



TUESDAY, SEPTEMBER 15, 2015
(COUNCIL CHAMBERS)

7:00 P.M. – Note Early Start Time
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

AMENDMENTS TO THE AGENDA

PROPOSED ITEMS TO GO DIRECTLY TO NEXT WEEK'S AGENDA

PROPOSED CONSENT AGENDA ITEMS

(None)

WORKSESSION DISCUSSION ITEMS

1. Annual Police Agency Presentations
2. Backyard Sports Grill Show Cause Hearing – Bob Ryan, Director of Public Services
3. Application for BOLC Special Sunday Off-Sale permit for Town Hall Liquors (***Possible Special Session***) – Bob Ryan, Director of Public Services
4. Award of contract for two replacement trash trucks – Bob Stumpff, Director of Public Works
5. City Operations Sustainability Plan – Bill Gardiner, Assistant City Manager
6. Discussion of legislative priorities – Bill Gardiner, Assistant City Manager
7. Amendment to Declaration of Covenants for 4619 College Avenue – Suellen Ferguson, City Attorney

8. Appointments to Boards and Committees

STATUS/REVIEW OF PENDING AGENDA ITEMS

COUNCIL COMMENTS

INFORMATION/STATUS REPORTS (For Council Review)

9. Information Report on Business Process Review (BPR) for Public Services – Sarah Price, IT Manager

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

1

Annual
Police Agency
Presentations

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joseph Nagro, City Manager

FROM: Robert W. Ryan, Public Services Director

DATE: September 11, 2015

SUBJECT: 2015 Police Briefing of College Park Mayor and City Council

ISSUE

Representatives of all police agencies which serve within the City have been invited to participate in a work session with the Mayor and Council.

SUMMARY

It has been the custom of the City of College Park Mayor and Council to invite police commanders from each of the agencies having jurisdiction within City limits to an annual Council work session regarding police services. The City will continue this practice with a fall 2015 work session meeting to review the last two quarters of 2014, and January through July 2015. This special Council work session will begin at 7:00 p.m. on Tuesday, 15th September. The agenda for these meetings usually includes a crime and police services statistical report for the previous year from each agency, and an update on current criminal and crime prevention activity in the City. Since this is a public meeting, no information related to specific crimes which are under investigation will be provided. In addition, any information regarding such changes as new staff, reorganizations, special projects, etc. may be presented.

Enclosed for the Council's information are the annual and fiscal year to date activity reports for our contract police program. In addition, our annual noise code enforcement report is attached as our contract police are assigned to provide backup for our code enforcement officers when they respond to noise complaints. Contract officers also respond to mitigate noise complaints when code enforcement officers are not on duty. Lt. Keleti and I will present the contract police report.

RECOMMENDATION

Council should consider the information provided and take this opportunity to discuss crime trends and crime prevention in the City.

Attachments: (1) Contract Police Annual Report FY15
(2) Contract Police YTD Report FY16
(3) Annual Noise Report FY15 and YTD
(4) FY15 Automated Speed Enforcement (Speed Camera) Summary



CONTRACT POLICE

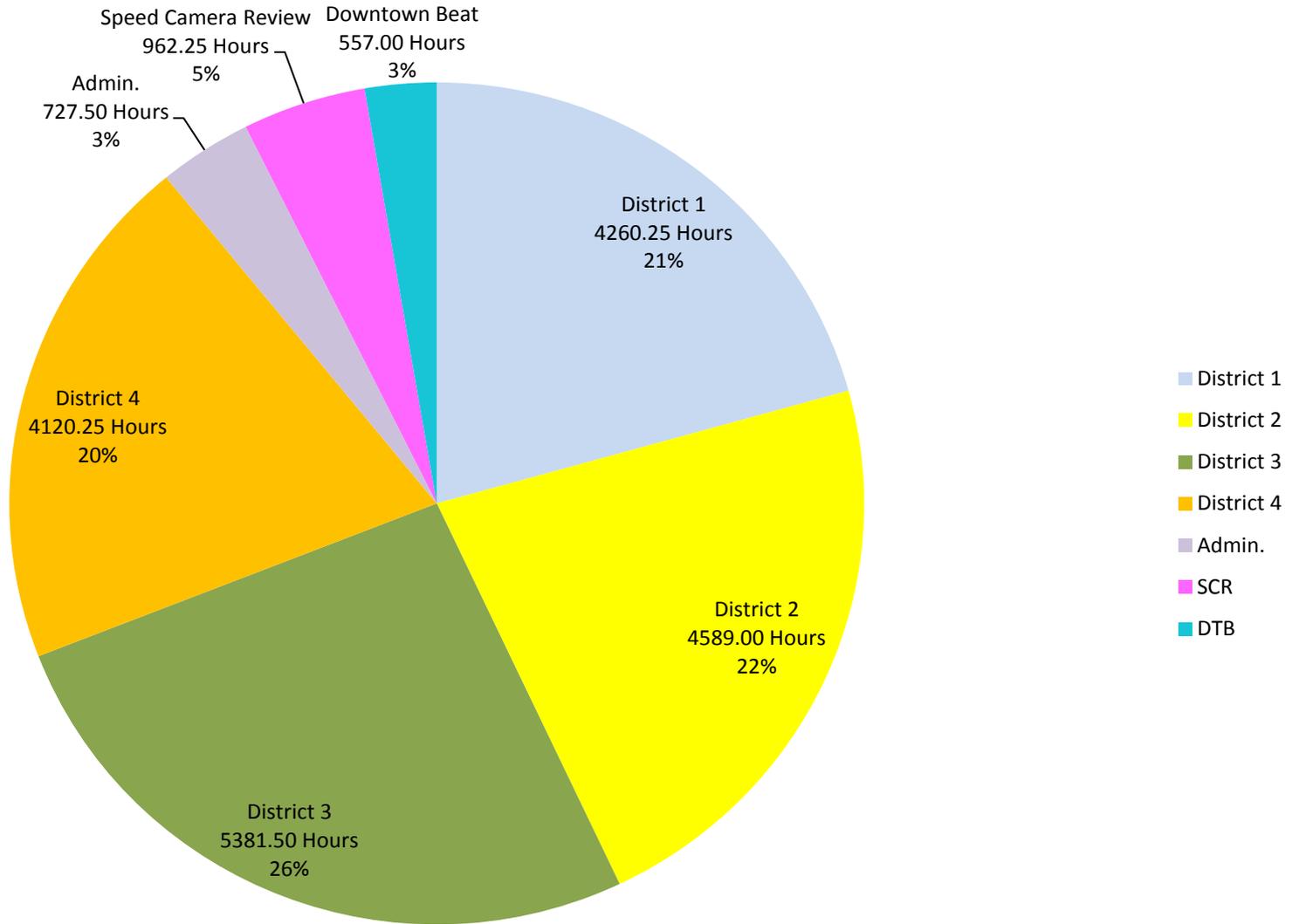
Full and Part-time Officers

Annual Report

Fiscal Year 2015

(July 1, 2014 to June 30, 2015)

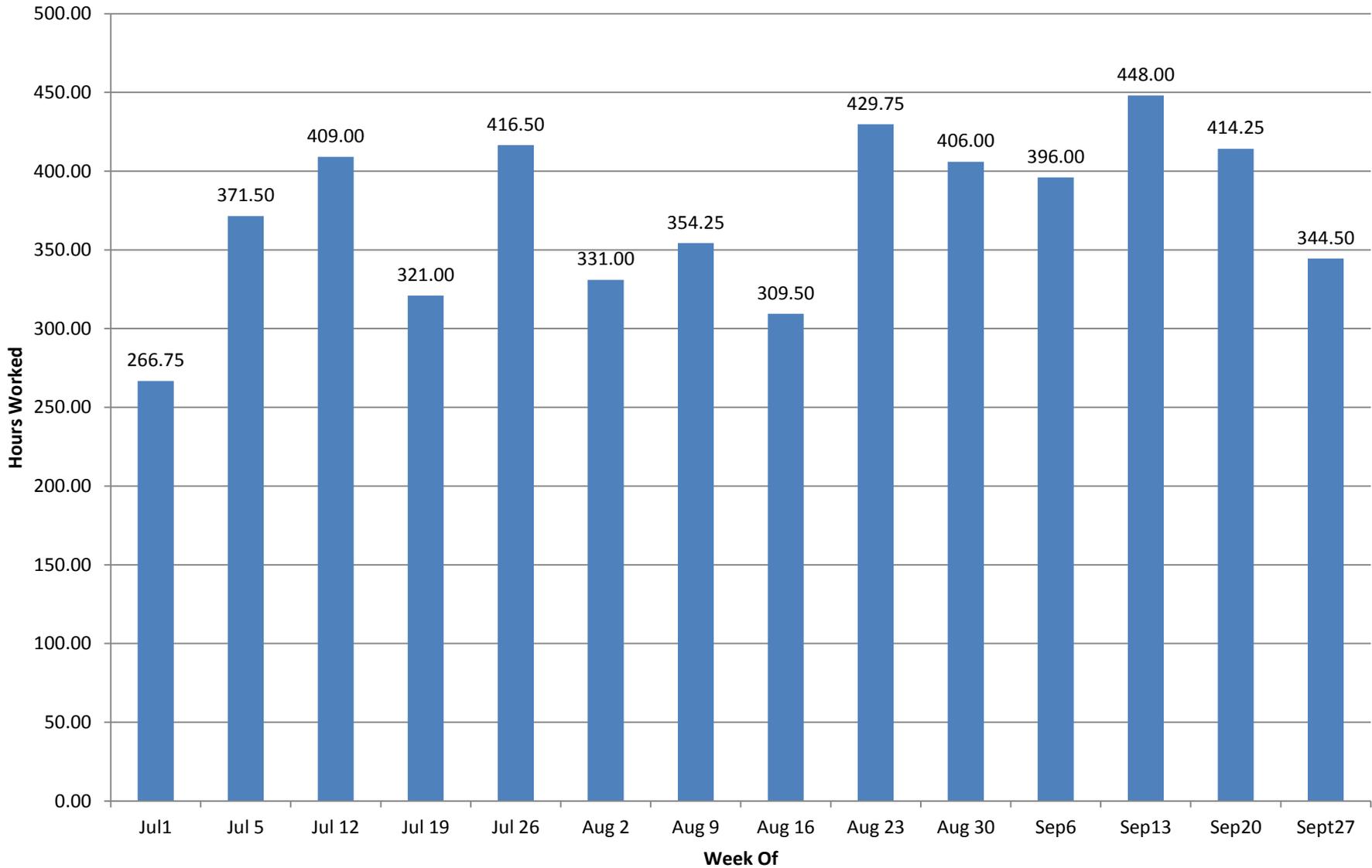
Approximate Hours by District FY15 (July 1, 2014 to June 30, 2015)



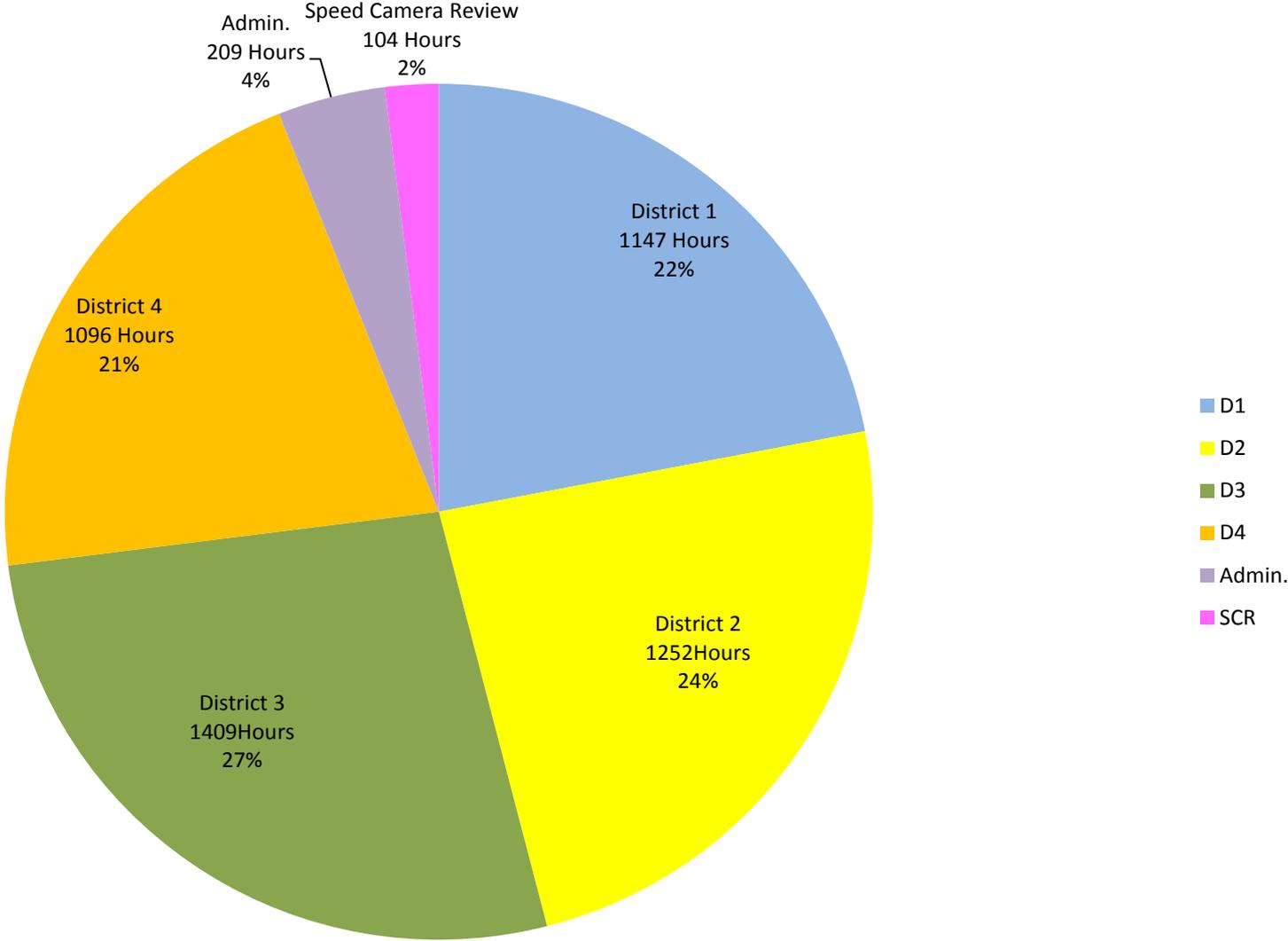
Hours Worked by Week

FY15 First Quarter (July 1, 2014 to September 30, 2014)

	Total	Avg/Wk
Q1	5218.00	356.58

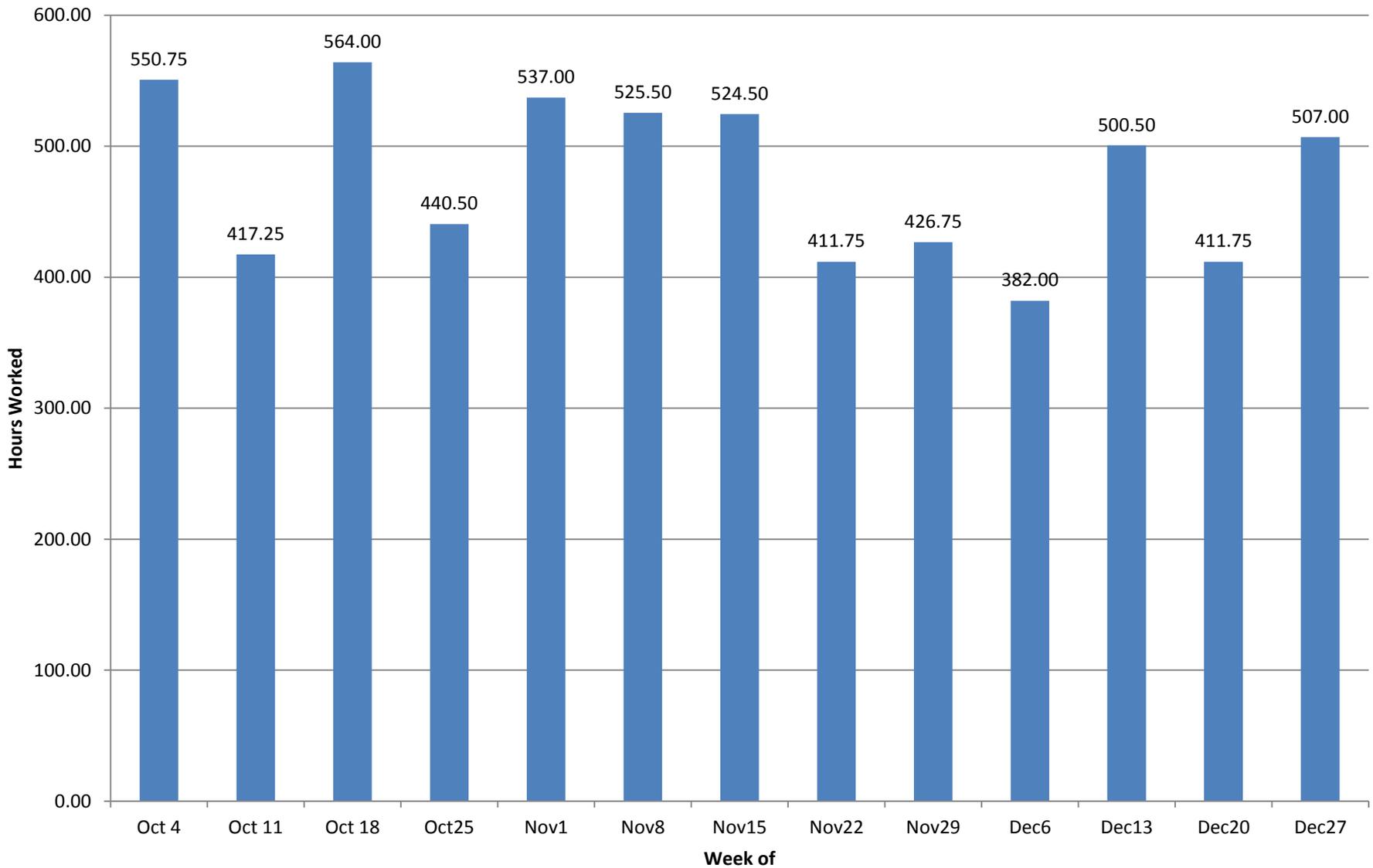


Approximate Hours by District First Quarter FY15 (July 1, 2014 to September 30, 2014)

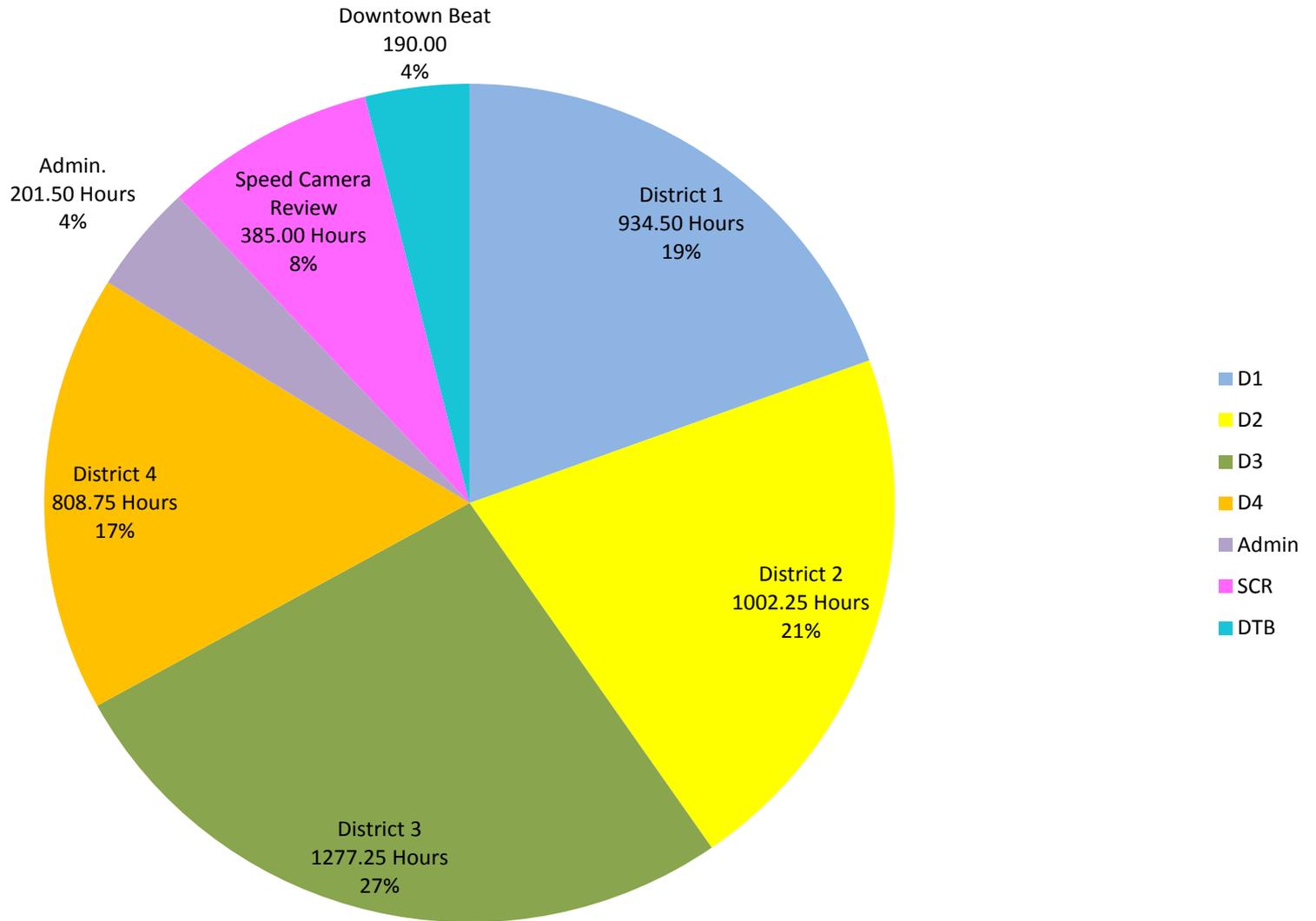


Hours Worked by Week Second Quarter FY15 (October 1, 2014 to December 31, 2014)

	Total	Avg/Wk
Q2	6199.25	476.87

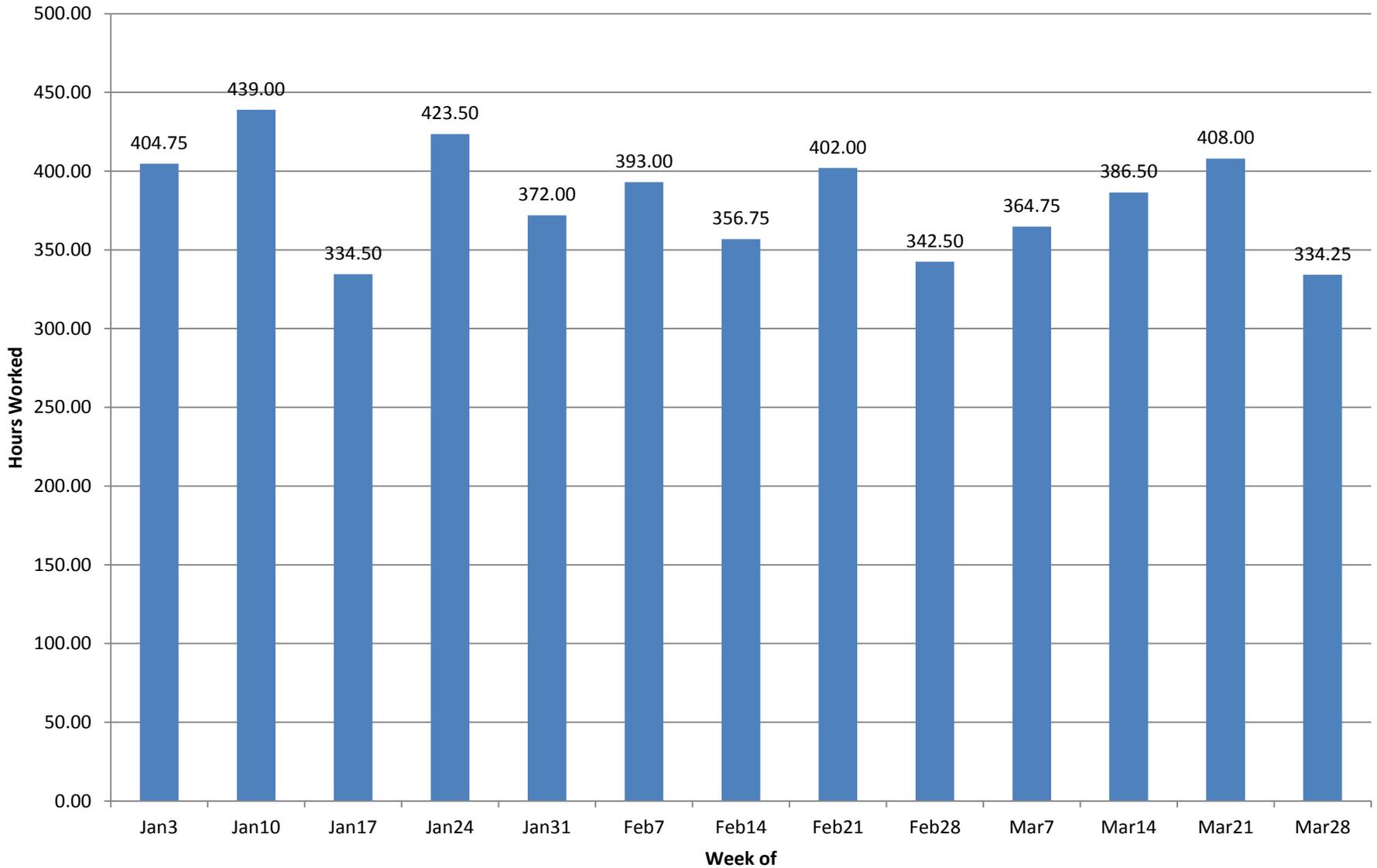


Approximate Hours by District FY15 Second Quarter (October 1, 2014 to December 31, 2014)

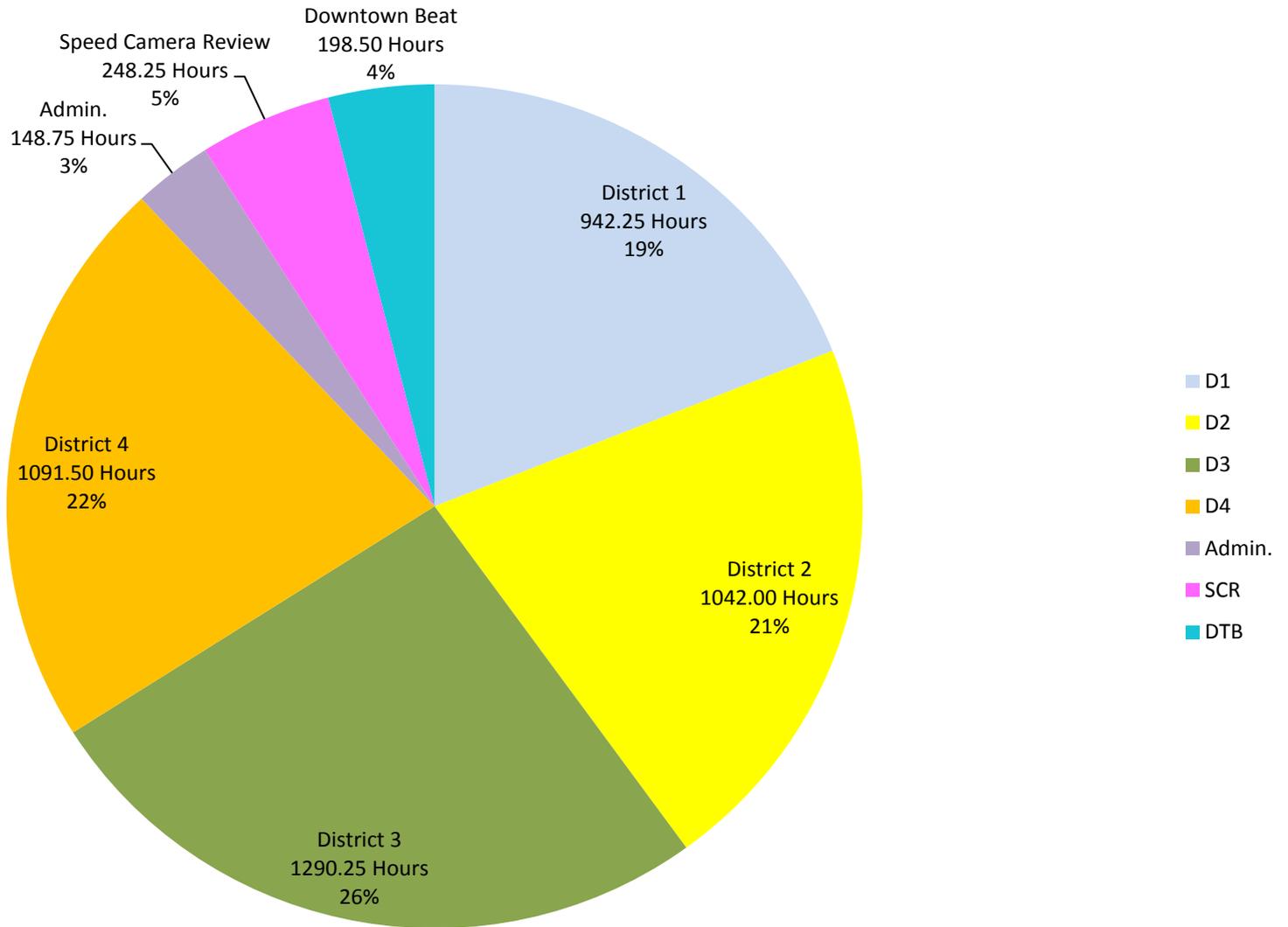


Hours Worked by Week Third Quarter FY15 (January 1, 2015 to March 31, 2015)

	Total	Avg/Wk
Q3	4961.50	381.65

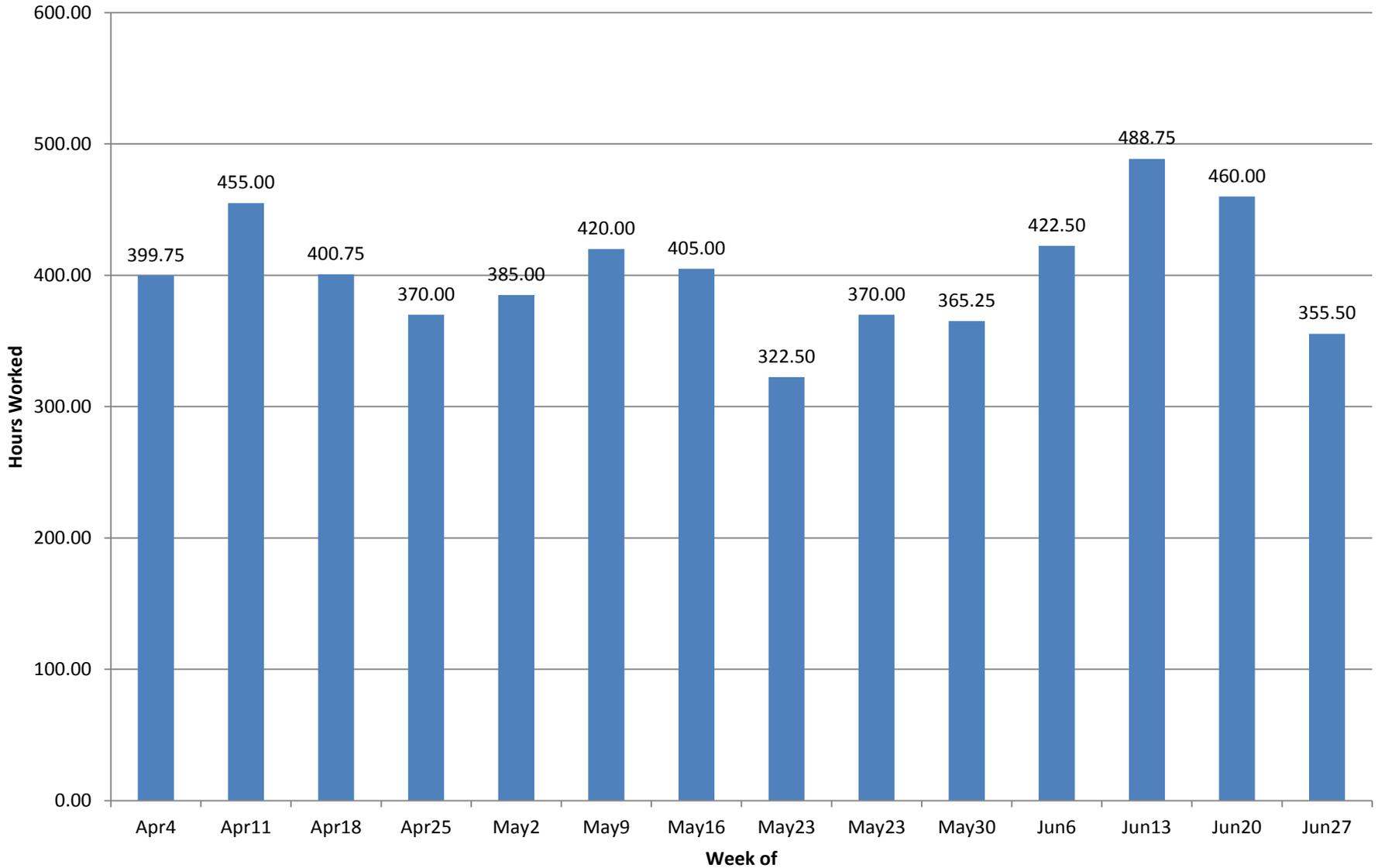


Approximate Hours by District Third Quarter FY15 (January 1, 2015 to March 31, 2015)

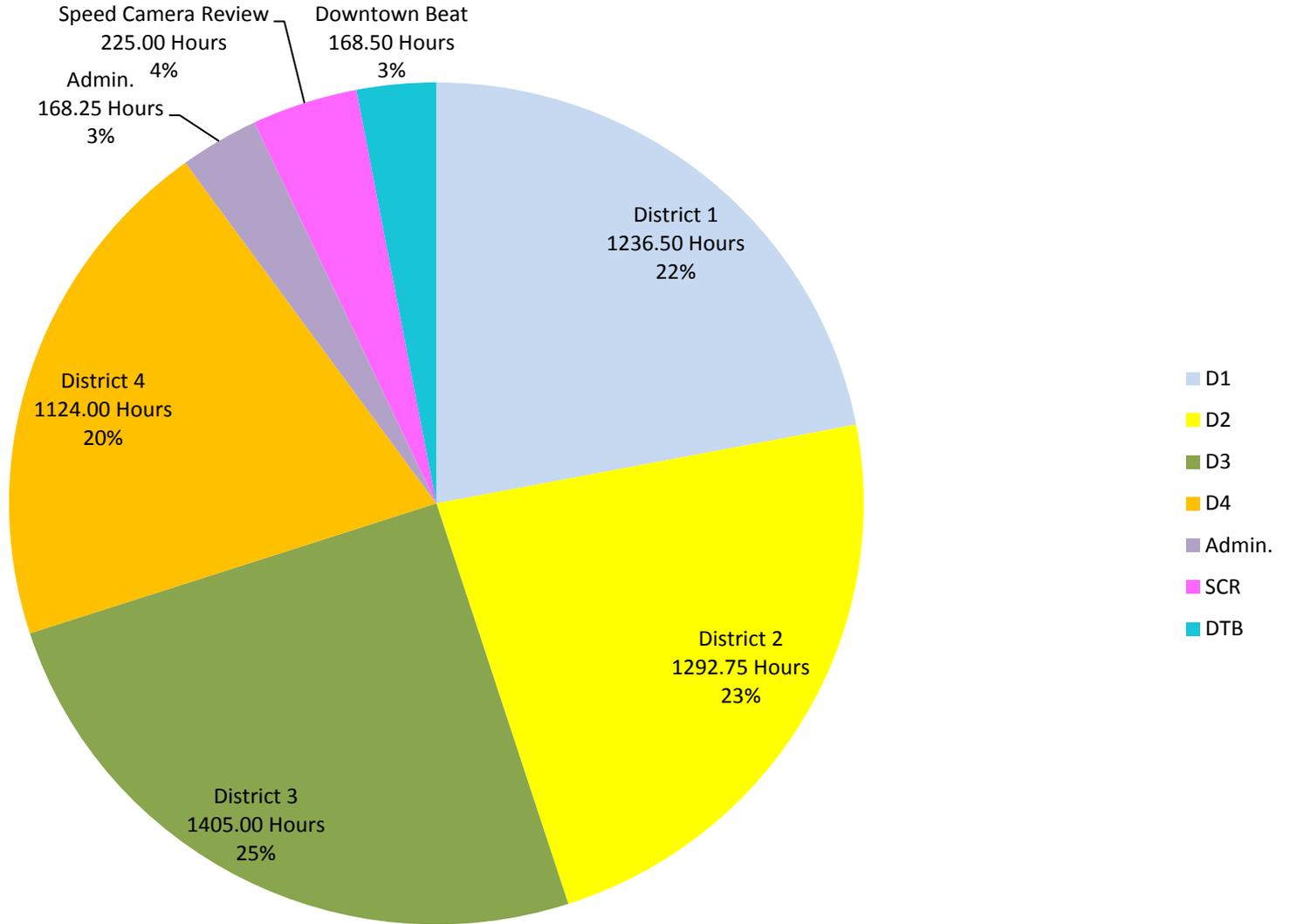


Hours Worked by Week Fourth Quarter FY15 (April 1, 2015 to June 30, 2015)

