



TUESDAY, MARCH 15, 2016
CITY OF COLLEGE PARK
COUNCIL CHAMBERS

WORKSESSION AGENDA
7:30 P.M.

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.

Time	Item		Staff/Council
7:30		Call to Order	
		Amendments to and Approval of the Agenda	
		Proposed Items to go Directly to Next Week's Agenda	
Proposed Consent Agenda Items			
		None	
Action Items			
7:35	1	Resident request for a permit to park a trailer on the street at 5120 Lackawanna Street. Guest: Joseph Pekny	Bob Ryan, Director, Public Services and Jim Miller, Parking Enforcement Manager
7:45	2	EAC Recommendations for the use of the \$80,000 Education Improvement Fund. Guest: Carolyn Bernache, Chair, EAC	
7:55	3	Amendment of contract with NZI for construction of Randolph Macon Road and amendment of Declaration of Covenants for the Kidwell Development. Guest: Robert Kidwell	Suellen Ferguson, City Attorney and Steve Halpern, City Engineer
8:15	4	Award of FY '17 Contracts for Health, Dental, Workers' Compensation and Liability Insurances	Jill Clements, Director of Human Resources

8:25	5	Letter of support for MHAA application	Steve Beavers, Community Development Coordinator
8:35	6	Neighborhood Quality of Life Committee Report and Review of the NQOL Committee's charge, mission and composition	Mayor and Council
9:25	7	Discussion of Council meeting agendas and templates; Council Rules and Procedures for adoption	Scott Somers, City Manager
9:55	8	Review of legislation (<i>possible Special Session</i>)	Bill Gardiner, Assistant City Manager
10:05	9	Review/Status of Future Agenda items	Scott Somers, City Manager
10:10	10	Appointments to Boards and Committees	Mayor and Council
10:15	11	Mayor and Council Comments	Mayor and Council
10:25	12	City Manager's Comments	Scott Somers, City Manager

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

1

Request For Trailer
Permit
5120 Lackawanna Street



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

Prepared By: Jim Miller
Parking Manager, Public Services
Presented By: Bob Ryan
Public Services Director

Meeting Date: March 15, 2016
Proposed Consent Agenda: Yes

Originating Department: Public Services - Parking

Issue Before Council: Consider granting an exemption to a resident request to park a trailer on the street at 5120 Lackawanna Street.

Strategic Plan Goal: Strategic Plan Goal 1: One College Park

Background/Justification:

City Code section 184-8A establishes parking restrictions for certain kinds and sizes of vehicles, to include trailers of any type. Council approval for an exemption in such cases is required to allow parking of these vehicles/trailers for a period longer than 24 hours.

City staff recently received a request from Mr. Joseph E. Pekny, resident and property owner of 5120 Lackawanna Street, to park a personal trailer on the street in his neighborhood. Mr. Pekny has subsequently requested that his trailer be granted an exemption from the 'Prohibited Vehicles' ordinance.

To facilitate Council review of these types of requests, staff has developed an application process to present the necessary information in a standard format. A letter of request from the owner, along with supporting documentation is attached for review.

Furthermore, enforcement of this ordinance has been suspended in this matter, pending Council decision.

Additionally, the applicant has been invited to attend the work session.

Fiscal Impact: N/A

Council Options:

- #1: Grant the request
- #2: Deny the request
- #3: Table the request until additional information is obtained

Staff Recommendation:

Staff will take direction from Council.

Recommended Motion: N/A

Attachments:

- 1. Copy of emailed letter of request from resident
- 2. Resident pictures of subject trailer
- 3. Copy of MVA Registration for subject trailer
- 4. Copy of City Code (Chapter 184-8A)

February 2nd, 2016

Ms. Miller:

I am a resident of College Park in the Hollywood sub-division. I have a new trailer which I use in my welding business and often have to bring home materials for a particular job that are too large and/or heavy to be put directly on my work vehicle. I am attaching pictures of the trailer (taken before it was tagged) and a copy of the current registration. The trailer has been properly inspected and tagged as MD state requires.

Please let me know how to further proceed to apply for a variance as this is a needed addition to my business and my livelihood. If you have further questions, please don't hesitate to contact either myself or my wife who handles my paperwork for the business.

Thanks

Joseph E. Pekny
t/a Joe's Welding – 301 343-9110
and

*Jeanne M. Pekny
5120 Lackawanna Street
College Park, MD 20740
301 345-1189 (h) 301 343-9338 (c)*



City of College Park, MD
Monday, March 7, 2016

Chapter 184. Vehicles and Traffic

Article II. Parking Regulations

§ 184-8. Prohibited vehicles; permits required for certain vehicles.

[Amended 12-11-1979 by Ord. No. 79-O-6; 5-27-1980 by Ord. No. 80-O-6; 11-9-1983 by Ord. No. 83-O-11; 8-14-1991 by Ord. No. 91-O-21; 9-10-1991 by Ord. No. 91-O-22; 12-10-1991 by Ord. No. 91-O-24; 12-14-2010 by Ord. No. 10-O-09; 2-22-2011 by Ord. No. 11-O-01]

- A. It shall be unlawful to park or leave standing, between the hours of 8:00 p.m. and 6:00 a.m., any recreational vehicle, boat, boat trailer, or any type of trailer, or any special mobile equipment, as defined in § 11-159 of the Transportation Article of the Annotated Code of Maryland, upon any public street in a residential zone within the corporate limits of the City of College Park, unless an oral or written permit for the same shall have been obtained from the City Manager. Such permit shall be issued only for good cause and for a period not to exceed 24 hours, unless a written permit for a longer period shall have been granted by action of the Mayor and Council, and such permit shall be granted only for good cause.
- B. Parking restrictions for certain vehicles.
- (1) Within the corporate limits of the City, it shall be unlawful to park or leave standing the following vehicles at any time upon any public street in a residential zone, and between the hours of 8:00 p.m. and 6:00 a.m. on each day of the week on any other public street:
 - (a) Any vehicle exceeding 21 feet in length or six feet in width that is used for commercial purposes;
 - (b) Any vehicle exceeding a manufacturer's gross vehicle weight specification of 8,500 pounds;
 - (c) Vehicles exceeding 300 cubic feet of load space, and any stake platform trucks, dump trucks, crane or tow trucks.
 - (2) This subsection shall not apply to vehicles while actually loading or unloading, or to vehicles which are in the course of a commercial purpose and do not park for more than a two-hour period.
 - (3) Permission to park a prohibited vehicle, or to extend the time for parking, may be obtained by means of an oral or written permit from the City Manager. Such permit shall be issued only for good cause and for a period not to exceed 24 hours, unless a written permit for a longer period shall have been granted by action of the Mayor and Council, and such permit shall be granted only for good cause.
- C.

Any vehicle which is parked in violation of this section shall be subject to being towed from such street and impounded after it has been parked for a twenty-four-hour period. The impoundment of the vehicle shall be done pursuant to § **184-31** et seq. of this chapter.

- D. Any person issued a citation for a violation of this section shall be subject to a fine as set forth in Chapter **110**, Fees and Penalties.

