



TUESDAY, NOVEMBER 15, 2016
CITY OF COLLEGE PARK
COUNCIL CHAMBERS
7:30 P.M.

MAYOR AND COUNCIL REGULAR MEETING
AGENDA

(There will be a closed session at the end of the meeting)

COLLEGE PARK MISSION STATEMENT

The City Of College Park Provides Open And Effective Governance And Excellent Services That Enhance The Quality Of Life In Our Community.

- 1. MEDITATION**
- 2. PLEDGE OF ALLEGIANCE:** Led by Councilmember Day
- 3. ROLL CALL**
- 4. ANNOUNCEMENTS**
- 5. CITY MANAGER'S REPORT**
- 6. ACKNOWLEDGMENTS**
- 7. PROCLAMATIONS AND AWARDS:**
 - a. America Recycles Day
 - b. Native American Heritage Month
- 8. AMENDMENTS TO AND APPROVAL OF THE AGENDA**
- 9. PUBLIC COMMENT ON CONSENT AGENDA AND NON-AGENDA ITEMS** - Speakers are asked to provide their name and address for the record, and are given three minutes to address the Council.
- 10. PRESENTATIONS**
- 11. PUBLIC HEARINGS:**
 - a. 16-O-11, An Ordinance Of The Mayor And Council Of The City Of College Park Amending Chapter 38, "Code Of Ethics", By Repealing And Reenacting Article I, "General Provisions", Section 38-4, "Definitions", To Provide The Definition Of Immediate Family To Clarify What Financial Information Is Required To Be Disclosed By City Elected Officials And Candidates To Be City Elected Officials Under §38-15

- b. 16-O-12, An Ordinance of the Mayor and Council of the City of College Park to Amend the Fiscal Year 2017 Operating and Capital Budget of the City of College Park, Maryland (Amendment #1 - to include OPH 200th Anniversary Celebration, City Hall generators, development consultant, and contribution to College Park Tennis Club)

12. CONSENT AGENDA - Note: Consent Agenda items are routine items of business that are collectively presented for approval through a single motion. A Councilmember may request that an item be pulled from the Consent Agenda and placed under Action Items for separate discussion and action.

- | | | |
|---------|--|--|
| 16-R-29 | Resolution Of The Mayor And Council Of The City Of College Park Adopting The Recommendations Of The Advisory Planning Commission Regarding Variance Application Number CPV-2016-11, 9221 Limestone Place, College Park, Maryland, Recommending Approval Of A Variance From Section 27-120.01 (C) Of The Prince George’s County Zoning Ordinance, “Front Yards Of Dwellings,” To Extend A Driveway In The Front Yard By Adding 7 Feet In Length, Resulting In 31.5 Square Feet Of Encroachment, And Authorizing Applicant To Relocate And Extend A Retaining Wall In The Front Yard In Conjunction With The Expanded Driveway, With Dimension, Placement And Materials For The Retaining Wall Determined Per City Of College Park Code, Section 87-23 E. (The appeal period ended November 12, 2016) | Motion By:
To: Approve
Second:
Aye:
Nay:
Other: |
| 16-R-30 | Resolution Of The Mayor And Council Of The City Of College Park Adopting The Recommendations Of The Advisory Planning Commission Regarding Variance Application Number Cpv-2016-12, 4707 Howard Lane, College Park, Maryland, Recommending Approval Of A Variance From The Prince George’s County Zoning Ordinance Sec. 27-442 (C) Table II, Which Prescribes A Maximum Lot Coverage Of 30 Percent In The R-55 Zone And Recommending Approval Of A Variance From Sec. 27-442 (E) Table IV Which Specifies A Minimum Front Yard Setback Of 25-Foot In Order To Construct A House, Driveway And Detached Garage. (The appeal period ended November 12, 2016) | |
| 16-R-31 | Resolution of the Mayor and Council of the City of College Park granting Appeal Number CEO-2015-02, Branchville Road, Requesting A Variance From City Code §87-23 To Construct A Fence Within The Front Yard. | |

- 16-G-139 Award of Public School Education Grants as follows:
- \$7,500 each to Hollywood Elementary, Paint Branch Elementary and Parkdale High School
 - \$2,500 each to Berwyn Heights Elementary, Cherokee Lane Elementary, University Park Elementary, Buck Lodge Middle and Hyattsville Middle
- for a total award of \$35,000.
- 16-G-140 Award of Community Services Grants as follows:
- \$3,000 to the National Center for Housing & Child Welfare for Neighbors Helping Neighbors
 - \$3,000 to the Lakeland Community Heritage Project
 - \$2,000 to the American Legion Auxiliary, College Park Unit 217 for scholarships for Miss College Park
 - \$2,000 to Pregnancy Aid Centers, Inc. for food pantry program
- for a total award of \$10,000.
- 16-G-142 Award of Fire Department Capital Equipment Grants as follows:
- Berwyn Heights Volunteer Fire Department and Rescue Squad for \$20,000
 - Branchville Volunteer Fire Company for \$20,000
 - College Park Volunteer Fire Department for \$20,000
- for a total award of \$60,000.
- 16-G-145 Authorize the allocation of funding up to \$12,900 from the parking garage fund to cover the purchase and installation of two electric vehicle charging stations in the parking garage.
- 16-G-135 Approval of a letter to Pete K. Rahn, Secretary of the Maryland Department of Transportation, with City comments on the Draft Consolidated Transportation Program for FY 2017 – 2022
- 16-G-149 Approval of Minutes: October 11, 2016 Worksession; October 18, 2016 Worksession; and October 25, 2016 Regular Meeting. Closed Session Minutes (provided separately) from September 6, 2016, September 13, 2016, September 20, 2016 and September 27, 2016.

13. ACTION ITEMS

- 16-G-141 Review of a Property Use Agreement for Mundo Market, 5000 Edgewood Road, for a new Class B, Beer and Wine License – Bob Ryan, Director of Public Services

Motion By:
 To:
 Second:
 Aye: Nay:
 Other:

- | | | |
|---------------------|---|---|
| 16-O-12.
Amended | Adoption of 16-O-12.Amended, An Ordinance of the Mayor and Council of the City of College Park to Amend the Fiscal Year 2017 Operating and Capital Budget of the City of College Park, Maryland (Amendment #1) | Motion By:
To:
Second:
Aye: Nay:
Other: |
| 16-G-144 | Award of Contract for Old Parish House Repairs (Placeholder) | Motion By:
To:
Second:
Aye: Nay:
Other: |
| 16-G-147 | Approval of a letter to Congressman Steny Hoyer regarding the north College Park Post Office | Motion By: Kabir
To:
Second:
Aye: Nay:
Other: |
| 16-G-150 | Approval of a Letter to WMATA about proposed reductions in bus and rail service | Motion By:
To:
Second:
Aye: Nay:
Other: |
| 16-O-07 | Adoption of 16-O-07, An Ordinance Of The Mayor And Council Of The City Of College Park, Amending Chapter 110 "Fees And Penalties", By Repealing And Reenacting §110-1 "Fees And Interests" To Increase The Monthly Permit Parking Fee In The Downtown Parking Garage And To Include Bi-Annual Permit Parking Fees And Monthly Permit Parking Fees | Motion By:
To:
Second:
Aye:
Nay:
Other: |
| 16-O-11 | Adoption of 16-O-11, Ordinance Of The Mayor And Council Of The City Of College Park Amending Chapter 38, "Code Of Ethics", By Repealing And Reenacting Article I, "General Provisions", Section 38-4, "Definitions", To Provide The Definition Of Immediate Family To Clarify What Financial Information Is Required To Be Disclosed By City Elected Officials And Candidates To Be City Elected Officials Under §38-15 | Motion By:
To:
Second:
Aye:
Nay:
Other: |
| 16-G-148 | Appointments to Boards and Committees | |

- 14. MAYOR AND COUNCILMEMBER REPORTS/COMMENTS**
- 15. STUDENT LIAISON'S REPORT/COMMENTS**
- 16. CITY MANAGER'S REPORT/COMMENTS**
- 17. GENERAL COMMENTS FROM THE AUDIENCE**
- 18. ADJOURN**

CLOSED SESSION

1. To discuss the proposal for a business to locate in Prince George's County and to discuss a negotiating strategy before a contract is awarded.
2. To discuss a Personnel Matter

STATUS/INFORMATION REPORTS FOR COUNCIL REVIEW

(None)

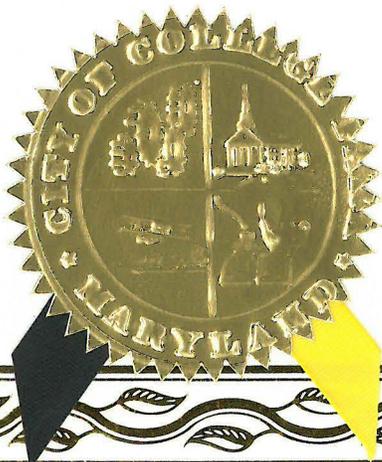
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- **This agenda is subject to change. For the most current information, please contact the City Clerk at 240-487-3501.**
 - **Public Comment is taken during Regular Business meetings on the second and fourth Tuesdays of the month in one of the following ways. All speakers are requested to complete a card with their name and address for the record.**
 - **To comment about a topic not on the meeting agenda: Speakers are given three minutes to address the Council during "Public Comment on Non-Agenda Items" at the beginning of each Regular Meeting.**
 - **To comment on an agenda item during a Regular Business meeting: When an agenda item comes up for consideration by the Council, the Mayor will invite public comment prior to Council deliberation. Speakers are given three minutes to address the Council on that agenda item.**
 - **In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the City Clerk's Office at 240-487-3501 and describe the assistance that is necessary.**

PROCLAMATIONS

PROCLAMATION
City Of College Park, Maryland
America Recycles Day
November 15, 2016

- WHEREAS,** each year in the United States, more than 250 million tons of municipal solid waste is generated – that’s more than 4 pounds per person per day; and
- WHEREAS,** according to the Environmental Protection Agency, our nation has reached an overall recycling rate of approximately 34.5%, sending 87 million tons of material to a useful second life instead of to the landfill; and
- WHEREAS,** the City of College Park’s FY16 recycling rate is 45.8% which is much higher than the national average; and
- WHEREAS,** to focus the nation’s attention on the importance of recycling, businesses, industries, government agencies, nonprofit organizations, and individuals have joined together to celebrate America Recycles Day and are encouraging their friends, neighbors, and coworkers to learn more about recycling options in their community and commit to recycle more materials; and
- WHEREAS,** participating in America Recycles Day 2016 is one way the City can encourage residents to learn about the need to reduce waste by reusing, recycling, and buying recycled-content products; and
- WHEREAS,** it is also fitting for the City of College Park to celebrate the 2016 America Recycles Day theme, “I Recycle, Do You? Get Involved!”
- NOW, THEREFORE,** I, Patrick L. Wojahn, Mayor of the City of College Park, Maryland, on behalf of the entire City Council, do hereby proclaim November 15, 2016 as “America Recycles Day” in the City of College Park and encourage all College Park residents to increase their recycling habits to help ensure an improved quality of life for present and future generations.

PROCLAIMED ON THIS _____ DAY OF _____, 2016.



Patrick L. Wojahn, Mayor
City of College Park

PROCLAMATION
City of College Park, Maryland
Native American Heritage Month

WHEREAS, in 1915, Dr. Arthur C. Parker, a Seneca Indian, persuaded the Boy Scouts of America to set aside a day for the “First Americans” and for three years they adopted such a day; and

WHEREAS, in 1915, the annual Congress of the American Indian Association meeting in Lawrence, KS formally approved a plan concerning American Indian Day; and

WHEREAS, thus, Rev. Sherman Coolidge, President of the AIA, called upon the country to observe such a day; and

WHEREAS, on September 28, 1915, he issued a proclamation and declared the second Saturday of each May as “American Indian Day” and contained the first formal appeal for recognition of Indian as citizens; and

WHEREAS, on May 13, 1916, New York was the first state to declare the second Saturday in May as “American Indian Day”, while several states celebrated the fourth Friday in September; and

WHEREAS, in 1990, President George H.W. Bush approved a joint resolution designating November 1990 as “National American Indian Heritage Month”; and

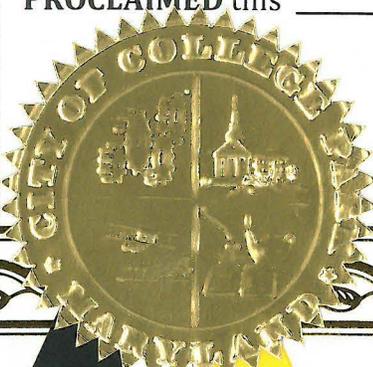
WHEREAS, since 1994, similar proclamations, under variants of the name, have been issued; and

WHEREAS, on November 27, 2015, President Barack Obama proclaimed November 2015 as “National Native American Heritage Month” and designated that day as “Native American Heritage Day”.

NOW, THEREFORE, I, Patrick L. Wojahn, as Mayor of the City of College Park, Maryland, on behalf of the entire City Council, do hereby proclaim the month of November as “NATIVE AMERICAN HERITAGE MONTH” in the City of College Park, Maryland. I urge all citizens to foster a relationship with all tribal nations across America to support their traditions, recognize their contributions and honor their legacy.

PROCLAIMED this _____ day of _____, 2016.

Patrick L. Wojahn, Mayor
City of College Park



PUBLIC HEARING

16-0-11

ORDINANCE
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK AMENDING
CHAPTER 38, “CODE OF ETHICS”, BY REPEALING AND REENACTING ARTICLE
I, “GENERAL PROVISIONS”, SECTION 38-4, “DEFINITIONS”, TO PROVIDE THE
DEFINITION OF IMMEDIATE FAMILY TO CLARIFY WHAT FINANCIAL
INFORMATION IS REQUIRED TO BE DISCLOSED BY CITY ELECTED OFFICIALS
AND CANDIDATES TO BE CITY ELECTED OFFICIALS UNDER §38-15

WHEREAS, pursuant to §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, the City of College Park, Maryland (hereinafter, the “City”) has the power to pass such ordinances as it deems necessary to protect the health, safety and welfare of the citizens of the municipality and to prevent and remove nuisances; and

WHEREAS, the City has adopted a Code of Ethics as required by §15-801 *et seq.* of the State Government Article, Annotated Code of Maryland; and

WHEREAS, the City’s Ethics Commission has recommended that a definition of immediate family member be added to the Code of Ethics in order to clarify what financial information is required to be disclosed by City elected officials and candidates to be City elected officials under §38-15; and

WHEREAS, the requested definition is consistent with the State Ethics law; and

WHEREAS, the Mayor and Council have determined that it is in the public interest to adopt the recommended amendment to the City Code of Ethics.

Section 1. **NOW THEREFORE, BE IT ORDAINED AND ENACTED**, by the Mayor and Council of the City of College Park, Maryland that Chapter 38, “Code of Ethics”, Article I, “General Provisions”, Section 38-4, “Definitions”, be and is hereby repealed, reenacted and amended to read as follows:

CAPS : Indicate matter added to existing law.
 [Brackets] : Indicate matter deleted from law.
 Asterisks * * * : Indicate matter remaining unchanged in existing law but not set forth in Ordinance

§ 38-4. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

* * * * *

IMMEDIATE FAMILY

AN INDIVIDUAL’S SPOUSE, DOMESTIC PARTNER AND DEPENDENT CHILDREN.

* * * * *

Section 2. **BE IT FURTHER ORDAINED AND ENACTED** by the Mayor and Council of the City of College Park that, upon formal introduction of this proposed Ordinance, which shall be by way of a motion duly seconded and without any further vote, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall post at City Hall, to the official City website, to the City-maintained e-mail LISTSERV, and on the City cable channel, and if time permits, in any City newsletter, the proposed ordinance or a fair summary thereof together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council.

The public hearing, hereby set for **7:30 P.M.** on the **15th** day of **November, 2016**, shall follow the publication by at least seven (7) days, may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time. All persons interested shall have an opportunity to be heard. After the hearing, the Council may adopt the proposed ordinance with or without amendments or reject it. This Ordinance shall become effective on _____, 2016 provided that, as soon as practicable after adoption, the City Clerk shall post a fair summary of the Ordinance and notice of its adoption at City Hall, to the official City website, to the City-maintained e-mail LISTSERV, on the City cable channel, and in any City newsletter.

INTRODUCED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the **25th** day of **October 2016.**

ADOPTED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the ____ day of _____ 2016.

EFFECTIVE the ____ day of _____, 2016.

ATTEST:

CITY OF COLLEGE PARK

By: _____
Janeen S. Miller, CMC, City Clerk

By: _____
Patrick L. Wojahn, Mayor

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

Suellen M. Ferguson, City Attorney

**NOTICE OF PUBLIC HEARINGS
TUESDAY, NOVEMBER 15, 2016
7:30 P.M.**

**COLLEGE PARK CITY HALL
4500 KNOX ROAD
2ND FLOOR COUNCIL CHAMBERS
COLLEGE PARK, MD 20740**

ORDINANCE 16-O-11

An Ordinance Of The Mayor And Council of the City of College Park Amending Chapter 38, “Code Of Ethics”, By Repealing and Reenacting Article I, “General Provisions”, Section 38-4, “Definitions”, To Provide the Definition of Immediate Family to Clarify What Financial Information Is Required to be Disclosed By City Elected Officials and Candidates to be City Elected Officials Under §38-15.

ORDINANCE 16-O-12

An Ordinance of the Mayor and Council of the City of College Park to Amend the Fiscal Year 2017 Operating and Capital Budget of the City of College Park, Maryland (Amendment #1).

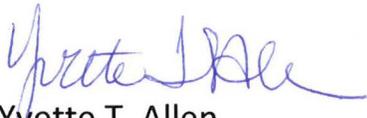
Copies of these Ordinances may be obtained from the City Clerk’s Office, 4500 Knox Road, College Park, MD 20740, or by calling 240-487-3501, or visit www.collegeparkmd.gov.

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.

Notice of Public Hearing for Ordinance **16-O-11**:

- Posted to City Bulletin Boards on October 27, 2016
- Posted to City Website on October 27, 2016
- Posted on Cable Television Channel on October 27, 2016
- Published in the Municipal Scene on November 1, 2016
- Emailed through Constant Contact on October 27, 2016

ATTEST:



Yvette T. Allen
Assistant City Clerk

PUBLIC HEARING

16-0-12

ORDINANCE 16-O-12

An Ordinance of the Mayor and Council of the City of College Park to Amend the Fiscal Year 2017 Operating and Capital Budget of the City of College Park, Maryland (Amendment #1)

WHEREAS, the Mayor and Council of the City of College Park did adopt a budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017 (hereinafter referred to as “FY2017”) on May 24, 2016 by the enactment of Ordinance 16-O-02; and

WHEREAS, the Mayor and Council of the City of College Park desire to amend the FY2017 Adopted Budget in order to fund the: the Old Parish House 200th Anniversary Celebration; City Hall Generators; a development consultant; and a contribution to the Junior Tennis Champions Center,

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the City of College Park that the budget for fiscal year 2017 be, and hereby is, amended in accordance with the following schedule, with said amendments being indicated by asterisks in the right column. The individual budget amendment changes are itemized in Appendix A, attached hereto and incorporated herein by this reference.

General Fund

	<u>Budget as Adopted</u>	<u>As Amended by this Ordinance</u>
Revenues		
Taxes	\$ 12,049,003	\$ 12,049,003
Licenses & Permits	1,265,653	1,265,653
Intergovernmental	341,772	341,772
Charges for Services	1,006,574	1,006,574
Fines & Fees	2,770,400	2,770,400
Miscellaneous Revenues	<u>234,390</u>	<u>234,390</u>
<i>Total Operating Revenues</i>	\$ 17,667,792	\$ 17,667,792
Non-Revenue Receipts		
Interfund Transfer from Parking Debt Service Fund	211,687	211,687
Use of Unassigned Reserve	<u>0</u>	<u>149,856</u> *
Total Revenues	<u>\$ 17,879,479</u>	<u>\$ 18,029,335</u>

Expenditures

General Government	\$ 3,213,414	\$ 3,228,414 *
Public Services	4,295,936	4,295,936
Planning, Community & Economic Development	695,738	795,738 *
Youth, Family & Senior Services	1,172,995	1,172,995
Public Works	5,480,749	5,515,605 *
Contingency	10,000	10,000
Debt Service	525,207	525,207
Interfund Transfers to Capital Projects Fund	<u>2,485,440</u>	<u>2,485,440</u>
Total Expenditures	<u>\$ 17,879,479</u>	<u>\$ 18,029,335</u>

Parking Debt Service Fund

	<u>Budget as Adopted</u>	<u>As Amended by this Ordinance</u>
Revenues		
Highways & Streets		
Parking Meter Revenue	\$ 220,000	\$ 220,000
Fines		
Parking Fines Revenue	<u>50,500</u>	<u>50,500</u>
Total Revenues	<u>\$ 270,500</u>	<u>\$ 270,500</u>
Expenditures		
Interfund Transfer to General Fund	<u>\$ 211,687</u>	<u>\$ 211,687</u>
Total Expenditures	<u>\$ 211,687</u>	<u>\$ 211,687</u>

BE IT FURTHER ORDAINED that:

1. Except as amended herein, and by Ordinance 15-O-05 (Amendment #1) and Ordinance 16-O-01 (Amendment #2), Ordinance 15-O-03 (original budget adoption) shall remain unmodified and in full force and effect;
2. In addition to the projected General Fund operating revenue of \$16,060,596, the amount of \$0 is appropriated from the unassigned reserve and the sum of \$257,392 is transferred from the Parking Debt Service Fund;
3. This budget amendment Ordinance provides funding for the purchase and installation of certain parking enforcement pay stations, as itemized in Appendix A, attached hereto and incorporated herein by this reference. The net result is no change in the \$0 budgeted use of unassigned reserve and no change in the Capital Improvement Program (C.I.P.); and
4. This Ordinance shall become effective at the expiration of twenty (20) calendar days following its adoption.

AND BE IT FURTHER ORDAINED by the Mayor and Council of the City of College Park that, upon introduction of this Ordinance, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall post at City Hall, to the official City website, to the City-maintained e-mail LISTSERV, and on the City cable channel, and if time permits, in any City newsletter, the proposed ordinance or a fair summary thereof together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council. The public hearing shall follow the publication by at least seven days, may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time.

A public hearing will be held on the proposed Ordinance at 7:30 p.m. on the 15th day of November, 2016 in the Council Chambers, City Hall, 4500 Knox Road, College Park, Maryland. The public hearing 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 Ordinance, with or without amendment, by the affirmative vote of at least six (6) members of the Council. It shall become effective at the expiration of twenty (20) days following its adoption. After its adoption, the City Clerk shall post at City Hall, to the official City website, to the City-maintained e-mail LISTSERV, on the City cable channel, and in any City newsletter, the ordinance or a fair summary thereof and shall have copies of the adopted Ordinance available at City offices.

Introduced on the 25th day of October, 2016

Adopted on the _____ day of November, 2016

Effective on the _____ day of December, 2016

ATTEST:

CITY OF COLLEGE PARK

Janeen S. Miller, CMC, City Clerk

Patrick L. Wojahn, Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Suellen M. Ferguson, City Attorney

CITY OF COLLEGE PARK, MARYLAND
Appendix A to Ordinance 16-O-12
Itemized FY2017 Budget Amendment #1 Changes

Program	Description	Increase (Decrease)
Revenues-Unassigned Reserve Transfer 399.00	Use of Unassigned Reserve in Adopted Budget	\$ 0
General Government - Public Relations-1017	Add to budget for the Old Parish House 200 th Anniversary celebration.	10,000
Public Works- Building Maint.-5028	Add to budget for back-up generator installation at City Hall	34,856
Planning, Community Develop. & Econ. Develop.- Community Devel-3011	Add to budget for a Development Consultant Contract	100,000
General Government- Mayor & Council-1010	Add to budget for contribution to the Junior Tennis Champions Center	5,000
Revenues-Unassigned Reserve Transfer 399.00	Use of Unassigned Reserve in Amended Budget (Amendment #1)	<u>\$149,856</u>

**NOTICE OF PUBLIC HEARINGS
TUESDAY, NOVEMBER 15, 2016
7:30 P.M.**

**COLLEGE PARK CITY HALL
4500 KNOX ROAD
2ND FLOOR COUNCIL CHAMBERS
COLLEGE PARK, MD 20740**

ORDINANCE 16-O-11

An Ordinance Of The Mayor And Council of the City of College Park Amending Chapter 38, "Code Of Ethics", By Repealing and Reenacting Article I, "General Provisions", Section 38-4, "Definitions", To Provide the Definition of Immediate Family to Clarify What Financial Information Is Required to be Disclosed By City Elected Officials and Candidates to be City Elected Officials Under §38-15.

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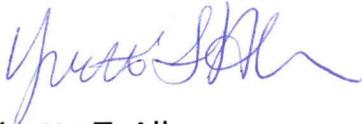
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Notice of Public Hearing for Ordinance **16-O-12**:

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- Posted to City Website on October 27, 2016
- Posted on Cable Television Channel on October 27, 2016
- Published in the Municipal Scene on November 1, 2016
- Emailed through Constant Contact on October 27, 2016

ATTEST:



Yvette T. Allen
Assistant City Clerk

16-R-29

RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK ADOPTING THE RECOMMENDATIONS OF THE ADVISORY PLANNING COMMISSION REGARDING VARIANCE APPLICATION NUMBER CPV-2016-11, 9221 LIMESTONE PLACE, COLLEGE PARK, MARYLAND, RECOMMENDING APPROVAL OF A VARIANCE FROM SEC. 27-120.01 (C) OF THE PRINCE GEORGE’S COUNTY ZONING ORDINANCE, “FRONT YARDS OF DWELLINGS,” TO EXTEND A DRIVEWAY IN THE FRONT YARD BY ADDING 7 FEET IN LENGTH, RESULTING IN 31.5 SQUARE FEET OF ENCROACHMENT, AND AUTHORIZING APPLICANT TO RELOCATE AND EXTEND A RETAINING WALL IN THE FRONT YARD IN CONJUNCTION WITH THE EXPANDED DRIVEWAY, WITH DIMENSION, PLACEMENT AND MATERIALS FOR THE RETAINING WALL DETERMINED PER CITY OF COLLEGE PARK CODE, § 87-23 E.

WHEREAS, the City of College Park, Maryland ("City") has, pursuant to §190-1 *et seq.* of the Code of the City of College Park ("City Code"), and in accordance with Sec. 27-924 of the Prince George's County Zoning Ordinance (hereinafter, "Zoning Ordinance"), enacted procedural regulations governing any or all of the following: departures from design and landscaping standards, parking and loading standards, sign design standards, and variances for lot coverage, setback, and similar requirements for land within the corporate boundaries of the City, alternative compliance from landscaping requirements, certification, revocation, and revision of nonconforming uses, and minor changes to approved special exceptions; and

WHEREAS, the City is authorized by § 190-1 *et seq.* to grant an application for a variance where, by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary situation or condition of the specific parcel of property, the strict application of the Zoning Ordinance would result in peculiar and unusual practical difficulties or an exceptional or undue hardship upon the owner of the property, and a variance can be granted without substantial impairment of the intent, purpose and integrity of the General Plan or Master Plan; and

WHEREAS, the Advisory Planning Commission ("APC") is authorized by §190-3 of the City Code to hear requests for variances from the terms of the Zoning Ordinance with respect to lot coverage, setback, and other requirements from which a variance may be granted by the Prince George’s County Board of Appeals, including variances from Sec. 120.01(c) and to make recommendations to the Mayor and Council in connection therewith; and

WHEREAS, Section 27-120.01 (c) of the Zoning Ordinance stipulates that no parking space, parking area, or parking structure other than a driveway no wider than its associated garage, carport, or other parking structure may be built in the front yard of a dwelling, except a townhouse or multifamily dwelling, in the area between the front street line and the sides of the dwelling; and

WHEREAS, the City, in accordance with § 25-303 of the Land Use Article, Annotated Code of Maryland, has adopted § 87-23 “Fences” of the City Code and established certain restrictions of the construction and reconstruction of fences on residential properties. Under §87-23B of the City of College Park Code, fences shall not be constructed or reconstructed in the front yard. However, §87-23E states that retaining walls built to retain or support the lateral pressure of earth or water or other superimposed load and otherwise designed and constructed of appropriate materials within allowable stresses and in conformance with acceptable engineering practices may be constructed where necessary in the front, side or rear yard, but shall not extend more than one foot above finished grade. Dimensions, placement and materials for new retaining walls in locations otherwise requiring a variance shall be determined by the Advisory Planning Commission; and

WHEREAS, on August 23, 2016, Lalrintluanga Chhakchhuak (hereinafter, the “Applicant”), submitted an application for a 31.5 square foot variance from Sec. 27-120.01(c) to lengthen by 7 feet an existing 10 foot wide driveway that encroaches into the front yard by 4.5 feet for its entire length, and for approval under §87-23E to relocate and extend a retaining wall in the front yard in conjunction with the expanded driveway, at the premises known as 9221 Limestone Place, College Park, Maryland (the “Property”); and

WHEREAS, on October 6, 2016, the APC conducted a hearing on the merits of the variance and appeal, at which time the APC heard testimony and accepted evidence, including the staff report, Exhibits 1 – 8, and the staff presentation with respect to whether the subject application meets the standards for granting a variance set forth in §190-4 of the City Code and meets the standards for an approval set forth in §87-23E of the City Code.

WHEREAS, based upon the evidence and testimony presented, the APC voted 7-0-0 to recommend that the variance be granted; and

WHEREAS, the Mayor and Council are authorized by §190-6 to accept or deny the recommendation of the APC with respect to variance requests; and

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

WHEREAS, no exceptions have been filed.

NOW THEREFORE, the Mayor and Council are in agreement with and hereby adopt the findings of fact and conclusions of law of the APC with regard to CPV-2016-11 for a variance from Sec. 27-120.01 (c) of the Zoning Ordinance, “Front Yards of Dwellings,” to construct a driveway in the front yard by adding 7 feet in length and authorizing the applicant to relocate and extend a retaining wall in the front yard .

Section 1. Findings of Fact

- 1.1 The Property is located at 9221 Limestone Place in the College Park Woods subdivision.
- 1.2 The West College Park Citizens' Association is the civic organization that represents the area in which the Property is located.
- 1.3 The Property is zoned R-55, single-family residential.
- 1.4 The subject house was constructed in 1962.
- 1.5 The property, 65 feet in width by 109 feet in length, is rectangular in shape.
- 1.6 The property has an area of 7,149 square feet.
- 1.7 The house footprint is 46.7 feet wide by 28 feet deep or 1307.6 square feet.
- 1.8 The property has a concrete parking pad in the front yard that is 10-feet wide by 17-feet long that accommodates one vehicle, which has existed since the house was constructed. The existing driveway encroaches into the front yard 4.5 feet along its entire length. The house is sited on the Property in such a way that a driveway with an appropriate width could not be built without being located at least partially in the front yard. The requested increase in driveway length would also encroach into the front yard by 4.5 feet.
- 1.9 The driveway encroachment restriction under Sec. 27-120.01(c) was not adopted until 2002.
- 1.10 The property has steep slopes in the front yard that require retaining walls around the driveway (red brick) and along the front street line (gray stone) for the purpose of retaining or supporting the lateral pressure of earth or water and are otherwise designed and constructed of appropriate materials. The requested relocation and extension of the retaining wall to accommodate the proposed expansion of the driveway is also required for the same purpose.
- 1.11 The house and immediate neighborhood is predominately zoned R-55, single-family residential. The adjoining rear property is owned by the USDA and is zoned R-O-S (Reserved Open Space).
- 1.12 The existing and proposed driveways are comparable to neighboring driveways in the College Park Woods community. The homes and driveways were also mainly constructed in the 1960's prior to the adoption of the 2002 driveway encroachment restriction.
- 1.13 The applicant would like to park two vehicles, one behind the other, on the property.
- 1.14 Nine adults live at the house, each with their own car. Two of the vehicles are business issued (Len's Plumbing and Roto Rooter). The drivers need quick and easy access to these vehicles in order to readily respond to service calls, 24 hours/7-days a week.

- 1.15 There is no permit parking on Limestone Place and on-street parking is very limited.
- 1.16 The applicant's vehicle was previously broken into while parked on the street and a police report was filed with the Prince George's County Police, case # PP16082900000982.
- 1.17 Four people from three nearby addresses sent in statements supporting the applicant's request to lengthen the driveway.

Section 2 Conclusions of Law

Section 2A The APC makes the following conclusions of law with regard to CPV-2016-11, for a Variance from Sec. 27-120.01(c) of the Zoning Ordinance, "Front Yards of Dwellings," to extend a driveway in the front yard by an additional 7 feet in length, which would encroach into the front yard lengthwise by an additional 4.5 feet, or 31.5 square feet:

- 2.A.1. The property has an exceptional condition in that the house was originally sited on the lot in 1962 in such a way that a driveway with an appropriate width could not be built without being located at least partially (4.5 feet) in the front yard. This was not an issue until 2002, when the law prohibiting driveways in the front yard was enacted.
- 2.A.2. The strict application of the Zoning Ordinance will result in a peculiar and unusual practical difficulty to the Applicant since the existing driveway already encroaches into the front yard by 4.5 feet along its length, and extending the length to accommodate two vehicles cannot be accomplished without further encroachment. However, the Applicant's proposal of lengthening the driveway rather than widening it minimizes the encroachment.
- 2.A.3. Lengthening the driveway by 7 feet will not substantially impair the intent, purpose or integrity of any applicable County General Plan or County Master Plan as similar configured driveways are characteristic of the neighborhood and the front yard encroachment is the minimum necessary.

