



TUESDAY, SEPTEMBER 1, 2015
(COUNCIL CHAMBERS)

7:15 P.M.
CLOSED SESSION
TO DISCUSS A PERSONNEL MATTER

7:30 P.M.
WORKSESSION

COLLEGE PARK MISSION STATEMENT

The City Of College Park Provides Open And Effective Governance And Excellent Services That Enhance The Quality Of Life In Our Community.

CITY MANAGER'S REPORT (including an update on management of school start-up activities)

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-2015-04, 4803 Lackawanna Street, College Park, Maryland, Recommending Approval Of Variances From The Prince George's County Zoning Ordinance: Section 27-442(C) Prescribing Maximum Lot Coverage And Section 27-442(E) Prescribing Minimum Front Yard Setback (***appeal period ends September 1***)
2. Resolution Of The Mayor And Council Of The City Of College Park, Maryland Adopting The Recommendation Of The Advisory Planning Commission Regarding Request For Certification Of A Non-Conforming Use CNU-2015-01 For College Park Wesleyan Church, 4915 Edgewood Road, College Park, Maryland Recommending Approval Of The Request For Certification Of A Non-Conforming Use (***appeal period ends September 1***)
3. Resolution to dissolve the Farmer's Market Committee – Terry Schum, Director of Planning and Steve Beavers, Community Development Coordinator

4. Resolution to dissolve the Sustainable Maryland Certified Green Team – Terry Schum, Director of Planning and Steve Beavers, Community Development Coordinator
5. Fall Field Use Requests from College Park Boys and Girls Club for use of Duvall and Calvert Road Fields - Bob Ryan, Director of Public Services
6. Sunday Field Use Request for Duvall Field from Berwyn Baptist Church - Bob Ryan, Director of Public Services
7. Sunday Field Use Request for Duvall Field from Open Bible Deaf Church – Bob Ryan, Director of Public Services

WORKSESSION DISCUSSION ITEMS

8. Request to park a prohibited vehicle (trailer) on Kenesaw Street – Jim Miller, Parking Enforcement Manager
9. Proposal for an Arts and Entertainment District on the Route 1 Corridor in College Park - Dr. Sheri Parks, Associate Dean, UMD College of Arts & Humanities
10. Discussion of BOLC Special Sunday Off-Sale permits for Town Hall and College Park Liquors – Bob Ryan, Director of Public Services
11. Proposed commuter shuttle bus service – request of Councilmember Mitchell
12. Award of Contract for Bikeshare – Terry Schum, Director of Planning
13. Approval of 2015 Jack Perry Award recipient (***Special Session***) – Janeen Miller, City Clerk
14. Renewal of MOU with University of Maryland Department of Transportation Services for resident and College Park employee ridership of Shuttle-UM – Bill Gardiner, Assistant City Manager
15. Appointments to Boards and Committees

STATUS/REVIEW OF PENDING AGENDA ITEMS

COUNCIL COMMENTS

INFORMATION/STATUS REPORTS (For Council Review)

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

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CPV-2015-04
4803 Lackawanna Street

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-2015-04, 4803 LACKAWANNA STREET, COLLEGE PARK, MARYLAND, RECOMMENDING APPROVAL OF VARIANCES FROM THE PRINCE GEORGE'S COUNTY ZONING ORDINANCE: SECTION 27-442(C) PRESCRIBING MAXIMUM LOT COVERAGE AND SECTION 27-442(E) PRESCRIBING MINIMUM FRONT YARD SETBACK

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, Section 27-442(e), Table IV of the Prince George's County Zoning Ordinance prescribes a minimum front yard setback of 25 feet 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, on May 27, 2015, Robert and Belkis Dubman (hereinafter, the “Applicants”), submitted an application for variances from Prince George’s County Zoning Ordinance, Section 27-442 (c), Table II, and Section 27-442 (e) to permit the applicant to expand a covered porch at the premises known as 4803 Lackawanna Street, College Park, Maryland (the “Property”); and

WHEREAS, on August 6, 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 – 5 with respect to whether the subject application meets the standards for granting variances set forth in the Ordinance.

WHEREAS, based upon the evidence and testimony presented, the APC voted 5-0-0 to recommend that the variances 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 4803 Lackawanna Street in the Hollywood subdivision. The property is zoned R-55.
- 1.2 The property is rectangular in shape with an area of 8,000 square feet (64-feet by 125-feet).
- 1.3 The property is improved with a 1,112 square foot, 1.5-story, frame, single-family house.
- 1.4 The subject house was constructed in 1940 and includes an existing front stoop and steps.
- 1.5 A driveway and detached garage were built in about 1945 by the original owner in such a manner that they are not aligned. Access to the garage required the driveway to be wider across the rear of the property behind the existing dwelling. The resulting driveway covers 1325 square feet.

- 1.6 The existing lot coverage exceeds the maximum permitted lot coverage by 544 square feet.
- 1.7 Front and side porches are characteristic of the neighborhood.

Section 2 Conclusions of Law

The Mayor and Council make the following conclusions of law with regard to CPV-2015-04, for the following Variances from the Prince George's County Zoning Ordinance: Section 27-442(c) prescribing maximum lot coverage, and Section 27-442(e) prescribing minimum front yard setback:

- 2.1 The property has extraordinary situations. Regarding the lot coverage variance, the existing house, driveway and garage were built before current zoning regulations and currently exceed lot coverage, see 1.6. The driveway is 75- feet long in order to reach the detached 704-square foot garage in the rear yard. As for the front yard setback variance, there is an existing 5-foot deep front stoop. Columns are needed for support of the new covered porch That would encroach on the walkable and usable walk space if the width remains 5 foot deep.
- 2.2 The strict application of the County Zoning Ordinance will result in practical difficulty upon the property owner. The existing front stoop is exceptionally small and cannot be reasonably enlarged without further exceeding lot coverage requirements. Connecting the front porch to the existing driveway will protect the owners from hazardous weather conditions which are a concern to them as they enter retirement. The additional one foot width of the covered porch will facilitate the new construction and provide the same usable walk space width of the stoop of 5 feet. A smaller porch would significantly impair the use.
- 2.3 Granting the variances requested will not impair the intent and purpose of the applicable County General Plan or County Master Plan, because the proposed porch size and location is not out of character with the neighborhood and the requested setback variance of one foot is nominal.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of College Park, Maryland to approve CPV-2015-04, and grant an 8% (640 square feet) variance from lot coverage and a one-foot variance from the front yard setback requirement.

ADOPTED, by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 8th day of September 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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CNU-2015-01
College Park Wesleyan
Church, 4915 Edgewood
Road

RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND ADOPTING THE RECOMMENDATION OF THE ADVISORY PLANNING COMMISSION REGARDING REQUEST FOR CERTIFICATION OF A NON-CONFORMING USE CNU-2015-01 FOR COLLEGE PARK WESLEYAN CHURCH, 4915 EDGEWOOD ROAD, COLLEGE PARK, MARYLAND RECOMMENDING APPROVAL OF THE REQUEST FOR CERTIFICATION OF A NON-CONFORMING USE

- 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,** Maryland Code, Article 28, Section 8-112.4(b)(1)(vi) states that the Prince George's County District Council may provide that the governing body of a municipal corporation may exercise the powers of the district council in regard to certification, revocation and revision of nonconforming uses; and
- WHEREAS,** pursuant to Section 190-11(B) of the Code of the City of College Park (the "City Code") the Advisory Planning Commission ("APC") is authorized to consider requests for certifications of nonconforming uses, and when appropriate to hold hearings thereon, and to make recommendations to the City Council in connection therewith; and
- WHEREAS,** Prince George's County Code Section 27-107.01 (166) provides that a "Nonconforming Use" is the use of any building, structure or land which is not in conformance with the requirement of the zone in which it is located, provided that the requirement was adopted after the use was lawfully established or the use was established after the requirement was adopted and the District Council has validated a building, use and occupancy or sign permit issued for it in error; and
- WHEREAS,** a nonconforming use may be certified if the use has not ceased to operate for more than 180 consecutive calendar days between the time the use became nonconforming and the date when the application is submitted, or based upon a finding that conditions of nonoperation for more than 180 consecutive calendar days were beyond the applicant's control and/or owner's control, were for the purpose of correcting code violations or were due to the seasonal nature of the use; and
- WHEREAS,** a nonconforming use certification requires submission of documentary evidence showing the following: the commencement date and continuous existence of the nonconforming use; specific data showing the exact nature, size and location of the building, structure or use; a legal description of the property; the precise location and limits of the use on the property and

within any building it occupies; and if the applicant possesses a copy of a valid use and occupancy permit issued for the use prior to the date upon which it became a nonconforming use; and

WHEREAS, if a copy of a valid use and occupancy permit is submitted with the application and a request is not submitted to the Commission to conduct a public hearing, and, if based upon the documentary evidence, the Commission is satisfied as to the commencement date and continuity of the nonconforming use, the Commission shall recommend certification of the use as nonconforming for the purpose of issuing a new use and occupancy permit identifying the use as nonconforming; and

WHEREAS, if a copy of a valid use and occupancy permit is not submitted with the application, if the documentary evidence submitted is not satisfactory to the Commission to prove the commencement date or continuity of the use, or if a public hearing has been requested by any party of interest challenging the commencing date and/or continuity of the use, the Commission shall conduct a public hearing on the application for the purpose of determining whether the use should be certified as nonconforming; and

WHEREAS, the Mayor and Council are authorized by the Ordinance to accept or deny the recommendations of the APC with respect to Certification of Non-Conforming Use requests; and

WHEREAS, on June 18, 2015, Glenn J. Johnson, Trustee, representing the College Park Wesleyan Church (hereinafter, the “Applicant”), submitted a request for certification of a nonconforming use for a church located at 4915 Edgewood Road, College Park, Maryland (the “Property”); and

WHEREAS, a copy of a valid use and occupancy permit was not submitted to prove the use was lawfully established, therefore, the Commission conducted a public hearing for the purpose of determining whether the use shall be certified nonconforming; and

WHEREAS, on August 6, 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 with Exhibits 1 – 6 and the PowerPoint Presentation 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 5-0-0 to recommend that the variance be granted; and

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

WHEREAS, no exceptions have been filed; and

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

Section 1. Findings of Fact

- 1.1 The subject site, known as College Park Wesleyan Church, is located at 4915 Edgewood Road, west of the intersection with Rhode Island Avenue.
- 1.2 The building became nonconforming on August 30, 1993 when the County adopted an ordinance requiring a Special Exception for a church under certain circumstances, in this case, for churches located on a lot less than 1 acre in size.
- 1.3 A valid Use and Occupancy permit issued prior to the date of nonconformance was not submitted with the application. The site was posted for a Public Hearing with the required sign and written notice was mailed to all persons of record.
- 1.4 The Applicant submitted a variety of material to indicate continuous use since the church became nonconforming in 1993 such as: deeds of trust, communication from the local government, a program from the 50th anniversary of the church at this location, letter from the water and sewer company indicating no record of water service interruption, and affidavits from members.
- 1.5 The APC concluded that the date the use commenced should be established as 1954.
- 1.6 No one testified in opposition to the request for certification.

Section 2 Conclusions of Law

The Mayor and Council make the following conclusions of law with regard to CNU-2015-01, A Request for Certification of Nonconforming Use:

- 2.1 Based on a preponderance of the documentary evidence submitted including deeds, records from the local government, a letter from the water and sewer company and affidavits from church members, the church was established in 1954, and has been continuously operated with no break in operation for more than 180 days since the use became nonconforming on August 30, 1993.

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 Certification of Nonconforming Use as nonconforming and not illegal. The Mayor and Council recommend that a new Use and Occupancy Permit be issued to the current owner subject to the following conditions:

Prior to certification of the site plan, the applicant shall revise the site plan to:

- a. Provide an as-built site plan that is in accordance with Section 27-254 of the Prince George's County Zoning Ordinance.
- b. Indicate that there are 26 parking spaces including three (3) designated for handicapped accessibility.
- c. Include a note stating the date of construction as 1954.
- d. Include a note stating the use of the building as a church and the number of seats as 288 (24 pews each holding 12 seats).
- e. Include a table showing the required zoning regulations and site compliance.

