



TUESDAY, JANUARY 19, 2016
(COUNCIL CHAMBERS)
7:30 P.M.
WORKSESSION

**(There will be a Closed Session to Consult with Counsel on
A Legal Matter after the Worksession.)**

COLLEGE PARK MISSION STATEMENT

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

CITY MANAGER'S REPORT

AMENDMENTS TO THE AGENDA

PROPOSED ITEMS TO GO DIRECTLY TO NEXT WEEK'S AGENDA

PROPOSED CONSENT AGENDA ITEMS

WORKSESSION DISCUSSION ITEMS

1. Request for Driveway Apron Variance for 9032 48th Place – Steve Halpern, City Engineer
2. College Park Community Foundation 2016 Mothers Day Weekend 5K: Request for City sponsorship – Nick Brennan, Treasurer, CPCF
3. Presentation by City Lobbyists on 2016 General Assembly session - Len Lucchi and Eddie Pounds, O'Malley, Miles, Nysten & Gilmore
4. Discussion of student surcharge exemption areas – Bill Gardiner, Assistant City Manager
5. FY 2017 Budget Guidance – Steve Groh, Director of Finance
6. Mayor and Council Annual Housekeeping Discussion – Scott Somers, City Manager
7. Request from University Park to support a Transportation Demand Management District – Scott Somers, City Manager

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8. Agenda items for January 27 Four Cities Meeting in College Park
9. Appointments To Boards and Committees

REVIEW/STATUS OF PENDING AGENDA ITEMS

COUNCIL COMMENTS

CLOSED SESSION
To Consult With Counsel On A Legal Matter

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

1

Request for Driveway Apron Variance



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Steven E. Halpern

Meeting Date: January 19, 2015

Presented By: Steven E. Halpern

Proposed Consent Agenda? Yes

Originating Department: Administration

Issue Before Council: Request for A Driveway Apron Variance at 9032 48th Avenue

Strategic Plan Goal: N/A

Background/Justification:

Attached is a letter dated November 19, 2015 from Mr. Patrick O'Brien, owner of the property at 9032 48th Avenue, requesting permission to widen his existing single wide concrete driveway apron to a doublewide concrete driveway apron.

City policy requires staff to review requests for non-standard driveway aprons (those that differ from the City standard) and recommend approval or disapproval to the Mayor and Council. Mr. O'Brien is requesting permission to make his existing single wide concrete driveway apron a double wide concrete apron. The City Standard is a singlewide driveway apron - 17 feet wide at the street and 10 feet wide at the property line. Standard attached. It is the intent of the policy established by the Mayor and Council on March 26, 1996 to have the property owners of non-standard driveway aprons assume financial responsibility for the replacement of that portion of the driveway apron in excess of the City Standard, and to convey this responsibility to all future owners of the property if the variance request is approved.

Mr. O'Brien was granted a building permit from the County and City to construct a double wide driveway pad and a single wide driveway apron. It became apparent after the project was constructed that the depth of his property did not provide adequate maneuvering room for him to park two vehicles on the driveway pad as he had intended.

Mr O'Brien's property is on a corner lot. It is located on the northwest corner of 48th Place and Catawba Street, Location Map attached. The double wide driveway pad was constructed along Catawba Street because there is insufficient frontage along 48th Place to construct a driveway.

9032 48th Avenue is located in the Oak Springs subdivision. 48th Avenue is a typical local residential street within a 50-ft right-of-way. The street is 26 feet wide, provides for two way traffic, and on-street parking is available on both sides of the street. Catawba Street is within a 50-ft right-of-way, is 26-feet wide, and parking is prohibited along the north side of the street. Mr. O'Brien's westernmost property line lot adjoins the Metropolitan development site, which may be going to construction very soon. The advent of the Metropolitan development site will, in my opinion, adversely affect future on-street parking along his property and in the immediate area.

It is staffs opinion that the construction of a double wide concrete driveway apron will not impact future on-street parking or affect the traffic operation of 48th Place or Catawba Street in any way.

Mr. O'Brien is agreeable with the condition that a Declaration of Covenants be a condition for granting approval for constructing a double wide concrete driveway apron and recognizes that the property owner shall be solely responsible for all construction costs associated with this work.

Based on staffs' review of Mr. O'Brien's request for permission to construct a doublewide concrete driveway apron, it is recommended that his request be granted.

Fiscal Impact:

None

Council Options:

- #1: Grant Mr. OBrien's variance request to construct a double wide concrete driveway apron.
- #2: Do not approve Mr. O'Brien's variance request
- #3: Direct staff to conduct additional research
- #4: Table action to a later Council meeting

Staff Recommendation:

#1

Recommended Motion:

Approve a request for a driveway apron variance at 9032 48th Avenue

Attachments:

Letter from Mr. Patrick O'Brien requesting a driveway apron variance
Location Map
City Standard Singlewide Driveway Apron

Patrick O'Brien
9032 48th Pl.
College Park, MD 20740
November 19, 2015

Steven Halpern
City Engineer
City of College Park
9217 51st Ave.
College Park, MD 20740

Dear Steven Halpern:

I am writing to formally request the ability to expand my driveway apron from 10' to 18' wide. I have been granted County and City permits for a 20' wide driveway, but due to the layout of my property I do not have enough depth to be able to get two cars parked on the driveway pad simultaneously with only a 10' entrance.

I need the ability to park two cars off of the street due to the following:

- I have twin toddlers and my wife leaves for work early in the morning, often before sunrise. I don't want them to have to walk in the street and possibly down the street to get to our vehicles
- My property is a corner lot with a wide sweep at the corner, resulting in 60' of curb space being unavailable for adjacent parking. The rest of Catawba St. past my home is a no parking zone.
- The parking situation near my house is already tight, with residents of the nearby townhouses and the rental property across the street frequently parking in front of my house on Catawba and around the corner on 48th Pl.
- The addition of approximately 400 units of housing directly adjacent to my property and directly across Rt. 1 will cause severe and detrimental impacts to parking near my home. These properties are being built with exceptions to build less than the recommended amount of parking, resulting in many more cars being parked on City streets near my house.

I am willing to enter into a Declaration of Covenants with the City regarding maintenance costs for the apron. Thank you for your consideration.

Sincerely,

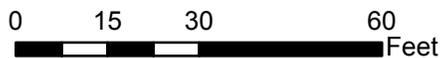
Patrick O'Brien
Homeowner

Attachment: Location Map

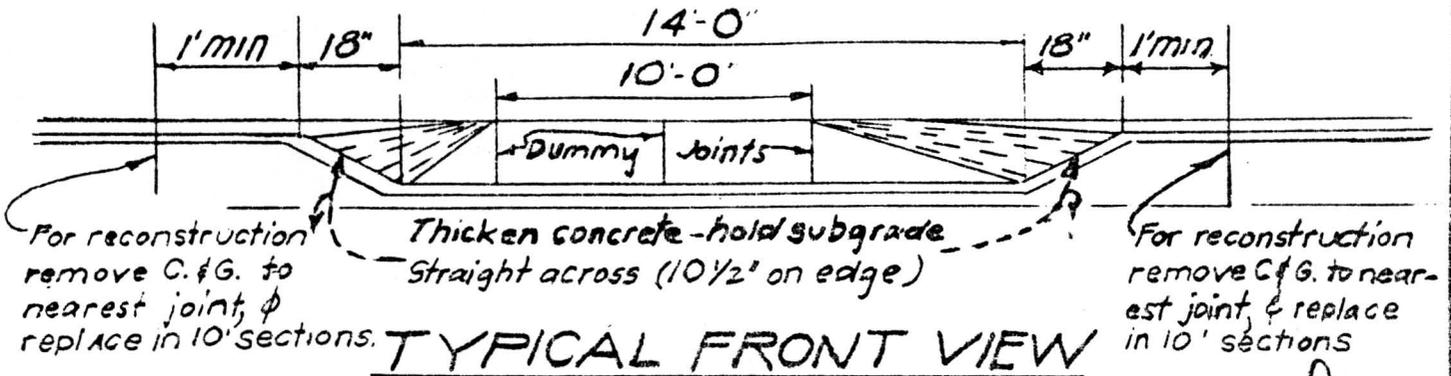
9032 48th Avenue - Driveway Apron Variance



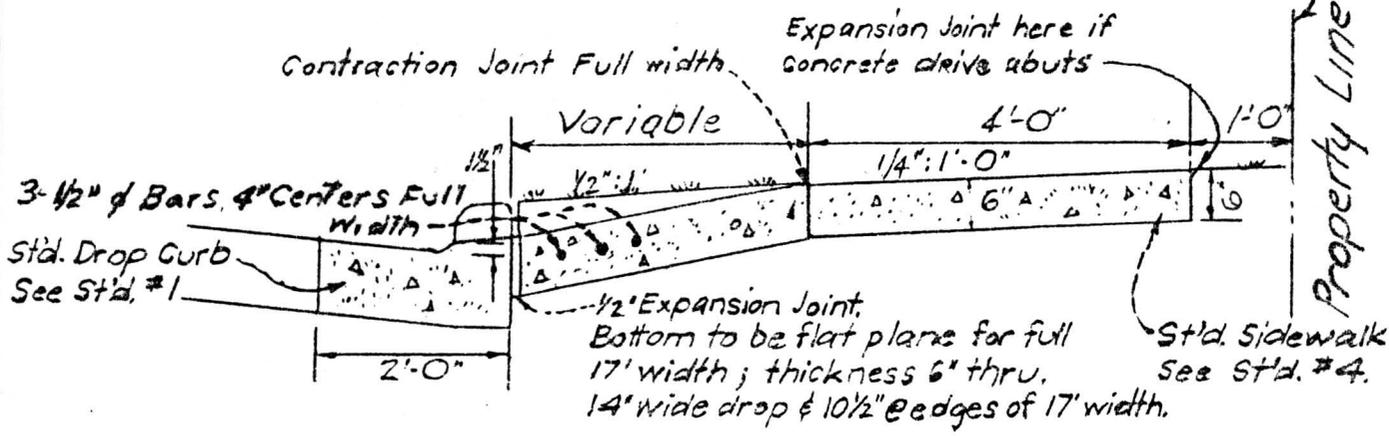
By: College Park Engineering
Date :12-10-15
Source: M-NCPPC GIS



STANDARD DRIVEWAY ENTRANCE STANDARD No 2



TYPICAL FRONT VIEW



TYPICAL CROSS SECTION

SPECIFICATION SUMMARY:

1. Subgrade thoroughly compacted with vibratory or pneumatic compactor - unsatisfactory material replaced with S. R. C. Spec. G. P. - 1.
2. Concrete shall not be placed on frozen subgrade.
3. Forms - steel or wood - subject to approval of Municipal Engineer.
4. Hair broom finish & clear cure
5. Concrete - air entrained, 6 1/2 bag portland cement concrete, Max Slump = 4 inches.
6. Special attention is called to thickened edges.

