



---

# City Manager's Office

---

## MEMORANDUM

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

**From:** Scott Somers, City Manager

**Date:** March 15, 2016

**Subject:** City Of College Park Weekly Bulletin

**Attachments:** 3rd Thirsty Thursday, Egg Hunt, Brunch with the Bunny, Good Neighbor Day, District 1 Coffee Club and Bike to Work Day.

---

### CITY MANAGER'S UPDATE: WEEK OF MARCH 7, 2016

1. Janeen Miller, City Clerk, Bill Gardiner, Assistant City Manager and I met for our weekly office meeting to review future draft Council agendas.
2. Janeen Miller, City Clerk and I finalized the upcoming Council Worksession agenda.
3. Reviewed the requested budgets for the Public Works, Youth, Family and Senior Services, and Public Services Departments.
4. Jill Clements, HR Director, Bill Gardiner, Assistant City Manager, and I held interviews for the Communications Coordinator position. We hope to make an offer to the top candidate by next week.
5. Jill Clements, HR Director and I began interviewing finalists for the Finance Director position. We will finalize interviews within the next few weeks. We hope to make an offer to the top candidate within the next month.
6. Attended the Aging-In-Place Task Force meeting. The Task Force is finalizing their report to Council on senior services and unmet needs.
7. Attended the City Council Regular meeting.
8. Worked with Code Enforcement staff on several Code violations in the Old Town area.
9. Worked with staff, and Mayor and Council on several resident concerns.

10. Jill Clements, HR Director and I prepared for labor negotiations. The AFSCME bargaining unit contract expires June 30, 2016.
11. Submitting an annual report to International City County Managers Association (ICMA) as a requirement to maintain credentialing and an ICMA Credentialed Manager. The submission was reviewed and accepted by the ICMA Credentialing Advisory Board.
12. The City has been awarded a Certificate of Achievement for Excellence in Financial Reporting by the government Finance Officers Association of the United States and Canada (GFOA) for our FY 2015 Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. This is the 37<sup>th</sup> year that the City has received this prestigious award.

---

## NOTEWORTHY DEPARTMENT ITEMS

---

### **Human Recourses**

- Recruiting for several positions:
  - Laborer
  - Office Specialist III
  - Assistant Director DPW, Facilities and Operations
  - Communications Coordinator
  - Director of Finance
- Maryland State Retirement Agency conducted their first audit of our pension-related data.
- Preparing for second meeting with AFSCME negotiating team.

---

### **Engineering**

- SHA has begun construction of the new split phase traffic signal at the intersection of Baltimore Avenue and Knox Road. Each leg of Knox Road will have its own through phase.
  - The replacement RRFB will be installed along northbound Rhode Island Avenue at Muskogee Street on or before April 29<sup>th</sup>.
-

---

## Planning Department

- The Community Development Coordinator Participated in a meeting about the Committee for a Better Environment-sponsored logo contest to promote a litter-free College Park. The contest will be starting in April. Outreach support will be provided by the Prince Georges Department of the Environment and the Alice Ferguson Foundation's Trash Free Potomac Watershed Program.
- The Director and Community Development Coordinator held a kick-off conference call with bikeshare vendor Zagster and University of Maryland staff about our bikeshare launch planned for May 4th. Also participated in a follow-up meeting to discuss bikeshare branding with UM. The University will be holding a pre-launch event on April 3rd with an example bikeshare bike. Zagster staff will be arriving on March 22nd to conduct a site visit and the membership website will be launching soon.
- Received membership requests for the second season of the Old Town Community Garden. Applications have been received for a total of 22 plots so far this year. New spaces will be created as necessary to meet demand throughout the spring and summer. The garden will officially reopen in early April.
- The Community Development Coordinator attended the North College Park Civic Association meeting to present two upcoming stormwater quality-improvement projects: one on Narragansett Parkway near Muskogee Street and one on Rhode Island Avenue between Greenbelt Road and Tecumseh Street. Funding for these projects is provided by grants from the Chesapeake Bay Trust and Prince Georges County. There was interest among the attendees about bringing community gardening to the northern part of the City.
- The Director and Senior Planner attended the Planning Board hearing on March 10 on Greenbelt Station. It was not concluded however it appears that we are unlikely to get the condition for the bridge location as the City of Greenbelt opposes it.

