



TUESDAY, APRIL 28, 2015
CITY OF COLLEGE PARK
COUNCIL CHAMBERS

7:30 P.M.
MAYOR AND COUNCIL MEETING
AGENDA

(There will be a Worksession following the Regular Meeting)

MEDITATION

PLEDGE OF ALLEGIANCE: Councilmember Wojahn

ROLL CALL

MINUTES: April 7, 2015 Special Session; April 14, 2015 Regular Meeting; April 14, 2015 Public Hearing on Ordinance 15-O-02.

ANNOUNCEMENTS

ACKNOWLEDGMENT OF DIGNITARIES

ACKNOWLEDGMENT OF NEWLY APPOINTED BOARD AND COMMITTEE MEMBERS

AWARDS

PROCLAMATIONS – 1) Arbor Day 2015
2) Children's Mental Health Awareness Month

AMENDMENTS TO THE AGENDA

CITY MANAGER'S REPORT: Joe Nagro

STUDENT LIAISON'S REPORT: Cole Holocker

COMMENTS FROM THE AUDIENCE ON NON-AGENDA ITEMS

PRESENTATIONS:

Recognition of Graduate Interns for their year of service to the City:
Felipe Urquilla of Trinity University; Binley Taylor and Allie Perez of Catholic University and Eunice Humphrey of Argosy University.

**Presentation of Certificates to Lakeland S.T.A.R.S. and
University of Maryland College Park Scholars**

(There will be a brief recess)

CONSENT AGENDA

- 15-G-48 Approval of free Saturday Parking in the Downtown Parking Garage from May 30 through August 15, 2015 Motion By:
To: Approve
Second:
- 15-G-49 Approval to purchase two (2) 2016 Ford F-250 3/4 ton Pickup Trucks from Hertrich Fleet Services, Inc. at \$25,871 each (total \$51,740) for replacement vehicles. Aye: _____ Nay: _____
Other: _____
- 15-G-50 Approval of an MOU with University of Maryland Department of Public Safety for monitoring 21 CCTV Cameras from July 1, 2014 to June 30, 2018.

ACTION ITEMS

- 15-O-03 Introduction of Ordinance 15-O-03, the Fiscal Year 2016 Operating and Capital Budget for the City of College Park. Motion By: Mitchell
To: Introduce
Second:
The Public Hearing will be held at 7:00 p.m. on Tuesday, May 12, 2015 in the Council Chambers.
- 15-G-51 Approval of a letter to the State Highway Administration with comments on the intersection of US Route 1 at Hartwick Road Motion By: Stulich
To: Approve
Second:
Aye: _____ Nay: _____
Other: _____
- 15-R-03 A Resolution Of The City Of College Park, Maryland, To Establish A Community Garden In The Old Town Neighborhood Motion By: Day
To: Approve
Second:
Aye: _____ Nay: _____
Other: _____
- 15-G-52 Approval of a Letter to Washington Gas regarding responses to leak complaints and communication Motion By: Kabir
To: Approve
Second:
Aye: _____ Nay: _____
Other: _____
- 15-G-53 Appointments to Boards and Committees Motion By:
To: Approve
Second:
Aye: _____ Nay: _____
Other: _____

COUNCIL COMMENTS

COMMENTS FROM THE AUDIENCE

ADJOURN

WORKSESSION

1. Discussion with Education Advisory Committee on their Charge and Mission

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

MINUTES

MINUTES
Special Session of the College Park City Council
Tuesday, April 7, 2015
Council Chambers
11:25 p.m.

PRESENT: Mayor Fellows; Councilmembers Kabir, Wojahn, Brennan, Dennis, Stullich, Hew and Mitchell.

ABSENT: Councilmember Day.

ALSO PRESENT: Joe Nagro, City Manager; Yvette Allen, Assistant City Clerk; Bill Gardiner, Assistant City Manager; Suellen Ferguson, City Attorney; Terry Schum, Director of Planning; Cole Holocker, Student Liaison.

During a regularly scheduled Worksession of the College Park City Council, a motion was made by Councilmember Wojahn and seconded by Councilmember Stullich to enter into a Special Session. The possibility of the Special Session was listed on the Worksession agenda.

ACTION ITEMS

Ms. Schum said the Department of Housing and Community Development (DHCD) has not recommended funding for College Park's request for CDBG funding for Program Year 41 even after the City had successfully completed all previous CDBG projects to date and is currently waiting for DHCD's approval to begin one remaining project from PY38.

15-G-26 A motion was made by Councilmember Mitchell and seconded by Councilmember Wojahn to authorize sending a letter to the Prince George's County Council requesting that they add Norwich Road to the annual action plan for PY41 Community Development Block Grant Funding.

There were no comments from the audience or from Council.

The motion passed 7 - 0 - 0.

RECESS: At 11:29 p.m., motion was made by Councilmember Brennan seconded by Councilmember Wojahn to recess the Special Session.

ADJOURN: A motion was made by Councilmember Dennis and seconded by Councilmember Wojahn to adjourn the Special Session. With a vote of 7 – 0 – 0, Mayor Fellows adjourned the Special Session at 11:35 p.m.

Yvette Allen, CMC
Assistant City Clerk

Date
Approved

MINUTES
Regular Meeting of the College Park City Council
Tuesday, April 14, 2015
Council Chambers
7:30 p.m. – 8:20 p.m.

PRESENT: Mayor Fellows; Councilmembers Kabir, Wojahn, Brennan, Dennis, Stullich, Day, Hew and Mitchell.

ABSENT: None.

ALSO PRESENT: Joe Nagro, City Manager; Janeen Miller, City Clerk; Bill Gardiner, Assistant City Manager; Suellen Ferguson, City Attorney; Terry Schum, Director of Planning; Steve Groh, Director of Finance; Leo Thomas, Deputy Director of Finance; Cole Holocker, Student Liaison.

Mayor Fellows opened the Regular Meeting at 7:30 p.m. Councilmember Kabir led the Pledge of Allegiance.

Minutes: A motion was made by Councilmember Mitchell and seconded by Councilmember Day to approve the minutes of the March 24, 2015 Regular Meeting and the Confidential Minutes of the February 17, 2015 Closed Session. The motion passed 8 – 0 – 0.

Announcements:

Councilmember Kabir announced the Budget Town Hall that certain Councilmembers are hosting on Wednesday, April 22 at 7:00 p.m. at the College Park Community Library. He also announced the upcoming opening of the Hollywood Farmers Market.

Councilmember Wojahn announced Bike To Work Day which is Friday, May 15. The College Park Pit Stop will be open from 6:30 – 8:30 a.m.

Councilmember Brennan discussed the Downtown Farmers Market which opened last Sunday. He encouraged participation in the Mayors Water Challenge.

Councilmember Hew informed Council about the passing of Pastor To of the Chinese Bible Church.

Councilmember Mitchell announced that the Aging-In-Place Survey has been posted to the City's website.

Amendments to the Agenda: Councilmember Brennan requested to add "Authorization to sign-on to a letter to congress supporting funding for the Transportation Alternatives Program." This will be added to the Consent Agenda as item 15-G-46.

City Manager's Report: Mr. Nagro announced there will not be a second budget Worksession on Saturday April 18. He called Council's attention to a request to sponsor a segment of the Special Olympics Torch Relay when it comes up Route 1 on May 26. Council agreed to sponsor. Mr. Nagro estimated the cost at \$1,500.

Student Liaison's Report: Mr. Holocker attended a White House event with Big Ten Student Government Associations to discuss the importance of sexual assault awareness on campuses, college affordability, and simplifying the FAFSA. He attended the Complete Streets Workshop. He commented on the power outage last week – a lot of students went outside and enjoyed the nice weather. The “protection for unpaid interns” bill supported by the SGA and City Council was signed into law.

Acknowledgement of Newly-Appointed Board Member: Mayor Fellows acknowledged Mary Katherine Theis, who has been appointed to the Board of Election Supervisors.

Comments from the Audience on Non-Agenda items:

Brandon Barkoff, 7509 Girard Avenue: The Lambda Chi Alpha Fraternity sponsored a suicide prevention walk last week which was the number one event in the country on both the number of walkers and funds raised.

Presentations: Mr. Stacey Friedly, General Manager, Landmark Student Housing Development and Mr. Robert Presbrey, Campus Acquisition Ventures, discussed the new “Landmark College Park” student housing development at the former Maryland Book Exchange location.

CONSENT AGENDA

A motion was made by Councilmember Kabir and seconded by Councilmember Stullich to adopt the Consent Agenda, which consisted of the following:

- 15-G-41** Field Use Request by Sigma Chi Fraternity for a community Service Softball Game at Duvall Field, Field B, on Friday, April 17, 2015 or April 24, 2015 from noon to 5:00 p.m.
- 15-G-42** Field Use Request by the College Park Boys and Girls Club at Duvall Field on Sunday, April 19, 2015 as a rain date for Girls Lacrosse games should the games scheduled for Saturday, April 18th be cancelled due to weather.
- 15-G-43** Field Use Request by Berwyn Baptist Church for a Soccer Camp at Duvall Field on Monday, July 20 through Friday, July 24, 2015 from 5:30 p.m. to 7:30 p.m.
- 15-G-44** Field Use Request by Berwyn Baptist Church for Game Time for Children at Duvall Field on Sundays, September 27, October 4 and October 11, 2015 from 4:45 p.m. to 6:00 p.m.
- 15-G-46** Authorization for the City to sign-on to the letter to Congress sponsored by the Rails to Trails Conservancy in support of robust funding of the Transportation Alternatives Program

The motion passed 8 – 0 – 0.

ACTION ITEMS:

- 15-O-02** Adoption of Ordinance 15-O-02, An Ordinance of the Mayor and Council of the City of College Park, MD to Amend the Fiscal Year 2015 Operating and Capital Budget of the City of College Park, MD

A motion was made by Councilmember Mitchell and seconded by Councilmember Hew to adopt Ordinance 15-O-02, An Ordinance of the Mayor and Council of the City of College Park, MD to Amend the Fiscal Year 2015 Operating and Capital Budget of the City of College Park, MD.

Mayor Fellows said that since there was a public hearing on this Ordinance earlier this evening, no further public comment would be heard at this time. There were no comments from the Council.

The motion passed 8 – 0 – 0.

15-G-45 Appointments to Boards and Committees

A motion was made by Councilmember Stulich and seconded by Councilmember Brennan to reappoint Dr. John Lea-Cox as the City Forester, Rose Green-Colby to the Advisory Planning Commission, and to appoint Helen Barnes to the Aging-In-Place Task Force. The motion passed 8 – 0 – 0.

COUNCIL COMMENTS:

Councilmember Day said that the College Park Junior Tennis Champion Center has a player who has turned pro, giving us something to brag about.

