

TUESDAY, JANUARY 7, 2014
(COUNCIL CHAMBERS)

7:00 P.M. CLOSED SESSION

(To Discuss a Personnel Matter; To Consult With Counsel on a Legal Matter;
To Consider the Acquisition or Sale of Real Property for a Public Purpose)

7:30 P.M. WORKSESSION

COLLEGE PARK MISSION STATEMENT

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

CITY MANAGER'S REPORT

PROPOSED ITEMS TO GO DIRECTLY TO NEXT WEEK'S AGENDA

PROPOSED CONSENT AGENDA ITEMS

1. Resolution Of The Mayor And Council Of The City Of College Park, Maryland Adopting The Recommendations Of The Advisory Planning Commission Regarding Variance Application Number CPV-2013-06, 4605 Drexel Road, College Park, Maryland, Recommending Approval Of A Variance Of 6.6% Or 495 Square Feet From The Maximum Allowable Lot Coverage Of 30% Or 2,250 Square Feet Be Granted To Permit The Applicant To Pave The Existing Driveway (***Appeal Period Ends January 4, 2014***)
2. Award of FY '14 Fire Department Grants – Steve Groh, Director of Finance
3. Martin Luther King, Jr. Proclamation (for next week's regular meeting)

WORKSESSION DISCUSSION ITEMS

4. Introduction of Jim Simpson, Executive Director, College Park Housing Authority – John Moore, Chair, CPHA
5. Discussion of Pepco's requested rate increases – Councilmember Wojahn

6. Review of revised Farmers Market Request for Qualifications – Michael Stiefvater, Economic Development Coordinator
7. Approval of Award for purchase of surveillance cameras with \$50,000 GOCCP grant funds – Bob Ryan, Director of Public Services
8. Council Organization Items: A) Discussion of Mayor and Council Rules and Procedures, B) Possible Council Retreat, and C) COG Appointments – Mayor Fellows
9. Approval of the City Manager’s hire of the Assistant City Manager, and approval of the Employment Agreement for the Assistant City Manager (***possible Special Session – 14-G-01***) – Joe Nagro, City Manager
10. Appointments to Boards and Committees

COUNCIL COMMENTS

INFORMATION/STATUS REPORTS FOR COUNCIL REVIEW

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

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CPV-2013-06

4605 Drexel



Office of the Mayor and Council
City of College Park
4500 Knox Road
College Park, Maryland 20740
Telephone: (240) 487-3501
Facsimile: (301) 699-8029

**NOTICE OF FINAL DECISION
of the
MAYOR AND COUNCIL
of the
CITY OF COLLEGE PARK**

RE: **Case No. CPV-2013-06 Name: Scott Lynn & Emily Morrision**

Address: 4605 Drexel Road, College Park, MD 20740

Enclosed herewith is a copy of the Resolution setting forth the action taken by the Mayor and Council of the City of College Park in this case on the following date:

January 14, 2014

CERTIFICATE OF SERVICE

This is to certify that on **January 16, 2014**, the attached Resolution was mailed, postage prepaid, to all persons of record.

NOTICE

Any person of record may appeal the Mayor and Council decision within thirty (30) days to the Circuit Court of Prince George's County, 14735 Main Street, Upper Marlboro, MD 20772. Contact the Circuit Court for information on the appeal process at (301) 952-3655.

Janeen S. Miller, CMC
City Clerk

Copies to: Advisory Planning Commission
City Attorney
Applicant
Parties of Record

PG Co. DER, Permits & Review Section
M-NCPPC, Development Review Division
City Public Services Department

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE
PARK, MARYLAND ADOPTING THE RECOMMENDATIONS OF THE ADVISORY
PLANNING COMMISSION REGARDING VARIANCE APPLICATION NUMBER
CPV-2013-06, 4605 DREXEL ROAD, COLLEGE PARK, MARYLAND,
RECOMMENDING APPROVAL OF A VARIANCE OF 6.6% OR 495 SQUARE FEET
FROM THE MAXIMUM ALLOWABLE LOT COVERAGE OF 30% OR 2,250
SQUARE FEET BE GRANTED TO PERMIT THE APPLICANT TO PAVE THE
EXISTING DRIVEWAY**

- WHEREAS,** the City of College Park, Maryland (hereinafter, the "City") has, pursuant to Ordinance Number 11-O-03 (hereinafter, the "Ordinance"), and in accordance with Section 27-924 of the Prince George's County Zoning Ordinance (hereinafter, "Zoning Ordinance"), enacted an ordinance which sets forth procedural regulations governing any or all of the following: departures from design and landscaping standards, parking and loading standards, sign design standards, and variances for lot size, setback, and similar requirements for land within the corporate boundaries of the City, alternative compliance from landscaping requirements, certification, revocation, and revision of nonconforming uses, and minor changes to approved special exceptions; and
- WHEREAS,** the City is authorized by the Ordinance to grant an application for a waiver or variance for lot size, setback, and similar requirements where, by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary situation or condition of the specific parcel of property, the strict application of the Zoning Ordinance would result in peculiar and unusual practical difficulties or an exceptional or undue hardship upon the owner of the property, and a variance can be granted without substantial impairment of the intent, purpose and integrity of the General Plan or Master Plan; and
- WHEREAS,** the Advisory Planning Commission (hereinafter "APC") is authorized by the Ordinance to hear requests for variances from the terms of the Zoning Ordinance with respect to lot size, setback, and other requirements from which a variance may be granted by the Prince George's County Board of Appeals, including variances from Section 27-442(c) of the Prince George's County Zoning Ordinance, and to make recommendations to the Mayor and Council in connection therewith; and
- WHEREAS,** the Prince George's County Zoning Ordinance Section 27-422(c) Table II, requires that lot coverage not exceed 30%; and
- WHEREAS,** the Mayor and Council are authorized by the Ordinance to accept or deny the recommendation of the APC with respect to variance requests; and
- WHEREAS,** on October 22, 2013, Scott Lynn and Emily Morrison (hereinafter, the "Applicants"), submitted an application for a variance from the maximum allowable lot coverage, at the premises known as 4605 Drexel Road, College Park, Maryland ("the Property") in order to permit the paving of an existing driveway. The specific variance requested is for a variance of 6.6% or 495 square feet from the maximum allowable lot coverage of 30% or 2,250 square feet; and

WHEREAS, on December 5, 2013, the APC conducted a hearing on the merits of the application, at which time the APC heard testimony and accepted evidence, including the staff report and Exhibits 1 – 12 with respect to whether the subject application meets the standards for granting a variance set forth in the Ordinance.

WHEREAS, based upon the evidence and testimony presented, the APC voted 4-0-0 to recommend that the variance be granted; and

WHEREAS, the Mayor and Council have reviewed the recommendation of the APC as to the Application and in particular have reviewed the APC's findings of fact and conclusions of law; and

WHEREAS, no exceptions have been filed; and

WHEREAS, the Mayor and Council are in agreement with and hereby adopt the findings of fact and conclusions of law of the APC as to the Application as follows:

Section 1 Findings of fact:

- 1.1 The Applicant is requesting a variance of 6.6% or 495 square feet from the maximum allowable lot coverage of 30% or 2,250 square feet to permit the paving of an existing driveway.
- 1.2 The property is regular in shape and has an area of 7,500 square feet.
- 1.3 The front (north) and rear (south) property lines measures 60 feet in length and the side (east and west) property lines measure 125 feet in length.
- 1.4 The property is improved with a two-story single-family house, a screened porch, an enclosed porch, and a 91 foot long gravel driveway, leading to a detached, rear garage.
- 1.5 The property and the surrounding neighborhood is zoned R-55, single-family residential.
- 1.6 The subject house was constructed in 1946.
- 1.7 The subdivision dates to 1928.
- 1.8 The Applicants purchased the property with the existing improvements in place.
- 1.9 Previous Variances Granted: A variance was granted on June 8, 2010 for 3.4% or 303 square feet from the maximum allowable lot coverage of 30% or 2,250 square feet to construct an enclosed porch.

Section 2 Conclusions of Law

The APC makes the following conclusions of law with regard to CPV-2013-06, request for a variance of 6.6% or 495 square feet from the maximum allowable lot coverage of 30% or 2,250 square feet to permit the paving of an existing driveway:

- 2.1 The Property has an extraordinary situation in that the existing driveway is exceptionally long, 91 feet, in order to access a detached garage located in the rear yard. The house predates the first County Zoning Ordinance in 1949.
- 2.2 The strict application of the County Zoning Ordinance will result in peculiar and unusual practical difficulties to and an undue hardship upon the property owner because the Applicants cannot get a permit to pave the existing gravel driveway without a variance. Granting the variance will correct an oversight when the previous variance for lot coverage was granted without taking into account the flare of the driveway to access both bays of the garage. It is a practical difficulty to be unable to access both bays of the two-car garage.
- 2.3 Granting the requested variance will not impair the intent and purpose of the applicable County General Plan or County Master Plan because the driveway is counted as lot coverage whether it is paved or not and rear yard garages are characteristic of the neighborhood

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of College Park, Maryland that the findings of fact and conclusions of law of the APC are hereby adopted and a variance of 6.6% or 495 square feet from the maximum allowable lot coverage of 30% or 2,250 square feet be granted to permit the applicant to pave the existing driveway.

ADOPTED, by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 14th day of January 2014.

CITY OF COLLEGE PARK,
MARYLAND

Janeen S. Miller, CMC
City Clerk

Andrew M. Fellows, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Suellen M. Ferguson
City Attorney

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FY 2014 Fire Department Grants

MEMORANDUM

TO: Mayor & Council
THROUGH: Joseph L. Nagro, City Manager *JL*
FROM: Stephen Groh, Director of Finance *SG*
DATE: December 26, 2013
SUBJECT: FY2014 Fire Department Capital Equipment Grants
 (Proposed Consent)

The FY2014 adopted budget provides \$45,000 in funding (in C.I.P. project 012006, account 25-40) for capital equipment grants of \$15,000 each to the 3 fire companies providing first response to residents of the City for the purchase and/or financing of capital equipment needs. Applications were sent to College Park, Branchville and Berwyn Heights Volunteer Fire Departments, and each department submitted complete applications by the deadline.

Submitted applications are summarized as follows:

College Park Volunteer Fire Department, Inc.	Apply to debt service on 2012 Pierce Pumper, which was delivered in May 2012. Total cost for this new pumper was \$502,814.	\$15,000
Branchville Volunteer Fire Company & Rescue Squad, Inc.	Apply to debt service on 2012 Ford F-450 ambulance chassis with Horton box, which was delivered in November 2012. Total acquisition cost was \$240,000.	\$15,000
Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc.	Apply to debt service on 2010 Seagrave aerial ladder truck which responds to high-rise buildings in the City and on the UM campus. Semi-annual debt service is \$42,354.	\$15,000

We recommend that Mayor & Council review the submitted applications and make grant awards.

FY2014 Fire Department Capital Equipment Grants

Organization: COLLEGE PARK VOLUNTEER FIRE DEPARTMENT, INC.

Grant request: \$15,000

Purpose: Apply to debt service on 2012 Pierce Pumper, which was delivered in May 2012. Total cost for this new pumper was 502,814.

City of College Park
FY2014 Fire Department Capital Equipment Grant Application
(Deadline: Thursday, December 31, 2013, 5:00 pm)

GENERAL INFORMATION:

Name of Fire Department: College Park Volunteer Fire Department, Inc.

