pros

- (1) Can replace clean diesel in fuel pump and in trucks and equipment.

b. Cons

- (1) During changeover, during first six (6) months, constantly replacing fuel filters
- (2) Gels easily in cold weather. Must reduce the amount of bio, usually to 5% and add additives or engine will not start.
- (3) More expensive then clean diesel, as of today 10¢/gallon.

6. CNG

a. Pros

- (1) Burns about the same as clean diesel.
- (2) Price per gallon equivalent is cheaper than clean diesel fuel (about \$1.00/gallon now).

b. Cons

- (1) Need CNG fuel station. If we had more than one CNG vehicle, we would need a complete CNG fuel station of \$1M. Do not have space to add.
- (2) Slow fill system takes six (6) hours to fill a trash or dump truck.
- (3) Need to make significant changes to vehicle maintenance garage. Most times lighting system and HVAC systems have to be completely replaced. Since gas rises to ceiling level, rather than falling on floor as with gasoline or diesel, nothing can be exposed that cause sparks or you can have an explosion.

Capital Project Summary - Vehicle Replacement Program

Name: Vehicle Replacement Program
 Number: 925061
 Department: Public Works
 Life: Ongoing
 Project Manager: Robert T. Stumpff, Director of Public Works

First Fiscal Year Appropriated: FY92
 Estimated Completion Date: Ongoing
 Percent Completed: Ongoing
 Estimated Total Project Cost: Ongoing

Description

Vehicle replacement is determined by ratings established using the Department of Public Works' vehicle replacement analysis report. This project is designed to be replenished annually from the General Fund based on the depreciation of the City's fleet. This project summary has been updated to reflect original cost of each vehicle, with replacement value based on estimated inflation rates. Replacement is calculated based on estimated life of classes of vehicles, taking into account maintenance history records for each vehicle:

	Estimated Life in Years
Automobiles	7
Light trucks	9
Medium duty trucks	9
Heavy duty trucks	10
Machinery and equipment	15

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
32-40	Legal-Bond Counsel	7,000		7,000				
70-15	Principal-Master Lease #3	2,000,000		200,000	400,000	400,000	400,000	600,000
72-15	Interest-Master Lease #3	400,000		40,000	80,000	80,000	80,000	120,000
90	Autos & Light Trucks	985,000	125,000	217,000	124,000	159,000	85,000	275,000
91	Medium Duty Trucks	1,420,000	200,000	150,000	360,000	280,000	110,000	320,000
91	Heavy Duty Trucks	2,030,000	0	580,000	290,000	290,000	290,000	580,000
91	Shared Ownership Trucks	45,000	0	0	0	0	0	45,000
92	Machinery & Equipment	882,500	10,000	71,000	253,500	206,000	206,000	136,000
Total Expenditures		<u>7,769,500</u>	<u>335,000</u>	<u>1,265,000</u>	<u>1,507,500</u>	<u>1,415,000</u>	<u>1,171,000</u>	<u>2,076,000</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	657,000	357,000	300,000				
301	Proceeds-Master Lease #3	2,000,000		943,000	1,027,500	29,500		
301	Funding not yet determined	5,112,500			480,000	1,385,500	1,171,000	2,076,000
Total Funding Sources		<u>7,769,500</u>	<u>357,000</u>	<u>1,243,000</u>	<u>1,507,500</u>	<u>1,415,000</u>	<u>1,171,000</u>	<u>2,076,000</u>

Project Fund Balance

	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
Total funding sources	7,769,500	357,000	1,243,000	1,507,500	1,415,000	1,171,000	2,076,000
Less amount expended/encumbered thru FY15	(335,000)	(335,000)					
Project Fund Balance	<u>7,434,500</u>	<u>22,000</u>	<u>1,243,000</u>	<u>1,507,500</u>	<u>1,415,000</u>	<u>1,171,000</u>	<u>2,076,000</u>

Status

This project is ongoing, subject to annual funding.
 A new \$2,000,000 5-year master lease will be initiated in FY 2015 to fund current and future vehicle purchases.

Impact on Operating Budget

Maintenance of City vehicles and equipment is performed and budgeted by the City's Central Garage, Public Works program 5030 in the General Fund.
 Scheduled replacement of vehicles should reduce repair costs of aging vehicles and equipment. No operating budget impact is anticipated.

**Capital Project Summary - Vehicle Replacement Program
Schedule of Vehicle Replacement**

Vehicle Number	Description	Original Cost	Estimated Replacement Cost					Past FY19
			FY15	FY16	FY17	FY18	FY19	
90 - Automobiles & Light Trucks								
005	00 Ford Explorer 4x4	22,845		26,000				
006	04 Chevrolet Tahoe 4x4	29,452	29,000					
007	06 Chevrolet Trailblazer	19,949				29,000		
008	09 Chevrolet Equinox AWD	21,631						25,000
026	03 Ford 138 Econoline Van (Animal Ctl)	26,090		35,000				
027	06 Chevrolet Savanna Cargo Van	13,828						20,000
028	08 Chevrolet Express Cargo Van	16,838						20,000
043	01 Ford 1-Ton Pickup	23,670	28,000					
044	01 Ford 1-Ton Pickup	23,670	28,000					
045	01 Ford 1-Ton Diesel Pickup	27,730			34,000			
046	02 Ford 3/4-Ton Pickup	22,813		29,000				
049	04 Ford F-350 SD Pickup	16,949			30,000			
050	04 Ford F-350 SD Pickup	16,949		29,000				
051	06 Chevrolet C5550 Diesel Landscape	52,972					55,000	
052	08 Chevrolet 3/4-Ton 4x4 Pickup	20,333				30,000		
053	09 Chevrolet Silverado Pickup	27,479					30,000	
054	13 Ford F-250 3/4-Ton 4x4 Pickup	28,359						34,000
055	13 Ford F-250 3/4-Ton 4x4 Pickup	22,830						34,000
056	13 Ford F-250 3/4-Ton 4x4 Pickup	22,830						34,000
057	15 Ford F-250 3/4-Ton 4x4 Pickup	33,696						36,000
103	01 Chevrolet Lumina	14,529		18,000				
242	01 Chevrolet Cavalier	10,921	20,000					
244	03 Chevrolet Cavalier	10,118	20,000					
247	04 Chevrolet Cavalier	10,063		20,000				
248	04 Chevrolet Cavalier	10,063		20,000				
249	04 Chevrolet Cavalier	10,063		20,000				
250	05 Chevrolet Cobalt	10,728			20,000			
251	05 Toyota Prius Hybrid	19,583		20,000				
252	06 Chevrolet Cobalt	10,848			20,000			
253	06 Chevrolet Cobalt	10,848			20,000			
254	08 Chevrolet Cobalt	12,749				20,000		
255	08 Chevrolet Cobalt	12,669				20,000		
256	08 Chevrolet Cobalt	12,749				20,000		
257	09 Chevrolet Cobalt	16,604				20,000		
258	09 Chevrolet Cobalt	16,604				20,000		
259	14 Honda Insight Hybrid	19,590						24,000
260	14 Honda Insight Hybrid	19,590						24,000
261	14 Ford Focus	16,690						24,000
Total Autos & Light Trucks		735,922	125,000	217,000	124,000	159,000	85,000	275,000
91 - Medium Duty Trucks								
121	00 Chevrolet 3500 10-pass. Bus (wc lift)	County						
122	03 Ford E-450 Supreme 21-pass. Bus	49,455			60,000			
123	08 Ford E-450 SD 16-pass. Bus (wc lift)	County						
306	90 GMC Top Kick Dump Truck (a)	45,619	200,000					
338	00 International 4900/Galion Dump Truck	81,635		150,000				
339	00 International 4900/Galion Dump Truck	81,635			150,000			
340	00 International 4900/J&J Dump Truck	81,635			150,000			
346	04 International 7400/Galion Dump Truck	93,273					110,000	
347	05 International 7400/Stellar Hooklift Truck	144,817				160,000		
366	09 Ford F450-D Tymco 210 Streetsweeper	103,225				120,000		
348	13 Freightliner Dump Truck w/ plow	148,482						160,000
349	13 Freightliner Dump Truck w/ plow	148,482						160,000
Total Medium Duty Trucks		978,258	200,000	150,000	360,000	280,000	110,000	320,000