2

EAC Recommendations for the use of the \$80,000 Education Improvement Fund



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

Prepared By: Carolyn Bernache, EAC Chair

Meeting Date: 03/15/2016

Presented By: Carolyn Bernache, EAC Chair

Proposed Consent Agenda: No

Originating Department: Youth, Family and Senior Services

Issue Before Council: The City's Education Advisory Committee (EAC) is submitting its revised recommendations for use of the Council FY '16 budgeted \$80,000 Education Improvement Fund.

Strategic Plan Goal: Excellent Services: Improve public schools serving College Park children through collaboration with strategic partners, including PGCPs, local PTAs and the University of Maryland (6e).

Background/Justification:

In the FY 16 budget, the Mayor and Council budgeted \$80,000 for the educational improvement of local public schools. At the April 28, 2015 meeting, the Council identified a twofold vision for College Park's local schools: 1) enhance the academic achievement of students in a practical way, and; 2) promote the good news about College Park's local schools. They asked the EAC to make recommendations for the use of the funds. There are 10 neighborhood schools in College Park who have at least 14 College Park children enrolled.

At the October 25, 2015 Council meeting, the Council reviewed the EAC's three recommendations for use of the funds and asked the EAC to revisit their recommendations and in addition to providing resources to 10 neighborhood schools, consider including College Park Academy in their recommendations.

In response, the EAC reduced by \$1,250 each the technology monies previously allocated to the four schools with the largest College Park student population and added College Park Academy as an additional school to receive \$5,000 for each school's literacy improvement initiative.

Education Advisory Committee Recommendations for use of City's budgeted \$80,000:

- 1) That each of the 10 neighborhood schools and College Park Academy be eligible for up to \$5,000 for implementation of each school's student literacy improvement plan. These monies may be used for professional development opportunities including substitutes and/or the purchase of relevant books or instructional materials (\$55,000).
- 2) That each of the 10 neighborhood schools be eligible for up to a \$1,000 based upon the submission of an identified staff person within the school to communicate the good news of the school on a regular basis (\$10,000).
- 3) That each of the four schools with the highest percentage of College Park students (Hollywood Elementary, Paint Branch Elementary, Greenbelt Middle, Parkdale High School) be eligible for up to \$3,750 each to address technology needs (\$15,000).

Fiscal Impact:

\$80,000 is allocated for this purpose in the FY 16 budget.

Council Options:

- #1: Approve the recommendations.
- #2: Amend the recommendations.
- #3: Oppose the recommendations.

Recommended Motion:

I move that the Council approve the Education Advisory Committee's three recommendations regarding the use of the City's Educational Enhancement dollars for local schools and College Park Academy.

3

Amendment of contract
with NZI for
construction of
Randolph Macon Road
and amendment of
Declaration of
Covenants for the
Kidwell Development



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

Prepared By: Suellen M. Ferguson, Esq.

Meeting Date: March 15, 2016

Presented By: Suellen M. Ferguson, Esq.

Proposed Consent Agenda: No

Originating Department: City Attorney

Issue Before Council: Approval of Declaration of Covenants with Robert Kidwell, and others, and Amendment of Construction Contract with NZI, Inc.

Strategic Plan Goal: Goal IV – Enabling owner-occupant housing

Background/Justification:

The development of seven single family houses along unimproved Randolph Macon Avenue (to be renamed Howard) on property owned by the Kidwell Trust and John Hardisty was first discussed with the Mayor and Council in 2013. The City was requested to construct the roadway, which is necessary for development of the lots. Under the proposal, the City would use CDBG grant funds, and would add City funds, to construct the roadway. Part of the consideration for the City funds is an owner occupant restriction on the houses that are built. The owners will also contribute funds for various parts of the road construction, such as water and sewer, clearing, sediment control, storm drain, bio-retention and excavation. The estimate provided by Mr. Kidwell earlier this week for the owner portion of the road work was \$94,000 for the water and sewer work and \$71,000 for the clearing, sediment control, storm drain, bio-retention excavating and grading. As the seven lots are sold to homebuyers, or to a developer, the City would be repaid the funds it contributed on a pro-rata basis. This concept was approved by Mayor and Council and a Declaration of Covenants was drafted and approved, but not signed. Since 2013, the provisions of the Declaration have been refined to reflect requests by the owners as a result of their negotiations with banks and developers that the Council determined were justified. Under the Declaration, the City has final approval of the building plans.

The current draft Declaration of Covenants requires that the owners, and anyone to whom the property is transferred, agree that the single family homes will be owner occupied and not rented to more than two other persons for a twenty year period. The Declaration would be filed with the Recorder of Deeds and appear in the chain of title for each property. This is the standard way to insure that all subsequent buyers will have notice of all restrictions and to avoid a defense based on bona fide purchaser for value without notice.

Based on his negotiations with a new builder, Mr. Robert Kidwell, on behalf of the owners, has requested certain changes in the Declaration. A revised Declaration is attached, which includes these changes. Also included is a more robust enforcement mechanism to allow a remedy if the lots are not sold within a specified period of time. The amendments to the Declaration are:

1. To reduce the period of owner occupancy from 20 years to 10 years
2. To remove the LEED certification requirement and include instead that the builder provide a listing of green initiatives that will be included in any plans and approved by City staff as sufficient
3. To include a provision that would allow an owner who bought one of the houses to appeal to the Council to lift the owner/occupant restriction if the property has been on the market at a reasonable price for six months and has not sold.
4. To include a provision that allows for enforcement of the debt, if not repaid within a period of three years, through a deed of trust and promissory note.

In addition, the owners have requested that the City homeowner's grant program be expanded to include new construction detached single family houses. The current provisions of the grant program require owner-occupancy for five years.

The City has a current contract with NZI for milling, paving, sidewalk and curb and gutter. It is proposed to amend this contract to include the City work required for construction of the road. The work to be provided by the owners will be performed under another contract. CDBG has preliminarily approved the use of this

contract. The amended contract with NZI is not attached, as the final scope of work is not completed. However, we expect to be able to discuss this at work session and have a final draft by the meeting on March 22.

It is important to consider these matters soon due to the time deadline applicable to the CDBG grant, which is June 30.

Fiscal Impact:

The CDBG grant for this project is in the amount of \$127,000.00. The estimate of City investment at this time is a not to exceed \$250,000. Assuming that the amounts are repaid as contemplated, the fiscal impact is the loss of interest on the funds until repaid and the costs of recovery, if any.

Council Options:

- #1: Approve amendment of the Declaration of Covenants and the NZI contract
- #2: Approve an amendment to the Homeowner's Grant Program to include to include eligibility for new detached single-family home construction
- #3: Not proceed with the project of constructing the road

Staff Recommendation:

Approve the recommended amendments if the Council wishes the project to go forward.

Recommended Motion:

I move that the Amended Declaration of Covenants be approved in substantially the form attached and that the City Manager be authorized to sign.

I move that the Amendment to the contract with NZI, Inc. be approved in substantially the form attached and that the City Manager be authorized to sign.

