TUESDAY, APRIL 21, 2015
(COUNCIL CHAMBERS)

7:30 P.M. WORKSESSION

COLLEGE PARK MISSION STATEMENT

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

CITY MANAGER'S REPORT

PROPOSED ITEMS TO GO DIRECTLY TO NEXT WEEK'S AGENDA

PROPOSED CONSENT AGENDA ITEMS

1. Approval of free Saturday parking in the Downtown Parking Garage, May 30 through August 15 – Bob Ryan, Director of Public Services

WORKSESSION DISCUSSION ITEMS

2. Presentation of draft plan for the UMD Innovation District – Carlo Colella, VP for Administration and Finance; Brian Darmody, Asst. VP for Research and Economic Develop; Adam Gross, Ayers Saint Gross

3. Presentation by Washington Gas: Reporting, detecting, and repairing a gas leak – Mike Riley, Manager, MD Construction (P.G. Co. & Southern MD), Washington Gas

4. Update from Aaron Marcavitch, Executive Director, Maryland Milestones/ATHA, Inc.

5. Presentation by Len Lucchi and Eddie Pounds, City Lobbyists, on the legislative session

6. Review of FY 16 Budget Ordinance prior to introduction next week – Steve Groh, Director of Finance

7. Proposal for a City Community Garden – Steve Beavers, Community Development Coordinator

8. Letter with comments on M-NCPPC Proposed FY 2016 Annual Budget – Bill Gardiner, Assistant City Manager **(Possible Special Session)**

9. Approval to purchase two (2) 2016 Ford F-250 Pickup Trucks for replacement vehicles – Robert Stumpff, Director of Public Works

10. MOU with University of Maryland Department of Public Safety for CCTV Camera monitoring – Bob Ryan, Director of Public Services

11. Letter to SHA regarding the intersection of US 1 and Hartwick Road

12. Appointments to Boards and Committees

COUNCIL COMMENTS

INFORMATION/STATUS REPORTS FOR COUNCIL REVIEW ONLY

13. Information Report: Old Parish House Usage/Electronic Lock – Janeen S. Miller, City Clerk

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

1

Approval of Free Summer Saturday Parking in the Downtown Parking Garage

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joseph Nagro, City Manager

FROM: Robert W. Ryan, Public Services Director

DATE: April 17, 2015

SUBJECT: Free Parking in the City Garage on Summer Saturdays

ISSUE

In the summer of 2012, Mayor and Council authorized free City garage parking on summer Saturdays to help attract customers to the downtown businesses. Staff is ready to implement a similar program this summer.

SUMMARY

The Council authorized a summer 2012 pilot project to assess the feasibility of allowing free parking in the City garage on summer Saturdays to attract customers downtown on summer weekends. This program was generally considered a success and was offered again during the summers of 2013 and 2014 beginning with the weekend after May graduations through late August prior to move in for the fall semester

Lost revenue for a typical summer is expected to be approximately $275.00 each Saturday; parking is always free on Sundays. City staff is ready to implement a similar program for the summer of 2015, upon Council approval. With lessons learned from the past three summers, staff anticipates an even more successful, smoothly run program.

RECOMMENDATION

It is recommended that the Council approve the implementation of free Saturday parking during this summer from Saturday, May 30 through Saturday, August 15, 2015.

x:\documents\for ryan\2015\free parking 2015.docx

2

Draft Plan for the UMD Innovation District

3

Washington Gas: Reporting, Detecting and Repairing A Gas Leak

4

Update on Maryland Milestones/ATHA

5

2015 Legislative Session Wrap-Up

O'MALLEY, MILES, NYLEN & GILMORE, P.A.

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(1939-2011)

Edward W. Nylen
(1922-2010)

John D. Gilmore, Jr.
(1921-1999)

MEMORANDUM

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

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

DATE: **April 16, 2015**

RE: **2015 End of Session Legislative Wrap-up**

The 435th session of the Maryland General Assembly adjourned its 90-day legislative session at midnight on Monday, April 13. The 90-day marathon saw the Assembly send more than 600 bills to Governor Larry Hogan's desk for his possible signature. Although the session began with promises of bipartisanship, it ended abruptly Monday night with a partisan air. With respect to municipalities, the additional $19 million for municipal transportation needs in the Governor's supplemental budget remained intact. This was a significant victory in that the counties only received $4 million.

Other local bills impacting municipalities that passed this session are listed below:

1. **HB 83/SB 444 - Public Records – Inspection –** This law essentially serves as a means to clarify technical language in the State code. Under the law, state agencies and local governments are required to designate the types of public records that are immediately available to an applicant upon a request made pursuant to the Public Information Act, and to maintain a list of records so designated. **Both bills passed.**

2. **HB 114 – Maryland Tort Claims Act – Limit on Liability –** Under this law, the liability limit under the Maryland Tort Claims Act (MTCA) increased from $200,000 to $400,000 to a single claimant for injuries arising from a single incident or occurrence.

3. **HB 913 - Transportation - Highway User Revenues - Local Government Reporting – Revisions –** This law streamlines the Highway User Revenue reporting requirement by eliminating the need to submit multiple reports to various agencies and committees. Instead, reports only need to be submitted to the State Highway Administration. The form will also include an opportunity to report on monies diverted from a municipal general fund to pay for projects funded by HURs and a list of transportation projects that have been delayed due to a lack of funding.

4. **HB 341/SB 401 – Underground Utility Damage Prevention – Connecting Buildings to Sewerage Systems – Detectable Wires –** This law requires detectable tracer wires to be installed with sewerage system piping. **Both bills passed.**

5. **SB 369/HB932 – Prince George's County – City of College Park – Class D Beer and Wine License (Plato's Bill) –** This law authorizes one Class D (on-sale) beer and wine license issued for premises in the 7100 block of Baltimore Avenue in the City of College Park to be converted into a Class D (on- and off-sale) beer and wine license for premises that are located in the 7100 to 7200 block of Baltimore Avenue. **Both bills passed.**

6. **SB 863 – Watershed Protection and Restoration Programs - Revisions (Stormwater Legislation) –** The bill's original intent was to only modify stormwater requirements for Phase I permit holders, with no impact to municipalities. However, the bill was later amended to bring municipalities into the bill. A county that chooses to fund its stormwater program through the use of general fund revenues or bond proceeds beginning in fiscal year 2017 now must meet with each of their municipalities to mutually agree to do one of the following three things: 1) Assume responsibility for the municipality's stormwater remediation obligations; 2) If a municipality has established their own stormwater fee, a county must adjust the county property tax rate within the municipality to offset the stormwater remediation fee charged by the municipality, or; 3) negotiate a memorandum of understanding with the municipality to mutually agree on any other action.

   Language was also added to the bill requiring that on or before December 31, 2015, a county that owns property located within a municipality that has adopted a stormwater fee shall enter into a memorandum of understanding with the municipal government and mutually agree on an amount to be paid by the county to the municipality to defray the municipality's costs of providing stormwater pollution control services to county property. In addition, a municipality that owns property located within a county that has adopted a stormwater system of charges must enter into a memorandum of understanding with the county to mutually agree on an amount to be paid by the municipality to defray the costs of providing stormwater pollution services to municipal property.

7. **HB 919/SB 551 – Land Use – Plans – Development and Adoption** – This law authorizes a legislative body to adopt, modify, or disapprove a plan (in whole or part), a plan for one or more geographic sections or divisions of the local jurisdiction, or an amendment or extension of or addition to the plan. **Both bills passed.**

8. **HB 229/ SB 604 - Human Relations - Employment Discrimination - Protection for Interns** – This law applies employment discrimination standards to unpaid interns and applicants for internships. **Both bills passed.**

9. **HB 113 – Local Government Tort Claims Act – Limits on Liability –** The caps on liability on the Local Government Tort Claims Act (LGTCA) were raised from $200,000 to $400,000 per individual claim and from $500,000 to $800,000 for total claims arising from the same instance. The legislation also increases the notice requirement under the LGTCA from six months to one year. MML and MACo agreed to a compromise early in the session whereby caps would be raised to $300,000 and $600,000, respectively, and the notice claim provision would move to one year. The House passed the bill as agreed with regard to caps, but the Senate Judicial Proceedings Committee increased the amounts to $500,000 and $1,000,000, respectively.

   A conference committee was appointed on this past Monday after the House refused to adopt these amendments and the Senate refused to recede. The conference committee removed the damaging language in the notice provision and set the caps at $400,000 and $800,000, respectively. This will result in an increase in City premiums to the Local Government Insurance Trust.

10. **SB 695/HB 755 – Public Information Act – Enforcement, Fees, and Exemptions –** This law makes several changes to public disclosure requirements and also establishes a Public Information Act Compliance Board and the Office of Public Access Ombudsman. The Compliance Board will operate similarly to the Open Meetings Law Compliance Board. It will have five members and hear only claims brought by the public alleging unreasonably high fees for document preparation and production. The "free time" provision which states that a government entity must allow for two free hours of staff time to complete a PIA request before charging a fee for time, will remain at two hours. In addition, government entities retained the ability to charge "actual costs" in searching for, preparing, and reproducing documents in response to a PIA request. **Both bills passed.**

11. **SB 868 – Transportation Network Services and For-Hire Transportation (the "Uber Bill") –** This legislation was introduced late this session to address ongoing concerns with transportation network services, which provide transportation similar to taxicabs through usage of mobile devices. Uber and Lyft are the most recognizable services providers in the field. Among the many contentious issues that were handled by the Senate Finance Committee with respect to this new service, local governments were able to insert language which allows for an assessment of $.25 per trip originating in a particular jurisdiction. In addition, municipalities will have a right of first refusal on establishing such assessments, and must be given notice and reasonable time to pass such an ordinance before a county can move forward with a law to do so.

12. **HB 300 – Washington Metropolitan Area Transit Authority (WMATA) Services - Utilization Study –** This law requires the Maryland Department of Transportation (MDOT) and WMATA to conduct a study every five (5) years on the utilization of bus, rail and subway transportation services under the jurisdiction of WMATA. The first report is due by December 1, 2015. In conducting the studies, WMATA and MDOT must 1) compile and analyze statistics regarding starting points and destinations, by jurisdiction; 2) determine modes of transportation individuals use to connect to WMATA-provided transportation services and final destinations, including waking, personal, vehicle, bus, and MARC Train; 3) compile and analyze data on the number of individuals who use Metrorail, Metrobus, and MetroAccess and the frequency of use; and 4) study and compare the various reasons individuals use WMATA-provided transportation services, i.e., work, recreation, entertainment, educational, etc.