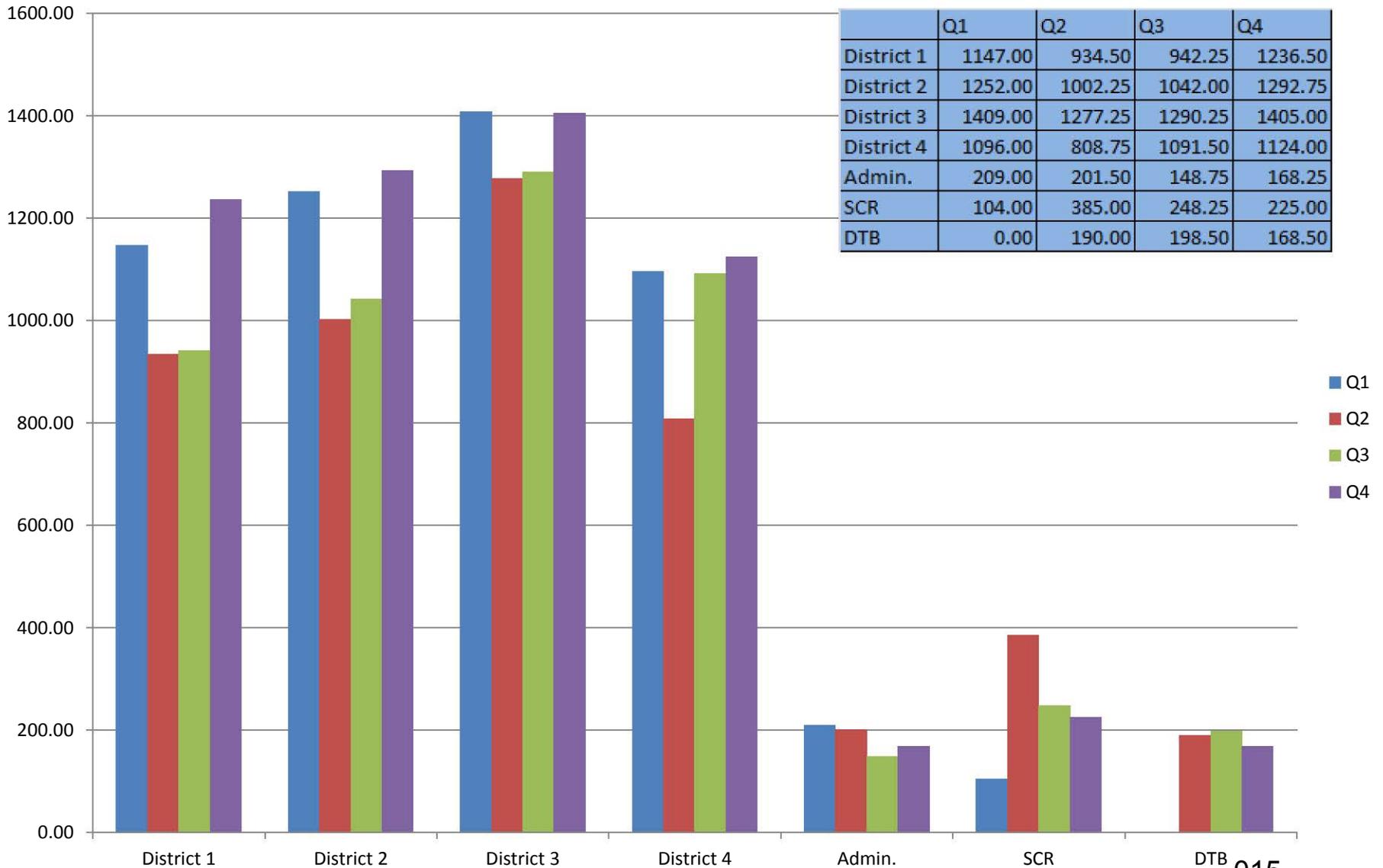
	Total	Avg/Wk
Q4	5620.00	401.43



Approximate Hours by District Fourth Quarter FY15 (April 1, 2015 to June 30, 2015)



Hours Worked by Quarter FY15 (July 1, 2014 to June 30, 2015)



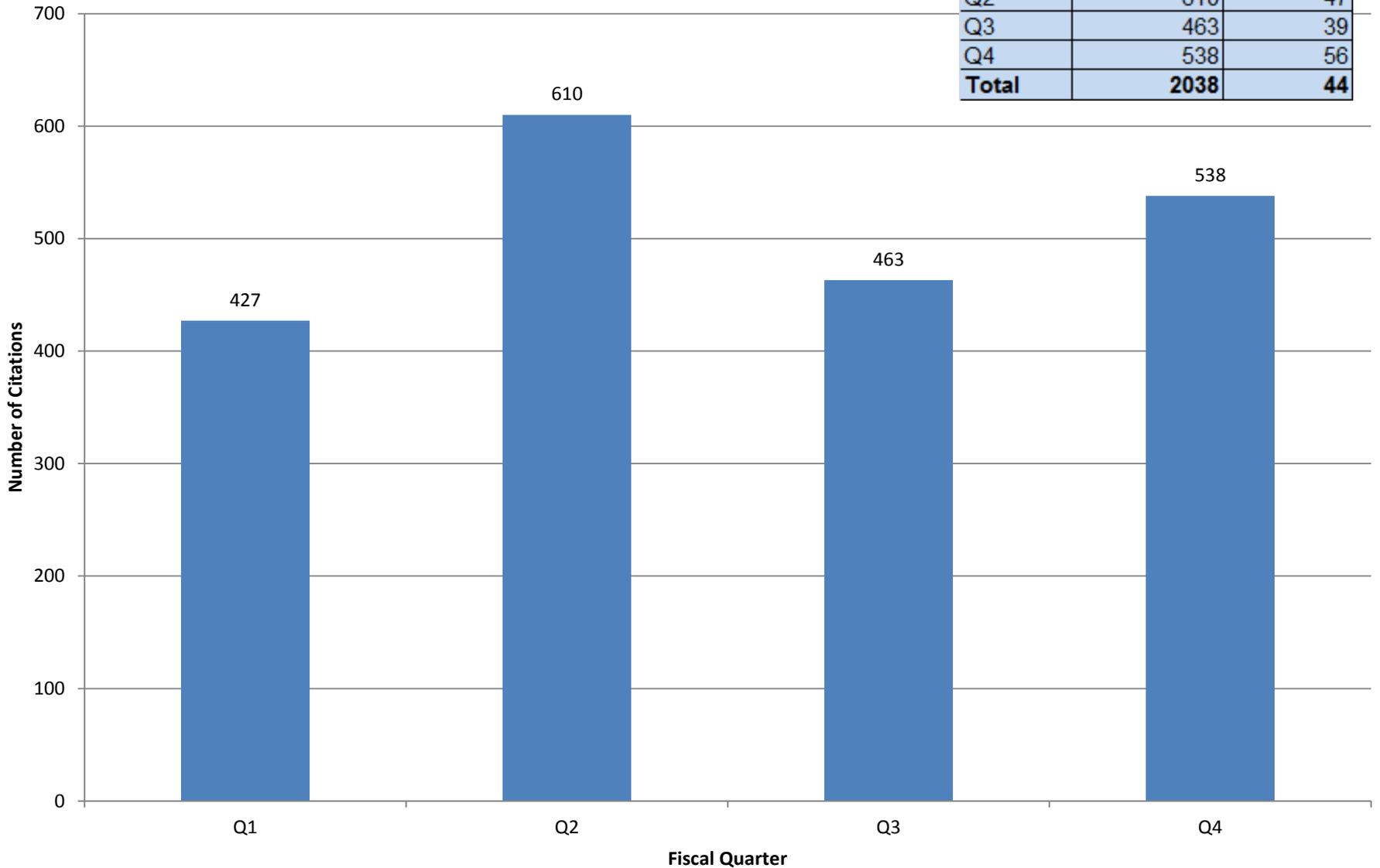
Total Statistical Data

FY15 (July 1, 2014 to June 30, 2015)

1-JUL-14 to week of 30-JUN-15	<u>FY15YTD TOTALS</u>
Total Statistical Data:	
MD State Citations	2038
Warnings	2287
ERO	751
Distracted Driving	26
Parking	59
Field Observation Report	105
Youth Field Report	1
Citations in Lieu of Arrest	57
Civil Citation	6
Criminal Arrests	19
DWS Arrest	0
DWI Arrest	5
Warrant Arrest	7
Premise Checks (Vacation Checks)	52
Referral-Student Code of Conduct	34

Maryland State Citations FY15 (July 1, 2014 to June 30, 2015)

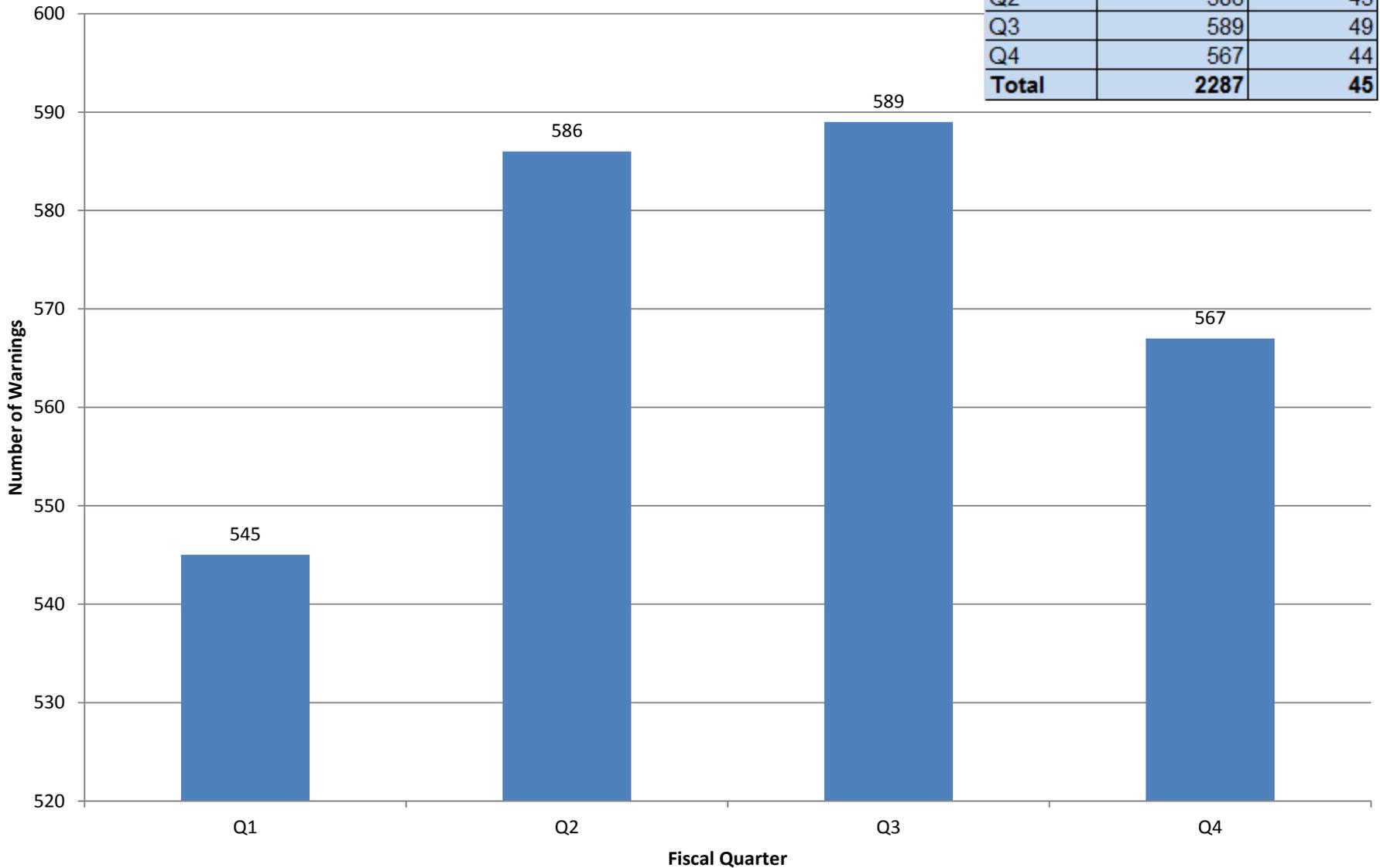
	Total	Avg/Wk
Q1	427	33
Q2	610	47
Q3	463	39
Q4	538	56
Total	2038	44



Warnings

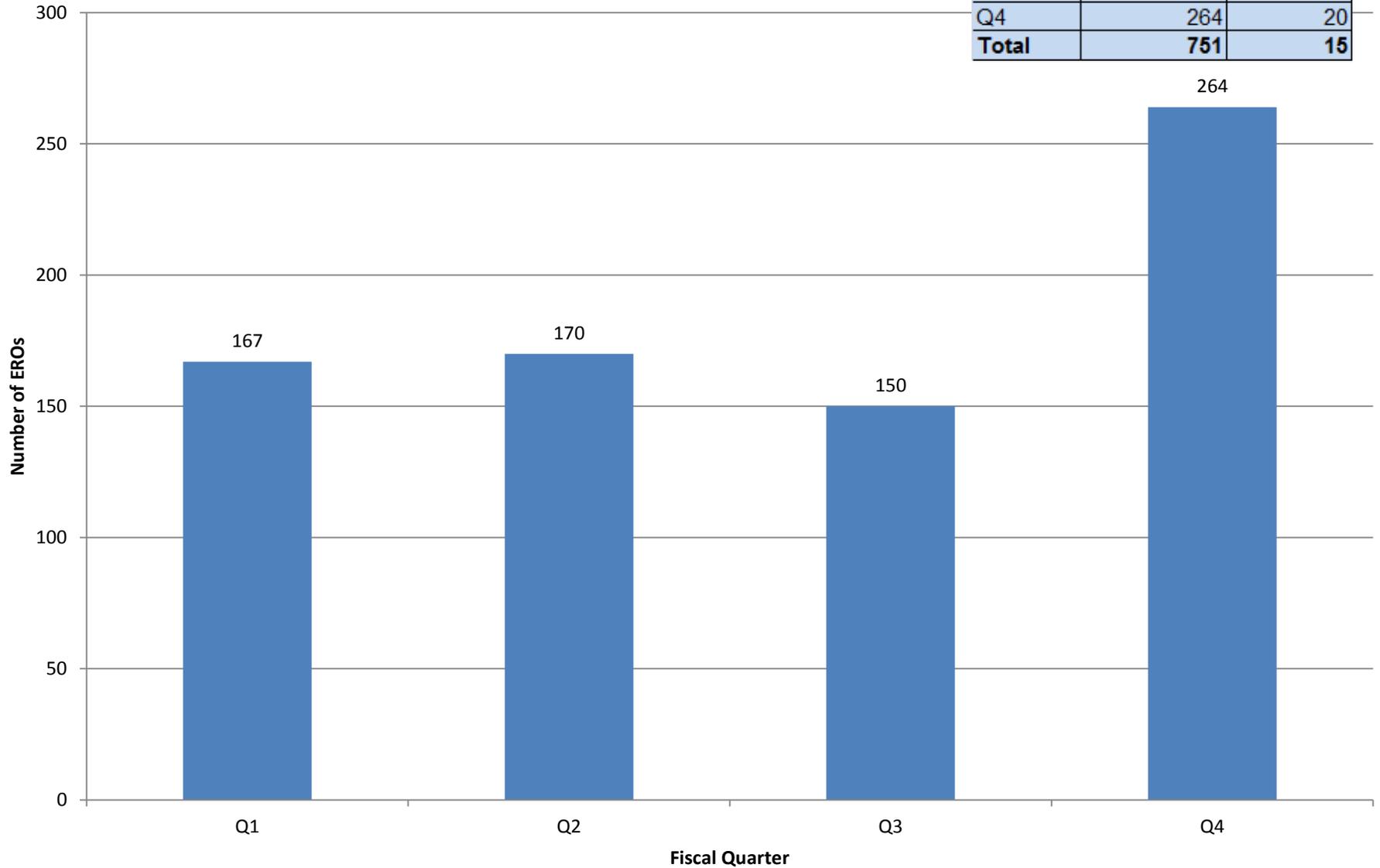
FY15 (July 1, 2014 to June 30, 2015)

	Total	Avg/Wk
Q1	545	42
Q2	586	45
Q3	589	49
Q4	567	44
Total	2287	45



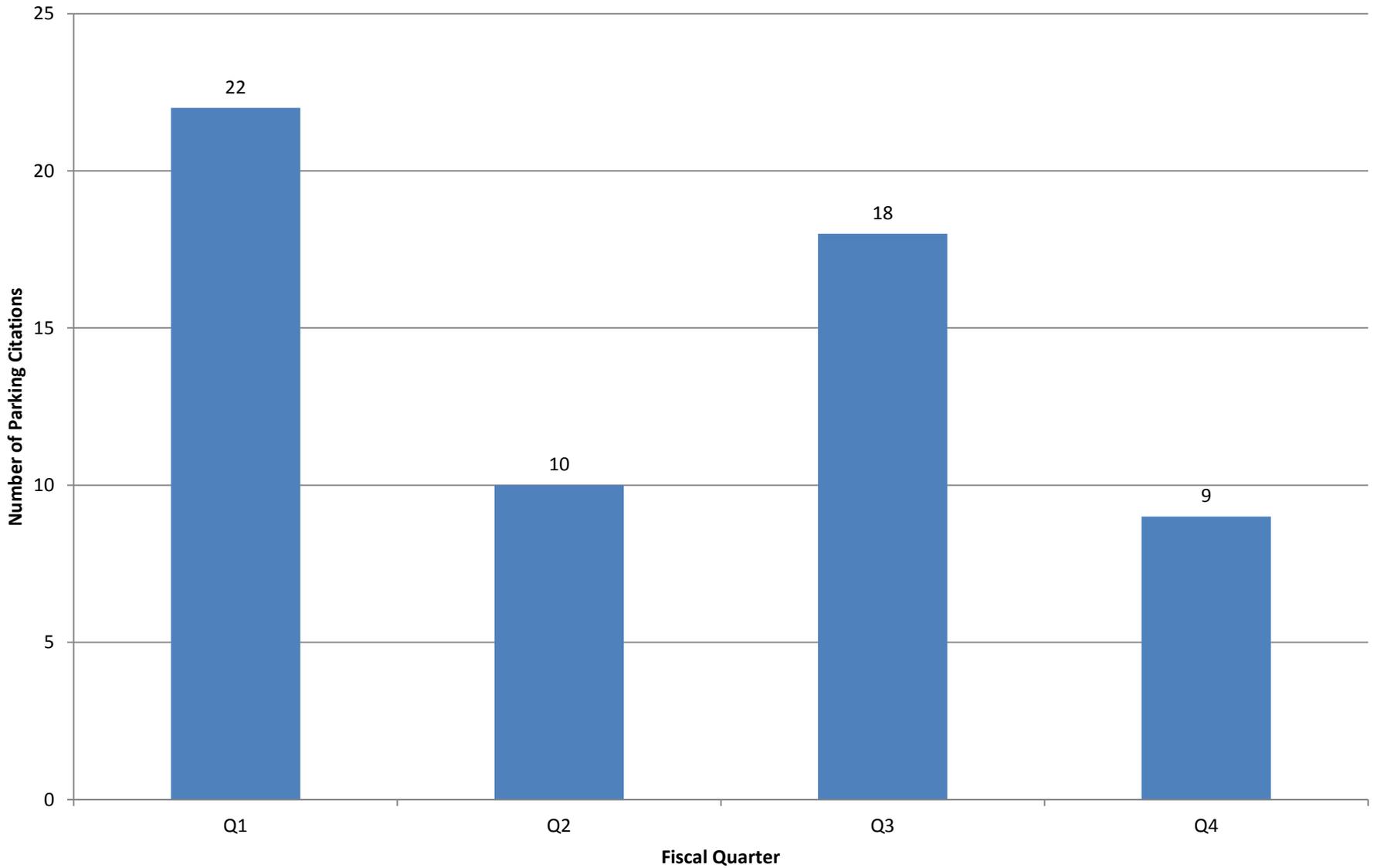
Equipment Repair Order (ERO) FY15 (July 1, 2014 to June 30, 2015)

	Total	Avg/Wk
Q1	167	13
Q2	170	13
Q3	150	13
Q4	264	20
Total	751	15



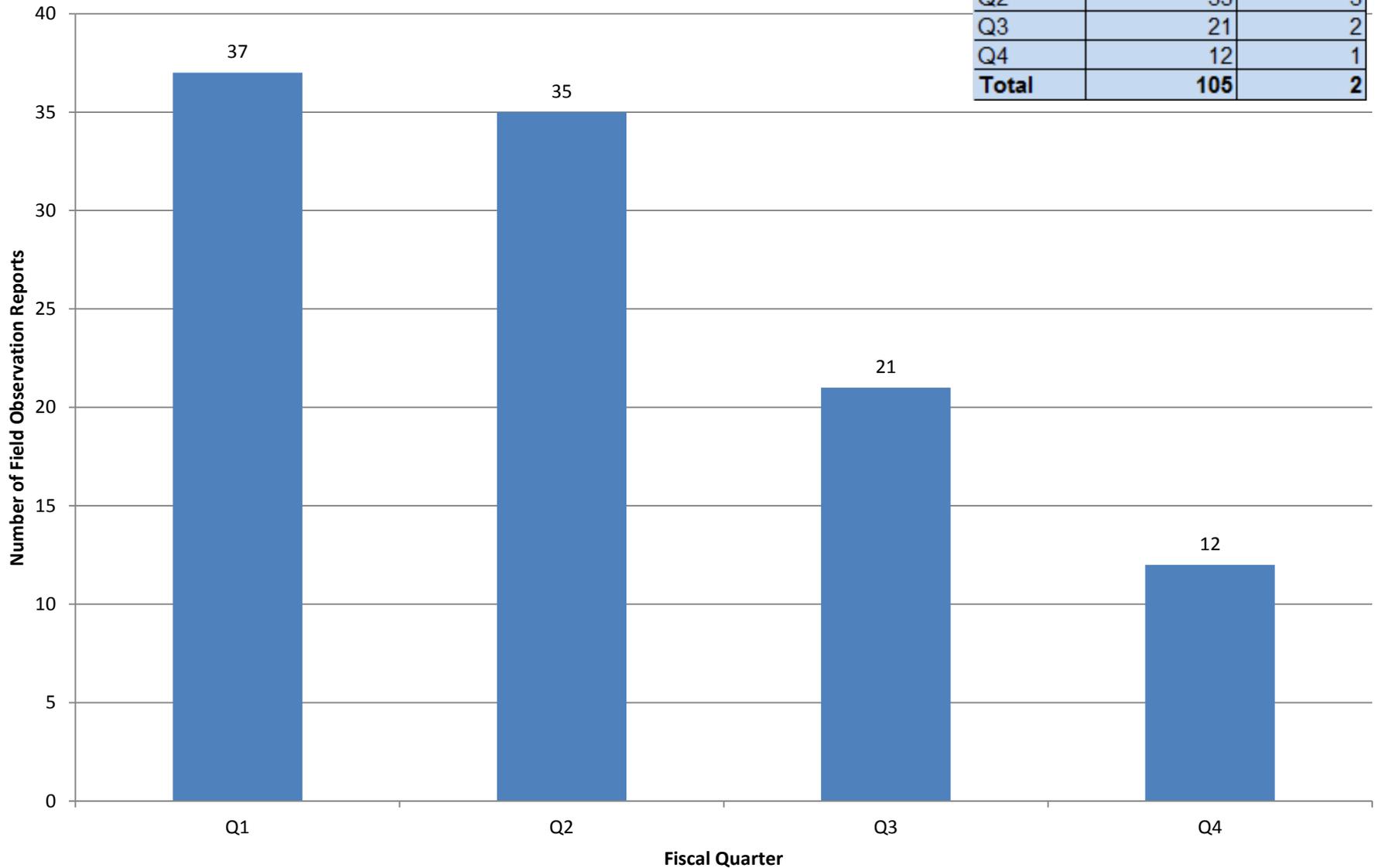
Parking Citations

FY15 (July 1, 2014 to June 30, 2015)



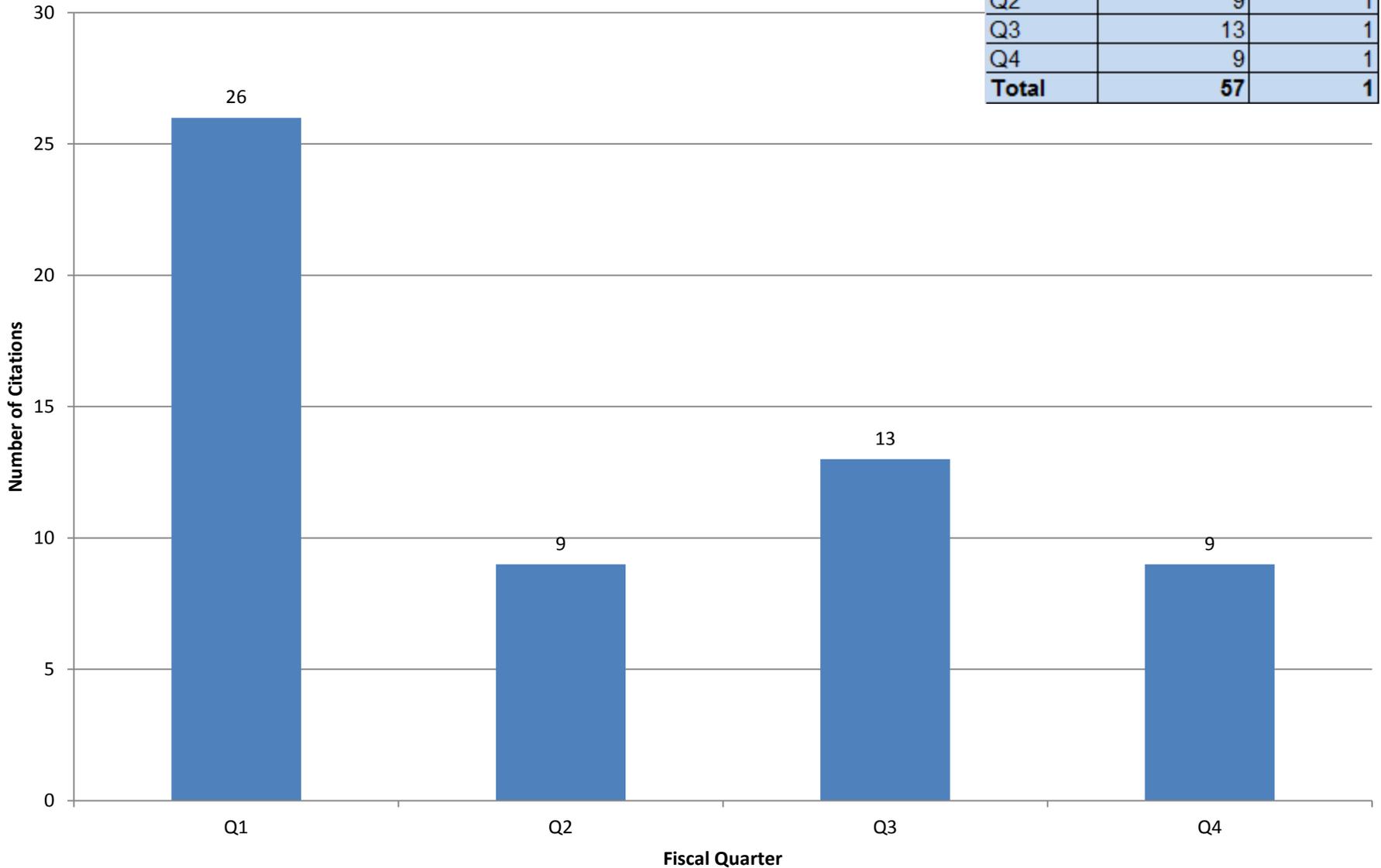
Field Observation Reports FY15 (July 1, 2014 to June 30, 2015)

	Total	Avg/Wk
Q1	37	3
Q2	35	3
Q3	21	2
Q4	12	1
Total	105	2

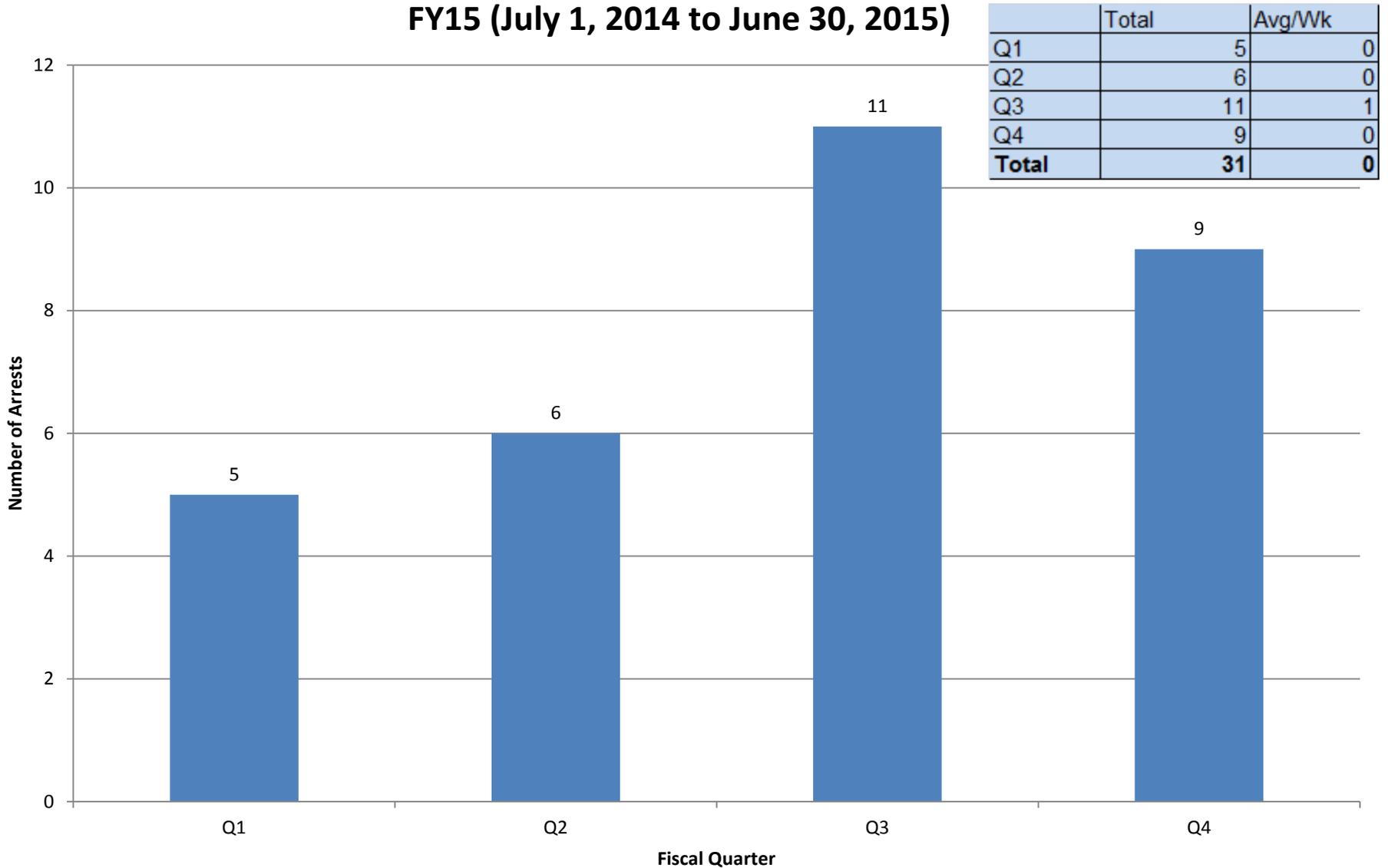


Citations in Lieu of Arrest FY15 (July 1, 2014 to June 30, 2015)

	Total	Avg/Wk
Q1	26	2
Q2	9	1
Q3	13	1
Q4	9	1
Total	57	1

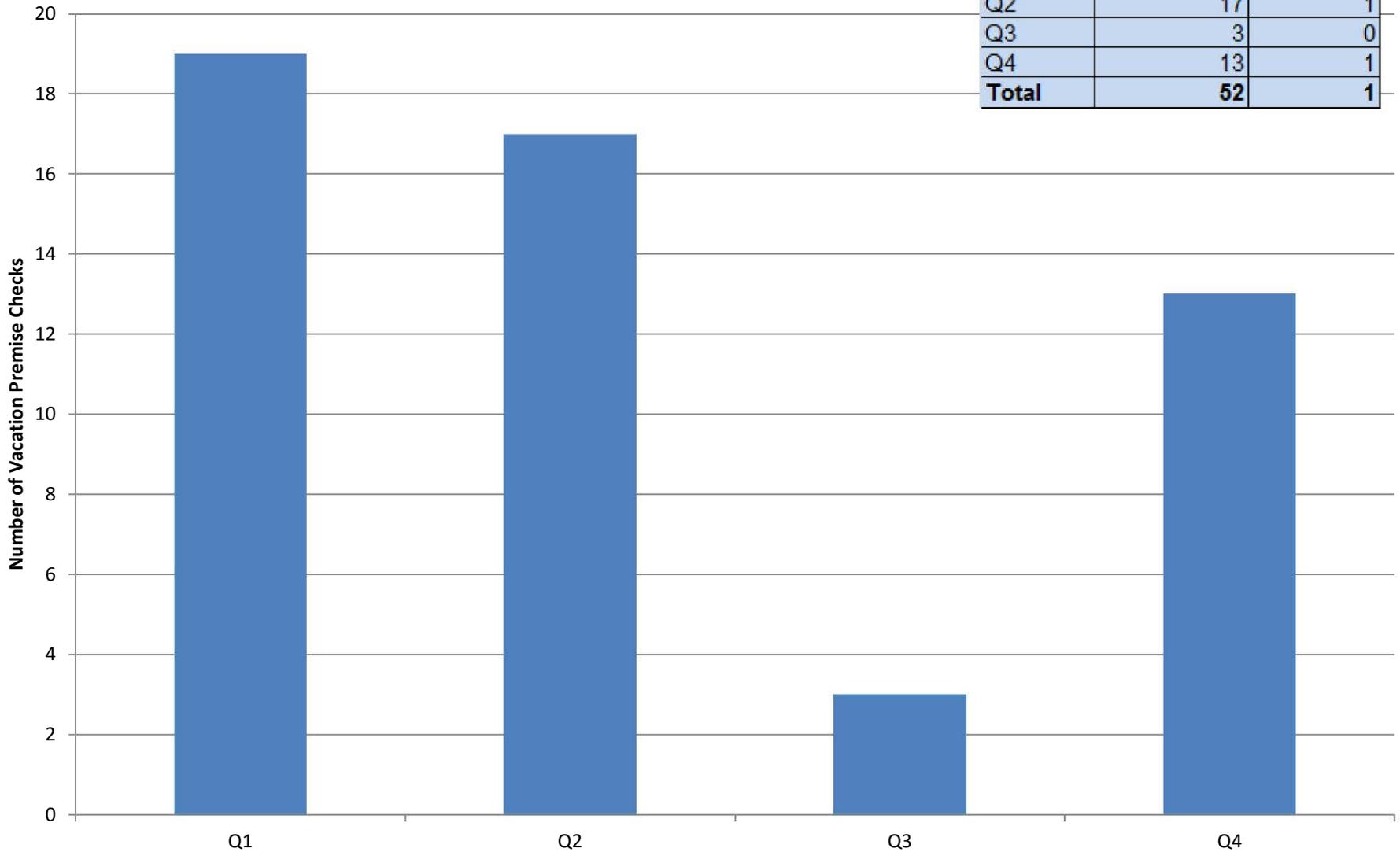


Arrests (Criminal, Driving on Suspended License, DWI, Warrant) FY15 (July 1, 2014 to June 30, 2015)