Section 2B The APC makes the following conclusions of law with regard to CPV-2016-11, for an approval under City of College Park Code, § 87-23E to relocate and extend a retaining wall in the front yard in conjunction with an expanded driveway.

- 2.B.1. Extending and relocating the existing retaining wall is needed to prevent soil erosion and degradation of the extended driveway and is thus necessary pursuant to § 87-23 E of the City Code.
- 2.B.2 As a result, the APC must determine the dimensions, materials and placement of the extended retaining wall, which may not extend more than one foot above finished grade.

Section 3 Based on the evidence and testimony presented, and the findings of fact and conclusions of law set forth hereinabove in Sections 1 and 2A, the APC recommends by a 7-0-0 vote that a variance of the parking area requirements prohibiting driveways in the front yard be granted to allow an encroachment of an additional 31.5 square feet in the front yard in order to lengthen the existing 10 foot wide driveway by 7 feet. Based on the evidence and testimony presented, and the findings of fact and conclusions of law set forth hereinabove in Sections 1 and 2B, the APC recommends by a 7-0-0 vote to authorize a front yard retaining wall to be relocated and extended by 7 feet in conjunction with the lengthening of the existing driveway, as shown on the plans submitted by the Applicant, if constructed of materials that match the existing retaining wall or house to the extent practicable, with the retaining wall not to exceed one foot above finished grade in height and 10-feet in width.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of College Park, Maryland that to approve CPV-2016-11 and grant a variance from Section 27-120.01(c) to allow an encroachment of an additional 31.5 square feet in the front yard in order to lengthen and existing 10 foot wide driveway by 7 feet and to authorize a front yard retaining wall to be relocated and extended by 7 feet in conjunction with the lengthening of the existing driveway.

ADOPTED, by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 15th day of November 2016.

CITY OF COLLEGE PARK,

Janeen S. Miller, CMC
City Clerk

Patrick L. Wojahn, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Suellen M. Ferguson
City Attorney

16-R-30

RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK ADOPTING THE RECOMMENDATIONS OF THE ADVISORY PLANNING COMMISSION REGARDING VARIANCE APPLICATION NUMBER CPV-2016-12, 4707 HOWARD LANE, COLLEGE PARK, MARYLAND, RECOMMENDING APPROVAL OF A VARIANCE FROM THE PRINCE GEORGE'S COUNTY ZONING ORDINANCE SEC. 27-442 (C) TABLE II, WHICH PRESCRIBES A MAXIMUM LOT COVERAGE OF 30 PERCENT IN THE R-55 ZONE AND RECOMMENDING APPROVAL OF A VARIANCE FROM SEC. 27-442 (E) TABLE IV WHICH SPECIFIES A MINIMUM FRONT YARD SETBACK OF 25-FEET IN ORDER TO CONSTRUCT A HOUSE, DRIVEWAY AND DETACHED GARAGE.

- WHEREAS,** the City of College Park, Maryland ("City") has, pursuant to §190-1 *et seq.* of the Code of the City of College Park ("City Code"), and in accordance with Sec. 27-924 of the Prince George's County Zoning Ordinance (hereinafter, "Zoning Ordinance"), enacted procedural regulations governing any or all of the following: departures from design and landscaping standards, parking and loading standards, sign design standards, and variances for lot coverage, setback, and similar requirements for land within the corporate boundaries of the City, alternative compliance from landscaping requirements, certification, revocation, and revision of nonconforming uses, and minor changes to approved special exceptions; and
- WHEREAS,** the City is authorized by § 190-1 *et seq.* to grant an application for a variance where, by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary situation or condition of the specific parcel of property, the strict application of the Zoning Ordinance would result in peculiar and unusual practical difficulties or an exceptional or undue hardship upon the owner of the property, and a variance can be granted without substantial impairment of the intent, purpose and integrity of the General Plan or Master Plan; and
- WHEREAS,** the Advisory Planning Commission ("APC") is authorized by §190-3 of the City Code to hear requests for variances from the terms of the Zoning Ordinance with respect to lot coverage, setback, and similar requirements, including variances from Sec. 27-442(c) Table II and Section 27-442(e) Table IV, and to make recommendations to the Mayor and Council in connection therewith; and
- WHEREAS,** Sec. 27-442(c) Table II of the Zoning Ordinance prescribes a maximum lot coverage of 30 percent in the R-55 zoning district; and
- WHEREAS,** Sec. 27-442 (e) Table IV of the Zoning Ordinance specifies a minimum front yard setback of 25-feet in the R-55 zone; and
- WHEREAS,** on September 8, 2016, Robert Kidwell ("Applicant"), submitted an application for a 13% lot coverage variance and 3-foot front yard setback variance to permit construction of a house, driveway and detached garage at 4709 Guilford Road, College Park, Maryland ("Property"); and

WHEREAS, on October 6, 2016, the APC conducted a hearing on the merits of the variances, at which time the APC heard testimony and accepted evidence including the staff report, Exhibits 1 – 6, and the staff presentation with respect to whether the subject application meets the standards for granting a variance set forth in §190-4 of the City Code.

WHEREAS, based upon the evidence and testimony presented, the APC voted 7-0-0 to recommend that the variance be granted; and

WHEREAS, the Mayor and Council are authorized by §190-6 of the City Code to accept or deny the recommendation of the APC with respect to variance requests; and

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

WHEREAS, no exceptions have been filed.

NOW THEREFORE, the Mayor and Council are in agreement with and hereby adopt the findings of fact and conclusions of law of the APC with regard to CPV-2016-12 for a variance of a 13% lot coverage variance and 3-foot front yard setback variance with the condition that pervious pavers/porous paving be used by the driveway and walkways around the house as proposed by the contract purchasers

Section 1. Findings of Fact

- 1.1 The Property is located at 4707 Howard Lane in the Easterday and Halderman’s subdivision.
- 1.2 The Old Town Civic Association is the civic organization that represents the area in which the Property is located.
- 1.3 The Property is zoned R-55, single-family residential.
- 1.4 The property is nearly rectangular in shape with a width of 70-feet and a length that varies from 85-feet to 92.5-feet with a rectangular extension 7.5-foot in depth by 20-feet in width.
- 1.5 The property has an area of 6,100 square feet.
- 1.6 Currently, the lot is undeveloped.
- 1.7 Proposed improvements include: a two-story house with a 1,525 square foot footprint, a 400 square foot detached garage, and a 700 square foot driveway.
- 1.8 The proposed covered front porch is 22-feet from the front property line.
- 1.9 The property and surrounding neighborhood is in the Old Town College Park Historic District.

- 1.10 Howard Lane is a newly built road and was previously an unimproved right-of-way known as Randolph-Macon Avenue. It has only 30-feet of dedicated right-of-way. A recommended standard for local streets is 60-feet of right-of-way. Due to this limited right-of-way, the road is one-way and on-street parking is only permitted on one side of the street.
- 1.11 A 10-foot public utility easement is located along most of the lots on Howard Lane, including the subject property.
- 1.12 This property is the first of seven properties to be developed on Howard Lane under a Memorandum of Understanding with the City that requires, in pertinent part, homes to be owner-occupied for a minimum of 10 years in exchange for City assistance with construction of the road.
- 1.13 The homes will have sustainable features and must comply with the Old Town College Park Historic District Guidelines.
- 1.14 According to the Old Town College Park Historic District Guidelines regarding driveways and garages: “new construction should conform to the established parking formula by providing narrow driveways and freestanding garages to the side and rear of the primary dwelling.”
- 1.15 The placement of a free-standing garage in the side or rear of the lot increases the amount of lot coverage that results because of the need for a long driveway.
- 1.16 According to the Old Town College Park Historic District Guidelines regarding front porches: “new construction will blend better with the historic district if porches or porticos are incorporated in the design.”
- 1.17 Appropriate new construction is one of the most important aspects that historic district design guidelines help to foster. New construction does not need to be identical to its historic counter parts. Instead, it is important that new construction respect the surrounding historic character of the historic district.

Section 2 Conclusions of Law

- 2.1 There is an extraordinary situation associated with the property in that new home construction is required to comply with the Old Town College Park Historic District Guidelines which recommend that garages be free-standing and located in the rear or side yard and that new homes have front porches.
- 2.2 The strict application of the Zoning Ordinance will result in a peculiar and unusual practical difficulty to the Applicant by making it difficult to follow the recommendations of the Historic District Guidelines which encourages detached side or rear garages and front porches.
- 2.3 Granting the lot coverage and front yard setback variances will strengthen the intent, purpose and integrity of the Old Town College Park Historic District Guidelines by allowing compliance with the guidelines. Creating a pocket neighborhood of neo-traditional historic homes attractive to owner occupants will help address the City goal of increasing homeownership and will address the imbalance of renters to owners in the Old Town neighborhood.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of College Park, Maryland to approve CPV-2016-12 and grant a 13% lot coverage variance and 3-foot front yard setback variance with the condition that pervious pavers/porous paving be used for the driveway and walkways around the house as proposed by the contract purchasers.

ADOPTED, by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 15th day of November 2016.

CITY OF COLLEGE PARK,

Janeen S. Miller, CMC
City Clerk

Patrick L. Wojahn, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Suellen M. Ferguson
City Attorney

16-R-31



**RESOLUTION OF THE MAYOR AND COUNCIL OF THE
CITY OF COLLEGE PARK GRANTING APPEAL
NUMBER CEO-2015-02, BRANCHVILLE ROAD,
REQUESTING A VARIANCE FROM CITY CODE §87-23
TO CONSTRUCT A FENCE WITHIN THE FRONT YARD**

WHEREAS, the City, in accordance with §25-303 of the Land Use Article, Annotated Code of Maryland, has adopted Section 87-23 “Fences” (hereinafter, the "Fence Ordinance"), and established certain restrictions on the construction and reconstruction of fences on residential properties, including a prohibition on front yard fences; and

WHEREAS, pursuant to §15-19 of the Code of the City of College Park (the “City Code”) the Advisory Planning Commission (“APC”) is authorized to hear appeals of the provisions of Chapter 87, Building Construction, of the City Code; and

WHEREAS, the City is authorized by the Fence Ordinance to grant a variance where by reason of an extraordinary situation or condition, the strict application of the Fence Ordinance would result in peculiar and unusual practical difficulty to or an exceptional or undue hardship upon the owner of the property; and a variance can be granted without substantial impairment of the intent, purpose and integrity of the Fence Ordinance; and where, if applicable, the variance is consistent with the Design Guidelines adopted for the Historic District; the variance will not adversely affect the public health, safety, welfare, or comfort, the fence for which a variance is requested incorporates openness and visibility as much as is practicable, provided that the fence shall not be constructed of chain link unless the material is consistent with the surrounding neighborhood; and the fence construction, including setbacks, is characteristic of and consistent with the surrounding neighborhood; in neighborhoods where chain link is a characteristic material, alternate materials incorporating openness and visibility, may be permitted; and

WHEREAS, on August 13, 2015, Cruz Development Corporation (the “Applicant”) submitted an appeal from City Code, §87-23, which prohibits construction of fences in the front yard. The specific request was for a variance to erect a 6-foot high, welded wire fence in the front yard.

WHEREAS, on October 1, 2015, the APC conducted a hearing on the merits of the variance, at which the APC heard testimony and accepted evidence including the staff report, staff presentation and exhibits

1-14 with respect to whether the subject application meets the standards for granting variances set forth in the Fence Ordinance.

WHEREAS, based upon the evidence and testimony presented, the APC voted 3-1-0 to recommend that the variance be granted; and

WHEREAS, the Mayor and Council are authorized by §87-19 to accept, deny or modify the recommendation of the APC with respect to fence variance requests; and

WHEREAS, on October 27, 2015 Councilmember Mitchell requested Oral Argument which was held on December 1, 2015; and

WHEREAS, exceptions were timely filed by the Branchville Volunteer Fire Department; and

WHEREAS, the Mayor and Council held a public hearing on December 1, 2015 to consider the APC recommendation, and in particular the findings of fact and conclusions of law. The Mayor and Council heard oral argument from parties of record, including the Applicant, the Branchville Volunteer Fire Department and the Berwyn District Civic Association; and

WHEREAS, the Mayor and Council determined in Resolution 15-R-29 to deny the requested fence variance; and

WHEREAS, the Applicant filed an appeal of the determination by the Mayor and Council to deny the requested fence variance to the Circuit Court for Prince George's County; and

WHEREAS, on October 17, 2016, an Order was issued by the Circuit Court for Prince George's County reversing the denial of the variance and requiring the Mayor and Council to enter a final decision granting the fence variance.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council hereby adopt the APC findings of fact as herein modified and make the following conclusions of law as to the Application.

Section 1 Findings of Fact

- 1.1 The property is a triangular-shaped, corner lot with frontage on Branchville Road and MD 193-University Boulevard.
- 1.2 The area of the property is 2.0199 acres (95,831 square feet).
- 1.3 The front (southern) property line along Branchville Road measures 527.88 feet; the rear (northern) property line, along MD 193-University Boulevard, measures 630.16 feet; the side

(western) property line measures 338.45 feet; and the other side (eastern) property line measures 23.74 feet.

- 1.4 The property is undeveloped and mostly wooded. The south-eastern part of the lot on Branchville Road has been cleared and kept mowed. There is also a gravel parking lot located on this section of the property.
- 1.5 The surrounding neighborhood contains a mix of uses: single-family residential, fire station (Branchville Volunteer Fire Department, directly across the street), neighborhood park (Branchville Playground), church (Christian Congregation in the United States) and commercial.
- 1.6 The adjoining single-family homes to the west generally have four-foot high chain-link fences located in their rear yards.
- 1.7 The applicant originally proposed to incorporate a 6-foot high, 16-foot wide, double-leaf swing gate into the fence located opposite a curb-cut on Branchville Road.
- 1.8 A 15-foot right-of-way section along Branchville Road was dedicated but not improved by Cruz Development Group pursuant to the record plat recorded at NLP-140 on page 6. The record plat was recorded on August 23, 1988.
- 1.9 The paved section of Branchville Road is 26-feet wide within a 45-foot right-of-way.
- 1.10 Prince George's County issued a fence permit for the property. There is no County front yard fence restriction on lots over one acre.
- 1.11 The applicant has proffered that this is a limited duration fence.
- 1.12 The Property has two very long frontages: 630.16-feet along University Boulevard (MD 193) and 527.88-feet along Branchville Road. The frontage along University Boulevard has a guardrail and no curb-cuts.
- 1.13 There is unrestricted access to the property from Branchville Road. The applicant asserts that the property has been used for illegal dumping, trespassing and other activities that appear to access through the front yard without proper authorization and a fence is needed for security and to prevent liability. The applicant referenced use of his property for the burning of a vehicle and for parking without his permission. The property is more difficult to monitor and police than a developed property and the owner is out of town.
- 1.14 The Branchville Volunteer Fire Department testified that installation of a fence would block their use of the applicant's property when turning and maintaining their vehicles. Vehicles

belonging to Fire Department members are routinely parked on the gravel area on applicant's property.

- 1.16 The proposal was modified by Applicant to a 4-foot high fence to be built along a line across the entire frontage of the property that is consistent with the 15-foot right-of-way dedication. Applicant proffered that the fence would be built to allow for residents to the west to access their back/side yards, that the fence would be temporary for a period of three and one-half years from issuance of fence permit or redevelopment of the Property, whichever is earlier, and that the fence materials would be constructed of vertical, aluminum or metal posts, as suggested by City staff.

Section 2

Conclusions of Law

- 2.1 There is an extraordinary situation or condition that would support the request for a variance.

There is an extraordinary condition in that the property is a triangular through lot with lot lines of irregular length. It has two very long frontages: 630.16-feet along University Boulevard (MD 193) and 527.88-feet along Branchville Road. The frontage along University Boulevard has a guardrail and no curb-cuts. There is unrestricted access to the property from Branchville Road. The Branchville Road side of the Property has been used by others without permission for parking and burning of a vehicle and other activities involving trespass.

- 2.2 The denial of the variance will result in a peculiar and unusual practical difficulty to, or exceptional or undue hardship to the property owner.

The property is vacant and proposed for development. Denial of the variance would result in an unusual practical difficulty to the property owner since he would be denied the ability to secure his property and reduce liability with a fence.

- 2.3 Granting the variance will not impair the intent, purpose or integrity of the Fence Ordinance.

The Fence Ordinance was enacted to preserve and protect the character of residential neighborhoods in the City. Granting this variance will not adversely impact the intent, purpose and integrity of the City's Fence Ordinance as this is a vacant, wooded multi-family zoned property that will eventually be developed in a manner consistent with the zoning.

- 2.4 The variance is consistent with the design guidelines adopted for the historic district, if applicable.
Not applicable, the property is not located in an historic district.
- 2.5 The variance will not adversely affect the public health, safety, welfare or comfort.
Allowing the fence to secure the property to stop unauthorized use will not adversely affect the public health, safety, welfare or comfort.
- 2.6 The fence for which an appeal is requested incorporates openness and visibility as much as is practicable, provided however, that it shall not be constructed of chain link unless this material is consistent with the surrounding neighborhood.
The proposed fence type incorporates openness and visibility but while not technically chain link is very similar to chain link and should be adapted to be less like chain link.
- 2.7 The proposed construction, including setbacks, is not characteristic of and consistent with the surrounding neighborhood. In neighborhoods where chain link is a characteristic material, alternate materials incorporating openness and visibility, may be permitted.
There are very few homes and no similar, multi-family development properties that front on this section of Branchville Road and so it is difficult to evaluate what is characteristic.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of College Park that Resolution 15-R-29 be vacated in its entirety and that the application for the requested fence variance be granted for a period of three and one-half years from construction, or upon redevelopment of the Property, whichever is earlier, under the following conditions:

1. Correct the fence location plan to accurately record the height of the existing fences on the western property line. They are 4-feet tall not 8-feet tall.
2. Reduce the fence height to 4-feet to lessen the impact on the neighborhood.
3. Upgrade the material of the fence from welded wire to vertical, aluminum or metal posts or something similar that would be more compatible with the neighborhood, subject to approval of City of College Park staff.

ADOPTED, by the Mayor and Council of the City of College Park at a public meeting on the 15th day of November, 2016.

CITY OF COLLEGE PARK

Janeen S. Miller, CMC, City Clerk

Patrick L. Wojahn, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Suellen M. Ferguson
City Attorney

16-G-139

**CITY OF COLLEGE PARK, MARYLAND
REGULAR COUNCIL MEETING AGENDA ITEM**



AGENDA ITEM NUMBER 16-G-139

Prepared By: Peggy Higgins
Youth, Family and Senior Services Director

Meeting Date: 11/15/2016

Presented By: Charlene Mahoney, Vice Chair
Education Advisory Committee

Consent Agenda: Yes

Originating Department: Youth, Family and Senior Services

Action Requested: Award of Public School Education Grants

Strategic Plan Goal: Goal 6 - Excellent Services

Background/Justification:

Since 2008, Mayor and Council have provided grant monies to City neighborhood schools that serve their respective College Park neighborhoods. The purpose of the grants is to support these local neighborhood schools in enriching students' educational experience and thus enhance College Park neighborhoods. Grant amounts available are in two tiers – Tier 1 maximum \$7,500 and Tier 2 maximum \$2,500. The tier a school is in and thus the amount that the school is eligible for is determined by the number of College Park students in their school.

The four schools with the largest number of College Park students are Hollywood Elementary, Paint Branch Elementary, Greenbelt Middle and Parkdale High. Each school is eligible for a \$7,500 grant. The other City neighborhood boundary schools that have at least 14 College Park students and thus are eligible for the \$2,500 grant award are Berwyn Heights Elementary, Cherokee Lane, University Park Elementary, Buck Lodge Middle, Hyattsville Middle and High Point High School.

On October 17, 2016 the City's Education Advisory Committee (EAC) reviewed and approved the submitted applications from 8 of the eligible 10 schools. At the November 1st Council Worksession, EAC Vice Chair Charlene Mahoney presented the EACs' recommendations to the Council. The Council agreed with the recommendations of the EAC and moved the approval of the grants to the eight schools to the consent agenda.

Greenbelt Middle has submitted their application which will be reviewed by the EAC and submitted for Council consideration at a future date.

Fiscal Impact:

\$35,000

Council Options:

1. Approve the recommendations of the EAC and award the grants.
2. Modify the recommendations of the EAC and award the grants.
3. Reject the recommendations and do not award the grants.

Staff Recommendation:

#1

Recommended Motion:

I move that the City Council award the following FY 17 Education Grants:

- \$7,500 to Hollywood Elementary for the Investment of Equipment and Materials to Enhance Educational Opportunities.
- \$7,500 to Paint Branch Elementary for Instructional Technology.
- \$7,500 to Parkdale High School for Parkdale Robotics.
- \$2,500 to Berwyn Heights Elementary for Science Camp and Museum Field Trips.
- \$2,500 to Cherokee Lane Elementary for Lego Robotics.
- \$2,500 to University Park Elementary for Mobile Learning Centers.
- \$2,500 to Buck Lodge Middle School for Extended Learning Opportunity Transportation Program.
- \$2,500 to Hyattsville Middle School for Co-ed Teaching/SPED Team Program.

The total of these awards is \$35,000 which is budgeted in the FY 2017 budget.

Attachments:

1. November 1, 2016 Worksession Staff Report



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Meeting Date: November 1, 2016

Prepared By: Peggy Higgins, Director
Youth, Family and Senior Services

Presented By: Charlene Mahoney **Proposed Consent Agenda:** Yes
Education Advisory Committee Vice Chair

Originating Department: Youth, Family and Senior Services

Issue Before Council: Discussion /Decision regarding the Education Advisory Committee recommendations for award of City's public school education grants.

Strategic Plan Goal: Goal 6: Excellent Services.

Background/Justification:

Since 2008, the Mayor and Council have provided grant monies to City neighborhood schools that serve their respective College Park neighborhoods. The purpose of the grants is to support these local neighborhood schools in enriching students' educational experience.

Grant amounts are available in two tiers – Tier 1 maximum \$7,500 and Tier 2 maximum \$2,500. The tier a school is in and thus the amount that the school is eligible for is determined by the number of College Park students in their school. The four schools with the largest number of College Park students, Hollywood Elementary, Paint Branch Elementary, Greenbelt Middle and Parkdale High, are eligible for a \$7,500 grant. The other City neighborhood boundary schools that have at least 14 College Park students and thus are eligible to apply for the \$2,500 grant award are Berwyn Heights Elementary, Cherokee Lane, University Park Elementary, Buck Lodge Middle, Hyattsville Middle and High Point High School.

On October 17, 2016 the City's Education Advisory Committee (EAC) reviewed and approved the submitted applications from 8 of the eligible 10 schools. The EAC extended the deadline for the two remaining schools, Greenbelt Middle and High Point High School, until October 31st. If submitted, those applications will be reviewed by the EAC and submitted to Council at a later date.

The Education Advisory Committee recommends that Mayor and Council award \$7,500 to each of the following Tier 1 schools for their submitted projects:

- Hollywood Elementary --- Equipment Investment to Enhance Educational Opportunities
- Paint Branch Elementary --- Equipment Investment to Enhance Educational Opportunities
- Parkdale High School --- Parkdale Robotics

The Education Advisory Committee also recommends that the Mayor and Council award \$2,500 in grant monies to each of the following Tier 2 schools for their submitted projects:

- Berwyn Heights Elementary --- Science Camp and Museum Field Trips
- Cherokee Lane Elementary --- Lego Robotics
- University Park Elementary --- Mobile Learning Centers
- Buck Lodge Middle --- Extended learning Opportunity Transportation Program
- Hyattsville Middle --- Co-Ed Teaching/SPED Team

Fiscal Impact:

A total of \$47,500 was provided for these grants in the FY 2017 budget. If approved, the award to these 8 schools totals \$35,000.

Council Options:

1. Approve the recommendations of the EAC and award the grants
2. Modify the recommendations of the EAC and award the grants
3. Reject the recommendations and do not award the grants

Staff Recommendation:

Staff will take direction from Council

Recommended Motion:

N/A

Attachments:

Each school's application.

16-G-140



**CITY OF COLLEGE PARK, MARYLAND
REGULAR COUNCIL MEETING AGENDA ITEM**

AGENDA ITEM NUMBER 16-G-140

Prepared By: Gary Fields
Director of Finance

Meeting Date: November 15, 2016

Presented By: Gary Fields
Director of Finance

Proposed Consent Agenda: Yes

Originating Department: Finance

Issue Before Council: Award of Community Services Grants

Strategic Plan Goal: Goal 1: One College Park

Background/Justification:

The FY2017 adopted operating budget (in account 1010-2520) provides \$20,000 in funding for community services grants, \$2,500 per organization. Organizations receiving direct or beneficial grants or community event micro-grants from the City, volunteer fire companies receiving fire department capital equipment grants, or public schools receiving education grants are not eligible for this grant. Grant applications were e-mailed to previous recipient organizations on September 22 and also posted on the City's website (with links to the application form and criteria). The City received 6 grant applications by the October 19 deadline, requesting a total of \$15,000.

Councilmembers Day, Kujawa and Nagle volunteered to serve on the subcommittee to review grant applications and make a recommendation to Mayor & Council for grant awards. They met on October 25, 2016 for that purpose. Applications were rated based on their beneficial impact to the City of College Park. The FY2017 applications, FY2016 Final Grant Reports, if applicable, and Scoring Matrix are attached.

Listed below is a summary of the applications received and the recommended grant award:

Organization	Program	FY2017 Grant Request	Subcommittee Recommendation for Grant Award (\$20,000 budget)
National Center for Housing & Child Welfare	Neighbors Helping Neighbors	\$2,500	\$3,000
Lakeland Community Heritage Project	Lakeland Heritage events	2,500	3,000
American Legion Auxiliary, College Park Unit 217	Scholarships for Miss College Park pageant participants	2,500	2,000
Pregnancy Aid Centers, Inc.	Food pantry program	2,500	2,000
College Park Woods Swim Club	Senior day camp	2,500	0
B-Roll Media & Arts		2,500	0
TOTALS		\$ 15,000	\$ 10,000

Fiscal Impact:

As noted, \$20,000 was provided for Community Services Grants in the FY2017 budget. The Subcommittee has recommended a total of \$10,000 in awards which would return \$10,000 to the General Fund or could provide a funding source for the Proposed Budget Amendment #1 (16-0-12).

Council Options:

- #1: Approve the Community Services Grant awards as recommended by the subcommittee.
- #2: Propose any other combination of Community Service Grant awards to the applicants.

Staff Recommendation:

#1

Recommended Motion:

I move that the City Council approve the Community Service Grants as follows: \$3,000 to the National Center for Housing & Child Welfare for the Neighbors Helping Neighbors program; \$3,000 to the Lakeland Community Heritage Project; \$2,000 to the American Legion Auxiliary, College Park Unit 217 for the Miss College Park scholarships; and \$2,000 to Pregnancy Aid Centers, Inc for the food pantry program.

Attachments:

FY2017 Community Services Grant applications with FY2016 Final Grant Reports and the FY2017 Scoring Matrix

City of College Park
FY 2017 Community Services Grant Application
(Deadline: Wednesday, October 19, 2016, 5:00 pm)

Note: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

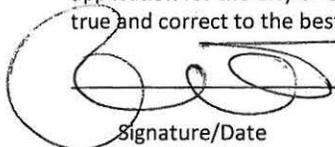
Organization Name: National Center for Housing and Child Welfare
Organization Address: 4707 Calvert Road
City/State/Zip: College Park, Maryland 20740
Program Name (if different): Neighbors Helping Neighbors
Contact Person/Title: Carol Nezzo, President
Telephone Number: (301) 864-5267 Fax Number: None
E-Mail Address: carolnezzo@gmail.com

Grant Request (Maximum of \$2,500): \$2,500

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new Program?

EXPAND AN EXISTING PROGRAM

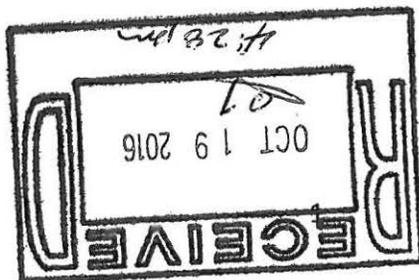
We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

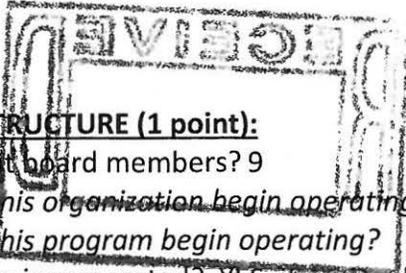
 10.19.16
Signature/Date

RUTH WHITE EXECUTIVE DIRECTOR
Printed Name/Title

Signature/Date

Printed Name/Title





B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 9
2. In what year did *this organization begin operating*? 2008
3. In what year did *this program begin operating*? 2016
4. Is this organization incorporated? YES, if so, in what state? Maryland
5. Is the organization qualified under the Internal Revenue Code and regulations as a tax exempt organization? YES, if so, under what section of 501c? (3) Federal Identification Number: 26-2641711
6. Is this organization in compliance with all laws and regulations? YES
7. Staffing Profile: Identify the number and positions/titles of staff used to administer *this program*.

List Position/titles:

Ruth White/Executive Director, National Center for Housing & Child Welfare

Carol Nezzo/Program President, Neighbors Helping Neighbors

Mary Jane Boatman/Accountant

Thelma Martin/Outreach to College Park businesses & other partners

Janet Stolba/Outreach to Clients

Mary Anne Hakes/Liaison to College Park citizen associations

George McElfatric/Outreach to person with special abilities

John Payne/Outreach to University students/Chef

8. **How many volunteers are used to administer *this program*?** Currently there are 50 serving volunteers with a goal to reach 200. Additionally there are 5 Student Volunteers from area High Schools. Volunteer list available upon request.

C. FUNDING SUMMARY (2 points)

Grant Request	\$2,500
Funds from Other Sources	\$1,023
Additional Funds Yet to be secured	\$0
Total Program Funds	\$3,523

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

- 1. Need Statement (7points): (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.**

a. There are two related needs in College Park that the program will address

FIRST NEED: Elderly persons usually wish to remain in their homes. To do so, they often need transportation, yard work; raking leaves and shoveling snow, handy work, errands, friendly calls and visits, and inclusion in activities related to their interests.

SECOND NEED: In addition and integrally related to the first need, College Park intergenerational neighborhoods need bonding activities in order to “build community.” Community building engenders a warm spirit that motivates neighbors to help other neighbors, to feel at home, to belong.

- b. The Client or target for the program is the elderly and disabled. An additional target is the volunteers of various ages who provide services and build community. Through this Neighbors Helping Neighbors program, the volunteer servers and the clients bond and they participate in the neighborly spirit.
- c. In College Park there are 30,572 residents (2015) by ESRI). Of these there are 1,834 ages 55 and over. We expect that in the first year of service, Neighbors Helping Neighbors will directly serve at least 150 of the 55 or over. Volunteer servers of various ages will number 200 and will directly serve the clients as well as serving for community building special interest events. NOTE that volunteer servers will outnumber clients due to service in community building special events as well as for direct service.

- 2. Program Summary: Briefly describe the purpose of this proposed program, services or activities to be provided to the target/recipient.**

The first purpose of the program is to enhance quality of life for the elderly and disabled. Neighbors Helping Neighbors will provide for needs such as transportation (to doctors, dentists, stores, meetings), light housekeeping, visits, snow removal, leaf raking, handy work, yard work, friendly calls – all provided by a corps of trained volunteers. Clients access services by calling the office and setting up appointment times with a specified volunteer.

A secondary important purpose is to build community. Neighbors Helping Neighbors will foster community through one-on-one interaction with clients as well as through special training events and social activities for volunteers and clients.

3. **Program Impact (7 points):** List the program’s anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status, or awareness that participants experience during or after taking part in program activities.

More than at present, elderly and disabled persons will have enhanced quality of life/improved mental health/more adequate nutrition and will be remaining in their homes.

Clients will be interacting with neighbors of various ages; the clients will not be isolated. Neighbors will increasingly know each other better. People knowing and interacting with each other will bring awareness and appreciation of the talents and skills/improvement in skills. Through trainings focused on characteristics of the elderly and disabled, volunteers will increase their knowledge of self/others and they will learn and practice interacting in the most caring ways possible. A sense of proactivity will evolve so that College Park residents will see themselves as active participants in decisions that affect their own neighborhoods and the City.