Councilmember Brennan reminded everyone about the Mothers Day 5K.

Councilmember Wojahn said the Transportation Planning Board is hosting a Community Leadership Institute for residents in June.

Councilmember Brennan announced the UMD Faculty/Staff Happy Hour on Thursday to talk to them about moving into the City.

COMMENTS FROM THE AUDIENCE:

Jack Robson, 4710 Harvard Road: He discussed the next phase of tree cutting around the College Park Airport. The Airport Authority has nothing to do with the trees, except to the extent that they are a safety hazard. The arborist will meet with the Tree and Landscape Board.

ADJOURN: A motion was made by Councilmember Dennis and seconded by Councilmember Brennan to adjourn the regular meeting. Mayor Fellows said the Council will reconvene in a Worksession after a break. With a vote of 8 – 0 – 0, Mayor Fellows adjourned the meeting at 8:20 p.m.

Janeen S. Miller, CMC
City Clerk

Date
Approved

MINUTES
Public Hearing of the College Park City Council
Tuesday, April 14, 2015
7:15 – 7:21 p.m.

Ordinance 15-O-02

**An Ordinance of the Mayor and Council of the City of College Park to Amend the
Fiscal Year 2015 Operating and Capital Budget of the City of College Park, Maryland**

PRESENT: Mayor Fellows; Councilmembers Kabir (arrived at 7:18 p.m.), Wojahn, Brennan, Dennis, Stulich, Day and Mitchell.

ABSENT: Councilmember Hew.

ALSO PRESENT: Joe Nagro, City Manager; Janeen Miller, City Clerk; Bill Gardiner, Assistant City Manager; Suellen Ferguson, City Attorney; Steve Groh, Director of Finance; Leo Thomas, Deputy Director of Finance; Cole Holocker, Student Liaison.

Mayor Fellows opened the Public Hearing on 15-O-02 and invited Mr. Groh to provide an overview.

Mr. Groh explained that this ordinance is needed to amend the current year FY 2015 budget. It is needed because the Mayor and Council executed a Memorandum of Understanding with State Highway Administration in May of 2014 (Item 14-G-52) to authorize up to \$300,000 to fund design and engineering of an underground utilities option on US Route 1 which was not funded at the time. This budget amendment provides \$300,000 of funding in a C.I.P. with funds coming from Fiscal Year 2014 surplus funds. That surplus was approximately \$1,100,000.

Comments From The Audience:

David Dorsch, 4607 Calvert Road: Is it really that obnoxious to see those power poles? It will cost \$14 or \$15 million to underground those poles, just based on the looks? There is not a service problem. What about the poles on the rest of Route 1? This money could be spent on so many other things: you could refund it to the taxpayers.

There being no further public comment, Mayor Fellows closed the public hearing at 7:21 p.m.

Janeen S. Miller, CMC
City Clerk

Date Approved

Arbor Day Proclamation

ARBOR DAY 2015
FRIDAY, MAY 1, 2015

WHEREAS, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and this holiday called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world. Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products. Trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, College Park has been recognized as a Tree City USA by the National Arbor Day Foundation for the past 24 years and desires to continue its tree-planting ways, and the City of College Park wishes to recognize Dr. Amelia Murdoch on this Arbor Day; and

WHEREAS, Dr. Murdoch, a prominent resident of the Old Town neighborhood, recently passed away after many years of efforts to improve the environment and quality of life in our City; and

WHEREAS, Dr. Murdoch was appointed to the Committee for a Better Environment in 1993, which planned beautification projects and stream clean-up events; and

WHEREAS, Dr. Murdoch was instrumental in forming the Veteran's Memorial Improvement Committee in 1991 to develop a prominent and fitting Memorial honoring the service of veterans. Dr. Murdoch worked tirelessly to acquire funding for the construction of the Memorial. Thanks to her determination to this project, groundbreaking took place in November 1992 and was quickly followed by a dedication in May 1993; and

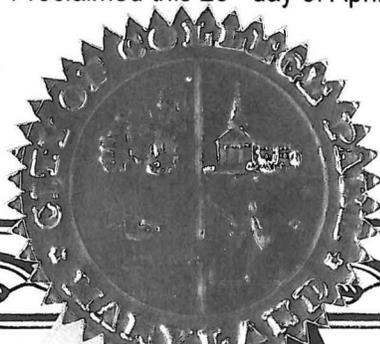
WHEREAS, Dr. Murdoch was appointed to the Tree and Landscape Board in 1997 and was a long serving member and was an advocate of planting large trees in the right place, and understood the benefits and importance of trees in the urban landscape.

NOW THEREFORE, I, Andrew M. Fellows, as Mayor of the City of College Park, Maryland, do hereby proclaim Friday, May 1, 2015, as ARBOR DAY in the City of College Park. I urge all citizens to support efforts to care for our trees and woodlands and to plant trees to gladden the hearts and promote the well being of present and future generations.

FURTHER, I ask everyone to take a moment to remember our good friend Dr. Amelia Murdoch, who would be very pleased to be a part of this 25th Arbor Day celebration.

Proclaimed this 28th day of April 2015.

Andrew M. Fellows, Mayor
City of College Park



**Children's
Mental Health
Awareness
Month
Proclamation**

Proclamation
Children's Mental Health Awareness Week
May 3 - 9, 2015

WHEREAS, Children's Mental Health Awareness Week is celebrated annually during the first full week of May to raise awareness and understanding of children's mental health; and

WHEREAS, Mental health encompasses mental wellness, such as resiliency and social skills, and mental health problems, such as symptoms interfering with performance as well as mental illness or diagnosable disorders; and

WHEREAS, Children's mental health is directly linked to their learning and development and meeting children's mental health needs is a wise, cost effective investment; and

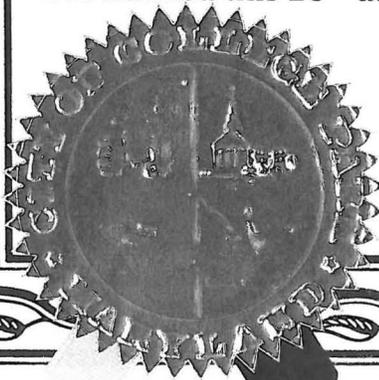
WHEREAS, Mental health services for children and youth are integral to social and emotional development, and prevention and early intervention are a critical part of a continuum of mental health services; and

WHEREAS, the City of College Park has a longstanding commitment to culturally-competent, community-based mental health services for children, youth, and families through the City's counseling and community outreach services offered by the City's Youth and Family Services program.

NOW, THEREFORE, BE IT PROCLAIMED, that the City of College Park joins Maryland's Children's Mental Health Matters Campaign in declaring the week of May 3 - 9, 2015 as Children's Mental Health Awareness week in College Park to increase awareness and understanding of the importance of children's mental health, and call upon all College Park residents to honor this observance.

Proclaimed this 28th day of April 2015.

Andrew M. Fellows
City of College Park



15-G-48

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joseph Nagro, City Manager

FROM: Robert W. Ryan, Public Services Director 

DATE: April 17, 2015

SUBJECT: Free Parking in the City Garage on Summer Saturdays

ISSUE

In the summer of 2012, Mayor and Council authorized free City garage parking on summer Saturdays to help attract customers to the downtown businesses. Staff is ready to implement a similar program this summer.

SUMMARY

The Council authorized a summer 2012 pilot project to assess the feasibility of allowing free parking in the City garage on summer Saturdays to attract customers downtown on summer weekends. This program was generally considered a success and was offered again during the summers of 2013 and 2014 beginning with the weekend after May graduations through late August prior to move in for the fall semester

Lost revenue for a typical summer is expected to be approximately \$275.00 each Saturday; parking is always free on Sundays. City staff is ready to implement a similar program for the summer of 2015, upon Council approval. With lessons learned from the past three summers, staff anticipates an even more successful, smoothly run program.

RECOMMENDATION

It is recommended that the Council approve the implementation of free Saturday parking during this summer from Saturday, May 30 through Saturday, August 15, 2015.

15-G-49



MEMORANDUM

TO: Mayor and Council

THRU: Joseph L. Nagro, City Manager *JLN*

FROM: Robert T. Stumpff, Director of Public Works

DATE: April 15, 2015

SUBJECT: Approval to Purchase Two (2) 2016 Ford F-250 Pickup Trucks for Replacement Vehicles

In May 2014, the Mayor and Council approved the FY 2015 operating and capital budgets. In the CIP Vehicle Replacement Schedule for FY 2015 two (2) pickup trucks were approved for replacement. The two (2) vehicles to be replaced are:

Unit # 043 2001 Ford 350 Pickup with 64,800 miles
Unit # 044 2001 Ford 350 Pickup with 71,411 miles

On the State of Maryland Contract BPO # 001B5400299 with Hertrich Fleet Services, Inc. is a 2016 Ford F250 ¾ Ton Pickup Truck specified with the same options as the past two years for \$25,871 each. Two (2) for \$51,742.00. The options include: four wheel drive, skid plates, heavy duty suspension/snow plow prep package, 200 amp alternator, and spray in bed liner.

15-G-50

MEMORANDUM

TO: Mayor and City Council
THROUGH: Joseph Nagro, City Manager
FROM: Robert W. Ryan, Public Services Director 
DATE: April 17, 2015
SUBJECT: MOU for UMDPS Monitoring of Security Cameras

ISSUE

The City's original system of fifteen (15) CCTV security cameras in Old Town, three (3) additional cameras in Old Town (one @ Hartwick Road & Princeton Avenue) and Calvert Hills (two @ Guilford Road), and three (3) new cameras on Baltimore Avenue between Lakeland and Berwyn House Roads are being actively monitored by University of Maryland, College Park, Department of Public Safety (UMDPS). UMD provided this service gratis to the City for three years. The original "no cost" period for this monitoring expired at the end of FY14. UMD provided a proposal to continue this monitoring at an annual cost per camera. A Memorandum of Understanding (MOU) (attached) has been vetted by City and UMD attorneys. The MOU has been approved by UMD and now requires City approval.

SUMMARY

The attached MOU has been developed by the City Manager, City Attorney, UMD Legal Office and UMDPS. The original period of free monitoring provided by UMD expired on 31 June 2014. UMDPS continues to monitor these cameras pending approval of the attached MOU. The MOU sets the cost of monitoring City cameras from 1 July 2014 through 30 June 2018. This cost is summarized in the MOU. The FY15 cost for monitoring a total of 21 cameras will be approximately \$107,275.00 as six (6) new cameras are prorated for periods less than a year since installation. Budgeted FY16 cost will be \$132,300.00.

RECOMMENDATION

It is recommended that the Council review the MOU, discuss it at the work session on 21 April 2015, and authorize the City Manager to sign the MOU.