Address: 8115 Baltimore Ave

City/State/Zip: College Park, MD 20740

Contact Person/Title or Rank: Frederick Brower, Treasurer

Telephone Number: 240-393-6528 FAX Number: None

E-mail Address: fbrower12@gmail.com

Use of Grant Funds:

The City of College Park has established a Fire Department Capital Equipment project in its Capital Improvement Program (C.I.P.) to assist fire companies providing first response to residents of the City with capital equipment purchases. Capital equipment purchases under this grant program may be used for one-time purchases, or approved grant funds may be escrowed for combination with grant funds, if any, appropriated in subsequent fiscal years. The maximum capital equipment grant per fire company, based on demonstrated need, for fiscal year 2013 is **\$15,000**. Mayor and Council will make its decision based on submitted applications, and shall exercise total discretion in the award of grants.

Tax Return Submittal:

Tax returns are not required to be submitted with the application.

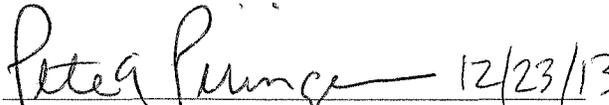
Electronic Version of Application:

If you would like to receive an electronic version of this application (in Word format), please e-mail sgroh@collegetparkmd.gov.

We, the authorized representatives of the applicant fire company, have completed or directed the completion of this application for the City of College Park Fire Department Capital Equipment Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.


Signature/Date

William J. Corrigan Chief
Printed Name/Title or Rank


Signature/Date

Pete A. Piringer President
Printed Name/Title or Rank

Requested information may be provided on attachments if referenced to the appropriate item numbers.

1. What are your company's first response boundaries? What neighborhoods within the City are included in that area?

The first response Engine and Ambulance areas of the College Park Volunteer Fire Department is the southern portion of the City of College Park from south of Berwyn Road to Fordham Court. This area includes Lakeland, Berwyn, Downtown College Park, Old Town College Park, Calvert Hills, and the University of Maryland campus. We also respond to all structural fires throughout the City of College Park on the first alarm. In addition, we provide second response ambulance service to many parts of the City of College Park.

2. Do you have any specialized responsibilities (e.g., hazardous materials, emergency medical services)?

The College Park Volunteer Fire Department maintains two basic life support ambulances, one always in-service and the other as a ready reserve and in-service as staffing permits (about 50% of the time this additional unit is staffed). We also provide a Foam Engine for flammable liquid fires and hazardous materials emergencies. In addition, we maintain and operate a Hazardous Materials Support Unit and provide countywide coverage for hazardous materials incidents. In addition, Medic 12 (Advanced Life Support) is housed in the College Park Fire Station.

3. List your current apparatus or equipment, providing year, vehicle type, owner, scheduled replacement date, current mechanical condition (and list owner) owned by the fire company or any related entities.

Engine 121 – 2002 American LaFrance Pumper (CPVFD owned) Good condition with approximately 69,700 miles. Estimated replacement in 2022. Plans are being drafted to have this pumper rehabbed in the very near future to ensure the continued reliable service for this vehicle meeting the needs of the fire protection provided by CPVFD.

Engine 122 – 2012 Pierce Pumper (CPVFD owned) Excellent condition with approximately 10,300 miles. Estimated replacement in 2032.

Truck 12 – 2013 Pierce Aerial Ladder Truck (County owned) Excellent condition with approximately 6,500 miles. Estimated replacement in 2033.

Foam Unit 12 – 1992 Spartan Darley (CPVFD owned) Fairly Good condition with approximately 130,500 miles. Rehabbed in 2008. Estimated replacement in 2022.

Hazmat Unit 12 – 2005 Freightliner/Hackney hazardous materials unit (County owned) Good condition with approximately 17,700 miles. Unknown replacement by County.

Ambulance 128 – 2010 GMC/PL Custom Ambulance (CPVFD owned). Excellent condition with approximately 31,800 miles. Estimated replacement in 2020.

Ambulance 129 – 2006 GMC/Horton Ambulance (CPVFD owned). Good condition with approximately 91,500 miles. Estimated replacement in 2016.

Utility 12 – 2003 Ford Utility Truck (CPVFD owned) Mainly Good condition with approximately 89,500 miles. Estimated replacement based on condition of vehicle.

Car 12 – 2013 Chevrolet Tahoe Command Unit (CPVFD owned) Excellent condition with approximately 4,000 miles Estimated replacement based on condition of vehicle.

Car 12A – 2003 Ford Command Unit (CPVFD owned) Good condition with approximately 57,900 miles. Estimated replacement based on condition of vehicle.

A moderate amount of hose and some of the equipment carried on the vehicles is showing wear from its use and age.

As noted above under Engine 121, plans are being put together for an extensive rehab of this vehicle to ensure the continued reliability of this vehicle as well as improvements to the vehicle to enhance safety and performance. Estimated cost at \$50,00 to \$150,00 based on final analysis. Bids will be solicited for this project.

CPVFD is also moving forward for renovating the fire station's kitchen with an early estimate at \$30,00. This kitchen serves over twenty members that reside in the fire station providing sufficient and fast response of EMS and Fire units.

4. Describe the equipment you would purchase with this grant, including estimated acquisition cost and the projected timing of your purchase.

We would apply this grant towards part of the \$122,267.38 annual payment for our 2012 Pierce Pumper which was delivered in May 2012. The total cost for this new pumper was \$502,814.

5. Is this the least expensive piece of equipment that would serve this purpose? If not, please justify the additional expenditure.

The Grant would be used towards the annual payment for the new pumper. This pumper meets the needs of the College Park Vol. Fire Dept. and is very similar to the current 2002 American LaFrance Pumper that has served us well. Pierce Manufacturing was the low bidder meeting our needs.

6. Is this equipment being purchased for your primary or "core" service? If not, please explain.

This pumper is the primary engine responding in College Park and the surrounding area.

7. If the total acquisition costs exceeds this grant request, explain how you would fund the remainder?

The College Park Volunteer Fire Department is committed to fund the balance of the payment through revenue and savings achieved through fund raising and other available grants.

8. Are there any plans for your fire company to receive additional apparatus from Prince George's County? If yes, describe apparatus and timing of scheduled delivery.

Not at this time.

9. Are there any plans for your fire company to expand or add additional services? If so, what additional apparatus do you plan to purchase to provide these services?

No.

10. Describe any real property (land and/or buildings) owned by the fire company or any related entities, including estimated market value and any liens against the property.

The College Park Volunteer Fire Department, Inc. does not own any real property (land and/or buildings).

11. Please provide any additional information concerning the financial condition of the fire company or your need for the apparatus or equipment that you feel would be helpful to the Mayor and Council in deciding on your grant application.

The College Park Volunteer Fire Department has put together a replacement plan for our emergency response apparatus to provide up to date and safe apparatus to meet the current and future needs of providing protection to the College Park community. Part of this plan is to purchase a new pumper every 10 years. This would allow us to take the older pumper at 20 years of age and move this to replace the current foam pumper. With the purchase of a new pumper in 2012, this part of the plan has been implemented. With the purchase of the new ambulance last year, we have also implemented the ambulance replacement portion of this plan of purchasing a new ambulance every 5 years due to extremely high mileage that is added on each ambulance.

During 2013, the College Park Volunteer Fire Department will respond to approximately 4,600 emergency responses with about 2,100 fire responses and 2,500 ambulance responses. Over 85% of the staffing is provided by Volunteer Members of the CPVFD. Our department has responded to every single call that we were dispatched to with high levels of volunteer staffing. We feel CPVFD has exceeded our response goals of staffing to a very high level in providing protection to the citizens of College Park and the surrounding areas.

The College Park Volunteer Fire Department thanks the City of College Park for their past and continued support in helping us do our job of providing vital emergency services to the citizens in the City of College Park.

RE: FY2014 Fire Department Capital Equipment Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, **College Park Volunteer Fire Department, Inc.** does hereby agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

College Park Volunteer Fire Department, Inc.

By: Pete Piringer
Pete Piringer

Title: President

Dated: December 23, 2011

FY2014 Fire Department Capital Equipment Grants

Organization: BRANCHVILLE VOLUNTEER FIRE COMPANY &
RESCUE SQUAD, INC.

Grant request: \$15,000

Purpose: Apply to debt service on 2012 Ford F-450 ambulance chassis with Horton box, which was delivered in November 2012. Total acquisition cost was \$240,000.

City of College Park
FY2013 Fire Department Capital Equipment Grant Application

GENERAL INFORMATION:

Name of Fire Department: Branchville Volunteer Fire Company

Address: 4905 Branchville Road

City/State/Zip: College Park/ MD/ 20740

Contact Person/Title or Rank: Frank Underwood- Treasurer

Telephone Number: Cell 301-318-9212 Home 301-441-2868 FAX Number: 301-474-2738

Use of Grant Funds:

The City of College Park has established a Fire Department Capital Equipment project in its Capital Improvement Program (C.I.P.) to assist fire companies providing first response to residents of the City with capital equipment purchases. Capital equipment purchases under this grant program may be used for one-time purchases, or approved grant funds may be escrowed for combination with grant funds, if any, appropriated in subsequent fiscal years. The maximum capital equipment grant per fire company, based on demonstrated need, for fiscal year 2014 is **\$15,000**. Mayor and Council will make its decision based on submitted applications, and shall exercise total discretion in the award of grants.

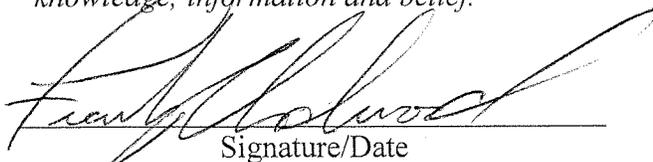
Tax Return Submittal:

Tax returns are no longer required to be submitted with the application.

Electronic Version of Application:

If you would like to receive an electronic version of this application (in Word format), please e-mail sgroh@collegetparkmd.gov.

We, the authorized representatives of the applicant fire company, have completed or directed the completion of this application for the City of College Park Fire Department Capital Equipment Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.



Signature/Date

Signature/Date

Frank J Underwood

Printed Name/Title or Rank

Printed Name/Title or Rank



Requested information may be provided on attachments if referenced to the appropriate item numbers.

1. What are your company's first response boundaries? What neighborhoods within the City are included in that area?

Route One From Berwyn Road to 495 North & 95. To include the following: Sunnyside, Westchester Park, Springhill Lake, and The University of Maryland.

2. Do you have any specialized responsibilities (e.g., hazardous materials, emergency medical services)?

Stone Industries, University of Maryland Dept of Animal Sciences, the old Washington Post, and The USDA

3. List your current apparatus or equipment, providing year, vehicle type, owner, scheduled replacement date, current mechanical condition (and list owner) owned by the fire company or any related entities.

All owned by Branchville Volunteer Fire Company.

E-111 2010 Pierce Pumper Replace 2025 (has note apx. 200k)

E-112 2002 Pierce Pumper Replace 2017

A-118 2011 F-450 Ambulance Replace 2017

A-119 2012 F-450 Ambulance

C-11/ C-11A 2006 Ford Expeditions Replace 2016

4. Explain the deficiencies of your current equipment based on your fire company's responsibilities.

Every year the amount of increased calls causes more repairs. Budgets get strained due to maintenance.

5. Describe the equipment you would purchase with this grant, including estimated acquisition cost and the projected timing of your purchase.

We wish to pay down the debt occurred from the purchase of our 2012 Horton Ambulance.

6. Is this the least expensive piece of equipment that would serve this purpose? If not, please justify the additional expenditure.

Yes, In order to continue providing the high-quality level of service our citizens have come to

expect, state-of-the-art apparatus is a must. Our cost estimates are based on current market rates.

Is this equipment being purchased for your primary or "core" service? If not, please explain.

Yes.