7. All expansion joint material shall be premoulded, non-extrudable, asphalt impregnated.

City of College Park		
<u>APPROVED</u>		
DATE: <u>May 24 1972</u>		
_____ MAYOR		
_____ ENGINEER		

GREENHORNE & O'MARA
CIVIL ENGINEERS — LAND SURVEYORS
 6715 Kenilworth Ave. Riverdale, Md.
 APplate 22

Drawn by <u>JM</u>	Scale <u>As Shown</u>	Date <u>Jan, 1972</u>
Checked by _____	Job No. _____	File No. _____
Approved by _____	<u>M-1159-L</u>	

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College Park Community
Foundation Request:
2016 Mothers Day 5K



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION STAFF REPORT**

Prepared By: Robert W. Ryan, Public Services Director

Meeting Date: January 19, 2016

Presented By: Nick Brennan, Treasurer - CPCF

Proposed Consent Agenda? Yes

Originating Department: Public Services

Issue Before Council: Approve City Co-Sponsorship of the College Park Community Foundation (CPCF) Mother's Day 5K Race.

Strategic Plan Goal: Goal #1 – One College Park

Background/Justification:

The College Park Community Foundation will plan and host the Third Annual Mother's Day 5K Race on Mother's Day Weekend 2016 (Saturday, May 7, 2016). By co-sponsoring this event, City liability insurance will provide coverage. The Race will be run mostly on City streets as detailed in the attachment provided.

The City's Recreation Board has co-sponsored this event along a route in north College Park since 2014.

Fiscal Impact:

The City will provide logistical support and help promote this event. Cost estimates include the following:

- Public Works crew to place and retrieve traffic cones at all cross streets along the route - \$405.00
- City Contract Police to provide Race safety escort and traffic control - \$600.00

Council Options:

#1: Approve City Co-Sponsorship

#2: Deny City Co-Sponsorship

Staff Recommendation:

#1: Approve City Co-Sponsorship

Recommended Motion:

I move to approve City co-sponsorship of the CPCF hosted Mother's Day Weekend 5K Race.

Attachments:

CPCF Proposal and Race Day plan.



2016 College Park Mother's Day 5k

**Saturday, May 7, 2016, 8:00 am
Start & Finish: College Park City Hall**

About the Race:

The College Park Community Foundation (CPCF) is pleased to host the 3rd Annual College Park Mother's Day 5k. Runners and families will make their way around a five-kilometer (3.1 mile) course around downtown College Park, Calvert Hills, and Old Town, starting and ending at City Hall (course map attached). The race will welcome participants of all ages and abilities and feature a special start for runners with strollers, walkers, and families that choose to race together.

Building upon the success of the previous two races, CPCF plans to present a professional, well-managed race that:

- Will be a family & community event centered on health and togetherness
- Promote a healthy, connected community
- Appeal to a diverse audience of ability and age
- Bring together College Park's different neighborhoods

The registration fee will range from \$20 (early bird), \$25 (regular) and \$35 day-of, and families will also be able to save by registering as family (of up to 3 people) at a reduced cost. Children 8 and under will race for free. Each registration includes a race premium runner bib, and a premium Bibtag timing system. This fee structure is on the low-end of races that offer similar premiums and we are excited to offer this opportunity to the residents of the city of College Park.

In addition, CPCF will encourage registrants to participate in the popular "Couch to 5k" program and will offer facilitated group runs/walks between mid-March and race day.

Prizes will be awarded to the top 3 finishers in different categories (Male, Female, Overall, Stroller Runners, etc.). Prizes will include pies, as well as donations from local businesses.

Participation:

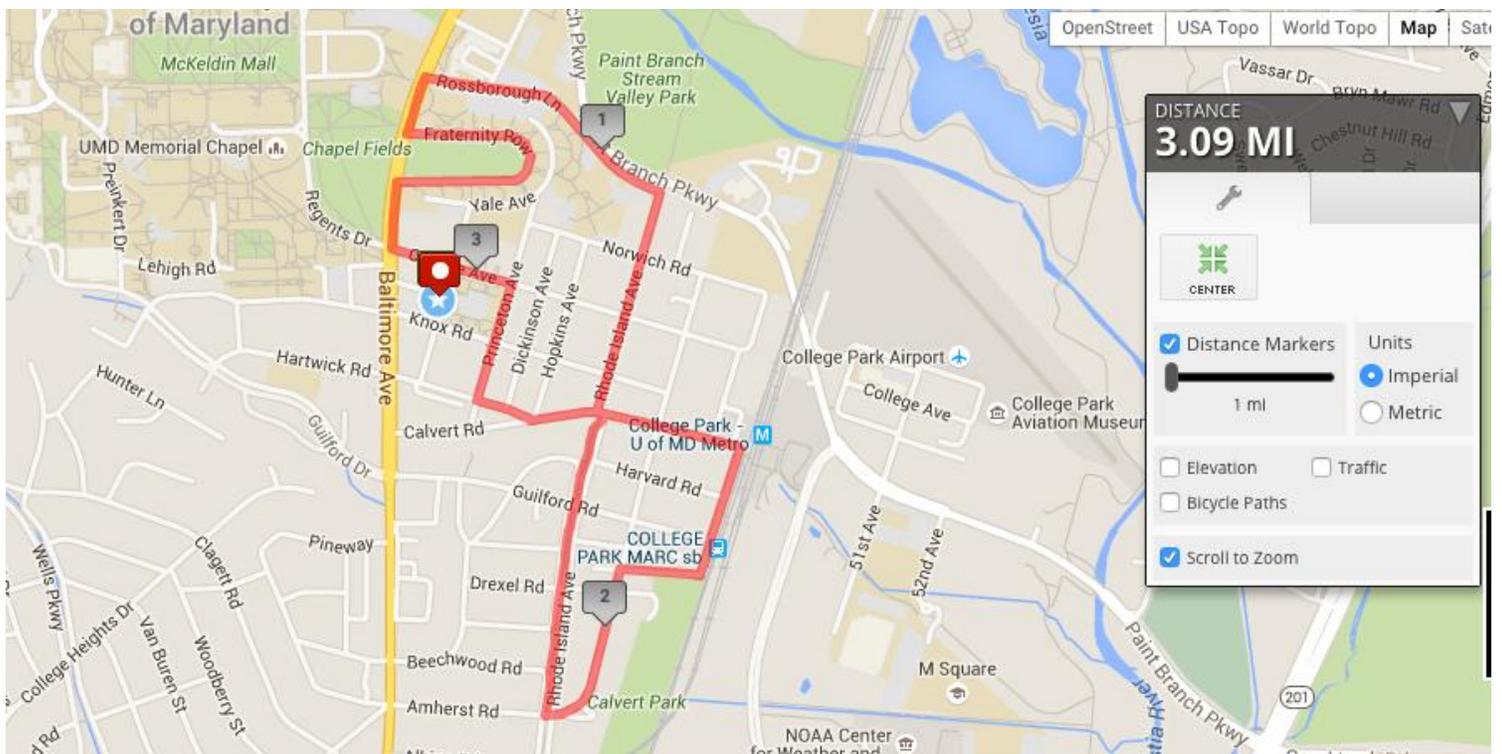
The 2014 race had approximately 90 participants, with limited outreach and marketing, which was a significant number of participants, especially considering it was the first year of the event. The 2015 race, with increase outreach and marketing, included 130 participants. For the 2016 race, CPCF anticipates approximately 150 participants. Registration will range from \$20-\$55 (early-bird, regular, onsite, and Family Registration.)

CPCF will seek sponsorships and partnerships from local businesses to increase involvement from various community stakeholders. Proceeds from this event will benefit the grant-making activities of CPCF. Each year, through a competitive application process, CPCF awards monetary grants to non-profits and service organizations that charitably serve College Park residents in three priority areas: Education, Quality of Life, and Community-Building. In 2015, CPCF granted \$6,400 to nine organizations and intends to increase grant awards in 2016.

Proposed Route:

While the race has been in held in north College Park for the past two years, CPCF will hold the race in downtown College Park in 2016 to highlight other areas/neighborhoods of the city. It is CPCF's ultimate goal to rotate the race on routes throughout the city.