Vacation Premise Checks FY15 (July 1, 2014 to June 30, 2015)

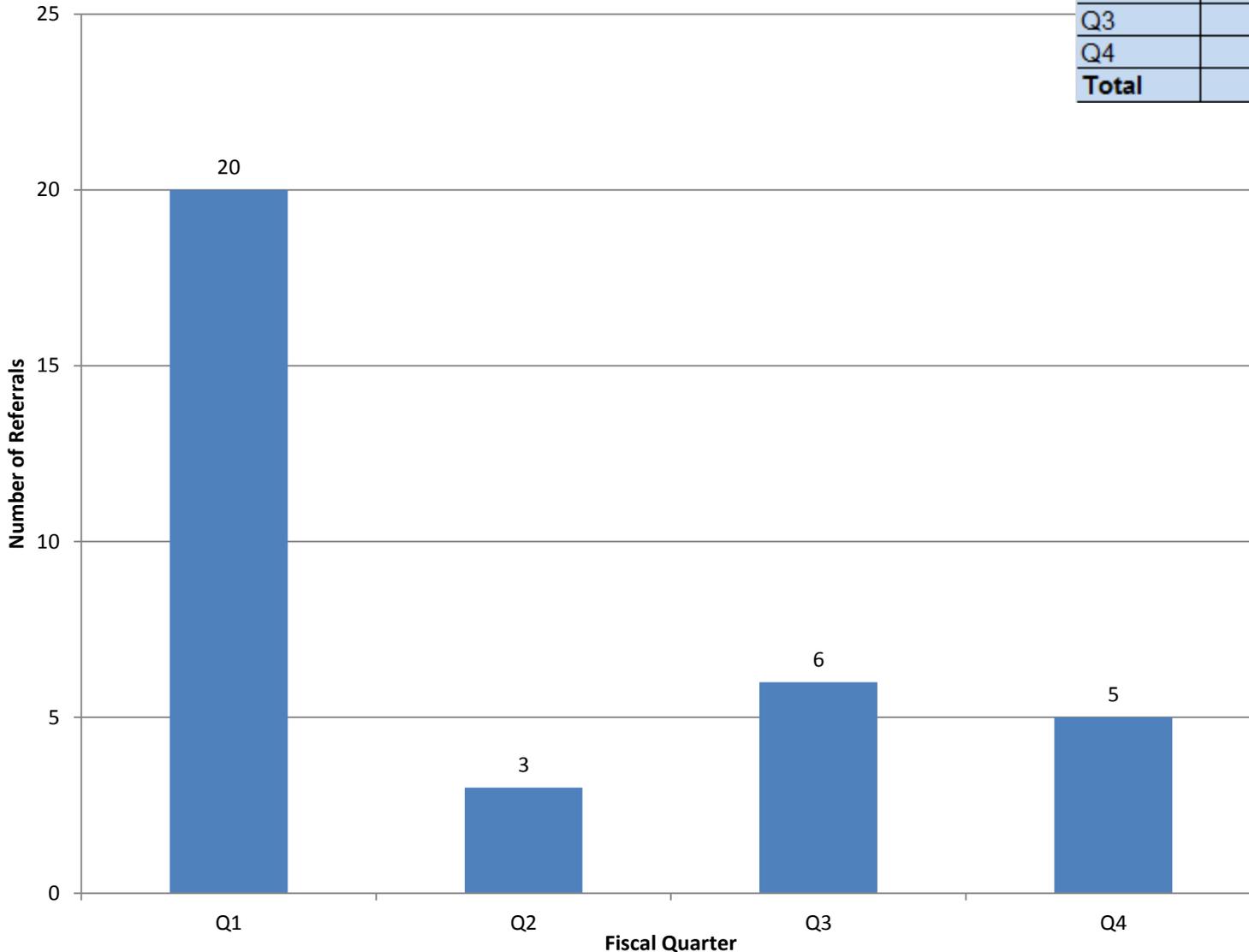
	Total	Avg/Wk
Q1	19	1
Q2	17	1
Q3	3	0
Q4	13	1
Total	52	1



Fiscal Quarter

Student Code of Conduct Referrals FY15 (July 1, 2014 to June 30, 2015)

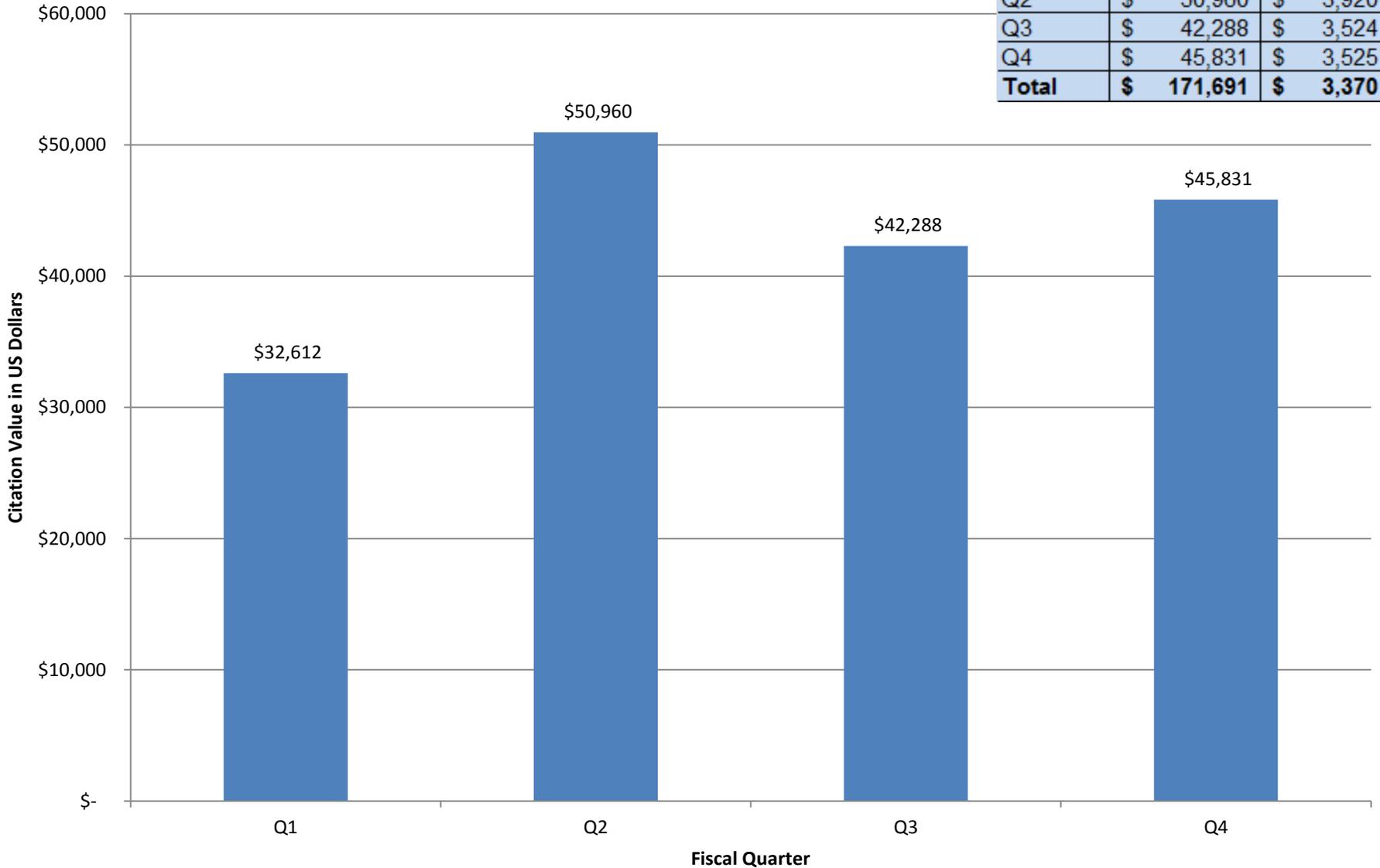
	Total	Avg/Wk
Q1	20	2
Q2	3	0
Q3	6	1
Q4	5	0
Total	34	1



Citation Value

FY15 (July 1, 2014 to June 30, 2015)

	Total	Avg/Wk
Q1	\$ 32,612	\$ 2,509
Q2	\$ 50,960	\$ 3,920
Q3	\$ 42,288	\$ 3,524
Q4	\$ 45,831	\$ 3,525
Total	\$ 171,691	\$ 3,370





Contract Police Full and Part-time Officers

Partial Report

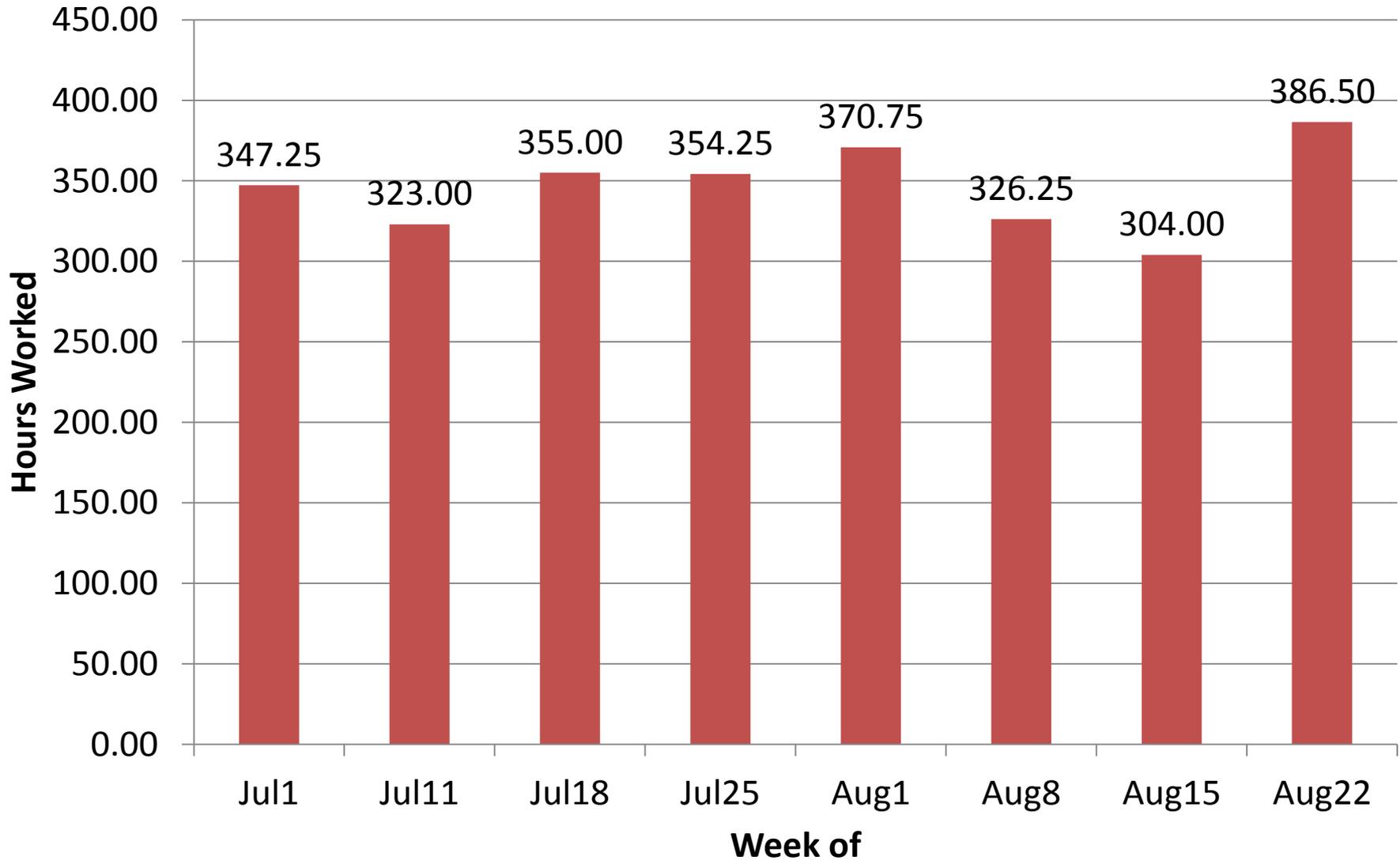
Fiscal Year 2016

July 1, 2015 to September 4, 2015

Hours Worked by Week FY16

July 1, 2015 to August 28, 2015

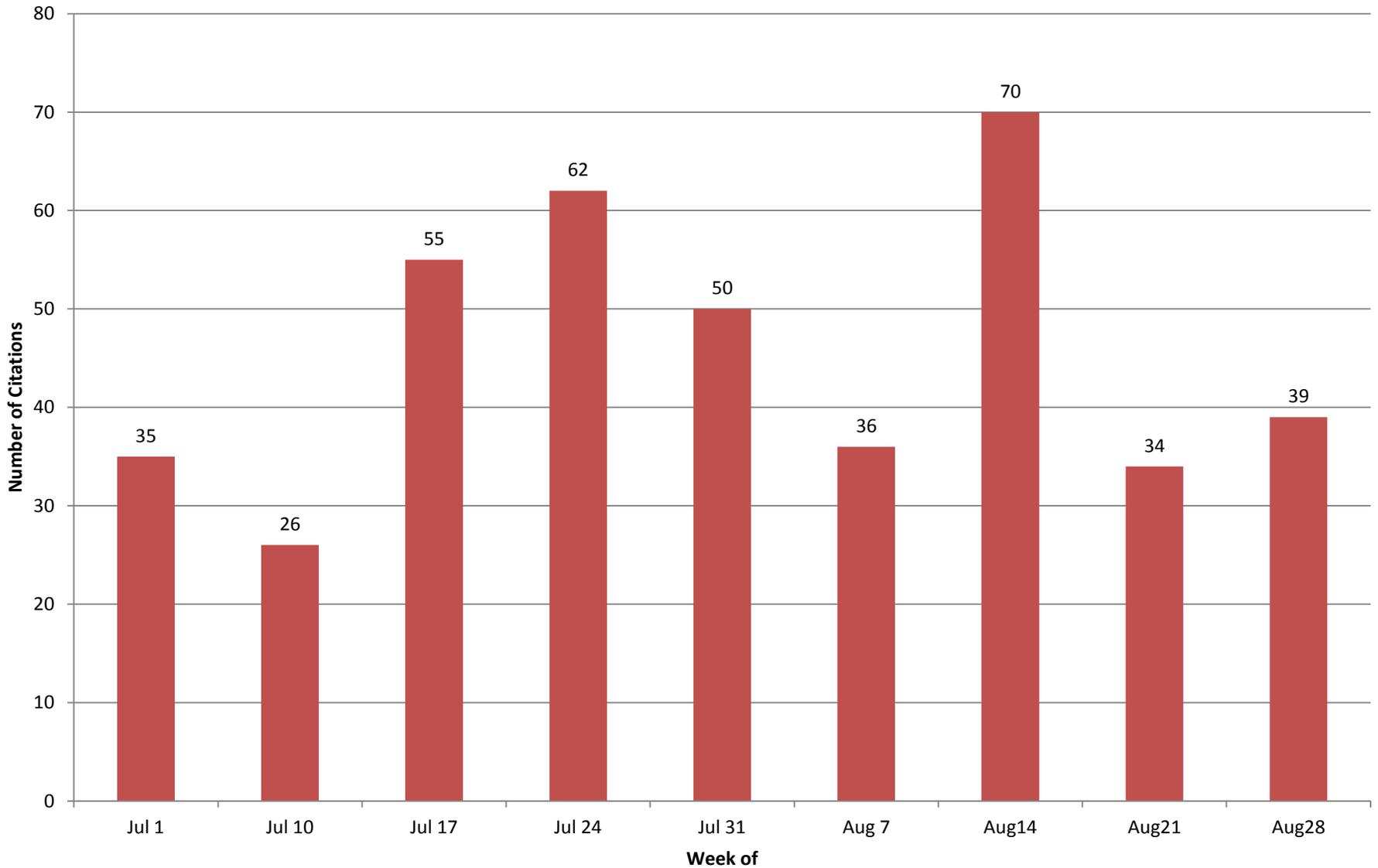
Total	Avg/Wk
2767.00	345.88



Contract Police Statistical Data

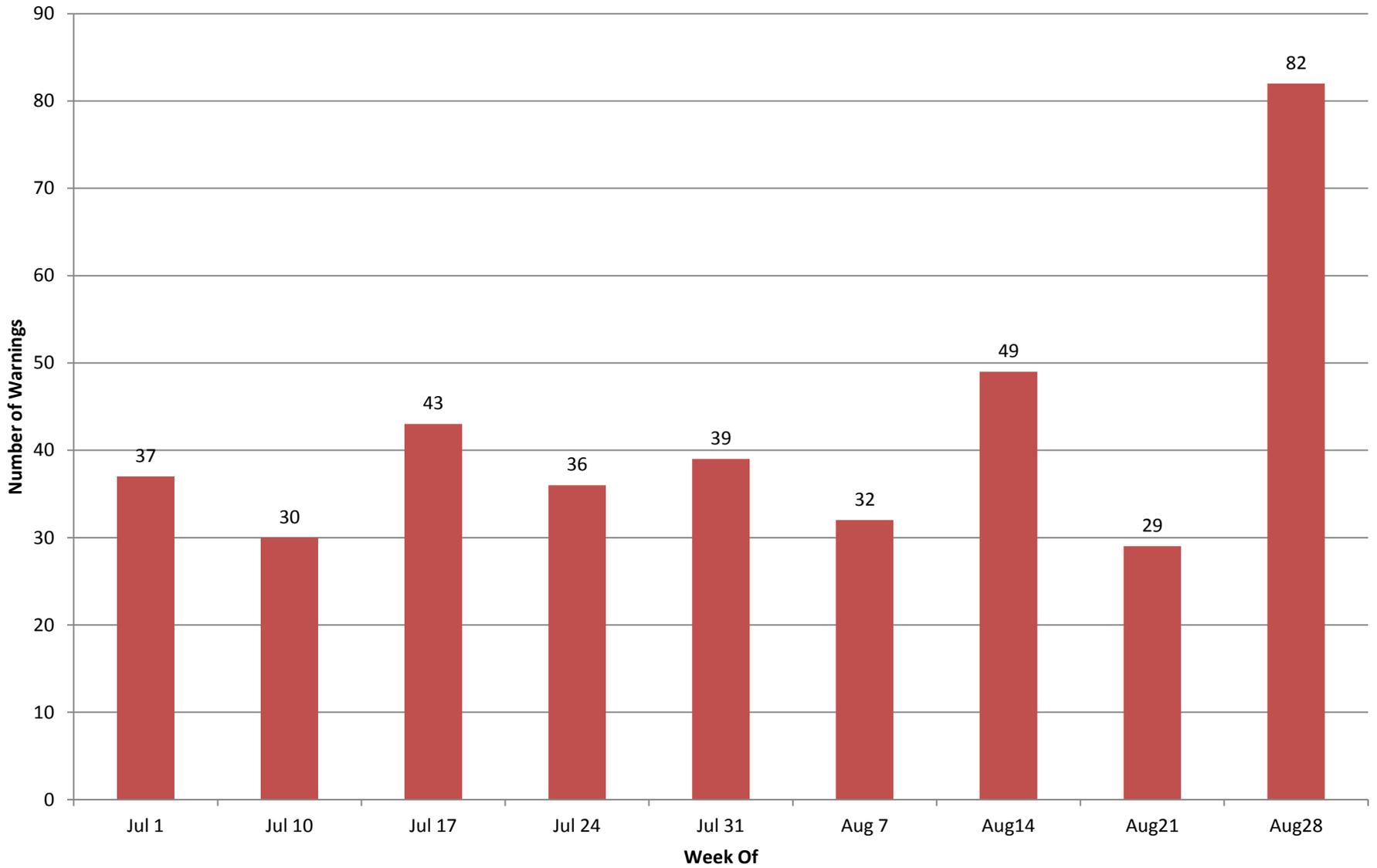
<u>1-Jul-15 to week of 28-Aug-15</u>	<u>FY16YTD Totals</u>
MD State Citations	407
Warnings	377
ERO	103
Distracted Driving	19
Parking	7
Field Observation Report	41
Youth Field Report	0
Citations in Lieu of Arrest	10
Civil Citation	2
Criminal Arrests	3
DWS Arrest	0
DWI Arrest	0
Warrant Arrest	6
Premise Checks (Vacation Checks)	26
Referral-Student Code of Conduct	7

Maryland State Citations FY16 (July 1, 2015 to September 3, 2015)

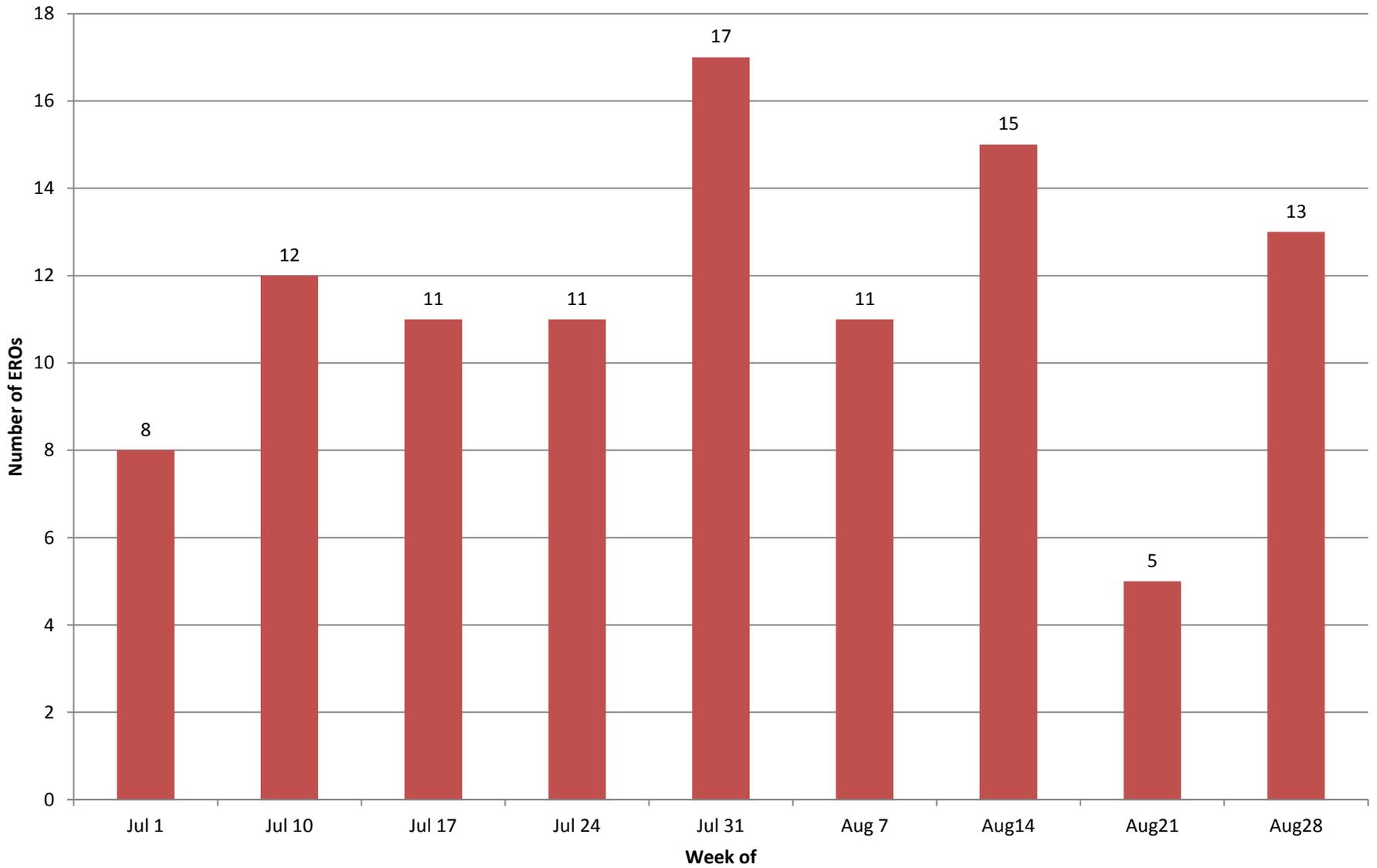


Warnings

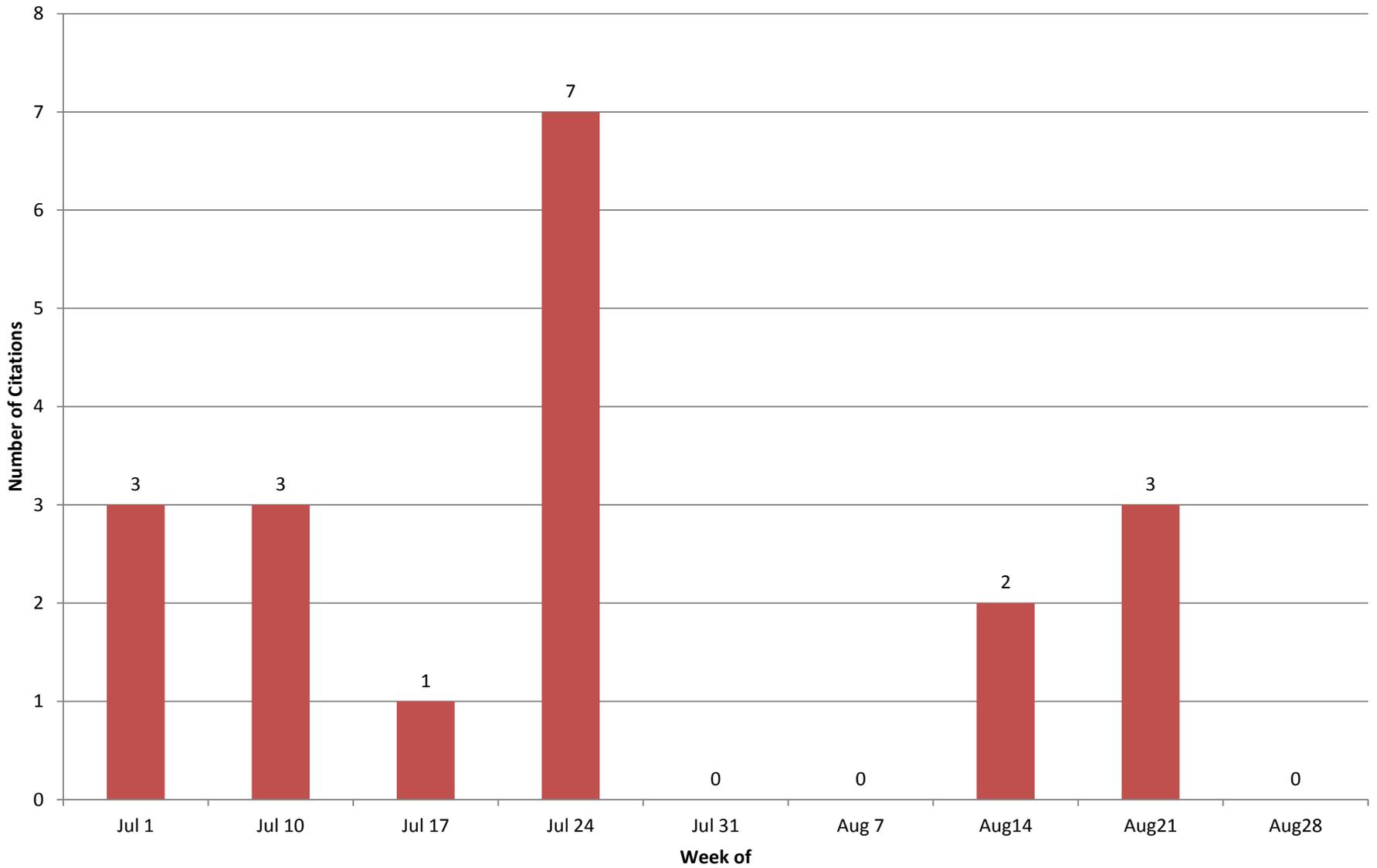
FY16 (July 1, 2015 to September 3, 2015)



Equipment Repair Orders (ERO) FY16 (July 1, 2015 to September 3, 2015)

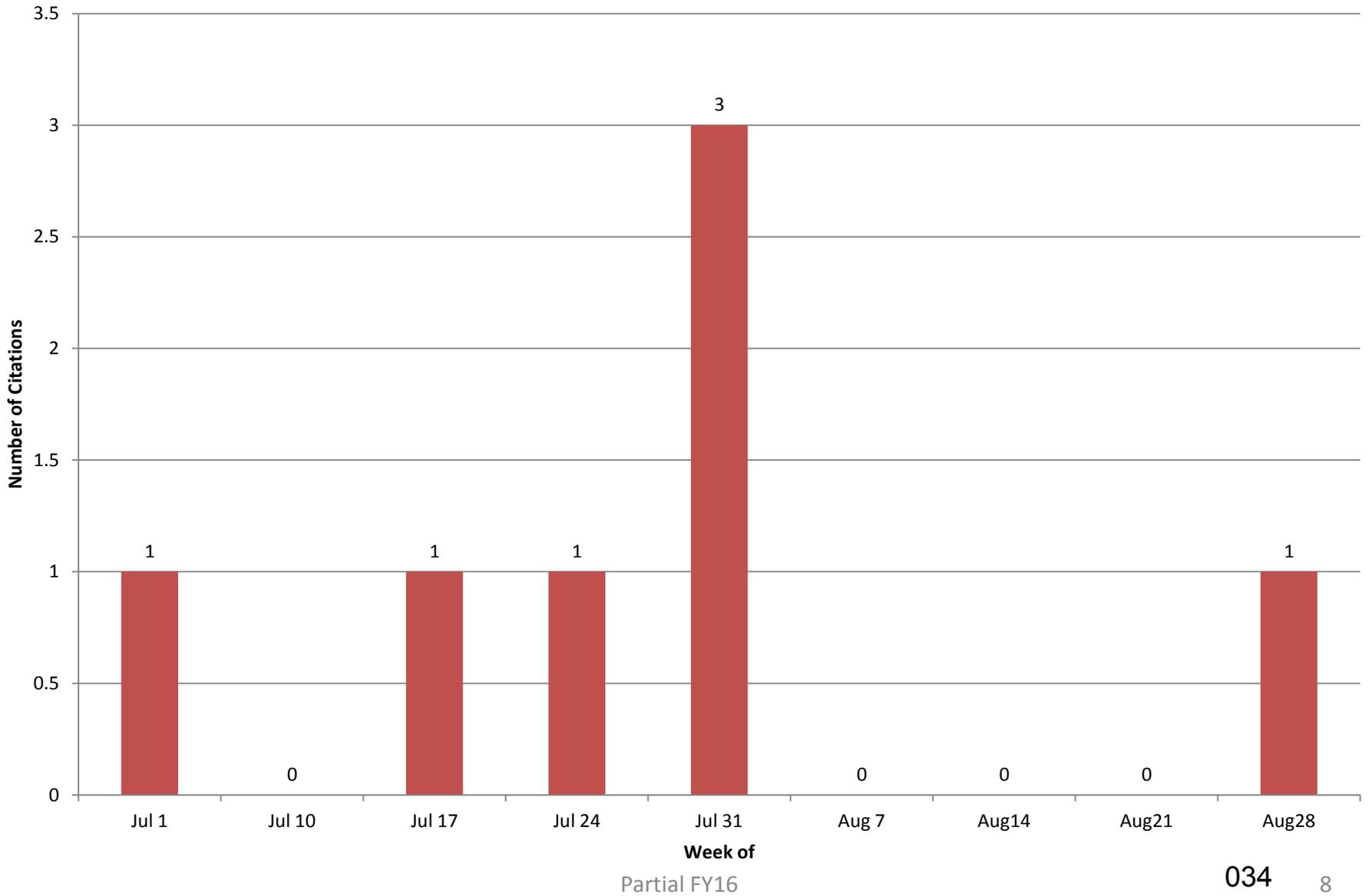


Distracted Driving Citations FY16 (July 1, 2015 to September 3, 2015)