UNIVERSITY OF MARYLAND

DIVISION OF ADMINISTRATION & FINANCE

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UMDPS/CITY OF COLLEGE PARK *Memorandum of Understanding*

CCTV CAMERA MONITORING

I. OVERVIEW AND TERM

This *Memorandum of Understanding (MOU)* is an agreement between the University of Maryland, College Park, Department of Public Safety (UMDPS,) and the City of College Park (CCP) relating to the provision of monitoring services for CCP closed circuit television ("CCTV") cameras in the UMDPS Security Operations Center (SOC). This *MOU* is in effect from 1 July 2014 through 30 June 2018.

II. STAFFING AND SUPERVISION

All individuals working in the SOC are employed by UMDPS and function under the direction of a full-time UMDPS professional staff member. The SOC will provide staffing necessary to monitor the CCTV cameras referenced in Exhibit A, which is attached and incorporated in this *MOU*. A full-time professional UMDPS employee will be on call at all times when an on duty supervisor is not scheduled or otherwise available in the SOC. Although UMDPS employees are assigned to work in the interest of CCP pursuant to this *MOU*, they are hired, trained, and directly supervised by UMDPS employees. CCP is encouraged to provide feedback related to SOC employee performance, either positive or negative, if noteworthy performance is observed.

III. UNIFORMS AND EQUIPMENT

Employees of the SOC wear a set uniform for daily operations that is dictated by SOC policy. The standard SOC employee uniform consists of uniform articles issued by UMDPS with University of Maryland, College Park, Public Safety, clearly marked on the garments. Costs associated with the purchase of required uniform items for use by SOC employees along with equipment in the SOC itself, including multiplexers, high-definition CCTV monitors, computers, matrix switches, keyboards, video controllers, consoles, Digital Video Recorders (DVRs,) and other recording devices, etc., are a component of the service fee established in this *MOU*.

IV. Communications and Relations

All persons involved will be responsible for promptly returning telephone calls, email, and other communiques. Meetings may be scheduled as appropriate or requested to address issues of interest to either party. These meetings will take place as needed or requested by either party to this *MOU*. CCP is strongly encouraged to notify UMDPS by calling (301) 405-3555 whenever any suspicious or illegal activity is suspected to be taking place.

V. SERVICE AND MAINTENANCE OF CAMERAS

Service and maintenance for the cameras being monitored pursuant to this *MOU* is provided by Hitachi Data Systems Corporation. UMDPS will coordinate directly with this contractor to report service needs and CCP will receive copies of all service requests sent to this contractor.

The only responsibilities of UMDPS with respect to service and maintenance are to make timely notification of camera malfunctions and to coordinate with the CCP contractor, as needed, to allow interface access. UMDPS bears no responsibility for the maintenance of these cameras, nor for the inability to manipulate, monitor, or record images due to malfunctioning cameras. Following repair it is the responsibility of CCP to ensure that the contractor of choice makes notification to UMDPS that the camera is back in service.

CCP may choose at any time to contract with a different organization for service and maintenance but must provide the contact information and arrange a meeting between UMDPS, CCP, and the new contractor to determine notification procedures.

VI. TRAINING AND PERFORMANCE

The Security Operations Center has adopted and adheres to the *CCTV Guidelines for Public Safety and Community Policing* as established by the International Association of Chiefs of Police (IACP) and the Security Industry Association (SLA.) The purpose of these guidelines is to provide guidance to law enforcement agencies in the responsible use of overt CCTV cameras in public areas, without a court order, for the purpose of safety and security. No SOC employee will be assigned to monitor cameras without having first been trained by UMDPS personnel. SOC employee training will be augmented as needed. The cost of training is a component of the fee for services and will be provided as necessary by UMDPS personnel.

VII. MONITORING OF CCTV CAMERAS BY SOC PERSONNEL

SOC employees will monitor the cameras referenced in Exhibit A, located within the City of College Park. Using equipment provided by UMDPS, SOC employees will perform the following tasks:

- For those cameras identified by CCP, monitor the areas within camera range by conducting prescribed camera rounds and patrols 24 hours per day, 7 days per week with the exception of the Genetec tag reader cameras;
- Notify University Police of any unusual/illegal circumstances;
- Record all activities captured by the cameras on a 24hour a day, 7 day per week basis; and
- As appropriate, provide video evidence to officers to assist with cases.

Additionally, at CCP's request, UMDPS will make cameras available for viewing by CCP personnel in the SOC. CCP must contact the SOC Manager or Commander in advance to arrange to view cameras in the SOC. Due to the nature of camera monitoring and recording, there is no guarantee that all incidents will be captured, even if they occur within the potential purview of the cameras covered under this MOU. Because SOC personnel are able to view a very limited number of cameras or areas at any given time, an incident may occur on a camera that is not currently under observation at the time of the incident. While not being actively monitored by SOC personnel, each of the CCP cameras is programmed to pan, tilt, and/or zoom in order to cover the broadest area possible; because each camera has a wide field of view, a camera may be "looking" in one area while an incident is occurring in another. If a camera is pointed in one direction and an incident is occurring in a different location, the incident will not be captured or recorded.

VIII. SERVICE FEES

This MOU begins in Fiscal Year ("FY") 2015 (July 1, 2014 through June 30, 2015) and will reflect 3% increases in fees for the three subsequent fiscal years. The annual unit price fee for monitoring services under this MOU is \$6,130 per camera for FY2015, \$6,314 per camera for FY2016, \$6,503 per camera for FY2017, and \$6,698 per camera for FY2018. The total fee for monitoring the fifteen CCP CCTV cameras referenced in Exhibit A as "Old Town Mesh Wireless" is \$91,950.00 for FY 2015. The total for monitoring the three PTZ cameras placed in service on January 1, 2015, (one at Hartwick Road and Princeton Avenue and two on Guilford Road) for FY 2015 is \$9,195.00. The total for monitoring the three cameras placed in service on March 1, 2015 (in Lakeland on Baltimore Avenue) for FY 2015, is \$6,130.00. The total for monitoring all twenty-one CCP CCTV cameras in subsequent years is as follows:

FY 2016 - \$132,594.00

FY 2017 - \$136,563.00

FY 2018 - \$140,658.00

UMDPS will provide record only services for the Genetec tag reader ("LPR") cameras listed on Exhibit A at no charge.

In the alternative, UMDPS will provide record only services for CCTV cameras identified by CCP at the following annual unit prices:

FY15 - \$570 per camera

FY16 - \$587 per camera

FY17 - \$605 per camera

FY18 - \$623 per camera

CCP shall provide at least 45 days prior written notice to UMDPS of a request to change the designation of a monitored camera to a record only camera.

Additional cameras brought on line within CCP's area of responsibility may be covered under the same provisions of this *MOU* upon written amendment signed by both parties.. Service fee adjustments necessitated by changes in the number of cameras being monitored over the life of this *MOU* will be prorated based on unit price from the point the services for each camera begin or end.

An invoice for services rendered in FY15 will be sent to CCP from UMDPS on July 15, 2015.

An invoice for services rendered in FY16 will be sent to CCP from UMDPS on July 15, 2016.

An invoice for services rendered in FY17 will be sent to CCP from UMDPS on July 15, 2017.

An invoice for services rendered in FY 2018 will be sent to from UMDPS on July 15, 2018.

IX. NON-COMPLIANCE AND TERMINATION

In the event of perceived non-compliance to any aspect of this *MOU*, written notification must be made to the other party. Written response to any complaint will be made within five business days from the date the complaint is received. Repeated failure on the part of either party to comply with the terms of this *MOU* after written notifications of such failure to the other party may result in termination of this *MOU*. In addition to termination for non-compliance, this *MOU* may be terminated by either party after thirty (30) business days prior written notice. In the event this *MOU* is terminated for any reason, fees to which UMDPS is entitled will be determined and payable at the time of service termination on a prorated basis.

X. AGREEMENT OF THE PARTIES

This *MOU* constitutes the entire understanding between the parties. No modification or addition to this *MOU* shall have any effect unless made in writing and signed by both parties hereto. **IN WITNESS WHEREOF**, the parties hereto have executed this *MOU* the day and year first above written.

City of College Park

Witness:

By: _____
Joe Nagro
City Manager

Janeen S. Miller, CMC,
City Clerk

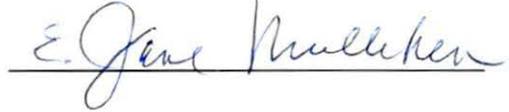
CCTV CAMERA MONITORING
March 23, 2015

University of Maryland College Park

Witness:



Carlo Colella
Vice President Administration and Finance
University of Maryland College Park



Approved as to form and legal sufficiency:

Suellen M. Ferguson
City Attorney

EXHIBIT A

- 1. Project Title:** **Old Town “MESH” Wireless**
Status: Monitored by UMPD FY15 (07/01/2014 – 06/30/2015)
Cameras: 15- PTZ 4- LPR
- 2. Project Title:** **Hartwick Road at Princeton Avenue**
Status: *In Service for Monitoring (01/01/2015 - 06/30/2015)*
Cameras: 1-PTZ
- 3. Project Title:** **Guilford Road – Calvert Hills**
Status: *In Service for Monitoring (01/01/2015-06/30/2015)*
Cameras: 2-PTZ 1-LPR
- 4. Project Title:** **Lakeland/Baltimore Avenue**
Status: *In Service for Monitoring (03/01/2015 -06/30/2015)*
Cameras: 3-PTZ 2- LPR

15-0-03

Ordinance to Adopt the FY2016 Operating and Capital Budget

Mr. Mayor:

I move to introduce Ordinance 15-O-03,

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF
COLLEGE PARK, MARYLAND TO ADOPT THE FISCAL YEAR 2016
OPERATING AND CAPITAL BUDGET OF THE CITY OF COLLEGE PARK,
MARYLAND**

The public hearing on this budget Ordinance is scheduled for 7:00 p.m. on Tuesday, May 12, 2015.