**Capital Project Summary - Vehicle Replacement Program
Schedule of Vehicle Replacement (continued)**

Vehicle Number	Description	Original Cost	Estimated Replacement Cost					Past FY19
			FY15	FY16	FY17	FY18	FY19	
91-10 - Heavy Duty Trucks								
327	94 Ford/Pak-Mor 25yd RL Refuse Truck	74,942		290,000				
328	94 Ford/Pak-Mor 25yd RL Refuse Truck	74,942		290,000				
343	01 Peterbilt/Leach 31yd RL Refuse Truck	142,575			290,000			
344	02 Peterbilt/Leach 31yd RL Refuse Truck	142,575				290,000		
345	^ 04 Peterbilt/G&H 30yd Split Body Recycling Truc	176,833						
501	08 Crane Carrier/McNeilus 32yd RL Refuse Truc	257,062					290,000	
502	08 Crane Carrier/McNeilus 32yd RL Refuse Truc	257,062						290,000
503	08 Autocar/Labrie 33yd ASL Refuse Truck	264,510						290,000
	Total Heavy Duty Trucks	1,390,501	0	580,000	290,000	290,000	290,000	580,000
91-50 - Shared Ownership Trucks								
	25% of Four Cities Streetsweeper	28,070						35,000
	20% of Greenbelt Aerial Lift Truck	7,855						10,000
	Total Shared Ownership Trucks	35,925	0	0	0	0	0	45,000
92 - Machinery & Equipment								
351	89 Terrain Boom Mower	32,450			52,500			
352	89 Vermeer Chipper	16,087			32,000			
370	73 Ford Tractor	3,185		25,000				
371	92 Case Wheel Loader	40,485			80,000			
373	^ 77 Ford Tractor	7,555						
424	Sullair Air Compressor	10,735			13,000			
425	95 Melroe Bobcat	34,358			40,000			
426	90 KW Windrow Turner	88,000						100,000
429	96 ODB SCL800 Leaf Vacuum	23,265		36,000				
432	97 Case 621B Wheel Loader	82,573				170,000		
433	^ 97 John Deere 455 Tractor-Mower	8,900						
434	^ 98 John Deere 455 Tractor-Mower	8,949						
436	98 ODB SCL800 Leaf Vacuum	23,965			36,000			
437	00 ODB SCL800 Leaf Vacuum	23,379				36,000		
438	08 Volvo L70F Wheel Loader	166,993					170,000	
439	01 ODB SCL800 Leaf Vacuum	25,916					36,000	
440	01 Cub Cadet 3660 Z-Turn Mower	6,200		10,000				
441	01 Exmark Lazer Z Mower	6,362	10,000					
447	06 ODB SCL800 Leaf Vacuum	34,048						36,000
	Total Machinery & Equipment	643,405	10,000	71,000	253,500	206,000	206,000	136,000
	GRAND TOTAL	3,784,011	335,000	1,018,000	1,027,500	935,000	691,000	1,356,000

Notes: (a) Being replaced by cab-over-engine chassis with hooklift frame to accommodate various bodies and a snowplow. This will provide a truck used 12 months per year.
^ Will not be replaced

DRAFT

City of College Park Green Meeting Guidelines

Purpose:

At its meetings, the City of College Park will strive to minimize the use of disposable items, to reduce energy consumption, to reduce paper consumption and to make informed decisions regarding catering and travel to and from the meeting.

At The Boards and Commissions Level:

1. Meeting Notices, Agendas and Minutes should be distributed electronically to all members who have email; paper copies will be provided only to those members without email.

At The Internal Meetings Level:

1. Meeting Notices, Agendas and meeting notes should be distributed electronically and stored on a shared drive.
2. Stop supplying pads of paper at Council meetings and other groups.
3. When possible, attend meetings by video conference. When a face-to-face meeting is needed, carpool to meetings when possible.
4. Consider purchase of a “Go To Meeting” type of software to facilitate remote meetings. This would involve a cost for the product and also for training personnel to use it efficiently.
5. Choose reusable binders and report covers rather than one-time use products
6. Post meeting materials on-line prior to the meeting and allow attendees to print hard-copies when needed. Access to equipment to display items from shared drives or websites in all meeting facilities must be provided.

Catering-Related:

1. When ordering meals, consider individual food orders rather than platters to reduce food waste. However, this only makes sense when those individual orders are packaged with recycled-content or biodegradable packaging. Offer meals that are less costly to prepare and package where each party takes quantity desired rather than sandwiches where much of the portion may be discarded.
2. Use caterers who engage in green practices. This could include providing pitchers for beverages instead of individual bottles, using reusable platters and covers rather than disposable platters, providing bulk condiments rather than individually wrapped packages.
3. Purchase recycled-content napkins, plastic-ware, plates and other disposable items; we already purchase recycled-content cups.
4. We already use tablecloths for most meetings in Council Chambers, but not for all meetings, and not for all buildings. Investigate which is more cost effective: laundering tablecloths or purchasing recycled-content disposable tablecovers. If we continue to use and wash the tablecloths, we need to have a program to reimburse the individual who launders them.

Other:

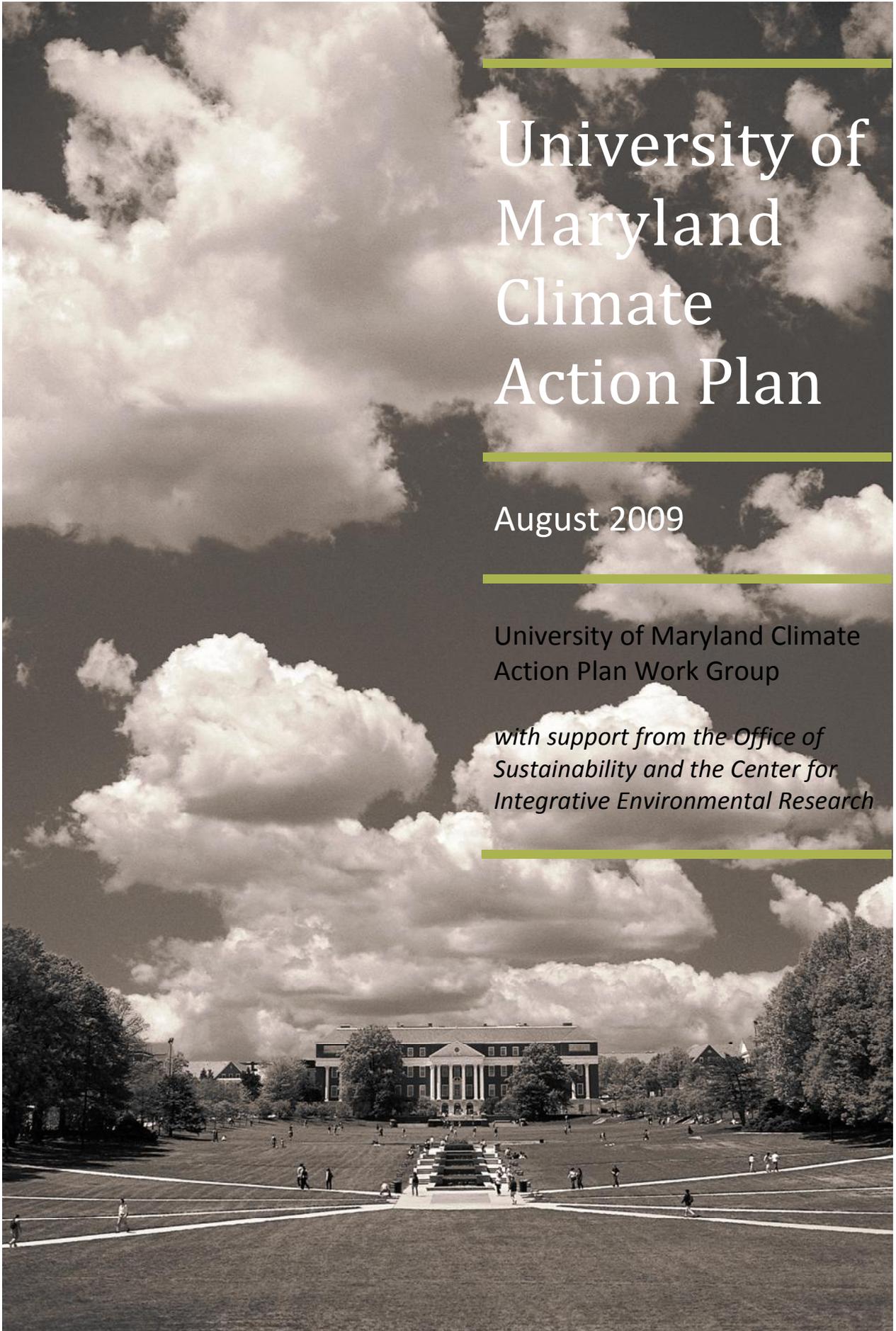
1. Use electronic building signage board instead of paper building meeting notices at City Hall.