I move that the Homeowner Grant Program be amended to include eligibility for new construction single family housing.

Attachments:

- Amended Declaration of Covenants
- Amended Home Ownership Grant Program

DRAFT
DECLARATION OF COVENANTS, LIEN AND AGREEMENT
REGARDING LAND USE

THIS DECLARATION OF COVENANTS, LIEN, AND AGREEMENT REGARDING LAND USE (“Agreement”), is made this ____ day of _____, 2016 by and between Josephine K. Kidwell, Trustee ("Kidwell") and (“Hardisty”) (hereinafter collectively referred to as “the Owners”), and the CITY OF COLLEGE PARK, MARYLAND (the "City") a municipal corporation of the State of Maryland, all collectively referred to as the “Parties”.

WHEREAS, Kidwell is the owner of certain real property (hereinafter “the Kidwell Property”) located in Prince George's County, Maryland, with addresses of 4705, 4707, 4708, 4710, 4712 and 4714 Randolph Macon Avenue, being Block 1, Lots 29 and 30 and Block 2, Lots 10-12, in the 21st Election District in Prince George’s County, Maryland (hereinafter the “Kidwell Property”) as shown on the plat attached as Exhibit A; and

WHEREAS, Hardisty is the owner of real property (hereinafter “the Hardisty Property”) located on Randolph Macon Avenue, being Block 1, Lots 10, 11 and 12 of Easterday and Halderman’s Subdivision, in the 21st Election District in Prince George’s County, Maryland, as shown on Plat No. A-0806, with Tax ID number 21-2342194; and

WHEREAS, Randolph Macon Avenue between its intersections with Dartmouth Avenue and Rhode Island Avenue is a thirty foot wide unimproved right of way currently under the jurisdiction and control of the City of College Park; and

WHEREAS, the Owners have requested that the City construct the road, curb and gutter, sidewalk, and street light improvements for Randolph Macon Avenue (“the Improvements”) between its intersections with Dartmouth Avenue and Rhode Island Avenue to provide a one way westbound roadway with a five foot (5’) wide sidewalk on the north side of the street and to

construct the water mains, sanitary sewer, storm water sewer, and water and sewer connections to the properties, to enable said Owners to create seven (7) buildable lots along Randolph Macon, one on the Hardisty Property and six on the Kidwell Property. In this Agreement, the Hardisty Property and the Kidwell Property may be referred to individually as the “Property” and collectively as the “Properties”; and

WHEREAS, the City has agreed to construct said Improvements upon certain conditions, which shall be executed by Owners, jointly and severally, in the form of these covenants running with the land and binding the titles to the Properties, as set forth below, which covenants may be enforced by the parties; and

WHEREAS, Kidwell has agreed as part of the consideration for this Agreement and the construction of the Improvements that at no time will the owner of the Kidwell Property convey or in any way transfer any portion of 4707 Randolph Macon Avenue (Lot 30) to any other owner, and/or allow any portion to be re-subdivided to be included as part of any other property unless, as part of that transfer, unless the provisions of this Agreement are made applicable to and are recorded against the entire re-subdivided property; and

WHEREAS, Owners have agreed as part of the consideration for this Agreement and the construction of the Improvements to provide for and fund the design of the Improvements and to obtain required building and other permits from Prince George’s County and the City ; and

WHEREAS, it is estimated that the cost for the construction of the Improvements will be approximately ~~\$444,700.00~~\$260,000.00; and

WHEREAS, the City has applied for and received a grant in the amount of \$127,000.00 in PY 38 Community Development Block Grant (“CDBG”) funds, to construct the Improvements; and

WHEREAS, the City has agreed, subject to receipt of the CDGB funds and full CDBG approval including Environmental Review, to provide the remaining funds to construct the said road improvements, in a sum not to exceed \$~~250,000.00~~133,000.00; and

WHEREAS, the Owners have agreed that any development on the Properties shall be of single family home construction, which shall be consistent with the Old Town College Park Historic District; and

WHEREAS, the Owners have agreed that the plans for development on the Properties, and each of them, shall be subject to City approval prior to building permit; and

WHEREAS, the Owners have agreed that development of the Properties shall be accomplished as set out in this Agreement; and

WHEREAS, the Owners have agreed that the Properties will be subject to the restriction that, from date of construction of each single family home (the “Homes”), the Homes and each of them will be owner-occupied and not rented for a minimum of ~~ten-twenty~~ (1020) years and that such restriction shall be included in each deed of a property; and

WHEREAS, upon the sale of each of the Properties, the City shall be reimbursed the pro-rata share (one seventh) of the cost of construction of the Improvements, certified by the City as hereinafter provided.

NOW, THEREFORE, in consideration of the aforesaid, and of other consideration the receipt and sufficiency of which is hereby acknowledged, the City and the Owners hereby declare and agree on behalf of themselves, their successors and assigns that the Properties shall be held, transferred, sold, leased, rented, hypothecated, encumbered, conveyed or otherwise occupied subject to the following covenants, conditions, restrictions, limitations and obligations which shall run with and bind the Properties, and each of them and any part thereof and shall inure to the benefit and be

enforceable by the City, its successors and assigns and the Parties, their successors and assigns, as follows:

1. The recitals set forth above as well as the foregoing “NOW, THEREFORE,” are incorporated herein as operative provisions of the Covenants.

2. On or before **date**, the Owners shall provide, and pay the costs in full, for the design of the Improvements. The design shall be subject to the approval of the City.

3. On or before **date**, and after approval of the design by the City, the Owners shall obtain all required permits for construction of the Improvements.

4. City shall construct road, curb and gutter, sidewalk, and street light improvements the Improvements”) between the intersections with Dartmouth Avenue and Rhode Island Avenue to provide a one way westbound roadway with a five foot (5’) wide sidewalk on the north side of the street and to construct the water mains ~~_, sanitary sewer, storm water sewer, and water and sewer connections to the properties,~~ together with related WSSC inspection costs. The Owners shall construct the sanitary sewer, storm water sewer, and water and sewer connections to the properties, and perform the clearing, sediment control, storm drain, bio-retention excavating and grading.

5. Within *** months of the issuance of all required permits for the Improvements, the City shall begin construction. The construction shall be completed on or before *****.

6. Prior to obtaining any building permit for any of the Properties, the Owners shall obtain approval for any building plans from the City. All plans for development of the Properties shall be approved by the City. Prior to approval of the plans, the Owners shall provide a listing of green and sustainability measures that will be undertaken as part of the construction, for review and approval of the City’s Planning, Community and Economic Development Department. The City shall generally support the approval of the construction of single family homes on the Properties so

long as they are found by the City to be in substantial conformance with the development plans previously shown to and endorsed by the City and are consistent with the Old College Park Historic

District, ~~and be LEED certified with a target of gold.~~

7. All major utilities will be sited under the roadway to be constructed by the City.

The City shall coordinate with all utilities for this purpose.

8. At the time of construction of the Improvements, the City shall make provision through the Washington Suburban Sanitary Commission (“WSSC”) to provide a stub connection for water service for each of the Properties at its expense. The City shall be entitled to any reimbursement from WSSC.