ADOPTED, by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 8th day of September 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

3

Resolution to Dissolve the Farmer's Market Committee

MEMORANDUM

TO: Joseph L. Nagro, City Manager

THROUGH: Terry Schum, Director of Planning, Community and Economic Development *ts*

FROM: Steve Beavers, Community Development Coordinator

DATE: August 28, 2015

SUBJECT: Resolution to Dissolve the Sustainable Maryland Green Team and the Farmer's Market Committee

ISSUE:

The Sustainable Maryland Green Team (SMGT) and the Farmer's Market Committee (FMC) have fulfilled their respective charters and should be dissolved.

SUMMARY:

The SMGT has achieved its goal of obtaining Sustainable Maryland Certification for the City. The downtown farmers market has enjoyed 3 successful seasons and is now well-established.

Based on discussion at the Council worksession of March 17, 2015, staff was directed to draft a resolution to officially dissolve the SMGT and FMC since both have achieved their intended purposes.

RECOMMENDATION:

Staff recommends that Council vote to adopt the attached resolutions to dissolve the SMGT and the FMC. Staff suggests that they be placed on the consent agenda.

ATTACHMENTS:

1. Resolution to dissolve the SMGT
2. Resolution to dissolve the FMC

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE
CITY OF COLLEGE PARK, MARYLAND TO
DISSOLVE THE FARMERS MARKET COMMITTEE**

WHEREAS, On April 10, 2012 the College Park City Council adopted Resolution 12-R-07 establishing the Farmers Market Committee; and

WHEREAS, the Farmers Market Committee helped to implement a successful farmers market in downtown College Park; and

WHEREAS, the downtown farmers market is now well established and thriving; and

WHEREAS, City staff serve the role of market oversight in conjunction with a contracted market master; and

WHEREAS, the purpose and charge of the committee has been fulfilled; and

WHEREAS, the three-year term of all members has expired.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of College Park, Maryland, that the Farmers Market Committee be, and it is hereby, dissolved.

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

WITNESS:

**THE CITY OF COLLEGE PARK,
MARYLAND**

Janeen S. Miller, City Clerk

Andrew M. Fellows, Mayor

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**

Suellen M. Ferguson, City Attorney

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Resolution to dissolve the Sustainable Maryland Certified Green Team

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE
CITY OF COLLEGE PARK, MARYLAND TO
DISSOLVE THE SUSTAINABLE MARYLAND CERTIFIED GREEN TEAM**

- WHEREAS,** on August 9, 2011 the College Park City Council adopted Resolution 11-R-14 supporting participation in the Sustainable Maryland Certification (SMC) Program; and
- WHEREAS,** on March 13, 2012 the College Park City Council adopted Resolution 12-R-06 establishing the Sustainable Maryland Certified Green Team (SMCGT); and
- WHEREAS,** the formation of the SMCGT was a requirement of participation in the SMC Program; and
- WHEREAS,** the SMCGT was charged with preparing a three-year action plan and submitting appropriate documentation to achieve certification in the SMC Program; and
- WHEREAS,** the City completed sufficient actions and submitted appropriate documentation and was honored to receive Sustainable Maryland Certification in June, 2013; and
- WHEREAS,** Resolution 12-R-06 of the College Park City Council mandated that the SMCGT shall be discharged when Sustainable Maryland Certification is obtained by the City of College Park.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of College Park, Maryland that the Sustainable Maryland Certified Green Team be, and it is hereby, dissolved.

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.

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

5

Fall Field Use Requests from College Park Boys and Girls Club

MEMORANDUM

TO: Mayor and Council

THROUGH: Joseph Nagro, City Manager

FROM: Robert W. Ryan, Director of Public Services 

DATE: August 28, 2015

SUBJECT: Field Use Requests – College Park Boys & Girls Club

ISSUE

The College Park Boys and Girls Club (CPB&GC) has submitted Summer/Fall field use applications for Duvall and Calvert Road Fields. These were submissions were received electronically by Public Services staff between August 16th and 24th. Council approval is required.

SUMMARY

The attached four (4) field use requests were submitted by the CPB&GC after the August meetings of the Recreation Board and the City Council. These annual applications are routinely approved by the City Council after recommendations are made by the Recreation Board. Contingent approval was granted by the City Manager to allow use of the fields before the September Council worksession, pending official final Council and Recreation Board approval.

The CPB&GC has been advised to review the City's field use guidelines, and submit their annual applications according to the schedule contained in the guidelines.

RECOMMENDATION

Staff recommends that the Council place these applications on their consent agenda for approval.

Attachments:

1. Duvall Field Use Application for Lacrosse Scrimmages to be held on 08/22 & 09/09
2. Duvall Field Use Application for Lacrosse Practice & Scrimmages from 08/24 through 11/8
3. Duvall Field Use Application for Soccer practice from 08/24 through 11/30
4. Calvert Hills Field Use Application for Soccer practice for ages 5-11 from 08/31 through 11/30



Field Use Reservation Application

Complete both pages and Submit to: publicservices@collegetparkmd.gov

Select One: Calvert Hills Playground (Youth field – groups must be 13 and under) Duvall Field

Date of Application: 18 AUG 15

Name of Organization: CP Boys + Girls Club

Is this Organization: City-Based Youth Yes No City Headquartered Yes No

Contact Name(s): Mary Lintner

Mailing Address: 5030 Laguna Rd College Park Md 20740

Email Address: Mary.Lintner@aol.com

Day Phone: _____ Evening Phone: _____ Cell Phone: 301 335 3106

Description of Activity/Event: Lacrosse Scrimmage

Sports Baseball Football Lacrosse Softball T-ball _____

Expected Number of Participants 100 Age Range: 5-14

Additional Requirements: Toilets Lights Concession Stand

Date(s) Requested: August 22 + September 9TH 6-8 pm

See Facilities Rules and Regulations for acceptable times and age group

Day(s) of Week Requested: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Time(s) Requested 6 a.m. p.m. UNTIL 8 a.m. or p.m.

Are you collecting a fee? Yes No If yes, Purpose: registration

I hereby confirm that I have received and read the City Recreation Facilities Rules and Regulations.

Organization's Proof of Adequate Minimum Liability Insurance as required under Section IV, Item 5 is attached hereto

In addition, applicant/organization agrees to indemnify and hold harmless the City from and against all actions, liability, claims, suits, damages, cost or expenses of any kind which may be brought or made against the City or which the City must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from his/her negligent performance of or failure to perform any of his/her obligations under the terms of this application/permit.

Recommendations and Notifications

Recreation Board Approve Fee Waived Approve with Fee of \$ _____ Denied

Comments: Received after the 1st & Council August meetings - will confirm w/fees Sept. mtg.

Pub. Svcs Director Concur Yes No

Comments: see 20 Aug 15 - Approved to begin as scheduled w/ subsequent confirmation

City Manager Concur Yes No

Comments: _____

Mayor and Council Concur Yes No FOR 8 SEPT. 15 CONSENT

Comments: _____

Waiver of Fees – the Council may vote to waive user fees, in whole or in part, upon recommendation of the Recreation Board. When considering whether to recommend or grant a full or partial waiver of user fees.

Please describe how your organization meets any of the following criteria:

- a. The level of use that is involved with the activity, including wear and tear on the facility;

Normal wear and tear; children
running with cleats

- b. The level of involvement by College Park residents in the activity;

College Park resident coach's and kids
70%

- c. The community benefit that may result from the activity, for example, recreational opportunities for youth or seniors;

The benefit is the use of DuVall Field,
kids playing a structured activity.

- d. Volunteer services that the user provides to the City or its residents;

CPBGC is a volunteer organization

- e. Assistance to be provided by the user for maintenance of the recreational facility; and

anything you need!

- f. Whether user activities promote the interests of the College Park community.

absolutely



Field Use Reservation Application

Complete both pages and Submit to: publicservices@collegetparkmd.gov

Select One: Calvert Hills Playground (Youth field – groups must be 13 and under) **Duvall Field**

Date of Application: 18 AUG 15

Name of Organization: CP Boys + Girls Club

Is this Organization: City-Based Youth Yes No City Headquartered Yes No

Contact Name(s): Mary Lintner

Mailing Address: 5030 Laguna Rd College Park Md 20740

Email Address: Mary.Lintner@aol.com

Day Phone: _____ Evening Phone: _____ Cell Phone: 301 335 3106

Description of Activity/Event: Lacrosse practice / scrimmage

Sports Baseball Football Lacrosse Softball T-ball _____

Expected Number of Participants 100 Age Range 5 - 14

Additional Requirements: Toilets Lights Concession Stand

Date(s) Requested: Starting 8/24 - 11/8

See Facilities Rules and Regulations for acceptable times and age group

Day(s) of Week Requested: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Time(s) Requested 6 a.m. p.m. UNTIL 8 a.m. or p.m.

Are you collecting a fee? Yes No If yes, Purpose: registration fee

I hereby confirm that I have received and read the City Recreation Facilities Rules and Regulations.

Organization's Proof of Adequate Minimum Liability Insurance as required under Section IV, Item 5 is attached hereto

In addition, applicant/organization agrees to indemnify and hold harmless the City from and against all actions, liability, claims, suits, damages, cost or expenses of any kind which may be brought or made against the City or which the City must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from his/her negligent performance of or failure to perform any of his/her obligations under the terms of this application/permit.

Recommendations and Notifications

Recreation Board Approve Fee Waived Approve with Fee of \$ _____ Denied

Comments: Received after fee Bd & Council Aug meetings - will confirm at each @ Sept. meetings

Pub. Svcs Director Concur Yes No

Comments: on 20 Aug 15 - Approved to begin as scheduled w/ subsequent confirmation

City Manager Concur Yes No

Comments

Mayor and Council Concur Yes No

FOR 8 SEPT 15 CONSENT

Comments:



Field Use Reservation Application

Complete both pages and Submit to: publicservices@collegetparkmd.gov

Select One: Calvert Hills Playground (Youth field – groups must be 13 and under) **Duvall Field**

Date of Application: 18 AUG 15

Name of Organization: CP Boys + Girls CLUB

Is this Organization: City-Based Youth Yes No City Headquartered Yes No

Contact Name(s): Mary Lintner

Mailing Address: 5030 Laguna Rd College Park Md 20740

Email Address: Mary.Lintner@aol.com

Day Phone: _____ Evening Phone: _____ Cell Phone: 301 335 3106

Description of Activity/Event: Lacrosse Scrimmage

Sports Baseball Football Lacrosse Softball T-ball _____

Expected Number of Participants 100 Age Range: 5-14

Additional Requirements: Toilets Lights Concession Stand

Date(s) Requested: August 22 + September 9TH 6-8 pm

See Facilities Rules and Regulations for acceptable times and age group

Day(s) of Week Requested: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Time(s) Requested 6 a.m. p.m. UNTIL 8 a.m. or p.m.

Are you collecting a fee? Yes No If yes, Purpose: registration

I hereby confirm that I have received and read the City Recreation Facilities Rules and Regulations.
 Organization's Proof of Adequate Minimum Liability Insurance as required under Section IV, Item 5 is attached hereto

In addition, applicant/organization agrees to indemnify and hold harmless the City from and against all actions, liability, claims, suits, damages, cost or expenses of any kind which may be brought or made against the City or which the City must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from his/her negligent performance of or failure to perform any of his/her obligations under the terms of this application/permit.

Recommendations and Notifications

Recreation Board Approve Fee Waived Approve with Fee of \$ _____ Denied

Comments: Received after the 1st Council August meeting - will confirm if fees Sept. mtg.

