



TUESDAY, OCTOBER 27, 2015
CITY OF COLLEGE PARK
COUNCIL CHAMBERS

7:00 P.M.
PUBLIC HEARING
Proposal to Implement Residential Permit Restricted Parking
in the 5200 block of Mineola Road

7:30 P.M.
MAYOR AND COUNCIL MEETING
AGENDA

MEDITATION

PLEDGE OF ALLEGIANCE: Councilmember Dennis

ROLL CALL

MINUTES: Confidential Minutes of the closed session on September 1, 2015; Special Session on October 6, 2015; Regular Meeting on October 13, 2015

ANNOUNCEMENTS

ACKNOWLEDGMENT OF DIGNITARIES

ACKNOWLEDGMENT OF NEWLY APPOINTED BOARD AND COMMITTEE MEMBERS

AWARDS

PROCLAMATIONS

AMENDMENTS TO THE AGENDA

CITY MANAGER'S REPORT: Scott Somers

STUDENT LIAISON'S REPORT: Cole Holocker

COMMENTS FROM THE AUDIENCE ON NON-AGENDA ITEMS

PRESENTATIONS

CONSENT AGENDA

None.

ACTION ITEMS

15-G-113 Council Action on Residential Permit Restricted Parking in the 5200 block of Mineola Road

Motion By: Kabir
To:
Second:
Aye: ___ Nay: ___
Other: _____

- 15-G-114 Approval of a Letter to the Department of Housing and Community Development on the application by Cruz Development Corporation for state financing for the Branchville Crossing project
 Motion By: Dennis
 To: Approve
 Second:
 Aye: ___ Nay: ___
 Other: _____
- 15-G-115 Support for the City Operations Sustainability Plan
 Motion By: Stullich
 To: Approve
 Second:
 Aye: ___ Nay: ___
 Other: _____
- 15-G-116 Approval of an application for PY 42 CDBG funding for The Art House in the amount of \$100,000
 Motion By: Stullich
 To: Approve
 Second:
 Aye: ___ Nay: ___
 Other: _____
- 15-G-117 Approval of an application for PY 42 CDBG funding for Norwich Road in the amount of \$100,000
 Motion By: Stullich
 To: Approve
 Second:
 Aye: ___ Nay: ___
 Other: _____
- 15-O-05 Introduction of Ordinance 15-O-05, FY 2016 Budget Amendment #1: An Ordinance of the Mayor and Council of the City of College Park to Amend the Fiscal Year 2016 Operating and Capital Budget of the City of College Park, Maryland
(The Public Hearing will be November 10, 2015 at 7:00 p.m. in the Council Chambers)
 Motion By: Day
 To: Introduce
 Second:
- 15-CR-01 Introduction of Charter Resolution 15-CR-01, A Charter Resolution Of The Mayor And Council Of The City Of College Park, To Amend Article X, Finance And Taxation, §10-2, "Preparation Of Budget", §10-3, "City Council Action On Budget", §10-5, "Amendments To Budget After Adoption", §10-6, "Lapse Of Appropriations", And §10-11, "Property Subject To Taxation, Rates, Levy And Collections; Admissions And Amusement Tax", To Generally Clarify Certain Terms And Reflect Current Finance And Taxation Practices By Authorizing Appropriated Funds That Are Lawfully Encumbered To Be Retained And Expended After The End Of The Fiscal Year, Clarifying That Constant Yield Tax Rate Provisions Apply To Setting The Real Property Tax Rate, In Addition To The Public Hearing And Notice Requirements Set By The City, Providing For Additional Public Notice Of The Budget, Clarifying Budget Actions That Require Amendment By Ordinance, And Deleting Outdated Or Incorrect Provisions.
(The Public Hearing will be November 10, 2015 at 7:00 p.m. in the Council Chambers)
 Motion By: Day
 To: Introduce
 Second:
- 15-O-06 Introduction of Ordinance 15-O-06, An Ordinance Of The Mayor And Council Of The City Of College Park, Amending Chapter 4, "Administrative Organization", §4-4, "Finance Department", Chapter 42, "Finance", §§42-2,
 Motion By: Day
 To: Introduce
 Second:

“Required Signatures”, 42-3, “Certification Of Signatures”, 42-4, “Authorized Signatures”, And 42-6, “Authorized Signatures On Nonrestricted Documents”, And Chapter 69, “Purchasing Procedures” §§69-2, “Materials Excluded” , 69-3, “Responsibilities Of Finance Director” And 69-4 “Professional Service Contracts” To Change The Individuals Who Are Approved Signatories For Certain Accounts, Exclude Goods And Services Acquired From Prince George’s County From Purchasing Procedures; Change The Requirements For Publication Of Required Advertisements For Bids, Set The Threshold At Which The Council Must Approve Contracts For Professional Service Contracts At \$30,000.00 And Require Reporting Of City Manager Approved Contracts To Council Only When Requested
(The Public Hearing will be November 10, 2015 at 7:00 p.m. in the Council Chambers)

15-G-118 Appointments to Boards and Committees

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

COUNCIL COMMENTS

COMMENTS FROM THE AUDIENCE

ADJOURN

INFORMATION/STATUS REPORTS (For Council Review)

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

**PUBLIC
HEARING:
PERMIT
PARKING
MINEOLA
ROAD**



PUBLIC HEARING NOTICE

TO: Residents, Property Owners and/or Agents in the 5100 – 5200
blocks of Mineola Road
Residents of the 9700-9800 blocks of 52nd Place
President, North College Park Citizens Association

FROM: Janeen S. Miller, City Clerk 

DATE: October 8, 2015

RE: Public Hearing on the Proposal to Implement Residential
Permit Restricted Parking in the 5200 block of Mineola Road

The Mayor and Council of the City of College Park will hold a Public Hearing on Tuesday, October 27, 2015 at 7:00 p.m. to take public comment on the possibility of implementing a new Residential Permit Parking Zone in the 5200 block of Mineola Road. This proposed new permit restricted zone would be enforced 24/7, and would allow two (2) parking permits per residence, at the cost of \$10 per year per permit. Guest permits will also involve a fee.

All persons interested shall have an opportunity to be heard.

The Public Hearing will be held in the 2nd floor Council Chambers of City Hall, 4500 Knox Road, College Park. Parking passes will be available from the front window.

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 addressed to the Mayor and City Council, and submitted no later than 5:00 p.m. on the day of the meeting 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.

If you have any questions, please feel free to contact our office at 240-487-3501.

cc: College Park Mayor and Council

**SURVEY OF PARKING
5100 & 5200 BLOCKS OF MINEOLA ROAD
OCTOBER 9 THRU 22, 2015**

This survey was divided up into three times of the day. The morning, afternoon and evening.

Current conditions:

DATE	6AM-12PM		12PM-5PM		5PM-10PM	
	5100 BLK	5200 BLK	5100 BLK	5200 BLK	5100 BLK	5200 BLK
9-Oct	Not done	not done	not done	not done	15	15
10-Oct	Not done	not done	13	10	15	12
Sunday - not done						
12-Oct	21	21	20	10	17	27
13-Oct	20	22	18	12	29	38
14-Oct	18	24	21	7	22	29
15-Oct	19	22	15	17	27	35
16-Oct	20	22	6	16	18	30
17-Oct	14	22	18	20	22	34
Sunday - not done						
19-Oct	22	24	14	13	not done	not done
20-Oct	20	23	13	13	23	35
21-Oct	20	24	13	9	19	15
22-Oct	18	25	17	10	not done	not done
Daily average	19.2	22.9	15.27273	12.45455	20.7	27
Avg. Total on street	42.1		27.7272		47.7	

1. Totals shown above for each block account for both north and south sides of the street.
2. October 9th data is for the evening only, as the request for this survey was just given that afternoon. Other times shown as "not done" are due to staff shortages and task reassignments.
3. "Avg. total on street" is average number of vehicles on both sides of both blocks during the given time of the day.

Based upon total linear feet of space on the north and south sides of the 5100 and 5200 blocks of Mineola Rd--after subtracting out the driveway entrances, the legal distance of 15-feet on either side of a fire hydrant, the legal distance of 25-feet from the STOP sign, and the legal distance of 35-feet from the intersection--and dividing that space by 21-feet, the minimum width of a marked parking space by County regulation, the following reflects the number of vehicle "spaces" on these two blocks of Mineola Rd at full capacity:

5100 block - south side - 13	5100 block - north side - 11.5	Total - 24.5
5200 block - south side - 15.7	5200 block - north side - 14.7	Total - 30.4

For both sides of the street on both blocks combined, parking reaches capacity at **54.9 cars** at any given time of day, based upon a 21-foot wide "space" for each vehicle.

North College Park Citizens
Association
Ms. Mary Cook
4705 Kiernan Road
College Park, MD 20740

Resident
5215 Mineola Road
College Park, MD 20740

Resident
5213 Mineola Road
College Park, MD 20740

Resident
5211 Mineola Road
College Park, MD 20740

Resident
5209 Mineola Road
College Park, MD 20740

Resident
5207 Mineola Road
College Park, MD 20740

Resident
5205 Mineola Road
College Park, MD 20740

Resident
5203 Mineola Road
College Park, MD 20740

Resident
5201 Mineola Road
College Park, MD 20740

Resident
5212 Mineola Road
College Park, MD 20740

Resident
5210 Mineola Road
College Park, MD 20740

Resident
5208 Mineola Road
College Park, MD 20740

Resident
5206 Mineola Road
College Park, MD 20740

Resident
5204 Mineola Road
College Park, MD 20740

Resident
5202 Mineola Road
College Park, MD 20740

Resident
5200 Mineola Road
College Park, MD 20740

Resident
5113 Mineola Road
College Park, MD 20740

Resident
5111 Mineola Road
College Park, MD 20740

Resident
5109 Mineola Road
College Park, MD 20740

Resident
5107 Mineola Road
College Park, MD 20740

Resident
5105 Mineola Road
College Park, MD 20740

Resident
5103 Mineola Road
College Park, MD 20740

Resident
5101 Mineola Road
College Park, MD 20740

Resident
5110 Mineola Road
College Park, MD 20740

Resident
5108 Mineola Road
College Park, MD 20740

Resident
5106 Mineola Road
College Park, MD 20740

Resident
5104 Mineola Road
College Park, MD 20740

Resident
5102 Mineola Road
College Park, MD 20740

Resident
5100 Mineola Road
College Park, MD 20740

Mariano & Janet Cea
5014 Ritchie Hwy
Brooklyn Park, MD 21225

William E. & Jeanne Chicca
13713 Stoner Drive
Silver Spring, MD 20904

Steve Hill
4704 Guilford Road
College Park, MD 20740

Li Min Liu
7501 Quincewood Ct
Derwood, MD 20855

Chao Xiong Zhang
7501 Quincewood Ct
Derwood, MD 20855

Marie L. Delozier
11220 Delozier Farm Road
Newburg, MD 20664

Resident
9744 52nd Place
College Park, MD 20740

Resident
9746 52nd Place
College Park, MD 20740

Resident
9748 52nd Place
College Park, MD 20740

Resident
9750 52nd Place
College Park, MD 20740

Resident
9752 52nd Place
College Park, MD 20740

Resident
9802 52nd Place
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9803 52nd Place
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9805 52nd Place
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9809 52nd Place
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9811 52nd Place
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9813 52nd Place
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9815 52nd Place
College Park, MD 20740

Resident
9817 52nd Place
College Park, MD 20740

Resident
9819 52nd Place
College Park, MD 20740

Resident
9821 52nd Place
College Park, MD 20740

MINUTES

MINUTES
Special Session of the College Park City Council
Tuesday, October 6, 2015
Council Chambers
9:37 p.m. – 9:44 p.m.