7. If the total acquisition costs exceeds this grant request, explain how you would fund the remainder?

The remaining balance above and beyond the grant monies received would be paid for by our various fundraising projects, i.e. ... bingo and our annual fund drive.

8. Are there any plans for your fire company to receive additional apparatus from Prince George's County? If yes, describe apparatus and timing of scheduled delivery.

No.

9. Are there any plans for your fire company to expand or add additional services? If so, what additional apparatus do you plan to purchase to provide these services?

No.

10. Describe any real property (land and/or buildings) owned by the fire company or any related entities, including estimated market value and any liens against the property.

4905 Branchville Road- site of our current station

Approximate Value--- \$1.2 million. There is a lien against our property. (Addition added

In 2009 has a 2% loan provided by the state of Maryland apx.140k)

11. Please provide any additional information concerning the financial condition of the fire company or your need for the apparatus or equipment that you feel would be helpful to the Mayor and Council in deciding on your grant application.

The core function of the BVFC&RS, Inc., for the past 88 years has been to deliver quality firefighting and EMS care to the citizens of the greater Branchville area. Even though our responsibilities have expanded and our obligations to the citizens have increased, there are no plans within the Prince George's County Fire/ EMS Department to provide us with additional resources.

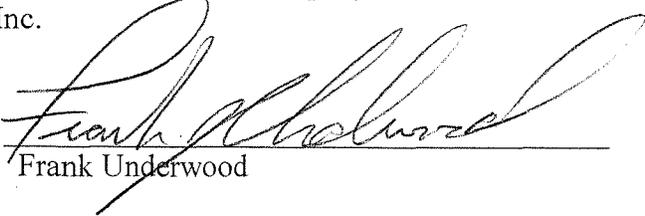
RE: FY2014 Fire Department Capital Equipment Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, **Branchville Volunteer Fire Company & Rescue Squad, Inc.** does hereby agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Branchville Volunteer Fire Company & Rescue Squad, Inc.

By:


Frank Underwood

Title: Treasurer

Dated:

12/3/13

FY2014 Fire Department Capital Equipment Grants

Organization: BERWYN HEIGHTS VOLUNTEER FIRE DEPARTMENT &
RESCUE SQUAD, INC.

Grant request: \$15,000

Purpose: Apply to debt service on 2010 Seagrave aerial ladder truck which responds to high-rise buildings in the City and on the UM campus. Semi-annual debt service is \$42,354.

City of College Park
FY2014 Fire Department Capital Equipment Grant Application
(Deadline: Thursday, December 19, 2013, 5:00 pm)

GENERAL INFORMATION:

Name of Fire Department: Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc.

Address: 8811 60th Ave

City/State/Zip: Berwyn Heights, MD 20740

Contact Person/Title or Rank: James Hurley, President

Telephone Number: 443-534-5403 FAX Number: 301-220-2476

E-mail Address: JHurley@bhvfd14.org

Use of Grant Funds:

The City of College Park has established a Fire Department Capital Equipment project in its Capital Improvement Program (C.I.P.) to assist fire companies providing first response to residents of the City with capital equipment purchases. Capital equipment purchases under this grant program may be used for one-time purchases, or approved grant funds may be escrowed for combination with grant funds, if any, appropriated in subsequent fiscal years. The maximum capital equipment grant per fire company, based on demonstrated need, for fiscal year 2014 is **\$15,000**. Mayor and Council will make its decision based on submitted applications, and shall exercise total discretion in the award of grants.

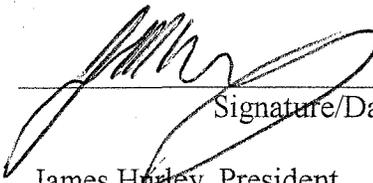
Tax Return Submittal:

Tax returns are not required to be submitted with the application.

Electronic Version of Application:

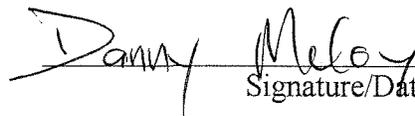
If you would like to receive an electronic version of this application (in Word format), please e-mail sgroh@collegeparkmd.gov.

We, the authorized representatives of the applicant fire company, have completed or directed the completion of this application for the City of College Park Fire Department Capital Equipment Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.



Signature/Date 11/20/13

James Hurley, President
Printed Name/Title or Rank



Signature/Date 11/20/13

Danny McCoy, Fire Chief
Printed Name/Title or Rank

Requested information may be provided on attachments if referenced to the appropriate item numbers.

1. What are your company's first response boundaries? What neighborhoods within the City are included in that area?

We respond to major routes like Route 1, University Blvd., Cherry Hill Road, and Route 95. The neighborhoods we respond to are College Park, Branchville, College Park Estates, Hollywood, College Park Woods, & The University of Maryland.

2. Do you have any specialized responsibilities (e.g., hazardous materials, emergency medical services)?

Yes, we respond with Two (2) Heavy Duty Rescue Squad vehicles, which can handle rescues at Fires, Vehicle Accidents, Haz-Mat, and EMS calls. Our Ladder Truck responds to Fires and other emergencies in Houses, Office Buildings, Industries, and the High Rise buildings of the University of Maryland. Our new Ladder Truck, like the current one can reach the tenth floor of any building. Our Ambulance handles the majority of our EMS calls.

3. List your current apparatus or equipment, providing year, vehicle type, owner, scheduled replacement date, current mechanical condition (and list owner) owned by the fire company or any related entities.

2010 Seagrave Ladder Truck	Scheduled for replacement in 2025
2005 Seagrave Rescue Squad	Scheduled for replacement in 2015 (we own)
1990 Ranger Rescue Squad	Will replace soon (we own)
2003 Ambulance	Will replace in one to two years (we own)
2004 Ambulance	Will keep as a back up unit.
2008 Ford Pickup	Scheduled for replacement in 2023

4. Explain the deficiencies of your current equipment based on your fire company's responsibilities.

Our current deficiencies in equipment is our aging fleet of ambulances. Both ambulances have served the area well but are nearing the end of their service-life. Thankfully, we are able to own 2 ambulances to ensure no gap in service should one break down. By using monies from the CP grant to pay for our Ladder Truck we are able to save money in our general fund in anticipation for replacement of one of our ambulances.

5. Describe the equipment you would purchase with this grant, including estimated acquisition cost and the projected timing of your purchase.

The Ladder Truck is a ²⁰¹⁰~~2009~~ Seagrave built in Wisconsin. This Truck is a replacement of our previously operated 1990 Ladder Truck. The cost of this vehicle was \$816,000 in 2009. This Truck enables us to reach the upper floors (Up to the tenth floor) and rescue civilians and trapped Firefighters. We will get 15 to 20 years of service from this vehicle. We make loan payments in April and October of each year in the amount of \$42,353.66

6. Is this the least expensive piece of equipment that would serve this purpose? If not, please justify the additional expenditure.

Yes, it is the least expensive piece of equipment that will do the job intended. The price of new Fire Apparatus has skyrocketed and the committee did an outstanding job in keeping the price as low as possible.

7. Is this equipment being purchased for your primary or "core" service? If not, please explain.

Yes, this is the only Ladder Truck we will operate for fires and rescues in high rise buildings.

8. If the total acquisition costs exceeds this grant request, explain how you would fund the remainder?

We make our loan payments by utilizing money raised by our annual fund drive, donations from the Towns of Berwyn Heights, Greenbelt, and College Park, Christmas tree sales, state issued AMOSS 508 funds and funds collected from ambulance billing. With annual loan payments of \$160,862.14 between our Ladder Truck and Rescue Squad we rely heavily on the grant funds from local municipalities.

9. Are there any plans for your fire company to receive additional apparatus from Prince George's County? If yes, describe apparatus and timing of scheduled delivery.

No, all apparatus at Berwyn Heights is owned by the corporation.

10. Are there any plans for your fire company to expand or add additional services? If so, what additional apparatus do you plan to purchase to provide these services?

There are no plans to add additional services.

11. Describe any real property (land and/or buildings) owned by the fire company or any related entities, including estimated market value and any liens against the property.

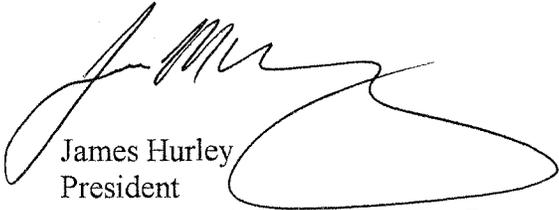
We own the following properties.

- a. The Firehouse at 8811 60th Ave.
- b. The house at 6007 Seminole Street valued at \$274,000
- c. The house at 6009 Seminole Street valued at \$270,000

12. Please provide any additional information concerning the financial condition of the fire company or your need for the apparatus or equipment that you feel would be helpful to the Mayor and Council in deciding on your grant application.

1. The Berwyn Heights Volunteer Fire Department and Rescue Squad, Inc. prides itself on being a financially responsible and dependable corporation. We carefully manage all grants, income, investments, and assets to ensure that we can continue to provide the highest level of emergency response to the surrounding municipalities. We would again like to thank you, the Mayor, City Council and the Citizens of College Park for providing us with these funds. These funds help us purchase apparatus and equipment to provide the best service possible to the Citizens, Students, and Visitors of College Park, Maryland.

Sincerely,



James Hurley
President
Berwyn Heights Volunteer Fire Department
& Rescue Squad, Inc.

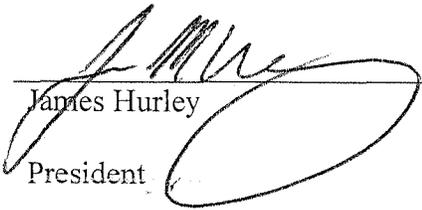
RE: FY2014 Fire Department Capital Equipment Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, **Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc.** does hereby agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc.

By:


James Hurley

Title: President

Dated: 11/20/13

3

MLK

Proclamation

**PROCLAMATION
CITY OF COLLEGE PARK, MARYLAND
23RD ANNUAL TRIBUTE TO
DR. MARTIN LUTHER KING, JR.**

The Man - Their Mission - Our Legacy

WHEREAS, Dr. Martin Luther King, Jr. practiced nonviolent action to promote equal rights and economic justice worldwide; and

WHEREAS, Dr. King's many notable speeches, sermons and writings, including his Nobel Peace Prize lecture and "Letter from a Birmingham Jail" are among the most revered orations and writings in the English language; and

WHEREAS, in 1963, Dr. King was a major force behind the March for Jobs and Freedom, more commonly known as the "March on Washington," which drew over a quarter-million people to the national mall; and

WHEREAS, it was at this march that Dr. King delivered his famous "I Have a Dream" speech, which cemented his status as a social change leader and helped inspire the nation to act on civil rights; and

WHEREAS, Dr. King's unique approach to the philosophy of nonviolent action stands as one of the most successful alternatives to the world's ongoing struggles with war and social injustice.

NOW, THEREFORE, I, Andrew M. Fellows, as Mayor of the City of College Park, Maryland, join the City Council and the greater College Park community on Saturday, January 18, 2014 in celebration of this 23rd Annual College Park Tribute to Dr. Martin Luther King, Jr.'s leadership and legacy.

PROCLAIMED THIS 14th DAY OF JANUARY 2014.