Pub. Svcs Director Concur Yes No

Comments: see 20 Aug 15 - Approved to begin as scheduled w/ subsequent cooperation

City Manager Concur Yes No

Comments: _____

Mayor and Council Concur Yes No FOR 8 SEPT. 15 CONSENT

Comments: _____



Field Use Reservation Application

Complete both pages and Submit to: publicservices@collegetparkmd.gov

Select One: Calvert Hills Playground (Youth field – groups must be 13 and under) Duvall Field

Date of Application: 21 AUG 15

Name of Organization: College Park Boys + Girls Club

Is this Organization: City-Based Youth Yes No City Headquartered Yes No

Contact Name(s): Mary Lintner

Mailing Address: 5030 Laguna Rd College Park Md 20740

Email Address: Mary.lintner@aol.com

Day Phone: _____ Evening Phone: _____ Cell Phone: 3013353106

Description of Activity/Event: SOCCER practice / scrimmages

Sports Baseball Football Lacrosse Softball T-ball _____

Expected Number of Participants 150 + Age Range 5-16

Additional Requirements: Toilets Lights Concession Stand

Date(s) Requested: Aug 24 - Nov 30

See Facilities Rules and Regulations for acceptable times and age group

Day(s) of Week Requested: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Time(s) Requested 5:00 a.m. p.m. UNTIL 9:00 a.m. or p.m.

Are you collecting a fee? Yes No If yes, Purpose: registration fee

I hereby confirm that I have received and read the City Recreation Facilities Rules and Regulations.

Organization's Proof of Adequate Minimum Liability Insurance as required under Section IV, Item 5 is attached hereto

In addition, applicant/organization agrees to indemnify and hold harmless the City from and against all actions, liability, claims, suits, damages, cost or expenses of any kind which may be brought or made against the City or which the City must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from his/her negligent performance of or failure to perform any of his/her obligations under the terms of this application/permit.

Recommendations and Notifications

Recreation Board Approve Fee Waived Approve with Fee of \$ _____ Denied

Comments: received after Rec Bd & Council August meetings - will confirm w/ each @ Sept mtg.

Pub. Svcs Director Concur Yes No

Comments: Aug 21 Aug 15 - Approved to begin as scheduled w/ subsequent confirmation

City Manager Concur Yes No

Comments: for May - subject to M&C approval @ 9/2/15 mtg

Mayor and Council Concur Yes No

Comments: FOR 8 SEPT. 15 CONSENT

Waiver of Fees – the Council may vote to waive user fees, in whole or in part, upon recommendation of the Recreation Board. When considering whether to recommend or grant a full or partial waiver of user fees.

Please describe how your organization meets any of the following criteria:

- a. The level of use that is involved with the activity, including wear and tear on the facility;

normal wear + tear for soccer

- b. The level of involvement by College Park residents in the activity;

College Park kids + coach's

- c. The community benefit that may result from the activity, for example, recreational opportunities for youth or seniors;

youth playing soccer

seniors coaching

- d. Volunteer services that the user provides to the City or its residents;

volunteer organization

- e. Assistance to be provided by the user for maintenance of the recreational facility; and

whatever is needed.

- f. Whether user activities promote the interests of the College Park community.

hoping!



Field Use Reservation Application

Complete both pages and Submit to: publicservices@collegetparkmd.gov

Select One: Calvert Hills Playground (Youth field – groups must be 13 and under) Duvall Field

Date of Application: 24 Aug 15

Name of Organization: College Park Boys + Girls Club

Is this Organization: City-Based Youth Yes No City Headquartered Yes No

Contact Name(s): Mary Lintner

Mailing Address: 5030 Laguna Rd College Park Md 20740

Email Address: Mary.Lintner@aol.com

Day Phone: _____ Evening Phone: _____ Cell Phone: 301 335 3106

Description of Activity/Event: Soccer practice

Sports Baseball Football Lacrosse Softball T-ball Soccer

Expected Number of Participants 40 Age Range 5 - 11

Additional Requirements: Toilets Lights Concession Stand

Date(s) Requested: Aug 31 - NOV 30, 2015

See Facilities Rules and Regulations for acceptable times and age group

Day(s) of Week Requested: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Time(s) Requested 5 a.m. p.m. UNTIL 9 a.m. or p.m.

Are you collecting a fee? Yes No If yes, Purpose: registration

I hereby confirm that I have received and read the City Recreation Facilities Rules and Regulations.

Organization's Proof of Adequate Minimum Liability Insurance as required under Section IV, Item 5 is attached hereto

In addition, applicant/organization agrees to indemnify and hold harmless the City from and against all actions, liability, claims, suits, damages, cost or expenses of any kind which may be brought or made against the City or which the City must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from his/her negligent performance of or failure to perform any of his/her obligations under the terms of this application/permit.

Recommendations and Notifications

Recreation Board Approve Fee Waived Approve with Fee of \$ _____ Denied

Comments: Received after Rec Bd + Council August meetings - will confirm if ready @ Sept. mtg.

Pub. Svcs Director Concur Yes No

Comments: met 24 Aug 15 - Agreed to begin as scheduled w/ subsequent confirmation

City Manager Concur Yes No

Comments: J. Magaz - Subject to approval 8 M+C. 9/8/15

Mayor and Council Concur Yes No

Comments: FUL 8 SEPT. 15 CONSENT

Waiver of Fees – the Council may vote to waive user fees, in whole or in part, upon recommendation of the Recreation Board. When considering whether to recommend or grant a full or partial waiver of user fees.

Please describe how your organization meets any of the following criteria:

- a. The level of use that is involved with the activity, including wear and tear on the facility;

normal wear, young kids playing
soccer

- b. The level of involvement by College Park residents in the activity;

College Park kids, College Park Coach's

- c. The community benefit that may result from the activity, for example, recreational opportunities for youth or seniors;

Kids running, Adults coaching

- d. Volunteer services that the user provides to the City or its residents;

Volunteer organization

- e. Assistance to be provided by the user for maintenance of the recreational facility; and

please let us know what we can do!

- f. Whether user activities promote the interests of the College Park community.

I hope so!

6

Field Use Request from Berwyn Baptist Church

MEMORANDUM

TO: Mayor and City Council
THROUGH: Joseph Nagro, City Manager
FROM: Robert W. Ryan, Public Services Director 
DATE: August 28, 2015
SUBJECT: Field Use Request – Berwyn Baptist Church

ISSUE

The Berwyn Baptist Church has requested an additional date for a series of Sunday afternoon events to be held at the City's Duvall Field. City Council approved a request at its April 14, 2015 meeting for September 27, October 4th and 11th.

The group is now requesting Sunday, September 20th for the same hours.

SUMMARY

This request is similar to past requests approved by the Council.

RECOMMENDATION

It is recommended that the Council place this request on the consent agenda and approve this amended application.



Field Use Reservation Application

Complete both pages and Submit to: publicservices@collegeparkmd.gov

V-b
V-d, e, f

Select One: Calvert Hills Playground (Youth field - groups must be 13 and under) Duvall Field

Date of Application: March 18, 2015

Name of Organization: Berwyn Baptist Church

Is this Organization: City-Based Youth Yes No City Headquartered Yes No

Contact Name(s): Betty Phelps / Anita Hanna

Mailing Address: 4720 Cherokee Street, College Park, MD 20740

Email Address: Betty.Phelps1@verizon.net / ANITAHANNA77@COMCAST.NET

Day Phone: 301-459-4072 Church Phone: 301-474-7117 Cell Phone: 301-466-0222 (Betty)
301-459-9435 Evening 301-351-7483 (Anita)

Description of Activity/Event: Game Time for Children (AWANA GROUP)

Sports Baseball Football Lacrosse Softball T-ball General Games; Soccer, Kickball

Expected Number of Participants 20-30 Age Range: Kindergarten - 7th Grade

Additional Requirements: Toilets Lights Concession Stand

Date(s) Requested: April 19, 2015 & Sept 27, Oct 4, & Oct 11, 2015

See Facilities Rules and Regulations for acceptable times and age group

Day(s) of Week Requested: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Time(s) Requested 4:45 a.m. p.m. UNTIL 6pm a.m. or p.m.

Are you collecting a fee? Yes No If yes, Purpose: 50¢/week to help defray expenses

I hereby confirm that I have received and read the City Recreation Facilities Rules and Regulations.

Organization's Proof of Adequate Minimum Liability Insurance as required under Section IV, Item 5 is attached hereto

In addition, applicant/organization agrees to indemnify and hold harmless the City from and against all actions, liability, claims, suits, damages, cost or expenses of any kind which may be brought or made against the City or which the City must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from his/her negligent performance of or failure to perform any of his/her obligations under the terms of this application/permit.

Recommendations and Notifications

Recreation Board Approve Fee Waived Approve with Fee of \$ _____ Denied

Comments: 9/27, 10/4 and 10/11 Only; 4/19 Denied.

Pub. Svcs Director Concur Yes No

Comments: _____

City Manager Concur Yes No

Comments: _____

Mayor and Council Concur Yes No

Comments: _____

April 19, 2015: Reserved for CP Boys and Girls Club.

[Signature]
030

Waiver of Fees – the Council may vote to waive user fees, in whole or in part, upon recommendation of the Recreation Board. When considering whether to recommend or grant a full or partial waiver of user fees.

Please describe how your organization meets any of the following criteria:

- a. The level of use that is involved with the activity, including wear and tear on the facility;

General games on 4 Sundays in the year -
weather permitting - for children Kind-7th grade. LIMITED
wear & tear expected.

- b. The level of involvement by College Park residents in the activity;

A majority of the participants will be children
living in College Park, MD.

- c. The community benefit that may result from the activity, for example, recreational opportunities for youth or seniors;

All college park residents ages 5-12 may
participate in this activity.

- d. Volunteer services that the user provides to the City or its residents;

Youth may receive service hours for
school.

- e. Assistance to be provided by the user for maintenance of the recreational facility; and

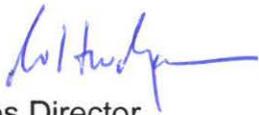
- f. Whether user activities promote the interests of the College Park community.

Activities promote recreational opportunities
for children and a safe environment for
families to bring their children for
spiritual growth.

7

Field Use Request from Open Bible Deaf Church

MEMORANDUM

TO: Mayor and City Council
THROUGH: Joseph Nagro, City Manager 
FROM: Robert W. Ryan, Public Services Director
DATE: August 28, 2015
SUBJECT: Field Use Request – The Open Bible Deaf Church

ISSUE

The Open Bible Deaf Church has submitted an application for use of Duvall Field on Saturday, September 12, 2015. The application was received electronically by the Department of Public Services. The attached application was reviewed by the Recreation Board. It was discussed at its regular July meeting however there was no quorum and applicant was offered alternative dates.

SUMMARY

The Open Bible Deaf Church at Berwyn Baptist Church amended their request. They are requesting use of the parking area and the rest rooms on Saturday, September 12, 2015 from 8:00 a.m. until 2:00 p.m. to conduct a yard sale as a church fund raiser. This request is similar to past requests approved by the Council.

RECOMMENDATION

It is recommended that the Council place this request on the consent agenda and approve this amended application.

**Draft Minutes
City of College Park
Recreation Board Meeting
Monday, ~~June 1~~, JULY 6, 2015 - 6:30 p.m.
College Park Community Center
5051 Pierce Avenue**

<u>Members</u>	<u>Present</u>	<u>Absent</u>
Jazs Araghi	<u>X</u>	<u> </u>
Alan Bradford	<u>X</u>	<u> </u>
Adele Ellis	<u> </u>	<u>X</u>
Eric Grims	<u>X</u>	<u> </u>
Bettina McCloud	<u> </u>	<u>X</u>
Judith Oarr	<u> </u>	<u>X</u>
Barbara Pianowski	<u> </u>	<u>X</u>

Also Present:

Robert Ryan, *Public Services Director*; Sharon Fletcher, Department of *Public Services Administrative Assistant*; Julie Beavers, Recording Secretary

I. Call to Order

The meeting was called to order at 6:43 p.m.
A quorum was not present.