PRESENT: Mayor Fellows; Councilmembers Kabir, Wojahn, Brennan, Dennis, Stullich, Day, Hew and Mitchell.

ABSENT: None.

ALSO PRESENT: Scott Somers, City Manager; Bill Gardiner, Assistant City Manager; Janeen Miller, City Clerk; Suellen Ferguson, City Attorney; Bob Ryan, Director of Public Services; Terry Schum, Director of Planning; Cole Holocker, Student Liaison; Adler Pruitt, Deputy Student Liaison.

During a regularly scheduled Worksession of the College Park City Council, a motion was made by Councilmember Mitchell and seconded by Councilmember Wojahn to enter into a Special Session to consider a request for permit parking in the 5200 block of Mineola Road. The possibility of this Special Session was listed on the Worksession Agenda. With a vote of 8 – 0 – 0, the Council entered into a Special Session at 9:37 p.m.

ACTION ITEMS

15-G-107 Mayor and Council designation of a permit parking zone for 5200 block of Mineola Road with certain conditions.

Councilmember Kabir said this request is coming from a resident who comes home late at night and can't find parking in front of his house, and sometimes not even on the street, which can make for a dangerous situation. They circulated a petition for residential permit parking from 5203 – 5215 Mineola Road which was not validated. So this is being brought forward from the Council.

Mr. Ryan said the City Code requires permit parking be established on a standard City block. Since this stretch of road is not intersected by another road, it includes both 5100 and 5200 block addresses. For this purpose staff recommends that a standard city block be represented by the 5200 block. He continued that the petition requested a limit of 2 permits per household; in other parts of the City we issue 5 permits per household. The petition also requested that the permit zone be enforced 24/7 which is not generally done elsewhere in the City. He discussed fees associated with permit parking zones and reminded everyone that having permit parking will not guarantee that there will be an available space in front of your house.

A motion was made by Councilmember Kabir and seconded by Councilmember Wojahn to approve a request to define a new permit parking zone as the 5200 block of Mineola Road, with 2 parking permits per house and 24/7 enforcement.

Mr. Holocker says in some way this is a student issue and hopes Council will think about "One College Park" and diversity in housing and "A Smart Place To Live" when they think about this issue.

Councilmember Stullich requested a parking study be conducted and include measurements of how many cars can fit in front of each house on this block.

The details of the visitors' permits will be determined by Council after the Public Hearing. The City Clerk stated that a Public Hearing will be scheduled and residents in the affected area will be notified.

The motion passed 8 – 0 – 0.

ADJOURN:

A motion was made by Councilmember Stulich and seconded by Councilmember Brennan to adjourn from the Special Session, and with a vote of 8 – 0 – 0, Mayor Fellows adjourned at 9:44 p.m.

Janeen S. Miller, CMC
City Clerk

Date
Approved

MINUTES
Regular Meeting of the College Park City Council
Tuesday, October 13, 2015
Council Chambers
7:30 p.m. – 8:05 p.m.

PRESENT: Mayor Fellows; Councilmembers Kabir, Wojahn, Brennan, Dennis, Stulich (arrived at 7:36 p.m.), Day, Hew and Mitchell.

ABSENT: None.

ALSO PRESENT: Scott Somers, City Manager; Bill Gardiner, Acting City Manager; Janeen Miller, City Clerk; Suellen Ferguson, City Attorney; Terry Schum, Director of Planning; Bob Ryan, Director of Public Services; Bob Stumpff, Director of Public Works; Cole Holocker, Student Liaison; Adler Pruitt, Deputy Student Liaison.

Mayor Fellows opened the Regular Meeting at 7:30 p.m. Councilmember Dennis led the Pledge of Allegiance.

Minutes: A motion was made by Councilmember Dennis and seconded by Councilmember Wojahn to adopt the minutes of the Special Session on September 15, 2015, the Regular Meeting on September 22, 2015, and the Special Session after Regular Meeting on September 22, 2015. The motion passed 7 – 0 – 0.

Announcements:

Councilmember Brennan said the Berwyn District Civic Association will host a candidates' night at their meeting on Thursday at 8:00 p.m. at Fealy Hall.

Councilmember Dennis added that the meeting on Thursday is a joint meeting between the Lakeland Civic Association and the Berwyn Civic Association.

Councilmember Day said on Saturday, October 17 there will be a wetland clean-up project at the Tot Lot in Old Town.

Councilmember Hew said on Friday, October 16 there will be a District 4 candidates' forum at the College Park Woods Pool at 7:00 p.m.

Councilmember Mitchell said that Autoville Drive residents want to thank Public Works staff for helping them out with trash pick-up during the construction at the Chinese Bible Church.

Amendments to the Agenda: Mr. Somers said we will be removing item 15-G-109, the easement between the City of College Park and the property owner of 4801 Berwyn Road for the Berwyn Sign, since it is not necessary. As a result of that change, item 15-G-108 is being amended accordingly.

City Manager's Report: Mr. Somers discussed today's inaugural edition of the City Manager's Weekly Bulletin, and described its distribution. He said Mayor and Council have a calendar conflict – the date of the December Council meeting and swearing-in conflicts with the date of the PGCMA legislative dinner – and asked what Council wanted to do.

A motion was made by Councilmember Mitchell and seconded by Councilmember Day to change the day of the December Regular Meeting and Council swearing-in to Monday, December 7. The motion passed 8 – 0 – 0.

Student Liaison's Report: Mr. Holocker said basketball season begins this weekend and reported on a free Magic Maryland Madness event which begins on Saturday at 4:00 p.m. The third SGA City Affairs meeting is at City Hall on Monday at 5:00 p.m.

Comments From The Audience on Non-Agenda Items:

James Mulholland, 7411 Columbia Avenue: He updated Council on the Phi Kappa Psi fraternity's community outreach efforts. They can be reached at PhiPsiUMD.com

Sarah Jazs, Recreation Board member: She discussed the line-up at the 8th annual College Park Blues Festival at Ritchie Coliseum on Saturday, November 14 from 6 – 11:30 p.m.

CONSENT AGENDA: A motion was made by Councilmember Brennan and seconded by Councilmember Day to adopt the Consent Agenda, which consisted of the following items:

15-R-19 Resolution Of The Mayor And Council Of The City Of College Park, Maryland Adopting The Recommendations Of The Advisory Planning Commission Regarding Appeal Number CEO-2015-01, 5007 Quebec Street, College Park, Maryland, And Granting Approval Of Variances From The Following Requirements: Prince George's County Zoning Ordinance, Section 27-420(A), City Code §87-23 B.C., And F. To Permit The Reconstruction Of A 6-Foot High, Board-On-Board Fence Within The Front Yard

15-R-20 Resolution Of The Mayor And Council Of The City Of College Park, Maryland Adopting The Recommendations Of The Advisory Planning Commission Regarding Variance Application Number CPV-2015-05, 4903 Laguna Road, College Park, Maryland, Recommending Approval Of A Variance From Section 27-120.01(C) Of The Prince George's County Zoning Ordinance, "Front Yards Of Dwellings," To Construct A Driveway Addition In The Front Yard, 13 Feet In Width By 26.04 Feet In Length

The motion passed 8 – 0 – 0.

ACTION ITEMS:

15-G-108 Approval of a letter to the Berwyn District Civic Association in response to their August 20, 2015 letter donating the Berwyn Sign to the City

A motion was made by Councilmember Brennan and seconded by Councilmember Dennis to approve acceptance by the City of a donation of a mosaic sign from the Berwyn District Civic Association (“BDCA”), and to authorize that the sign be installed and maintained by the City under certain conditions. The conditions are included in the attached letter to the BDCA, which is hereby approved.

Councilmember Brennan said the BDCA commissioned a mosaic sign that it wishes to place at the entrance to the Berwyn Neighborhood and seeks to donate this sign to the City for installation and maintenance. The letter from the BDCA requesting that the City accept the sign and arrange for installation was considered at a Worksession on October 6. The preferred placement for the sign is at the corner of 48th Avenue and Berwyn Road, in the City right-of-way adjacent to the property located at 4801 Berwyn Road. The Mayor and Council have agreed to accept the donation, and to install and maintain the sign, on certain conditions, which are included in the letter to BDCA.

There were no comments from the audience.

Councilmember Brennan thanked the BDCA, and Sandra Tyler, a long-time Berwyn resident.

The motion passed 8 – 0 – 0.

15-G-110 Approval of a City position for the Board of License Commissioners Show-Cause Hearing for the July 31 incident at Backyard Sports Grill

A motion was made by Councilmember Day and seconded by Councilmember Stullich that the Council adopt a letter to the Board of License Commissioners for Prince George’s County (“BOLC”) in substantially the form attached, to present the City’s position with respect to the Show Cause Hearing to be held by the Board on issues of whether Backyard Sports Grill has complied with the Security Plan and use of promoter restrictions. The letter supports strict enforcement of the Security Plan, and requests that the BOLC require two off-duty certified police officers with jurisdiction to be present on-site during any entertainment event, emphasize that the use of promoters is prohibited, impose a fine, and take any other action designed to ensure that lapses in security do not recur. City staff is authorized to appear at the Show Cause Hearing to present the City’s position.

Councilmember Day said that on July 31, 2015, an incident occurred adjacent to the Backyard Sports Grill that involved an assault and the gathering of a large crowd in the early morning hours. As part of its investigation of this incident, Prince George’s County police officers determined that an off-duty police officer with jurisdiction was not working security at Backyard Sports grill, as required by the BOLC-approved security plan, and that a promoter was involved in the entertainment. This was a violation of BOLC rules and also the Property Use Agreement between the City and Backyard Sports Grill. The Mayor and City Council met with the owner of Backyard Sports Grill to notify him of the concerns that are expressed in the attached letter and

to emphasize the importance of complying with BOLC requirements and the Property Use Agreement. The BOLC has scheduled a show cause hearing concerning this incident, based on a request from the Prince George's County Police, who were called to the scene and are also tracking the promotion of events at the premises on social media. The Mayor and Council will continue to monitor this establishment and to support the BOLC and the police in their efforts to protect the public health and safety.

Ms. Ferguson said the applicant has requested a continuance and it is likely the hearing will be held in November; she requested authorization to change the date in the letter once it is determined.