13. **HB 323/ SB 262 – Maryland Building Performance Standards – Modifications – Energy Codes –** This law requires the Department of Housing and Community Development (DHCD) to adopt modifications to the Maryland Building Performance Standards (MBPS) that allow any innovative approach, design, equipment, or method of construction that can be demonstrated to offer performance that is at least the equivalent to the requirements of the International Energy Conservation Code (IECC); Chapter 13, "Energy Efficiency," of the International Building Code (IBC); or Chapter 11, "Energy Efficiency," of the International Residential Code. Local governments that must implement alternative energy codes as a result of this new law will experience increases to expenditures resulting from the need to train local building inspectors and contractors on the new standards. **Both bills passed.**

14. **HB 353/SB 94 – State Government – Automated Mapping – Geographic Information Systems – System Services Costs –** Under this law, a governmental unit may adopt a fee structure that will cover the cost of producing a new GIS product in a digital or other format, or the cost of reproducing an existing GIS product in printed, hard copy, digital, or other format. The fee structure may include an additional charge of up to $50. GIS products include any depiction, representation, or compilation of spatial data produced in printed, digital, hard copy, or other format. **Both bills passed.**

15. **HB 450/ SB 371 – State Highway Administration – Bicycle and Pedestrian Priority Areas –** Under this law, the State Highway Administration (SHA) has to determine whether it will designate an existing local bicycle and pedestrian priority area (BPPA) as a State BPPA if there is a State highway within the limits of the designated area. The decision must be made by September 30, 2016, if the local government notified SHA of its designation prior to September 30, 2015, or within one year if the notification was made after that date. **Both bills passed.**

16. **HB 681 – Prince George's County – Municipal Tax Setoff – Report PG 417-15 –** This law requires the county to complete a report on property tax setoffs in the county by January 31 of each year. Reports must be made available by the county upon request to municipalities in the county that must reflect 1) the amount of the tax setoff granted to

each municipality in the current fiscal year; 2) a description of the scope and nature of the individual services or programs provided by each municipality instead of similar services or programs provided by the county; and 3) a description of the methodology used by the county to determine the amount of the tax setoffs.

17. **HB 809/SB 540 – Municipalities – Parking Authorities –** Under this law, municipalities are authorized to establish a parking authority. Municipal revenues are expected to increase through the collection of parking fees and the issuance of bonds. Parking authorities may also issue tax exempt bonds in order to raise money for the purchase of property and the construction of facilities or improvements. **Both bills passed.**

18. **HB 938/ SB 564 – Prince George's County – Maryland – Washington Regional District – Fairness in Zoning – MC/PG 112-15 –** This law modifies State law governing who may request judicial and district council review of certain land use decisions, including subdivision approval decisions, in Prince George's County. Additionally, under this law in Prince George's County, the zoning hearing examiner must issue a decision on a matter within 100 days from the date of the last hearing held by the hearing examiner. With respect to an appeal from a decision of a zoning hearing examiner, the district council may remand a zoning matter back to the zoning hearing examiner only once, and with a condition that a decision is made within 30 days after the remand. **Both bills passed.**

19. **SB 370 – Unmanned Aircraft Systems Research, Development, Regulation, and Privacy Act of 2015 –** Under this law, State law shall preempt the authority of a county or municipality to prohibit, restrict, or regulate the testing or operation of unmanned aircraft systems and supersedes any existing law or ordinance of a county or municipality that does so. It does not, however, affect federal preemption of State law.

20. **HB 71 – Capital Budget** – City Hall Bond reauthorization was inserted into the capital budget, extending the term of the grant until June 1, 2017.

6

Fiscal Year 2016 Budget Ordinance

ORDINANCE 15-O-03

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND TO ADOPT THE FISCAL YEAR 2016 OPERATING AND CAPITAL BUDGET OF THE CITY OF COLLEGE PARK, MARYLAND

BE IT ORDAINED, by the Mayor and Council of the City of College Park, Maryland, that the following sums and amounts are hereby appropriated for the fiscal year beginning July 1, 2015 and ending June 30, 2016, the said revenues being used to defray expenses and operations of the City of College Park, Maryland in accordance with the following schedule:

General Fund

Revenues	
Taxes	
Real Property Taxes	$ 6,929,876
Personal Property Taxes	851,500
Income Taxes	1,600,000
Other Local Taxes	650,000
State Shared Taxes	419,266
County Shared Taxes	450,000
Licenses & Permits	
Business Licenses	43,000
Other Licenses & Permits	835,935
Utility Franchise Fees	315,000
Intergovernmental	
Federal Grants	0
State Grants	217,055
County Grants	44,717
Charges for Services	
General Government Charges	7,200
Highways & Streets	587,100
Sanitation & Waste Removal	392,778
Health Charges	12,000
Fines & Fees	
Fines	2,510,600
Miscellaneous Revenues	
Investment Earnings	93,019
Property & Equipment Rental	99,850
Sale of Fixed Assets	0
Other Revenues	1,700
Total Operating Revenues	$ 16,060,596
Non-Revenue Receipts	
Interfund Transfer from Parking Debt Service Fund	257,392

Use of Unassigned Reserve	0
Total Revenues	**$ 16,317,988**

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

Parking Debt Service Fund

Revenues	
Highways & Streets	
Parking Meter Revenue	$ 205,000
Fines	
Parking Fines Revenue	45,000
Total Revenues	**$ 250,000**

Expenditures	
Interfund Transfer to General Fund	$ 257,392
Total Expenditures	**$ 257,392**

BE IT FURTHER ORDAINED that:

1. The tax levy be, and the same is hereby set at thirty-three and 5/10 cents ($0.335) per one hundred dollars ($100.00) of full value assessment on all taxable real property located within the corporate limits of the City of College Park, Maryland;

2. The tax levy be, and the same is hereby set at eighty-three and 8/10 cents ($0.838) per one hundred dollars ($100.00) of full value assessment on all taxable personal property located within the corporate limits of the City of College Park, Maryland;

3. In addition to the projected General Fund operating revenue of $16,060,596, the sum of $257,392 is transferred from the Parking Debt Service Fund and the sum of $0 is appropriated from prior years' unassigned fund balance;

4. The net speed enforcement camera revenues, after recovery of the costs of implementing and administering the program, are allocated solely for public safety purposes, including pedestrian safety programs;

5. The above listing of revenues and expenditures represents a summary of the detailed material contained in a document entitled "City Manager's Requested Operating and Capital Budget for Fiscal Year 2016", with amendments; said document and any amendments thereto are incorporated herein by this reference;

6. By adoption of this Ordinance, the FY2016 Pavement Management Plan and the FY2016 Pay Plan (including Job Class Table and Pay Table) contained in the FY2016 requested operating budget with amendments, if any, are hereby adopted by this reference;

7. By adoption of this Ordinance, the City includes its employees in the Reformed Contributory Pension Plan of the Maryland State Retirement and Pension System (MSRP) and authorizes payment of retirement benefits into the said pension system, on the terms and conditions set forth in State law;

8. The Unrestricted Capital Projects Fund and Restricted Capital Projects Fund reserve accounts shall be re-appropriated as required in order to fund the projects included in the Capital Improvement Plan as adopted by this Ordinance;

9. The Capital Budget and the Five Year Capital Improvement Plan for Fiscal Year 2016 in the amount of $48,679,358, as listed and described in the capital projects fund section of the "City Manager's Requested Operating and Capital Budget for Fiscal Year 2016" with amendments is hereby adopted;

10. The Parking Debt Service Fund is hereby budgeted for fiscal year 2016. This fund was established in fiscal year 2008 to receive 50% of the additional parking meter revenue generated from the FY2008 increase in parking meter rates. Beginning in FY2011, this fund also receives the $2.50 increase in parking tickets for expired meter and overtime parking. The revenues retained in the Parking Debt Service Fund will be used to offset debt service costs on the parking garage debt;

11. Personal property tax accounts delinquent for a period of ninety (90) days shall be assessed a $100.00 late payment penalty;

12. Should any section of this Ordinance be determined to be invalid, such invalidity shall not affect any other sections; and

13. This Ordinance shall become effective at the expiration of twenty (20) calendar days following its adoption or July 1, 2015, whichever is later.

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 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 City Council.

A public hearing will be held on this budget Ordinance at 7:00 p.m. on the 12th day of May, 2015 in the Council Chambers, City Hall, 4500 Knox Road, College Park, Maryland. The public hearing followed the date the "City Manager's Requested Operating and Capital Budget for Fiscal Year 2016" was available for inspection by the public by at least two (2) weeks, and 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 budget Ordinance, with or without amendment, without the need for further advertising or public hearings.

Introduced on the _____ day of April, 2015

Adopted on the _____ day of May, 2015

Effective on the 1st day of July, 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
Summary of Changes between FY2016 Requested and Revised Budgets
(not a part of Ordinance 15-O-03)

Program	Description	Increase (Decrease)
Revenues-Unassigned Reserve Transfer 399.00	**Use of Unassigned Reserve per Requested Budget (Budgeted Surplus)**	**$ (50,625)**
Admin-M&C-1010	Increase direct grant to College Park Arts Exchange	1,500
Admin-M&C-1010	Increase direct grant to Meals on Wheels	2,500
Admin-M&C-1010	Add Mayor & Council internship program; details TBD	5,000
Admin-M&C-1010	Transfer $80,000 College Park Academy grant to new account Education Improvement Fund; details TBD	0
Admin-Public Relations-1017	Increase College Park Day, funding for additional stage, performers, rentals	4,500
Public Services-Contract Police-2030	Decrease County police services contract from 3 officers to 2 (currently 1 vacant position)	(133,333)
Public Services-Contract Police-2030	Increase part-time contract police by 1.30 FTEs to offset reduction in police services contract above (Hourly 117,409, FICA 8,972, Workers Comp 7,077)	133,458
Planning-Econ Developmt-3014	Increase Hollywood Farmers Market for market events	2,000
Youth & Family-Admin-4010	Increase holiday events	500
Interfund Transfers-9210	Additional C.I.P. transfer to increase Fire Department Capital Equipment Grants by $2,500 per fire company	7,500
Interfund Transfers-9210	Additional C.I.P. transfer to CCTV project to fund purchase and installation of one PTZ security camera at location TBD on Trolley Trail in Lakeland-Berwyn	27,000
Revenues-Unassigned Reserve Transfer 399.00	**Use of Unassigned Reserve per Revised Budget**	**$ 0**

7

Proposal for a Community Garden

(material to be provided next week)

MEMORANDUM

TO: Mayor and Council

THROUGH: Joseph L. Nagro, City Manager
Terry Schum, Director of Planning, Community and Economic Development

FROM: Steve Beavers, Community Development Coordinator

DATE: April 17, 2015

SUBJECT: College Park Community Garden in Old Town

ISSUE:

As part of the City's participation in the Sustainable Maryland Certified Program, the Council approved a plan that included the creation of a community garden as one of our priority actions. Recent survey results have shown sufficient interest to indicate that a community garden will be successful in the City. A potential site has been identified in Old Town Park, near the intersection of Norwich Road and Columbia Avenue. Staff is seeking authorization to move forward with implementation of the garden.