- E. **PROGRAM ACTION PLAN:** Briefly describe (use bullet format) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also identify specific tasks required in order to fully implement the program, including target dates:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HRS. PER MO.</u>	<u>TARGET DATES</u>
*Set up office and phone procedures		WITH BOARD INSTALLATION
*Schedule volunteers for office		AT THE ONGOING TRAINING
*Receive requests	ALL WEEKDAYS 10am – Noon; 1pm – 3pm	MARCH 2017
*Provide service	AS/WHEN CLIENTS REQUEST	MARCH2017
*Plan training calendar; schedule tasks to produce the training		PRESENT/ONGOING
*Train volunteers/Background Checks	FIVE 4 HOUR SESSIONS	ONGOING
*Apply for incorporation and for 501c3		PRESENTLY
*Buy insurance		UPON 501c3 certification
*Install board		UPON insurance binder
*Develop operation guidelines		WITH BOARD INSTALLATION

F. PROGRAM EVALUATION: Identify and describe the methods to be used to evaluate this program? (i.e. questionnaire, interview, survey, pre-and post-test, rating scale, observation, other)

There are various parts of the program to evaluate; we will use the following evaluations:

By phone: questionnaire follow-up to client and also to volunteer – after each service.

Observe phone protocol in the office.

Administer pre-test and post-test at training. And observe quality of interaction at training.

G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

1. National Center for Housing and Child Welfare currently provides housing and navigator services to young people aging out of foster care on the Eastern Shore. The NCHCW housing navigator also organizes the housing work of the Mid Shore DSS Offices. The DSS office has continually evaluated our work as “effective.”
2. National Center for Housing and Child Welfare provides Alumni Leadership Institute to help former foster youth advocate for themselves and others. We observe youth are enthusiastic and motivated when they attend the Institute.
3. National Center for Housing and Child Welfare participates on Governor Hogan’s task force to prevent homelessness and works on intergenerational housing legislation with generations United. Much of the legislation was proposed and passed.

H. COLLABORATION (1 point):

1. Is this a collaborative program involving other agencies? [YES]
2. If yes, please provide the name of collaborating agencies and the nature of the collaboration.

Jean Pirovic Real Estate: Signage and banner for large activities

Hollywood Pharmacy: Ice Cream and Outreach to the community; free delivery

City of College Park: Meeting Space; Public Works support community events

Hyattsville Aging in Place: Planning assistance, training, outreach, social events

Greenbelt Assistance in Living Services (GAIL): Consulting

Greenbelt Intergenerational Volunteer Services (GIVES): Consulting

Montgomery County Aging in Place: Workshops

Gail Violin Shop: Live music

Ms. Thelma’s Seniors Place: Volunteers & Recruiting business partners

On Our Own: Logistics for events

University Park: Consulting

Elaine Ellis Center for Health: Blood pressure checks; water; invitations

Up Hill River Band: Live music

I. **TIMELY GRANT REPORT:**

Did you receive an FY 2015 Community Services Grant from the City of College Park? [NO]

J. **BUDGET NARRATIVE:** Describe how line item totals in Program Budget, Item K, were determined.

1. \$2500 amount we expect to receive from the City grant.
2. \$1000 we received from College Park Community Foundation.
3. \$23. Donations
7. \$900. CONSULTING FEES. We will pay consultants for several of the five community building trainings for volunteers. And we will pay consultants for training the Board.
9. \$493. SUPPLIES: Training materials, publicity, software, newsprint.

In order for Neighbors Helping Neighbors to "serve," we will need liability insurance:

12. \$800. General liability Insurance (see quote)
13. \$800. Board of Directors liability insurance (see quote)
We have increased the amount from the quote because it is likely that we will need more than the minimum amount quoted.
14. \$170. Incorporation in Maryland is required for obtaining insurance.
(see File for State Corporation Status)
15. \$400. Filing with IRS for 501c3 status is required for obtaining insurance.
(see File for State Corporation Status)

K. **PROGRAM BUDGET**

Receipts

1. Grant request from City of College Park	\$2,500
2. Foundations, other grants	\$1,000
3. Public agencies	0
4. Other receipts (describe) <u>donations</u>	\$23
5. In-kind contributions (goods and services donated)	0
TOTAL RECEIPTS	\$3,523

Expenses

6. Personnel cost	0
7. Consulting fees	\$900
8. Equipment purchases	0
9. Supplies	\$453
10 Transportation	0
11 Equipment rentals	0
12. Other services (describe) General liability insurance (see quote)	\$800
13. Board of Directors liability insurance (see quote)	\$800
14. Incorporation in Maryland (see File Status)	\$170
15. IRS filing for 501c3 status (see File Status)	\$400
<u>Total Expenses</u>	<u>\$3523</u>
<u>NET SURPLUS/(DEFICIT)</u>	<u>0</u>

ADDENDUM

BISIO Broker quote: General Liability Insurance & Board of Director Liability Insurance

Philadelphia Insurance Companies quote

File for State Corporation Status – includes Maryland fee as well as IRS fee for 501c3



BUSINESS INSURANCE SOLUTIONS, INC.

Business Insurance Solutions, Inc.

13501 Wagon Way

Silver Spring, MD 20906

P: 301-962-0130

F: 301-962-6524

10/18/2016

**RE: Neighbors Helping Neighbors – Alliance of Non Profits for Insurance
Estimated Premium**

To Whom It May Concern,

Please be advised, that in our agency's experience, the minimum premium offered by the Alliance of Non Profits for Insurance is as follows:

- General Liability Annual Minimum Premium: \$800.00
- Directors & Officers Annual Minimum premium: \$600.00

As stated, these premiums are the minimum that can be offered. They may increase from these amounts based on the company's evaluation of the organization's operations. Please feel free to contact our office should you have questions or concerns. Thank you.

Sincerely,



Kristen Harris

Kristen@tbisi.com



PHILADELPHIA INSURANCE COMPANIES

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100
Bala Cynwyd, Pennsylvania 19004
610.617.7900 Fax 610.617.7940
PHLY.com

PROPOSAL FOR INSURANCE

Quotation Number: 10191222

Proposal Date: 10/18/2016

Named Insured and Mailing Address:

Neighbors Helping Neighbors
4600 Amherst Rd
College Park, MD 20740-3624

Producer: 26301

Business Insurance Solutions, Inc.
13501 Wagon Way
Silver Spring, MD 20906

Contact: Kristen Harris

Phone: (301)962-0130

Fax: (301)962-6524

Insurer: Philadelphia Indemnity Insurance Company

Policy Period From: 10/21/2016

To: 10/21/2017

Proposal Valid Until: 10/21/2016

at 12:01 A.M. Standard Time at your mailing address shown above.

Product: Non Profit

Submission Type: New Business

PHLY Representative: Quinn, Morgan A.

PHLY Representative Phone: (443) 470-7047

Email: Morgan.Quinn@phly.com

Underwriter: Sherlock, Katherine A.

Underwriter Phone: (717) 540-2834

Email: Kathy.Sherlock@phly.com

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO EXTEND INSURANCE AS STATED IN THIS PROPOSAL.

THIS PROPOSAL CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Commercial General Liability Coverage Part	\$ 110.00
Commercial Auto Coverage Part	\$ 1,725.00
Professional Liability	\$ 794.00

The Total Premium includes Federal Terrorism Risk Insurance Act Premium	TOTAL	\$ 2,629.00
in the amount of:		\$ 1.00

- Bill Plan Options:**
- 25% Down and 9 Consecutive Monthly Installments - Combined premium must be \$6,000 and up
 - 25% Down and 5 Consecutive Monthly Installments - Combined premium must be at least \$3,333
 - 25% Down and 3 Consecutive Monthly Installments - Combined premium must be at least \$2,000
 - 50% Down and 2 Consecutive Monthly Installments - Combined premium must be at least \$2,000
 - 12 equal installments available only on Auto Rental/Leasing policies
 - Premiums under \$2,000 are Fixed Annual billing

All Bill Plans are subject to a minimum installment of \$500

The premium shown is subject to the following terms and conditions:

A signed UM/UIM Selection/Rejection form is required upon binding. (If applicable.)

Any taxes, fees or surcharges included in the total premium shown on the proposal are not subject to installment billing.



**PHILADELPHIA
INSURANCE COMPANIES**

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100
Bala Cynwyd, Pennsylvania 19004
610.617.7900 Fax 610.617.7940
PHLY.com

Proposal Date: 10/18/2016
Quotation Number: 10191222

Named Insured: Neighbors Helping Neighbors

The premium shown is subject to the following terms and conditions:

***IF A LOSS CONTROL SURVEY IS MADE BY THE COMPANY, COVERAGE IS CONTINGENT UPON FAVORABLE SURVEY FINDINGS AND/OR COMPLETION OF LOSS CONTROL RECOMMENDATIONS BY THE INSURED, AS SOON AS PRACTICAL, AFTER RECEIVING A RECOMMENDATION LETTER

*

PLEASE PROVIDE THE FOLLOWING INFORMATION. PREMIUM, TERMS AND CONDITIONS ARE SUBJECT TO CHANGE AFTER REVIEW OF THE INFORMATION.

1. Acords for all lines of insurance
2. Please provide their FEIN number
3. Copy of their IRS Letter confirming their 501 C3 status

FILE FOR STATE CORPORATION STATUS

Check Availability of Your Trade Name

Fee: \$25 to reserve a name in advance of filing Articles of Incorporation (this is not necessary as the name will be established when you file your Articles of Incorporation, however it will ensure that no other entity takes the name prior to your filing)

<http://www.dat.state.md.us/sdatweb/nameappl.pdf>

File Articles of Incorporation (Corporate Charter)

Be sure to file Tax-Exempt Non-Stock Articles of Incorporation. In order to have articles that will qualify your corporation for federal 501(c)3 tax-exempt status, you must have a dissolution clause that meets the requirements of the IRS indicating that if your organization is dissolved, "assets will be distributed for an exempt purpose described in section 501(c)3, or to the federal government, or to a state or local government for a public purpose."

File with Maryland State Department of Assessments and Taxation Charter Room 801

301 W. Preston Street

Baltimore, MD 21201-2395

410-767-1330

<http://www.dat.state.md.us>

→ Fee: \$170 (\$150 fee plus \$20 Organization & Capitalization Fee)

Complete and File IRS Form 1023 (if seeking 501(c)3 tax-exempt status) Form:
www.irs.gov/pub/irs-pdf/f1023.pdf

Instructions: <http://www.irs.gov/pub/irs-pdf/i1023.pdf>

FAQ's: http://www.irs.gov/charities/article/0,,id=130101,00.html#A_36

Filing this form will require the purpose, program descriptions, budget, and bylaws identified above. You will also need a copy of your Articles of Incorporation and should include a copy of the minutes from your Organizational Meeting.

→ Fee: \$400 - if your projected budget is less than \$10,000

RE: FY2017 Community Services Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, Neighbors Helping Neighbors does hereby
(name of organization)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Organization: Neighbors Helping Neighbors

Signature of Authorized Representative: Carol Nezzo

Printed Name: CAROL NEZZO

Title: President

Date: October 20, 2016

**City of College Park
FY2017 Community Services Grant Application
(Deadline: Thursday, October 19, 2016, 5:00 pm)**

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: Lakeland Community Heritage Project

Organization Address: 5011 Navahoe Street

City/State/Zip: College Park, MD 20740

Program Name (if different): Lakeland Heritage Weekend 2017

Contact Person/Title: Maxine Gross, Chairperson

Telephone Number: 240-643-7264

FAX Number:

E-mail Address: maxine.a.gross@gmail.com

Grant Request (Maximum of \$2,500): \$ 2,500.

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Maxine Gross 10/12/16
Signature/Date

Christopher W. Stark 10/12/16
Signature/Date

Maxine Gross / Chair
Printed Name/Title

CHRISTOPHER W. STARK / TREASURER
Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 7
2. In what year did the organization began operating? 2007
3. In what year did *this program* begin operating? 2007
4. Is the organization incorporated? yes If so, in what state? Maryland
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? yes If so, under what section of 501(c)? yes

Federal Identification Number: 77-0694736

6. Is this organization in compliance with all laws and regulations? [X] Yes [] No
7. Staffing Profile: Identify the number and position/title of staff used to administer *this program*:

List Position/Titles:

Maxine Gross, Chair, LCHP
Violetta Sharps Jones, Vice Chair, LCHP; Heritage Feast Committee Co-Chair
Pamela Boardley, LCHP board member, Heritage Feast Committee Co - Chair
Delphine Gross, Heritage Cook Book Committee Co - Chair
Mary Sies, Heritage Cook Book Committee Co - Chair
George Randall, LCHP Board Member, Logistics Committee
Mary Sellers, Community Member, Bake Off Coordinator
Event Day Volunteers 10

8. How many volunteers are used to administer *this program*? 17

C. FUNDING SUMMARY (2 points):

Grant Request	\$ 2,500.
Funds Secured from Other Sources	\$ 4,241.
Additional Funds Yet to be Secured	\$ 0
Total Program Funds	\$ 6,741

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

- 1. Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

Many residents of College Park have limited or no *knowledge about the historic past of the Lakeland neighborhood*. Yet, Lakeland’s story as one of the earliest African American communities after the abolishment of slavery is one of human strength and creativity supported by shared values, capabilities, and connectedness. Despite adversity and multitudes of difficulties, those characteristics have kept this community alive for more than 125 years. Lakeland’s contribution to the history of our City and the region is an important way *to strengthen the pride we all take in College Park and, more generally, in being a part of Prince George’s County*. Knowing and celebrating Lakeland and its history will help us *better understand ourselves, our City, and our potential*. This is of particular *importance to young people*. Through learning about our community’s past, we are able to see how others achieved in spite of challenges; we can then extend this understanding to our own prospects for conquering obstacles. Additionally, we can identify ourselves as part of a larger community that values each of us and in itself is worthy of being valued.

- b) Identify the target/recipient of program services.

Heritage Weekend activities will continue to be welcoming to all area residents. Special efforts will be made to involve youth, young adults, and senior citizens. Our target audience is University of Maryland students, and residents of College Park and surrounding communities. We will reach out to present and former residents of Lakeland as well.

- 2. Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

Lakeland Heritage Weekend 2017 will be held Friday, September 15 to Sunday, September 17, 2017. Actual events will only take place on two days. On Friday, there will be a basketball game in conjunction with MNCCPC and the University of Maryland’s CP Dream team program. Historic exhibits will be displayed and a reception will follow the game. On Saturday there will be a group of food related events. The day will begin with a lecture on Food Ways followed by a cooking competition followed by a potluck feast. An element of the event will be the collection of recipes and stories related to the dishes. These will be used to create a Lakeland “cookbook”. The format and publication method will be determined later.

The purpose of this program is to build community, and to share the story of Lakeland and our County’s historic African American communities. By learning about the struggles and successes of the past, people are able to gain lessons for today. People will be brought together by a sporting event and then given elements of the Lakeland Story. Saturday’s events will use information on food as a signature part of everyday life to share the Lakeland Story and African American history and heritage. Our target audience is residents of College Park and surrounding communities. While events are open to all ages, particular effort will be made to serve youth and young adults. The

events will serve 400 people with at least 50% residents of College Park and 60% will be members of our target age groups.

3. **Program Impact (7 points):** List the program’s anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

Participants will have a positive experience within their own community. They will learn about successes achieved by individuals and by their community collectively. Food and sport bring people together to learn about each other’s lifeways, leisure practices, and heritage. This will foster camaraderie, understanding, hope, and provide strategies for sustaining community and modeling success.

- E. **PROGRAM ACTION PLAN:** Briefly describe (**use bullet format**) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HSRS. PER MO.</u>	<u>TARGET DATES</u>
Coordinate participation of partners	4 hrs	1/17
Committee and subcommittee meetings	2 hr/wk x 26 wks x 5 people (average)	3/17 to 9/17
Arrange for cooking contest and lecture participants	6 x 3 hrs x 3 people	12/16 to 9/17
6 x 3 hrs x 3 people		1/ 17 - 9/17
Solicit and schedule event volunteers	12x 1 hr.	8/17 - 9/17
Purchase event materials	5 hrs	8/17
Organize basketball game	5 hrs	6/17
Prepare evaluation	2 hrs x 3 people	8/1/17
Organize and clean up	2 hrs x 4 people	9/1/17
Organize and clean up	3 hrs x 10 people	9/14/17
Complete evaluation	10 hrs	9/17

- F. **PROGRAM EVALUATION:** Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)

Volunteers will distribute and tally surveys measuring participants’ evaluation of each event using a rating scale. Event committee members will also meet just after the event and give their impressions of successes and areas in need of elimination or restructure. For past Heritage Weekends, this has been an effective means of evaluation and we have made changes and adjustments based on the feedback.

G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

Lakeland Community Heritage Project has undertaken Heritage events since the organization's inception in 2007. Each was well received by the public and led to opportunities to bring the story to other communities.

H. COLLABORATION (1 point):

1. Is this a collaborative program involving other agencies? Yes No
2. If yes, please provide the name of collaborating agencies and the nature of the collaboration.

University of Maryland and Office of Community Engagement - Staff Support
 University of Maryland American Studies Department - speakers and expert advice
 MNCPPC - Staff support and use of facilities and equipment
 B-Roll Media - Photography
 University of Maryland Police, Prince George's County Police, participation in basketball game
 Embry Center for Family Life, participation in basketball game
 Community Businesses - in kind donations
 Other African American communities in Prince George's County with a Lakeland connection—help planning, publicity, and attendance

I. TIMELY GRANT REPORT:

1. Did you receive an FY2016 Community Services Grant from the City of College Park? Yes No
2. If Yes, did you file a final grant report for FY2016? Yes No
3. If a final grant report was not filed for FY2016, please complete the FY16 Final Grant Report form and submit it with your FY17 grant application.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

The following items will be needed for Heritage Weekend:

Supplies		\$4,861
Prizes (\$300 cash, \$200 donations estimate)	\$ 500	
Awards and trophies (from Maxwell Medals and Awards quote)	\$ 249	
Food service items (catalog Party City)	\$ 150	
Refreshments (Looney's Pub and Rita's Italian Ices—in kind donations)	\$3,400	
Printing (price list from Minuteman Press And Grove Printing)	\$ 562	

Equipment rentals	\$1,080
Tables and chairs (We're Having a Party) \$180	
Tent (Top Hat) \$900	
Other services (DJ)	\$ 800
Equipment (\$400)	
Services (\$400)	

K. PROGRAM BUDGET:

Receipts

Grant request from City of College Park	<u>\$2,500.00</u>
Foundations, other grants	_____
Public agencies	_____
Corporations	_____
Other receipts (describe: <u>LCHP funds</u>)	<u>\$ 461</u>
In-kind contributions (goods and services donated)	<u>\$3,780</u>
Loan of chairs and tables	\$ 180
Refreshments	\$3400
Prizes	\$ 200
TOTAL RECEIPTS	<u>\$6,741.00</u>

Expenses

Personnel costs	\$0_____
Consulting fees	\$0_____
Equipment purchases	\$0_____
Supplies	<u>\$4,861.</u>
Prizes (\$300 cash, \$200 donations)	\$ 500.
Awards and trophies.	\$ 249.
Food service items.	\$ 150
Refreshments	\$3,400.
Printing	\$562.

Transportation	\$0
Equipment rentals	\$1080
Tables and chairs \$ 180	
Tent \$900	
Other services (describe: DJ equipment and services)	\$ 800
Other expenses (describe: _____)	_____
TOTAL EXPENSES	\$6,741
NET SURPLUS / (DEFICIT)	\$0

RE: FY2017 Community Services Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, Lakeland Community Heritage Project does hereby
(name of organization)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Organization: Lakeland Community Heritage Project
Signature of Authorized Representative: 
Printed Name: Maxine Gross
Title: Chair
Date: 10/12/16

City of College Park
FY2016 Community Services Grant
FINAL GRANT REPORT
(File after the conclusion of grant activities – due date 10/17/2016)

Organization Name Lakeland Community Heritage Project

Program Name (if different Lakeland Heritage Weekend

Program Type: Maintain Existing Expand Existing Start New Program

Contact Person/Title: Maxine Gross, Chair Lakeland Community Heritage Project

Date Submitted: October 15, 2016

1. Outline goals and objectives you set out to accomplish and report outcomes

Our plan was to carry out 3 days of events and gather people to share stories Lakeland and African American heritage. All elements were completed as outlined. Additionally

a bake off was held on Saturday and oral history interviews were recorded. Through these events more than 400 people gathered as part of a community celebrated current achievements, socialized and shared stories of history and heritage. Formally four oral history interviews were professionally video recorded.

Each element was carried out and set goals were met.

2a. Describe program activities conducted in order to achieve these objectives

Lakeland Heritage Weekend 2016

- Fun Walk held by Embry Center for Family Life
- Mounted temporary exhibits at event venues
- Partnered with Embry Center for Family Life to hold a 1/2 mile Fun Walk
- Partnered with University of Maryland, M-NCPPC and local police agencies for CP Dream Team Game
- Held Bake Off
- Set up space for families and friends to gather visit and and eat between afternoon events
- Sponsored, and presented concert
- Presentation on Rosenwald Schools with site tour sponsored by College Park Arts Exchange at Lakeland's surviving Rosenwald school building (Washington Brazilian Seventh Day Adventist Church).

2b. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?

With the exception of awarding of trophies and recognition of local sports participants the basketball event was taken over by other partners. This took place as the University of Maryland had arranged for filming by the Big Ten Network. Two community partners, Embry Center for

Supplies	\$3982.97
<u>Awards and trophies.</u>	<u>\$202.97</u>
<u>Food service items.</u>	<u>\$150</u>
<u>Refreshments</u>	<u>\$ 3,400.</u>
<u>Printing</u>	<u>\$ 230.</u>

Transportation \$0

<u>Equipment rentals</u>	<u>\$1620.</u>
<u> Stage</u>	<u>\$1,290</u>
<u> Piano.</u>	<u>\$ 150</u>
<u> Tables and chairs</u>	<u>\$ 180</u>

Other services (describe: _____)

Other expenses (describe: _____)

TOTAL EXPENSES \$ 8,802.97

NET SURPLUS / (DEFICIT) \$ 0

Original Budget

Receipts

Grant request from City of College Park \$2,500.00

Foundations, other grants

Public agencies

Corporations

Other receipts (describe: vendor fees \$500,) \$2,519

In-kind contributions (goods and services donated) \$4,005

<u> Loan of chairs and tables</u>	<u>\$ 180</u>
<u> Loan of piano.</u>	<u>\$ 225</u>
<u> Refreshments</u>	<u>\$3400</u>
<u> Prizes</u>	<u>\$ 200</u>

TOTAL RECEIPTS \$ 9,024.

Expenses

Personnel costs _____ \$0

Consulting fees

_____ Sound Technician and equipment _____ \$2,000

Equipment purchases _____ \$0

Supplies _____ \$4,529.

_____ Prizes (\$300 cash, \$200 donations) _____ \$500.

_____ Awards and trophies. _____ \$249.

_____ Food service items. _____ \$150

_____ Refreshments _____ \$ 3,400.

_____ Printing _____ \$ 230.

Transportation _____ \$0

Equipment rentals _____ \$2,495

_____ Stage _____ \$2,090

_____ Piano. _____ \$ 225

_____ Tables and chairs \$ 180

Other services (describe: _____

Other expenses (describe: _____

TOTAL EXPENSES _____ \$9,024.

NET SURPLUS / (DEFICIT) _____ \$ 0

City of College Park
FY2016 Community Services Grant
FINAL GRANT REPORT
(File after the conclusion of grant activities – due date 10/17/16)

Organization Name: College Park Unit 217, American Legion Auxiliary

Program Name (if different): Miss College Park Scholarship Pageant

Program Type: Maintain Existing Expand Existing Start New Program

Contact Person/Title: Angela Rodriguez, Executive Director

E-mail Address: Misscollegepark@gmail.com

Date Submitted: October 5, 2016

1. Outline goals and objectives you set out to accomplish and report outcomes:

- To provide Miss College Park 2015 a \$2,000 Cash Scholarship
- To provide each competing contestant a \$200 Cash Scholarship to be used at University of MD
- To acknowledge the contestant with the highest GPA with a \$200 Cash Scholarship
- To acknowledge the highest interview score with a \$200 Cash Scholarship

2a. Describe program activities conducted in order to achieve these objectives:

The 25th annual Miss College Park Scholarship Pageant was held on 4/10/16 at the College Park Moose Lodge and we had 15 wonderful contestants, which was an increase of 5 from last year. With all of the community support we received, we were able to award \$5875 to all of the contestants which included \$2000 to Miss College Park and top scholar, top interview, Community Service, just to name a few of the awards and cash scholarship. They competed in gown/question, interview and casual wear.

2b. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?

No Changes

3. Did you meet your goals? If not, why not?

We met all of our goals and reinstated the Community Service Award thankfully.

- To acknowledge one young woman with a \$200 Cash Scholarship for the Community Service Award commending them on their service to the College Park Community.

4. Budget comparison – compare budget to actual receipts and expenses and explain any significant differences

There are some differences from last year as we had 5 more girls this year than in the last few years so this mean we had to find an additional \$1000 to award in participation scholarships. But we did it. So, we were over budget but I found the money to award. We worked two bingos which helped us out So, that would be the only difference, but it was not a problem. We were happy to raise this extra money for our contestants.

RE: FY2017 Community Services Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, College Park Unit 217, American Legion Auxiliary does hereby
(name of organization)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Organization: College Park Unit 217, American Legion Auxiliary

Signature of
Authorized
Representative:



Printed Name: Angela Rodriguez

Title: Unit President and Americanism Chairperson

Date: October 5, 2017

City of College Park
FY2016 Community Services Grant Application
(Deadline: Wednesday, October 19, 2016, 5:00 pm)

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: College Park Unit 217, American Legion Auxiliary c/o Angie Rodriguez

Organization Address: 9218 Baltimore Avenue

City/State/Zip: College Park, MD 20740

Program Name (if different): Miss College Park Scholarship Program

Contact Person/Title: Angela Rodriguez, Executive Director of Program

Telephone Number: 240-421-1187 FAX Number: _____

E-mail Address: Misscollegepark@gmail.com

Grant Request (Maximum of \$2,500): \$2,500

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Ivy Christoffers 10.14.2016
Signature/Date

Ivy Christoffer, President
Printed Name/Title

Angela R. Rodriguez 10/12/2016
Signature/Date

Angela R. Rodriguez Treas. & Exe. Director
Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 8
2. In what year did the organization begin operating? 1955
3. In what year did *this program* begin operating? 1991
4. Is the organization incorporated? yes If so, in what state? Maryland
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? yes If so, under what section of 501(c)? 3

Federal Identification Number: 52-6054873

6. Is this organization in compliance with all laws and regulations? [X] Yes [] No
7. Staffing Profile: Identify the number and position/title of staff used to administer *this program*:

List Position/Titles:

Angie Rodriguez, Executive Director
Ivy Christoffers, President of College Park Unit 217, ALA
Jordyn Goddard, Assistant Director, Miss College Park
Elizabeth Rice, Secretary
Dianna Mays, Fundraising Co-Chair
Jerri James, Judges Chairperson
Eleanor Peacock, Board Member, Fundraiser Co-Chair
Symphony Dixon, Former Miss College Park and Contestant Coordinator
Yashvi Aware, Former Miss College Park and Contestant Coordinator
Kathy Kalasinsky, Board Member
Victor Kalasinsky, Board Member
Vicky Kalasinsky, Board Member and Former Miss College Park

8. How many volunteers are used to administer *this program*? 12

C. FUNDING SUMMARY (2 points):

Grant Request	\$ <u>2,500</u>
Funds Secured from Other Sources	<u>850</u>
Additional Funds Yet to be Secured	<u>2,500</u>
Total Program Funds	\$ <u><u>5,850</u></u>

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. **Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

This scholarship program is addressing the rapidly growing and continuous need for scholarships for those that live in this community and attend the University. The young people that we target are primarily from the University of Maryland and the surrounding high schools. The target is young women, who demonstrate a desire to become a spokesperson and a desire to do community service, with a strong community service background and are between the ages of 16-26. We have had a wide age range of contestants and they keep coming back, even though the majority of them don't win, because we offer scholarships to each and every contestant just for participating and they also learn and grow from this experience. With the monies that are received by the College Park Community Service Grant program, and what we raise during our fundraisers, we are able to offer every contestant in the pageant a \$200 cash scholarship on up. If there is a tie in any area, we don't make the girls split it the scholarship, we give them EACH that scholarship for their work they are doing within the College Park community. I celebrated my 25th Anniversary of running the Miss College Park Scholarship Pageant and we all work hard to be able to continuously offer monies to every girl who enters.

We are applying for this 2017 Community Service grant to maintain our program, and continue to offer somewhat close to the amount we have offered in the past. We had 5 extra girls in 2016 than we had in previous years. I believe offering a good scholarship will bring to us a good quality representative. I also believe there is value to this program which is why I continue to do it, and I hope you all do as well. Our 2016 Miss College Park is already busy making her mark on the world. Her name is Michelle Chavez, and she has been doing a lovely job representing the City. She is a senior majoring in Broadcast Journalism. You will have an opportunity to meet her in January at your monthly meeting.

2. **Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

The community will benefit because we will have assisted students in our community, in our state, with their goals of completing their education. These young women will be given funds that will, first, reward them for being such goal oriented, service minded and academically driven students, but will also encourage them to continue to perform community service and civic work in the City of College Park, to continue to work in the City, to continue to keep their grades up, to qualify for any other additional scholarship awards, to continue to be well rounded in the arts to continue to be role models for young children. These very special young women will not forget College Park. Some will come back and make their homes here and will build their own families here. This is a win, win situation for the City of College Park. The impact that this grant will have will far outreach the dollar amount. Symphony Dixon, Miss College Park 2014 was such an instrumental part of the Annual School Supply Drive which each Miss College Park Champions. She raised hundreds of dollars to purchase school supplies for the children of Paint Branch Elementary School. Miss College Park, 2010, Devin Fendlay, was crowned while still a high school senior. Winning the title of Miss College Park, only further enticed her to apply and attend UMCP where she is a pre-med student with a perfect 4.0 GPA. Miss College Park 2011, Jordyn is now a teacher in Prince Georges County. Morgan Lash and Jataria McGee both just graduated and are making their mark on the world. One is working for Disney and the other is an on the air new anchor!! The Civic work done by the young women striving to win this title and by those who wear the crown is immeasurable, but the preparation for life after college is what is we are really about. We should all take pride in the success of our lovely titleholders as when they do well, we all success. But as our Miss College Park always reported to the College Park City Council in January, towards the end of her year, their year has been filled with performing countless hours of community service and civic duties done in this beautiful City. Symphony Dixon, Miss College Park 2014 , cried when she passed on her title as this has meant so much to her and she will never forget all that she has accomplished. Yashvi is studying pre-med and always speaks fondly on her time as Miss College Park. The girls who hold this title get an opportunity to be side by side with our City Leaders and participate in activities that promote this City. Our princesses are getting into the action as well as they were featured in "ZIP TRIP" on Fox news in August. It was a GREAT interview and the girls all truly enjoy being a part of the Miss College Park Family.

3. **Program Impact (7 points):** List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

The Services AND Activities that Miss College Park participates in tend to help more than just one person. Each of the contestants who enters the program receives a monetary award in the form of a scholarship. All scholarship dollars are housed in a separate account from the operating fund. The young women request their scholarships when their tuition bills are due and the check is written within 7 days. The scholarships awarded to the young women are based on their performance at the pageant. The winner will serve the community for one year. The services she provides are to the entire community of College Park with emphasis on youth. The program works with 10-15 contestants, not just Miss College Park and provides a springboard in which to catapult their community service activities. The College Park Community is the recipient of all of these hours of service being conducted within its walls by the young women who know that a good strong community service project will make them a more contestant in the program. We also encourage civic responsibility and we do have our Miss College Park around at key events in the City of College Park throughout the year and performing countless hours of community service to include working with disabled veterans at NIH. Our Miss College Park acts as an ambassador and attends the major functions in the City. She has even been on the cover of the College Park Gazette Newspaper when she participated in College Park Day. She has participated in major Special Olympic activities at the American Legion Post 217 and at participated in the Community Holiday parties for the children in the City of College Park. Miss College Park welcomes home the troops at the BWI Airport. She judges the Americanism Essay contest and then goes to the school to present the awards. She collects school supplies for the children of College Park alternating between Paint Branch Elementary and Hollywood. Miss College Park always gives an annual update to the College Park City Council of her activities and keeps the citizens abreast of her plans for her year of service. (January, 2017). So, to summarize, there are three groups being helped here: Miss College Park Contestants, for being encouraged to continue their community service endeavors in College Park, the College Park community which are on the receiving end of all of the projects being performed by the contestants and our Miss winner and then of course, Miss College Park who benefits from the scholarship she receives for performing all of the good deeds in the City.

E. PROGRAM ACTION PLAN: Briefly describe (**use bullet format**) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HRS. PER MO.</u>	<u>TARGET DATES</u>
-------------------------------	-------------------------------	---------------------

Each activity is a minimum of 2-4 hours.

