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# City Manager's Office

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## MEMORANDUM

**To:** City of College Park Council Members

**From:** Scott Somers, City Manager

**Date:** February 23, 2016

**Subject:** **CITY OF COLLEGE PARK WEEKLY BULLETIN**

**Attachments:** City Employment Opportunity; Coffee Club invitation; Scholarships for UMD summer camp sponsored by the Education Advisory Committee; and a Rock Concert sponsored by the Recreation Board.

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## CITY MANAGER'S UPDATE: WEEK OF FEBRUARY 15TH

1. Mayor Wojahn and I met for our regular weekly meeting to review and discuss upcoming agenda items and the upcoming Council Retreat.
2. Jill Clements, Director of Human Resources, and I met for our monthly one-on-one meeting. Items discussed included several pending and up-and-coming recruitments and upcoming negotiations with the AFSCME Council 67.
3. Jill Clements, Director of Human Resources; Bill Gardiner, Assistant City Manager; and I met to review the current AFSCME contract in preparation of bargaining. AFSCME represents approximately 18 city employees. The contract between the City and AFSCME expires June 30, 2016.
4. Reviewed a request for proposal (RFP) for an upcoming compensation and classification study.
5. Spoke with Tom Fountaine, Borough Manager for State College, PA. State College and College Park share policies and best practices with one another since the cities share many attributes.
6. City and University staff met to discuss next steps concerning a potential new City Hall/UMD Administration building on the existing City Hall lot downtown.
7. Attended the Mayor and Council Worksession.

8. Facilitated the weekly department head meeting. Staff reviewed the Mayor and Council Worksession and drafted agendas for upcoming meetings. Janeen Miller, City Clerk and I finalized the draft Council Regular meeting agenda.
  9. Prepared for the annual Council Retreat: Finalized agenda with Novak Consulting and compiled material, including development draft of new worksession and regular meeting agendas in order to facilitate improved efficiency, transparency, and time management.
  10. Terry Schum, Director of Planning and Economic Development; Peggy Higgins, Director of Youth, Family and Senior Services; and I met to discuss options for improving community and senior services in College Park. As an immediate option, we discussed increased utilization of the Youth and Family Services Building in the Hollywood District for expanded services and programs. Staff will present this idea to the Aging-In-Place Task Force at their next meeting.
  11. Jill Clements, Director of Human Resources; Bill Gardiner, Assistant City Manager; and I conducted interviews for the Communications Coordinator position. We hope to make an offer to the top candidate this week with an anticipated start date of 3-4 weeks from now.
  12. Was a guest speaker at the Berwyn District Civic Association meeting on Thursday, February 18th.
  13. Councilmember Brennan and I met for our monthly one-on-one meeting. Items discussed included upcoming agenda items, the Metropolitan parking survey, and developing and improving systems that promote consistency and efficiency throughout the City.
  14. Suellen Ferguson, City Attorney, and I met to discuss several legal issues.
  15. Attended the annual Council Retreat on Saturday, February 20th.
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## **FROM OUR CITY DEPARTMENTS**

### **Planning Department**

- Over the next two weeks, a consultant will be in the City collecting traffic data along several streets. They are working under a grant from MWCOG to study the potential for bicycle-friendly improvements – a concept known as “bicycle boulevards.” Their study should not have any impact on traffic flow. A workshop is being planned for later this spring to explore these concepts and to collect public input.
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### **Public Services**

#### **1. CODE ENFORCEMENT**

- Code staff opened 38 cases for various code violations. Two municipal infractions were issued.
- Staff appeared in District Court on Wednesday the 17<sup>th</sup> with 2 cases. Both were continued.
- Clerical staff released 55 residential and 20 non-residential Occupancy Permits.

- 12 notices of inspection for commercial establishments were processed.
- 2 new commercial establishments were billed.
- 1 notice sent for missing document to process Non Residential Occupancy Permit.
- 15 notices of inspection of residential rental properties were processed.
- Staff received 24 calls on the hotline, 22 related to noise, 2 were parking complaints.
- No noise investigation readings were over limit, no fines were issued. In some instances the police closed parties down.
- 9 of the noise complaint calls were received while code staff were off duty but answering hotline calls and were dispatched to City contract police.
- 24 single family inspections and 1 re-inspection was conducted.
- 3 condo units were inspected.
- 7 apartment units were re-inspected.
- 11 commercial establishments were inspected.

