



**TUESDAY, JUNE 9, 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:

ROLL CALL

MINUTES: May 19, 2015 Special Session; May 26, 2015 Regular Meeting

ANNOUNCEMENTS

ACKNOWLEDGMENT OF DIGNITARIES

ACKNOWLEDGMENT OF NEWLY APPOINTED BOARD AND COMMITTEE MEMBERS

AWARDS

PROCLAMATIONS

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

**CONSENT AGENDA**

15-G-67 Award of FY 2015 Fire Department Grants as follows: 1) College Park Volunteer Fire Department, Inc., apply toward purchase of CPVFD-owned and controlled ladder truck - \$15,000; 2) Branchville Volunteer Fire Company & Rescue Squad, Inc., apply to debt service on 2010 Pierce Pumper E-111 - \$15,000; 3) Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc., Use to supplement a deposit on a new Rescue Squad vehicle and related equipment - \$15,000. The total of the three awards is \$45,000 which is funded in C.I.P. project 012006, account 25-40.

Motion By:  
To: Approve  
Second:  
Aye: \_\_\_\_\_  
Nay: \_\_\_\_\_  
Other: \_\_\_\_\_

15-G-68 Award of FY 2015 Community Services Grants as follows:  
1) The National Museum of Language, Inc., for Language camp and events - \$2,500; 2) Lakeland Community Heritage Project, for Lakeland Heritage weekend - \$2,500; 3) American Legion Auxiliary, College Park Unit 217 for Scholarships for Miss College Park pageant participants - \$2,500; 4) Pregnancy Aid Centers, Inc. for Food Pantry Program - \$2,500; 5) College Park Woods Swim Club for Senior Summer Day Camp - \$2,500; 6) Embry Center for Family Life for Lakeland All-Stars Basketball Program - \$2,500; 7) College Park Center for Faith & Community for College Park Community Library - \$2,000; 8) B-Roll Media & Arts Inc. for Photography, audio engineering classes for students - \$1,500. The total of the grant awards is \$18,500, which is funded in the FY 2015 Operating Budget in account 1010.25-20.

15-G-69 Motion to voice no objection to the transfer of a Class B (BH), Beer, Wine and Liquor License for the use of Sri Sai Baba, LLC t/a RASOI Restaurant, 8601 Baltimore Avenue, College Park, subject to the applicant entering into a Property Use Agreement with the City of College Park in substantially the form as attached, authorization for the City Manager to sign the PUA, and for the City to send a letter to the BOLC stating the City's position.

### **ACTION ITEMS**

15-G-70 Approval of a letter in response to the letter dated May 18, 2015 from the State Highway Administration regarding City funding of US Route 1 utility undergrounding

Motion By:  
To: Approve  
Second:  
Aye: \_\_\_\_\_ Nay: \_\_\_\_\_  
Other: \_\_\_\_\_

### **COUNCIL COMMENTS**

### **COMMENTS FROM THE AUDIENCE**

### **ADJOURN**

### **WORKSESSION**

1. Board and Committee Discussion with Citizens Corps Council on their charge and mission

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### **INFORMATION/STATUS REPORTS (For Council Review)**

None.

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**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, May 19, 2015**  
**Council Chambers**  
**9:45 p.m. – 10:00 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; Bob Ryan, Director of Public Services; 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 Kabir to enter into a Special Session. The possibility of the Special Session was listed on the Worksession agenda. The motion passed 8 – 0 – 0 and the Council entered Special Session at 9:45 p.m.

**ACTION ITEMS**

**15-G-56 Request for use of Duvall Field Restrooms for a nearby private event**

This is coming back from last week's meeting. Mr. Ryan reported that there will be no cost to the City for opening/closing or cleaning the restrooms. Ms. Lazur reported that her homeowner insurance company has agreed to extend her coverage to include the restroom and the park and she provided a copy of the Certificate of Insurance. Ms. Lazur is willing to sign a Hold Harmless agreement provided by the City Attorney.

**A motion was made by Councilmember Wojahn and seconded by Councilmember Kabir to grant the request for use of the Duvall Field restrooms for a nearby private event.**

There were no comments from the audience.

**The motion passed 8 – 0 – 0.**

**15-G-60 Approval of a Letter to the Washington Suburban Sanitary Commission expressing concerns about the performance of one of their contractors**

**A motion was made by Councilmember Stullich and seconded by Councilmember Day that the Council authorize the Mayor to sign a letter expressing the City's significant concerns regarding public safety and the integrity of certain City streets due to the inferior work performed on WSSC contract BR5514A13 by Horton and Barber.**

Councilmember Stullich said this work started in the spring of 2014. The City has been waiting for a long time for the WSSC contractor to correct their substandard work. It is a public safety

concern. We understand that the contractor is in bankruptcy and WSSC is having a hard time getting out of the contract.

Ms. Ferguson said the WSSC hearing is scheduled for June 18, where they will ask the bankruptcy judge to allow for the ouster of this contractor. She believes it will be helpful to WSSC to have this letter from the City. City Engineer Steve Halpern has been subpoenaed to testify.

There were no comments from the audience.

**The motion passed 8 – 0 – 0.**

**15-G-59 Approval of a Letter to the Maryland Department of Business and Economic Development expressing the City’s support of the University of Maryland’s application to be a Qualified Institution under the Maryland Regional Institution Strategic Enterprise (RISE) Zone program.**

**A motion was made by Councilmember Wojahn and seconded by Councilmember Day that the Council authorize the Mayor to sign the attached letter expressing the City’s support of the University of Maryland’s application to be a Qualified Institution for purposes of the Maryland Regional Institution Strategic Enterprise (RISE) Zone program.**

Councilmember Wojahn said the RISE Zone program was created in 2014 to maximize institutional assets and encourage investment and job creation near universities and other institutions that have a strong history and commitment to economic development and revitalization in their communities. Qualified Institutions and local governments develop a strategy to use the institutional assets and financial incentives to attract businesses and create jobs within the zone. The designation of a RISE Zone first requires that an institution submit an application to become a Qualified Institution. The application should show the institution’s intent to make significant financial investments and use its resources and expertise to spur economic development and community revitalization. Once an institution is designated a Qualified Institution, it may submit an application with the local governments to have a RISE Zone designated.

There were no comments from the audience.

Councilmember Kabir said a resident had a question about the tax implications.

Mr. Gardiner said the approval of a RISE Zone is a two-step process. First, the University applies to be “deemed eligible”, which is what is before Council tonight. If the institution is deemed to be eligible by the state, they would submit an application. If that application includes tax credits from the City or the County, then the City or the County have to be part of that application and approve the application. By state law, the minimum tax credit a commercial property could receive is 50% on the increased value the first year and at least 10% of the

increased value for each of the following four years. That application will come back to Council for support. The tax credit could be extended if approved by Council.

Student Liaison Holocker talked about the local benefits of the Innovation District project including jobs, redevelopment and traffic improvements. This is an exciting opportunity to get involved in a state program.

Councilmember Wojahn asked when the application itself would be provided. Mr. Gardiner said the applications cannot be submitted prior to July 1; this first step is simply a request to be deemed eligible. Councilmember Wojahn wanted to see the details of their “intent to make a significant financial investment.” Mr. Gardiner said we can request that.