---

## Public Services

### Code Enforcement

- Code staff opened 21 cases for various code violations. Two municipal infractions were issued.
- Four members of staff attended Verbal Judo Defense and Influence Training offered by IPMA-HR, held at the City of Hyattsville presented by a member of their Community Action Team.
- Clerical staff generated one residential inspection notice.
- 134 residential Occupancy Permits were processed and returned to property owners.
- 94 residential validation notices were mailed with permits.
- 16 past due notices were sent; 2 no-show letters were issued.
- 3 notices of inspection for commercial establishments were processed.
- 1 new commercial establishment was billed.
- 13 commercial Occupancy Permits were released.
- 13 building permits were released.
- 12 intake of building permits were processed.

- Staff received 11 calls on the hotline, all relating to noise. Ten of the calls were Thursday night into Friday morning (while on-call) and were handled by City contract police.
- 14 single family inspections were conducted; 5 re-inspections were completed.
- 14 condo units inspected.
- One hotel/motel with 80 units was inspected.
- 13 apartment units inspected.
- 3 commercial establishments were inspected.

Animal Control

The Animal Control Officer performed the following services:

- Investigated 2 complaints of a stray dog
- Attended customer service training
- Facilitated the adoption of a dog
- Removed one carcass from private property with the assistance of Public Works
- Educated resident about wildlife exclusion
- Impounded stray dog and later redeemed to owner
- Filed a lost cat report
- Added two cats to adoption program in the Beltsville Petco

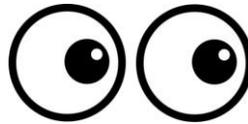
Police

A summary of City Contract Police activity highlights:

<u>1-Jul-15 to week of 19-Feb-16</u>	<u>FY16YTD Totals</u>
MD State Citations	1314
Warnings	1530
Equipment Repair Orders (Vehicles)	332
Distracted Driving Citations	66
Parking Citations	16
Field Observation Report	115
Youth Field Report	2
Citations in Lieu of Arrest	38
Civil Citation	9
Criminal Arrests	22

DWS Arrest	0
DWI Arrest	2
Warrant Arrest	9
Premise Checks (Vacation Checks)	131
Referral-Student Code of Conduct	35
Down Town Area Crosswalk Warnings	412
Down Town Area Crosswalk Citations	28

Public Safety Reminder



**WHEN YOU SEE SOMETHING - SAY SOMETHING**

**Public Works**

- Brenda Alexander, Deputy Director, and Bob Stumpff, Director, presented to Scott Somers information on DPW’s proposed FY2017 budget.
- Bob Stumpff attended a Good Neighbor Day Planning Committee meeting on Friday, March 11.

**MEETINGS AT A GLANCE:**

**Tuesday, March 15, 2016**

7:30 pm Mayor & Council Worksession at City Hall

**Wednesday, March 16, 2016**

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

7:00 pm Tree and Landscape Board Meeting at City Hall

**Thursday, March 17, 2016**

- 5:00 -7:00 pm 3rd Thirsty Thursdays Ledo (advertisement is attached)
- 7:30 pm Berwyn District Civic Association Meeting at the Fishnet Restaurant on Berwyn Rd.
- 7:30 pm PGCMA Meeting – Training by MML, Town of Colmar Manor

**Saturday, March 19, 2016**

- 10:00 am - 12:00 pm Egg Hunt at Youth and Family Services (flyer attached)
- 11:00 am - 1:00 pm Brunch with the Bunny at College Park Community Center

Join the City/University Community at The Original Ledo Restaurant to celebrate St. Patrick's Day, Living, Shopping, and Working in College Park on Thursday, March 17th (5PM)! The College Park Community Foundation will be there to promote their organization in the College Park Mother's Day 5K. Join us for a chance to win a free registration to the 5K! This event is appropriate for children of all ages (1 to 101).

The Neighborhood Quality of Life Committee  
presents:

# 3rd Thirsty Thursdays

Bringing the City/University Community together

March 17th, 5PM-7PM

The Original Ledo Restaurant

4509 Knox Rd, College Park, MD 20740

Join the College Park Community Foundation -  
Win a race entry to the College Park 5K



With support from: The College Park City-University Partnership



The Maryland-National Capital Park and Planning Commission  
Department of Parks and Recreation, Prince George's County – Northern Area



live more, play more  
pgparks.com



College Park Youth & Family Services Presents

# SPRING EGG HUNT

Saturday  
March 19th  
10AM - 12PM



LOCATED AT:  
4912 Nantucket Rd.  
College Park, MD 20740

**FREE ADMISSION AND ACTIVITIES!**  
**EGG HUNT! ROLLER SKATING! GAMES & PRIZES!**  
**FACE PAINTING! ARTS & CRAFTS!**  
**MEET THE BELTSVILLE FIRE CREW!**

The Department of Parks and Recreation encourages and supports the participation of individuals with disabilities. Register a minimum of two weeks in advance of the program start date to request and receive a disability accommodation.