University of Maryland Climate Action Plan

August 2009

University of Maryland Climate
Action Plan Work Group

*with support from the Office of
Sustainability and the Center for
Integrative Environmental Research*



**University of Maryland
Climate Action Plan**

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EXECUTIVE SUMMARY

Commitment to Climate Action and Carbon Neutrality

The University of Maryland recognizes the exigency of climate change and the important role that it can play as an institution of higher learning in finding mitigation strategies to address this global challenge. As a signatory to the American College and University Presidents Climate Commitment (Presidents Climate Commitment), the University has demonstrated its commitment to addressing the issue of climate change and agreed to reduce and ultimately neutralize its greenhouse gas emissions. Carbon neutrality is defined as reducing greenhouse gas (GHG) emissions as much as possible and offsetting any remaining emissions so that net emissions to the atmosphere are zero. For additional background on climate change that motivated the University's participation in the Presidents Climate Commitment, see *Carbon Footprint of the University of Maryland, College Park: An Inventory of Greenhouse Gas Emissions (2002-2007)*.¹ While the University's actions cannot materially affect global geochemical cycles, the institution recognizes that it is responsible as a global citizen to diminish its emissions and in the process of doing so will improve its efficiency and influence its students, faculty, and staff. As part of the Presidents Climate Commitment, the University also agreed to increase research on climate change and expand the educational curriculum focused on sustainability.

The University of Maryland's Climate Action Plan (CAP) is a 40-year strategic plan for how the campus will become carbon neutral by 2050. Because of the long-term nature of the plan and the uncertainties surrounding the needed institutional, technological, and behavior changes, the plan will continue to be updated and evolve. The plan builds upon the vision and core principles for sustainability laid out in the 2001 Facilities Master Plan, the 2005 Environmental Stewardship Guidelines, and the 2008 Strategic Plan and details how the campus will reduce its GHG emissions through diverse strategies. The University has agreed to submit a Climate Action Plan to Presidents Climate Commitment organizers by September 2009, and following submission of this document, conduct greenhouse gas inventory updates every two years and milestone reporting in off years.

Campus Greenhouse Gas Inventory

In 2008, the University published a detailed inventory of its GHG emissions from FY 2002 through FY 2007. The inventory scope included emissions associated with electricity and steam consumption, fuel use, commuting, air travel, the University fleet, Shuttle-UM buses, agricultural releases, solid waste management, and fugitive refrigerant releases. In Fiscal Year (FY) 2005, the University emitted approximately 321,000 metric tons of carbon dioxide equivalents, roughly the same amount of carbon dioxide annually emitted by 54,600 cars² or sequestered by 96,500 acres of Maryland forest³. The major sources of emissions were electricity consumption, transportation, and steam use (for heating and air conditioning campus buildings). FY 2005 is used as the baseline year for the plan. The next GHG inventory will be released in Fall 2009.

¹ http://www.cier.umd.edu/UMD_GHG_FullRpt_FY02-07.pdf.

² Assuming a car traveled 15,000 miles/year * 0.045 gallons/mile * 0.00871 MT_{CO₂e}/gallon = 5.88 MT-CO₂e/year.

³ Assuming an acre of mature trees absorbs 3.33 MT-CO₂e per year (Duke University).

Climate Action Plan Development Process

Since December 2007, more than 50 students, faculty, and staff representing 35 different schools, departments, and offices have worked to devise emission reduction strategies as part of the Climate Action Plan Work Group. In addition to being focused on strategies related to the major sources of emissions, the group also explored how to integrate sustainability and climate change-related learning and problem solving into teaching and research.

No single strategy will allow the University to become carbon neutral. Instead, the University needs a diverse portfolio of strategies – including operational, technical, educational, behavioral, and financial approaches. A number of GHG reduction strategies are already being implemented, promoting greater partnership among campus departments. An important early outcome of this process is the new relationships that have already been developed and the information sharing and collaborations that are emerging from the Work Group. Cooperation and collaboration are essential in implementing a comprehensive Climate Action Plan and meeting the complex challenges of carbon neutrality.

Key Assumptions

The University is committed to being a leader in sustainability – nationally, within the State of Maryland, and within higher education. This is a natural role for a leading public research institution. Given the fundamental role that energy plays in every aspect of campus life, technical and behavioral expertise is needed to reduce energy use and determine new ways to operate. Reductions are needed from the three campus sectors that contribute the vast majority of the emissions – Power/Operations, Transportation, and Solid Waste. Fortunately, many good efforts that will contribute to emission reductions are already taking place on campus. However, the scope of the challenge to become carbon neutral necessitates a paradigm shift in how the campus operates and does business. New thinking is needed to challenge long held assumptions, policies, and practices.

The campus is charting new territory. Many of the strategies in this document are best estimates about what might be possible in the milestone years leading up to 2050. As new markets, technologies, and regulatory programs emerge, the plan must be periodically revised. Thus, the Climate Action Plan will be a living document and campus progress must be measured to guide future actions.

There are a number of policy barriers that can discourage the campus and other universities from investing in low carbon infrastructure. These include how the campus energy budget is financed through the State of Maryland (see page 24) and prescriptions in the Energy Policy Act of 2005 that govern the types of alternatively fueled vehicles that state fleets may purchase. Such barriers will need to be removed if the University is going to have the ability to aggressively invest in energy efficiency and conservation and new transportation technologies. Successfully promoting the advancement and deployment of new technologies will require leadership in the policy realm.

The profound challenges of climate change represent a tremendous opportunity for an institution with expertise in diverse disciplines that can devise strategies to address the problems posed by a warming planet. The campus will need to be aggressive, within the bounds of current budget restrictions, to effectively leverage that expertise over the near term. The campus is working toward a goal of carbon neutrality by 2050, but clear progress needs to be made much sooner.

Juxtaposed with the environmental challenges are profound economic issues that are constricting state and University resources. There is tremendous uncertainty in the future of energy prices which makes the benefit cost analysis of energy saving technologies exceedingly difficult. These factors will influence

how quickly the campus can work to reduce its carbon footprint where strategies are capital intensive or require extensive staff support.