Councilmember Mitchell clarified that tonight’s approval is just for the letter of support that the University be deemed a qualified institution for purposes of the state RISE Zone. Mr. Gardiner agreed and said step 2 – to actually create the RISE Zone – will come back to Council.

Mr. Holocker said this isn’t a blanket approval for the University to go develop land without approval of the City.

**The motion passed 6 – 0 –2 (Mitchell and Kabir abstained).**

**ADJOURN:** A motion was made by Councilmember Dennis and seconded by Councilmember Brennan to adjourn the Special Session. With a vote of 8 – 0 – 0, Mayor Fellows adjourned the Special Session at 10:00 p.m.

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Janeen S. Miller, CMC  
City Clerk

Date  
Approved

**MINUTES**  
**Regular Meeting of the College Park City Council**  
**Tuesday, May 26, 2015**  
**Council Chambers**  
**7:30 p.m. – 9:33 p.m.**

**PRESENT:** Mayor Fellows; Councilmembers Kabir, Wojahn, Brennan, Dennis, Stulich (arrived at 7:37 p.m.), 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; Steve Groh, Director of Finance; Terry Schum, Director of Planning; Bob Ryan, Director of Public Services; Peggy Higgins, Director of Youth, Family and Senior Services; Cole Holocker, Student Liaison.

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

**Minutes:** A motion was made by Councilmember Dennis and seconded by Councilmember Brennan to adopt the minutes of the Public Hearing on May 12, 2015 on the FY 2016 Budget and the Regular Meeting of May 12, 2015. The motion passed 7 – 0 – 0.

**Announcements:**

Councilmember Mitchell discussed today's Special Olympics Torch Relay segment sponsored by the City of College Park.

Councilmember Wojahn announced the next "Live Smart, Eat Local" event will be held at Hanami Japanese Restaurant on June 22 with guest speaker, Dr. Kevin Maxwell.

Councilmember Kabir said that there will be a community clean-up in the Sunnyside neighborhood on Saturday, June 6. Meet at 8:30 a.m. at the skate park.

Councilmember Day congratulated the graduating class of Parkdale High School which included his son.

Mayor Fellows congratulated the University of Maryland Women's lacrosse team on winning the championship, and the Men's lacrosse team, who are the runners-up.

**Proclamations:** Mayor Fellows read the proclamation in recognition of Hollywood Elementary School Principal Barbara Caskey upon her retirement.

[Councilmember Stulich arrived.]

**Amendments to the Agenda:** Item 15-G-61 was moved to the Consent Agenda.

**City Manager's Report:** Mr. Nagro announced the M-NCPPC Trails Master Plan Open House which will occur on June 10 from 6 – 8 p.m. He reminded everyone that free Saturday parking in the downtown parking garage begins this weekend. The Aging-In-Place survey will run in the

June 11 Municipal Scene. He discussed the June 3 Administrative Session with Mr. Mercer, who is conducting the City Manager search.

**Student Liaison's Report:** Mr. Holocker reported on end-of-semester matters and congratulated the Women's and Men's lacrosse teams on their seasons.

**Presentations:**

Mayor Fellows recognized the Outstanding Essayists in the Maryland Municipal League "If I Were Mayor, I Would..." Essay Contest: D'Airra Wyatt of Berwyn Christian School – MML Semi-Finalist; Abe Cutler of Holy Redeemer – MML Semi-Finalist; Zahra Shamrez – Al Huda School Winner; Haneef Ali Rodriguez – Al Huda School Winner; Yolanda Sukhu – Berwyn Christian School Winner; Trent Badrak – Holy Redeemer School Winner; Yakeen Alzarough – Paint Branch Elementary School Winner; Ashley Thompson – Hollywood Elementary School Winner. Each fourth grade student read their outstanding essay, received a certificate, and took pictures with the Mayor.

Mayor Fellows presented the "Key to the City" to Barbara Caskey, who is retiring as principal of Hollywood Elementary School, and spoke about her many achievements. Several students and Hollywood staff also made remarks. Mrs. Caskey thanked the City and commented on her career.

**CONSENT AGENDA**

**A motion was made by Councilmember Mitchell and seconded by Councilmember Wojahn to adopt the consent agenda, which consisted of the following item:**

**15-G-61 Motion to voice no objection to the application for a new Class B, (BLX) Beer, Wine and Liquor License for the use of Nando's of College Park, LLC t/a Nando's Peri Peri, 7400 Baltimore Avenue, College Park, subject to the applicant entering into a Property Use Agreement with the City in substantially the form as attached, authorization for the City Manager to sign the PUA, and for staff to testify at the BOLC hearing.**

**The motion passed 8 – 0 – 0.**

[Council took a five minute recess.]

**ACTION ITEMS:**

**15-O-03 Adoption of 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**

**A motion was made by Councilmember Mitchell and seconded by Councilmember Brennan to adopt 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.**

Councilmember Mitchell said the budget Ordinance was introduced on April 28th and a public hearing was held on May 12th. The Ordinance reflects the combination of the FY 2016 City Manager's requested budget and budget changes made by Mayor and Council during budget Worksessions. Total General Fund revenues of \$16,317,988 include operating revenues of \$16,060,596 and an interfund transfer from the Parking Debt Service Fund of \$257,392. Total General Fund expenditures are \$16,317,988. In the Parking Debt Service Fund, total revenues are \$250,000 and total expenditures are \$257,392. There will be no change in property tax rates, fines or fees. The tax rates for real and personal property tax will be set at 33.5 and 83.8 cents per \$100 of assessed valuation, respectively. The total 5-year Capital Improvement Program is \$48,679,358. By adoption of this Ordinance, the FY 2016 Pavement Management Plan and Pay Plan are hereby adopted. Also, 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. The budget ordinance will be effective July 1, 2015.

Councilmember Wojahn said he received a request for funds for the Citizens Corps Council CERT program. He asked staff to work with Mr. Kobrias to see what can be accommodated with existing funds. Mr. Groh said there are funds budgeted in Public Safety.

Councilmember Kabir discussed the low balance of the City's undesignated reserve fund – it will be about 17% which is lower than the 25% mandated in the Charter – and cautioned against unnecessary spending. Mr. Groh responded that there is one large item – the purchase of prior service for the Maryland State Retirement – which we will repay to ourselves at a rate of \$250,000 per year. In addition, FY 2015 budget surplus will be returned to the reserve fund on June 30 at the end of the fiscal year. So the City can come out of that hole very quickly.