Andrew M. Fellows, Mayor
City of College Park, Maryland

4

Jim Simpson,
CPHA
Executive
Director

5

PEPCO

Rate

Increase

Janeen S Miller

Subject: FW: Pepco requests 12% increase in street lighting rates

From: alfred.carr@gmail.com [alfred.carr@gmail.com] on behalf of Delegate Al Carr (office)
[alfred.carr@house.state.md.us]

Sent: Thursday, December 12, 2013 3:53 PM

Subject: Pepco requests 12% increase in street lighting rates

Dear municipal and county officials:

I wanted to provide updates on several matters related to street lighting in the Pepco service territory:

On Wednesday, December 4th Pepco filed with the Maryland Public Service Commission a request to increase distribution rates annually by \$43M. Within the filing is a request to increase monthly maintenance and distribution rates for street lighting by more than 12 percent. The increase applies to both overhead and underground fed lights and to incandescent, mercury vapor, high pressure sodium, induction and LED. The PSC has designated it as case 9336.

Parties wishing to intervene in the rate case have 30 days to notify the PSC. The pre-hearing conference has been scheduled for January 7, 2014 in Baltimore.

On a related note, Pepco also filed their annual request to the PSC to adjust one-time rates for street lighting installation, removal or upgrade. It has been refiled twice, most recently on December 5th. Under the proposal, Pepco would increase the one-time contribution in aid of construction cost for induction lights to nearly \$3,000. The filing also proposes to replace a removal cost for all lights with separate removal rates for high pressure sodium. This means there would no longer be a rate for the removal of mercury vapor or incandescent lights.

Last December the Montgomery County Department of Transportation mandated that Pepco cease the conversion of mercury vapor lights to high pressure sodium which carry a higher maintenance rate and are have been deemed obsolete by many jurisdictions.

Regards,
Al

Delegate Al Carr
Maryland's 18th Legislative District
[301 858-3638](tel:3018583638) office

6

Farmer's Market RFQ

M E M O R A N D U M

TO: Mayor and Council

FROM: Michael Stiefvater, Economic Development Coordinator

THROUGH: Joseph L. Nagro, City Manager
Terry Schum, Planning Director

DATE: January 3, 2014

SUBJECT: 2014 Downtown College Park Farmers Market Management

ISSUE

In October 2013, the City was notified by KSM Marketing LLC (“KSM”) that the company was not interested in reprising their role as market master of the Downtown College Park Farmers Market (the “Market”) for the 2014 season. Their decision leaves the position vacant for the upcoming season, which is set to begin in mid-April. In 2013, the market master assumed several tasks including on-site management each week, marketing, vendor recruitment, and event coordination. In order to prepare for the 2014 season, a management arrangement needs to be in place in the coming weeks.

BACKGROUND

On November 19, 2013 the Farmers Market Committee (the “Committee”) and staff presented their evaluation of the 2013 Market and recommendations for the 2014 season. Since KSM withdrew from consideration for the 2014 season’s management role, the Committee and staff recommended that the City pursue two options simultaneously for the management of the Market:

1. Reissue a Request for Qualifications (“RFQ”) for a market master with fewer responsibilities and use the City’s Economic Development Coordinator to oversee marketing and vendor recruitment.
2. Apply for management from a non-profit entity (e.g. FreshFarm) that assumes full control of the Market. In exchange for their services these entities typically charge vendors a fee based on a percentage of their sales each week.

Since the November worksession where Council agreed with the recommendation, staff has pursued both options with progress made as described below.

SUMMARY

Staff and the City Attorney have revised the RFQ for a market master (see Attachment 1) and anticipate issuing it by mid-January. The market master will be an independent contractor and required to carry their own insurance. The contractor will only manage activities at the market each week, such as setting up and breaking down the market, managing the market’s information booth, ensuring trash and recycling bins are available,

and resolving customer issues. Duties such as vendor recruitment, marketing, and event coordination will be handled by City staff.

The RFQ states that the total contract price for each season is not to exceed \$4,000.00 for market day activity plus an hourly charge for work outside the market day such as report writing and meeting with City staff. The not to exceed figure was determined by calculating the expected number of markets per season (31 in 2014) and assessing a \$125.00 fee per market day, which equates to \$3,875.00. Staff anticipates the contractor spending between one and two hours each week outside the market. In addition to these items, the contractor will be reimbursed for the costs associated with obtaining insurance for the role, which is estimated to cost \$150.00 per season. In total, staff estimates the total cost for the market master in 2014 to be around \$5,000.00.

For the other management option, staff has contacted FRESHFARM Markets to gauge their interest in managing the Market. FRESHFARM is the largest non-profit operator of farmers markets in the region as they manage markets in Maryland (including Annapolis and Silver Spring), Virginia (including Crystal City), and the District (including Dupont Circle and Penn Quarter). They have asked staff to submit an application in early January, as they will begin looking at potential new markets after January 20th. There is not a set date for when a decision might be made and they may not add any new markets at all.

RECOMMENDATION

Staff recommends the release of the updated RFQ for a market master and the submittal of an application to FRESHFARM Markets. In the meantime staff will begin recruiting vendors and preparing for the 2014 season. Remaining funds in the FY 2014 budget for the Market are \$15,175, including a planned \$5,000 contribution from the Downtown College Park Management Authority.

ATTACHMENTS

1. Updated Request for Qualifications for Farmers Market Master



CITY OF COLLEGE PARK, MARYLAND

**REQUEST FOR QUALIFICATIONS CP-14-02
FARMERS MARKET MASTER
(Downtown College Park Farmers Market)**

Issued by:

**Department of Planning, Community, and Economic Development
City of College Park, Maryland
4500 Knox Road
College Park, MD 20740**

**Telephone: 240-487-3538
Fax: 301-887-0558**

**Issue Date: January xx, 2014
Submittal Due Date: January xx, 2014 at 4:00 p.m.**

ATTACHMENT 1: Updated Request for Qualifications for Farmers Market Master

The City of College Park, Maryland is seeking proposals from interested and qualified firms or individuals to act as market master for the Downtown College Park Farmers Market ("DCPFM") and manage in-season operation at the market on site. Services shall be provided under a contract with the City of College. Total contract price for each annual market season is not to exceed \$4,000.00 for market day activity plus an hourly charge for meetings with City staff.

Copies of the RFQ package, including a scope of work, submission requirements, and affidavits, may be downloaded from the City's website at www.collegeparkmd.gov. Requests for printed copies should be directed to the Planning Department, 4500 Knox Road, College Park, Maryland 20740, Monday-Friday 9:00 a.m.-5:00 p.m. (telephone 240-487-3538).

Proposals in response to this RFQ may be submitted in hard copy or electronically, in accordance with the requirements specified in the RFQ. Hard copy submissions should be marked Farmers Market Master (Downtown College Park Farmers Market) **RFQ CP-14-02** and delivered to the Finance Department, City of College Park, 4500 Knox Road, College Park, Maryland 20740-3390, no later than **January XX, 2014, at 4:00 p.m.** Electronic submissions will be accepted via e-mail to mstiefvater@collegeparkmd.gov with the same deadline.

The City of College Park is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, disability, or any other legally-protected characteristic.

The City reserves the right to reject any and all proposals in the best interest of the City.

The contact person for this solicitation is Michael Stiefvater, Economic Development Coordinator telephone 240-487-3543, FAX 301-887-0558, e-mail: mstiefvater@collegeparkmd.gov.

ATTACHMENT 1: Updated Request for Qualifications for Farmers Market Master

Introduction:

The City of College Park is seeking qualifications and expressions of interest for an independent contractor to act as market master for the Downtown College Park Farmers Market ("DCPFM") to manage in-season operation of the market on site. Services shall be provided under a contract with the City of College. Respondents may be individuals or corporate entities. Total contract price for each annual market season is not to exceed \$4,000.00 for market day activity plus an hourly charge for meetings with City staff.

City Contact:

Michael Stiefvater, Economic Development Coordinator
Department of Planning, Community, and Economic Development
City of College Park
4500 Knox Road
College Park, MD 20740

Telephone: 240-487-3543
Fax: 301-887-0558
E-mail: mstiefvater@collegeparkmd.gov

About the Market:

The market recently completed its third year of operation with an increase in customers and vendors from 2012. Currently there are two farms, an orchard, a barbeque vendor, a dessert vendor, and several other vendors. The market is open from April to November and is held each Sunday from 10:00a.m. to 2:00p.m. Customers are able to park for free on Sundays at certain spaces in the parking lot and in the 288-space parking garage across from City Hall.

Location:

4500 Knox Road, College Park, MD 20740. The DCPFM is located in the City Hall parking lot just one block off Baltimore Avenue (Route 1), which is the City's main street.

Market Mission:

The mission of the DCPFM is to provide local, sustainably sourced, and wholesome food and products in an attractive environment that fosters a strong sense of community.

Contract Term:

The contract term is from award of contract in early 2014 through the market's close in November 2014. Annual renewals of up to two additional years at the City's option.

Scope of Services:

The scope of services outlined below is to be used as a general guide and is not intended to be a complete list of tasks necessary to complete the market master role.

On-Site Market Management

- Manage on-site and personally attend the weekly market, which runs from early April to late November, opening at 10:00a.m. and closing at 2:00p.m. each Sunday, to include set up and break down, vendor placement and management, security, parking, removal of trash, litter, and recycling. Approximately 31 market days per season.
- Manage an information tent at the weekly market.

ATTACHMENT 1: Updated Request for Qualifications for Farmers Market Master

- To the extent possible ensure compliance by the market and by all vendors with all applicable government rules and regulations, as well as the DCPFM's operational guidelines, during market operation, resolve on-site vendor and customer issues, and coordinate with the City to resolve any ongoing issues. The final authority to retain or discharge market vendors lies with the City.
- Prepare and communicate monthly reports to the City detailing participation numbers, customer suggestions and complaints, and any other information requested by City staff. .
- Coordinate events on the market day including cooking demonstrations, contests, music performances, and games. Arrangements for these events will be made prior to the market day by City staff.
- Meet with City staff as necessary.

Submittal Requirements:

To be considered for this contract, the respondent must submit the following information:

- Letter of interest - include a statement referencing experience managing similar events.
- Resume(s) of key personnel and, if applicable, summary of firm qualifications.
- References (minimum of three, of which at least two must be professional).
- Bid Proposal Form
- Information Regarding the Bidder
- Non-Collusion Affidavit
- Bribery Affidavit
- False Pretenses Affidavit
- Certificate of Non-Suspension
- Affidavit of Non-Conviction

Responses will be accepted at the College Park City Hall, first floor counter, 4500 Knox Road, College Park, Maryland 20740 or via e-mail to mstiefvater@collegeparkmd.gov until no later than 4:00 pm on January xx, 2014. Responses should be addressed to the Finance Department, sealed and clearly labeled: Farmers Market Master (Downtown College Park Farmers Market) **RFQ CP-14-02**.

Review of Submittals:

City staff will review all submissions for responsiveness to the RFQ. Individuals and firms will be given consideration. The review will consider the experience and qualifications of the respondents, work on similar projects, and references. City staff may hold personal or telephone interviews with the most qualified individuals or firms.

- Responsiveness
The successful respondent must demonstrate the ability to respond to the needs of the City. Attention will be given to respondents that demonstrate this with a concise, informative response to this request.
- Relevant Experience
The successful respondent must demonstrate a proven record of capability based on performance history with similar projects.
- Approach to the Project
The successful respondent's approach must demonstrate overall understanding of the market mission and provide a management plan capable of fulfilling that mission.

ATTACHMENT 1: Updated Request for Qualifications for Farmers Market Master

Award of Contract:

The successful respondent will be selected by the Mayor and Council of the City of College Park. In determining which proposal is best, the City will take into consideration the experience, qualifications, references, responsibility, and approach to the project of the respondent, together with a cost proposal for the first year and two option years. The City reserves the right to reject any or all proposals, and to exercise its sole discretion to best serve the interests of the City.