There were no comments from the audience.

Councilmember Dennis pointed out an extra word in Paragraph 2 of the letter: delete the word "to" before the word "owners."

The motion passed 8 – 0 – 0.

15-G-111 Approval of a letter to the Secretary of the Maryland Department of Transportation with City comments on the MDOT Draft 2016 – 2021 Consolidated Transportation Plan

A motion was made by Councilmember Kabir and seconded by Councilmember Wojahn to send a letter to the Secretary of the Maryland Department of Transportation with the City's comments on the Draft 2016-2021 Consolidated Transportation Plan.

Councilmember Kabir said the Consolidated Transportation Plan or CTP is the State's six-year capital investment program for transportation. Projects of interest to the City include the reconstruction of Route 1 between College Avenue and MD 193, a new interchange from the capital beltway to serve Greenbelt Station and a new project that will improve safety at the I-495 and Route 1 interchange. The annual fall CTP meeting for public officials in Prince George's County will be held on October 22, 2015 at 2:00 pm at the County Administration Building.

There were no comments from the audience or the Council.

The motion passed 8 – 0 – 0.

15-G-112 Appointments to Boards and Committees

A motion was made by Councilmember Wojahn and seconded by Councilmember Day to reappoint Sarah Araghi to the Recreation Board and Aaron Springer to the Neighborhood Quality of Life Committee. The motion passed 8 – 0 – 0.

COUNCIL COMMENTS:

Councilmember Dennis asked about the public information we are providing on our website about the new electronic voting machines we will be using on November 3. The City Clerk said this information is currently being developed and will be posted soon, and updated the Council on the ExpressVote machines that will be utilized this year.

COMMENTS FROM THE AUDIENCE: None.

ADJOURN: A motion was made by Councilmember Stulich and seconded by Councilmember Day to adjourn the meeting and with a vote of 8 – 0 – 0, Mayor Fellows adjourned the meeting at 8:05 p.m.

Janeen S. Miller, CMC
City Clerk

Date
Approved

15-G-113

15-G-114

MOTION:

I move that a letter (attached) be sent to the Director of Multifamily Housing at the Maryland Department of Housing and Community Development with the City's comments on the application by the Cruz Development Corporation for state financing for the Branchville Crossing Project.

Comments:

- This application is for federal Low Income Tax Credits and state Rental Housing Funds for a 72-unit, 6-story affordable rental housing building located on Branchville Road opposite the Branchville Volunteer Fire Department.
- Funding is competitive and the DHCD will consider the comments of the local jurisdiction during the application review process.
- The letter addresses many concerns expressed by community stakeholders during meetings with the developer.

October 27, 2015

Elaine Cornick, Director
Multifamily Housing CDA
Maryland Department of Housing and Community Development
7800 Harkins Road
Lanham, Md. 20706

Re: Branchville Crossing
Branchville Road, College Park

Dear Ms. Cornick:

The City of College Park received notice of the above-referenced project and would like to offer comments for your consideration during the review of the project application. The project sponsor, Cruz Development Corporation, submitted a similar project last year for the same location, which the City did not support due to the lack of opportunity for stakeholders to review project details, noncompliance with several development standards, potential impact on the Branchville Volunteer Fire Department and community concerns. Since that time, the developer has met with City staff, the Berwyn District Civic Association, the North College Park Citizens Association and others, and has revised the project in response to some of this feedback.

While the City appreciates the willingness of the developer to work with the community and welcomes affordable housing, there are several outstanding issues and concerns that would need to be resolved in order to obtain the City's support for the project. Based on a review of the application information made available to us, as well as community input received, we offer the following observations and comments:

- The market feasibility analysis may overstate market demand due to the fact that income levels in the City are lower based on the large number of residents that are college students with little or no income. Using income data for family households or female-headed households should provide more accurate information. There are also a large number of student occupants in our market rate housing supply and two properties mentioned in the study, Columbia Manor and University Club are predominantly occupied by students. Additional comments on the market feasibility analysis are attached.
- Parking requirements are understated as they are erroneously based on being located within one mile of a Metro Station. If the correct standards are utilized, as many as 65 additional parking spaces would need to be provided.
- The site plan, as shown, would require variances from the front yard setback requirement, the buffer yard requirement from MD 193 and from the minimum green area required.
- Tenant amenities are lacking and some on-site play areas for children should be provided.
- Laundry facilities should be provided within each unit.
- A storm water easement recorded with Prince George's County will need to be released.
- While a full traffic impact analysis is not required, it would be helpful to have a traffic study showing anticipated trip generation and the impact of this project on nearby roads.

The project is surrounded by busy arterial roads and ingress and egress could be challenging.

- Pedestrian and bicyclist amenities are lacking and public safety is a concern.
- Branchville Road will need to be widened along the property frontage and sidewalks added.
- An easement should be granted to the Branchville Volunteer Fire Department, if needed, to meet the turning radius required for fire trucks and other emergency apparatus.
- Consideration should be given to shifting the footprint of the building closer to Branchville Road.
- EFIS is not an acceptable exterior building material and should be replaced by Hardie Board or Hardie Plank.
- It is not clear whether the project will meet Energy Star Certification requirements.
- Noise attenuation needs to be addressed.

The City understands that the final project will need to be approved through the local development review process. We are anticipating that this project will be further revised to meet the Prince George's County Zoning Code requirements and community concerns. The project site is constrained by its size and shape and needs to have less density and a smaller footprint in order to be compatible with the neighborhood and in substantial compliance with the zoning.

Thank you for the opportunity to comment and for your attention to this matter. Please do not hesitate to contact me or Terry Schum, the City's Planning Director, with any questions or concerns.

Sincerely,

Andrew M. Fellows
Mayor

Attachment

Attachment:
Elaine Cornick, Director
Multifamily Housing CDA
Maryland Department of Housing and Community Development

Comments on Market Feasibility Analysis
Branchville Crossing
Branchville Road, College Park

1. Page 14 - Public Services

The Berwyn Heights Police Department does not serve the proposed development.

The McKeldin Library is not a public library for the residents of the proposed development.

These errors are repeated on pages 16 (table) and page 17 (map)

2. Pages 21-22 - Types of Households

Students share far more than apartments, many share single family homes and townhouses, too.

3. Pages 23-24 - Poverty Status

Non-family households experiencing "poverty" include a significant component of student households.

4. Page 30 - Competitive Supply - Market Rate Supply

Market rate supply should exclude student housing, so it should exclude University Club apartments

5. Page 33 - Affordable supply - Family Supply

Alden-Berkley Townhomes has a community amenity - a clubhouse for residents

6. Page 34 - Age-Restricted Supply

Spellman House did not open in 2003, but in the 1970s. Error also is in table IV-2.

7. Page 35 - Multifamily development pipeline

The described plan for East Campus is an old plan and no longer relevant

Terrapin Row project is strictly student housing and should be omitted or so described.

15-G-115

MOTION:

I move to express the Council's support for the City Operations Sustainability Plan, and request that the City Manager begin implementation of the Plan.

DISCUSSION:

In 2014 the City Council authorized an inter-departmental task force to develop a plan that would reduce carbon emissions and other environmental and unhealthy impacts created by City operations; coordinate sustainable practices across all City operations; position the City as an organization receptive to innovation and leading practices in sustainability; improve the quality of life for residents; and conserve financial and capital resources.

The task force has developed a City Operations Sustainability Plan that includes goals and recommended strategies for the following areas of City Operations:

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

The Implementation Plan identifies the responsible departments, the timelines, and the resources required to carry out the actions.

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



City Operations Sustainability Plan

October 22, 2015

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2. University of Maryland Buy Green Guidance
3. “Communities on the Path to Zero Waste” Recycle Away presentation by Michael Alexander. See also, <https://vimeo.com/100467470> and http://www.ct.gov/deep/lib/deep/waste_management_and_disposal/solid_waste/transforming_matls_mgmt/summit_2/michael_alexander.pdf
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Executive Summary

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

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

1. Solid Waste and Recycling Highlights

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

Recommended Strategies:

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

2. Buildings and Public Areas Highlights

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

Recommended Strategies:

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

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

Recommended Strategy:

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

3. Citywide Policies and Events Highlights

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

Recommended Strategy:

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

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

Recommended Strategies:

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

4. Fleet and Transportation Highlights

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

Recommended Strategies:

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

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

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

I. Introduction

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

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

The following committees and focus areas were created:

a. Solid Waste and Recycling

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

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

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

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

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

c. Citywide Policies and Events

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

Members: All

d. Fleet and Transportation

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

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

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

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

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

II. Current Practices, Proposed Goals, and Recommended Strategies

A. Solid Waste and Recycling

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

Existing Conditions

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

Table 1: 2014 Annual College Park Refuse and Recycling Tonnage

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

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

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

Solid Waste and Recycling Rates

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

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

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

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

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

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

Current practices:

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

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

Goals and Recommended Strategies

Goal 1: Solid Waste (SW 1).

By June 1, 2016, DPW will provide an Existing Conditions Report that identifies the following:

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

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

Goal 2: Solid Waste (SW 2).

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

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

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

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

B. Buildings and Public Areas

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

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

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

12 pedestrian fixtures as a pilot program on Berwyn Road. The City parking garage currently comprises approximately 20 percent of total City electricity use.

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

Current Practices:

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

Goals and Recommended Strategies

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

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

- BP&A 1. A Complete energy audits for Davis Hall, the Fleet Garage, and the Youth and Family Services buildings in 2015 and complete a lighting analysis and upgrade for the Parking Garage in 2015.
- BP&A 1. B Conduct annual Energy Star Treasure Hunts in select buildings and educate staff on best practices.
- BP&A 1. C Examine the cost-benefit analyses from the energy audits and evaluate the recommendations for efficiency improvements.
- BP&A 1. D Develop a building operations and maintenance plan; emphasize low cost and no cost measures such as those recommendations in the Pepco Commercial & Industrial Energy Savings Program.

- BP&A 1. E Use Portfolio Manager (www.energystar.gov) to calculate and prominently post monthly energy usage on all buildings, and hold competition for greatest reduction in usage.
- BPA 1. F Create Green Office standard that includes practices regarding lighting and computer shut-down (see UMD example).
- BP&A 1. G Create employee rewards program based on energy savings.
- BP&A 1. H Adopt LEED or NGBS (or equivalent) for new City buildings and major renovations.
- BP&A 1. I Adopt a policy to install LED (or more efficient) lighting for all new and replacement pedestrian lights.

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

**Goal 2: Building and Public Areas (B&PA 2).
Generate 20 percent of electricity for City facilities using renewable sources by 2018 (per Council Resolution 13-R-27; see Appendix 3).**

- BP&A 2. A Evaluate DPW buildings, YFS building, and Parking Garage for best locations to install solar power and explore funding via a Maryland Energy Administration (MEA) grant or long-term lease arrangement.
- BP&A 2. B Evaluate feasibility of geo-thermal for major renovations and new City facilities.

