TUESDAY, FEBRUARY 12, 2019
CITY OF COLLEGE PARK
COUNCIL CHAMBERS
7:30 P.M.
MAYOR AND COUNCIL REGULAR MEETING
AGENDA

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.

1. MEDITATION
2. PLEDGE OF ALLEGIANCE: Led by Councilmember Kennedy
3. ROLL CALL
4. ANNOUNCEMENTS
5. CITY MANAGER’S REPORT
6. ACKNOWLEDGMENTS
7. PROCLAMATIONS AND AWARDS
8. AMENDMENTS TO AND APPROVAL OF THE AGENDA
9. PUBLIC COMMENT ON CONSENT AGENDA AND NON-AGENDA ITEMS - Speakers are asked to provide their name and address for the record, and are given three minutes to address the Council.
10. PRESENTATIONS
   A. Presentation of Ceremonial $2,500 Public School Education Grant Checks to:
      • University Park Elementary School – Toi Davis, Principal
      • Hyattsville Middle School – Thornton Boone, Principal; Lori Colding, Special Education Teacher, Team Leader
   B. Annual Report from Miss College Park 2018-2019, Daja Benton
   C. Quarterly Financial Presentation – Gary Fields, Director of Finance
11. **PUBLIC HEARINGS**

   A. Public Hearing on Charter Amendment 19-CR-01, An amendment to §C6-3 of the City Charter to authorize the Mayor and Council to meet in closed session to discuss cybersecurity under certain circumstances

12. **CONSENT AGENDA** - Note: Consent Agenda items are routine items of business that are collectively presented for approval through a single motion. A Councilmember may request that an item be pulled from the Consent Agenda and placed under Action Items for separate discussion and action.

   19-G-21 Award of contract to Criswell Chevrolet in Gaithersburg, MD to purchase two (2) dump trucks with snow equipment packages to replace fleet vehicles #338 and #339 for a total amount of $220,862.66 to be funded from CIP #925061 – Robert Marsili, Director of Public Works

   19-G-22 Approval of Minutes: January 6, 2019 Council Retreat; January 8, 2019 Worksession; January 8, 2019 Special Session; and January 15, 2019 Regular Meeting

   19-G-28 CORRECTED: Award of FY ’19 community services grants as follows: $2,500 to Embry Center for Family Life for BOOST program; $2,500 to National Museum of Language for Summer Camp; $1,500 to Holy Redeemer Church for Safe Haven, for a total of $6,500.

   19-R-03 Authorization for the City to participate annually in the National Mayor’s Challenge for Water Conservation

13. **ACTION ITEMS**

   19-G-23 Annual report for renewal of County liquor licenses held by businesses in the City, and approval of a letter from the City Manager to the BOLC - Bob Ryan, Director of Public Services

   19-G-24 Award of contract to Greenplay, LLC for either:
   a) comprehensive needs assessment of recreation/activities, program space, and transportation for City seniors city-wide; or
   b) comprehensive needs assessment of recreational activities, program space for the community at-large to include assessment of transportation for City seniors - Peggy Higgins, Director of Youth, Family and Senior Services

   19-G-25 Award of contract for Construction Manager for City Hall project – Scott Somers, City Manager
19-CR-01 Adoption of Charter Resolution 19-CR-01, A Charter Resolution Of The Mayor And Council Of The City Of College Park, Amending Article VI, “Meetings”, § C6-3, “Closed Sessions”, To Authorize The Mayor And Council To Meet In Closed Session To Discuss Cybersecurity Under Certain Circumstances

Motion By: To: Second: Aye: Nay: Other:

19-G-29 Motion to approve the Supervisors of Elections recommendations for early voting and the addition of a third poll at Stamp Student Union

Motion By: To: Second: Aye: Nay: Other:

19-O-03 Discussion, and possible introduction, of an Ordinance to amend City Code Chapter 34, Elections, to allow for early voting in the November 2019 election

If Introduced, the Public Hearing will be held on February 26, 2019 at 7:30 p.m. in the Council Chambers of City Hall.

Motion By: To: Second: Aye: Nay: Other:

19-G-27 Appointments to Boards and Committees

Motion By: To: Second: Aye: Nay: Other:

14. MAYOR AND COUNCILMEMBER REPORTS/COMMENTS
15. STUDENT LIAISON’S REPORT/COMMENTS
16. CITY MANAGER’S REPORT/COMMENTS
17. GENERAL COMMENTS FROM THE AUDIENCE
18. ADJOURN

INFORMATION REPORT

1. Weekly Legislative Report -- Len Lucchi and Eddie Pounds, O’Malley, Miles, Nylen & Gilmore, P.A. – (There is a possibility that the Council could take action on time sensitive legislative matters.)

2. Confidential Attorney-Client memo – Retention of additional legal services (provided separately)

➢ This agenda is subject to change. For the most current information, please contact the City Clerk at 240-487-3501.

➢ Public Comment is taken during Regular Business meetings on the second and fourth Tuesdays of the month in one of the following ways. All speakers are requested to complete a card with their name and address for the record.
   o To comment about a topic not on the meeting agenda: Speakers are given three minutes to address the Council during “Public Comment on Non-Agenda Items” at the beginning of each Regular Meeting.
   o To comment on an agenda item during a Regular Business meeting: When an agenda item comes up for consideration by the Council, the Mayor will invite public comment prior to Council deliberation. Speakers are given three minutes to address the Council on that agenda item.

➢ In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the City Clerk’s Office at 240-487-3501 and describe the assistance that is necessary.
PRESENTATIONS

A. Presentation of Ceremonial $2,500 Public School Education Grant Checks to:
   * University Park Elementary School
     Toi Davis, Principal
   * Hyattsville Middle School
     Thornton Boone, Principal; Lori Colding, Special Education Teacher, Team Leader

B. Annual Report from Miss College Park 2018-2019, Daja Benton

C. Quarterly Financial Presentation
PUBLIC HEARING

Charter Resolution 19-CR-01
PUBLIC HEARING

Ordinance 19-CR-01
**City of College Park, Maryland**

**Regular Meeting Agenda Item**

**AGENDA ITEM 19-CR-01**

**Prepared By:** Suellen M. Ferguson, City Attorney  
**Meeting Date:** 02/12/2019

**Presented By:** Suellen M. Ferguson, City Attorney  
**Consent Agenda:** No

<table>
<thead>
<tr>
<th><strong>Originating Department:</strong></th>
<th>Administration</th>
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**Action Requested:** Adoption of Charter Resolution 19-CR-01, amending Article VI, “Meetings”, § C6-3, “Closed Sessions”, to authorize the Mayor and Council to meet in Closed Session to discuss cybersecurity under certain circumstances.

**Strategic Plan Goal:** Goal 4: Quality Infrastructure

**Background/Justification:**
In 2018, the General Assembly adopted HB 695, which authorizes public bodies to meet in closed session to discuss cybersecurity under certain circumstances. This bill recognizes the security issues raised by the vulnerability of networks to cyber-attack that will allow unauthorized access to personal and security information and allows certain matters to be discussed in closed session. The Charter Amendment attached will update the City Charter to reflect current state law. The Charter Amendment was introduced on January 15, 2019 and the Public Hearing is scheduled for February 12, 2019.

**Fiscal Impact:** None.

**Council Options:**
2. Amend and then adopt Charter Amendment 19-CR-01
3. Defer action

**Staff Recommendation:**
#1

**Recommended Motion:**
I move to adopt Charter Resolution 19-CR-01, amending City Charter Article VI, “Meetings”, § C6-3, “Closed Sessions”, to authorize the Mayor and Council to meet in Closed Session to discuss cybersecurity under certain circumstances.

**Attachments:**
1. 19-CR-01
CHARTER RESOLUTION
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK,
AMENDING ARTICLE VI, “MEETINGS”, § C6-3, “CLOSED SESSIONS”, TO
AUTHORIZE THE MAYOR AND COUNCIL TO MEET IN CLOSED SESSION
TO DISCUSS CYBERSECURITY UNDER CERTAIN CIRCUMSTANCES

A Charter Resolution of the Mayor and Council of the City of College Park, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and §4-301 et seq., Local Government Article, Annotated Code of Maryland, as amended.

WHEREAS, the General Assembly adopted HB 695, which authorizes the City to meet in closed session to discuss cybersecurity under certain circumstances; and

WHEREAS, the Mayor and Council have determined that it is in the public interest to amend Article VI, “Meetings”, §C6-3, “Closed sessions”, to include cybersecurity as a basis for closing a meeting.

Section 1. NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of College Park that Article VI, “Meetings”, §C6-3, “Closed sessions” be repealed, re-enacted and amended to read as follows:

§ C6-3 Closed sessions. Nothing in this article shall prevent the Mayor and Council from holding a closed session when one or more of the following criteria are met, but no ordinance, resolution, rule or regulation shall be finally adopted at such a closed session. To be held, a closed session shall require a supermajority vote of all Councilpersons present, defined as one more than a simple majority of Councilpersons present. The Council may meet in closed session, or adjourn in open session to a closed session, only to:

A. Discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees,
or officials over whom it has jurisdiction; or to consider any other personnel matter that affects one or more specific individuals;
B. Protect the privacy or reputation of individuals with respect to a matter that is not related to public business;
C. Consider the acquisition of real property for a public purpose and matters directly related to such acquisition;
D. Consider a matter that concerns the proposal for a business or industrial organization to locate in Prince George's County;
E. Consider the investment of public funds;
F. Consider the marketing of public securities;
G. Consult with counsel to obtain legal advice;
H. Consult with staff, consultants, or other individuals about pending or potential litigation;
I. Conduct collective bargaining negotiations or consider matters that relate to the negotiations;
J. Discuss public security if the Council determines that public discussion would constitute a risk to the public or to public security, including:
   (1) The deployment of fire and police services and staff; and
   (2) The development and implementation of emergency plans;
K. Prepare, administer, or grade a scholastic, licensing, or qualifying examination;
L. Conduct or discuss an investigative proceeding on actual or possible criminal conduct;
M. Comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter; or
N. Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the Council to participate in the competitive bidding or proposal process.

O. DISCUSS CYBERSECURITY, IF IT IS DETERMINED THAT PUBLIC DISCUSSION WOULD CONSTITUTE A RISK TO:

   (1) SECURITY ASSESSMENTS OR DEPLOYMENTS RELATING TO INFORMATION RESOURCES TECHNOLOGY;

   (2) NETWORK SECURITY INFORMATION, INCLUDING INFORMATION THAT IS:

      A. RELATED TO PASSWORDS, PERSONAL IDENTIFICATION NUMBERS, ACCESS CODES, ENCRYPTION, OR OTHER COMPONENTS OF THE SECURITY SYSTEM OF A GOVERNMENTAL ENTITY;

      B. COLLECTED, ASSEMBLED, OR MAINTAINED BY OR FOR
A GOVERNMENTAL ENTITY TO PREVENT, DETECT, OR INVESTIGATE CRIMINAL ACTIVITY; OR

C. RELATED TO AN ASSESSMENT, MADE BY OR FOR A GOVERNMENTAL ENTITY OR MAINTAINED BY A GOVERNMENTAL ENTITY, OF THE VULNERABILITY OF A NETWORK TO CRIMINAL ACTIVITY; OR

(3) DEPLOYMENTS OR IMPLEMENTATION OF SECURITY PERSONNEL, CRITICAL INFRASTRUCTURE, OR SECURITY DEVICES.

Section 2. BE IT FURTHER RESOLVED by the Mayor and Council of the City of College Park that this Charter Resolution was introduced on the ___ day of January, 2019. It is adopted this _____ day of ________________, 2019, and that the amendment to the Charter of the City of College Park, hereby proposed by this enactment, shall be and become effective upon the fiftieth (50th) day after its passage by the City unless petitioned to referendum in accordance with §4-304 of the Local Government Article, Annotated Code of Maryland within forty (40) days following its passage. A complete and exact copy of this Charter Resolution shall be posted in the City offices located at 4500 Knox Road, College Park, Maryland for forty (40) days following its passage by the Mayor and Council and a fair summary of the Charter Resolution shall be published in a newspaper having general circulation in the City not less than four (4) times, at weekly intervals, also within the forty (40) day period following its adoption by the City.

Section 3. BE IT FURTHER RESOLVED that, within ten (10) days after the Charter Resolution hereby enacted becomes effective, either as herein provided or following referendum, the City Manager for the City of College Park shall send separately, by mail, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, one copy of the following information concerning the Charter Resolution: (i) the complete text of this Resolution; (ii) the date of referendum election, if
any, held with respect thereto; (iii) the number of votes cast for and against this Resolution by the Council of the City of College Park or in the referendum; and (iv) the effective date of the Charter Resolution.

Section 4. BE IT FURTHER RESOLVED that the City Manager of the City of College Park be, and hereby is, specifically enjoined and instructed to carry out the provisions of Sections 2 and 3 as evidence of compliance herewith; and said City Manager shall cause to be affixed to the minutes of this meeting (i) an appropriate Certificate of Publication of the newspaper in which the fair summary of the Charter Resolution shall have been published; and (ii) shall further cause to be completed and executed the Municipal Charter or Annexation Resolution Registration Form.

Section 5: BE IT FURTHER RESOLVED that if any provision of this Resolution or the Charter adopted by this Resolution, or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other application of this Resolution or of the Charter which can be given effect without the invalid provisions or application, and to this end, all the provisions of this Resolution and of the Charter are hereby declared to be severable.

INTRODUCED by the Mayor and Council of the City of College Park at a regular meeting on the 15th day of January, 2019.

ADOPTED by the Mayor and Council of the City of College Park at a regular meeting on the ________ day of ______________________ 2019.

EFFECTIVE the ________ day of ______________________, 2019.
ATTEST:

Janeen S. Miller, CMC, City Clerk

CITY OF COLLEGE PARK,

By _________________________________

Patrick L. Wojahn, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

Suellen M. Ferguson, City Attorney
Notice of Public Hearing for Ordinance 19-CR-01

- Posted to City Bulletin Board on January 17, 2019
- Posted to City Website on January 17, 2019
- Posted on Cable Television Channel on January 17, 2019
- Sent to Constant Contact LISTSERV on January 17, 2019
- Published in the February 2019 Municipal Scene

ATTEST:

Janeen S. Miller, City Clerk
NOTICE OF PUBLIC HEARING

Public Hearing
Tuesday, February 12, 2019
7:30 p.m.

CHARTER AMENDMENT 19-CR-01

Charter Resolution of the Mayor and Council of the City of College Park, Amending Article VI, "Meetings", § C6-3, "Closed Sessions", to Authorize the Mayor and Council to Meet in Closed Session to Discuss Cybersecurity Under Certain Circumstances.

Copies of this Charter Amendment may be obtained from the City Clerk's Office, 4500 Knox Road, College Park, MD 20740, or by calling 240-487-3501, or visit www.collegeparkmd.gov.

All Public Hearings will be held in the 2nd floor Council Chambers at City Hall, 4500 Knox Road, College Park. Parking passes will be available from the front window. All interested parties will have the opportunity to be heard.

If you are unable to appear in person, you may submit written comment prior to the Public Hearing. In order to be received by the Council as part of the record, the comment must include the specific topic to which it relates and the full name and address of the person submitting the comment. Written comment should be submitted no later than 5:00 p.m. on the day of the hearing to cpmc@collegeparkmd.gov.

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the City Clerk's Office at 240-487-3501 and describe the assistance that is necessary.
NOTICE OF PUBLIC HEARING

CHARTER AMENDMENT 19-CR-01
February 12, 2019
7:30 p.m.

Charter Resolution of the Mayor and Council of the City of College Park, Amending Article VI, “Meetings”, § C6-3, “Closed Sessions”, to authorize the Mayor and Council to meet in closed session to discuss cybersecurity under certain circumstances.

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NOTICE OF FAIR SUMMARY

NOTICE OF ADOPTION
ORDINANCE 18-0-10

The Draft Ordinance was introduced on October 9, 2018 and a Public Hearing was held on October 23, 2018. An Amended Ordinance was adopted on January 15, 2019 and will become effective on February 5, 2019.

ORDINANCE 19-O-01

This Ordinance was introduced on January 15, 2019 and a Public Hearing was held on... continued on page 8
19-G-21
Purchase of two dump trucks
CITY OF COLLEGE PARK, MARYLAND
REGULAR COUNCIL MEETING AGENDA ITEM

AGENDA ITEM 19-G-21

Prepared By: Robert L. Marsili, Jr.  Meeting Date: Feb 12, 2019
Public Works Director

Presented By: Robert L. Marsili, Jr.  Consent Agenda: Yes
Public Works Director

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>Department of Public Works</th>
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<tbody>
<tr>
<td>Action Requested:</td>
<td>Award a contract to Criswell Chevrolet in Gaithersburg, MD for the purchase and replacement of two (2) dump trucks with snow equipment packages.</td>
</tr>
<tr>
<td>Strategic Plan Goal:</td>
<td>Goal 6: Excellent Services</td>
</tr>
</tbody>
</table>

Background/Justification:
The CIP Account Number 925061, Vehicle Replacement Program, has funds to purchase both new and replacement vehicles and equipment. By utilizing a Montgomery County Contract (1065341) Vehicle #338 and #339 both 2000 International 4900 dump trucks with plows and spreaders are scheduled for replacement in FY19. These dump trucks are utilized by the DPW crews to haul bulk materials to the work sites and debris back to DPW as well as snow removal and compost deliveries. Additionally, these dump trucks are more adaptable in tight neighborhoods during snow events and do not require a CDL license to drive. Both dump trucks #338 and #339 have been in the fleet for 18 years and have serious deterioration of the structural frames due to rust. The original truck dump bodies were replaced in 2008 due to rust.

The Vehicle Replacement Program, CIP #925061, includes funding for the purchase of two new fleet vehicles to replace these two vehicles.

Montgomery County Maryland awarded a competitively bid Vehicle & Equipment Acquisition contract #1065341 to Criswell Chevrolet in Gaithersburg, MD for the purchase of various types of fleet vehicles.

The selected replacement vehicles are:
2- 2019 Chevrolet Silverado 6500 Diesel, model #CK56403, 4-wheel drive, reg. cab & chassis $59,796.33 ea.
2-Truck Body Packages & options $50,635.00 ea.
Moxley Truck Bodies 10-foot aluminum R&S dump body AG Series with a 5 cubic yard capacity with snow package 9' Boss Plow and Swenson Spreader
Options: strobe lights, bed tarp, trailer hitch & plug, electric brake controller, back-up warning device & mud flaps

The Director of Public Works, as the Fleet Administrator, recommends the City purchase two (2) of these vehicles to replace the two vehicles removed from service and scheduled for replacement.

<table>
<thead>
<tr>
<th>Fiscal Impact:</th>
<th>The cost to purchase two (2) vehicles is:</th>
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<tbody>
<tr>
<td>Criswell Chevrolet — (2) - 2019 Chevrolet 6500HD Diesel, model CK56403</td>
<td>$119,592.66</td>
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<tr>
<td>(2)-Moxley Truck Equipment Truck Body Packages</td>
<td>$101,270.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$220,862.66</strong></td>
</tr>
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Funding for the purchase of these 2 replacement vehicles is included in the Vehicle Replacement Program in the CIP #925061
**Council Options:**
1. Award a contract to Criswell Chevrolet (Montgomery County Contract #1065341) in the amount of $220,862.66 to purchase two (2) 2019 Chevrolet 6500 dump body snow equipment package vehicles to replace two (2) 2000 International vehicles at end of their useful life.

2. Elect not to award a contract for necessary replacement vehicles, which will create a shortage of work vehicles for DPW snow operations and operations.

**Staff Recommendation:**
Option #1

**Recommended Motion:**
* I move to award a contract in the amount of $220,862.66 to Criswell Chevrolet (Montgomery County Contract #1065341) for the purchase of two (2) Chevrolet 6500 dump body trucks with snow equipment package to replace vehicles #338 and #339 as planned in the Vehicle Replacement Program in CIP #925061.

**Attachments:**
- Picture of 2019 Chevrolet 6500 HD 4-wheel drive cab chassis
- Picture of aluminum body with snow equipment
- Price quotation from Criswell Fleet Sales
- Price quotation from Moxley Truck Equipment
### Price Summary

**PRICE SUMMARY**

<table>
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<tr>
<th>Description</th>
<th>Invoice</th>
<th>MSRP</th>
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<tbody>
<tr>
<td>Base Price</td>
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<tr>
<td>Total Options</td>
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<td>Vehicle Subtotal</td>
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<td>Destination Charge</td>
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<td><strong>Grand Total</strong></td>
<td><strong>$59,796.33</strong></td>
<td><strong>$62,466.64</strong></td>
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This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 8850. Data Updated: Sep 20, 2018 9:31:00 PM PDT.
Here is our quotation on the goods named, subject to the conditions noted:

CONDITIONS: The prices and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the Home Office of the Seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance. Typographical and stenographic errors are subject to correction. Purchaser agrees to accept either overage or shortage not in excess of ten percent to be charged for pro-rata. Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser's specifications. When quotation specifies material to be furnished by the purchaser, ample allowance must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production. Conditions not specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the Seller.

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<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
<th>AMOUNT</th>
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<tr>
<td>1EA</td>
<td>16&quot; ALUMINUM R/S BODY AG-G SERIES</td>
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<td></td>
<td>3/4&quot; THICK FLOOR &amp; GATE</td>
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<td></td>
<td>5&quot; T-BOOM LONG-SIWS, 4&quot; CROSS-SIWS ON 12&quot; A</td>
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<td></td>
<td>26&quot; SIDES VERTICAL BOX BEAKES &amp; TARP RAIL</td>
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<td>32&quot; 3 PANEL CAGE, MANUAL-TRIP, OFFSET HARDWARE</td>
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<td></td>
<td>34&quot; CMD PROTECTOR - MARKER &amp; STROBES IN FRONT UP</td>
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<td></td>
<td>PRO-DRIVEN 820 SF-OA HOIST - SAFETY PREP RED</td>
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<td></td>
<td>PULL-OUT LOADER</td>
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<td></td>
<td>STEEL SOLID GUMBO - TO SF</td>
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<td>PULL FRAPS ON SS HINGES</td>
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<td>AUTO-TARP EOE-1800 - ASPHALT RATED</td>
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<tr>
<td></td>
<td>S18 HITCH PLATE; IN TAN PINTLE, O-RINGS, TRAILER PUL, BRAKE CONTROLLERS</td>
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<td>BODY LIGHTS LED - TRUCK-LITE</td>
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<td>DOOR GUMBO</td>
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<td>HAND-HEAVY CONTROLS</td>
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<td>LED LIGHTS</td>
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<td></td>
<td>POWDER-COATED RED</td>
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QUOTE VALID FOR 30 DAYS.

TO CONFIRM ORDER, SIGN & RETURN PINK ACCEPTANCE COPY

021
Here is our quotation on the goods named, subject to the conditions noted:

CONDITIONS: The prices and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the Home Office of the Seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance.

Typographical and stenographic errors are subject to correction. Purchaser agrees to accept either overage or shortage not in excess of ten percent to be charged for pro-rata.

Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser’s specifications. When quotation specifies material to be furnished by the purchaser, ample allowance must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production.

Conditions not specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser’s formal order will not be binding on the Seller.

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<thead>
<tr>
<th>QUANTITY</th>
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<th>AMOUNT</th>
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<td>1</td>
<td>SWENSON MOVA - SS AUGER DRIVEN V- BOX</td>
<td>Page 2 of 2</td>
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<td>10' ELECTRICAL DRIVEN - TWO 12V MOTORS FOR AUGER AND SPINNER</td>
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<td>TOP SCREENS / INVERTED &quot;V&quot;</td>
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<td>SWING-UP SPINNER ASSEMBLY - POLY SPINNER</td>
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<td>DUAL-SPEED IN-LAB CONTROLLER</td>
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<td>TIE-DOWN STRAPS</td>
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Package Total: $50,635

Tax Exempt

QUOTE VALID FOR 30 DAYS.

BY MWM

TO CONFIRM ORDER, SIGN & RETURN PINK ACCEPTANCE COPY
Push back the chaos and RESTORE ORDER with BOSS Super-Duty Straight-Blade Plows. The durable Steel Straight-Blade features a baked-on powder-coat paint finish with zinc primer to resist corrosion and the super slick polyethylene moldboard of the Poly Straight-Blade prevents snow from sticking. BOSS Super-Duty Straight-Blades are also available in high-grade, corrosion-resistant stainless steel. Every BOSS Straight-Blade features a heavy-duty push frame and quadrant, optimized blade cut and reinforced moldboard, leading all other plows in reliability and strength.

- Heavy-Duty Push Frame and Quadrant designed for additional strength and durability.
- Enclosed High-Performance Hydraulic System delivers speed and reliability and is protected from the elements to prevent corrosion and hydraulic freeze-up.
- Chainless Hydraulic Cylinder Lifting System virtually eliminates snowplow "bounce" associated with transporting a plow.
- Full Moldboard Trip Design The entire blade trips forward when obstacles are encountered to protect the truck and plow from damage.

FEATURES
19-G-22

Approval of Minutes
COUNCIL RETREAT MINUTES  
College Park City Council  
Sunday, January 6, 2019  
Council Chambers  
9:02 a.m. – 2:12 p.m.

PRESENT:  Mayor Wojahn; Councilmembers Kabir, Kennedy, Brennan, Dennis, Day, Rigg, Kujawa, and Mitchell.

ABSENT:  None.

ALSO PRESENT:  Scott Somers, City Manager; Bill Gardiner, Assistant City Manager; Terrie Glass, Zelos (consultant/facilitator)

Mayor Wojahn opened the meeting at 9:02

Approval of the agenda – Councilmember Day motioned to consider adding a brief discussion on potential purchase and preservation of the WMATA property for sale south of Albion Rd. Brennan seconded. Motion passed and agenda adopted unanimously.

Welcome and warm up – Terrie Glass of Zelos asked the Mayor and Council to participate in a warm up exercise by asking several questions including the following:

What things are we doing better?
Day noted communications have improved. Glass commented that the website was great. Wojahn said that we are tracking projects better and moving projects forward. Rigg said we have less personal conflict and disagreement is respectful. Kabir said we are more respectful. Brennan said the City is more responsive to residents.

What do we still need to improve?
Kabir said he’s observed better communication with colleagues and suggested that colleagues should meet in other settings. Kennedy said they need to be more strategic about communicating to certain groups to ensure we are reaching them. Mitchell said we should be more productive in our meetings; meetings go too long. Brennan said we need to create an environment to invite everyone to speak up and be allowed to disagree. Glass commented that the challenge is to keep conversation at a high level. If we focus on the small stuff, then there’s not enough time to address the big issues. Dennis said it would be good to have the background and analysis early on to resolve some of the challenges to avoid long discussions. Kujawa said we should work to stay on topic and be pro-active and less reactive on issues to address problems early.
Brennan discussed the Charter changes that promote a whole city focus, council changes to advance goal of having council more focused on higher level issues, citywide focus. Sometimes we have the same end goal but end up focusing on different means to accomplish it. Need to focus on common ground.