It is assumed that the campus will continue to grow in its energy usage beyond the FY 2005 baseline, despite best energy efficiency and conservation efforts. Every effort should be made to use existing facilities more efficiently, but it is understood that growth will take place. This growth will need to be powered by 100 percent renewable energy, most likely procured from off-campus sources, so that the benefits of campus hard work to reduce emissions through energy efficiency, conservation, and behavior change are not eroded by new energy demand.

And finally, in keeping with the spirit of the Presidents Climate Commitment, this plan is not solely about strategies and actions with measureable emission reduction benefits. Part of this plan is about integrating sustainability into the lifeblood of the institution – teaching, research, and service. Efforts to educate and incentivize research will likely have strong paybacks, but they will not be quantifiable using the same calculus used to evaluate energy efficiency or renewable energy applications.

Findings

The Climate Action Plan Work Group has identified over 40 strategies, which if fully implemented, would enable the campus to achieve its goal of carbon neutrality by 2050. The Work Group and support staff have carefully articulated these strategies with the best available information, but in many cases there is great uncertainty about what will be possible ten to forty years in the future. Because of this, periodic updates to the Climate Action Plan are vital to the success of the effort and will afford much greater precision as more distant milestones come onto the horizon. Figure A. below shows how the articulated strategies would contribute to carbon neutrality by 2050, if all strategies, including carbon offsets for each sector’s emissions which cannot be otherwise reduced, were implemented. The dashed line shows the University’s emission reduction goals over time. In the graph, the right X-axis is flipped to show progress over time toward carbon neutrality (net emissions to the atmosphere are zero).

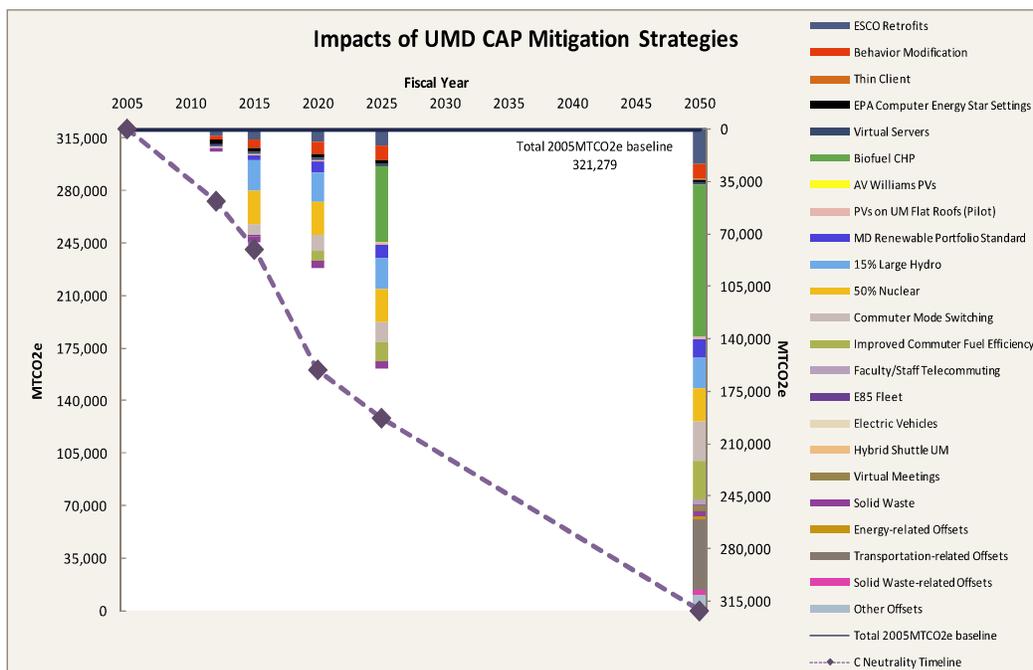


Figure A. Impacts of University of Maryland CAP Mitigation Strategies

The plan provides details about how the three campus emission “sectors” (Power/Operations, Transportation, and Solid Waste) will deliver emission reductions between 2010 and 2050. In early years, the campus is challenged to meet its milestones in some cases, and the currently envisioned strategies fall a bit short of the target. This demonstrates that updates to the plan will have to be ambitious and the campus will have to be innovative to meet these milestones.

As the biggest contributor, power and operations (60 percent of 2005 emissions) provides a host of strategies, which if implemented fully, would neutralize campus emissions from energy by 2050. It should be noted that given the unknowns associated with on-campus renewable energy applications, should these not prove viable, key targets would not be met and other approaches would be needed.

As the second largest contributor, campus transportation (34 percent of 2005 emissions) has a challenging task because much of these emissions are outside of direct University control. The University cannot control who drives to campus, their gas mileage, or how campus personnel travel for official campus business. What the University can control is the provision of options – low carbon commuting options such as Shuttle-UM, vanpools, and designated bicycle lanes on campus as well as air and ground travel alternatives such as convenient, reliable options for video conferencing.

Solid waste emissions are small (2 percent of 2005 emissions) and given the near-term ambitious waste diversion goals that have been suggested for the campus, this “sector” would outperform expectations, potentially reducing emissions more than 2.5 times the overall campus GHG reduction goal by 2015. Plans for further solid waste diversion post 2015 will need to be established.

And finally, there are “other” sources of emissions (from agriculture, refrigerants, and stationary sources) that together accounted for 3 percent of campus emissions in 2005. These emissions were not addressed in this plan given their relatively minor contribution, but they must be addressed in the future so that the campus can attain neutrality. If these emissions cannot be lowered, the plan assumes that carbon offsets would need to be purchased in 2050 to reach the campus’ carbon neutrality goal.

Priority Strategies for Near-term Implementation

There are a number of strategies and policies that need to be implemented within the next 3 years if the campus is going to make strong progress toward carbon neutrality. The near-term priority strategies include:

Administrative Policies – Make progress on the following policies that are critical hurdles to campus efforts to reduce emissions

- Strategy 2.1 - Seek state support for “carbon neutral” new buildings through increased energy efficiency; renewable energy applications on site; and renewable energy procurement.
- Strategy 10.0 - Recognize repayment of internal loans to fund capital improvements for energy efficiency and conservation measures.
- Strategy 11.0 - Educate lawmakers about the need for state policy that supports additional capital investment for high performing, energy efficient buildings (life cycle costing).

Power and Operations

- Strategy 1.0 - Existing building retrofits, including Energy Performance Contracts (EPCs) for energy intensive buildings.
- Strategy 2.0 - Seek state support for carbon neutral new buildings through energy efficiency, renewable applications, and renewable energy procurement.

- Strategy 3.0 - Provide incentives to departmental energy users to conserve energy.
- Strategy 4.1 - Conduct a feasibility study for a biofuel powered combined heat and power plant.
- Strategy 7.0 - Procure off-site renewable energy to offset campus growth.
- Strategies 8.1 to 8.3 - Work with Office of Information Technology (OIT) and departmental IT staff to promote low-carbon computing through the promotion of hardware solutions (Thin Client and virtual servers) and behavior change (computer power settings).

Transportation

- Strategies 1.1 to 1.6 - Expand the provision of low-carbon commuting options and increase commuter utilization of these modes including Shuttle-UM, vanpools, carpools, biking, etc.
- Strategy 4.0 - Explore how video conferencing facilities could be better promoted and used as substitutes for certain types of campus business travel.
- Strategy 7.2 - Procure 12 all electric vehicles and scale up purchases as technology is tested and proven for campus needs.
- Strategy 9.0 - Explore how local sources of carbon offsets might be developed to address transportation-related emissions that the University cannot otherwise reduce.

Solid Waste

- Strategy 1.0 - Develop a campus-wide waste reduction, recycling, and composting plan by 2010 that increases the diversion of solid waste from landfills to meet the goals for the CAP.