9. At the conclusion of construction of the Improvements, the City shall provide the Owners with a verified net cost. The net cost of the Improvements paid by the City, less the CDBG funds and any WSSC reimbursement, shall be reimbursed on a pro-rata (one seventh) basis upon the sale of each of the Properties and in any event, on or before July 1, 2019. The pro-rata amount to be reimbursed constitutes a lien upon each of the Properties, to the extent of the one-seventh obligation of the verified net cost, as referenced herein. To secure the repayment of the net cost of the Improvements paid by the City, the Owners shall enter into Promissory Note and Deed of Trust for the entire amount for recordation in the Land Records for Prince George’s County.

10. Owners, their heirs, executors and assigns, have agreed that the Properties will be subject to the restriction that, from date of construction of each of the single family homes (“the Homes”), the Homes and each of them will be owner-occupied and not rented as defined herein for a minimum of ~~twenty-ten~~ (120) years and that such restriction (the “OccupancyRental Restriction”) shall be included in any deed to the Properties and each of them. At any time

during the term of the ~~tentwenty~~ (1020) year ~~Rental-Occupancy~~ Restriction, an Owner while residing at one of the Properties may rent that Property to up to two other persons. If not residing at the Property, the Owner shall not rent to any other person during the ~~tentwenty~~ (120) year period, except as specified in this paragraph. In the event that the Owner is required to live outside of the Washington Metropolitan Area for a temporary period for work, education or similar purposes, the Property may be rented when the Owner is not in residence for a period of up to one year. This period can be extended by the City at the request of the Owner for good cause. Any period spent not residing at the Property for a temporary period shall not be counted as part of the ~~twenty-ten~~ (120) year period.

If, during the Occupancy Restriction, a Property is placed on the market in salable condition at a price that is the same or less than the value determined by an independent appraiser acceptable to the City, and the homeowner is unable to secure an owner occupant buyer at or near that price after listing the Property and attempting to sell it in good faith for 180 days, the homeowner, after receiving approval from the City, may sell to whomever will buy the house without the Restriction.

12. This Declaration shall constitute a lien upon each of the Properties but shall be immediately released by the City upon the expiration of the applicable ~~twenty-ten~~ (10) year term.

13. Each person accepting a deed, lease or other instrument conveying any interest in the Properties or any of them shall be bound by the terms of this Agreement whether or not the same is incorporated or referred to in such deed, lease or instrument and this Agreement is hereby incorporated by reference in any deed or other conveyance of all or any portion of each person's interest in any real property subject hereto.

14. These obligations are subject to and contingent upon final determination to proceed, as set out herein.

15. This Agreement shall be effective immediately as to the Owners and shall be binding on their heirs, successors and assigns subject to the terms and conditions hereof.

16. The Properties shall be held, conveyed, encumbered, sold, leased, rented, used, and/or occupied subject to the terms and provisions of this Agreement, which shall run with the land.

17. The Parties shall have the right to enforce, by any proceeding at law or in equity, including injunction, all restrictions, terms, conditions, covenants and agreements hereby imposed upon the Properties pursuant to the provisions of this Agreement. The Parties agree that if the Owners, or any of them, should breach the terms of this Agreement, the remaining parties 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 the City is required to enforce this Agreement and the Owners, or any of them, are determined to have violated any provision of this Declaration, the Owners will reimburse the City for all reasonable costs of the proceeding including reasonable attorneys' fees. Should Owners prevail in any action brought by the City to enforce a provision of this Agreement, the City shall reimburse said party for all reasonable costs of the proceeding including reasonable attorneys' fees.

18. This Agreement may not be amended or modified except in a writing executed by the City and the Owner of the affected Property, and no waiver of any provision or consent hereunder shall be effective unless executed in writing by the waiving or consenting party.

19. This Agreement shall be construed in accordance with the laws of the State of Maryland, excepting its conflict of law provisions. The provisions of this Agreement shall be

deemed severable, so that if any provision hereof is declared invalid or violative of any federal, state or local law or regulation, all other provisions of this Agreement shall continue in full force and effect.

20. In the event that any provision of this Agreement is in direct conflict with any provision mandated by any government agency with jurisdiction, to the extent that the provision in this Agreement is by necessity precluded, then that provision shall be null and void, provided, however, that the remainder of this Agreement shall remain in full force and effect.

21. From date of occupancy permit of each single family home on the Properties, and each of them, the Homes will be owner-occupied and not rented for a minimum of ~~twenty ten (10)~~ years, except as set out herein. Such restriction shall be included in any deed to any of the Properties. This restriction will automatically terminate and be of no further force and effect with respect to a specific Property if title to the Property is transferred by foreclosure or deed-in-lieu of foreclosure, or if the mortgage is assigned to the Secretary of United States Department of Housing and Urban Development.

22. Notwithstanding anything to the contrary herein, in the event that the University of Maryland or a related entity acquires any of the Properties to be used as housing for University faculty or staff, then the ~~Occupancy Rental~~ Restriction shall not apply to the period during which any Property is so owned and used. If said ownership and use equals ~~tentwenty (120)~~ or more years, then the ~~Occupancy Rental~~ Restriction period shall be deemed to have been satisfied.

23. In the event that a bank or other lending institution forecloses on any of the Properties, the bank or lending institution will not be in violation of this agreement while the Property is not owner occupied and remains empty pending a sale to a new owner. This Agreement will bind the new owner for the remainder of the 20 year performance period, once a sale is completed.

IN WITNESS WHEREOF, the parties have caused these presents to be executed and delivered.

WITNESS/ATTEST:

Title: _____

STATE OF MARYLAND)
)
COUNTY) ss:

I HEREBY CERTIFY, that on this __ day of _____ 2015, before me, a Notary Public in and for the State aforesaid, personally appeared _____, and that he, being authorized so to do, executed the foregoing Declaration of Covenants for the purposes therein contained by signing in my presence.

WITNESS my hand and Notarial Seal.

_____ (SEAL)
Notary Public
My Commission Expires: _____

WITNESS/ATTEST:

Title: _____

STATE OF MARYLAND)
)
COUNTY) ss:

I HEREBY CERTIFY, that on this __ day of _____ 2015, before me, a Notary Public in and for the State aforesaid, personally appeared _____, and that he, being authorized so to do, executed the foregoing Declaration of Covenants for the purposes therein contained by signing in my presence.

WITNESS my hand and Notarial Seal.

_____(SEAL)
Notary Public
My Commission Expires:_____

WITNESS/ATTEST:

CITY OF COLLEGE PARK

Janeen S. Miller, City Clerk

By: _____
Scott Somers, City Manager

STATE OF MARYLAND)
)
COUNTY OF) ss:

I HEREBY CERTIFY that on this ____ day of _____, 2013, before me, the subscriber, a Notary Public in the State and County aforesaid, personally appeared Scott Somers, who acknowledged himself to be the City Manager of the City of College Park, and that he, as such City Manager, being authorized so to do, executed the foregoing Declaration of Covenants and Agreement Regarding Land Use for the purposes therein contained by signing, in my presence, the name of said City of College Park, by himself, as City Manager.