SUMMARY:

Background

The establishment of a community garden aligns well with the City's goal to be a regional model of sustainability. Towards this end, the Green Team has researched potential site locations and community garden best practices. Research has involved the University of Maryland Extension Service Master Gardeners, School of Public Health representatives from the Healthy Futures program, The Healthy Eating Active Living Campaign from the Institute for Public Health Innovation, Maryland National Capital Park and Planning Community Garden Rangers, as well as representatives of several local community gardens.

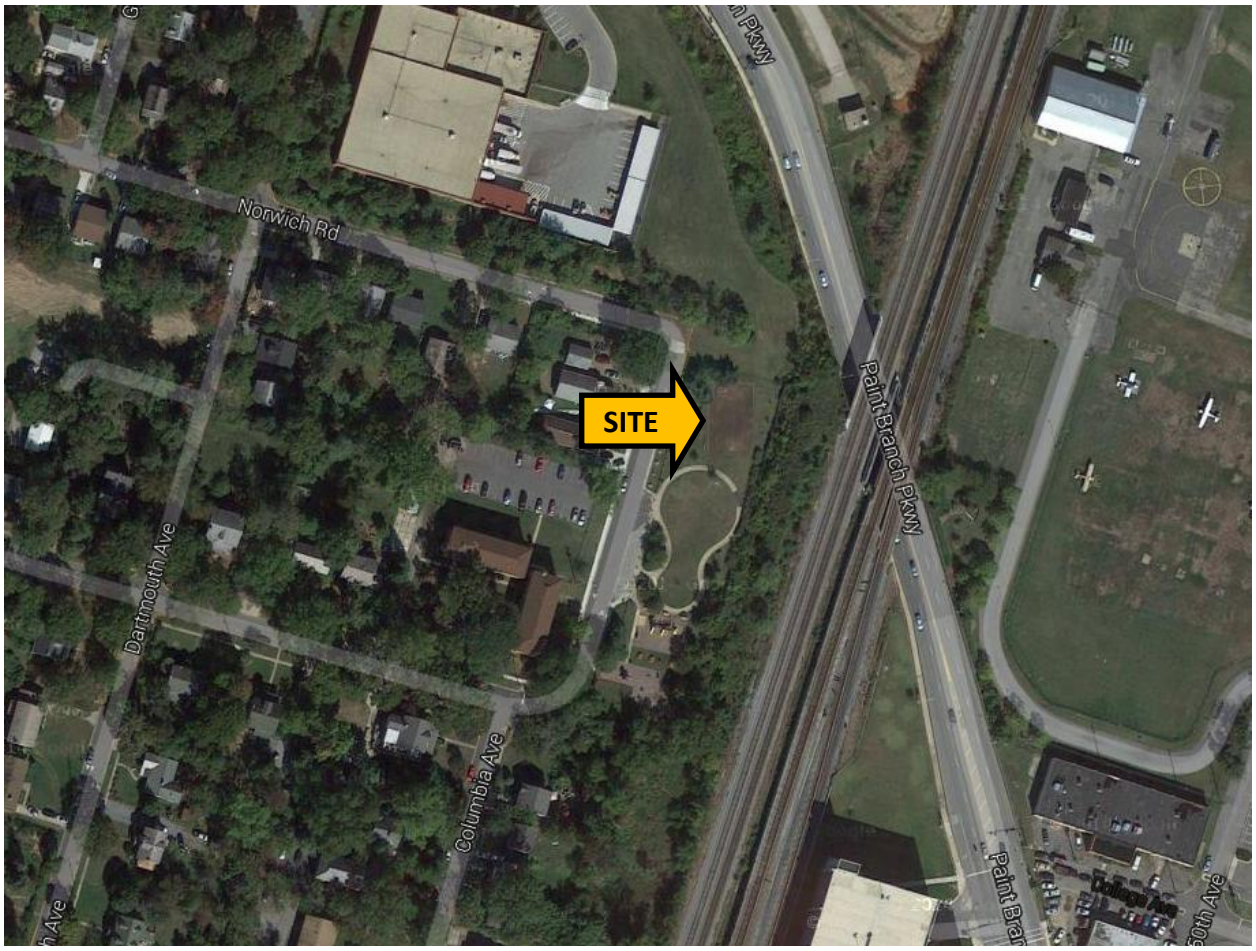
Last year, the City released a survey to gauge resident interest in community gardening. The results showed the most interest in southern College Park within the Calvert Hills and Old Town neighborhoods. It was determined that a good site would be clear and relatively flat, located on City-owned property, would provide easy access for gardeners from other neighborhoods, and be large enough to provide some room for expansion in the future if needed.

Vision

This project will create a place that empowers City residents to enjoy the benefits of healthy nutrition, form connections with other residents, and share gardening resources. The hope is to foster an active network of community gardens within the City, beginning with a garden in Old Town and expanding over several years to other City neighborhoods based on the number of interested residents and available space.

Location

The proposed site is the Old Town Playground on Columbia Avenue between Norwich and College Avenue. The garden will be located in the northern portion of this City-owned property in an area previously occupied by a sand volleyball court.



Organization

The garden will be organized so that it is self-supported by plot renters and other volunteers with minimal involvement required from City staff. However, the City will handle the registration of plots, including collection of the plot rental fees. The City will also set forth the official rules for the garden, which are attached as Appendix 2. Garden members will be required to complete a hold harmless agreement that will be kept on file with the City. The

City's existing insurance that covers our parks will also provide coverage for the community garden once we notify our insurer that the garden is being established.

Day-to-day monitoring of the garden plots for compliance will be handled by volunteer "garden masters." These members agree to take a more active role in the organization by serving as initial points of contact for other garden members as well as handling any rule violations. City staff will become involved if issues cannot be resolved by these front-line members. The garden master volunteers, ideally two or more people, will agree to be the "eyes" on the garden and make the effort to inform staff if there may be potential issues.

This "hybrid" management system is designed to create a strong, sustainable organization. It reduces the potential for conflicts arising from different interpretations of the rules, while promoting active involvement by the plot renters in the management of the garden. Research has shown that some community gardens run purely by volunteers seem to have frequent member conflicts, usually as a result of interpretation of the rules, or lack of published rules. The gardens that seem to have the most stability were those run by government organizations such as M-NCPPC. For that reason, the proposed rules, shown in Appendix 2, are adapted from the time-tested rules of M-NCPPC community gardens.

Plot renters in good standing will be allowed to annually renew and keep their current plot if they so desire. On future year's applications, there will be a space to indicate if the plot renter would like to keep their current plot.

Layout

The garden dimensions will be 50' x 80' making the total area 4,000 sq. ft. Plots will be in raised beds measuring 5' x 10' (50 sq. ft. each). If space is available, 2 adjoining plots can be purchased together by the same member, which will result in a 100 sq. ft. plot. Assuming 3' aisles, 36 rentable plots will fit within the garden area. 4 additional plots will be created and utilized for distribution of mulch, topsoil and compost.

The northern-most row will not have an aisle all the way around, and will be directly next to the fence. This row may be desirable for gardeners who wish to grow very tall plants or those that require support structures. By locating them in the northern-most row, they will not shade other plots.

A water connection is possible in future years. A water line runs down nearby Columbia Avenue and a supply line would only need to run about 100' to reach the garden. However, the expense is significant. A simple water connection to a spigot in the garden has been estimated to cost approximately $15,000. It should be considered after a year or more of active interest in the community garden has been demonstrated.

Plot Diagram

Materials

Fencing will be heavy-duty 8’ tall chainlink clad in black vinyl with a lockable gate. Plots will be in raised beds using 2” x 10” lumber. Rebar stakes will be driven into the ground to prevent the beds from shifting or bulging out. Untreated dimensional lumber will be used exclusively in the garden. Pressure treated wood is not recommend for use around edible plants due to the chemicals used in its manufacture.

Construction

One of the purposes of this project is to bring residents together. Prospective plot renters have been identified and have also shown interest in helping to create the garden. Raised beds are simple to build and can easily be constructed with hand tools by interested volunteers. The ground, being a former sand volleyball court, is already cleared and level. Lumber, top soil and mulch can all be easily obtained from local sources. The intent is to build at least the number of plots that are rented this year. Fencing will be installed by a professional contractor.

RECOMMENDATION:

Staff recommends that the Council approve the selection of Old Town Park as a community garden site and authorize funding for the construction of the garden.