Education and Research

- Strategy 1.1 - Make education- and research-related resources that relate to climate change, energy efficiency, and economic and environmental sustainability available to the campus.
- Strategy 2.4 A - Integrate themes of sustainability throughout various disciplines via the “Chesapeake Project,” a faculty workshop designed with the Center for Teaching Excellence.
- Strategy 3.0 B - Actively consider sustainability and climate-related research and education programs (including scholarships and fellowships) in the portfolio of solicitations for donor support and alumni giving.

Next Steps

As the plan is implemented, the more than 40 strategies will need to be prioritized, resourced, and assigned to appropriate campus champions for further action. In many ways, one of the most important outcomes from the Climate Action Plan process has been the relationships that have been established that will foster new “low-carbon” collaborations across campus – both to implement CAP strategies and to devise approaches that have not even been conceived of yet. This human capital will be vital to the campus’ success in attaining carbon neutrality and becoming a model for a green university.

The Vice President for Administrative Affairs has recommended that the President form a University Sustainability Council that would be responsible for monitoring campus progress and overseeing future updates and revisions of the Climate Action Plan. The Council would consist of senior administrators and select faculty, staff, and students, and would be supported by the Office of Sustainability. The Council would make recommendations regarding a new Campus Green Fund and would seek funding from appropriate sources to support priority climate mitigation and sustainability strategies.

3/16/2015

Buy Green

The University of Maryland is committed to purchasing energy efficient and environmentally friendly products. Try using these tools to identify such products:

EnergyStar : Find energy efficient products via this website jointly sponsored by the U.S. Department of Energy and the Environmental Protection Agency.

E-Peat : EPEAT is a system to help purchasers in the public and private sectors evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes. EPEAT also provides a clear and consistent set of performance criteria for the design of products, and provides an opportunity for manufacturers to secure market recognition for efforts to reduce the environmental impact of its products.

Once you've identified a product, please check our [Master Contracts](#) to determine if the desired item is available for you to place your own order using the p-card or ELF Master Contract Release. If the item is not available on one of our contracts, please send your requisition to Procurement and Supply so that we can procure the item for you.

Green Office Supplies: Both of our approved Master Contracts for office supplies now include an extensive selection of green products. A summary of available products from each supplier is available at **Rudolph's** or **Guy Brown**.

Authorized users should consult the catalogs for more information, or they can log on to our approved Master Contracts with Guy Brown or Rudolph's. Contact General Stores at 301-405-7337 if you require more information or assistance.

Buy Recycled Content Paper: Per the University's Environmentally Preferable Procurement Policy VIII-3(10), Section V2.a "by July 1, 2012, only general purpose office paper made from 100% post-consumer recycled content shall be procured." These are high-quality, competitively priced paper products available through our approved Master Contracts with Guy Brown and Rudolph's. The policy is located at <http://www.president.umd.edu/policies/viii310c.html>

Buy Recycled Furniture and Seating: Maryland Correctional Enterprises offers a variety of furniture and seating products made in part with recycled materials. For more information click <http://mce.md.gov/MCE/Environment/tabid/179/Default.aspx> to go to the MCE homepage and click the "Buy Green Purchasing" link.

Check out Green Purchasing focus, the Maryland Green Purchasing Committee Winter Newsletter, located at: <http://content.govdelivery.com/accounts/MDDGS/bulletins/e00a46>

Topics include: Guide to Buying Green with BISM, Guides to Buying Green on MRO contracts, Update to Environmentally Preferable Purchasing Best Practices Manual, Green Purchasing Vendor's Fair, and Sustainable Purchasing News.

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COMMUNITIES ON THE PATH TO ZERO WASTE

Michael Alexander, President



Federation of New York - Solid Waste and
Recycling Conference
May 20 - 23, 2012

What Zero Waste is not



- It is not “integrated” solid waste management
- It is not about getting to zero
- It does not accept current waste-to-energy technologies
- It does not accept current landfilling practices

What Zero Waste is

- It is a “total commitment” to pursue zero
- It is about being on a path to zero



The Zero Waste Cycle



Key Strategies – Getting to 50% Diversion



- Universal curbside recycling and composting collections
- Yard Waste drop-off centers
- **Pay-As-You-Throw** pricing structure
 - ★ single largest incentive to increase recycling
- Minimum 25% C&D recovery
 - ★ Incorporate recycling requirements and deconstruction into green building codes
- Education

Source: Eco-Cycle



Town of University Park Food Scrap Composting Program

Yes Please 😊

- ✓ All fruit and vegetable scraps – including rinds and cores
- ✓ Bread, cookies, crackers, pasta – pretty much anything made of flour
- ✓ Grains, cooked or uncooked – rice, oats, barley, wheat, etc.
- ✓ Coffee grounds, tea bags (no staples, please), filters
- ✓ Herbs and spices
- ✓ Egg shells (crushed well)
- ✓ Nuts and nutshells

No Thanks 😞

- ✗ Meat, poultry, or fish, including bones, fat, gristle, skin, etc.
- ✗ Dairy products, including cheese, butter, yogurt, sour cream, etc.
- ✗ Grease, oil, or sauce of any kind
- ✗ Pizza boxes, egg cartons, napkins, paper towels or kleenex

Program Contact:

For any questions or concerns about the program, contact:

Mickey Beall, Town of UP, 301-927-4262, mbeall@upmd.org



Town of University Park Food Scrap Composting Program

1. Insert a liner into your green countertop bin and fill with your food scraps.

Repeat as necessary.

Respect the bin:

- Let things cool: hot materials break down the liner
- Let things dry a little: damp is fine, drenched is not



2. Tie off your liner, and then place it in your white collection bucket.

Repeat as necessary.

3. Put your white collection bucket out beside your trash bin on Tuesdays.

Repeat each week.



Sustainable Community Essentials

Rapid Assessment

for Southwestern Pennsylvania



Green Vehicle Fleet Programming: Within your reach!

Why is Green Vehicle Fleet Programming essential to your municipality?

1. Achieves cost savings
2. Decreases emissions
3. Improves efficiency

In response to aggregated data from the Sustainable Community Rapid Assessment, municipal vehicle fleets were identified as an area ripe for improvement. This two-page handout provides case studies from two local municipalities pursuing Green Vehicle Fleet programs, as well as a variety of resources and tips to help you begin saving money and reducing emissions. With tight budgets and rising gas prices, Green Vehicle Fleet programming offers an array of low-cost initiatives that can produce meaningful cost-savings for your community.

First Steps: Cost-free ways to green your fleet

- **PLAN:** Route-planning and departmental trip coordination can reduce mileage.
- **SIZE RIGHT:** Right-sizing and down-sizing vehicles appropriate to the task.
- **TUNE-UP:** Preventative maintenance and scheduling regular maintenance per manufacturers' recommendations will ensure vehicles are performing optimally.
- **DON'T IDLE:** Reduce vehicle idling in accordance with the PA anti-idling law.
- **EDUCATE:** Employee training creates awareness and improves driving habits and vehicle performance.
- **PROVIDE OPTIONS:** Encourage walking, biking, and public transportation as an alternative to driving.
- **BENCHMARK:** Inventory your current vehicle fleet by recording make, model, year, use, years in service and MPG.

Next Steps: Investing in your green fleet

- **FUELING UP:** Consider the use of alternative fuels for vehicles in the fleet.
- **PURCHASE SMART:** When replacing vehicles in the fleet, consider flex-fuel, hybrid, and electric vehicles.

Who should be involved?