Wojahn said we can improve on engaging with the entire city. Big challenge engaging with speakers of other languages.

Kennedy discussed constituent services and the role of the elected official. How do we effectively carry out role of constituent services and have time for policy development?

**Review/update on 2018 projects**

City Manager Somers provided an overview of the list of projects provided with the agenda.

Assistant City Manager Gardiner noted that if City Hall staff move to 8400 Baltimore Ave., we would not submit bond bill for Davis Hall improvements because the project would be too small.

Kabir asked if projects could be added to the list.

Somers noted that it was the Council’s list of projects and priorities.

Wojahn said there is a process in place for adding items.

Glass suggested to prioritize existing and current projects then in a future Worksession to discuss creating new items if the Council wanted to. Glass asked the Council to think in term of priorities; where do staff spend their time.

Kennedy said constituent services was a priority.

Rigg said process and technical improvements were a priority.

Glass provided red and green dots to the Mayor and Council and said green dots are for top priorities and red dots are for lowest priorities. The following is the outcome of the exercise:

- **City Hall** – 6 green
- **Stormwater** – 3 green, 4 red
- **Process Improvements** – 3 green
- **Aging in Place** – 3 green
- **Hollywood Streetscape** – 2 green
- **Wood Pool Property** – 2 green
- **Dog Park** – 2 green, 1 red
- **Baltimore Ave Improvements** – 2 green, 2 red
- **Complete Streets** – 1 green
- **Duvall Field** – 1 green
- **Police and Public Safety Improvements** – 1 green, 4 red
- **Bringing Building Code Inspection In House** – 1 green
- **Rhode Island Improvements** – 3 red
- **Pay As You Throw Study** – 5 red
- **Charter Changes** – 3 red

After the exercise, several Councilmembers explained they didn’t put green dots on certain items since they understood those items were moving forward anyway and therefore didn’t need a green, but explained they remained a high priority.

**Ends vs means – concepts informing roles/responsibilities**

Glass explained that when roles are clear, things go well without much confusion. She discussed John Carver who identified that ends are the impact, difference, change, outcome, results for a group at a certain cost and that means are how to achieve the ends—all the work—services,
programs, activities, day-to-day operations. She explained that it takes discipline for Council to stay focused on ends.
Glass used the Hollywood Streetscape project to describe ends vs. means. Ends are beautification, economic development, place-making; Means are the contracting, project management.
Brennan said that ends are providing a rich environment, improved economic development, beauty, place making and at what cost and level of priority?
Glass discussed how with the Complete Streets priority, Ends are walkability, safety, improved congestion, usable for all users and that Means are the types and locations of trees and location and design of the sidewalk.
Glass asked, how should we think of addressing new issues, ideas, projects? Have conditions changed? What resources are required? How does it compete with other priorities? Is it a time-sensitive opportunity? What is the ends focus? What questions should be asked?
Brennan suggested that new and shiny objects that can be distracting should be approached from a proactive vs reactive position.

Engaging with our community
What kinds of things do we currently do?
Discussion occurred about committees, social media, community meetings, articles in community newsletter, emails, community service events, blogs, weekly email newsletter, city weekly bulletin.
Glass asked what work is working well and said once a Council decision is made, Council needs to speak as one voice.
Kujawa noted that sometimes the individual weekly updates from elected officials spin issues differently from the City weekly updates. Community needs to know the difference.
Questions were asked: How do we deal with the negativity on Next Door? How do we engage disenfranchised residents and un-engaged residents? What can we do to get more people engaged?
Dennis said more emphasis should be placed on the cable channel.
Rigg suggested holding some Worksessions at Davis Hall.
Wojahn said to take advantage of new technology.
Kennedy said we should leverage our committees.
Kabir said we should translate more documents into other languages.
Rigg suggested increasing Knock and Talks.
Kabir suggested improving Neighborhood Watch.

Relationship with the University
Glass said there is an inter-dependency between the City and the University; that the University is core to the city’s identity.
Kennedy pointed out that UMD is the 8th largest employer in the DMV.
Rigg said the City needs to leverage opportunities.
Glass asked what is going well?
- Economic development driven by UMD.
- Good level of trust and accountability.
- Do we have a strategy to capitalize on UMD research?
It was suggested to have a staff member to be the liaison to UMD and that the value students bring to the City should be communicated.

CPCUP issues – what can we do to mitigate these?
Wojahn said we need to identify what issues are best for CPCUP to focus on and what issues the City should focus on.
Brennan said the investment in the Partnership made by the City should be strategic. We need to have the Board ask the questions above to keep it focused.
Wojahn said the Partnership has a broad mission that perhaps should be tightened to reduce overlap and redundancy.
Glass said it would be productive to identify and clarify roles and responsibilities.
Wojahn said the threshold question is: How does it add value? How is it uniquely positioned?
Glass suggested the strategy be proactive such as taking on a specific project.
Brennan suggested a future Worksession on focusing dollars for economic development.

Wrap Up
Dennis said today’s level of discussion is the level we need to have on projects that will come before us.
Rigg said we did a good job raising issues, but not yet resolving issues.
Kennedy said she likes to see the big picture - what we should focus on and where we are.

Next Steps discussed include:
Deciding what to do with parking lot items.
Deciding on process for getting shiny new things on the agenda.
Discuss prioritization activity and what needs to go forward—results not clear.
Need new framework for bringing forward new ideas.
Need Worksession to follow up on prioritization.

The meeting adjourned at 2:12 pm.

_________________________________________
Scott Somers                     Date
City Manager                     Approved
PRESENT: Mayor Wojahn; Councilmembers Kabir, Kennedy, Brennan, Dennis, Day, Rigg, Kujawa, and Mitchell.

ABSENT: None.

ALSO PRESENT: Scott Somers, City Manager; Bill Gardiner, Assistant City Manager; Janeen Miller, City Clerk; Suellen Ferguson, City Attorney; Gary Fields, Director of Finance; Leo Thomas, Jr., Deputy Director of Finance; Tracey Clayton, Billing and Collections Supervisor; Robert Marsili, Director of Public Works; Brenda Alexander, Assistant Director of Public Works; Alex Tobin, Student Liaison.

Mayor Wojahn opened the Worksession at 7:30 p.m.

CITY MANAGER’S REPORT: Mr. Somers reported on Christmas Tree recycling, the sale of City apparel, the Martin Luther King, Jr. Tribute, the Public Forum on Duvall Field Visioning, the Bowling Bash, and the Community Services Grants application process.

AMENDMENT TO/APPROVAL OF THE AGENDA: The agenda was approved without amendment (Mitchell/Day) 8-0.

DISCUSSION ITEMS:

1. Mayor Wojahn read the Proclamation in honor of Dr. Martin Luther King, Jr.

2. Recommendations for bulk trash pick-ups, including study results, combined with discussion of an ordinance and fines to address illegal dumping: Robert Marsili and Brenda Alexander, DPW, plus Brent Dieleman and Stacey Demers, SCS Consultants. The consultant reviewed their PPT and presented their study findings. Their focus is how the City can maintain the current high level of service to residents while addressing the challenges that come from the increase in certain bulky trash items. Their recommendations will provide relief to the taxpayers who bear the burden of program abuse, focus on the sustainability and stewardship of the program going forward, and focus on employee safety. Recommendations include: a certain number of bulky trash pick-ups per year are free; thereafter there is a fee. Don’t collect improperly prepared material. Establish certain new regulations. Educate the residents about alternatives to disposal of certain items. Provide additional drop-off opportunities. Concerns about current solid waste program: require containerization; inventory/assign all carts; limit collections at multi-family buildings; no collections from commercial establishments; reduce collection weight from 75 lbs. to 50 lbs.

Questions/Comments: What will happen to the fee charged to rental homes; can we allow discretion during certain times of the year (i.e., holidays); what about collections from churches; can this be phased-in; how do you define an “item” (example of mattress and box spring); run the numbers for the cost difference if we allowed 6 bulky trash pick-ups per year
instead of 4. Return future W/S with more information/responses to the questions/comments above, more information about move-outs (number of move-outs, etc.), and draft legislation with options and costs for each.

3. Discussion of City fees - Gary Fields, Leo Thomas, Tracey Clayton: Mr. Fields referred Council to pages 1 and 2 of the report for a summary of the fees. The basic purpose of the study was to determine reasonable and appropriate fees for the services we charge for. He reviewed the theory behind the cost allocation, reviewed the study and the recommendations, which are highlighted in gray on page 64 of the packet. Mayor Wojahn clarified that the Council’s role is to focus on the ends, not the means, which would be the appropriate cost recovery rate. Council is OK to move forward with staff recommendations except with respect to the immobilization fee – Council wants more information on surrounding jurisdictions before moving. Bring that information back with the draft legislation.

4. Discussion of a tax credit for Seniors at least 65 years old who have lived in their current home for at least the last 40 years; or at least 65 and retired from the US Armed Forces – Leo Thomas: The County has tabbed their legislation, so we can’t piggyback on them. Any City tax credit would be pursuant to state law. Based on the state law, the City’s credit could be for a maximum of five years and for a maximum of 20%. The City can offer less on either factor, but not more. We can estimate the tax credit for the long-term residents (there are about 121) but not the number of veterans. There will be administrative costs to the City – application, determining eligibility, etc. – which are unknown at this time.

Questions: What is the policy goal – why would we decide to do this? What about other deserving public servants? What are we giving to one category of resident but not another? There are highly paid members of the military who could qualify for the credit – should it be more narrowly tailored? What about the impact on the budget from the lost revenue? Could one person get both credits? Is it sustainable long term? What about the overall impact on the budget – where does the money come from? How would the City check eligibility? General interest in pursuing, but more information is needed first. Look at Laurel’s program. Return in the summer for further discussion.

5. Discussion of Homestead Tax Credit Rate (currently at 0%) – No change. No action needed.

[A motion was made by Councilmember Day and seconded by Councilmember Kabir to extend the meeting 30 minutes. The motion passed 8-0-0.]

6. FY ‘20 Budget Guidance: Mr. Fields reviewed the budget calendar: budget Worksessions are in March this year; Council requests are due January 25. Because we are so early in the process, we don’t have any hard numbers to give you, but we are not aware of any shortfalls or concerns. $4.9M of excess general fund balance will be transferred to the capital projects fund, as previously approved. The City Manager hopes to recommend the Constant Yield Rate. We will need to finance the new City Hall. Numbers from SDAT will be available in February. Directors have been advised to maintain 2019 levels; any increase will require justification. The Union contract is up for negotiation, which is an unknown at this time.

8. Requests for/Status of Future Agenda items: None.

9. Mayor and Councilmember Comments: NCPCA meeting, Saturday’s MLK event, Furlough clean-up and meal at Fishnet, Holiday lights, MML opening reception tomorrow, Purple Line Now forum.

10. City Manager's Comments: None.

ADJOURN: A motion was made by Councilmember Rigg and seconded by Councilmember Day to adjourn the Worksession, and with a vote of 8-0-0, Mayor Wojahn adjourned the Worksession at 10:37 p.m.

_____________________________________________________
Janeen S. Miller                               Date
City Clerk                                   Approved
PRESENT:  Mayor Wojahn; Councilmembers Kabir, Kennedy, Brennan, Dennis, Day, Rigg, Kujawa, and Mitchell.

ABSENT:  None.

ALSO PRESENT:  Scott Somers, City Manager; Bill Gardiner, Assistant City Manager; Janeen Miller, City Clerk; Suellen Ferguson, City Attorney; Alex Tobin, Student Liaison.

During a regularly scheduled Worksession of the College Park City Council, a motion was made by Councilmember Kujawa and seconded by Councilmember Mitchell to enter into a Special Session to make the remaining appointments to the Charter Review Commission. The possibility of the Special Session was listed on the Worksession agenda. With a vote of 8-0, Council entered Special Session at 10:30 p.m.

ACTION ITEMS:
19-G-13  Appointments to the Charter Review Commission

A motion was made by Councilmember Kujawa and seconded by Councilmember Day to appoint Normand Bernache and Ray Ranker to the Charter Review Commission. The motion passed 8-0-0.

ADJOURN:
A motion was made by Councilmember Brennan and seconded by Councilmember Day to adjourn from Special Session, and with a vote of 8-0, the Special Session adjourned at 10:31 p.m.

__________________________________________
Janeen S. Miller                                Date
City Clerk                                      Approved
MINUTES
Regular Meeting of the College Park City Council
Tuesday, January 15, 2019
Council Chambers
7:30 p.m. – 8:55 p.m.

PRESENT: Mayor Wojahn; Councilmembers Kabir, Kennedy, Brennan, Dennis, Day, Rigg, Kujawa, and Mitchell.

ABSENT: None.

ALSO PRESENT: Scott Somers, City Manager; Bill Gardiner, Assistant City Manager; Janeen S. Miller, City Clerk; Suellen Ferguson, City Attorney; Bob Ryan, Director of Public Services; Jill Clements, Director of Human Resources; Steve Halpern, City Engineer; Alex Tobin, Student Liaison.

Mayor Wojahn opened the Regular Meeting at 7:30 p.m.

ANNOUNCEMENTS:
Councilmember Kabir thanked Public Works for their excellent work during the last snow event and thanked the volunteers who helped their neighbors clear the snow. There will be a Public Forum at Davis Hall on Thursday regarding Duvall Field.

Councilmember Brennan announced the College Park Community Foundation gala.

Councilmember Dennis announced the Coffee Club tomorrow morning and reflected on the Martin Luther King, Jr. Tribute last Saturday.

Councilmember Wojahn also commented on the annual Martin Luther King, Jr. Tribute, and thanked Public Works staff for their excellent work during the last snow event.

Councilmember Mitchell discussed next Saturday’s Women’s March.

CITY MANAGER’S REPORT: Mr. Somers reviewed the snow clearing accomplishments, discussed Christmas Tree recycling, City apparel for sale, the end of curbside leaf collection, the Duvall Field visioning sessions, the Sunday Bowling Bash, and the Lay-On-The-Table item.

PROCLAMATION: Mayor Wojahn read the Proclamation in support of the W. K. Kellogg Foundation declaration of January 22, 2019 as The National Day of Racial Healing.

AMENDMENTS TO AND APPROVAL OF THE AGENDA: The agenda was approved without amendment (Day/Mitchell) 8-0-0.

PUBLIC COMMENT ON CONSENT AGENDA AND NON-AGENDA ITEMS:
Dave Dorsch, resident: Extend the safety rail on US 1; open Rhode Island Avenue to Campus Drive before Purple Line construction begins; the City should be inspecting trees for dead branches that may fall and advise the owner.
Mary King, resident: She saw last week’s bulk trash collection report. We need to do a better job of educating the public about proper preparation of bulk trash items. The bulk trash study did not distinguish between rental and owner-occupied housing. All electronics should be fee based. They should pay online before pick-up. We should inventory and label the trash/recycling containers.

Stuart Adams, resident: Spoke as a follow up to his letter on the WMATA property at the south end of the City that is for sale. The City should find a way to preserve this greenspace.

PRESENTATION: Mayor Wojahn and members of the Education Advisory Committee presented Ceremonial $2,500 Public School Education Grant Checks to Berwyn Heights Elementary School (Amanda Alerich, Principal), Buck Lodge Middle School (Arnoldo Jimenez, ESOL Department Chair) and High Point High School (Monica Welch, PD Coordinator/ILT Chair).

CONSENT AGENDA: A motion was made by Councilmember Mitchell and seconded by Councilmember Kennedy to adopt the Consent Agenda, which consisted of:

19-G-01 Approval of minutes of the December 4, 2018 Worksession and the December 11, 2018 Regular Meeting and Worksession.


19-R-01 Resolution of the Mayor and Council of the City of College Park Adopting the Recommendation of the Advisory Planning Commission regarding Variance Application Number CPV-2018-12, 9630 Narragansett Parkway, College Park, Maryland, recommending Approval of a 6-Foot Front Yard Setback Variance from the Prince George’s County Zoning Ordinance Sec. 27-442 (C) Table II with Conditions, and a Lot Coverage Of 1% for the Front Porch and Denial of the Remainder of the Lot Coverage Variance Request From Sec. 27-442 (E) Table IV.

19-R-02 Resolution of the Mayor and Council of the City of College Park Adopting the Recommendation of the Advisory Planning Commission Regarding Variance Application Number CEO-2018-03, 7018 Wake Forest Drive, College Park, Maryland, Recommending Approval of an Appeal from City Code §87-23 C. to permit the construction of a fence more than 3-Feet high in the front yard.

19-G-03 Approval of a contract with M-NCPPC for staffing to support the operations of the College Park Senior Program’s social activities for individuals age 62 and over

19-G-04 Approval of a Declaration of Covenants for a double-wide concrete curb-cut and driveway apron at 8719 36th Avenue (Hu)

19-G-05 Approval of a Declaration of Covenants for a non-standard driveway apron at 9808 53rd Avenue (Tang)
The motion carried 8-0-0.

ACTION ITEMS:
18-O-10 Discussion of amendments to, and adoption of, 18-O-10, An Amended Ordinance Regulating Small Wireless Telecommunications Structures In The Public Rights-Of-Way

Ms. Ferguson reviewed the amendments that have been made to the ordinance since it was introduced last October (indicated in underlined caps on the draft). This ordinance applies only to the rights-of-way. When the County adopts pertinent zoning amendments regarding placement of these structures on private property, the City can adopt additional regulations for private property. Our ordinance complies with the FCC order and the amendments will ensure safety and provide measures the City can take if the right-of-way is not properly maintained.

A motion was made by Councilmember Rigg and seconded by Councilmember Kennedy to adopt the amended ordinance.

Mayor Wojahn said since a public hearing was held on the ordinance last October, the public can comment tonight on the amendments.

Owen Strohmer, Verizon: This is a solid ordinance and a great start, but there has not been much industry input. He requested a two week delay to work with staff to get it right in case it does not meet FCC standards.

Ms. Ferguson replied that the FCC has placed a deadline on us to adopt this, and we can amend certain standards in the future if needed. No one has reached out to us before tonight although it has been on the agenda.

Councilmembers Mitchell said several municipalities haven’t even started this process yet and applauded Ms. Ferguson for being on top of this.

Mayor Wojahn echoed the appreciation for Ms. Ferguson’s diligence, and said NLC and MML have provided sample ordinances.

The motion passed 8-0-0.

19-O-01 Discussion, and possible introduction, of an Ordinance Of The Mayor And Council Of The City Of College Park Amending Chapter 4, “Administrative Organization” By Repealing And Re-Enacting §4-2, “General Form Of Organization”, §4-3, “Departments”, §4-4, “Finance Department”, Enacting §4-9, “Human Resources Department”, Renumbering §§4-9 Through 4-11, And Deleting 4 Attachment 1, City Of College Park Table I, Organization Chart; And Amending Chapter 62 “Personnel And Employee Benefits” By Deleting Article I, “Employee Recognition Program”, §62-1 “Operation Of Program”, Renumbering Article II, “Personnel System” As Article I, And Article IV,

Ms. Clements reviewed the proposed amendments to the City Code provided in this ordinance, and said the revisions reflect current practice and code references, and incorporate changes requested by the City Manager.

Mr. Somers added this is mostly housekeeping to make sure things are in the right places.

Councilmember Kennedy asked the City Attorney if this is in line with other municipalities. Ms. Ferguson said it is fairly standard language for cities with a City Manager.

Councilmember Rigg asked why the Assistant City Manager position is listed in the Code at all? Ms. Ferguson said so that he has the authority to step into the City Manager’s shoes when needed.

Councilmember Kabir asked about the residency requirement for the Assistant City Manager position. Mr. Somers is in favor of dropping the residency requirement because it could limit the pool of qualified candidates.

A motion was made by Councilmember Kennedy and seconded by Councilmember Dennis to introduce Ordinance 19-O-01. The Public Hearing will be scheduled for January 29, 2019.

The Participation By The City In Insurance Pools, Including The Local Government Insurance Trust, For The Purpose Of Purchasing Casualty, Health Or Property Insurance Or Self-Insuring Casualty, Health Or Property Risks.

Ms. Clements said the purpose of this ordinance is to reflect current practice and delete old and unnecessary language that is no longer relevant.

A motion was made by Councilmember Dennis and seconded by Councilmember Kujawa to introduce Ordinance 19-O-02. The Public Hearing will be held on January 29, 2019.

19-CR-01 Discussion and Possible Introduction of a Charter Resolution of the Mayor and Council of the City of College Park, Amending Article VI, “Meetings”, § C6-3, “Closed Sessions”, to Authorize the Mayor and Council to Meet in Closed Session to Discuss Cybersecurity Under Certain Circumstances

Ms. Ferguson explained the purpose of this Charter amendment is to update the City’s Charter to reflect a recent change in state law to add a reason that Council can go into a closed session.

A motion was made by Councilmember Dennis and seconded by Councilmember Rigg to introduce Charter Amendment 19-CR-01. The Public Hearing will be held on February 12, 2019 at 7:30 p.m. in the Council Chambers.

19-G-06 Appointments to Boards and Committees

A motion was made by Councilmember Brennan and seconded by Councilmember Dennis to appoint Victoria Evans to the Seniors Committee and Councilmember Rigg as alternate to the COG Region Forward Coalition. The motion passed 8-0.

ADJOURN:
A motion was made by Councilmember Rigg and seconded by Councilmember Day to adjourn the Regular Meeting, and with a vote of 8-0-0, Mayor Wojahn adjourned the Regular Meeting at 8:55 p.m.

__________________________________
Janeen S. Miller, CMC     Date
City Clerk            Approved
19-G-28
FY ’19 Community Services Grants
Background/Justification:
The Community Services Grants provide funding opportunities for community-based programs and projects within the City of College Park (the “City”), primarily benefitting College Park residents. The City believes that supporting community activities enhances the community as a whole. The City has appropriated funds in the FY2019 adopted operating budget (in account 1010-2520) for this purpose.

Grant applications were posted on the City’s website on January 8, 2019 and emails notifications were sent to prior year recipient organizations and other organizations as requested. The City received three grant applications by the February 1, 2019 deadline.

Councilmembers Kujawa, Dennis and Day serve on the subcommittee to review the grant applications and make recommendations to Mayor & Council for grant awards. They met on February 5, 2019 for that purpose. Eligibility and the program’s beneficial impact to the City were considered. The FY2019 applications are attached.

Listed below is a summary of the applications received and the recommended grant award:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Program</th>
<th>FY2019 Grant Request</th>
<th>Subcommittee Recommendation for Grant Award</th>
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<tbody>
<tr>
<td>Embry Center for Family Life</td>
<td>B.O.O.S.T. (Building Our Own Success Trail)</td>
<td>$ 2,500</td>
<td>$ 2,500</td>
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<tr>
<td>National Museum of Language</td>
<td>Annual Summer Camp</td>
<td>2,500</td>
<td>2,500</td>
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<tr>
<td>Holy Redeemer Catholic Church</td>
<td>Safe Haven</td>
<td>1,500</td>
<td>1,500</td>
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<tr>
<td><strong>TOTALS</strong></td>
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<td><strong>$ 6,500</strong></td>
<td><strong>$ 6,500</strong></td>
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Fiscal Impact:
The FY 2019 Approved Budget provides $10,000 for Community Services Grants. The subcommittee has recommended the grants, as requested, totaling of $6,500.

Council Options:
#1: Approve the Community Services Grant awards as recommended by the subcommittee.
#2: Propose amendments to the recommendations.
Staff Recommendation:
Option #1.

Recommended Motion:
I move that the City Council approve the Community Service Grants as follows: to the Embry Center for Family Life for the B.O.O.S.T program in the amount of $2,500; to Holy Redeemer Catholic Church for the Safe Haven program in the amount of $1,500; and to the National Museum of Language for their Summer Camp program in the amount of $2,500.

Attachments:
FY2019 Community Services Grant applications
   1) Embry Center for Life – B.O.O.S.T. program
   2) National Museum of Language – Annual Summer Camp
   3) Holy Redeemer Catholic Church – Safe Haven
City of College Park  
FY2019 Community Services Grant Application  
(Deadline: Friday, February 1, 2019 5:00 pm)

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: Embry Center for Family Life

Organization Address: 5101 Lakeland Road

City/State/Zip: College Park, MD 20740

Program Name (if different): B.O.O.S.T Program (Building Our Own Success Trail) Program

Contact Person/Title: Rev. Edna Canty Jenkins, Director

Telephone Number: 301 474-7503 FAX: Number: (301) 474-3941

E-mail Address: rdeci@hotmail.com

Grant Request (Maximum of $2,500): $2500.00

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

[ X ] Maintain Existing Program [ ] Expand Existing Program [ ] Start New Program

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Rev. Edna C. Jenkins, Director

Printed Name/Title

Signature/Date

Maxine Burns, Assistant

Printed Name/Title

Signature/Date
B. ORGANIZATIONAL STRUCTURE (1 point):
1. Number of current board members? 
   __ 11 __ 
2. In what year did the organization begin operating? 
   __ 2011 __ 
3. In what year did this program begin operating? 
   __ 2017 __ 
4. Is the organization incorporated? __ Yes __ If so, in what state? __ MD __ 
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? __ Yes __ If so, under what section of 501(c)? __ 3 __ 
   Federal Identification Number: 45-2562988 
6. Is this organization in compliance with all laws and regulations? [ ] Yes [ X ] No 
7. Staffing Profile: Identify the number and position/title of staff used to administer this program: (approximately 25 staff members are used to administer this program)

Staff Roster* Student Volunteer/UMD personnel/tutors

Nicole Davis-Brock, Executive Administrative Assistant
Rev. Andra Cunningham - Program Administrator
Tonia James - Project Director
Rev. Verna Young - Project Director
Kristin Zevely, STEAM Curriculum Facilitator- Elementary K-4
Gabrielle Ratajczak, STEAM Curriculum Facilitator- Elementary K-3
Kelsey Flaherty, STEAM Curriculum Facilitator- Elementary 4-6
Marilin Barillas, STEAM Curriculum Facilitator-Elementary 4-6
David Shipler, STEAM Curriculum Facilitator- Middle 7-8
Yuchen Shang, STEAM Curriculum Facilitator- High School 9-12
Zalandria Spann, Tutor
Daniella Odutola, Tutor
Mufaro Shuma, Tutor
Jamie Tyson, Tutor
Carlton Wourman, Tutor
Kristina Hart, Tutor
Bilen, Tirfe, Tutor
Saba Tshibaka, Tutor
Daphnie Suma, Tutor
Adaeeze Nnabue, Tutor
Priyanka Dhuri, Tutor
Adam Wang, Tutor
Garrett Lundergard, Tutor
Yafet Amanuel, Tutor
Daniel Escobar, Tutor/English Facilitator for parents
Naod Nega, Tutor
John Hoffman, Tutor
8. How many volunteers are used to administer this program?  ____25____

C. **FUNDING SUMMARY (2 points):**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Request</td>
<td>$2500.00</td>
</tr>
<tr>
<td>Funds Secured from Other Sources</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Additional Funds Yet to be Secured</td>
<td></td>
</tr>
<tr>
<td><strong>Total Program Funds</strong></td>
<td>$5050.00</td>
</tr>
</tbody>
</table>

D. **OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:**

1. **Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

   a. The Embry Center for Family Life is a nonprofit organization that provides programs and activities in partnership with organizations within Prince Georges County. The mission of the Embry Center for Family Life is to assist the needs of College Park residents by strengthening individuals and families so that they may thrive within their communities by providing resources, referrals and support. The organization has as one of its goals the provision of training programs that align with the needs of the community. The organization seeks to assist parents and youth to navigate the educational system, as well as connect them with the available resources within their community. The Embry Center for Family Life assists the community by filling significant gaps in the limited resources provided to the residents in the College Park Communities.

   b. The target /recipients of The Embry Center for Family Life' program services work to provide greater outcomes for the children, youth, and families served in College Park. Life skills and character development are an integral part of the program.

   c. The Center supports students in grades K-12 in College Park communities. The number of students served varies from 25-35.