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

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

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

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

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

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

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

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

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

Goal 5: Develop a plan for removal of invasive plants from certain public areas (B&PA 5).

- BP&A 5. A Request the Tree and Landscape Board and/or the Committee for a Better Environment to identify a public area for a pilot invasive plant removal project, and

develop a plan to clear the area of invasive plants.

C. Citywide Policies and Events

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

Current Practices:

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

Goals and Recommended Strategies

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

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

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

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

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

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

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

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

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

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

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

- CP&E 3. A Develop standard policies for all buildings regarding: signage on conserving energy; motion sensors for lights; low-flow devices; signage on office shut down actions; posting energy consumption for prior month and year-to-year comparisons.
- CP&E 3. B Create a database of employee suggestions to improve sustainability and recognize innovative proposals. Add sustainability suggestions to awards program.
- CP&E 3. C Identify gaps in the existing transportation benefits program (does not address biking, walking, etc.) so that more employees use it. Consider providing carpool matching, guaranteed ride home or other commuter services to employees. (COG provides this information at www.communterconnections.org). Consider developing a telework policy.
- CP&E 3. D Include sustainability information as part of new employee orientations.

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

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

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

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

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

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

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

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

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

D. Fleet and Transportation

Current Practices:

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

Goals and Recommended Strategies

Goal 1: Fleet and Transportation (FT 1).

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

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

Goal 2: Fleet and Transportation (FT 2)

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

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

Goal 3: Fleet and Transportation (FT 3)

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

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

III. Implementation

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

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

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

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

**Implementation Table
October 23, 2015**

Solid Waste and Recycling						
Goal 1: By June 1, 2016, DPW will provide an Existing Conditions Report						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
SW 1.A	Identify the composition of the waste stream.	Understanding the disposal habits and trends (for example, how much paper is recycled or thrown away) allows us to identify opportunities and set target goals.	med cost	Comparison of College Park to national and local (comparatively sized) cities. Cost of 3rd party audit.	DPW	S: 11/2015 C: 6/2016
SW 1.B	Identify annual total tonnage and cost of each category of solid waste collected and total cost of recycling collected (including separate total costs for leaf collection and yard trim collection)--allocated on a per household and per ton basis. Costs will include all labor costs and vehicle expenses.	Understanding the disposal costs allows us to prioritize opportunities based on what strategies have the largest returns. Costs will include all labor costs and vehicle expenses.	low cost		DPW	S: 11/2015 C: 6/2016
SW 1.C	Compare College Park tonnage per household to two comparable communities and one community with very low household solid waste tonnage and very high recycling rates.	To better gauge if waste and recycling volumes are higher or lower than comparable municipalities and to set realistic but ambitious goals.	low cost	Data from other municipalities	DPW	S: 11/2015 C: 6/2016
Goal 2: Using 2015 FY tonnage data as a baseline, reduce solid waste per household by 25 percent and increase the recycling rate to 60 percent by July 1, 2018.						
SW 2.A	Examine costs and benefits of code changes, such as prohibiting recyclable material in waste carts; providing larger or additional recycling carts; and limiting or charging for bulk pick-ups.	Evaluate if our current policies encourage actions that make it more difficult to reach the plan goals.	low cost	Model policies/ordinances; potential costs and savings.	City Manager's Office; DPW; DPS	S: 12/2015 C: 09/2016
SW 2.B	Develop a marketing / educational campaign for residents on the environmental and cost savings of reducing solid waste.	Increases transparency and stakeholder buy-in. The guide will be a comprehensive source to living a sustainable lifestyle in College Park.	med cost	Information on cost & savings from reducing solid waste, best-practices for marketing, existing solid waste and recycling regulations. Likely need additional marketing resources.	City Manager's Office; DPW; Council	S: 01/2016 C: 09/2016

**Implementation Table
October 23, 2015**

Solid Waste and Recycling						
Goal 2: Using 2015 FY tonnage data as a baseline, reduce solid waste per household by 25 percent and increase the recycling rate to 60 percent by July 1, 2018.						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
SW 2.C	Create financial incentives for residents and explore the pros and cons of other policies that will change behavior, and consider pledging savings toward a new or popular community programs.	Incentives can be an effective way to change behavior. Cost saving realized by decrease solid waste cost should be directed to improving community life.	low cost	Method of calculating savings; incentives which are appropriate and contribute to related goals. Possibly an intern.	City Manager's Office; Council	S: 01/2016 C: 09/2016
SW 2.D	Reduce or remove food waste from the solid waste stream by promoting home food composting and explore the possibility of a pilot food waste. collection program	Food waste can easily and effectively be composted on-site. Eliminating compostable material from the waste stream can result in lower waste disposal cost.	med cost	Research costs, savings and implementation of similar programs in Maryland or other states. Intern to develop program	DPW; Council	S: 01/2016 C:09/2016
SW 2.E	Suggest that civic associations nominate a Sustainability Ambassador to promote waste reduction and increase recycling in their neighborhood.	Fostering leadership can increase stakeholder buy-in and eliminate barriers to reaching residents.	low cost	Create an application process and training / orientation program for participants.	Sustainability Task Force; Planning	S: 01/2016 C: 09/2016
SW 2.F	Create waste reduction trainings for employees.	This may increase waste reduction and stakeholder buy-in.	low cost	Waste and recycling rates for city buildings.	HR; All Depts.	S: 09/2016 C: 09/2018

**Implementation Table
October 23, 2015**

Buildings and Public Areas						
Goal 1: Reduce electricity and natural gas use by 15 percent per square foot by 2018 FY and by 25 percent by 2022 FY from the per square foot levels in 2014 FY baseline year (per Council Resolution 13-R-26)						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
B&PA 1.A	Complete energy audits for Davis Hall, the Fleet Garage, and the Youth and Family Services buildings in 2015 and complete a lighting analysis and upgrade for the Parking Garage in 2015.	Energy audits allow building managers to identify areas of energy savings.	low cost	Data and recommendations from MEA Grant.	Planning	S: Ongoing C: May 2016
B&PA 1.B	Conduct Energy Star Treasure Hunts in City Hall, Public Services, Fleet Garage, Davis Hall, YFS, and Old Parish House and educate staff on best practices.	Including staff increases buy-in and may smooth implementation process of new recommendations. A rewards program also incentivizes behavior.	low cost	MEA Grant and report from Treasure Hunt	Planning	S: Ongoing C: 11/2015
B&PA 1.C	Examine the cost-benefit analyses from the energy audits and evaluate the recommendations for efficiency improvements.	Recommended improvements identified in the energy audit should be implemented to prioritize the highest energy saving over the shortest time with the fastest payback.	med cost	Economic costs and saving from energy saving measures	DPW; Planning	S: 11/2015 C: 05/2016
B&PA 1.D	Develop a building operations and maintenance plan; emphasize low cost and no cost measures such as those recommendations in the Pepco Commercial & Industrial Energy Savings Program.	Ensure that all preventive maintenance is done and staff are trained to maintain all systems not contracted to outside companies.	med cost	Identify resources needed to implement low cost/ no cost measures	DPW	S: 11/2015 C: 6/2016
B&PA 1.E	Use Portfolio Manager (www.energystar.gov) to calculate and prominently post monthly energy usage on all buildings, and hold competition for greatest reduction in usage.	Visible reminders of energy usage may encourage efficiency.	low cost	determine most efficient way to gather and maintain data	Planning; Finance	S: 11/2015 C: Ongoing
B&PA 1.F	Create Green Office standard that includes practices regarding lighting, computer shut-down (see UMD example).	This reiterates the City's commitment to sustainability and can increase stakeholder buy-in.	low cost	Example standards	HR; City Manager's Office	S: 11/2015 C: 3/2016
B&PA 1.G	Create employee rewards program based on energy savings.	Including staff increases buy-in and may smooth implementation process of new recommendations. A rewards program also incentivizes behavior.	low to med cost	Cost of energy savings must be calculated. Policy should consider the "value" of reduction, not necessarily what the city pays for electricity	HR	S: 12/2015 C: Ongoing

**Implementation Table
October 23, 2015**

Buildings and Public Areas						
Goal 1: Reduce electricity and natural gas use by 15 percent per square foot by 2018 FY and by 25 percent by 2022 FY from the per square foot levels in 2014 FY baseline year (per Council Resolution 13-R-26)						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
B&PA 1.H	Adopt a LEED or equivalent standard for new city buildings and major renovations when feasible.	Adhering to a LEED standard ensures a minimum level of environmentally responsible city development.	high cost	Example standards	Council; City Engineer	S: 12/2015 C: Ongoing
B&PA 1.I	Adopt a policy to install LED (or more efficient) lighting for all new or replacement pedestrian lights.	Newer technology should be energy efficient and cost-efficient.	low to med cost	Monthly data is available through Pepco. Baseline measurements must be established. Compare cost and usage of new Berwyn pedestrian lights compared to pedestrian lights on Lackawanna.	Planning	S: 11/2015 C: 06/2016
Goal 2: Generate 20 percent of electricity for City facilities by renewable sources by 2018 (per Council Resolution 13-R-27: see Appendix 3)						
B&PA 2.A	Evaluate DPW buildings, YFS building, and Parking Garage for best locations to install solar power and explore funding via an MEA grant or long- term lease arrangement.	Potential area of energy and cost savings. Existing grants could be used to finance city energy savings.	low cost	Completed energy audit, recommendations and cost/benefit analysis of recommendations; Obtain quotes from vendors.	Planning	S: Ongoing C: 11/2016
B&PA 2.B	Evaluate feasibility of geo-thermal for major renovations and new City facilities.	Potential area of energy and cost savings. Innovative practice could serve as a demonstrative project.	low cost	Feasibility study, department feedback.	Planning	S: Ongoing

**Implementation Table
October 23, 2015**

Buildings and Public Areas

Goal 3: Maintain or increase the City's maintained tree canopy by planting in appropriate street and park locations and investigate incentivizing additional plantings on private property in order to compensate for the removal of large trees.

ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
B&PA 3.A	Support the Tree & Landscape Board's update of the <i>City's Tree Inventory</i> (last updated in 2013). Provide resources to maintain a GIS database of trees maintained by the city, city right of way boundaries, and location of underground and above ground utilities, and other information that should be considered in identifying appropriate tree locations.	Update will help determine where to plant new trees. Urban tree canopy benefits include: managing storm water runoff, reducing heat island, providing shade and improving health.	med cost	Develop position description for intern one semester per year and recruit from UMD.	DPW; Tree and Landscape Board	S: Ongoing C: Ongoing

Goal 3: Maintain or increase the City's maintained tree canopy by planting in appropriate street and park locations and investigate incentivizing additional plantings on private property in order to compensate for the removal of large trees.