II. Approval of Agenda

Correction: The date of today's meeting is July 6, 2015

III. Approval of June 1, 2015 Minutes

Ms. Araghi motioned to approve the minutes as submitted. Mr. Grims seconded the motion.

IV. Treasurer's Report for June 2015

Ms. Fletcher requested that the Treasurer's Report only be printed when there is a change to the account. The present Board members agreed to this request.

V. Field Use Requests Duvall Field

- a. Open Bible Deaf Church Annual Yard Sale – 07/25/2015 or 08/01/2015
There was discussion but no vote due to lack of quorum.

VI. Recent Events

- a. Fourth of July Fireworks and Concert
The Board members enjoyed the event. Ms. Araghi distributed stickers.

Sharon Fletcher

From: eagle744@verizon.net
Sent: Monday, June 22, 2015 4:23 PM
To: Sharon Fletcher
Subject: yard sale permit
Attachments: College Park Duvall Field permit on 25 July 2015 form page 1 filled.docx; College Park Duvall Field permit on 25 July 2015 form page 2 filled.docx; yard sale request letter for 25 July 2015.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Sharon,

Please click on the file attachment on my yard sale permit.

Thanks, Fred & Ora McLellan, eagle744@verizon.net



Field Use Reservation Application

Complete both pages and Submit to: publicservices@collegeparkmd.gov

Select One: Calvert Hills Playground (Youth field - groups must be 13 and under) Duvall Field

Date of Application: June 22, 2015

Name of Organization: Open Bible Deaf Church

Is this Organization: City-Based Youth Yes No City Headquartered Yes No

Contact Name(s): Henry Tsai and Ora McLellan

Mailing Address: 4804 Cherokee Street, College Park, MD 20740

Email Address: Eagle744@verizon.net

Day Phone: 410-774-5044 Evening Phone: Same Cell Phone: 410-777-6758 TTEXT ONLY

Description of Activity/Event: Yard Sale

Sports Baseball Football Lacrosse Softball T-ball

Expected Number of Participants: 4 or more Age Range: Adults

Additional Requirements: Toilets Lights Concession Stand

Date(s) Requested: Saturday, July 25 or August 1, 2015

See Facilities Rules and Regulations for acceptable times and age group

Day(s) of Week Requested: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Time(s) Requested: 8:00 AM a.m. p.m. UNTIL 2:00 PM a.m. or p.m.

Are you collecting a fee? Yes No If yes, Purpose:

I hereby confirm that I have received and read the City Recreation Facilities Rules and Regulations.

Organization's Proof of Adequate Minimum Liability Insurance as required under Section IV, Item 5 is attached hereto

In addition, applicant/organization agrees to indemnify and hold harmless the City from and against all actions, liability, claims, suits, damages, cost or expenses of any kind which may be brought or made against the City or which the City must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from his/her negligent performance of or failure to perform any of his/her obligations under the terms of this application/permit.

Recommendations and Notifications

Recreation Board Approve Fee Waived Approve with Fee of \$ _____ Denied

Comments: _____

Pub. Svcs Director Concur Yes No _____

Comments: _____

City Manager Concur Yes No _____

Comments: _____

Mayor and Council Concur Yes No _____

Comments: _____





Search Here

Waiver of Fees – the Council may vote to waive user fees, in whole or in part, upon recommendation of the Recreation Board. When considering whether to recommend or grant a full or partial waiver of user fees.

Please describe how your organization meets any of the following criteria:

a. The level of use that is involved with the activity, including wear and tear on the facility;

We will be using part of land near the playground, next to car parking curb.

b. The level of involvement by College Park residents in the activity;

Henry Tsai who is College Park resident will either be selling his stuff or visiting.

c. The community benefit that may result from the activity, for example, recreational opportunities for youth or seniors;

Buyers will be very content with their bargain purchases. Sellers with some cash income, riddance of their Stuff, and fellowship with people.

d. Volunteer services that the user provides to the City or its residents;

Sellers will clean up the area before they leave.

e. Assistance to be provided by the user for maintenance of the recreational facility; and

(same as #d above)

f. Whether user activities promote the interests of the College Park community.

(same as #d above)

June 22, 2015

Sharon Fletcher
Public Services
4601 A Calvert Rd.
College Park, MD 20740-3421

Dear Ms. Fletcher,

Enclosed is a form for using Duvall Field for a yard sale on either July 25 or August 1, 2015.

What do you advise that I should do the next time I request for the same thing in order to do it properly?

Thank you.

Ora McLellan

8

Request To Park A
Prohibited Vehicle
(Trailer) On Kenesaw
Street

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joe Nagro, City Manager

THROUGH: Robert Ryan, Director of Public Services

FROM: Jim Miller, Parking Enforcement Manager

DATE: August 6th, 2015

SUBJECT: Request for Council Permission to Park Prohibited Vehicle (Trailer)

ISSUE

City Code Section 184-8A (attached) establishes parking restrictions for certain kinds and sizes of vehicles, to include trailers of any type. Council approval for an exemption in such cases is required to allow parking of these vehicles/trailers for a period longer than 24 hours.

SUMMARY

City staff recently received a request from Mr. John Saylor, resident and property owner at 5209 Kenesaw Street, to park a personal trailer on the street in his neighborhood, and has subsequently requested that his trailer be granted an exemption from the 'Prohibited Vehicles' ordinance.

To facilitate Council review of these types of requests, staff has developed an application process to present the necessary information in a standard format. A letter of request from the owner, along with supporting documentation is attached for review.

Furthermore, enforcement of this ordinance has been suspended in this matter, pending Council's decision.

RECOMMENDATION

Staff recommends that this matter be placed on an upcoming work session for Council review, and that the request be discussed with the applicant to determine if it should be granted or denied. Additionally, it is requested that the applicant be invited to attend both the work session and subsequent formal Council meeting.

Attachments:

Sub-Section 184-8A

Application forms and supporting documents

City of College Park, MD
Thursday, August 6, 2015

Chapter 184. Vehicles and Traffic

Article II. Parking Regulations

§ 184-8. Prohibited vehicles; permits required for certain vehicles.

[Amended 12-11-1979 by Ord. No. 79-O-6; 5-27-1980 by Ord. No. 80-O-6; 11-9-1983 by Ord. No. 83-O-11; 8-14-1991 by Ord. No. 91-O-21; 9-10-1991 by Ord. No. 91-O-22; 12-10-1991 by Ord. No. 91-O-24; 12-14-2010 by Ord. No. 10-O-09; 2-22-2011 by Ord. No. 11-O-01]

- A. It shall be unlawful to park or leave standing, between the hours of 8:00 p.m. and 6:00 a.m., any recreational vehicle, boat, boat trailer, or any type of trailer, or any special mobile equipment, as defined in § 11-159 of the Transportation Article of the Annotated Code of Maryland, upon any public street in a residential zone within the corporate limits of the City of College Park, unless an oral or written permit for the same shall have been obtained from the City Manager. Such permit shall be issued only for good cause and for a period not to exceed 24 hours, unless a written permit for a longer period shall have been granted by action of the Mayor and Council, and such permit shall be granted only for good cause.
- B. Parking restrictions for certain vehicles.
- (1) Within the corporate limits of the City, it shall be unlawful to park or leave standing the following vehicles at any time upon any public street in a residential zone, and between the hours of 8:00 p.m. and 6:00 a.m. on each day of the week on any other public street:
 - (a) Any vehicle exceeding 21 feet in length or six feet in width that is used for commercial purposes;
 - (b) Any vehicle exceeding a manufacturer's gross vehicle weight specification of 8,500 pounds;
 - (c) Vehicles exceeding 300 cubic feet of load space, and any stake platform trucks, dump trucks, crane or tow trucks.
 - (2) This subsection shall not apply to vehicles while actually loading or unloading, or to vehicles which are in the course of a commercial purpose and do not park for more than a two-hour period.
 - (3) Permission to park a prohibited vehicle, or to extend the time for parking, may be obtained by means of an oral or written permit from the City Manager. Such permit shall be issued only for good cause and for a period not to exceed 24 hours, unless a written permit for a longer period shall have been granted by action of the Mayor and Council, and such permit shall be granted only for good cause.
- C.

Any vehicle which is parked in violation of this section shall be subject to being towed from such street and impounded after it has been parked for a twenty-four-hour period. The impoundment of the vehicle shall be done pursuant to § **184-31** et seq. of this chapter.

- D. Any person issued a citation for a violation of this section shall be subject to a fine as set forth in Chapter **110**, Fees and Penalties.

Jim Miller

From: John N Doris [johne22@verizon.net]
Sent: Monday, July 06, 2015 10:37 AM
To: Jim Miller
Cc: Yvette Allen
Subject: Requesting exemption for tow trailer to be parked in front of my house

ATTN: MAYOR &. COUNCIL

Hello my name is John Saylor and I live at the bottom of Kenesaw Street. I own a 5x8 tow trailer that I park in front of my house. It has been parked in front of my house since I purchased it 4 years ago. All of a sudden I get 2 citations for parking between the hours of 8pm - 6am ticket no 2374946 and 2374920 in front of my own house. I am asking that I receive an exemption letter so I can continue to park in front of my own house. I talked to my neighbors and they do not have a problem with me parking my trailer there. Thanking you in advance.

John Saylor
5209 Kenesaw Street
College Park, Maryland 20740
301 - 974 - 5339









Motor Vehicle Administration

6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

REGISTRATION CERTIFICATE



TAG NUMBER
034766X

UNIT #

STICKER NUMBER
034766X

TITLE NUMBER 43786505		MAKE AND BODY STYLE OF VEHICLE CARR TL	
YEAR 12	CLASS G	EXCEPT N/A	VEHICLE IDENTIFICATION NUMBER 4YMUL0811CV051114
GR VEH WT 03000	GR COMB WT 00N/A	FEE \$51.00	EXPIRATION DATE 03/31/17
OWNER'S LICENSE SOUNDEX NO S460429234093		CO-OWNER'S LICENSE SOUNDEX NO	

NAME(S) AND ADDRESS OF REGISTERED OWNER(S)

**JOHN ERNEST SAYLOR
5209 KENESAW ST
COLLEGE PARK MD 20740-1738**

THIS CARD IS NOT A LICENSE TO DRIVE

9

Proposal for an Arts and Entertainment District on Route 1

(Material will be
provided at the meeting)

10

Discussion of BOLC Special Sunday Off-Sale Permits

MEMORANDUM

TO: Mayor and Council
THROUGH: Joseph Nagro, City Manager
FROM: Robert W. Ryan, Director of Public Services
DATE: August 28, 2015
SUBJECT: Special Sunday Off-Sale Permits



ISSUE

The Maryland General Assembly passed a bill last spring that the Governor signed approving the allowance of Sunday liquor sales in Prince George's County. Pursuant to Section 11-517 of Article 2B of the Annotated Code of Maryland, the Board of License Commissioners (BOLC) accepted applications for these Special Sunday Off-Sale Permits. The number of Special Sunday Off-Sale Permits in Prince George's County is limited. The new law allows for the BOLC to grant up to 100 of these Permits. This will allow those establishments to sell beer, wine and liquor seven (7) days per week. This will be a Special Sunday Off-Sale Permit which may be issued to the holder of a Class A, Beer, Wine, Liquor license or the holder of a Class B, Beer, Wine, Liquor license which authorizes the holder to sell alcoholic beverages, for consumption off the licensed premises only, on Sunday between the hours of 8:00 a.m. to 12:00 midnight. The Prince George's County Board of License Commissioners will conduct public hearings over the next month regarding applications it has received for Special Sunday Off-Sale Permits.

SUMMARY

The following eligible establishments in the City of College Park have submitted applications to the BOLC:

- College Park Liquors, which currently holds a Class A Off-Sale license (Off Sale only, six (6) days a week); and
- Town Hall Tavern, which currently holds Class B Beer, Wine, and Liquor On/Off-Sale licenses (On and Off Sale, seven (7) days for beer and light wine; On and Off Sale, six (6) days for beer, wine and liquor; separate Off Sale facility to sell beer, wine and liquor),

Representatives of both businesses have been invited to the September 1, 2015 Council worksession. As the City has not entered into property use agreements with either of these carry out package goods stores, this is not an amendment to a PUA.