ORDINANCE 15-O-03

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF
COLLEGE PARK, MARYLAND TO ADOPT THE FISCAL YEAR 2016
OPERATING AND CAPITAL BUDGET OF THE CITY OF COLLEGE PARK,
MARYLAND

BE IT ORDAINED, by the Mayor and Council of the City of College Park, Maryland, that the following sums and amounts are hereby appropriated for the fiscal year beginning July 1, 2015 and ending June 30, 2016, the said revenues being used to defray expenses and operations of the City of College Park, Maryland in accordance with the following schedule:

General Fund

Revenues

Taxes		
Real Property Taxes	\$	6,929,876
Personal Property Taxes		851,500
Income Taxes		1,600,000
Other Local Taxes		650,000
State Shared Taxes		419,266
County Shared Taxes		450,000
Licenses & Permits		
Business Licenses		43,000
Other Licenses & Permits		835,935
Utility Franchise Fees		315,000
Intergovernmental		
Federal Grants		0
State Grants		217,055
County Grants		44,717
Charges for Services		
General Government Charges		7,200
Highways & Streets		587,100
Sanitation & Waste Removal		392,778
Health Charges		12,000
Fines & Fees		
Fines		2,510,600
Miscellaneous Revenues		
Investment Earnings		93,019
Property & Equipment Rental		99,850
Sale of Fixed Assets		0
Other Revenues		1,700
<i>Total Operating Revenues</i>	\$	16,060,596

Non-Revenue Receipts

Interfund Transfer from Parking Debt Service Fund		257,392
--	--	---------

Use of Unassigned Reserve	<u>0</u>
<i>Total Revenues</i>	<u>\$ 16,317,988</u>

Expenditures

General Government	\$ 3,305,207
Public Services	4,019,776
Planning, Community & Economic Development	664,463
Youth, Family & Senior Services	1,114,881
Public Works	5,215,750
Contingency	10,000
Debt Service	557,411
Interfund Transfer to Capital Projects Fund	<u>1,430,500</u>
<i>Total Expenditures</i>	<u>\$ 16,317,988</u>

Parking Debt Service Fund

Revenues

Highways & Streets	
Parking Meter Revenue	\$ 205,000
Fines	
Parking Fines Revenue	<u>45,000</u>
<i>Total Revenues</i>	<u>\$ 250,000</u>

Expenditures

Interfund Transfer to General Fund	<u>\$ 257,392</u>
<i>Total Expenditures</i>	<u>\$ 257,392</u>

BE IT FURTHER ORDAINED that:

1. The tax levy be, and the same is hereby set at thirty-three and 5/10 cents (\$0.335) per one hundred dollars (\$100.00) of full value assessment on all taxable real property located within the corporate limits of the City of College Park, Maryland;
2. The tax levy be, and the same is hereby set at eighty-three and 8/10 cents (\$0.838) per one hundred dollars (\$100.00) of full value assessment on all taxable personal property located within the corporate limits of the City of College Park, Maryland;
3. In addition to the projected General Fund operating revenue of \$16,060,596, the sum of \$257,392 is transferred from the Parking Debt Service Fund and the sum of \$0 is appropriated from prior years' unassigned fund balance;

4. The net speed enforcement camera revenues, after recovery of the costs of implementing and administering the program, are allocated solely for public safety purposes, including pedestrian safety programs;
5. The above listing of revenues and expenditures represents a summary of the detailed material contained in a document entitled "City Manager's Requested Operating and Capital Budget for Fiscal Year 2016", with amendments; said document and any amendments thereto are incorporated herein by this reference;
6. By adoption of this Ordinance, the FY2016 Pavement Management Plan and the FY2016 Pay Plan (including Job Class Table and Pay Table) contained in the FY2016 requested operating budget with amendments, if any, are hereby adopted by this reference;
7. By adoption of this Ordinance, the City includes its employees in the Reformed Contributory Pension Plan of the Maryland State Retirement and Pension System (MSRP) and authorizes payment of retirement benefits into the said pension system, on the terms and conditions set forth in State law;
8. The Unrestricted Capital Projects Fund and Restricted Capital Projects Fund reserve accounts shall be re-appropriated as required in order to fund the projects included in the Capital Improvement Plan as adopted by this Ordinance;
9. The Capital Budget and the Five Year Capital Improvement Plan for Fiscal Year 2016 in the amount of \$48,679,358, as listed and described in the capital projects fund section of the "City Manager's Requested Operating and Capital Budget for Fiscal Year 2016" with amendments is hereby adopted;
10. The Parking Debt Service Fund is hereby budgeted for fiscal year 2016. This fund was established in fiscal year 2008 to receive 50% of the additional parking meter revenue generated from the FY2008 increase in parking meter rates. Beginning in FY2011, this fund also receives the \$2.50 increase in parking tickets for expired meter and overtime parking. The revenues retained in the Parking Debt Service Fund will be used to offset debt service costs on the parking garage debt;
11. Personal property tax accounts delinquent for a period of ninety (90) days shall be assessed a \$100.00 late payment penalty;
12. Should any section of this Ordinance be determined to be invalid, such invalidity shall not affect any other sections; and
13. This Ordinance shall become effective at the expiration of twenty (20) calendar days following its adoption or July 1, 2015, whichever is later.

AND BE IT FURTHER ORDAINED by the Mayor and Council of the City of College Park, Maryland that, upon introduction of this Ordinance, the City Clerk shall distribute a copy of same to each council member and shall publish a fair summary of this Ordinance in a newspaper

having general circulation in the City, together with a notice setting out the time and place for a public hearing hereon and for its consideration by the City Council.

A public hearing will be held on this budget Ordinance at 7:00 p.m. on the 12th day of May, 2015 in the Council Chambers, City Hall, 4500 Knox Road, College Park, Maryland. The public hearing followed the date the "City Manager's Requested Operating and Capital Budget for Fiscal Year 2016" was available for inspection by the public by at least two (2) weeks, and will be held in connection with a regular Council meeting. All persons interested will have an opportunity to be heard. After the public hearing, the Council may adopt the proposed budget Ordinance, with or without amendment, without the need for further advertising or public hearings.

Introduced on the _____ day of April, 2015

Adopted on the _____ day of May, 2015

Effective on the 1st day of July, 2015

Andrew M. Fellows, Mayor

ATTEST:

Janeen S. Miller, CMC, City Clerk

APPROVED AS TO FORM:

Suellen M. Ferguson, City Attorney

CITY OF COLLEGE PARK, MARYLAND
Summary of Changes between FY2016 Requested and Revised Budgets
(not a part of Ordinance 15-O-03)

Program	Description	Increase (Decrease)
Revenues- Unassigned Reserve Transfer 399.00	Use of Unassigned Reserve per Requested Budget (Budgeted Surplus)	\$ (50,625)
Admin-M&C-1010	Increase direct grant to College Park Arts Exchange	1,500
Admin-M&C-1010	Increase direct grant to Meals on Wheels	2,500
Admin-M&C-1010	Add Mayor & Council internship program; details TBD	5,000
Admin-M&C-1010	Transfer \$80,000 College Park Academy grant to new account Education Improvement Fund; details TBD	0
Admin-Public Relations-1017	Increase College Park Day, funding for additional stage, performers, rentals	4,500
Public Services- Contract Police- 2030	Decrease County police services contract from 3 officers to 2 (currently 1 vacant position)	(133,333)
Public Services- Contract Police- 2030	Increase part-time contract police by 1.30 FTEs to offset reduction in police services contract above (Hourly 117,409, FICA 8,972, Workers Comp 7,077)	133,458
Planning-Econ Developmt-3014	Increase Hollywood Farmers Market for market events	2,000
Youth & Family- Admin-4010	Increase holiday events	500
Interfund Transfers-9210	Additional C.I.P. transfer to increase Fire Department Capital Equipment Grants by \$2,500 per fire company	7,500
Interfund Transfers-9210	Additional C.I.P. transfer to CCTV project to fund purchase and installation of one PTZ security camera at location TBD on Trolley Trail in Lakeland-Berwyn	27,000
Revenues- Unassigned Reserve Transfer 399.00	Use of Unassigned Reserve per Revised Budget	\$ 0

15-G-51

MOTION:

I move that the City Council authorize the Mayor to sign the attached letter to the State Highway Administration with comments on the safety and operation of the intersection of US Route 1 at Hartwick Road.

DISCUSSION:

The State Highway Administration has undertaken several pedestrian safety improvements on US Route 1 in the past year in response to several pedestrian fatalities. One area that was studied was the uncontrolled intersection of US 1 and Hartwick Road. Last October, SHA installed a pedestrian-activated crossing signal to facilitate safe crossing of Route 1, and a serpentine barrier to prevent left turns from Hartwick onto Route 1. This letter raises certain operational and safety concerns about the functioning of the intersection since those measures were installed.

April 28, 2015

Mr. Doug Simmons, Deputy Administrator
State Highway Administration
707 North Calvert Street
Baltimore, Maryland 21202

Dear Mr. Simmons:

On behalf of the City Council, I would like to thank the State Highway Administration for the implementation of several pedestrian safety improvements along Baltimore Avenue in the City of College Park since our letter to Administrator Melinda Peters one year ago (attached).

In response to our letter, SHA conducted a comprehensive study of pedestrian safety on US Route 1 between Guilford Road and Greenbelt Road. This area is used heavily by pedestrians and there were several pedestrian fatalities in 2014. One of the specific areas studied by SHA was the uncontrolled intersection of US Route 1 and Hartwick Road, which has been a particular safety concern due to multiple incidents, including a pedestrian fatality.

As a result of this study, SHA installed a pedestrian-activated signal to allow for safe crossing of Route 1 and also installed a serpentine concrete barrier to prevent left turns from Hartwick to north- and south-bound US Route 1. We understand that the pedestrian signal that was installed was the first of its kind in the state, and that SHA intended to study its operation and consider additional options for improving this new approach. We are writing to offer feedback on its operation and to raise certain safety and operational concerns about the intersection:

1. **Flashing yellow light.** The flashing yellow light system at this intersection appears to be confusing to both drivers and pedestrians; the light changes from slow flash to rapid flash to solid yellow before turning red. We have observed that some vehicles stop at the start of the rapid flash, while other vehicles stop briefly and then proceed before it turns solid yellow and other vehicles speed through the yellow signal. In addition, some pedestrians start to cross with the rapid flash, possibly assuming that this is their signal to walk (even though the pedestrian signal indicates “don’t walk”).
2. **Pedestrian wait time.** Our own recent study found that the elapsed time between a pedestrian pushing the crossing button and the beginning of the walk signal was 67 seconds. Many pedestrians don’t wait that long, or perhaps do not understand that the light will turn red eventually, and they often attempt to cross the street prior to receiving the walk signal.

Frequently pedestrians finish crossing the street before the light turns red, and then drivers are stopped at the red light although the pedestrian who pushed the button is no longer present.

3. **Serpentine barrier.** This barrier is difficult to see in the dark and can be completely invisible when covered in snow. We have witnessed a snow plow hit the barrier when clearing snow from US 1 during the day, and a bicyclist hit the barrier when they were cycling US 1 after dark. We understand that the original intent was to also install flexible bollards in the barrier to ensure visibility, and we believe this additional feature is needed.

On behalf of our residents, students, and visitors, we applaud SHA's comprehensive actions to improve pedestrian safety, and we look forward to continuing to work with your team on this important issue.