Maryland Day 2016		April 2016
Americanism Awards at Holy Redeemer School		April 2016
Berwyn Heights Day Parade		May 2016
College Park Cares Mothers Day Race		May 2016
College Park American Legion Special Olympics Picnic		June 2016
Princess Ice Cream Social or Movie Night		July 2016
Greenbelt Labor Day Festival Parade		Sep 2016
College Park Princess Tea Party		Sep 2016
Hollywood Elementary School Supplies Drive		Sep 2016
College Park Community Day		Oct 2016
Children's Halloween Party		Oct 2016
College Park Blues Festival		Nov 2016
Appearance at the Korean Embassy		Nov 2016
College Park Veterans Day Service		Nov 2016
College Park Unit 217 Coach Bingo Fundraiser		Nov 2016
College Park City Council Meeting		Jan 2017
Washington VA and R Rec Hall Party		Feb 2017
Operation Welcome Home for the Troops returning from War		Mar, 2016
Miss College Park Pageant, 26 th Annual Pageant		April, 2017

F. PROGRAM EVALUATION: Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)

This upcoming April will be my 26th year (Anniversary) in conducting this pageant which I started in 1991.

We receive reports from our contestants, and are praised on the scholarship amounts given to the contestants by the Contestants themselves, sponsors and the young women who have just aged out and wish they could continue to compete. I have had the same sponsors for 25 years. The sponsors of the program and the City of College Park should enjoy having an ambassador for the community to go around and be seen in the public eye representing the beautiful City of College Park at special events. The Princesses love to take photos along with Miss College Park at the special event days such as College Park Community Day and Maryland Day, as do our elected officials. We enjoy seeing Mayor Patrick Wojan and other elected officials at events such as the Veterans Day service, College Park Day, and our Memorial Day service right here in College Park. We also do a self-evaluation with our main sponsors: College Park American Legion Post and Unit 217 as well as the College Park Merchants and Moose Lodge to ensure we are serving our Community in the best way possible and see if there are any suggestions for improvement or appearances that they would like to see THEIR representative attend. I think it has worked well.

G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

Americanism Essay Contest: Each year, College Park Unit 217 sponsors an Americanism Essay Contest for children from grades 3-8 in our area and community schools. We create a theme, this year the theme is “What does Freedom Mean to My Family?” The kids spend a great deal of time thinking about and writing their essay. The essays are collected from the schools and judged. Presently two schools in College Park participate: Holy Redeemer and Hollywood Elementary. (Miss College Park is one of our judges) We then go to the schools assembly’s and award a 1st, 2nd and 3rd place award in each age division. The winning essay then completes again at the District Level and that top essay completes again in the State Level. The State essay goes to National. Each time the essay wins or achieves a placement, there is a cash award attached!! This is just another activity that the American Legion Auxiliary sponsors to encourage all to honor those that are fighting for our freedoms. We have done this for the last 26 years. Two years ago, one of our students was awarded the District Level honors! This year, we place in the top two at the District level!!

Girls State Scholarship Program: Each year, we conduct interviews so that we can select one special student from the surrounding area to represent our Unit and attend a week as a citizen at Maryland Girls State at Salisbury State University on a full scholarship to learn all about how our government work and operates. The girls run for offices and elect officials. The elected Girls State Senator get to attend Girls Nation in Washington DC. The young women in our area are given this wonderful opportunity of a lifetime, while they are in high school to experience college life and to learn about the workings of our political system! This year our girl was elected Girls State Senator and attended Girls Nation in Washington DC!

COLLABORATION (1 point):

1. Is this a collaborative program involving other agencies? [X] Yes [] No
2. If yes, please provide the name of collaborating agencies and the nature of the collaboration.

American Legion Post 217, College Park (appearances)
Sons of the American Legion, Squadron 217 (sponsorship)
College Park Moose Lodge, Lodge 453 (location sponsor)
College Park Downtown Merchants Authority (Scholarship sponsor)
City of College Park (Grant)

I. TIMELY GRANT REPORT:

1. Did you receive an FY2016 Community Services Grant from the City of College Park?
[X] Yes [] No
2. If Yes, did you file a final grant report for FY2016?
[X] Yes [] No
3. If a final grant report was not filed for FY2016, please complete the FY16 Final Grant Report form and submit it with your FY17 grant application.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

This is on the basis that we accept 15 contestants to compete in the pageant in April, 2017:

Purse Bingo Fundraiser done with the Moose Lodge \$2500
The College Park Unit 217, ALA \$250
College Park Downtown Merchants Authority \$600

This totals \$3350

So, if we receive the request for \$2500, and then we have \$5850 of the \$6000 needed to roughly cover this scenario based on 15 contestants which is what we had in April of 2016. We also were able to reinstate the Community Service Award this year.

Court:
Miss College Park 2016 \$2000
1st Runner-up \$ 500
2nd Runner-up \$ 400
3rd Runner-up \$ 300
4th Runner-up \$ 200

Total: \$3400

Remaining 10 contestants at \$200 = \$2000

Special Awards:

Top Scholastics = \$200
Elegance and Poise Award = \$200
Community Service= \$200
Total: \$600 Final Total for the FY 2017 is \$6000. That is an increase of \$200 due to the Community Service Award being reinstated.

With the approval of the grant, we will have raised all but \$150 of the \$6,000 needed providing all sponsors come back in 2017.

**City of College Park
FY 2017 Community Services Grant Application
(Deadline: Wednesday, October 19, 5:00 pm)**

NOTE: Certain items on this grant application have designated point values to be used in the review of application for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: Pregnancy Aid Centers, Inc.

Organization Address: 4809 Greenbelt Road

City/State/Zip: College Park MD 20740

Program Name (if different): PAC Food Pantry Program

Contact Person/Title: Mary Jelacic, Executive Director

Telephone Number: 301-345-9325 FAX Number: 301-441-3147

E-mail Address: mary_jelacic@yahoo.com

Grant Request: \$2,500

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

.....

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Mary Jelacic 10/17/16
Signature/Date

Mary Jelacic, Executive Director
Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 9
2. In what year did this organization begin operating? 1974
3. What year did *this program* begin operating? 1998
4. Is the organization incorporated? YES If so, in what state? MD
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? YES If so, under what section of 501(c)? (3)

Federal Identification Number: 23-7418649

6. Is this organization in compliance with all laws and regulations? Yes
 No
7. Staffing Profile: Identify the number and position/title of staff used to administer *this program*:

List Position/Titles:

Mary Jelacic, Executive Director, Pregnancy Aid Center

8. How many volunteers are used to administer *this program*? 9

C. FUNDING SUMMARY (2 points):

Grant Request	\$2,500
Funds Secured from Other Sources	none
Additional Funds Yet to be Secured	\$4,000
Total Program Funds	\$6,500

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. Need Statement (7 points): (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

- (a) The food program provides emergency nutritional support to low-income and unemployed people.
- (b) The target recipients of the Food Pantry Program are pregnant women, their families and people from our community.
- (c) PAC provides food to those in need. Any low-income household in the community is eligible to receive food monthly.

2. **Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

The Food Pantry was opened in response to a need for proper nutrition for the pregnant women and families we serve. All of the people we serve live at or below the federal poverty level, and many of the men in these families work in construction or in landscaping. During the winter months they have no income, because there is no work. The food pantry helps them exist until the spring when work becomes available. In addition to serving these families, we continue feeding families affected by the economy who need food assistance.

The PAC Food Pantry, managed and staffed by volunteers, is open every Tuesday from noon until 3:00pm. During this time, families present ID and proof of low income. They receive food based on family size. In emergency situations, food can be obtained anytime the PAC is open.

With the food we receive from the Capital Area Food Bank (CAFB) and the use of freezers donated by PEPCO, we have been able to increase the amount and variety of nutritious food we give to our clients. We request these grant funds to enable us to buy the essential proteins and carbohydrates from Costco and Shop-Rite that we are unable to get through the CAFB. Also, the number of households coming for nutritional assistance increased in FY 2016 by 641 households and 3,069 persons.

3. **Program Impact (7 points):** List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

Pregnant women who are well nourished have healthy babies, and children who are well nourished perform better in school. Pregnant women will be able to eat nutritious foods and gain weight appropriately. Babies will be born healthy. Children will not go to bed hungry. The unemployed and the local elderly will have food in an emergency.

- E. PROGRAM ACTION PLAN:** Briefly describe (use bullet format) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also identify specific tasks required in order to fully implement the program

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HRS. PER MO.</u>	<u>TARGET DATES</u>
• Inventory food on-hand	12-15 hrs per mo.	Every Tuesday
• Verify client information	12-15 hrs per mo.	Every Tuesday
• Pack and distribute groceries	16-20 hrs per mo.	Every Tuesday
• Shop at CAFB on-line	4-5 hrs per mo.	Weekly
• Pick up & deliver food from CAFB	8-10 hrs per mo.	Weekly
• Purchase supplemental food	4-5 hrs per mo.	Weekly
• Sort and place food on shelves	8-10 hrs per mo.	Weekly

- F. PROGRAM EVALUATION:** Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post- test, rating scale, observation, other)

The Director of the Food Pantry tracks the number of households (and number of individuals in each household) receiving food and the amount of food given to each recipient.

- G. ORGANIZATION EVALUATION (2 POINTS):**

Briefly describe 1 or 2 similar programs that your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

We do not have any similar program.

- H. COLLABORATION (1 point):**

1. Is this a collaborative program involving other agencies? Yes [] No
2. If yes, please provide the name of the collaborating agencies and the nature of the collaboration.

A Prince George's County Special Appropriations Grant has been supporting the Food Pantry program.

- I. TIMELY GRANT REPORT:**

1. Have you previously received a Community Services Grant from the City of College Park? Yes [] No
2. If yes, did you file a final grant report for FY 2016? Yes [] No
Final Grant Report included with this grant application.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

Receipts

Grant request from City of College Park will enable us to purchase essential proteins and carbohydrates (e.g., meat, beans, rice, tuna fish and peanut butter) which are not available from the Capital Area Food Bank.

Public agencies – We have applied for a FY 2017 grant from Prince George’s County to assist in the purchase of supplemental food.

In-kind contributions (goods and services donated) – Estimated value of food received from Capital Area Food Bank ($\$375/\text{wk} \times 50/\text{wks} = \$18,750$).
 Volunteer hours for Food Panty tasks ($\$8/\text{hr} \times 80 \text{ hrs per mo} = \$7,680 \text{ per yr}$).
 Transportation costs to pick up and deliver CAFB order and to shop for and deliver supplemental food ($30 \text{ mi/wk} @ .54/\text{mi} \times 50 \text{ weeks} = \810).

Expenses

Supplies – Funds received from the City of College Park and Prince George’s County will be utilized for the purchase of essential proteins/carbohydrates that are not available from the Capital Area Food Bank.

Supplies – In-kind contributions - Estimated value of food received from Capital Area Food Bank.

Other services - In-kind contributions - Estimate value of volunteer hours for Food Panty tasks ($\$8/\text{hr} \times 80 \text{ hrs/mo} \times 12 \text{ months} = \$7,680$).
 Transportation estimated costs to pick up and deliver CAFB order and to shop for and deliver supplemental food ($30 \text{ mi/wk} @ .54/\text{mi} \times 50 \text{ weeks} = \810).

K. PROGRAM BUDGET:

Receipts

Grant request to City of College Park	\$2,500
Foundations, other grants	0
Public agencies	\$4,000
Corporations	0
Other receipts	0
In-kind contributions (goods and services donated)	\$27,240
Total Receipts	\$33,740

Expenses

Personnel costs	0
Consulting fees	0
Equipment purchases	0
Supplies	\$6,500
Supplies – In-kind contributions	\$18,750
Transportation	0
Equipment rentals	0
Other services– In-kind contributions	\$8,490
Other expenses	n/a
Total Expenses	\$33,740
Net Surplus/(Deficit)	0

RE: FY2017 Community Services Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, PAC FOOD PANTRY PROGRAM does hereby
(name of organization)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Organization: PREGNANCY AID CENTER, INC

Signature of
Authorized
Representative: Mary Jelacic

Printed Name: MARY JELACIC

Title: EXECUTIVE DIRECTOR

Date: 10/17/16

**City of College Park
FY2016 Community Services Grant
FINAL GRANT REPORT
(File after the conclusion of grant activities)**

Organization Name: Pregnancy Aid Centers, Inc.

Program Name (if different): PAC Food Pantry Program

Program Type: Maintain Existing Expand Existing Start New Program

Contact Person/Title: Mary Jelacic, Executive Director

E-mail Address: mary_jelacic@yahoo.com

Date Submitted: 10/17/2016

1. Outline goals and objectives you set out to accomplish and report outcomes

Goal: To provide low-income and unemployed families with nutritional support.

Objective: To prevent families from going to bed hungry.

Objective: To provide food so that pregnant women gain weight appropriately.

2a. Describe program activities conducted in order to achieve these objectives.

The \$2500 in grant funds received from the City of College Park made it possible for us to purchase essential proteins and carbohydrate items to supplement food from the Capital Area Food Bank. Food Pantry volunteers distributed food every Tuesday and clients received food daily on an emergency basis.

2b. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?

The number of families and individuals coming to the Food Pantry continued to increase during FY 2016. We provided nutritional assistance for 3,256 households, which included 15,319 persons. This was an increase of 641 households and 3,069 persons. In order to implement this significant change, we were able to receive more food from the Capital Area Food Bank and carefully utilize our grant funds to purchase needed essential proteins and carbohydrates.

3. Did you meet your goals? If not, why not?

We were able to meet our primary goal of providing low-income and unemployed families with nutritional support.

4. Budget comparison – compare budget to actual receipts and expenses and explain any significant differences.

During this period the entire grant of \$2500 was spent to purchase food for distribution to our clients.

**City of College Park
 FY2017 Community Services Grant Application
 (Deadline: Wednesday, October 19, 2016, 5:00 pm)**

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: College Park Woods Swim Club
 Organization Address: P.O. Box 685 (3545 Marlborough Way)
 City/State/Zip: College Park MD 20740
 Program Name (if different): Senior Camp
 Contact Person/Title: Barbara Pianowski, President
 Telephone Number: 301 935-5555 FAX Number: _____
 E-mail Address: CPWSwimClub@yahoo.com

Grant Request (Maximum of \$2,500): \$ 2500.00

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

<u>Barbara Pianowski 10/13/16</u>	_____
Signature/Date	Signature/Date
<u>Barbara Pianowski, Pres.</u>	_____
Printed Name/Title	Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 5
2. In what year did the organization begin operating? ~1962
3. In what year did *this program* begin operating? 2011
4. Is the organization incorporated? yes If so, in what state? MD
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? NO If so, under what section of 501(c)? _____

Federal Identification Number: _____

6. Is this organization in compliance with all laws and regulations? Yes [] No
7. Staffing Profile: Identify the number and position/title of staff used to administer *this program*:

List Position/Titles:

Barbara Pianowski, President
Judith Oarr, Treasurer
Carolyn Bernache, Secretary

8. How many volunteers are used to administer *this program*? 6

C. FUNDING SUMMARY (2 points):

Grant Request	<u>\$ 2500.00</u>
Funds Secured from Other Sources	<u>00</u>
Additional Funds Yet to be Secured	<u>00</u>
Total Program Funds	<u>\$ 2500.00</u>

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. **Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

This program provides outdoor recreation and entertainment to College Park senior citizens. They are provided with a nutritious lunch, drinks and snacks. Participants enjoy socializing and meeting neighbors. Seniors who cannot drive are bussed to the events, giving them a free outing.

2. Program Summary: Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

Recreation, socialization and entertainment for College Park Seniors. Enjoyment in an outdoor, park-like setting. Schedule will include BINGO, live music, games, meals and conversation. Seniors will enjoy the events, relax and make friends.

3. Program Impact (7 points): List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

Over the past few years, we have received many thanks from participants. They encourage their friends to attend—especially those who rarely leave home. There is friendly interaction and fun. It expands and fosters new friendships in the community in a healthy environment.

E. PROGRAM ACTION PLAN: Briefly describe (use bullet format) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HR. PER MO.</u>	<u>TARGET DATES</u>
Senior Day Camp	2 days per month 4 hrs per day	May - July 2017

The facility and bathrooms must be cleaned, lawn mowed. Canopies and umbrellas purchased and installed. Chairs added or repaired.

Shopping for food and BINGO prizes must be done prior to each event.

Entertainers must be scheduled and paid.

Transportation and volunteers must be scheduled

F. PROGRAM EVALUATION: Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)

The participants provide feedback and ideas after each session. Pool members and volunteers interview seniors and follow-up on ideas. Meals are evaluated and have received high praise in the past. Attendance and interest has increased.

G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

As above, seniors and city officials have given us outstanding reviews. The Seniors Program encourages attendance. We received high acclaim for performances by a gospel choir and a violinist.

H. COLLABORATION (1 point):

1. Is this a collaborative program involving other agencies? Yes [] No

2. If yes, please provide the name of collaborating agencies and the nature of the collaboration.

College Park Seniors provides bus transportation from Spellman House and Attack Towers.

We hope to have more volunteers from the new Senior Social Center and hope they will encourage attendance.

I. TIMELY GRANT REPORT:

1. Did you receive an FY2016 Community Services Grant from the City of College Park?
 Yes [] No
2. If Yes, did you file a final grant report for FY2016?
 Yes [] No
3. If a final grant report was not filed for FY2016, please complete the FY15 Final Grant Report form and submit it with your FY17 grant application.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

- Equipment - replacement for chairs, umbrellas and canopies.
- Supplies - paper products, plates, cups, silverware, trash bags, toilet paper, napkins, table cloths, paper towels, cooking utensils and disposable trays and foil.
- Rental fees - include grasscutting, electricity, water, gas and propane for grilling.
- Food - costs about \$250 per meal including prizes. entertainers cost \$100-\$200 each. Can limit equipment purchases if more is needed for this category.

K. PROGRAM BUDGET:

Receipts

Grant request from City of College Park	\$ <u>2500.00</u>
Foundations, other grants	<u>00</u>
Public agencies	(<u>transportation</u>)
Corporations	<u>00</u>
Other receipts (describe: _____)	<u>00</u>
In-kind contributions (goods and services donated)	<u>Volunteer hours</u>
TOTAL RECEIPTS	\$ <u>2500.00</u>

Expenses

Personnel costs	<u>00</u>
Consulting fees	<u>00</u>
Equipment purchases	\$ <u>500</u>
Supplies	\$ <u>600</u>
Transportation	<u>50</u>
Equipment rentals	<u>00</u>
Other services (describe: <u>Entrance fees/rental</u>)	<u>400.00</u>
Other expenses (describe: <u>Food and BINGO prizes and entertainers</u>)	\$ <u>1,000.00</u>
TOTAL EXPENSES	\$ <u>2,500.00</u>
NET SURPLUS / (DEFICIT)	\$ <u>00</u>

RE: FY2017 Community Services Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, College Park Woods Swim Club does hereby
(name of organization)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Organization: CPWSC
Signature of Authorized Representative: Barbara Pianowski
Printed Name: Barbara Pianowski
Title: President
Date: 10/13/16

City of College Park
FY2016 Community Services Grant
FINAL GRANT REPORT

(File after the conclusion of grant activities – due date 10/17/16)

Organization Name: College Park Woods Swim Club

Program Name (if different): Senior Camp

Program Type: Maintain Existing Expand Existing Start New Program

Contact Person/Title: Barbara Pianowski, President

E-mail Address: CPW.SwimClub@yahoo.com

Date Submitted: 10/13/16

1. Outline goals and objectives you set out to accomplish and report outcomes

To offer socialization and entertainment to seniors. We had outdoor programs with lunch, BINGO prizes and live entertainment

2a. Describe program activities conducted in order to achieve these objectives

Shopping, scheduling and coordinating with transportation and senior groups was accomplished.

2b. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?

One event was held inside due to rain but was just as enjoyable

3. Did you meet your goals? If not, why not?

Yes – improved attendance and received many accolades from attendees

4. Budget comparison – compare budget to actual receipts and expenses and explain any significant differences

Rec'd \$2500 and spent \$2600.

\$1500 food and paper products

400 entertainers

300 BINGO equipment and prizes

400 facility rental

\$2600.00 (\$100 donation from Officers)

**City of College Park
FY2017 Community Services Grant Application
(Deadline: Wednesday, October 19, 2016, 5:00 pm)**

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: B-Roll Media & Arts, Inc.

Organization Address: 8732 Boulder Ridge Road

City/State/Zip: Laurel, MD 20723

Program Name (if different): _____

Contact Person/Title: Robert Jackson, Executive Director

Telephone Number: 202-251-6247 FAX Number: _____

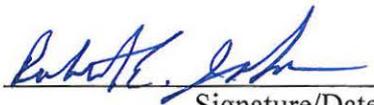
E-mail Address: rjackson@b-rollmedia.org

Grant Request (Maximum of \$2,500): \$ 2,500

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

 10-18-16
Signature/Date

Robert Jackson, Executive Director
Printed Name/Title

 10-18-16
Signature/Date

ROBERT E. JACKSON - Executive Director
Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 8
2. In what year did the organization begin operating? 2012
3. In what year did *this program* begin operating? 2012
4. Is the organization incorporated? Yes If so, in what state? Maryland
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? Yes If so, under what section of 501(c)? 170(b)(1)(A)(vi)

Federal Identification Number: 45-2770585

6. Is this organization in compliance with all laws and regulations? Yes No
7. Staffing Profile: Identify the number and position/title of staff used to administer *this program*:

List Position/Titles:

LA SHANDA SWANCY, Instructor: Ms. Swancy has turned a love of B&W film/processing photography from a hobby into a blossoming career with the an in-home studio business, Reflections of Zion Imagery. She is passionate about teaching photography and gets great joy from working with B-Roll's youth, showing them they are beautiful just the way they are. Ms. Swancy is currently Operations Manager with the Washington, Post.

ROBERT JACKSON, Instructor and Executive Director

Teacher Aides/Volunteers: ERIC ROMERO and CARLOS FLORES, both Juniors in the Northwestern H.S. Performing Visual Arts (VPA) Program

8. How many volunteers are used to administer *this program*? 2

C. FUNDING SUMMARY (2 points):

Grant Request	<u>\$ 2,500</u>
Funds Secured from Other Sources	<u>\$ 7,000</u>
Additional Funds Yet to be Secured	<u>\$ 9,000</u>
Total Program Funds	<u><u>\$ 16,000</u></u>

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. **Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

PLEASE SEE ATTACHED SHEET

2. **Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

PLEASE SEE ATTACHED SHEET

3. **Program Impact (7 points):** List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

- B-Roll's interactive, hands-on classes and workshops stimulate and encourage growth and development in students who stagnate in traditional classroom settings.

- Enrollment in B-Roll's classes and workshops is cost-free, providing a unique enrichment opportunity for low-income students with disabilities.

- B-Roll's media & arts training equips students with relevant, marketable skills, giving them new options and opportunities for a successful future.

- E. **PROGRAM ACTION PLAN:** Briefly describe (**use bullet format**) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HRS. PER MO.</u>	<u>TARGET DATES</u>
Basic Skills/Knowledge - Vocabulary	2	October/November
Research Famous Photographers	1	October
Photo Essay (60 seconds)	2	October
Create Storyboard	2	October/November

Field Trips (Memorials in Washington, DC; The Washington Post, Cedar Hill, The Bakery Studio, New York City)	4-8	November/December
Guest Speakers	2	October - December
Post Processing and Editorial Lay-Out	4	November

- F. PROGRAM EVALUATION:** Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)
- B-Roll tracks quantitative measures such as registration, attendance, completion of course work, attainment of internships/work study (how many and where and graduation rates. Benchmarks created for each course assist instructors in assessing student progress, if skill have been attained and if a student is ready to advance to the next level of the program. These are gauged via in class exams, end of class photo exhibits and showing of work. Qualitative information is gathered via:
- Paper surveys and both formal/informal discussion groups to gather feedback from students, families and instructors on the quality and effectiveness of the program and the results.
 - Tracking students' post graduation plans (College? Trade? Work? Military? Other?)
 - To assess the more long-term impact of the program, B-Roll is working to follow graduates 2, 5 and 10 years out.

- G. ORGANIZATION EVALUATION (2 points):** Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

B-Roll has provided similar programs for youth since 2012, the majority of them at the College Park Community Center. They include Photography, Studio Audio Engineering, Music Production and Hip Hop Modern Dance Classes. B-Roll has serves over 120 students annually and has built its reputation within the community as a quality organization that provides effective direct services for youth.

Partnerships with the Prince George's Public School System and the Prince George's County Department of Parks and Recreation have been developed to support B-Roll's mission and to assist the organization in reaching out to additional youth.

Most importantly, students who participate in B-Roll grow in self-confidence and and relevant, marketable skills, giving them new options and opportunities for a successful future.

- H. COLLABORATION (1 point):**

1. Is this a collaborative program involving other agencies? Yes No

2. If yes, please provide the name of collaborating agencies and the nature of the collaboration.

B-Roll collaborates on this program with Prince George's County Department of Parks and Recreation. Parks and Recreation has provided space for B-Roll's classes at the College Park Community Center at no cost since 2012. In exchange, B-Roll offers classes at the Center. Most recently, the Parks and Recreation has partnered with both B-Roll and The Clarice Performing Arts Center at the University of Maryland to provide space for B-Roll on-site at The Clarice. B-Roll is thrilled with the opportunity to have a stable, physical space at the University in College Park and with the opportunity to partner further with both the City of College Park and the University of Maryland.

I. TIMELY GRANT REPORT:

1. Did you receive an FY2016 Community Services Grant from the City of College Park?
[X] Yes [] No
2. If Yes, did you file a final grant report for FY2016? [X] Yes [] No
3. If a final grant report was not filed for FY2016, please complete the FY15 Final Grant Report form and submit it with your FY17 grant application.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

These figures are based on two semesters of the class offered in fall 2016 and spring 2017.

RECEIPTS

Foundations: B-Roll received a \$1,000 grant from the Community Foundation of College Park to purchase the first Mac Book Pro. Applications to other foundations are underway.

Public Agencies: B-Roll has submitted a request for funding renewal to County Council Member Mary Lehman. Part of this award would be used to purchase a computer.

Corporate: Grant requests are pending this fall to both TD Bank (local manager support) and State Farm (with local agent's support). A portion of these awards would support the purchase of computers for the program.

In-Kind: B-Roll receives space for the program at the College Park Community Center at no cost from the Prince George's Park & Recreation.

EXPENSES

Personnel Costs: Fee for Instructor La Shanda Swancy and stipends for the Teacher Aids

Equipment Costs: Purchase of five (5) computers (Mac Book Pros) for the program

Supplies: General supplies for the class

Other: Cost of the venue which is given in-kind by Prince George's Parks.

K. PROGRAM BUDGET:

Receipts

Grant request from City of College Park	\$ 2,500
Foundations, other grants (\$1,000 received from CP Found.)	\$ 3,000
Public agencies County Council Grants - partial	\$ 1,000
Corporations -TD Bank & State Farm - Grants Pending	\$ 3,500
Other receipts (describe: _____)	_____
In-kind contributions (goods and services donated)	\$ 6,000
TOTAL RECEIPTS	\$16,000

Expenses

Personnel costs	\$ 3,000
Consulting fees	_____
Equipment purchases 5 ea. Macbook Pros	\$ 6,500
Supplies - General Class Materials	\$ 500
Transportation	_____
Equipment rentals	_____
Other services (describe: Venue - 40 hrs. @ \$50/hour)	\$ 6,000
Other expenses (describe: _____)	_____
TOTAL EXPENSES	\$16,000
NET SURPLUS / (DEFICIT)	\$0

RE: FY2017 Community Services Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, B-Roll media + ARTS does hereby
(name of organization)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Organization: B-Roll media + ARTS
Signature of Authorized Representative: Robert E. Jackson
Printed Name: ROBERT E. JACKSON
Title: EXECUTIVE DIRECTOR
Date: OCT. 18, 2016



B-ROLL MEDIA & ARTS INC.

ATTACHMENT: City of College Park - FY17 Community Services Grant Application

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. Need Statement

a.) *Issue/Need:* Dropout rates for youth from low-income households and youth with learning challenges are higher and they wrestle with low self-esteem and deficits in both life and work skills. In addition, financial limitations can restrict their access to high quality, enriching arts programs that are readily available to youth from more affluent households.

In order to address these issues, B-Roll provides free-of-cost media arts training and education to under-resourced youth ages 13-21 and youth with learning disabilities in Prince George's County, MD. Fifty percent of these students fall into both categories. Students are taught and mentored by industry experts with years of experience in radio, television, film and fine arts.

The combination of B-Roll's high quality, hands-on instruction paired with leadership development, mentoring and internship opportunities can make a real difference, redirecting the lives of young people who struggle to succeed within traditional education, and, instead, focusing on positive activities that lead to a stable and economically secure future.

B-Roll was founded in 2012 by Robert Jackson, a retired media arts professional, who experienced the struggles and humiliation of going through school with an undiagnosed learning disability: dyslexia. He found solace and direction in media arts which gave him confidence, built his self-esteem and put him on the path to a successful career in TV broadcasting, film and photography. In creating B-Roll, he sought to use his knowledge and skills to help other children and youth who learn differently, especially those who come from low income households.

b) *Target/Recipient:* B-Roll serves under-resourced youth ages 13-21 and youth with learning disabilities in Prince George's County, MD.

c) *Number of Residents to be Served:* 26 annually (fall and spring sessions). 75% of the students are residents of College Park.

1. Program Summary

This fall, B-Roll launched an 8-week *Backpack Journalism and Video Production Workshop* at the College Park Community Center, with classes building upon the Digital Photography workshop offered there last January. The funds requested will support the purchase of MacBook Pros that will be used to facilitate the writing of scripts, the creation of storyboards, as well as other pre- and post- production tasks. A total of five (5) computers will eventually be purchased for the program. The use of state-of-the-art equipment, such as a camera purchased last year with a grant from the College Park Community Foundation, makes the experience feel relevant and immersive to the students, who may be used to working with substandard materials.

B-Roll believes that through education in the Media Arts, the under-resourced students targeted by the organization will be able to find their voice and flourish in ways that aren't possible in a more traditional, less flexible learning environment. Through photography and film, students will be able to analyze their surroundings and represent them in a way that feels truthful to them, all while learning the tools of the trade. They will write and edit scripts, produce and direct, as well as work on the more technical audio and video aspects of filmmaking. At the end, they will have a product that is patently theirs, as well as a working knowledge of a media not often explored in traditional learning environments.

Education, quality of life, and community are the organization's main thrusts. Through B-Roll's project, students will improve their own self-esteem and quality of life, as well as enrich their communities with newfound talents and interests. Students may discover in the program a feeling of belonging and an untapped potential and that was not accessible to them in the more streamlined school atmosphere, and these benefits would carry over into other facets of their lives. The *Backpack Journalism* class will be an ongoing course offering sustained by the continued contributions of government, individuals and charitable organizations as well as the hard work and dedication of employees and volunteers.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 19 2012

B-ROLL MEDIA & ARTS INC
C/O ROBERT JACKSON
BOULDER RIDGE RD
LAUREL, MD 20723

Employer Identification Number:
45-2770585
DLN:
17053318341031
Contact Person:
JEFFERY A CULLEN ID# 31215
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
July 8, 2011
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)



live more, play more

April 10, 2015

B-Roll Media provided Hip-Hop Dance for 10 weeks on Saturday night for youth in our Extreme Teens program. The M-NCPPC Extreme Teens is a drop-in program for youth ages 10-18. Our youth thoroughly enjoyed the class and at its conclusion showcased their newly acquired skills for their peers and family. Mr. Jackson and his staff were very professional and knowledgeable and eagerly transferred their skills to our participants. B-Roll Media provided a vital service to our Community Center exposing our youth to new career paths and interests. We were extremely grateful for B-Roll Media sharing with our Community Center and look forward to our continued partnership.

Sincerely,

Corey V. Poole

Corey V. Poole, Facility Director

College Park Community Center

5051 Pierce Avenue

College Park, MD 20740



THE PRINCE GEORGE'S COUNTY GOVERNMENT

(301) 952-3887

Mary A. Lehman
Council Member, 1st District

December 2015

To Whom It May Concern:

It is my great pleasure to write this letter in support of B-Roll Media & Arts, Inc., a long-time partner with youth in my Council District and throughout Prince George's County, MD.

The brainchild of Robert Jackson, B-Roll seeks to redirect the life of young people who struggle to succeed with traditional education, drawing on the richness of arts experiences – film, television, audio, video, photography, dance and music – to focus on positive activities that lead to a stable and economically secure future. Mr. Jackson and his staff pair arts-based activities with leadership development, mentoring and internship opportunities, thereby enhancing students' quality of life.

What we have seen is that students who complete the B-Roll program are better prepared to either enter the media arts workforce or to transfer skills gained to other educational or employment opportunities. They are more knowledgeable, skillful and confident – what a gift!

As a community partner, B-Roll has worked with area schools, recreational and rehabilitation programs, and churches to identify youth who would benefit from its programs. Support is provided to ensure that each young person is fully engaged and develops relationships with adults on staff who are in-tune with the issues facing young people today.

I fully support the efforts of B-Roll as it strives to improve the future of young people in Prince George's County. An innovative program such as B-Roll's that helps our youth build successful and fulfilling lives is essential to our community.

Sincerely,

A handwritten signature in blue ink that reads "Mary A. Lehman".