1. Top municipal leadership
2. Municipal vehicle maintenance personnel
3. Purchasing Department
4. Public Works Department
5. Police and Fire Departments
6. Finance staff

Quick Resource Guide (click on the link to access):

The resource sheet is just the beginning. To learn more on how you can begin a Green Vehicle program check out the following:

ICLEI's 8 Steps to Green Your Fleet:

www.morpc.org/pdf/Green_Your_Fleet.pdf

Sustainable Jersey Green Fleet Resource Sheets:

http://sustainablejersey.com/actiondesc.php?arr_num=109&id_num=12111

Five-step Green Fleet Framework:

<http://business.edf.org/projects/fleet-vehicles/five-step-green-fleet-framework>

Alternative Fuel Programs for Municipal Fleets:

www.nlc.org/File%20Library/.../alternative-fuel-programs-cpb-fall08.pdf

Fuel Efficient Vehicles for a Municipal Fleet:

www.mass.gov/Eoeea/docs/doer/green.../efficient-vehicles-slides.pdf

Clean Cities 2011 Vehicle Buyer's Guide:

www.afdc.energy.gov/afdc/pdfs/49488.pdf

A Green Fleet is a Cost-Efficient Fleet:

www.fleetchallenge.ca/pdfnew/media/Green_Fleets_Article_rogersmith.pdf

Fleet Planning and Polices:

<http://www.garfieldcleanenergy.org/trans-fleets-2010-workshop.html>

SWPA and Green Fleet programs:



Monaca Borough

Monaca Borough is at the beginning stages of its Green Fleet vehicle program. Monaca has recently installed GPS tracking devices in its vehicle fleet. Having GPS systems in a vehicle can provide a great deal of helpful information, including being able to tell if a vehicle is idling. Incorporating technology systems like GPS can provide a wealth of information for the municipality and streamlines interdepartmental use. (Continued on next page)

One of the easiest ways to improve fleet efficiency is employee training. Monaca Borough reminds employees, “if you’re not moving, shut off the car.” Municipal manager, Mario Leone, points out how important it is to optimize vehicle use, “Do we [always] need a full size pick-up truck?” Vehicle right-sizing is another cost-free way to improve vehicle efficiency. While Leone is pleased to be reducing emissions and improving air quality in his community, the impetus for the Green Vehicle fleet is also driven by economic reasons and the cost savings for the municipality. Leone discussed that different fleets, like that of the police department, have different needs and uses for their cars. The Monaca police department already has bicycles, but they have started considering the purchase of a Segway for the municipal parking attendant. The borough now has access to good data on fuel costs for the police department vehicles, but Leone is hoping to begin recording more meticulously the performance of all the fleet cars so as to target deficiencies and improve strategies for emission reduction and cost-savings.

Leone pointed out there is always an opportunity for change and improvement. A vehicle commonly purchased by local governments, the Ford Crown Victoria, is no longer being manufactured. And since, “we have to make a change anyways”, Monaca may consider flex-fuel vehicles, or electric cars on the market like the Chevy Volt. Leone is even looking into a new police car being manufactured by Carbon Motors, a dedicated police car model with fuel efficiency in mind. Next on Leone’s agenda is to focus on preventative maintenance for his public works fleet. With employees from multiple departments utilizing the public works fleet, it is difficult to keep track of wear and maintenance schedules. Leone is considering using the GPS systems to log information and provide municipal staff with alerts for scheduled maintenance on the fleet.



GPS Systems in Monaca Borough



Cranberry Township, like Monaca Borough, sees a great duality in pursuing a Green Vehicle Fleet program: a commitment to sustainability and reducing energy costs. These goals are formally recognized in the township’s comprehensive plan, specifically driven by its energy reduction action plan. The purchase of four hybrid vehicles by the municipality in 2010 was featured in a [Post-Gazette article](#) in which Jason Dailey, facilities manager, explained, “We believe that the technology of the hybrid vehicle has come a long way and that the price points now make achieving a greener fleet more sensible and truly responsible to the tax dollar.”

While Cranberry Township is thrilled to have the addition of hybrid vehicles to the fleet, the township is also making great strides in other ways, that don’t come with a big price tag.

- Monitoring fuel consumption reports, comparing mileage, fuel economy, vehicle usage, and work orders assigned.
- Educating employees on the new PA anti-idling law.
- A vehicle replacement policy that addresses minimum benchmarks for a vehicle to be considered for purchase.
- Evaluating alternative fuel technologies for medium duty vehicles.
- Retiring vehicles from the fleet that are no longer fuel efficient.
- Regularly monitor Preventative Maintenance schedules for all vehicles to ensure optimal parameters are being met.
- Train mechanics on current and upcoming technology.
- Equipment cost share between divisions.

Just as Monaca Borough is using GPS technology to improve its vehicle fleet efficiency, Cranberry Township operates a very impressive fueling system, tied to its asset management and work order system. Municipal employees are assigned a unique ID, along with the vehicle. The municipal employee enters the hours of use (or mileage) into the fueling system, which interfaces with the work order system. According to Dailey, “When a vehicle reaches the manufacturers’ prescribed recommendation for the vehicle or piece of equipment (hours or miles) a service request gets generated and a work order is electronically prepared. The chance that an oil change or tire rotation would get missed is virtually eliminated with the automated system and therefore the operational efficiency is greatly enhanced.”



Learn more about Sustainable Community Essentials at: www.sustainablecommunityessentials.org



**THE ORIGINAL GREEN
SEAL OF APPROVAL
SINCE 1989**

GS-37 Green Seal™ Standard for Cleaning Products for Industrial & Institutional

A Guide to Leadership in I&I Cleaning Products

Cleaning products are vital for a healthy and aesthetically pleasing indoor environment but may harm human and environmental health. Many chemicals found in these products can be hazardous to human and aquatic life, and both manufacturers and users may be exposed to harmful chemicals.

These products often contain volatile organic compounds (VOCs) which are chemicals that can have short and long-term health effects and contribute to the formation of ground-level ozone pollution.

Green Seal offers the GS-37 Standard as a comprehensive benchmark for sustainable cleaning products for industrial and institutional use, and identifying products that are sustainability leaders in the industry.



Scope of Standard

This standard establishes requirements for industrial and institutional general-purpose restroom, glass, and carpet cleaning products, including those that contain enzymes or microorganisms.

Key Areas Addressed

GS-37 protects water and air quality, human health, and the environment by requiring products to be sold in concentrated form*, prohibiting harmful chemicals, specifying sustainable packaging, and limiting VOC content. These criteria are intended to protect the health of building occupants and those using the product, as well as lower the impact of the product on the environment.

The requirements in the standard cover:

- Product Performance
- Human Health Protection
- Environmental Protection
- Packaging
- Training
- Labeling

Product Performance

Certified cleaning products must demonstrate effective performance, comparable to that of nationally-recognized products in their categories. These products effectively clean common soils and surfaces when used as directed. The performance is measured using industry-standard test methods.

**SUSTAINABILITY
LEADERSHIP STANDARDS**



**INDEPENDENT
THIRD-PARTY
CERTIFICATION**



**SUSTAINABILITY
RESEARCH &
LIFE CYCLE ANALYSIS**



**TECHNICAL ASSISTANCE
FOR INSTITUTIONAL
GREENING**



Human Health and Environmental Protection

GS-37 enhances the safety of cleaning products by requiring them to be non-toxic and non-irritating to skin and eyes. Products cannot be formulated with harmful chemicals from a comprehensive list, which includes heavy metals, phthalates, formaldehyde donors, carcinogens, mutagens, reproductive toxins, asthmagens, and ozone depleting compounds.

Water quality is protected by setting limits on phosphorus content (to prevent eutrophication), and environmental toxicity and bioaccumulation (to prevent harmful chemicals accumulating in the waterways). The content of volatile organic compounds (VOCs) is limited in order to prevent ground level ozone air pollution and to protect the health of users. The standard also sets requirements for products that contain microorganisms and enzymes, addressing concerns about biosafety, purity, and genetically modified microorganisms.