Sincerely,

Andrew M. Fellows
Mayor

cc: President Wallace D. Loh, University of Maryland
Brian W. Young, District Engineer, SHA
Cedric Ward, P.E., Director, Office of Traffic & Safety
Venu G. Nemani, P.E., Assistant District Engineer (Traffic)



April 15, 2014

City of College Park
240-487-3501
www.collegeparkmd.gov

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Office of the Mayor
and City Council
4500 Knox Road
College Park, MD 20740

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Mayor

Andrew M. Fellows
5807 Bryn Mawr Road
301-441-8141

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City Council

District 1
Fazlul Kabir
9817 53rd Avenue
301-659-6295

Patrick L. Wojahn
5015 Lackawanna Street
240-988-7763

District 2
P. J. Brennan
4500 Knox Road
301-220-1640

Monroe S. Dennis
8117 51st Avenue
301-474-6270

District 3
Robert W. Day
7410 Baylor Avenue
301-741-1962

Stephanie Stulich
7400 Dartmouth Avenue
301-742-4442

District 4
Alan Y. Hew
9118 Autoville Drive
240-391-8678

Denise C. Mitchell
3501 Marlborough Way
240-475-7196

Ms. Melinda B. Peters, Administrator
State Highway Administration
707 North Calvert Street
Baltimore, Maryland 21202

Dear Ms. Peters:

On behalf of our residents, students, and visitors, I would like to convey to you our strongest request that SHA implement—in the most expeditious time possible—significant pedestrian safety improvements along Baltimore Avenue in the City of College Park. On April 11, 2014 we suffered the second pedestrian fatality this year when 23-year-old Carlos Pacanins was killed on Baltimore Avenue in downtown College Park. Cory Hubbard, a 22-year-old student, was killed in January in the same area.

Over the years, the State, the County, and the City have conducted studies and have implemented some safety improvements. SHA is currently finishing a Pedestrian Road Safety Audit for Baltimore Avenue, and a County working group involving State, City, and University stakeholders has convened to identify solutions. We appreciate these important efforts.

Without pre-judging the current processes or additional recommendations that may come from these activities, the City Council and I urge you to designate the area a pedestrian zone, and implement the following steps within the Pedestrian Road Safety Audit area (Berwyn Road to Guilford Road):

- Install pedestrian count-down lights for all sides of Baltimore Avenue intersections
- Use automatic flashing “walk” signals with a green light
- Install better lighting along Baltimore Avenue and at the intersections
- Lower the speed limit from 30 miles per hour to 25 miles per hour
- At the soonest opportunity, present the final Pedestrian Road Safety Audit report to the City Council and include a timeline to implement the recommended safety improvements.

The City of College Park will examine its pedestrian lighting and other aspects of pedestrian safety that it can influence, including increased policing, education and outreach activities. However, we need SHA to address the items above so that we significantly—and permanently—reduce the risk of auto-pedestrian incidents in the shortest time period possible.

Thank you for your attention to this issue, and we look forward to your response.

Sincerely,

Andrew M. Fellows
Mayor

cc: 21st District Delegation
County Council Member Eric Olson
President Wallace D. Loh, University of Maryland

15-R-03

**MOTION BY COUNCILMEMBER DAY
COMMUNITY GARDEN IN OLD TOWN**

15-R-03

MOTION:

I move to adopt 15-R-03, A Resolution Of The Mayor And Council to establish a community garden in the Old Town neighborhood near the intersection of Norwich Road and Columbia Avenue in College Park.

COMMENTS:

- Establishing a community garden is a priority action of the Sustainable Maryland Green Team and a resident survey demonstrated significant community interest, particularly in the southern area of the City.
- Adopting this resolution will allow City residents to enjoy the benefits of community gardening including increased access to nutritious and sustainable food and participation in community-building volunteer activities that foster a sense of local involvement and civic pride among our residents.

A RESOLUTION OF THE CITY OF COLLEGE PARK TO ESTABLISH A COMMUNITY GARDEN IN THE OLD
TOWN NEIGHBORHOOD

WHEREAS, the Sustainable Maryland Green Team (“Green Team”) is a City Council-appointed committee founded to pursue the programs of the Sustainable Maryland Program of the Environmental Finance Center at the University of Maryland; and

WHEREAS, the City Council approved the Green Team’s 3 -Year Action Plan, which includes the establishment of a community garden as a priority item; and

WHEREAS, a resident survey established significant interest in creating a community garden, Especially in the southern area of the City that includes the Old Town neighborhood; and

WHEREAS a suitable site has been identified on City-owned property in Old Town College Park, near the corner of Norwich Road and Columbia Avenue, in the area formerly occupied by a volleyball court; and

WHEREAS, a community garden will provide a tremendous benefit to City residents by encouraging sustainability and healthy nutrition as well as providing a space for residents to connect and share gardening resources; and

WHEREAS, the Green Team has sought the advice and recommendations of various experts, including the University of Maryland Extension Service Master Gardening Program, the School of Public Health’s Healthy Futures Program, the Institute for Public Health Innovation’s Healthy Eating Active Living Campaign, the Maryland-National Capital Park and Planning Commission’s Community Garden Rangers, as well as representatives of several established community gardens.

WHEREAS, City staff have researched community garden best practices and organizational

structures to develop an approach that combines the best practices of municipal-run gardens with those of entirely volunteer-run gardens. This structure provides a means to enable consistent rules and encourage active involvement by gardeners in the maintenance of the overall garden; and

WHEREAS, the Mayor and Council have determined that it is in the public interest and consistent with the sustainability goals of the City to establish the community garden.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of College Park that construction of a community garden in Old Town College Park as outlined in the Staff Memorandum dated April 17, 2015, and attached as Exhibit A, is hereby approved; and it is further

RESOLVED, by the Mayor and Council of the City of College Park that the rules for operation of the community garden, attached as Exhibit B, be and they are hereby approved; and it is further

RESOLVED, by the Mayor and Council of the City of College Park that City staff is authorized to administer the community garden registration and collection of annual fees for the plots and to publish the official rules of the garden; and it is further

RESOLVED, that up to \$15,000 of the Council-approved capital improvement program budget for sustainability initiatives is hereby authorized to be used to establish the community garden.

ADOPTED by the Mayor and City Council of the City of College Park, Maryland at a regular meeting on the _____ day of _____, 2015.

EFFECTIVE the _____ day of _____, 2015.

WITNESS:

CITY OF COLLEGE PARK

Janeen S. Miller, CMC, City Clerk

Andrew M. Fellows, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

Suellen M. Ferguson, City Attorney

EXHIBIT A

MEMORANDUM

TO: Mayor and Council

THROUGH: Joseph L. Nagro, City Manager
Terry Schum, Director of Planning, Community and Economic Development

FROM: Steve Beavers, Community Development Coordinator

DATE: April 17, 2015

SUBJECT: College Park Community Garden in Old Town

ISSUE:

As part of the City's participation in the Sustainable Maryland Certified Program, the Council approved a plan that included the creation of a community garden as one of our priority actions. Recent survey results have shown sufficient interest to indicate that a community garden will be successful in the City. A potential site has been identified in Old Town Park, near the intersection of Norwich Road and Columbia Avenue. Staff is seeking authorization to move forward with implementation of the garden.

SUMMARY:

Background

The establishment of a community garden aligns well with the City's goal to be a regional model of sustainability. Towards this end, the Green Team has researched potential site locations and community garden best practices. Research has involved the University of Maryland Extension Service Master Gardeners, School of Public Health representatives from the Healthy Futures program, The Healthy Eating Active Living Campaign from the Institute for Public Health Innovation, Maryland National Capital Park and Planning Community Garden Rangers, as well as representatives of several local community gardens.

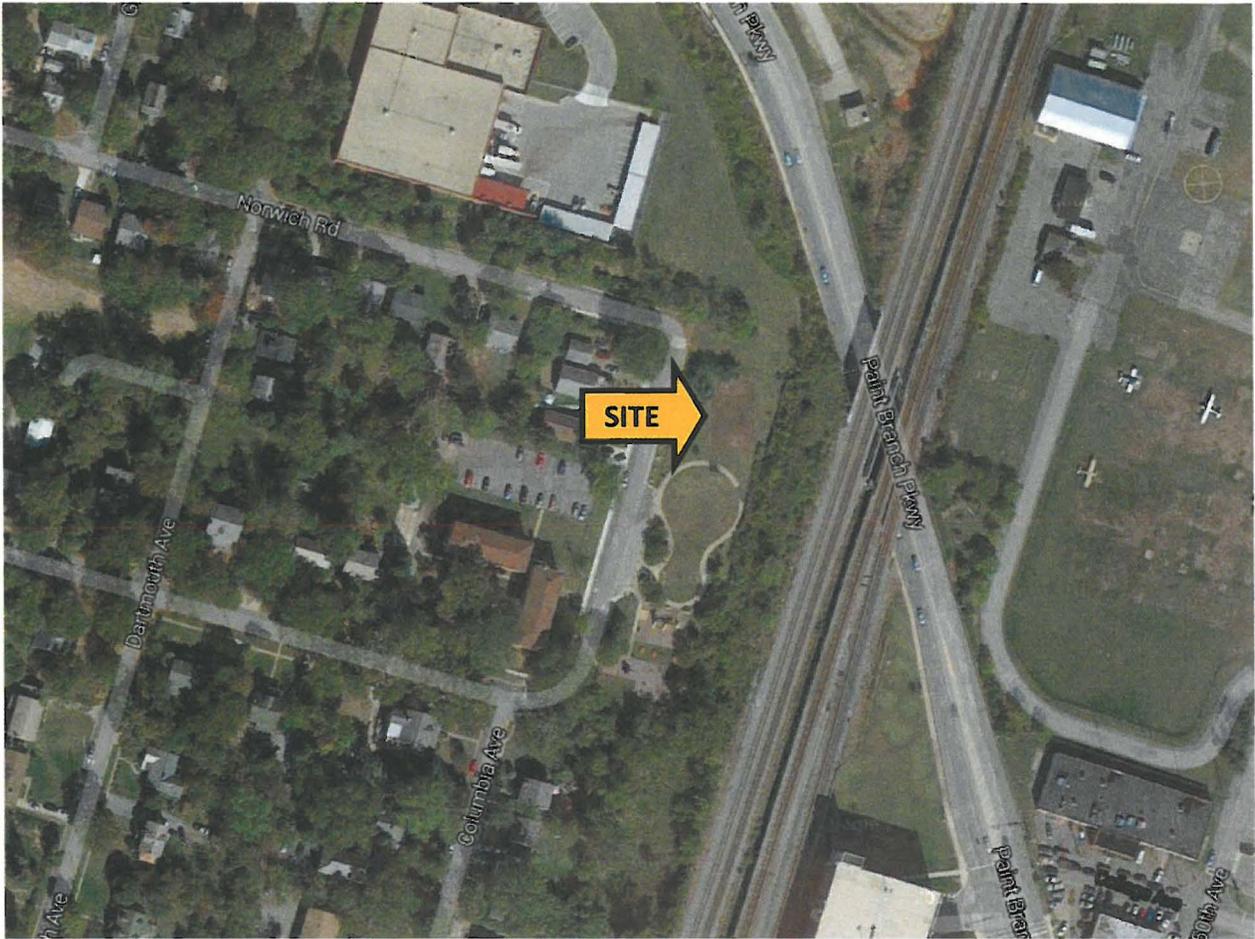
Last year, the City released a survey to gauge resident interest in community gardening. The results showed the most interest in southern College Park within the Calvert Hills and Old Town neighborhoods. It was determined that a good site would be clear and relatively flat, located on City-owned property, would provide easy access for gardeners from other neighborhoods, and be large enough to provide some room for expansion in the future if needed.