The race will start and finish at College Park City Hall. The scenic route will take participants through the streets of Calvert Hills and Old Town, and end through Frat Row and Baltimore Avenue. Where possible, participants will use sidewalks and the Trolley Trail. Race volunteers, contract police, and UMPD police will be stationed throughout the race route to ensure everyone's safety and adherence to the race route.



City Partnership:

The City of College Park has been a critical partner and sponsor of this race since 2014 and CPCF is hopeful the city will sponsor the 2016 race. The sponsorship package would entail:

- Use of City Hall Parking Lot, including electrical hook-up
- Use of City Hall bathroom facilities
- Complimentary parking in the City's Parking Garage for the morning of the race
- Contract Police Support/Public Works Support
- Street cones to mark areas of the route
- Coverage through the City's Insurance Policy, indemnifying the University of Maryland

In the event that the race cannot be held in downtown College Park, we will relocate the race to last year's location at the Hollywood Shopping Center in north College Park and follow the route from 2014 and 2015 on Sunday, May 8, 2016. At that location, City sponsorship would include:

- Contract Police/Public Works Support
- Street cones to mark areas of the route
- Coverage through the City's Insurance Policy, indemnifying the University of Maryland

The College Park Community Foundation greatly appreciates the incredible support of the City of College Park – Mayor and Council and its dedicated staff – for this special, community-building event.

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2016 Legislative Session

4

Student Surcharge Exemption Zones



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Bill Gardiner
Assistant City Manager

Meeting Date: January 19, 2016

Presented By: Bill Gardiner

Proposed Consent Agenda? No

Originating Department: Administration

Issue Before Council: Council consideration of supporting State legislation to eliminate the County school surcharge fee exemption areas for student housing

Strategic Plan Goal: Goal 4: High Quality Development and Reinvestment (Baltimore Ave. Corridor, promote walkable nodes and residential infill)

Background/Justification:

Prince George's County imposes a student surcharge fee for new housing in order to offset the anticipated K-12 education costs that new housing usually creates. The per-unit fee in College Park is \$9,035, except for certain locations and unit types. State law passed in 2003 and amended in 2007 exempts the fee in certain College Park areas (see map) for designated student housing. The exemption of the fee reduces the cost to build student housing in those eligible areas. The Varsity, the View, the Enclave, Landmark, Mazza Grand Marc and Terrapin Row were all eligible for the exemption. In 2013 State law was passed that reduced the surcharge by 50 percent for multi-family housing near metro stations, and exempted efficiency and studio units in designated County Centers and Corridors. Staff is trying to confirm with the County that Baltimore Avenue in College Park qualifies as a designated Corridor.

In 2013 the City supported amending the areas so that the surcharge fee exemption would not apply to areas 2, 3, 5, and 6. The only remaining eligible area east of Baltimore Avenue would have been at the south-eastern quadrant of the Baltimore Avenue intersection with University Boulevard. However, State legislation was not pursued.

On December 17th City staff met with Senator Rosapepe, Eric Olson (CPCUP), Bridget Warren (Councilmember Lehman's office), and Carlo Colella, Anne Martens, and Omar Blaik (UMD) to discuss--in the context of broader housing issues--the current student surcharge exemption areas in College Park for student housing. The group agreed that the subsidy is no longer necessary for the construction of new housing specifically designed for students (furnished, shared units with private bedrooms). The group discussed the needs for graduate students, who generally are not attracted to the student housing buildings and generally seek lower-cost housing (one exception may be the Enclave, which apparently is leasing to many graduate students), and whether or not there would be a way to subsidize graduate student housing.

Approximately 3,400 student housing "beds" have been constructed off-campus in College Park, and Terrapin Row will add nearly 1,500 more beds. UMD currently has 12,500 beds on-campus. Student housing on University property is exempt from state and local property taxes and new housing is exempt from various fees, including the student surcharge fee.

A 2011 University of Maryland housing study indicates that most graduate students currently live with roommates in 2- or 3-bedroom unfurnished units. Low cost is an important factor in their housing selection. The 2011 UMD student housing study states there is a gap of 684 beds of unmet demand for on-campus graduate housing (including 200 apartment-style units), and called for the University to do more comprehensive planning for student housing.

City and University staff agree that College Park needs to develop housing attractive to families and individuals in their post-college years in order to attract the diverse amenities necessary for a vibrant City. The current

surcharge exemption for student housing worked to incentivize student housing, but additional student housing in certain areas may not promote the City overall goals.

Creating incentives specific to graduate student housing is more challenging, and possibly less effective, than the surcharge exemption incentive for student housing. There is not one type of housing (such as the dorm model) that is attractive to graduate students. If the exemption for studio and efficiency units does apply to housing in the Baltimore Avenue corridor, that may slightly lower the overall cost for graduate students seeking that unit type. The housing location that likely offers the lowest cost for new construction is on UMD property, which is exempt from many fees and property taxes. Additionally, the University can restrict housing to graduates or undergraduates, whereas private housing cannot.

Fiscal Impact:

There is no direct fiscal impact on College Park if the exemption areas are retained, changed, or removed. The surcharge is a County fee.

Council Options:

- #1: Support legislation for consideration by the General Assembly to remove all or some of the student housing exemption areas in College Park.
- #2: Support legislation for consideration by the General Assembly to remove the student housing exemption areas in College Park and add an exemption and areas for graduate student housing .
- #3: Take no action, which would keep the current exemption areas for student housing and could incentivize additional student housing.

#4:

Staff Recommendation:

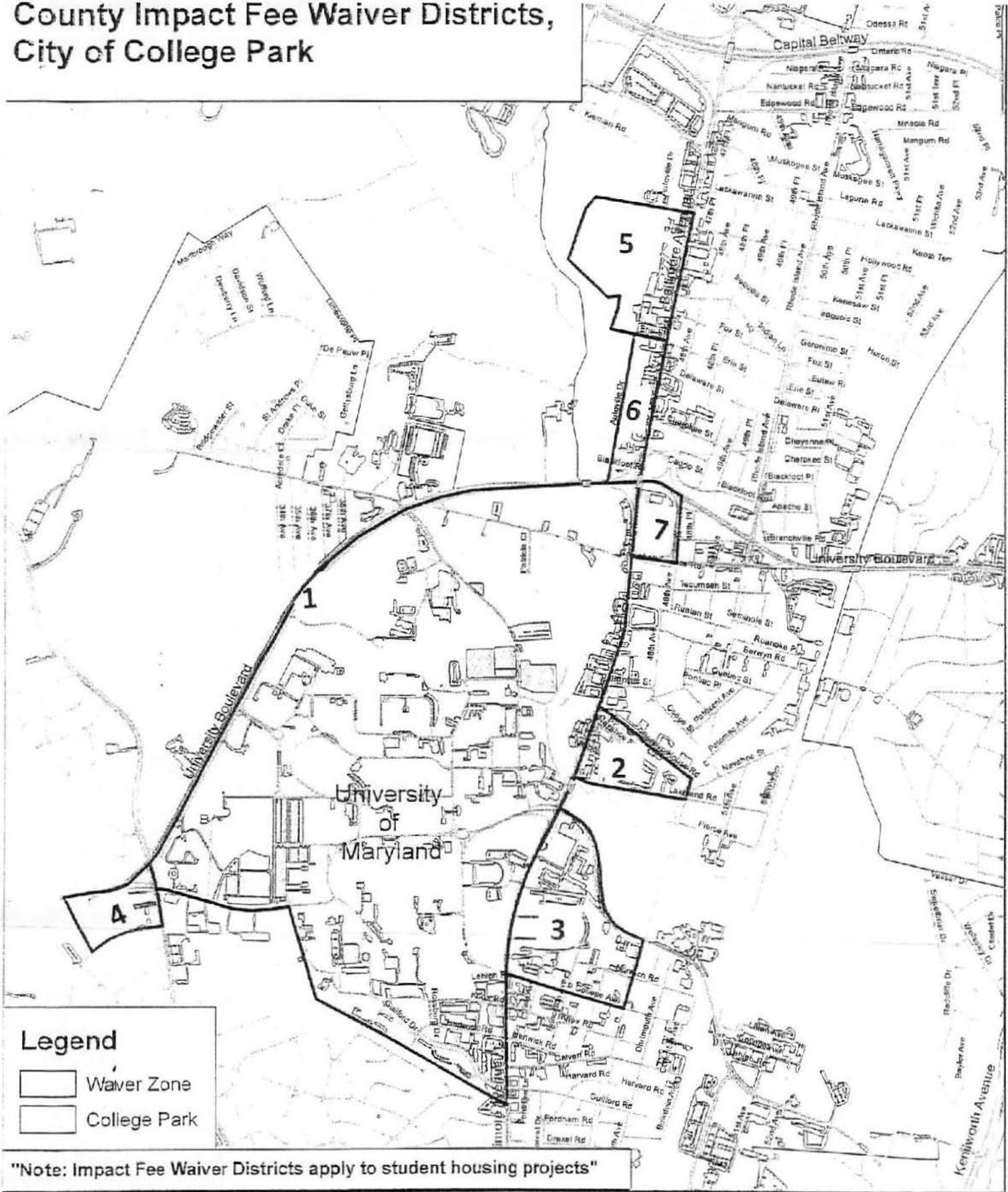
Option #1 or #2

Recommended Motion:

Attachments:

Map of current student surcharge exemption areas for student housing in College Park

County Impact Fee Waiver Districts, City of College Park

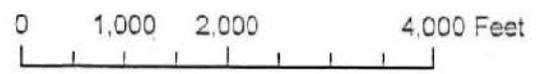


Legend

-  Waiver Zone
-  College Park

"Note: Impact Fee Waiver Districts apply to student housing projects"

Prepared By: Engineering
 Date: September 17, 2009
 Source: M-NCPPC GIS



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FY '17 Budget Guidance



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Stephen Groh, Director of Finance **Meeting Date:** January 19, 2016

Presented By: Stephen Groh, Director of Finance **Proposed Consent Agenda?** NO

Originating Department: Finance

Issue Before Council: FY2017 Budget Guidance: In advance of starting the budget process, staff presents to Mayor & Council basic parameters that will be used in soliciting budget submittals from the departments. These parameters are based on known revenue changes and projected expenditure changes for the coming year's budget.