Mary A. Lehman
Prince George's County Council, District 2



THE PRINCE GEORGE'S COUNTY GOVERNMENT

301-952-3060

Dannielle M. Glaros

Vice Chairwoman
Council Member, District 3

December 22, 2015

To Whom It May Concern:

I am pleased to write this letter of support on behalf of B-Roll Media & Arts and its founder, Robert Jackson.

Since 2012, B-Roll has served low resourced youth and youth with learning disabilities in Prince George's County, MD. These young people often struggle to succeed in traditional educational settings, and have higher dropout and unemployment rates than their peers. The additional challenge of financial limitations restricts their access to enriching extracurricular and arts experiences such as those provided by B-Roll, opportunities that can reveal untapped talents and interests.

B-Roll's high quality, hands-on instruction is paired with leadership development, mentoring and internship opportunities that make a real difference in the lives of our county's youth. The organization offers them new options and opportunities for a successful future. In addition, B-Roll removes the financial barriers to participation because programming is available at no cost, making it even more valuable.

I am proud to support this outstanding organization and am confident that the impact of my support of B-Roll and the young people it serves will be rewarded for many years to come.

Together Strengthening Our Community,

Dannielle M. Glaros

**CITY OF COLLEGE PARK
FY2017 Community Services Grants
Scoring Matrix**

Subcommittee Summary Evaluation/Recommendation

Organization	Program	FY2017 Request	Previous Grant	FY2016 Final Rpt.	Organiz Structure (max. 1 point)	Funding Summ (max. 2 points)	Need Statement (max. 7 points)	Program Impact (max. 7 points)	Organiz Evaluation (max. 2 points)	Collaboration (max. 1 point)	TOTAL (max. 20 points)	FY2017 Grant Award					
American Legion Auxiliary, College Park Unit 217	Scholarships for Miss College Park pageant participants	\$ 2,500	FY16	Yes	1	2	5	5	2	1	16	2,000					
Pregnancy Aid Centers, Inc.	Food pantry program	2,500	FY16	Yes	1	2	4	4	2	1	14	2,000					
College Park Woods Swim Club	Senior Camp	2,500	FY16	Yes	1	2	2	1	0	1	7	0					
B-Roll Media & Arts, Inc.		2,500	FY 15	n/a	1	2	3	1	1	1	9	0					
National Center for Housing & Child Welfare	Neighbors Helping Neighbors	2,500	n/a	n/a	1	2	7	7	2	1	20	3,000					
Lakeland Comm Heritage Project	Lakeland Heritage events	2,500	FY16	Yes	1	2	7	7	2	1	20	3,000					
Total (\$20,000 Budget)		<u>\$ 15,000</u>										<u>10,000</u>					
											<table border="1"> <tr> <td>Eligible for full amount</td> <td align="right">18-20</td> </tr> <tr> <td>Eligible for reduced grant</td> <td align="right">12-17</td> </tr> <tr> <td>No grant awarded</td> <td align="right">< 12</td> </tr> </table>	Eligible for full amount	18-20	Eligible for reduced grant	12-17	No grant awarded	< 12
Eligible for full amount	18-20																
Eligible for reduced grant	12-17																
No grant awarded	< 12																
College Park Center for Faith & Community	College Park Community Library	No app. -see note	FY16	Yes	Note: College Park Library's FY 2016 Final Grant report indicated they had just recently received the funds from the Church (the umbrella organization) for their FY 2016 grant and therefore are not applying for a FY 2017 grant.												
National Museum of Language	Language camp and events	No app. received	FY16														
Embry Center for Family Life	Lakeland All-Stars basketball program	No app. received	FY16														

16-G-142

**CITY OF COLLEGE PARK, MARYLAND
REGULAR COUNCIL MEETING AGENDA ITEM**



Agenda Item 16-G-142

Prepared By: Gary Fields
Finance Director

Meeting Date: November 15, 2016

Presented By: Gary Fields

Proposed Consent Agenda: Yes

Originating Department: Mayor and Council

Issue Before Council: Award of Fire Department Capital Equipment Grants

Strategic Plan Goal: Goal 6 – Excellent Services

Background/Justification:

The FY2017 Adopted CIP Budget allocated \$60,000 for capital equipment grants to each of the 3 local fire departments that provide first response to City residents. The grants are for \$20,000 to each fire company to be used for the purchase and/or financing of capital equipment needs.

Applications were sent at the end of September to Berwyn Heights, Branchville and College Park Volunteer Fire Departments. Each department returned their completed applications with the Hold Harmless Agreement by the October 19, 2016 deadline.

Proposed use for the Grant Funds are as follows:

Berwyn Heights Vol. Fire Dept. & Rescue Squad: The funds would be used to supplement a deposit on a new Rescue Squad and associated equipment. The estimated cost is between \$900,000 and \$1,000,000. The deposit would be placed in 2017 pending determination of an acceptable bid through a competitive bidding process.

Branchville Volunteer Fire Company: The funds would be used to assist in the remodeling of their station's recreation room, kitchen, lounge and locker room. The remodeling of the recreation room includes the removal of furniture and appliances, some of which are more than 25 years old. The kitchen remodel includes new cabinets, countertops, flooring, appliances and HVAC, as well as painting of the walls.

College Park Volunteer Fire Department: These funds would be applied towards part of the \$152,000 annual payment for their 2016 Pierce Ladder Truck to be delivered in April 2017. The 5 year annual payment schedule begins in May 2017. The grant also affords them the opportunity to begin specification processes for the replacement of the 2006 ambulance which is due for replacement in 2017. The replacement ambulance is projected to cost approximately \$230,000.

Fiscal Impact:

The fiscal impact of this request is an expenditure of \$60,000 from the City's Capital Improvement Fund. As noted above it was provided for in the FYE 2017 budget.

Council Options:

1. Authorize/approve the individual grants of \$20,000 to each volunteer fire department.
2. Authorize/approve a grant of some other amount to the departments.
3. Do not authorize/approve the fire capital equipment grants.

Staff Recommendation:

Option #1

Recommended Motion:

I move to approve the award of the Fire Capital Equipment Grant in the amount of \$20,000 each to Berwyn Heights Volunteer Fire Department & Rescue Squad, Branchville Volunteer Fire Company and College Park Volunteer Fire Department.

Attachments:

1. Grant applications and Hold Harmless agreements for each volunteer fire department.

City of College Park
FY2013 Fire Department Capital Equipment Grant Application
(Deadline: Wednesday October 19, 2016, 5:00 pm)

GENERAL INFORMATION:

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

Address: 8115 Baltimore Ave

City/State/Zip: College Park, MD 20740

Contact Person/Title or Rank: William Corrigan, Chief

Telephone Number: 240-688-1385 FAX Number: 301-901-9115

E-mail Address: wcorriga@umd.edu

Use of Grant Funds:

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

Tax Return Submittal:

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

Electronic Version of Application:

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

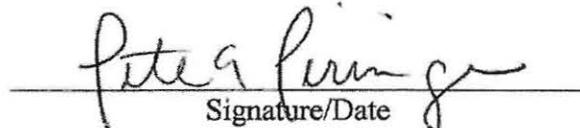
We, the authorized representatives of the applicant fire company, have completed or directed the completion of this application for the City of College Park Fire Department Capital Equipment Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information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

 10/10/16

Signature/Date

William J. Corrigan, Chief

Printed Name/Title or Rank



Signature/Date

Peter A. Piringer

Printed Name/Title or Rank

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

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

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

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

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

The College Park Volunteer Fire Department purchased a 6 Wheel All Wheel Drive Polaris style vehicle this year and recently placed in service. This vehicle with its small footprint and tremendous off road capabilities has already proven itself to be a valuable addition to the fleet in the few months of operation assisting with EMS Patient Care in the numerous large public events such as College Park Day and UMCP Football as well providing rapid access to several EMS incidents along the Parks and Planning Trail Network in the City.

We also continue to expand our Volunteer Staffed Paramedic Ambulance Program to provide additional ALS Credentialed resources.

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

Engine 121 – 2002 American LaFrance Pumper (CPVFD owned) Good condition with approximately 80,100 miles. This vehicle was rehabbed in 2014 at a cost of \$150,000. This rehab work will extend the service life of this vehicle by several years and was far more cost effective than the full replacement cost of approximately \$550,000.00 at this time. Estimated replacement in 2022.

Engine 122 – 2012 Pierce Pumper (CPVFD owned) Excellent condition service with approximately 31,000 miles. Estimated replacement in 2032.

Truck 12 – 2013 Pierce (County owned) Good condition with approximately 27,500 miles. Currently a 2016 Pierce Ladder Truck owned and controlled by the CPVFD is in the early phases of construction with a scheduled delivery of April 2017. The County owned ladder truck will be returned for re-assignment at that time.

Foam Unit 12 – 1992 Spartan Darley (CPVFD owned) Good condition with approximately 128,200 miles. Rehabbed in 2008. Estimated replacement in 2022.

Hazmat Unit 12 – 2005 Freightliner/Hackney hazardous materials unit (County owned) Good condition with approximately 27,800 miles. Unknown replacement by County.

Ambulance 128 – 2010 GMC/PL Custom Ambulance (CPVFD owned). Excellent condition with approximately 54,500 miles. Estimated replacement in 2020.

Ambulance 129 – 2006 GMC/Horton Ambulance (CPVFD owned). Fair condition with approximately 103,500 miles. Estimated replacement in 2017.

Utility 12 – 2003 Ford Utility Truck (CPVFD owned) Fair condition with approximately 125,300 miles. Estimated replacement based on condition of vehicle.

Car 12 – 2013 Chevrolet Tahoe (CPVFD owned) Excellent condition with 31,000 miles. Estimated replacement based on condition of vehicle

Car 12A – 2003 Ford Command Unit (CPVFD owned) Good condition with approximately 61,500 miles. Estimated replacement based on condition of vehicle.

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

The existing 2013 Ladder Truck, while in overall good condition, is owned and controlled by the overall Prince George's County Fire/EMS Department and is only on assignment to College Park. It is often removed from the station for various "detail" events and other uses that make this resource unavailable to the College Park area. Also, it is a generalized specification that is not tailored to the unique geographical challenges presented in the College Park neighborhoods with many tight access spaces. The new College Park VFD owned Ladder Truck will fall completely under the control and operation of the College Park VFD and is being constructed specifically for our unique needs and access issues. It will operate on a smaller footprint with much tighter turning radii for improved access while maintaining the same vertical reach that is important as this area continues to expand.

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

We would apply this grant towards part of the \$152,000.00 annual payment for our 2016 Pierce Ladder Truck to be delivered in April 2017. The 5 year annual payment schedule begins in May

2017. This grant will also afford us the opportunity to begin specification processes for the replacement of our 2006 Ambulance which is due for replacement in 2017. This replacement Ambulance is projected to cost approximately \$230,000.00.

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

The Grant would be used towards the annual payment for the new Ladder Truck. This piece of equipment meets the needs of the College Park Vol. Fire Dept. Pierce Manufacturing was selected after a nearly 14 month long specification and bid process and technical review of all received bid packages.

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

This vehicle is the primary Ladder Truck responding in College Park through the rapidly growing Baltimore Avenue Corridor and UMCP Campus, as well as the surrounding area.

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

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

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

Not at this time.

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

Not at this time.

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

The College Park Volunteer Fire Department, Inc. does own a small parcel of land in the 5100 Block of Roanoke Place that was donated to us several years ago. At this time the land does not appear it can easily be built on or improved so it is of little financial value to us currently.

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

The College Park Volunteer Fire Department developed a replacement plan for our emergency response apparatus to provide up to date and safe apparatus to meet the current and future needs of providing protection to the College Park community. To date we have been successful with following this plan procuring state of the art replacement apparatus that is cost effective. The continued influx of new apparatus allows us to provide continued service and meet the demand from steadily increasing call volume. The newer apparatus is more reliable and has far less down time from mechanical issues than when dealing with older apparatus that begins to show the effects of the wear placed on it from thousands of emergency responses.

During 2016, the College Park Volunteer Fire Department will respond to approximately 4,700 emergency responses with 2,000 fire responses and 2,700 ambulance responses. Over 85% of the staffing is provided by Volunteer Members of the CPVFD. Our department has responded to every single call that we were dispatched to with high levels of volunteer staffing. We feel CPVFD has exceeded our response goals of staffing to a very high level in providing protection to the citizens of College Park and the surrounding areas.

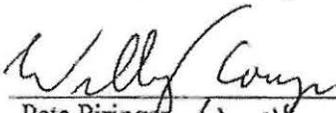
The College Park Volunteer Fire Department thanks the City of College Park for their past and continued support in helping us do our job of providing vital emergency services to the citizens in the City of College Park.

RE: FY2017 Fire Department Capital Equipment Grant

HOLD HARMLESS AGREEMENT

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

College Park Volunteer Fire Department, Inc.

By: 
Pete Piringer / William O. Corrigan

Title: President / Chief

Dated: 10/24/16

City of College Park
FY2017 Fire Department Capital Equipment Grant Application

GENERAL INFORMATION:

Name of Fire Department: Branchville Volunteer Fire Company

Address: 4905 Branchville Road

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

Contact Person/Title or Rank: Frank Underwood- Treasurer

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

Use of Grant Funds:

The City of College Park has established a Fire Department Capital Equipment project in its Capital Improvement Program (C.I.P.) to assist fire companies providing first response to residents of the City with capital equipment purchases. Capital equipment purchases under this grant program may be used for one-time purchases, or approved grant funds may be escrowed for combination with grant funds, if any, appropriated in subsequent fiscal years. The maximum capital equipment grant per fire company, based on demonstrated need, for fiscal year 2017 is **\$20,000**. Mayor and Council will make its decision based on submitted applications, and shall exercise total discretion in the award of grants.

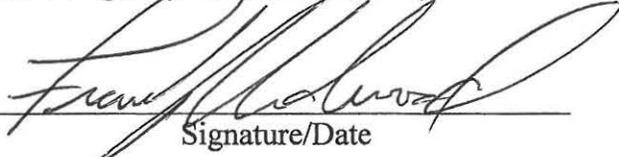
Tax Return Submittal:

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

Electronic Version of Application:

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

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



Signature/Date

Signature/Date

Frank J Underwood Treas.

Printed Name/Title or Rank

Printed Name/Title or Rank

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

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

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

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

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

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

All owned by Branchville Volunteer Fire Company.

E-111 2010 Pierce Pumper Replace 2020)

E-112 2016 Pierce Pumper Replace 2025

A-118 2011 F-450 Ambulance Replace 2018

A-117 2016 F-550 Ambulance Replace 2021

C-11A/ C-11B 2006 Ford Expeditions Replace 2017

C-11 2014 Chevy Tahoe

U-11 f-250 pick-up replace 2025

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

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

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

We are in the process of remodeling the recreation room, lounge and locker room in the Station. This room provides our membership with space to stand by and recharge in between our emergency calls. The remodeling of the recreation room includes the removal of furniture and appliances some of which were more than 25 years old. The kitchen will have new cabinets, countertops, flooring (laminated and carpet), new ceiling tiles, all appliances, air conditioning and heating, as well as painting of the walls.

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

Yes, In order to continue providing the high-quality level of service our citizens have come to expect, this provides us with the opportunity to provide a better atmosphere in light of the high volume of turnover many volunteer companies are facing within their memberships. These rooms will allow the members the comforts of home while providing quality emergency service to the residents of the City of College Park. state-of-the-art apparatus is a must.

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

Yes. While not a core service it allows us to maintain an active membership, who in turn, provide the core service of the Volunteer Fire and Rescue Company.

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

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

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

No.

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

No.

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

4905 Branchville Road- site of our current station
Approximate Value--- \$1.2 million.

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

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

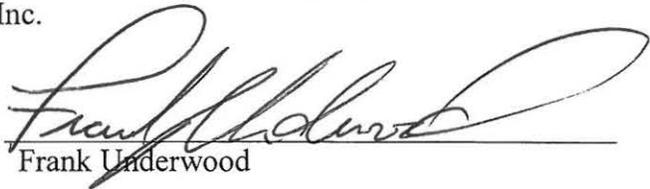
RE: FY2017 Fire Department Capital Equipment Grant

HOLD HARMLESS AGREEMENT

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

Branchville Volunteer Fire Company & Rescue Squad, Inc.

By:


Frank Underwood

Title: Treasurer

Dated:

9/29/16

City of College Park
FY2017 Fire Department Capital Equipment Grant Application
(Deadline: Wednesday, October 19, 2016, 5:00 pm)

GENERAL INFORMATION:

Name of Fire Department: Berwyn Heights Volunteer Fire Department and Rescue Squad
Address: 8811 60th Avenue
City/State/Zip: Berwyn Heights, MD 20740
Contact Person/Title or Rank: James Hurley, President
Telephone Number: 443-534-5403 FAX Number: _____
E-mail Address: jhurley@bhvfd14.org

Use of Grant Funds:

The City of College Park has established a Fire Department Capital Equipment project in its Capital Improvement Program (C.I.P.) to assist fire companies providing first response to residents of the City with capital equipment purchases. Capital equipment purchases under this grant program may be used for one-time purchases, or approved grant funds may be escrowed for combination with grant funds, if any, appropriated in subsequent fiscal years. The maximum capital equipment grant per fire company, based on demonstrated need, for fiscal year 2017 is \$20,000. Mayor and Council will make its decision based on submitted applications, and shall exercise total discretion in the award of grants.

Tax Return Submittal:

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

Electronic Version of Application:

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

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

James Hurley 10/5/16
Signature/Date
James Hurley, President
Printed Name/Title or Rank

Danny McCoy 10/17/16
Signature/Date
Danny McCoy, Fire Chief
Printed Name/Title or Rank

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

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

The first due-response boundaries of the Berwyn Heights Volunteer Fire Department and Rescue Squad, Inc. (BHVFD) run from the Metro tracks on the West side heading south past Lake Artemesia, to the southern portion of Indian Creek, East along Paint Branch Parkway, North through Greenbelt Park, and along the inner loop of I-495 on the North side of Greenbelt Metro. Though this is our first due response area and it does include the College Park Woods community we also provide "first due" Heavy Rescue Squad support to all portions of College Park and will also respond with our Ladder Truck or ambulance through an automatic aid agreement to all parts of College Park.

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

The BHVFD staffs a heavy duty rescue squad (two if staffing permits) and a ladder truck which are both considered "special services" by the PGFD. Our rescue squad also doubles as the a Technical Rescue Support Company for the Northern half of Prince George's County, providing highly trained technical rescue technicians and equipment in case of high-angle, confined space, trench, swiftwater, and structural collapse incidents. The BHVFD also has two ambulances that provide EMS care to the greater Berwyn Heights, Greenbelt, and College Park areas and has frequently been upgraded to a Paramedic Ambulance during 2016 adding Advanced Life Support to its capabilities

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

2015 Ford/Demers Ambulance – Scheduled Replacement 2025 – Owned by BHVFD – New condition
2009 Seagrave Ladder Truck – Scheduled Replacement 2024 – Owned by BHVFD – Excellent condition
2005 Seagrave Rescue Squad – Scheduled Replacement 2017 – Owned by BHVFD – Good condition however showing age with 160k+ miles
2003 Freightliner Ambulance – Will not be replaced when service life expires – Owned by BHVFD – Fair condition, exceeds "critical" engine hours for a fleet vehicle.
1990 Pemfab Rescue Squad – Will be replaced along with the 2005 Seagrave Rescue Squad, anticipated 2017 – Owned by BHVFD – Fair condition with 245k+ miles

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

Our ladder truck and ambulance are new and relatively new respectively and should be able to serve the community for years to come without issue. Our Pemfab Rescue squad exceeds the normal service life for a rescue squad and is running on borrowed time. Due to its high call volume our 2005 Seagrave rescue squad is also showing signs of aging and will move into a reserve position when a new rescue squad is purchased. About 75% of our rescue equipment was purchased in 1999 or before and will need replaced, with newer technology in automobiles and an expanded scope of responsibility as a technical rescue company, when a new rescue squad is purchased.

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

This grant money would be used to supplement a deposit on a new Rescue Squad and associated equipment. We estimate the cost of a new rescue squad and equipment to fall in the \$900,000 to \$1,000,000 range. Our previous rescue squad, purchased in 2005 cost approximately \$750,000 (equipped.) A deposit would be placed in 2017 pending on determination of an acceptable bid through a competitive bidding process.

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

To equal the current capabilities and be able to grow with the increased demand on our rescue squad, there is no substitute for a heavy duty rescue squad. All apparatus purchases by BHVFD are by means of a competitive bidding process among several manufacturers to meet established specifications set forth by the BHVFD and in accordance with PGFD, National Fire Protection Association standards, and Maryland MVA laws governing emergency vehicles.

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

Yes, this equipment will replace an older piece of apparatus serving the same area and providing the same type of service as it does currently.

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

The remainder of the acquisition costs would be funded through financing, ambulance billing, grants from the Town of Berwyn Heights and City of Greenbelt, and state/county allocated funds. Though it has depreciated greatly, the sale of our 1990 Pemfab rescue squad would also supplement the purchase of a replacement rescue squad.

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

There are no any plans to receive any additional apparatus from Prince George's County at this time.

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

The BHVFD is always striving to expand its capabilities and expects to become more involved as an asset to the county's technical rescue team as a primary technical rescue squad in lieu of acting in only a support role. The BHVFD also plans to expand its Paramedic Ambulance program by actively recruiting volunteer Paramedics to expand the Advanced Life Support (ALS) capabilities of our EMS team.

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

Firehouse - 8811 60th Ave Berwyn Heights - Estimated value \$300k

Rental Residences - 6007 & 6009 Seminole St Berwyn Heights - Estimated value \$300k each

Land Parcel - Seminole St & Cunningham Dr Berwyn Heights - Estimated value \$200k

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

The BHVFD prides itself on making sound financial decisions based on a tumultuous and fluid income stream. We have a dedicated Board of Directors, involved operational staff, and financial advisors who advise and approve any expenditure outside of normal operating expenses. The BHVFD is financially stable, however does not foresee any large increases in income to keep up with large increases in operating costs and prices of replacement apparatus. The FD Capital Equipment Grant from the City of College Park has been instrumental in ensuring that the BHVFD continues to provide the highest level of service to the citizens and visitors of College Park for over 50 years.

RE: FY2017 Fire Department Capital Equipment Grant

HOLD HARMLESS AGREEMENT

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

Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc.

By: James Hurley
James Hurley

Title: President

Dated: 10/5/2016

16-G-145

**CITY OF COLLEGE PARK, MARYLAND
REGULAR COUNCIL MEETING AGENDA ITEM**



AGENDA ITEM NUMBER 16-G-145

Prepared By: Steve Beavers
Community Development Coordinator

Meeting Date: November 15, 2016

Presented By: Steve Beavers

Consent Agenda: Yes

Originating Department: Planning, Community and Economic Development

Action Requested: Electric Vehicle Charging Stations for the Parking Garage

Strategic Plan Goal: Goal 2: Environmental Sustainability

Background/Justification:

Staff was directed to research the cost of installing public electric vehicle (EV) charging stations in the City's parking garage. As noted in the 2015-2020 Strategic Plan, The City reduces its impact on the environment through the adoption of best practices to incentivize reduced energy usage. EV charging stations will be another publicly visible sign of the City's commitment to environmental sustainability, in this case, showing our support of low-emission vehicle technology. Staff requested bids from 4 EV charging equipment manufacturers and received proposals ranging from \$5,770 to \$6,680. The second lowest bidder, SemaConnect, was recommended based on a lower expected lifetime cost to operate their equipment.

Fiscal Impact:

The net cost to the City for this project, \$7,819 is expected to be covered by projected unused funds in the existing Parking Garage Program 5027 (Wages and Utilities). Additionally, we anticipate a rebate of \$5,000 from the State that will provide funding for the total cost of \$12,819.

Labor	\$6,019
Equipment	\$6,680
Signage	\$120
Total cost	\$12,819
State rebate	\$5,000
Final cost after rebate	\$7,819

Since no increase is anticipated to the Public Works budget we are not requesting a budget amendment at this time. If expenditure projections change reducing or eliminating the funding source or rebate we will prepare a budget amendment request at that time.

Council Options:

- #1. Direct staff to purchase and install 2 electric vehicle charging stations in the parking garage.
- #2. Direct staff to take an alternate action.
- #3. Defer a decision at this time.

Staff Recommendation:

#1

Recommended Motion:

I move to authorize staff to purchase and install 2 electric vehicle charging stations in the parking garage at a cost of \$12,900, subject to the City Attorney's review of the recommended vendor's terms.

Attachments:

None

16-G-135



**CITY OF COLLEGE PARK, MARYLAND
REGULAR COUNCIL MEETING AGENDA ITEM**

AGENDA ITEM 16-G-135

Prepared By: Terry Schum, Planning Director

Meeting Date: November 15, 2016

Presented By: Terry Schum

Consent Agenda: Yes

Originating Department: Planning, Community and Economic Development

Action Requested: Approval of Letter to Maryland Department of Transportation (MDOT) on FY 2017-2022 Consolidated Transportation Program (CTP)

Strategic Plan Goal: Goal 3: High Quality Development and Reinvestment

Background/Justification:

The MDOT has released their six-year CTP for review and comment. It includes transportation projects of interest to the City including funding for US Route 1 (Baltimore Avenue) reconstruction, the Purple Line and bicycle and pedestrian infrastructure.

Fiscal Impact:

None.

Council Options:

- #1: Send the attached letter to MDOT Secretary Rahn.
- #2: Send a revised letter to MDOT Secretary Rahn.
- #3: Do not provide any comments on the CTP.

Staff Recommendation:

#1

Recommended Motion:

I move that a letter be sent to Pete K. Rahn, Secretary of the Maryland Department of Transportation, with City comments on the Draft Consolidated Transportation Program for FY 2017-2022.

Attachments:

- 1. Letter to Secretary Rahn



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

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

Mayor

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

Councilmembers

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

Christine Nagle
4500 Knox Road
240-965-0214

District 2
P. J. Brennan
4500 Knox Road
202-288-5569

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
Mary C. Cook
4705 Kiernan Road
202-213-5579

Dustyn Kujawa
9238 Limestone Place
240-620-2105

November 15, 2016

Pete K. Rahn, Secretary
Maryland Department of Transportation (MDOT)
7201 Corporate Center Drive, POB 548
Hanover, Maryland 21076

Re: Draft Consolidated Transportation Program (CTP) 2017-2022

Dear Secretary Rahn:

The City of College Park is a state-designated sustainable community and priority funding area that relies on MDOT to address many of its transportation and transit needs. We work closely with MDOT staff from various business units to address problems and issues and to meet our shared goals. We look forward to continuing this interactive and productive relationship.

The City has reviewed the Draft CTP and offers the following comments:

US 1, Baltimore Avenue from College Avenue to MD193 (Segment 1)

As the final engineering is completed for this project, the City expects that the ultimate street sections will reflect a complete street design that provides a safe and comfortable environment for pedestrians and bicyclists as well as vehicular traffic. The reduction in right-of-way funding raises concerns that important design features such as a buffer zone between the curb and the sidewalk may be overlooked. The College Park City-University Partnership has been working on our behalf over the past several months to address this issue with SHA and the City is hopeful that a successful resolution will be reached in the near future. The City would appreciate having an updated project schedule when available.

US 1, Baltimore Avenue from College Avenue to MD193 (Segments 2 and 3)

The City is happy to see that segments 2 and 3 of US1 reconstruction are now included in the CTP. Given the long time frames for project engineering, the City requests that some funding be included in the budget year in order to initiate project design. The goal is to avoid a large gap between construction of segment 1 and segments 2 & 3.

I-495 at US1 Interchange

The City is very interested in this project that was initiated to provide geometric changes to improve safety at the I-495 and US 1 interchange as well as the US1 and Edgewood Road intersection. It has a direct impact on City residents and a local

street, and it is our understanding that design options are still being evaluated before the project can move forward. We did not see this project listed separately in the CTP and are unsure of the funding status.

Purple Line

The City applauds MDOT for moving this project forward and completing the selection process for a concessionaire. We fully support this project and await the Full Funding Grant Agreement with the Federal Transit Administration. We look forward to working with the P3 team on final alignment and station design issues.

Bikeways Network Program

The City has benefitted from receiving several grants under this program and is very pleased to see MDOT's commitment to bicycle infrastructure through increased funding for this effort.

Sidewalk Program

This is an important program for improving pedestrian infrastructure along state highways. The City supports continued investment by MDOT in this program and looks forward to implementation of funding already committed to US 1 north of MD 193 where pedestrian accommodations are substandard or nonexistent.

Thank you once again for the opportunity to provide input on the 2017-2022 Draft CTP.

Sincerely,

Patrick L. Wojahn
Mayor

cc: State Senator James Rosapepe and 21st District Delegates
Prince George's County Council Member Dannielle Glaros
Prince George's County Council Member Mary Lehman
UMD Vice President for Administration and Finance Carlo Colella
Victor Weissberg, Prince George's County Department of Public Works and Transportation

16-G-149

WORKSESSION MINUTES
College Park City Council
Tuesday, October 11, 2016
Council Chambers
9:54 – 10:39 p.m.

PRESENT: Mayor Wojahn; Councilmembers Kabir, Nagle, Brennan, Dennis, Stullich, Day, Kujawa (left at 10:30 p.m.) and Cook.

ABSENT: None.

ALSO PRESENT: Scott Somers, City Manager; Bill Gardiner, Assistant City Manager; Janeen Miller, City Clerk; Suellen Ferguson, City Attorney; Terry Schum, Director of Planning; Bob Ryan, Director of Public Services; Chris Keosian, Student Liaison and Brandon Carroll, Deputy Student Liaison.

Mayor Wojahn opened the Worksession at 9:54 p.m. following the regular meeting.

AGENDA ITEMS:

1. Update on the Strategic Plan – Bill Gardiner, Assistant City Manager:

- Council adopted the Strategic Plan in August 2015. Staff has been working on the Action Plan items.
- Mr. Gardiner reviewed the PowerPoint (attached)
- Reviewed the new software that we use to help track each item
- 42 Action items with 200 key steps: 3 items are at risk, 16 are off-track, 141 are accomplished/on-track, 44 have not been started or have been cancelled
- Additional ideas:
 - Nagle: Neighborhood Tour – either bicycle or walking tour
 - Cook: Photography Tour in conjunction with College Park Arts Exchange

2 Legislative Priorities/Legislative Dinner – Bill Gardiner, Assistant City Manager:

- MML’s Legislative Agenda will be decided at the fall conference later this week
- Circulate last year’s invitation list
- Is there anything in the Strategic Plan that we can present at the dinner?
- Appreciation of the “heavy-life” on the TIGER grant
- Funding for Hollywood project?
- Schum: Do we want to support Bowie’s draft legislation to allow cities in Prince George’s County to enact their own legislation regarding fences? She will circulate.
- Continued support for the Purple Line

ADJOURN: 10:39 p.m. (Stullich/Day 7 – 0 – 0)

Janeen S. Miller, CMC
City Clerk

Date
Approved

WORKSESSION MINUTES
College Park City Council
Tuesday, October 18, 2016
Council Chambers
7:30 p.m. – 11:08 p.m.

PRESENT: Mayor Wojahn; Councilmembers Kabir (arrived at 7:45 p.m.), Nagle, Brennan, Dennis, Stullich (arrived at 7:44 p.m.), Day, Kujawa and Cook (left at 11:00 p.m.)

ABSENT: None.

ALSO PRESENT: Scott Somers, City Manager; Bill Gardiner, Assistant City Manager; Janeen Miller, City Clerk; Suellen Ferguson, City Attorney; Terry Schum, Director of Planning; Bob Ryan, Director of Public Services; Miriam Bader, Senior Planner.

Mayor Wojahn opened the Worksession at 7:30 p.m.

CITY MANAGER’S REPORT:

- Closed session after the Worksession tonight
- Fall Clean Up – Public Works yard open October 22 and 29
- YFS building was closed due to burst pipe but reopened to clients today
- Recreation Board and College Park Moose Club present dinner/dancing with Night Life Band on Friday night
- Halloween Thing at YFS on Saturday October 29
- Drug Take-Back at UMD Police station on Saturday October 22

APPROVAL OF THE AGENDA: No amendments (Cook/Day) 6 – 0 – 0.

AGENDA ITEMS:

- 1 Request by the College Park Ethics Commission for an amendment to Chapter 38 of the City Code. Guests: Joe Theis, Chair, and Ken Sigman, Counsel, College Park Ethics Commission – Add the definition of immediate family member. Introduce next week (Dennis)**

- 2 Motion to support the application for a new Class B (BLX) Beer, Wine and Liquor License for the use of Milkboy College Park, LLC t/a Milkboy & Arthouse, subject to the applicant entering into a Property Use Agreement (PUA) with the City in substantially the form attached; authorize the City Manager to sign the PUA; and authorize staff to testify to the City’s position at the BOLC hearing. (See Special Session minutes 16-G-122)**

- 3 Proposed amendments to the Fence Ordinance and discussion about the APC’s suggestion that the City provide financial incentives to residents to promote the use of fence materials other than chain link – Coming back after recommendations from APC were discussed with Council. APC has reviewed this ordinance and they support it. Some revisions resulted from the listening session they held; some are staff requests to make it easier to understand. This authorizes garden fences in the front yard and conforms to County Code to make it easier to read together. Provided measurements to define “openness” but**

some think it is confusing. This puts all items requiring a variance in one place and gives examples of what can be in a yard without requiring a permit. Does anything in here make it more restrictive or difficult for residents? Corner lots were discussed. When a variance is/is not needed was discussed. When a permit is/is not needed was also discussed. "All fences require permits, but not all fences require a variance." Needs further clarification. Include the diagrams that go with the ordinance. Have an easy-to-read explanation of the fence ordinance on our website or in a flier. APC is researching the idea of providing incentives to residents for something other than chain link. Ideas of incentives: waiving the permit fee, eliminating the variance requirement. Introduce next week (Cook).