**The motion passed 8 – 0 – 0.**

**15-R-04      Adoption of 15-R-04, A Resolution Regarding Tax-Exempt Parking Garage Refunding Bond Of 2015**

**A motion was made by Councilmember Mitchell and seconded by Councilmember Kabir to adopt Resolution 15-R-04, A Resolution Of The Mayor And Council Of City Of College Park Providing For The Issuance And Sale By City Of College Park (The "City"), Upon Its Full Faith And Credit, Of A General Obligation Installment Bond In The Aggregate Principal Amount Of Seven Million Seventy-Five Thousand Dollars (\$7,075,000.00), The Proceeds Of The Sale Thereof To Be Used And Applied For The Public Purpose Of Providing The Funds Needed To Prepay The Outstanding Principal Amount Of The City's Tax-Exempt Parking Garage Bond Of 2011 And, Together With The Use Of Other Non-Borrowed Funds, To Thereby Effect A Current Refunding Of Such 2011 Bond, As More Particularly Described Herein; Prescribing The Terms Of The Refunding Bond, The Form And Tenor Of The Refunding Bond, And The Terms And Conditions For The Issuance And Sale Of The Refunding Bond At A Private Sale, Without Soliciting Bids, To STI Institutional & Government, Inc., And Authorizing Certain Officials Of The City To Make Certain Final Determinations In Connection With Issuance Of The Refunding Bond; Providing For The Disbursement And Application Of The Proceeds Of The Refunding Bond; Providing For The Levy And Collection Of Ad Valorem Taxes Sufficient For, And**

**Pledging The Full Faith And Credit And Unlimited Taxing Power Of The City To, The Prompt Payment Of Principal And Interest On The Refunding Bond; Providing That The Principal Of And Interest On The Refunding Bond Also May Be Paid From Any Other Sources Of Revenue Lawfully Available To The City For Such Purpose; Making Or Providing For Certain Representations And Covenants Relating To The Tax-Exempt Status Of The Refunding Bond; Providing For Certain Actions To Be Taken And Determinations Made In Connection With A Reissuance Of The Refunding Bond As Described Herein; Providing That The Provisions Of This Resolution Shall Be Liberally Construed In Order To Effectuate The Transactions Contemplated Hereby; And Generally Relating To The Issuance, Sale, Delivery And Payment Of And For The Refunding Bond.**

Councilmember Mitchell said this resolution authorizes the refunding of the Tax-Exempt Parking Garage Bond of 2011 with the Tax-Exempt Parking Garage Refunding Bond of 2015 in order to lower the bond interest rate by approximately 26% over the remaining 16-year life of the bond. The new bond of \$7,075,000 is in the same principal amount as the current balance of the old bond. The City's financial advisor and bond counsel have participated in negotiations with SunTrust Bank in order to secure this refinancing on favorable financial terms for the City. Debt service savings over the life of the bond total \$676,438. By adoption of this resolution, the Mayor, City Manager, City Clerk, Director of Finance and Deputy Director of Finance are authorized to execute the Refunding Bond and related documents on behalf of the City in connection with the closing of this bond, scheduled for June 16, 2015.

There were no comments from the audience or from the Council.

**The motion passed 8 – 0 – 0.**

**15-R-05 Adoption of 15-R-05, A Resolution Regarding Post-Issuance Tax Compliance Procedures For Non-Conduit Tax-Exempt Obligations**

**A motion was made by Councilmember Mitchell and seconded by Councilmember Hew to adopt Resolution 15-R-05, A Resolution Of The Mayor And Council Of The City Of College Park Approving The Substantially Final Form Of, And Authorizing And Directing Certain Officials To Finalize And Execute, On Behalf Of The City Of College Park, Written Post-Issuance Tax Compliance Procedures For Non-Conduit Tax-Exempt Obligations That Are Designed To Ensure Compliance With Applicable Post-Closing Provisions Of The Internal Revenue Code Of 1986, As Amended, And Related U.S. Treasury Regulations; And Determining Various Matters In Connection Therewith.**

Councilmember Mitchell said in the previous action, the Council approved a resolution authorizing the refunding of the Tax-Exempt Parking Garage Bond of 2011. The Internal Revenue Service strongly recommends that issuers of tax-exempt obligations adopt written procedures designed to address post-issuance compliance with provisions of the Internal Revenue Code and the related U.S. Treasury Regulations. The City's bond counsel drafted these procedures which apply to the Tax-Exempt Parking Garage Refunding Bond of 2015 and all current and future tax-exempt obligations of the City and comply with the IRS guidelines. By adoption of this resolution, the City Manager and Director of Finance are authorized to execute the Post-Issuance Tax Compliance Procedures on behalf of the City.

There were no comments from the audience or from the Council.

**The motion passed 8 – 0 – 0.**

**15-G-63 Letter to WMATA regarding installation of Metro test track and sound barrier wall in north College Park**

**A motion was made by Councilmember Wojahn and seconded by Councilmember Kabir to send a letter to the Washington Metropolitan Area Transit Authority (WMATA) expressing two requests relating to the construction of the test track between the Greenbelt and College Park metro stations.**

Councilmember Wojahn said that WMATA representatives presented information about construction of the test track at a recent North College Park Citizens Association meeting and residents expressed concern about the placement of the sound barrier being rebuilt between the Metro and CSX tracks – that it might reflect sound from the CSX and MARC trains into the neighborhood. They want Metro to work with CSX to place the sound wall between the CSX tracks and the neighborhood. They also want Metro to refrain from using the test track during hours when Metro is not in operation.

**Comments from the audience:**

**James Thompson, 9511 49<sup>th</sup> Place:** He wanted to know what Council was requesting to be relocated – the tracks or the sound barrier? Mr. Wojahn clarified it is the sound wall.

Councilmember Kabir thinks we should send another letter to CSX asking for their cooperation in this project. We should also thank Metro for their consideration in the operation of the test track.

Councilmember Dennis thinks we are mixing WMATA issues with CSX issues. He is in favor of addressing the noise and test track issues with WMATA but thinks the issue of relocating the sound barrier should be addressed with both WMATA and CSX.

Councilmember Day agrees with Councilmember Dennis and said we should separate the two issues and address CSX separately.

**Roll Call Vote:**

**Yes:** Kabir, Wojahn, Brennan, Stulich, Hew, Mitchell

**No:** Dennis

**Abstain:** Day

**The motion passed 6 – 1 – 1.**

**15-G-64 Letter to Prince George's County Council with comments on proposed tax increase in FY 16 budget**

**A motion was made by Councilmember Mitchell and seconded by Councilmember Wojahn to send a letter to the Prince George's County Council regarding the County Executive's proposed 15% tax increase.**

There were no comments from the audience.

Councilmember Brennan said that the Berwyn District Civic Association talked about this and voted that Council request "the issue" be taken to referendum, but it is not clear to him what that particular issue is: whether the 15% increase or any increase go to referendum.

Councilmember Kabir would prefer stronger language because 15% is a large increase, but he understands his colleagues' concerns. Residents can contact their County Council Members individually.

Councilmember Mitchell reminded residents that if they want to contact their County Council Members they should do so before May 28 which is when the budget will be voted on.

**The motion passed 8 – 0 – 0.**

#### **15-G-65      Appointments to Boards and Committees**

**A motion was made by Councilmember Brennan and seconded by Councilmember Wojahn to appoint Nick Brennan to the Animal Welfare Committee, Susan Keller to the Committee for a Better Environment and to reappoint Thelma Lomax to the College Park Housing Authority. The motion passed 8 – 0 – 0.**

#### **15-G-62      Discussion of a response to the letter dated May 18, 2015 from State Highway Administration regarding City funding of US Route 1 utility undergrounding**

Mayor Fellows said this item will be discussed at next week's meeting to allow staff to have time to reach out to SHA for clarification about the letter.

#### **COUNCIL COMMENTS:**

Councilmember Mitchell said she was principal for the day at Cherokee Elementary.