2. **Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

   The purpose of the program is to strengthen the educational skills of students in the community and to expose them to a better quality of life. This program seeks to build relationships within the community socially and culturally. Resources are needed to support the Center for Family Life’s educational programs and to increase its capacity to reach a greater number of participants within College Park and surrounding areas. Tutors help in Math, Reading, English, and Science on Mon, Wed, Thurs. 6:30-8:30 at the Embry A.M.E.
Fellowship Hall Building located at 5101 Lakeland Road. Outreach activities are at times housed at the College Park Community Center.

3. **Program Impact (7 points):** List the program’s anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities. The community will benefit from the life skills/character development changes that are built into the program.

The B.O.O.S.T Program is expected to impact the long-term educational goals of the students enrolled in the B.O.O.S.T Program. The long-term goal of the program is to improve the test scores and other educational skills of students in the community and to equip parents with the resources needed to assist their children with their educational needs. This program seeks to build relationships with the community socially and culturally in order to improve the quality of life for participating families.

E. **PROGRAM ACTION PLAN:** Briefly describe (use bullet format) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

<table>
<thead>
<tr>
<th>ACTIVITY/SPECIFIC TASK</th>
<th>AVG. DAYS/HRS. PER MO.</th>
<th>TARGET DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Tutorial Services</td>
<td>3x weekly 2 hours</td>
<td>1/11/2019-1/2019</td>
</tr>
<tr>
<td>• Summer Arts Program</td>
<td>1x Weekly</td>
<td>5/20/2019-8/2019</td>
</tr>
</tbody>
</table>

F. **PROGRAM EVALUATION:** Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)

The youth and young adults involved with the program are provided with opportunity for feedback through verbal feedback weekly. Questionnaires, surveys, and observation are a part of the program evaluation procedures. Program participants, both youth and parents, will be given questionnaires at the completion of the yearly program. Program administrators will also evaluate the program based on test scores and grades provided by the affiliated schools.

G. **ORGANIZATION EVALUATION (2 points):** Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.
We have been engaged in providing this and other quality programs for the College Park Community since 2011. Because of emphasis on life skills, character development, and education we have watched as the participants have seen reading scores and grade point averages improve as a result of our program. Math and reading levels have increased. We conducted a Basketball League for College Park Youth for the past six years. Youth interacted with officers from the UMD Police, Park Police, Prince Georges County Police and the Sheriff’s Office. They are encouraged to share any concerns or personal experiences with law enforcement. College Park is open to opportunities for dialogue between law enforcement and youth and young adults. There is a need to build relationships. A Summer Art’s Workshop was also conducted through the Community Foundation of College Park Art’s Council. We would like to continue to maintain collaboration between our youth and other organizations within the College Park community. Each of the youth and tutors receive a full balanced meal at no cost.

II. COLLABORATION (1 point):

1. Is this a collaborative program involving other agencies? [ X] Yes [ ] No

2. If yes, please provide the name of collaborating agencies and the nature of the collaboration.

   o UMD Office of Community Engagement – Provides UMD volunteer students for
     o Tutoring
     o District 3 Special Appropriations Grant- Councilwoman Danielle Glaros – District 3
       County Council Representative- 2,000.00 Grant

   o Community Foundation of College Park-Art’s Council.1,000.00 Grant

   o The Rotary Club of College Park Charity Trust, Inc. 1,000.00 Grant

   o College Park Art’s Council – In-kind Services for Summer Activity

   o Embry A.M.E. Church – Provides computer/copying services, meeting space and
     volunteers.

   o Paint Branch and Berwyn Heights Elementary Schools, Greenbelt Middle School.-
     Provide students to be tutored.

   o College Park Community Center- Provides additional activity space as needed,

I. TIMELY GRANT REPORT:

1. Did you receive an FY2017 Community Services Grant from the City of College Park? [ ] Yes [ x ] No

2. If Yes, did you file a final grant report for FY2018? [ ] Yes [ x ] No
3. If a final grant report was not filed for FY2018, please contact Gary L. Fields, Director of Finance, at 240-487-3510 to obtain a form or send an e-mail to gfields@collegeparkmd.gov.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

Adjustments to be made as determined by the expenditures. The number of students served, number of tutors and food costs. Each tutor and volunteer are required to do a background check, paid for by the Embry Center for Family Life. We also provide free prevention of sexual abuse training for all persons involved with the program.

K. PROGRAM BUDGET:

Receipts

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant request from City of College Park</td>
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</tr>
<tr>
<td>Foundations, other grants</td>
<td>2,000.00</td>
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<td>Public agencies</td>
<td>1,000.00</td>
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<tr>
<td>Corporations</td>
<td></td>
</tr>
<tr>
<td>Other receipts (describe:<em>Private Contributions</em>)</td>
<td>550.00</td>
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<tr>
<td>In-kind contributions (goods and services donated)</td>
<td>(1000.00)</td>
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**TOTAL RECEIPTS**

$5,050.00

Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Personnel costs</td>
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</tr>
<tr>
<td>Consulting fees</td>
<td>100.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>450.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>2500.00</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES**

$5,050.00
NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: THE NATIONAL MUSEUM OF LANGUAGE

Organization Address: PO Box 453

City/State/Zip: GREENBELT, MD 20768-0453

Program Names (if different): Annual Summer Camp, Dr. Amelia Murdoch Speaker Series, the Virtual Museum, and a panel presentation in support of the UNESCO 2019 Year of Indigenous Languages

Contact Person/Title: James E. McFadden, Treasurer

Telephone Number: 301-741-9492  FAX Number: None

E-mail Address: alamor1@verizon.net ; info@languagemuseum.org

Grant Request (Maximum of $2,500): $2,500

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

[ X ] Maintain Existing Program  [ X ] Expand Existing Program  [ ] Start New Program

******************************************************************************

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Original Signed/1 February, 2019

Signature/Date

James E. McFadden, Treasurer
B. ORGANIZATIONAL STRUCTURE (1 point):
1. Number of current board members? 7
2. In what year did the organization begin operating? 1999
3. In what year did this program begin operating? 2011
4. Is the organization incorporated? Yes If so, in what state? MD
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? Yes If so, under what section of 501(c)? 501(c)(3)
   Federal Identification Number: 52-2085197
6. Is this organization in compliance with all laws and regulations? [ X ] Yes [ ] No
7. Staffing Profile: Identify the number and position/title of staff used to administer this program:
   List Position/Titles:
   The NML has a part-time administrative assistant, Linda Thompson, a retired secondary school language teacher, who will be available full-time for the entire time the Summer Camps are in session. In addition, we draw upon our numerous volunteer professional educators and regular docents, and plan to compensate select language experts for each language-specific program. Additionally, Dr. Pat Barr-Harrison (a Trustee), is long-time educator and language teaching consultant.
   The NML also hired a part-time contractor, Robert Glass, to serve as Social Media Manager. This person devotes approximately 20 hours per month moderating the NML blog, writing articles, accepting Facebook members, posting news of NML events and links to website exhibits, posting images from exhibits and events and other tasks as directed by the NML Board of Trustees.
   How many volunteers are used to administer this program? 15-30

C. FUNDING SUMMARY (2 points):
   Grant Request $2,500
   Funds Secured from Other Sources $2,500
   Additional Funds Yet to be Secured $ 0
   Total Program Funds $5,000
D. **OVERVIEW OF PROGRAMS FOR WHICH YOU ARE REQUESTING FUNDS:**

1. **Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

The National Museum of Language (NML) was incorporated in 1999 to promote a broader public understanding of and appreciation for language and languages – in history, contemporary affairs, and the future. We seek to lead our visitors to their own discovery of the beauty and wonder of this fundamental activity. We offer a virtual museum experience, traveling exhibits or fixed period exhibits on loan to local schools, libraries, community centers and other public venues, or “high traffic” private venues. The NML opened its doors in May of 2008, sustained by a nearly all-volunteer governing board and roster of docents. The NML has reached out to and collaborated with numerous international, national, regional, and local organizations and supporters similarly devoted to language education, appreciation, and public recognition and support. These activities have included permanent and rotating exhibits and the Allen Walker Read library at the former College Park location, traveling and loan exhibits to various local and regional “high impact” venues, a regularly scheduled speaker series featuring experts on diverse topics in language, culture, and language science, and a series of seven very successful summer camps that explored a different language each day with the focus on culture. The NML website is a frequently visited resource that provides podcasts of NML activities, to include the speaker series, as well as unique items on word origins, and cartoons from The Philogelos “The World’s Oldest Joke Book”. The NML entered into an agreement with the editors of the Dictionary of American Regional English (DARE) to develop a series of “comic books” based on the experiences of early DARE editors as they traversed the United States documenting the origins of our regional English. This project has now been added to the NML website and includes stories about DARE fieldwork, a quiz, and a game. In addition to the aforementioned projects/programs in 2019 the NML is working with the United Nations Educational, Scientific and Cultural Organization (UNESCO) to support the 2019 Year of Indigenous Languages by hosting a panel discussion on Choctaw, Navajo Code Talkers, and Teaching Writing to Children in Indigenous Languages. This panel is tentatively scheduled to meet on August 24, 2019 in the College Park Council chambers. It is premature to request funding for the panel but knowledge of this effort reinforces the NML’s contribution to the College Park community.

2. **Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

The NML continues to pursue an aggressive list of projects, however, the focus is on the annual summer camps, the NML virtual museum experience, the Dr. Amelia C. Murdoch Speaker Series, and the panel discussion in support of the UNESCO 2019 Year of Indigenous Languages. This past year the Museum conducted one summer camp in partnership with the Lake Arbor Foundation Summer Camp devoted to Japanese. In 2019 the NML intends to return to its traditional three one day camps. One to be conducted in the College Park City Hall (language focus to be determined), one day to conducted in partnership with the Lake Arbor Foundation Summer Camp devoted to Spanish (Spain and Argentina) and the last day devoted to Arabic (focusing on the Egyptian culture). The 2019 summer camps will be similar in nature with the exact dates to be determined after negotiations with the City of College Park and other potential partners. The NML is attempting to ensure that the home-schooled community is aware of the summer camp program to broaden
language and cultural opportunities. The languages and cultures explored in the camps may differ from year to year and depends on the availability of local experts. The NML virtual museum is growing with a substantial increase in content including recently added illustrated stories on the fieldwork conducted by scholars while compiling the Dictionary of Regional American English. The stories are supported by an on-line quiz to take after viewing the stories as well as an on-line game. A separate story (Arthur the Rat) with numerous narrators gives the listener exposure to regional accents encounter during the DARE fieldwork. Final content for the DARE exhibit is in development and some grant funds will be used to continue this work including colorization of recently completed drawings for the Patt VanDyke“comic.” The final story on August Rubrecht will not be illustrated. The very successful Philogelos “Joke” Book continues to be a popular part of the on-line experience and funding is required to continue this work. The speaker series requires substantial funding as the NML ramps up its search for speakers outside of the Metropolitan DC area. The summer camps and the speaker series are also used to display the NML’s moveable museum exhibits. These exhibits are now over a decade old and require minor maintenance and conservation. This work includes fabric and paper repair, replacing lost items, etc. The panel discussion on the UNESCO 2019 Year of Indigenous is still in development and no funding is requested to support it. The NML will seek other sources of funding but the program is being highlighted in this request to illustrate the robust nature of NML programs.

3. **Program Impact (7 points):** List the program’s anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities. See D. 2 above

The National Museum of Language’s programs fall into three priority areas. The summer camp provides a free educational opportunity to local elementary students. While the speaker series usually appeals to adult audiences, younger people are invited. These events are open to the general public and are free to include parking and light refreshments making them a quality of life asset for local seniors as well as students of all ages. Because language crosses all ethnic, racial, age, and religious lines we find that our events contribute to community building and understanding of the diverse groups that attend. The NML virtual museum experience makes the summer camp and speaker series available to a wider audience and has original content to offer, to include interviews conducted with language experts, making the website a destination.

Students participating in the National Museum of Language’s summer camp programs gain insights into the languages and cultures of nations that are key to understanding political and social changes affecting their lives. These cultures include those whose major languages include Arabic, Chinese, Spanish, Japanese, and Korean. The Spanish programs focus on various regional/country variations.
E. PROGRAM ACTION PLAN:

<table>
<thead>
<tr>
<th>ACTIVITY/SPECIFIC TASK</th>
<th>AVG. HRS. PER MO.</th>
<th>TARGET DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enlist language education professionals to assist with the program; prepare participation agreements and contracts for payment</td>
<td>15 hours</td>
<td>January – May 2019</td>
</tr>
<tr>
<td>Hold regular meetings of staff to carry out process of curriculum design and planning</td>
<td>15 hours</td>
<td>February – June 2019</td>
</tr>
<tr>
<td>Purchase supplies and prepare instructional materials</td>
<td>20 hours</td>
<td>May 2019</td>
</tr>
<tr>
<td>Publicize the camp and internship program at local area schools, community centers and libraries</td>
<td>36 hours</td>
<td>April – June 2019: Summer program</td>
</tr>
<tr>
<td>Transport materials and supplies to location of camp and set up</td>
<td>24 hours</td>
<td>Day before camp sessions begin in July 2019</td>
</tr>
<tr>
<td>Put on camps</td>
<td>30 hours (10 per camp session)</td>
<td>July 2019</td>
</tr>
<tr>
<td>Conduct program evaluation survey interviews</td>
<td>20 hours</td>
<td>Mid-week and end of camp session</td>
</tr>
<tr>
<td>Recruiting and coordinating the speakers series is a year long effort staffed by unpaid Board members and associates</td>
<td>80 hours</td>
<td>January – December 2019</td>
</tr>
<tr>
<td>Social media management (separately funded)</td>
<td>240 hours</td>
<td>January – December 2019</td>
</tr>
</tbody>
</table>

F. PROGRAM EVALUATION: Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)

The National Museum of Language has a website at which online program evaluation questionnaires are housed. These are automatically integrated into an online database accessible by all officers of the museum. In addition to the online evaluation, the program committee has developed paper-
and-pencil evaluation forms that can be given to camp participants at the mid-point and end of each session. The staff of the language camps are experienced educators, and they are sensitive to the needs of individual participants and can be counted on to maintain a discerning eye to monitor the mood and interactions of the camp participants. This has been found to help avoid potentially less than satisfactory experiences among campers in past program events. Observers at the summer camps have been welcomed and included Chinese visiting scholars from the University of Maryland, teachers of Arabic, and graduate students of linguistics who served as aides for particular language activities and shared their observations with camp organizers. Parents have also been a source of program evaluation on an informal basis when they report to camp staff members about the responses of their children. Last year the Museum initiated a registration service for the website that will allow all visitors to comment and evaluate the site and its content.

G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

The summer camps have been held for eight consecutive years by the National Museum of Language. The registration for the camps has seen a maximum of 50 participants. Participants explored five languages and cultures over the course of the camp sessions: Chinese, (mainland China); French (France, Senegal); Spanish (Spain, Mexico); Arabic (Egypt), and Japanese. This year we intend to include a Native American language (Choctaw is being considered). Consultants from the areas of interest came and shared their expertise with the children, who were entering grades 4 or 5 in the fall. The Dr. Amelia C. Murdoch speakers series has proven to be a very successful event with an average attendance of 50 but with some events filling the College Park Council chamber. Topics have included the Secret Language of Cook Books, language and human trafficking, the development of Klingon, etc. 2019’s program kicks off with Katherine Anderson’s presentation on Twisted Words: Redefining Torture in the British Empire on 13 April 2019, in the Council Chamber.

H. COLLABORATION (1 point):
1. Is this a collaborative program involving other agencies? [ X ] Yes [ ] No

2. If yes, please provide the name of collaborating agencies and the nature of the collaboration.

a. Over the years the Museum has collaborated with the Prince George’s County Department of Parks and Recreation Services, College Park Community Center Staff, Lake Arbor Foundation, etc. This year the Museum will reinvigorate exploring possible efforts with College Park Youth and Family Services focusing on seniors and with the College Park Academy with a focus on the Academy library, hosting traveling exhibits and possible intern activities. Plans are also ongoing to reach out to the City’s Committee on Aging to publicize NML programs of interest to our elderly neighbors. The NML has recently learned of opportunities to take the museum’s traveling exhibits to Federal Court Houses in Greenbelt and Baltimore but it is doubtful this will impact the 2019 budget year.

b. Prince George’s County Schools: The NML will work with local schools to recruit students to attend the camps and speaker events as well as possibly hosting camp activities.
I. TIMELY GRANT REPORT
1. Did you receive an FY2018 Community Services Grant from the City of College Park?  
   [ X] Yes     [ ] No

2. If Yes, did you file a final grant report for FY2018?  
   [ ] Yes     [ X] No

3. If a final grant report was not filed for FY2018, please complete the Final Grant Report form and submit it with your FY19 grant application.

J. BUDGET NARRATIVE:  Describe how line item totals in Program Budget, Item K, were determined.

Receipts: The National Museum of Language expects to receive $5,000 in membership dues in 2019. The NML receives royalties of $2,000 from the sales of The Five Minute Linguist, now in its third printing. An established endowment fund will be tapped this year to hire a professional grant writer to assist in identifying funding opportunities. The average annual operating budget is $9,000 - $13,000.

Expenses:

The Museum part-time staffer will expend 160 hours at $10.00 per hour devoting 15 hours to scheduling the summer camp and then 20 hours supporting camp logistics. The staffer is also the Museum’s resident artist and executes the Philogelos drawings as well as the other drawings used in the DARE virtual exhibit (125 hours).

The Museum has an excellent history and is able to predict what the average costs are for the summer camps, speaker series and exhibit maintenance. The $1,000 requested provides for culturally appropriate refreshments supporting the summer camps and arts/crafts materials such as paints, writing instruments, special paper for calligraphy and origami exercises, etc. $250 of the supplies and refreshment request supports the speaker series events during the question and answer sessions.

The $900 requested for contractor support covers repair and refurbishment of the moveable exhibits as well as the colorization of the last DARE “comic book” and a share of the social media contractor cost for managing the NML virtual museum.

The Museum usually negotiates free services from Museum Associates or other language organizations. It is our intent to do the same this year to the maximum extent possible. However, if we are unable to obtain services on a free basis we do provide small stipends to cover experts to support the camps and speaker series. The stipends have averaged $300 per year but in order to bring in experts from outside the DC area an increase is needed. The addition of $1,200 to the budget allows the Museum to cover some per diem and travel expenses for out of town experts.

K. PROGRAM BUDGET:
## Receipts

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant request from City of College Park</td>
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<tr>
<td>NML Member Contributions</td>
<td>$1,500</td>
</tr>
<tr>
<td>Five Minute Linguist royalties</td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>TOTAL RECEIPTS</strong></td>
<td><strong>$5,000</strong></td>
</tr>
</tbody>
</table>

## Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Personnel costs</td>
<td>$1,600</td>
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<tr>
<td>Speaker Stipends and Travel</td>
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<tr>
<td>Supplies and Refreshments</td>
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</tr>
<tr>
<td>Contractor Support</td>
<td>$900</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>$5,000</strong></td>
</tr>
</tbody>
</table>

**NET SURPLUS / (DEFICIT)**                    $0
Supporting Document for FY2019 College Park Community Services Grant

The National Museum of Language

Board of Trustees:

Gregory J, Nedved, President
Shannon Zellar-Strohl, Vice President
James E. McFadden, Vice President
Debra Keift, Secretary
Jill Robbins, Ph.D., Chief Technology Officer
Pat Barr-Harrison, Ph.D.
Luis Javier Penton Herrera

National Advisory Council:

David Crystal, Ph.D.
Joan Houston Hall, Ph.D.
K. David Harrison, Ph.D.
Hon. Senator James Rosapepe
Charles Stansfield, Ph.D.

Associates:

The Museum has a roster of 21 associate members that provide their expertise and advice as well as serving as docents when an exhibit so requires. Most associate members are former members of the Board of Trustees.

Staff Members:

The Museum has on part-time staff member. Mrs. Linda Thompson provides administrative and clerical support as well as designing virtual exhibit content. Mr. Robert Glass serves as the Museum’s social media manager on a contract basis.
City of College Park
FY2019 Community Services Grant Application
(Deadline: Friday, February 1, 2019, 5:00 pm)

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: Holy Redeemer Catholic Church

Organization Address: 4902 Berwyn Road

City/State/Zip: College Park, MD 20740

Program Name (if different): Safe Haven

Contact Person/Title: Fr. Mark Smith, Pastor

Telephone Number: (301) 474-3920 FAX Number: 301-441-4954

E-mail Address: Mark.Smith@holy-redeemer.org

Grant Request (Maximum of $2,500): $1,500

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

[ ] Maintain Existing Program [X] Expand Existing Program [ ] Start New Program

******************************************************************************

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Signature/Date Fr. Mark Smith 1/12/19 Signature/Date Robert Wasserman 1/12/2019

Printed Name/Title Fr. Mark Smith Printed Name/Title Parishioner/Safe Haven Coordinator

056
B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 14

2. In what year did the organization begin operating? 1912

3. In what year did this program begin operating? 1988

4. Is the organization incorporated? Yes If so, in what state? Maryland

5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? Yes If so, under what section of 501(c)?

Federal Identification Number: 52-060786

6. Is this organization in compliance with all laws and regulations? [X] Yes [ ] No

7. Staffing Profile: Identify the number and position/title of staff used to administer this program:

List Position/Titles:
Bob and Mary Wassmann, Parishioners, Safe Haven Co-Coordinators
Frank and Mary Anne Denevan, Parishioners, Safe Haven Co-Coordinators

8. How many volunteers are used to administer this program? 100+

C. FUNDING SUMMARY (2 points):

Grant Request $1,500

Funds Secured from Other Sources: $1,000

Additional Funds Yet to be Secured: 0

Total Program Funds: $2,500
D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. Need Statement (7 points): (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

a) Each year, Holy Redeemer Parish participates with other churches from different denominations in Safe Haven Homeless Shelter Program, an initiative that offers food, shelter, and other amenities to 12-15 homeless men from College Park and surrounding communities for two weeks. In this way, the program addresses an identifiable community need. (Core Values "E" and "H")

(b) The recipients of the program are homeless men ... individuals who, in many cases, have jobs, but lack stable housing. This program helps them attain it (at least three former participants now live, or have lived, in Attick Towers.

(c) At this time, it is difficult to determine how many participants will be residents of the city because would-be participants must apply to the program before they are admitted, and no one from Holy Redeemer is involved in the process.

2. Program Summary: Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

The men served by the Holy Redeemer's Safe Haven program are provided food, shelter, shower facilities, laundry service, haircuts, and other assistance (such as advice and/or information on finding more permanent housing and health insurance.) The program is supported by a network of churches, each of which provides food, shelter, and other amenities to the men for a one-week period. (Note: Holy Redeemer hosts the men for two weeks.) Each participating church (see list under Section H) is responsible for organizing its own program and covering any costs associated with it.

3. Program Impact (7 points): List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

Although it's difficult to forecast how the men's participation in the program benefits from it, there is no question that offering the men food, shelter, and other amenities at no cost, gives them a chance to save more of what they earn so they can get back on their feet and, hopefully, move into permanent housing. Many of the program's participants have jobs, but for whatever reason, lack stable housing.
Therefore, this program gives them a chance to save money and work toward a better quality of life without stress of having to meet day-to-day needs securing food and finding a place to sleep for the night.

E. PROGRAM ACTION PLAN: Briefly describe (use bullet format) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

<table>
<thead>
<tr>
<th>ACTIVITY/SPECIFIC TASK</th>
<th>AVG. DAYS/HRS. PER MO.</th>
<th>TARGET DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food (breakfast, lunch, dinner)</td>
<td>14 days</td>
<td>March 3-17, 2019</td>
</tr>
<tr>
<td>Shelter</td>
<td>14 days</td>
<td>March 3-17, 2019</td>
</tr>
<tr>
<td>Shower facilities</td>
<td>14 days</td>
<td>March 3-17, 2019</td>
</tr>
<tr>
<td>Laundry Services</td>
<td>14 days</td>
<td>March 3-17, 2019</td>
</tr>
<tr>
<td>Counseling/Social work assistance</td>
<td>2 days (est.)</td>
<td>March 3-17, 2019</td>
</tr>
<tr>
<td>Haircuts</td>
<td>1 day</td>
<td>March 16, 2019</td>
</tr>
</tbody>
</table>

F. PROGRAM EVALUATION: Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre-and post-test, rating scale, observation, other)

Given that Holy Redeemer is one parish among a network of churches that participate in Safe Haven, it performs no formal evaluation of the program. However, given that the program has been operating for more than 30 years, those who manage the application process and organize the network of churches that participate in it, can surely speak to its effectiveness.

Furthermore, given that same people (Holy Redeemer parishioners) tend to participate in the program year after year, many tend to develop friendships with men who benefit from it. As a result, Safe Haven volunteers often continue to help participants get back on their feet after Holy Redeemer's two-weeks are over. For example, in numerous years, volunteers helped former Safe Haven participants secure items for an apartment acquired after leaving Safe Haven.
G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

Holy Redeemer undertakes regular collections for local pantries. This year's most recent collections, for St. Mark's pantry in Hyattsville collected over 1000 items. Holy Redeemer has also participated for many years in the Community Place Cafe run through First United Methodist Church in Hyattsville as an act of both charity and ecumenical cooperation. Other yearly collections and efforts for those less fortunate are channeled through Catholic Charities of the Archdiocese of Washington, whose local record for success is well documented. All the activities outlined above are intended to directly assist our neighbors and succeed in doing so.