B&PA 3.B	Utilize data from the Tree Inventory update to develop a five-year plan to increase the number of new street trees in appropriate locations.	Plan will ensure that city meets goals set in the update to Vegetation Management Plan	med cost	Best practices to increase and maintain urban tree canopy	DPW	S: 07/2016 C: Annually until 2020
B&PA 3.C	Develop incentive plan to help residents plant new trees and maintain significant trees and / or policy protecting significant trees on private property.	Policies may help maintain the City's tree canopy and meet goals of the update to the Vegetation Management Plan	low cost	Best practices to increase and maintain urban tree canopy; Sample tree ordinances in surrounding communities and Tree City USA requirements.	DPW; Tree and Landscape Board; Council	S: 01/2016 C: 12/2016

**Implementation Table
October 23, 2015**

Buildings and Public Areas						
Goal 4: Work with State, County and University resources to improve City Storm water quality and reduce the occurrence and impact of flooding events.						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
B&PA 4.A	Educate residents and businesses about existing subsidies to reduce stormwater runoff from private property, thereby reducing volume in the public stormwater infrastructure.	Educational material and incentives raise awareness of environmental issues and increase stakeholder buy-in.	low cost	Information needs to be compiled in a user-friendly format. Possible work for an intern.	Planning; City Engineer	S:01/2016 C: Ongoing
B&PA 4.B	Partner with schools or environmental groups to conduct annual water quality testing of main streams in the City.	Capturing water quality data in the short term will allow the City to measure the effectiveness of SWM policies in the future.	low cost	Collaborate with University to identify resources available to complete this task	Planning; City Engineer	S:01/2016 C: Ongoing
B&PA 4.C	Identify existing stormwater facilities within the City that are in need of maintenance and work with the owners (usually the County) to resolve issues. Consider use of Green Street infrastructure to improve infiltration and water quality.	Reducing flood risk, standing water and other facility failure has potential cost savings and environmental benefit	high cost	Existing gaps in storm water infrastructure; identify priority areas to target investment	DPW	S:01/2016 C: Ongoing
B&PA 4.D	Identify specific areas in the Paint Branch and Indian Creek watersheds that need stormwater improvements and seek funding partners to implement them.	Addressing flood events, standing water and other facility failure has potential cost savings and environmental benefit	high cost	Existing gaps in infrastructure; identify priority areas to target investment. Identify grant resources.	DPW; City Engineer; Planning	S:01/2016 C: Ongoing
Goal 5: Develop a plan for removal of invasive plants from certain public areas.						
B&PA 5.A	Request the Tree and Landscape Board or the Committee for a Better Environment identify a public area for a pilot invasive plant removal project, and develop a plan to clear the area of invasive plants.	High levels of invasive plants reduce the diversity and health of plants and animals in public areas	med cost	Research successful programs in the area; outreach to volunteers to assist with the project on an on-going basis.	DPW; Community Development	S: 03/2016 C: 12/2016

**Implementation Table
October 23, 2015**

Citywide Policies and Events						
Goal 1: The FY17 budget will include funding for a consultant to lead the City's process to update or acquire software that improves workflow and works across relevant departments.						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
CP&E 1.A	Create a Workflow Task Force (an inter-departmental group) to conduct a needs assessment for workflow improvements.	To prepare for a consultant identify potential workflow improvements, technology and resource needs	med cost	Specific needs and concerns of department. Identification of common concerns and opportunities streamline work across departments.	City Manager's Office; IT	S: 01/2016 C: 06/2016
1.B	Based on the results needs assessment in CP&E 1.A develop an RFP for a consultant who will develop strategies to improve and integrate workflow.	Current practices do not take advantage of technologies and processes that are more efficient and result in better service.	low cost	Model processes and appropriate technologies. Implementation costs for a consultant and for new technologies will be high in the short-run	City Manager's Office, Workflow Task Force; IT	S:03/2016 C: 07/2016
Goal 2: By January 1, 2016 adopt policies which would encourage higher recycling rates at all City-sponsored or approved events, and purchase a significant percentage of certified "green" office and cleaning products.						
CP&E 2.A	Develop a policy which requires that recycling containers are provided at all City events and are labeled so that it is easy to know what to recycle.	DPW already does this as a best practice but creating a policy reinforces the city's commitment to sustainability.	low cost	Capital cost for implementation.	DPW; City Manager's Office	S: 11/2015 C: 06/2016
CP&E 2.B	Create a recycling vision statement and requirement to recycle which can be added to contracts to rent city facilities or to gain a permit for street closings.	This reinforces the city's commitment to sustainability.	low	Sample statements.	DPW; City Manager's Office	S: 11/2015 C: 06/2016
CP&E 2.C	Adopt a "green preferred" purchasing policy that includes a goal to reduce consumption and establishes standards for "green" products, such as recycled content, appliance efficiency, toxicity, and other criteria.	DPW already does this as a best practice but codifying the practice demonstrates the city's commitment to sustainability.	med cost	Sample policies such as the UMD procurement policy (Appendix). Identify a standard to adopt (i.e. Green Seal), and provide statement to vendors regarding the City policy and standards.	DPW	S: 11/2015 C: 06/2016

**Implementation Table
October 23, 2015**

Citywide Policies and Events						
Goal 2: By July 1, 2016 adopt policies which would encourage higher recycling rates at all City-sponsored or approved events, and purchase a significant percentage of certified "green" office and cleaning products.						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
CP&E 2.D	Develop a list that identifies suppliers for green products, particularly the most frequently purchased items (paper, printer toner, cleaning supplies).	This reinforces the city's commitment to sustainability.	med cost	Feedback from departments about what products they buy and from where.	DPW; City Manager's Office	S: 11/2015 C: 06/2016
CP & E 2.E	Develop and adopt Green Meeting Guidelines.	Green meeting guidelines establish guidance on how to manage printed material, food and beverages, recycling and meeting room selection for departments to green their operations.	low cost	Sample guidelines available from the U.S. Forest Service and others.	HR	S: 11/2015 C: 06/2016
Goal 3: By July 1, 2016 employees will be able to identify specific employee benefits and actions employees can take to help meet the City's goals.						
CP&E 3.A	Develop a standard policy for all buildings regarding: signage reminding employees how they can conserve energy; motion sensors for lights; low-flow devices; signage on office shut down actions. Post energy consumption for prior month and year-to-year for comparisons.	This policy will reinforce existing practices already in place within many departments and develop them in other departments. Sharing energy data may encourage employees to think about their personal stake in energy use.	low cost	Identify best practices to effectively share policies and energy consumption data (for example, using email or paper posting).	DPW; Planning	S: 12/2015 C: 06/2016
CP&E 3.B	Create a database of employee suggestions to improve sustainability and recognize innovative proposals. Add sustainability suggestions to awards program.	Foster employee buy-in and environmental leadership. Allows for a space for employees to share information	low cost	Explore appropriate format to make information accessible but requires low maintenance.	HR	S: 11/2015 C: 6/2016
CP&E 3.C	Identify gaps in the existing transportation benefits program (does not address biking, walking, etc.) so that more employees use it. Consider providing carpool matching, guaranteed ride home or other commuter services to employees. Consider developing a telework policy.	Address limitations of program to increase use	low cost	Look to employees for suggestions and incentives they would like to see.	HR; Finance; City Manager's Office	S: 11/2015 C: 06/2016
CP&E 3.D	Include sustainability as part of new employee orientation.	Fosters employee buy-in and environmental leadership; demonstrates commitment to sustainable city operations	low cost	Craft an orientation policy appropriate for all departments or a flexible policy which can be tailored to Departments	HR	S: 12/2015 C: 06/2015

**Implementation Table
October 23, 2015**

Citywide Policies and Events						
Goal 3: By July 1, 2016 employees will be able to identify specific employee benefits and actions employees can take to help meet the City's goals.						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
CP&E 3.E	Host brown-bag conversations/ guest lecturers in sustainability for employees for on-going education.	Allows for on-going sustainability education for all employees; demonstrates commitment to sustainable city operations	low cost	Identify sustainability topics of interest to employees	HR	S: 12/2015 C: 12/2016
CP&E 3.F	Continue the Sustainability Task Force to promote sustainability practices within departments and offices and to periodically review the progress of the goals and strategies in this report	Smooths the implementation process of new recommendations.	med cost	Identify interested parties to participate in the task force. Task force membership should represent all city departments.	City Manager's Office, All Departments	S: 12/2015 C: Ongoing
Goal 4: Track all sustainability goals and outcomes on an annual basis, and track city operations greenhouse gas emissions on a triennial basis.						
CP&E 4.A	Sustainability Task Force (or similar entity) will provide an annual report on all sustainability metrics and a triennial report on greenhouse gas emissions to Council. Post reports on the City's website.	Reporting helps with accountability and enables adjustments to the plan based on results	low cost	Explore appropriate format to make information accessible but requires low maintenance	City Manager's Office	S: 12/2015 C: Ongoing
CP&E 4.B	Provide information regularly to all employees the status of sustainability-related goals, energy-saving tips, and other information.	Employees will better understand the impact of their actions and can help determine better ways to reach the goals	low cost	Identify best practices to effectively share sustainability related information.	HR; Planning	S: 12/2015 C: Ongoing
CP&E 4.C	Work with the University of Maryland to update the GHG inventory every three years using ICLEI (Local Governments for Sustainability) software, and to develop attainable GHG emission reduction goals.	Baseline measurement are needed in order to set cost effective, realistic and measurable goals. Reporting should be verifiable and replicable in later years.	low cost	Utilize the PALS program or interns from UMD to conduct update of GHG inventory every three years.	Planning; City Manager's Office	S: 12/2015 C: Ongoing

**Implementation Table
October 23, 2015**

Fleet and Transportation						
Goal 1: By FY17, the City will achieve a 10 percent increase in the average vehicle miles per gallon for all on-road vehicles in the city's fleet (FY15 baseline).						
ID	Strategy	Rationale	Cost	Additional Information and Resources Needed	Primary Responsibility	Target Date: Start (S) Complete(C)
F&T 1.A	Develop policies and practices regarding efficient vehicle operations (idling, route optimization, using the correct vehicle for the task, etc.).	Reduce greenhouse gas emissions.	low cost	Strategies for sensible driving policies and potential cost and fuel savings.	DPW	S: 11/2015 C: 06/2016
F&T 1.B	Ensure all vehicles receive regular maintenance and fuel MPG is monitored.	Preventative maintenance optimizes performance of vehicles.	low cost	Integrate existing software - GasBoy and Manager Plus.	DPW	S: 11/2015 C: Ongoing
F&T 1.C	Develop a green fleet purchasing policy that addresses fuel and energy efficiency as well as lifetime vehicle costs. Recognize that implementation costs could increase.	Reduce greenhouse gas emissions.	high cost	Data on the lifetime cost of vehicles is needed.	DPW	S: 11/2015 C: Ongoing
Goal 2: By July 2016, DPW will recommend the fuel type for heavy-duty vehicles.						
F&T 2.A	Provide a cost-benefit analysis of switching existing diesel vehicles to bio-diesel.	Reduce greenhouse gas emissions and improve air quality.	med cost	Data collection	DPW	S: 01/2016 C: 06/2016
F&T 2.B	Evaluate cost-benefit of purchasing heavy-duty vehicles that use natural gas or other non-petroleum fuels.	Reduce greenhouse gas emissions.	high cost	Data collection	DPW	S: 01/2016 C: 06/2016
Goal 3: By July 2016, DPW will provide the first annual report on the total cost to operate each vehicle, including annual mileage and/or operating hours, preventive maintenance performed, and vehicle downtime in order to optimize the strategic replacement of the City's fleet (including equipment).						
F&T 3.A	Clean up existing data files and formats used to track maintenance and create report templates with the relevant categories for all vehicles.	Enhanced data collection improves decision-making.	med cost	Training; data entry	DPW, IT	S: 11/2015 C: 03/2016

15-G-116

MOTION

I move to approve an application for CDBG PY 42 funding in the amount of \$100,000 for building renovations for the vacant property at 7416 Baltimore Avenue for The Art House, and authorization for the Mayor to execute all necessary documents.