Strategic Plan Goal: The budget provides funding for virtually all Strategic Plan goals.

Background/Justification:

Revenue Budget: We have received the estimate of FY2017 real property tax assessments and the total is 11.75% higher than the FY2016 assessment (prior to application of the homestead tax credit). Depending on the amount of the homestead tax credit, not available until mid-February, this increase could equate to a \$750,000-900,000 increase in real property tax.

Expenditure Budget: Departments will be asked to limit non-personnel expenditures to FY2016 levels unless they provide justification for an increase. Exceptions are fuel and utilities. FY2017 will be the first year of a new collective bargaining agreement for certain Public Works employees and negotiations have not yet begun. As a result, it is unknown whether FY2017 will include a cost of living adjustment ("COLA"). Quotes for FY2017 employee benefits are not yet available.

Mayor & Council Wish Lists: Mayor & Council may submit "wish list" items for FY2017, whether for the operating or capital budgets. Submitting them by the February 12 deadline will allow time for the departments to price them out, and they may be included in the requested budget.

Budget Schedule: A tentative FY2017 Budget Schedule is attached. The first Saturday budget worksession is scheduled for April 9.

Fiscal Impact:

TO BE DETERMINED

Council Options:

- #1: Provide guidance to staff
- #2: Ask questions of staff
- #3:
- #4:

Staff Recommendation:

This item is informational only.

Recommended Motion:

N/A

Attachments:

1. Taxable Real Property Assessments, FY2010-2017
2. FY2017 Tentative Budget Schedule #1

CITY OF COLLEGE PARK
Taxable Real Property Assessments
FY2010 - FY2017

District	Use Code	FY2010	FY2011	Percentage Change from FY2010	FY2012	Percentage Change from FY2011	FY2013	Percentage Change from FY2012	FY2014	Percentage Change from FY2013	FY2015	Percentage Change from FY2014	FY2016	Percentage Change from FY2015	FY2017	Percentage Change from FY2016
Residential:																
01	001 Residential	117,735,168	133,925,340	13.75	70,318,200	(47.49)	70,079,200	(0.34)	70,064,200	(0.02)	72,908,469	4.06	75,639,340	3.75	78,497,500	3.78
01	002 Resid. Unimproved	1,031,712	1,181,200	14.49	858,600	(27.31)	858,600	0.00	858,600	0.00	871,767	1.53	889,934	2.08	908,100	2.04
01	061 Resid. Condominiums	0	2,700,000	New	2,520,532	(6.65)	3,328,000	32.04	3,328,000	0.00	5,066,670	52.24	5,113,340	0.92	5,160,000	0.91
21	001 Residential	1,498,125,560	1,076,768,548	(28.13)	1,074,396,864	(0.22)	1,070,103,546	(0.40)	874,704,165	(18.26)	874,599,128	(0.01)	867,752,500	(0.78)	945,592,824	8.97
21	002 Resid. Unimproved	14,972,100	11,270,285	(24.72)	11,287,990	0.16	11,270,285	(0.16)	8,925,100	(20.81)	8,925,400	0.00	8,925,700	0.00	9,536,767	6.85
21	004 Apartments	136,582,500	142,191,091	4.11	206,274,450	45.07	200,005,625	(3.04)	217,096,802	8.55	221,239,536	1.91	213,722,400	(3.40)	560,415,034	162.22
21	011 Resid. Townhouses	21,053,740	16,404,600	(22.08)	16,330,700	(0.45)	16,281,700	(0.30)	14,152,500	(13.08)	14,109,700	(0.30)	14,109,700	0.00	18,943,897	34.26
21	061 Resid. Condominiums	93,480,000	77,348,866	(17.26)	76,797,900	(0.71)	76,343,000	(0.59)	54,035,465	(29.22)	53,871,030	(0.30)	53,808,600	(0.12)	55,982,096	4.04
Totals		1,882,980,780	1,461,789,930	(22.37)	1,458,785,236	(0.21)	1,448,269,956	(0.72)	1,243,164,832	(14.16)	1,251,591,700	0.68	1,239,961,514	(0.93)	1,675,036,218	35.09
% of Grand Total		74.61	69.23		67.54		64.17		61.04		61.03		58.91		71.21	
Commercial:																
01	005 Commercial	266,452,980	278,685,900	4.59	269,247,898	(3.39)	260,150,500	(3.38)	259,456,200	(0.27)	254,969,398	(1.73)	260,644,764	2.23	263,715,100	1.18
21	005 Commercial	330,761,900	325,751,594	(1.51)	384,648,954	18.08	503,966,798	31.02	488,281,534	(3.11)	498,085,738	2.01	559,292,700	12.29	369,456,302	(33.94)
21	007 Industrial	30,673,100	31,003,387	1.08	31,350,908	1.12	30,174,988	(3.75)	30,574,834	1.33	31,140,002	1.85	31,692,900	1.78	33,859,134	6.84
21	065 Comm. Condominiums	12,755,400	14,333,080	12.37	15,910,760	11.01	14,333,080	(9.92)	15,255,900	6.44	15,063,534	(1.26)	13,393,300	(11.09)	10,201,465	(23.83)
Totals		640,643,380	649,773,961	1.43	701,158,520	7.91	808,625,366	15.33	793,568,468	(1.86)	799,258,672	0.72	865,023,664	8.23	677,232,001	(21.71)
% of Grand Total		25.39	30.77		32.46		35.83		38.96		38.97		41.09		28.79	
GRAND TOTALS		2,523,624,160	2,111,563,891	(16.33)	2,159,943,756	2.29	2,256,895,322	4.49	2,036,733,300	(9.76)	2,050,850,372	0.69	2,104,985,178	2.64	2,352,268,219	11.75
Homestead Tax Credit Adjustment: (FY10-FY17 @ 4%)		(599,654,267)	(303,645,240)	(49.36)	(212,855,415)	(29.90)	(188,109,095)	(11.63)	(77,491,000)	(58.81)	(29,283,201)	(62.21)	(23,223,662)	(20.69)	TBD	TBD
CITY TAXABLE ASSESSMENT		1,923,969,893	1,807,918,651	(6.03)	1,947,088,341	7.70	2,068,786,227	6.25	1,959,242,300	(5.30)	2,021,567,171	3.18	2,081,761,516	2.98	2,352,268,219	12.99



FY2017 TENTATIVE BUDGET SCHEDULE #1
as of December 29, 2015

Listed below is the tentative budget schedule for the FY2017 budget. Updates to this schedule will be provided as needed.

Operating budget worksheets distributed to departments	Thursday, January 21
Mayor & Council wish lists due back to Finance	Friday, February 12
Pricing of Mayor & Council wish list items by departments	February 15 – 26
Operating budget worksheets due back to Finance	Monday, February 22
Capital project pages to be updated	February 1 – February 19
Review of department operating budget submittals by City Manager and Finance Director	March 7 – 11
City Manager's Requested Budget distributed to M&C	Thursday, March 31
Budget worksessions	Saturday, April 9 @ 7:30 am Saturday, April 16 @ 7:30 am (if needed) Additional worksessions if needed
Budget ordinance introduced	Monday, April 25
Budget public hearing Constant yield tax rate public hearing (if needed)	Tuesday, May 10
Worksession discussion of possible budget changes after public hearing (if needed)	Tuesday, May 17
Adopt budget ordinance	Tuesday, May 24
Effective date of FY2017 adopted budget	July 1

6

Mayor and Council Annual Housekeeping Discussion



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION STAFF REPORT**

Meeting Date: January 19, 2016

Prepared By: Janeen Miller, City Clerk, and Suellen Ferguson, City Attorney

Presented By: Scott Somers, City Manager

Proposed Consent Agenda? No

Originating Department: Administration

Issue Before Council: Discuss and provide staff direction concerning Rules and Procedures for the Mayor and Council and other administrative items.

Strategic Plan Goal: Goal 2: Environmental Sustainability
Goal 5: Effective Leadership

Background/Justification:

Attached is the current "Rules and Procedures for the Mayor and City Council" that was adopted January 10, 2014. Section U calls for a biennial review. These will be discussed at the January 19, 2016 Worksession. The City Manager has provided comments on the attachment for Council consideration.

In addition to the Rules and Procedures, a number of other administrative items have come up over the last year that we are bringing forward for Council's review:

1. Is there unanimous support for paperless agenda packets? If so, should the City provide Councilmembers with tablets?

Discussion: This question came up in the context of reducing the amount of paper used. The Council packet is posted to the City website on Friday afternoon and a link to that packet is sent to Council and staff. Six Councilmembers currently receive a hard copy of the Council agenda packet. Not all Councilmembers bring laptops/tablets to Council meetings, and heretofore, the City has not provided devices to Councilmembers. Whether or not a Councilmember prefers to receive and read the agenda material in a hard copy format is a matter of personal preference that we have accommodated. If there is unanimous interest in going to a paperless packet, Council should consider whether to provide devices to Councilmembers upon request.