Concentration and Compaction

Most certified cleaning products are sold in concentrated or ultra-concentrated form*. This requirement reduces the volume of product sold, thereby minimizing packaging and transportation requirements, which leads to fewer trucks on the road, savings in fuel, and reductions in greenhouse gas emissions. Less packaging saves raw materials and reduces the waste stream.

Packaging Requirements

Packaging from cleaning products can contribute significantly to the volume of solid waste, depletion of non-renewable resources, and water and air pollution.

The certified cleaners primary package must contain at least 20% less material than an equivalent package; be recyclable and contain 25% post-consumer material, or be a refillable package with an effective take-back program. Harmful compounds, such as phthalates, bisphenol A, and chlorinated packaging material must not be added intentionally.

Training and Labeling Requirements

Specific training or training materials on the proper use of the product must be offered. Both product labeling and training materials must contain clear instructions for use, dilution, refilling, disposal, recycling, and appropriate precautions and recommendations for the use of personal protective equipment. The product label shall include English and another language, or English and a graphical representation or icons.

*Exceptions to the concentration requirement include toilet bowl/urinal cleaners, dry/absorbent compound carpet cleaners, and products solely labeled as carpet spot removers.

This is only a summary of the standard.

The full standard is available for free download at GreenSeal.org/GS37

For more information visit: www.greenseal.org, call: 202.872.6400 or email: greenseal@greenseal.org

Green Seal is an independent, non-profit organization dedicated to safeguarding the environment and transforming the marketplace by promoting the manufacture, purchase, and use of environmentally responsible products and services. Founded in 1989, Green Seal provides life-cycle, science-based environmental certification standards that are credible, transparent, and essential to creating a more sustainable world.

10

Amendment to scope of
work for NZI contract

(Material will be
provided at the meeting)

11

Extension of the contract
to NZI

MEMORANDUM

To: Mayor & Council

Through: Joe Nagro, City Manager

From: Steven E. Halpern, P.E.

Date: July 29, 2015

Subject: Award of Miscellaneous Concrete Maintenance and Asphalt Resurfacing RFP CP-13-01 – Contract Option with NZI Construction Corporation for FY16. (Proposed Consent)

Background

On May 24, 2012, sealed bids were opened for the FY13 Miscellaneous Concrete Maintenance and Asphalt Resurfacing project, RFP CP-13-01. NZI Construction Corporation of Beltsville, MD was awarded the base contract. The CP-13-01 contract was a 1-year contract with 3 optional 1-year extensions. The contract was renewed for FY14 and FY15.

NZI Construction Corporation has agreed to maintain their current unit prices. The term of this 3rd option is from July 1, 2015 to June 30, 2016 (fiscal year 2016).

We have projected that we will spend about \$721,000 in FY16.

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

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

Recommendation

Based on staff's review of the subject contract performance, it is recommended that Contract CP-13-01 (Option Year 3), Miscellaneous Concrete Maintenance and Asphalt Resurfacing, be awarded to NZI Construction Corp. of Beltsville, MD in an amount not to exceed \$721,000.

12

Municipal Scene update

13

Resolution of the Mayor and Council Establishing a Framework for Evaluating Requests for Recognitions and Commemorations

**RESOLUTION OF THE MAYOR AND COUNCIL
OF THE CITY OF COLLEGE PARK, MARYLAND
ESTABLISHING A FRAMEWORK FOR EVALUATING
REQUESTS FOR RECOGNITIONS AND COMMEMORATIONS**

- WHEREAS, The Mayor and Council of the City of College Park may wish to recognize certain individuals in the community who have made noteworthy contributions to the City; and
- WHEREAS, The City also receives requests to commemorate certain individuals and events taking place in the City; and
- WHEREAS, The Mayor and City Council wish to establish a framework to evaluate the various requests received for such recognitions and commemorations and to help guide future evaluations; and
- WHEREAS, Mayor Fellows established an “Ad Hoc Recognition Committee” which met in 2015 to recommend a framework to help evaluate such requests; and
- WHEREAS, the Ad Hoc Recognition Committee reviewed and considered Resolution 00-R-10A, “A Resolution of the Mayor and Council of the City of College Park, Maryland adopting a Policy to Recognize and Commemorate Citizens by Naming A City Facility Or Other Public Property In Their Name” which was adopted on April 25, 2000, and Resolution 13-R-04, “A Resolution of the Mayor and Council of the City of College Park Establishing The Jack Perry Award” which was adopted on February 26, 2013.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of College Park that the following guidelines for evaluating requests for recognitions and commemorations be adopted:

1. Organizations, elected officials, residents and staff of the City of College Park may recommend individuals for recognition. Recommendations should be submitted in writing to the Mayor, City Manager or City Clerk, and shall state the reasons why the individual should be considered.
2. The type of recognition shall be commensurate with the contributions of the individual, and shall be considered within the context of Attachment 1, Evaluation Chart, which lists previous City recognitions in order of prestige and expense.
3. Some of the criteria to be considered when evaluating said requests will include:
 - Length of service
 - Chair of a City-appointed Board, Commission or Committee
 - Overall impact of the contribution to the City’s wellbeing, welfare or quality of life
 - Something that brings honor and prestige to the City

- 4. Only those residents who have made the most significant and outstanding contributions to the City of College Park shall be recognized by the naming of a City facility or other public property in their honor. Such recognition would normally be considered posthumously.
- 5. City-appointed Authorities, Boards, Commissions and Committees that wish to officially honor past members and/or spend City funds to do so, must send the recommendation of the body to the City Council for Council review and action.
- 6. At the discretion of the Mayor, in consultation with the City Clerk and other staff as appropriate, the City may offer proclamations, certificates, or letters on the Mayor's personal stationery, in response to requests to commemorate individuals and/or events taking place in the City.

BE IT FURTHER RESOLVED that Resolution 13-R-04 establishing the Jack Perry Award remains in effect.

BE IT FURTHER RESOLVED that Resolution 00-R-10A, adopted April 25, 2000, be repealed in its entirety.

ADOPTED by the Mayor and City Council of the City of College Park, Maryland at a regular meeting on the _____ day of _____, 2015.

EFFECTIVE the _____ day of _____, 2015.

WITNESS:

**THE CITY OF COLLEGE PARK,
MARYLAND**

Janeen S. Miller, CMC, City Clerk

Andrew M. Fellows, Mayor

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY

Suellen M. Ferguson
City Attorney

City Recognition Evaluation Chart Attachment 1		
	Type of Recognition	Who approves
1	Name a City place or building after the person (normally considered posthumously)	Council Action
2	Host a Reception to honor the person and give them a proclamation	
3	The Mayor presents the “Key to the City” – this includes a proclamation	Decision of the Mayor who will notify the City Council
4	Proclaim a “Day” for the person – this includes a proclamation and plaque	
5	Purchase and plant a tree and install an engraved plaque at the base of the tree	
6	Purchase and install a bench with an engraved plaque	
7	Present an engraved desk clock	
8	Present a custom wood plaque	
9	Present a Lucite plaque	
10	Place an engraved plaque on an existing bench	
11	Prepare a Proclamation to be listed on the agenda and read at a Council meeting	
12	Provide a Proclamation signed by the Mayor	
13	Provide a Certificate of Appreciation or Letter of Congratulations signed by the Mayor	

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF
COLLEGE PARK, MARYLAND, ADOPTING A POLICY TO RECOGNIZE AND
COMMEMORATE CITIZENS BY NAMING A CITY FACILITY OR OTHER
PUBLIC PROPERTY IN THEIR NAME**

A RESOLUTION TO ESTABLISH GUIDELINES FOR THE PURPOSE
OF RECOGNIZING AND COMMEMORATING CITIZENS WHO HAVE MADE
SIGNIFICANT CONTRIBUTIONS TO THE CITY OF COLLEGE PARK,
ENACTING RESOLUTION NUMBER TO PROVIDE FOR RECOGNITION IN
PUBLIC AT PUBLIC RECREATION PROPERTIES OR OTHER CITY
PROPERTIES.