Vision

This project will create a place that empowers City residents to enjoy the benefits of healthy nutrition, form connections with other residents, and share gardening resources. The hope is to foster an active network of community gardens within the City, beginning with a garden in Old Town and expanding over several years to other City neighborhoods based on the number of interested residents and available space.

Location

The proposed site is the Old Town Playground on Columbia Avenue between Norwich and College Avenue. The garden will be located in the northern portion of this City-owned property in an area previously occupied by a sand volleyball court.



Organization

The garden will be organized so that it is self-supported by plot renters and other volunteers with minimal involvement required from City staff. However, the City will handle the registration of plots, including collection of the plot rental fees. The City will also set forth the

official rules for the garden, which are attached as Appendix 2. Garden members will be required to complete a hold harmless agreement that will be kept on file with the City. The City's existing insurance that covers our parks will also provide coverage for the community garden once we notify our insurer that the garden is being established.

Day-to-day monitoring of the garden plots for compliance will be handled by volunteer "garden masters." These members agree to take a more active role in the organization by serving as initial points of contact for other garden members as well as handling any rule violations. City staff will become involved if issues cannot be resolved by these front-line members. The garden master volunteers, ideally two or more people, will agree to be the "eyes" on the garden and make the effort to inform staff if there may be potential issues.

This "hybrid" management system is designed to create a strong, sustainable organization. It reduces the potential for conflicts arising from different interpretations of the rules, while promoting active involvement by the plot renters in the management of the garden. Research has shown that some community gardens run purely by volunteers seem to have frequent member conflicts, usually as a result of interpretation of the rules, or lack of published rules. The gardens that seem to have the most stability were those run by government organizations such as M-NCPPC. For that reason, the proposed rules, shown in Appendix 2, are adapted from the time-tested rules of M-NCPPC community gardens.

Plot renters in good standing will be allowed to annually renew and keep their current plot if they so desire. On future year's applications, there will be a space to indicate if the plot renter would like to keep their current plot.

Layout

The garden dimensions will be 50' x 80' making the total area 4,000 sq. ft. Plots will be in raised beds measuring 5' x 10' (50 sq. ft. each). If space is available, 2 adjoining plots can be purchased together by the same member, which will result in a 100 sq. ft. plot. Assuming 3' aisles, 36 rentable plots will fit within the garden area. 4 additional plots will be created and utilized for distribution of mulch, topsoil and compost.

The northern-most row will not have an aisle all the way around, and will be directly next to the fence. This row may be desirable for gardeners who wish to grow very tall plants or those that require support structures. By locating them in the northern-most row, they will not shade other plots.

A water connection is possible in future years. A water line runs down nearby Columbia Avenue and a supply line would only need to run about 100' to reach the garden. However, the expense is significant. A simple water connection to a spigot in the garden has been estimated to cost approximately \$15,000. It should be considered after a year or more of active interest in the community garden has been demonstrated.

Plot Diagram



Materials

Fencing will be heavy-duty 8' tall chainlink clad in black vinyl with a lockable gate. Plots will be in raised beds using 2" x 10" lumber. Rebar stakes will be driven into the ground to prevent the beds from shifting or bulging out. Untreated dimensional lumber will be used exclusively in the garden. Pressure treated wood is not recommend for use around edible plants due to the chemicals used in its manufacture.

Construction

One of the purposes of this project is to bring residents together. Prospective plot renters have been identified and have also shown interest in helping to create the garden. Raised beds are simple to build and can easily be constructed with hand tools by interested volunteers. The ground, being a former sand volleyball court, is already cleared and level. Lumber, top soil and mulch can all be easily obtained from local sources. The intent is to build at least the number of plots that are rented this year. Fencing will be installed by a professional contractor.

RECOMMENDATION:

Staff recommends that the Council approve the selection of Old Town Park as a community garden site and authorize funding for the construction of the garden.

ATTACHMENTS:

1. Budget and Signage
2. Proposed Rules
3. Membership Application

Appendix 1

Budget

Item	Description	Cost Each	Qty	Unit	Total
Fence	8' black vinyl-clad chain link, installed	\$32	260	lf	\$8,500
Lumber	10" x 2"x 10' - 1,100 linear feet	\$1.25	1,100	lf	\$1,375
Rebar	½" x 2'	\$1.35	80	ea	\$108
Misc. Hdw.	Nails, etc.	-	-	-	\$200
Sign	Metal welcome sign 15" x 20"	\$250	1	ea	\$250
Soil	Nutrient amended	\$25	70	cuyd	\$1,750
Mulch	Shredded wood	\$10	25	cuyd	\$250
Other	Snacks for volunteer days	-	-	-	\$300
Total					\$12,733
Contingency 15%					\$1,910
Grand Total					\$14,643

Signage

A durable metal sign will be placed at the entrance to the garden:

<p>Welcome to the COLLEGE PARK COMMUNITY GARDEN IN OLD TOWN</p> <p>For plot rentals or other information, call 240-487-3538 or visit www.collegeparkmd.gov</p> <p>Plot holders and authorized guests only NO TRESPASSING</p>

Exhibit B: Community Garden Rules and Regulations

1. Hours of operation: Dawn to dusk. No one is allowed to be in the garden before or after these times.
2. Plots are non-transferable. All plots will be surrendered back to the City of College Park at the end of the season. Fees are non-refundable. Priority will be given to existing active plot holders to book their plot for the next season.
3. Gardeners must be residents of the City of College Park at all times.
4. Plots must be in a cultivated state by May 1st and be cleared of all debris by December 1st.
5. Garden plots are to be used for growing fruits, vegetables and flowers for personal use only and not for commercial sales.
6. Plots are received as-is. Tilling is the responsibility of each gardener and is not provided by the City.
7. Gardeners should visit and maintain their plots at least once a week. Gardeners are responsible for cultivating, weeding, and watering their own plots and maintaining the surrounding paths. If you will be out of town or on vacation, please arrange to have a fellow gardener watch over your space.
8. All gardens are subject to occasional inspections. If the garden is not in compliance with the guidelines, an email notice will be sent by the garden master. Two weeks later, another inspection will be performed. If the garden is still not in compliance, the garden master will notify the City garden coordinator. Two weeks following this notice, the plot will be subject to forfeiture and must be surrendered at the discretion of City staff. Fees will not be refunded.
9. Fertilizers may be used on garden plots, however, pesticides are not allowed in the garden. Organic ways to control insects and diseases should be used as necessary - the garden master can provide advice.
10. Family members and guests are welcome to the garden site. Plot holder must agree to accompany all guests and understand that he/she is responsible for their actions.
11. Crops and structures over six feet tall are not allowed due to the shadow effect they will cast on neighbor's plots. No interior (plot perimeter) fences are allowed.
12. Biodegradable mulch is encouraged. Examples include: aged compost, leaves, straw, and hay. Carpet mulch, stone, newspaper, cardboard and sod are not allowed. Black plastic is allowed but must be secured.
13. Plot boundaries should be kept weeded and trash free, including the pathways on all sides of your plot.
14. No permanent structures are allowed. All temporary structures must have written approval of City staff.

15. No invasive or illegal plants are allowed. Plants like mint should be grown in containers. A list of invasive plants can be found at: <http://www.mdinvasivesp.org/>
16. Littering or dumping is not allowed. The garden is a carry-in and carry-out facility and should remain trash free. Compost bins are for plant waste only. No dumping or kitchen garbage is allowed.
17. Pets, smoking, alcohol, and glass containers are not allowed.
18. Harvesting another plot is only allowed with explicit permission from the plot owner.
19. Any conflicts among gardeners should be referred to the garden master or assistant garden master. If that contact is unsuccessful in resolving your issue, the City garden coordinator should be notified.
20. If vandalism or theft occurs, notify the garden master immediately. Help us discourage trespassing losses by talking to unfamiliar visitors.
21. Gardeners must provide a minimum of 4 hours of communal work during each calendar year through workdays or other special projects arranged with the garden coordinator.
22. Gardeners must attend designated general membership meetings.
23. A hold harmless agreement acceptable to the City must be provided by each gardener.
24. The annual fee for membership is \$15.00 per plot.
25. These Community Garden Rules and Regulation are subject to review and change at any time by the City.

Community Garden Membership Application

Applicant Name: _____

Address: _____ (You must be a College Park Resident)

Home #: _____ Cell/work #: _____

Email Address: _____

2015 Annual Plot Fee: \$15.00

I hereby agree to:

- Abide by all Community Garden Rules and Regulations and any amendments. I understand failure to do so may result in forfeiting use of the plot and loss of the fee.
- Provide a minimum of 4 hours of communal work during the calendar year through workdays or other special projects arranged with the garden coordinator.
- Attend designated general membership meetings.

Signature: _____ Date: _____

Plot Assignment:

Please list your top 3 plot location preferences:

- 1) Plot #
- 2) Plot #
- 3) Plot #

Plots will be assigned on a first come, first served basis. Applications are due _____, 2015.

Please return application and fees to:

City of College Park
Attn: Community Garden Coordinator
4500 Knox Road
College Park, MD 20740

Address inquiries to sbeavers@collegetparkmd.gov or call 240-487-3538. Please make checks payable to: City of College Park

RELEASE AND HOLD HARMLESS AGREEMENT

In consideration for participation in the City of College Park Community Garden program, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I, the undersigned, on behalf of myself, and my heirs, executors and assigns, do hereby agree to release and forever discharge the City of College Park, its agents, officials, servants and employees, from any liability for, and shall indemnify and hold the City of College Park, its agents, officials, servants and employees, harmless from and against, any and all claims, demands, actions, causes of action, suits, and any proceedings by others, and all liability for damages, including attorneys fees, incurred by reason of or arising from my participation in the City of College Park Community Garden program.