Except where the City exercised the right reserved herein to reject any or all proposals, each Contract will be awarded on a per unit price or lump sum basis, as is in the best interest of the City of College Park.

The successful bidder shall be required to execute a contract in a form satisfactory to the City, in substantially the same form as attached. The City of College Park reserves the right to cancel the Award of the Contract at any time prior to execution of the Contract without liability on the part of the City.

Execution of the Contract:

The successful bidder must execute a Contract in substantially the form as included in this bid package within ten business days after the award and submit such other Documents as required by the Contract Documents including insurance certificates. Failure by the Contractor to execute the Contract and submit such other documents as required by the Contract Documents shall be just cause for annulment of the Award.

If the successful bidder shall fail to execute the contract hereto attached, and as herein provided, the award may be annulled and the contract awarded to the second lowest responsible bidder, and such bidder shall fulfill every stipulation embraced herein, as if he were the original party to whom the award was made, or the City of College Park may reject all of the bids, as its interest may require.

A bidder may submit only one proposal for the Contract. More than one proposal from an individual, firm or partnership, corporation or association under the same or different names will not be considered on any given Contract, and will be considered grounds for disqualification and/or rejection of the proposals involved, unless prior approval has been given by the City.

Modification of Request for Proposal:

The right is reserved, as the interests of the City may require, to revise or amend the request for proposal prior to the date set for opening bids and to postpone the date set for opening bids. Such revisions, amendments and/or postponements will be announced by addendum, a copy of which will be posted on the City's website at www.collegeparkmd.gov.

Other Requirements and Information:

- Liability
The successful bidder agrees to hold harmless the City of College Park from any and all claims and liability due to the activity of the successful bidder, its subcontractors, agents or employees in the execution of the contract.

ATTACHMENT 1: Updated Request for Qualifications for Farmers Market Master

- Insurance

Additional costs associated with the following insurance requirements may be included in the cost proposal.

The successful bidder shall provide proof of compliance with State law as to workers' compensation and unemployment insurance, and of adequate comprehensive general liability insurance (bodily injury of \$1,000,000 for each occurrence/aggregate; property damage of \$500,000 for each occurrence/aggregate) and automobile fleet coverage (\$1,000,000 for each occurrence/aggregate; property damage of \$500,000 for each occurrence/aggregate). The successful bidder shall indemnify and save harmless the City, its officers, agents, servants, and employees, from all suits, actions, and damages or costs of every kind and description arising directly or indirectly out of the performance of the Contract, including attorneys fees, whether caused by actions or omissions on the part of the successful bidder, its agents, servants and employees, or to other causes.

The City shall be named as an Insured on the Comprehensive General Liability Insurance, the Automobile Fleet Insurance, and the Property Damage Insurance.

The successful bidder shall provide a Certificate of Insurance to the City within ten (10) business days after the award of the Contract. The Certificate shall demonstrate that the successful bidder has complied with the requirements of this section and be in a form acceptable to the City.

- General

It shall be the exclusive obligation of the successful bidder to comply with the terms of the proposal submitted to and approved by the City.

- Billing

Invoices shall be submitted monthly, or as otherwise agreed by the parties, and must be accompanied by a statement of work completed and percent completed by phase, and any other documentation required by the City.

The City of College Park is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, disability, or any other legally-protected characteristic.

7

Purchase of surveillance cameras

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joseph Nagro, City Manager

FROM: Robert W. Ryan, Public Services Director 

DATE: January 3, 2014

SUBJECT: Approval of Purchase of Security CCTV & LPR

ISSUE

The City received a \$50,000 grant award from the Governor's Office of Crime Control and Prevention (GOCCP) for expansion of the City's security camera system into the Lakeland area neighborhood. The Council must approve purchase of equipment and services due to the proposed cost in excess of \$30,000.

SUMMARY

An application was submitted for a grant to expand the City's security camera and license plate recognition system to the Lakeland area. The grant application was for \$216,512 for a system of remote controlled pan/tilt/zoom (PTZ) and license plate recognition (LPR) security cameras at 11 locations (see attached map). The City was awarded \$50,000 and requested a revised quote from Avrio RMS Group, the currently contracted vendor for City security cameras.

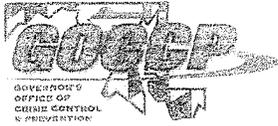
The attached \$50,000 quote provides for three (3) PTZ cameras and two (2) LPR to be installed at three (3) locations along Baltimore Avenue. An additional LPR camera, on Baltimore Avenue, could be included at a cost of \$15,000 paid from available City funds. By installing these cameras at locations one through four as shown on the attached map, all vehicles entering the neighborhood could be monitored and pedestrian traffic and incidents along Baltimore Avenue south of Lakeland Road extending north of Berwyn House Road could also be monitored.

UMD police would be able to monitor and control the PTZ cameras and receive LPR data for stolen/suspect vehicles. Consultation with UMD police confirmed these four locations as the best use of this reduced grant project to expand the existing City CCTV/LPR security system. Future expansion will be dependent on available funding. A general outline plan for possible future expansion is attached.

RECOMMENDATION

Staff recommends that the Council authorize the City Manager to contract with Avrio RMS Group, in an amount not to exceed \$65,000, to expand the City CCTV/LPR security camera system along Baltimore Avenue in the Lakeland neighborhood, through an amendment of the existing City contract with Avrio as approved by the City Attorney.

Attachments: (1) GOCCP Award Letter
(2) AVRIO Proposal
(3) Map
(4) Draft Expansion Plan



300 E. Joppa Road, Suite 1105
Baltimore, Maryland 21286-3016
410-821-2828 / TOLL FREE: 1-877-687-9004
FAX: 410-321-3116
INFO@GOCCCP.STATE.MD.US
WWW.GOCCCP.MARYLAND.GOV

Martin O'Malley
Governor
Anthony Brown
Lt. Governor
Tammy Brown
Executive Director

October 30, 2013

Mr. Robert W Ryan
Public Services Director
City of College Park
4601-A Calvert Road
College Park, MD 20740



RE: BJAG-2010-0027

Dear Mr. Ryan:

I am pleased to inform you that your grant application entitled, 'CCTV/LPR', in the amount of \$50,000.00 has received approval under the 'Byrne - Justice Assistance Grant (JAG) Program (P.L. 108-447)' program. Andrew M Fellows has received the Grant Award packet containing information and forms necessary to initiate the project.

Enclosed are the project commencement, special conditions, programmatic forms, and budget notice. The General Conditions for all GOCCCP awards are located online, at <http://www.goccp.maryland.gov/grants/general-conditions.php>. A copy of the Grant Award letter is also included.

It is essential, as the Project Director, that you submit the Notification of Project Commencement to indicate the starting date of your project within 14 calendar days after receiving your grant award packet. No Requests for Funds can or will be processed unless the Notification of Project Commencement has been signed and received. Copies and faxes are not acceptable.

Please be sure to review the Grant Award. As the Project Director you are responsible for the operation, administration, and the completion of the forms necessary to initiate and report project activities and comply with the special conditions. It is important that you understand all the Special Conditions attached to this award, as they are specific to your funding source. One General Condition that must be emphasized is that none of the principal activities of the project may be sub-awarded to another organization without written prior approval by the Governor's Office of Crime Control and Prevention.



300 E. Joppa Road, Suite 1105
Baltimore, Maryland 21286-3016
410-821-2828 / TOLL FREE: 1-877-687-9004
FAX: 410-321-3116
INFO@GOCCP.STATE.MD.US
WWW.GOCCP.MARYLAND.GOV

Martin O'Malley
Governor
Anthony Brown
Lt. Governor
Tammy Brown
Executive Director

October 30, 2013

The Honorable Andrew M Fellows
Mayor
City of College Park
City Hall
4500 Knox Road
College Park, MD 20740

RE: BJAG-2010-0027

Dear Mayor Fellows:

I am pleased to inform you that your grant application submitted by City of College Park, entitled "CCTV/LPR ", in the amount of \$50,000.00 has received approval under the Byrne - Justice Assistance Grant (JAG) Program (P.L. 108-447) program. Enclosed is the Grant Award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The City of College Park's CCTV/LPR program helps reduce existing gaps in services and foster collaboration among partner agencies and stakeholders throughout Maryland. The program allows rapid license plate scanning and monitored CCTV, providing shared information between the multiple law enforcement agencies serving to protect the residents of West Lakeland. Grant funds provide equipment and contractual services.

Please pay particular attention to the instructions included on the Grant Award. It is important that you carefully review all Special Conditions attached to this award. Additionally, the General Conditions for all grant awards issued by GOCCP are located online, at <http://www.goccp.maryland.gov/grants/general-conditions.php>. The Chief Elected Official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the Grant Award, must sign the original Grant Award Acceptance form and return it to the Governor's Office of Crime Control and Prevention within Twenty-One (21) Calendar days. Should the acceptance form not be received, requests for reimbursement will not be honored.

Hard copies of your programmatic reporting questions are included with this award package but you are required to complete all reporting electronically, using the GOCCP web-based Grants Management System (GMS, <http://www.goccp.maryland.gov/gms>). Training videos and a downloadable GMS user's guide are available online at <http://www.goccp.maryland.gov/gms-training>.

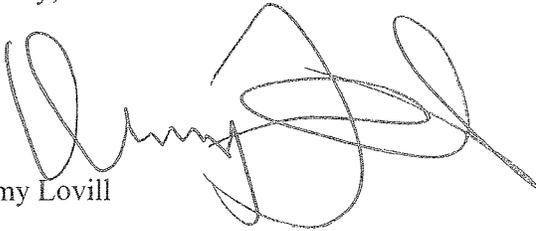
Hard copies, generated by the online software with an original signature in blue ink, must be mailed to this Office. *Programmatic reports* must be received within 15 calendar days after the end of each quarter. *Financial reports* must be received within 30 calendar days after the end of each quarter. Revisions are allowed to be submitted up to 60 days after the end date of each quarter.

These revisions are only accepted if the initial quarterly report was submitted within the mandatory time frame noted above. Any requests for changes or modification to the project as awarded must be made in writing, using the Grant Modification Form, which is also available online. Copies and faxes are not acceptable.

If the purchase of furniture/equipment is part of this grant project and you are a governmental agency, it is required that such purchases are made by competitive bid or through your approved governmental procurement process and that inventory records be maintained.

Should you have any questions or need any clarification regarding this Award, please have your award number when you call so that you can be referred to the appropriate Regional Monitor (Zina Weems) or Fiscal Team Member (Felicia Bailey). This will enable us to provide you with technical assistance and information in a timely manner.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tammy Lovill', with a large, stylized flourish extending to the right.