RECOMMENDATION

The Council should consider whether to oppose these licenses, or not. Staff should be authorized to testify at the Board of License Commissioners (Liquor Board) to the Council's position.

Attachments:

- (1) BOLC Official Notices
- (2) BOLC Classes of Licenses and Descriptions of Class of Licenses

NOTICE OF PUBLIC HEARING

The Board of License Commissioners for Prince George's County, Maryland in accordance with the provisions of Article 2B of the Annotated Code of Maryland will accept testimony regarding the proposed, changes and additions to the Prince George's County Rules and Regulations to include new Rule and Regulation #81:

R.R. 81 - SPECIAL SUNDAY OFF-SALES PERMIT

1. There is a Special Sunday Off-Sale Permit which may be issued to the holder of a Class A, Beer, Wine, Liquor license or the holder of a Class B, Beer, Wine, Liquor license with an off sale privilege under Article 2B, Section 6-201(r)(2)(ii). The permit authorizes the holder to sell alcoholic beverages, for consumption off the licensed premises only, on Sunday between the hours of 8:00 a.m. to 12:00 midnight. If the permit is issued to the holder of a Class B, Beer, Wine, Liquor license with an off sale privilege under Section 6-201(r)(2)(ii), the holder is no longer required to comply with any restaurant or food requirements. The number of permits authorized to be issued by the Board is limited.
2. The application fee for this permit is \$750, which shall be filed with the application.
3. Applications may be submitted to the Board between July 1st and July 31st of each year as long as there are permits available. No new applications may be made other than during the period between July 1 and July 31 of the then current year.
4. The Board will hold a hearing to determine if a permit is to be issued. The applicant shall have the burden of demonstrating that the issuance of the permit meets all the standards necessary as in the case of an original license.
5. The applicant for a permit must commit, at the hearing, to reinvesting a minimum of \$50,000 in the business within one year after the permit is issued. The Board may waive this requirement. If the Board has not waived the reinvestment requirement, the licensee must submit to the Board proof of the reinvestment with an application for renewal of the permit. The Board, if deemed necessary, may require an audit by a Certified Public Accountant. If the Board determines that the minimum investment has not been made it shall revoke the permit. The Board may require a hearing prior to renewal of the permit.
6. The Board is required to delay the issuance of a permit to an applicant who has been found to be in violation of the restriction of selling liquor on Sunday as provided for in Article 2B, Section 11-517.
7. The permit shall be for the same license year as the underlying license. The permit holder shall submit a renewal application with the application for renewal of the license. The deadline for submission of the permit renewal is the same as the deadline for submission of the application for renewal of the license.
8. The annual fees for this permit are as follows:
 - a. The annual permit fee for the Special Sunday Off Sale Permit is:

under Section 9-101(d)(6) of Article 2B of the Annotated Code of Maryland.

5. The term "Applicant" for the purpose of this Rule and Regulation means a corporate officer who will be issued the license as an individual on behalf of the corporation.

D. LIMITED LIABILITY COMPANY (LLC):

1. If an application is made by a limited liability company the license shall be issued to the member or authorized person for the use of the LLC.
2. Applicants must certify that one of the applicants meets the above stated residency requirements and that the designated State of Maryland resident serves in the capacity of Resident Agent. Additionally, the Resident Agent shall certify that he/she holds 25% of the outstanding stock of the LLC.

R.R. NO. 63 – CLASS B-BCE-BWL, CATERING LICENSE (ON SALE ONLY):

Under the provisions of Section 6-201(r)(8)(i) of Article 2B of the Annotated Code of Maryland, the Board of License Commissioners is authorized to issue a special Class B, Beer, Wine and Liquor license to be known as a BCE license (Catering - On Sale Only).

This license shall be issued under the following provisions:

- A. The applicant must be a bona fide catering establishment;
- B. The application must be filed under the procedure established by the Board of License Commissioners;
- C. The premises where the license is to be issued must document that a minimum of \$1,000,000 has been expended for the dining room and kitchen equipment. This sum may not include the cost of the land or building. The applicant must submit all invoices and cancelled checks for certification of compliance with the \$1,000,000 capital investment;
- D. The subject premises must have a minimum seating capacity of 150 persons;

A Public Hearing will be held on May 26, 2015 @ 10:00 a.m., 9200 Basil Court, Room 410, Largo, Maryland 20774.

BOARD OF LICENSE COMMISSIONERS
(LIQUOR CONTROL BOARD)

Attest:
Diane M. Bryant
May 5, 2015

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN: That Pursuant to Section 11-517 of Article 2B of the Annotated Code of Maryland, the Board accepted applications for the Special Sunday Off-Sale Permit. The number of Special Sunday Off-Sale Permits is limited therefore Board will hold Six (6) Public Hearings regarding the issuance of these permits. On September 22, 2015 at 1:00 p.m., the following establishments are scheduled for a hearing:

t/a Bell's Drive In Liquors
OHMKAR, Inc.
5901 Central Avenue
Capitol Heights, 20743

And

t/a Central Avenue Liquors
Youngtaemin Corporation
6115 Central Avenue
Capitol Heights, 20743

And

t/a Champagne Liquors
BHAV Gosal, Inc.
5611 Landover Road
Cheverly, 20784

And

t/a Chesapeake Liquors
Clinton Crossing Wine and Spirits, Inc.
8853 Branch Avenue
Clinton, 20735

And

t/a Hilltop Wine & Spirits
Hilltop Liquors, Inc.
6814 Racetrack Road
Bowie, 20716

And

And

t/a Maxey Liquors
Maxey Liquors, Inc.
7513 Allentown Road
Fort Washington, 20744

And

t/a Penn Station Liquors
K.J. LLC
5634 Silver Hill Road
District Heights, 20747

And

t/a Piscataway Liquors
Piscataway Beverages, LLC
9814 Piscataway Road
Clinton, 20735

And

t/a Riverdale Plaza Liquors
Riverdale Plaza Beverages, Inc.
5729 Riverdale Road
Riverdale Park, 20737

And

t/a S & W Liquors
S & W Liquors, Inc.
7072 Allentown Road
Camp Springs, 20748

And

t/a Shop Rite Liquors
Chatha Wine & Liquors Enterprises, LLC
6333 New Hampshire Avenue
Takoma Park, 20912

Regular Session
September 22, 2015
1:00 p.m.
Page 5

The Public Hearing will be held on:

**September 22, 2015
1:00 p.m.
9200 Basil Court
Room 410
Largo, Maryland 20774**

Testimony will be accepted by letter or can be provided in person, either for or against the request, at the public hearing. Additional information can be obtained by contacting the Board's Office at 301-583-9980.

**BOARD OF LICENSE COMMISSIONERS
(LIQUOR CONTROL BOARD)**

Attest:
David S. Son
Administrator
August 3, 2015

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN: That Pursuant to Section 11-517 of Article 2B of the Annotated Code of Maryland, the Board accepted applications for the Special Sunday Off-Sale Permit. The number of Special Sunday Off- Sale Permits is limited therefore Board will hold Six (6) Public Hearings regarding the issuance of these permits. On September 15, 2015 at 9:30 a.m., the following establishments are scheduled for a hearing:

t/a Accokeek Wine and Sprits
Osborne Wine & Spirits LLC
15789 Livingston Road, #116
Accokeek, 20607

And

t/a Asian Restaurant & Carryout
Riordan's Inc.
3210 Branch Avenue
Silver Hill, 20748

And

t/a Avenue Liquors
DHRUV LLC
3318 Walters Lane
Forestville, 20747

And

t/a Big Daddy's Barbeque & Discount Liquors
Big Daddy's Barbeque & Discount Liquors, LLC
9340 Annapolis Road
Lanham, 20706

And

t/a Bill's Wine & Liquor
Drashti, LLC
7431 Annapolis Road
Hyattsville, 20784

And

t/a Gee's

G & E Enterprises, LLC
3415 52nd Avenue
Cheverly, 20781

And

t/a Gem Liquors

SAHIL, LLC
9443 Annapolis Road
Seabrook, 20706

And

t/a Greenway Liquors

Shanta-Greenway Liquors, Inc.
7533 Greenbelt Road
Greenbelt, 20770

And

t/a Hampton Liquors

H.P. Kim, Inc.
9101 Central Avenue
Capitol Heights, 20743

And

t/a Kim's Liquors

Brinkley Spirits, Inc.
3223 Brinkley Road
Temple Hills, 20748

And

t/a Marlboro Pike Restaurant and Liquors

DHEER, LLC
5205 Marlboro Pike
Capitol Heights, 20748

And

Regular Session
September 15, 2015
9:30 a.m.
Page 5

**September 15, 2015
9:30 a.m.
9200 Basil Court
Room 410
Largo, Maryland 20774**

Testimony will be accepted by letter or can be provided in person, either for or against the request, at the public hearing. Additional information can be obtained by contacting the Board's Office at 301-583-9980.

**BOARD OF LICENSE COMMISSIONERS
(LIQUOR CONTROL BOARD)**

Attest:
David S. Son
Administrator
August 3, 2015

CLASSES OF LICENSES:

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

DESCRIPTION OF CLASS OF LICENSES AND HOURS OF SALES

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

Class B(R), Beer, Wine & Liquor

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

Class B+, Beer, Wine & Liquors

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

Class B, BH

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

Class B, BLX

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

Class B, Country Inn

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

Class B-DD

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

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

Class C Beer,
Beer and Wine

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

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

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

Class D, Beer
Beer and Wine

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

Class D(R), Beer
Beer and Wine

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

11

Proposed Commuter Shuttle Bus Service



MEMORANDUM

TO: Mayor & Council
THROUGH: Joseph L. Nagro, City Manager
FROM: Robert Stumpff, Director of Public Works
Stephen Groh, Director of Finance
DATE: August 11, 2015
SUBJECT: City-operated shuttle bus service

ISSUE:

Two requests for shuttle bus service were included in the FY16 Mayor & Council Wish List. Both of these requests were tabled during the Saturday budget worksession and placed on the budget "parking lot" for future investigation and consideration.

One request is for shuttle bus service for residents of College Park Woods to the College Park Metro station during peak hours M-F 6am-9am and 4pm-7pm (3 hours for each shift).

The second request is for circulator bus service between College Park Woods, North College Park and the Greenbelt Metro station (main entrance) M-F 7am-9am and 5pm-7pm (2 hours for each shift).

DISCUSSION:

Both of these requests assumed use of one of the City's Call-a-Buses and required some coordination to not conflict with use of these buses for the YFS and Seniors Programs. However, it was mentioned in the response to the wish list items that these proposals violated Call-a-Bus regulations, which stipulate that these buses be used only for seniors and persons with disabilities. The Call-a-Buses were provided and are owned by Prince George's County under grants from the Maryland Statewide Special Transportation Program (SSTP). The wish list response included the approximate cost of each request, using 2 CDL bus drivers with passenger endorsement, additional vehicle fuel and maintenance, totaling \$87,200 for the College Park Woods request and \$62,000 for the Woods/North College Park request. The estimated cost for the Woods request is higher due to longer hours of each shift. The 21-passenger bus owned by the City is used on a regular basis for seniors and Lakeland Stars uses and would not be available for this shuttle.

We have learned that the Town of University Park has been instructed to "cease and desist" from using their Call-a-Bus for a shuttle bus service similar to what is requested in the City. University Park is planning to purchase a new 16/20 passenger bus for \$63,449 to use for their shuttle. The difference between the 16 and 20 passengers relates to whether the bus is factory-configured to accommodate 2 wheelchairs. The 2015 bus University Park is purchasing is on a Montgomery County contract that the City could "ride" if any of the contract buses are still

available. If they are not, the cost for a 2016 bus would probably be higher. The manufacturing lead time is approximately 10 weeks. University Park has already determined that they will need a “spare” bus to cover any downtime, maintenance or breakdown of the original bus.