2. Is there unanimous interest in paperless mail? If so, staff would need to determine the best way to accomplish this.

Discussion: This question came up in the context of reducing the amount of paper we use. Incoming mail is copied for Mayor and Council and placed in your mail slots, either to be picked up by Councilmembers or sent home in the Friday pouch. Effectively immediately, staff will stop copying the general interest mail that is attached to the City Manager's Weekly Bulletin to avoid duplication. As for the remaining mail that is directed to Mayor and Council, is there an interest in having it scanned that mail to you, instead of providing paper copies? This should be a unanimous decision so that staff is not handling mail in different ways for different Councilmembers.

3. Does the Council wish to amend self-imposed rules with respect to providing notice of ordinances?

Discussion: The State of Maryland requires that certain notices, such as for charter amendments, be published in a "newspaper of general circulation" in the City, and provides a specific definition as to what constitutes such a newspaper. The City cannot vary and must comply with these requirements. However, the City has discretion with respect to the notice required for other legislative enactments, such as ordinances.

Charter §C8-2.A includes self-imposed rules re: advertising ordinances, public hearings, and fair summary

notices. This section requires notices to be published in a “newspaper having general circulation in the City.” For ordinances, the City defines what satisfies this requirement. In the past, the Gazette was used for the notices. Since the Gazette has folded, the City is using the Washington Post, at considerable expense. Instead of the newspaper publication requirement for ordinances, the Council may adopt any or all of the following methods as being adequate for providing public notice:

- Website
- Cable channel
- Bulletin board
- Constant Contact email listserv notice
- Posting at City Hall

Adoption of alternative forms of notice would require amendment of the Charter and the Council Rules and Procedures, and result in a savings on advertising costs.

4. Guidelines on individual Councilmembers’ use of City copiers.

Discussion: Individual Councilmembers periodically request copies of documents for various reasons. In 2015, copies were requested for: distributions to their neighborhoods, for civic associations, for town hall meetings, for national night out, for neighborhood watch events, for meetings with constituents, totaling about 1,500 copies. Staff would benefit from some guidelines on what is an appropriate use of City copiers by Councilmembers.

5. Does Council want to consider a change in the City Charter to allow an elected official to attend a Council Meeting by telephone or Skype?

Discussion: Currently, by City Charter §C6-1, a Councilmember must be physically present at the meeting to constitute part of the quorum and to vote. In the Open Meetings Act (“Act”), the State law sets the minimum requirements that apply when a public body such as the Council meets. A meeting by definition requires a quorum. The City Council has the power to enact what constitutes a quorum, and the other rules applicable to how a meeting is held, so long as these rules do not conflict with the Act. The requirement of the Act is that when a quorum of the Council meets, it must do so in public. The questions in this section involve how the Council can fulfill the requirements for an open meeting, but also allow a Councilmember to participate remotely and be part of the quorum to vote. The answers could also apply to Boards and Commissions.

There is precedent to allow for participation by members of a public body by telephone or audio/visual conference. This precedent involved members of a State body whose member lived in different parts of the State and so had difficulty all meeting in the same place. The members were allowed to meet by telephone conference, so long as there was an advertised location where the public could hear the proceedings. Based on its long standing process of meeting at City Hall and allowing public participation, the Council will want to set rules for when remote participation and voting by Council members would be allowed. For instance, what is an acceptable underlying reason for the need to participate remotely? A number of other issues arise if the Council wishes to explore this option, such as how much notice a Councilmember must give beforehand of the intent to participate remotely, and whether at least a quorum must actually be physically present to do business.

The Council’s decision on this issue may require a change to the Charter and Council Rules and Procedures.

6. Clarify whether/how the Mayor or individual Councilmembers in their official capacity can sign and/or sign-on-to internet petitions.

Discussion: The City can only act officially through a vote of the majority of the Council. No individual Councilmember or the Mayor can take a City position without this approval. This does not prevent an individual Councilmember or the Mayor from taking a position in their individual elected capacity, if it is clear that the

action is not taken on behalf of the City.

Frequently, the Mayor and Councilmembers will receive requests for support that involve signing onto letters that do not clearly indicate whether the person is signing as an individual or as the representative of the City. Due to the speed at which issues arise through use of electronic sources, it is important that Council review its procedures for placing issues on the agenda and voting on the support by the City.

Fiscal Impact:

1. There will be a cost to advertise the Public Hearing and Fair Summary for amendments to the City Code or City Charter that might result from this discussion.
2. If Council chooses to eliminate the need to advertise public hearings and fair summaries "in a newspaper of general circulation in the City" (the current requirement), it will result in a savings on advertising costs going forward.

Council Options:

- #1: Discuss and provide direction to staff on each item.
- #2: Table this discussion for a future meeting.
- #3:
- #4:

Staff Recommendation:

#1

Recommended Motion:

Attachments:

1. Current Council Rules and Procedures, with comments from the City Manager.

Approved 01/10/2014
14-G-03

RULES AND PROCEDURES FOR THE
MAYOR AND CITY COUNCIL OF COLLEGE PARK

I. AUTHORITY

These rules are adopted pursuant to the authority provided in Art. VI, § C6-1.

II. MEETINGS

A. Regular Meetings.

The Mayor and Council shall normally meet in regular Meetings on the second and fourth Tuesday of each month and in regular worksessions on the first and third Tuesday of each month if necessary, but, in no event, less frequently than required by Art. VI, § C6-1 of the College Park Charter. The Mayor and Council may meet on other days where, in its judgment, an alternative day is either necessary or desirable. Notice of alternative meeting dates shall be confirmed in the annual meeting schedule and shall be given as set forth in this Section.

B. Annual Meeting Schedule.

An annual Meeting schedule shall be approved by the Mayor and City Council at its first regular Meeting in December of each year. In an election year, the schedule shall be approved by the new Council.

C. Worksessions.

The Mayor and Council will normally meet in worksession meetings on the first and third Tuesdays of each month. The Mayor and Council may meet on other days where, in their judgment, an alternative day is either necessary or desirable. Additional worksessions may be scheduled by the Mayor and City Council as required.

D. Special Meetings.

The Mayor and City Council may meet in special Meetings upon written request of either the Mayor or two members of the City Council. Notice of special meetings shall be given to each Councilmember at least twenty-four (24) hours in advance of such special Meeting and shall contain the purpose, date, time and place of such Meeting.

E. Emergency Meetings, Notice.

Emergency Meetings may be called with the consent of two-thirds of the Mayor and City Council members present for matters constituting a severe and imminent danger to the health, safety or welfare of the public. Notice of such Meetings shall be given as is feasible under the circumstances.

F. Executive Sessions.

The Mayor and City Council may meet in executive session (closed to the public) under the circumstances, conditions and for reasons set forth in Art. VI, § 6-3. Notice of Executive Sessions shall be given as required by law.

G. Information Meetings.

The Mayor and City Council may hold informational Meetings to present information to the residents of College Park and obtain feedback from residents of the City. The Mayor and City Council will determine the rules governing presentations made at such Meetings.

H. Limitation On Number Of Meetings.

No more than four (4) meetings may be held in any given month, unless approved by a majority of the Council present and voting. Except in the event of an emergency as determined in

subsection E, in no event may council approve more than two (2) additional meetings in any given month.

I. Place of Meeting.

All Meetings of the Mayor and City Council, unless otherwise determined, shall be held at the College Park City Hall, Council Chambers, located at 4500 Knox Road, College Park, Maryland. Notice of change in Meeting place shall be prominently posted on the door of the regularly scheduled Meeting place and shall be given by such other means, including local cable, as may be feasible.

J. Meeting Time.

Meetings of the Mayor and City Council shall begin at 7:30 p.m. unless a different starting time is established by the Mayor and City Council and reasonable notice thereof provided to residents of the City.

Comment [SS1]: Is there interest in starting at 7:00pm?
Deleted: [8:00]

K. Public Notice of Meeting.

Proper notice of all Meetings of the Mayor and City Council shall be provided to the public by the City Clerk.

L. Quorum.

1. A quorum shall consist of five (5) members of the City Council and the presiding officer. To conduct official business, a quorum must be present at all times. To be "present" is defined as being within the Council Chambers or the Chamber in which the Meeting is being held as that area may be defined from time to time by the Mayor and City Council.

Comment [SS2]: This is self-imposed restriction. Telephonic and video participation, such as Skype, are allowed.

2. Once a Meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the presiding officer or a Councilmember should bring this fact to the attention of the Mayor and City Council and the

Mayor and City Council shall then be automatically, temporarily recessed until a quorum is reestablished. Upon reestablishment of the quorum, the Mayor and City Council shall resume consideration of the matter before it at the time of the recess. If, in the opinion of the presiding officer, a quorum cannot be obtained within a reasonable period of time, the presiding officer shall declare the Meeting adjourned until the next scheduled Meeting; at that next Meeting, after taking up the usual preliminary matters, the Mayor and City Council shall resume its consideration of the matter that was before it when it previously adjourned. This shall not prevent any Councilmember from moving to table, defer, postpone, or make any other appropriate motion with respect to any pending matter.