WITNESS my hand and notarial seal.

_____(SEAL)
Notary Public
My Commission Expires:_____

THIS IS TO CERTIFY that the within instrument has been prepared under the supervision of the undersigned Maryland attorney-at-law duly admitted to practice before the Court of Appeals.

Suellen M. Ferguson

This document shall be recorded in the Land Records of Prince George's County. After recording, please return to:

Suellen M. Ferguson, Esq.
Council, Baradel, Kosmerl & Nolan, P.A.
P.O. Box 2289
Annapolis, MD 21404-2289

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE
PARK, MARYLAND, TO EXTEND THE HOMEOWNERSHIP GRANT
PROGRAM TO BUYERS OF NEWLY CONSTRUCTED DETACHED
SINGLE FAMILY HOMES**

WHEREAS, the Mayor and Council of the City of College Park have authority pursuant to Article 23A of the Annotated Code of Maryland to make those laws and regulations that protect the health and welfare of residents within the City; and

WHEREAS, the Mayor and Council have adopted the Homeownership Grant Program to encourage a balanced mix of homeownership in the City; and

WHEREAS, the Mayor and Council have determined that it is in the public interest to allow buyers of newly constructed detached single family homes to be eligible for the grant; and

NOW THEREFORE, the Mayor and Council of the City of College Park do hereby resolve that the Homeownership Grant Program is amended to read as follows:

HOMEOWNERSHIP GRANT PROGRAM

1. That the Homeownership Grant Program is hereby established.
2. Subject to funding, buyers of single family residences (including townhouses) within the City that have been used for at least two years prior to purchase as non-owner occupied rental properties, or as owner occupied properties rented to more than two (2) other persons, who agree to be owner-occupants for five consecutive years may request a grant of up to \$5,000.00 to be used at closing toward the purchase of the property. During the said five years, the residence for which this grant is used shall be owner occupied and not rented to more than two (2) other persons at any time during the period. For city employee grants

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 Resolution

only, a non-employee co-owner of the property is exempted from the residency requirements of this section.

3. For purposes of this grant program, police officers are defined as those certified officers who are full time employees of the State of Maryland, the University of Maryland, the Washington Metropolitan Area Transit Authority, Prince George's County, and the Maryland-National Capital Park and Planning Commission.
4. For purposes of this grant program, City employees are defined as regular full time employees.
5. For purposes of this grant program, firefighters and emergency medical technicians are defined as full time, career firefighters and full time emergency medical technicians who are employed in Prince George's County and bona fide members of Volunteer Fire Departments in Prince George's County who can provide certification from their Department.
6. In the alternative, City employees and police officers, firefighters and emergency medical technicians who agree to be owner occupants for five consecutive years may apply for a grant of up to \$5,000.00 for use at closing on the purchase of any single family home or condominium within the City, regardless of whether it is or has been used as a rental. During the said five years, the residence for which this grant is used shall be owner occupied and not rented to more than two (2) other persons at any time during the period. For city employee grants only, a non-employee co-owner of the property is exempted from the residency requirements of this section.

7. In the alternative, any person(s) who agrees to be owner occupant for five consecutive years of a single family residence (including townhouses), or a condominium unit, that is in foreclosure or short sale status prior to purchase, may apply for a grant of up to \$5,000.00 for use at closing on the purchase of said single family home or condominium. During the said five years, the residence for which this grant is used shall be owner occupied and not rented to more than two (2) other persons at any time during the period.
8. IN THE ALTERNATIVE, ANY PERSON(S) WHO AGREES TO BE OWNER OCCUPANT FOR FIVE CONSECUTIVE YEARS OF A NEWLY CONSTRUCTED DETACHED SINGLE FAMILY RESIDENCE MAY APPLY FOR A GRANT OF UP TO \$5,000.00 FOR USE AT CLOSING ON THE PURCHASE OF SAID SINGLE FAMILY HOME. DURING THE SAID FIVE YEARS, THE RESIDENCE FOR WHICH THIS GRANT IS USED SHALL BE OWNER OCCUPIED AND NOT RENTED TO MORE THAN TWO (2) OTHER PERSONS AT ANY TIME DURING THE PERIOD.
9. In the event that a participant fails to remain an owner occupant for the agreed five consecutive year period, the funds provided under the grant shall be repaid to the City by the participant, subject to a credit of one/fifth of the grant sum for each full year during which the property was in compliance with the terms of the grant.
10. The Owner, while residing at the Property, may rent to up to two other persons during the five (5) year period. If not residing at the Property, Owner shall not rent to any other person during the five (5) year period. Should the Owner rent

any portion of the property to any person while not living at the Property, or to more than 2 other persons while residing at the Property, then the full grant sum shall be repaid to the City.

11. Repayment of any funds pursuant to paragraph [~~8-01~~] 9 OR 10 shall become due immediately upon the happening of the event that triggers the condition (i.e. sale of the property, non-residence or rental of the property). Any repayment amount due hereunder which is not paid within thirty (30) days from becoming due may be included in the real property tax bill and shall be collected as city taxes are collected.
12. All participants in this grant program shall be required to sign a Declaration of Covenants and Conditional Repayment Agreement that shall include the terms of the grant as set out herein and be binding upon the property, in substantially the form as attached to this resolution.
13. All participants in the grant program shall file an annual certification on a form provided by the City that they are in compliance with the terms of the grant. Failure to file the form as requested is a breach of grant requirements, and may result in the required repayment of grant amounts, as set out in paragraph [8] 9.
14. City staff may, when otherwise appropriate, extend the date upon which a grant recipient must take up residence at the property for up to six months from settlement, or until an existing lease expires, whichever first occurs, when the property is subject to a existing lease.
15. To be eligible for a grant, an applicant must be in good standing with the city.

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

EFFECTIVE the _____ day of _____, 2016.

WITNESS:

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

4

Award of Contracts: Health, Dental, Workers' Compensation and Liability Insurance



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

Prepared By: Jill Clements,
Director of Human Resources
Presented By: Jill Clements,
Director of Human Resources

Meeting Date: March 15, 2016
Proposed Consent Agenda: No

Originating Department: Human Resources

Issue Before Council: Award of Insurance Contracts for Health, Dental, Workers' Compensation, and General Liability Insurances

Strategic Plan Goal: Goal 6: Excellent Services

Background/Justification:

The City renews our insured health, dental, workers' compensation, and general property and liability insurances on an annual basis. We use a broker to negotiate with the various insurers and obtain quotes from new vendors when necessary.

Health Insurance: The City belongs to the Maryland Local Government Healthcare Cooperative, a self-insured consortium of local and county governments sponsored by the Local Government Insurance Trust (LGIT). Effective July 1, 2016, our total premiums will increase by 11.8%. The total cost for health insurance for FY17 will be \$1,162,743, for which employees contribute approximately 20%. The remaining cost to the City will be approximately \$930,194. The increase in premium is due entirely to our claims experience, as the broker has negotiated a substantial discount on the administrative fees for the Cooperative.