ATTACHMENTS:

1. Budget and Signage
2. Proposed Rules
3. Membership Application

Appendix 1

Budget

Item	Description	Cost Each	Qty	Unit	Total
Fence	8’ black vinyl-clad chain link, installed	$32	260	lf	$8,500
Lumber	10” x 2”x 10’ - 1,100 linear feet	$1.25	1,100	lf	$1,375
Rebar	½” x 2’	$1.35	80	ea	$108
Misc. Hdw.	Nails, etc.	-	-	-	$200
Sign	Metal welcome sign 15” x 20”	$250	1	ea	$250
Soil	Nutrient amended	$25	70	cuyd	$1,750
Mulch	Shredded wood	$10	25	cuyd	$250
Other	Snacks for volunteer days	-	-	-	$300
Total					$12,733
Contingency 15%					$1,910
Grand Total					$14,643

Signage

A durable metal sign will be placed at the entrance to the garden:

Welcome to the
COLLEGE PARK
COMMUNITY
GARDEN
IN OLD TOWN

For plot rentals or
other information, call
240-487-3538 or visit
www.collegeparkmd.gov

Plot holders and
authorized guests only
NO TRESPASSING

Appendix 2: Garden Rules

- Hours of operation: Dawn to dusk. No one is allowed to be in the garden before or after these times.
- Plots are non-transferable. All plots will be surrendered back to the City of College Park at the end of the season. Fees are non-refundable. Priority will be given to existing active plot holders to book their plot for the next season.
- Plots must be in a cultivated state by May 1st and be cleared of all debris by December 1st.
- Garden plots are to be used for growing fruits, vegetables and flowers for personal use only and not for commercial sales.
- Plots are received as-is. Tilling is the responsibility of each gardener and is not provided by the City.
- Gardeners should visit and maintain their plots at least once a week. Gardeners are responsible for cultivating, weeding, and watering their own plots and maintaining the surrounding paths. If you will be out of town or on vacation, please arrange to have a fellow gardener watch over your space.
- All gardens are subject to occasional inspections. If the garden is not in compliance with the guidelines, an email notice will be sent by the garden master. Two weeks later, another inspection will be performed. If the garden is still not in compliance, the garden master will notify the City garden coordinator. Two weeks following this notice, the plot will be subject to forfeiture and must be surrendered at the discretion of City staff. Fees will not be refunded.
- Fertilizers may be used on garden plots, however, pesticides are not allowed in the garden. Organic ways to control insects and diseases should be used as necessary - the garden master can provide advice.
- Family members and guests are welcome to the garden site. Plot holder must agree to accompany all guests and understand that he/she is responsible for their actions.
- Crops and structures over six feet tall are not allowed due to the shadow effect they will cast on neighbor's plots. No interior (plot perimeter) fences are allowed.
- Biodegradable mulch is encouraged. Examples include: aged compost, leaves, straw, and hay. Carpet mulch, stone, newspaper, cardboard and sod are not allowed. Black plastic is allowed but must be secured.
- Plot boundaries should be kept weeded and trash free, including the pathways on all sides of your plot.
- No permanent structures are allowed. All temporary structures must have written approval of City staff.
- No invasive or illegal plants are allowed. Plants like mint should be grown in containers. A list of invasive plants can be found at: http://www.mdinvasivesp.org/
- Littering or dumping is not allowed. The garden is a carry-in and carry-out facility and should remain trash free. Compost bins are for plant waste only. No dumping or kitchen garbage is allowed.
- Pets, smoking, alcohol, and glass containers are not allowed.
- Harvesting another plot is only allowed with explicit permission from the plot owner.
- Any conflicts among gardeners should be referred to the garden master or assistant garden master. If that contact is unsuccessful in resolving your issue, the City garden coordinator should be notified.
- If vandalism or theft occurs, notify the garden master immediately. Help us discourage trespassing losses by talking to unfamiliar visitors.
- These Community Garden guidelines are subject to review and change at any time by the City.

Appendix 3: Garden Application

Proposed Membership Application:

Applicant Name:_____

Address: _____ (You must be a College Park Resident)

Home #:_____ Cell/work #:_____

Email Address:_____

2015 Annual Plot Fee: $15.00

I hereby agree to:

- Abide by all Community Garden Guidelines, Policies, and Procedures and any updates. I understand failure to do so will result in forfeiting use of the plot and loss of the fee.

- Provide a minimum of 4 hours of communal work during the 2015 calendar year through workdays or other special projects arranged with the garden coordinator.

- Attend at least two general membership meetings (participation is especially encouraged at the first official meeting of the 2015 season)

Signature:_____ Date:_____

Plot Assignment:
Please list your top 3 plot location preferences:

1) Plot #
2) Plot #
3) Plot #

Plots will be assigned on a first come, first served basis. Applications are due _____, 2015.

Please return application and fees to:

City of College Park
Attn: Community Garden Coordinator
4500 Knox Road
College Park, MD 20740

Address inquiries to sbeavers@collegeparkmd.gov or call 240-487-3538. Please make checks payable to: City of College Park

8

Letter to County Council with comments on the proposed M-NCPPC FY 2016 budget

MEMORANDUM

TO:	Mayor and City Council
FROM:	Bill Gardiner, Assistant City Manager BG
THROUGH:	Joe Nagro, City Manager
DATE:	April 16, 2015
SUBJECT:	M-NCPPC Proposed FY16 Capital Budget

ISSUE: The M-NCPPC FY16 Proposed Capital Budget

SUMMARY:
The County Council is holding a hearing on the M-NCPPC budget Monday, April 27, 2015. The FY 16 – FY21 proposed capital budget includes funding for projects in College Park, including $50,000 (FY16) to study a North College Park Area Indoor Recreation Facility. In FY17, $5,000,000 is proposed for this project. The County Council must approve the M-NCPPC budget by July 1, 2015.

RECOMMENDATION:
Staff recommends that Council send a letter of support (draft attached) for the funding of the North College Park Area Indoor Recreation Facility and for the continued funding and implementation of the following capital projects:

- Feasibility study for trail connector from College Park Woods to Paint Branch
- Trail connector from Paint Branch Trail at Cherry Hill Road in College Park to Little Paint Branch Trail at the Beltsville Community Center
- Airport operations building
- Wells-Linson Complex Reconstruction
- Calvert Park drainage project
- Acredale Park dog facilities

Attachments: Draft letter to M-NCPPC
Summary of M-NCPPC Capital Improvement Program projects in College Park (based on the proposed FY16 – FY21 M-NCPPC Capital Improvement Program)

April 21, 2015

The Honorable Mel Franklin, Chair
Prince George's County Council
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772

RE: Proposed FY16 M-NCPPC Budget

Dear Chairman Franklin and Prince George's County Council Members:

The College Park City Council has reviewed the proposed FY16 M-NCPPC Budget and would like to provide comment for your consideration on some parks and recreation projects. The Council is very supportive of the $50,000 in FY16 funding to study a North College Park Area Indoor Recreation Facility and the $5,000,000 budgeted in FY17 for the facility.

Additionally, we would like to thank the Commission and the Council for funding the drainage project at Calvert Park and the trail projects from College Park Woods to Paint Branch and from Cherry Hill Road to the Beltsville Community Center. We respectfully request the Council consider adding funding to the Acredale Park project so the dog facilities can be relocated out of the flood area. And finally, we are very pleased to see the improvements at the Wells-Linson Complex, and look forward to the completion of the new College Park Airport Operations building.

Thank you for your work in support of these projects.

Sincerely,

Andrew M. Fellows
Mayor

Cc: Ms. Elizabeth Hewlett, Chair, Prince George's County Planning Board
Mr. Ronnie Gathers, Director, Department of Parks and Recreation

M-NCPPC Capital Improvement Program Thru FY21
Based on proposed FY16 Budget

Comments from Department of Parks and Recreation are in italics.

College Park Area Projects

531035 Acredale Park
Renovation of dog park $210,000
Status: Renovation of the restrooms and playground replacement were completed several years ago. Dog Park Relocation has a current budget of $85,000. M-NCCP is seeking to supplement the budget to relocate the dog park away from a perpetually flooded area and to add an area for small/shy dogs. Design is pending.

530851 Calvert Park
Park reconstruction $200,000
Status: Playground replacement, restroom renovation are completed. Grading/drainage improvement around picnic shelter is pending with a budget of $98,000. Timeline TBD.

531141 Paint Branch Golf Complex (First Tee)
New youth golf classroom total $1,904,000
Status: Completed in 2013.

531261 Paint Branch Hiker/Biker Trail
Trail connector from College Park Woods to Paint Branch
$464,000
Status: Feasibility study is pending. The budget is $250,000 from previously awarded funds.

511180 Little Paint Branch Stream Valley Park
Trail connector from Paint Branch Trail at Cherry Hill Road in College Park to Little Paint Branch Trail at the Beltsville Community Center
$5,106,000 total funding
Status: The funding has been provided. Trail right-of-way acquisition and permitting is in progress and low bid for construction is under evaluation. Construction start anticipated by Winter 2016, pending completion of acquisitions.

530497 College Park Airport
Airport operations building
FY16 Total $250,000 Total funding: $6.157 million
Completion expected 1st Qtr 2016.

511275 North College Park Area Indoor Recreation Facility
Indoor programmable recreational space in the North College Park area
FY 16 50,000 FY17 $5,000,000
The FY16 funding is proposed from PayGo funds and would pay for a study. The FY17 funding is proposed to come from a bond.

521248 Rhode Island Avenue Trolley Trail
Trail connector through College Park, Riverdale and Hyattsville to the Anacostia Tributary Trail
$1,175,000
The new trail segments are in Riverdale Park and Hyattsville. Completion expected in Spring 2015.

531064 Active Wells-Linson
Complex Reconstruction $5,190,000
Re-opening event held April 11, 2015.

Countywide Projects
These countywide funds supplement existing park CIP construction projects. The funds are transferred to individual projects when needed.

138 501103 Countywide Public Safety Fund
Security/safety needs throughout park system $1,900,000

501146 Countywide Lighting Renovation Fund
Countywide Improvements $1,197,000

500495 Countywide Public Right-of-Way Improvements
Required curbs, gutters and sidewalk improvements $794,000

500869 Countywide Stormwater Retrofit
Countywide Improvements $1,031,000

501062 Countywide Trail Development Fund
New trail connectors FY17 $1,000,000 FY18 2.000,000 FY19 $4,500,000
The Countywide Trail Development Fund will be used to renovate existing trails and fund feasibility studies and preliminary engineering for priority trail projects as identified in the Trails Master Plan. Development of the Trails Master Plan has recently begun and will be completed in 2016.

9

Approval to purchase two replacement pick-up trucks

MEMORANDUM

TO: Mayor and Council

THRU: Joseph L. Nagro, City Manager

FROM: Robert T. Stumpff, Director of Public Works

DATE: April 15, 2015

SUBJECT: Approval to Purchase Two (2) 2016 Ford F-250 Pickup Trucks for Replacement Vehicles

In May 2014, the Mayor and Council approved the FY 2015 operating and capital budgets. In the CIP Vehicle Replacement Schedule for FY 2015 two (2) pickup trucks were approved for replacement. The two (2) vehicles to be replaced are:

Unit # 043	2001 Ford 350 Pickup with 64,800 miles
Unit # 044	2001 Ford 350 Pickup with 71,411 miles

On the State of Maryland Contract BPO # 001B5400299 with Hertrich Fleet Services, Inc. is a 2016 Ford F250 ¾ Ton Pickup Truck specified with the same options as the past two years for $25,871 each. Two (2) for $51,742.00. The options include: four wheel drive, skid plates, heavy duty suspension/snow plow prep package, 200 amp alternator, and spray in bed liner.