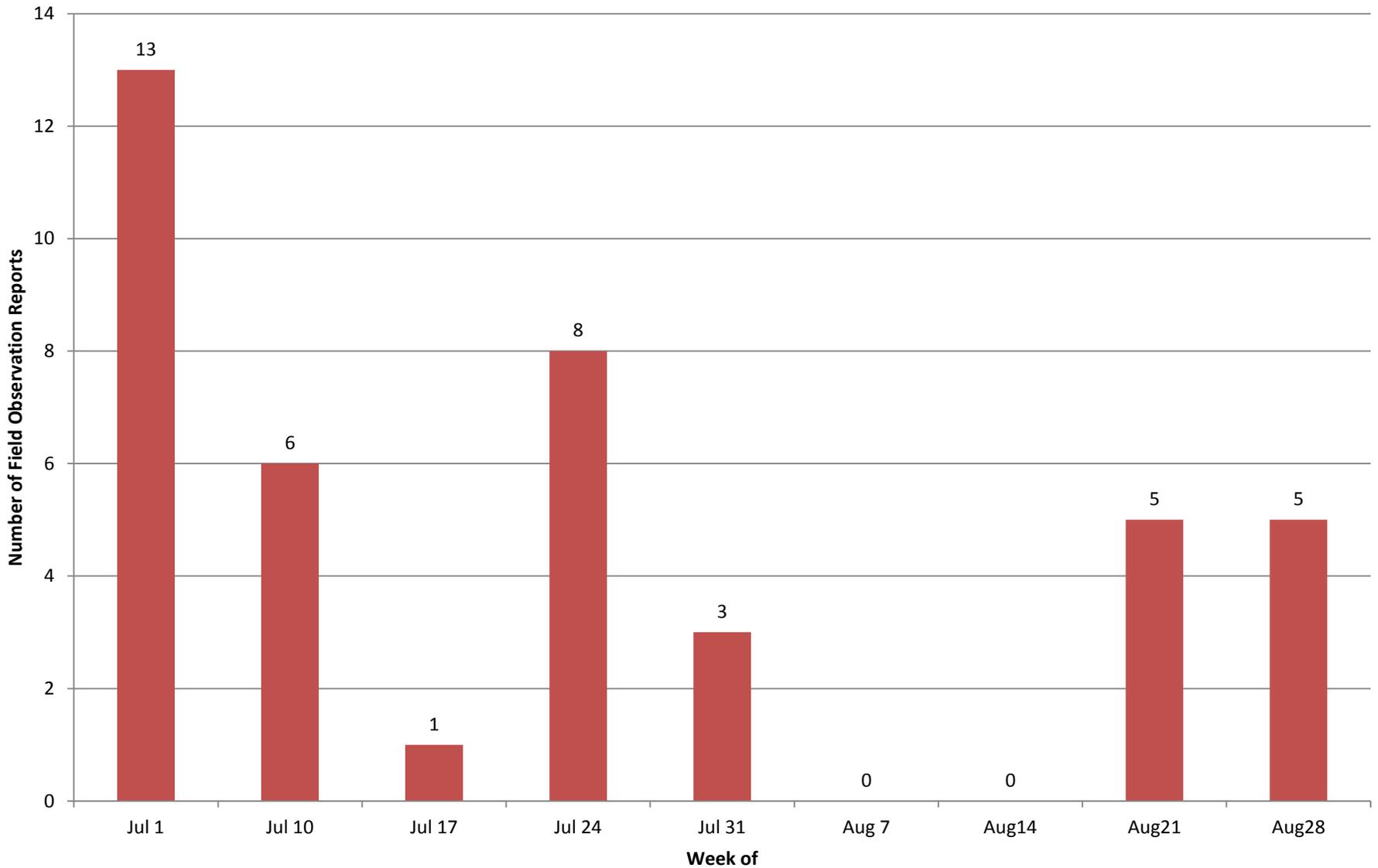


Parking Citations

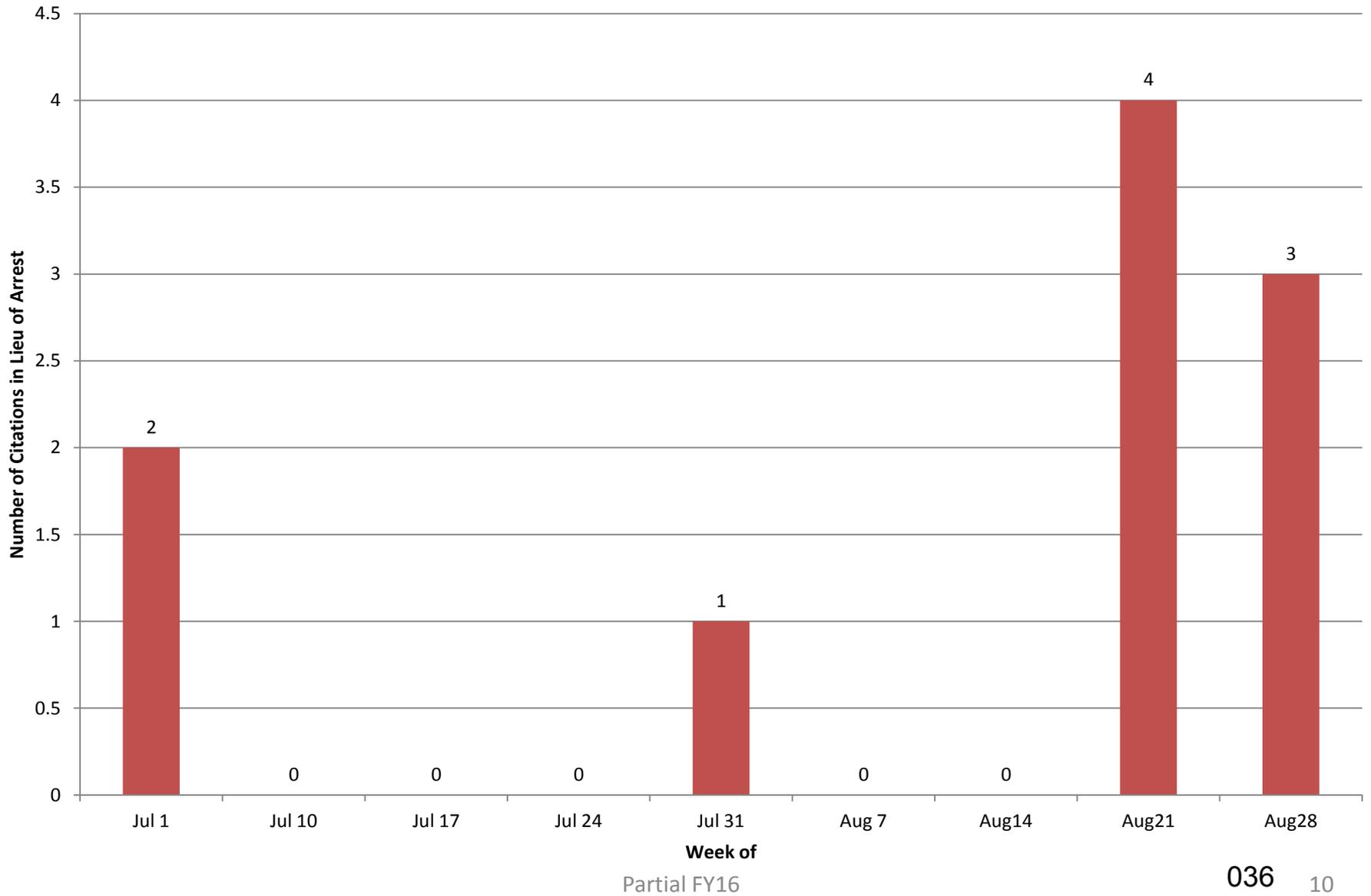
FY16 (July 1, 2015 to September 3, 2015)



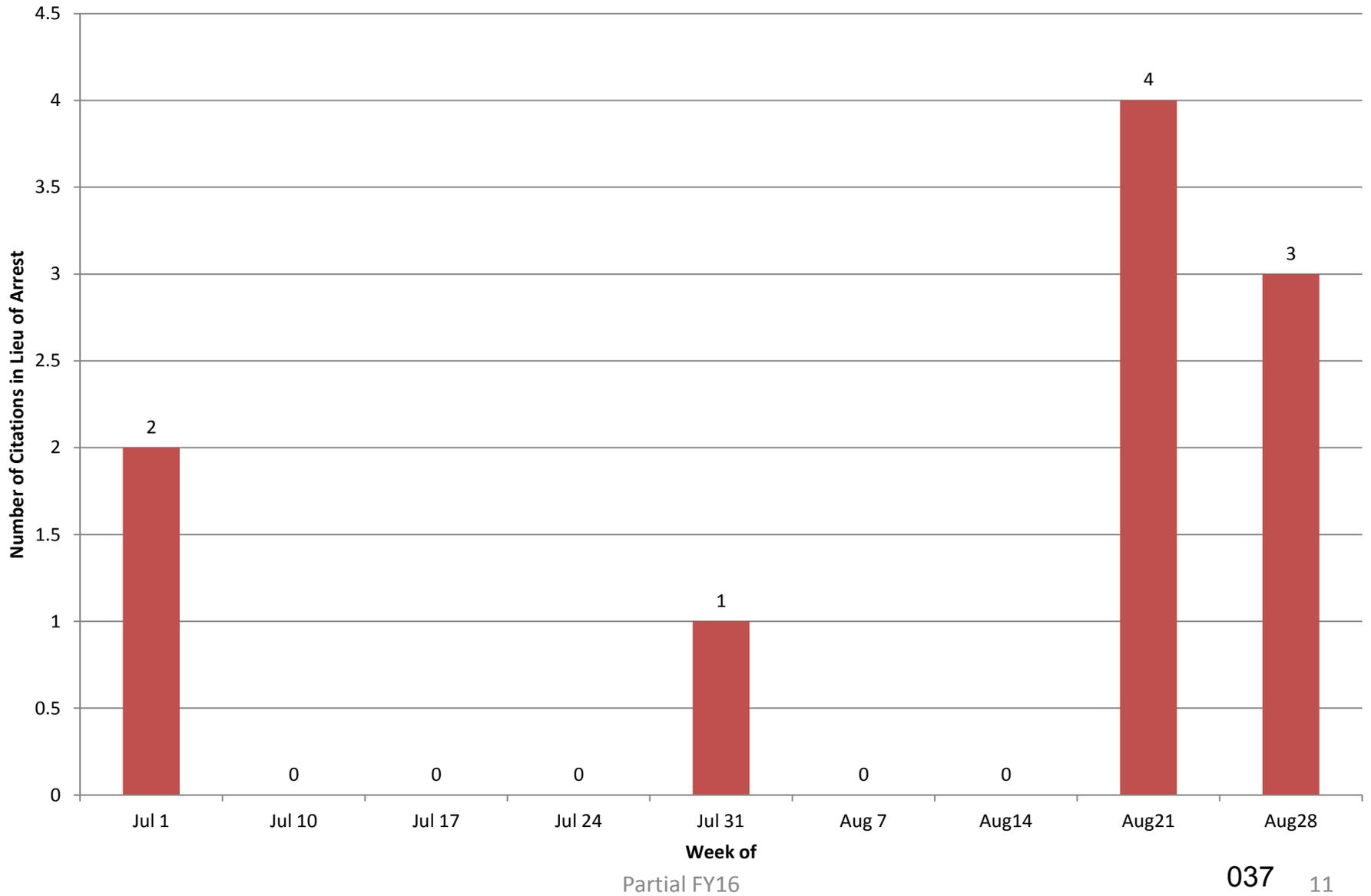
Field Observation Reports FY16 (July 1, 2015 to September 3, 2015)



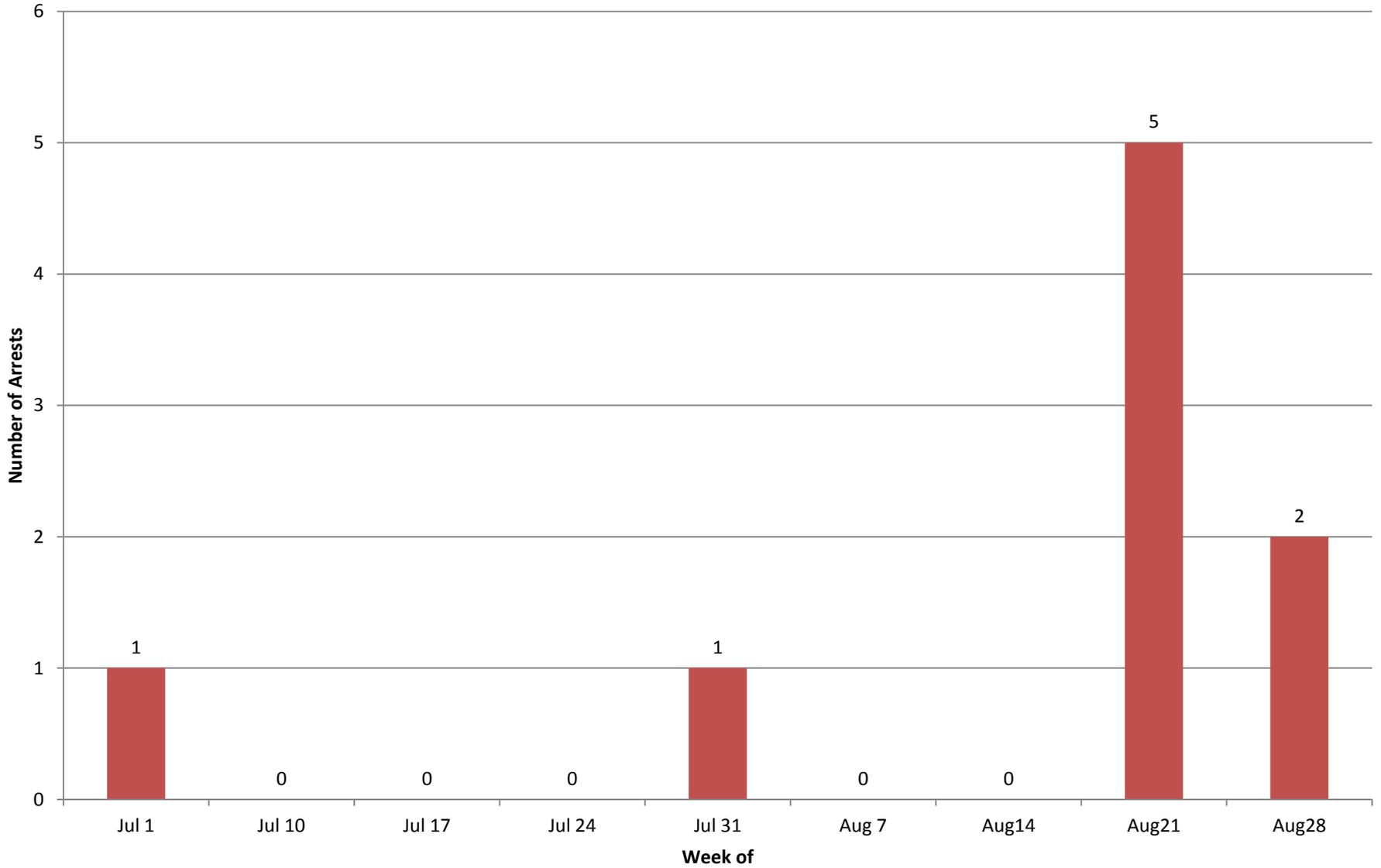
Citations in Lieu of Arrest FY16 (July 1, 2015 to September 3, 2015)



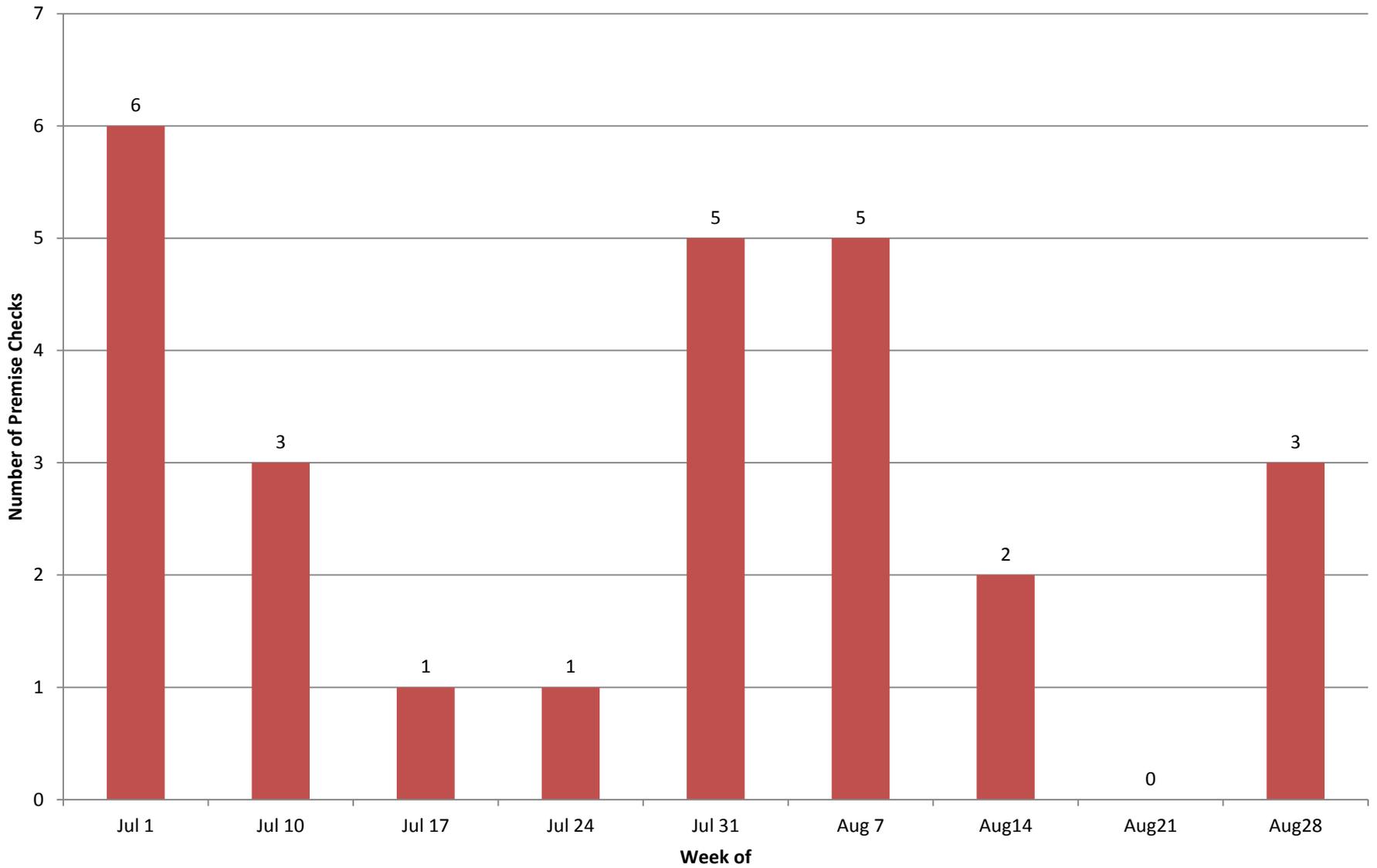
Citations in Lieu of Arrest FY16 (July 1, 2015 to September 3, 2015)



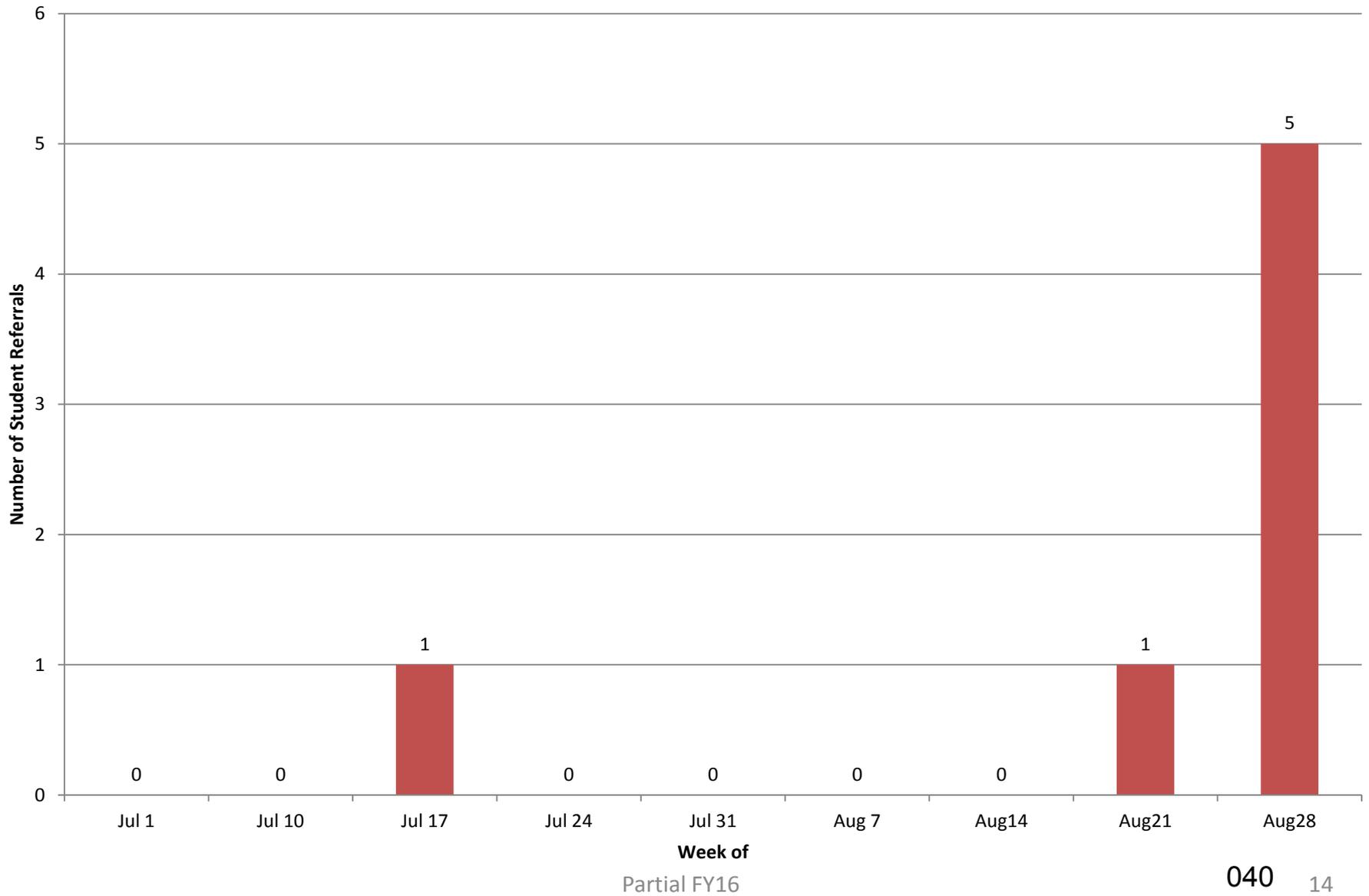
Arrests (Criminal , Driving with a Suspended License, DWI, Warrant) FY16 (July 1, 2015 to September 3, 2015)



Premise Checks (Vacation Checks) FY16 (July 1, 2015 to September 3, 2015)



Referral-Student Code of Conduct FY16 (July 1, 2015 to September 3, 2015)





City of College Park Noise Report

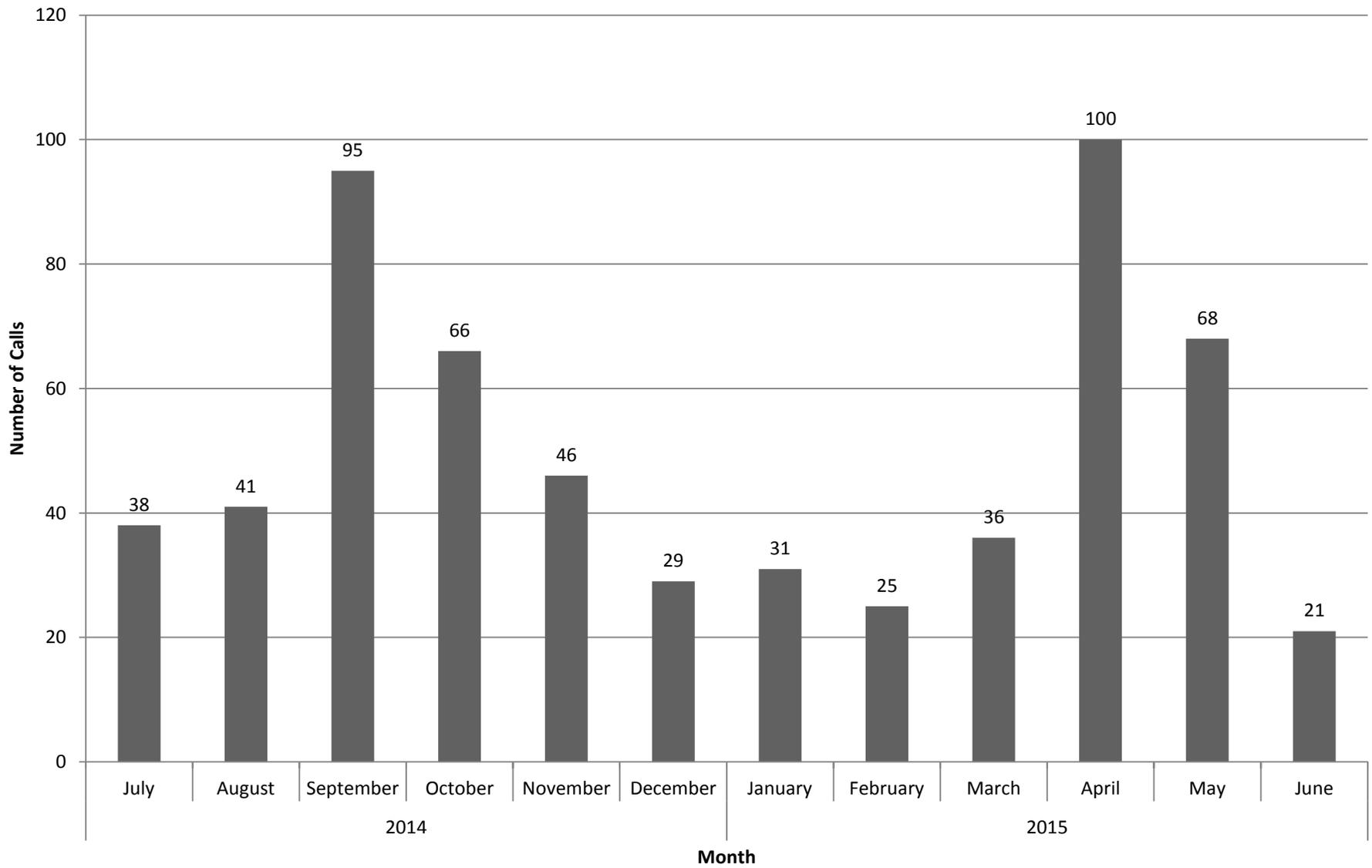
Fiscal Year 2015

(July 1, 2014 to June 30, 2015)

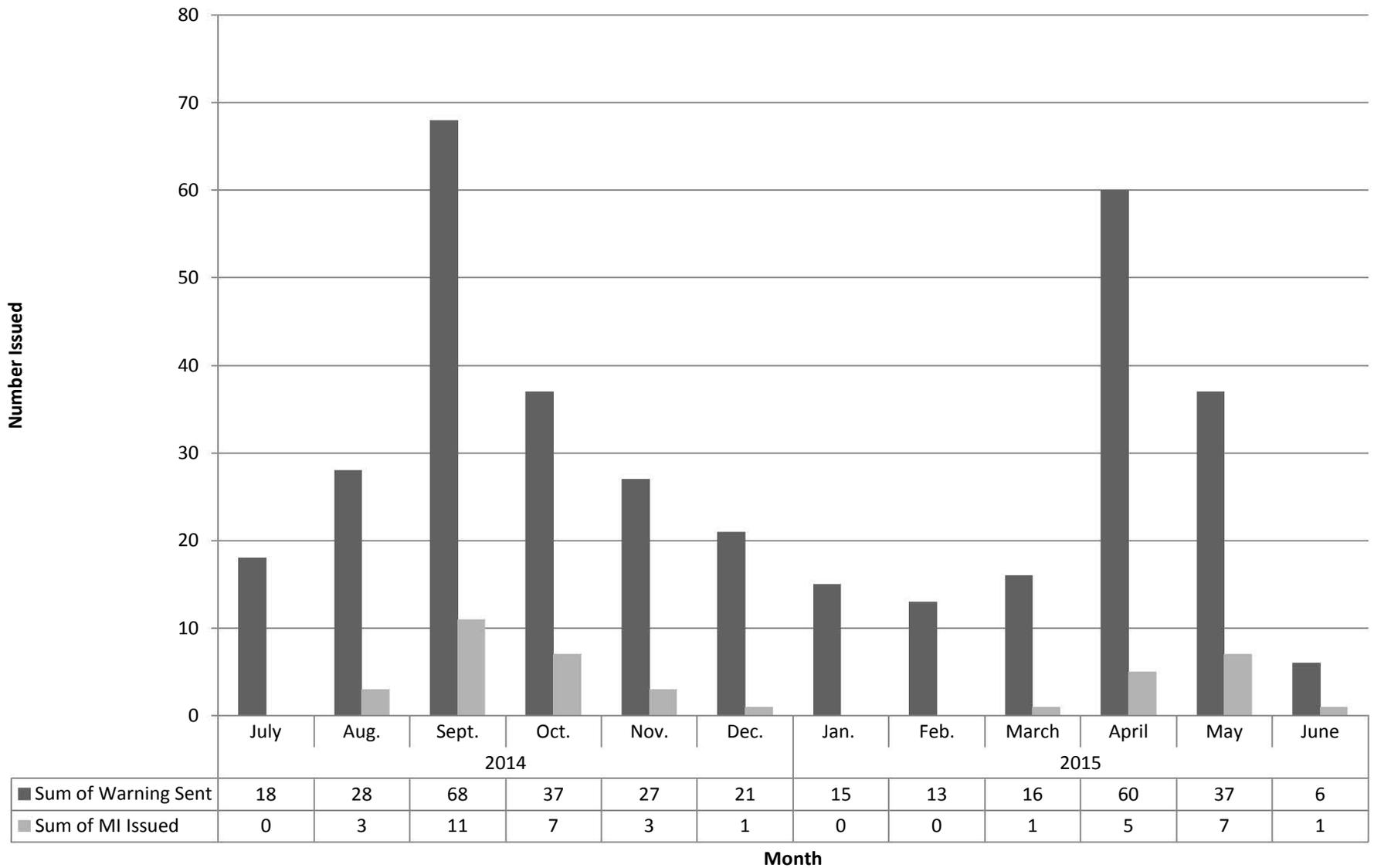
Including Comparisons from 2010 to Present

Prepared by the Department of Public Services

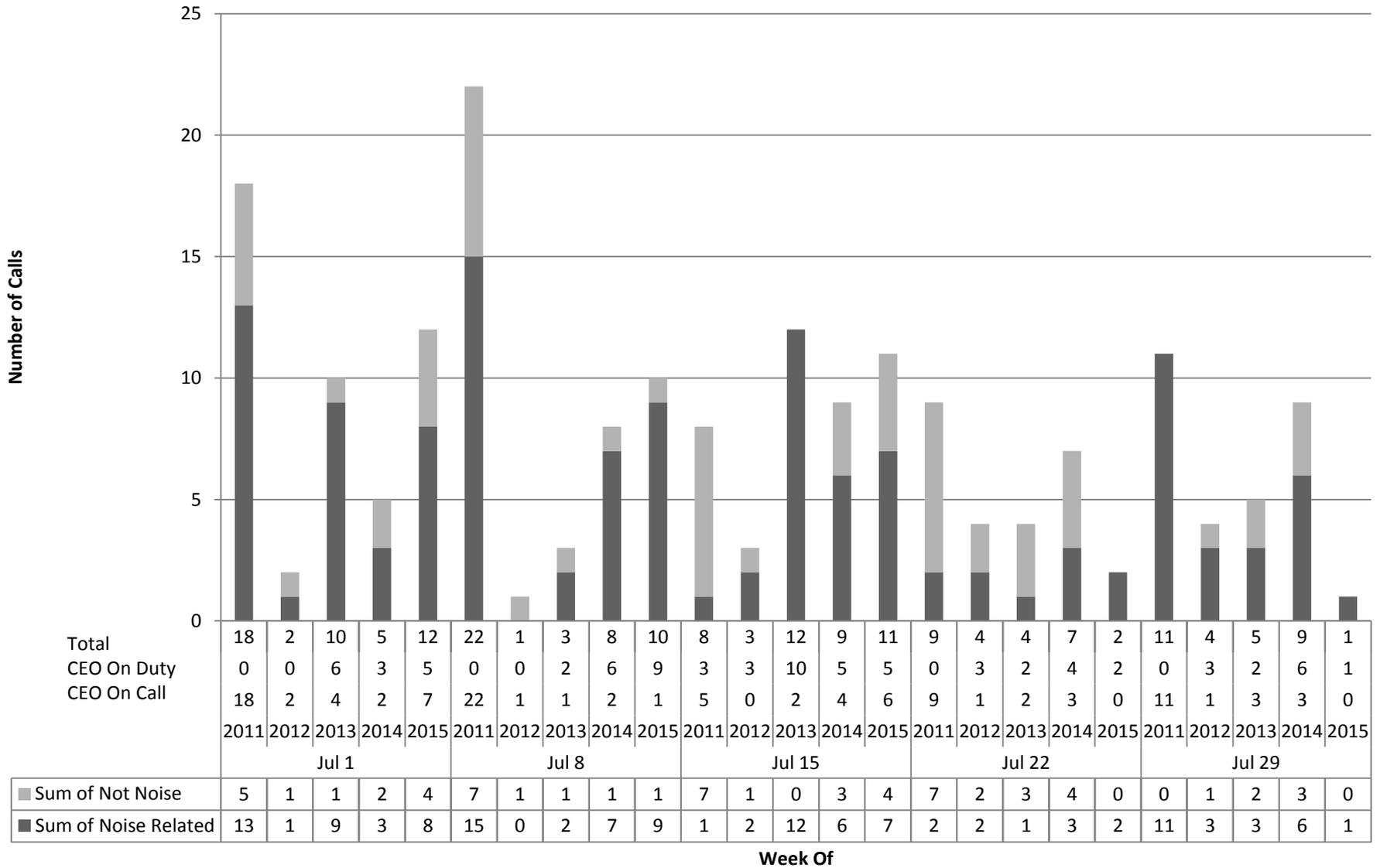
Calls to the Hotline Fiscal Year 2015



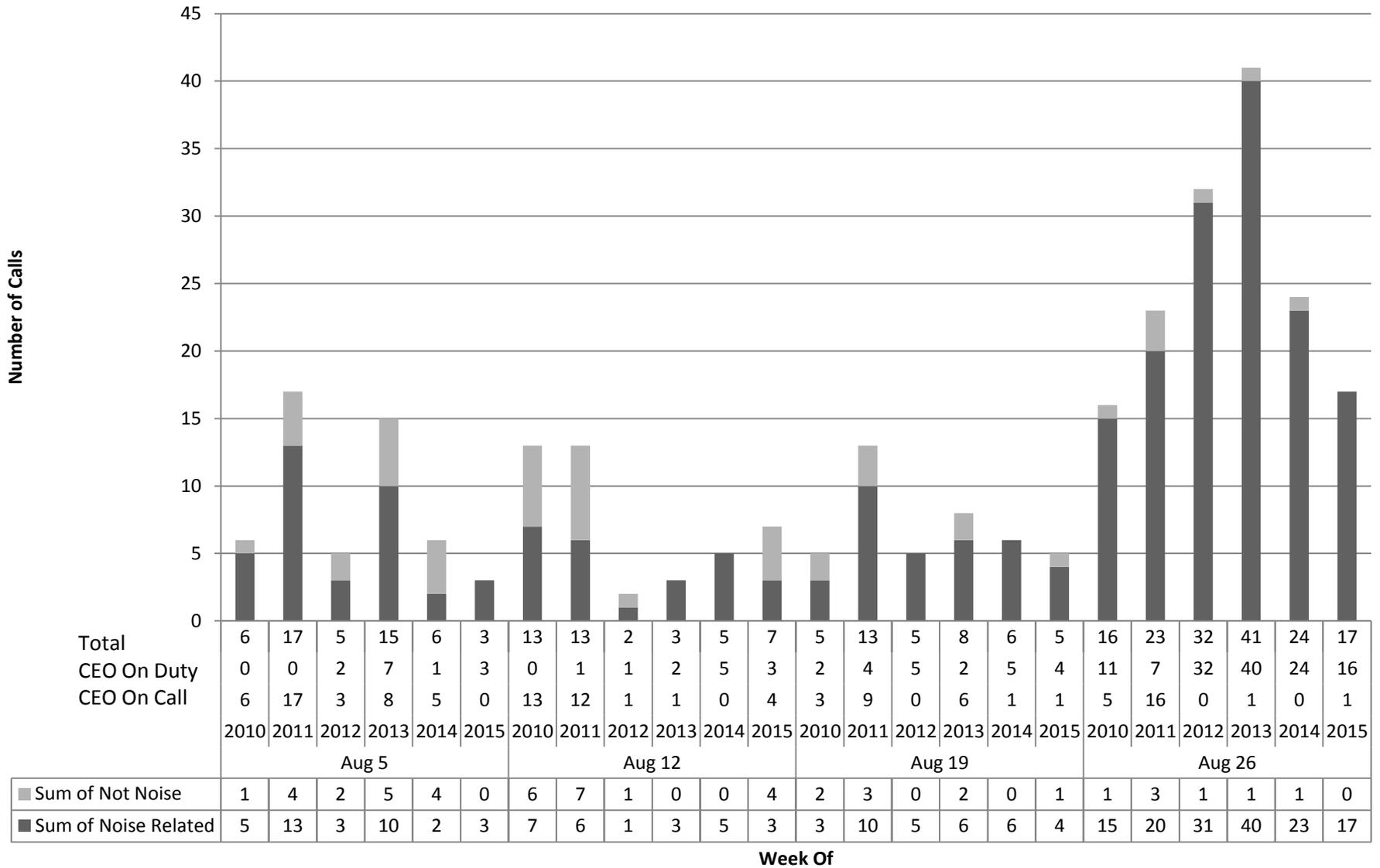
Warnings and Municipal Infractions Issued Fiscal Year 2015