M. Meeting Agendas.

The agenda for all Meetings of the Mayor and City Council shall be prepared by the City Manager and City Clerk in consultation with the Mayor. Agenda items submitted after the established deadlines may be considered by consent of a simple majority of members of the Mayor and City Council present at the Meeting. Agenda items shall be submitted no later than twelve o'clock noon on the Thursday preceding the Council Meeting at which the matter is to be presented. The agenda shall be posted at places where City notices are customarily posted and shall be communicated to residents of the City through the local cable channel. **Work Session** agendas shall be created that can be reasonably accomplished within three hours. The pace will be sped up after 11 pm to complete any unfinished business. Consent Agenda items are items of routine business that generally require no discussion by Council and are therefore placed on the Consent Agenda of a regular meeting for Council consideration. Any member of the Council may pull a Consent Agenda item and place it under Action Items. The agenda shall outline the

Comment [SS3]: An alternative: "In the interest of ensuring public access, meetings shall adjourn no later than 10:30 pm unless a majority of the Council vote to extend the meeting by 30 minutes."
Deleted: A

Deleted: may be established for regular Meetings which consists of items determined by a unanimous vote of the Mayor and City Council to require action but which do not require discussion.

established order of business. Items on the agenda can be reordered by the Mayor and City Council during the scheduled Meeting.

N. Agenda for Special Meetings.

The matter or matters to be considered at a Special Meeting of the Mayor and City Council shall be stated in the call to the Meeting. No other matters shall be considered unless all members of the Mayor and Council are present.

O. Distribution of Meeting Materials.

The agenda and related materials will be provided to members of the Mayor and City Council in advance of scheduled Meetings. The Mayor, Council and staff shall use emails and telephone calls whenever possible to reduce the need for explanation and discussion. Meeting materials will be prepared by the City Clerk and made available to members of the Council and the general public except for materials which are legally privileged or confidential no later than close of business on the Friday immediately preceding the Meeting of the Mayor and City Council at which such matters are to be considered. Materials shall be delivered to members of the Mayor and City Council pursuant to arrangements established with the member.

P. Conduct of Meetings.

1. Chairperson. The Mayor shall preside at all Meetings of the Mayor and City Council. The Mayor Pro Tem shall preside at all Meetings in the absence of the Mayor. In the absence of both the Mayor and the Mayor Pro Tem, the Mayor, or the Mayor Pro Tem, if the Mayor is not available to do so, shall designate a member of the City Council to preside in their absence.

2. Procedure.

a. Recognition. Council members shall be recognized by the presiding officer before speaking. Other persons at a Meeting of the Mayor and City Council may speak only when called upon or authorized.

b. Comments on Agenda Items. A member of the City Council who introduces an agenda item for action by the Mayor and Council may provide comments relating thereto. Comments by a member of Council who introduces an agenda item shall be limited to five minutes. The time which it takes the Councilmember to actually state the Motion shall not be included in the five minutes. Following introduction and seconding of an agenda item, each member of the Council may provide up to two comments on the item. Each comment shall be limited to three minutes. Amendments shall be treated as a new item for purposes of Council comments.

c. Council Comments. During the time established for Council comments at the end of any formal Council meeting agenda, a member of the Mayor and Council may offer comments provided they are limited to five minutes. Council comments shall be limited to no more than three items. Councilgrams should be used in lieu of Council comments whenever possible.

3. Motions in Writing. All motions pertaining to Ordinances, Council policies or other substantive proposals shall, where possible, be made in writing.

4. Reconsideration. A motion to reconsider a vote on any action may be made no later than the next regular Meeting following the Meeting at which the action to be reconsidered was taken. A motion to reconsider may be made only by a Councilmember who voted on the prevailing side of the action to be reconsidered or by a member absent when the vote was taken, although any member of the Council, and the Mayor when voting as allowed by law, may

support the motion to reconsider. A motion to reconsider may be approved by a simple majority of those Council members present and voting. The same number of votes shall be required to approve the action upon reconsideration as was required to pass or adopt the original action.

5. Voting by Councilmembers, Mayor. When a question is put by the presiding officer, every member of the City Council present shall vote either "Yes", "No" or "Abstain". Each member of the Council may make a brief statement explaining the reasons for the member's vote. The Mayor, when authorized by law to vote, shall vote either "Yes", "No" or "Abstain" and may make a brief statement explaining the reasons for the vote. Upon request of any Councilmember, a roll call vote will be taken.

6. Public Participation. Members of the public may speak at public Meetings of the Mayor and City Council according to procedures established by the Mayor and City Council.

a. Sign-up Procedure. Cards will be placed in the back of the room for people to sign if they wish to speak. When they come to the podium, they will give the cards to the City Clerk. This will assure that the Minutes record the proper spelling of the name and a correct address.

b. Public Comment. Comments from members of the public are limited to three (3) minutes at the beginning of the Council meeting on any non-agenda and consent agenda items. A person may also speak for up to five (5) minutes after the portion of the Meeting devoted to general Council comments at the end of the evening Meeting. A speaker representing a group or organization will be allowed up to five (5) minutes to present the position of the organization. Questions by the Mayor or individual Councilmembers will not be counted against the speaker's time.

c. Comments on Agenda Action Items. Comments from members of the public are permitted on all agenda action items. Comments from members of the public on agenda items are limited to three (3) minutes and from speakers representing a group or organization to five (5) minutes, except that the Mayor and Council may, by simple majority vote of those present, alter or waive the time requirements.

d. Written Comment. Public comment may be submitted in writing at or prior to the meeting. In order to be received by the Council as part of the record, the comment must include the specific agenda item to which it relates and the full name and address of the person submitting the comment. Comments that are submitted to the City Clerk prior to the close of business (5:00 p.m.) on the day of the meeting will be provided to the Mayor and City Council at the start of the meeting.

7. City Manager's Report. At the commencement of each meeting, the Mayor shall provide an opportunity for the City Manager to provide an oral report concerning new items of City business not previously furnished to Council in written form, or upon which staff believes immediate action or guidance is required by Council. Council comments or questions to the City Manager shall be limited to matters raised in the oral report or those which require immediate action by Council. All other questions or comments for response by the City Manager shall be deferred to the end of the meeting.

8. Presentations from developers in advance of requests for City support shall be limited to forty minutes.

9. When considering items where many questions are anticipated, a “round” approach shall be used in which each Council member, the Mayor, and appropriate staff shall be limited to one question per “round”.

10. The presiding officer shall cut off overly lengthy remarks with support by the Council.

Q. Disorderly Conduct.

The presiding officer shall call to order any person who disrupts the orderly conduct of business at Meetings including speaking without being recognized, exceeding designated time limits, failure to be germane to the issue being presented or use of vulgarities.

R. Record of Meetings.

1. Responsibility for Meeting record. The City Clerk or the City Clerk's designee shall be responsible for minutes of each Meeting of the Mayor and City Council and for maintaining the official record, which shall include all Council actions. Minutes shall include:

a. all motions made, the name of the mover and seconder, the method and outcome of the votes taken; and

b. copies of resolutions, new or revised ordinances or other actions approved by the Mayor and City Council.

2. Public access to Meeting records. Minutes and records of Meetings of the Mayor and City Council shall be made available to the public by the Clerk in accordance with the Public Information Act and the State Open Meetings Laws.

S. Ordinances.

1. Ordinances may be enacted pursuant to the provisions of Art. VIII of the College Park Charter.

2. Public Hearing; Notice. As required by Art. VIII, § C8-2, a public hearing shall be held on proposed ordinances following publication of the ordinance or a fair summary thereof in a local newspaper of general circulation. Emergency ordinances shall be considered pursuant to § C8-2B of the College Park Charter.

3. Majority vote. The affirmative vote of a simple majority of the members of the City Council present and voting shall be required for the enactment of ordinances, except as otherwise required by law.

4. Adoption. The Council shall not adopt an ordinance or ordinance change at the same Meeting at which the ordinance is introduced unless it is declared an emergency ordinance. Ordinances shall become effective twenty (20) days following Council approval unless the Council declares otherwise.

T. Parliamentary Authority.

Robert's Rules of Order, Newly Revised, as amended, shall govern all questions of procedure not otherwise provided for in these rules or by State or Federal Law.

U. Biennial Review of Rules.

The rules and procedures of the Mayor and City Council shall be reviewed at least biennially by the Mayor and City Council. Public notice and an opportunity for public comment shall be provided prior to making changes in these rules. Changes in procedure may be made by majority vote of the Mayor and City Council at the regular Meeting after the change in rules or procedures is proposed.

V. Rescission and Suspension of Rules.

A motion to rescind or amend something previously adopted or a motion to suspend these rules may be brought pursuant to the appropriate section of Robert's Rules of Order.

W. Conduct of Councilmembers.

1. If the Mayor or any member of the Council indulges in any language or conduct unbecoming to the office, the member shall be called to order by the presiding officer and, in such case, the offending member shall lose the floor and shall not proceed without the approval of the majority of the members present. The Mayor and Council may, by vote of all members of the Mayor and Council, excluding the offending member, expel the Mayor or any member of the Council from a Meeting for disorderly conduct or violation of Council rules.

2. Conflict of Interest. No Councilmember shall participate in any matter pending before the Council on which the Councilmember has an interest, as defined in the City's ethics ordinance, or has taken a formal position as a party in a legal matter which is contrary to the legal position of the City of College Park in such matter. The determination of the existence of a conflict shall be made by a vote of not less than six (6) members of the Council and shall be based on a finding that a conflict exists with a statement setting forth the basis of the finding to be included in the minutes of the Meeting. Upon such finding, the presiding officer shall exclude the conflicted member from participation in any consideration of the matter on which the member is conflicted and from being present at Executive Sessions addressing the issues as to which the Councilmember is conflicted.