To cover the morning and afternoon shifts, we would need 2 part-time CDL drivers, plus backup drivers to cover illness or leave for the primary drivers. The wish list discussion assumed a fairly low estimate for vehicle fuel and maintenance as we assumed that we were only covering additional mileage on an existing vehicle. If a new bus were purchased, those costs would probably be higher and would need to include vehicle insurance.

The differences between the 2 budget wish list items involve the duration of the shifts (3 hours vs. 2), number of roundtrips per shift and the route. These items could be worked out after the bigger decision is made on whether the City wants to provide this service.

Currently, the City is paying \$6,000 per year to UMD Transportation Services (DOTS) to allow City residents (with City-issued ID) to ride any Shuttle UM vehicle at no cost. There are routes similar to the wish list requests but they involve changing buses at the Regent Drive Garage. Our current count of residents that have received a Shuttle UM pass are 75 in College Park Woods and 301 in North College Park. UMD DOTS does not provide us with any statistics of how many City residents actually ride Shuttle UM.

An attached schedule shows the bus service currently provided to the neighborhoods by Metrobus, Shuttle UM and The Bus / Route 1 Ride that connects to a Metro station.

There are also issues relating to whether a City-operated shuttle bus service would subject the City to the “common carrier” rules and regulations. This would be a matter for the City Attorney to discuss.

These requests provide additional services to 2 City neighborhoods only. At this time, we have not performed a “needs assessment” to determine how many people would use a City-operated shuttle bus service. In College Park Woods, turnaround space is limited on St. Andrews Place, which would influence the size of bus that could operate the shuttle. Our investigation of costs was limited to the cost of a new bus, labor costs and estimated operating costs. We have not discussed contracting out this service with either DOTS or other shuttle bus operators. For example, Federal agencies in the area (such as FDA, NIH, etc.) use WT Travel Services to shuttle their employees between different jobsites. An advantage of contracting out (rather than purchasing a bus) would be that the service could be discontinued per contract terms if ridership is not up to projections. In addition, shuttle operators have backup equipment and drivers which we might not have.

STAFF RECOMMENDATIONS:

1. Perform a “needs assessment” in an effort to accurately project the need for this service.
2. Continue investigating the cost of purchasing a bus that could navigate the neighborhoods involved and how to cover the need for backup.
3. Investigate the possibility and cost of contracting this service out to UMD Transportation Services or other shuttle operators. If contracted, require that the contractor provide ridership counts on a monthly basis. If ridership falls short of projections, this contract could be terminated.

Bus Service to College Park Woods and North College Park
(as of August 2015)

BUS SERVICE	COLLEGE PARK WOODS	NORTH COLLEGE PARK
<p>Metrobus</p>	<p>R3 Eastbound, picks up at Metzerott Rd and 34th Ave and goes to Greenbelt Metro. It also picks up on the other side of the street and goes westbound to P.G. Plaza Metro. These both have weekday peak-hour service only.</p>	<p>83 Cherry Hill Park campgrounds, Route 1, Edgewood Rd, Rhode Island Ave, Greenbelt Rd, Baltimore Ave to College Park Metro; continues on down Route 1 to Rhode Island Ave Metro. M-F service peak and midday; Sat. daytime only; no Sunday.</p> <p>86 Route 1 to College Park Metro, continues down Route 1 to Rhode Island Ave Metro. M-F service peak and midday; Sat. & Sun daytime only.</p> <p>81 Cherry Hill Park campgrounds, Route 1, Edgewood Rd, Rhode Island Ave, Greenbelt Rd, Cherrywood Lane to Greenbelt Metro. Sunday only service.</p>
<p>Shuttle UM</p> <p>NOTE: City residents may ride Shuttle UM free with a City-issued ID (available at City Hall with proof of City residency).</p>	<p>Bus 108 picks up at Metzerott Rd and 34th Ave (stop #23) and drops off at Regents Drive Garage (stop #29).</p> <p>Bus 4 provides a continuous loop between Regents Drive Garage and College Park Metro.</p>	<p>Bus 134 makes a loop from Regents Drive Garage around North College Park. Campus Drive, Route 1, Greenbelt Rd, Rhode island Ave, Hollywood Road, Route 1, Cherry Hill Rd (Seven Springs Apts) and back to Route 1 at Mazza Grand-Marc, then back to Regents Drive Garage.</p> <p>Bus 4 provides a continuous loop between Regents Drive Garage and College Park Metro.</p>
<p>The Bus / Route 1 Ride</p>	<p>No service to College Park Woods</p>	<p>Route 17 makes 46 stops on Route 1 from IKEA to Mt. Rainier – making a stop at College Park Metro. Free for seniors, persons with disabilities, children under 5; \$1.25 fare otherwise.</p>

12

Award of Contract for
Bikeshare

MEMORANDUM

TO: Mayor and Council

FROM: Terry Schum, Planning Director *ts*

THROUGH: Joseph L. Nagro, City Manager

DATE: August 31, 2015

SUBJECT: Bikeshare Contract Award

ISSUE:

The City issued a Request for Proposals (RFP) for a City/University Bikeshare System (CP-15-06) in April 2015. City and University staff, the City Attorney and the Director of Bicycle and Pedestrian Access from the Maryland Department of Transportation (MDOT) evaluated the proposals received, interviewed the top proposers and agreed that Zagster, Inc. offered the most responsive proposal. Staff is seeking authorization to enter into a contract with Zagster, Inc. to establish a bikeshare system in College Park.

SUMMARY:

The City and University were awarded a \$374,979 grant from MDOT in 2012 to launch Capital Bikeshare in College Park and \$93,744 in matching funds was pledged. In 2013, the City and University had substantially completed negotiations for a sole source contract with Alta (Capital Bikeshare) when the bankruptcy of Alta's key supplier, PBSC, interrupted access to hardware necessary to launch or maintain a system. The continued lack of available equipment through PBSC's trustee sale and reorganization process in 2014 prevented Alta from bringing the negotiations to a conclusion with the City and University. Given the uncertainty surrounding this situation, staff researched alternative bikeshare providers and equipment, however, MDOT indicated that any change of the bikeshare supplier from the original award agreement would require that the City obtain competitive bids. Alta was recently acquired by a new company and renamed Motivate and has only now begun to fill back orders with their existing participating jurisdictions.

The City's RFP was advertised on E Maryland Marketplace and all known bikeshare suppliers and operators with a presence in the United States were solicited, including Motivate. The City received responses from the following three companies: BCycle (Madison, Wisconsin), Social Bicycles (Brooklyn, New York) and Zagster (Cambridge, Massachusetts). Motivate did not

respond to the RFP, nor did their former supplier PBSC Urban Solutions (previously known as PBSC).

The three bidders offered different types of systems (infrastructure and technology) for consideration based on the requirements stated in the RFP. Much of the information contained in the proposals is proprietary and confidential and cannot be shared in detail. Bikesharing is a young and highly competitive industry with rapidly evolving technology. BCycle proposed a 100-bike, 10-kiosk and 170-dock system using custom designed Trek bicycles. This system utilizes expensive, heavy-duty, kiosk-based stations and custom bikes that require proprietary docks (similar to Capital Bikeshare). BCycle's cost proposal exceeded the City/University's first year budget. Social Bicycles proposed a 125-bike, 12-station, 4-kiosk, 250-dock system using a classic Dutch-frame bike. This is a "smart bike" system with real time active GPS and wireless communications on the bike and low-cost modular stations. While the cost proposal for this system was within the budget parameters, it excluded operational costs. The RFP provided for an option whereby the University would operate the system, however, the University has determined that they are not currently in a position to assume this responsibility. Social Bicycles is willing to operate the system but their proposal would need to be downsized revised to make it affordable.

Zagster offered two proposals within our budget: 1) A service (lease) contract for one year with a 220-bike, 22-station, 420-dock system using a customized Fuji Breezer Uptown bike, and 2) a product purchase contract for three years with a 100-bike, 10-station, 200-dock system utilizing the same Fuji bike. In consultation with MDOT, the City/University has opted for the second proposal since our RFP stated that we desired to own the system (the traditional bike share model). If at the end of the three-year contract we want to switch to Zagster's more standard service contract, we would be able to do so. Zagster's system is both station-based and station-less as it offers the ability to lock up anywhere on a trip and in proximity of a station at the end of a trip if all docks are full. The technology is a wireless enabled U lock that can be unlocked with any smart phone or phone that supports text messaging. Kiosks are not needed at each station and the docks are very modular and can be as small or large as needed. Zagster also offers ADA accessible bikes such as cargo trikes and hand pedal bicycles that will further expand the potential user base. Zagster will provide the bikes and stations and maintain them on a bi-weekly and annual basis. Rebalancing will occur on a daily basis. Other services include development of a registration and informational website and mobile website and application, 24-hour customer service call center and assistance is preparing a marketing plan. Membership and user fees will be remitted to the City/University.

Zagster is the fastest growing bikeshare company in the world and currently operates in 25 states. They have both private and public clients including BWI Airport, the cities of Cleveland, Albuquerque and Carmel and the universities of Duke, Yale, Princeton, California State and Ohio State. They are well capitalized, have experienced management and a proven track record of performance. References checked were all very positive. The three-year contract term provides an affordable system which will allow us to launch with more stations and bikes than originally anticipated and will allow for expansion of the system at the same prices within this

period. There will also be adequate time for the program to be established and fully evaluated without committing additional City funds. Overall, their proposal is more economical, flexible and responsive to the City's needs than the other proposals making Zagster our preferred choice for bikeshare vendor.

The only apparent drawback is not being able to integrate with the Capital Bikeshare system operating in Washington DC, Arlington, Alexandria and Montgomery County. Practically speaking, existing Capital Bikeshare stations are not close enough to College Park to be reached within the normal rental period of 30 minutes. In the future, this could obviously change and the viability of our system will need to be reevaluated at the end of the contract term. Prince George's County is just embarking on a feasibility study for a countywide bikeshare system and the City/University will participate in this effort. At present, the type of system envisioned through the contract with Zagster will fulfill the needs of the City and University for the short term future, and will not limit options in the long term. Proceeding with this contract is contingent on approval by the University of a contract with Zagster generally on the same terms and conditions.

RECOMMENDATION:

Staff recommends that the City Council award the bikeshare program contract to Zagster, Inc. in an amount not to exceed \$300,000 for the City-funded portion of the program subject to review and approval of contract terms by the City Attorney. The University will enter into a separate contract with Zagster for their portion of the program and the City/University will continue to collaborate to finalize station locations, membership rates, branding, sponsorship opportunities and marketing efforts to enable a spring semester launch of the program. It is expected that the College Park Bikeshare system will open with a minimum of 125 bikes, 14 stations on and off campus and 250 docks.

ATTACHMENTS:

1. Zagster Information
2. RFP CP-15-06

City of College Park - Zagster Bike Sharing Proposal

How It Works



1. BORROW

Enter your bike's number into the app and tap "START RIDE". You'll get a code to open and close the lockbox.



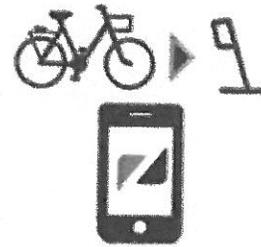
2. UNLOCK

Use the key from inside the lockbox to operate the U-lock that attaches the bike to its station. Close the lockbox before you ride.



3. RIDE

Have fun and stay safe! Use the U-lock to keep the bike secure if you make stops along the way. Your lockbox code will continue to work during your ride.



4. RETURN

When you're done, lock the bike back to a Yale Zagster station and close the lockbox. Then go to the app and tap "END RIDE".

You can also borrow bikes using SMS text messages. Check out our Support page for more info.