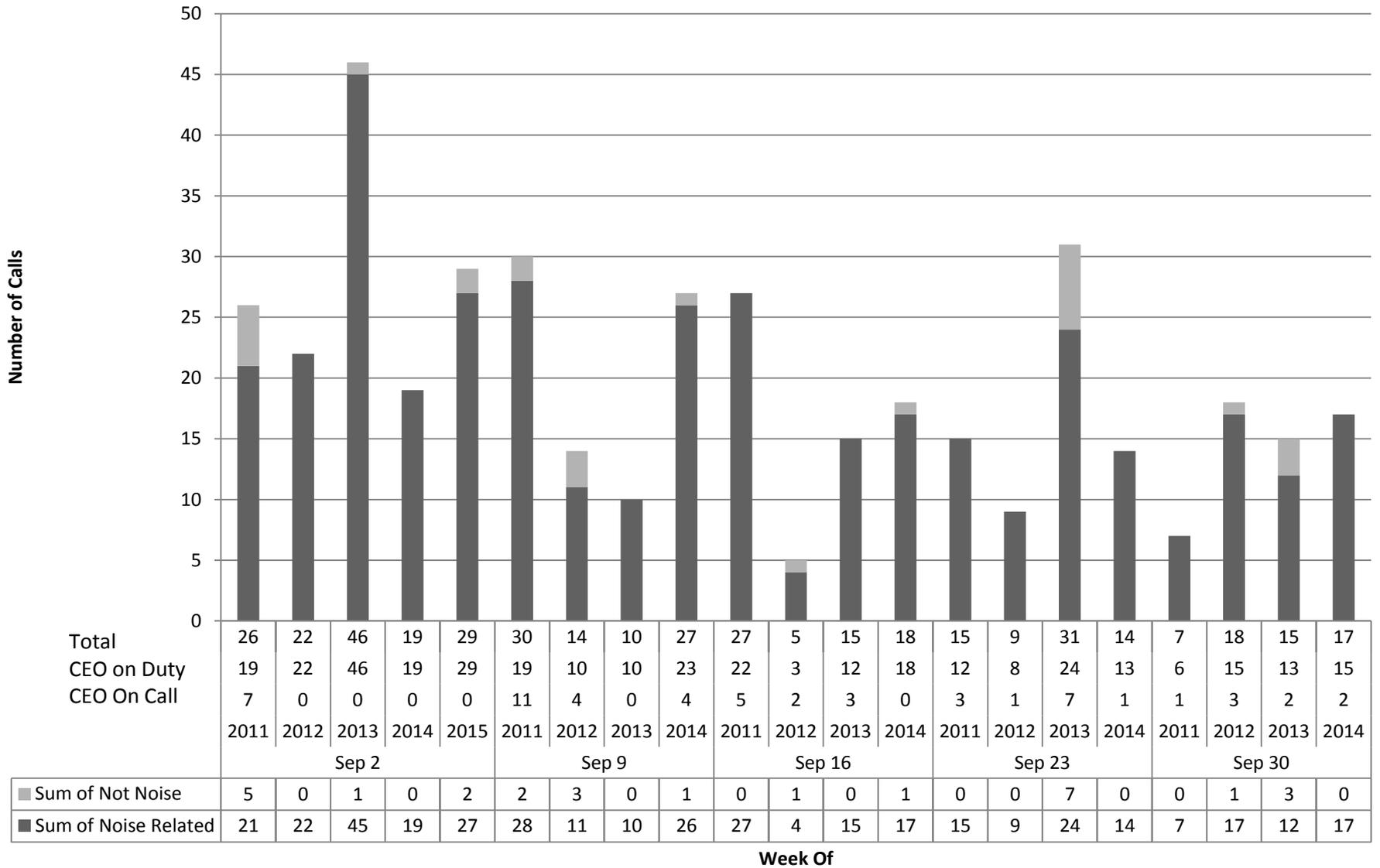
Calls to Hotline July



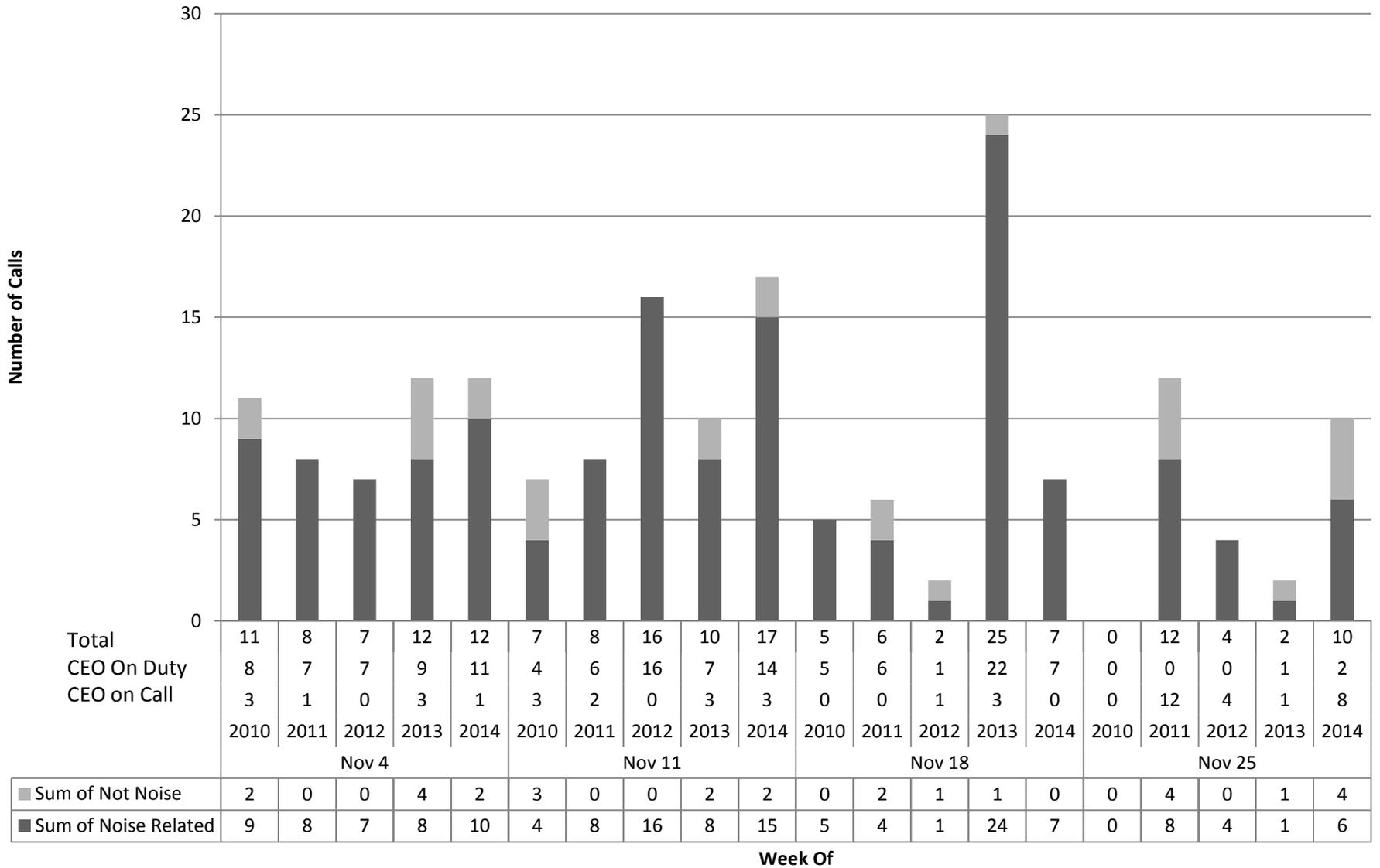
Calls to Hotline August



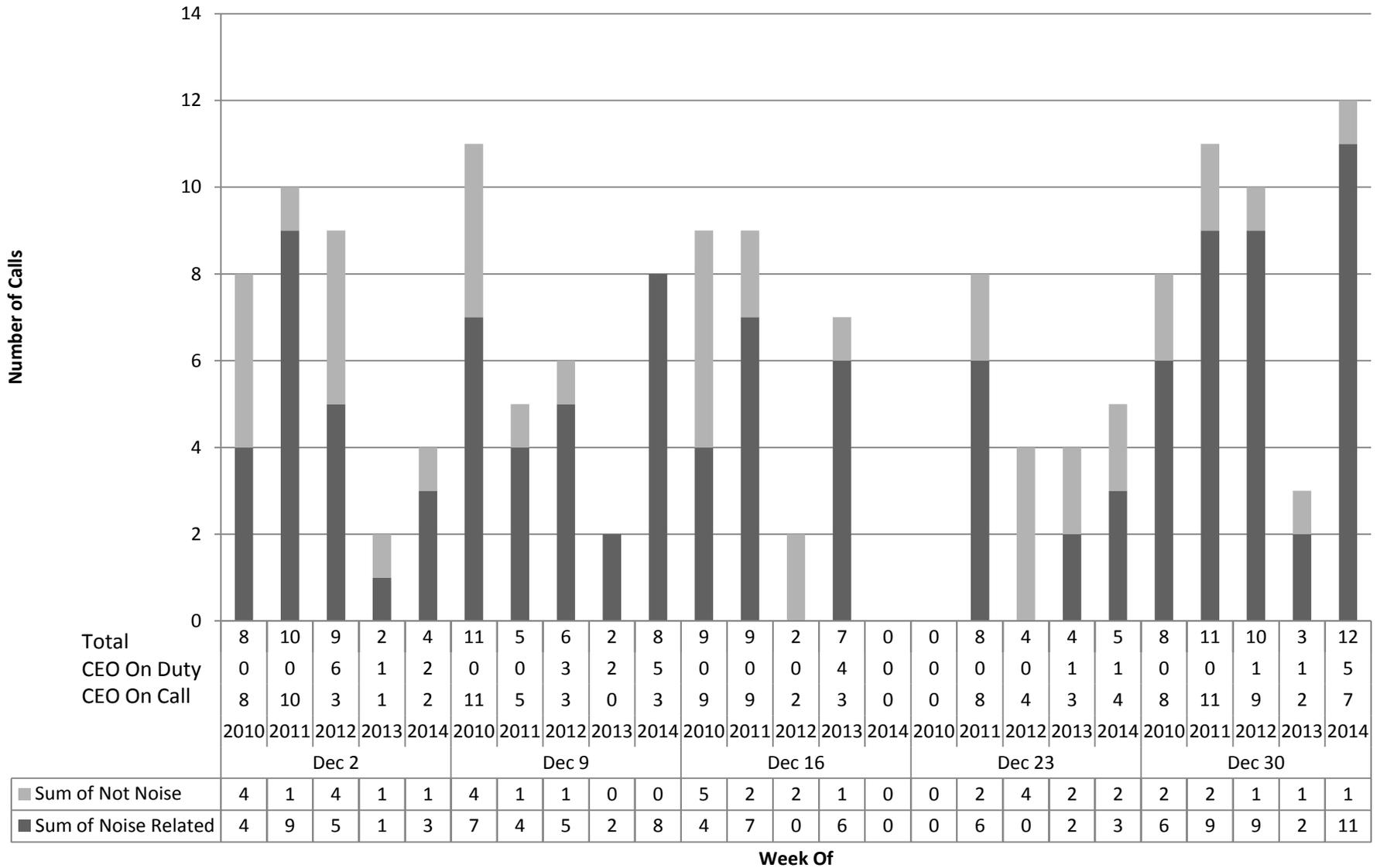
Calls to Hotline September



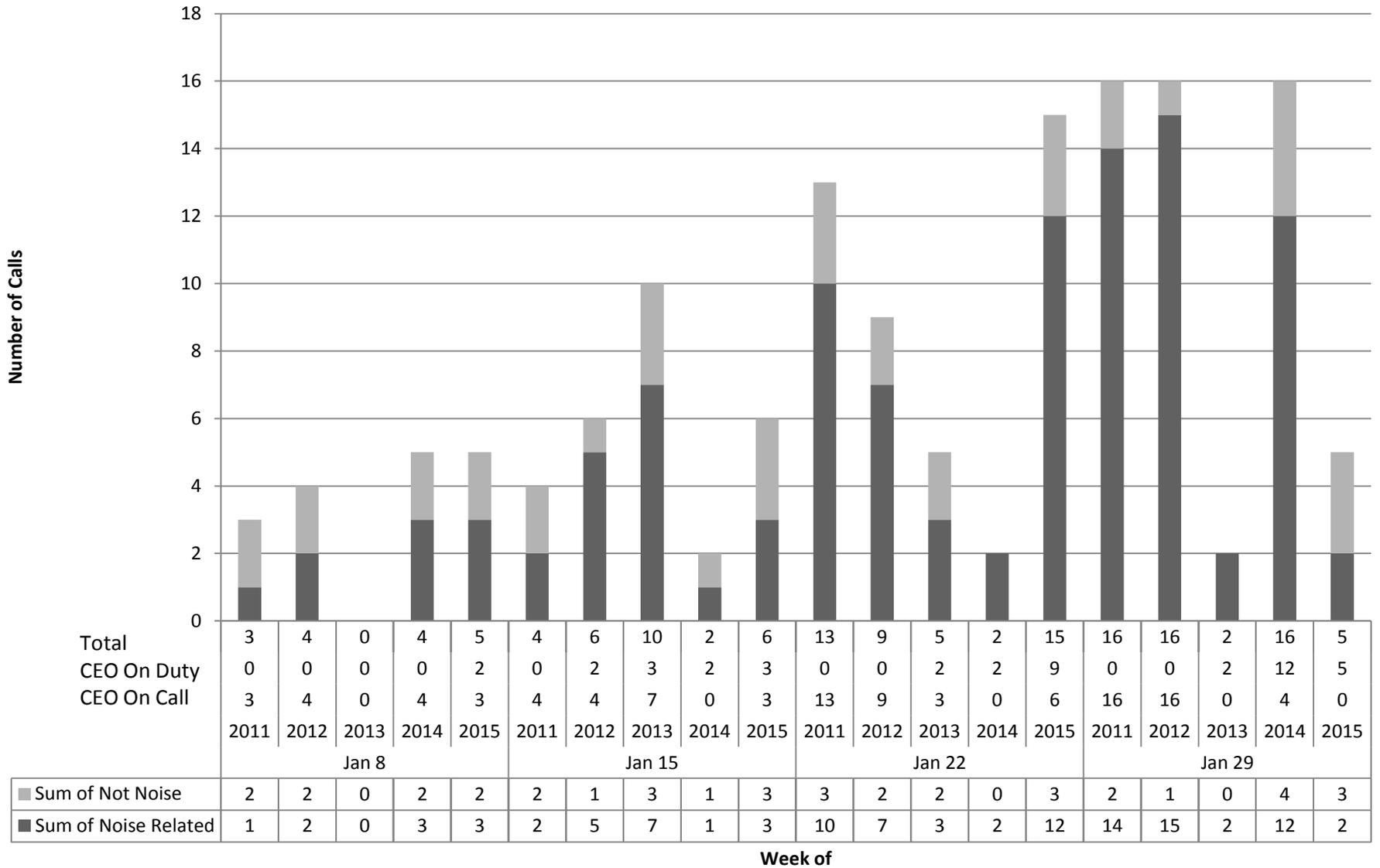
Calls to Hotline November



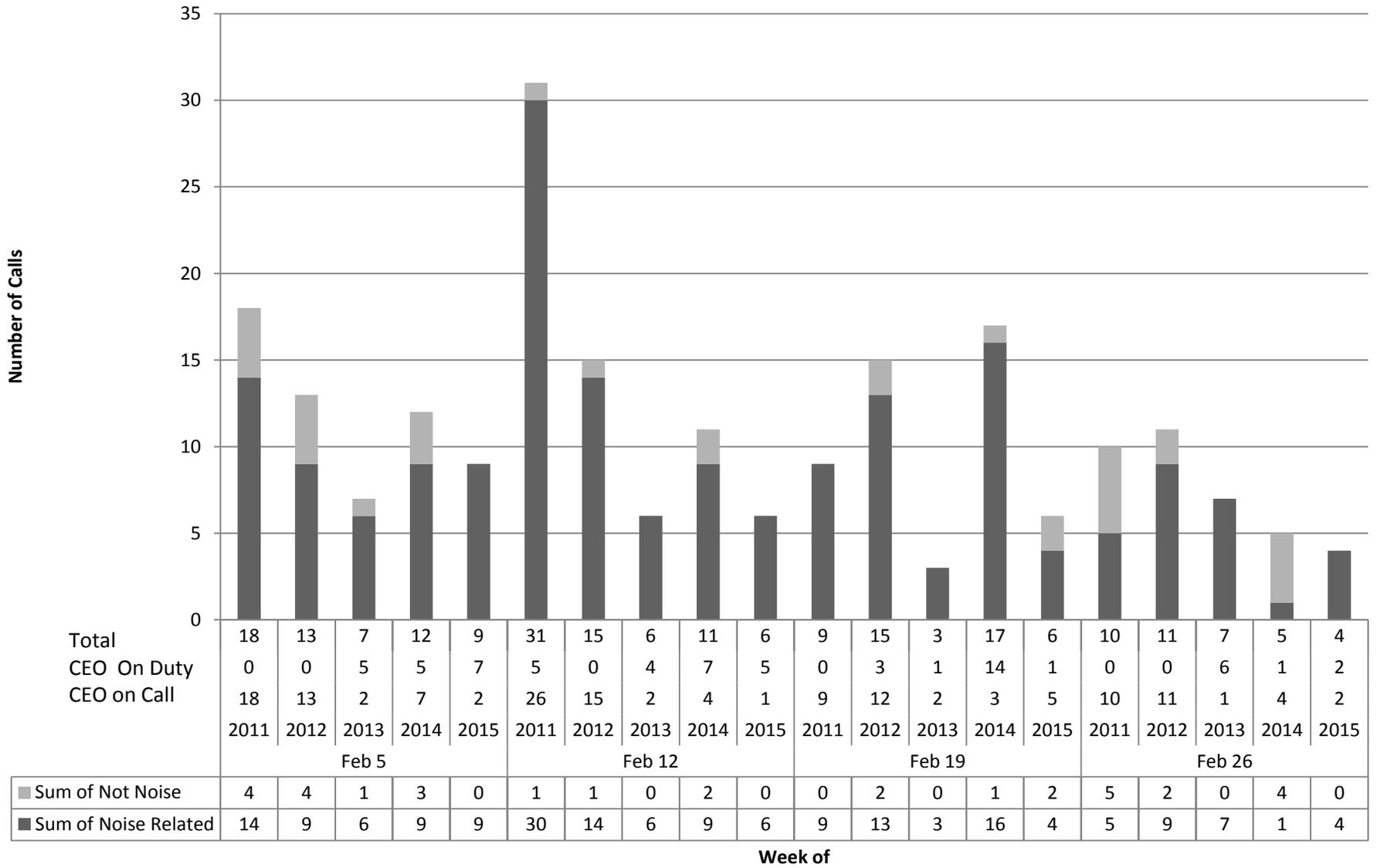
Calls to Hotline December



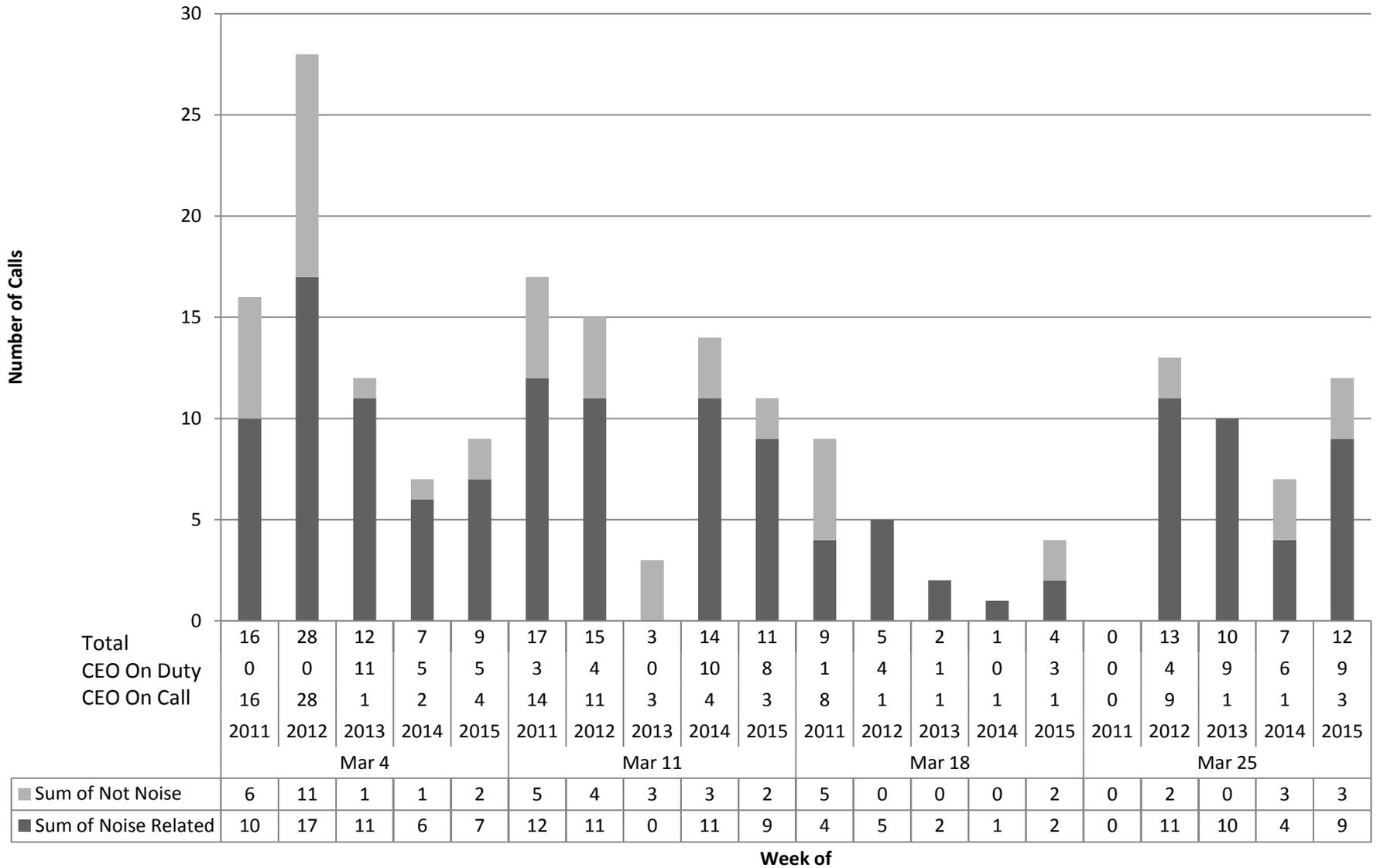
Calls to Hotline January



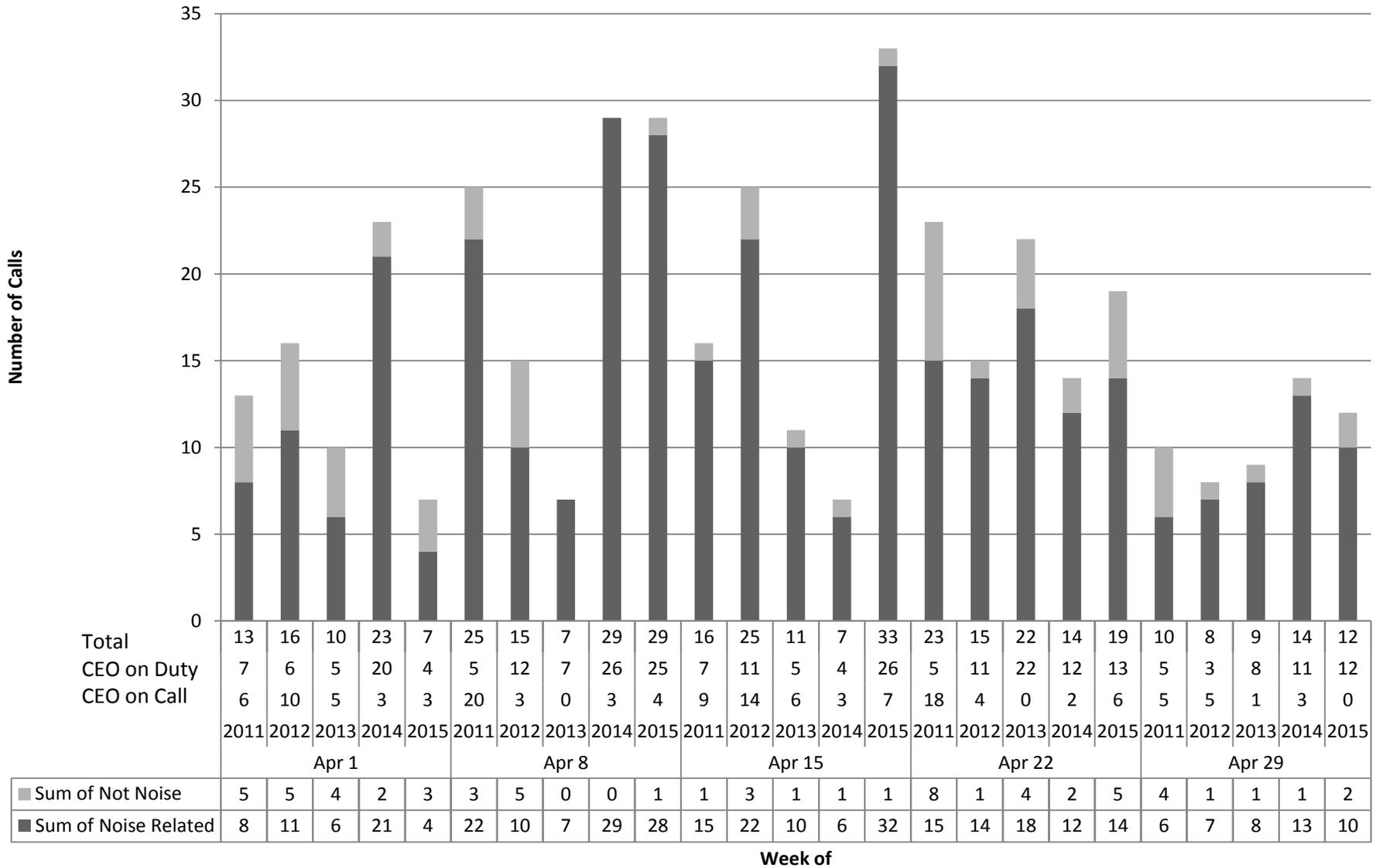
Calls to Hotline February



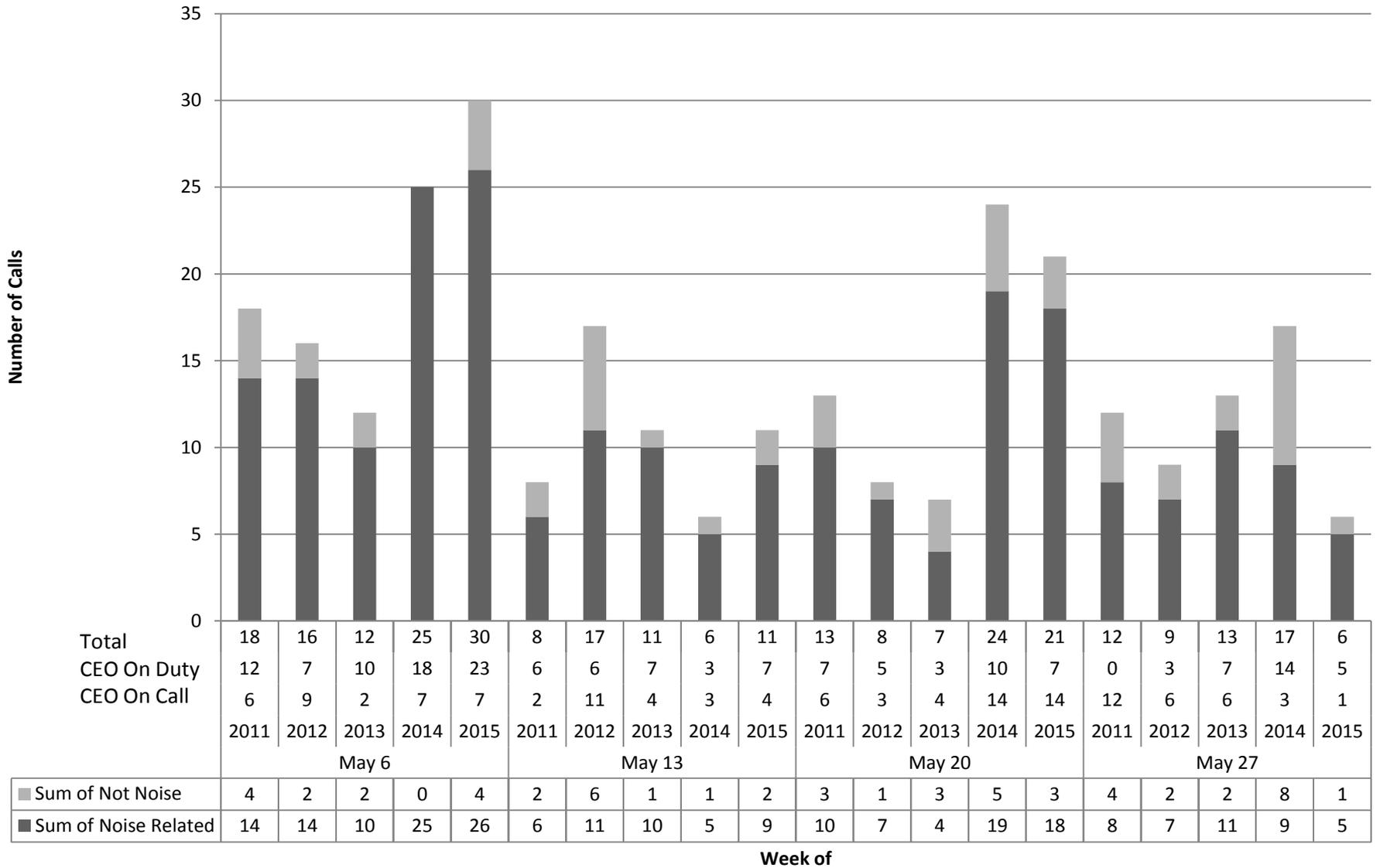
Calls to Hotline March



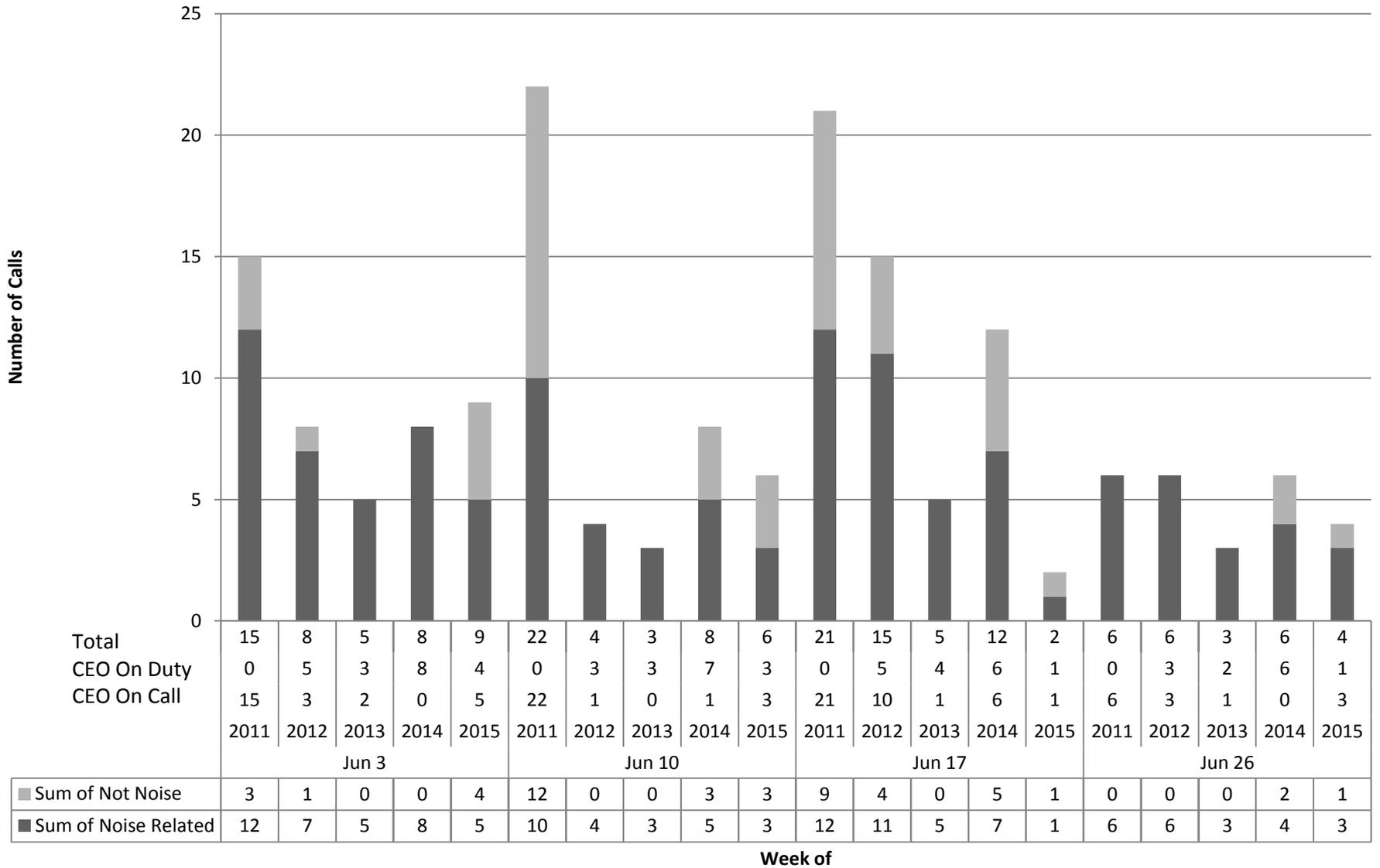
Calls to Hotline April



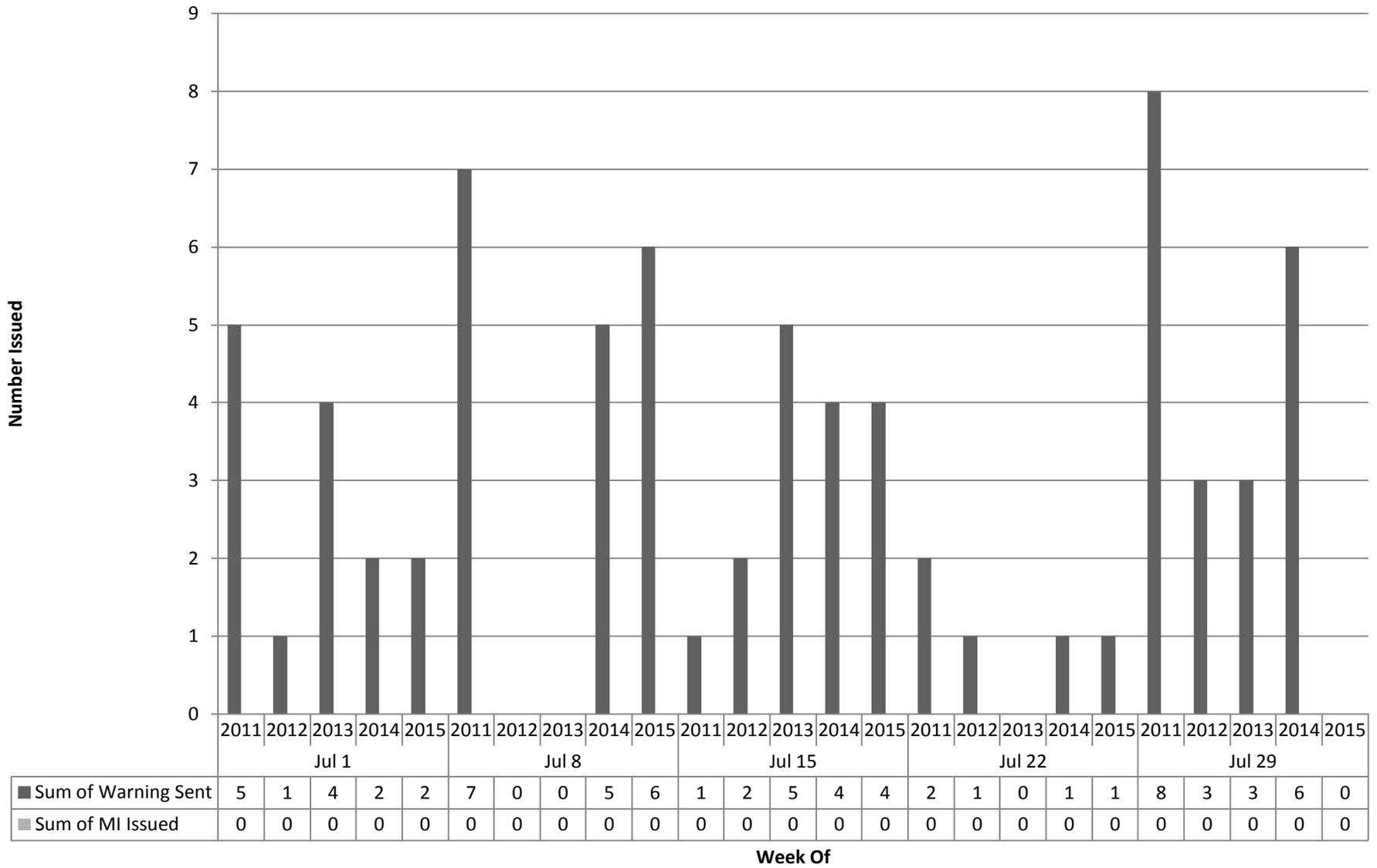
Calls to Hotline May



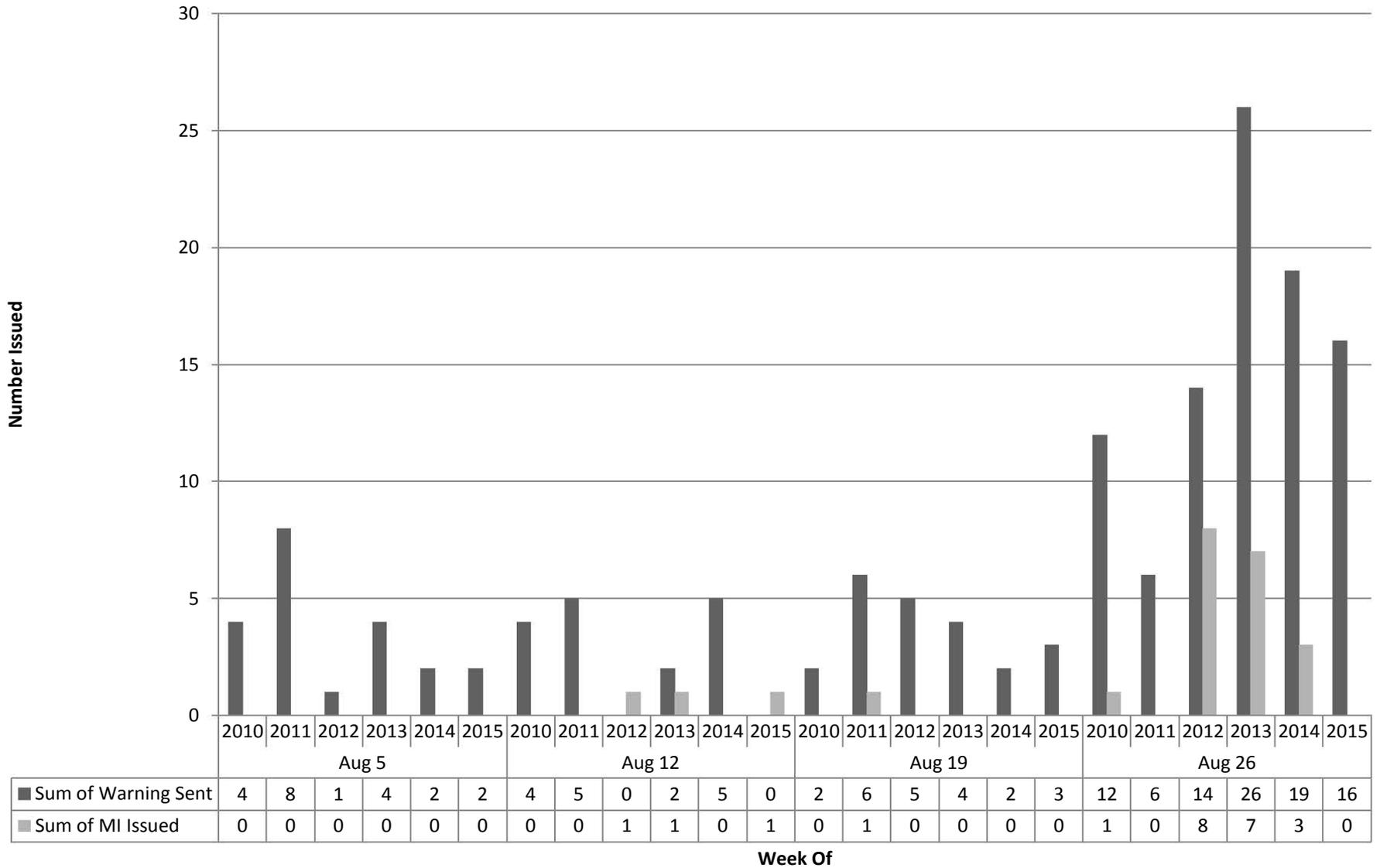
Calls to Hotline June



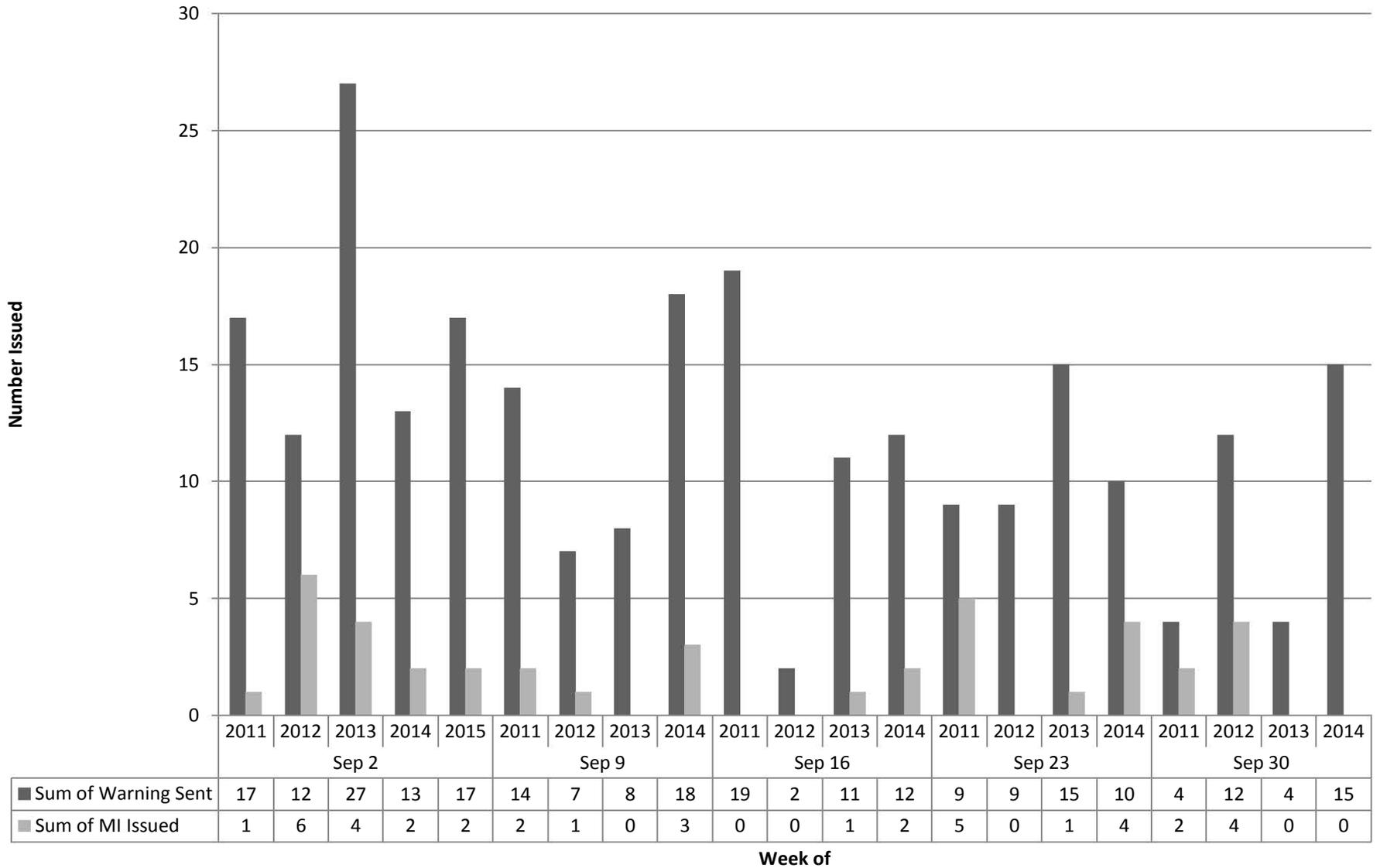