3. Representation Before Other Governmental Organizations. When a Councilmember appears before any other governmental agency or organization to give a statement on an issue affecting the City, the Councilmember shall first identify the adopted

position of Mayor and Council with respect to that subject, if any. Thereafter, the Councilmember may provide a statement of personal opinion or comment (including a minority or opposing viewpoint), provided the Councilmember expressly acknowledges that such statements do not represent the position of the City.

X. Conduct of Work Sessions.

1. No person or group shall be interrupted by the Mayor or any Council member during a presentation at a work session. Questions may be asked at the end of the presentation.

2. Neither the Mayor nor any member of Council may speak for more than five (5) minutes without interruption upon any single agenda item. The Chairperson of the work session shall deny the floor to any member of the Council after that person has spoken for five (5) minutes or more, either at the Chairperson's own instance or upon a point of order.

3. A request for a show of hands not to discuss an agenda item any further shall always be in order.

4. It is the goal of the Mayor and Council to complete all work sessions by 11:00 p.m. All work sessions must cease by midnight, and the Council is therefore considered adjourned. In the event that a simple majority of Council wishes to continue the work session beyond midnight, it may do so by a straw vote. Upon failure of the straw vote to carry by a simple majority, all Council activities will cease at midnight. If during the course of the meeting, anyone wishes to leave the chambers for any reason, they may feel free to do so, but the rest of the Council will continue their agenda and a recess will only be taken in case of an emergency.

Comment [SS4]: An alternative: "In the interest of ensuring public access, meetings shall adjourn no later than 10:30 pm unless a majority of the Council vote to extend the meeting by 30 minutes."

Y. Charter Amendments. Charter amendments may be enacted by resolution pursuant to the provisions of Article 23A, §11 et seq. of the Annotated Code of Maryland. Prior to adoption, a public hearing shall be held on charter resolutions initiated by the Council following

publication of the resolution or a fair summary thereof in a local newspaper of general circulation. The Council shall not adopt a charter resolution at the same Meeting at which it is introduced. The pre-adoption notice and publication requirements of this subsection, as well as the requirement that the charter resolution not be adopted at the Meeting at which it is introduced, may be overridden by the Council by a majority vote.

Z. Use of Staff Resources. Neither the Mayor nor any members of Council may request that staff time in excess of two hours be spent on a specific item unless prior approval has been granted by the Mayor and Council.

7

University Park Request
for Transportation
Demand Management
District

**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**



Prepared By: Bill Gardiner,
Assistant City Manager

Meeting Date: January 19, 2016

Presented By: Scott Somers,
City Manager

Proposed Consent Agenda? Yes

Originating Department: Administration

Issue Before Council: Request by University Park for the City Council to send a letter to the County Council in support of funding for a Transportation Demand Management District

Strategic Plan Goal: Goal 3: High Quality Development and Reinvestment;
Goal 4: Quality Infrastructure

Background/Justification:

Transportation Demand Management uses incentives, information, design, and other tools to reduce auto trips, increase travel options, and improve the efficiency of all transportation systems. Prince George's County has authorized the creation of Transportation Demand Management Districts (TDMD), and many M-NCPPC plans call for the establishment of such districts. However, no districts have been established.

University Park has sent a letter to Council Member Glaros asking that the County's FY17 budget include funding for M-NCPPC to establish an effective TDMD in the Prince George's Plaza area and its environs, including between Paint Branch Parkway and Queensbury Road (south of East West Highway). The Mayor of University Park requested that the College Park City Council support their request by writing a separate letter of support for a TDMD in our area.

The City of College Park has discussed the need for a TDMD in the Baltimore Avenue corridor and in advance of new development at the College Park Metro Station / UMD Research Park. County funding to establish a large district that will improve transportation in our area would be very beneficial.

Fiscal Impact:

No fiscal impact on the City of College Park.

Council Options:

- #1: Authorize Mayor Wojahn to sign a letter to Council Member Glaros requesting funds in FY17 for the establishment of a TDMD that includes parts of College Park, Riverdale Park, Hyattsville, and University Park.
- #2: Take no action.
- #3:
- #4:

Staff Recommendation:

Option 1.

Recommended Motion:

I move that the City Council authorize Mayor Wojahn to sign correspondence to County Council Member Glaros requesting support for FY17 funding to establish a Transportation Demand Management District that would include parts of the Baltimore Avenue corridor in College Park, the Cafritz development in Riverdale Park, and the East West Highway and Adelphi Road corridors in Hyattsville and University Park.

Attachments:

Request from Mayor Carey, University Park
University Park's letter to Council Member Glaros
Draft letter to Council Member Glaros from College Park

Scott Somers

From: Mayor [mayor@upmd.org]
Sent: Tuesday, January 12, 2016 2:40 PM
To: Patrick L. Wojahn
Cc: Scott Somers
Subject: University Park letter to Councilmember Glaros recommending County budget for TDMD expertise
Attachments: 2016 Jan 11 Letter to Glaros re transportation planning 2016011115514034....pdf

Mayor Wojahn—

I have attached a letter to County Councilmember Dannielle Glaros, wherein the Town of University Park requests that the County's FY 2017 budget include funding and direction for the M-NCPPC to contract or otherwise arrange for transportation planning expertise necessary to establish an effective Transportation Demand Management District (TDMD) encompassing our north-County communities. We recognize the development underway and anticipated along our Baltimore Avenue corridor, and believe the work to establish TDMDs for these areas needs to begin this year. We share a common interest in getting the transportation right.

Is it possible that College Park Mayor and Council could support us on this by writing your own letter from the City of College Park? To delay establishment of TDMDs until these areas in our communities have been redeveloped or built-out is not efficient, will be too costly to our municipalities and commercial areas, and will result in lost opportunities.

With best regards,

Len Carey

Lenford C. Carey, Mayor
Town of University Park
6724 Baltimore Avenue
University Park, Maryland
Office: [\(301\) 927-4262](tel:3019274262)
Mobile: [\(240\) 338-2826](tel:2403382826)



TOWN OF UNIVERSITY PARK

MAYOR
Lenford C. Carey

COMMON COUNCIL
Joe Thompson
James C. Gekas
Bradlee W. Hess
Linda Verrill
David Caskey
Michael B. Cron
Roy D. Alvarez

January 11, 2016

County Councilmember Dannielle Glaros, District 3
14741 Governor Oden Bowie Drive
County Council, 2nd floor
Upper Marlboro, Maryland 20772

Re: Recommend budgeting to acquire TDMD expertise.

Dannielle:
Dear ~~Councilmember Glaros:~~

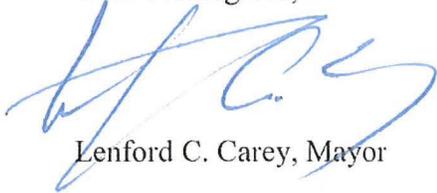
You may recall that our October 21, 2015 letter to the Planning Board regarding the Preliminary Prince George's Plaza Area Transit District Development Plan (TDDP) endorsed creation of a Transportation Demand Management District (TDMD) that includes a parking district and encompasses nearby areas. As you know, University Park continues to support establishment of a TDMD between the Paint Branch Parkway and Queensbury Road and involving the Cafritz (Riverdale Park Station) development to our east. Given the current growth in northern Prince George's County, as well as what is anticipated there, we support immediate efforts to establish effective TDMDs in these areas which involve government, residents and business owners working together to reduce congestion and traffic. Critical to successful mitigation of these problems is that the TDMD encompass an expanded area to incorporate other transportation infrastructure (e.g. the Purple Line), and that it also include parking districts and structured parking which they manage. If the development envisioned in northern Prince George's County proceeds without the institution of a TDMD and a parking district, the long-term effects on surrounding neighborhoods like University Park will be long term, serious and crippling.

Therefore, the Town requests that the County's FY 2017 budget include funding and direction for the M-NCPPC to contract or otherwise arrange for transportation planning expertise necessary to establish an effective TDMD for the Prince George's Plaza area and environs. We believe the work to establish TDMDs for these areas needs to begin this year, as experience elsewhere has shown that establishing TDMDs ahead of demand increases their effectiveness. To delay establishment of TDMDs until these areas have been redeveloped or built-out is not efficient, will be too costly to our municipalities and commercial areas, and will result in lost opportunities.

Although the legislation authorizing TDMDs was established years ago, there are no TDMDs in effect in the County and there is little experience with TDMDs within County government. Accordingly, we believe that the County must tap into existing outside expertise and experience with TDMDs to do this well, that it must be able to fund this effort, and that time is of the essence to get this started.

We would appreciate the opportunity to discuss this recommendation further with you and with the Office of the County Executive.

With best regards,

A handwritten signature in blue ink, appearing to read "Lenford C. Carey".

Lenford C. Carey, Mayor

Cc file
County Executive Rushern Baker
Councilmember Deni Taveras
City of Hyattsville
City of College Park

January 19, 2016

The Honorable Dannielle Glaros, Vice-Chair
Prince George's County Council
County Administration Building
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772-3050

Dear Vice-Chair Glaros:

I am writing on behalf of the City of College Park to request County funding in FY17 for a Transportation Demand Management District (TDMD) that will include parts of College Park, University Park, Riverdale Park, and the City of Hyattsville. County legislation has authorized, and County plans have called for such districts to be established, but so far none have been created. We believe that we should work together to establish a TDMD in our area now.