BE IT RESOLVED by the Mayor and Council of the City of College Park,
Maryland that the guidelines established for the purpose of recognizing citizens
who have made significant contributions to the City of College Park, Maryland,
should read as follows:

Section I. Criteria For Recognition.

1. All nominees shall have been a resident of College Park, MD; and
2. Any nominee who has been deceased for at least three years and who
has made a significant contribution to the City of College Park or its
residents; and
3. Any nominee who has served the community for more than ten years
in government, civic minded endeavors, or general community
volunteerism.

Section II. Nominations

Organizations, elected officials, and resident of the City of College Park may nominate worthy individuals for commemoration.

Section III. Form of Nomination.

A nomination to recognize an individual shall be submitted in writing to the City Manager on an approved form, which shall be available at the office of the City Clerk. The nomination shall identify the person to be recognized and the contributions of the person to the City of College Park.

Section IV. Referral to an Ad Hoc Community Relations Review Panel

The Mayor shall form an Ad Hoc Community Relations Review panel that will reevaluate each nominee and make recommendations to the Mayor and City Council. The Panel shall consist of at least four disinterested residents of the City and a representative from the Recreation Board. The panel shall evaluate the merits of the nomination and hear the testimony of persons interested in the matter. The panel may seek the advice of other boards, committees or organizations that may have a special interest in the person nominated or the facility to be named. The panel may conduct one or more public hearings. In compliance with Maryland law, the panel may meet in executive session.

Section V. Form of Recognition.

1. The Ad Hoc Community Relations Review Panel shall provide recommendations to the Mayor and City Council that include the form of

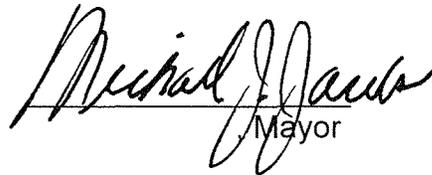
recognition to be bestowed upon an individual to be recognized.

2. Only those citizens who have made the most significant and outstanding contributions to the City of College Park shall be recognized by the naming of a City facility or other public property in their honor. The form of recognition shall be commensurate with the contributions of the individual being recognized.

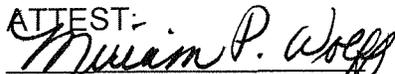
Section VI. Ratification by the City Council.

The Mayor and City Council, upon receipt a recommendation from the Ad Hoc Community Relations Review Panel, shall make its determination in accordance with normal Mayor and City Council procedures.

ADOPTED by the Council of the City of College Park, Maryland at its regular meeting, April 25, 2000.



Mayor

ATTEST:


City Clerk

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF
COLLEGE PARK, MARYLAND ESTABLISHING AN AWARD IN
RECOGNITION OF
COUNCILMEMBER JOHN EDWARD "JACK" PERRY**

WHEREAS, John Edward "Jack" Perry moved to College Park in March of 1969 and was active in his community until his death in 2012; and

WHEREAS, over the years, Jack Perry served on the Board of Directors and as President of the Berwyn District Civic Association, as President of the College Park Boys and Girls Club, and on numerous other boards, coalitions, task forces and committees; and

WHEREAS, Jack Perry served on the College Park City Council from 1979 – 1983 and from 1989 to 2011, for a total of 26 years, tied with Mayor Davis as the second-longest serving official in the City's history; and

WHEREAS, Jack Perry volunteered his time in countless ways to improve the quality of life in College Park, fostered neighborhood pride, participated in public discussion in an informed and fair-minded way, and provided leadership at all levels of city life.

WHEREAS, members of the Berwyn community and the Berwyn District Civic Association, Inc. met and discussed the creation of a City award to honor Jack Perry's contributions to his neighborhood and the City; and

WHEREAS, the Mayor and Council of the City of College Park share the desire to honor the memory and legacy of Jack Perry through an Award to a deserving member of the community.

NOW THEREFORE BE IT RESOLVED, that the **"Jack Perry Award"** be and it is hereby established as follows:

1. Nominations:

Any resident, neighborhood association or organization located in the City of College Park may submit a nomination for the Jack Perry Award. Nominations shall be submitted in writing to the City Clerk for the City of College Park. The nomination period shall be open annually from May 15 (Jack Perry's birthday) to July 15.

2. Criteria:

The Jack Perry Award will recognize a College Park resident who has participated to an extraordinary degree in neighborhood, civic, or municipal affairs within the City in a manner that improves public spaces, fosters community cohesion, eradicates blight, informs discussion of public issues, provides leadership, and/or furthers the best

interests of the City as a whole. Although our community may never again see as public-spirited a citizen as Jack, his spirit and example should be honored and emulated. It is in the interest of the City to periodically recognize a resident who embodies the qualities Jack so admirably lived.

3. Eligibility:

To be eligible, a person must be at least 18 years of age, a registered voter or legal resident of College Park.

4. Frequency of the Award:

The Jack Perry Award shall be conferred when and if an eligible member of the community is nominated and found to be deserving of the Award. The Award will be advertised annually but there is no obligation to grant the award each year.

5. Selection Process:

Nominations will be reviewed by a subcommittee of at least three persons appointed by the Mayor. The subcommittee shall include a member of the Perry family. The subcommittee's recommendation will be forwarded to the full Council for approval by majority vote.

6. Award:

This is a non-monetary award to be given to the person selected by the Council at a regular meeting in September or October.

ADOPTED by the Mayor and Council of the City of College Park this 26th day of February, 2013

EFFECTIVE the 26th day of February, 2013.

WITNESS:

**THE CITY OF COLLEGE PARK,
MARYLAND**

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

Andrew M. Fellows
Andrew M. Fellows, Mayor

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

Suellen M. Ferguson
Suellen M. Ferguson, City Attorney

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
Lois Donaty 07/14/15	District 2	M&C	07/18
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
Suzie Bellamy 9/28/10	District 4	M&C	04/17
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
Kennis Termini 01/14/14	District 1	M&C	01/17
Matt Dernoga 12/09/14	District 1	M&C	12/17
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
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 – This Committee soon will be dissolved			
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. Per discussion at 3/17/15 Worksession, this committee will be dissolved.

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	
VACANT	City Resident 6	City Council	
Cole Holocker	UMD Student 1	City Council	11/16
VACANT	UMD Student 2	City Council	
VACANT	UMD Student 3	IFC	
VACANT	UMD Student 4		
VACANT	UMD Student 5	Nat'l Pan-Hell. Council, Inc. / United Greek Council	
VACANT	Graduate Student	GSG Representative	
VACANT	Student Co-Operative Housing	City Council	
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
	Mayoral	Mayor	
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 – Soon to be dissolved		
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	
	City Business Community	
VACANT	Resident	
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. Per discussion at 3/17/15 Worksession, this committee will be dissolved.</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.			

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Information Report:
Update on Stone
Industrial site

MEMORANDUM

TO: Mayor and Council
FROM: Terry Schum, Planning Director
THROUGH: Joseph L. Nagro, City Manager
DATE: July 31, 2015
SUBJECT: Update on Stone Industrial Site

ISSUE

The 17-acre Stone Industrial property at 9207 51st Avenue was offered for sale last year and placed under contract. This is an update on the status of the property.

SUMMARY

Staff recently spoke with Christopher Kubler with NAI KLNB representing the property owner. The property fell out of contract and is back on the market with an asking price of \$6 million. The owner is looking for a quick sale (mid-August is the current deadline for bids) and would prefer to sell the entire site to one buyer. Multiple buyers would be considered, however. The likely buyer is an industrial user and there are interested parties looking at the site. The seller will not entertain a long-term contingent contract which probably precludes the sale of the property to a residential developer.

RECOMMENDATION

For information only.