10

MOU with UMDPS for CCTV camera monitoring

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joseph Nagro, City Manager

FROM: Robert W. Ryan, Public Services Director

DATE: April 17, 2015

SUBJECT: MOU for UMDPS Monitoring of Security Cameras

ISSUE

The City's original system of fifteen (15) CCTV security cameras in Old Town, three (3) additional cameras in Old Town (one @ Hartwick Road & Princeton Avenue) and Calvert Hills(two @ Guilford Road), and three (3) new cameras on Baltimore Avenue between Lakeland and Berwyn House Roads are being actively monitored by University of Maryland, College Park, Department of Public Safety (UMDPS). UMD provided this service gratis to the City for three years. The original "no cost" period for this monitoring expired at the end of FY14. UMD provided a proposal to continue this monitoring at an annual cost per camera. A Memorandum of Understanding (MOU) (attached) has been vetted by City and UMD attorneys. The MOU has been approved by UMD and now requires City approval.

SUMMARY

The attached MOU has been developed by the City Manager, City Attorney, UMD Legal Office and UMDPS. The original period of free monitoring provided by UMD expired on 31 June 2014. UMDPS continues to monitor these cameras pending approval of the attached MOU. The MOU sets the cost of monitoring City cameras from 1 July 2014 through 30 June 2018. This cost is summarized in the MOU. The FY15 cost for monitoring a total of 21 cameras will be approximately $107,275.00 as six (6) new cameras are prorated for periods less than a year since installation. Budgeted FY16 cost will be $132,300.00.

RECOMMENDATION

It is recommended that the Council review the MOU, discuss it at the work session on 21 April 2015, and authorize the City Manager to sign the MOU.

UNIVERSITY OF
MARYLAND
DIVISION OF ADMINISTRATION & FINANCE
Office of the Vice President

2119 Main Administration Building
College Park, Maryland 20742
301.405.1105 TEL
www.vpaf.umd.edu

UMDPS/CITY OF COLLEGE PARK
Memorandum of Understanding

CCTV CAMERA MONITORING

I. OVERVIEW AND TERM

This *Memorandum of Understanding (MOU)* is an agreement between the University of Maryland, College Park, Department of Public Safety (UMDPS,) and the City of College Park (CCP) relating to the provision of monitoring services for CCP closed circuit television ("CCTV") cameras in the UMDPS Security Operations Center (SOC). This *MOU* is in effect from 1 July 2014 through 30 June 2018.

II. STAFFING AND SUPERVISION

All individuals working in the SOC are employed by UMDPS and function under the direction of a full-time UMDPS professional staff member. The SOC will provide staffing necessary to monitor the CCTV cameras referenced in Exhibit A, which is attached and incorporated in this *MOU*. A full-time professional UMDPS employee will be on call at all times when an on duty supervisor is not scheduled or otherwise available in the SOC. Although UMDPS employees are assigned to work in the interest of CCP pursuant to this *MOU*, they are hired, trained, and directly supervised by UMDPS employees. CCP is encouraged to provide feedback related to SOC employee performance, either positive or negative, if noteworthy performance is observed.

III. UNIFORMS AND EQUIPMENT

Employees of the SOC wear a set uniform for daily operations that is dictated by SOC policy. The standard SOC employee uniform consists of uniform articles issued by UMDPS with University of Maryland, College Park, Public Safety, clearly marked on the garments. Costs associated with the purchase of required uniform items for use by SOC employees along with equipment in the SOC itself, including multiplexers, high-definition CCTV monitors, computers, matrix switches, keyboards, video controllers, consoles, Digital Video Recorders (DVRs,) and other recording devices, etc., are a component of the service fee established in this *MOU*.

IV. Communications and Relations

All persons involved will be responsible for promptly returning telephone calls, email, and other communiques. Meetings may be scheduled as appropriate or requested to address issues of interest to either party. These meetings will take place as needed or requested by either party to this *MOU*. CCP is strongly encouraged to notify UMDPS by calling (301) 405-3555 whenever any suspicious or illegal activity is suspected to be taking place.

V. SERVICE AND MAINTENANCE OF CAMERAS

Service and maintenance for the cameras being monitored pursuant to this *MOU* is provided by Hitachi Data Systems Corporation. UMDPS will coordinate directly with this contractor to report service needs and CCP will receive copies of all service requests sent to this contractor.

The only responsibilities of UMDPS with respect to service and maintenance are to make timely notification of camera malfunctions and to coordinate with the CCP contractor, as needed, to allow interface access. UMDPS bears no responsibility for the maintenance of these cameras, nor for the inability to manipulate, monitor, or record images due to malfunctioning cameras. Following repair it is the responsibility of CCP to ensure that the contractor of choice makes notification to UMDPS that the camera is back in service.

CCP may choose at any time to contract with a different organization for service and maintenance but must provide the contact information and arrange a meeting between UMDPS, CCP, and the new contractor to determine notification procedures.

VI. TRAINING AND PERFORMANCE

The Security Operations Center has adopted and adheres to the CCTV *Guidelines for Public Safety and Community Policing* as established by the International Association of Chief's of Police (IACP) and the Security Industry Association (SLA.) The purpose of these guidelines is to provide guidance to law enforcement agencies in the responsible use of overt CCTV cameras in public areas, without a court order, for the purpose of safety and security. No SOC employee will be assigned to monitor cameras without having first been trained by UMDPS personnel. SOC employee training will be augmented as needed. The cost of training is a component of the fee for services and will be provided as necessary by UMDPS personnel.

VII. MONITORING OF CCTV CAMERAS BY SOC PERSONNEL

SOC employees will monitor the cameras referenced in Exhibit A, located within the City of College Park. Using equipment provided by UMDPS, SOC employees will perform the following tasks:

- For those cameras identified by CCP, monitor the areas within camera range by conducting prescribed camera rounds and patrols 24 hours per day, 7 days per week with the exception of the Genetec tag reader cameras;
- Notify University Police of any unusual/illegal circumstances;
- Record all activities captured by the cameras on a 24hour a day, 7 day per week basis; and
- As appropriate, provide video evidence to officers to assist with cases.

Additionally, at CCP's request, UMDPS will make cameras available for viewing by CCP personnel in the SOC. CCP must contact the SOC Manager or Commander in advance to arrange to view cameras in the SOC. Due to the nature of camera monitoring and recording, there is no guarantee that all incidents will be captured, even if they occur within the potential purview of the cameras covered under this MOU. Because SOC personnel are able to view a very limited number of cameras or areas at any given time, an incident may occur on a camera that is not currently under observation at the time of the incident. While not being actively monitored by SOC personnel, each of the CCP cameras is programmed to pan, tilt, and/or zoom in order to cover the broadest area possible; because each camera has a wide field of view, a camera may be "looking" in one area while an incident is occurring in another. If a camera is pointed in one direction and an incident is occurring in a different location, the incident will not be captured or recorded.

VIII. SERVICE FEES

This MOU begins in Fiscal Year ("FY") 2015 (July 1, 2014 through June 30, 2015) and will reflect 3% increases in fees for the three subsequent fiscal years. The annual unit price fee for monitoring services under this MOU is $6,130 per camera for FY2015, $6,314 per camera for FY2016, $6,503 per camera for FY2017, and $6,698 per camera for FY2018. The total fee for monitoring the fifteen CCP CCTV cameras referenced in Exhibit A as "Old Town Mesh Wireless" is $91,950.00 for FY 2015. The total for monitoring the three PTZ cameras placed in service on January 1, 2015, (one at Hartwick Road and Princeton Avenue and two on Guilford Road) for FY 2015 is $9,195.00. The total for monitoring the three cameras placed in service on March 1, 2015 (in Lakeland on Baltimore Avenue) for FY 2015, is $6,130.00. The total for monitoring all twenty-one CCP CCTV cameras in subsequent years is as follows:

FY 2016 - $132,594.00

FY 2017 - $136,563.00

FY 2018 - $140,658.00

UMDPS will provide record only services for the Genetec tag reader ("LPR") cameras listed on Exhibit A at no charge.

In the alternative, UMDPS will provide record only services for CCTV cameras identified by CCP at the following annual unit prices:

FY15 - $570 per camera
FY16 - $587 per camera
FY17 - $605 per camera
FY18 - $623 per camera

CCP shall provide at least 45 days prior written notice to UMDPS of a request to change the designation of a monitored camera to a record only camera.

Additional cameras brought on line within CCP's area of responsibility may be covered under the same provisions of this *MOU* upon written amendment signed by both parties.. Service fee adjustments necessitated by changes in the number of cameras being monitored over the life of this *MOU* will be prorated based on unit price from the point the services for each camera begin or end.

An invoice for services rendered in FY15 will be sent to CCP from UMDPS on July 15, 2015.

An invoice for services rendered in FY16 will be sent to CCP from UMDPS on July 15, 2016.

An invoice for services rendered in FY17 will be sent to CCP from UMDPS on July 15, 2017.

An invoice for services rendered in FY 2018will be sent to from UMDPS on July 15, 2018.

IX. NON-COMPLIANCE AND TERMINATION

In the event of perceived non-compliance to any aspect of this *MOU,* written notification must be made to the other party. Written response to any complaint will be made within five business days from the date the complaint is received. Repeated failure on the part of either party to comply with the terms of this *MOU* after written notifications of such failure to the other party may result in termination of this *MOU.* In addition to termination for non-compliance, this *MOU* may be terminated by either party after thirty (30) business days prior written notice. In the event this *MOU* is terminated for any reason, fees to which UMDPS is entitled will be determined and payable at the time of service termination on a prorated basis.

X. AGREEMENT OF THE PARTIES

This *MOU* constitutes the entire understanding between the parties. No modification or addition to this *MOU* shall have any effect unless made in writing and signed by both parties hereto.**IN WITNESS WHEREOF**, the parties hereto have executed this *MOU* the day and year first above written.