Prince George's County Public Schools is not sponsoring, endorsing, or recommending the activities announced in this material/flyer.

HOP IN FOR  
BRUNCH WITH THE BUNNY!

**SATURDAY, MARCH 19, 2016**

**11:00 A.M. – 1:00 P.M.**  
**COLLEGE PARK COMMUNITY CENTER**  
**5051 PIERCE AVENUE**

**FREE ADMISSION**  
**~ ENTERTAINMENT ~ ARTS & CRAFTS**

**FOR MORE INFORMATION**  
**CALL: 240-487-3570**

**SPONSORED BY THE COLLEGE PARK RECREATION BOARD AND THE**  
**MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION**





# GOODNEIGHBORDAY

MARYLAND IN SERVICE TO THE COMMUNITY

**SATURDAY, APRIL 2, 2016**

**9 A.M.–1:30 P.M.**

**COLLEGE PARK COMMUNITY CENTER**  
5051 PIERCE AVE., COLLEGE PARK, MD 20740

## COME JOIN US FOR

**FOOD DRIVE TO SUPPORT**  
COLLEGE PARK FOOD BANK

**HOLLYWOOD ELEMENTARY**  
**SCHOOL BEAUTIFICATION**

## INVASIVE SPECIES AND LITTER CLEANUP

Cherry Hill Road Trail • UMD Campus Creek Trail • Calvert Hill Frog Pond  
Guilford Drive • Trolley Trail Edible Garden

RAIN GARDEN DESIGN, RAIN BARREL DECORATION AND MORE

For more information and to register, visit [GOODNEIGHBORDAY.UMD.EDU](http://GOODNEIGHBORDAY.UMD.EDU)



# PRINCE GEORGE'S COUNTY POLICE DEPARTMENT



## DISTRICT I, COFFEE CLUB

Location: Jason's Deli, 7356 Baltimore Avenue, College Park, MD

The Prince George's County Police Department, District I Coffee Club will meet every Wednesday at 9:00 a.m. Our goal is to meet with residents of the community to discuss public safety matters, crime statistics and other citizen concerns. This forum is an excellent opportunity for the community and police to engage in comprehensive discussion of all topics related to public safety. Come share ideas on building a stronger police and citizen relationship. The setting will always be casual with an open format. Together let us explore how we can make our area a more livable community.

All of the topics to be discussed are interrelated as we strive to work together to keep District I a place that we are all proud to work and call "Home". The Coffee Club is a public forum for ALL citizens, business owners, organizations, and public officials who share our goal. Everyone is provided an opportunity to share his or her views on any topic of discussion.

It is understood that the Coffee Club does not endorse any political or religious organization.

-The District I Coffee Club meets every Wednesday at 9:00 a.m.

-During the summer months of June, July and August, it meets bi-weekly on the second and fourth Wednesday of each month

-During the winter months, it will follow the Prince George's County School System. If the schools are delayed or canceled, it will not meet.



# BIKE TO WORK DAY 2016

FRIDAY MAY 20

COMMUTER CONNECTIONS



Takoma Bicycle



Bike Arlington



THE JBG COMPANIES



KIMPTON hotels & restaurants



BicyclePASS PARKING AND SHARING SOLUTIONS

Pre-register by May 13 for Free T-shirt\* and Bike Raffles!



FREE FOOD, BEVERAGES and GIVEAWAYS at all locations

Visit [biketoworkmetrodc.org](http://biketoworkmetrodc.org) for pit stop locations & times.  
 \*T-shirts available at pit stops to first 15,000 who register.  
 Over 80 pit stops throughout D.C., Maryland, and Virginia.

f e #BTWD2016



Bike to Work Day is also funded by D.C., MD, VA and U.S. Departments of Transportation.

Register free at [BIKETOWORKMETRODC.ORG](http://BIKETOWORKMETRODC.ORG) or call 800.745.7433

Printed on recycled paper