Meet the Bike



Cruiser

- › Adjustable seat height fits adult riders
- › Activate the front and rear lights at night
- › Keep the U-lock in the basket while you ride
- › 7 gears of shifting lets you ride anywhere
- › Fenders and a chain guard keep you clean

Custom Location Signage

Location signage identifies your stations to members, provides information on how to join for non-members and presents instructions for taking trips. Additionally, directional signage can be employed to help members locate stations not fully visible from the street. Dimensions are 24" x 30" but can be larger to support sponsorship initiatives.



**Request for Proposals CP-15-06
for a Bikeshare System**

Issued by the

City of College Park, Maryland

on behalf of the

City of College Park, Maryland

Department of Planning, Community and Economic Development

and the

University of Maryland College Park

Department of Transportation Services

Release Date: April 10, 2015

Proposal Due Date: May 28, 2015 at 2:00 p.m.

**CITY OF COLLEGE PARK, MARYLAND
REQUEST FOR PROPOSALS CP-15-06
BIKESHARE SYSTEM**

A. GENERAL INFORMATION

1. Brief Description

The City of College Park ("City") and the University of Maryland's Department of Transportation Services ("DOTS") seek a qualified firm (or firms) to provide a public bicycle sharing system ("bikeshare") on and off campus. For more general information about the City and University go to: www.collegeparkmd.gov and www.umd.edu

2. Important Dates

- a. All questions about the meanings or intent, discrepancies or omissions of the RFP shall be submitted by e-mail no later than **Thursday, May 14, 2015 at 2:00 p.m. EDT** to Terry Schum, Director of Planning, e-mail: tschum@collegeparkmd.gov. The written responses, including any changes to the RFP, become part of the RFP and will be posted on the City website as addenda by **Monday, May 18, 2015 at 5:00 p.m. EDT**. It is the responsibility of each Bidder to visit the City's website at www.collegeparkmd.gov under Government, Bids & RFPs, to obtain any addenda or other information regarding this RFP.
- b. Proposals are due by **Thursday, May 28, 2015 at 2:00 p.m. EDT** to the contact listed below in Section 7.

3. Submission Information

Firms will send one electronic copy of their proposal(s), formatted in Microsoft ("MS") Word or as a Portable Document Format ("PDF") file, to the e-mail address listed in the contact information box below. Additionally, firms will also send two complete hard-copy versions of their proposal(s) to the physical address listed in the contact information box below. One copy will be held by the City and one by the University. The City and University reserve the right to reject any proposals in the best interest of the City and University as well as proposals received after the stated due date and time.

Any trade secrets or proprietary information submitted with a proposal (original or copy) for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number in the proposal and accompanied by a suitable justification requesting non-disclosure.

4. Expected Award

The award is expected to occur by summer, 2015. The program launch date is to be determined.

5. Term of Agreement

The System should allow bicycles to be accessed both by annual members and visitors via a one-day or longer subscription. Users should be able to register online, through smartphone applications, and/or by some type of physical user interface such as a kiosk. To provide for frequent turnover of bikes, the system should provide for an escalating pricing system based on duration of usage. The System should provide a comprehensive back-end operation to allow the City and University to monitor membership, bicycle distribution, bicycle usage, and track bicycle maintenance needs. The primary coverage area should include the College Park Metro station, downtown College Park, on and off-campus student residences, and key campus facilities. The system shall be capable of expansion to additional areas in the future.

3. System Information

Firms are encouraged to submit proposals for a system (or systems) that meet the following highly preferred requirements:

a. Bicycles

1. Bicycles should be durable and be able to be kept outside 365 days per year with minimal wear.
2. Bicycles should be rust resistant.
3. Bicycles should have fenders to protect users from tire spray.
4. Bicycles should have a white light mounted on the front of the bike, and a red light mounted on the rear of the bike. Lights whose energy is generated from the bike are preferred. Lights shall remain on during short stops.
5. Bicycles should have a minimum of three (3) gears.
6. Bicycles should have reliable and intuitive braking systems.
7. Bicycles should have a bell or other warning system.
8. Bicycles should be tamper resistant and have puncture resistant tires.
9. Bicycles should be uniform in nature and consistently branded.
10. Bicycles should be new.
11. Bicycles should be one-size-fits all design with an adjustable seat. Seat post should be marked for various heights as a guide for the user. The user should not be able to remove the seat from the frame.
12. Bicycles with a secondary lock are preferred to enable a user to secure the bike while making stops during their reservation.
13. Bicycles should have minimum warranty of two years on parts and manufacturing defects beginning upon system commissioning and acceptance by the City and University. Five year warranty is preferred.
14. Bicycles should have a tracking system, i.e. global positioning system ("GPS"), radio-frequency identification ("RFID"), etc.
15. Bicycles should be equipped with a basket or rack to carry personal items.

b. Docking Station/Kiosk – For systems proposing docking stations and / or kiosks

1. Stations or kiosks should be resistant to corrosion.
2. Stations or kiosks should be of the smallest feasible footprint and should not be permanent in nature.
3. Stations or kiosks should be solar (or otherwise independently) powered.

- d. Describe any safety features that would be included in this System.
- e. Describe all reporting features available to the City and University (i.e. system utilization, bike distribution, customer feedback, membership levels).
- f. Describe all power requirements including any proposed use of solar power, if applicable.
- g. Describe how the system will be compliant with the Americans with Disabilities Act.
- h. Describe any information (i.e. safety, way finding) to be placed on bicycle and equipment (if applicable). Describe all mobile applications available for the system, on what platforms they are available, and who is responsible for maintenance and upgrades.
- i. Information on the warranty associated with the product the firm is proposing and any extended warranty (include the price) that might be available.

2. Operations and Maintenance

- a. Provide recommendations on what equipment and level of staffing would be required to sustain the System.
- b. Provide maintenance manual/protocol for the bicycles and any other needed infrastructure or equipment including but not limited to any batteries used by bicycles or station/kiosks. Provide a timeline for replacement.
- c. Describe software maintenance protocols and procedures for implementing software upgrades at the request of the City and University.
- d. Describe any bicycle redistribution protocols.
- e. Describe any established troubleshooting protocol for system outages.

3. Membership

- a. Provide a description of membership categories and payment options. Include recommended membership pricing based on the size of the system and the population of the City and University.
- b. Provide a detailed description (including photos/illustrations) of how the System will function from a user's perspective. This should include both annual and short term memberships.
- c. Detail how your firm's proposed System can be integrated into existing forms of identification and financial accounts (i.e. the use of the existing University identification card and potentially the University's existing declining balance accounts).

4. Marketing and Customer Service

- a. Describe the marketing assistance that will be provided, if any.
- b. Describe the potential for advertising, including a list of locations on bicycles and equipment that can accommodate customized messaging provided by the City and University.
- c. Describe the type of customer service support that will be provided to users as well as to the City and University. A system that provides 24/7 customer service is preferred.
- d. Describe the website that will be provided, if any. Include the services and information that will be provided on the website (i.e. membership sign-ups, safety recommendations, system map, etc.).

5. Bidder Information

8. Affidavits and Certificates

The following affidavits and certificates (see Section F, "Attachments") are required to be signed and submitted with the proposal:

- a. Bid/Proposal Affidavit
- b. Conflict of Interest Affidavit and Disclosure
- c. Social Responsibility Affidavit and Disclosure
- d. Certification Regarding Investment Activities in Iran
- e. Grant / Cooperative Agreement-Funded Affidavit for Anti-Lobbying Certification and Debarment Certification
- f. Non –Collusion Affidavit
- g. False Pretenses Affidavit
- h. Certificate of Non-Suspension
- i. Affidavit of Non-Conviction

D. BASIS OF SELECTION

1. Proposal Evaluation

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The City and University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

- a. Responsiveness to the RFP.
- b. The firm's plan to provide the University and City with the products as described in the Scope of Goods and Services section.
- c. The firm's experience in providing goods and services similar to those described in this RFP, to include the firm's references from clients.
- d. The firm's price proposal.

2. Formation of the Agreement with the Selected Firm

All proposals received will be carefully evaluated by the City and University, and it is the intent to conduct negotiations with two or more firms. After negotiations have been conducted, if the City and University choose to make an award, they will select the firm that, in their opinion, best meets the needs of the City and University. Alternately, if the City and University determine at their sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, they may decide to negotiate and award an agreement to that single firm. In either event, the City and University intend to each execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence. Each respective agreement shall include those contractual provisions required for the University and the City.

Because the City and University may choose to negotiate with and award to a single firm, as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may

the replacement, or to cancel any resulting Agreement. If the City and University accept a proposed replacement, the replacement will provide the goods and services at rates no higher than previously agreed and in accordance with all terms and conditions specified in the resulting agreement.

5. System Acceptance

“System Acceptance” will encompass testing and observation of the fully functional and operational product. The City and University will determine if the product specifications have been met, shortly after installation and integration of the product. Warranty will begin as of the date of Product Acceptance. In the event that the City and University do not accept the product, they may elect to require the Selected Firm to provide a replacement product or terminate the Agreement. The City and University’s Contract Administrators will be the sole representatives of the City and University and will have sole authority to act on the City and University’s behalf with regard to Product Acceptance.

6. Data and Intellectual Property Protection

a. Definitions

1. “Brand Features” means the trade names, trademarks, service marks, logos, domain names, and other distinctive brand features of each party, respectively, as secured by such party from time to time.
2. “End User” means the individuals authorized by the City and University to access and use the Services provided by the Selected Firm under this Agreement.
3. “Personally Identifiable Information” includes but is not limited to: personal identifiers such as name, address, phone number, date of birth, Social Security number, and student or personnel identification number; personal information as defined in §14-3501 of the Commercial Law Article, Annotated Code of Maryland; personally identifiable information contained in student education records as that term is defined in the Family Educational Rights and Privacy Act, 20 USC 1232g; “protected health information” as that term is defined in the Health Insurance Portability and Accountability Act, 45 CFR Part 160.103; nonpublic personal information as that term is defined in the Gramm-Leach-Bliley Financial Modernization Act of 1999, 15 USC 6809; credit and debit card numbers and/or access codes and other cardholder data and sensitive authentication data as those terms are defined in the Payment Card Industry Data Security Standards; other financial account numbers, access codes, driver’s license numbers; and state- or federal- identification numbers such as passport, visa or state identity card numbers.
4. “Securely Destroy” means taking actions that render data written on media unrecoverable by both ordinary and extraordinary means. These actions must meet or exceed those sections of the National Institute of Standards and Technology (NIST) SP 800-88 guidelines relevant to data categorized as high security.
5. “Security Breach” means a security-relevant event in which the security of a system or procedure used to create, obtain, transmit, maintain, use, process, store or dispose of data is breached, and in which University Data is exposed to unauthorized disclosure, access, alteration, or use.