Dental Insurance: The City is insured by DentaQuest and MetLife for dental insurance. Employees may choose either plan. The DentaQuest premium will remain the same for next year and the MetLife premium is increasing by 6%. The total cost for both plans will be approximately \$64,523. Employees contribute 20% of this premium. The broker was able to negotiate with MetLife to bring the premium increase down from 11% to 6%.

Workers' Compensation: The City is insured by Chesapeake Employers Insurance for Workers' Compensation. Premiums will increase in FY 2017 by 26.5%, from \$156,025 to \$197,455. This increase is due to several factors, the most significant is the increase in our experience modification factor from 0.64 to 0.76, due to increased claims. There are other insurers available for workers compensation, however, Chesapeake continues to give us significant loss control incentives (discounts) and excellent service.

General Liability insurances: The City's liability insurance continues to be carried by the Local Government Insurance Trust (LGIT), of which the City is a charter member. This insurance covers the City-wide general liability, public officials' liability, auto, property, parking garage, boiler and machinery, personal injury protection, flood and earth movement, and uninsured motorists' protection. In addition, the City purchases coverage from other insurance companies affiliated with LGIT for pollution legal liability, crime bond, Metro underpass, and fuel storage tanks. Our plan year for coverage runs July 1 through June 30, and final premium rates are not available until May. LGIT has advised us to budget approximately \$146,386 for FY 17. This is a slight decrease from last year.

Fiscal Impact:

<u>Description</u>	<u>Vendor</u>	<u>FY16 budget</u>	<u>FY17 budget</u>	<u>\$ change</u>	<u>% change</u>
Health *	MLGHC/Cigna	\$ 865,070	\$ 930,194	\$ 65,124	7.5%
Dental *	MetLife and DentaQuest	45,519	51,618	6,099	13.4%
Workers Comp	Chesapeake Employers	156,025	197,455	41,430	26.5%
Property/ Liability	LGIT	<u>152,062</u>	<u>146,386</u>	<u>(5,676)</u>	<u>-3.7%</u>
Total		\$1,218,676	\$1,325,653	\$106,977	8.8%

*City employees contribute approximately 20% of these premiums. These are estimates based on current staffing levels and plan selections.

Council Options:

- #1: Award contracts to our current insurance carriers to continue health, dental, workers' compensation, and property and liability insurance.
- #2: Direct staff to proceed in a different direction.
- #3: Table the issue and reconsider at a future date. Note: This would have a negative impact on the budget process and on the City's ability to provide insured benefits to our employees in FY 17.

Staff Recommendation:

#1

Recommended Motion:

I move that the Mayor and Council award the following contracts for health, dental, workers' compensation, and property and liability insurances for FY 2017.

Contract with Benecon, benefits administrator for Maryland Local Government Healthcare Cooperative, for employees' health insurance at a budgeted cost of \$930,194.

Contracts with MetLife and DentaQuest for dental insurance at a budgeted cost of \$51,618.

Contract with Chesapeake Employers Insurance Company for workers' compensation insurance at a budgeted cost of \$197,455.

Contract with Local Government Insurance Trust (LGIT) and affiliates for general liability, public officials' liability, auto, property, boiler and machinery, personal injury protection, and uninsured motorist protection insurances at a budgeted cost not to exceed \$146,386.

Attachments:

None.

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Letter of support for MHAA application



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

Prepared By: Steve Beavers
Community Development Coordinator

Meeting Date: March 15, 2016

Presented By: Steve Beavers
Community Development Coordinator

Proposed Consent Agenda: Yes

Originating Department: Planning, Community, and Economic Development

Issue Before Council: Letter of Support for MHAA Funding Request

Strategic Plan Goal: Goal 2: Environmental Sustainability
Goal 4: Quality Infrastructure

Background/Justification:

The Maryland Heritage Areas Authority (MHAA) Grant Program provides funding to support organizations located within designated heritage areas throughout Maryland. Their funding is intended to support efforts to preserve historical and natural resources and support economic development through heritage tourism. The City of College Park is located within the Anacostia Trails Heritage Area (ATHA).

Staff met with the Executive Director of ATHA to identify potential connections between MHAA funding priorities and City needs. Two potentially successful areas were identified: missing link trail funding and support for ongoing community events that provide local economic benefits.

Staff proposes to request MHAA funding to complete the paving of a 160 foot section of the Trolley Trail in Berwyn between Berwyn Road and Roanoke Place. Staff also proposes to request MHAA funding for the purchase of eight 10'x15' high-quality farmers market tents. An additional benefit is that the tents could be used for other City events as needed.

The MHAA program requests letters of support. A draft support letter accompanies this memo.

Fiscal Impact:

MHAA requires a cash match of 75% of the funding request. Therefore, the City's required share could potentially be up to \$20,625.

Trolley Trail:

MHAA Grant Funds Requested: \$20,000
Cash Match: \$15,000

Farmers Market:

MHAA Grant Funds Requested: \$7,500
Cash Match: \$5,625

Council Options:

- #1: Approve attached letter for both funding requests
- #2: Approve a revised letter supporting the Trolley Trail funding only
- #3: Approve a revised letter supporting farmers market funding only
- #4: Reject both requests

Staff Recommendation:

#1

Recommended Motion:

I authorize the Mayor to sign a letter of support for the City's application to the MHAA Grant Program as attached.

Attachments:

1. Letter of Support

March 22, 2016

Mr. Aaron Marcavitch
Executive Director
Anacostia Trails Heritage Area
4310 Gallatin Street
Hyattsville, MD 20781

Dear Mr. Marcavitch:

On behalf of the City of College Park, I would like to ask your support of two requests to the Maryland Heritage Areas Program. We are seeking funding for two projects that would benefit the Anacostia Heritage Area: trail completion and farmers market tents.

The first and highest priority request would allow completion of a key section of our main north-south bicycle/pedestrian route known as the Trolley Trail. The City requires additional funding to help complete a 160' portion located in the MHAA-recognized Berwyn Commercial Area. This is the last remaining trail segment that does not have funding already secured.

When completed, the Trolley Trail will offer our residents and visitors a continuous, nearly two mile paved path from Greenbelt Road to the southern boundary of the City. From there, the trail will continue south through our neighboring jurisdictions of Riverdale Park and Hyattsville that are providing connecting segments of the trail.

Our second request is for funding to provide tents at our farmers markets. The City supports two successful markets. However, many smaller vendors cannot afford quality tents and must use tents that do not comply with new state regulations requiring fire and wind-resistance capabilities. The City is seeking to enhance the look of the markets with the purchase of custom-branded tents that will create a more professional appearance and meet the new safety standards. Additionally, the tents could also be used at other events, including College Park Day, street festivals, etc.

College Park is determined to be a leader in sustainability and the support and promotion of farmers markets is one way we continue to demonstrate our commitment to that goal. The City is enthusiastically developing these markets into regional destinations for locally-sourced sustainable food.

For both projects, the City is prepared to match the requested MHAA funding amount as needed. We ask your consideration of our requests and look forward to enhancing the Anacostia Area and furthering the goals of the MHAA.