- 4 Update from the College Park City University Partnership: Eric Olson, Executive Director, CPCUP and Sen. Jim Rosapepe, Chair, CPCUP** – Mr. Olson: Gave 6 month update per attached PowerPoint. Council: Request for better communication about what the subcommittees are doing. Should ideas/initiatives be vetted through the Council first? Concern that CPCUP is not balancing its focus equally on all parts of the City and is straying from original intent. Senator Rosapepe said they created the subcommittees to try to get more City input – there is a Councilmember on every subcommittee. The CPCUP itself does not have any power. It is a vehicle to get the two institutions (City and University) to work together on joint priorities. The annual work plan is presented in December so now is the time to tell them what you want them to do.
- 5 Detailed Site Plan for EZ Storage, 5151 Branchville Road: Bradley Ferrar, Attorney, and Craig Bittinger.** Miriam Bader reviewed the City staff report. The Planning Board date is November 3. P&P Staff report not yet available. Staff recommends approval with conditions. Access hours are 6:00 a.m. – 9:00 p.m.; office hours are 9:30 a.m. – 6:00 p.m. This project will need a dedication of right-of-way. If the County does not accept this as a condition, we will need a separate deed of dedication so it is recorded. Brennan to agenda.
- 6 Approval of a City Position that an applicant shall not use City occupancy permits to justify an increase in density on 4210, 4212, 4214, and 4216 Knox Road**
(See Special Session Minutes 16-G-130)
- 7 Discussion of a policy change regarding the 48-hour prohibited parking rule (follow up from June 7 W/S):** Staff recommends a policy change rather than a change to the City Code. Agreement to support a change in practice to exempt vehicles continuously parked within one block of the owner's residence from the application of the 48 hour rule. We can revisit this in the future if there is a problem.
- 8 Discussion of honorary status for certain Board/Committee members: Janeen Miller, City Clerk -** Reviewed suggestions in staff report. This is seen to be a rare occurrence conferred only in very special circumstances. Adopt resolution next week.
- 9 FY '18 M-NCPPC Budget Requests:** Reviewed letter. Additional suggestions:
Day – connect bike trail that runs along the airport to the new playground
Cook – College Park Woods trail
Kabir – Hollywood Neighborhood Park: reconfigure softball field to a soccer field/cricket field. Opposition to the stormwater pond being proposed.
Letter to agenda (Kabir).

- 10 Discussion of a letter to Chief Bashoor about career staffing at the Branchville Volunteer Fire Department – Chief Leizear, BVFD:** Discussion about the impact that the loss of daytime career staff has had on Branchville – they have been unable to run calls during the day because they don't have enough volunteer staff. They have been out of service more than before; once for 36 hours straight. Harder now to get volunteers; they are down from 80 members to 15. Letter next week to express concerns and request data.
- 11 Agenda items for October 26 Four Cities Meeting in Greenbelt**
- 12 Requests For/Status of Future Agenda items**
- Restricted parking for street sweeping/snow removal?
 - Ask what future Tuesday night both David Allen and Carlo Colella will be able to attend a Council meeting to discuss parking
 - Letter on next week's agenda to Adam Ortiz and Ronnie Gathers supporting NCPCA's position on stormwater pond at Hollywood Park.
- 13 Appointments to Boards and Committees**
- Reappoint Chris Gill to APC (Mayor)
 - Appoint Alex Tobin to NQOL (student rep) (Brennan)
 - Appoint Seth Statler to NQOL (resident rep) (Day)
 - Appoint Cristophoros Beck to EAC (Dennis)
- 14 Mayor and Councilmember Comments**
- Can we air League of Women Voters forum on Question D (Cook)
 - Medicare workshop on Saturday in Hyattsville (Cook)
 - Council should share information about the CPCUP subcommittees they are on (Nagle)
 - Third Thirsty Thursday at Ledo's Thursday (Brennan)
 - BDCA meeting Thursday (Brennan)
 - Can we rebroadcast Council meetings during the day (Kujawa)
 - Discussions underway about fixing up the Paint Branch underpass under Route 1 (Mayor)
 - Stakeholder meeting for diversity dialogs on Wednesday (Mayor)
 - "Live Smart, Eat Local" on Monday at 7:00 p.m. at Krazy Kabob (Mayor)
- 15 City Manager's Comments**
- Need subcommittee to review Community Services Grants – Kujawa, Day and Nagle

ADJOURN: Into Closed Session at 11:08 p.m. (Brennan/Kujawa 7 – 0 – 0)

Janeen S. Miller, CMC
City Clerk

Date
Approved

MINUTES
Regular Meeting of the College Park City Council
Tuesday, October 25, 2016
Council Chambers
7:30 p.m. – 9:46 p.m.

PRESENT: Mayor Wojahn; Councilmembers Kabir, Nagle (arrived at 7:33 p.m.), Brennan, Dennis, Stulich (arrived at 7:51 p.m.), Kujawa (arrived at 7:33 p.m.) and Cook.

ABSENT: Councilmember Day.

ALSO PRESENT: Scott Somers, City Manager; Bill Gardiner, Assistant City Manager; Janeen Miller, City Clerk; Suellen Ferguson, City Attorney; Terry Schum, Director of Planning; Bob Ryan, Director of Public Services; Gary Fields, Director of Finance; Miriam Bader, Senior Planner; Chris Keosian, Student Liaison and Brandon Carroll, Deputy Student Liaison.

Mayor Wojahn opened the meeting at 7:30 p.m.

Announcements:

Councilmember Dennis announced that the Martin Luther King, Jr. Tribute Committee has begun planning the January 2017 event.

Councilmember Kabir said there will be a community clean-up in north College Park on Saturday November 19 beginning at 10:00 a.m.

City Manager's Report: Mr. Somers reported that the Public Works yard will be open on Saturday October 29 and a shredding truck will be there. Youth and Family Services will host the Halloween Thing on the same day. The College Park Blues Festival will be held at Ritchie Coliseum on November 5.

Proclamations And Awards: Mayor Wojahn read the proclamation for Small Business Saturday which is on November 26, 2016.

Amendments To And Approval Of The Agenda: The agenda was approved without amendment by a vote of 6 – 0 – 0 (Brennan/Dennis).

PUBLIC COMMENT ON CONSENT AND NON-AGENDA ITEMS:

Oscar Gregory, 9253 Limestone Place: He commended City Parking Enforcement Officer Willeava Easterling for her quick actions when she discovered live wires burning in College Park Woods. Mr. Somers reported that Ms. Easterling had been named Employee of the Quarter in recognition of her response to the situation.

PUBLIC HEARINGS:

- a. **Ordinance 16-O-09, a proposal to lower the City's Homestead Tax Credit Rate from 4% to 2%**

Mr. Fields provided an overview: This ordinance would reduce the City's Homestead Property Tax from 4% to 2% which would provide some tax relief to owner-occupied residential properties in the City.

Comments from the Audience:

Oscar Gregory, 9253 Limestone Place: 48% of City revenue comes from Property Tax, 2/3 of which is paid by homeowners unable to pawn off those costs on others like businesses do. This modest proposal aims to help protect our homeowners from tax increases. After the City took the windfall on the constant yield rate, we can afford this.

There being no other public comment on this ordinance, Mayor Wojahn declared the public hearing closed.

CONSENT AGENDA:

A motion was made by Councilmember Brennan and seconded by Councilmember Dennis to adopt the Consent Agenda, which consists of the following:

16-R-28 Adoption of Resolution 16-R-28 creating an "honorary member" category for former Board and Committee members

16-G-137 Approval of Minutes: September 27, 2016 Worksession; October 4, 2016 Worksession; October 11, 2016 Regular Meeting as corrected.

The motion passed 6 – 0 – 0.

ACTION ITEMS:

16-G-131 Approval, with conditions, of DSP-15031 for EZ Storage, 5151 Branchville Road, and approval of an agreement for deed of dedication

Ms. Bader provided an overview: Staff is recommending approval of the DSP with conditions, plus approval of a variance. Ms Bader said staff has worked with the applicant on the conditions. Mr. Farrar, representing the applicant, said they agree with the conditions.

A motion was made by Councilmember Brennan and seconded by Councilmember Dennis to recommend approval of Detailed Site Plan 15031 including the request for a variance from the required 25-foot building setback from Branchville Road subject to the following:

- 1. Prior to DSP certification, revise the site plan to be consistent with the frontage exhibit that shows a 4-foot sidewalk connecting to the office entry walk and a 3-foot planting area along the western parking lot area; a 7-foot planting area along Branchville Road east of the driveway entrance to the office parking lot; and a turn-around area where Branchville Road dead-ends at the railroad tracks.**
- 2. Ensure that all required parking and loading spaces are provided on site.**
- 3. Prior to building permit, provide a deed of dedication to the City that establishes a minimum of 25 feet of right-of way from the center line of Branchville Road along the front of the subject property. Applicant is to provide a letter in substantially the**

form attached prior to the Planning Board hearing agreeing to provide the deed of dedication.

The motion passed 6 – 0 – 0.

[Councilmember Stulich arrived.]

16-G-132 Approval of a letter to M-NCPPC with the City’s budget requests

Mr. Gardiner provided an overview: Requested items include connection to the new Paint Branch Playground, improvements to Hollywood Park, and capital funding for the connector trail in College Park Woods. Last year the City requested improvements to the Acredale dog park: the Commission has funded a new area for small dogs at the dog park but not the improvements requested by the City. The Council also supported asking the Commission to stop all planning for the stormwater pond at Hollywood Park. Regarding the City’s prior interest in a north College Park Community facility: there is no funding for this item so he revised the letter to include design and construction of same.

Councilmember Nagle requested another amendment to the letter clarifying our request is to fund a study of the north College Park Community Center, not necessarily design and construction. The letter will be amended to add the word “study”.

Councilmember Kujawa asked about funding for the College Park Woods connector trail since they only had a chance to meet about this last week. Mr. Gardiner said funding through a state grant may require a 20% match.

A motion was made by Councilmember Kabir and seconded by Councilmember Cook to authorize the Mayor to send correspondence to M-NCPPC on behalf of the City outlining projects the City would like to be funded in the FY’18 M-NCPPC budget.

Councilmember Kabir discussed the improvements that residents want to see at Hollywood Park and the consensus in the community against the proposed stormwater pond.

Comments from the Audience:

Oscar Gregory, 9253 Limestone Place: He was hoping that the completion of playground renovations at their community park would be included in the letter; he thought that was supposed to precede development of the trail.

Councilmember Kujawa said those improvements have been approved and are proceeding.

Mayor Wojahn said he spoke to Mr. Ortiz about the proposed stormwater pond and was informed the proposal is off the table and no longer under consideration.

The motion passed 7 – 0 – 0.

16-G-133 Approval of a letter to Adam Ortiz (DOE) and Ronnie Gathers (M-NCPPC) expressing the City's opposition to the stormwater management pond for Hollywood Neighborhood Park

A motion was made by Councilmember Nagle and seconded by Councilmember Kabir to authorize the Mayor to send correspondence to the directors of the Prince George's County Department of the Environment and the Department of Parks and Recreation stating the City's support for the NCPA position on the proposed stormwater pond and related project.

Councilmember Nagle thanked the North College Park Civic Association and noted that the CBE and TLB unanimously voted to support the NCPA's position.

The motion passed 7 – 0 – 0.

16-G-134 Approval of a letter to Prince George's County Fire Chief Marc Bashoor expressing concerns on staffing at the Branchville Volunteer Fire Department

Mr. Ryan provided an overview: Last week Branchville Volunteer Chief Leizear informed Council about the trouble they are having trying to sustain services with an all-volunteer force. Two years ago County Fire Chief Bashoor briefed Council about the removal of career staff from Branchville. This letter requests the restoration of some career staff to that station.

Councilmember Kabir said the County Fire Department has not provided the requested data. He requested an amendment to the letter asking them to provide statistics on the impact of reduction of staffing at Branchville.

A motion was made by Councilmember Kabir and seconded by Councilmember Brennan to authorize the Mayor to send an amended letter to Fire/EMS Chief Marc Bashoor requesting restoration of career fire staff to the Branchville Fire station.

Councilmember Kujawa asked if there is anything else we can do. Mr. Ryan said we discussed last week that the City can assist with trying to recruit volunteers; Councilmembers can reach out to their constituents.

Mayor Wojahn said this is a County budget matter and we can reiterate to our County Council Members the need to restore this staff. Councilmember Nagle said our residents can also write letters. Councilmember Kujawa suggested including Dr. Loh on the letter since this station serves part of campus.

Councilmember Kabir asked if we could help produce a video promoting volunteerism at the fire department and asked what it would cost. Mr. Ryan said there is a video from the Maryland State Firemen's Association that we can use.

The motion passed 7 – 0 - 0.

16-O-09 Adoption Of 16-O-09, An Ordinance Of The Mayor And Council Of The City Of College Park, Maryland, Amending Chapter 175 “Taxation”, Article II “Homestead Property Tax Credit”, By Repealing And Reenacting §175-3 “Rate”, To Change The Homestead Property Tax Credit Rate From 104% To 102%.

A motion was made by Councilmember Nagle and seconded by Councilmember Kabir to adopt Ordinance 16-O-09, An Ordinance Of The Mayor And Council Of The City Of College Park, Maryland, Amending Chapter 175 “Taxation”, Article II “Homestead Property Tax Credit”, By Repealing And Reenacting §175-3 “Rate”, To Change The Homestead Property Tax Credit Rate From 104% To 102%.

Councilmember Nagle said this will not hurt the City’s ability to function and this is a way to give something back to the residents who occupy their homes.

The motion passed 6 – 1 – 0 (Brennan opposed).

16-O-11 Introduction of an amendment to Chapter 38, Ethics, to add a definition of “immediate family”

Ms. Ferguson provided an overview: The Ethics Commission requested this change and representatives attended the Worksession last week. This is an appropriate request and is more consistent with what the state does.

A motion was made by Councilmember Dennis and seconded by Councilmember Brennan to Introduce Ordinance 16-O-11 Amending Chapter 38, “Code Of Ethics”, by Repealing and Reenacting Article I, “General Provisions”, Section 38-4, “Definitions”, to provide the definition of immediate family to clarify what financial information is required to be disclosed City elected officials and candidates to be City elected officials under §38-15.

The Public Hearing will be November 15, 2016 at 7:30 p.m. in the Council Chambers

16-O-12 Introduction of FY ’17 Budget Amendment #1

Mr. Fields reviewed the staff report. There are four items in this budget amendment, three of which were previously approved by the City Council: the Old Parish House 200th anniversary celebration, funding for the development consult, and contribution to the tennis center. The fourth item is the capital outlay for emergency generators at City Hall.

A motion was made by Councilmember Dennis and seconded by Councilmember Brennan to introduce Ordinance 16-O-12, an Ordinance of the Mayor and Council of the City of College Park to Amend the Fiscal Year 2017 Operating and Capital Budget of the City of College Park, Maryland (Amendment #1).

Mayor Wojahn announced that the Public Hearing will be November 15, 2016 at 7:30 p.m. in the Council Chambers.

16-G-136 Appointments to Boards and Committees

A motion was made by Councilmember Brennan and seconded by Councilmember Dennis to reappoint Chris Gill to the APC, appoint Alex Tobin to the NQOL Committee (Student position), appoint Seth Statler to the NQOL Committee (Resident position), and appoint Cristophoros Beck to the EAC. Further, Ms. Thelma Lomax was named an honorary member of the Martin Luther King, Jr. Tribute Committee and Ms. Deloris Cass was named an honorary member of the Veterans Memorial Committee. The motion passed 7 – 0 – 0.

COUNCIL COMMENTS:

Councilmember Brennan announced the ParkRun on Saturday at 9:00 a.m.

Councilmember Dennis announced the weekly Police Coffee Club at Jason’s Deli tomorrow morning at 9:00.

Councilmember Kujawa congratulated the police officers who were recently promoted.

Councilmember Cook announced that the League of Women Voters forum on Question D is on the City’s Facebook page.

Mayor Wojahn announced the early voting schedule. There is a fundraiser at Fish Net for Hurricane Matthew relief.

STUDENT LIAISON COMMENTS: SGA is running an early voting bus out of Stamp Student Union. Deputy Student Liaison Carroll was joined by Ralph, the official mascot of the SGA, for being the most outstanding member of the SGA this week.

CITY MANAGER’S REPORT: District 1 Commander Major Alexander has been transferred; the new District 1 Commander is Rosa Guixans. He asked if Council wanted to further discuss the fence ordinance at a Regular Meeting or Worksession. The response was Worksession. Any questions for APC consideration should be sent to Ms. Ferguson or Ms. Schum by Monday to be considered at the next APC meeting. The Council is interested in knowing more about the types of cases the APC has been hearing.

ADJOURN: A motion was made by Councilmember Dennis and seconded by Councilmember Brennan to adjourn into a Closed Session to consider the acquisition or sale of real property, discuss a negotiating strategy, consult with Counsel on a legal matter and discuss a personnel matter. The motion carried 7 – 0 – 0 and Mayor Wojahn adjourned the Regular Meeting at 8:42 p.m.

Janeen S. Miller, CMC
City Clerk

Date
Approved

Pursuant to §C6-3 of the College Park City Charter, at 8:42 p.m. on October 25, 2016, a motion was made by Councilmember Dennis and seconded by Councilmember Brennan to enter into a Closed Session to: 1) consider the acquisition or sale of real property for a public purpose and matters directly related to such acquisition or sale, 2) discuss a negotiating strategy before a contract is awarded, 3) consult with Counsel on a legal matter, and 4) discuss a personnel matter. The motion passed 7 – 0 – 0 and the Council entered into the closed session at 8:54 p.m.

Present: Mayor Wojahn; Councilmembers Kabir, Nagle, Brennan, Dennis, Stullich, Cook and Kujawa.

Absent: Councilmember Day.

Also Present: Scott Somers, City Manager, attended the entire closed session. Bill Gardiner, Assistant City Manager; Janeen Miller, City Clerk; and Suellen Ferguson, City Attorney, attended for topic 1.

Topics Discussed:

- 1) A proposal on a City property
- 2) An employment agreement

Actions Taken: None.

Adjourn: A motion was made by Councilmember Brennan and seconded by Councilmember Stullich to adjourn the closed session, and at 9:51 p.m. with a vote of 7 – 0 – 0, Mayor Wojahn adjourned the meeting.

Pursuant to §C6-3 of the College Park City Charter, at 11:08 p.m. on October 18, 2016, a motion was made by Councilmember Brennan and seconded by Councilmember Kujawa to enter into a Closed Session to: 1) consider the acquisition or sale of real property for a public purpose and matters directly related to such acquisition or sale, 2) consider a matter that concerns the proposal for a business to locate in Prince Georges' County, and 3) consult with counsel on a legal matter. The motion passed 7 – 0 – 0 and the Council entered into the closed session at 11:14 p.m.

Present: Mayor Wojahn; Councilmembers Kabir, Nagle, Brennan, Dennis, Stullich, Day, and Kujawa.

Absent: Councilmember Cook

Also Present: Scott Somers, City Manager; Bill Gardiner, Assistant City Manager; Janeen Miller, City Clerk; Suellen Ferguson, City Attorney; and Terry Schum, Director of Planning.

Topics Discussed:

- 1) The status of a property in College Park that the City is interested in acquiring
- 2) Recent ruling in a legal matter and what it means to the City

Actions Taken: None.

Adjourn: A motion was made by Councilmember Brennan and seconded by Councilmember Day to adjourn the closed session, and at 11:32 p.m. with a vote of 7 – 0 – 0, Mayor Wojahn adjourned the meeting.

16-G-141

**CITY OF COLLEGE PARK, MARYLAND
REGULAR COUNCIL MEETING AGENDA ITEM**



AGENDA ITEM NUMBER 16-G-141

Prepared By: Robert W. Ryan
Public Services Director

Meeting Date: 11/15/2016

Presented By: Robert W. Ryan
Public Services Director

Consent Agenda: No

Originating Department: Public Services

Action Requested: Review of a Property Use Agreement for Glenda Sanchez, President/Secretary/Treasurer, Sophia Market Corp, t/a Mundo Market, 5000 Edgewood Road, College Park for a new Class B, Beer and Wine License

Strategic Plan Goal: Goal #3 High Quality Development and Reinvestment

Background/Justification:

The City Attorney and Public Services Director met with the applicants and their attorney. Staff was advised that the applicant is seeking a revised Use and Occupancy permit from M-NCPPC to allow a full service restaurant with seating for 50 persons (as per the liquor license application). The County Use and Occupancy permit previously issued to this property is for a market/convenience food and beverage store. This property was the subject of a departure application in 1994, and received approval for a departure from the 16 parking spaces required. The parking available is only six spaces. The applicant has applied for a new U&O but this has not yet been processed and it is unclear about what will be required or whether the use will be approved and at what capacity level.

Staff discussed a draft PUA. The applicants have accepted a PUA as attached. The draft PUA includes standard provisions, including no sales of beer in pitchers, and an alcoholic beverage to food sales ratio of 30%/70%. No entertainment will be allowed unless an entertainment license is obtained in the future and the applicant returns to the City for approval. No outdoor seating or service will be allowed.

Staff has included this item on the agenda, as it is currently scheduled for hearing on November 22, 2016. However, this application could be withdrawn until the zoning matters are resolved. Staff will be in communication with M-NCPPC and the applicant and update the status at the work session.

Fiscal Impact:

A full service restaurant with alcoholic beverages may enhance dining opportunities in the Hollywood neighborhood.

Council Options:

- #1: Approve the PUA as proposed and support the application for a new license.
- #2: Approve the PUA with changes and support the application for a new license.
- #3: Oppose the application for a new license.

Staff Recommendation:

#1

Recommended Motion:

I move that the City Council support the application of Glenda Sanchez, President/Secretary/Treasurer, Sophia Market Corp, t/a Mundo Market for a Class B, Beer and Wine License, subject to the applicant's agreement to a Property Use Agreement in substantially the form attached; and authorize City Staff to testify to the Council's position at the BOLC hearing on November 22, 2016.

Attachments:

1. Draft PUA
2. BOLC Agenda
3. BOLC Glossary
4. Departure Resolution
5. Mundo Market Menu

PROPERTY USE AGREEMENT

THIS PROPERTY USE AGREEMENT (the "Agreement") is effective the ____ day of November, 2016, by and between GLENDA SANCHEZ, Authorized Person, and SOPHIA MARKET CORP., T/A MUNDO MARKET (collectively "Licensee"); and the CITY OF COLLEGE PARK, a Maryland municipal corporation (the "City").

WITNESSETH

WHEREAS, AFI EDGEWOOD LLC is the owner of the real property located at 5000 Edgewood Road, 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 issuance of a Class B, Beer, and Wine License ("License") for use at the Property, which is to be operated as a market and restaurant; and

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

WHEREAS, in consideration of the covenants contained in this Agreement, the City **will not oppose/will support** the Licensee's application 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 Mundo Market ("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 8:00 a.m. or after 10:00 p.m., Monday through Thursday and Sunday, or prior to

8:00 a.m. or after 11:00 p.m. on Friday and Saturday and for private events/ banquets when required. Happy hour or like events shall be limited to 3:00 p.m. to 7:00 p.m. 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 not be charged for entry to the Property. Alcoholic beverages shall be served only to diners sitting at tables, bars or counters inside the restaurant, 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:
Glenda Sanchez
Sophia Market Corp. T/A Mundo Market
5000 Edgewood Road
College Park, MD 20740

with a copy to:

Keith A. Showstack, Esq.
6309 Baltimore Avenue
Suite 302
Riverdale, Maryland 20737

(ii) If to the City:

Scott Somers
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, 4th 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

SOPHIA MARKET CORP. T/A MUNDO MARKET

Signature
Name: Glenda Sanchez
Title: President and Authorized Person

WITNESS/ATTEST

CITY OF COLLEGE PARK

Janeen S. Miller, CMC, City Clerk

By: _____
Scott Somers, City Manager

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: _____
Suellen M. Ferguson, City Attorney

November 22, 2016

NOTICE IS HEREBY GIVEN: that applications have been made with the Board of License Commissioners for Prince George's County, Maryland for the following alcoholic beverage licenses in accordance with the provisions of the Alcoholic Beverage Article.

TRANSFER

Kenneth Davis II, President/Secretary/Treasurer, for a Class A, Beer and Wine License for the use of Oxon Run, Inc., **t/a Weis Markets**, 12100 Central Avenue, Mitchellville, 20716, transfer from, Oxon Run, Inc., t/a Food Lion, Kenneth Davis, II, President/ Secretary/Treasurer. (Corporate Stock Transfer)

Atty: Leanne Schrecengost, Esquire Opp: _____

Judy Lee, President/Secretary/Treasurer, for a Class A, Beer, Wine and Liquor License for the use of Multi-Bil II, Inc., **t/a Cox's Liquors**, 7200 Martin Luther King Highway, Landover, 20785, transfer from Cox's Liquors, Inc., t/a Cox's Liquors, Su Jung, President/Treasurer, Ok Jung, Vice President/Secretary.

Atty: Matthew Gorman, Esquire Opp: _____

Hirabhai Patel, Managing Member for a Class A, Beer, Wine and Liquor License for the use of Plaza Beverages MD, LLC, **t/a Plaza Liquors**, 6439 Marlboro Pike, District Heights, 20747, transfer from Pramukh Management, LLC t/a Plaza Liquors, Mina Patel, Member.

Atty: Robert Kim, Esquire Opp: _____

Nadol Hishmeh, President, Christopher Hishmeh, Secretary, Fuad Hishmeh, Treasurer, for a Class B, Beer, Wine, and Liquor License for the use of Olive Lounge, Inc., **t/a OLIVE on Main**, 504-506 Main Street, Laurel, 20707, transfer from Olive Brothers, LLC, Nadol Hishmeh, Managing Member, Christopher Hishmeh, Member, Fuad Hishmeh, Member.

Atty: Matthew Gorman, Esquire Opp: _____

Yi Zhang, President/Secretary/Treasurer, for a Class B(R), Beer, Wine and Liquor License for the use of Fuji Mountain Steakhouse, Inc., **t/a Fuji Mountain Steakhouse**, 4237 Branch Avenue, Temple Hills, 20748, transfer from Fuji Mountain Steakhouse, Inc., t/a Fuji Mountain Steakhouse, Wing Lam, President/Secretary/Treasurer, Maria Schline-Watson, Assistant Recording Secretary.

Atty: Linda Carter, Esquire Opp: _____

Mark Dawejko, Managing Member, Suttichai Raungtriphop, Authorized Person, for a Class B(R), Beer, Wine and Liquor License for the use of Terrapin Restaurant Partners, LLC, **t/a Gus's World Famous Fried Chicken**, 5810 Greenbelt Road, Greenbelt, 20770, transfer from Sarintra Corporation, t/a Chef's Secret Restaurant, Suttichai Raungtriphop, President, Choukryah Mekawi, Vice President, Sirinat Raungtriphop, Secretary.

Atty: Linda Carter, Esquire Opp: _____

Pardeep Kaur, President/Secretary/Treasurer, for a Class B+, Beer, Wine and Liquor License for the use of A1 Discount Liquors, Inc., **t/a A-1 Restaurant and Liquor Store**, 7910 Martin Luther King Highway, Glenarden, 20706, transfer from A1 Discount Liquors, Inc., t/a A-1 Restaurant and Liquor Store, Surjit Gosal, President/Secretary/Treasurer.

Atty: Robert Kim, Esquire Opp: _____

NEW

Philip Sardelis, Managing Member/Authorized Person, for a new Class B(BLX), Beer, Wine and Liquor License for the use of Sardis Chicken IX, LLC, **t/a Sardis Pollo A La Brasa**, 4001 Town Center Blvd., Bowie, 20716.

Atty: Linda Carter, Esquire Opp: _____

Jose Escobar, President/Secretary/Treasurer, for a new Class B, Beer and Wine License for the use of German's Corporation, **t/a La Chiquita Carry Out and Restaurant**, 6211 Belcrest Road, Unit B101, Hyattsville, 20782.

Atty: Matthew Gorman, Esquire Opp: _____

Glenda Sanchez, President/Secretary/Treasurer, for a new Class B, Beer and Wine License for the use of Sophia Market, Corp., **t/a Mundo Market**, 5000 Edgewood Road, College Park, 20740.

Atty: Keith Showstack, Esquire Opp: _____

A hearing will be held at 9200 Basil Court, Room 410, Largo, Maryland 20774, 10:00 a.m., Tuesday, November 22, 2016. Additional information may be obtained by contacting the Board's Office at 301-583-9980.

BOARD OF LICENSE COMMISSIONERS

Attest:
Kelly E. Markomanolakis
Administrative Assistant
November 4, 2016

CLASSES OF LICENSES:

Class A License	Off Sale only, six (6) days a week; No sales of alcoholic beverages on Sunday
Class B License	On Sale seven (7) days for sale of beer and wine, six (6) days for sale of alcohol over 15.5% by volume – on sale only if issued after 1996
Class C License	On Sale only, seven (7) days
Class D License	On and Off Sale, seven (7) days – on sale only if issued after 1996

DESCRIPTION OF CLASS OF LICENSES AND HOURS OF SALES

Class A, Beer	Hours of off sale service are 6:00 a.m. to 12:00 midnight, six (6) days a week, Off Sale only of Beer, no consumption on the licensed premises. No Sales Permitted On Sunday.
Class A, Beer and Wine	Hours of off sale service are 6:00 a.m. to 12:00 midnight, six (6) days a week, Off Sale only of Beer and Wine, no consumption on the licensed premises. No Sales Permitted On Sunday.
Class A, Beer, Wine Liquor	Hours of off sale service are 6:00 a.m. to 12:00 midnight, six (6) days a week, Off Sale only of beer, wine and liquor no consumption on the licensed premises. No Sales Permitted On Sunday.
Class B, Beer	Hours of on sale consumption are 6:00 a.m. to 2:00 a.m., On Sale consumption only of beer unless grand fathered in prior to July 1, 1975. Holder of licenses prior to that date may exercise off sale privileges to include seven-(7) day license with food requirement until 12:30 a.m.
Class B, (GC)	This license is a seven (7) day license for the sale of beer and wine for the exclusive use on the premises of the M-NCPPC golf courses located within Prince George's County. Hours of operation are 11:00 a.m. to 10:00 p.m., daily Monday through Sunday.
Class B, Beer and Wine	Hours of on sale consumption are 6:00 a.m. to 2:00 a.m., On Sale consumption only of beer and wine unless grand fathered in prior to July 1, 1975. Holder of licenses prior to that date may exercise off sale privileges to include seven-(7) day license with food requirement until 12:30 a.m.
Class B, Beer, Wine & Liquor	Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. Premises with approved live entertainment may remain open until 3:00 a.m. This license includes seven (7) days On Sale Beer and Light Wine, six (6) days On Sale Beer, Wine and Liquor. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66)

Class B(R), Beer, Wine & Liquor

THIS DESCRIPTION APPLIES TO LICENSES ISSUED PRIOR TO OCTOBER 1996 - For Class B, Beer, Wine and Liquor licenses issued prior to October 1996 the hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except on Friday and Saturday with approved live entertainment. Premises with approved live entertainment may remain open until 3:00 a.m. This license includes seven (7) days On & Off Sale Beer and Light Wine, six (6) days On & Off Sale Beer, Wine and Liquor. All off sales to be conducted over or contiguous to the main bar. Hours of service for off sale over the main bar are 6:00 a.m. until 12:00 midnight. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66)

Class B+, Beer, Wine & Liquors

Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except on Friday and Saturday with approved live entertainment. Premises with approved live entertainment may remain open until 3:00 a.m. This license includes seven (7) days On & Off Sale Beer and Light Wine, six (6) days On & Off Sale Beer, Wine and Liquor. (Separate off sale facility to sell beer, wine and liquor off sale). Hours of service for off sale over the main bar are 6:00 a.m. until 12:00 midnight. No off sale of Liquor on Sunday. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66)

Class B, BH

Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except Friday and Saturday with live entertainment. Premises with approved live entertainment may remain open until 3:00 a.m.. On sale consumption of alcoholic beverage is allowed from 8:00 a.m. – 2:00 a.m. on Sunday. This license has no off sale privileges.

Class B, BLX

Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except Friday and Saturday with live entertainment. Premises with approved live entertainment may remain 3:00 a.m. Six (6) day On Sale consumption of Beer, Wine and Liquor and seven (7) days On Sale Beer and Wine, No off Sale privilege at all, Sunday Sales Permit required to serve alcoholic beverages. Food must be served until 12:30 a.m. in conjunction with sale of alcoholic beverages

Class B, Country Inn

Hours of operation and manner of dispensing alcoholic beverages to be determined by the Board of License Commissioners consistent with Article 2B Section 6-201. All sales to be On Sale only.