City of College Park	Witness:
By: _____	_____
Joe Nagro City Manager	Janeen S. Miller, CMC, City Clerk

CCTV CAMERA MONITORING
March 23, 2015

University of Maryland College Park

Carlo Colella
Vice President Administration and Finance
University of Maryland College Park

Witness:

E. Jane Mulliken

Approved as to form and legal sufficiency:

Suellen M. Ferguson
City Attorney

EXHIBIT A

1. **Project Title:** **Old Town "MESH" Wireless**
   Status: Monitored by UMPD FY15 (07/01/2014 – 06/30/2015)
   Cameras: 15- PTZ 4- LPR

2. **Project Title:** **Hartwick Road at Princeton Avenue**
   Status: *In Service for Monitoring (01/01/2015* - 06/30/2015*)*
   Cameras: 1-PTZ

3. **Project Title:** **Guilford Road – Calvert Hills**
   Status: *In Service for Monitoring (01/01/2015*-06/30/2015*)*
   Cameras: 2-PTZ 1-LPR

4. **Project Title:** **Lakeland/Baltimore Avenue**
   Status: *In Service for Monitoring (03/01/2015* -06/30/2015*)*
   Cameras: 3-PTZ 2- LPR

Key: **BJAG =** Byrne Justice Assistance Grant through GOCCP; **CCTV =** Closed Circuit Television/Fixed Focus Security Camera; **GOCCP** = Governor's Office of Crime Control & Prevention; **LPR**=License Plate Recognition and Recording Security Camera; **PTZ** = Pan/Tilt/Zoom Remote Controlled and Monitored Security Camera

11

Letter to SHA regarding concerns about US 1 @ Hartwick Road

April 28, 2015

Ms. Melinda B. Peters, Administrator
State Highway Administration
707 North Calvert Street
Baltimore, Maryland 21202

Dear Ms. Peters:

On behalf of the City Council, I would like to thank the State Highway Administration for the implementation of several pedestrian safety improvements along Baltimore Avenue in the City of College Park since our letter to you one year ago.

One of the areas studied by SHA was the uncontrolled intersection of US Route 1 and Hartwick Road. As a result of that study, SHA installed a pedestrian activated signal to allow for safe crossing of Route 1, and installed a serpentine concrete barrier to prevent left turns from Hartwick to north- and south-bound US Route 1. We are writing to express certain safety and operational concerns about the new signalized intersection, and to ask that SHA reevaluate the following aspects:

1. Wait time to cross US Route 1: Our study showed that it took 67 seconds from the time a pedestrian who pushed the crossing button received the walk signal. Many pedestrians don't wait that long and attempt to cross the street prior to receiving the walk signal. What was the intended wait time for pedestrians at this intersection?

2. Flashing yellow lights for US 1 drivers: The flashing yellow light system on US 1 may be confusing for drivers. The light cycles from slow flash to rapid flash to solid yellow before turning red. Some vehicles stop at the start of the rapid flash; other vehicles stop and then proceed before it turns solid yellow; other vehicles speed through the yellow signal. Additionally, some pedestrians start to cross with the rapid flash even though the signal indicates "don't walk." Are all of these stages necessary? Could SHA shorten this transition period to hasten the walk signal?

3. The barrier installed to prevent left turns from Hartwick to north- and south-bound US Route 1 is not well marked and creates a safety hazard. We have witnessed a snow plow hit the barrier when clearing snow from US 1 during the day, and a bicyclist hit the barrier when they were cycling US 1 after dark. Our understanding was that flexible bollards were to be installed, but to date this has not been done. The barrier would also benefit from high visibility paint or reflectors.

On behalf of our residents, students and visitors, we thank you for SHA's comprehensive actions to improve pedestrian safety, and we look forward to your response to our suggestions above.

Sincerely,

Andrew M. Fellows
Mayor

cc: President Wallace D. Loh, University of Maryland
Brian W. Young, District Engineer, SHA
Cedric Ward, P.E., Director, Office of Traffic & Safety
Venu G. Nemani, P.E., Assistant District Engineer (Traffic)

12

Boards and Committees

City of College Park

Board and Committee Appointments

Shaded rows indicate a vacancy or reappointment opportunity.
The date following the appointee's name is the initial date of appointment.

Advisory Planning Commission			
Appointee	Represents	Appointed by	Term Expires
Larry Bleau 7/9/02	District 1	Mayor	12/15
Rosemarie Green Colby 04/10/12	District 2	Mayor	04/18
Christopher Gill 09/24/13	District 1	Mayor	09/16
James E. McFadden 2/14/99	District 3	Mayor	04/16
VACANT		Mayor	
VACANT		Mayor	
Mary Cook 8/10/10	District 4	Mayor	11/17
City Code Chapter 15 Article IV: The APC shall be composed of 7 members appointed by the Mayor with the approval of Council, shall seek to give priority to the appointment of residents of the City and assure that there shall be representation from each of the City's four Council districts. Vacancies shall be filled by the Mayor with the approval of the Council for the unexpired portion of the term. Terms are three years. The Chairperson is elected by the majority of the Commission. Members are compensated. Liaison: Planning.			

Aging-In-Place Task Force			
Appointee	Position Filled:	Resides In:	Term Expires
Cory Sanders 07/15/14	Resident (1)	District 1	Upon completion and submission of final report to the City Council.
David Keer 08/12/14	Resident (2)	District 1	
Darlene Nowlin 10/14/14	Resident (3)	District 4	
Chuck Ireton 10/14/14	Resident (4)	District 2	
Lisa Ealley 01/27/15	Resident (5)	District 1	
Judy Blumenthal 01/27/15	Resident (6)	District 1	
Dave Dorsch	Resident (7)	District 3	
Helen Barnes	Resident (8)	District 3	
Denise C. Mitchell	Councilmember (1)	District 4	
Patrick L. Wojahn 11/25/14	Councilmember (2)	District 1	
P. J. Brennan 11/25/14	Councilmember (3)	District 2	
Fazlul Kabir 11/25/14	Councilmember (4)	District 1	
Established April 2014 by Resolution 14-R-07. Council positions expanded from 2 to 4 by Resolution 14-R-34 October 2014. Final report of strategies and recommendations to Council anticipated January 2015. Composition: 8 City residents (with the goal of having two from each Council District) and 4 City Council representatives, for a total of 12. Quorum = 5. Task Force shall elect Chairperson from membership. Not a compensated committee. Liaison: Director of Youth, Family and Seniors Services.			

Airport Authority			
Appointee	Resides in	Appointed by	Term Expires
James Garvin 11/9/04	District 3	M&C	07/14
Jack Robson 5/11/04	District 3	M&C	03/17
Anna Sandberg 2/26/85	District 3	M&C	03/16
Gabriel Iriarte 1/10/06	District 3	M&C	04/16
Christopher Dullnig 6/12/07	District 2	M&C	01/17
VACANT		M&C	
VACANT		M&C	
City Code Chapter 11 Article II: 7 members, must be residents and qualified voters of the City, appointed by Mayor and City Council, *term to be decided by appointing body*. Vacancies shall be filled by M&C for an unexpired portion of a term. Authority shall elect Chairperson from membership. Not a compensated committee. Liaison: City Clerk's Office.			

Animal Welfare Committee			
Appointee	Resides in	Appointed by	Term Expires
Cindy Vernasco 9/11/07	District 2	M&C	02/17
Dave Turley 3/23/10	District 1	M&C	03/16
Christiane Williams 5/11/10	District 1	M&C	03/18
Patti Brothers 6/8/10	Non resident	M&C	02/17
Taimi Anderson 6/8/10	Non resident	M&C	02/18
Harriet McNamee 7/13/10	District 1	M&C	02/17
Suzie Bellamy 9/28/10	District 4	M&C	04/17
Christine Nagle 03/13/12	District 1	M&C	03/15
Betty Gailes 06/17/14	District 1	M&C	06/17
10-R-20: Up to fifteen members appointed by the Mayor and Council for three-year terms. Not a compensated committee. Liaison: Public Services.			

Board of Election Supervisors			
Appointee	Represents	Appointed by	Term Expires
John Robson (Chief) 5/24/94	Mayoral appt	M&C	03/17
Terry Wertz 2/11/97	District 1	M&C	03/17
Mary Katherine Theis 02/24/15	District 2	M&C	03/17
Janet Evander 07/16/13	District 3	M&C	03/17
Maria Mackie 08/12/14	District 4	M&C	03/17
City Charter C4-3: The Mayor and Council shall, not later than the first regular meeting in March of each year in which there is a general election, appoint and fix the compensation for five qualified voters as Supervisors of Elections, one of whom shall be appointed from the qualified voters of each of the four election districts and one of whom shall be appointed by the Mayor with the consent of the Council. The Mayor and Council shall designate one of the five Supervisors of Elections as the Chief of Elections. This is a compensated committee; compensation is based on a fiscal year. Per Council action (item 11-G-66) effective in March, 2013: In an election year all of the Board receives compensation. In a non-election year only the Chief Election Supervisor will be compensated. Liaison: City Clerk's office.			

Cable Television Commission			
Appointee	Resides in	Appointed by	Term Expires
Jane Hopkins 06/14/11	District 1	Mayor	09/17
Blaine Davis 5/24/94	District 1	Mayor	12/15
James Sauer 9/9/08	District 3	Mayor	10/16
Tricia Homer 3/12/13	District 1	Mayor	03/16
Normand Bernache 09/23/14	District 4	Mayor	09/17
City Code Chapter 15 Article III: Composed of four Commissioners plus a voting Chairperson, appointed by the Mayor with the approval of the Council, three year terms. This is a compensated committee. Liaison: City Manager's Office.			

College Park City-University Partnership			
Appointee	Represents	Appointed by	Term Expires
Carlo Colella	Class A Director	UMD President	06/30/18
Edward Maginnis	Class A Director	UMD President	06/30/18
Michael King	Class A Director	UMD President	06/30/16
Brian Darmody	Class A Director	UMD President	06/30/17
Andrew Fellows	Class B Director	M&C	06/30/17
Maxine Gross	Class B Director	M&C	06/30/18
Senator James Rosapepe	Class B Director	M&C	06/30/16
Stephen Brayman	Class B Director	M&C	06/30/17
David Iannucci (07/15/14)	Class C Director	City and University	06/30/17
Dr. Richard Wagner	Class C Director	City and University	06/30/16
The CPCUP is a 501(c)(3) corporation whose mission is to promote and support commercial revitalization, economic development and quality housing opportunities consistent with the interests of the City of College Park and the University of Maryland. The CPCUP is not a City committee but the City makes appointments to the Partnership. Class B Directors are appointed by the Mayor and City Council; Class C Directors are jointly appointed by the Mayor and City Council and the President of the University of Maryland.			