Councilmember Brennan said the Route 1 Pedestrian Safety Group is meeting on Friday, May 29 at City Hall.

Councilmember Wojahn asked for a future Worksession discussion on the "Safer People and Safer Streets" challenge by Secretary of Transportation Anthony Fox.

Councilmember Kabir asked about the process for the upcoming City Manager search. Mayor Fellows said that would be discussed during the meeting with Mr. Mercer on June 3.

#### **COMMENTS FROM THE AUDIENCE:**

**James Thompson, 9511 49<sup>th</sup> Place:** Mr. Thompson is a Boy Scout with Troop 740 and is working on his Communications Merit Badge so he attended tonight's meeting.

**Mary Thompson, 9511 49<sup>th</sup> Place:** Asked if the new development on Route 1 (Monument Village) is student housing? Mr. Hew said it is market rate apartments.

**ADJOURN:** A motion was made by Councilmember Wojahn and seconded by Councilmember Brennan to adjourn the regular meeting. With a vote of 8 – 0 – 0, Mayor Fellows adjourned the meeting at 9:33 p.m.

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Janeen S. Miller, CMC  
City Clerk

Date  
Approved

15-G-67

## MEMORANDUM

**TO:** Mayor & Council  
**THROUGH:** Joseph L. Nagro, City Manager   
**FROM:** Stephen Groh, Director of Finance  
**DATE:** May 26, 2015  
**SUBJECT:** FY2015 Fire Department Capital Equipment Grants  
(Proposed Consent)

The FY2015 adopted budget provides \$45,000 in funding (in C.I.P. project 012006, account 25-40) for capital equipment grants of \$15,000 each to the 3 fire companies providing first response to residents of the City for the purchase and/or financing of capital equipment needs. Applications were sent to College Park, Branchville and Berwyn Heights Volunteer Fire Departments, and each department submitted complete applications by the deadline.

Submitted applications are summarized as follows:

College Park Volunteer Fire Department, Inc.	Apply toward purchase of CPVFD-owned and controlled ladder truck. PGFD-owned Truck 12 and its PGFD crew are often sent to other areas of the County on details, leaving CPVFD without this equipment or staffing	\$ 15,000
Branchville Volunteer Fire Company & Rescue Squad, Inc.	Apply to debt service on 2010 Pierce Pumper E-111	15,000
Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc.	Use to supplement a deposit on a new Rescue Squad vehicle and related equipment, estimated to cost \$900,000 - 1,000,000	15,000

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

15-G-68

## MEMORANDUM

**TO:** Mayor & Council  
**THROUGH:** Joseph L. Nagro, City Manager  
Stephen Groh, Director of Finance  
**FROM:** Councilmembers Fazlul Kabir, Denise Mitchell, Robert Day, Monroe Dennis  
(City Council Grants Subcommittee)  
**DATE:** May 28, 2015  
**SUBJECT:** FY2015 Community Services Grants  
(Proposed Consent)

The FY2015 adopted operating budget (in account 1010-2520) provides \$20,000 in funding for community services grants, limited to \$2,500 per organization. Organizations receiving direct or beneficial grants from the City, volunteer fire companies receiving fire department capital equipment grants, or public schools receiving education grants were not eligible to apply. Grant applications were e-mailed to previous recipient organizations on April 21 and were advertised on the City's website (with links to the application form and criteria) and in the Municipal Scene. The City received 8 grant applications by the May 21 deadline, requesting a total of \$19,500.

Councilmembers Kabir, Mitchell, Day and Dennis volunteered to serve on the subcommittee to review submitted grant applications and make a recommendation to Mayor & Council for grant award. On May 26, the subcommittee met to review the submitted applications and formulate its recommendation for grant award. Applications were rated based on the grant criteria. Steve Groh provided tabulating assistance to the subcommittee but did not participate in the voting. One grant to a new applicant was reduced from the requested amount. A complete copy of the FY2015 grant applications and FY2014 final grant reports is available at [http://www.collegeparkmd.gov/document\\_center/Econ\\_Dev/Grant\\_Programs/FY2015\\_Community\\_Services\\_Grants\\_May\\_2015.pdf](http://www.collegeparkmd.gov/document_center/Econ_Dev/Grant_Programs/FY2015_Community_Services_Grants_May_2015.pdf)

Listed below is a schedule of the applications received, showing grant request and recommended grant award.

**CITY OF COLLEGE PARK**  
**FY2015 Community Services Grants**

Organization	Program	FY2015 Grant Request	Subcommittee Recommendation for Grant Award (\$20,000 budget)
The National Museum of Language, Inc.	Language camp and events	2,500	2,500
Lakeland Community Heritage Project	Lakeland Heritage weekend	2,500	2,500
American Legion Auxiliary, College Park Unit 217	Scholarships for Miss College Park pageant participants	2,500	2,500
Pregnancy Aid Centers, Inc.	Food pantry program	2,500	2,500
College Park Woods Swim Club	Senior summer day camp	2,500	2,500
Embry Center for Family Life	Lakeland All-Stars basketball program	2,500	2,500
College Park Center for Faith & Community	College Park community library	2,000	2,000
B-Roll Media & Arts Inc.	Photography, audio engineering classes for students	2,500	1,500
<b>TOTALS</b>		<b>\$ 19,500</b>	<b>\$ 18,500</b>

15-G-69

## MEMORANDUM

**TO:** Mayor and City Council

**THROUGH:** Joseph Nagro, City Manager

**FROM:** Robert W. Ryan, Public Services Director

**DATE:** May 29, 2015

**SUBJECT:** Application for transfer of a Class B (BLX), Beer, Wine and Liquor License for the use of Shri Sai Baba, LLC , **t/a RASOI Restaurant**, 8601 Baltimore Avenue, College Park, 20740.

### ISSUE

An application has been made to the Board of License Commissioners (BOLC) by Etienne R. Flaubert, Member-Authorized Person, for the transfer of a Class B (BH), Beer, Wine, and Liquor Licenses for the use of Sri Sai Baba, LLC, t/a RASOI Restaurant 8601 Baltimore Avenue, College Park, 20740, from RRP, t/a Asian Fusion and Varsity Lounge, Prashant Patel, President, Himanshu Shah, Secretary/Treasurer, Anio Vaidya, Assistant Secretary.

### SUMMARY

The applicant has applied for the transfer of a B (BH) Beer, Wine and Liquor license. The City Attorney and Director of Public Services received information from the applicant's attorney. A Property Use Agreement (PUA) was drafted based on this information, which is attached.

An alcohol-to-food ratio of 30/70% has been proposed to the applicant.

Based upon the proposed business plan, entertainment is anticipated. The licensee intends to use the Special Entertainment Permit used by the current occupant for a Caribbean Night on Fridays. The PUA requires that the licensee present their security plan to the City.

Customer identification was discussed. The applicant will require an ID for each person purchasing or consuming alcoholic beverages. The applicant does not intend to use a scanner system and will be prepared to present to Mayor and Council on this issue.

This applicant will also be using the liquor license for a banquet space. Staff is still discussing this aspect with them.

The applicant will attend the Council work session on June 2, 2015 to discuss the draft PUA. The applicant is reviewing the draft PUA.