By: _____
Signature

Name: _____

Dated: _____

15-G-52

MOTION:

I move that the City Council authorize the Mayor to sign the attached letter to Washington Gas. The letter expresses the City's concerns regarding the follow-up and communications processes Washington Gas uses when gas leaks are reported, and suggests certain steps Washington Gas could take that would improve communications with residents and the City. The letter also requests information regarding Washington Gas' response to gas leaks that were reported on Lackawanna Street and at the intersection of 52nd Place and Kenesaw Street.

DISCUSSION:

City residents have recently reported gas leaks in the same area multiple times, and it has not been clear how Washington Gas investigated and closed out each report. Washington Gas staff presented during the Council Worksession on April 21, but they were not familiar with the specific incidents referenced above. Additionally, Council believes that Washington Gas could improve the communications back to residents when possible leaks have been reported.

April 29, 2015

Douglas S. Staebler,
Senior Vice President - Utility Operations,
WGL Holdings, Inc. Corporate Office
101 Constitution Avenue, NW
Washington, DC 20080

Dear Mr. Staebler:

We appreciate the opportunity to speak with your staff at last week's City Council Worksession. It was a useful opportunity to talk about the procedure for reporting gas leaks in our community, and the Council was able to better understand and ask questions about how Washington Gas prioritizes responses to these leaks. Based on the feedback we received about the few recent service operations in College Park, however, we recognize that there are opportunities for Washington Gas to improve communications with residents during its service operations. With this letter, we ask that Washington Gas adopt the following steps:

1. When residents have concerns about Washington Gas operations in the City, such as when a gas leak persists for multiple days, the City would appreciate access to a contact number which our staff can reliably use to contact Washington Gas to receive the latest status about the incident. The City will not share this phone number with our residents. The City has a similar line of communication with Comcast and Verizon.
2. When a resident calls to report an incident, we suggest that Washington Gas update both the resident and the City about the status of the service once Washington Gas begins the repair work and once it is completed. The City contact is Mr. Steve Halpern, City Engineer (cell: 240-508-7958, or shalpern@collegetparkmd.gov).
3. In a case when a problem continues even after a crew has attempted to fix a leak and residents continue to report the issue to Washington Gas, there should be sufficient information available to the dispatchers that the residents reporting the issue do not have to recount the entire history of the problem. In several cases in the past few months, when Councilmembers and other residents reported ongoing issues to Washington Gas, the dispatchers seemed completely unaware of the history of the issue or past attempts to address it.

While we did appreciate the opportunity to discuss the process of reporting and repairing gas leaks with Washington Gas, the purpose of inviting representatives of Washington Gas to the meeting was, in addition to the more

general discussion, to receive information about two specific incidents in the community: the late January leak repairs on Lackawanna Street between 52nd Place and 53rd Avenue and at the intersection of 52nd Place and Kenesaw.

Unfortunately, the Washington Gas staff, while very knowledgeable about the functioning of Washington Gas, were not familiar with these specific incidents. Therefore, we request that you report back on the following issues:

1. Regarding the leaks on Lackawanna Street, why did the incident take many days to locate and adequately repair? Several residents and the two Councilmembers representing this area called numerous times to try to address this issue, and repair crews came out many times to attempt to fix it, but it still took nearly a week, and several calls, to repair it.
2. Regarding the issue on 52nd Place and Kenesaw Street, Washington Gas crews were present for numerous hours, but did not begin work on the leak until well into the evening and late into the night. Why did the crews not begin the project earlier, and instead perform the repair late at night, creating noise that made it difficult for residents to sleep?

Thank you in advance for your response to these suggestions and inquiries. We appreciate the service Washington Gas provides to College Park's residents and we look forward to working with you in future.

Sincerely,

Andrew M. Fellows
Mayor

15-G-53

Appointments to Boards and Committees

15-G-53

Councilmember Wojahn:

- Appoint Dave Kolesar to the Airport Authority

Worksession:

**Education
Advisory
Commission**

MEMORANDUM

TO: Mayor and City Council

FROM: Janeen S. Miller, City Clerk 

THROUGH: Joe Nagro, City Manager

DATE: April 24, 2015

RE: 2015 Comprehensive Review of Council Advisory Boards:
Step 1 – Information Gathering

ISSUE

The Mayor and City Council are conducting a comprehensive review of the City's advisory boards. Step 1, the "Information Gathering" phase, continues on April 28 with:

- Education Advisory Committee – Carolyn Bernache

Staff offers the following comments to Council on Step 1 of this comprehensive review:

Council should review the original charge which established the Board (attached) and consider the following questions to guide the discussion:

1. Do you feel the original charge to this Board is still relevant and appropriate?
 - a. Does the charge as written accurately reflect the Board's current operations? If not, where is it different?
 - b. Should it be amended? If so, how?
2. Would you suggest any changes to the number of members/district designation of the Board (not specific individuals)
3. What can the Mayor and Council do to help improve the effectiveness of the Board?

Council is encouraged to remember that Step 1 is the information-gathering phase of this five-part process and not to get into details about operational issues at this time.

Attachments

- 1 – Comprehensive Review of Advisory Boards: Outline
- 2 – Education Advisory Committee: Background material

2015 Comprehensive Review of Advisory Boards Outline

Step 1: Information Gathering – The Big Picture

Council will take a fresh look at all of their advisory Boards to review the charge to each Board. Council should consider whether any Boards should be restructured, combined or eliminated; consider which are inactive; and determine if there is a subject area where creation of an advisory board would be beneficial to Council. Council wanted to invite the Chairs of the Boards in for these discussions, which will be conducted in four or five parts. Once the Council has met with all of the Board Chairs, there will be an opportunity for Council to discuss any changes they wish to make.

- March 10 – APC
- March 17 – CBE, TLB, Farmers Market, Sustainable Maryland Certified Green Team
- April 14 – Board of Elections, Ethics Commission, Cable Television Commission, Airport Authority
- April 28 – Education Advisory Committee
- May 12 – Animal Welfare Committee and Recreation Board

Step 2: Discussion of Board Relationships and Interactions with Council and Staff – Operational Issues

This will be a Council/Staff discussion on operational matters such as the relationship between Council and Boards, and the relationship between Boards and the Staff Liaison; communication between Council and Boards; Council direction on Board Workplans; budgeting funds for boards; development of a policy regulating the use of funds that are donated to City Boards; the legal authority of Boards as appointees of Council and the duty of Boards to abide by City policies and state/county law.

Step 3: Council Discussion with Boards

Council will meet with their advisory Boards to review the outcomes of Step 1 and Step 2. This is the time to convey any proposed changes to the Board's charge and/or composition and solicit feedback; to review the general rules and responsibilities that apply to Boards; to discuss Council-Board interactions; to clarify the role of the Staff Liaison; to convey policies including those relating to the expenditure of funds; and to address issues raised by the Boards.

Step 4: Recommended Changes – Opportunity for Public Comment

A summary of any proposed changes to specific Boards will be provided for public comment.

Step 5: Implementation

Finalize any changes that are going to be made, and determine the implementation plan.

RESOLUTION
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND
AMENDING RESOLUTIONS 97-R-17 AND 99-R-4 TO REMOVE THE
REQUIREMENT THAT ALL MEMBERS OF THE EDUCATION ADVISORY
COMMITTEE BE RESIDENTS OF THE CITY AND TO DELETE
AN UNNECESSARY REQUIREMENT

WHEREAS, pursuant to 97-R-17, the Mayor and Council of the City of College Park ("Mayor and Council") established the Education Advisory Committee ("EAC"); and

WHEREAS, pursuant to 99-R-4, the Mayor and Council determined that the membership of the EAC should consist of at least nine members, all of whom were required to be residents of the City except the University of Maryland representative; and

WHEREAS, the Mayor and Council have determined that, while at least two members shall be appointed from each Council district, it is appropriate to allow non-residents to become members of the EAC based on their qualifications and interest.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of College Park, Maryland, that the resolution constituting the EAC be and it hereby amended to read as follows:

Section 1. The purpose of the Education Advisory Committee is to support, strengthen and promote the schools that College Park students attend by pursuing the following goals:

- A. Informing the community and the City on education issues and opportunities.
- B. Improving the image of our schools and other educational opportunities in College Park.
- C. Promoting parental and community involvement.

[Brackets] : Indicate matter deleted from law

- D. Facilitating University of Maryland involvement.
- E. Promoting business-school partnerships.
- F. Implementing the Pilot EAC report (Exhibit A).

Section 2. The duties and responsibilities of the EAC shall be to:

- A. Meet not less than monthly and report to the Mayor and Council at least twice a year or more frequently if requested by the Mayor and Council.
- B. Establish strategies and programs to achieve the mission and the goals set forth in the Pilot EAC report.
- C. Make recommendations to the Mayor and Council on matters relating to the objectives of the EAC.
- D. Make recommendations to the Mayor and Council on legislative and administrative matters involving issues of importance to College Park residents.
- E. Establish relationships with school principals and directors, PTAs, and school board representatives to identify issues and opportunities for the Mayor and Council, residents of College Park and prospective residents.
- F. Implement the goals of the Committee in the context of their application to public, non-public, and home-school situations relating to the educational requirements for the children of College Park residents.

Section 3. The EAC shall have at least nine (9) members who shall be appointed by the Mayor and Council. One member shall be nominated by the University of Maryland and at least

[Brackets] : Indicate matter deleted from law

two members shall be appointed from each City Council district. [~~All members except the University representative shall be residents of the City of College Park.~~]

Section 4. All members shall be appointed for two (2) year terms.

Section 5. The Committee shall appoint the Chair and Vice-Chair of the Committee from among the members of the Committee.

Section 6. The EAC shall meet at least monthly and shall report to the Mayor and Council not later than March 31 and September 30 of each year.

~~**Section 7.** The initial members of the Committee shall be appointed by the Mayor and Council within forty five (45) days from the enactment of this Resolution.]~~

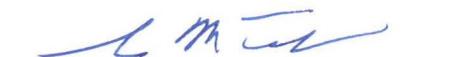
ADOPTED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 8th day of June, 2010

EFFECTIVE the 8th day of June, 2010.