## 2. ANIMAL CONTROL

- Facilitated the adoption of 2 cats
- Investigated a complaint of a stray cat
- Investigated a complaint of a rabbit carcass in the public roadway
- Provided 1 drop trap to a resident for capture of stray cats
- Investigated a complaint of a dog bite and filed Exposure Report with the Prince George's County Health Department
- Educated 2 residents on wildlife exclusion from attic spaces

## 3. POLICE: Following is a summary of highlights of City Contract Police activity

<u>1-Jul-15 to week of 5-Feb-16</u>	<u>FY16YTD Totals</u>
MD State Citations	1224
Warnings	1389
ERO	284
Distracted Driving	65
Parking	16
Field Observation Report	114
Youth Field Report	2
Citations in Lieu of Arrest	38
Civil Citation	7
Criminal Arrests	20
DWS Arrest	0
DWI Arrest	2
Warrant Arrest	9
Premise Checks (Vacation Checks)	125
Referral-Student Code of Conduct	35
Down Town Area Warnings	361
Down Town Area Citations	25

#### 4. SPECIAL EVENTS

- See the flyer for the Rock & Roll Concert sponsored by the Recreation Board on Saturday, 5 March 2016 at the Moose Lodge

#### 5. SPECIAL ALERT

## **WHEN YOU SEE SOMETHING - SAY SOMETHING**

### **CALL 9-1-1**

- When someone needs emergency medical care
- When you see or smell fire, smoke, or gas leak
- When you see suspicious activity including
- Someone you don't know on your property
- Someone trying to open vehicle or house doors
- Someone vandalizing property
- Someone breaking into a building
- Someone assaulting another person

### **CALL POLICE NON-EMERGENCY 301-352-1200**

- When property has been vandalized and there are no suspicious people in the area.

### **IF YOU CALL 9-1-1 or 301-352-1200**

- Stay on the line, calls are answered in the order received, you will lose your place if you hang up.
- You may get a recorded message, stay on the line.

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### **Public Works**

- As of Friday, February 19, all reported potholes in the City have been repaired by DPW.
- The earlier potential snow events on Tuesday, February 23, and Thursday, February 25, have now become rain events because of the warmer temperatures.

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**MEETINGS AT A GLANCE:**

**Tuesday, February 23, 2016**

7:30 pm Mayor & Council Regular Meeting at City Hall

**Wednesday, February 24, 2016**

9:00 am District 1 Coffee Club Meeting at Jason's Deli

**Thursday, February 25, 2016**

2:00 pm Housing Authority Meeting at Attick Towers

7:00 pm Animal Welfare Committee Meeting at Davis Hall

7:30 pm Four Cities meeting with Dr. Loh in City Hall

**Sunday, February 28, 2016**

2:00 pm College Park Arts Exchange – Arts Drop-in at Old Parish House

**Tuesday, March 1, 2016**

7:30 pm Mayor & Council Worksession at City Hall

**Wednesday, March 2, 2016**

9:00 am District 1 Coffee Club Meeting at Jason's Deli

**Thursday, March 3, 2016**

7:30 pm Advisory Planning Commission Meeting at City Hall

7:30 pm College Park Woods Neighborhood Watch meeting at Davis Hall

**Saturday, March 5, 2016**

7:00 pm Rock concert sponsored by the Recreation Board at the College Park Moose Club,  
3700 Metzertott Road



## **CITY EMPLOYMENT OPPORTUNITY**

### **ASSISTANT DIRECTOR, OPERATIONS AND FACILITIES**

Full-time position available for a facilities manager with experience in municipal public works operations. General duties will include: Planning and coordinating the activities of staff assigned to the Solid Waste, Streets, and Facilities Maintenance crews; maintaining the City's buildings, miscellaneous structures, and parking lots; preparing bids, reviewing contracts, and managing any building projects and renovations for any City-owned buildings; supervising crew chiefs; and serving as a member of the Department of Public Works (DPW) leadership team.

Qualified candidates will possess: a bachelor's degree in mechanical or civil engineering or other related field; a minimum of five years professional experience in municipal public works or building trades; and a minimum of three years supervisory or management experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. To be successful, candidates must also have: the ability to speak and write clearly and concisely to a range of different audiences and for different purposes; proficiency in Microsoft Office software and Outlook; the ability to motivate, communicate with, and direct a diverse group of skilled and unskilled workers; and the ability to take charge in an emergency situation. Must also have a valid driver's license with a good driving record. Salary - \$66,691 - \$83,288 DOE

Apply online at [www.collegeparkmd.gov](http://www.collegeparkmd.gov) and attach a cover letter and resume by **February 24, 2016**. A resume will not substitute for a completed application. We are an Equal Opportunity Employer.



## **CITY EMPLOYMENT OPPORTUNITY**

### **DIRECTOR OF FINANCE**

The City of College Park, MD is seeking an experienced Director of Finance. The position is a key executive reporting to the City Manager and leads a team of seven staff. The City is home to the flagship campus of the University of Maryland and offers a diverse population, planned growth and development, and a stimulating and ever-changing work environment.