Tammy Lovill

Funding Manager

cc: The Honorable Andrew M Fellows



10/23/2013

Governor's Office of Crime Control & Prevention



Control Number: 27228
GOCCP Regional Monitor: Weems, Zina
GOCCP Fiscal Specialist: Bailey, Felicia

Grant Award & Acceptance Form

Grant Award Number:	BJAG-2010-0027		
Sub-recipient:	City of College Park		
Project Title:	CCTV/LPR		
Implementing Agency:	City of College Park		
Award Period:	10/01/2013 - 07/31/2014		CFDA: 16.738

Funding Summary	Grant Funds	100.0 %	\$50,000.00	
	Cash Match	0.0 %	\$0.00	
	In-Kind Match	0.0 %	\$0.00	
	Total Project Funds		\$50,000.00	Budget Version: 0

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Control & Prevention in accordance with the

Byrne - Justice Assistance Grant (JAG) Program (P.L. 108-447)

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon return, within thirty (30) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

FOR THE STATE OF MARYLAND:

Tommy Brown / E.P.S. Mc

Executive Director
Governor's Office of Crime Control & Prevention

SUB-RECIPIENT ACCEPTANCE:

Joseph L. Nagro

Signature of Authorized Official

Joseph L. Nagro, City Manager
Typed Name And Title

Nov. 5, 2013
Date

Return original form signed in blue ink to:
GOCCP
300 E. Joppa Road, Suite 1105
Baltimore, MD 21286-3016
Attention: Control Desk

2010-DJ-BX-0315



Grant Modification Form

GOCCP Regional Monitor:

Weems, Zina

GOCCP Fiscal Specialist:

Bailey, Felicia

Grant Award Number:	BJAG-2010-0027	
Sub-recipient:	City of College Park	
Project Title:	CCTV/LPR	
Implementing Agency:	City of College Park	
Award Period:	10/01/2013 - 07/31/2014	CFDA: 16.738

Budget Modifications Requested:

Category	Current Budget		Changes Requested		Proposed Budget	
	Grant Funds	Match (Cash/In-Kind)	Grant Funds	Match (Cash/In-Kind)	Grant Funds	Match (Cash/In-Kind)
Personnel	\$0.00	\$0.00				
Operating Expenses	\$0.00	\$0.00				
Travel	\$0.00	\$0.00				
Contractual Services	\$5,925.00	\$0.00				
Equipment	\$39,619.00	\$0.00				
Other	\$4,456.00	\$0.00				
Total	\$50,000.00	\$0.00				

Other Changes:

Revisions:

Project Director: Ryan, Robert W _____

Fiscal Officer: Groh, Steve _____

Project Dates: 10/01/2013 - 07/31/2014 _____ / _____ / _____ to _____ / _____ / _____

Justification:

(If needed, attach additional typed pages)

Signed: *Robert W Ryan*
Project Director - Ryan, Robert

Date: 6 NOV 2013

(Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Email: bryan@collegeparkmd.gov

Phone: 240-487-3570

FAX: 301-864-7965



Governor's Office of Crime Control & Prevention



Control Number: 27228

GOCCP Regional Monitor: Weems, Zina

GOCCP Fiscal Specialist: Bailey, Felicia

Notification of Project Commencement

Grant Award Number:	BJAG-2010-0027	
Sub-recipient:	City of College Park	
Project Title:	CCTV/LPR	
Implementing Agency:	City of College Park	
Award Period:	10/01/2013 - 07/31/2014	CFDA: 16.738

The verification section of this form must be completed. Additionally, this form must be signed by the project director and returned to the Governor's Office of Crime Control and Prevention (attention: Control Desk) within fourteen (14) calendar days after receiving your grant award packet.

No Requests for Funds will be processed until this Notification of Project Commencement (and, if applicable, Grant Modification Form) has been signed and received. Copies and faxes are not acceptable.

Authorized Official: Fellows, Andrew M Mayor
 afellows@collegeparkmd.gov
 City of College Park
 City Hall
 4500 Knox Road
 College Park, MD 20740-3390
 240-487-3501 FAX: 301-699-8029

Project Director: Ryan, Robert W Public Services Director
 bryan@collegeparkmd.gov
 City of College Park
 4601-A Calvert Road
 College Park, MD 20740-
 240-487-3570 FAX: 301-864-7965

Fiscal Officer: Groh, Steve Director of Finance
 sgroh@collegeparkmd.gov
 City of College Park
 City Hall
 4500 Knox Road
 College Park, MD 20740-3390
 240-487-3510 FAX: 301-864-8941

Award Information Verification - Please initial appropriate selection(s):

_____ All information on this form is correct and project will commence on time. **Project Director signs below.**

_____ The contact information for all the staff on this form is not correct. **You must attach a Grant Modification Form** that provides a justification and indicates all changes/revisions.

_____ The project will not commence within forty-five (45) days of the beginning of the award period 10/01/2013. **You must attach a Grant Modification Form.** Grant Modification Form must provide justification and indicate all changes.

Signed: Robert W. Ryan **Date:** 6 Nov 2013
Project Director - Ryan, Robert (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: Robert W. Ryan, Public Svcs Director **Phone:** 240-487-3570

Attachment 2



Date: December 30, 2013

Quote #: 101513-1

Expiration Date:

To: City of College Park, MD

Salesperson	Job	Payment Terms	Due Date
Avrio	Lakeland	Net 30	

Qty	Description	Unit Price	Line Total
1.00	LPR Camera + PTZ Polecam (Axis)	\$19,653.00	\$19,653.00
1.00	LPR Mount	\$250.00	\$250.00
2.00	PTZ Polecams	\$8,068.00	\$16,136.00
5.00	Fluidmesh Nodes	\$560.00	\$2,800.00
3.00	FM - 10MB License	\$740.00	\$2,220.00
1.00	FM - 60MB License	\$1,040.00	\$1,040.00
2.00	Mounting hardware and installation supplies	\$390.00	\$780.00
3.00	Genetec Omnicast Licenses	\$299.00	\$897.00
1.00	Genetec AutoVu Licenses	299.00	\$299.00
3.00	Installation and Configuration	1,500.00	\$4,500.00
1.00	1 year full system maintenance and support	1,400.00	\$1,400.00
1.00	1 hour of free maintenance/consulting and/or training	25.00	25.00

Subtotal	\$	50,000.00
Sales Tax		
Total	\$	50,000.00

Shipping and Taxes not included. LPR cameras are Genetec Sharp Units.

Avrio RMS Group shall provide the City of College Park with the provisioning and installation of three (3) Portable Outdoor Digital Surveillance Systems (PODSS) with (3) three Genetec Omnicast and (1) one License Plate Recognition camera licenses to be installed at three locations in the area between Route 1, Lakeland Road, Berwyn House Road, and Rhode Island Ave. Uplink connectivity to the High Rise building on 8200 Baltimore Ave (Route 1) from the street nodes will be provided from the PTZ and LPR wireless node at the intersection of Navahoe St and Route 1. Connectivity back to the City Network is achieved via a Fluidmesh link between the rooftop of the High Rise Building on 8200 Baltimore Ave and the Public Safety building rooftop. Please refer to the attached drawing for a system diagram of the proposed network.

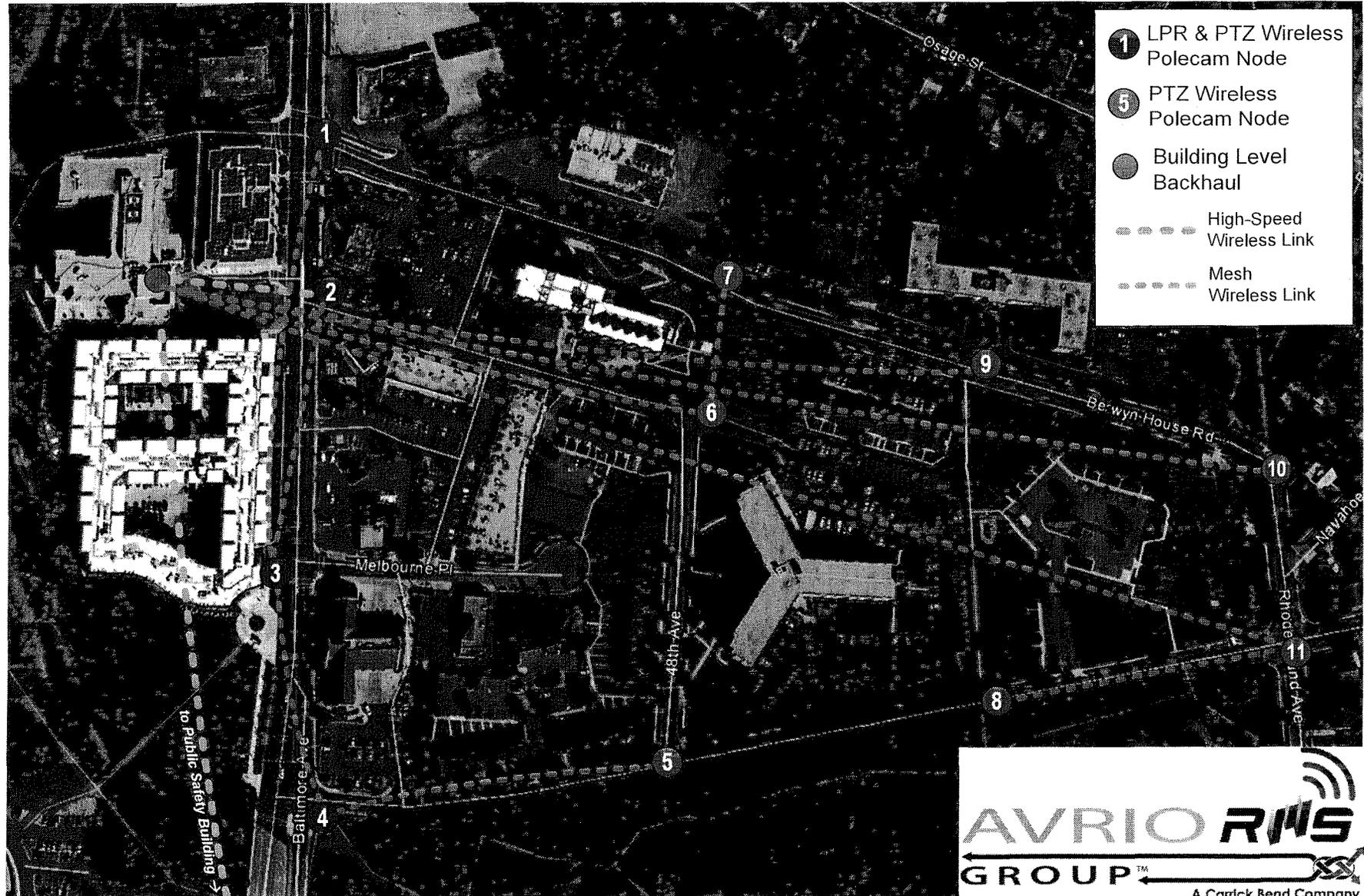
This quote includes (2) two PODSS equipped with one Axis Q6035-E PTZ camera and (1) one PODSS equipped with one Axis Q6035-E and one Genetec AutoView LPR unit. A total of (5) five FluidMesh 1200 Mito Series radios will be installed to interconnect the PODSS and provide uplink to the video network via a mix of Point-to-multipoint (PTP) and Point-to-Point (PTP) link types. Connectivity between the High Rise Building on 8200 Baltimore Ave and the Public Safety Building is achieved via a Fluidmesh 60MB point-to-point wireless link.

The three PTZ plus LPR PODSS will be installed on Route 1 key intersections within the coverage area. The PTZ +LPR POD will be installed on the corner of Lakeland Road and Baltimore Ave. The other two PTZ only PODS will be installed at the intersection of Baltimore Ave. and Navahoe St, and Baltimore Ave. and Melbourne Pl. This quote includes all services to install, configure, and integrate all cameras into the existing Genetec Omnicast Recorder. All Genetec Omnicast and LPR licenses are included for all PTZ and LPR cameras for this project.

