



Memo

To: Mayor and Council
From: Jim Chandler, Assistant CA, Director, Community & Economic Development
CC: Tracey Nicholson, City Administrator
Ron Brooks, City Treasurer
Date: September 24, 2014
Re: University of Maryland Shuttle Program MOU

The purpose of this memorandum is to provide the Mayor and City Council with a summary of the City's proposed participation in the University of Maryland (UMD) Shuttle 113 Route service by non-student residents and a recommend that the City Administrator execute a Memorandum of Understanding to permit the City of Hyattsville to participate in the UMD Shuttle Program.

Summary

The UMD Department of Transportation Services runs shuttle bus services from surrounding communities to the campus. The UMD 113-Hyattsville shuttle route connects the campus with many areas of Hyattsville including University Hills neighborhoods, the University Town Center, Mosaic at Metro, the Mall at Prince George's, the Prince George's Plaza Metro, the Metro Shoppes, neighborhoods adjoining Queensbury Road, the Historic District and the Arts District. The City of College Park and Greenbelt have agreements with UMD's Department of Transportation Services which allows residents of those communities not affiliated with UMD to use the shuttle service.

The agreement with the City of Greenbelt provides 1,000 annual passes for a fee of \$4,452, or \$4.45 per pass. The agreement provides the City the right to negotiate for additional passes, if it is determined that the demand for the set allotment will be exceeded.

The agreement with the City of College Park provides 1,000 annual passes for a fee of \$6,000. The agreement provides the City with the ability to request authorization from UMD for additional passes at no additional cost. A copy of the shuttle pass issued by the City of College Park is attached to this memorandum. We expect to use a similar pass for individuals that register with us to participate in the program.

The Executive Director of the UMD Shuttle program expressed concern about the utilization of the UMD Shuttle by young children, primarily those that intend on using the shuttle for their daily commute to the College Park Academy, which is a school for students starting with the 6th grade, typically ages 11 – 12. The Director inquired whether Hyattsville would consider restricting the use of the passes based on an age minimum. I advised him that I would bring this to the attention of the City Council when we discussed the program. Neither the City of Greenbelt nor the City of College Park currently restricts the program based on age.

The City of Hyattsville has budgeted \$5,000 in the FY2015 Annual Budget for participation in the UMD Shuttle Program, however the total cost of participating in the program is \$6,000. We do not believe that a budget amendment is necessary, as we will utilize existing FY2015 funds to cover the costs of the program. We intend on offering participation in the program at no cost for the first year. We anticipate using an application and permit similar to the one being used by the City of College Park. After managing the program for the first year, we will evaluate whether revisions to the application, permit or workflow are necessary.

Recommendation

Staff is recommending that the City proceed with participation in the UMD Shuttle program and that the City Council authorize the City Administrator to execute a Memorandum of Understanding with UMDs Department of Transportation Services effective November 1, 2014 – October 31, 2015. The City's future participation in the program will be contingent upon the community's level of participation availability of funding appropriated by the City Council and overall demand. The Memorandum of Understanding is attached and has been reviewed and approved by the City Attorney.