H. COLLABORATION (1 point):

1. Is this a collaborative program involving other agencies? [X] Yes [] No

2. If yes, please provide the name of collaborating agencies and the nature of the collaboration.

Under the auspices of Help By Phone, a local non-profit foundation, Holy Redeemer coordinates and collaborates with the following churches located in Northern Prince George's County:

First United Methodist
University Christian
St. John's Lutheran
Greenbelt Community
Trinity Moravian
Solid Rock
Capital Christian Fellowship
Greenbelt Baptist
St. Jerome's Catholic Church
Redeemer Lutheran
St. John's Episcopal
University United Methodist
Berwyn Presbyterian
Church of the Brethren
I. TIMELY GRANT REPORT:

1. Did you receive an FY2017 Community Services Grant from the City of College Park?

   [X] Yes  [ ] No

2. If Yes, did you file a final grant report for FY2017? N/A

   [X] Yes  [ ] No

3. If a final grant report was not filed for FY2017, please complete the Final Grant Report form and submit it with your FY18 grant application.

J. BUDGET NARRATIVE:  Describe how line item totals in Program Budget, Item K, were determined.

While the Safe Haven program does receive limited funding from Holy Redeemer Catholic Church, the needs of the 15 homeless men the program serves far exceed the amount provided. The men come to Holy Redeemer with many needs, financial and otherwise. During the course of the two weeks our guests are with us, we do our best to provide what is needed. This would include food so we can provide breakfast, lunch, and dinner for the men for the 14 days. Parishioners donate much of the food for the meals, and we supplement the donations with many trips to the grocery store to fill in what is lacking. Often the men need medical or eyeglass prescriptions filled or are in need of other medical supplies. We also in the past have provided cell phones and/or minutes, so much needed when applying for a job, housing, or other services. We also provide weekly bus passes for the time they are with us, or even gas cards for the few who have a car. As we are the last church to host the men before the Safe Haven program ends for the season, they leave us and are left to find other housing on their own. So we may need to provide a deposit for rent or transportation to another city or state to find housing. We also have needed to subsidize the purchase of a storage unit to store personal belongings until future housing is found. We have also in the past provided luggage so the men do not have to suffer the indignity of carrying their possessions in black trash bags. We have also provided bicycles so the men will have some form of transportation after they leave us.

In closing, it is difficult to anticipate the many needs the men bring to us, but these funds will certainly enable us to meet more of the needs than we currently would be able to meet.

K. PROGRAM BUDGET:

Receipts

Grant request from City of College Park $1,500

Foundations, other grants $0
19-R-03
National Mayor’s Challenge for Water Conservation
### CITY OF COLLEGE PARK, MARYLAND
### REGULAR COUNCIL MEETING AGENDA ITEM

**AGENDA ITEM NUMBER** 19-R-03  
**Prepared By:** Kacy Rohn  
**Meeting Date:** February 12, 2019  
**Presented By:** Patrick L. Wojahn, Mayor  
**Consent Agenda:** Yes

<table>
<thead>
<tr>
<th>Originating Department</th>
<th>Planning, Community, &amp; Economic Development</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action Requested:</strong></td>
<td>Authorization for the City to participate in the annual National Mayor’s Challenge for Water Conservation</td>
</tr>
<tr>
<td><strong>Strategic Plan Goal:</strong></td>
<td>Goal 2: Environmental Sustainability</td>
</tr>
</tbody>
</table>

**Background/Justification:**
The Mayor’s Water Challenge (the Challenge) is an annual environmental educational campaign that inspires people to become more active stewards of the environment. The Challenge pits participating cities against each other in a friendly competition to see whose residents can conserve the most water, energy, and other natural resources during Earth Month, April 1 to April 30. Residents can participate by taking an online pledge to reduce resource consumption at [www.mywaterpledge.com](http://www.mywaterpledge.com).

The Challenge is a project of the Wyland Foundation, a non-profit organization dedicated to raising environmental awareness and preserving the world’s oceans, waterways, and marine life. The Challenge is supported by partners including the U.S. Environmental Protection Agency and the National League of Cities.

The City has participated in the challenge annually since 2014. Last year, the City finished 56th in our category (‘30,000 – 99,999’ population).

Staff seeks authorization to enter the challenge on the City’s behalf and to advertise the Challenge during the month of April using the City’s media channels.

**Fiscal Impact:**
None. Nominal staff time will be used to advertise the Challenge.

**Council Options:**
#1: Support the Resolution authorizing the City’s participation in the Challenge.  
#2: Support the Resolution with revisions.  
#3: Decline the City’s participation in the Challenge this year.

**Staff Recommendation:**
#1

**Recommended Motion:**
_I move to adopt Resolution 19-R-03 to support the City’s annual Participation in the Mayor’s Challenge for Water Conservation._

**Attachments:**
1. Draft Resolution 19-R-03
A RESOLUTION OF THE MAYOR AND COUNCIL
OF THE CITY OF COLLEGE PARK
TO SUPPORT THE MAYOR’S CHALLENGE
FOR WATER CONSERVATION

WHEREAS, the City of College Park continually strives to reduce the environmental impact of City operations and to be an innovative leader in sustainability while encouraging residents to become better individual environmental stewards; and

WHEREAS, the Mayor’s Challenge for Water Conservation (the “Challenge”), presented by the Wyland Foundation, is a friendly water use and pollution reduction competition between U.S. cities and is supported by the U.S. Environmental Protection Agency and the National League of Cities; and

WHEREAS, each year from April 1 - 30, the City of College Park wishes to inspire its residents to take the Challenge by making a series of online pledges at www.mywaterpledge.com to reduce their impact on the environment.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of College Park, Maryland that the City of College Park supports the Challenge, and that the program will be implemented from April 1 - 30 annually through a series of communication and outreach strategies to encourage City residents to take the conservation Challenge.

ADOPTED by the Mayor and Council of the City of College Park at a regular meeting on the ________ day of ______________________, 2019.

EFFECTIVE the ________ day of ______________________, 2019.

WITNESS: __________________________ CITY OF COLLEGE PARK

____________________________________
Janeen S. Miller, City Clerk

____________________________________
Patrick L. Wojahn, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

____________________________________
Suellen M. Ferguson, City Attorney
19-G-23
Renewal of County Liquor Licenses
Prepared By: Robert W. Ryan, Public Services Director

Meeting Date: 02/12/19

Presented By: Robert W. Ryan, Public Services Director

Proposed Consent Agenda: No

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>Public Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Requested:</td>
<td>The City Council has the opportunity annually to consider recommending to the Board of License Commissioners the approval or denial of liquor license renewals issued within the City of College Park.</td>
</tr>
<tr>
<td>Strategic Plan Goal:</td>
<td>Goal 3: High Quality Development and Reinvestment</td>
</tr>
<tr>
<td>Background/Justification:</td>
<td>All alcoholic beverages licenses in the City of College Park are due for renewal within the next few months as indicated by the attached notice. The Prince George’s County Board of License Commissioners (BOLC) requires that, if a municipality wishes to voice its recommendations for denial of a renewal, it must conduct a public hearing and submit a verbatim transcript to the Board no later than midnight on March 1, 2019. Public Services Department staff has reviewed the establishments’ current status regarding violations of regulations of the Board of License Commissioners, the Prince George’s County Fire/EMS Department, the Prince George’s County Health Department, Prince George’s County Police, and City citations. Any significant outstanding violations or issues known to us at this time are noted on the attached Liquor License Renewal Data Spreadsheet. Any information provided by other agencies after the date of this memo will be reported during the meeting. The Mayor and City Council undertake this review annually to determine whether to protest the renewal of any of the liquor licenses based on criminal and regulatory law compliance. Compliance with Property Use Agreements is reviewed separately from liquor license renewal. Based on the current status regarding violations, as shown on the Data Spreadsheet, Staff recommends that the Mayor and Council support the renewal of all liquor licenses in the City.</td>
</tr>
<tr>
<td>Fiscal Impact:</td>
<td>Chapter 110 of the City Code sets the license fees for alcoholic beverages at 20% of the fee collected by the county and is noted in the attached Liquor License Renewal Data Spreadsheet.</td>
</tr>
<tr>
<td>Council Options:</td>
<td>1. Support renewal of the liquor licenses within the City by the Board of License Commissioners. 2. Recommend denial of the renewal of certain liquor licenses to the Board of License Commissioners. 3. Direct staff to proceed in a different direction. 4. Take no action.</td>
</tr>
<tr>
<td>Staff Recommendation:</td>
<td>#1</td>
</tr>
<tr>
<td>Recommended Motion:</td>
<td>I move to recommend to the BOLC that liquor licenses issued within the City limits of College Park be renewed for the following year and to authorize the City Manager to send a letter to the BOLC to that effect.</td>
</tr>
</tbody>
</table>
Attachments:
1. BOLC Official Notice
2. BOLC Classes of Licenses and Descriptions of Class of Licenses
3. Summary for Alcoholic Beverage License Renewals
4. Liquor License Renewal Data Spreadsheet
5. Draft letter to BOLC
OFFICIAL NOTICE

1. **RENEWALS ARE DUE MARCH 1ST** - Class A licenses expire April 30th. Applications will not be accepted after March 1st.

2. **CORPORATIONS/LLC** - The Renewal Application MUST BE ACCOMPANIED BY A CERTIFICATE OF GOOD STANDING, which may be obtained, from the State Department of Assessments and Taxation, State Office Building, 301 West Preston Street, Room 801, Baltimore, Maryland 21201. A remittance of $20.00 must accompany your request for the Certificate. Walk In Fee $40.00. For additional information please call 410-767-1340. Alternatively the certificate can be obtained and printed from the Internet for a $40.00 fee. The web site is www.dat.state.md.us - follow the directions to obtain a “certificate of status”.

3. **FULLY COMPLETED APPLICATIONS** - Make sure all questions are answered fully and all signatures are notarized. Incomplete applications will not be accepted.

4. **LEASE:** An executed copy of the lease or deed must be submitted with the 2019-2020 Renewal Application.

5. **PAYMENT OF RENEWAL FEES** - Applications must be accompanied by a money order, certified check or cashier’s check, made payable to Prince George’s County, NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A, Beer, Off Sale</td>
<td>$500.00</td>
</tr>
<tr>
<td>Class A, Beer and Wine, Off Sale</td>
<td>$500.00</td>
</tr>
<tr>
<td>Class A, Beer, Wine and Liquor, Off Sale</td>
<td>$910.00</td>
</tr>
</tbody>
</table>

6. **TAXES:** Pursuant to Section 26-1807 of the Alcoholic Beverage Article of the Annotated Code of Maryland, ALL TAXES DUE to the State of Maryland, Prince George’s County and any municipality must be PAID or a payment plan must be in place in order to renew any Alcoholic Beverage License.

7. **AFFIDAVITS** - Pursuant to Rule 45 of the Rules and Regulations each licensee and/or stockholder must file an Affidavit.

8. **COMPLIANCE WITH ALCOHOL AWARENESS** - Renewal applications must be accompanied by a Certificate of Compliance with Alcohol Awareness Training as provided for in Section 3-504 of the Alcoholic Beverage Article of the Annotated Code of Maryland.

**MARCH 1 – RENEWAL DUE**

**APRIL 30 – LICENSE EXPIRES**

Thomas Graham, Chairman
Armando Camacho, Vice Chairman
C. Jude Iweanoge, Commissioner
Kenneth Miles, Commissioner
Tammy Sparkman, Commissioner

9200 Basil Court
Suite 420
Largo, Maryland 20774
Telephone: 301-583-9980

http://bole.mypge.us
STATE OF MARYLAND
OFFICIAL NOTICE OF

CLASS B LICENSE RENEWAL

1. **RENEWALS ARE DUE APRIL 1ST** – Class B licenses expires May 31st. Applications will not be accepted after the close of business Monday April 1st.

2. **CORPORATIONS/LLC** – The Renewal Application MUST BE ACCOMPANIED BY A CERTIFICATE OF GOOD STANDING, which may be obtained, from the State Department of Assessments and Taxation, State Office Building, 301 West Preston Street, Room 801, Baltimore, Maryland 21201. A remittance of $20.00 must accompany your request for the Certificate. Walk In Fee $40.00. For additional information please call 410-767-1340. Alternatively, the certificate can be obtained and printed from the Internet for a $40.00 fee. The web site is www.dat.state.md.us - follow the directions to obtain a “certificate of status”.

3. **FULLY COMPLETED APPLICATIONS** – Make sure all questions are answered fully and all signatures are notarized. Incomplete applications will not be accepted.

4. **LEASE**: An executed copy of the lease or deed must be submitted with the 2019-2020 Renewal Application.

5. **PAYMENT OF RENEWAL FEES** – Applications must be accompanied by a money order, certified check or cashier’s check, made payable to Prince George’s County, NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.

| Class B, Beer, On Sale | $365.00 |
| Class B, Beer and Wine, On Sale | $365.00 |
| Class B (DH), Beer and Wine, On Sale | $245.00 |
| Class B (BBS), Beer and Wine, On Sale | $2420.00 |
| Class B (GC), Beer, Wine and Liquor, On Sale | $500.00 |
| Class B, Beer, Wine and Liquor, On Sale - BL | $2,305.00 |
| Class B, Beer, Wine and Liquor, On and Off Sale – BL+ | $3,270.00 |
| Class B (ECR) Beer, Wine and Liquor | $2,420.00 |
| Class B, MB22, Beer, Wine and Liquor, On Sale | $1,090.00 |
| Class B (BH), Beer, Wine and Liquor – Hotel | $5,000.00 |
| Class B (BCE), Beer, Wine and Liquor – Catering Establishment | $4,480.00 |
| Class B (ECF), Beer, Wine and Liquor – On Sale | $5,175.00 |
| Class B, (ECF/DS), Beer, Wine and Liquor – On Sale | $8,275.00 |
| Class B (BLX), Beer, Wine and Liquor – On Sale | $3,875.00 |
| Class B (CI), Beer, Wine and Liquor – Country Inn | $2,365.00 |
| Class B (AE), Beer, Wine and Liquor – Arts and Entertainment | $3,600.00 |
| Class B (RD), Liquor – On Sale | $725.00 |
| Class B (FBS), Beer, Wine and Liquor – On Sale | $21,780.00 |
| Class B (TP), Beer, Wine and Liquor – On Sale | $4,290.00 |
| Class B (CC), Beer, Wine and Liquor – On Sale | $22,000.00 |
| Class B (DD), Beer, Wine and Liquor – On Sale | $3,025.00 |
| Class B (EF), Beer, Wine and Liquor – On Sale | $22,000.00 |
| Class B (EC), Beer, Wine and Liquor – On Sale | $5,000.00 |
6. **TAXES:** Pursuant to Section 26-1807 of the Alcoholic Beverage Article of the Annotated Code of Maryland, **ALL TAXES DUE** to the State of Maryland, Prince George’s County and any municipality must be PAID or a payment plan must be in place in order to renew any Alcoholic Beverage License.

7. **AFFIDAVITS** - Pursuant to Rule 45 of the Rules and Regulations each licensee and/or stockholder must file an Affidavit.

8. **COMPLIANCE WITH ALCOHOL AWARENESS** – Renewal applications must be accompanied by a Certificate of Compliance with Alcohol Awareness Training as provided for in Section 3-504 of the Alcoholic Beverage Article of the Annotated Code of Maryland.

**APRIL 1 – RENEWAL DUE**  
**MAY 31 – LICENSE EXPIRES**

Thomas Graham, Chairman  
Armando Camacho, Vice Chairman  
C. Jude Iweanoge, Commissioner  
Kenneth Miles, Commissioner  
Tammy Sparkman, Commissioner  

9200 Basil Court  
Suite 420  
Largo, Maryland 20774  
Telephone: 301-583-9980  
[http://bole.mypgc.us](http://bole.mypgc.us)
STATE OF MARYLAND
OFFICIAL NOTICE OF
CLASS C AND D LICENSE RENEWAL

1. RENEWALS ARE DUE MAY 1ST – Class C and D licenses expires June 30th. Applications will not be accepted after May 1st.

2. CORPORATIONS/LLC – The Renewal Application MUST BE ACCOMPANIED BY A CERTIFICATE OF GOOD STANDING, which may be obtained, from the State Department of Assessments and Taxation, State Office Building, 301 West Preston Street, Room 801, Baltimore, Maryland 21201. A remittance of $20.00 must accompany your request for the Certificate. Walk In Fee $40.00. For additional information please call 410-767-1340. Alternatively, the certificate can be obtained and printed from the Internet for a $40.00 fee. The website is www.dat.state.md.us - follow the directions to obtain a “certificate of status”.

3. FULLY COMPLETED APPLICATIONS – Make sure all questions are answered fully and all signatures are notarized. Incomplete applications will not be accepted.

4. LEASE: An executed copy of the lease or deed must be submitted with the 2019-2020 Renewal Application.

5. PAYMENT OF RENEWAL FEES – Applications must be accompanied by a money order, certified check or cashier’s check, made payable to Prince George’s County, NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.

| Class C, Beer, On Sale, Clubs | $245.00 |
| Class C, Beer and Wine, On Sale, Clubs | $245.00 |
| Class C, Beer, Wine and Liquor, On Sale, Clubs Veteran | $910.00 |
| Class C, Beer, Wine and Liquor, On Sale, Clubs Fraternal | $910.00 |
| Class C, Beer, Wine and Liquor, On Sale, Golf and Country Club | $1,815.00 |
| Class C, Beer, Wine and Liquor, On Sale, Golf and Club Concessionaire | $1,815.00 |
| Class C, Beer, Wine and Liquor, On Sale, Clubs Yacht | $1,575.00 |
| Class D, Beer | $500.00 |
| Class D, Beer and Wine | $500.00 |
| Class D(NH), Beer and Wine | $660.00 |

6. TAXES: Pursuant to Section 26-1807 of the Alcoholic Beverage Article of the Annotated Code of Maryland, ALL TAXES DUE to the State of Maryland, Prince George’s County and any municipality must be PAID or a payment plan must be in place in order to renew any Alcoholic Beverage License.

7. AFFIDAVITS - Pursuant to Rule 45 of the Rules and Regulations each licensee and/or stockholder must file an Affidavit.

8. CLASS C LICENSES: In accordance with Section 26-1708, If the officers of the organization have changed an Application for Substitution of Officers: Class C Licenses (Club) notifying the Board of any changes in officers must be submitted with the renewal application.
9. **COMPLIANCE WITH ALCOHOL AWARENESS** – Renewal applications must be accompanied by a Certificate of Compliance with Alcohol Awareness Training as provided for in Section 3-504 of the Alcoholic Beverage Article of the Annotated Code of Maryland.

**MAY 1 – RENEWAL DUE**
**JUNE 30 – LICENSE EXPIRES**

Thomas Graham, Chairman
Armando Camacho, Vice Chairman
C. Jude Iweanoge, Commissioner
Kenneth Miles, Commissioner
Tammy Sparkman, Commissioner

9200 Basil Court
Suite 420
Largo, Maryland 20774
Telephone: 301-583-9980

[http://bolc.mypgc.us](http://bolc.mypgc.us)
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

Class C License
On Sale only, seven (7) days

Class D License
On and Off Sale, seven (7) days

DESCRIPTION OF CLASS OF LICENSES AND HOURS OF SALES

Class A, Beer
Off sale of beer only from 6:00 a.m. to 12:00 midnight, Monday through Saturday. No sales are permitted on Sunday. Consumption on the premises is prohibited.

Class A, Beer and Wine
Off sale of beer and wine only from 6:00 a.m. to 12:00 midnight, Monday through Saturday. No sales are permitted on Sunday. Consumption on the premises is prohibited.

Class A, Beer, Wine Liquor
Off sale of beer, wine and liquor from 6:00 a.m. to 12:00 midnight, Monday through Saturday. No sales are permitted on Sunday. Consumption on the premises is prohibited.

Class B, Beer
On sale consumption of beer only from 6:00 a.m. to 2:00 a.m., seven (7) days a week with meals available. Licenses issued prior to July 1, 1975, may exercise off sale privileges.

Class B, (GC), Beer, Wine Liquor
On Sale consumption from 11:00 a.m. to 10:00 p.m. of beer, wine and liquor seven (7) days a week. Exclusively for the use on the premises of the M-NCPPC golf courses located within Prince George's County.

Class B, Beer and Wine
On sale consumption of beer and wine only from 6:00 a.m. to 2:00 a.m., seven (7) days a week with meals available at all times. Licenses issued prior to July 1, 1975 may exercise off sale privileges.

Class B, Beer, Wine & Liquor
On sale consumption of beer, wine and liquor from 6:00 a.m. to 2:00 a.m. Monday through Saturday, with on sale consumption of beer and wine from 8:00 a.m. to 2:00 a.m. on Sunday with meals available at all times. A special Sunday Sales Permit is required (R.R. No. 66) for on sale consumption of liquor on Sunday pursuant with the permit, liquor may be consumed Sunday from 12:00 noon to 2:00 a.m. On Friday and Saturday premises with approved entertainment are permitted to remain open for on sale consumption of beer, wine and liquor 3:00 a.m.
Class B(R), Beer, Wine & Liquor

THIS DESCRIPTION APPLIES TO LICENSES ISSUED PRIOR TO OCTOBER 1996 - On sale consumption of beer, wine and liquor from 6:00 a.m. to 2:00 a.m. Monday through Saturday, with on sale consumption of beer and wine from 8:00 a.m. to 2:00 a.m. on Sunday with meals available at all times. A special Sunday Sales Permit is required (R.R. No. 66) for on sale consumption of liquor on Sunday pursuant with the permit, liquor may be consumed Sunday from 12:00 noon to 2:00 a.m. This license allows off sales over or contiguous to the main bar in the main dining room of beer, wine and liquor Monday through Saturday from 6:00 a.m. until 12:00 midnight and beer and wine on Sunday. No off sale of liquor is permitted on Sunday. On Friday and Saturday premises with approved entertainment are permitted to remain open for on sale consumption of beer, wine and liquor 3:00 a.m.

Class B+, Beer, Wine & Liquor

On sale consumption of beer, wine and liquor from 6:00 a.m. to 2:00 a.m. Monday through Saturday with on sale consumption of beer and wine from 8:00 a.m. to 2:00 a.m. on Sunday with meals available at all times. A special Sunday Sales Permit is required (R.R. No. 66) for on sale consumption of liquor on Sunday pursuant with the permit, liquor may be consumed Sunday from 12:00 noon to 2:00 a.m. This license permits a separate portion to be utilized exclusively for off sale but only when meals are available to be served in the restaurant. In the separate portion the sale of beer, wine and liquor is permitted Monday through Saturday from 8:00 a.m. until 12:00 midnight and beer and wine on Sunday. No off sale of liquor is permitted on Sunday. On Friday and Saturday premises with approved entertainment are permitted to remain open for on sale consumption of beer, wine and liquor 3:00 a.m.

Class B, BH

On sale consumption of beer, wine and liquor from 6:00 a.m. to 2:00 a.m. Monday through Saturday, with on sale consumption of beer, wine and liquor 10:00 a.m. to 2:00 a.m. on Sunday with meals available at all times. On Friday and Saturday premises with approved entertainment are permitted to remain open for on sale consumption of beer, wine and liquor 3:00 a.m. No Sunday Sales Permit is required.

Class B, BLX

On sale consumption of beer, wine and liquor from 6:00 a.m. to 2:00 a.m. Monday through Saturday, with on sale consumption of beer and wine from 8:00 a.m. to 2:00 a.m. on Sunday with meals available at all times. A special Sunday Sales Permit is required (R.R. No. 66) for on sale consumption of liquor on Sunday pursuant with the permit, liquor may be consumed Sunday from 12:00 noon to 2:00 a.m. On Friday and Saturday premises with approved entertainment are permitted to remain open for on sale consumption of beer, wine and liquor 3:00 a.m.

Class B, BCE Catering

On sale consumption of beer, wine and liquor from 6:00 a.m. to 2:00 a.m. Monday through Saturday, with on sale consumption of beer and wine from 6:00 a.m. to 2:00 a.m. on Sunday with food available. A special Sunday Sales Permit is required (R.R. No. 66) for on sale consumption of liquor on Sunday pursuant with the permit, liquor may be consumed Sunday from 12:00 noon to 2:00 a.m. On Friday and Saturday premises with approved entertainment are permitted to remain open for on sale consumption of beer, wine and liquor 3:00 a.m.

Class C Beer

On sale consumption from 6:00 a.m. to 2:00 a.m. seven (7) days.
<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class C Beer and Wine</td>
<td>On sale consumption from 6:00 a.m. to 2:00 a.m. seven (7) days.</td>
</tr>
<tr>
<td>Class C, Beer, Wine &amp; Liquor</td>
<td>On sale consumption from 6:00 a.m. to 2:00 a.m., seven (7) days limited to members and their guests.</td>
</tr>
<tr>
<td>Fraternal</td>
<td></td>
</tr>
<tr>
<td>Veterans</td>
<td></td>
</tr>
<tr>
<td>Yacht Club</td>
<td></td>
</tr>
<tr>
<td>Country Club</td>
<td></td>
</tr>
<tr>
<td>Golf &amp; Country Club</td>
<td></td>
</tr>
<tr>
<td>Class D, Beer</td>
<td>On sale 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 license.</td>
</tr>
<tr>
<td>Class D, Beer and Wine</td>
<td>On sale 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 license.</td>
</tr>
<tr>
<td>Class D(R), Beer</td>
<td><strong>THIS DESCRIPTION APPLIES TO LICENSES ISSUED PRIOR TO OCTOBER 1996</strong> - On sale consumption are 6:00 a.m. to 2:00 a.m. seven (7) days a week with off sale service from 6:00 a.m. to 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.</td>
</tr>
<tr>
<td>Class D(R), Beer and Wine</td>
<td><strong>THIS DESCRIPTION APPLIES TO LICENSES ISSUED PRIOR TO OCTOBER 1996</strong> - On sale consumption are 6:00 a.m. to 2:00 a.m. seven (7) days a week with off sale service from 6:00 a.m. to 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.</td>
</tr>
</tbody>
</table>
Summary for Alcoholic Beverage License Renewals 2019

The following licenses, by class, are due for renewal by the Board of License Commissioners on the dates shown. However, the deadline of March 1, 2019 for any show-cause hearings applies to all classifications. (Note: The asterisks [*] indicate those establishments with Property Use Agreements with the City.)