Avrio RMS assumes the City to provide;

1. Permits and power for each PODSS pole mounting location. Avrio will provide drawings and assist with the process as needed.
2. Genetec DVMS server that meets the hardware and storage requirements in support of these eleven additional cameras and LPR units.
3. Access and rights for backhaul installation on the rooftop of the High rise building located at 8200 Baltimore Rd. Avrio RMS will mount PoE device on approved rooftop location and extend power over Ethernet to the new radio backhaul on the rooftop.
4. Turnkey solution with 24x7x365 annual maintenance

Avrio RMS Group - 3 N. Harrison St. Suite 100, Easton MD 21601 - www.avriormsgroup.com



<p>Customer: City of College Park</p>	<p>Description: Wireless Video Surveillance Design Lakeland & Berwyn House Area Polecams</p>	<p>File: Lake-Berw-UMD-rev2.vsd</p> <p>Date: June 3, 2013</p>	<p>Designed by: AVRIO RMS Group</p>
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DRAFT FUTURE EXPANSION OF CITY CCTV/LPR SECURITY CAMERA SYSTEM

As funds become available, either through grants, special tax districts, or general funds, it is proposed that the system of City security cameras be expanded to provide a minimal amount of monitoring of key locations throughout the City. Future expansion is proposed to provide coverage of key intersections along the length of Baltimore Avenue within City limits; and, along the Trolley Trail, both on the dedicated hiker/biker sections and the sections shared with Rhode Island Avenue.

Priority will be given to those areas with a high density of pedestrian traffic, roadways providing access to the most vulnerable neighborhoods based on crime data and police consultation, and the hiker biker trail. The first phase of the system has been completed in the Old Town neighborhood. Funded expansion includes Guilford Road in Calvert Hills, Rhode Island Avenue at Edgewood Road in Hollywood, St. Andrews Place at Metzert Road in College Park Woods, and Baltimore Avenue in Lakeland. Installation of the funded projects should be completed in 2014.

Where UMD Police have concurrent jurisdiction and is able to monitor cameras, this will be proposed in expansion projects. There is an annual monitoring cost which significantly increases the annual maintenance cost of those cameras.

Where license plate recognition cameras are installed, automated data will be offered to Prince George's County and UMD Police as their systems allow receipt of such data.

In most new locations, fixed focus cameras and license plate recognition cameras will be proposed in order to provide greater coverage city-wide with available resources. These will most likely retain recorded data on site, with police agency access via internet. Data will be limited to police agency access. Public access will not be allowed.

It is expected that multiple phases over the next decade will be necessary to complete the expansion of the City system along Baltimore Avenue and the Trolley Trail. Subsequent infill expansion may be considered in the future as dictated by crime statistics.

Funding of these projects should be anticipated to be from City funds. Recent grant applications have been unfunded or funded at a greatly reduced amount than the request. Staff will continue to apply for grants as they are available, but the Council should consider annual funding of security camera expansion projects during the next budget work sessions.

8

Council organization:

- a) Rules and Procedures
- b) Possible Council Retreat
- c) COG Appointments

MEMORANDUM

TO: Mayor and Council

FROM: Janeen S. Miller, City Clerk 

DATE: January 3, 2014

RE: Rules and Procedures for the Mayor and City Council of College Park

Attached is the current "Rules and Procedures for the Mayor and City Council" that was adopted January 24, 2012. Section U calls for a biennial review. These will be discussed at the January 7, 2014 Worksession.

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 [~~8:00~~] 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.

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.

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. A Consent Agenda 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. The agenda shall outline the 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.

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.

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.

METROPOLITAN WASHINGTON  COUNCIL OF GOVERNMENTS

One Region Moving Forward

Janeen

RECEIVED

December 6, 2013

DEC 9 2013

City of College Park
Administration Office

- District of Columbia
- Bladensburg*
- Bowie
- Charles County
- College Park
- Frederick
- Frederick County
- Gaithersburg
- Greenbelt
- Montgomery County
- Prince George's County
- Rockville
- Takoma Park
- Alexandria
- Arlington County
- Fairfax
- Fairfax County
- Falls Church
- Loudoun County
- Manassas
- Manassas Park
- Prince William

The Honorable Andrew Fellows
Mayor
City of College Park
4500 Knox Road
College Park, Maryland 20740-3390

Dear Mayor Fellows:

The Metropolitan Washington Council of Governments (COG) is asking that you review your 2013 appointments to COG's policy boards and committees and make reappointments or new appointments for 2014.

Information on College Park 2014 appointments is requested by January 3, 2014, so that each board and committee is fully constituted and able to commence its work as quickly as possible.

Please select individuals who have a strong interest in the subject matter covered by the policy board or committee and who are able to make a commitment to actively participate. Policy boards and committees generally meet monthly or every other month.

COG is an association of more than 250 local, state and federal elected officials in the National Capital Region. Each COG board or committee is largely comprised of local and state elected officials. Timely action on this appointment request will help ensure that program and technical committees, comprised of senior managers from area governments, and the COG staff receive clear and early guidance from elected officials on policy direction and priorities for 2014.

COG's effectiveness depends on engaged members and your continued leadership and support are deeply appreciated.

Please return the included form by mail, email or fax. Feel free to contact Monica Beyrouiti at 202-962-3212 or mbeyrouiti@mwkog.org if you have questions or need additional information. I may be reached at 202-962-3260 or cbean@mwkog.org.

Sincerely,



Chuck Bean
Executive Director

Advised that City will provide new appointments on January 8, 2014

cc: Joe Nagro, City Manager
Janeen Miller, City Clerk

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
2014 Solicitation for Appointments: City of College Park**

INDEPENDENT POLICY BOARDS	Current 2013 Appointment	2014 Appointment
COG Board of Directors Meets monthly from 12 noon to 2:00 p.m.	Andrew Fellows <i>Robert Catlin</i>	
National Capital Region Transportation Planning Board Meets monthly 12 noon to 2:00 p.m.	Patrick Wojahn <i>Robert Catlin</i>	
Metropolitan Washington Air Quality Committee Meets monthly 12 noon to 2:00 p.m.	Robert Day <i>Robert Catlin</i>	
POLICY COMMITTEES	Current 2013 Appointment	2014 Appointment
Region Forward Coalition Meets quarterly dates TBD	Robert Catlin <i>Monroe Dennis</i>	
Human Services and Public Safety Policy Committee Meets bi-monthly 12 noon to 2:00 p.m.	Denise Mitchell <i>Patrick Wojahn</i>	
Climate, Energy and Environment Policy Committee Meets bi-monthly 10:00 a.m. to 12:00 p.m.	Denise Mitchell <i>Robert Catlin</i>	
Chesapeake Bay and Water Resources Policy Committee Meets bi-monthly 10:00 a.m. to 12:00 p.m.	Andrew Fellows <i>Robert Catlin</i>	

Notes:

(a) *Alternates are shown in italics.*

Instructions:

1. Review current appointments.
2. Refer to the enclosed policy board and committees list for a description of each policy board and committee for which we are requesting an appointment.
3. Appoint or reappoint an elected official for each policy board and committee.
4. Send approved appointments to Monica Beyrouti by **January 3, 2013.**

777 North Capitol Street, N.E., 3rd Floor
Washington, D.C. 20002
mbeyrouti@mwkog.org
202-962-3212
202-962-3208 (fax)

Please keep the following in mind when making an appointment/reappointment:

- An individual's interest and/or experience in the committee subject matter.
- An individual's ability to actively participate given the noted committee schedule.

MWCOG POLICY BOARDS AND COMMITTEES

COG is comprised of three independent policy boards and various supporting advisory and technical committees.

INDEPENDENT POLICY BOARDS

COG Board of Directors

The Board of Directors is COG's governing body and is responsible for its overall policies, functions, and funds. The Board takes action on committee or staff recommendations, discusses current and emerging multi-jurisdictional problems, and receives briefings on issues facing the region as a whole. Policy items on the agenda are normally generated from COG's policy and technical committees; business or administrative items are usually generated from staff.

Transportation Planning Board

The National Capital Region Transportation Planning Board (TPB) is the federally designated Metropolitan Planning Organization (MPO) for the region, and plays an important role as the regional forum for transportation planning. With participation from the District of Columbia and State Departments of Transportation and the region's local governments, the TPB prepares intermediate-range and long-range plans and programs that permit federal transportation funds to flow to the Washington region.

Metropolitan Washington Air Quality Committee

The Metropolitan Washington Air Quality Committee (MWAQC) is the entity certified by the mayor of the District of Columbia and the governors of Maryland and Virginia to prepare an air quality plan for the region and insure compliance with the Federal Clean Air Act. MWAQC coordinates air quality planning activities among COG and other entities, including the Transportation Planning Board; reviews policies; resolves policy differences; and forges a regional air quality plan for transmittal to the District of Columbia, Maryland, and Virginia and, ultimately, to the Environmental Protection Agency.

POLICY COMMITTEES

Policy committees are advisory committees of the COG Board.

Chesapeake Bay and Water Resources Policy Committee

Chesapeake Bay and Water Resources Policy Committee (CBPC) advises the COG Board on Bay-related policies and tracks developments under the federal-state Chesapeake Bay Program for implications to local governments. It also considers questions of potable water supply and waste water treatment. The CBPC regularly prepares position statements in response to state and federal legislation affecting the Bay.

Climate, Energy and Environment Policy Committee

Climate, Energy and Environment Policy Committee (CEEPC) advises the COG Board on climate change, energy, green building, alternate fuels, solid waste and recycling policy issues, and other environmental issues as necessary. The CEEPC is responsible for managing implementation of the COG Climate Change Report adopted by the COG Board on November 12, 2008. This responsibility includes development of a regional climate change strategy to meet the regional greenhouse gas reduction goals adopted by the Board.

Human Services and Public Safety Policy Committee

The Human Services and Public Safety Policy Committee (HSPSC) advises the COG Board on a variety of issues including affordable housing, homelessness, child welfare, crime control and prevention, and traffic safety. Recent actions have included reports on homelessness and crime trends in the region as well as a foreclosure summit to address the significant increase in home foreclosures across the region.

Region Forward Coalition

Regional Forward Coalition is to oversee the next steps recommended in Region Forward and advise the COG Board on future comprehensive regional planning and implementation activities. The Coalition's primary responsibilities includes overseeing the Region Forward performance Baseline analysis and future regional progress reports; use Region Forward as a guide to update the Regional Activity Centers; and create clear strategies and initiatives to support the transformation of regional centers into Complete Communities. The Coalition will provide cross-cutting regional policy capacity and long-range regional planning recommendations to the COG Board. The Coalition includes members from public, private and nonprofit sectors which all have a role in helping the Region meet its goals.

9

Assistant City Manager

MOTION FOR COUNCILMEMBER _____

Approval to hire William Gardiner as the Assistant City Manager

MOTION:

I move that the Mayor and City Council approve the hiring of Mr. William Gardiner as the Assistant City Manager, effective January 13, 2014, and the terms and conditions of his employment as stated in the attached employment agreement. I further move that the Mayor and City Council waive the requirement that Mr. Gardiner reside in the City of College Park.

Comments:

The position of Assistant City Manager is being filled for the first time since 2004. The College Park Code requires that the Mayor and City Council approve the hiring of the Assistant City Manager and the terms and conditions of employment. The employment agreement was written by the City's attorney. Because Mr. Gardiner owns a home in Hyattsville and will reside there, the Council is requested to waive the residency requirement in the Code.

10

Boards and Commissions

**City of College Park
Board and Committee Appointments**

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

Advisory Planning Commission			
Appointee	Represents	Appointed by	Term Expires
Larry Bleau 7/9/02	District 1	Mayor	12/15
Rosemarie Green Colby 04/10/12	District 2	Mayor	04/15
Christopher Gill 09/24/13	District 1	Mayor	09/16
James E. McFadden 2/14/99	District 3	Mayor	04/16
Clay Gump 1/24/12	District 3	Mayor	01/15
VACANT (formerly Smolka)	District 4	Mayor	08/14
Mary Cook 8/10/10	District 4	Mayor	08/13

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.