Responsibilities include budget preparation, investment management, financial forecasting, and oversight of accounting, payroll, financial policies, bookkeeping, and auditing. The ideal candidate will display a high degree of integrity and enthusiasm for customer service and quality improvement, along with excellent communication and relationship building skills.

Required qualifications are: minimum seven years of progressively responsible experience in financial management, preferably in government; bachelor's degree in accounting, finance, public administration, or a related field; several years experience managing a staff; demonstrated public speaking ability; and excellent writing skill. A master's degree, CPA, or GFOA certification are preferred.

Find more information about this exceptional opportunity at:

[http://www.collegeparkmd.gov/document\\_center/HumanResources/JobDescriptions/FinanceDirectorRecruitmentBrochure.pdf](http://www.collegeparkmd.gov/document_center/HumanResources/JobDescriptions/FinanceDirectorRecruitmentBrochure.pdf)

The City offers a starting salary range of \$82,820 - \$114,000 (DOE) plus excellent benefits.

To be considered in the first review of candidates, submit your application online at

<https://collegeparkmd.applicantpool.com/jobs/> including a cover letter and resume by February 19, 2016.

The City is an equal opportunity employer.



***Your Community Partners in Law Enforcement***

***Invite You to Visit the District 1 Coffee Club!***

**Meetings are held every Wednesday**

**at 9:00 a.m.**

**Jason's Deli, in the Terp's Lounge**

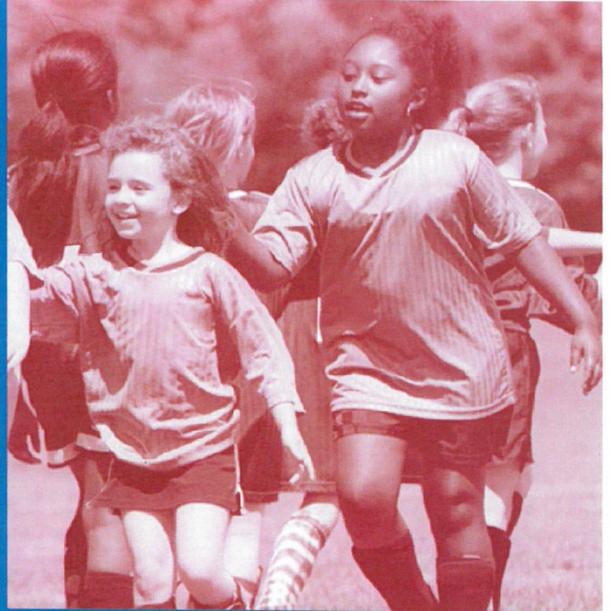
**7356 Baltimore Avenue, College Park, MD 20740**

**Purpose of the PGPD District I Coffee Club:**

- To meet with residents of the community to discuss public safety matters, crime statistics and other concerns.
- District 1 Coffee Club is a place where citizens and police can work together to enhance our community and develop solutions to any neighborhood challenges that might be present in our city

**Why participate?**

- The Coffee Club is a public forum for ALL citizens, business owners, organizations, and public officials. Everyone is given the opportunity to share their views on any topic of discussion. (It is understood that the Coffee Club does not endorse any political or religious organizations.)
- This is an excellent opportunity for community members and the police to engage in informal discussions of topics related to public safety.



Program is sponsored by the City of College Park's Education Advisory Committee. Only residents of the City of College Park are eligible to apply. One application per student. Students K - 12 are eligible to receive a scholarship for one camp session only. Awards are granted up to a maximum of \$500 per student. Priority is given to youth who have not received a scholarship in previous years.

**DEADLINE IS WEDNESDAY, MARCH 16, 2016.** Notifications by April 8, 2016.

Click link below for more information and application

[http://www.collegeparkmd.gov/departments/YouthFamilyServices/City\\_of\\_College\\_Park\\_2016\\_Summer\\_Camp\\_Application.pdf](http://www.collegeparkmd.gov/departments/YouthFamilyServices/City_of_College_Park_2016_Summer_Camp_Application.pdf)

COLLEGE PARK MOOSE LODGE 453 PRESENTS



HIGHER EDUCATION



..... TOGETHER AGAIN IN COLLEGE PARK.....

SATURDAY, MARCH 5<sup>TH</sup>  
DOORS OPEN AT 7PM  
MUSIC STARTS AT 8PM

MOOSE LODGE 453  
3700 METZEROTT ROAD  
COLLEGE PARK, MD

\$5 ADMISSION BENEFITS THE MOOSE LODGE 453  
REFRESHMENTS AVAILABLE — CASH ONLY BAR

MUST BE AT LEAST 21 YEARS OF AGE TO ATTEND

..... SPONSORED BY .....