Citizens Corps Council			
Appointee	Represents	Appointed by	Term Expires
Spiro Dimakas		M&C	10/17
Yonaton Kobrias 10/14/14		M&C	10/17
VACANT	Neighborhood Watch	M&C	
Dan Blasberg 3/27/12		M&C	03/18
David L. Milligan (Chair) 12/11/07		M&C	02/17
Resolution 05-R-15. Membership shall be composed as follows: A Citizen Corps Coordinator for each neighborhood shall be nominated and appointed by the Mayor and Council and serve as a potential member of the CPCCC for the term of their respective office in the neighborhood group. Mayor and Council shall nominate and appoint 5 to 7 residents to serve as community coordinators and to serve on the CPCCC. At least one member of the CPCCC shall be the Neighborhood Watch			

Coordinator, and at least one member shall represent each of the other Citizen Corps programs such as CERT, Fire Corps, Volunteers In Police Service, etc. Each member of the CPCCC shall serve for a term of 3 years, and may be reappointed for an unlimited number of terms. The Mayor, with the approval of the City Council, shall appoint the Chair and Co-Chair of the CPCCC from among the members of the committee. The Director of Public Services shall serve as an ex officio member. Not a compensated committee. Liaison: Public Services.

Committee For A Better Environment			
Appointee	Resides in	Appointed by	Term Expires
Janis Oppelt 8/8/06	District 1	M&C	09/15
Suchitra Balachandran 10/9/07	District 4	M&C	01/17
Donna Weene 9/8/09	District 1	M&C	12/15
Gemma Evans 1/25/11	District 1	M&C	01/17
Kennis Termini 01/14/14	District 1	M&C	01/17
Matt Dernoga 12/09/14	District 1	M&C	12/17
Phillip Aronson 01/13/15	District 1	M&C	01/18
City Code Chapter 15 Article VIII: No more than 25 members, appointed by the Mayor and Council, three year terms, members shall elect the chair. Not a compensated committee. Liaison: Planning.			

Education Advisory Committee			
Appointee	Represents	Appointed by	Term Expires
Brian Bertges 06/18/13	District 1	M&C	06/15
Cory Sanders 09/24/13	District 1	M&C	09/15
Charlene Mahoney	District 2	M&C	02/17
Maia Sheppard 07/15/14	District 2	M&C	07/16
VACANT	District 3	M&C	
Melissa Day 9/15/10	District 3	M&C	03/17
Carolyn Bernache 2/9/10	District 4	M&C	12/16
Doris Ellis 9/28/10	District 4	M&C	12/16
Tricia Homer	District 1	M&C	04/16
Peggy Wilson 6/8/10	UMCP	UMCP	05/16
Resolutions 97-R-17, 99-R-4 and 10-R-13: At least 9 members who shall be appointed by the Mayor and Council: at least two from each Council District and one nominated by the University of Maryland. Two year terms. The Committee shall appoint the Chair and Vice-Chair of the Committee from among the members of the Committee. Not a compensated committee. Liaison: Youth and Family Services.			

Ethics Commission			
Appointee	Represents	Appointed by	Term Expires
Edward Maginnis 09/13/11	District 1	Mayor	08/15
VACANT	District 2	Mayor	
James Sauer 12/09/14	District 3	Mayor	12/16
Gail Kushner 09/13/11	District 4	Mayor	01/16
Robert Thurston 9/13/05	At Large	Mayor	02/16
Alan C. Bradford 1/23/96	At-Large	Mayor	07/15
Frank Rose 05/08/12	At-Large	Mayor	05/14
City Code Chapter 38 Article II: Composed of seven members appointed by the Mayor and approved by the Council. Of the seven members, one shall be appointed from each of the City's four election districts and three from the City at large. 2 year terms. Commission members shall elect one member as Chair for a renewable one-year term. Commission members sign an Oath of Office. Not a compensated committee. Liaison: City Clerk's office.			

Farmers Market Committee			
Appointee	Represents	Appointed by	Term Expires
Margaret Kane 05/08/12	District 1	M&C	05/15
Robert Boone 07/10/12	District 1	M&C	07/15
Leo Shapiro 07/10/12	District 3	M&C	07/15
Julie Forker 07/10/12	District 3	M&C	07/15
Kimberly Schumann 09/11/12	District 1	M&C	09/15
VACANT			
VACANT		M&C	
VACANT	Student	M&C	
Established April 10, 2012 by 12-R-07. Up to 7 members. Quorum = 3. Three year terms. Not a compensated committee. Liaison: Planning Department. Agreement reached during July 3, 2012 Worksession to fill the seven positions as outlined above. Effective September 11, 2012 by 12-R-17: Membership increased to 8.			

Housing Authority of the City of College Park			
Bob Catlin 05/13/14		Mayor	05/01/19
Betty Rodenhausen 04/09/13		Mayor	05/01/18
John Moore 9/10/96		Mayor	05/01/19
Thelma Lomax 7/10/90		Mayor	05/01/15
Carl Patterson 12/11/12	Attick Towers resident	Mayor	05/01/16
The College Park Housing Authority was established in City Code Chapter 11 Article I, but it operates independently under Article 44A Title I of the Annotated Code of Maryland. The Housing Authority administers low income housing at Attick Towers. The Mayor appoints five commissioners to the Authority; each serves a five year term; appointments expire May 1. Mayor administers oath of office. One member is a resident of Attick Towers. The Authority selects a chairman from among its commissioners. The Housing Authority is funded through HUD and rent collection, administers their own budget, and has their own employees. The City supplements some of their services.			

Neighborhood Quality of Life Committee			
Name:	Represents:	Appointed By:	Term Ends:
Mayor and City Council of the City of College Park			Term in office
Chief David Mitchell	UMD DPS (UMD Police)	University	02/16
Dr. Andrea Goodwin	UMD Administration – Rep 1	University	02/16
Marsha Guenzler-Stevens (Stamp Student Union)	UMD Administration – Rep 2	University	04/16
Matthew Supple (Fraternity-Sorority Life	UMD Administration – Rep 3	University	04/16
Gloria Aparicio-Blackwell (Office of Community Engagement)	UMD Administration – Rep 4	University	04/16
Karyn Keating-Volke	City Resident 1	City Council	02/17
Aaron Springer	City Resident 2	City Council	10/15
Bonnie McClellan	City Resident 3	City Council	04/16
Christine Nagle	City Resident 4	City Council	04/16
Richard Morrison	City Resident 5	City Council	04/16
Douglas Shontz	City Resident 6	City Council	05/16
Cole Holocker	UMD Student 1	City Council	11/16
Catherine McGrath	UMD Student 2	City Council	11/16
Chris Frye	UMD Student 3	IFC	03/16
VACANT	UMD Student 4		
VACANT	UMD Student 5	Nat'l Pan-Hell. Council, Inc. / United Greek Council	
VACANT	Graduate Student	GSG Representative	
Todd Waters	Student Co-Operative Housing	City Council	03/16
Maj. Dan Weishaar	PG County Police Dept.	PG County Police	
Bob Ryan	Director of Public Services	City Council	10/15
Jeannie Ripley	Manager of Code Enforcement	City Council	
Lisa Miller	Rental Property Owner	City Council	02/16
Richard Biffl	Rental Property Owner	City Council	02/16
Paul Carlson	Rental Property Owner	City Council	03/16
Established by Resolution 13-R-20 adopted September 24, 2013 to replace the Neighborhood Stabilization and Quality of Life Workgroup. Amended October 8, 2013 (13-R-20.Amended). Amended February 11, 2014 (14-R-03). Amended July 15, 2014 to change the name (14-R-23). City Liaison: City Manager's Office. Two year terms. Main Committee to meet four times per year. This is not a compensated committee.			

Neighborhood Watch Steering Committee			
	Resident of:	Appointed By:	Term Expires:
Robert Boone 04/12/11	District 1	M&C	03/17
Aaron Springer 02/14/12	District 3	M&C	05/16
Nick Brennan	District 2	M&C	04/16

Created on April 12, 2011 by Resolution 11-R-06 as a three-person Steering Committee whose members shall be residents. Coordinators of individual NW programs in the City shall be ex-officio members. Terms are for two years. Annually, the members of the Steering Committee shall appoint a Chairperson to serve for a one-year term. Meetings shall be held on a quarterly basis. This Resolution dissolved the Neighborhood Watch Coordinators Committee that was established by 97-R-15. This is not a compensated committee. Liaison: Public Services.

Noise Control Board			
Appointee	Represents	Appointed by	Term Expires
Mark Shroder 11/23/10	District 1	Council, for District 1	01/19
Harry Pitt, Jr. 9/26/95	District 2	Council, for District 2	03/16
Alan Stillwell 6/10/97	District 3	Council, for District 3	09/16
Suzie Bellamy	District 4	Council, for District 4	12/16
Adele Ellis 04/24/12	Mayoral Appt	Mayor	04/16
Bobbie P. Solomon 3/14/95	Alternate	Council - At large	05/18
Larry Wenzel 3/9/99	Alternate	Council - At large	02/18

City Code Chapter 138-3: The Noise Control Board shall consist of five members, four of whom shall be appointed by the Council members, one from each of the four election districts, and one of whom shall be appointed by the Mayor. In addition, there shall be two alternate members appointed at large by the City Council. The members of the Noise Control Board shall select from among themselves a Chairperson. Four year terms. This is a compensated committee. Liaison: Public Services.

Recreation Board			
Appointee	Represents	Appointed by	Term Expires
Eric Grims 08/12/14	District 1	M&C	08/17
Sarah Araghi 7/14/09	District 1	M&C	07/15
Alan C. Bradford 1/23/96	District 2*	M&C	02/17
VACANT	District 2	M&C	
Adele Ellis 9/13/88	District 3	M&C	02/17
VACANT	District 3	M&C	
Barbara Pianowski 3/23/10	District 4	M&C	05/17
Judith Oarr 05/14/13	District 4	M&C	05/16
Bettina McCloud 1/11/11	Mayoral	Mayor	02/17
Solonnie Privett	Mayoral	Mayor	04/16

City Code Chapter 15 Article II: 10 members: two from each Council district appointed by the Mayor and Council and two members nominated by the Mayor and confirmed by the Mayor and Council. The Chairperson will be chosen from among and by the district appointees. 3 year terms. Not a compensated committee. Liaison: Public Services.

*Although Mr. Bradford lives in what is now considered District 1, his residence was part of District 2 when he was appointed. The designation of his residence was changed to District 1 during the last redistricting. He is still considered an appointment from District 2.