1. The following is a list of Class A Off-Sale licenses (Off Sale only, six (6) days a week), also considered packaged goods stores, which will expire April 30, 2019:

   **College Park Liquors (Special Sunday Off-Sale Permit)**
   **Village Pump**

2. The following is a list of Class B Beer, Wine, and Liquor On/Off-Sale licenses (On and Off Sale, seven (7) days for beer and light wine; On and Off Sale, six (6) days for beer, wine and liquor; separate Off Sale facility to sell beer, wine and liquor), also considered packaged goods stores, which expire May 31, 2019:

   **Fishnet Restaurant***
   **Town Hall (Special Sunday Off-Sale Permit)*

3. The following is a list of Class B Beer, Wine, and Liquor Restaurant Type licenses (On Sale, seven (7) days for beer and light wine; On Sale six (6) days for beer, wine, and liquor; Special Sunday Sale Permit required for on sale consumption of liquor), which expire on May 31, 2019:

   **Bobby's Burger Palace***
   **Chipotle Mexican Grill***
   **Clucksters***
   **Cornerstone Grill and Loft***
   **Hard Times Café***
   **R.J. Bentley’s Filling Station***
   **The Jerk Pit***
   **The Rail***

4. The following are two Class B, ECF licenses (Education Conference Facility): On Sale, seven (7) days for sale of beer and light wine; On Sale, six (6) days for beer, wine and liquor; Special Sunday Sale Permit required for On Sale consumption of liquor), which expire on May 31, 2019:

   **Inn and Conference Center - University of Maryland University College Center** of Adult Education - (Class B Education Facility - On Sale only, beer, wine and liquor)
   **Dining Services, University of Maryland** - (Class B - On Sale, campus only, beer, wine, and liquor)

5. The following is a list of Class B Beer and Wine Only licenses (On Sale, seven (7) days), which expire on May 31, 2019:

   **Hanami Japanese Restaurant***
   **Shanghai Tokyo Café***
   **The Board and Brew***
6. The following is the City’s only Class BH, Beer Wine and Liquor license (Hotel, On Sale, seven (7) days), which expires on May 31, 2019:

Cambria Hotel
Moose Creek Steakhouse*
Old Maryland Grill*

7. The following is a list of BLX Luxury alcoholic beverage licenses (On Sale only, seven(7) days for sale of beer and light wine, six (6) days for sale of alcohol over 14% by volume), which expire on May 31, 2019:

Azteca Bar and Grill*
Buffalo Wild Wings*
Kangnam BBQ*
Kapnos Taverna* - Restaurant Closed
Ledo Restaurant*
Looney’s Pub at College Park*
Milkboy College Park*
Nando’s Peri-Peri*
Potomac Pizza*
Terrapins Turf*
The Hotel at UMCP*

8. The following is a list of Class C Beer, Wine and Liquor Club Category licenses (On Sale, seven (7) days, limited to members and their guests, except in the case of a Country Club - the word customer is used), which expire on June 30, 2019:

American Legion Post #217
V.F.W. #5627
University of Maryland Golf Course (Mulligan’s)
University of Maryland Alumni Association – Samuel Riggs IV Center (Fraternal)

9. The following is a list of Class D alcoholic beverage licenses (On and Off Sale, seven (7) days), which expire on June 30, 2019:

College Park Concessions (Bowling Alley)*
District 3 Social*
Shoppers Food Warehouse

10. The following is a list of Class D Beer and Wine license (On Sale only, seven (7) days), which will expire on June 30, 2019:

Mamma Lucia’s*
<table>
<thead>
<tr>
<th>Establishment</th>
<th>Type of License</th>
<th>County Fee</th>
<th>Expires</th>
<th>City Fee</th>
<th>Code Violations City, Health or FD</th>
<th>Reported Alcoholic Beverage Sales</th>
<th>Required PUA Alcoholic Beverage Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Legion Post 217 9218 Baltimore Avenue</td>
<td>Class C, Veterans Beer, Wine, and Liquor</td>
<td>$910.00</td>
<td>6/30/19</td>
<td>$182.00</td>
<td>None Reported</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Azteca Restaurant and Cantina 9505 Baltimore Avenue</td>
<td>Class BLX – Beer, Wine and Liquor</td>
<td>$3,875.00</td>
<td>5/31/19</td>
<td>$775.00</td>
<td>None Reported</td>
<td>17.5%</td>
<td>40%</td>
</tr>
<tr>
<td>Bobby’s Burger (t/a) BBP of College Park Beverages 8150 Baltimore Avenue</td>
<td>Class BL, Beer, Wine and Liquor</td>
<td>$2,305.00</td>
<td>5/31/19</td>
<td>$461.00</td>
<td>None Reported</td>
<td>2.28%</td>
<td>35%</td>
</tr>
<tr>
<td>Buffalo Wild Wings (t/a) WWA-College Park, LLC 10240 Baltimore Avenue</td>
<td>Class BLX Beer Wine and Liquor</td>
<td>$3,875.00</td>
<td>5/31/19</td>
<td>$775.00</td>
<td>None Reported</td>
<td>20.25%</td>
<td>50%</td>
</tr>
<tr>
<td>Cambria Hotel 8321 Baltimore Avenue</td>
<td>Class B (BH) Beer, Wine and Liquor</td>
<td>$5,000.00</td>
<td>5/31/19</td>
<td>$1,000.00</td>
<td>None Reported</td>
<td>18.6%</td>
<td>50%</td>
</tr>
<tr>
<td>Chipotle Mexican Grill 7332 Baltimore Avenue</td>
<td>Class BL Beer, Wine, and Liquor</td>
<td>$2,305.00</td>
<td>5/31/19</td>
<td>$461.00</td>
<td>None Reported</td>
<td>.13%</td>
<td>25%</td>
</tr>
<tr>
<td>College Park Liquors 8147 E &amp; F Baltimore Avenue</td>
<td>Class AL Beer, Wine, and Liquor</td>
<td>$ 910.00</td>
<td>4/30/19</td>
<td>$182.00</td>
<td>None Reported</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>College Park Concessions Co. (Bowling Alley) 9021 Baltimore Avenue</td>
<td>Class BL (R) , Beer, Wine and Liquor License</td>
<td>$2,305.00</td>
<td>5/31/19</td>
<td>$461.00</td>
<td>None Reported</td>
<td>40.55%</td>
<td>60%</td>
</tr>
<tr>
<td>Cornerstone Grill &amp; Loft 7325 Baltimore Avenue</td>
<td>Class BL Beer, Wine, and Liquor</td>
<td>$2,305.00</td>
<td>5/31/19</td>
<td>$461.00</td>
<td>None Reported</td>
<td>59.02%</td>
<td>55%</td>
</tr>
<tr>
<td>Cluckster’s (t/a) CUC of College Park, LLC 7415-B Baltimore Avenue</td>
<td>Class BW Beer and Wine</td>
<td>$ 365.00</td>
<td>05/31/19</td>
<td>$73.00</td>
<td>None Reported</td>
<td>1.57%</td>
<td>30%</td>
</tr>
<tr>
<td>District 3 Social (Transferred from Plato’s Diner) 7100 to 7200 Baltimore Ave</td>
<td>Class D (On-and-Off Sale) Beer and Wine</td>
<td>$500.00</td>
<td>05/31/19</td>
<td>$100.00</td>
<td>Not Open</td>
<td>Not Open</td>
<td>50%</td>
</tr>
<tr>
<td>Fishnet Restaurant LLC 5008 – 5010 Berwyn Road</td>
<td>Class BW Beer and Wine</td>
<td>$ 365.00</td>
<td>05/31/19</td>
<td>$73.00</td>
<td>None Reported</td>
<td>10.82%</td>
<td>30%</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Establishment</th>
<th>Type of License</th>
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<th>City Fee</th>
<th>City, Health or FD</th>
<th>Code Violations</th>
<th>Reported Alcoholic Beverage Sales</th>
<th>Required PUA Alcoholic Beverage Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hanami Japanese Restaurant 8145-F Baltimore Avenue</td>
<td>Class BW Beer and Wine</td>
<td>$365.00</td>
<td>05/31/19</td>
<td>$73.00</td>
<td>None Reported</td>
<td>.65%</td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>Hard Times Café 4738 Cherry Hill Road</td>
<td>Class BL Beer, Wine, and Liquor (On Sale, 7 days)</td>
<td>$2,305.00</td>
<td>5/31/19</td>
<td>$461.00</td>
<td>None Reported</td>
<td>16.66%</td>
<td>35%</td>
<td></td>
</tr>
<tr>
<td>Kangnam BBQ 8503 Baltimore Avenue</td>
<td>Class BLX Beer, Wine and Liquor</td>
<td>$3,875.00</td>
<td>5/31/19</td>
<td>$775.00</td>
<td>None Reported</td>
<td>5.67%</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Kapnos Taverna (t/a) CPKAP, LLC 7777 Baltimore Avenue Suite B</td>
<td>Class B(BLX), Beer, Wine and Liquor</td>
<td>$5,000.00</td>
<td>5/31/19</td>
<td>$1,000.00</td>
<td>EXPIRED</td>
<td>18.8%</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Ledo Restaurant 4509 Knox Road</td>
<td>Class BLX Beer, Wine and Liquor</td>
<td>$3,875.00</td>
<td>5/31/19</td>
<td>$775.00</td>
<td>None Reported</td>
<td>13.43%</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Looney Pub of College Park 8150 Baltimore Avenue</td>
<td>Class BLX, Beer, Wine and Liquor</td>
<td>$3,875.00</td>
<td>5/31/19</td>
<td>$775.00</td>
<td>None Reported</td>
<td>54.77%</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Mamma Lucia’s 4736 Cherry Hill Road</td>
<td>Class DW Beer and Wine, (On Sale Only, 7 days)</td>
<td>$500.00</td>
<td>6/30/19</td>
<td>$100.00</td>
<td>None Reported</td>
<td>2.78%</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>Milkboy College Park, LLC 7416 Baltimore Avenue</td>
<td>Class B, BLX, Beer, Wine and Liquor</td>
<td>$5,000.00</td>
<td>5/31/19</td>
<td>$1,000.00</td>
<td></td>
<td>56.38%</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Moose Creek Steakhouse Holiday Inn 10000 Baltimore Avenue</td>
<td>Class BH Beer, Wine, and Liquor</td>
<td>$5,000.00</td>
<td>5/31/19</td>
<td>$1,000.00</td>
<td>None Reported</td>
<td>14.57%</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Nando’s Peri-Peri 7400 Baltimore Avenue</td>
<td>Class BLX Beer, Wine and Liquor</td>
<td>$3,875.00</td>
<td>5/31/19</td>
<td>$775.00</td>
<td>None Reported</td>
<td>3.28%</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Old Maryland Grill 7777 Baltimore Avenue</td>
<td>Class BH, Beer, Wine and Liquor License falls under The Hotel</td>
<td>License fails under The Hotel</td>
<td></td>
<td></td>
<td>None Reported</td>
<td>18.15%</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Potomac Pizza (t/a) Pizza Zone of College Park 7777 Baltimore Avenue Suite D</td>
<td>Class B(BLX) Beer, Wine and Liquor</td>
<td>$3,875.00</td>
<td>5/31/19</td>
<td>$775.00</td>
<td>None Reported</td>
<td>4.67%</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>R. J. Bentley’s 7323 Baltimore Avenue</td>
<td>Class BL (R) Beer, Wine and Liquor</td>
<td>$2,305.00</td>
<td>5/31/19</td>
<td>$461.00</td>
<td>None Reported</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

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<th>Required PUA Alcoholic Beverage Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shanghai Tokyo Café (t/a) Shanghai Tokyo Café of College Park Corporation 8300 Baltimore Avenue, Suite 102</td>
<td>Class BW, Beer and Wine License</td>
<td>$365.00</td>
<td>5/31/19</td>
<td>$73.00</td>
<td>None Reported</td>
<td>N/A</td>
<td>30%</td>
</tr>
<tr>
<td>Shoppers Food Warehouse Eastern Beverages 4720 Cherry Hill Road</td>
<td>Class DW (R) Beer and Wine</td>
<td>$500.00</td>
<td>6/30/19</td>
<td>$100.00</td>
<td>None Reported</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Terrapins Turf 4410 Knox Road</td>
<td>Class BLX, Beer, Wine and Liquor</td>
<td>$3,875.00</td>
<td>5/31/19</td>
<td>$775.00</td>
<td>None Reported</td>
<td>35.62%</td>
<td>50%</td>
</tr>
<tr>
<td>The Board and Brew 8150 Baltimore Avenue</td>
<td>Class BW Beer and Wine License</td>
<td>$365.00</td>
<td>5/31/19</td>
<td>$73.00</td>
<td>None Reported</td>
<td>9.57%</td>
<td>25%</td>
</tr>
<tr>
<td>The Hotel at UMCP ABC, LLC 7777 Baltimore Avenue</td>
<td>Class B (BLX) Beer, Wine and Liquor</td>
<td>$3,875.00</td>
<td>5/31/19</td>
<td>None Reported</td>
<td>20.64%</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>The Jerk Pit 9078 Baltimore Avenue</td>
<td>Class BL Beer, Wine and Liquor</td>
<td>$2,305.00</td>
<td>5/31/19</td>
<td>$461.00</td>
<td>None Reported</td>
<td>9.28%</td>
<td>20%</td>
</tr>
<tr>
<td>The Rail 7313 A-B Baltimore Avenue</td>
<td>Class BL (R), Beer and Wine License</td>
<td>$2,305.00</td>
<td>5/31/19</td>
<td>$461.00</td>
<td>None Reported</td>
<td>45.55%</td>
<td>50%</td>
</tr>
<tr>
<td>Town Hall 8135 Baltimore Avenue</td>
<td>Class BL + (Beer, Wine and Liquor – On and Off) and Special Sunday Off-Sale Permit</td>
<td>$3,270.00</td>
<td>5/31/19</td>
<td>$654.00</td>
<td>None Reported</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>University of Maryland Alumni Association Samuel Riggs IV Center</td>
<td>Class BCE Beer, Wine, and Liquor</td>
<td>$4,480.00</td>
<td>5/31/19</td>
<td>$896.00</td>
<td>None Reported</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>University of Maryland Golf Course (Mulligan’s) 4690 University Boulevard</td>
<td>Class C,GCC Beer, Wine, and Liquor</td>
<td>$1,815.00</td>
<td>6/30/19</td>
<td>$363.00</td>
<td>None Reported</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>University of Maryland Dining Services 1250 South Campus Building South Campus Dining Hall</td>
<td>Class B, ECF /DS</td>
<td>$7,425.00</td>
<td>5/31/19</td>
<td>$1,485.00</td>
<td>None Reported</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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<th>Reported Alcoholic Beverage Sales</th>
<th>Required PUA Alcoholic Beverage Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Maryland University College</td>
<td>Class B Beer, ECF (Education Conference Facility) - Special Sunday Sale Permit required for On sale consumption of liquor</td>
<td>$4,325.00</td>
<td>5/31/19</td>
<td>$865.00</td>
<td>None Reported</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>The Inn and Conference Center University Blvd. at Adelphi Road</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V.F.W. Post 5627</td>
<td>Class C, Veterans Beer, Wine, and Liquor (On Sale, 7 days, limited to members and their guests)</td>
<td>$910.00</td>
<td>6/30/19</td>
<td>$182.00</td>
<td>None Reported</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>5051 Branchville Road</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Village Pump</td>
<td>Class AL Off Sale</td>
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<td>4/30/19</td>
<td>$182.00</td>
<td>None Reported</td>
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</tbody>
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*Shaded area indicates those establishments with Property Use Agreements with the City of College Park*
February 12, 2019

Thomas Graham, Chairman  
Prince George’s County  
Board of License Commissioners  
9200 Basil Court – Room 420  
Largo, Maryland 20774

Dear Chairman Graham:

    The Mayor and Council of the City of College Park, meeting on February 12, 2019, considered the renewal of all alcoholic beverage licenses which the Board of License Commissioners issues in the City.

    I am pleased to report that the Mayor and Council voted to recommend to the Board that the liquor licenses held by business establishments located in the City be renewed.

    Thank you for the annual opportunity to consider any issues that have arisen concerning each liquor license, and whether to protest the granting of license renewals. City officials and residents appreciate this opportunity, and the continued efforts of your inspectors to maintain compliance with Board of License Commissioner regulations within the City.

Sincerely,

Scott Somers  
City Manager

cc: Mayor and City Council  
Robert W. Ryan, Director of Public Services
19-G-24
Award of Contract to Greenplay
**AGENDA ITEM 19-G-24**

**Prepared By:** Peggy Higgins, Director  
**Presented By:** Peggy Higgins, Director

**Meeting Date:** 02/12/2019  
**Consent Agenda:** No

<table>
<thead>
<tr>
<th><strong>Originating Department:</strong></th>
<th>Youth, Family and Senior Services</th>
</tr>
</thead>
</table>

**Action Requested:** Approval of contract either for comprehensive recreational/activities needs assessment for community recreation and senior recreation including assessment of transportation resources for seniors OR comprehensive recreational/activities needs assessment for senior recreation including senior transportation resources.

**Strategic Plan Goal:** Goal 6: Excellent Services

**Background/Justification:**
City Council requested staff to submit two comprehensive recreational/activities and program space needs assessment proposals for their consideration - one proposal for a community and senior recreation needs assessment to include assessment of transportation resources for seniors AND the other proposal for a senior recreation needs assessment also to include assessment of transportation resources for seniors.

**Fiscal Impact:**
- $44,999 for a **community and senior recreational needs** assessment to include assessment of transportation resources for seniors.
- $34,999 for a **senior recreational needs assessment** to include assessment of transportation resources for seniors.

Because of the approved FY19 M-NCPPC staffing contract funds, funding for either proposal is available in the FY19 Seniors Program budget.

The $10,000 additional cost of the community and senior recreational assessment reflects the additional costs of the community and senior recreational assessment. That proposal has twice as many focus groups (8) as the senior recreational assessment (4); it has an increased span of work to include an assessment and evaluation of community recreation and an additional staff person to address the increased work will be assigned to the project.

**Council Options:**
1) Approve a contract for a community and senior recreation needs assessment to include assessment of transportation resources for seniors.
2) Approve a contact for a senior recreation needs assessment to include assessment of transportation resources for seniors.
3) Amend a proposal and then approve.
4) Reject both proposals.

**Staff Recommendation:**
Option #1
**Recommended Motion:**
*I move to approve a contract with GreenPlay, LLC for $44,999, pending approval by the city attorney, for a comprehensive community and senior recreation needs assessment to include an assessment of transportation resources for city seniors.*

**Attachments:**
1. Greenplay, LLC proposal for senior recreation needs assessment to include assessment of senior transportation resources. $34,999
2. GreenPlay, LLC proposal for community recreation and senior recreation needs assessment to include assessment of senior transportation resources. $44,999
TO: Peggy Higgins, LCSW-C Director, City of College Park Youth, Family and Senior Services  
Submitted by email to: phiggins@collegeparkmd.gov  
FROM: Teresa Penbrooke, PhD, CPRE, CEO, GreenPlay, LLC  
CC: Tom Diehl, GreenPlay, Project Manager  
SUBJECT: Proposed Scope of Work – College Park MD Senior Recreation Needs Assessment  
DATE: January 29, 2019

Proposed Scope of Work  
Senior Recreation Needs Assessment  
College Park MD

Client: City of College Park, MD

This is a proposal for an Agreement dated January 28 by and between City of College Park MD, referred to as “CITY” and GREENPLAY, LLC, referred to as “CONSULTANT.”

As per our discussions earlier this week, GreenPlay, in conjunction with our sub-consulting firm, RRC Associates, would be happy to provide services to conduct a Senior Recreation Needs Assessment with public and stakeholder engagement which will inform future planning for the Youth, Family and Senior Services Department of College Park MD. Teresa Penbrooke, PhD, MAOM, CPRE will serve as Principal In Charge, Tom Diehl, CPRP will serve as Project Manager for GreenPlay. Staff from RRC will provide a senior needs assessment focusing on senior recreation needs and desires.

Project Understanding

We understand that for this project, the City of College Park would like to build upon GreenPlay’s contracted work with the City College Park’s Planning Department, as a separate project. GreenPlay will honor the same budget basis (firm-fixed fee based on percentage of task complete and hourly rates, if needed) and proposal parameters for the City of College Park for this specific proposed additional Scope of Work for a Senior Recreation Needs Assessment.
College Park MD Background
We understand that the City’s population is 33,000, with more than 2,000 seniors being serviced by the Youth, Family and Senior Services Department. The City maintains one main Senior Social Center at College Park United Methodist Church, and provides services at other locations throughout the city. Seniors receive advocacy and navigation assistance with government entitlement programs in addition to emotional support, social engagement opportunities and limited transportation services. Special events include; an annual Health and Wellness Fair, senior social activities, senior trips and events. Additionally, vulnerable seniors receive case management services. These City senior services are provided to support seniors’ self-determination and autonomy. The City has a Council-appointed Recreation Board with a staff liaison from the Department of Public Services but no full-time staff to parks and recreation. City facilities are maintained by the Department of Public Works.

Proposed Scope of Services

We understand that the City is looking for a consultant who can facilitate a senior recreation needs assessment study to inform future planning for the department. We propose that our services for this work will include the following:

A. Strategic Kick Off & Determination of Critical Success Factors

GreenPlay will provide a Detailed Work Plan following award of contract for discussion at an on-site Strategic Kick Off (SKO) meeting with the City’s project team. At this meeting, we will define the process, identify known issues/concerns, review the details of the work plan and budgets, review relevant information from previous and/or current planning documents, formalize the timeline (including accepted methodologies and tasks, and final number and types of meetings), determine the expected quality and formats for deliverables, and come to an agreement on implementation strategies. We will set a timeline and review the details for the public involvement process and the anticipated approval process with you.

Project Coordination
We will work closely with your team during SKO to identify key “Critical Success Factors” that will ensure that this project is successful and achieves your desired level of involvement and outcomes. We will supply written Monthly Progress Reports that cover recent progress, outstanding issues or information, and upcoming meetings and agendas. We will always be available for phone, video conferencing, and/or email communication.

Integration of Existing Vision, Goals, Operations, Budgets, and Plans
Our team will evaluate and effectively utilize information from recent and/or current planning work to ensure consistency. We will consolidate relevant information from vision and mission statements, planning documents, existing as program statistics, budgets, work plans, funding plans, and other relevant planning documents utilized by the City to facilitate the comprehensive coordination of direction and recommendations.

Deliverables:
Summary of Critical Success actors, Progress Reports, and Detailed Project Timeline

B. Stakeholder Engagement
To determine the senior recreation needs, we will use various methods of public engagement, including extensive input from all segments of the community. Community engagement will be customized to your unique situation, emphasizing data collection methods that are efficient, effective, and that incorporate your available resources to the greatest extent possible. Individual users and non-users, user groups, special interest organizations, associations, and other stakeholders will be given ample opportunity to participate in the process. Our team will explore knowledge of local issues and concerns that will assist us in producing and incorporating useful and pertinent community feedback.

**Demographics and Population Projections**
GreenPlay will identify the constituency of the City of College Park and surrounding service area through a demographic analysis and market profile, utilizing all information available from previous planning efforts, including information gathered from the City, the U.S. Census Bureau, Esri sources, and other national and local sources. This will allow us to confirm appropriate population statistics and to determine potential programming that may be unmet.

**Trends Analysis**
Trends analysis will include an evaluation of demographic shifts and their impact on what your community might consider, based on current and future senior recreation trends related to programming and interest and participation levels for a variety of activities. This process will also identify trends in how services are provided through both administrative and planning.

Based on GreenPlay’s previous successes as well as best practices in the field, the following community engagement strategy is designed to assure residents, particularly seniors, user groups, associations, other departments, and other stakeholders that they are provided an opportunity to participate in the senior recreation needs assessment, and is recommended for this project:

- **Citizen engagement: minimum of four (4) focus group meetings/stakeholder interviews.**
  - Focus Group meetings: Drawing from user individuals and groups, associations, other service providers (public, private, and non-profit, etc.), and primary stakeholders, as identified in the SKO.
  - Staff and Stakeholder interviews: During onsite visits and as appropriate, we will meet with those who can contribute specific information that may need to be conveyed in a more detailed manner (might include staff, reps from neighboring communities, sister agencies, the City of College Park, Board of Directors members, other advisory committee members, community organizations, etc.).
  - Community Meetings: Two (2) opportunities, during Information Gathering and Findings, for all community members to be updated with what has been learned to date and provide input.
  - Statistically-Valid Survey: As part of the quantitative senior recreation needs assessment, our team will conduct a randomly distributed mail survey using proven survey methods to achieve a statistically valid response. This type of survey is the most effective method available to get the opinions of the NON-USERS, as well as current participants of senior recreation facilities and programs, in your community.
We will work with RRC Associates (RRC) to carefully design a senior needs assessment survey to be distributed via mail to an appropriate sampling of residents using a list provided by the City (either registered voters or some other appropriate list). We can provide an electronic file of the survey to allow the City to print copies of the survey that can also be made available at City facilities, if desired. Following the initial invitation to complete the survey that is provided to a sampling of residents by mail, we would encourage the larger community to go to an “open link” where they would have an opportunity to respond. RRC typically tabulates the results from these two groups separately (the “invitation” and “open link” versions) but if they are similar in response patterns, they can then be combined for interpretation purposes. We expect enough responses to permit senior recreation use patterns, and senior priorities to be measured in a quantitative manner.

GreenPlay will work with RRC and your project team to draft questions regarding awareness, needs, satisfaction, participation, desires, priorities, willingness to pay, accessibility, barriers to participation, and/or other issues determined by the project team. We encourage the City to consider offering some sort of participant incentive to respondents such as a prize drawing for passes to City-owned and operated facilities, gift cards to a local grocery store or other local businesses, etc. We have substantial experience in designing surveys specifically for senior recreation issues that are effective and representative of the users and non-users. The survey will be carefully constructed to be easily understood using proven questions and terminology appropriate to your community, and the results will be tallied, summarized, charted, and graphed. All responses to open-ended comments will also be included in the final report.

- Board meetings and presentations: initial project introduction presentation (if desired) during our first on-site trip, and two (2) meetings and presentations with the City or Board of Directors; one to collect information and engage them, and one to present the findings. As these are generally open to the public, this will provide another opportunity for public engagement as well. We will work with the project team to design the best approach during SKO to accommodate these needs.

GreenPlay staff members function as professional, unbiased facilitators to gather specific information. Participant feedback has indicated that our techniques and formats are well received. They provide the opportunity to better understand the planning process and make a meaningful contribution, resulting in the feeling that attending an input session was a good use of someone’s valuable time. We are well aware of the misuse of the public process that results in frustration over having to attend too many sessions or not feeling like the time was well spent, or that a person or a group of people monopolized the meeting time. Our sessions are designed to avoid these common pitfalls.

**Deliverables:** Summary reports and data for focus groups, stakeholder meetings, and community meetings, and all activities, including input provided at all meetings.
C. Evaluate Current Programs, Facilities, and Transportation

Facilities Assessment
All available base GIS/CAD materials will be utilized to compile a comprehensive, updated assessment of the City’s senior recreation facilities and programs. Additionally, we will research, collect, and assemble other data necessary to complete the project. We can work with various information formats and will produce the final deliverables in both shapefile and textual formats that are dynamic and easily used and become the property of the City upon completion of the project.

We will then create an updated GIS file and a System-Wide Resource Map of the data to prepare for analysis. Key issues and representative photos regarding any of the assets from both staff and stakeholder perspectives will be noted in a textual supplement and charts. Results will be incorporated into findings and recommendations for improvements.