Airport Authority			
Appointee	Resides in	Appointed by	Term Expires
James Garvin 11/9/04	District 3	M&C	07/14
Jack Robson 5/11/04	District 3	M&C	02/14
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	10/13
VACANT		M&C	
VACANT		M&C	

City Code Chapter 11 Article II: 7 members, must be residents and qualified voters of the City, appointed by Mayor and City Council, *term to be decided by appointing body*. Vacancies shall be filled by M&C for an unexpired portion of a term. Authority shall elect Chairperson from membership. Not a compensated committee. Liaison: City Clerk's Office.

Animal Welfare Committee			
Appointee	Resides in	Appointed by	Term Expires
Cindy Vernasco 9/11/07	District 2	M&C	09/13
Linda Lachman 9/11/07	District 3	M&C	09/13
Dave Turley 3/23/10	District 1	M&C	03/16
Christiane Williams 5/11/10	District 1	M&C	05/15
Patti Brothers 6/8/10	Non resident	M&C	06/13
Taimi Anderson 6/8/10	Non resident	M&C	06/13
Harriet McNamee 7/13/10	District 1	M&C	07/13

Suzie Bellamy 9/28/10	District 4	M&C	09/13
Harleigh Ealley 12/14/10	District 1	M&C	12/13
Christine Nagle 03/13/12	District 1	M&C	03/15
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	03/15
Terry Wertz 2/11/97	District 1	M&C	03/15
Maxine Gross 3/25/03	District 2	M&C	03/15
Janet Evander 07/16/13	District 3	M&C	03/15
VACANT (formerly Smolka)	District 4	M&C	03/15
<p>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. For purposes of compensation the year shall run from April 1 – March 31. 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.</p>			

Cable Television Commission			
Appointee	Resides in	Appointed by	Term Expires
Jane Hopkins 06/14/11	District 1	Mayor	06/14
Blaine Davis 5/24/94	District 1	Mayor	12/15
James Sauer 9/9/08	District 3	Mayor	09/14
Tricia Homer 3/12/13	District 1	Mayor	03/16
Clay Gump 3/12/02	District 3	Mayor	11/13
<p>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.</p>			

College Park City-University Partnership			
Appointee	Represents	Appointed by	Term Expires
Robert T. Catlin	Class A Director	UMD President	01/13
Rob Specter	Class A Director	UMD President	01/13
Linda Clement	Class A Director	UMD President	01/11
Brian Darmody	Class A Director	UMD President	01/12
Andrew Fellows	Class B Director	M&C	01/14
Maxine Gross	Class B Director	M&C	01/15
Senator James Rosapepe	Class B Director	M&C	01/13
Stephen Brayman	Class B Director	M&C	01/14
Dr. Richard Wagner	Class C Director	City and University	01/13
<p>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.</p>			

Citizens Corps Council			
Appointee	Represents	Appointed by	Term Expires
VACANT		M&C	
VACANT		M&C	
VACANT	Neighborhood Watch	M&C	
Dan Blasberg 3/27/12		M&C	03/15
David L. Milligan (Chair) 12/11/07		M&C	02/14
<p>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.</p>			

Committee For A Better Environment			
Appointee	Resides in	Appointed by	Term Expires
Janis Oppelt 8/8/06	District 1	M&C	09/15
Stephen Jascourt 3/27/07	District 1	M&C	08/16
Suchitra Balachandran 10/9/07	District 4	M&C	01/14
Donna Weene 9/8/09	District 1	M&C	12/15
Gemma Evans 1/25/11	District 1	M&C	01/14
Benjamin Mellman 1/10/12	District 1	M&C	01/15
Macrina Xavier 08/14/12	District 1	M&C	08/15
City Code Chapter 15 Article VIII: No more than 25 members, appointed by the Mayor and Council, three year terms, members shall elect the chair. Not a compensated committee. Liaison: Planning.			

Education Advisory Committee			
Appointee	Represents	Appointed by	Term Expires
Brian Bertges 06/18/13	District 1	M&C	06/15
Cory Sanders 09/24/13	District 1	M&C	09/15
Charlene Mahoney	District 2	M&C	12/14
VACANT	District 2	M&C	
VACANT	District 3	M&C	
Melissa Day 9/15/10	District 3	M&C	11/14
Carolyn Bernache 2/9/10	District 4	M&C	02/14
Doris Ellis 9/28/10	District 4	M&C	09/13
Peggy Wilson 6/8/10	UMCP	UMCP	02/14
Resolutions 97-R-17, 99-R-4 and 10-R-13: At least 9 members who shall be appointed by the Mayor and Council: at least two from each Council District and one nominated by the University of Maryland. Two year terms. The Committee shall appoint the Chair and Vice-Chair of the Committee from among the members of the Committee. Not a compensated committee. Liaison: Youth and Family Services.			

Ethics Commission			
Appointee	Represents	Appointed by	Term Expires
Edward Maginnis 09/13/11	District 1	Mayor	08/15
VACANT	District 2	Mayor	
Sean O'Donnell 4/13/10	District 3	Mayor	04/12
Gail Kushner 09/13/11	District 4	Mayor	09/13
Robert Thurston 9/13/05	At Large	Mayor	09/12
Alan C. Bradford 1/23/96	At-Large	Mayor	07/15
Frank Rose 05/08/12	At-Large	Mayor	05/14
City Code Chapter 38 Article II: Composed of seven members appointed by the Mayor and approved by the Council. Of the seven members, one shall be appointed from each of the City's four election districts and three from the City at large. 2 year terms. Commission members shall elect one member as Chair for a renewable one-year term. Commission members sign an Oath of Office. Not a compensated committee. Liaison: City Clerk's office.			

Farmers Market Committee			
Appointee	Represents	Appointed by	Term Expires
Margaret Kane 05/08/12	District 1	M&C	05/15
Robert Boone 07/10/12	District 1	M&C	07/15
Leo Shapiro 07/10/12	District 3	M&C	07/15
Julie Forker 07/10/12	District 3	M&C	07/15
Kimberly Schumann 09/11/12	District 1	M&C	09/15
VACANT			
VACANT		M&C	
VACANT	Student	M&C	

Established April 10, 2012 by 12-R-07. Up to 7 members. Quorum = 3. Three year terms. Not a compensated committee. Liaison: Planning Department. Agreement reached during July 3, 2012 Worksession to fill the seven positions as outlined above. Effective September 11, 2012 by 12-R-17: Membership increased to 8.

Housing Authority of the City of College Park			
Helen Long 11/12/02		Mayor	05/01/17
Betty Rodenhausen 04/09/13		Mayor	05/01/18
John Moore 9/10/96		Mayor	05/01/14
Thelma Lomax 7/10/90		Mayor	05/01/15
Carl Patterson 12/11/12	Attick Towers resident	Mayor	05/01/16

The College Park Housing Authority was established in City Code Chapter 11 Article I, but it operates independently under Article 44A Title I of the Annotated Code of Maryland. The Housing Authority administers low income housing at Attick Towers. The Mayor appoints five commissioners to the Authority; each serves a five year term; appointments expire May 1. Mayor administers oath of office. One member is a resident of Attick Towers. The Authority selects a chairman from among its commissioners. The Housing Authority is funded through HUD and rent collection, administers their own budget, and has their own employees. The City supplements some of their services.

Neighborhood Stabilization Committee			
Name:	Represents:	Appointed By:	Term Ends:
	City Councilmember 1	City Council	
	City Councilmember 2	City Council	
	UMD DPS (UMD Police)	University	
	UMD Administration	University	
Jackie Pearce Garrett	City Resident 1	City Council	10/15
	City Resident 2	City Council	
Aaron Springer	City Resident 3	City Council	10/15
	City Resident 4	City Council	
Catherine McGrath	UMD Student 1	Student Liaison	10/15
	UMD Student 2	SGA Representative	
	UMD Student 3	IFC or PanHell. Assn.	
	UMD Student 4	Nat'l Pan-Hell. Council, Inc.	
	Graduate Student	GSG Representative	

	PG County Police Dept.	PG County Police	
Bob Ryan	Director of Public Services	City Council	10/15
	Rental Property Owner	City Council	
	Rental Property Owner	City Council	

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) City Liaison: Clerk's Office. Two year terms. This is not a compensated committee.

Neighborhood Watch Steering Committee			
	Resident of:	Appointed By:	Term Expires:
Robert Boone 04/12/11	District 1	M&C	04/15
Aaron Springer 02/14/12	District 3	M&C	02/14
VACANT	District 4	M&C	

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

Noise Control Board			
Appointee	Represents	Appointed by	Term Expires
Mark Shroder 11/23/10	District 1	Council, for District 1	11/14
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	12/12
Larry Wenzel 3/9/99	Alternate	Council - At large	12/12

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

Recreation Board			
Appointee	Represents	Appointed by	Term Expires
Wade Price 12/14/05	District 1	M&C	02/15
Sarah Araghi 7/14/09	District 1	M&C	07/15
Alan C. Bradford 1/23/96	District 2*	M&C	02/14
VACANT	District 2	M&C	
Adele Ellis 9/13/88	District 3	M&C	02/14
VACANT	District 3	M&C	
Barbara Pianowski 3/23/10	District 4	M&C	03/13
Judith Oarr 05/14/13	District 4	M&C	05/16
Bettina McCloud 1/11/11	Mayoral	Mayor	01/14
Solennie Privett	Mayoral	Mayor	04/16

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

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

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

Rent Stabilization Board			
Appointee	Represents	Appointed by	Term Expires
VACANT	Tenant	M&C	
VACANT	Tenant	M&C	
Richard Biffl 6/6/06	Landlord	M&C	09/13
Bradley Farrar 6/14/11	Landlord	M&C	06/14
Chris Kujawa 10/11/11	Resident	M&C	10/14

City Code Chapter 15 Article IX: Board shall have between 5 - 7 members appointed by M&C with priority given to the appointment of residents and to owners of real property located in the City. Three year terms. Vacancies shall be filled for unexpired portions of a term. At least two members should be tenants and two members should be landlords. Chairperson chosen by the Board from among the members. This is a compensated committee. Liaison: Public Services.

→06/18/2013: Ordinance was extended until September 1, 2014, and the administration and enforcement of the law was suspended until September 1, 2014. The RSB is on hiatus. There is no need to maintain a quorum at this time.

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

Tree and Landscape Board			
Member	Represents	Appointed by	Term Expires
Dennis Herschbach 3/26/02	Citizen	M&C	07/13
John Krouse	Citizen	M&C	11/14
VACANT	Citizen	M&C	
Mark Wimer 7/12/05	Citizen	M&C	02/14
Amelia Murdoch 9/9/97	Citizen	M&C	11/11
	CBE Chair Liaison		
John Lea-Cox 1/13/98	City Forester	M&C	12/14
	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, the City Forester, the Planning Director and the Public Works Director. Two year terms. Members choose their own officers. Not a compensated committee. Liaison: City Clerk's office.			

Veterans Memorial Improvement Committee			
Appointee	Represents	Appointed by	Term Expires
Deloris Cass 11/7/01		M&C	12/15
Joseph Ruth 11/7/01	VFW	M&C	12/15
Leonard Smith 11/25/08		M&C	03/15
Blaine Davis 10/28/03	American Legion	M&C	12/15
Rita Zito 11/7/01		M&C	02/15
Doris Davis 10/28/03		M&C	12/15
Mary Cook 3/23/10		M&C	03/13
Arthur Eaton		M&C	11/16
VACANT			
Resolution 01-G-57: Board comprised of 9 to 13 members including at least one member from American Legion College Park Post 217 and one member from Veterans of Foreign Wars Phillips-Kleiner Post 5627. Appointed by Mayor and Council. Three year terms. Chair shall be elected each year by the members of the Committee. Not a compensated committee. Liaison: Public Works.			