Warnings and Municipal Infractions Issued July



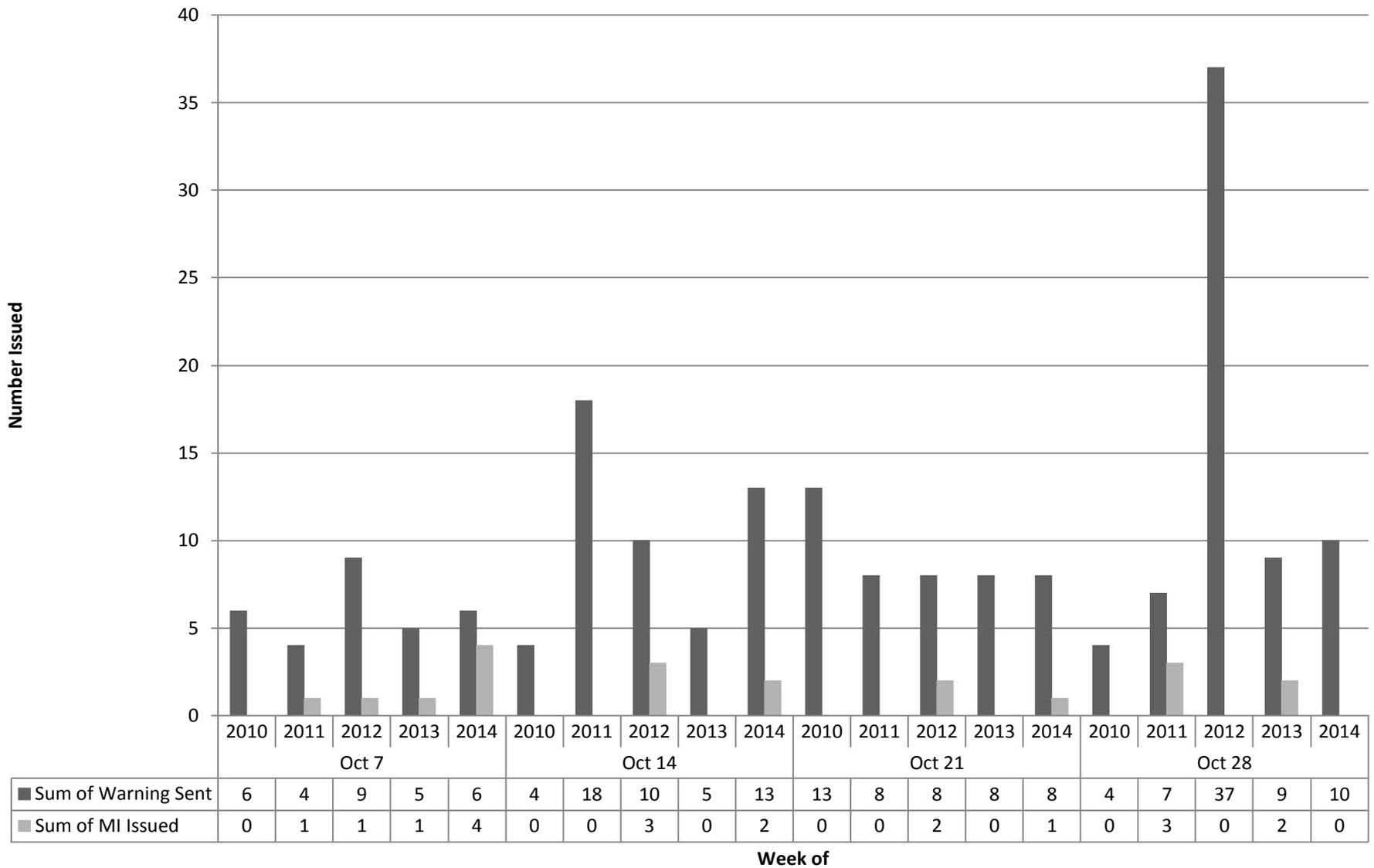
Warnings and Municipal Infractions Issued August



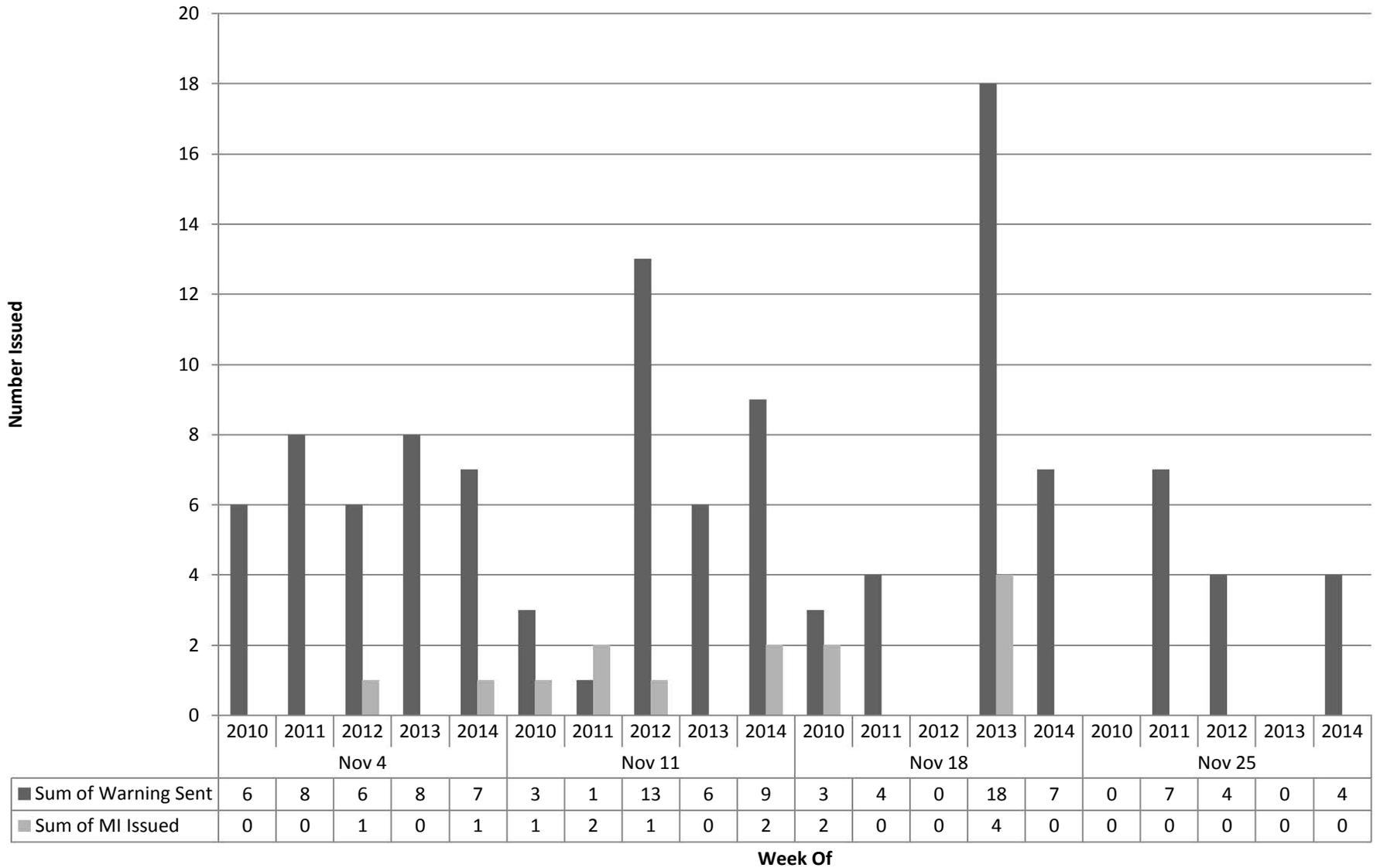
Warnings and Municipal Infractions Issued September



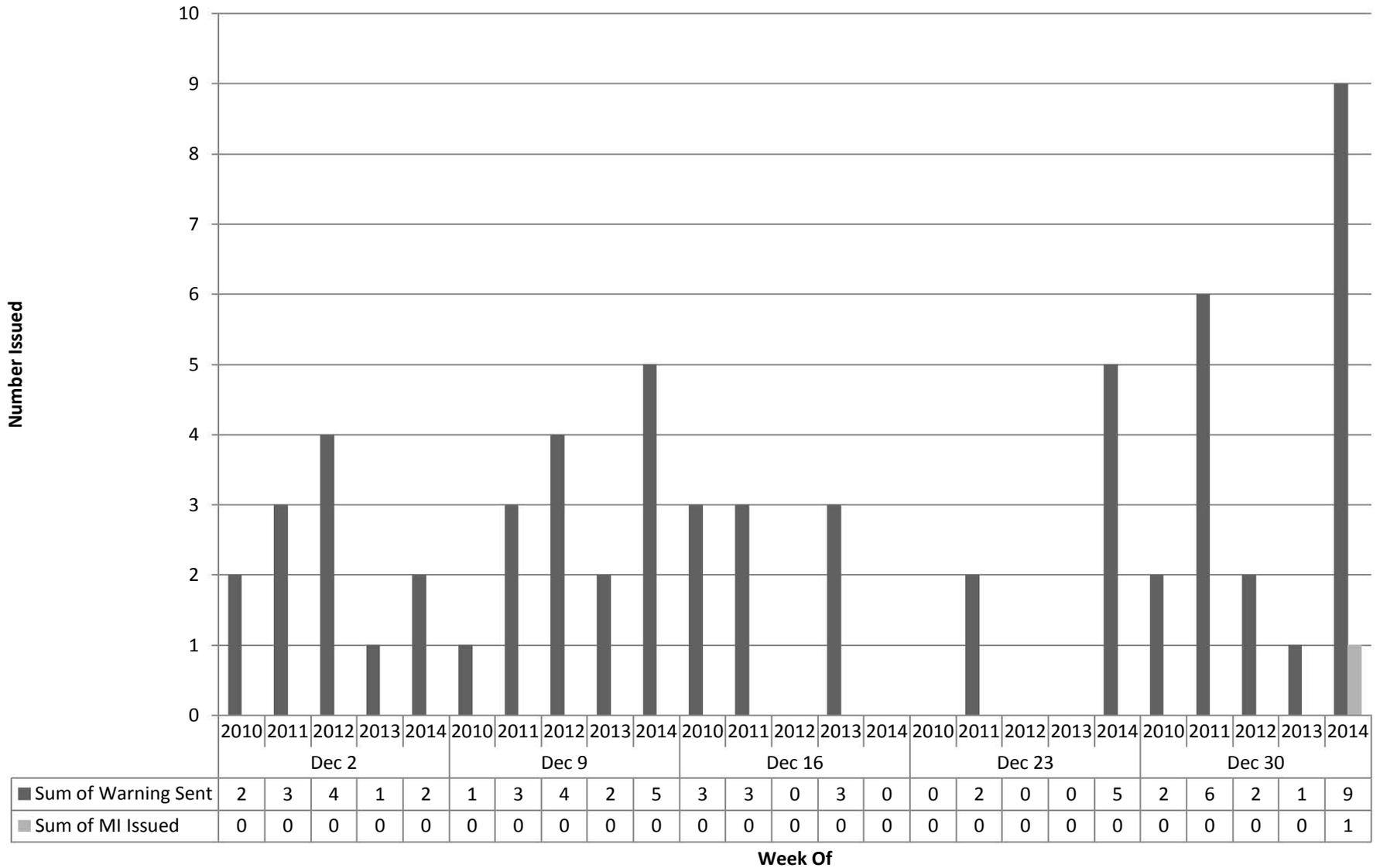
Warnings and Municipal Infractions Issued October



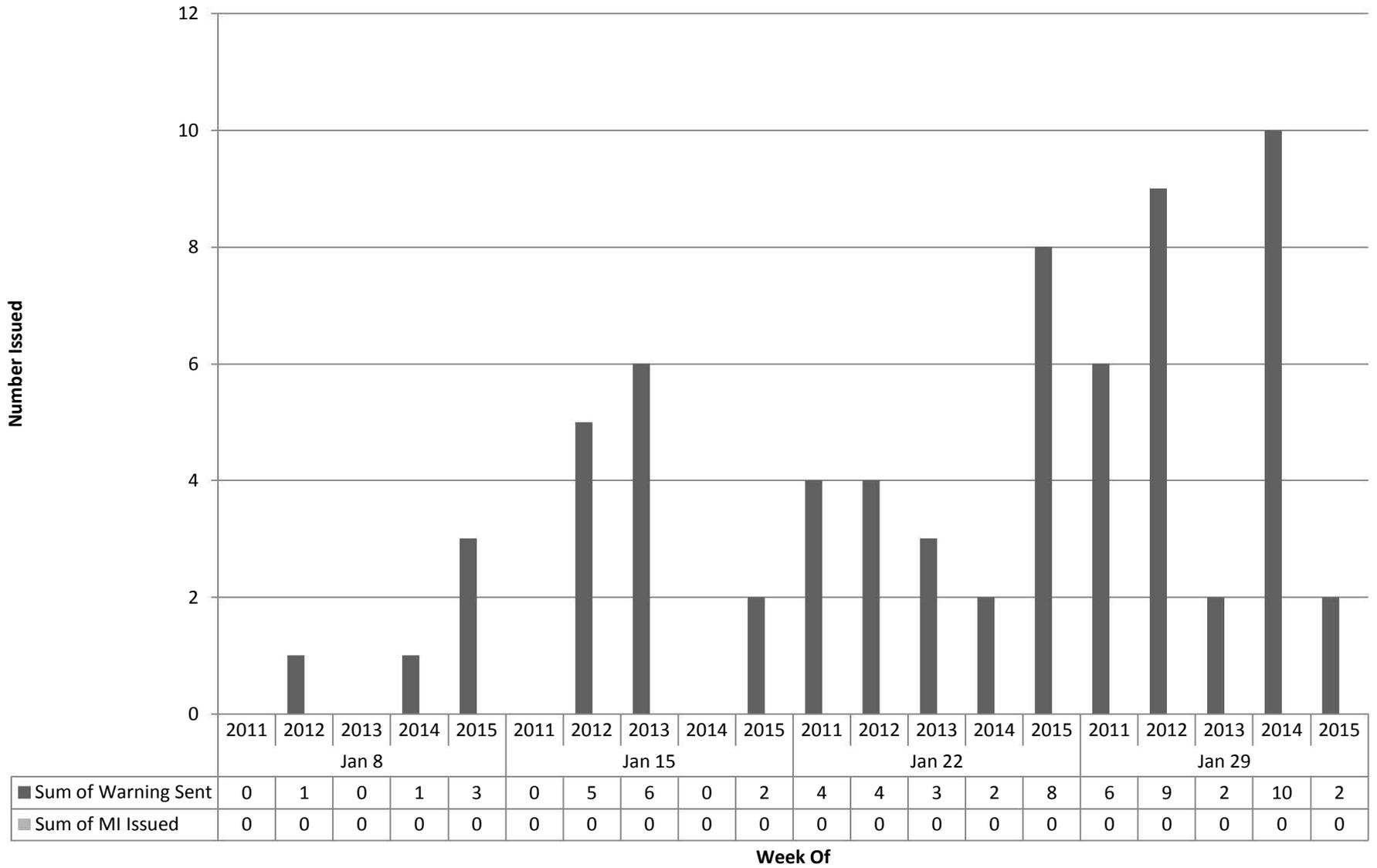
Warnings and Municipal Infractions Issued November



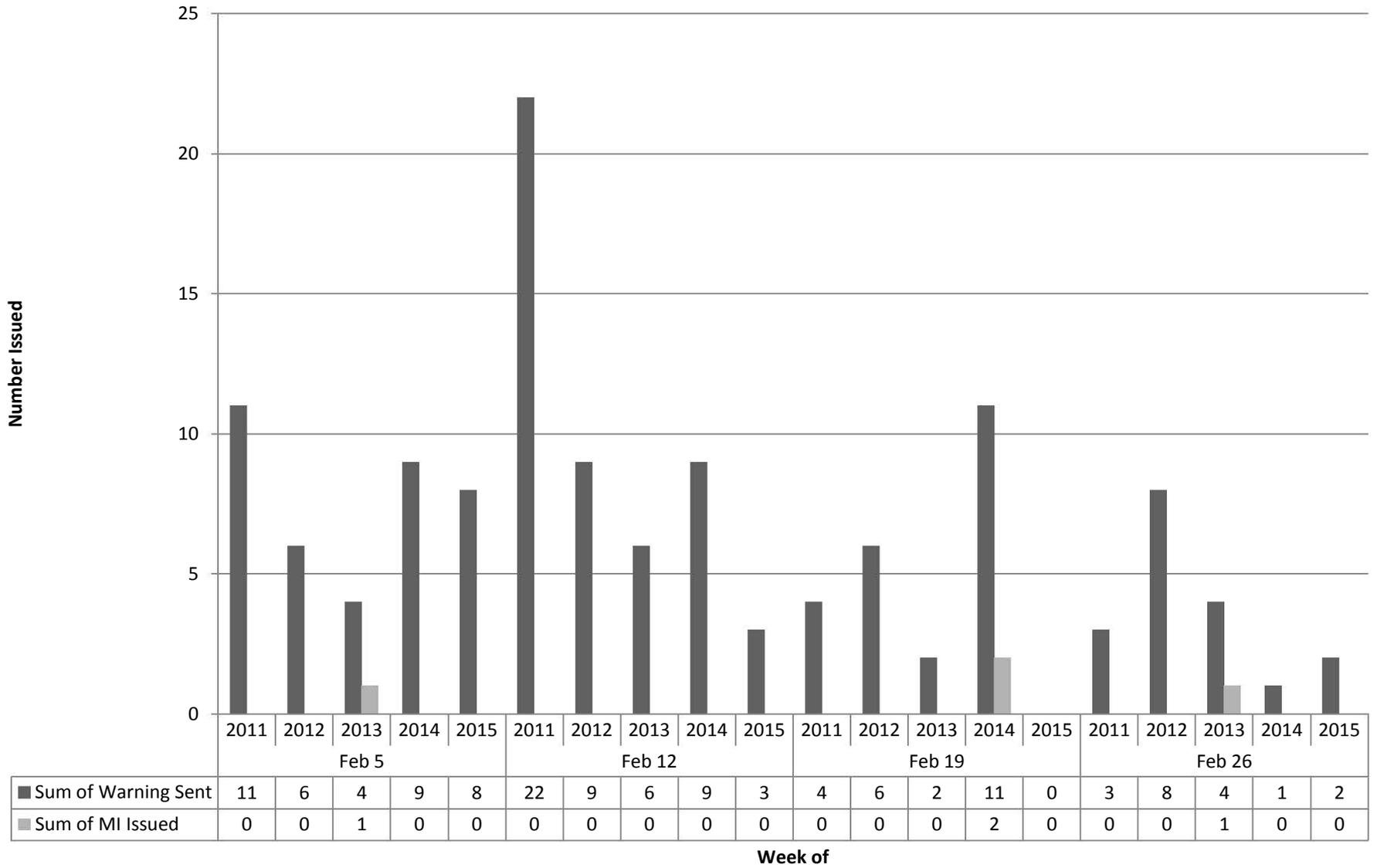
Warnings and Municipal Infractions Issued December



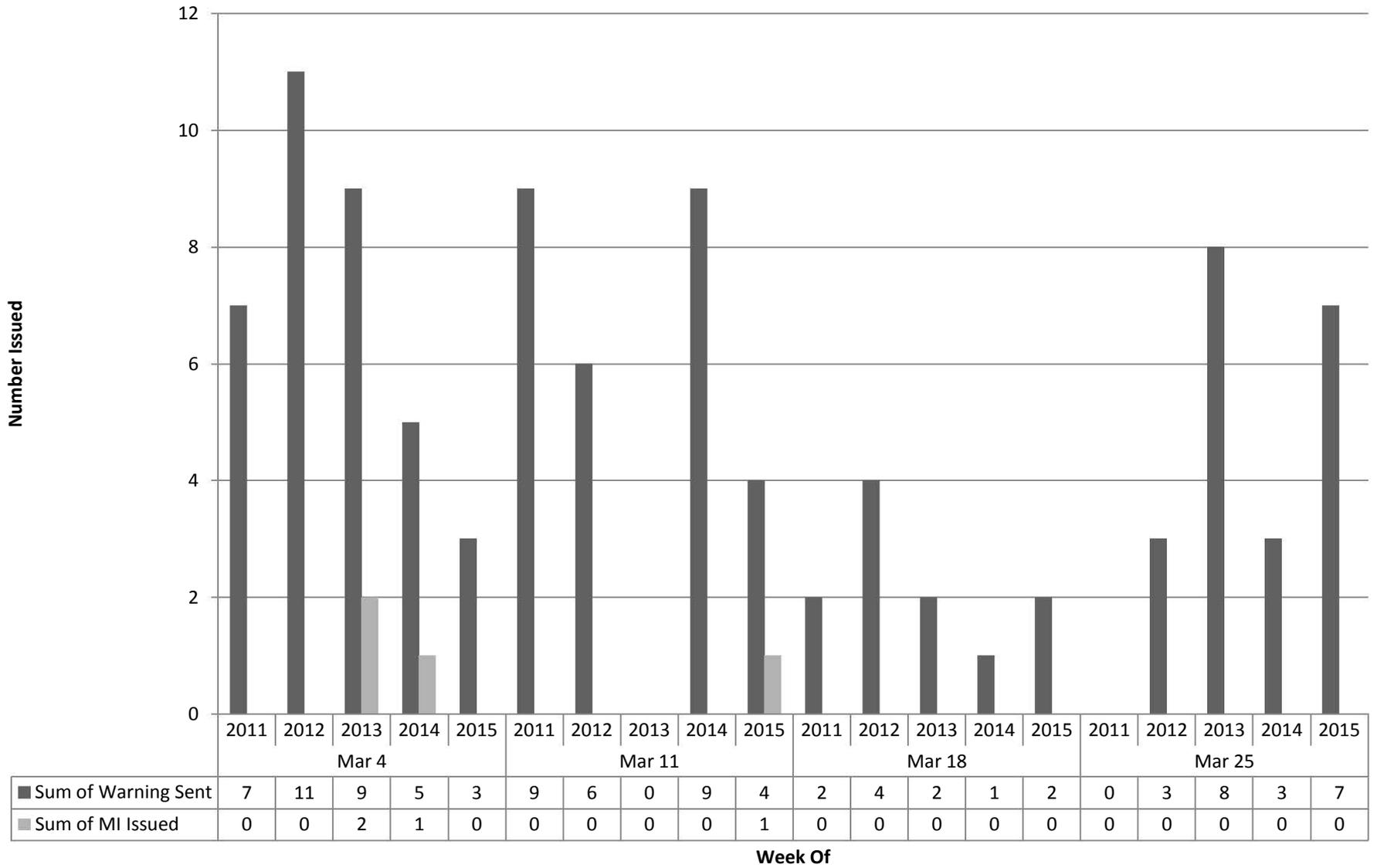
Warnings and Municipal Infractions Issued January



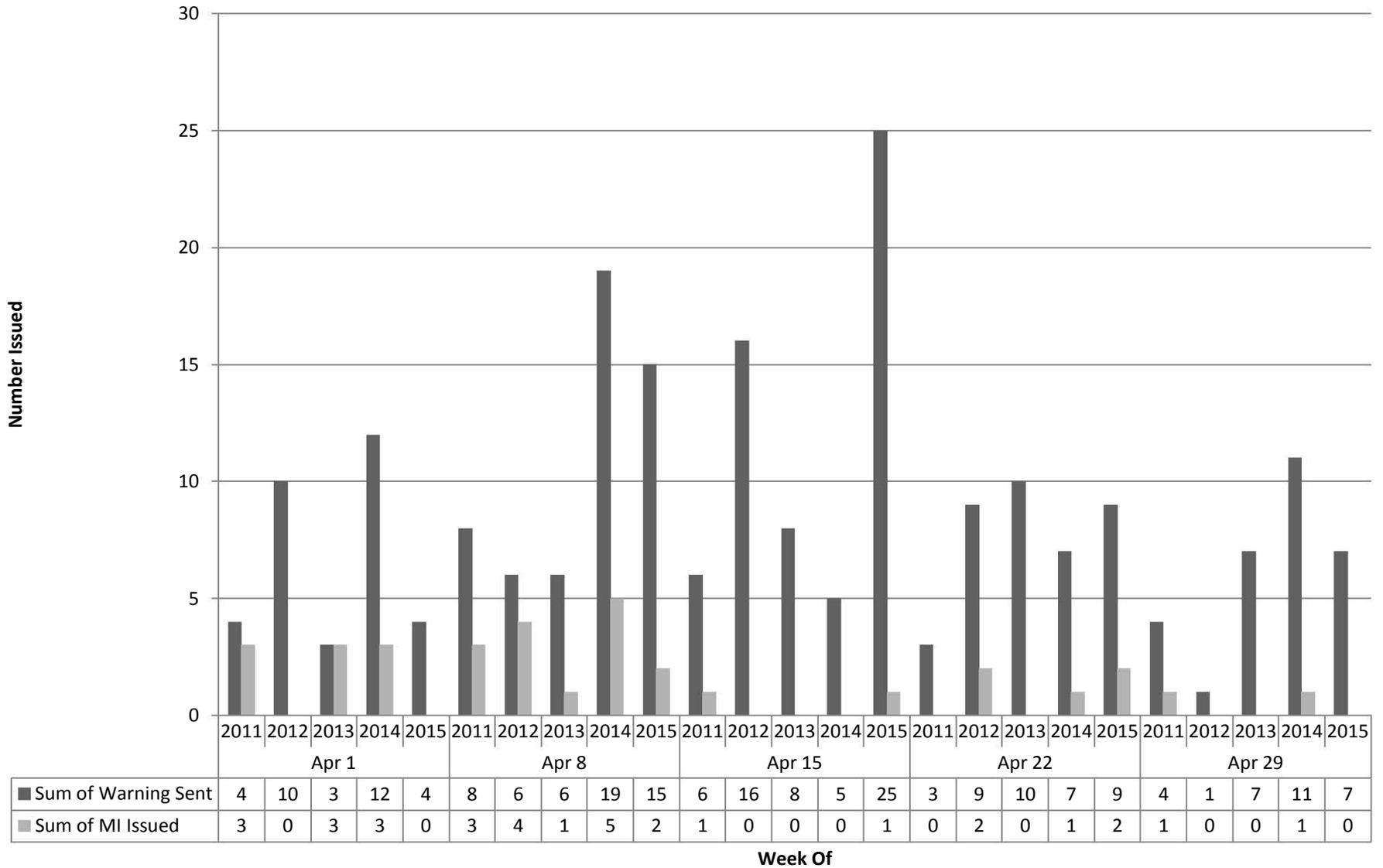
Warnings and Municipal Infractions Issued February



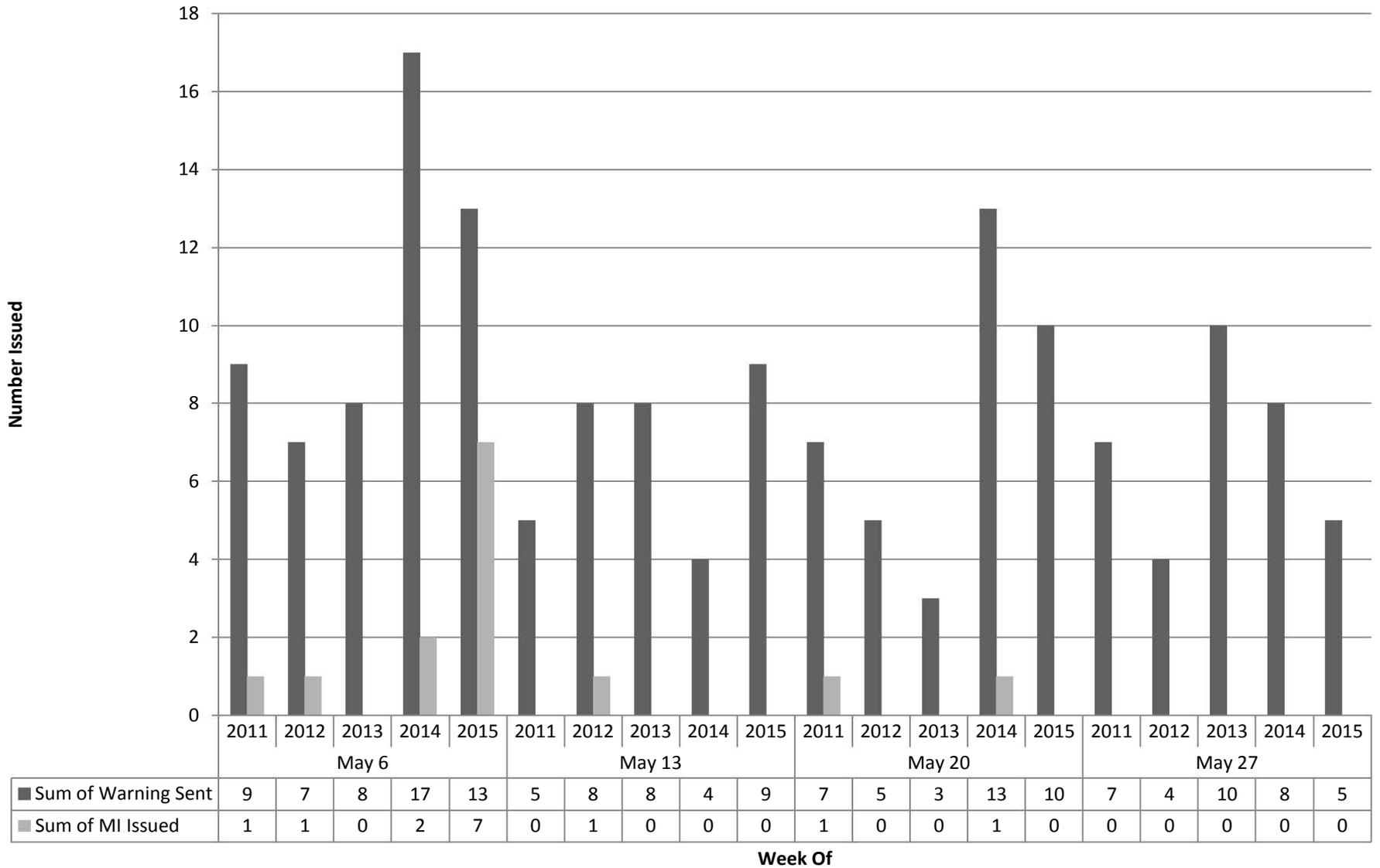
Warnings and Municipal Infractions Issued March