Program Assessment
A primary goal of this process is to provide senior recreation program enhancements and determine if additional senior facilities and/or funding might be needed to fill existing gaps in the system. The Consulting Team will provide insight into senior recreation program trends from agencies all around the country.

The process includes providing a template for program data management, including collection of available information that allows for analysis of:

- Age segment distribution
- Lifecycle analysis
- Core program analysis and development
- Similar provider analysis/duplication of service
- Market position and marketing analysis
- Review of program development process
- Administrative support, or service systems and agency support needed to deliver excellent service

Ultimately, the outcome of the process will be the creation of recommendations for a dynamic senior recreation program plan that results in increased participation, drives customer retention and loyalty, improves customer satisfaction. Additionally, we will help focus staff efforts in core program areas and create excellence in those programs deemed most important by program participants.

Recreation Facilities Gaps and Transportation Issues
Using the results of the focus groups, stakeholder interviews, demographics and trends, and current level of service and standards, and as relevant information from the Duvall Field Visioning project, GreenPlay will identify and prioritize the unmet needs and potential opportunities in the community. These gaps in service can further be identified and later substantiated using the nexus of unmet need and high importance, determined through the citizen survey. We will collect and analyze information on usage, needs, desires, accessibility, parking, etc., and make recommendations for senior recreation facilities. Using the data and conclusions generated from the gap analysis, along with current capacity and future growth,
standards, and classifications analysis, GreenPlay will identify and prioritize the unmet senior recreation facility asset needs and senior recreation program needs in the community. Transportation issues and opportunities will include: public bus system (cost), Metro Access the public bus alternative for eligible elderly and disabled (cost), the County Bus system (cost), City transportation during the day/week primarily for medical appointments and grocery store access within a 7 mile radius of the city (which are available at no cost), Neighbors Helping Neighbors-College Park (no cost, non-profit where neighbors provide rides for others) and other transportation options.

**Partners and Alternative Providers – A Collaborative Approach**

From the analysis of current conditions, we will identify potential partners and collaborators for these related services within the service area. The City will not have to produce or fulfill every unmet need in order to provide the opportunity for service within the community. Our process will look for saturation in the market by considering the niche and target service area markets identified in the inventory and public involvement process.

**Deliverables**

Inventory and level of service analysis of indoor programming and facility use.

**D. Solutions to Meet Senior Recreation Needs - Final Plans, Reports, Presentations and Deliverables.**

**Findings**

We recognize that our team needs to work with your project team to fully analyze identified findings and create implementable recommendations for senior recreation programs and services. We want to be respectful of the project team’s time, and contribute our identified ideas, suggestions, and findings. We also wish to engage all interested project team members and key stakeholders in creating the correct components of the study.

GreenPlay consultants will compile initial findings from the public input process and market analysis and will prepare a summary Findings Presentation for staff, decision makers, stakeholders, the City, and the public (if desired), to validate the accuracy of the findings. During this stage, we will confirm that all information identified and collected thus far is correct, and ask all stakeholders to share any additional issues or opportunities for consideration as we prepare to move forward into analysis and recommendations.

**Visioning and Draft Recommendations**

Once senior recreation needs have been determined, GreenPlay will develop recommendations to include goals, objectives, suggested responsible party, an implementable action plan with timeframes, and budget implications (including conceptual operational and capital cost estimates).

**The Final Product**

All written materials, graphics, and data shall be delivered in paper and digital format consistent with the City’s software. We will provide one (1) hard copy and one (1) digital copy of the Final Senior Recreation Needs Assessment Study in a format that can be uploaded to the City’s website, if needed.
Proposed Schedule

GreenPlay typically completes similar studies within five to six months, depending on community size and needs. We request that your project staff be responsive with turnaround on review and approval of documents, and we will work jointly to lay out a mutually agreed upon detailed timeline upon award of the project. We recognize the need to be both flexible and efficient as part of a community process, and can usually adjust somewhat if there are other schedule drivers. GreenPlay has never missed a project end date due to internal workloads. The following chart represents our typical project task and timeline, contingent upon selected start date.

<table>
<thead>
<tr>
<th>COLLEGE PARK MD SENIOR RECREATION NEEDS ASSESSMENT</th>
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<tbody>
<tr>
<td><strong>STRASTRIC KICK-OFF, AND DETERMINATION OF CRITICAL SUCCESS FACTORS</strong></td>
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<tr>
<td>Project Coordination</td>
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<tr>
<td>Integration of Existing Vision, Goals, Operations, Budgets, and Plans</td>
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<tr>
<td><strong>STAKEHOLDER ENGAGEMENT</strong></td>
</tr>
<tr>
<td>Demographics and Population Projections</td>
</tr>
<tr>
<td>Focus Group Meetings (Seniors)</td>
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<td>Stakeholder Interviews</td>
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<tr>
<td>Senior Recreation Needs Assessment</td>
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<tr>
<td>Public Input Meetings</td>
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<tr>
<td><strong>EVALUATE CURRENT PROGRAMS, FACILITIES AND TRANSPORTATION</strong></td>
</tr>
<tr>
<td>Activity Profile</td>
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<tr>
<td>Facilities Assessment</td>
</tr>
<tr>
<td>Program Assessment</td>
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<tr>
<td>Recreation Facilities Gaps and Transportation Issues</td>
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<tr>
<td><strong>SOLUTIONS TO MEET COMMUNITY SENIOR RECREATION NEEDS</strong></td>
</tr>
<tr>
<td>Findings Presentation</td>
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<tr>
<td>Visioning Workshop</td>
</tr>
<tr>
<td><strong>FINAL PLANS, REPORT, PRESENTATIONS, AND DELIVERABLES</strong></td>
</tr>
<tr>
<td>Final Plan</td>
</tr>
<tr>
<td>PM = Public Meetings</td>
</tr>
<tr>
<td>SM = Staff Meetings</td>
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Budget for Services

Fee Schedules

GreenPlay, and our sub-consultants have established inclusive fee schedules that covers the salaries of our professional project staff and of support staff who enable them to function effectively and efficiently. We consider the prevailing rates in this industry and the level of specialized expertise that we provide. For projects such as this, which require more than 100 hours of work, we use a Firm-Fixed Price model for compensation. This means that the contract is initially based on an estimate of projected number of hours, but the compensation is actually based on the completion of pre-determined contracted tasks identified in the Scope of Work and within a pre-specified timeline. This typically works well for the client, ensuring that all work is accomplished regardless of the time required to complete each task. In the event that the contracted Scope of Work is changed by the client during the project, we can adjust total contract fees accordingly based on regular hourly rates. This project is contracted as a Firm-Fixed Fee; therefore, individual hourly rates and projected number of hours are not applicable.

This project is billed as Firm-Fixed Fee, meaning that all travel and reimbursables are built into the per task cost.
### College Park MD - Community Senior Recreation Needs Assessment

<table>
<thead>
<tr>
<th>TASKS</th>
<th>GreenPlay</th>
<th>RRC</th>
<th>Total</th>
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<tr>
<td>A. STRATEGIC KICK-OFF, AND DETERMINATION OF CRITICAL SUCCESS FACTORS</td>
<td>$ 1,549</td>
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<td>$ 19,800</td>
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<td>C. EVALUATE CURRENT PROGRAMS, FACILITIES AND TRANSPORTATION</td>
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<td>D. SOLUTIONS TO MEET COMMUNITY SENIOR RECREATION NEEDS - FINDINGS/DRAFT</td>
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<td>Totals</td>
<td>$ 21,499</td>
<td>$ 13,500</td>
<td>$ 34,999</td>
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Rates include:
- Professional staff, sub-consultant, and administrative salaries.
- All office overhead, equipment, utilities, and insurances.
- Taxes, employee benefits, and Worker’s Compensation.
- Administrative support staff and supplies, and local travel.
- Work Products and meetings as outlined in the Scope of Work.
- All travel costs are built into the firm-fixed fee.

Rates may not include (unless specified in the Scope of Work):
- Materials and services outside of the pre-specified Scope of Work (may include extra meetings, requested copies and printing of work products).

GreenPlay will submit an invoice for payment to the project manager/primary contact person on a monthly basis. Each invoice includes a brief description of the services provided and percentage of Scope completed to date. Invoices past due over 60 days will accrue 1.5% interest per month. Other structures for compensation and payment can be negotiable prior to contract award.

**Project Delay Fee**

GreenPlay will work with your project team to jointly lay out an achievable schedule during contracting and detailed during the SKO. There is a cost to GreenPlay if the project is delayed beyond the accepted contracted schedule end date, so we will work diligently with you to achieve it. We expect prompt responses and to keep milestones for approval points. If the project is delayed due to the City of College Park request or non-response, we may request additional fees to do so. Typically, this fee is around 10% of remaining budget for each month of client caused delays. We are happy to help keep this project on schedule, and value open and transparent conversations about how to best do so throughout the project.

**Additional Services, if Requested**

Rates for additional services are based on an average of $150 per hour if not proposed as “firm-fixed fee.” For sub-consultants, hourly rates range from $60 to $150 per hour, depending on the task. As this project is based on a firm-fixed fee, our team consultants will dedicate the necessary time to complete the project. Sub-consultant team members set their hourly rates according to their individual firm fee schedules. While the hourly rates may sound high, when considering the costs for implementing additional experienced and professional full-time staff, benefits, insurances, office space, computers and equipment, support staff, utilities, etc., we find that this rate is usually comparable to or lower than what an agency would spend for in-house staff. An additional benefit is that when the project is finished, the expense ends.
Signatures of Acceptance

IN WITNESS WHEREOF, the parties hereto have caused this Project to be executed on January 28, 2019

City of College Park

APPROVED:

By __________________________________________
Signature

_______________________________
Title

_______________________________
Date

GREENPLAY, LLC

APPROVED:

By __________________________________________
Teresa L. Penbrooke, PhD, CPRE

CEO and Founding Managing Member

_______________________________
Title

_______________________________
Date
Proposed Scope of Work
Community and Senior Recreation Needs Assessment
College Park MD

Client: City of College Park, MD

This is a proposal for an Agreement dated January 28 by and between City of College Park MD, referred to as “CITY” and GREENPLAY, LLC, referred to as “CONSULTANT.”

As per our discussions earlier this week, GreenPlay, in conjunction with our sub-consulting firm, RRC Associates, would be happy to provide services to conduct a full Community and Senior Recreation Needs Assessment with public and stakeholder engagement which will inform future planning for the City of College Park for Community Recreation and for Senior Recreation for the Youth, Family and Senior Services Department of College Park MD. Teresa Penbrooke, PhD, MAOM, CPRE will serve as Principal In Charge, Tom Diehl, CPRP will serve as Project Manager, Becky Dunlap, CPRP will serve as Project Consultant for GreenPlay. Staff from RRC will provide a community needs assessment focusing on community recreation and senior recreation needs and desires.

Project Understanding

We understand that for this project, the City of College Park would like to build upon GreenPlay’s contracted work with the City College Park’s Planning Department, as a separate project. GreenPlay will honor the same budget basis (firm-fixed fee based on percentage of task complete and hourly rates, if needed) and proposal parameters for the City of College Park for this specific proposed additional Scope of Work for a Community and Senior Recreation Needs Assessment.
College Park MD Background
We understand that the City of College Park provides recreation to a population of approximately 33,000. City residents have access to two community gardens, two farmers markets, an airport & aviation museum, a splash park, an ice rink, a public park with a lake, a tennis center, hiking and biking trails, a Senior Social Center, several playgrounds and parks. Special events include, an annual Health and Wellness Fair, senior social activities, senior trips and events. The City has a Council-appointed Recreation Board with a staff liaison from the Department of Public Services but no full-time staff are assigned to parks and recreation. City facilities are maintained by the Department of Public Works.

Proposed Scope of Services
We understand that the City is looking for a consultant who can facilitate a full community needs assessment including a senior recreation needs assessment study to inform future planning for the City as well as the Youth, Family, and Senior Services Department. We propose that our services for this work will include the following:

A. Strategic Kick Off & Determination of Critical Success Factors

GreenPlay will provide a Detailed Work Plan following award of contract for discussion at an on-site Strategic Kick Off (SKO) meeting with the City’s project team. At this meeting, we will define the process, identify known issues/concerns, review the details of the work plan and budgets, review relevant information from previous and/or current planning documents, formalize the timeline (including accepted methodologies and tasks, and final number and types of meetings), determine the expected quality and formats for deliverables, and come to an agreement on implementation strategies. We will set a timeline and review the details for the public involvement process and the anticipated approval process with you.

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Deliverables: Summary of Critical Success actors, Progress Reports, and Detailed Project Timeline
B. Stakeholder Engagement

To determine the community and senior recreation needs, we will use various methods of public engagement, including extensive input from all segments of the community. We will conduct community focus groups and stakeholder interviews as well as senior focus groups and stakeholder interviews. Community engagement will be customized to your unique situation, emphasizing data collection methods that are efficient, effective, and that incorporate your available resources to the greatest extent possible. Individual users and non-users, user groups, special interest organizations, associations, and other stakeholders will be given ample opportunity to participate in the process. Our team will explore knowledge of local issues and concerns that will assist us in producing and incorporating useful and pertinent community feedback.

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GreenPlay will identify the constituency of the City of College Park and surrounding service area through a demographic analysis and market profile, utilizing all information available from previous planning efforts, including information gathered from the City, the U.S. Census Bureau, Esri sources, and other national and local sources. This will allow us to confirm appropriate population statistics and to determine potential programming that may be unmet.

Trends Analysis
Trends analysis will include an evaluation of demographic shifts and their impact on what your community might consider, based on current and future community and senior recreation trends related to programming and interest and participation levels for a variety of activities. This process will also identify trends in how services are provided through both administrative and planning.

Based on GreenPlay’s previous successes as well as best practices in the field, the following community engagement strategy is designed to assure residents, particularly seniors, user groups, associations, other departments, and other stakeholders that they are provided an opportunity to participate in the recreation needs assessment, and is recommended for this project:

- Citizen engagement: minimum of four (4) community focus group meetings/stakeholder interviews, and a minimum of four (4) senior focus group meetings/stakeholder interviews.
  - Focus Group meetings (separate focus groups for community and seniors): Drawing from user individuals and groups, associations, other service providers (public, private, and non-profit, etc.), and primary stakeholders, as identified in the SKO.
  - Staff and Stakeholder interviews (separate for community and seniors): During onsite visits and as appropriate, we will meet with those who can contribute specific information that may need to be conveyed in a more detailed manner (might include staff, reps from neighboring communities, sister agencies, the City of College Park, Board of Directors members, other advisory committee members, community organizations, etc.).
Full Community Meetings: Two (2) opportunities, during Information Gathering and Findings, for all community members to be updated with what has been learned to date and provide input.

Statistically-Valid Survey:
As part of the quantitative community and senior recreation needs assessment, our team will conduct a randomly distributed mail survey using proven survey methods to achieve a statistically valid response. This type of survey is the most effective method available to get the opinions of the NON-USERS, as well as current participants of community and senior recreation facilities and programs.

We will work with RRC Associates (RRC) to carefully design a survey that will address both community recreation and senior recreation needs and desires to be distributed via mail to an appropriate sampling of community residents and seniors using a list provided by the City (either registered voters or some other appropriate list). We can provide an electronic file of the survey to allow the City to print copies of the survey that can also be made available at City facilities, if desired. Following the initial invitation to complete the survey that is provided to a sampling of residents by mail, we would encourage the larger community to go to an “open link” where they would have an opportunity to respond. RRC typically tabulates the results from these two groups separately (the “invitation” and “open link” versions) but if they are similar in response patterns, they can then be combined for interpretation purposes. We expect enough responses to permit senior recreation use patterns, and community priorities to be measured in a quantitative manner.

GreenPlay will work with RRC and your project team to draft questions for the general community and specific for seniors regarding awareness, needs, satisfaction, participation, desires, priorities, willingness to pay, accessibility, barriers to participation, and/or other issues determined by the project team. We encourage the City to consider offering some sort of participant incentive to respondents such as a prize drawing for passes to City-owned and operated facilities, gift cards to a local grocery store or other local businesses, etc. We have substantial experience in designing surveys specifically for community recreation and senior recreation issues combined that are effective and representative of the users and non-users. The survey will be carefully constructed to be easily understood using proven questions and terminology appropriate to your community, and the results will be tallied, summarized, charted, and graphed, including open-ended comments.

Board meetings and presentations: initial project introduction presentation (if desired) during our first on-site trip, and two (2) meetings and presentations with the City or Board of Directors; one to collect information and engage them, and one to present the findings. As these are generally open to the public, this will provide another opportunity for public engagement as well. We will work with the project team to design the best approach during SKO to accommodate these needs.
GreenPlay staff members function as professional, unbiased facilitators to gather specific information. Participant feedback has indicated that our techniques and formats are well received. They provide the opportunity to better understand the planning process and make a meaningful contribution, resulting in the feeling that attending an input session was a good use of someone’s valuable time. We are well aware of the misuse of the public process that results in frustration over having to attend too many sessions or not feeling like the time was well spent, or that a person or a group of people monopolized the meeting time. Our sessions are designed to avoid these common pitfalls.

**Deliverables:** Summary reports and data for focus groups, stakeholder meetings, and community meetings, and all activities, including input provided at all meetings.

C. Evaluate Current Programs, Facilities, and Transportation

**Facilities Assessment**
All available base GIS/CAD materials will be utilized to compile a comprehensive, updated assessment of the City’s community and senior recreation facilities and programs. Additionally, we will research, collect, and assemble other data necessary to complete the project. We can work with various information formats and will produce the final deliverables in both shapefile and textual formats that are dynamic and easily used and become the property of the City upon completion of the project.

We will then create an updated GIS file and a System-Wide Resource Map of the data to prepare for analysis. Key issues and representative photos regarding any of the assets from both staff and stakeholder perspectives will be noted in a textual supplement and charts. Results will be incorporated into findings and recommendations for improvements.

**Program Assessment**
A primary goal of this process is to provide community and senior recreation program enhancements and determine if additional facilities and/or funding might be needed to fill existing gaps in the system. The Consulting Team will provide insight into recreation program trends including senior programs from agencies all around the country.

The process includes providing a template for program data management, including collection of available information that allows for analysis of:
- Age segment distribution
- Lifecycle analysis
- Core program analysis and development
- Similar provider analysis/duplication of service
- Market position and marketing analysis
- Review of program development process
- Administrative support, or service systems and agency support needed to deliver excellent service
Ultimately, the outcome of the process will be the creation of recommendations for a dynamic recreation program plan that results in increased participation, drives customer retention and loyalty, improves customer satisfaction. Additionally, we will help focus staff efforts in core program areas and create excellence in those programs deemed most important by program participants.

**Recreation Facilities Gaps and Transportation Issues**

Using the results of the focus groups, stakeholder interviews, demographics and trends, and current level of service and standards, and as relevant information from the Duvall Field Visioning project, GreenPlay will identify and prioritize the unmet needs and potential opportunities in the community. These gaps in service can further be identified and later substantiated using the nexus of unmet need and high importance, determined through the citizen survey. We will collect and analyze information on usage, needs, desires, accessibility, parking, etc. Using the data and conclusions generated from the gap analysis, along with current capacity and future growth, standards, and classifications analysis, GreenPlay will identify and prioritize the unmet community recreation and senior recreation facility asset needs and community recreation and senior recreation program needs in the community. Transportation issues and opportunities will include: public bus system (cost), Metro Access the public bus alternative for eligible elderly and disabled (cost), the County Bus system (cost), City transportation during the day/week primarily for medical appointments and grocery store access within a 7 mile radius of the city (which is available at no cost), Neighbors Helping Neighbors_College Park (no cost, non-profit where neighbors provide rides for others) and other transportation options.

**Partners and Alternative Providers – A Collaborative Approach**

From the analysis of current conditions, we will identify potential partners and collaborators for these related services within the service area. The City will not have to produce or fulfill every unmet need in order to provide the opportunity for service within the community. Our process will look for saturation in the market by considering the niche and target service area markets identified in the inventory and public involvement process.

**Deliverables**

Inventory and level of service analysis of indoor programming and facility use for community recreation and senior recreation.

D. Solutions to Meet Community and Senior Recreation Needs - Final Plans, Reports, Presentations and Deliverables.

**Findings**

We recognize that our team needs to work with your project team to fully analyze identified findings and create implementable recommendations for community recreation and senior recreation programs and services. We want to be respectful of the project team’s time, and contribute our identified ideas, suggestions, and findings. We also wish to engage all interested project team members and key stakeholders in creating the correct components of the study.
GreenPlay consultants will compile initial findings from the public input process and market analysis and will prepare a summary Findings Presentation for staff, decision makers, stakeholders, the City, and the public (if desired), to validate the accuracy of the findings. During this stage, we will confirm that all information identified and collected thus far is correct, and ask all stakeholders to share any additional issues or opportunities for consideration as we prepare to move forward into analysis and recommendations.

**Visioning and Draft Recommendations**
Once community recreation needs and senior recreation needs have been determined, GreenPlay will develop recommendations to include goals, objectives, suggested responsible party, an implementable action plan with timeframes, and budget implications (including conceptual operational and capital cost estimates).

**The Final Product**
All written materials, graphics, and data shall be delivered in paper and digital format consistent with the City’s software. We will provide one (1) hard copy and one (1) digital copy of the Final Community Senior Recreation Needs Assessment Study in a format that can be uploaded to the City’s website, if needed.
Proposed Schedule

GreenPlay typically completes similar studies within five to six months, depending on community size and needs. We request that your project staff be responsive with turnaround on review and approval of documents, and we will work jointly to lay out a mutually agreed upon detailed timeline upon award of the project. We recognize the need to be both flexible and efficient as part of a community process, and can usually adjust somewhat if there are other schedule drivers. GreenPlay has never missed a project end date due to internal workloads. The following chart represents our typical project task and timeline, contingent upon selected start date.

### COLLEGE PARK MD COMMUNITY AND SENIOR RECREATION NEEDS ASSESSMENT

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<td><strong>STRATEGIC KICK-OFF. AND DETERMINATION OF CRITICAL SUCCESS FACTORS</strong></td>
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<td>Integration of Existing Vision, Goals, Operations, Budgets, and Plans</td>
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<td>Recreation Facilities Gaps and Transportation Issues</td>
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<td>Visioning Workshop</td>
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<td>PM #2</td>
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<td><strong>FINAL PLANS, REPORT, PRESENTATIONS, AND DELIVERABLES</strong></td>
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<td>Final</td>
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</table>

PM = Public Meetings
SM = Staff Meetings
Budget for Services

Fee Schedules
GreenPlay, and our sub-consultants have established inclusive fee schedules that covers the salaries of our professional project staff and of support staff who enable them to function effectively and efficiently. We consider the prevailing rates in this industry and the level of specialized expertise that we provide. For projects such as this, which require more than 100 hours of work, we use a Firm-Fixed Price model for compensation. This means that the contract is initially based on an estimate of projected number of hours, but the compensation is actually based on the completion of pre-determined contracted tasks identified in the Scope of Work and within a pre-specified timeline. This typically works well for the client, ensuring that all work is accomplished regardless of the time required to complete each task. In the event that the contracted Scope of Work is changed by the client during the project, we can adjust total contract fees accordingly based on regular hourly rates. This project is contracted as a Firm-Fixed Fee; therefore, individual hourly rates and projected number of hours are not applicable.

This project is billed as Firm-Fixed Fee, meaning that all travel and reimbursables are built into the per task cost.

<table>
<thead>
<tr>
<th>TASKS</th>
<th>GreenPlay</th>
<th>RRC</th>
<th>Total</th>
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<tbody>
<tr>
<td>A. STRATEGIC KICK-OFF, AND DETERMINATION OF CRITICAL SUCCESS FACTORS</td>
<td>$1,549</td>
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<tr>
<td>B. STAKEHOLDER ENGAGEMENT (COMMUNITY AND SENIORS)</td>
<td>$13,650</td>
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<td>$27,150</td>
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<td>C. EVALUATE CURRENT PROGRAMS, FACILITIES AND TRANSPORTATION</td>
<td>$6,300</td>
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<td>D. SOLUTIONS TO MEET COMMUNITY AND SENIOR RECREATION NEEDS - FINDINGS/DRAFT PRESENTATION, FINAL PLANS, REPORT, PRESENTATION, AND DELIVERABLES</td>
<td>$10,000</td>
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<td>$10,000</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>$31,499</strong></td>
<td><strong>$13,500</strong></td>
<td><strong>$44,999</strong></td>
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</table>

Rates include:
- Professional staff, sub-consultant, and administrative salaries.
- All office overhead, equipment, utilities, and insurances.
- Taxes, employee benefits, and Worker’s Compensation.
- Administrative support staff and supplies, and local travel.
- Work Products and meetings as outlined in the Scope of Work.
- All travel costs are built into the firm-fixed fee.

Rates may not include (unless specified in the Scope of Work):
- Materials and services outside of the pre-specified Scope of Work (may include extra meetings, requested copies and printing of work products).

GreenPlay will submit an invoice for payment to the project manager/primary contact person on a monthly basis. Each invoice includes a brief description of the services provided and percentage of Scope completed to date. Invoices past due over 60 days will accrue 1.5% interest per month. Other structures for compensation and payment can be negotiable prior to contract award.
Project Delay Fee
GreenPlay will work with your project team to jointly lay out an achievable schedule during contracting and detailed during the SKO. There is a cost to GreenPlay if the project is delayed beyond the accepted contracted schedule end date, so we will work diligently with you to achieve it. We expect prompt responses and to keep milestones for approval points. If the project is delayed due to the City of College Park request or non-response, we may request additional fees to do so. Typically, this fee is around 10% of remaining budget for each month of client caused delays. We are happy to help keep this project on schedule, and value open and transparent conversations about how to best do so throughout the project.

Additional Services, if Requested
Rates for additional services are based on an average of $150 per hour if not proposed as “firm-fixed fee.” For sub-consultants, hourly rates range from $60 to $150 per hour, depending on the task. As this project is based on a firm-fixed fee, our team consultants will dedicate the necessary time to complete the project. Sub-consultant team members set their hourly rates according to their individual firm fee schedules. While the hourly rates may sound high, when considering the costs for implementing additional experienced and professional full-time staff, benefits, insurances, office space, computers and equipment, support staff, utilities, etc., we find that this rate is usually comparable to or lower than what an agency would spend for in-house staff. An additional benefit is that when the project is finished, the expense ends.