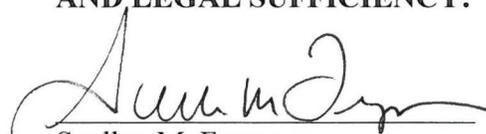
WITNESS:

**THE CITY OF COLLEGE PARK,
MARYLAND**


Janeen S. Miller, City Clerk


Andrew M. Fellows, Mayor

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:**


Suellen M. Ferguson
City Attorney

_____ : Indicate matter deleted from law
[Brackets]

RESOLUTION
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND
AMENDING RESOLUTION 97-R-17 TO AUTHORIZE THE APPOINTMENT
OF MORE THAN NINE MEMBERS TO THE COLLEGE PARK EDUCATION
ADVISORY COMMITTEE

WHEREAS, on April 22, 1997, the Mayor and Council of the City of College Park ("Mayor and Council") established a Pilot Education Advisory Committee ("Pilot EAC") with membership from the City of College Park civic associations and other volunteers to develop recommended priorities and structure of a College Park Education Advisory Committee ("EAC"), for further City Council consideration; and

WHEREAS, the Pilot EAC held its first meeting on May 28, 1997 and met approximately every two (2) weeks throughout the summer; and

WHEREAS, the City has received a detailed report prepared by the Pilot EAC setting forth the need for a permanent EAC, its goals, first year objectives, recommendations for structure, proposal for regular meetings and recommendations for administrative support and budget, which report is Exhibit A and part of this Resolution; and

WHEREAS, the City, in response to the recommendations of the Pilot EAC desires to establish a permanent Education Advisory

CAPITALS : INDICATE MATTER ADDED TO EXISTING LAW.
 [Brackets] : Indicate matter deleted from law

Committee, upon acceptance of the report and general approval of the recommendations contained therein.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of College Park, Maryland, that the Pilot EAC be and it hereby is dissolved and that a new City Committee be established called the Education Advisory Committee.

Section 1. The purpose of the Education Advisory Committee is to support, strengthen and promote the schools that College Park students attend by pursuing the following goals:

- A. Informing the community and the City on education issues and opportunities.
- B. Improving the image of our schools and other educational opportunities in College Park.
- C. Promoting parental and community involvement.
- D. Facilitating University of Maryland involvement.
- E. Promoting business-school partnerships.
- F. Implementing the Pilot EAC report (Exhibit A).

Section 2. The duties and responsibilities of the EAC shall be to:

- A. Meet not less than monthly and report to the Mayor and Council at least twice a year or more frequently if requested by the Mayor and Council.
- B. Establish strategies and programs to achieve the mission and the goals set forth in the Pilot EAC report.

C. Make recommendations to the Mayor and Council on matters relating to the objectives of the EAC.

D. Make recommendations to the Mayor and Council on legislative and administrative matters involving issues of importance to College Park residents.

E. Establish relationships with school principals and directors, PTAs, and school board representatives to identify issues and opportunities for the Mayor and Council, residents of College Park and prospective residents.

F. Implement the goals of the Committee in the context of their application to public, non-public, and home-school situations relating to the educational requirements for the children of College Park residents.

Section 3. The EAC shall have AT LEAST nine (9) members who shall be appointed by the Mayor and Council. One member shall be nominated by the University of Maryland and AT LEAST two members shall be appointed from each City Council district. All members except the University representative shall be residents of the City of College Park.

Section 4. All members shall be appointed for two (2) year terms. [which shall be staggered with four (4) terms expiring on September 1 in even-numbered years and four (4) terms expiring on September 1 in odd-numbered years. Members appointed at the inception of the Committee to serve whose terms end in even-

numbered years shall serve an initial term of one (1) year.]

Section 5. The Committee shall appoint the Chair and Vice-Chair of the Committee from among the members of the Committee.

Section 6. The EAC shall meet at least monthly and shall report to the Mayor and Council not later than March 31 and September 30 of each year.

SECTION 7. The initial members of the Committee shall be appointed by the Mayor and Council within forty-five (45) days from the enactment of this Resolution.

ADOPTED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 9th day of March, 1999.

EFFECTIVE the 9th day of March, 1999.

WITNESS:

THE CITY OF COLLEGE PARK,
MARYLAND

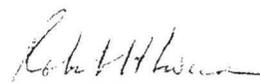


Miriam P. Wolff, CM
City Clerk



Michael J. Jacobs, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:



Robert H. Levan
City Attorney

10tx7398.pcn

RESOLUTION
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND
ESTABLISHING THE COLLEGE PARK EDUCATIONAL ADVISORY COMMITTEE, TO
STATE ITS PURPOSE, ITS DUTIES AND RESPONSIBILITIES, THE
COMPOSITION OF ITS MEMBERSHIP, MEMBERSHIP TERMS, APPOINTMENT OF
CHAIR AND CO-CHAIR, AND MEETINGS

WHEREAS, on April 22, 1997, the Mayor and Council of the City of College Park ("Mayor and Council") established a Pilot Education Advisory Committee ("Pilot EAC") with membership from the City of College Park civic associations and other volunteers to develop recommended priorities and structure of a College Park Education Advisory Committee ("EAC"), for further City Council consideration; and

WHEREAS, the Pilot EAC held its first meeting on May 28, 1997 and met approximately every two (2) weeks throughout the summer; and

WHEREAS, the City has received a detailed report prepared by the Pilot EAC setting forth the need for a permanent EAC, its goals, first year objectives, recommendations for structure, proposal for regular meetings and recommendations for administrative support and budget, which report is Exhibit A and part of this Resolution; and

WHEREAS, the City, in response to the recommendations of the Pilot EAC desires to establish a permanent Education Advisory

Interlineation : Indicates matter deleted by Amendment.
UNDERLINED
CAPITALS : INDICATE MATTER ADDED BY AMENDMENT.

Committee, upon acceptance of the report and general approval of the recommendations contained therein.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of College Park, Maryland, that the Pilot EAC be and it hereby is dissolved and that a new City Committee be established called the Education Advisory Committee.

Section 1. The purpose of the Education Advisory Committee is to support, strengthen and promote the schools that College Park students attend by pursuing the following goals:

- A. Informing the community and the City on education issues and opportunities.
- B. Improving the image of ~~public~~ OUR schools and other educational opportunities in College Park.
- C. Promoting parental and community involvement.
- D. Facilitating University of Maryland involvement.
- E. Promoting business-school partnerships.
- F. Implementing the Pilot EAC report (Exhibit A).

Section 2. The duties and responsibilities of the EAC shall be to:

- A. Meet not less than monthly and report to the ~~City~~ MAYOR AND COUNCIL at least twice a year OR MORE FREQUENTLY IF REQUESTED BY THE MAYOR AND COUNCIL.
- B. Establish strategies and programs to achieve the mission and the goals set forth in the Pilot EAC report.

C. Make recommendations to the MAYOR AND Council on matters relating to the objectives of the EAC.

D. Make recommendations to the MAYOR AND Council on legislative and administrative matters involving issues of importance to College Park residents.

E. Establish relationships with school principals and directors, PTAs, and school board representatives to identify issues and opportunities for the Mayor and Council, residents of College Park and prospective residents.

F. Implement the goals of the Committee in the context of their application to public, non-public, and home-school situations relating to the educational requirements for the children of College Park residents.

Section 3. The EAC shall have nine (9) members, ~~eight (8) of whom~~ WHO shall be appointed by the ~~City in accordance with~~ criteria established by the Mayor and Council. One member shall be ~~appointed~~ NOMINATED by the University of Maryland AND TWO MEMBERS SHALL BE APPOINTED FROM EACH CITY COUNCIL DISTRICT. All members except the University representative shall be residents of the City of College Park.

Section 4. All members shall be appointed for two (2) year terms which shall be staggered with four (4) terms expiring on September 1 in even-numbered years and four (4) terms expiring on September 1 in odd-numbered years. Members appointed at the

inception of the Committee to serve whose terms end in even-numbered years shall serve an initial term of one (1) year.

Section 5. The Committee, ~~subject to the approval of the City,~~ shall appoint the Chair and ~~Co~~VICE-Chair of the ~~City~~ COMMITTEE from among the members of the Committee.

Section 6. The EAC shall meet at least monthly and shall report to the ~~City~~ MAYOR AND COUNCIL not later than March 31 and September 30 of each year.

SECTION 7. THE INITIAL MEMBERS OF THE COMMITTEE SHALL BE APPOINTED BY THE MAYOR AND COUNCIL WITHIN FORTY-FIVE (45) DAYS FROM THE ENACTMENT OF THIS RESOLUTION.

ADOPTED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 23rd day of September, 1997.

EFFECTIVE the 23rd day of September, 1997.

WITNESS:

Miriam P. Wolff
Miriam P. Wolff, CMC
City Clerk

THE CITY OF COLLEGE PARK,
MARYLAND

Joseph E. Page
Joseph E. Page, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

Robert H. Levan
Robert H. Levan, City Attorney

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**College Park Education Advisory Committee
Summary of Proposal to the Mayor and Council - August 1997**

This is a brief summary of the Proposal prepared by the Pilot Education Advisory Committee.

The Pilot Education Advisory Committee recognized that getting the word out about the educational opportunities in College Park should be a city-wide priority. A permanent Education Advisory Committee would send a message to the community that our city cares about education. It would seek to dispel some of the negative perceptions and highlight the positive programs and stories that make College Park a family-friendly town. The work of the Education Advisory Committee would help improve the quality of life in College Park and strengthen its long term economic prospects as well.

The proposal recommends that the Mayor and Council form a nine-member Education Advisory Committee to consist of eight College Park residents and one University of Maryland representative. The committee's focus would be on Preschool through Grade 12 education. The primary beneficiaries of the committee would be the Mayor and Council, College Park residents and prospective residents. The committee would cooperate with directors/principals and parent groups of public and non-public schools, and the Board of Education, to identify educational opportunities and issues. Sponsoring relationships with the University of Maryland, local businesses and community groups would be developed by the committee to support and finance its objectives.

MISSION

Support, strengthen and promote the schools that College Park students attend.

GOALS

- 1. Inform the community and the Mayor and Council on education issues and opportunities.*
- 2. Improve the image of the public schools and other educational opportunities in College Park.*
- 3. Promote parental and community involvement.*
- 4. Facilitate University of Maryland involvement.*
- 5. Promote business-school partnerships.*

FIRST YEAR OBJECTIVES

To accomplish its mission and goals, the Education Advisory Committee would focus first on seven short-term objectives. The objectives would be reviewed periodically and new ones would be added in consultation with the Mayor and Council.

- 1. Create an education package/opportunities brochure.* To include public, private, and home school options and distributed to current and prospective residents, businesses, and real estate agents.
- 2. Review state and county education legislation and brief the Council on issues that affect College Park.*
- 3. Promote an annual academic event such as a spelling bee or geography bee.*
- 4. Create a web page.* To include timely information on educational opportunities, volunteer opportunities, and committee activities, and well as links to the schools who have a web page.
- 5. Develop a teacher/student recognition program.*
- 6. Publicize volunteer opportunities in the schools.*
- 7. Support the reopening of the Berwyn Heights Elementary School.*

The pilot committee proposed a first year budget of \$1,000 to support the educational package, annual academic event, and teacher/student recognition program.