Sincerely,

Patrick L. Wojahn
Mayor

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Neighborhood Quality of Life Committee



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

Prepared By: Councilmember Stulich

Meeting Date: March 15, 2016

Presented By: Councilmember Stulich
Councilmember Brennan

Proposed Consent Agenda: No

Originating Department: Mayor and Council

Issue Before Council: Council discussion of the Neighborhood Quality of Life (NQoL) Report and Council review of the purpose, membership, goals, etc. of the NQoL Committee.

Strategic Plan Goal: Goal 1: One College Park

Background/Justification:

In 2013 the City Council established the Neighborhood Stabilization Committee, and in 2014 the Council expanded the Committee (later re-named to Neighborhood Quality of Life Committee, NQoL), with the purpose of implementing the strategies identified in the Neighborhood Stabilization and Quality of Life Work Group report, develop new strategies, and to evaluate progress. The Committee was charged with meeting at least four times a year, holding one public forum per year, and to provide annual reports to the Council of its activities.

Additionally, in 2015 the City Council reviewed their City advisory boards to determine if the original charge and mission was appropriate and to consider other possible revisions. The NQoL Committee review was delayed until the annual report was ready. Council can take this opportunity to discuss the overall purpose, composition, and charge to the committee.

Fiscal Impact:

The possible fiscal impact of various recommendations will be determined after Council discussion.

Council Options:

- #1: Accept the NQoL Committee report and retain the current NQoL Committee purpose and composition
- #2: Request clarification or changes to the annual report
- #3: Discuss possible modifications to the NQoL Committee moving forward

Staff Recommendation:

Staff will take direction from Council

Recommended Motion:

None at this time

Attachments:

- 1. NQoL Report
- 2. 2014 Council Resolution expanding the Neighborhood Stabilization Committee.

College Park Neighborhood Quality of Life Committee
First Annual Report
DRAFT: March 11, 2016

The College Park Neighborhood Quality of Life Committee (NQLC) was established by the Mayor and Council to continue the work of the previous Neighborhood Stabilization and Quality of Life Work Group (NSQLWG) by developing and supporting the implementation of strategies for: 1) reducing issues that negatively impact quality of life for College Park residents; 2) increasing rates of homeownership; 3) building positive relations between different groups in the community, such as between students and long-term residents; and 4) expanding options for affordable housing.¹ This first annual report of the NQLC summarizes work of NQLC participants and stakeholders from July 2013 through June 2015, a two-year period that generally corresponds to the City's 2013-14 and 2014-15 fiscal years and the University's 2013-14 and 2014-15 academic years.

The committee thanks all of those organizations and individuals who have contributed to this important work, including University of Maryland leadership and staff; state and county officials; student organizations including the Student Government Association (SGA), Interfraternity Council (IFC), Panhellenic Association (PHA), Graduate Student Government (GSG), and Co-operative Housing University of Maryland (CHUM); public safety officials including the Prince George's County Police Department (PGPD), University of Maryland Police Department (UMPD), City Multi-Agency Services Team (C-MAST), and State's Attorney's Office; Prince George's Property Owners Association (PGPOA); City of College Park Mayor and Council; City staff including Public Services, Public Works, and communications staff; neighborhood civic associations; and other city residents including both students and long-term residents.

Committee Membership and Structure

The City Council appointed a total of 32 members to the NQLC, including city councilmembers, long-term residents, students, landlords, University officials, police, and City staff (see Attachment A for list of committee members). The NQLC held its first meeting on April 7, 2014, and subsequently decided to create seven subcommittees to work on the following issues:

- A. Code Enforcement and Public Safety
- B. Community Building and Culture Change
- C. Best Practices for Rental Property Owners
- D. Home Ownership
- E. Diversity of Student Housing Options
- F. Metrics
- G. Public Outreach

These subcommittees in turn involved additional individuals who were interested in contributing to their work. Attachment B provides a listing of the members of each of the seven subcommittees. Both the full committee and the subcommittees held a series of meetings over the past year in which they sought to work towards implementing quality of life strategies. In addition, the Public Outreach subcommittee held a public forum in November 2014 to provide an opportunity for participants to discuss issues and strategies.

The remainder of this report discusses accomplishments during 2013-14 and 2014-15, subcommittee reports and action plans for the first five subcommittees, potential metrics for measuring success, and public outreach activities of the committee.

¹ The Mayor and Council passed a resolution establishing the NQLC in September 2013 and the group held its first meeting on April 7, 2014. The predecessor group, the NSQLWG, was formed in July 2012 and submitted its final report in August 2013.

Strategies Accomplished Between July 2013 and June 2015

The table below discusses NQLC strategies that were implemented between July 2013 and June 2015. Many other organizations and committees are involved in efforts to pursue many of these strategies; this table summarizes overall progress on these strategies and not just on the specific work done by the NQLC.

Strategy	Accomplishments
CODE ENFORCEMENT & PUBLIC SAFETY	
Extend UMD Code of Student Conduct to apply off campus, to require students to adhere to the same standards off campus as they do on campus.	Since the UMD Office of Student Conduct began implementing the expanded Code of Student Conduct in the 2013-14 academic year, more CSC cases have been initiated for off-campus actions than for on-campus actions. During 2013-14 and 2014-15, off-campus cases accounted for 42% of all OSC referrals (348 out of 822 referrals). The Old Town neighborhood accounted for over half of off-campus referrals and almost a quarter of all OSC referrals.
Increase collaboration and communication between various police agencies (UMPD, PGPD, City contract police), City code enforcement, and Noise Board).	The C-MAST group meets once a month to facilitate regular communication between City staff, UMPD, PGPD, State’s Attorney’s office, UMD leaders, landlords, and others regarding current issues and strategies. C-MAST also regularly compiles and analyzes “call for service” data from code enforcement, PGPD, and UMPD.
Hire dedicated, part-time, contract noise enforcement staff to work during evenings and weekends	Beginning in fiscal 2014, City hired two half-time noise enforcement officers who are scheduled on night and weekend shifts, to supplement full-time code enforcement officers who currently work overtime to meet demands during peak noise-related/party evenings and weekends.
Use C-MAST data to identify appropriate times to staff noise enforcement.	City has historically used call-for-service data to schedule noise enforcement staff, and now is also using C-MAST data to provide additional information and context.
Alter procedures for issuing noise citations to: 1) issue fines in the name of the landlord if enforcement agent is not easily able to determine tenant names, and 2) notify landlords via email to ensure prompt receipt.	It is now current practice to issue a citation to the landlord if tenant names cannot be determined. Occupants and landlords are notified of noise violations through multiple methods, including posting on the door, USPS mail, and (if the landlord has agreed to electronic notification), via email as well.
Permit Code Enforcement Officers to take noise readings from the safety of their vehicle without the presence of a police officer (unless they feel they are in danger).	Code officers are permitted to take decibel readings from their car prior to the arrival of a police officer, if they feel it is safe to do so.
Utilize nuisance abatement strategies similar to those adopted by the Baltimore City Council in 2011.	In November 2014, the Prince George’s County Council passed a bill sponsored by Councilmember Eric Olson to amend the county’s nuisance ordinance and allow PGPD, UMPD, and City Code Enforcement (among others) to bring enforcement actions to a Nuisance Abatement Board (NAB) regarding disorderly houses with multiple disturbances within a one-year period. The NAB would then hold a public hearing and if it finds that a nuisance does exist, sanctions could include suspension or revocation of the rental license for up to one year. The C-MAST team has identified 12 houses with the largest numbers of violations and complaints, and meetings at the State’s Attorney’s office were held with these property owners to ensure they understand the new NAB provisions and the potential consequences if these problems continue.