**RECOMMENDATION**

Staff recommends Council consideration of the PUA. After discussion of the PUA and any desired changes with the applicant, the Council should decide to oppose or not oppose approval of the license by the BOLC and the PUA. If accepted, the City Manager should be authorized to sign the PUA, and Staff should be authorized to testify to the Council's position at the BOLC hearing on June 23, 2015.

Attachments: (1) Draft PUA

(2) Menu

(3) Floor Plan

(4) BOLC agenda

(5) BOLC glossary

## PROPERTY USE AGREEMENT

THIS PROPERTY USE AGREEMENT (the "Agreement") is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between SHRI SAI BABA, LLC, T/A RASOI RESTAURANT, and ETIENNE R. FALUBERT, Member and Authorized Person, (collectively "Licensee"); and the CITY OF COLLEGE PARK, a Maryland municipal corporation (the "City").

### WITNESSETH

WHEREAS, JAYKISHAN HOSPITALITY GROUP LLC is the owner of the real property located at 8601 Baltimore Avenue, College Park, Maryland 20740 (the "Property"); and

WHEREAS, Licensee is a tenant at the Property; and

WHEREAS, the Property is located within the corporate limits of the City of College Park, Maryland; and

WHEREAS, Licensee has applied to the Board of Liquor License Commissioners of Prince George's County, for the transfer of a Class B(BH), Beer, Wine and Liquor License ("License") for use at the Property from RRP, t/a Asian Fusion and Varsity Lounge; and

WHEREAS, the Licensee has requested the support of the City for the transfer of the License for use at the Property; and

WHEREAS, in consideration of the covenants contained in this Agreement, the City will voice no objection to the Licensee's application and hearing for issuance of the License to the Property, subject to the terms, conditions and restrictions contained herein.

NOW THEREFORE, in consideration of the foregoing, the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Repair and Maintenance of the Property. Licensee shall, from and after the date hereof, continue to keep the Property under its control in good order and repair, and free of debris and graffiti.

2. Restrictions. Except with the express written consent of the City, which consent may be withheld in the City's sole and absolute discretion, during the period that Licensee is using or has any interest in the Property, and is using the License, the use of the Property shall be restricted to the operation of Rasoi Restaurant ("Restaurant") or another substantially similar casual dining restaurant, which receives not more than thirty percent (30%) of its average daily receipts over any three consecutive monthly periods from the sale of alcoholic beverages, and which complies strictly with the restrictions and requirements of the State of Maryland/Prince George's County Class B License. The calculation of the percentage of alcoholic beverages sold shall include the full cost of any such beverage, and not just the alcohol contained in the beverage. Licensee will provide the City, by January 25 of each year, with summaries of each month's receipts for the sales of alcoholic beverages and food for the preceding calendar year, and, at any time, such information in such form as the City may reasonably require to permit the verification of sales required in this paragraph 2 of this Agreement. Such information need not be prepared by an accountant or auditor, but must be accompanied by a general affidavit signed by the Licensees affirming the accuracy

of the information provided. Licensees may be required by the City to provide information to permit verification of the sales ratios required in this paragraph, including daily register receipts and the identity of, and invoices from, its alcohol and food suppliers. Any such information provided by Licensee that is claimed to be confidential shall be so marked by Licensee and the City will treat such record as confidential as allowed by law.

3. Use of Property. Except as otherwise set forth herein, those uses of the Property permitted by the applicable zoning for the Property shall be permitted uses for the purposes of this Agreement. In addition, the Property shall be subject to all of the restrictions imposed by the applicable zoning of the Property.

4. Noises and Nuisances. Licensee shall not permit any nuisance to be maintained, allowed or permitted on any part of the Property, and no use of the Property shall be made or permitted which may be noxious or detrimental to health or which may become an annoyance or nuisance to persons or businesses on surrounding property.

5. Operations. Licensee shall maintain and operate the Restaurant in a manner that all seats are available for dining, no area is designated solely for the consumption of alcoholic beverages, and no sales of alcoholic beverages for off-sale consumption shall be allowed, except for partially consumed bottles of wine purchased at the Restaurant and allowed off premises pursuant to Maryland law. Alcoholic beverages will not be sold or served prior to 11:00 a.m. or after 10:30 p.m., Monday through Thursday, Saturday and Sunday,

or prior to 11:00 a.m. or after 2:00 a.m. on Friday and for private events/ banquets when required. Food from a regular menu must be served at all times that the premises are open for business. At all times, at least 80% of the items listed on the regular menu shall be available for customers to order. The proposed menu provided by Licensee is attached as Exhibit A. Licensee shall ensure music levels that allow patron conversation in a normal tone of voice, and prohibit disruptive or rowdy behavior that disturbs the peaceful enjoyment of the facility by Licensee's patrons and other persons visiting the facility.

Cover and door charges will be charged for entry to the Property during live music or DJ performances. The payment of a cover or door charge shall not reduce the normal price charged by Licensee for alcoholic beverages. Alcoholic beverages shall be served only to diners sitting at tables, bars or counters inside the restaurant and banquet facilities, and patrons standing waiting for a table. The parties recognize that, during private parties, not all patrons may be seated, but that food will be served. The minimum price for alcoholic beverages, including 16 oz. beers, shall be \$2.00. Licensee may not sell beer in pitchers. Licensee will maintain all dining areas, including tables and chairs, inside the facility. Licensee shall ensure that the interior of the restaurant, including service areas, remain clean and graffiti free. The interior and exterior of the Property shall be rodent free. Licensee shall not allow grease, dirt, trash or graffiti to accumulate on any portion of the exterior of the Property that Licensee controls. Licensee agrees to fully comply with all applicable laws, including without limitation Subtitle 12, "Health", of the Prince George's County Code, and the Code of the City of College Park.

Licensee shall not engage in window advertising of the sale of beer, wine, or liquor nor off-premises leafleting of cars or on public right of way promoting the sale of beer, wine or liquor. All off-premises advertising of specials, happy hours or reduced prices for beer, wine or liquor shall be limited to promotions coupling the sale or service of food with the sale of alcoholic beverages. Licensee shall use an identification scanner system, designed to recognize false identification prior to making alcoholic beverage sales. The scanner shall be used for all persons who appear to be under the age of thirty five (35) years. Licensee will not accept State of Maryland vertical type licenses as proof of age.

Licensee shall not rent the facilities to individuals or businesses involved in promoting or making a business or profit from producing musical, band or disc jockey events. Licensee shall not provide tables, such as a beer pong table, whose purpose is for use in drinking games. Licensee shall not sponsor or support drinking games within the Property.

6. Enforcement. The City shall have the right to enforce, by any proceeding at law or in equity, including injunction, all restrictions, terms, conditions, covenants and agreements imposed upon the Property and/or Licensee pursuant to the provisions of this Agreement. The parties agree that if Licensee should breach the terms of the Agreement, the City would not have an adequate remedy at law and would be entitled to bring an action in equity for specific performance of the terms of this Agreement. In the event of a violation of paragraph 2 of this Agreement, Licensee shall have sixty (60) days from the date of notification of the violation to adjust his operations and achieve compliance, as

measured during the sixty (60) day period, with the requirements of paragraph 2 of this Agreement. In the event the City is required to enforce this Agreement and Licensee is determined to have violated any provision of this Agreement, Licensee will reimburse the City for all costs of the proceeding including reasonable attorney's fees. Should Licensee prevail in any action brought by the City to enforce a provision of this Agreement, the City shall reimburse Licensee for all costs of the proceeding including reasonable attorney's fees.