Comments

- This project will help to renovate a vacant downtown site into a unique two-story restaurant and performance venue.
- The project will contribute to the revitalization of Route 1 and generate approximately 150 new jobs.

15-G-117

MOTION:

I move to approve an application for CDBG PY 42 funding for street resurfacing and sidewalk reconstruction on Norwich Road in the amount of \$100,000, and authorization for the Mayor to execute all necessary documents.

Comments:

- Norwich Road repairs have been indicated as a priority in the City Engineer's Pavement Management Plan.
- CDBG funding would be used to resurface the pavement, replace curbs, gutters and construct sidewalks.

15-0-05

ORDINANCE 15-O-05

**An Ordinance of the Mayor and Council of the City of College Park
to Amend the Fiscal Year 2016 Operating and Capital Budget
of the City of College Park, Maryland (Amendment #1)
(revised 10/23/15)**

WHEREAS, the Mayor and Council of the City of College Park, Maryland did adopt a budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016 (hereinafter referred to as “Fiscal Year 2016” or “FY2016”) on May 26, 2015 by the enactment of Ordinance 15-O-03; and

WHEREAS, the Mayor and Council of the City of College Park, Maryland desire to amend the FY2016 adopted budget in order to provide an increased expenditure budget and an additional interfund transfer to a Capital Improvement Program (“C.I.P.”) project.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the City of College Park, Maryland, that the budget for fiscal year 2016 be, and hereby is, amended in accordance with the following schedule, with said amendments being indicated by asterisks in the right column. The individual budget amendment changes are itemized in Appendix A, attached hereto and incorporated herein by this reference.

General Fund

	<u>Budget as Adjusted</u>	<u>As Amended by this Ordinance</u>
Revenues		
Taxes	\$ 10,900,642	\$ 10,900,642
Licenses & Permits	1,193,935	1,193,935
Intergovernmental	261,772	261,772
Charges for Services	999,078	999,078
Fines & Fees	2,510,600	2,510,600
Miscellaneous Revenues	194,569	194,569
<i>Total Operating Revenues</i>	\$ 16,060,596	\$ 16,060,596
Non-Revenue Receipts		
Interfund Transfer from Parking Debt Service Fund	257,392	257,392
Use of Unassigned Reserve	0	1,500,000 *
Total Revenues	\$ 16,317,988	\$ 17,817,988 *

Expenditures

General Government	\$ 3,305,207	\$ 4,327,207 *
Public Services	4,019,776	4,019,776
Planning, Community & Economic Development	664,463	664,463
Youth, Family & Senior Services	1,114,881	1,114,881
Public Works	5,215,750	5,215,750
Contingency	10,000	10,000
Debt Service	557,411	557,411
Interfund Transfers to Capital Projects Fund	<u>1,430,500</u>	<u>1,908,500</u> *
Total Expenditures	<u>\$ 16,317,988</u>	<u>\$ 17,817,988</u> *

Parking Debt Service Fund

	<u>Budget as Adjusted</u>	<u>As Amended by this Ordinance</u>
Revenues		
Highways & Streets		
Parking Meter Revenue	\$ 205,000	\$ 205,000
Fines		
Parking Fines Revenue	<u>45,000</u>	<u>45,000</u>
Total Revenues	<u>\$ 250,000</u>	<u>\$ 250,000</u>

Expenditures

Interfund Transfer to General Fund	<u>\$ 257,392</u>	<u>\$ 257,392</u>
Total Expenditures	<u>\$ 257,392</u>	<u>\$ 257,392</u>

BE IT FURTHER ORDAINED that:

1. All matters and facts contained in Ordinance 15-O-03 other than the amendments contained herein shall remain in full force and effect;
2. In addition to the projected General Fund operating revenue of \$16,060,596, the amount of \$1,500,000 is appropriated from the unassigned reserve and the sum of \$257,392 is transferred from the Parking Debt Service Fund;
3. This budget amendment Ordinance provides for an increased expenditure budget and an additional interfund transfer to the Capital Improvement Program (C.I.P.), as itemized in Appendix A, attached hereto and incorporated herein by this reference. The net result is a \$1,500,000 increase in the budgeted use of

unassigned reserve from \$0 to \$1,500,000 in order to utilize a fiscal year 2015 surplus of \$1,500,000, and

4. This Ordinance shall become effective at the expiration of twenty (20) calendar days following its adoption.

AND BE IT FURTHER ORDAINED by the Mayor and Council of the City of College Park, Maryland that, upon introduction of this Ordinance, the City Clerk shall distribute a copy of the same to each council member and shall publish a fair summary of this Ordinance in a newspaper having general circulation in the City, together with a notice setting out the time and place for a public hearing hereon and for its consideration by the Council.

A public hearing will be held on the proposed Ordinance at _____ p.m. on the _____ day of _____, 2015 in the Council Chambers, City Hall, 4500 Knox Road, College Park, Maryland. The public hearing will be held in connection with a regular Council meeting. All persons interested will have an opportunity to be heard. After the public hearing, the Council may adopt the proposed Ordinance, with or without amendment, by the affirmative vote of at least six (6) members of the Council. It shall become effective twenty (20) days following its adoption. After its adoption, the City Clerk shall have a fair summary of the Ordinance and notice of its adoption published in a newspaper having a general circulation in the City of College Park, and shall have copies of the adopted Ordinance available at City offices.

Introduced on the _____ day of _____, 2015

Adopted on the _____ day of _____, 2015

Effective on the _____ day of _____, 2015

Andrew M. Fellows, Mayor

ATTEST:

Janeen S. Miller, CMC, City Clerk

APPROVED AS TO FORM:

Suellen M. Ferguson, City Attorney

CITY OF COLLEGE PARK, MARYLAND
Ordinance 15-O-05, Appendix A
Itemized FY2016 Budget Amendment #1 Changes

Program	Description	Increase (Decrease)
Revenues- Unassigned Reserve Transfer 399.00	Use of Unassigned Reserve in Adjusted Budget	\$ 0
Gen Govt-Board of Election Supr- 1012	Add FY16 budget for rental of voting machines for November 2015 municipal elections (account 1012-4825)	15,000
Gen Govt-Publ Relations-1017	Add FY16 budget for University of Maryland program contributions (account 1017-2541)	7,000
Gen Govt- Finance-Non Departmental- 1025	Increase FY16 budgeted repayment to the General Fund for the MSRP prior service credit purchase from \$250,000 to \$1,250,000 in order to shorten the repayment period (account 1025-1127).	1,000,000
Interfund Transfers-9210	Provide \$478,000 in additional funding for the City Hall Expansion (C.I.P. project 041003) to cover design and construction of a new City Hall.	<u>478,000</u>
Revenues- Unassigned Reserve Transfer 399.00	Use of Unassigned Reserve in Amended Budget	<u>\$ 1,500,000</u>

15-CR-01

CHARTER RESOLUTION
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, TO AMEND
ARTICLE X, FINANCE AND TAXATION, §10-2, “PREPARATION OF BUDGET”,
§10-3, “CITY COUNCIL ACTION ON BUDGET”, §10-5, “AMENDMENTS TO
BUDGET AFTER ADOPTION”, §10-6, “LAPSE OF APPROPRIATIONS”, AND §10-
11, “PROPERTY SUBJECT TO TAXATION, RATES, LEVY AND COLLECTIONS;
ADMISSIONS AND AMUSEMENT TAX”, TO GENERALLY CLARIFY CERTAIN
TERMS AND REFLECT CURRENT FINANCE AND TAXATION PRACTICES BY
AUTHORIZING APPROPRIATED FUNDS THAT ARE LAWFULLY ENCUMBERED
TO BE RETAINED AND EXPENDED AFTER THE END OF THE FISCAL YEAR,
CLARIFYING THAT CONSTANT YIELD TAX RATE PROVISIONS APPLY TO
SETTING THE REAL PROPERTY TAX RATE, IN ADDITION TO THE PUBLIC
HEARING AND NOTICE REQUIREMENTS SET BY THE CITY, PROVIDING FOR
ADDITIONAL PUBLIC NOTICE OF THE BUDGET, CLARIFYING BUDGET
ACTIONS THAT REQUIRE AMENDMENT BY ORDINANCE, AND DELETING
OUTDATED OR INCORRECT PROVISIONS.

A Charter Resolution of the Mayor and Council of the City of College Park, Maryland, 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 Mayor and Council have determined that certain provisions of Article X, “Finance and Taxation”, require amendment in order to reflect current practice, clarify certain provisions, and delete outdated or incorrect provisions.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of College Park that:

Section 1. Article X, “Finance and Taxation” §C10-2 “Preparation of budget” be repealed, reenacted and amended to read as follows:

§C10-2 Preparation of budget.

A. – B. * * * *

C. Budget. The proposed budget shall provide a complete financial plan of all city operating funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable or as the Mayor and Council may require. The proposed budget shall begin with a clear general summary of its contents; shall show in detail all estimated [income] REVENUES, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be

CAPS : Indicate matter added to existing law.

[Brackets] : Indicate matter deleted from law.

Asterisks * * * : Indicate matter remaining unchanged in existing law but not set forth in Ordinance.

so arranged as to show comparative figures for actual and estimated [~~income~~] REVENUES and expenditures of the current fiscal year and actual revenue and expenditures of the preceding THREE fiscal yearS. It shall indicate in separate sections:

(1) The proposed goals and objectives and expenditures for current operations during the ensuing fiscal year, detailed for each operating fund by organization unit, and program, purpose or activity, and the method of financing such expenditures.

(2) Proposed capital expenditures during the ensuing fiscal year, detailed for each operating fund by PROJECT [~~organization unit when practicable~~], and the proposed method of financing each such capital expenditure.

(3) The anticipated income and expense and profit and loss for the ensuing year for each enterprise fund operated by the city.

D. Balanced budget. For any operating fund, the total of proposed expenditures shall not exceed the total of estimated [~~income~~] REVENUES plus [~~carried forward fund balance or retained earnings, exclusive of reserves~~] A DESIGNATION (IF ANY) OF THE UNASSIGNED FUND BALANCE.