3. If the Selected Firm will have access to the University's Education records as defined under the Family Educational Rights and Privacy Act (FERPA), the Selected Firm acknowledges that for the purposes of this Agreement it will be designated as a "school official" with "legitimate educational interests" in the University Education records, as those terms have been defined under FERPA and its implementing regulations, and the Selected Firm agrees to abide by the limitations and requirements imposed on school officials. The Selected Firm will use the Education records only for the purpose of fulfilling its duties under this Agreement for University's and its End User's benefit, and will not share such data with or disclose it to any third party except as provided for in this Agreement, required by law, or authorized in writing by the University.

e. Data Security

1. The Selected Firm will store and process City and University Data in accordance with commercial best practices, including appropriate administrative, physical, and technical safeguards, to secure such data from unauthorized access, disclosure, alteration, and use. The Selected Firm shall implement and maintain reasonable security procedures and practices that are appropriate to the nature of the personal information disclosed to the Selected Firm and are reasonably designed to help protect the personal information from unauthorized access, use, modification, disclosure, or destruction. Such measures will be no less protective than those used to secure the Selected Firm's own data of a similar type, and in no event less than reasonable in view of the type and nature of the data involved. Without limiting the foregoing, the Selected Firm warrants that all electronic City and University Data will be encrypted in transmission (including via web interface) and stored at no less than 128-bit level encryption and in any event, will use no less than industry best practices.
2. The Selected Firm will use industry-standard and up-to-date security tools and technologies such as anti-virus protections and intrusion detection methods in providing Services under this Agreement.

f. Employee Background Checks and Qualifications

1. The Selected Firm will ensure that its employees have undergone appropriate background screening and possess all needed qualifications to comply with the terms of this Agreement including but not limited to all terms relating to data and intellectual property protection.
2. If the Selected Firm must under this Agreement create, obtain, transmit, use, maintain, process, or dispose of the subset of City and University Data known as Personally Identifiable Information or financial or business data which has been identified to the Selected Firm as having the potential to affect the accuracy of the City or University's financial statements, the Selected Firm will perform the following background checks on all employees who have potential to access such data in accordance with the Fair Credit Reporting Act: Social Security Number trace; seven (7) year felony and misdemeanor criminal records check of federal, state, or local records (as applicable) for job related

City or University Data maintained by the Selected Firm, the City or University will promptly provide a copy to the Selected Firm. The Selected Firm will promptly supply the City and University with copies of data required to respond, and will cooperate with the City and University's reasonable requests in connection with its response.

j. Data Transfer Upon Termination or Expiration

1. Upon termination or expiration of this Agreement, the Selected Firm will ensure that all City and University Data is securely returned or destroyed as directed by the City or University. Transfer to the City, University, or a third party designee will occur within a reasonable period of time, and without significant interruption in service. The Selected Firm will ensure that such transfer/migration uses facilities and methods that are compatible with the relevant systems of the City or University or its transferee, and to the extent technologically feasible, that the City and University will have reasonable access to data during the transition. In the event that the City or University request destruction of their data, the Selected Firm agrees to Securely Destroy all data in its possession and in the possession of any subcontractors or agents to which the Selected Firm might have transferred data. The Selected Firm agrees to provide documentation of data destruction to the City and University.
2. The Selected Firm will notify the City and University of impending cessation of its business and any contingency plans. This includes immediate transfer/return to the City and University of any previously escrowed assets and data and provision to the City and University of access to the Selected Firm's facilities to remove and destroy City and University-owned assets and data. The Selected Firm will implement its exit plan and take all necessary actions to ensure a smooth transition of service with minimal disruption to the City and University. The Selected Firm will also provide a full inventory and configuration of servers, routers, other hardware, and software involved in service delivery along with supporting documentation, indicating which if any of these are owned by or dedicated to the City or University. The Selected Firm will work closely with its successor to ensure a successful transition to the new equipment, with minimal downtime and effect on the City or University, all such work to be coordinated and performed in advance of the formal, final transition date.

The Selected Firm's obligations under this section will survive termination of any Agreement resulting from this RFP until all City or University Data has been returned or securely destroyed.

7. Audits

- a. The City and University reserve the right in their sole discretion to perform audits of the Selected Firm at the City or University's expense to ensure compliance with the terms of this Agreement. The Selected Firm will reasonably cooperate in the performance of such audits. This provision applies to all agreements under which the Selected Firm must create, obtain, transmit, use, maintain, process, or dispose of City and University Data.
- b. If the Selected Firm must under this Agreement create, obtain, transmit, use, maintain, process, or dispose of the subset of City or University Data known as Personally Identifiable

10. No End User Agreements

The Agreement that results from this RFP will be the entire agreement between the City, University and the Selected Firm. In the event that the Selected Firm enters into terms of use agreements or other agreements or understandings, whether electronic, click-through, verbal or in writing, with City or University employees or other End Users, such agreements will be null, void and without effect, and the terms of this Agreement will apply.

13

Approval of 2015 Jack
Perry Award Recipient

MEMORANDUM

TO: Mayor and City Council
FROM: Janeen S. Miller, City Clerk
DATE: August 28, 2015
RE: 2015 Jack Perry Award Recipient

ISSUE

The Mayor and City Council established The Jack Perry Award in 2013 to honor former Councilman Jack Perry. The award recognizes “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.” The resolution that established the award states: “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.”

SUMMARY

A subcommittee consisting of Councilmember Dennis, Berwyn District Civic Association President Kevin Young, and Kathy Perry, met on August 11 to review the nominations. Councilmember Brennan was also on the subcommittee but was unable to attend. The subcommittee selected Ms. Jackie Kelly as the 2015 recipient of The Jack Perry Award. Her nomination from Mrs. Mary Ann Hartnett is attached.

RECOMMENDATION

Council is requested to approve the selection of Ms. Kelly as the recipient of the 2015 Award in Special Session on September 1 so the award can be presented on September 8.

NOMINEE FOR THE 2015 JACK PERRY AWARD

I wish to nominate Jacquelin “Jackie” Helen Sefcik Kelly for the 2015 Jack Perry Award. Since 1971, when she became a homeowner in College Park, she has participated to an extraordinary degree in neighborhood, civic and municipal affairs within the City in a manner that has improved public spaces, fostered community cohesion, eradicated blight, informed discussion of public issues, provided leadership, and furthered the best interest of the City as a whole.

Jackie is the wife of the late John Michael Kelly, mother of Sean Michael and Denise, and grandmother of Amber and Jessica Kelly. She was born in Washington, D.C. and raised in Beltsville, Maryland.

Her involvement with the community began as a committee member with the College Park Airport Authority when the committee was charged with determining safe flight patterns over the City.

As a supportive parent, Jackie was active in community and school programs. She was a den mother for Cub Scout Pack 740 at Holy Redeemer Church (Cub, Bear, Wolf and Webelos) for 5 years - 1974-1979. In 1977, she did double duty, and was also a leader of a brownie troop of 22 girls at Holy Redeemer Church. Paint Branch Elementary School also benefited from her generosity with her time and talents. Jackie served as treasurer of the PTA for two terms, and laid the foundation for the first Mayfair and book fair programs. Sports were also on her radar, and she served as treasurer for the College Park Girls Club prior to its merger with the College Park Boys Club, and was a member of the College Park Recreation Board for two terms until 1991.

Paint Branch Elementary School was not the only public school in the City to profit from her services. Jackie taught cooking skills to students in afterschool and summer enrichment programs at the Hollywood Elementary school for 9 years.

Seniors at Attick Towers also hold a special place in her heart. From 1975-2009 Jackie served as a relief secretary there, and called bingo for the seniors for 26 years.

Jackie became a Certified Habitat Naturalist through the Windstar Institute in 1996. This training has enabled her to work with residents of North College Park and other areas to build and install Blue Bird boxes in North College Park and along the Trolley trail. Also, to encourage getting seniors outdoors and active, Jackie added Blue Bird boxes to the walking trail at Attick Towers.

She shared her interest in backyard habitats with the community in a column “Bird Talk”, that she wrote for the original College Park Municipal Scene.

Jackie has also given of her talents and time to serve as a member of the College Park Committee for a Better Environment and the Tree and Landscape Board. One of her assignments was to serve as liaison between the two committees.

Jackie has worked in landscape design at the Cherry Hill Park, a RV campground on Cherry Hill Road, since 1992. Her work there has won a beautification award from the Committee for a Better Environment for the use of recycled wood chip for mulch. Travelers from all over the world come to the campground, and Jackie's landscaping and upkeep at the park provides a positive first impression of College Park to thousands of visitors.

In October 2011, along with Joseph Smith, Jackie recognized a need for a lending library in College Park. The congregation of the Church of the Nazarene in North College Park agreed to provide space for this new community venture. The library officially opened February 22, 2012. At the present time, Jackie is the co-director at the library. Thus far, over 200 families have joined this facility that has grown to have a collection of over 14,000 circulating items.

Never one to ignore someone in need, Jackie is thought of as the go-to person by her many friends and neighbors. She is well known for circulating community information and alerting locally elected officials to situations that require their attention.

Outside of College Park, she is also known for giving of her time and talents. She has volunteered for ten years at the U. S. Dept. of the Interior, Patuxent Research Refuge, in Laurel, Maryland.

For these, and many other unrecognized accomplishments over a period of 44 years while a resident of College Park, I believe that Jackie Kelly should be the 2015 recipient of the Jack Perry Award. Jacquelin Kelly provides the perfect example of a resident of College Park, who like Jack Perry, has devoted many hours to improving the quality of life for all who once or currently live and work in College Park. Current and future residents should aim to exemplify her service to her community as a way to improve the quality of life for all in College Park.

Mary Ann Hartnett
College Park, Maryland

14

Renewal of MOU with
University of Maryland
DOTS for Ridership of
Shuttle-UM

MEMORANDUM

TO: Mayor and City Council
FROM: Bill Gardiner, Assistant City Manager
THROUGH: Joe Nagro, City Manager
DATE: August 28, 2015
SUBJECT: MOU with University of Maryland to allow residents to use Shuttle UM Services

ISSUE:

The City must sign the annual MOU with the University and pay \$6,000 for residents to have use of the Shuttle UM service.

SUMMARY:

Since 2008, the City of College Park and the University of Maryland Department of Transportation Services have had an MOU that allows College Park residents and City employees to use the Shuttle UM. The City issues permits at no cost to the residents and employees. The City currently pays \$6,000 annually, which allows 1,000 permits to be issued. Since the program's inception, the City has issued 794 permits, including 71 permits since January 2015. City staff are meeting with the Transportation Services Director and will inquire about ridership data.

The availability of this service is advertised in the Municipal Scene, the Cable channel, and the City website. City staff will contact via email current permit holders to estimate how many are current Shuttle UM users, the frequency of use, and suggestions to increase the number of users.

RECOMMENDATION:

Staff recommends that Council authorize the City Manager to sign the MOU with the University of Maryland Department of Transportation Services.

Attachments: MOU with University of Maryland



DEPARTMENT OF
TRANSPORTATION SERVICES

**MEMORANDUM OF UNDERSTANDING
BETWEEN
UNIVERSITY OF MARYLAND, DEPT OF TRANSPORTATION SERVICES
AND
THE CITY OF COLLEGE PARK**

This Memorandum of Understanding is entered into by and between the Department of Transportation Services (DOTS), University of Maryland College Park and The City of College Park, Maryland (the City) effective the 31st day of August, 2015. This is a Memorandum of Understanding, which is not a legal document.

In consideration of the mutual promises and undertakings herein, the parties hereto agree as follows:

1. Beginning August 31, 2015 through August 30, 2016, residents and employees of the City in possession of a prescribed identification card issued by the City will be allowed access to all publicly scheduled shuttle routes operated by DOTS.
2. For the above shuttle bus services, the City agrees to pay DOTS \$6,000, which is due by December 31, 2015. The annual rate covers up to 1,000 passes. DOTS shall provide the City with annual ridership data. The City shall keep a record of the total number of passes distributed during the agreement term. If the total number of annual passes distributed reaches 1,000, the City shall notify DOTS which will authorize the City to issue additional passes in increments of 100 at no added cost to the City.
3. Either party may terminate this agreement by providing written notice of termination 60 days prior to the stated termination date. All notices shall be in writing and shall be delivered by messenger or recognized overnight courier, or shall be sent by registered or certified mail return-receipt requested, in each instance to the respective addresses set forth below, or to such other address or addresses as respective party may designate by written notice duly sent to the other. Any other changes to this agreement, by either party, must be in writing and agreed upon by both parties.

CITY OF COLLEGE PARK:

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

DOTS:

University of Maryland
Department of Transportation Services
Attention: J. David Allen
Regents Drive Garage, Building 202
College Park, MD 20742

15

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
Kate Kennedy 08/11/15	District 1	Mayor	08/18
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
Dave Dorsch 08/11/15	District 3	M&C	08/18
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
Patricia Noone 08/11/15	District 1	M&C	08/18
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
Bob Schnabel	City Resident 5	City Council	08/17
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 04/22/14	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
Christine O'Brien 08/11/15	Citizen	M&C	08/17
John Krouse	Citizen	M&C	10/16
Eric Hoffman 08/11/15	Citizen	M&C	08/17
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.			