Signatures of Acceptance

IN WITNESS WHEREOF, the parties hereto have caused this Project to be executed on January 28, 2019

City of College Park

APPROVED:

By ______________________________
Signature

______________________________
Title

______________________________
Date

GREENPLAY, LLC

APPROVED:

By ______________________________
Teresa L. Penbrooke, PhD, CPRE
CEO and Founding Managing Member

______________________________
Title

______________________________
Date
19-G-25
Award of Contract for Construction Manager for City Hall Project
**AGENDA ITEM NUMBER 19-G-25**

**Prepared By:** Bill Gardiner, Assistant City Manager  
**Meeting Date:** February 12, 2019

**Presented By:** Scott Somers, City Manager  
**Consent Agenda:** No

**Originating Department:** Administration

**Action Requested:** Council award of contract for Construction Management Services for the City Hall project

**Strategic Plan Goals:** Goal 4 Quality Infrastructure and Goal 6 Excellent Services

**Background/Justification:**
On December 18, 2018 the City issued a Request for Proposals for Construction Management Services at Risk (CMAR). CMAR requires the Construction Manager to deliver the project within a guaranteed maximum price based on the construction documents and specifications. The firm selected will have two phases of work: the Pre-construction phase that includes the preparation and submission of the guaranteed price; and the Construction phase. The CMAR will work very closely with the entire project team to ensure the project is built on time, on budget, and at the standards specified.

The City's RFP included very detailed requirements regarding the proposer’s qualifications and key personnel for this project; relevant experience and performance on similar projects (including LEED); proposed schedule of services, and financial stability. The price proposals were broken down into several categories and provided in a separate document.

The City received three proposals by the January 18, 2019 deadline: James G. Davis Construction Corporation ($3,912,350); Gilbane Building Company ($4,075,780); and Turner Construction Company ($4,800,000).

All three firms are highly regarded, well-established firms in the region. The City, University, Redgate (the Development Project Manager), and Design Collective (the architect) reviewed and discussed the proposals. Based on that review, the teams from Davis and Gilbane were selected for in-person interviews and presentations. These interviews included the key personnel that would work on the project from each firm. Both firms submitted “best and final offers” that were lower than the initial proposals.

The Davis final cost proposal is $3,043,650, and the Gilbane final proposal is $3,428,000. The construction management fees will be paid over the entire period of work (24 to 30 months, beginning in February or March 2019). The City share of this expense will be proportional to the City’s share of the total project cost (the building will include UMD office space and retail space).

The project team is checking references and intends to have a recommendation for Council to consider on February 12, 2019.

**Fiscal Impact:**
Most of this expense will occur in FY20 and FY21. The City’s Capital Improvement Plan for the City Hall project has a current balance of $3 million, including the $550,000 transfer that was approved in the FY19 budget. The City intends to transfer additional funds to the CIP as part of the FY20 budget. The Council will also consider financing options for the total project cost.
<table>
<thead>
<tr>
<th>Council Options:</th>
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<tbody>
<tr>
<td>#1: Approve the project team’s recommendation for the contract manager at risk.</td>
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<td>#2: Direct staff to obtain additional information regarding the process or recommended firm.</td>
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<th>Staff Recommendation:</th>
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<td>#1</td>
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<tr>
<th>Recommended Motion:</th>
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<tr>
<td>I move that the Council approve the selection of [recommended firm] to be the Construction Manager at Risk for the City Hall project and to authorize the City Manager to sign the contract in substantially the form attached and upon review and approval of the City Attorney.</td>
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<tr>
<th>Attachments:</th>
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<tr>
<td>Contract for Construction Manager at Risk</td>
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</table>
CONTRACT

THIS CONTRACT ("Contract") is effective the ___________ day of ___________ 2019, by and between the City of College Park, (hereinafter referred to as the "City") for itself and for the benefit of the University of Maryland, College Park ("UMD") and ______________ (hereinafter referred to as the "Contractor").

WHEREAS, the City wishes to obtain the services of a Construction Manager at Risk for pre-construction and construction of a City Hall and UMD office building (the “Work”); and

WHEREAS, the Contractor is willing to provide said services.

NOW THEREFORE, the parties hereto agree as follows:

I. SCOPE OF WORK

The Work required of the Contractor will be performed in coordination with the City, UMD and the City’s Project Manager, Redgate. The work to be performed by the Contractor is described in the RFP issued by the City, and in particular in Section V “Construction Manager’s Obligation.”

II. CONTRACT TIME

The Work must be commenced within five days from Notice to Proceed from City. The work shall be completed within _______ of commencement and must be completed __________, in conformance with the Schedule of Work approved by the City. Provisions for liquidated damages for failure to comply with the Contract Time are set forth in the General Terms and Conditions. Time is of the essence with respect to this Contract.

III. CONTRACT PRICE

The City agrees to pay to the Contractor the sum of ____________________ for the Work described in the Contract.

IV. CONTRACT DOCUMENTS

This Contract and the following enumerated documents form the entire Contract between the City and Contractor and they are fully a part of the Contract as if attached hereto:

A. Affidavits
B. General Terms and Conditions
C. Insurance Certificates and additional insured endorsements
D. Warranties
E. Request for Proposal CP-19-03, issued on December 18, 2018
F. Contractor Proposal dated ____________ and all attachments thereto
V. CAPACITY TO PERFORM

The Contractor represents to the best of its knowledge, information and belief that all equipment and personnel necessary for providing the described services and items will be available as needed.

VI. STATUS OF CONTRACTOR

The Contractor shall perform the services described herein as an independent contractor and not as an employee of the City.

VII. INSURANCE AND INDEMNIFICATION

Contractor will purchase from insurance companies, government self-insurance pools or government self-retention funds, authorized to do business in Maryland and maintain during the entire term of this Contract, comprehensive general liability insurance, automobile liability insurance, and workers’ compensation insurance with limits of not less than those set forth below. On each policy, Contractor will name the City and UMD as additional insureds, with the exception of the workers compensation insurance, and will provide an additional insured endorsement.

Insurance required to protect the Contractor and the City from liability and all insurance required in accordance with applicable laws and regulations is addressed herein. These provisions apply to all delivery methods (e.g. General Contracting, Construction Management at Risk and Design-Build) except as noted herein.

The amount of insurance coverage specified herein shall be the minimum amount of insurance available to satisfy claims. The Contractor and his subcontractors (as applicable) shall purchase and maintain such insurance with limits of liability as specified herein; or as specified by the City Manager for the project; or as required by law; whichever is greater.

A policy which allows the costs associated with investigating, management or defense of any claim, or any other cost incurred by the insured or the insurance carrier, to be deducted from the policy limits is not acceptable.

Required insurance shall be purchased and maintained with a company or companies lawfully authorized to do business in the State of Maryland. Insurance companies providing coverage herein shall have an AM Best rating of A-VII or better. All policies, except Professional Liability, shall name the Indemnified Parties as “Additional Insureds”.

The Contractor shall be responsible for the maintenance of this insurance, whether the work is performed directly by the Contractor; by any subcontractor; by any person employed by the Contractor or any subcontractor; or by anyone for whose acts the Contractor may be liable.
Required insurance policies shall be endorsed to provide sixty (60) days (ten (10) days if cancelled due to non-payment) prior written notice by certified mail of any material change, cancellation or non-renewal to: City Manager at the City of College Park, 4500 Knox Road, College Park, MD  20740.

Prior to commencement of the work, proof of the required insurance and endorsements shall be provided to the City Manager and Project Manager by submission of certificates of insurance. Updated certificates shall be furnished at least annually and upon renewal of policies. Certificates shall cite the contract number and project title and location. The City may upon written request, demand full certified copies of the insurance policies required under this contract.

The required coverage shall be maintained until final completion of the project as evidenced by final payment to the Contractor, with the exception of Builder’s Risk coverage which shall cease upon the City’s written determination of the date of Substantial Completion.

A. Coverage Required:

1. Insurance coverage shall include:

   a. Commercial General Liability ("CGL"): Coverage for general liability claims arising from operations of the Contractor, subcontractors and suppliers, with terms and conditions of the CGL coverage to be provided through the use of ISO Coverage Form CG-00-01-1001 or its equivalent, and shall include at minimum the following:

      1. $2,000,000 Per Occurrence Limit;
      2. $4,000,000 General Aggregate Limit;
      3. $4,000,000 Products/Completed Operations Limit;
      4. Additional Insureds endorsement ISO CG 20 10 and CG 20 37 or their equivalents. As Additional Insured, and the Indemnified Parties shall have coverage for liability arising out of the Contractors’ ongoing and completed operations performed for the City.
      5. Waiver of Subrogation in favor of the City and UMD.
      6. Policy to be primary and noncontributory as respects the coverage afforded the City and UMD.
      7. No exclusion for X, C and U hazards;
      8. No exclusion for third party action over claims;
      9. No exclusion for punitive damages;
10. Blanket Written Contractual Liability covering all Indemnity;
11. CGL coverage written on an occurrence form;
12. If the project encroaches within 50 feet of the centerline of a railroad, the policy shall include ISO Endorsement CG 24 17 or its equivalent.
13. Explosion, collapse, environmental hazard and underground coverage

b. **Automobile Liability:** Coverage for third party legal liability claims arising from bodily injury and/or damage to the property of others from the ownership, maintenance or use of any motor vehicle, both on-site and off-site. Coverage shall include all owned, hired and non-owned vehicles for claims arising out of their use or operation. The minimum limits of such coverage shall be:

   1. $1,000,000 Combined Single Limit;
   2. Coverage shall provide a Waiver of Subrogation in favor of the City and UMD;
   3. Coverage shall name the Indemnified Parties as Additional Insured;
   4. If the project encroaches with 50-feet of the centerline of a railroad, Coverage shall include endorsement ISO CA 20 70 or its equivalent.

c. **Excess Liability / Umbrella Liability:** Coverage for third party legal liability claims against the Contractor that exceed the per occurrence or general aggregate of these underlying policies: CGL, Employers Liability and Automobile Liability. The minimum limits for such coverage are assigned below, based on the value of the specific agreement under which the Contractor is employed by the City:

<table>
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<tr>
<th>Contract Value</th>
<th>Excess / Umbrella Limit</th>
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<tbody>
<tr>
<td>$10,000,001 to $25,000,000</td>
<td>$10,000,000 per Occurrence</td>
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<tr>
<td>$25,000,001 to $50,000,000</td>
<td>$25,000,000 per Occurrence</td>
</tr>
<tr>
<td>Over $50,000,000</td>
<td>$50,000,000 per Occurrence or as specified by the City Manager.</td>
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</table>

1. The Indemnified Parties shall be named an Additional Insured;
2. Waiver of Subrogation in favor of the City and UMD;
3. Policy to be primary and noncontributory as respects
the coverage afforded the City and UMD.

d. **Workers’ Compensation:** Coverage for claims arising from Workers’ Compensation statutes or other Employers Liability or third party legal liability claims arising from bodily injury, disease, or death of Contractor’s employees. Contractor shall provide Workers’ Compensation coverage for all employees and require their subcontractors to provide Workers’ Compensation in accordance with statutory requirements of the jurisdiction in which the work is being performed. Waiver of Subrogation in favor of the City and UMD is required for Part B: Employers Liability. The minimum limits of such coverage shall be:

- **Part A: Statutory**
- **Part B: Employers Liability**
  - $1,000,000 Each Accident
  - $1,000,000 Disease, Each Employee
  - $1,000,000 Disease, Policy Limit

e. **Construction: Builder’s Risk:** The Contractor shall purchase and maintain property insurance (Builders’ Risk) covering the project, including improvements to real property and goods and materials on the site to be incorporated into the project. Such property insurance shall be for the full insurable value of the property covered and shall be written on an “All Risk” basis covering physical loss and damage including theft, vandalism, and malicious mischief, collapse, water damage, and such other perils as may be applicable to the project. Such insurance shall include the interest of the City, UMD, the Contractor and all subcontractors as their interest may appear.

1. Coverage sub-limits for earthquake, flood and windstorm damage shall not apply;

2. Coverage shall apply to materials in transit and in storage at off-site locations;

3. There shall be no exclusion for damage to existing property;

4. There shall be no exclusion for hot testing of any kind;

5. Terrorism coverage (TRIA) shall be included;
6. The Contractor is solely responsible for any deductibles required by the Builders Risk policy. The deductible shall not be greater than $25,000.

7. The Contractor shall include with the property insurance or otherwise purchase and maintain boiler and machinery insurance, which shall specifically cover such insured objects during installation and until final acceptance by the City and UMD. This insurance shall include the interest of the City, UMD, Contractor and subcontractors (at any tier), all of which shall be named insureds.

8. Partial use or partial occupancy shall not commence until the companies providing property have consented to such partial use or occupancy by endorsement or otherwise. The City and the Contractor shall take reasonable steps to obtain consent of the insurance company or companies and shall, without mutual written consent, take no action with respect to partial occupancy or use that would cause cancellation, lapse or reduction of insurance.

f. **Contractors’ Property:** The Contractor, including its employees or agents, assumes sole responsibility for its own rented, leased or owned equipment and tools, including all property. The City, its employees and agents are not obligated to the loss of such property. A Waiver of Subrogation is required in favor of the City.

Provision of any insurance required herein does not relieve Contractor of any of the responsibilities or obligations assumed by the Contractor in the contract awarded, or for which the Contractor may be liable by law or otherwise. Provision of such insurance is not intended in any way to waive the City’s immunities or any damage limits applicable to municipal government as provided by law.

The Contractor will provide copies of all insurance policies upon request from the City or UMD. The Contractor shall also furnish to the City a Certificate of Insurance and additional insured endorsements in like amounts for any approved sub-contractor prior to commencement of work in the City.

The Contractor shall indemnify and save harmless the City, its officers, agents, servants, and employees, from all suits, actions, and damages or costs of every kind and description arising directly or indirectly out of the performance of the Contract, including attorneys’ fees, whether caused by actions or omissions on the part of the Contractor, its agents, servants and employees, or to other causes.
A Certificate of Insurance for all required coverages shall be provided to the City and UMD by the Contractor within ten (10) days after the full execution and delivery of the Contract and in any event prior to undertaking any work under this Contract. The Certificate shall demonstrate that the Contractor has complied with the requirements of this section and be in a form reasonably acceptable to the City.

VIII. LICENSES, PERMITS, APPLICABLE LAWS

The Contractor will be responsible for obtaining any and all licenses and permits pertaining to the performance of the Work under the Contract, including building, grading, demolition and use and occupancy permits. All services and materials provided by the Contractor shall conform to all applicable laws and regulations.

IX. MATERIALS AND STANDARD OF WORK

All Work performed, and material provided, pursuant to this Contract shall be in conformance with applicable standards adopted by the State of Maryland and Prince George's County and will be appropriate for existing conditions. All work shall be performed in a neat and workmanlike manner by trained and experienced personnel. Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Contractor at Contractor's expense, notwithstanding that such deficiencies have been previously accepted or were due to no fault of the Contractor. The Contractor will guarantee that materials conform to specifications herein, that the materials will be free from defects, and that the materials are fit for the purpose for which they are intended. Further, the Contractor shall, in a manner reasonably acceptable to the City, return to original condition any property disturbed or damaged during the Work.

X. ACCURATE INFORMATION

The Contractor certifies that all information provided in response to the invitation to bid or in response to other requests for information is true and correct. Any false or misleading information is grounds for the City to reject the bid and to terminate this Contract.

XI. PERIODIC AND FINAL INSPECTION

The City will make periodic inspections of the work through the Project Manager or other representatives. A final inspection of the Work shall be made by representatives of the City and the Contractor at the end of the Work and cure period to ensure that all requirements have been met.

XII. PERFORMANCE BOND
Performance and Labor and Material Bonds must be provided by the Contractor within ten (10) days after the date of the award of the Contract. The Performance Bond shall be in the amount
of 100% of the Contract Price and shall name the City as an insured, and shall be in a form and with a surety acceptable to the City. The Labor and Material bond shall be in the amount of 100% of the Contract Price.

XIII. RESTORATION OF PROPERTY

The Contractor, at its own expense, will restore or replace any property displaced or damaged by Contractor as a result of Work performed under this Contract to the condition in which it existed immediately prior to such displacement or damage to the reasonable satisfaction of the City.

XIV. NOTICES

All notices shall be sufficient if delivered in person or sent by certified mail, with proper postage affixed and return receipt requested, by electronic transmission with receipt, by facsimile transmission or by overnight delivery carrier to the parties at the following addresses:

If to City:

Scott Somers
City Manager
City of College Park
4500 Knox Road
College Park, MD 20740

If to Contractor:

XV. ERRORS IN SPECIFICATIONS

The Contractor shall take no advantage of any error or omission in the specifications, and will design and install the roof in conformity with the Contract Documents and specifications provided by the City. In the event that Contractor becomes aware of any error or omission in the specifications or Contract Documents that makes it unable to replace the roof in accordance therewith, it shall promptly notify the City in writing and the parties shall thereafter meet and confer within three (3) Working Days with respect to reaching a mutually agreeable resolution. In the event that the error or omission is due to any act or omission on the part of a party other than Contractor, and Contractor is unable as a result thereof to complete the Work as required under the Contract Documents in a manner that does not increase the Contract Price or change the critical path of the Project schedule, then the resolution of the error or omission shall be considered as a Change Order for Extra Work based on rates agreed by the parties.
XVI. GOVERNING LAW

This Contract is executed in the State of Maryland and shall be governed by Maryland law without regard to its conflict of laws’ provisions. The Contractor, by executing this contract, consents to the jurisdiction of the Maryland state courts with respect to any dispute arising out of this Contract.

XVII. INTERPRETATION

Any questions concerning conditions and specifications shall be directed in writing to the Project Manager. No interpretation shall be considered binding unless provided in writing to Contractor by the Project Manager. By execution of this Contract, the Contractor certifies that it understands the terms and specifications as set forth in the Contract Documents.

XVIII. ATTORNEYS’ FEES AND COSTS

The prevailing party as determined by a court of competent jurisdiction shall be entitled to attorney’s fees and costs incurred in any actions or claims brought to enforce this Contract, or for damages hereunder.

XIX. SUCCESSORS AND ASSIGNS

This Contract shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto. In any event, the Contractor shall not assign any right or obligation under this Contract without the City’s express written consent, which may be withheld in the City’s sole discretion.

XX. ENTIRE AGREEMENT

This Contract, including exhibits attached hereto and the Contract Documents, constitutes the entire agreement between the City and the Contractor with respect to the subject matter hereof and may only be amended in a writing executed by both parties.

XXI. NON-DISCRIMINATION.

A. The City of College Park is an Equal Opportunity Employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work is expressly prohibited.

B. The Contractor certifies that it does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors
not related to the ability to perform the work. Contractor shall post its non-discrimination policy in conspicuous places.

C. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors shall constitute a material breach of this Contract.

XXII. EQUAL BENEFITS.

A. Contractor must comply with the applicable provisions of § 69-6 of the City Code. The Contractor shall provide the City Manager, or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with these provisions.

B. Upon request, the Contractor shall provide evidence of compliance with the provisions of § 69-6 of the City Code upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the Contractor may not be in compliance with the provisions of this section.

C. The failure of the Contractor to comply with § 69-6 of the City Code will be deemed to be a material breach of the covered contract.

XXIII. SEVERABILITY.

If and for so long as any provision of this Contract shall be deemed to be judged invalid for any reason whatsoever, such invalidity shall not affect the validity or operation of any other provision of this Contract, except only so far as shall be necessary to give effect to the interpretation of such invalidity, and any such invalid provision shall be deemed severed from this Contract without affecting the validity of the balance hereof.

XXIV. COUNTERPARTS.

The parties may execute this Contract in counterparts, which each such document shall, in the aggregate and when signed by both parties, constitute one and the same instrument; and, thereafter, each counterpart shall be deemed an original instrument as against any party who has signed it. This Contract shall not be valid or enforceable unless and until duly executed by a duly authorized officer of each party.

XXV. OTHER PAYMENTS; EXPENSES; TAXES.

The City will not be responsible for any cost or expenses of operation of any kind associated with Contractor’s provision of services pursuant to this Agreement, except as set out herein. Contractor shall be entitled to no fees, bonuses, contingent payments, or any other amount in connection with the services to be rendered hereunder except as set out herein. The parties hereto further agree that the
City shall have no obligation to reimburse, pay directly or otherwise satisfy any expenses of the Contractor in connection with the performance of his obligations under this Agreement.

It is expressly understood and acknowledged by the parties hereto that the fees payable hereunder shall be paid in the gross amount, without reduction for any Federal or State withholding or other payroll taxes, or any other governmental taxes or charges. The parties hereto further recognize that Contractor, as an independent Contractor of the City, is responsible for directly assuming and remitting any applicable Federal or State withholding taxes, estimated tax payments, Social Security payments, unemployment compensation payments, and any other fees, taxes, and expenses whatsoever. In the event that Contractor is deemed not to be an independent Contractor by any local, state or federal governmental agency, Contractor agrees to indemnify and hold harmless the City for any and all fees, costs and expenses, including, but not limited to, attorneys’ fees incurred thereby.

XXVI. SUBCONTRACTING

The Contractor may not subcontract any other work required under this Agreement without the consent of the City. If the Contractor wishes to subcontract any of the said work, it must provide subcontractor names, addresses, and telephone numbers and a description of the work to be done. The Contractor is not relieved of primary responsibility for full and complete performance of any work identified to the subcontractor. There shall be no contractual relationship between the City and the subcontractor.

XXVII. NO ASSIGNMENT

This Agreement shall not be assigned or transferred by Contractor, whether by operation of law or in any other manner, without prior consent in writing from the City. In the event of insolvency of either party, this Agreement shall terminate immediately at the election of the other party.

XXVIII. RELIEF

The Contractor recognizes the substantial and immediate harm that a breach or threatened breach of this Agreement will impose upon the City, and further recognizes that in such event monetary damages may be available to the City. Accordingly, in the event of a breach or threatened breach of this Agreement, Contractor consents to the City’s entitlement to seek preliminary, interlocutory, temporary or permanent injunctive, or any other equitable relief, protecting and fully enforcing the City’s rights hereunder and preventing the Contractor from further breaching any of its obligations set forth herein. Nothing herein shall be construed as prohibiting the City from pursuing any other remedies available to the City at law or in equity for such breach or threatened breach, including the recovery of damages from Contractor.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this ___________ day of _________________, 2019.
WITNESS:  
_________________________________
Janeen S. Miller, CMC, City Clerk

CITY OF COLLEGE PARK

By: ____________________________
Scott Somers, City Manager

WITNESS:

____________________________

By: ________________________________

Name: ______________________________
Title: ______________________________

Approved as to form and legal sufficiency

________________________________
Suellen M. Ferguson, 
Attorney for the City of College Park
19-CR-01
Adoption of Charter Resolution
19-CR-01
<table>
<thead>
<tr>
<th><strong>Originating Department:</strong></th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action Requested:</strong></td>
<td>Adoption of Charter Resolution 19-CR-01, amending Article VI, “Meetings”, § C6-3, “Closed Sessions”, to authorize the Mayor and Council to meet in Closed Session to discuss cybersecurity under certain circumstances.</td>
</tr>
<tr>
<td><strong>Strategic Plan Goal:</strong></td>
<td>Goal 4: Quality Infrastructure</td>
</tr>
<tr>
<td><strong>Background/Justification:</strong></td>
<td>In 2018, the General Assembly adopted HB 695, which authorizes public bodies to meet in closed session to discuss cybersecurity under certain circumstances. This bill recognizes the security issues raised by the vulnerability of networks to cyber-attack that will allow unauthorized access to personal and security information and allows certain matters to be discussed in closed session. The Charter Amendment attached will update the City Charter to reflect current state law. The Charter Amendment was introduced on January 15, 2019 and the Public Hearing is scheduled for February 12, 2019.</td>
</tr>
<tr>
<td><strong>Fiscal Impact:</strong></td>
<td>None.</td>
</tr>
</tbody>
</table>
| **Council Options:**       | 1. Adopt Charter Amendment 19-CR-01 as presented.  
2. Amend and then adopt Charter Amendment 19-CR-01  
3. Defer action |
| **Staff Recommendation:**  | #1 |
| **Recommended Motion:**    | I move to adopt Charter Resolution 19-CR-01, amending City Charter Article VI, “Meetings”, § C6-3, “Closed Sessions”, to authorize the Mayor and Council to meet in Closed Session to discuss cybersecurity under certain circumstances. |
| **Attachments:**           | 1. 19-CR-01 |
CHARTER RESOLUTION
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK,
AMENDING ARTICLE VI, “MEETINGS”, § C6-3, “CLOSED SESSIONS”, TO
AUTHORIZE THE MAYOR AND COUNCIL TO MEET IN CLOSED SESSION
TO DISCUSS CYBERSECURITY UNDER CERTAIN CIRCUMSTANCES

A Charter Resolution of the Mayor and Council of the City of College Park, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and §4-301 et seq., Local Government Article, Annotated Code of Maryland, as amended.

WHEREAS, the General Assembly adopted HB 695, which authorizes the City to meet in closed session to discuss cybersecurity under certain circumstances; and

WHEREAS, the Mayor and Council have determined that it is in the public interest to amend Article VI, “Meetings”, §C6-3, “Closed sessions”, to include cybersecurity as a basis for closing a meeting.

Section 1. NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of College Park that Article VI, “Meetings”, §C6-3, “Closed sessions” be repealed, re-enacted and amended to read as follows:

§ C6-3 Closed sessions.
Nothing in this article shall prevent the Mayor and Council from holding a closed session when one or more of the following criteria are met, but no ordinance, resolution, rule or regulation shall be finally adopted at such a closed session. To be held, a closed session shall require a supermajority vote of all Councilpersons present, defined as one more than a simple majority of Councilpersons present. The Council may meet in closed session, or adjourn in open session to a closed session, only to:
A. Discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees,
or officials over whom it has jurisdiction; or to consider any other personnel matter that affects one or more specific individuals;
B. Protect the privacy or reputation of individuals with respect to a matter that is not related to public business;
C. Consider the acquisition of real property for a public purpose and matters directly related to such acquisition;
D. Consider a matter that concerns the proposal for a business or industrial organization to locate in Prince George's County;
E. Consider the investment of public funds;
F. Consider the marketing of public securities;
G. Consult with counsel to obtain legal advice;
H. Consult with staff, consultants, or other individuals about pending or potential litigation;
I. Conduct collective bargaining negotiations or consider matters that relate to the negotiations;
J. Discuss public security if the Council determines that public discussion would constitute a risk to the public or to public security, including:
   (1) The deployment of fire and police services and staff; and
   (2) The development and implementation of emergency plans;
K. Prepare, administer, or grade a scholastic, licensing, or qualifying examination;
L. Conduct or discuss an investigative proceeding on actual or possible criminal conduct;
M. Comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter; or
N. Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the Council to participate in the competitive bidding or proposal process.