E. General fund; fund balance retention. An amount equal to 25% of the ensuing year's expenditures in the general fund shall be a retention goal in the [~~unappropriated fund balance account~~] UNASSIGNED FUND BALANCE of the general fund.

Section 2. BE IT FURTHER RESOLVED by the Mayor and Council of the City of College Park, Maryland, that Article X, "Finance and Taxation" §C10-3, "City Council action on budget" be repealed, reenacted and amended to read as follows:

§C10-3 City Council action on budget.

A. Notice and hearing.

(1) The city shall [~~publish~~] POST AT CITY HALL, TO THE OFFICIAL CITY WEBSITE, TO THE CITY-MAINTAINED EMAIL LISTSERV, AND ON THE CITY CABLE CHANNEL; AND PUBLISH IN ANY CITY NEWSLETTER [~~in one or more newspapers of general circulation in the City~~] the general summary of the proposed budget, the proposed tax rate and a notice stating:

- (a) The times and places where copies of the message and budget are available for inspection by the public at least two weeks prior to the date of the hearing; and
- (b) The time and place for a public hearing on the proposed budget and proposed tax rate.

THE ENTIRE PROPOSED BUDGET SHALL BE AVAILABLE ON THE CITY WEBSITE AT LEAST TWO WEEKS PRIOR TO THE DATE OF THE HEARING.

B. CONSTANT YIELD TAX RATE. [~~(2) This notice and hearing~~] IN SETTING THE REAL PROPERTY TAX RATE, THE CITY COUNCIL shall conform to the requirementS of § 6-

308, CONSTANT YIELD TAX RATE, of the Tax-Property Article of the Annotated Code of Maryland, as amended from time to time [~~dealing with constant yield tax rate~~].

~~[B.]~~C. Amendment before adoption. After the public hearing, the City Council may adopt the proposed budget with or without amendment in the form of an ordinance, without the need of further advertising or public hearings. In amending the proposed budget, it may add or increase programs or amounts and may deplete or decrease any programs or amounts, except expenditures required by law or for REQUIRED debt service or for an estimated [~~cash~~] deficit, provided that no amendment to the proposed budget shall increase the authorized expenditures to an amount greater than the total estimated [~~income~~] REVENUES plus [~~carried forward fund balance or retained earnings, exclusive of reserves~~] A DESIGNATION (IF ANY) OF THE UNASSIGNED FUND BALANCE.

~~[C.]~~D. Adoption. The City Council shall adopt the budget on or before May 31 of the fiscal year currently ending. A favorable vote of at least a majority of the total elected membership of the Council shall be necessary for adoption. If it fails to adopt a budget by this date, the budget proposed by the City Manager shall go into effect.

~~[D.]~~E. Notification to county of tax rates. Upon adoption, the Finance Director is authorized to notify Prince George's County of the city's tax rate. In the event that the City fails to adopt a budget by May 31, the Finance Director is authorized to notify Prince George's County that the tax rate for the ensuing fiscal year shall be the same rate as proposed by the City Manager.

Section 3. BE IT FURTHER RESOLVED by the Mayor and Council of the City of College Park, Maryland, that Article X, "Finance and Taxation" §C10-5, " Amendments to budget after adoption" be repealed, reenacted and amended to read as follows:

§C10-5. Amendments to budget after adoption. EXCEPT AS PROVIDED IN THIS SECTION, THE CITY MAY NOT EXPEND FUNDS NOT APPROPRIATED AT THE TIME OF THE ANNUAL LEVY FOR THAT PURPOSE.

A. Supplemental appropriations. If the City Manager certifies in writing that there are available for appropriation revenues in excess of those estimated in the budget for the current or prior fiscal year, the City Council, by budget ordinance procedures, may make supplemental appropriations up to the amount of such excess for the fiscal year so certified.

B. Emergency appropriations. To meet a public emergency affecting life, health, property or the public peace, the City Council may make emergency appropriations. Such appropriations may be made by emergency ordinance in accordance with the provisions of §C8-2B.

C. [~~Reduction of~~] INSUFFICIENT appropriations. If at any time during the fiscal year it appears probable to the City Manager that the revenues or fund balances available will be insufficient to finance the expenditures for which appropriations have been authorized, the City Manager shall report to the City Council without delay, indicating the estimated amount of the deficit, any remedial action taken by the City Manager and recommendations as to any other

steps to be taken. The City Council shall then take such further action as it deems necessary to prevent or reduce any deficit and for that purpose it may by budget ordinance procedures reduce one or more appropriations.

D. Transfer of appropriations.

(1) THE COUNCIL MAY EXPEND FUNDS FOR A PURPOSE DIFFERENT FROM THE PURPOSE FOR WHICH THEY WERE APPROPRIATED. At any time the City Council may by ~~resolution~~ ORDINANCE transfer part or all of the unencumbered appropriation from one department, FUND or major organizational unit to the appropriation for other departments, FUNDS, or major organizational units for the current or prior fiscal year.

(2) The City Manager may transfer part or all of any unencumbered appropriation balance ~~among programs~~ **TO ANOTHER APPROPRIATED PROGRAM OR EXPENDITURE** within a department or organizational unit ~~[or among departments or organizational units within a fund. Such transfers between departments or organizational units within a fund require subsequent written notification to the City Council as to the reason and amounts of the transfer.]~~

E. Limitation; effective date. No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.

F. VOTE REQUIRED. A TWO-THIRDS (2/3) VOTE OF ALL MEMBERS OF THE CITY COUNCIL SHALL BE REQUIRED FOR THE AUTHORIZATION OF SUPPLEMENTAL AND EMERGENCY APPROPRIATIONS, REDUCTION OF APPROPRIATIONS, OR TRANSFER OF APPROPRIATIONS FROM ONE DEPARTMENT, FUND OR MAJOR ORGANIZATIONAL UNIT TO ANOTHER.

Section 4. BE IT FURTHER RESOLVED by the Mayor and Council of the City of College Park, Maryland, that Article X, “Finance and Taxation” §C10-6, “ Lapse of appropriations” be repealed, reenacted and amended to read as follows:

§C10-6. Lapse of appropriations.

Every appropriation, except an appropriation for a capital projects fund expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended OR LAWFULLY ENCUMBERED. An appropriation for a capital projects fund expenditure shall continue in force until expended, revised or repealed [~~; the purpose of any such appropriation shall be deemed abandoned if three years pass without any disbursement from or encumbrance of the appropriation].~~

Section 5. BE IT FURTHER RESOLVED by the Mayor and Council of the City of College Park, Maryland, that Article X, “Finance and Taxation” §C10-9, “ City Council action on capital improvement program” be repealed, reenacted and amended to read as follows:

§C10-9. City Council action on capital improvement program.

A. Notice and hearing.

(1) The city shall ~~[publish in one or more newspapers of general circulation in the City]~~ POST AT CITY HALL, TO THE OFFICIAL CITY WEBSITE, TO THE CITY-MAINTAINED EMAIL LISTSERV, AND ON THE CITY CABLE CHANNEL; AND PUBLISH IN ANY CITY NEWSLETTER the general summary of the proposed capital improvement program and a notice stating:

(a) The times and places where copies of the proposed capital improvement program are available for inspection by the public at least two weeks prior to the date of the hearing; and

(b) The time and place for a public hearing on the proposed capital improvement program.

~~[(2) This notice and hearing shall conform to the requirement of the Tax Property Article of the Annotated Code of Maryland, as amended from time to time dealing with constant yield tax rate].~~

B. Adoption. The City Council by resolution shall adopt the capital improvement program with or without amendment after the public hearing and on or before May 31 of the fiscal year currently ending.

Section 6. BE IT FURTHER RESOLVED by the Mayor and Council of the City of College Park, Maryland, that Article X, “Finance and Taxation” §C10-11, “ Property subject to taxation, rates, levy and collections; admissions and amusement tax” be repealed, reenacted and amended to read as follows:

§C10-11. Property subject to taxation, rates, levy and collections; admissions and amusement tax

A. * * * *

B. Personal property within the corporate limits of the city, except for property that is exempt under the law, such as University of Maryland property as set forth in § C12-4 of the City Charter, shall be subject to taxation for municipal purposes and shall be levied upon assessments made by ~~[Prince George's County, Maryland, or by]~~ the State Department of Assessments and Taxation of the State of Maryland ~~[as is now provided by law for the collection of such taxes due Prince George's County].~~

C. – E. * * * *

Section 7. BE IT FURTHER RESOLVED by the Mayor and Council of the City of College Park, Maryland, that Article X, “Finance and Taxation” §C10-12, “Financial statement and independent audit” be repealed, re-enacted and amended to read as follows:

§C10-12. Financial statement and independent audit.

A. * * * * *

B. The Mayor and Council shall provide for an independent annual audit of all city accounts, as required by [~~§ 40 of Article 19~~] §16-305 of the LOCAL GOVERNMENT ARTICLE, Annotated Code of Maryland, as amended from time to time, and may provide for more frequent audits as it deems necessary. Such audits shall be made by a certified public accountant or firm of such accountants who have no personal interest, direct or indirect, in the fiscal affairs of the City government or any of its officers. The accountant or firm chosen as the auditor may not serve for more than four consecutive fiscal years and may not be reengaged/rehired unless at least two fiscal years will have elapsed from the termination of that person's or firm's prior engagement with the city. The Mayor and Council shall designate such accountant or firm pursuant to the city's procedures for purchasing professional services~~], but the designation for any particular fiscal year shall be made not later than 30 days after the beginning of such fiscal year].~~ If the state makes such an audit, the Council may accept it as satisfying the requirements of this subsection.

Section 8. BE IT FURTHER RESOLVED by the Mayor and Council of the City of College Park that, upon formal introduction of this proposed Charter Resolution, the City Clerk shall publish this proposed Charter Resolution or a fair summary thereof in a newspaper having a general circulation in the City of College Park together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council. The public hearing is hereby set for _____ p.m. on the _____ day of _____, 2015. All persons interested shall have an opportunity to be heard.

Section 9. BE IT FURTHER RESOLVED that this Charter Resolution is adopted this _____ day of _____, 2015, 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 10. 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 11. 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 9 and 10 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) return receipts of the mailing referred to in Section 3 and shall further cause to be completed and executed the Municipal Charter or Annexation Resolution Registration Form.

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

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

EFFECTIVE the _____ day of _____, 2015.