Class B-DD

This license is available in Designated Areas Only. The restaurant must provide bi-annual certifications that the sale of food exceeds the sales of alcoholic beverages.

- Class B, ECF Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. Monday through Saturday. This license includes seven (7) days On Sale Beer and Light Wine, six (6) days On Sale Beer, Wine and Liquor. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66). This license is known as an "Education Conference Facility" license to the University of Maryland, University College Center of Adult Education for the sale of beer, wine and liquor by the drink within the center, from one or more outlets, for consumption on the license premises.
- Class B, MB22 This license in on sale only of liquor to a Class 7 Microbrewery licensed establishment in the 22nd Legislative District.
- Class B, RD This license is an on sale only license for liquor by the drink in an establishment located in a designated Revitalization District
- Class B, ECF/DS Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. Monday through Saturday. This license includes seven (7) days On Sale Beer and Light Wine, six (6) days On Sale Beer, Wine and Liquor. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66). This license is known as an "Education Conference Facility/Dining Services" license to the University of Maryland, College Park Campus for the sale of beer, wine and liquor by the drink within the center, from one or more outlets, for consumption on the license premises.
- Class B, ECR
Equestrian Center This license is a seven-(7) day license for the sale of beer, wine and liquor for use at the Equestrian Center. Hours of on sale consumption are Monday through Saturday from 8:00 a.m. to 2:00 a.m. Sunday sales of beer and light wine containing 15.5% or less of alcohol by volume from 8:00 a.m. to 2:00 a.m. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66)
- Class B, BCE Catering Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. Monday through Saturday. This license includes seven (7) days On Sale Beer and Light Wine, six (6) days On Sale Beer, Wine and Liquor. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66). This license is limited and restricted to on sale consumption of alcoholic beverages on the licensed premises by participants of catered events. No off sale privileges will be exercised.
- Class B, Baseball Stadium This license is a seven-(7) day license for the sale of beer and wine for use at a Baseball Stadium. Hours of on sale consumption are Monday through Saturday from 6:00 a.m. to 2:00 a.m. and Sunday from 8:00 a.m. to 2:00 a.m.
- Class B, Football Stadium This license is a seven-(7) day license for the sale of beer, wine and liquor for use at the Football Stadium.

Class C Beer,
Beer and Wine

Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. seven-(7) days On Sale consumption only.

Class C, Beer, Wine &
Liquor
Fraternal
Veterans
Yacht Club
Country Club
Golf & Country Club

Hours of on sale consumption are 6:00 a.m. to 2:00 a.m., seven (7) days On Sale on consumption limited to members and their guests except in the case of a Country Club - the word customer is used

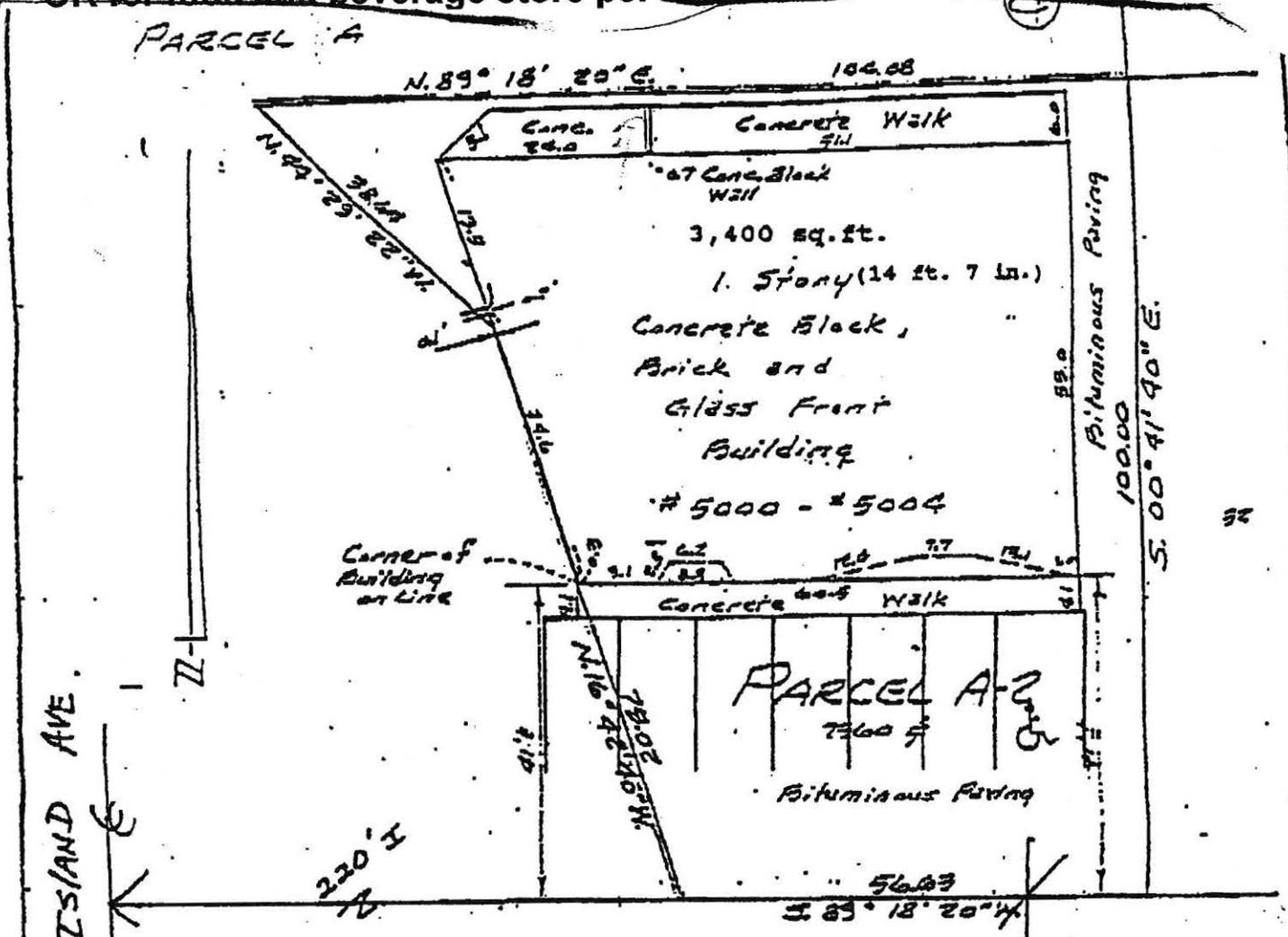
Class D, Beer
Beer and Wine

Licenses issued pursuant to Rule and Regulation Number 22 the hours of on sale consumption are 6:00 a.m. to 2:00 a.m. with no food requirements. This is a seven-(7) day On Sale only License.

Class D(R), Beer
Beer and Wine

THIS DESCRIPTION APPLIES TO LICENSES ISSUED PRIOR TO OCTOBER 1996 - Hours of on sale consumption are 6:00 a.m. to 2:00 a.m.; that hours for off sale service is 6:00 a.m. - 12:00 midnight with no food requirements. Licenses issued prior to October 1996 may sell beer and wine On and Off Sale seven (7) days a week.

Approved Mary Hampton
 OK for food and beverage store per DPL S 182



PARKING & LOADING SCHEDULE

Requirements	# Required	# Provided
A. Parking - Commercial Trade/ Normal Generation Group 1 sp/150 sq.ft. of first 3,000 sq.ft. + 1 sp/200 sq.ft. of GFA above first 3,000 sq.ft.	22 spaces	6 spaces
B. Loading	1 space	0 spaces

BUILDING LOCATION
PARCEL A-2 BLOCK G
ADDITION TO
HOLLYWOOD

PRINCE GEORGES COUNTY, MD.

CERTIFICATION

I HEREBY CERTIFY THAT THE POSITION OF ALL THE EXISTING IMPROVEMENTS ON THE ABOVE DESCRIBED PROPERTY HAS BEEN CAREFULLY ESTABLISHED BY A TRANSIT-TAPE SURVEY AND THAT UNLESS OTHERWISE SHOWN, THERE ARE NO ENCROACHMENTS.

W. Stanley Machen
 W. STANLEY MACHEN, REGISTERED LAND SURVEYOR, MARYLAND 22047

OFFICE OF
 W. STANLEY MACHEN
 REGISTERED LAND SURVEYOR
 4125 FARRAGUT STREET
 HYATTSVILLE, MARYLAND

UNION 25115	Scale 1" = 20'
PLAT REFERENCE: WWW 35/18	DATE: 4.3.84
	FILE NO.: L-21635

K. H. Michaels Co. Inc.
 Mn. File - (30) 871 9261

REV 2-18-94



9400 PEPPER CORN PLACE, SUITE 600, LARGO, MD 20774, (301) 883-5900 or (301) 883-5776

APPLICATION FOR PLAN EXAMINATION AND PERMIT

(Please do not write in shaded areas) 212 new Developed



Case Number: 36314	Year: 2009	Type: 40	Rev: 0	Date: DEC 18 2009				
Site Information	Land Tax Account: 7048813	Election District:	Lot:	Block: 4	Parcel: A2	Tax Map:	Grid:	Zone: C-S-C
Address: 5000 Edgewood Rd		Suite/Unit:	Liber:	Folio:	SCD:	PLAT:		
City/Town/State/Zip: College Park MD 20740			Subdivision:		Referenced Permit Number:			
WORK DESCRIPTION				EXISTING SITE USE				
U/S/O				Convenience store				
				PROPOSED USE				
Convenience Store								
PROPERTY OWNER INFORMATION				WORK SIZE DESCRIPTION & TOTAL AREA				
Company Name:			Height (ft)	Width (ft)	Depth or Length (ft)			
Name: Jin H. Yoo & Kyung Yoo			Total Site Area	Disturbed Area	Floor Area			
Address: 13118 Shinnecock Dr			Est. Construction Cost: \$					
City/State/Zip: Silver Spring MD 20904			Water Services	<input type="checkbox"/> WSSC	<input type="checkbox"/> WELL	<input type="checkbox"/> CITY		
Telephone: (home/office) 301 871-9261 (cell) (fax)			Sewer Services	<input type="checkbox"/> WSSC	<input type="checkbox"/> SEPTIC	<input type="checkbox"/> CITY		
Email:			Approved Mary Hampton					
U&O OCCUPANT'S INFORMATION				CONTRACTOR'S INFORMATION				
Company Name: Lemus & Hernandez Corporation			License Type & Number:					
Trade Name: Mundo Latino Market			Company Name:					
Name: 5000 Edgewood Rd			Owner's Name: OK for convenience store per DPLS 182					
Address: College Park MD 20740			Address:					
City/State/Zip: 301 441-4565 (cell) 301 793-8537 (fax)			City/State/Zip:					
Telephone: (office) (cell) (fax)			Telephone: (office) (cell) (fax)					
Email: Rafael112003@yahoo.com			Email:					
APPLICANT'S INFORMATION				ARCHITECT'S/ENGINEER'S INFORMATION				
Company Name:			Company Name:					
Name: Rafael Amayo			Name:					
Address: 310 Hidden Forest Ct			Address:					
City/State/Zip: Gaithersburg MD 20877			City/State/Zip:					
Telephone: (office) (cell) (fax) 301 793-8537			Telephone: (office) (cell) (fax)					
Email:			Email:					
FOR OFFICE USE ONLY								
Reviewer		Date		Reviewer		Date		
M-NCPPC				Fire Eng				
DPW&T				Site Eng.				
Structural Eng.				Mechanical Eng.				
Electrical Eng.				Issuance				

Rafael Amayo
Applicant Signature

12.17.09
Date

[Signature]
Permit Specialist

I hereby certify that I have authority of the property owner to make this application and that the information is complete and correct and, if a permit is issued, the construction and/or use will conform to the Building Code, the Zoning Ordinance, municipal and local covenants, homeowners/civic association regulations, and other applicable laws and regulations including private building restrictions, if any, which relate to the property.



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772
TDD: (301) 952-3796

952-3281

March 14, 1994

Leslie M. Romine
6411 Ivy Lane
Suite 402
Greenbelt, Maryland 20770

Re: DPLS-182

Dear Applicant:

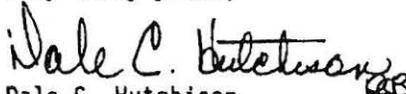
Enclosed is a copy of a Resolution adopted by the Prince George's County Planning Board concerning the above-captioned application. This action of the Planning Board has now been officially transmitted to the District Council.

- (x) The Planning Board's decision will become final 30 calendar days after the date of this notice, unless within the 30 days:
- (1) Written appeal has been filed with the District Council by the applicant or any person of record in the case; or
 - (2) The District Council decides, on its own motion, to review the action of the Planning Board.

Please direct any future communications, inquiries or appeals regarding this matter to: Ms. Joyce Sweeney, Clerk of the Council at the above address.

You should also be aware that you will have to reactivate any permits pending the outcome of this case. If the approved plans differ from the ones originally submitted with your permits, you are required to amend the permit by submitting copies of the approved plans. For information regarding reactivating permits, you should call the County's permits Office at 952-4456.

Very truly yours,


Dale C. Hutchison
Development Review Division

DCH:cmb
cc: Joyce Sweeney
People's Zoning Counsel
Zoning Enforcement
Eugene Lauer, Director, Dept. of Environmental Resources
Persons of Record



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
 14741 Governor Oden Bowie Drive
 Upper Marlboro, Maryland 20772
 TDD: (301) 952-3796

PGCPB No. 94-48

File No. DPLS-182

Departure from Parking and Loading Schedules Application No. 182
 Applicant: Martha Worton, Trust/Owner
 Leslie M. Romine, Correspondent
 Location: The subject property is located on the north side of Edgewood Road, 150± feet east of its intersection with Rhode Island Avenue.
 Request: Waiver of 16 of 22 required parking spaces and one loading space in accordance with Section 27-588 of the Zoning Ordinance.

R E S O L U T I O N

WHEREAS, the applicant is requesting a departure from 16 of 22 required parking spaces and 1 loading space in accordance with Section 27-588 of the Zoning Ordinance; and

WHEREAS, the advertisement of the public hearing was posted on the property in accordance with the adopted Rules of Procedure of the Prince George's County Planning Board; and

WHEREAS, the Technical Staff Report released February 8, 1994, recommends APPROVAL with conditions; and

WHEREAS, after consideration of the Technical Staff Report and testimony at its regular meeting on February 17, 1994, the Prince George's County Planning Board agreed with the staff recommendation; and

WHEREAS, the Prince George's County Planning Board decision is based on the findings and conclusions found in the Technical Staff Report (Exhibit No. 10) and the following DETERMINATIONS:

1. The purposes of the Parking Ordinance are to require off-street parking and loading sufficient to serve the parking and loading needs of all persons associated with the building and uses, to relieve traffic congestion on streets by reducing the use of public streets for parking and loading, to protect the residential character of neighborhoods and to provide parking and loading areas which are convenient and increase the amenities in the Regional District. Although the proposal provides less parking than is required, this is an established neighborhood use. It benefits the surrounding residential area, as well as people on their way to and from work. There will be substantial pedestrian traffic to the subject use as it abuts a residential subdivision.

PGCPB No. 94-48
File No. DPLS-182
Page 2

Therefore, despite the deficiency in parking spaces, the proposal equally serves the purposes of the parking requirements.

2. The specific request is for a departure from 16 parking spaces. This request is to allow the existing parking situation to continue. The request makes full use of all the available areas for parking, in accordance with the existing development on site. Therefore, the departure is the minimum necessary, given the specific layout of the subject property.
3. The subject property originally served as a High's Store in the 1950s. It has operated continuously as such until recently, when High's and Seven-Eleven merged and this location was closed down. The existing six parking spaces continue to be adequate to serve the use. Therefore, in order to continue to use the property as it has been used for over 40 years, this departure is necessary.
4. All methods have been considered and this is the minimum departure necessary with respect to parking spaces. The staff notes, however, that one loading space is required. The applicant would lose at least one additional parking space by providing the required loading space.
5. The use has existed harmoniously with the adjacent residential areas for over 40 years. The proposed departure will permit the subject use to continue to operate as it has over the years.
6. The subject property lies within an old commercial area (pre-1955). The subject use abuts other commercial uses. Based on a recent field inspection there is adequate parking and loading for the subject property as well as adjacent commercial uses. The parking area shown on the site plan is part of a larger parking lot which serves two other uses. In reality the entire parking area serves all uses. There are also an additional three parking spaces on the street in front of this use.
7. The *Master Plan for Langley Park-College Park-Greenbelt* recommends commercial use for the subject property (see referral from Community Planning Division in Part V of this report). The guidelines set forth in the Plan for this Village Activity Center do not discourage the type of use (i.e., convenience store) on this property. No public parking facilities are proposed nearby. The subject property lies within the City of College Park.
8. The subject property is less than 500 feet from a Metro bus stop (at Rhode Island Avenue). The staff believes there is no additional room on the property for more parking spaces. We note however that there is one additional existing parking space

PGCPB No. 94-48
File No. DPLS-182
Page 3

serving the subject use that is bisected by the property line and therefore is not officially counted as a parking space. In reality however this space does serve only the subject use. There are numerous commercial uses within 500 feet of the subject property. The hours of operation of these uses generally are from 8:00 a.m. to 10:00 p.m. The subject use stays open seven days a week.

NOW, THEREFORE, BE IT RESOLVED, that Departure from Parking and Loading Schedules Application No. 182 is hereby APPROVED, subject to the following conditions:

1. The site plan shall be revised as follows:
 - a. Provide the total square footage and height of the building on the site plan.
 - b. Show all existing parking on the site plan.
 - c. Provide the category of the use in the parking schedule along with the number of spaces required and provided.
 - d. Provide one handicap parking space.

* * * * *

This is to certify that the foregoing is a true and correct copy of the action taken by the Prince George's County Planning Board of The Maryland-National Capital Park and Planning Commission on the motion of Commissioner Dabney, seconded by Commissioner McNeill, with Commissioners Dabney, McNeill, Rhoads, Boone and Brown voting in favor of the motion, at its regular meeting held on Thursday, February 17, 1994, in Upper Marlboro, Maryland.

Adopted by the Prince George's County Planning Board this 10th day of March 1994.


GARLAND M. STILLWELL
M-NCPPO LEGAL DEPT.

DATE 3/11/94

LeRoy J. Hedgepeth
Executive Director


By Frances J. Guertin
Planning Board Administrator

LJH:FJG:JJ:aj

PGCPB No. 94-48
File No. DPLS-182
Page 2

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7. The *Master Plan for Langley Park-College Park-Greenbelt* recommends commercial use for the subject property (see referral from Community Planning Division in Part V of this report). The guidelines set forth in the Plan for this Village Activity Center do not discourage the type of use (i.e., convenience store) on this property. No public parking facilities are proposed nearby. The subject property lies within the City of College Park.
8. The subject property is less than 500 feet from a Metro bus stop (at Rhode Island Avenue). The staff believes there is no additional room on the property for more parking spaces. We note however that there is one additional existing parking space



PRINCE GEORGE'S COUNTY *DEPARTMENT OF ENVIRONMENTAL RESOURCES *PERMIT OFFICE
 9400 PEPPERCORN PLACE, SUITE 600, LARGO, MD 20774, (301) 883-5900 or (301) 883-5776
 APPLICATION FOR PLAN EXAMINATION AND PERMIT
 (Please do not write in shaded areas)



OCT 11 2007

Case Number: 39359	Year: 2007	Type: UO	Rev.: 00	Date: 10/10/07				
Site Information	Land Tax Account: 6078873	Election District:	Lot:	Block:	Parcel:	Tax Map:	Grid:	Zone: C-5-c
Address: 5000 Edgewood Rd		Suite/Unit:	Liber:	Folio:	SCD:	PLAT:		
City/Town/State/Zip: College Park, MD, 20740		Subdivision:		Referenced Permit Number:				
TYPE OF PERMIT PLEASE CHECK ONE				EXISTING SITE USE				
<input type="checkbox"/> New Residential	<input type="checkbox"/> Misc. Residential	store food & beverage store						
<input type="checkbox"/> New Commercial	<input type="checkbox"/> Misc. Commercial							
<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration/Repairs	PROPOSED USE						
<input type="checkbox"/> Grading	<input type="checkbox"/> Logging	store food & beverage store						
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Spec./Other/Raze							
<input type="checkbox"/> Fire/Alarm/Hood	<input type="checkbox"/> Fire/Sprinklers	WORK DESCRIPTION						
<input checked="" type="checkbox"/> Use & Occupancy (U&O)	<input type="checkbox"/> Temp U&O							
<input type="checkbox"/> Sign (Bldg)	<input type="checkbox"/> Sign (Ground)							
PROPERTY OWNER INFORMATION				WORK SIZE DESCRIPTION & TOTAL AREA				
Company Name:		Height (ft)	Width (ft)	Depth or Length (ft)				
Name: Jim H. Yoo		Total Site Area	Disturbed Area	Floor Area				
Address: 1318 Skimie cove Rd		Est. Construction Cost: \$						
City/State/Zip: Silver Spring MD, 20904		Water Services	<input type="checkbox"/> WSSC	<input type="checkbox"/> WELL	<input type="checkbox"/> CITY			
Telephone: (home/office) 301-943-2468		Sewer Services	<input type="checkbox"/> WSSC	<input type="checkbox"/> SEPTIC	<input type="checkbox"/> CITY			
DEVELOPER/OCCUPANT'S INFORMATION				CONTRACTOR'S INFORMATION				
Company Name: Edgewood Deli I.N.C		The Maryland-National Capital			M. Hampton			
Trade Name: Edge market		Regional Planning Commission						
Name:		APPROVED 10/19/07						
Address: 5000 Edgewood Rd		PERMIT # 39359-2007-LU						
City/State/Zip: College Park MD, 20740		OK for food and						
Telephone: (office) 301-345-4300		beverage store						
APPLICANT'S INFORMATION				ARCHITECT'S/ENGINEER'S INFORMATION				
Company Name: Edge Wood Deli I.N.C		Company Name: PER PPLS 182						
Name: 1000 Jim Suh		Name:						
Address: 5000 Edgewood Rd		Address:						
City/State/Zip: College Park MD, 20740		City/State/Zip:						
Telephone: (office) 301-345-4300		Telephone: (office)						
FOR OFFICE USE ONLY								
Reviewer	Date	Reviewer	Date					
M-NCPPC		Fire Eng						
DPW&T		Site Eng.						
Structural Eng.		Mechanical Eng.						
Electrical Eng.		Issuance						

[Signature]
 Applicant Signature

10/10/07
 Date

[Signature]
 Permit Specialist

I hereby certify that I have authority of the property owner to make this application and that the information is complete and correct and, if a permit is issued, the construction and/or use will conform to the Building Code, the Zoning Ordinance, municipal and local covenants, homeowners/civic association regulations, and other applicable laws and regulations including private building restrictions, if any, which relate to the property.



PRINCE GEORGE'S COUNTY *DEPARTMENT OF ENVIRONMENTAL RESOURCES *PERMIT OFFICE
 9400 PEPPERCORN PLACE, SUITE 600, LARGO, MD 20774, (301) 883-5900 or (301) 883-5776



Developed Tick

APPLICATION FOR PLAN EXAMINATION AND PERMIT

(Please do not write in shaded areas) 2/20/08 210905 JAN 24 RECD

Case Number: 2028	Year: 2008	Type: UO	Rev.: 00	Date: 1/23/08
Site Information: 007872	Land Tax Account: 007872	Election District:	Lot:	Block: 4
Parcel: A-2	Tax Map:	Grid:	Zone: CSC	
Address: 5000 Edge Wood Rd	Suite/Unit:	Liber:	Folio:	SCD:
PLAT:				
City/Town/State/Zip: College Park MD 20740	Subdivision:	Referenced Permit Number:		
TYPE OF PERMIT PLEASE CHECK ONE		EXISTING SITE USE		
<input type="checkbox"/> New Residential	<input type="checkbox"/> Misc. Residential	None		
<input type="checkbox"/> New Commercial	<input type="checkbox"/> Misc. Commercial			
<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration/Repairs	PROPOSED USE		
<input type="checkbox"/> Grading	<input type="checkbox"/> Logging	Store Grocery + Deli		
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Spec./Other/Raze			
<input type="checkbox"/> Fire/Alarm/Hood	<input type="checkbox"/> Fire/Sprinklers	WORK DESCRIPTION		
<input checked="" type="checkbox"/> Use & Occupancy (U&O)	<input type="checkbox"/> Temp U&O			
<input type="checkbox"/> Sign (Bldg)	<input type="checkbox"/> Sign (Ground)			
PROPERTY OWNER INFORMATION		WORK SIZE DESCRIPTION & TOTAL AREA		
Company Name:	Height (ft)	Width (ft)	Depth or Length (ft)	
Name: Jim H. Yoo	Total Site Area	Disturbed Area	Floor Area	
Address: 13118 Skinnie Cook Rd	Est. Construction Cost: \$			
City/State/Zip: Silver Spring MD 20904	<input type="checkbox"/> WSSC	<input type="checkbox"/> WELL	<input type="checkbox"/> CITY	
Telephone: (home/office) (cell) (fax)	<input type="checkbox"/> WSSC	<input type="checkbox"/> SEPTIC	<input type="checkbox"/> CITY	
U&O OCCUPANT'S INFORMATION		Public Maryland National Capital Planning Commission		
Company Name:	APPROVED 2/4/08			
Trade Name: Edge Wood Market	Owner's Name:			
Name:	PERMIT # 2028-2008-U			
Address: 5000 Edge Wood Rd	City/State/Zip: College Park MD 20740			
City/State/Zip: College Park MD 20740	OK for food and beverage			
Telephone: (office) (cell) (fax)	Telephone: (office) (cell) (fax)			
301-345-4300	STORE PER DPLS-182.			
APPLICANT'S INFORMATION		ARCHITECT'S/ENGINEER'S INFORMATION		
Company Name:	Company Name:			
Name: NI 1000 CKMIG	Name:			
Address: 5000 Edge Wood Rd	Address:			
City/State/Zip: College Park MD 20740	City/State/Zip:			
Telephone: (office) (cell) (fax)	Telephone: (office) (cell) (fax)			
301-345-4300				
FOR OFFICE USE ONLY				
	Reviewer	Date	Reviewer	Date
M-NCPPC			Fire Eng	
DPW&T			Site Eng.	
Structural Eng.			Mechanical Eng.	
Electrical Eng.			Issuance	

Jim H. Yoo
 Applicant Signature

1/23/08
 Date

(K. Sauer)
 Permit Specialist

I hereby certify that I have authority of the property owner to make this application and that the information is complete and correct and, if a permit is issued, the construction and/or use will conform to the Building Code, the Zoning Ordinance, municipal and local covenants, homeowners/civic association regulations, and other applicable laws and regulations including private building restrictions, if any, which relate to the property.

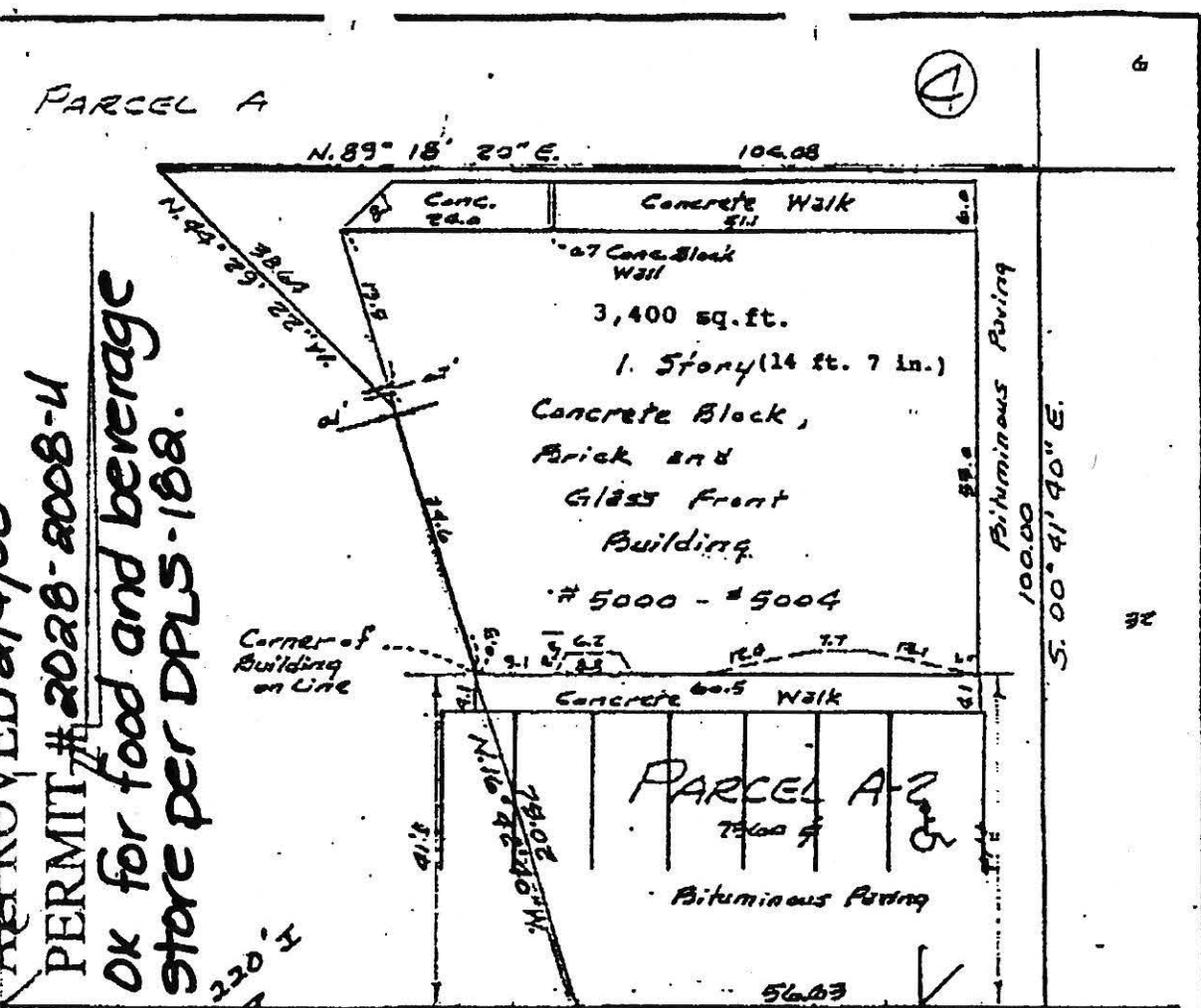
The Maryland-National Capital
Park and Planning Commission

APPROVED 2/14/08

PERMIT # 2008-2008-14

OK for food and beverage store per DPLS-18A.

Rhode



PARKING & LOADING SCHEDULE

Requirements	# Required	# Provided
A. Parking - Commercial Trade/ Normal Generation Group 1 sp/150 sq.ft. of first 3,000 sq.ft. +1 sp/200 sq.ft. of GPA above first 3,000 sq.ft.	22 spaces	6 spaces
B. Loading	1 space	0 spaces

EDGEWOOD ROAD
(80' RW)

**BUILDING LOCATION
PARCEL A-2 BLOCK G
ADDITION TO
HOLLYWOOD**

PRINCE GEORGES COUNTY, MD.

CERTIFICATION

I HEREBY CERTIFY THAT THE POSITION OF ALL THE EXISTING IMPROVEMENTS ON THE ABOVE DESCRIBED PROPERTY HAS BEEN CAREFULLY ESTABLISHED BY A TRANSIT-TAPE SURVEY AND THAT UNLESS OTHERWISE SHOWN, THERE ARE NO ENCROACHMENTS.

W. Stanley Machen
W. STANLEY MACHEN, REGISTERED
LAND SURVEYOR, MARYLAND 17047

OFFICE OF
W. STANLEY MACHEN
REGISTERED LAND SURVEYOR
4328 FARRAGUT STREET
HYATTSVILLE, MARYLAND

URCon 43115	Scale 1"=20'
PLAT REFERENCE: WWW 33/18	DATE: 4.3.04
	FILE NO.: L-21035

K. H. MICHAEL'S Co. Inc.

REV 2-18-94

Mundo Latino Restaurant

La Autentica Comida Latina

Serving Breakfast, Lunch and Dinner

Open Business :

Sunday to Thursday 9:00 am to 9:30 PM

Friday And Saturday 9:00 Am To 10:30 PM



5000 Edgewood Road College Park MD 20740

(301-441-4565)

Desayunos / Breakfast

Desayuno típico salvadoreño	\$ 8.00
Baleadas	\$5.00
Tamales de pollo	\$ 4.50
Tamales de Elote	\$1.50
Steak and Cheese	\$7.00
Cheese Burger	\$4.00



Platos/ Main Dishes

Carne Asada	\$ 11.00
Carne Guisada	\$10.00
Pescado Frito	\$11.00
Filete Tilapia	\$11.00
Fajitas	\$12.00
Fajita mix	\$13.00
Camarones entomatados	\$11.00
Costilla de Res	\$ 10.00
Higado de Res	\$10.00
Pollo Guisado	\$ 9.00
Pechuga de pollo	\$9.00
Pollo con tajadas	\$10.00
Pollo encebollado	\$9.00
Pollo Empanizado	\$9.00
Quesadillas Chicken	\$7.99
Tacos Mexicanos	\$2.50
Pupusas	\$1.05
Burritos	\$6.00



Bebidas/Drinks

Jugos	\$2.50
Sodas de lata	\$1.25
Aguas	\$1.25
Cafe	\$1.25
Chocolate	\$1.50
Horchata	\$2.50
Jugo de Tamarindo	\$2.50



16-0-12

Amended

**CITY OF COLLEGE PARK, MARYLAND
REGULAR COUNCIL MEETING AGENDA ITEM**



**AGENDA ITEM NUMBER 16-O-12
As Amended**

Prepared By: Gary Fields,
Director of Finance

Meeting Date: November 25, 2016

Presented By: Gary Fields,
Director of Finance

Consent Agenda: No

Originating Department: Finance

Action Requested: Approve a FY2017 budget amendment to provide funding for: a) the Old Parish House 200th Anniversary Celebration; b) City Hall Generators; c) a development consultant; and d) the contribution to the tennis club.