We know you are cognizant of the current and planned new development in our area, as well as the challenges this development presents to our transportation systems if we do not implement changes. We value your work and experience supporting quality development that creates mixed-use, walkable and attractive areas. With the wide range of transportation options in our area, we can do more to reduce traffic congestion. An effective TDMD will implement incentives, increase transportation options, and improve the efficiency of all transportation modes.

We appreciate your consideration of this request, and look forward to working with you and our neighbors to create a TDMD that benefits all of our communities.

Sincerely,

Patrick L. Wojahn
Mayor

Cc: Mayor Len Carey, Town of University Park
Mayor Vernon Archer, Town of Riverdale Park
Mayor Candace Hollingsworth, City of Hyattsville
Carlo Colella, Vice President for Administration & Finance, UMD

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Agenda Items for
January 27
Four Cities Meeting

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Appointments

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	01/19
Rosemarie Green Colby 04/10/12	District 2	Mayor	04/18
Christopher Gill 09/24/13	District 1	Mayor	09/16
James E. McFadden 2/14/99	District 3	Mayor	04/16
Kate Kennedy 08/11/15	District 1	Mayor	08/18
Javid Farazad 10/27/15	District 4	Mayor	10/18
John Rigg 01/12/16	District 3	Mayor	01/19
<p>City Code Chapter 15 Article IV: The APC shall be composed of 7 members appointed by the Mayor with the approval of Council, shall seek to give priority to the appointment of residents of the City and assure that there shall be representation from each of the City's four Council districts. Vacancies shall be filled by the Mayor with the approval of the Council for the unexpired portion of the term. Terms are three years. The Chairperson is elected by the majority of the Commission. Members are compensated. Liaison: Planning.</p>			

Aging-In-Place Task Force			
Appointee	Position Filled:	Resides In:	Term Expires
Cory Sanders 07/15/14	Resident 1	District 1	Upon completion and submission of final report to the City Council.
Darlene Nowlin 10/14/14	Resident 2	District 4	
VACANT	Resident 3		
Lisa Ealley 01/27/15	Resident 4	District 1	
Judy Blumenthal 01/27/15	Resident 5	District 1	
Dave Dorsch 03/10/15	Resident 6	District 3	
Helen Barnes 04/15/15	Resident 7	District 3	
VACANT	Resident 8		
VACANT	Councilmember #1		
Patrick L. Wojahn 11/25/14	Councilmember #2	District 1	
P. J. Brennan 11/25/14	Councilmember #3	District 2	
Fazlul Kabir 11/25/14	Councilmember #4	District 1	
<p>Established April 2014 by Resolution 14-R-07. Council positions expanded from 2 to 4 by Resolution 14-R-34 October 2014. Final report of strategies and recommendations to Council anticipated January 2015. Composition: 8 City residents (with the goal of having two from each Council District) and 4 City Council representatives, for a total of 12. Quorum = 5. Task Force shall elect Chairperson from membership. Not a compensated committee. Liaison: Director of Youth, Family and Seniors Services.</p>			

Airport Authority			
Appointee	Resides in	Appointed by	Term Expires
James Garvin 11/9/04	District 3	M&C	10/18
Jack Robson 5/11/04	District 3	M&C	03/17
Anna Sandberg 2/26/85	District 3	M&C	03/16
Gabriel Iriarte 1/10/06	District 3	M&C	04/16
Christopher Dullnig 6/12/07	District 2	M&C	01/17
David Kolesar 04/28/15	District 1	M&C	04/18
Dave Dorsch 08/11/15	District 3	M&C	08/18
City Code Chapter 11 Article II: 7 members, must be residents and qualified voters of the City, appointed by Mayor and City Council, <i>term to be decided by appointing body</i> . Vacancies shall be filled by M&C for an unexpired portion of a term. Authority shall elect Chairperson from membership. Not a compensated committee. Liaison: City Clerk's Office.			

Animal Welfare Committee			
Appointee	Resides in	Appointed by	Term Expires
Lois Donaty 07/14/15	District 2	M&C	07/18
Dave Turley 3/23/10	District 1	M&C	03/16
Patti Stange 6/8/10	Non resident	M&C	02/17
Taimi Anderson 6/8/10	Non resident	M&C	02/18
Suzie Bellamy 9/28/10	District 4	M&C	04/17
Nick Brennan 05/26/15	District 2	M&C	05/18
Kathy Rodeffer 11/24/15	Non resident	M&C	11/18
Resolution 15-R-26, 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
VACANT		Mayor	
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
Patrick L. Wojahn (01/12/16)	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	01/19
Suchitra Balachandran 10/9/07	District 4	M&C	01/17
Donna Weene 9/8/09	District 1	M&C	01/19
Kennis Termini 01/14/14	District 1	M&C	01/17
Matt Dernoga 12/09/14	District 1	M&C	12/17
Karen Garvin 04/28/15	District 1	M&C	04/18
Susan Keller 05/26/15	District 1	M&C	05/18
Adam Killian 11/24/15	District 1	M&C	11/18
Alan Hew 01/12/16	District 4	M&C	01/19
City Code Chapter 15 Article VIII: No more than 25 members, appointed by the Mayor and Council, three year terms, members shall elect the chair. Not a compensated committee. Liaison: Planning.			

Education Advisory Committee			
Appointee	Represents	Appointed by	Term Expires
Cory Sanders 09/24/13	District 1	M&C	09/15
Charlene Mahoney 12/11/12	District 2	M&C	02/17
Alethea Ten Eyck-Sanders 11/10/15	District 3	M&C	11/17
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 04/22/14	District 1	M&C	04/16
Peggy Wilson 6/8/10	UMCP	UMCP	05/16
VACANT			
Resolutions 15-R-25, 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
Nora Eidelman 11/24/15	District 1	Mayor	11/17
Joe Theis 05/12/15	District 2	Mayor	05/17
James Sauer 12/09/14	District 3	Mayor	12/16
Gail Kushner 09/13/11	District 4	Mayor	01/18
Robert Thurston 9/13/05	At Large	Mayor	02/16
Alan C. Bradford 1/23/96	At-Large	Mayor	11/17
Frank Rose 05/08/12	At-Large	Mayor	05/14
<p>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.</p>			

Housing Authority of the City of College Park			
Bob Catlin 05/13/14		Mayor	05/01/19
Betty Rodenhausen 04/09/13		Mayor	05/01/18
John Moore 9/10/96		Mayor	05/01/19
Thelma Lomax 7/10/90		Mayor	05/01/20
Carl Patterson 12/11/12	Attick Towers resident	Mayor	05/01/16
<p>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.</p>			

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	10/17

Bonnie McClellan	City Resident 3	City Council	04/16
VACANT	City Resident 4	City Council	
Bob Schnabel	City Resident 5	City Council	08/17
Ryan Belcher	City Resident 6	City Council	09/17
Cole Holocker	UMD Student 1	City Council	11/16
Adler Pruitt	UMD Student 2	City Council	09/17
Taylor Roethle	UMD Student 3	IFC	09/17
VACANT	UMD Student 4		
VACANT	UMD Student 5	Nat'l Pan-Hell. Council, Inc. / United Greek Council	
Drew Hogg	Graduate Student	GSG Representative	09/17
VACANT	Student Co-Operative Housing	City Council	
Maj. Dan Weishaar	PG County Police Dept.	PG County Police	
Bob Ryan	Director of Public Services	City Council	10/15
Jeannie Ripley	Manager of Code Enforcement	City Council	
Lisa Miller	Rental Property Owner	City Council	02/16
Richard Biffl	Rental Property Owner	City Council	02/16
Paul Carlson	Rental Property Owner	City Council	03/16
<p>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.</p>			

Neighborhood Watch Steering Committee			
	Resident of:	Appointed By:	Term Expires:
Robert Boone 04/12/11	District 1	M&C	03/17
Aaron Springer 02/14/12	District 3	M&C	05/16
Nick Brennan 04/22/14	District 2	M&C	04/16
<p>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.</p>			

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
<p>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.</p>			

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	10/18
Alan C. Bradford 1/23/96	District 2*	M&C	02/17
VACANT	District 2	M&C	
Adele Ellis 9/13/88	District 3	M&C	02/17
VACANT	District 3	M&C	
Barbara Pianowski 3/23/10	District 4	M&C	05/17
Judith Oarr 05/14/13	District 4	M&C	05/16
Bettina McCloud 1/11/11	Mayoral	Mayor	02/17
	Mayoral	Mayor	
<p>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.</p> <p>*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.</p> <p>** 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.</p>			

Tree and Landscape Board			
Member	Represents	Appointed by	Term Expires
Christine O'Brien 08/11/15	Citizen	M&C	08/17
John Krouse	Citizen	M&C	10/16
Eric Hoffman 08/11/15	Citizen	M&C	08/17
Mark Wimer 7/12/05	Citizen	M&C	10/16
Joseph M. Smith 09/23/14	Citizen	M&C	09/16
Janis Oppelt	CBE Chair Liaison		
John Lea-Cox 1/13/98	City Forester	M&C	04/17
Steve Beavers	Planning Director		
Brenda Alexander	Public Works Director		
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 Committee			
Appointee	Represents	Appointed by	Term Expires
Deloris Cass 11/7/01		M&C	12/15
Joseph Ruth 11/7/01	VFW	M&C	01/19
Blaine Davis 10/28/03	American Legion	M&C	01/19
Rita Zito 11/7/01		M&C	12/18
Doris Davis 10/28/03		M&C	01/19
Arthur Eaton		M&C	11/16
Seth Gomoljak 11/6/14		M&C	11/17
VACANT			
Resolution 15-R-27, 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.			