ATTEST:

CITY OF COLLEGE PARK,

Janeen S. Miller, CMC, City Clerk

By _____
Andrew M. Fellows, Mayor

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

Suellen M. Ferguson, City Attorney

15-0-06

AN ORDINANCE
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, AMENDING
CHAPTER 4, “ADMINISTRATIVE ORGANIZATION”, §4-4, “FINANCE
DEPARTMENT”, CHAPTER 42, “FINANCE”, §§42-2, “REQUIRED SIGNATURES”,
42-3, “CERTIFICATION OF SIGNATURES”, 42-4, “AUTHORIZED SIGNATURES”,
AND 42-6, “AUTHORIZED SIGNATURES ON NONRESTRICTED DOCUMENTS”,
AND CHAPTER 69, “PURCHASING PROCEDURES” §§69-2, “MATERIALS
EXCLUDED” , 69-3, “RESPONSIBILITIES OF FINANCE DIRECTOR” AND 69-4
“PROFESSIONAL SERVICE CONTRACTS” TO CHANGE THE INDIVIDUALS WHO
ARE APPROVED SIGNATORIES FOR CERTAIN ACCOUNTS, EXCLUDE GOODS
AND SERVICES ACQUIRED FROM PRINCE GEORGE’S COUNTY FROM
PURCHASING PROCEDURES; CHANGE THE REQUIREMENTS FOR
PUBLICATION OF REQUIRED ADVERTISEMENTS FOR BIDS, SET THE
THRESHOLD AT WHICH THE COUNCIL MUST APPROVE CONTRACTS FOR
PROFESSIONAL SERVICE CONTRACTS AT \$30,000.00 AND REQUIRE REPORTING
OF CITY MANAGER APPROVED CONTRACTS TO COUNCIL ONLY WHEN
REQUESTED

WHEREAS, pursuant to §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, the City of College Park, Maryland (hereinafter, the “City”) has the power to pass such ordinances as it deems necessary to assure the good government of the municipality, and to protect and preserve the municipality’s property; and

WHEREAS, pursuant to §5-205 of the Local Government Article, Annotated Code of Maryland, the City of College Park also has the express power to expend municipal funds for any purpose deemed to be public and to affect the safety, health and general welfare of the municipality and its occupants; and

WHEREAS, pursuant to this authority, the City enacted Chapter 4, “Administration”, Chapter 42, “Finance” and Chapter 69 “Purchasing Procedures” to establish the ways in which the City can acquire certain items, services and materials; and

WHEREAS, the Mayor and Council have determined there is a need to change the individuals who are approved signatories for certain accounts, exclude goods and services

CAPS
 [Brackets]
 Asterisks * * *

: Indicate matter added to existing law.
 : Indicate matter deleted from law.
 : Indicate matter remaining unchanged in existing law but not set forth in Ordinance

acquired from Prince George's County from purchasing procedures; change the requirements for publication of required advertisement for bids, set the threshold at which the Council must approve contracts for professional service contracts at \$30,000.00 and to require reporting of City Manager approved contracts to Council only when requested.

Section 1. NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland, that Chapter 4 "Administrative Organization", §4-4, "Finance Department" of the Code of the City of College Park be, and is hereby, repealed, reenacted and amended to read as follows:

§4-4. Finance Department.

The Finance Department shall be responsible for the following operations and such other operations as may hereafter be assigned thereto by the Mayor and City Council and/or the City Manager:

A. - F. * * * *

G. Investments of City moneys made by the Finance Director and/or City Manager under the provisions of [~~Article 95, § 22~~] §17-101 *ET SEQ.*, of the LOCAL GOVERNMENT ARTICLE, Annotated Code of Maryland.

H. All of the several financial affairs and operations of the City as to collections.

(1) The Director is authorized to write off uncollectible accounts, defined as those that do not lend themselves to collection in an economically practicable way. Any such account balance in excess of [~~\$100~~] \$1,000.00 would require the written approval of the City Manager.

(2) Subject to review by the City Manager, the Director is authorized to establish collection procedures which will set appropriate levels of collection for various dollar amounts delinquent.

(3) Subject to review by the City Manager, the Director is authorized to negotiate payment terms with delinquent accounts, and this authorization extends to freezing additional penalties and/or interest if payments are received by the City as negotiated. Nothing herein shall be construed as authorizing forgiveness of any past due indebtedness or interest or penalties, unless such forgiveness of interest or lateness penalties is part of an advertised program of amnesty directed, not at an individual but at an inclusive group of code violators or an inclusive group of accounts for a given revenue source. Any such amnesty program shall be of limited duration, shall be effective for violations committed or delinquent accounts for a given revenue

source during a specified period of time and shall require the authorization of the City Manager.

I. * * * *

Section 2. **BE IT FURTHER ORDAINED AND ENACTED**, by the Mayor and Council of the City of College Park, Maryland, that Chapter 42 “Finance”, §42-2, “Authorized signatures” of the Code of the City of College Park be, and is hereby, repealed, reenacted and amended to read as follows:

§42-2. Authorized signatures.

A. Authorized signatures on all checks drawn against the payroll account shall be those of the Finance Director countersigned by the City Manager, or, in the absence of either of the foregoing, payroll checks may be countersigned by the [~~Mayor~~] DEPUTY DIRECTOR OF FINANCE.

B. Authorized signatures for disbursements from all other accounts shall be those of the Finance Director countersigned by the [~~Mayor~~] CITY MANAGER, or, in the absence of either of the foregoing, all checks may be countersigned by the [~~City Manager~~] DEPUTY DIRECTOR OF FINANCE.

Section 3. **BE IT FURTHER ORDAINED AND ENACTED**, by the Mayor and Council of the City of College Park, Maryland, that Chapter 42 “Finance”, Article I, “Maintenance of bank accounts”, §42-3, “Certification of signatures” of the Code of the City of College Park be, and is hereby, repealed, reenacted and amended to read as follows:

§42-3. Certification of signatures.

Signatures of the [~~Mayor,~~] City Manager, FINANCE DIRECTOR and DEPUTY DIRECTOR OF Finance [~~Director~~] shall be duly certified to the depositories, and no checks drawn against any account of the City of College Park shall be valid unless so signed and countersigned. These certifications shall remain in effect until written notice of any change in incumbent is duly served upon said depository.

Section 4. BE IT FURTHER ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland, that Chapter 42 “Finance”, Article II, “Short term notes; tax anticipation warrants”, §42-4, “Authorized signatures” of the Code of the City of College Park be, and is hereby, repealed, reenacted and amended to read as follows:

§42-4. Authorized signatures

Any two of the following listed three City officials do represent the Mayor and Council and do have authority to sign and execute any short-term notes and/or anticipation warrants:

- A. The [~~Mayor~~] CITY MANAGER.
- B. The Finance Director.
- C. The [~~City Manager~~] DEPUTY DIRECTOR OF FINANCE.

Section 5. BE IT FURTHER ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland, that Chapter 42 “Finance”, Article III, “Miscellaneous validations”, §42-6, “Authorized signatures on nonrestricted documents” of the Code of the City of College Park be, and is hereby, repealed, reenacted and amended to read as follows:

§42-6. Authorized signatures on nonrestricted documents.

A. The [~~Mayor, the~~] City Manager, THE FINANCE DIRECTOR and the [~~Finance~~] DEPUTY Director OF FINANCE are authorized to sign checks, savings withdrawal slips, certificates of deposit and any and all other financial instruments not specifically restricted to the signature of a designated official.

B. The signatures of any two of the above-named officials will validate such documents.

Section 6. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park that, that Chapter 69 “Purchasing Procedures”, §69-2, “Materials excluded” of the Code of the City of College Park be, and is hereby, repealed, re-enacted and amended to read as follows:

§69-2. Materials excluded.

A. Items, services or materials of not more than \$30,000 in value and authorized in the Appropriation Ordinance for the current year may be purchased on negotiation at the direction of the City Manager in a manner approved by him/her. Items, materials or services obtained from utility companies having exclusive franchises in the area OR FROM PRINCE GEORGE'S COUNTY are excluded from the provisions of this chapter. Items, materials or services supplied to the City by a contractor or developer as part of a permit-approved improvement are not subject to the provisions of this chapter.

B. * * * *

C. Nothing in this section shall be deemed to require the City Manager to use another jurisdiction's bid process when purchasing items, services and materials. The City Manager retains the right to issue a request for proposals for all items, services and materials purchased by the City. Upon deciding to award a contract where the approval of the Mayor and Council is not required, the City Manager shall immediately notify the Mayor and Council of the purchase IF REQUESTED TO DO SO BY THE MAYOR AND COUNCIL. The notification shall contain:

- (1) A description of the item, service or material purchased;
- (2) The cost of the item, service or material;
- (3) Who is providing the item, service or material;
- (4) A description of the bid process used; and
- (5) A statement as to whether the successful bidder was the lowest most responsive and responsible bidder, and if not, why not.

Section 7. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park that, that Chapter 69 "Purchasing Procedures", §69-3, "Responsibilities of Finance Director" of the Code of the City of College Park be, and is hereby, repealed, reenacted and amended to read as follows:

§69-3. Responsibilities of Finance Director.

It shall be the responsibility of the Finance Director to provide for the direction of the purchasing function, as specified in the Administrative Ordinance.^[1] In that connection and under the general supervision of the City Manager, he/she shall:

A. * * * *

B. Provide notice [~~in at least one newspaper of general circulation in Prince George's County for~~] IN EMARYLAND MARKETPLACE a minimum of one week prior to the date set for the

opening of bids. Said notice shall include a brief description of the item or items to be bid, the time and location where specifications may be obtained for the item or items to be bid, the time and date on which sealed bids are to be received, the location to which bids are to be returned and any special conditions to which the item or items may be subject. The notice shall contain the time, date and location of the bid opening, and all such openings are to be public. The notice shall also contain the name of the authorizing officer.

C. - E. * * * *

Section 8. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park that, that Chapter 69 “Purchasing Procedures”, §69-4, “Professional service contracts” of the Code of the City of College Park be, and is hereby, repealed, reenacted and amended to read as follows:

§69-4. Professional service contracts.

A. - C. * * * * *

D. Nothing in this section shall be construed as limiting the power of the City Manager to negotiate for and purchase professional or other services of not more than ~~[\$7,500]~~ \$30,000.00 in value.

Section 9. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park that, upon formal introduction of this proposed Ordinance, which shall be by way of a motion duly seconded and without any further vote, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall publish this proposed ordinance or a fair summary thereof in a newspaper having a general circulation in the City of College Park together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council. The public hearing, hereby set for _____ p.m. on the _____ day of _____, 2015, shall follow the publication by at least seven (7) days, may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time. All persons

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

interested shall have an opportunity to be heard. After the hearing, the Council may adopt the proposed ordinance with or without amendments or reject it. As soon as practicable after adoption, the City Clerk shall have a fair summary of the Ordinance and notice of its adoption published in a newspaper having a general circulation in the City of College Park and available at the City's offices. This Ordinance shall become effective on _____, 2015 provided that a fair summary of this Ordinance is published at least once prior to the date of passage and once as soon as practical after the date of passage in a newspaper having general circulation in the City.

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

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

EFFECTIVE the _____ day of _____, 2015.

ATTEST:

CITY OF COLLEGE PARK,

Janeen S. Miller, CMC, City Clerk

Andrew M. Fellows, Mayor

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

Suellen M. Ferguson, City Attorney

15-G-118

Mayor Fellows:

- Appoint Javid Farazad to the Advisory Planning Commission

Councilmember Stullich

- Reappoint James Garvin to the Airport Authority for a three year term