7. Waiver. Neither any failure nor any delay on the part of the City in exercising any right, power or remedy hereunder or under applicable law shall operate as a waiver thereof nor shall a single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or remedy.

8. Assignment of License. In consideration for the City voicing no objection to Licensee's application for the new License, Licensee agrees that it shall not sell, transfer, or otherwise assign its rights under the License to any entity or individual for use or operation within the City without the express prior written consent of the City, which consent will not be unreasonably withheld.

9. Assignment. This Agreement shall be binding upon, and shall inure to the benefit of, the respective affiliates, transferees, successors and assigns of the parties hereto.

10. Scope and Duration of Restrictions. The restrictions, conditions and covenants imposed by this Agreement shall be valid only so long

as Licensee maintains a License at the Restaurant, or some other substantially similar casual dining restaurant.

11. Security. Pursuant to Article 2B, §6-201(r)(19) of the Annotated Code of Maryland, Licensee is required to obtain a License for special entertainment or to obtain an exemption. Prior to seeking or operating under a License for special entertainment or an exemption, Licensee agrees that it shall first present to the City its plans for entertainment as well as for any required security. For any activities authorized by such a license or exemption, the Licensee shall have and maintain a Security Plan to prevent the Property and any such activities from posing a threat to the peace and safety of the surrounding area. The Security Plan shall, at minimum, comply with the requirements of the Board of License Commissioners. Any required Security Plan for the Licensee is subject to review and revision annually or upon request by Prince George's County Police, the University of Maryland Police or the City of College Park.

a. Licensee shall diligently enforce ID policies through trained and certified managers and employees. Licensee agrees to take all necessary measures to ensure that under age persons do not obtain alcoholic beverages.

b. All personnel involved in the sale of alcohol and all managers shall be trained in a State approved alcohol awareness program before serving alcohol.

c. All serving, bar, security and management employees will be 18 years or older.

12. Notices. All notices given hereunder shall be in writing and shall be deemed to have been given when hand delivered against receipt of three

(3) days after deposit with the United States Postal Service, as registered or certified mail, return receipt requested, postage prepaid, addressed:

(i) If to Licensee:  
Rasoi Restaurant  
8601 Baltimore Avenue  
College Park, Maryland 20740

with a copy to:

Robert J. Kim, Esq.  
McNamee Hosea  
6411 Ivy Lane, Suite 200  
Greenbelt, MD 21401

(ii) If to the City:  
  
Joseph L. Nagro  
City Manager  
City of College Park  
4500 Knox Road  
College Park, Maryland 20740

with copy to:

Suellen M. Ferguson, Esquire  
Council, Baradel, Kosmerl & Nolan P.A.  
125 West Street, 4<sup>th</sup> Floor  
P.O. Box 2289  
Annapolis, MD 21404

13. Amendments. This Agreement may not be amended or modified except in writing executed by all parties hereto, and no waiver of any provision or consent hereunder shall be effective unless executed in writing by the waiving or consenting party.

14. Severability. The provisions of this Agreement shall be deemed severable, so that if any provision hereof is declared invalid, all other provisions of this Agreement shall continue in full force and effect.

15. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Maryland.

16. Counterparts. This Agreement may be executed in any number of counterparts each of which shall constitute an original and all of which together shall constitute one agreement.

17. Headlines. The headings or titles herein are for convenience of reference only and shall not affect the meaning or interpretation of the contents of this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year first above written.

WITNESS/ATTEST

SHRI SAI BABA, LLC

\_\_\_\_\_

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Etienne R. Falubert, Member,  
Authorized Person

WITNESS/ATTEST

CITY OF COLLEGE PARK

\_\_\_\_\_  
Janeen S. Miller, CMC, City Clerk

By: \_\_\_\_\_  
Joseph L. Nagro, City Manager

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: \_\_\_\_\_  
Suellen M. Ferguson, City Attorney

15-G-70

**DRAFT**

June 9, 2015

Douglas H. Simmons  
Acting Administrator  
State Highway Administrator  
707 North Calvert Street  
Baltimore, Maryland 21202

Re: Reconstruction of US 1

Dear Mr. Simmons:

In a letter dated May 18, 2015 to Mayor Fellows, SHA explained that a letter of commitment from the City of College Park to fund the undergrounding of utilities was needed by June 8, 2015 in order to maintain the current project schedule. This request was made at the same time meetings were being held between SHA, Senator Rosapepe and Mayor Fellows in order to more fully understand the design elements of the project as well as issues surrounding construction funding and timing. In fact, the city is still engaged with SHA on these matters and looks forward to a presentation to the City Council on August 5, 2015.

The city is surprised and disappointed that we have been given this deadline without having the underground design completed and the opportunity to explore funding through the Transportation Investment Generating Economic Recovery (TIGER) discretionary grant program. When the city executed the Memorandum of Understanding (MOU) with SHA last August, it was our expectation that aerial and underground plans would be designed concurrently and would be able to be compared side by side. Work on these plans by KCI Technologies did not begin until December 2014 and the only meeting to discuss these plans (30%) with the city was held on March 31, 2015 at city staff's request. The city is in receipt of documentation showing that 33% of the work associated with the project was completed at the end of February even though invoices received and paid by the city through April total only \$51,273 or 17% of the estimated cost of these services.

It is distressing to learn now that a decision on funding undergrounding utilities must be made before the design process is completed and in order to engage utility companies in the design process. This was certainly not the city's understanding when the MOU was signed and there is nothing in the MOU language that would indicate this to be the case. Under the circumstances, however, the city must ask that SHA

terminate the undergrounding design and incur no further financial obligations under the MOU.

It has always been the city's goal to obtain the best possible outcome for this project, and we sincerely believe that placing the utilities underground would help to make the reconstruction of Route 1 an exceptional complete streets project that all stakeholders could be proud of. We will continue to work with your staff to ensure that this is a model project, even without undergrounding, that addresses the multi-modal needs of the community and enhances the sense of place along the corridor.