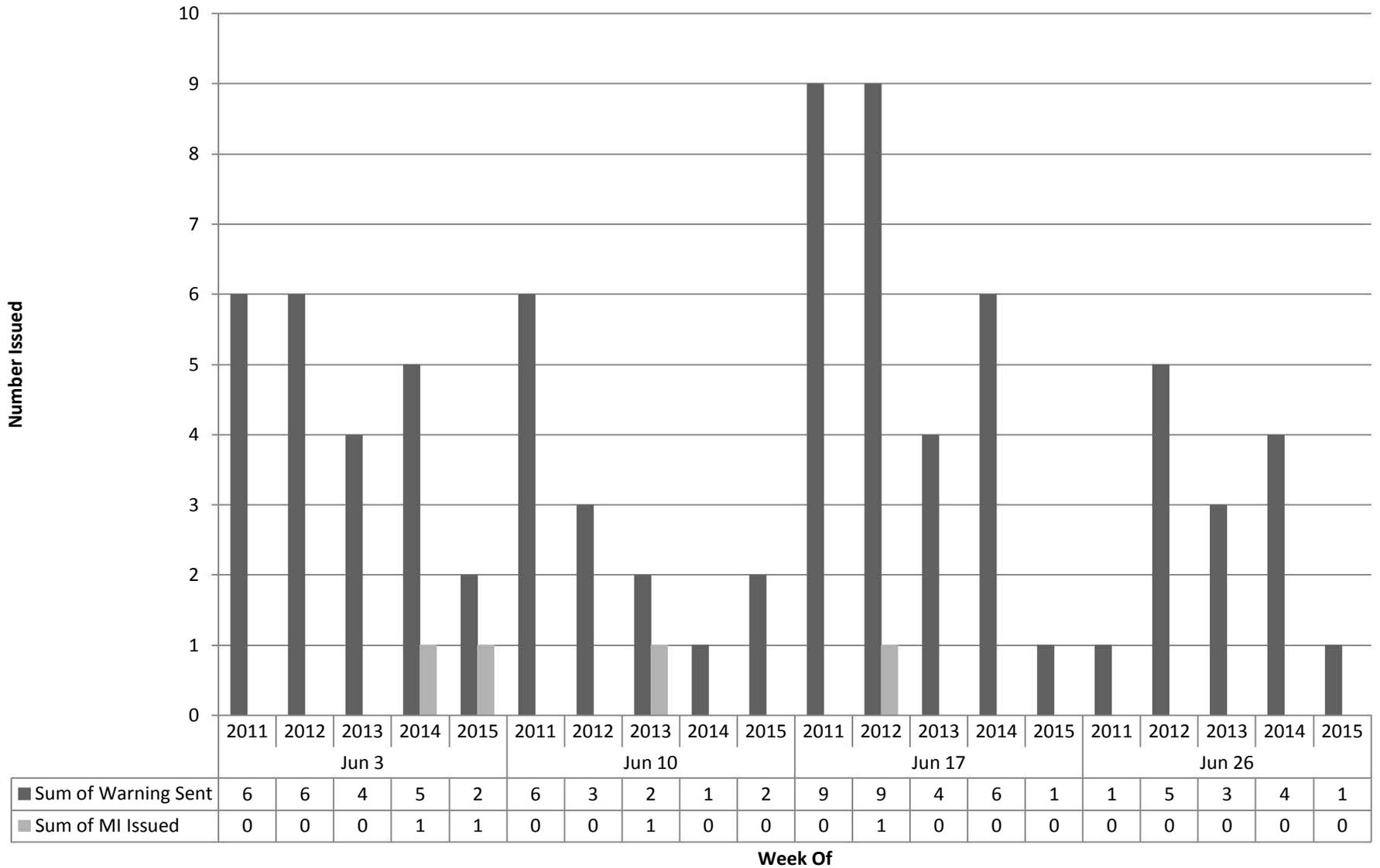
Warnings and Municipal Infractions Issued April



Warnings and Municipal Infractions Issued May



Warnings and Municipal Infractions Issued June



FY15 Automated Speed Enforcement (Speed Camera) Summary

Tuesday, July 1, 2014 - Tuesday, June 30, 2015

Site	Location	Start Date	End Date	# Citations Issued	# DMV Photo Mismatch Rejected
50103	3400 Block of Metzert Rd, EB	2014-08-16	Present	4348	0
50104	Baltimore Ave @ Guilford Rd	2013-10-30	2014-07-30	647	0
50105	9800 Block of Rhode Island Ave	2014-05-09	Present	196	0
50107	7800 Block of Baltimore Ave, SB	2014-08-16	Present	3306	0
50108	7800 Block of Baltimore Ave, SB	2014-08-16	Present	2436	0
70109	8900 Block of Baltimore Avenue, SB	2014-08-16	Present	35572	12
70113	8800 Block of Baltimore Ave, NB	2012-03-12	2014-08-14	167362	0
70115	3800 Block of MD-193, EB	2014-08-16	Present	4734	14
70116	3800 Block of MD-193, WB	2014-08-16	Present	10576	2
Total:				229177	28

2

Backyard Sports Grill Show Cause Hearing

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joseph Nagro, City Manager

FROM: Robert W. Ryan, Public Services Director

DATE: September 11, 2015

SUBJECT: Backyard Sports Grill – Show Cause Hearing

ISSUE

An incident occurred on 31 July 2015 which allegedly began in DKL Investments, Inc., t/a Backyard Sports Grill, 7313 A-B Baltimore Avenue, College Park, MD 20740. A police investigation of this incident revealed that an entertainment promoter was hosting an event, and no PGPD off duty officers were present, as required by the entertainment permit for this establishment. PGPD has requested a show cause hearing before the Board of License Commissioners for violation of the entertainment permit. The conditions discovered by PGPD are also violations of the property use agreement (PUA) contract between the City and the business owners.

SUMMARY

Police reported that on 31 July 2015 at 0204 hours, PGPD, UMPD, and City Contract Officers responded to 7313 A/B Baltimore Avenue for an assault. There was an altercation which started at Backyard Sports Grill. One of the participants went into Slices. Outside people were banging on the window of Slices. The manager of Slices went outside and was assaulted. Three young women from Slices went outside and were also assaulted. None of the victims required medical attention.

The incident was investigated by PGPD and it was determined that secondary employment PGPD Officers had never been hired for security as required by their entertainment permit. The owner also stated that they had hired a promoter to coordinate different nights of the week and that the promoter was part of the problem during the incident. Per rule and regulation 78 Section 16-301, Article 2B of the Annotated Code of Maryland (attached), the use of a promoter is prohibited. The Office of Secondary Employment would not approve a security plan with the use of a promoter. Using a promoter violates the PUA contract with the City of College Park.

Subsequently PGPD District 1 Commanders, and Office of Secondary Employment Officers who must approve entertainment permit security plans, met with Dr. and Mrs. Lee. The Lees are reported to have agreed to abide by the conditions of their entertainment permit security plan. PGPD has requested a show cause hearing of the BOLC to consider consequences for the reported violations. We have been advised that this hearing will be

scheduled after the BOLC has completed scheduled Special Sunday Off-Sales permit applications.

Dr. Lee has been advised that the City Council will be discussing compliance with the Backyard Sports Grill PUA at the work session on Tuesday, 15 September 2015. He was advised that the City is concerned that failure to comply with terms of the PUA may have contributed to the incident which occurred on 31 July 2015. He was advised that the Council is interested in discussing any action he may have taken since this incident to comply with the terms of our PUA, and with the terms of his entertainment permit and liquor license. It was noted that the Council may take a position as a result of this meeting for staff to testify at the show cause hearing to be scheduled by the BOLC (Liquor Board) as a result of that incident. Dr. Lee confirmed that he will attend the work session.

RECOMMENDATION

The Council should consider any testimony by Dr. Lee and any police reports presented regarding this incident. The Council should determine any action to be taken in response to PUA violations and authorize the City Attorney to take such action. The Council should authorize staff to testify at the BOLC show cause hearing to the Council's position regarding these matters.

Attachments:

1. R.R. NO. 78 – USE OF PROMOTERS NOT PERMITTED:
2. PUA –Backyard Sports Grill

R.R. NO. 78 – USE OF PROMOTERS NOT PERMITTED:

The use of promoters or promotion companies is strictly prohibited. The licensee is responsible for the management of the business at all times. The licensee, their agent or manager (if an approved management agreement is on file with the Board) is responsible for the operation of the licensed premises to include any entertainment provided. At no time should the operation be relinquished to a promoter or promotion company.

The use of advertisements by promoters or promotion companies can be used as evidence before the Board that the licensee has relinquished control of the licensed premises.

Establishments found in violation of this Rule and Regulation are subject to a fine and/or suspension and/or revocation of the alcoholic beverage license.

Licenses issued under Section 6-201(r)(8)(i) of Article 2B of the Annotated Code of Maryland may be excepted from the some of the provisions of this Rule and Regulation.

PROPERTY USE AGREEMENT

THIS PROPERTY USE AGREEMENT (the "Agreement") is made as of the 18th
_____ day of November, 2014, by and between DKL Investments, Inc., t/a Backyard
Sports Grill, and Dana M. Lee (collectively "Licensee"); and the CITY OF COLLEGE PARK, a
Maryland municipal corporation (the "City").

WITNESSETH

WHEREAS, Terrapin Main Street, LLC is the owner and Licensee is a tenant at the
property located at 7313 A and B Baltimore Avenue, College Park, Maryland 20740 (the "Property");
and

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

WHEREAS, Licensee has applied to the Board of Liquor License Commissioners of
Prince George's County, for the transfer of a Class B, Beer, Wine and Liquor License ("License") for
the Property, which will be operated as the Backyard Sports Grill ("Restaurant"); and

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

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

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

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

2. Restrictions. Except with the express written consent of the City, which consent may not be unreasonably withheld, during the period that Licensee is using or has any interest in the Property, and is using the License, the use of the Property shall be restricted to the operation of the Backyard Sports Grill or another substantially similar casual dining restaurant, which receives not more than sixty percent (60%) of its average daily receipts over any three consecutive monthly periods from the sale of alcoholic beverages, and which complies strictly with the restrictions and requirements of the State of Maryland/Prince George's County Class B Beer, Wine and Liquor License. The calculation of the percentage of alcoholic beverages sold shall include the full cost of any such beverage, and not just the alcohol contained in the beverage. Licensee will provide the City, by January 15 of each year, with summaries of each month's receipts for the sales of alcoholic beverages and food for the preceding calendar year, and, at any time, such information in such form as the City may reasonably require to permit the verification of sales required in this paragraph 2 of this Agreement. Such information need not be prepared by an accountant or auditor, but must be accompanied by a general affidavit signed by the Licensees affirming the accuracy of the information provided. Licensees may be required by the City to provide information to permit verification of the sales ratios required in this paragraph, including daily register receipts and the identity of, and invoices from, its alcohol and food suppliers. Any such information provided by Licensee that is claimed to be confidential shall be so marked by Licensee and the City will treat such record as confidential as allowed by law.

3. Use of Property. Except as otherwise set forth herein, those uses of the Property permitted by the applicable zoning for the Property shall be permitted uses for the purposes of this

Agreement. In addition, the Property shall be subject to all of the restrictions imposed by the applicable zoning of the Property.

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

5. Operations. Licensee shall maintain and operate Backyard Sports Grill restaurant in a manner that all seats are available for dining, no area is designated solely for the consumption of alcoholic beverages, and no sales of alcoholic beverages for off-sale consumption shall be allowed, except for partially consumed bottles of wine purchased at the Restaurant and allowed off premises pursuant to Maryland law. Alcoholic beverages shall not be sold or served prior to 6:00 a.m. or after 2:00 a.m. Monday through Thursday. Alcoholic beverages shall not be sold or served prior to 6:00 a.m. or after 3:00 a.m. Friday and Saturday. Alcoholic beverages shall only be served on Sunday from 12:00 noon until 2:00 A.M. on Monday. Happy hour and like events shall be limited to 3:00 p.m. to 8:00 p.m. Happy hours may also occur during brunch on Saturdays and Sundays. Food from a regular menu must be served at all times that the premises are open for business until 12:00 a.m. At all times, at least 80% of the items listed on the regular menu shall be available for customers to order. The proposed menu provided by Licensee is attached as Exhibit A. The time for last call for alcoholic beverages shall be one-half hour prior to closing. No shooters or doubles orders will be taken within one-half hour before closing. Licensee shall ensure music levels that allow patron conversation in a normal tone of voice, and prohibit disruptive or rowdy behavior that disturbs the peaceful enjoyment of the facility by Licensee's patrons and other persons visiting the facility. Dancing is not allowed in the Restaurant. A DJ and live music will be allowed consistent with any Special Entertainment Permit

issued by the Board of License Commissioners. Windows and doors will not be opened during the time that the DJ or live band is playing music.

Cover and door charges will be charged for entry to the Restaurant during live music performances and certain occasional pay-per-view television events. The payment of a cover or door charge shall not reduce the normal price charged by Licensee for alcoholic beverages. Alcoholic beverages shall be served only to diners sitting at tables or counters inside the restaurant facility, and patrons standing or sitting at the bar or waiting for a table. The parties recognize that, during private parties, not all patrons may be seated, but that food will be served. The minimum price for alcoholic beverages, including 16 oz. beers, shall be \$2.00. Licensee may sell beer in pitchers provided the pitchers of beer are not sold for less than \$9.00 per pitcher and are sold in pitchers for convenience and accommodation. All persons seated at a table at which beer in pitchers is served will be required to produce identification demonstrating an age of at least 21 years. Licensee will maintain all dining areas, including tables and chairs, inside the restaurant facility. Licensee shall ensure that the exterior of the restaurant, including service areas, remains clean and graffiti free. The interior and exterior of the Property shall be rodent free. Licensee shall not allow grease to accumulate on the exterior of the Property. Licensee agrees to fully comply with all applicable laws, including without limitation Subtitle 12, "Health", of the Prince George's County Code, and the Code of the City of College Park. Licensee shall not engage in window advertising of the sale of beer, wine or liquor, nor off-premises leafleting of cars or on public right of way promoting the sale of beer or wine. All off-premises advertising of specials, happy hours or reduced prices for beer or wine shall be limited to promotions coupling the sale or service of food with the sale of alcoholic beverages. Licensee shall use an identification scanner system as allowed by law, designed to recognize false identification prior to making alcoholic beverage sales. After 9:00 p.m., the scanner shall be used for all persons who appear to be under the age of thirty

five (35) years. [Licensee will not accept State of Maryland vertical type licenses as proof of age. All persons who order alcohol shall be required to produce identification.

Licensee shall not rent the facilities to individuals or businesses involved in promoting or making a business or profit from producing musical, band or disc jockey events. Licensee shall not provide tables, such as a beer pong table, whose purpose is for use in drinking games. Licensee shall not sponsor or support drinking games within the Property.

6. Enforcement. The City shall have the right to enforce, by any proceeding at law or in equity, including injunction, all restrictions, terms, conditions, covenants and agreements imposed upon the Property and/or Licensee pursuant to the provisions of this Agreement. The parties agree that if Licensee should breach the terms of the Agreement, the City would not have an adequate remedy at law and would be entitled to bring an action in equity for specific performance of the terms of this Agreement. In the event of a violation of paragraph 2 of this Agreement, Licensee shall have sixty (60) days from the date of notification of the violation to adjust his operations and achieve compliance, as measured during the sixty (60) day period, with the requirements of paragraph 2 of this Agreement. In the event the City is required to enforce this Agreement and Licensee is determined to have violated any provision of this Agreement, Licensee will reimburse the City for all costs of the proceeding including reasonable attorney's fees. Should Licensee prevail in any action brought by the City to enforce a provision of this Agreement, the City shall reimburse Licensee for all costs of the proceeding including reasonable attorney's fees.

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

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

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

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

11. Security. The Licensee shall have and maintain a Security Plan to prevent the Property and any activities from posing a threat to the peace and safety of the surrounding area. The Security Plan shall, at minimum, comply with any requirements of the Board of License Commissioners. Regardless of whether the Licensee seeks or has an entertainment license, the Security Plan shall require the following:

- a. Licensee shall operate and maintain six security/surveillance cameras installed and in operation inside the Property, one each at the front and rear entrance and the remainder in the interior. The security cameras shall be motion activated, and shall automatically record any and all movement, at the Premises 24 hours per day, 7 days per week. If the security/surveillance system is assessed and evaluated by Police George's County Police and/or University of Maryland Police, Licensee will make reasonable improvements based on those recommendations.

- b. Licensee shall diligently enforce ID policies by trained and certified managers and shall purchase and use a new ID Scanner to prevent use of fake IDs. Licensee agrees to take all necessary measures to ensure that under age persons do not obtain alcoholic beverages.
- c. All serving, bar, security and management employees will be TIPS trained.
- d. All serving, bar, security and management employees will be 21 years or older.
- e. All security and management employees will be certified in crowd control through the Maryland Fire Marshal.
- f. At least one security person will be at the door on Friday and Saturday nights, and on nights when entertainment is provided, from 9:00 p.m. to close. This person will check ID's. ID's will also be checked at the time a server is asked to serve alcohol. At the closing of the Restaurant, at least one security person will move outside to insure orderly egress from the Restaurant.
- g. The planned activities include DJ's two to three times per week, karaoke nights, and occasional live music. All security measures required by this section shall be provided at Licensee expense.

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

- (i) If to Licensee:

Dana M. Lee, President
2501 Red Cedar Dr
Mitchellville, MD 20721

with copy to:

Sean T. Morris, Esquire
The Morris Law Firm, LLC
4845 Rugby Avenue, Suite 302
Bethesda, Maryland 20814

(ii) If to the City:

City Manager
City of College Park
4500 Knox Road
College Park, Maryland 20740

with copy to:

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

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

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

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

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

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

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

WITNESS/ATTEST

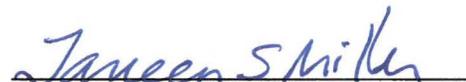


DKL INVESTMENTS, INC.



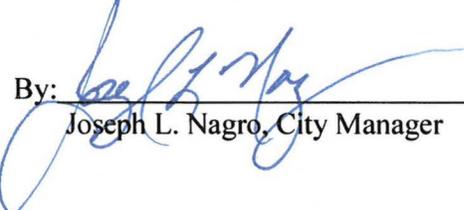
Dana M. Lee, Individually and
as President

WITNESS/ATTEST



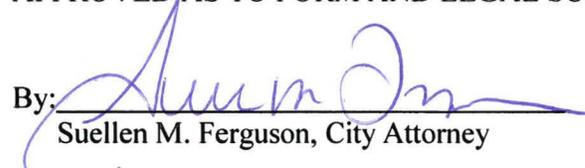
Janeen S. Miller, CMC, City Clerk

CITY OF COLLEGE PARK

By: 

Joseph L. Nagro, City Manager

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: 

Suellen M. Ferguson, City Attorney

ENTREE

Chicken Tenders

Chili

Tacos

**Shrimp
Fish**

Nachos

Chicken Wings

**Classic Fried
Jerk
Chipotle BBQ
Buffalo
Teriyaki**

DESSERT

House Salad

Caesar Salad

Add grilled chicken or shrimp

SANDWICHES

Backyard Burger

Add cheese and/or bacon

Po'Boy

**Shrimp
Catfish**

Grilled Chicken Sandwich

BLT

Sliders

**Crab Cake
Pulled Pork
Mini-Burger**

SIDES

Collard Greens

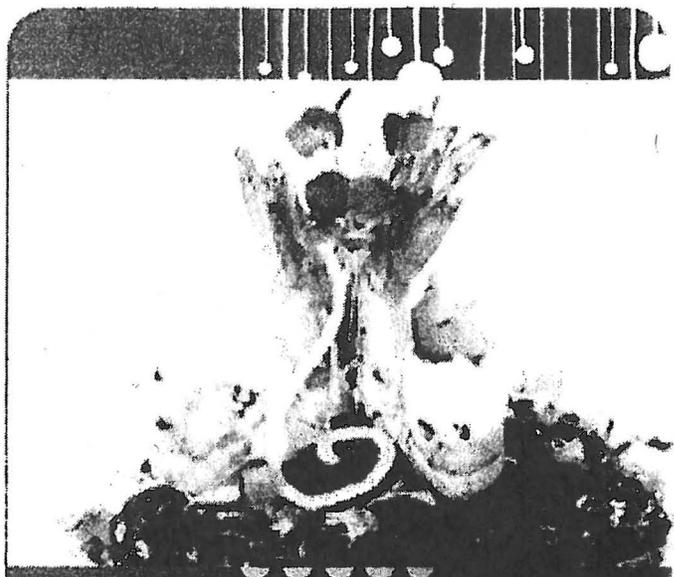
French Fries

Sweet Potato Fries

Macaroni and Cheese

Sweet Potato Casserole

Cornbread



MEATS

Chicken and Waffles

Riblets Platter

Blackened Chicken Cajun Pasta

Three Side Platter

Shrimp and Grits

Blackened Catfish and Grits

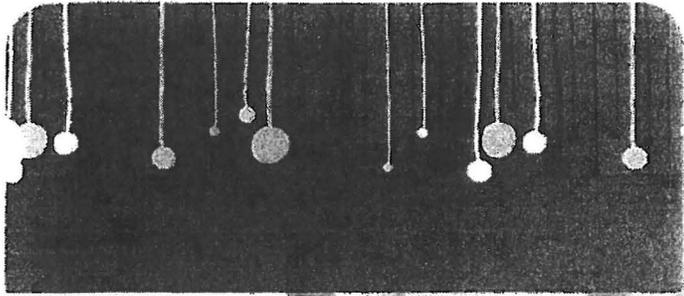
DESSERTS

Sweet Potato Pie

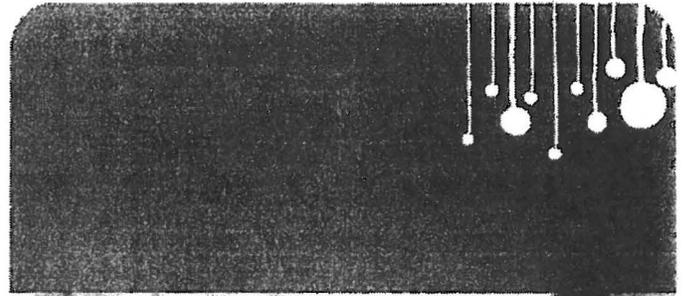
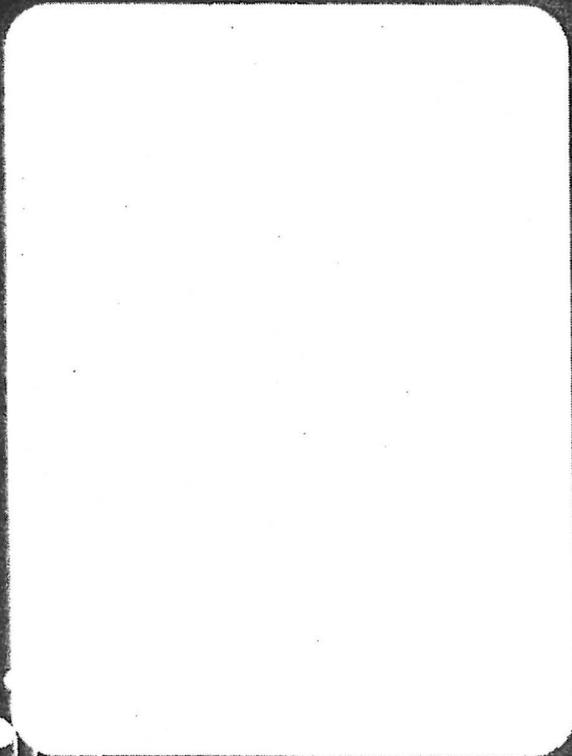
Peach Cobbler

Red Velvet Cake

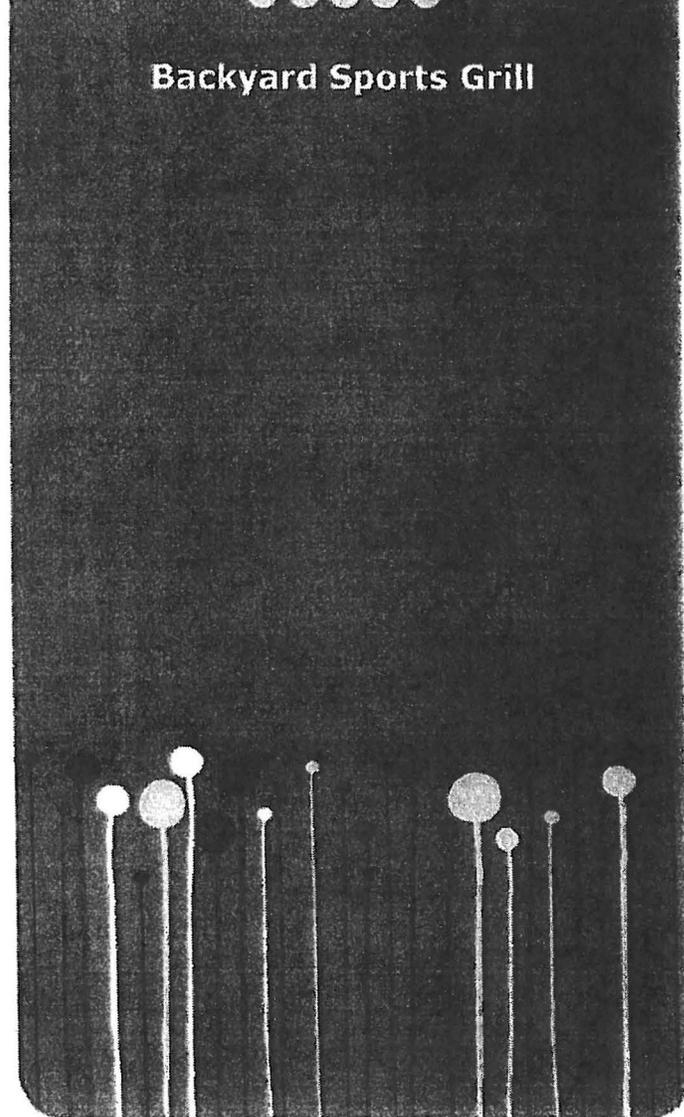
Bread Pudding



Backyard Sports Grill



Backyard Sports Grill



3

Town Hall Application for BOLC Special Sunday Off-Sale Permit

MEMORANDUM

TO: Mayor and Council

THROUGH: Joseph Nagro, City Manager

FROM: Robert W. Ryan, Director of Public Services

DATE: September 11, 2015

RE: Special Sunday Off-Sale Permit and Property Use Agreement, Town Hall Restaurant

ISSUE

Town Hall has applied for a Special Sunday Off-Sale Permit. The Council has requested the applicant to attend a work session to discuss a possible Property Use Agreement (PUA).

SUMMARY

The applicant J&G, Inc. t/a Town Hall Restaurant, 8135 Baltimore Avenue, College Park, MD 20740 has applied for one of the newly available Special Sunday Off-Sale Permits to allow sale of liquor on Sundays. The Council has requested the applicant to attend the Worksession on Tuesday, 15 September 2015. The Council will discuss any concerns and possible PUA conditions for City support of this application.

Town Hall currently holds a Class B Beer, Wine, and Liquor On/Off-Sale license (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).

The applicant is expected to be represented by Mr. Higgins, Manager of Town Hall, and their attorney, Ms. Carter. Depending upon any conditions set by the Council, the City Attorney and the applicant's attorney will negotiate a PUA.

The applicant representative apparently did not receive notice of the previous Worksession, which was sent to the business and property owner who now resides out of state. The BOLC hearing for this application is scheduled for 22 September 2015.

RECOMMENDATION

The Council should consider information provided by the applicant, authorize the City Attorney to prepare a PUA reflecting Council conditions in return for not opposing the Permit, authorize the City Manager to sign an acceptable PUA, and authorize staff to testify to the BOLC the Council's position. Because the BOLC hearing is September 22, any Council action would be required in Special Session on September 15.

Attachments:

1. BOLC Notice and Glossary
2. Hearing Schedule

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

CLASSES OF LICENSES:

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

DESCRIPTION OF CLASS OF LICENSES AND HOURS OF SALES

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

- Class B(R), Beer, Wine & Liquor **THIS DESCRIPTION APPLIES TO LICENSES ISSUED PRIOR TO OCTOBER 1996** - For Class B, Beer, Wine and Liquor licenses issued prior to October 1996 the hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except on Friday and Saturday with approved live entertainment. Premises with approved live entertainment may remain open until 3:00 a.m. This license includes seven (7) days On & Off Sale Beer and Light Wine, six (6) days On & Off Sale Beer, Wine and Liquor. All off sales to be conducted over or contiguous to the main bar. Hours of service for off sale over the main bar are 6:00 a.m. until 12:00 midnight. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66)
- Class B+, Beer, Wine & Liquors Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except on Friday and Saturday with approved live entertainment. Premises with approved live entertainment may remain open until 3:00 a.m. This license includes seven (7) days On & Off Sale Beer and Light Wine, six (6) days On & Off Sale Beer, Wine and Liquor. (Separate off sale facility to sell beer, wine and liquor off sale). Hours of service for off sale over the main bar are 6:00 a.m. until 12:00 midnight. No off sale of Liquor on Sunday. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66)
- Class B, BH Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except Friday and Saturday with live entertainment. Premises with approved live entertainment may remain open until 3:00 a.m.. On sale consumption of alcoholic beverage is allowed from 8:00 a.m. – 2:00 a.m. on Sunday. This license has no off sale privileges.
- Class B, BLX Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except Friday and Saturday with live entertainment. Premises with approved live entertainment may remain 3:00 a.m. Six (6) day On Sale consumption of Beer, Wine and Liquor and seven (7) days On Sale Beer and Wine, No off Sale privilege at all, Sunday Sales Permit required to serve alcoholic beverages. Food must be served until 12:30 a.m. in conjunction with sale of alcoholic beverages
- Class B, Country Inn Hours of operation and manner of dispensing alcoholic beverages to be determined by the Board of License Commissioners consistent with Article 2B Section 6-201. All sales to be On Sale only.
- Class B-DD This license is available in Designated Areas Only. The restaurant must provide bi-annual certifications that the sale of food exceeds the sales of alcoholic beverages.

- Class B, ECF Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. Monday through Saturday. This license includes seven (7) days On Sale Beer and Light Wine, six (6) days On Sale Beer, Wine and Liquor. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66). This license is known as an "Education Conference Facility" license to the University of Maryland, University College Center of Adult Education for the sale of beer, wine and liquor by the drink within the center, from one or more outlets, for consumption on the license premises.
- Class B, MB22 This license 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.

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

t/a Holiday Liquors

Gosal Baypu, LLC
3173 Branch Avenue
Silver Hill, 20748

And

t/a Kenilworth Liquors

Jatinder Gosal, Inc.
55401 Kenilworth Avenue
Riverdale Park, 20737

And

t/a Kent Village Liquors

Sunny Gosal, Inc.
7309 Landover Road
Landover, 20785

And

t/a Landover Liquors

Landover Liquors, Inc.
6504 Landover Road
Landover, 20785

And

t/a Largo Liquors

J & H Beverage, Inc.
836 Largo Center Drive
Largo, 20774

And

t/a Laurel Park Liquors & Deli

Laurel Park Wine & Spirits, Inc.
13600 Baltimore Avenue, Suite 208
Laurel, 20708

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

And

t/a Suitland Liquors
M&M Beverages Corp.
4700 Suitland Road
Suitland, 20746

And

t/a Tony's Liquors
HCH Liquors, Inc.
12637 Laurel Bowie Road
Laurel, 20708

And

t/a Town Hall Restaurant
J & G, Inc.
8135 Baltimore Blvd.
College Park, 20740

And

t/a Tucker's Liquors
Tucker's Liquors, LLC
8100 Old Alexander Ferry Road
Clinton, 20735

And

t/a Woodmore Wine & Spirits
Sureshwar, Inc.
2801 Campus Way North, Suite 306
Lanham, 20706

And

t/a Zach's Liquors
Edemkin, LLC
6519 Annapolis Road
Hyattsville, 20784

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

4

Replacement Trash Trucks



MEMORANDUM

TO: Mayor and City Council

THRU: Joseph L. Nagro, City Manager

FROM: Robert T. Stumpff, Director of Public Works

DATE: September 10, 2015

SUBJECT: Approval of Contract for Two Replacement Trash Trucks

In May 2015, the Mayor and Council approved the FY 2016 operating and capital budgets. The CIP Vehicle Replacement Schedule for FY 2016 includes two (2) trash trucks to replace two (2) trucks. These trucks will be purchased on Master Lease #3, that will be entered into in January 2016. The earliest the trucks will be built is March 2016.

The two (2) trucks scheduled to be replaced are:

#327 1994 Ford/Pak-Mor 25yd Rearloader Trash Truck
503 2008 Autocar/Lubrie 33yd ASL Trash Truck

Truck # 327 is 22 years old and past its lifetime and is not usable at this time. Truck 503 is now eight years old and past its lifetime. An automated side loader has a lifetime of seven years. It is presently down and estimated it will take at least \$30,000 to get it operational again.

The City of College Park is a member of the National Joint Powers Alliance (Member # 103624). National Joint Powers Alliance (NJPA) is a government agency that establishes an alliance between buyers and suppliers for use by education, government and non-profits. NJPA's cooperative contract purchasing leverages the national purchasing power of more than 50,000 member agencies while also streamlining the required purchasing process.

As a municipal national contracting agency, NJPA establishes and provides nationally leveraged and competitively solicited purchasing contracts under the guidance of the Uniform Municipal Contracting Law. The contract would be subject to review and approval of the City attorney.

Heil Environment has NJPA Contract # 060612-ESG for Front Load, Automated & Rear Load Refuse Collection Vehicles. Heil is the oldest, founded in 1901, and the industry leader in mobile refuse equipment design and specialized refuse body manufacturing. Covered under this contract is every Heil refuse body that they

manufacture by type and size and every option that they offer. They also bid prices for the various chassis manufacturers that build suitable cab and chassis for the various Heil bodies.

Therefore, we will be purchasing a Heil 32-cubic yard PowerTrak Commercial Plus high compaction rear loader body mounted on a Freightliner M2 112 conventional chassis. We use our rear loader trash trucks five days per week and sometimes on Saturday as well. The clean diesel engine produces fewer omissions than any gasoline or hybrid vehicle now on the road. The price for each truck is \$275,883.84 and \$551,767.68 for two.

5

City Operations Sustainability Plan

MEMORANDUM

TO: Mayor and City Council
FROM: Bill Gardiner, Assistant City Manager
THROUGH: Joe Nagro, City Manager
DATE: September 11, 2015
SUBJECT: City Operations Sustainability Plan

ISSUE:

The City Council discussed the draft City Operations Sustainability Plan during the August 5, 2015 Worksession. The Council requested that it be brought back in September to allow Council members additional time to review the plan. The draft plan was developed by an inter-departmental task force pursuant to Council action in late 2014. The task force members are Bob Stumpff and Brenda Alexander, DPW; Steve Groh, Finance; Sharon Fletcher, DPS; Janeen Miller and Bill Gardiner, Administration; Teresa Way-Pezzuti, HR; Pat Henderson, YFS; and Steve Beavers and Angie Martinez (intern), Planning.