** Effective April 2012: Jay Gilchrist, Director of UMD Campus Recreation Services, changed his status from Rec Board member (Mayoral Appointment) to UM liaison to the Rec Board, similar to the M-NCPPC representative.

Sustainable Maryland Certified Green Team		
Appointee	Represents	Term Expires
Denise Mitchell 04/10/12	City Elected Official	04/14
Patrick Wojahn 04/10/12	City Elected Official	04/14
VACANT	City Staff	
Loree Talley 05/08/12	City Staff	05/14
VACANT	CBE Representative	
VACANT	A City School	
Annie Rice	UMD Student	10/16
VACANT	UMD Faculty or Staff	
VACANT	City Business Community	
Ben Bassett - Proteus Bicycles 09/25/12	City Business Community	09/14
Douglas Shontz	Resident	05/16
Christine Nagle 04/10/12	Resident	04/14
VACANT	Resident	
VACANT	Resident	
Established March 13, 2012 by Resolution 12-R-06. Up to 14 people with the following representation: 2 elected officials from the City of College Park, 2 City staff, 1 representative from the CBE, 1 representative of a City school, 1 student representative from the University of Maryland, 1 faculty or staff representative from the University of Maryland, 2 representatives of the City business community, up to 4 City residents. Two year terms. Not a compensated committee. A quorum shall be 6 people. The SMCGT shall select a Chair and a Co-Chair from among the membership on an annual basis. The SMCGT should meet at least bi-monthly. The liaison shall be the Planning Department.		

Tree and Landscape Board			
Member	Represents	Appointed by	Term Expires
VACANT	Citizen	M&C	
John Krouse	Citizen	M&C	10/16
VACANT	Citizen	M&C	
Mark Wimer 7/12/05	Citizen	M&C	10/16
Joseph M. Smith 09/23/14	Citizen	M&C	09/16
Janis Oppelt	CBE Chair Liaison		
John Lea-Cox 1/13/98	City Forester	M&C	04/17
Steve Beavers	Planning Director		
Brenda Alexander	Public Works Director		
City Code Chapter 179-5: The Board shall have 9 voting members: 5 citizens appointed by M&C, plus the CBE Chair or designee, the City Forester or designee, the Planning Director or designee and the Public Works Director or designee. Two year terms. Members choose their own officers. Not a compensated committee. Liaison: City Clerk's office.			

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

13

Information Report: Old Parish House Usage – Electronic Lock

INFORMATION MEMO

TO: Mayor and City Council

THROUGH: Joe Nagro, City Manager

FROM: Janeen S. Miller, City Clerk

DATE: April 17, 2015

RE: Use of Old Parish House

ISSUE:
As the use of the Old Parish House has increased, the demand to open and close the building for events has presented us with some problems.

SUMMARY:
There is one primary caretaker of the Old Parish House who is responsible for opening and closing the building for most events. City staff coordinates with the caretaker and opens/closes the building when he is not available. As usage of the Old Parish House has increased, this system has become strained, and has reached the point where it is not sustainable. We are planning some changes that will alleviate the problems we are having, not only for the benefit of the caretaker and City staff, but for the benefit of users of the facility who have been inadvertently locked out of the building.

Staff compared data from a typical four month period in 2007-2008 (September, October 2007 and January, February 2008) to the same four-month period in 2014-2015 (September, October 2014 and January, February 2015) to assess the perceived increase in usage of the Old Parish House. As this chart shows, overall usage increased by 17% in this comparison:

Old Parish House Usage Comparison				
	Four months in 2007-2008	Four months in 2014-2015		
Number of CPAE events	**41**	**83**	**+ 42**	**(+203%)**
Number of paid rentals[1]	**26**	**24**	**-2**	**(-8%)**
Number of other non-paid events[2]	**53**	**33**	**-20**	**(-38%)**
Total # of events per week	**120**	**140**	**+20**	**(+17%)**
Revenue[3]	**$1,950**	**$2,600**	**+$650**	**(+33%)**

[1] Includes weekly rental by St. Mary's Church and other private rental events
[2] Includes City sponsored events, Board and Committee meetings, civic association events, and events held by approved "no-charge" groups
[3] Rental prices were increased in November 2010

Of particular note is the number of College Park Arts Exchange (CPAE) events. Per Council direction, the College Park Arts Exchange (CPAE) is the primary tenant of the Old Parish House and uses it at no charge. (This in-kind contribution is in addition to a direct grant from the City to support their operations.) As the data show, CPAE's programming has increased dramatically over the years which speaks to the success of the organization. However, their success has an impact on the City.

As the number of CPAE events has increased, the Old Parish House has become less available for paid rentals or for non-paid community events. The data show that the number of CPAE events increased by 42, and the number of paid rentals and other non-paid events decreased by 22. Boards and Commissions, civic associations, and certain community groups who seek to use the Old Parish House are often turned away because CPAE events are scheduled well in advance.

The private event rental rates for the Old Parish House were increased in November 2010 which accounts for the increase in revenue shown above. However, the reduced availability of the Old Parish House for paid rentals resulting from the increase in CPAE events yields reduced revenue. Rental revenues are used to fund the C.I.P. program for Old Parish House improvements.

Of most immediate concern, however, is that the demand on the caretaker who opens and closes the facility has skyrocketed. There are sometimes three events in one day, and events often are scheduled 7 days per week (see Attachment 1). The current caretaker situation can no longer be sustained.

To address this problem, we are planning to change the way we handle opening and closing the building for the two primary tenants, CPAE and St. Mary's Church. We will be installing an electronic lock (picture attached), which will be used on a regular basis by the CPAE and St. Mary's Church for all of their events. These two groups account for 72% of events per week. Removing that demand from the caretaker will result in a more manageable workload. Allowing the CPAE and St. Mary's Church to open and close the building for their own events will increase reliable access for them.

Staff will meet with representatives from CPAE and St. Mary's Church to work out the operational details regarding issuance of the door lock codes and alarm codes. The building caretaker will still open and close the building for all private rentals and for other non-paid events, such as Board and Committee meetings, civic association events, and community groups.

The cost to purchase and install the electronic lock system is estimated at $1,650 (one-time fee) plus an additional $180/year for enhanced monitoring by the alarm company.

(Staff has contacted the Historic Preservation Commission and has determined that installation of such a lock would not require an Historic Area Work Permit.)

RECOMMENDATION

This is provided for informational purposes. We anticipate that these changes should be implemented by June. We will continue to monitor the situation and make any adjustments that are needed. If you have any questions or concerns, please let me know.

Attachments:

1 – OPH schedule – October 2014

2 – Electronic Lock

Events Calendar for City of College Park
Wednesday October 1, 2014 - Friday October 31, 2014
October 2014

Click here to Print

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1 **4:00 PM - 5:00 PM** OPH - CPAE: Connect the Dots Ballet Class	2 **11:45 AM - 3:20 PM** OPH - CPAE: Homeschoolers Art Club	3 **9:30 AM - 11:30 AM** OPH-College Park Needle Arts	4 **9:30 AM - 11:00 AM** OPH - CPAE: Maryland's Dinosaurs at 10:00 am **12:00 PM - 7:00 PM** OPH - Private Party - Latisha Moore-Dukes
5 **9:00 AM - 1:00 PM** OPH - St. Mary's Church **2:30 PM - 5:00 PM** OPH - CPAE: Children's Book Event at 3:00 pm **7:00 PM - 8:30 PM** OPH - CPAE: Community Chorale	6	7 **10:00 AM - 3:30 PM** OPH - Seniors Health Fair (11:30am-1:30pm)	8 **11:00 AM - 2:00 PM** OPH - Woman's Club of College Park **4:00 PM - 5:00 PM** OPH - CPAE: Connect the Dots Ballet Class	9 **9:00 AM - 11:30 AM** OPH - Piano Tuning **11:45 AM - 3:20 PM** OPH - CPAE: Homeschoolers Art Club	10 **9:30 AM - 11:30 AM** OPH - College Park Needle Arts	11 **10:00 AM - 1:00 PM** OPH - American Association of University Women
12 **9:00 AM - 1:00 PM** OPH - St. Mary's Church **4:00 PM - 7:00 PM** OPH - CPAE: Severn River Piano Trio starts at 5:00 pm **7:00 PM - 8:30 PM** OPH - CPAE: Community Chorale	13	14	15 **4:00 PM - 5:00 PM** OPH - CPAE: Connect the Dots Ballet Class	16 **11:45 AM - 3:20 PM** OPH - CPAE: Homeschoolers Art Club	17 **9:30 AM - 11:30 AM** OPH - College Park Needle Arts **4:00 PM - 11:00 PM** OPH - CPAE: Dramatic Readings, Show at 7:30 pm	18 **1:30 PM - 10:00 PM** OPH - CPAE: Dramatic Presentation, Matinee Show at 3:00 pm
19 **9:00 AM - 1:00 PM** OPH - St. Mary's Church **2:00 PM - 4:00 PM** OPH - CPAE: Children's Art Drop-in **7:00 PM - 8:30 PM** OPH - CPAE: Community Chorale	20	21 **7:00 PM - 8:30 PM** OPH - CPAE: Book Club (New night)	22 **4:00 PM - 5:00 PM** OPH - CPAE: Connect the Dots Ballet Class **6:45 PM - 9:00 PM** OPH - Calvert Hills Citizens Meeting	23 **11:45 AM - 3:20 PM** OPH - CPAE: Homeschoolers Art Club **5:00 PM - 9:00 PM** OPH - CPAE: Rehearsal	24 **9:30 AM - 11:30 AM** OPH - College Park Needle Arts **5:00 PM - 11:00 PM** OPH - CPAE: Pete Seeger Tribute (show at 7:30 pm)	25 **4:00 PM - 11:00 PM** OPH - Private Event (Renee Moore)
26 **9:00 AM - 1:00 PM** OPH - St. Mary's Church **7:00 PM - 8:30 PM** OPH - CPAE: Community Chorale	27 **7:00 PM - 10:00 PM** OPH - Old Town Civic Association Meeting	28	29 **4:00 PM - 5:00 PM** OPH - CPAE: Connect the Dots Ballet Class	30 **11:45 AM - 3:20 PM** OPH - CPAE: Homeschoolers Art Club	31 **9:30 AM - 11:30 AM** OPH - College Park Needle Arts	1

Calendar Software powered by Active Calendar and Active Data Calendar

Att. 1

Deadbolt

Lever Lock