Strategic Plan Goal: Goal 3: High Quality Development and Reinvestment

Background/Justification:

This budget amendment is for the four unrelated items noted above in the “Action Requested” section. Specific background for each follows:

a) At the September 13, 2016 City Council Meeting the Council approved, per 16-G-109, funding for the Old Parish House 200th anniversary celebration in an amount not to exceed \$10,000.

b) As a result of a Pepco power outage that caused most of downtown to be without electrical power, the City’s computer system went down after the UPS emergency power was exhausted. The City’s email, website, etc., were down. After the electrical power was restored a day later, IT discovered that some of the IT equipment was damaged and had to be replaced.

DPW was requested to have an emergency generator installed that would provide enough electrical power to keep the IT system operational in the power outages. They arranged the purchase of a natural gas powered generator that could provide enough power to keep the IT system operational. Colonial Electric was hired to install a back-up generator at City Hall for \$26,803. As part of the installation, a gas line was installed at a cost of \$2,472, for a total originally expected cost of \$29,275.

Shortly after the installation Washington Gas informed us that we were required to replace the installed meter with an outdoor meter which required the relocation of the gas line outside – a cost of \$4,281. Then, due to weather conditions a smell of gas was noted in City Hall, so we were required to repair a damaged air vent intake at a cost of \$1,300.

This brought the total cost associated with the installation of the backup generator to \$34,856.

c) At the September 27, 2016 City Council Meeting the City Council approved Item 16-G-74 to award a contract to HR&A Advisors of Washington, D.C. for development consulting services on an as-needed basis. However, following discussions with the City Planner and Assistant City Manager the cost range is estimated at \$75,000 to \$100,000. For purposes of this amendment we are going with the high end of the range to avoid an additional amendment for this.

d) At the October 11, 2016 City Council Meeting, pursuant to Agenda Item 16-G-124, the City Council approved a \$10,000 contribution to the Junior Tennis Champions Center (JTCC) as outlined in their revised proposal. This budget amendment only reflects half of that approved amount that will be paid in FY 2017 (before 1/15/2017).

The other half will be paid in FY 2018 (on July 15, 2017), and accordingly will be included in the FY 2018

budget request.

Fiscal Impact:

The total additional expenditures requested as part of this budget amendment - \$99,856 – is expected to be funded from Unassigned Reserve in the General Fund.

NOTE: In preparing the Ordinance for the budget amendment, the Finance Director copied a previous budget amendment ordinance to use as a template.

On page 2 of the original ordinance, the Finance Director inadvertently left the old information in Items 1-3 of the “BE IT FURTHER ORDAINED” section. This has been corrected in the Amended Ordinance 16-O-12.

These corrections do not impact the dollar amounts of this budget amendment request but were administrative in nature. A red-lined version of the Amended Ordinance 16-O-12 is attached.

Council Options:

#1: Adopt Amended Ordinance 16-O-12 as presented to provide funding in the budget for previously approved expenditures/actions.

#2: Take no action

Staff Recommendation:

#1. Passage of this budget amendment is recommended by the Finance Director in order to comply with City Charter/Code budget provisions.

Recommended Motion:

I move to adopt Ordinance 16-O-12, as amended, an Ordinance of the Mayor and Council of the City of College Park to Amend the Fiscal Year 2017 Operating and Capital Budget of the City of College Park, Maryland (Amendment #1)

Attachments:

1. Ordinance 16-O-12, FY2017 Budget Amendment #1, as amended (red-line version)

ORDINANCE 16-O-12

(Amended)

An Ordinance of the Mayor and Council of the City of College Park to Amend the Fiscal Year 2017 Operating and Capital Budget of the City of College Park, Maryland (Amendment #1)

WHEREAS, the Mayor and Council of the City of College Park did adopt a budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017 (hereinafter referred to as "FY2017") on May 24, 2016 by the enactment of Ordinance 16-O-02; and

WHEREAS, the Mayor and Council of the City of College Park desire to amend the FY2017 Adopted Budget in order to fund the: the Old Parish House 200th Anniversary Celebration; City Hall Generators; a development consultant; and a contribution to the Junior Tennis Champions Center,

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the City of College Park that the budget for fiscal year 2017 be, and hereby is, amended in accordance with the following schedule, with said amendments being indicated by asterisks in the right column. The individual budget amendment changes are itemized in Appendix A, attached hereto and incorporated herein by this reference.

General Fund

	<u>Budget as Adopted</u>	<u>As Amended by this Ordinance</u>
Revenues		
Taxes	\$ 12,049,003	\$ 12,049,003
Licenses & Permits	1,265,653	1,265,653
Intergovernmental	341,772	341,772
Charges for Services	1,006,574	1,006,574
Fines & Fees	2,770,400	2,770,400
Miscellaneous Revenues	<u>234,390</u>	<u>234,390</u>
<i>Total Operating Revenues</i>	\$ 17,667,792	\$ 17,667,792
Non-Revenue Receipts		
Interfund Transfer from Parking Debt Service Fund	211,687	211,687
Use of Unassigned Reserve	<u>0</u>	<u>149,856</u> *
Total Revenues	<u>\$ 17,879,479</u>	<u>\$ 18,029,335</u>

Expenditures

General Government	\$ 3,213,414	\$ 3,228,414 *
Public Services	4,295,936	4,295,936
Planning, Community & Economic Development	695,738	795,738 *
Youth, Family & Senior Services	1,172,995	1,172,995
Public Works	5,480,749	5,515,605 *
Contingency	10,000	10,000
Debt Service	525,207	525,207
Interfund Transfers to Capital Projects Fund	<u>2,485,440</u>	<u>2,485,440</u>
Total Expenditures	<u>\$ 17,879,479</u>	<u>\$ 18,029,335</u>

Parking Debt Service Fund

	<u>Budget as Adopted</u>	<u>As Amended by this Ordinance</u>
Revenues		
Highways & Streets		
Parking Meter Revenue	\$ 220,000	\$ 220,000
Fines		
Parking Fines Revenue	<u>50,500</u>	<u>50,500</u>
Total Revenues	<u>\$ 270,500</u>	<u>\$ 270,500</u>
Expenditures		
Interfund Transfer to General Fund	<u>\$ 211,687</u>	<u>\$ 211,687</u>
Total Expenditures	<u>\$ 211,687</u>	<u>\$ 211,687</u>

BE IT FURTHER ORDAINED that:

1. Except as amended herein, ~~and by Ordinance 15-O-05 (Amendment #1) and Ordinance 16-O-01 (Amendment #2),~~ Ordinance ~~15-O-03~~ 16-O-2 (original budget adoption) shall remain unmodified and in full force and effect;
2. In addition to the projected General Fund ~~operating~~ revenue of ~~\$17,879,479~~ 16,060,596, the amount of ~~\$149,8560~~ is appropriated from the unassigned reserve ~~and the sum of \$257,392 is transferred from the Parking Debt Service Fund;~~
3. ~~This budget amendment Ordinance provides funding for the purchase and installation of certain parking enforcement pay stations, as itemized in Appendix A, attached hereto and incorporated herein by this reference. The net result is no change in the \$0 budgeted use of unassigned reserve and no change in the Capital Improvement Program (C.I.P.); and~~

4.3. This Ordinance shall become effective at the expiration of twenty (20) calendar days following its adoption.

AND BE IT FURTHER ORDAINED by the Mayor and Council of the City of College Park that, upon introduction of this Ordinance, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall post at City Hall, to the official City website, to the City-maintained e-mail LISTSERV, and on the City cable channel, and if time permits, in any City newsletter, the proposed ordinance or a fair summary thereof together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council. The public hearing shall follow the publication by at least seven days, may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time.

A public hearing will be held on the proposed Ordinance at 7:30 p.m. on the 15th day of November, 2016 in the Council Chambers, City Hall, 4500 Knox Road, College Park, Maryland. The public hearing 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 Ordinance, with or without amendment, by the affirmative vote of at least six (6) members of the Council. It shall become effective at the expiration of twenty (20) days following its adoption. After its adoption, the City Clerk shall post at City Hall, to the official City website, to the City-maintained e-mail LISTSERV, on the City cable channel, and in any City newsletter, the ordinance or a fair summary thereof and shall have copies of the adopted Ordinance available at City offices.

Introduced on the 25th day of October, 2016

Adopted on the _____ day of November, 2016

Effective on the _____ day of December, 2016

ATTEST:

CITY OF COLLEGE PARK

Janeen S. Miller, CMC, City Clerk

Patrick L. Wojahn, Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Suellen M. Ferguson, City Attorney

CITY OF COLLEGE PARK, MARYLAND
Appendix A to Ordinance 16-O-12
Itemized FY2017 Budget Amendment #1 Changes

Program	Description	Increase (Decrease)
Revenues-Unassigned Reserve Transfer 399.00	Use of Unassigned Reserve in Adopted Budget	\$ 0
General Government - Public Relations-1017	Add to budget for the Old Parish House 200 th Anniversary celebration.	10,000
Public Works- Building Maint.-5028	Add to budget for back-up generator installation at City Hall	34,856
Planning, Community Develop. & Econ. Develop.- Community Devel-3011	Add to budget for a Development Consultant Contract	100,000
General Government- Mayor & Council-1010	Add to budget for contribution to the Junior Tennis Champions Center	5,000
Revenues-Unassigned Reserve Transfer 399.00	Use of Unassigned Reserve in Amended Budget (Amendment #1)	<u>\$149,856</u>

16-G-144

CITY OF COLLEGE PARK, MARYLAND
REGULAR MEETING AGENDA ITEM



Agenda Item 16-G-144

Prepared By: Janeen S. Miller
City Clerk

Meeting Date: November 15, 2016

Presented By: Robert Marsili, Janeen Miller
and Miriam Bader

Proposed Consent Agenda: No

Originating Department: Planning, Community and Economic Development and Public Works

Issue Before Council: Award of Contract for roof repair and other Phase I work at the Old Parish House

Strategic Plan Goal: Goal 4: Quality Infrastructure

Background/Justification:

In July, an historic structures report for the Old Parish House was prepared by architect Thomas Taltavull to evaluate the existing conditions of this historic building and prioritize needed maintenance and repair. During that evaluation, the roof framing in the main hall was found to be unsafe and it was determined that this portion of the building should not be occupied. The Old Parish House was subsequently closed.

The historic structures report was discussed with the Council at a Worksession on September 6, 2016. At that time, Council authorized staff to proceed with an RFP for the necessary roof framing repair work and other work found to be critical or serious in the Taltavull report, including repair of undermined floor joists and foundation clean-out and insulation. Since the ceiling needs to be removed to repair the roof framing, it will also need to be replaced. The existing ceiling consists of white 12" by 12" acoustic ceiling tiles stapled to wood paneling. While no asbestos was found, the wood paneling is painted with several coats of lead paint. Thus, a salvage of the existing ceiling was not deemed to be feasible. Therefore, the RFP asked the bidder to price four ceiling-finish alternatives:

1. Option 1A-Installation of a new ceiling constructed of wood bead board, with material compatible with original wood ceiling.
2. Option 1B-Installation of a new acoustical wood ceiling, with acoustical rating of NRC co-efficient of .2 - .5.
3. Option 2- Installation of a new MDF (medium density fiberboard) bead board ceiling as specified that is compatible with original wood ceiling.
4. Option 3 – Installation of acoustical tile ceiling to match existing that has acoustical properties similar to the existing acoustical rating of NRC co-efficient of .2 - .5.

Council will be asked to determine which ceiling-finish to select when awarding the contract.

The RFP was issued on Friday, October 7, 2016. A mandatory pre-bid meeting attended by six companies was held on October 25, 2016. Three bids were received by the due date of November 9, 2016. Staff met to evaluate the responsive bids on the afternoon of Wednesday, November 9. Based on the way the bids were submitted, we found it necessary to ask the three bidders to provide clarification on the components of their bids so that we can be sure we are comparing them accurately. That clarification was requested on November 9 with a due date of November 14. Staff hopes that once those clarifications are received, we can make a recommendation of the contract award at the Council meeting on November 15, in order to stay on schedule. Thus, we are leaving this item on the November 15 agenda as a placeholder and will provide more information prior to the meeting on Tuesday.

Staff submitted the work plan and specifications outlined in the RFP to the Historic Preservation Commission and learned that an Historic Area Work Permit will not be needed.

Fiscal Impact:

Staff has asked the three bidders to provide clarification of their contract pricing. Once clarified, these three bid amounts will be provided prior to the meeting on Tuesday.

Funding is available in the FY 2017 Capital Improvement Budget as follows: \$53,000 in the Old Parish House CIP Account 155001 and \$298,250 in the Facilities Capital Emergency Repairs CIP Account number 991013.

Council Options:

Staff will have a recommendation for Contract Award prior to the meeting on November 15. At that time, Council may:

- #1 – Accept the staff recommendation and award the contract
- #2 – Ask for more information and delay the award of the contract
- #3 – Decide not to move forward at this time

Staff Recommendation:

TBD

Recommended Motion:

TBD

Attachments:

None

16-G-147

**CITY OF COLLEGE PARK, MARYLAND
REGULAR COUNCIL MEETING AGENDA ITEM**

AGENDA ITEM 16-G-147



Prepared By: Bill Gardiner
Assistant City Manager

Meeting Date: November 15, 2016

Presented By: Bill Gardiner

Consent Agenda: No

Originating Department: Administration

Action Requested: Approve a letter to Congressman Steny Hoyer requesting assistance regarding service concerns at the 9591 Baltimore Avenue U.S Post Office.

Strategic Plan Goal: N/A

Background/Justification:

Over the past five years, College Park residents have expressed a range of customer service concerns with the Post Office at 9591 Baltimore Avenue. The Mayor and the District 1 Councilmembers sent two letters, but unfortunately challenges with mail delivery and satisfactory customer service have continued. During the Council Worksession on November 1, 2016, Council directed Staff to send a letter regarding this issue to Congressman Steny Hoyer.

Fiscal Impact:

None

Council Options:

- #1: Send a letter to Congressman Hoyer as attached
- #2: Amend the letter and send it to Congressman Hoyer
- #3: Take no official Council action

Staff Recommendation:

1

Recommended Motion:

I move to authorize the Mayor to send the attached letter to Congressman Steny Hoyer expressing concerns and requesting assistance regarding customer service at the 9591 Baltimore Avenue Post Office.

Attachments:

Letter to Congressman Steny Hoyer



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

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

Mayor

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

Councilmembers

District 1

Fazlul Kabir
9817 53rd Avenue
301-659-6295

Christine Nagle
4500 Knox Road
240-965-0214

District 2

P. J. Brennan
4500 Knox Road
202-288-5569

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

Mary C. Cook
4705 Kiernan Road
202-213-5579

Dustyn Kujawa
9238 Limestone Place
240-620-2105

November 15, 2016

Honorable Steny Hoyer
U.S. Representative, 5th Congressional District
1705 Longworth House Office Building
Washington, D.C. 20515

Dear Congressman Hoyer:

I am writing to bring to your attention certain ongoing problems at the College Park Post Office located at 9591 Baltimore Avenue. Residents have informed the City Council about poor customer service and related problems with mail delivery. In 2011 and 2014, the Mayor and Councilmembers sent correspondence to U.S Post Office staff regarding similar issues. Although no replies were received, some customer service improvements were noted. However, residents are again experiencing discourteous customer service and problems with mail delivery. Some residents have stopped using that location even though it is more convenient for them.

The City of College Park recognizes the hard work of certain staff members at this location and throughout the Postal Service, and therefore is puzzled and disappointed by this continued sub-par service. The City would greatly appreciate your staff looking into this situation and letting us know what actions have been or are being taken to ensure a satisfactory level of customer service.

Thank you for your service to our residents, and thank you for helping the City of College Park resolve the issues noted above.

Sincerely,

Patrick L. Wojahn
Mayor

cc: The Hon. Dannielle M. Glaros, Vice-Chair, Prince George's County Council
The Hon. Mary Lehman, Prince George's County Council
The Maryland 21st District Delegation
Megan J. Brennan, U.S. Postmaster General
Ms. Tanya White, Postmaster, 9591 Baltimore Avenue

16-G-150

**CITY OF COLLEGE PARK, MARYLAND
REGULAR COUNCIL MEETING AGENDA ITEM**



AGENDA ITEM NUMBER 16-G-150

Prepared By: Janeen S. Miller
City Clerk

Meeting Date: 11/15/2016

Presented By: Janeen S. Miller
City Clerk

Consent Agenda: No

Originating Department: Mayor and Council

Action Requested: Approval of a Letter to WMATA about proposed reductions in bus and rail service

Strategic Plan Goal: Goal 5: Effective Leadership

Background/Justification:

On Sunday, November 6, Councilmember Brennan sent an email to the Mayor and Council suggesting that the City send a letter to WMATA expressing concerns about proposed reductions in Metrorail service. Councilmember Kabir replied and suggested that we also comment on the proposal to eliminate the B30 express bus from Greenbelt Station to BWI. Staff has prepared the attached draft letter for Council consideration.

Fiscal Impact:

None.

Council Options:

- #1: Authorize the Mayor to sign the attached letter
- #2: Amend the letter prior to authorizing the Mayor to sign it
- #3: Decide not to send a letter at this time

Staff Recommendation:

#1

Recommended Motion:

I move to authorize the Mayor to sign the attached letter to Jack Evans, Chair, WMATA Board of Directors, expressing the City's concerns about proposed reductions in bus and rail service.

Attachments:

- 1. Draft letter



City of College Park
240-487-3501
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Mayor

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301-742-4442

District 4
Mary C. Cook
4705 Kiernan Road
202-213-5579

Dustyn Kujawa
9238 Limestone Place
240-620-2105

November 15, 2016

Jack Evans, Chair
WMATA Board of Directors
Washington Metropolitan Area Transit Authority
600 5th Street, NW
Washington, DC 20001

Re: Proposed reductions in bus and rail service

Dear Mr. Evans,

On behalf of the 30,000+ residents of the City of College Park, we are writing to express our serious concerns about the proposal to permanently reduce Metrorail operating hours. Our residents are highly reliant on Metro's reliable service at the Greenbelt and College Park stations. We have already experienced significant diminished service due to Safe Track. We will be extremely, negatively impacted by the proposed permanent reductions in service.

Metrorail is vital to a thriving and vibrant metropolitan area and is necessary not only for commuters but for tourism and special events as well. Reductions in late night and early morning service will pose a hardship to our many residents who travel to their evening and early morning shifts across the region.

Further, we are strongly opposed to the proposal in the General Manager's FY '18 budget to eliminate the B30 Express Bus from Greenbelt Station to BWI Airport. Ridership numbers alone do not demonstrate the importance that this route has in our community. A complete elimination of this route will be harmful to many people who are unable to find alternate means of transportation. We urge WMATA to suggest a compromise.

We support the General Manager's emphasis on safety and applaud his intention to fully fund key safety improvements. However, we must also ensure that the system's operating hours meet the needs of our residents and visitors.

Thank you for the opportunity to comment.

Sincerely,

Patrick L. Wojahn
Mayor

16-0-07

**CITY OF COLLEGE PARK, MARYLAND
REGULAR COUNCIL MEETING AGENDA ITEM**



AGENDA ITEM NUMBER 16-O-07

Prepared By: R. W. Ryan
Public Services Director

Meeting Date: 11/15/16

Presented By: R.W. Ryan,
Public Services Director

Proposed Consent Agenda: No

Originating Department: Public Services

Action Requested: Adoption of Ordinance 16-O-07, An Ordinance Of The Mayor And Council Of The City Of College Park Amending City Code Chapter 110 to increase the monthly permit fee in the Downtown Parking Garage to \$125/month and provide reduced rate, \$60/month permits for downtown business commuting employees, and to include bi-annual and monthly permit parking fees beginning in January, 2017.

Strategic Plan Goal: Goal 3: High Quality Development and Reinvestment

Background/Justification:

Demand for parking space in the Downtown area has increased. This includes both pay to park space for visitors and retail customers, and monthly parking for local residents of newly constructed apartment buildings. The City constructed the Downtown Parking Garage primarily as a catalyst for Downtown commercial development. Since the garage was constructed, demand for pay to park space has not usually filled the garage. As an interim revenue plan to help pay for the costs of the garage, monthly parking permits have been sold to make best use of the available space. Currently monthly permits have been sold for 100 of the 288 garage spaces at \$80/month, and for 25 spaces at \$60/month. The 25 discounted permits are sold to commuting full time employees of downtown businesses. Demand for pay to park retail customer space is increasing. Demand for monthly permits has also increased with construction and occupancy of the Landmark apartments. Garage monthly permit fees are below market rate as evidence by Landmark garage fees of \$125/month. Staff has recommended raising the permit fee for 100 of the 288 spaces to \$125/month.

It is recommended that the practice of providing up to 25 reduced rate (\$60/month) garage parking permits be continued. Since employees would only be parking 40 hours or less per week, those parking spaces would be available for public parking at current rates the rest of the time. This is different from the proposed \$125/month permits, which usually are used to store vehicles in the garage and occupy parking space most of the time. Council discussed the proposed fee structure again on November 1, 2016 .The draft ordinance attached has been amended to reflect the \$125 and \$60 permits.

The effective date of January 1, 2017 will coincide with the new semester at the University of Maryland so that current customers will not see a fee increase during this semester. Garage parking permits would be sold in monthly increments with the opportunity to purchase up to 6 months. This will make permit sales more efficient and avoid the monthly rush to renew permits.

It is anticipated that use of the garage parking spaces will be monitored and future adjustments to the number of spaces made available for monthly permits may be adjusted by the City Manager based upon demand for pay to park spaces.

Fiscal Impact:

Net revenue gain of \$4,500/month estimated to total \$40,500 over an estimated 9 month demand for monthly permits.

Council Options:

- #1: Adopt Ordinance 16-O-07, An Ordinance Of The Mayor And Council Of The City Of College Park Amending City Code Chapter 110, as revised, to increase the monthly permit fee in the Downtown Parking Garage to \$125/month beginning in January 1, 2017, allow reduced rate, \$60/month permits for commuting downtown business employees, and to include existing bi-annual permit parking fees and other monthly permit parking fees.
- #2: Allow the current monthly permit fees of \$80/month, and \$60/month for commuting employees, to Remain, and include the permit parking fees in Chapter 110.
- #3: Other action as Council determines.

Staff Recommendation:

Option #1

Recommended Motion:

I move to adopt Ordinance 16-O-07, An Ordinance of the Mayor and Council of the City of College Park Amending City Code Chapter 110 to increase the monthly permit fee in the Downtown Parking Garage to \$125/month and provide reduced rate, \$60/month permits for downtown business commuting employees, and, include existing bi-annual permit parking fees and other monthly permit parking fees beginning on January 1 2017; and, to authorize the City manager to adjust the number of permits sold based upon demand.

Attachments:

- 1. Ordinance 16-O-07

AMENDED ORDINANCE
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, AMENDING CHAPTER 110
“FEES AND PENALTIES”, BY REPEALING AND REENACTING §110-1 “FEES AND INTERESTS”
TO INCREASE THE MONTHLY PERMIT PARKING FEE IN THE DOWNTOWN PARKING
GARAGE AND TO INCLUDE BI-ANNUAL PERMIT PARKING FEES AND MONTHLY PERMIT
PARKING FEES

WHEREAS, pursuant to §5-202 of the Local Government Article, Annotated Code of Maryland, the City of College Park (hereinafter, the “City”) has the power to pass such ordinances as it deems necessary to protect the health, safety and welfare of the citizens of the municipality and to prevent and remove nuisances; and

WHEREAS, the City has constructed a parking garage in the downtown area to increase parking options and to encourage redevelopment; and

WHEREAS, the Mayor and Council have determined that it is in the public interest that the monthly permit parking fees for the Downtown Parking Garage should be raised to be comparable to those charged by other providers of parking in the area, with the exception of a reduced fee for employees who commute to work at downtown businesses; and

WHEREAS, the Mayor and Council have determined that it is in the public interest to create parking permit zones in the City pursuant to Chapter 151, “Permit Parking” of the City Code, and to make provision for a fee for said permits.

Section 1. NOW THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park that Chapter 110 “Fees and Penalties”, §110-1, “Fees and interests”, be and is hereby repealed and reenacted with amendments as follows:

§110-1 Fees and interests.

-
- | | |
|-----------------|--|
| CAPS | : Indicate matter added to existing law. |
| CAPS | : Indicate matter added in amendment |
| [Brackets] | : Indicate matter deleted from law. |
| Asterisks * * * | : Indicate matter remaining unchanged in existing law but not set forth in Ordinance |
| [Brackets] | : Indicate matter deleted in amendment |

The following enumerations are the current fees, rates, charges and interests applicable in the City of College Park:

Chapter/Section	Description	Fee/Interest
Chapter 151, Permit Parking		
§151-4	ANNUAL Parking permits:	
	Issuance, each	\$10
	Replacement, each	\$5
	Renewal, each	\$10
	Visitor	\$1
	BI-ANNUAL PARKING PERMITS:	
	ISSUANCE, EACH	\$10
	REPLACEMENT, EACH	\$5
	RENEWAL, EACH	\$10
	VISITOR	\$1
	MONTHLY PARKING PERMITS:	
	DOWNTOWN PARKING GARAGE – <u>GENERAL</u>	\$125
	<u>DOWNTOWN PARKING GARAGE – REDUCED RATE</u>	\$60
	<u>COMMUTER DOWNTOWN BUSINESS EMPLOYEES</u>	
	CLASS A	\$40
CLASS B	\$60	

* * * * *

Section 2. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park that, upon formal introduction of this proposed Ordinance, which shall be by way of a motion duly seconded and without any further vote, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall publish this proposed ordinance or a fair summary thereof in a newspaper having a general circulation in the City of College Park together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council. The public hearing, hereby set for 7:30 P.M. on the 27th day of September, 2016, shall follow the publication by at least seven (7) days, may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time. All persons interested shall have an opportunity to be heard.

After the hearing, the Council may adopt the proposed ordinance with or without amendments or reject it. As soon as practicable after adoption, the City Clerk shall have a fair summary of the Ordinance and notice of its adoption published in a newspaper having a general circulation in the City of College Park and available at the City's offices. This Ordinance shall become effective on January 1, 2017 provided that a fair summary of this Ordinance is published at least once prior to the date of passage and once as soon as practical after the date of passage in a newspaper having general circulation in the City.

INTRODUCED by the Mayor and Council of the City of College Park at a regular meeting on the 9th day of August 2016.

ADOPTED by the Mayor and Council of the City of College Park at a regular meeting on the ____ day of _____ 2016.

EFFECTIVE the ____ day of _____, 2016.

ATTEST:

CITY OF COLLEGE PARK

By: _____
Janeen S. Miller, CMC, City Clerk

By: _____
Patrick L. Wojahn, Mayor

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

Suellen M. Ferguson, City Attorney

16-0-11



**CITY OF COLLEGE PARK, MARYLAND
REGULAR MEETING AGENDA ITEM**

Prepared By: Janeen S. Miller
City Clerk

Agenda Item 16-O-11

Presented By: Suellen Ferguson,
City Attorney

Meeting Date: 11/15/2016

Proposed Consent Agenda: No

Originating Department: College Park Ethics Commission

Issue Before Council: Adoption of Ordinance 16-O-11 amending Chapter 38, Ethics, by adding the definition of "immediate family" to clarify what financial information is required to be disclosed by City elected officials and candidates to be City elected officials under §38-15.

Strategic Plan Goal: Goal 5 - Effective Leadership

Background/Justification:

On September 7, 2016, the College Park Ethics Commission requested an amendment in Chapter 38 of the City Code by adding the following definition of "Immediate Family: An individual's spouse, domestic partner, and dependent children." This amendment is consistent with the State Ethics law. Joe Theis, Chair, and Ken Sigman, Legal Counsel, of the Ethics Commission, attended the October 18 Worksession and discussed this request with the Mayor and Council. Council directed that an Ordinance be drafted to implement this change. Ordinance 16-O-11 was introduced on October 25 and the Public Hearing was held earlier this evening.

Fiscal Impact:

Minor cost to amend the City Code.

Council Options:

- #1: Adopt Ordinance 16-O-11 to amend Chapter 38 of the City Code to make the requested change
- #2: Do not Adopt Ordinance 16-O-11

Staff Recommendation:

#1

Recommended Motion:

I move to adopt Ordinance 16-O-11 Amending Chapter 38, "Code Of Ethics", by Repealing and Reenacting Article I, "General Provisions", Section 38-4, "Definitions", to provide the definition of immediate family to clarify what financial information is required to be disclosed City elected officials and candidates to be City elected officials under §38-15.

Attachments

1 – Ordinance 16-O-11

ORDINANCE
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK AMENDING
CHAPTER 38, “CODE OF ETHICS”, BY REPEALING AND REENACTING ARTICLE
I, “GENERAL PROVISIONS”, SECTION 38-4, “DEFINITIONS”, TO PROVIDE THE
DEFINITION OF IMMEDIATE FAMILY TO CLARIFY WHAT FINANCIAL
INFORMATION IS REQUIRED TO BE DISCLOSED BY CITY ELECTED OFFICIALS
AND CANDIDATES TO BE CITY ELECTED OFFICIALS UNDER §38-15

WHEREAS, pursuant to §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, the City of College Park, Maryland (hereinafter, the “City”) has the power to pass such ordinances as it deems necessary to protect the health, safety and welfare of the citizens of the municipality and to prevent and remove nuisances; and

WHEREAS, the City has adopted a Code of Ethics as required by §15-801 *et seq.* of the State Government Article, Annotated Code of Maryland; and

WHEREAS, the City’s Ethics Commission has recommended that a definition of immediate family member be added to the Code of Ethics in order to clarify what financial information is required to be disclosed by City elected officials and candidates to be City elected officials under §38-15; and

WHEREAS, the requested definition is consistent with the State Ethics law; and

WHEREAS, the Mayor and Council have determined that it is in the public interest to adopt the recommended amendment to the City Code of Ethics.

Section 1. **NOW THEREFORE, BE IT ORDAINED AND ENACTED**, by the Mayor and Council of the City of College Park, Maryland that Chapter 38, “Code of Ethics”, Article I, “General Provisions”, Section 38-4, “Definitions”, be and is hereby repealed, reenacted and amended to read as follows:

CAPS : Indicate matter added to existing law.
 [Brackets] : Indicate matter deleted from law.
 Asterisks * * * : Indicate matter remaining unchanged in existing law but not set forth in Ordinance

§ 38-4. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

* * * * *

IMMEDIATE FAMILY

AN INDIVIDUAL’S SPOUSE, DOMESTIC PARTNER AND DEPENDENT CHILDREN.

* * * * *

Section 2. **BE IT FURTHER ORDAINED AND ENACTED** by the Mayor and Council of the City of College Park that, upon formal introduction of this proposed Ordinance, which shall be by way of a motion duly seconded and without any further vote, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall post at City Hall, to the official City website, to the City-maintained e-mail LISTSERV, and on the City cable channel, and if time permits, in any City newsletter, the proposed ordinance or a fair summary thereof together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council.

The public hearing, hereby set for **7:30 P.M.** on the **15th** day of **November, 2016**, shall follow the publication by at least seven (7) days, may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time. All persons interested shall have an opportunity to be heard. After the hearing, the Council may adopt the proposed ordinance with or without amendments or reject it. This Ordinance shall become effective on _____, 2016 provided that, as soon as practicable after adoption, the City Clerk shall post a fair summary of the Ordinance and notice of its adoption at City Hall, to the official City website, to the City-maintained e-mail LISTSERV, on the City cable channel, and in any City newsletter.

INTRODUCED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the **25th** day of **October 2016.**

ADOPTED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the ____ day of _____ 2016.

EFFECTIVE the ____ day of _____, 2016.

ATTEST:

CITY OF COLLEGE PARK

By: _____
Janeen S. Miller, CMC, City Clerk

By: _____
Patrick L. Wojahn, Mayor

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

Suellen M. Ferguson, City Attorney

16-G-148

Councilmember Dennis

- Reappoint Arthur Eaton to the Veterans Memorial Committee