SUMMARY:

The draft plan is intended to reduce carbon emissions and other environmental and unhealthy impacts created by City operations; coordinate sustainable practices across all City operations; position the City as an organization receptive to innovation and leading practices in sustainability; improve the quality of life for residents; and conserve financial and capital resources using a long-term perspective on investment. It includes goals and recommended strategies for each of the following areas:

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

An Implementation Plan identifies the responsible departments and estimated timeframe and resources required to carry out the actions. During the August 5th discussion, Council suggestions included the issues below. The staff response is in italics.

Measure total consumption and include goal to reduce consumption, particularly of paper products. *A goal to reduce certain categories of products can be stated in the plan.*

Consider developing a telework policy. *This issue can be discussed along with other personnel policies with the new City Manager and Director of Human Resources.*

Consider a “paperless” Council packet and a document archiving plan. *Council can discuss and develop a plan for how it receives the packet in January when Council discusses its policies and procedures. Document archiving will be part of the assessment of the workflow review.*

Review how the City plan fits with regional environmental commitments and goals. *The Council of Governments has adopted a 2013–2016 Action Plan on Climate, Energy, and Environmental Policy that establishes goals in the areas of greenhouse gas reduction, energy consumption, renewable energy, alternative fuel and vehicle mileage reduction, sustainability,*

and outreach. In 2009, Maryland set a goal to reduce greenhouse gases 25 percent by the year 2020. The City plan does include targets regarding energy use, waste and recycling, renewable energy, College Park has updated both the City operations and community-wide greenhouse gas inventory using 2013 data. With assistance from the University of Maryland, the City could set specific targets and evaluate the impact of the proposed policies.

Identify the short-term, low-cost steps in the plan. *The implementation plan includes an estimate of the cost and timeframe for implementation, and the data can be sorted to focus on these items.*

Establish a LEED silver or gold standard for new City buildings. *The plan includes a policy to adopt a LEED or equivalent standard, but does not specify the level. For the new city hall, Council will discuss the costs and benefits of attaining the different levels.*

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

RECOMMENDATION:

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

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



City Operations Sustainability Plan

August 7, 2015

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2. College Park Resolution 13-R-26 Energy Efficiency Policy
3. College Park Resolution 13-R-27 Renewable Energy Production Policy
4. DPW evaluation of vehicle fuel options
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6. Green Meeting Guidelines

Resource Guide

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

Executive Summary

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

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

1. Solid Waste and Recycling Highlights

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

Recommended Strategies:

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

2. Buildings and Public Areas Highlights

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

Recommended Strategies:

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

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

Recommended Strategy:

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

3. City-wide Policies and Events Highlights

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

Recommended Strategy:

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

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

Recommended Strategies:

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

4. Fleet and Transportation Highlights

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

Recommended Strategies:

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

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

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

I. Introduction

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

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

The following committees and focus areas were created:

a. Solid Waste and Recycling

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

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

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

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

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

c. City-wide Policies and Events

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

Members: All

d. Fleet and Transportation

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

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

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

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

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

II. Current Practices, Proposed Goals, and Recommended Strategies

A. Solid Waste and Recycling

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

Existing Conditions

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

Table 1: 2014 Annual College Park Refuse and Recycling Tonnage

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

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

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

Solid Waste and Recycling Rates

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

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

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

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

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

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

Current practices:

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

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

Goals and Recommended Strategies

Goal 1: Solid Waste (SW 1).

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

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

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

Goal 2: Solid Waste (SW 2).

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

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

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

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

B. Buildings and Public Areas

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

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

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

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

Current Practices:

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

Goals and Recommended Strategies

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

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

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

in usage.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Citywide Policies and Events

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

Current Practices:

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

Goals and Recommended Strategies

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

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

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

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

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

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

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

- CP&E 2. A Develop a policy requiring recycling containers at all City events and provide clear labels on the recycling containers that indicate what should be recycled.
- CP&E 2. B Create a recycling vision statement and a requirement to recycle, and add these to facility rental contracts and permits for street closings for block parties.
- CP&E 2. C Adopt a “green preferred” purchasing policy that establishes standards for “green” products, such as recycled content, appliance efficiency, toxicity, and other criteria. (See Appendix 5, UMD procurement policy). Identify a standard to adopt (i.e. Green Seal, www.greenseal.org/gs37.aspx), and provide statement to vendors regarding the City policy and standards.
- CP&E 2. D Develop a list that identifies suppliers for green products, particularly the most frequently purchased items (paper, printer toner, cleaning supplies).
- CP&E 2. E Develop and adopt Green Meeting Guidelines.

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

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

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

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

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

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

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

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

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

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

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

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

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

D. Fleet and Transportation

Current Practices:

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

Goals and Recommended Strategies

Goal 1: Fleet and Transportation (FT 1).

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

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

Goal 2: Fleet and Transportation (FT 2)

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

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

Goal 3: Fleet and Transportation (FT 3)

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

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

III. Implementation

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

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

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

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

Implementation Table

July 31, 2015

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

Implementation Table

July 31, 2015

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

Implementation Table

July 31, 2015

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

Implementation Table

July 31, 2015

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

Implementation Table

July 31, 2015

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

Implementation Table

July 31, 2015

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

Implementation Table

July 31, 2015

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

Implementation Table

July 31, 2015

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

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

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

Implementation Table

July 31, 2015

CP&E 3.C	Identify gaps in the existing transportation benefits program so that more employees use it. Consider providing carpool matching, guaranteed ride home or other commuter services to employees	Address limitations of program to increase use	low cost	Look to employees for suggestions and incentives they would like to see.	HR; Finance; City Manager's Office	S: 06/2015 C: 12/2015
CP&E 3.D	Include sustainability as part of new employee orientation.	Fosters employee buy-in and environmental leadership; demonstrates commitment to sustainable city operations	low cost	Craft an orientation policy appropriate for all departments or a flexible policy which can be tailored to Departments	HR	S: 06/2015 C: 12/2015
CP&E 3.E	Host brown-bag conversations/ guest lecturers in sustainability for employees for on-going education.	Allows for on-going sustainability education for all employees; demonstrates commitment to sustainable city operations	low cost	Identify sustainability topics of interest to employees	HR	S: 06/2015 C: 12/2015
CP&E 3.F	Continue the Sustainability Task Force to promote sustainability practices within departments and offices and to periodically review the progress of the goals and strategies in this report	Smooths the implementation process of new recommendations.	med cost	Identify interested parties to participate in the task force. Task force membership should represent all city departments.	City Manager's Office, All Departments	S: 06/2015 C: 12/2015
Goal 4: Track all sustainability goals and outcomes on an annual basis, and track city operations greenhouse gas emissions on a triennial basis.						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
CP&E 4.A	Sustainability Task Force (or similar entity) will provide an annual report on all sustainability metrics and a triennial report on greenhouse gas emissions to Council. Post reports on the City's website.	Reporting helps with accountability and enables adjustments to the plan based on results	low cost	Explore appropriate format to make information accessible but requires low maintenance	City Manager's Office	S: 12/2015 C: Ongoing
CP&E 4.B	Provide information regularly to all employees the status of sustainability-related goals, energy-saving tips, and other information.	Employees will better understand the impact of their actions and can help determine better ways to reach the goals	low cost	Identify best practices to effectively share sustainability related information.	HR; Planning	S: 12/2015 C: Ongoing
CP&E 4.C	Work with the University of Maryland to update the GHG inventory every three years using ICLEI (Local Governments for Sustainability) software.	Baseline measurement are needed in order to set cost effective, realistic and measurable goals. Reporting should be verifiable and replicable in later years.	low cost	Utilize the PALS program or interns from UMD to conduct update of GHG inventory every three years.	Planning; City Manager's Office	S: 12/2015 C: Ongoing

Implementation Table

July 31, 2015

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

**City Operations Sustainability Task Force
Overview of Purpose and Work
April 15, 2015**

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

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

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

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

a. City-wide Policies, Practices, and Events

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

Members: All

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

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

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

c. Fleet and Transportation

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

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

d. Solid Waste and Recycling

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

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

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

Vision

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

Plan Purpose

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 3: GUIDELINES.

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

Inventory Reporting

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

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

Plans and Implementation

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

Applicability

This policy applies to all departments of the City.

Implementation Team

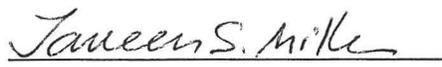
The following City staff will be responsible for overseeing this project and implementing the Plan: Terry Schum, Director, Planning, Community and Economic Development.

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

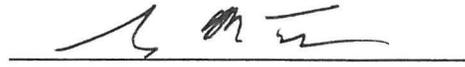
EFFECTIVE the 3rd day of December, 2013.

WITNESS:

CITY OF COLLEGE PARK

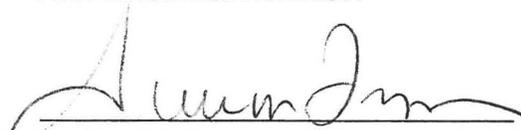


Janeen S. Miller, CMC, City Clerk



Andrew M. Fellows, Mayor

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


Suellen M. Ferguson, City Attorney

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

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

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

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

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

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

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

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

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

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

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

Section 3: GUIDELINES.

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

Inventory

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

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

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

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

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

Applicability

This policy applies to all departments of the City.

Implementation Team

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

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

EFFECTIVE the 3rd day of December 2013.

WITNESS:

CITY OF COLLEGE PARK

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

Andrew M. Fellows
Andrew M. Fellows, Mayor

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

Suellen M. Ferguson
Suellen M. Ferguson, City Attorney

VEHICLE FUEL OPTIONS

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

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

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

4. Diesel

a. Pros

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

b. Cons

5. Biodiesel

a. Pros

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

b. Cons

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

6. CNG

a. Pros

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

b. Cons

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

Capital Project Summary - Vehicle Replacement Program

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

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

Description

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

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

Schedule of Expenditures

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

Schedule of Funding Sources

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

Project Fund Balance

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

Status

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

Impact on Operating Budget

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

Capital Project Summary - Vehicle Replacement Program
Schedule of Vehicle Replacement

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

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

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

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

DRAFT

City of College Park Green Meeting Guidelines

Purpose:

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

At The Boards and Commissions Level:

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

At The Internal Meetings Level:

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

Catering-Related:

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

Other:

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

6

2016

Legislative
Priorities

MEMORANDUM

To: Mayor Andrew Fellows and City Council
From: Bill Gardiner, Assistant City Manager
Through: Joe Nagro, City Manager
Re: Discussion of Possible Legislative Issues for November 30th Legislative Dinner and the 2016 Maryland Legislative Session
Date: September 11, 2015

Issue:

The 2015 College Park Legislative Dinner will be held at the University of Maryland Golf Course clubhouse on Monday, November 30th. The City hosts the legislative dinner in the fall primarily to outline the City's legislative priorities for the upcoming General Assembly session and to discuss issues with our elected officials.

Summary:

"Save the Date" invitations have been sent to our 21st District officials, our two County Council members, our two Board of Education members, our County Executive, our U.S. Senators and Representative, and representatives from the University of Maryland and the Maryland Municipal League for the City's Legislative Dinner.

The dinner is an opportunity to discuss proposed legislation or other issues of prime concern to the City of College Park. It is also an opportunity to make our elected officials aware of the City's accomplishments, vision, and plans, and to ask for their continued support for College Park.

In 2014 the City had the following three priority items:

Support and Funding for the Re-Construction of U.S. Route 1 in College Park.

The City requested a joint City and State application for federal TIGER funding (in part to pay for the undergrounding of utilities), and to make this project the highest priority for a State TIGER grant. [*The project received State construction funding, but the State has not pursued TIGER funding.*]

Continued Support for Federal Agencies and University Research in the College Park Area.

The City requested our local, State, Federal, and University partners to protect and expand the federal research base. We asked to support the Greenbelt site for the FBI headquarters and to prioritize the College Park metro area for future federal agency locations. Additionally, we requested the County to create incentives for science and technology facilities in the Science and Technology District. [*The University is expected to apply to the State (jointly with the City and County) to create a Regional Institution Enterprise Zone.*]

Infrastructure Funding Support for Continued Redevelopment of our Commercial Centers.

The City requested a partnership with our Federal, State, and County partners to identify and obtain funding for public infrastructure (streets and streetscapes, parking, relocation of utilities, etc.) and financing in these priority areas to help the City achieve our vision.

Recommendation:

Council is requested to discuss possible legislative priorities for 2016. Staff is available to provide research assistance and bring proposed priorities to a future Council Worksession. The City's legislative priorities should be confirmed by mid-November.

7

Amendment to
Declaration of
Covenants for
4619 College Avenue

DECLARATION OF COVENANTS

THIS DECLARATION OF COVENANTS, is made this 6th day of November 2003 by Szu Han Chen and Sum Yeung Chen (hereinafter referred to as the "Declarants"), in favor of the CITY OF COLLEGE PARK (the "City") a municipal corporation of the State of Maryland.

WHEREAS, Declarants are the owners of Lot 7 and part of Lot 8 in Block 15, Johnson and Curriden Subdivision, being certain real property situated within the City of College Park and known as 4619 College Avenue (the "Property"); and

WHEREAS, the Declarants have filed an application with the Maryland-National Capital Park and Planning Commission to certify the Property as a nonconforming use; and

WHEREAS, an eight unit apartment building was constructed on the 17,500 square foot property in 1929, then located in a Commercial "D" zone; and

WHEREAS, the property is currently zoned R-18, which allows a maximum of four units on the Property; and

WHEREAS, the Declarants are seeking certification of the Property as a nonconforming use to allow them to maintain an eight unit apartment building comprised of four one bedroom apartments and four two bedroom apartments, and have requested the support of the Mayor and Council of the City of College Park for this non-conforming use certification; and

WHEREAS; the Mayor and Council have determined that the City will support the said certification of nonconforming use on certain conditions, some of which are included in this Declaration of Covenants and some of which are included in a separate agreement.

NOW THEREFORE, in consideration of the premises, the sum of \$1.00 and other good and valuable consideration, the receipt of which is hereby acknowledged, Declarants hereby declare that the Property is and shall be held, transferred, sold, leased, rented, hypothecated, encumbered,

IMP FD SURE \$ 0.00
RECORDING FEE 0.00
TOTAL 0.00
Res#P003 Rcr#299999
REP LJJ BIK#1537
Jan 08, 2004 09:57 am

2004 JAN -8 A 9: 56

CLERK OF THE
CIRCUIT COURT

conveyed or otherwise occupied subject to the following covenants, conditions, restrictions, limitations and obligations which shall run with and bind the Property or any part thereof, and shall inure to the benefit of and be enforceable by the City, its successors and assigns.

1. Declarants and their successors and assigns agree that the Property shall have no more than 16 occupants at any given time.

2. Declarants and their successors and assigns agree that the maximum number of occupants for each apartment shall not exceed the number listed in attached Exhibit A for that apartment.

3. Declarants and their successors and assigns agree that the City may inspect the Property for compliance with occupancy restrictions with a minimum of 24 hours prior written notice, and/or at any time with permission of the tenant(s) or when an emergency or hazardous condition exists.

4. The Property shall be held, conveyed, encumbered, sold, leased, rented, used and/or occupied subject to the terms and provisions of this Declaration.

5. Each person accepting a deed, lease or other instrument conveying any interest in the Property shall be bound by the terms of this Declaration, whether or not the same is incorporated or referred to in such deed, lease or instrument and this Declaration is hereby incorporated by reference in any deed or other conveyance of all or any portion of each person's interest in any real property subject hereto.

6. Declarants and their successors and assigns reserve the right to request that the City amend or modify any provision hereunder.

IN WITNESS WHEREOF, and the City have caused these presents to be executed and delivered.

18611 542

WITNESS/ATTEST:

DECLARANTS:

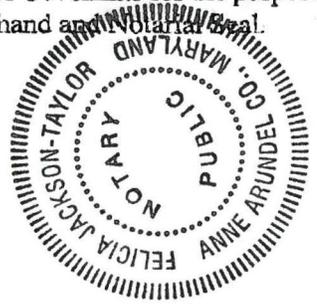
Felicia Jackson-Taylor

Szu Han Chen
Szu Han Chen

STATE OF MARYLAND)
COUNTY Prince Georges) ss:

I HEREBY CERTIFY, that on this 5th day of November 2003, before me, a Notary Public in and for the State aforesaid, personally appeared Szu Han Chen, and that he executed the foregoing Declaration of Covenants for the purposes therein contained by signing in my presence.

WITNESS my hand and Notarial Seal.



Felicia Jackson-Taylor (SEAL)
Notary Public
My Commission Expires: 4/1/07

WITNESS/ATTEST:

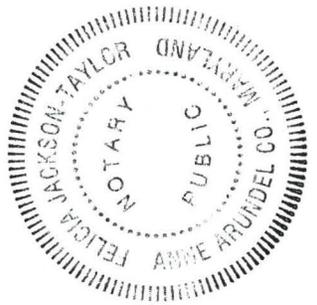
Felicia Jackson-Taylor

Sun Yueng Chen
Sun Yueng Chen

STATE OF MARYLAND)
COUNTY Prince Georges) ss:

I HEREBY CERTIFY, that on this 5th day of November 2003, before me, a Notary Public in and for the State aforesaid, personally appeared Sun Yueng Chen, and that he executed the foregoing Declaration of Covenants for the purposes therein contained by signing in my presence.

WITNESS my hand and Notarial Seal.



Felicia Jackson-Taylor (SEAL)
Notary Public
My Commission Expires: 4/1/07

WITNESS/ATTEST:

CITY OF COLLEGE PARK

Miriam P. Woeg

By: [Signature]
Samuel A. Finz, City Manager

STATE OF MARYLAND)

ss:

COUNTY OF)

I HEREBY CERTIFY that on this 6th day of November 2003, before me, the subscriber, a Notary Public in the State and County aforesaid, personally appeared Samuel A. Finz, who acknowledged himself to be the City Manager of the City of College Park, and that he, as such City Manager, being authorized so to do, executed the foregoing Declaration of Covenants for the purposes therein contained by signing, in my presence, the name of said City of College Park, by himself, as City Manager.

WITNESS my hand and notarial seal.

Miriam P. Woeg
Notary Public MIRIAM P. WOEG
My Commission Expires: July 1, 2007

THIS IS TO CERTIFY that the within instrument has been prepared under the supervision of the undersigned Maryland attorney-at-law duly admitted to practice before the Court of Appeals.

[Signature]
Suellen M. Ferguson

After recording, please return to:

Suellen M. Ferguson
Levan, Colaresi, Ferguson & Levan, P.A.
6325 Woodside Court, #230
Columbia, MD 21046

18611 544

Maximum Occupancy for 4619 College Avenue
(Based on Floor Plans Submitted)

<u>Unit</u>	<u># of Bedrooms</u>	<u>Maximum Occupancy</u>
#1	1	One Person
#2	1	Two Persons
#3	2	Two Persons
#4	2	Three Persons
#5	1	One Person
#6	1	Two Persons
#7	2	Two Persons
#8	2	Three Persons
<hr/>		<hr/>
Total Occupancy Permitted :		Sixteen Persons

R
GRADE

REMOVE EXIST.
STAIR + LANDING

NEW GUARD RAIL
SEE ELEVATION ON
A-3 FOR DETAIL

EXTERIOR STAIR
ENCLOSURE -- SEE
SHEET A-3

REMOVE EXIST.
STAIR + LANDING

NOTE:
REMOVE ALL EXISTING PORCHES
AND RELATED STARWAYS.

NEW GUARD RAIL
SEE ELEVATION
ON A-3 FOR
SIMILAR DETAIL

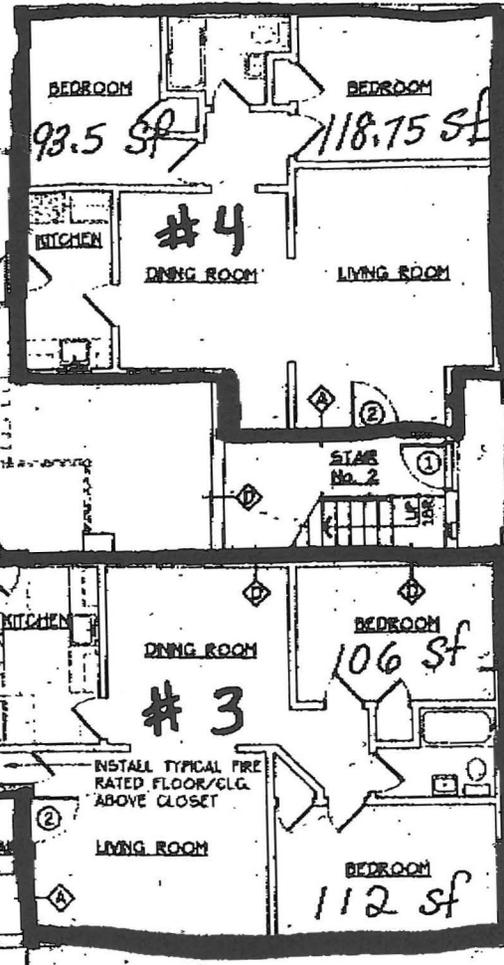
EXIST. STAIR TO REMAIN
(SEE DETAIL 2 ON A-2)
WIDTH: 8'-4"
RISERS: 7"
TREADS: 12"

EXIST' STAIR TO REMAIN
(SEE DETAIL 1 ON A-2)
WIDTH: 8'-0"
RISERS: 6 3/4"
TREADS: 12"

EXISTING PORTICO
COVERING ABOVE

FIRST FLOOR PLAN

SCALE 1/8" = 1'-0"



ALTERATIONS TO:

NOV. 15, 2003 4:43PM
4619 COLLEGE AVENUE

Levan Colaresi Ferguson & Levan

1/8" = 1'-0"
SCALE:

10-01-97

No. 3843 P. 2

18611 545

GENERAL CONSTRUCTION NOTE:

ALL CONDITIONS ARE EXISTING TO BE REPAIRED, UNLESS OTHERWISE SHOWN ON THESE DRAWINGS.

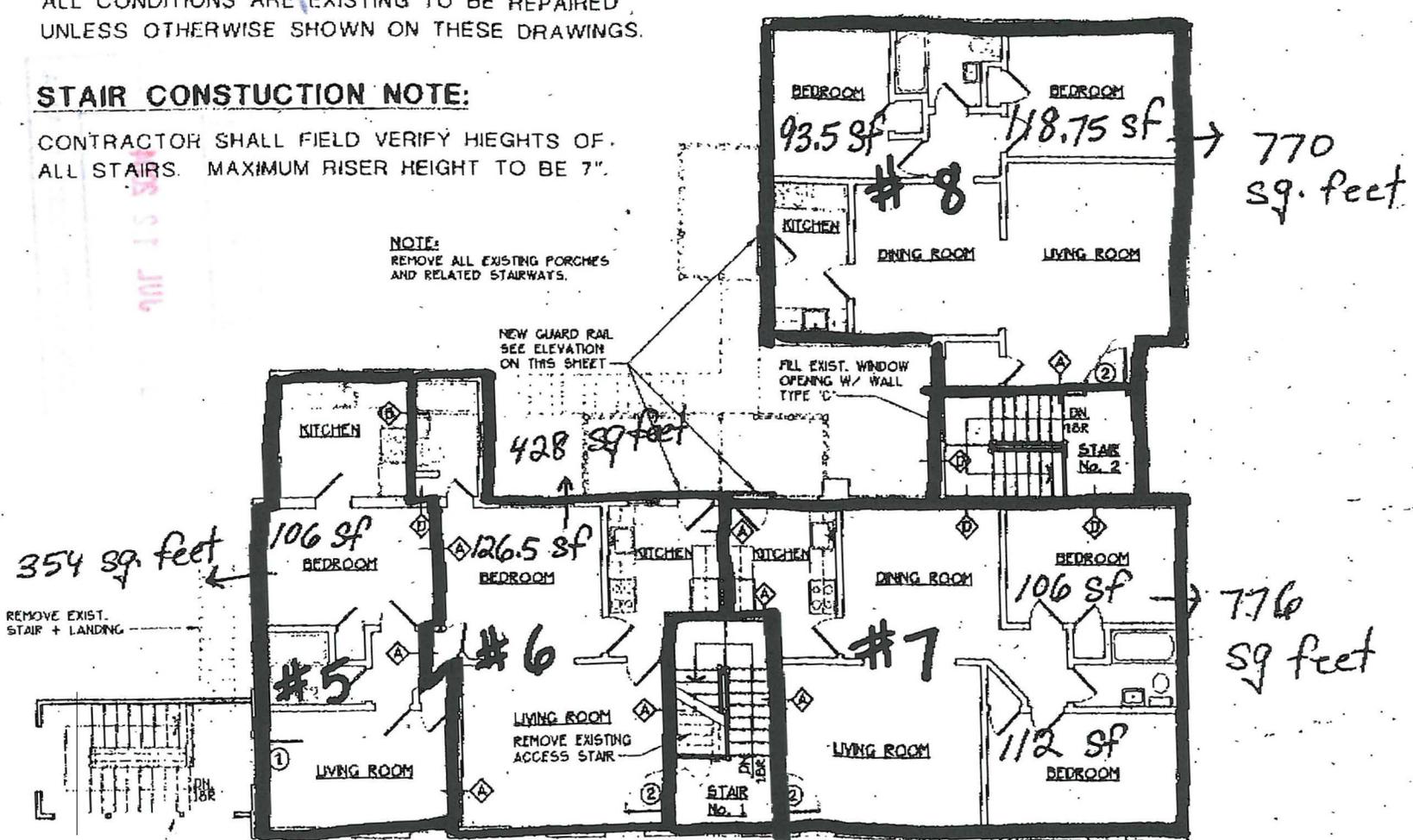
STAIR CONSTRUCTION NOTE:

CONTRACTOR SHALL FIELD VERIFY HEIGHTS OF ALL STAIRS. MAXIMUM RISER HEIGHT TO BE 7".

NOTE: REMOVE ALL EXISTING PORCHES AND RELATED STAIRWAYS.

NEW GUARD RAIL SEE ELEVATION ON THIS SHEET

FILL EXIST. WINDOW OPENING W/ WALL TYPE 'C'



REMOVE EXIST. STAIR + LANDING

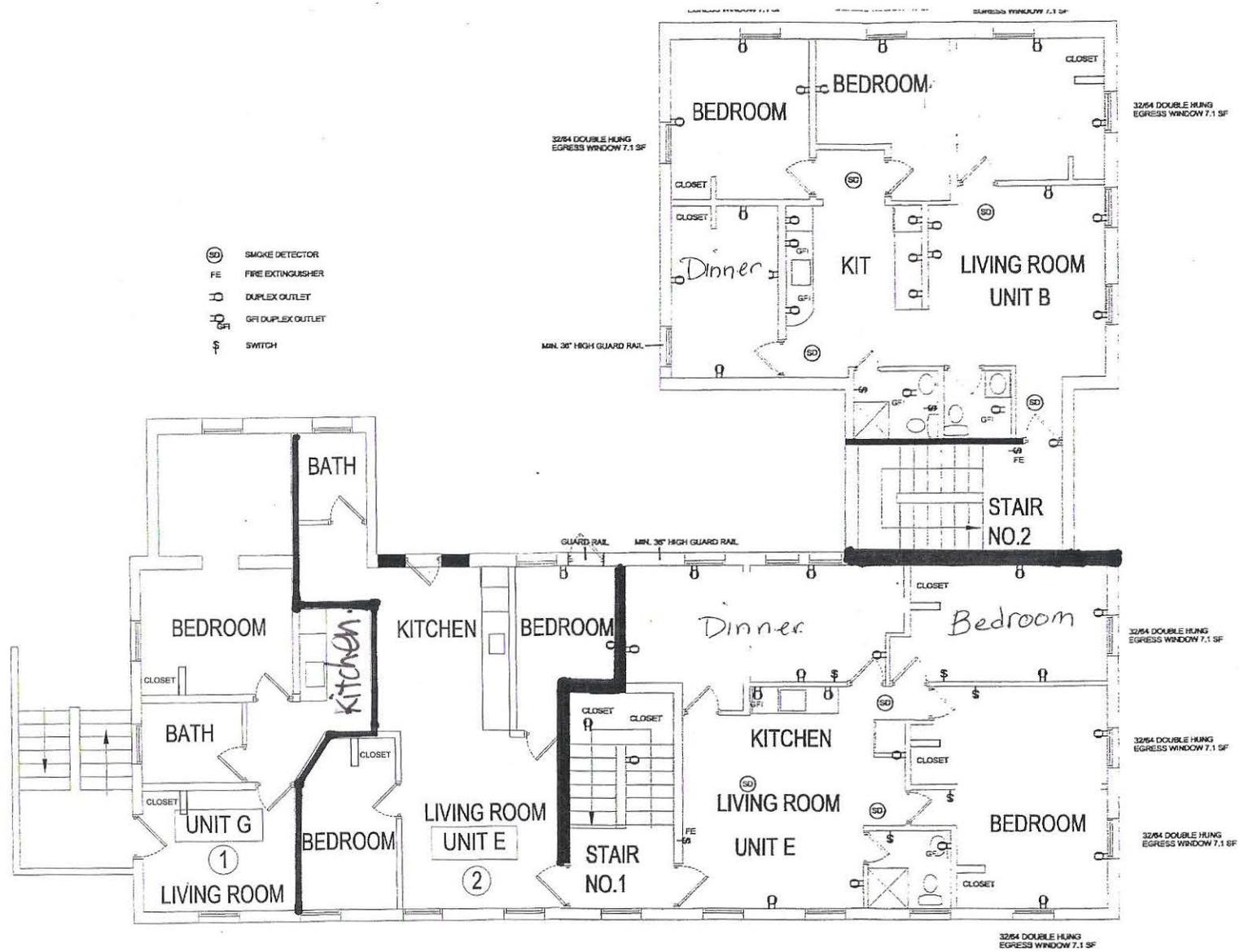
EXTERIOR STAIR ENCLOSURE - SEE SHEET A-3

SECOND FLOOR PLAN

SCALE: 1/8" = 1'-0"

Nov 2008 4:43PM Levan Colaresi Ferguson & Levan No. 3843 P. 3

18617 546 97



SECOND FLOOR

8

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.
Darlene Nowlin 10/14/14	Resident 2	District 4	
VACANT	Resident 3		
Lisa Ealley 01/27/15	Resident 4	District 1	
Judy Blumenthal 01/27/15	Resident 5	District 1	
Dave Dorsch	Resident 6	District 3	
Helen Barnes	Resident 7	District 3	
VACANT	Resident 8		
Denise C. Mitchell	Councilmember 1	District 4	
Patrick L. Wojahn 11/25/14	Councilmember 2	District 1	
P. J. Brennan 11/25/14	Councilmember 3	District 2	
Fazlul Kabir 11/25/14	Councilmember 4	District 1	
<p>Established April 2014 by Resolution 14-R-07. Council positions expanded from 2 to 4 by Resolution 14-R-34 October 2014. Final report of strategies and recommendations to Council anticipated January 2015. Composition: 8 City residents (with the goal of having two from each Council District) and 4 City Council representatives, for a total of 12. Quorum = 5. Task Force shall elect Chairperson from membership. Not a compensated committee. Liaison: Director of Youth, Family and Seniors Services.</p>			

Airport Authority			
Appointee	Resides in	Appointed by	Term Expires
James Garvin 11/9/04	District 3	M&C	07/14
Jack Robson 5/11/04	District 3	M&C	03/17
Anna Sandberg 2/26/85	District 3	M&C	03/16
Gabriel Iriarte 1/10/06	District 3	M&C	04/16
Christopher Dullnig 6/12/07	District 2	M&C	01/17
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
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.

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
Ryan Belcher	City Resident 6	City Council	09/17
Cole Holocker	UMD Student 1	City Council	11/16
Adler Pruitt	UMD Student 2	City Council	09/17
Taylor Roethle	UMD Student 3	IFC	09/17
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 Biffel	Rental Property Owner	City Council	02/16
Paul Carlson	Rental Property Owner	City Council	03/16
Established by Resolution 13-R-20 adopted September 24, 2013 to replace the Neighborhood Stabilization and Quality of Life Workgroup. Amended October 8, 2013 (13-R-20.Amended). Amended February 11, 2014 (14-R-03). Amended July 15, 2014 to change the name (14-R-23). City Liaison: City Manager's Office. Two year terms. Main Committee to meet four times per year. This is not a compensated committee.			

Neighborhood Watch Steering Committee			
	Resident of:	Appointed By:	Term Expires:
Robert Boone 04/12/11	District 1	M&C	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.

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		
City Code Chapter 179-5: The Board shall have 9 voting members: 5 citizens appointed by M&C, plus the CBE Chair or designee, the City Forester or designee, the Planning Director or designee and the Public Works Director or designee. Two year terms. Members choose their own officers. Not a compensated committee. Liaison: City Clerk's office.			

Veterans Memorial Improvement Committee			
Appointee	Represents	Appointed by	Term Expires
Deloris Cass 11/7/01		M&C	12/15
Joseph Ruth 11/7/01	VFW	M&C	12/15
Blaine Davis 10/28/03	American Legion	M&C	12/15
Rita Zito 11/7/01		M&C	02/15
Doris Davis 10/28/03		M&C	12/15
Mary Cook 3/23/10		M&C	11/17
Arthur Eaton		M&C	11/16
Seth Gomoljak 11/6/14		M&C	11/17
VACANT			
Resolution 01-G-57: Board comprised of 9 to 13 members including at least one member from American Legion College Park Post 217 and one member from Veterans of Foreign Wars Phillips-Kleiner Post 5627. Appointed by Mayor and Council. Three year terms. Chair shall be elected each year by the members of the Committee. Not a compensated committee. Liaison: Public Works.			

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Information Report: SunGard Business Process Review



INFORMATION REPORT

TO: Mayor & Council
THROUGH: Joseph L. Nagro, City Manager
FROM: Sarah Price, Information Systems Manager
Stephen Groh, Director of Finance
DATE: September 10, 2015
SUBJECT: SunGard Business Process Review (BPR) – Public Services

This Information Report is intended to update Mayor & Council on the direction staff is taking to implement the recommendations in the SunGard Business Process Review (BPR) report. This information report does not cover any requested changes in Public Services forms. As a reminder, the BPR provides recommendations for the Code Enforcement (CE), Business Licenses (BL) and Land Management (LM) applications. Based on the report, staff has identified the first group of recommended items that need to be addressed in implementing the recommendations, not necessarily in this order. Some of the recommendations are being addressed concurrently.

- **New software configuration required for the NaviLine Code Enforcement (CE) software application.**
A reconfiguration of the NaviLine Code Enforcement (CE) application is required to consolidate case types from 100+ to only 8 primary case types
- **Training and development required on the 3 software applications used by Public Services**
This training cannot occur until the clean-up has been completed.
- **Lack of data management in NaviLine Code Enforcement and Business Licenses (Occupancy Permits.)**
To manage Code Enforcement case tasks, Public Services staff should implement use of the Case Action Follow-up Report included in the software application
- **Business Records without License Records (Occupancy Permits)**
These are the transactions to issue occupancy permits over the past 16 years that were never completed properly.
- **Land/Parcel Management data clean-up**
Tools are available in Land/Parcel Management to assist staff in electronically eliminating duplicate addresses, owners and related parties (owner records).

After reviewing the BPR, it was determined that, in order to go forward with training or implementing any new processes, the existing data requires substantial clean-up. We have accepted a \$4,800 proposal for SunGard to update the business license records; this process will be performed remotely by SunGard. Staff is working with SunGard to have this process completed within the next 2 weeks.

In tandem, staff has had 2 days of 4-hour remote training sessions with SunGard to start working on the Land Management module. This is an ongoing slow, very tedious process to perform the data “housekeeping” stated in the BPR. Two to three days out of each week, Public Services staff is isolated from their daily tasks to work on the clean-up process. Once complete, we will begin working in the Code Enforcement module with direction from SunGard on what should be our next step of clean-up in that module. The combination of SunGard’s electronic clean-up in Business Licenses and the manual clean-up in Land Management should take about a month from now.

Training remains the last and largest portion of the BPR recommendations. Once we have performed the necessary clean-up and new recommended configurations (timetables listed above), staff will begin training on the 3 modules. This is expected to take about 2 months.

SunGard has also recommended additional system enhancements which will be evaluated after the clean-up and training, and a decision will be made whether they will benefit the City’s needs.