O. DISCUSS CYBERSECURITY, IF IT IS DETERMINED THAT PUBLIC DISCUSSION WOULD CONSTITUTE A RISK TO:

   (1) SECURITY ASSESSMENTS OR DEPLOYMENTS RELATING TO INFORMATION RESOURCES TECHNOLOGY;

   (2) NETWORK SECURITY INFORMATION, INCLUDING INFORMATION THAT IS:

      A. RELATED TO PASSWORDS, PERSONAL IDENTIFICATION NUMBERS, ACCESS CODES, ENCRYPTION, OR OTHER COMPONENTS OF THE SECURITY SYSTEM OF A GOVERNMENTAL ENTITY;

      B. COLLECTED, ASSEMBLED, OR MAINTAINED BY OR FOR
A GOVERNMENTAL ENTITY TO PREVENT, DETECT, OR INVESTIGATE CRIMINAL ACTIVITY; OR

C. RELATED TO AN ASSESSMENT, MADE BY OR FOR A GOVERNMENTAL ENTITY OR MAINTAINED BY A GOVERNMENTAL ENTITY, OF THE VULNERABILITY OF A NETWORK TO CRIMINAL ACTIVITY; OR

(3) DEPLOYMENTS OR IMPLEMENTATION OF SECURITY PERSONNEL, CRITICAL INFRASTRUCTURE, OR SECURITY DEVICES.

Section 2. BE IT FURTHER RESOLVED by the Mayor and Council of the City of College Park that this Charter Resolution was introduced on the 15th day of January, 2019. It is adopted this _____ day of ________________, 2019, and that the amendment to the Charter of the City of College Park, hereby proposed by this enactment, shall be and become effective upon the fiftieth (50th) day after its passage by the City unless petitioned to referendum in accordance with §4-304 of the Local Government Article, Annotated Code of Maryland within forty (40) days following its passage. A complete and exact copy of this Charter Resolution shall be posted in the City offices located at 4500 Knox Road, College Park, Maryland for forty (40) days following its passage by the Mayor and Council and a fair summary of the Charter Resolution shall be published in a newspaper having general circulation in the City not less than four (4) times, at weekly intervals, also within the forty (40) day period following its adoption by the City.

Section 3. BE IT FURTHER RESOLVED that, within ten (10) days after the Charter Resolution hereby enacted becomes effective, either as herein provided or following referendum, the City Manager for the City of College Park shall send separately, by mail, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, one copy of the following information concerning the Charter Resolution: (i) the complete text of this Resolution; (ii) the date of referendum election, if
any, held with respect thereto; (iii) the number of votes cast for and against this Resolution by the Council of the City of College Park or in the referendum; and (iv) the effective date of the Charter Resolution.

Section 4. BE IT FURTHER RESOLVED that the City Manager of the City of College Park be, and hereby is, specifically enjoined and instructed to carry out the provisions of Sections 2 and 3 as evidence of compliance herewith; and said City Manager shall cause to be affixed to the minutes of this meeting (i) an appropriate Certificate of Publication of the newspaper in which the fair summary of the Charter Resolution shall have been published; and (ii) shall further cause to be completed and executed the Municipal Charter or Annexation Resolution Registration Form.

Section 5: BE IT FURTHER RESOLVED that if any provision of this Resolution or the Charter adopted by this Resolution, or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other application of this Resolution or of the Charter which can be given effect without the invalid provisions or application, and to this end, all the provisions of this Resolution and of the Charter are hereby declared to be severable.

INTRODUCED by the Mayor and Council of the City of College Park at a regular meeting on the 15th day of January, 2019.

ADOPTED by the Mayor and Council of the City of College Park at a regular meeting on the _______ day of ______________________ 2019.

EFFECTIVE the _______ day of ______________________, 2019.
ATTEST:

Janeen S. Miller, CMC, City Clerk

CITY OF COLLEGE PARK,

By _________________________________

Patrick L. Wojahn, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

Suellen M. Ferguson, City Attorney
19-G-29
Supervisors of Elections recommendations for early voting and the addition of a third poll at Stamp Student Union
CITY OF COLLEGE PARK, MARYLAND
REGULAR COUNCIL MEETING AGENDA ITEM

Agenda Item 19-G-29

Prepared By: Janeen S. Miller, City Clerk
Presented By: Janeen S. Miller, City Clerk and Suellen M. Ferguson, City Attorney
Meeting Date: 02/12/2019
Proposed Consent: No

Originating Department: City Clerk for Board of Election Supervisors

Action Requested: Approval of Early Voting and Polling Locations for the November 5, 2019 City election

Strategic Plan Goal: Goal 5 – Effective Leadership

Background/Justification:
The Board of Election Supervisors attended the February 5 Worksession and discussed several election related matters with the Council, including Early Voting, adding a poll at Stamp Student Union, and adding a sixth Election Supervisor. (The February 5 staff report is attached for reference.) At the Worksession, the Mayor and Council entered into a Special Session and introduced a Charter Amendment to add a sixth election supervisor to the Board.

City Code Chapter 34-5 provides that, “Polling places shall be designated by the Supervisors of Elections with the approval of Mayor and Council and shall remain open from 7:00 a.m. to 8:00 p.m.”

The Mayor and Council discussed the possibility of using Stamp Student Union as a third polling place on Election Day at an estimated cost of $10,000. The BOES stated that the plan for Election Day is to allow any qualified voter to vote at any City polling location. Council expressed interest in moving forward with this option. Council also expressed interest in moving forward with Early Voting at the College Park Community Center on Sunday, October 27 from 10:00 a.m. – 6:00 p.m.

Based on this direction, the Mayor and Council are asked to approve the College Park Community Center as a polling location for Early Voting and to authorize that the early voting hours shall be from 10 a.m. until 6 p.m.; and to approve the use of Davis Hall, City Hall, and Stamp Student Union as polling locations for Election Day. If City Hall is not available as a polling location on Election Day, an alternative location will be designated.

Fiscal Impact:
$10,000 for using Stamp Student Union as a third polling location on Election Day and $2,500 for Early Voting at the College Park Community Center.

Council Options:
#1 Approve Stamp Student Union, Davis Hall and City Hall as polling locations on Election Day, and approve Early Voting at the College Park Community Center on Sunday, October 27 from 10:00 a.m. – 6:00 p.m. If City Hall is not available as a polling location on Election Day, an alternative location will be designated.

#2 Continue to discuss these matters before making any decisions

Staff Recommendation:
#1

Recommended Motion:
I move to approve Stamp Student Union, Davis Hall and City Hall as polling locations on Election Day, and to approve Early Voting at the College Park Community Center on Sunday, October 27 from 10:00 a.m. –
6:00 p.m. If City Hall is not available as a polling location on Election Day, an alternative location will be designated.

Attachments:
1 – February 5 Works session staff report
**Issue Before Council:** Discussion of matters pertaining to the November 5, 2019 City election

**Strategic Plan Goal:** Goal 5 – Effective Leadership

**Background/Justification:**
The Board of Election Supervisors is scheduled to attend the February 5 Worksession to discuss several election related matters with the Council, including Early Voting, adding a poll at Stamp Student Union, and adding a sixth Election Supervisor. Related memos from the BOES are attached.

The preliminary election budget is also attached. Voting equipment costs are estimates based on 2017 pricing; updated numbers are expected in time for Tuesday’s meeting.

- **Early Voting:** Early Voting is planned for the College Park Community Center on Sunday, October 27 from 10:00 a.m. – 6:00 p.m. There is no fee for use of the Community Center, and we will already have the necessary equipment for Election Day, so the cost for Early Voting is primarily for staffing the poll. The estimated cost is $2,500.

- **Stamp Union Poll:** Adding a poll at Stamp Union will necessitate extra equipment and extra pollworkers. There is no fee for use of the space, but the City will pay for parking spaces for the pollworkers and 4 additional spaces for voters. The estimated cost of adding a poll at Stamp Union is $10,600.

- **The BOES has asked Council to consider adding an Election Supervisor when the new appointments are made in March.** The need for the additional Supervisor will be discussed further at the Worksession. In anticipation of this item moving forward and in the interest of time, the City Council directed the City Attorney last week to prepare a Charter Amendment to effect this change. The draft Charter Amendment is attached, and if the Council agrees, could be introduced in Special Session tonight. Election Supervisors are compensated. During their 2017-2019 term, the Chief was paid $480 per year, and the Supervisors were paid $360 in an election year, so adding a Supervisor is estimated to cost $360.

**Fiscal Impact:**
See above.

**Council Options:**
1) Discuss election related matters with the Board of Election Supervisors and approve/disapprove –
   a. Early Voting date, hours and location
   b. Adding Stamp Union as a poll
   c. Adding an Election Supervisor

**Staff Recommendation:**
Staff will take direction from Council
| Attachments:                                                                 |
|-----------------------------|--------------------------------------------------------------------------|
| 1 – Memo from BOES re Early Voting                                      |
| 2 – Memo from BOES re poll at Stamp Student Union                        |
| 3 – Memo from BOES re increase in number of Election Supervisors         |
| 4 – Draft election budget                                                |
| 5 – Draft Charter Amendment increasing the number of Election Supervisors |
| from 5 to 6                                                              |
19-O-03
Discussion, and possible introduction, of an Ordinance to amend City Code Chapter 34, Elections, to allow for early voting in the November 2019 election
## CITY OF COLLEGE PARK, MARYLAND
### REGULAR COUNCIL MEETING AGENDA ITEM

**Agenda Item 19-O-03**

**Prepared By:** Janeen S. Miller, City Clerk

**Meeting Date:** 02/12/2019

**Presented By:** Janeen S. Miller, City Clerk and Suellen M. Ferguson, City Attorney

**Proposed Consent:** No

### Originating Department:
City Clerk for Board of Election Supervisors

### Action Requested:
Discussion and possible introduction of an Ordinance to amend City Code Chapter 34, Elections, §34-5, “Polling Places; Hours Of Voting” to make provision for early voting and to change the manner in which poll hours and poll locations are set.

### Strategic Plan Goal:
Goal 5 – Effective Leadership

### Background/Justification:
Certain anticipated changes to the City’s election this year require aspects of City Code Chapter 34, Elections, to be updated:

- Section 34-5 of the City Code currently provides that polling places shall remain open from 7:00 a.m. to 8:00 p.m. While this remains true for Election Day, Early Voting hours are planned for 10:00 a.m. to 6:00 p.m. The proposed amendment would remove references to the polling hours from the City Code and instead provide that the polling places and poll hours shall be approved by the Mayor and Council through a regular motion, rather than by Ordinance.

- An additional amendment will provide reference to Early Voting and indicate that a voter may vote at the designated polling place on Election Day or at Early Voting.

### Fiscal Impact:
None.

### Council Options:

1. Introduce Ordinance 19-O-03 and set the Public Hearing for February 26 at 7:30 p.m. in the Council Chambers

2. Delay introduction of this ordinance and continue to discuss the matter.

### Staff Recommendation:

1

### Recommended Motion:

I move to Introduce Ordinance 19-O-03, amending Chapter 34, Elections, §34-5, “Polling Places; Hours Of Voting” to make provision for early voting and to change the manner in which poll hours and locations are set. The Public Hearing is scheduled for February 26 at 7:30 p.m. in the Council Chambers.

### Attachments:
1 – Draft Ordinance 19-O-03
WHEREAS, pursuant to the Local Government Article, Annotated Code of Maryland, the City of College Park (hereinafter, the “City”) has the power to provide for elections for municipal purposes; and

WHEREAS, the City has adopted Chapter 34, “Elections”, to regulate municipal elections; and

WHEREAS, the City’s Supervisors of Elections have recommended certain changes to the Election code with respect to early voting, polling places and poll hours; and

WHEREAS, the Mayor and Council have determined that it is appropriate to set the polling places and hours for election day by vote of the Mayor and Council upon recommendation of the Supervisors of Elections.

WHEREAS, the Mayor and Council have determined that it is in the public interest to adopt the foregoing recommended amendments to the City’s Election law.

Section 1. NOW THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland that Chapter 34, “Elections”, Article II, “Conduct of Elections”, §34-5, “Polling places; hours of voting”, be and is hereby repealed, reenacted and amended to read as follows:

§ 34-5 Polling places; hours of voting, EARLY VOTING.
Polling places AND HOURS for election day shall be designated by the Supervisors of Elections with the approval of Mayor and Council [and shall remain open from 7:00 a.m. to 8:00 p.m]. The polling places and hours for one or more early voting days shall be designated by the Supervisors of Elections with the approval of Mayor and Council. A VOTER MAY VOTE AT THE DESIGNATED POLLING PLACE ON THE DAY OF THE ELECTION OR AT THE DESIGNATED CITY EARLY VOTING POLLING PLACE. All qualified voters who are waiting in line to vote at the time of the official closing of the polls shall be permitted to vote.

Section 2. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park that, upon formal introduction of this proposed Ordinance, which shall be by way of a motion duly seconded and without any further vote, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall post at City Hall, to the official City website, to the City-maintained e-mail LISTSERV, and on the City cable channel, and if time permits, in any City newsletter, the proposed ordinance or a fair summary thereof together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council.

The public hearing, hereby set for _____ P.M. on the _______ day of ________________, 2019, shall follow the publication by at least seven (7) days, may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time. All persons interested shall have an opportunity to be heard.

After the hearing, the Council may adopt the proposed ordinance with or without amendments or reject it. This Ordinance shall become effective on ________________, 2019 provided that, as soon as practicable after adoption, the City Clerk shall post a fair summary of the Ordinance and notice of its adoption at City Hall, to the official City website, to the City-maintained e-mail LISTSERV, on the City cable channel, and in any City newsletter.
INTRODUCED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the _____ day of __________ 2019.

ADOPTED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the _____ day of ___________________ 2019.

EFFECTIVE the ____ day of ________________________, 2019.

ATTEST: CITY OF COLLEGE PARK

By: _____________________________ By: __________________________________
    Janeen S. Miller, CMC, City Clerk    Patrick L. Wojahn, Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

________________________________
Suellen M. Ferguson, City Attorney
19-G-27
Appointments to Boards and Committees
Mayor Wojahn:

- Reappoint Larry Bleau and Stephanie Stullich to the Advisory Planning Commission

Councilmember Rigg:

- Reappoint James Garvin to the Airport Authority
- Appoint Alexa Bely to the Committee for a Better Environment
- Appoint Andy Miller to the Complete Count Committee, pending receipt of his application
- Appoint Rose Greene Colby to the Education Advisory Committee

Councilmember Mitchell:

- Appoint Mary Cook to the Veterans Memorial Committee
INFORMATION
REPORT

Weekly Legislative Report
Memorandum

TO: Bill Gardiner, Assistant City Manager
City of College Park

FROM: Leonard L. Lucchi, Esquire
Eddie L. Pounds, Esquire
City Lobbyists

DATE: February 8, 2019

RE: Weekly Report

Here is a list of pertinent issues:

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Description of Bill</th>
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<tr>
<td>HB 10</td>
<td>State Highway Administration – Sidewalks Within Priority Funding Areas – Repair and Maintenance – Bill requires the SHA to repair and maintain sidewalks that are located within areas that are designated as priority funding areas. Local expenditures to maintain and repair sidewalks decrease, potentially significantly, beginning in FY 2020. Revenues are not affected. <strong>Bill was heard by the House Committee on Environment and Transportation on January 30th. Bill is supported by the Maryland Municipal League.</strong></td>
</tr>
<tr>
<td>HB 34 (SB 331)</td>
<td>Business Regulation – Trader’s Licenses – License Fees - This bill authorizes the governing body of a county or municipality to select a uniform trader’s license fee instead of using the existing tiered license fee. Selecting the uniform trader’s license fee is a one-time, irrevocable decision. As opposed to tiered licensing, in which most licensing revenue is retained by local governments, all revenue from uniform traders’ fees accrues to the State general fund. By December 31, 2019, the State Department of Assessments and Taxation (SDAT) must adopt regulations on the granting of exemptions from the reporting requirements (and associated filing fees) under § 11-101 of the Tax-Property Article. <strong>The House bill was heard on January 22nd in the House Economic Matters Committee.</strong></td>
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<td><strong>HB 82 (SB 116)</strong>&lt;br&gt;Del. Charkoudian (D20)</td>
<td>Transportation – Complete Streets – Access to Healthy Food – Bill requires a complete streets policy to create access to healthy food for persons living in food deserts. <strong>The House bill was heard by the House Environment and Transportation Committee on February 7th. The Senate bill will be heard on February 13th in the Senate Finance Committee.</strong></td>
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<td><strong>HB 102 (SB 442)</strong>&lt;br&gt;Del. Lierman (D46)&lt;br&gt;Sen. Smith (D20)</td>
<td>Toll Roads, Highways, and Bridges – County Government Consent Requirement – Expansion – Bill prohibits a state agency from constructing any toll roads, highways, or bridges without the express consent of a majority of the affected counties. Bill is supported with an amendment by the Maryland Municipal League. <strong>The House bill was heard on February 7th in the House Environment and Transportation Committee. The Senate bill will be heard on Feb. 27th by the Senate Finance Committee.</strong></td>
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<td><strong>HB 108 (SB 291)</strong>&lt;br&gt;Del. Carr (D18)&lt;br&gt;Del. Korman (D16)&lt;br&gt;Sen. Smith (D20)</td>
<td>Vehicle Laws – Intersections – Prohibited Acts – This bill, known as the Don’t Block the Box” bill, generally prohibits a vehicle facing a circular green signal, a green arrow signal, or a steady yellow signal from entering an intersection if the vehicle is unable to safely and completely proceed through the intersection <strong>The House bill was heard on February 7th in the House Environment and Transportation Committee. The Senate bill will be heard on February 13th by the Senate Judicial Proceedings Committee.</strong></td>
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<td><strong>HB 109 (SB 285)</strong>&lt;br&gt;Del. Lierman (D46)&lt;br&gt;Sen. Kagan (D17)</td>
<td>Environment - Expanded Polystyrene Food Service Products – Prohibition – This bill prohibits, beginning January 1, 2020, (1) a person from selling or offering for sale in the State an “expanded polystyrene food service product” and (2) a “food service business” or school from selling or providing food in an expanded polystyrene food service product. A county, municipality, or other local government may enact standards that are at least as stringent as the bill’s provisions. <strong>House bill was heard on Feb. 6th by the House Environment and Transportation Committee. The Senate bill will be heard on Feb. 12th by the Senate Education, Health and Environmental Affairs Committee.</strong></td>
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<td><strong>HB 155 (SB 164)</strong>&lt;br&gt;Administration</td>
<td>Maryland Department of Health – Capital and Grant Programs – State Grants – This Departmental bill increases the caps on the percentages of certain costs for the 4 construction, acquisition, renovation, and equipping of community mental health facilities, addiction facilities, and developmental disabilities facilities for which State 6 grants can be provided under the Community Mental Health, Addiction, and Developmental Disabilities Capital Program. <strong>The House bill will be heard on February 28th by the House Appropriations Committee. The Senate bill will be heard on February 27th in the Senate Budget and</strong></td>
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<td><strong>HB 183</strong></td>
<td>Taxation Committee. Bill is supported by the Maryland Municipal League.</td>
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<td>County Delegation</td>
<td>Prince George’s County – Property Tax Credits for Security Camera Systems – (PG 413-19) This bill authorizes Prince George’s County to grant, by law, a property tax credit for residential or commercial property equipped with an exterior security camera system for the purpose of crime prevention. <strong>Bill was heard by the House Ways and Means Committee on February 5th.</strong></td>
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<td><strong>HB 185 (SB 352)</strong></td>
<td>Prince George’s County – Movie Theater Licenses – Class BLX – (PG 302-19) This bill authorizes the issuance of a Class BLX license to a movie theater under certain circumstances, including renovations or remodeling exceeding $2,000,000. The license holder would be allowed to sell beer, wine, and liquor for on-premises consumption from 12 Noon to 12:30 a.m., the following day. <strong>House bill will be heard February 18th in House Economic Matters Committee. Senate bill will be heard February 22nd in Senate Education, Health and Environmental Affairs Committee.</strong></td>
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<td>County Delegation/ Sen. Rosapepe (D21)</td>
<td>Prince George’s County – Alcoholic Beverages – Family Entertainment Permit – (PG 301-19) This bill establishes a family entertainment permit in the county for holders of Class B (on-sale) licenses should the Liquor Board determine that certain criteria be met, i.e. 1) the license holder’s business provides family entertainment; 2) the room where entertainment will be held seats no more than 110 people; 3) the establishment will not offer entertainment for adults only; 4) the average daily receipts from food sales is at least 60% of the total daily receipts from the sale of food and drinks; 5) the establishment offers the same menu throughout the day, including when entertainment is provided; and 6) pricing for food and drink where the entertainment will be provided is comparatively priced as food and drink offered elsewhere in the establishment. The annual fee for the permit is $250. <strong>Bill will be heard February 18th in the House Economic Matters Committee.</strong></td>
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<td><strong>HB 186</strong></td>
<td>Prince George’s County – Alcoholic Beverages – Class BLX Licenses – (PG 304-19) This bill would increase the number of Class BLX licenses a person may hold from 10 to 15. <strong>Bill will be heard on February 18th by the House Economic Matters Committee.</strong></td>
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<td>County Delegation</td>
<td>Prince George’s County – Property Tax Credits – Grocery Stores – (PG 409-19) This bill authorizes a property tax credit to be granted against the property tax imposed on personal property that is owned by a grocery store that (1) completes eligible construction; and (2) is located in a healthy food priority area. <strong>Bill was heard by the House Ways and Means Committee on February 5th.</strong></td>
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<td><strong>HB 227</strong></td>
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<td><strong>HB 272 (SB 234)</strong></td>
<td>Natural Resources – State and Local Forest Conservation Funds – Bill requires a person that is subject to the Forest Conservation Act to demonstrate that appropriate credits generated by a forest mitigation bank are not available before the person may pay money to a State or local forest conservation fund to meet certain requirements; prohibiting a local authority from collecting money for deposit into its forest conservation fund unless it has identified afforestation, reforestation, or conservation projects sufficient to provide full mitigation. <strong>House bill will be heard on February 13th in the House Environment and Transportation Committee. The Senate bill will be heard on February 12th in the Senate Education, Health and Environmental Affairs Committee. Supported with amendment by the Maryland Municipal League.</strong></td>
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<td><strong>HB 286</strong></td>
<td>Del. Reznik (D39)</td>
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<td><strong>HB 332 (SB 158)</strong></td>
<td>Del. McKay (D1C) Sen. Guzzone (D13) Maryland Department of Health – Community Dental Clinics Grant Program – Bill establishes the Community Dental Clinics Grant Program, which authorizes the Board of Public Works, on the recommendation of the Secretary of Health, to make grants under the Program to counties, municipal corporations, and nonprofit organizations for the purpose of supporting the provision of dental services by community dental clinics. <strong>House bill will be heard on February 13th by the House Health and</strong></td>
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<td><strong>Government Operations Committee.</strong> The Senate bill will be heard on February 6th by the Senate Finance Committee. Bill is supported by the Maryland Municipal League.</td>
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<td><strong>HB 410 (SB 267)</strong>&lt;br&gt;&lt;em&gt;Del. Impallaria (D7)&lt;/em&gt;&lt;br&gt;&lt;em&gt;Sen. Klausmeier (D8)&lt;/em&gt;</td>
<td>Task Force on Prohibiting Debris From Entering Storm Drains or Stormwater Inlets – Bill establishes the Task Force on Prohibiting Debris From Entering Storm Drains or Stormwater Inlets; provides for the composition, chair, and staffing of the Task Force; prohibits a member of the Task Force from receiving certain compensation; requires the Task Force, by November 1, 2019, to report its findings and to make recommendations to the General Assembly regarding the preventing plastic bottles and other debris from entering storm drains and stormwater inlets. <strong>The House bill will be heard on February 20th by the House Environment and Transportation Committee. The Senate bill will be heard on March 5th by the Senate Education, Health and Environmental Affairs Committee.</strong> Bill is supported with amendment by the Maryland Municipal League.</td>
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<td><strong>SB 3 (HB 117)</strong>&lt;br&gt;&lt;em&gt;Sen. Rosapepe (D21)&lt;/em&gt;&lt;br&gt;&lt;em&gt;Del. Lafferty (D42A)&lt;/em&gt;</td>
<td>Maryland Smart Growth Investment Fund – This bill authorizes the Department of Commerce to seek proposals to select a management entity to establish an investment fund that is: 1) based on the recommendations in the December 2013 report of the Maryland Smart Growth Investment Fund Workgroup; and 2) designed to meet the requirements for a Qualified Opportunity Fund. This bill has a high likelihood of passage and is supported by the Maryland Municipal League. <strong>The Senate bill was heard on February 5th in the Senate Finance Committee. The House bill will be heard on February 12th in the House Environment and Transportation Committee.</strong></td>
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<td><strong>SB 32</strong>&lt;br&gt;&lt;em&gt;Sen. Benson (D24)&lt;/em&gt;</td>
<td>Election Law – Early Voting Centers – Reduced Days of Operation – This bill would alter operating days for early voting centers as follows: a) the second Thursday and Second Friday before a primary or general election; 2) the second Monday through the Thursday before a primary or general election. <strong>Hearing cancelled.</strong></td>
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<td><strong>SB 34</strong>&lt;br&gt;&lt;em&gt;Sen. Young (D3)&lt;/em&gt;</td>
<td>Tourist Area and Corridor Program and Task Force on Attraction Signs – This bill creates a program responsible for developing a system of supplemental guide signs that direct motorists to eligible individual attractions within a geographical area. Individual attractions that will be eligible for a sign include: 1) an artist’s or artisan’s studio; 2) a brewery, cidery, distillery, or meadery; 3) a facility used for agritourism; and 4) a performing arts center. <strong>Bill will be heard on February 13th in the Senate Finance Committee.</strong></td>
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<td><strong>SB 55</strong>&lt;br&gt;&lt;em&gt;Departmental Bill-Planning&lt;/em&gt;</td>
<td>Department of Planning – Central Depository – This departmental bill clarifies that the Maryland Department of Planning is the central depository for all land use plans, and amendments and revisions to the plans adopted</td>
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<td>by a unit of the State government, or of a regional government, or by a local government, or by an interstate agency. Bill passed Third Reader (46-0) by the Senate Education, Health and Environmental Affairs Committee.</td>
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<td>SB 122 (HB 160)</td>
<td>Property Tax Credits – Real Property Used for Robotics – Bill authorizes a property tax credit against the real property that is used for a public-school robotics program or nonprofit robotics program. The Senate bill was heard on January 30th by the Senate Committee on Budget and Taxation. The House bill was heard on February 5th by the Committee on Ways and Means.</td>
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<td>Sen. Guzzone (D13) Del. Ebersole (D12)</td>
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<td>SB 781 (HB 663)</td>
<td>Public-Private Partnership Projects - Real Property Acquisition – Prohibition – This bill prohibits a State agency or its designee from acquiring residential real property for a public-private partnership project that includes the addition of toll lanes to I-495 or I-270. Senate bill will be heard on March 6th by the Senate Budget and Taxation Committee. The House bill will be heard by the House Environment and Transportation Committee on February 6th. The hearing scheduled for the House Appropriations Committee was cancelled.</td>
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<td>Sen. Waldstreicher (D18) Del. Love (D16)</td>
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