Sincerely,

Andrew M. Fellows  
Mayor

# Worksession: Citizens Corps Council

## MEMORANDUM

**TO:** Mayor and City Council

**FROM:** Janeen S. Miller, City Clerk

**THROUGH:** Joe Nagro, City Manager

**DATE:** June 9, 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 June 9 with:

- Citizens Corps Council – David Milligan, Chair

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 – Resolution 05-R-15 – Resolution establishing the Citizens Corps Council
- 3 – Resolution 11-R-06 – Resolution establishing the Neighborhood Watch Steering Committee

## 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
- June 2 – Veterans Memorial Improvement Committee
- June 9 – Citizens Corps Council

### 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.

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND, TO REPEAL AND REENACT RESOLUTION 97-R-15, TO ESTABLISH A CITIZEN CORPS AND CITIZEN CORPS COUNCIL IN THE CITY OF COLLEGE PARK TO HARNESS THE POWER OF EVERY INDIVIDUAL THROUGH EDUCATION, TRAINING, AND VOLUNTEER SERVICE TO MAKE COLLEGE PARK SAFER, STRONGER, AND BETTER PREPARED TO RESPOND TO THE THREATS OF TERRORISM, CRIME, PUBLIC HEALTH ISSUES, AND DISASTERS OF ALL KINDS.**

**WHEREAS**, State Citizen Corps Councils have been established in U.S. States and Territories; and

**WHEREAS**, Local Citizen Corps Councils have been established nationwide; and

**WHEREAS**, Community Emergency Response Team (CERT) training has been provided to City residents; and

**WHEREAS**, efforts are underway to revitalize Neighborhood Watch (CPNW) programs; and

**WHEREAS**, affiliate programs/organizations such as Neighborhood Watch and the Community Emergency Response Team have been added to the national Citizen Corps umbrella organizational structure; and

**WHEREAS**, Citizens Corps has been integrated into FEMA's/DHS's overall national preparedness, outreach, response and recovery, fire prevention, and mitigation strategies, including the first responder initiative; and

**WHEREAS**, the Mayor and Council of the City of College Park wish to form a College Park Citizen Corps Council to promote affiliated programs.

**NOW, THEREFORE BE IT RESOLVED THAT** Resolution 97-R-15 is repealed and reenacted in its entirety to establish the College Park Citizens Corps Council (CPCCC), a new committee, to be formed under the following procedures:

**Goals For the Citizen Corps Council**

The Citizen Corps mission will be accomplished through a local Citizen Corps Council, which will work closely with established programs such as College Park Neighborhood Watch (CPNW) and Public Services staff to tailor activities to the community and build

on community strengths to develop and implement a local strategy to have every City resident participate through:

- **Personal Responsibility:** Developing personal and household preparedness plans and disaster supplies kits, observing home health and safety practices, implementing disaster mitigation measures, and participating in crime prevention and reporting.
- **Training:** Taking classes in emergency preparedness, response capabilities, first aid, CPR, fire suppression, and search and rescue procedures.
- **Volunteer Service:** Engaging individuals in volunteer activities that support first responders, disaster relief groups, and community safety organization. Everyone can do something to support local law enforcement officers, firefighters, emergency medical technicians, community public health services, and the four stages of emergency management: prevention, mitigation, response and recovery efforts.

The CPCCC will also promote and strengthen the Citizen Corps programs at the neighborhood level, such as CERT teams and Neighborhood Watch groups; provide opportunities for special skills and interests; develop targeted outreach for special needs groups; organize special projects and community events; encourage cooperation and collaboration among community leaders; and capture smart practices and report accomplishments.

#### **Duties and Responsibilities**

1. To hold meetings at least quarterly.
2. To provide reports at least annually to the Mayor and Council on the status of Citizen Corps programs in the City of College Park.
3. To promote formation of Neighborhood Watch groups in all City neighborhoods.
4. To promote formation of CERT teams in all City neighborhoods.
5. To promote formation of other Citizen Corps programs such as Fire Corps, Volunteers In Police Service, etc., on a city-wide basis.

#### **Composition of the College Park Citizen Corps Council**

Membership shall be composed as follows:

1. A Citizen Corps Coordinator for each neighborhood shall be nominated and appointed by the Mayor and Council and serve as a potential member of the CPCCC for the term of their respective office in the neighborhood group.
2. Mayor and Council shall nominate and appoint 5 to 7 residents to serve as community coordinators and to serve on the CPCCC. At least one member of the CPCCC shall be the CPNW coordinator, and at least one member shall represent each of the other Citizen Corps programs such as CERT, etc. The CPCCC shall work closely with Public Services staff to plan, promote, and coordinate Citizen Corps activities.

3. The president or his/her designee of each civic/citizen association which represents a neighborhood shall be able to recommend potential members of the CPCCC.
4. The Director of Public Services shall serve as an ex officio member of the CPCCC.
5. The City of College Park Public Services Director and assigned Public Services staff shall serve as the City liaison to the CPCCC.

#### **Terms**

Each member of the CPCCC shall serve for a term of 3 years, and may be reappointed for an unlimited number of terms. There shall be at least one representative of each of the Citizen Corps programs, including CPNW, CERT, etc.

#### **Removal**

When an appointed member misses three consecutive regular meetings, the Chairperson or the person conducting said meeting shall immediately notify the Mayor and Council, who will contact said member regarding the reason for missing said meetings, and if a justifiable excuse is not obtained, the Mayor and Council shall declare a vacancy and a new member will be appointed to fill the unexpired term.

#### **Appointment of Chair and Co-Chair**

The Mayor, with the approval of the City Council, shall appoint the Chair and Co-Chair of the CPCCC from among the members of the committee.

#### **Meetings**

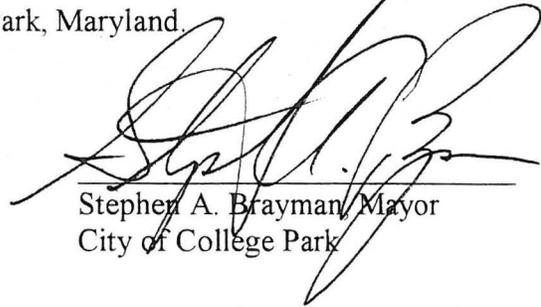
Meetings shall be held on a quarterly basis. The Chair shall have the authority to call a meeting to address an emergency with the concurrence of 50% of the current membership of the CPCCC.

#### **College Park Neighborhood Watch**

The CPNW shall continue to function as a Citizen Corps program, under the general terms formerly established, and as modified periodically to reflect organizational structure changes in Police and City agencies and Department of Homeland Security directives for Neighborhood Watch programs.

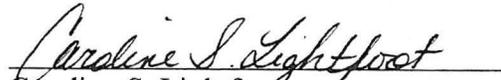
READ AND PASSED this 24th day of May, 2005.

BY ORDER: I hereby certify that Resolution No. 05-R-15 is true and correct and duly adopted by the City Council of College Park, Maryland.



Stephen A. Brayman, Mayor  
City of College Park

ATTEST:

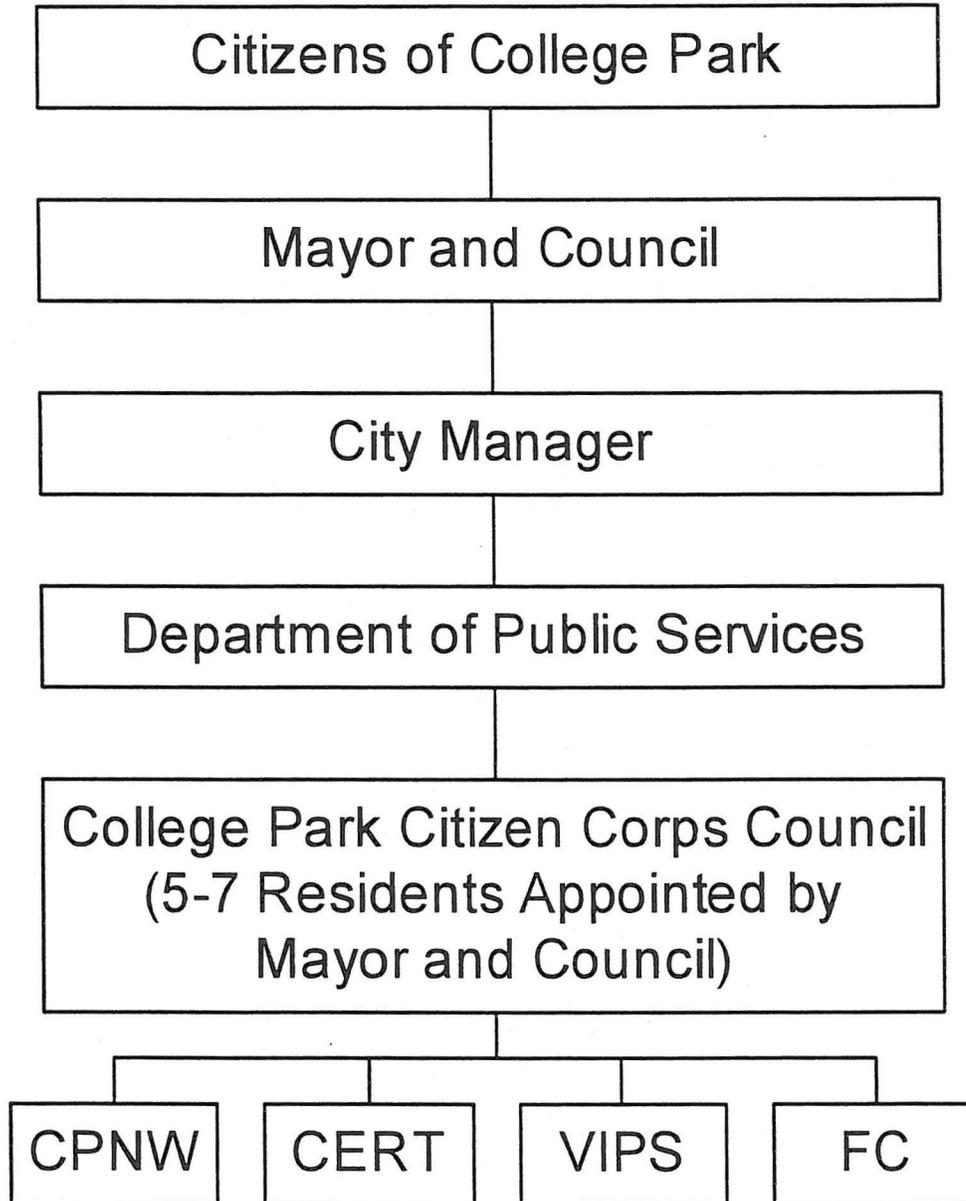


Caroline S. Lightfoot  
City Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By:   
Robert H. Levan  
City Attorney

Proposed  
*College Park Citizen Corps*  
Organizational Structure



**A RESOLUTION OF THE MAYOR AND COUNCIL OF  
THE CITY OF COLLEGE PARK, MARYLAND TO  
ESTABLISH A NEIGHBORHOOD WATCH COMMITTEE  
IN THE CITY OF COLLEGE PARK TO ADVISE THE CITY  
COUNCIL, AND TO ENHANCE NEIGHBORHOOD  
WATCH PROGRAMS CITY WIDE.**

**WHEREAS,** the Mayor and Council adopted Resolution 97-R-15 in 1997 to establish a Neighborhood Watch Committee, and

**WHEREAS,** the Mayor has from time to time appointed a City-wide Neighborhood Watch Coordinator, and

**WHEREAS,** the City Council wishes to enhance College Park Neighborhood Watch programs, and

**WHEREAS,** in October 2010, the City Council Neighborhood Watch Subcommittee was formed; and

**WHEREAS,** the Subcommittee was charged to review City-wide Neighborhood Watch programs; and

**WHEREAS,** the Subcommittee has recommended a three person College Park Neighborhood Watch Steering Committee to advise the Council and to review, enhance and further develop College Park Neighborhood Watch; and

**WHEREAS,** the Neighborhood Watch Steering Committee is charged to conduct meetings and act as necessary to share information and procedures to prevent crime as appropriate in the City in coordination with police; and

**WHEREAS,** this Steering Committee is also charged to develop Neighborhood Watch Programs in all sections of the City of College Park; and

**WHEREAS,** the Mayor and City Council wishes to form a permanent College Park Neighborhood Watch Steering Committee.

**NOW, THEREFORE BE IT RESOLVED THAT** the City Council Neighborhood Watch Subcommittee, the Neighborhood Watch Committee, and the City-wide College Park Neighborhood Watch Coordinator position be dissolved and a new College Park Neighborhood Watch Steering Committee be formed under the following procedures:

## **COMPOSITION OF THE COLLEGE PARK NEIGHBORHOOD WATCH STEERING COMMITTEE**

1. The Mayor and City Council shall appoint a three-member Neighborhood Watch Steering Committee from among the residents of the City.
2. Appointments shall be for a two year term.
3. Coordinators of individual Neighborhood Watch programs in the City of College Park shall be ex-officio members of the Steering Committee.
4. The Prince George's County Police Department COPS officer(s) assigned to the City of College Park shall serve as ex-officio member(s) of the Steering Committee.
5. The City of College Park Public Services Director shall serve as the City liaison to the Steering Committee.

## **PURPOSE**

The CPNW Steering Committee shall:

1. Provide a network to exchange information about crime occurring in our neighborhoods.
2. Disseminate pertinent, police reviewed, crime-related information (i.e., actual incidents, police lookouts, crime trends) City-wide.
3. Work closely with Prince George's County Police Department Community Oriented Policing (COPS) officers and College Park Public Services Director to identify and resolve neighborhood problems.
4. Promote and support the Neighborhood Watch concept, strengthen existing Neighborhood Watch groups, and help begin new groups in areas where they do not exist.
5. Provide crime prevention and police services information to the community.

## **DUTIES AND RESPONSIBILITIES**

1. To hold quarterly meetings.
2. To provide yearly reports to the Mayor and Council on the status of crime prevention efforts in the City of College Park.
3. To develop programs and activities to deter crime and vandalism in the City.
4. To promote the formation of Neighborhood Watch groups in any neighborhood lacking a formal Neighborhood Watch.
5. A member of the College Park Neighborhood Watch Steering Committee shall be a member of the College Park Citizens Corps Council representing Neighborhood Watch.

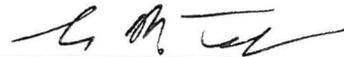
**APPOINTMENT OF CHAIR**

Annually, the members of the Steering Committee shall appoint a Chairperson to serve as Chair of the Steering Committee for a one-year term.

**MEETINGS**

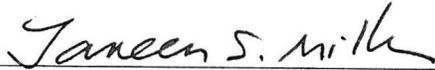
Meetings shall be held on a quarterly basis. The Chairman shall have the authority to call a meeting to address an emergency.

Resolved this 12<sup>th</sup> day of April, 2011.



Andrew M. Fellows, Mayor  
City of College Park

ATTEST:



Janeen S. Miller  
City Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By 

Suellen M. Ferguson  
City Attorney