Strategy	Accomplishments
Refer noise violations to the UMCP Office of Student Conduct, Community Oriented Policing officers, and others.	City code officers and contract police have referred noise violations and problem houses to the OSC and to COPS officers for follow-up. These houses were also included in “Knock & Talk” visits in Fall 2014 and 2015.
Implement additional speed reduction strategies in high pedestrian areas, such as planters to change the width of the road, raised sidewalks, and reduced speed limits.	Multiple pedestrian safety measures were implemented along Route 1 in downtown College Park, including reducing the speed limit to 25 mph, adding a traffic light at the Hartwick Road intersection, installing improved crosswalk markings and a fence barrier in the median between Knox and Hartwick roads, and education/enforcement of jaywalking.
BEST PRACTICES FOR RENTAL PROPERTY OWNERS	
Create an accreditation program for rental house property owners/managers.	The PGPOA launched a PGPOA Certification Program to help landlords and their property managers/agents better understand the code and laws governing rental housing in College Park and improve their practices. To be certified, participants must successfully complete a detailed knowledge assessment and pledge to be part of the solution for quality of life issues, particularly noise and trash. Updates on any relevant code or law changes will be provided at CollegeParkHousing.org . The program is biennial and open to all property owners who own and rent in College Park.
COMMUNITY BUILDING & CULTURE CHANGE	
Explore tailgating on campus.	After a pilot program with 3 campus tailgates in Fall 2013, the program was expanded to include xx home football games in Fall 2014 and xx in Fall 2015. UMD police monitored the campus tailgates and there were no significant problems. The volume of neighborhood parties and noise was greatly diminished on days with campus tailgates.
Expand “Knock & Talk” program, a multi-agency task force that visits student rental households to discuss expectations of the community, police, and code enforcement.	Since being initiated in fall [year] in the Old Town/Calvert Hills area, “Knock & Talks” have been conducted during each back-to-school period, with some additional follow-ups in the winter and spring, as needed. Knock & Talks have been expanded to include other neighborhoods and to include homeowner households as well as rental houses, while retaining a focus on anticipated problem properties.
Implement Neighborhood Grant Program to promote community activities and block parties.	The Neighborhood Grant Program was launched in 2014-15 and was funded at \$5,000 to provide at least 10 grants with a maximum amount of \$500 each. In the first year (through June 2015), 5 grants were awarded for a total of \$1,550.
Study best practices at other peer institutions for addressing student/community-related issues.	The UMD Office of Community Relations completed the study and issued a report in [month/year]. <i>Can we cite 1-2 key findings, or provide a link to the report?</i>
HOMEOWNERSHIP	
Develop and disseminate marketing materials that highlight the amenities and benefits of living in College Park and encourage potential residents to move here.	Through a partnership with the UMD Conference and Visitors Bureau, UMD is providing space in the Visitor’s Center to market the city including an interactive touch-screen display and accommodations for print material. The city has also developed a Smart Place to Live brochure and is in the process of creating a LiveCollegePark website. In June 2015, CPCUP began publishing a weekly email newsletter to highlight City and University activities and events.

Strategy	Accomplishments
Create forgivable home purchasing loan program for University of Maryland faculty and staff who purchase homes and live in College Park. Could also encourage other employers located in College Park to offer such a program.	CPCUP developed this new program, which was announced in July 2015. Initial funding of \$150,000 (\$100,000 from a State grant and \$50,000 from UMD) will support an initial round of 10 forgivable loans of \$15,000 each.
Develop an ongoing group of faculty, staff and grad students who are city residents to discuss issues of concern and work on attracting colleagues to the city	UMD and CPCUP developed a concept for a monthly “Thirsty Thursdays” happy hour to bring together a group of faculty, staff, students, and city residents, to highlight the benefits of living in College Park. The first of these was held on April 16, 2015, and additional events were planned to start in the fall.
Create an Aging-in-Place program that would provide support to older homeowners who face challenges with accessibility, mobility, home maintenance, and need for medical and social services.	The City Council created an Aging-in-Place task force in April 2014 to develop recommendations to help older residents stay in their homes. The task force held its first meeting in January 2015. The task force developed and conducted a needs assessment survey for College Park residents.

Subcommittee Reports and Action Plans

For the subcommittees that are focused on developing and implementing strategies, the following sections describes the strategies that the subcommittee intends to work on during 2015-16, including the subcommittee’s assessment of their priority, action steps that could be taken to move towards adopting and/or implementing the strategy, target dates, individuals who will lead the subcommittee’s work on the strategy, and potential partners to aid in development and implementation of the strategy.

Priorities are indicated by the following codes:

- A – Completed or well underway
- B – “Low-hanging fruit” – Strategies to focus on implementing during the next 3-6 months
- C – Longer-term strategies – Ideas to explore for possible implementation over a longer period
- D – Needs further consideration – Strategies that may be controversial or lacking in support

A. Code Enforcement and Public Safety

This subcommittee aims to enhance the quality of code enforcement and develop communication techniques and other tools to improve the outcomes of code enforcement and public safety.

Strategies and Action Steps for 2015-16

Strategy (and Priority)		Action Steps	Strategy Leader	Potential Partners
1. Install security cameras in key areas & work with C-MAST on targeted problem areas.	A/B	<ul style="list-style-type: none"> • Install XX additional security cameras (City), in addition to the XX cameras that were previously installed) • Acquire four portable cameras that can be moved to different locations as needed (UMPD) • Discuss process for moving portable cameras to new locations • Use C-MAST data to evaluate need for additional cameras 	Bob Ryan	City Council, UMPD, C-MAST, Contract Police
2. Revise noise warning letters and violation letters to include more information about the details of the noise complaint or violation.	B	<ul style="list-style-type: none"> • Develop suggested format and content for revised notice (see Attachment C) • Determine whether revised notice could be implemented prior to software changes • Refine new format in consultation with City staff, City Advisory Planning Commission (APC), legal counsel, & City Council • Discuss/finalize at City Council work session 	Chris Nagle, Lisa Miller, Stephanie Stullich	
3. Assess implementation and effectiveness of student conduct process for off-campus quality of life referrals	B	<ul style="list-style-type: none"> • Meet with City staff to discuss consistency of referral process • Meeting between Office of Student Conduct and stakeholders to evaluate data and possible changes to intervention process • Subcommittee members to consider suggesting data analyses and break-outs for OSC annual report 	Andrea Goodwin?	City Code Enforcement, City Council Members, Contract Police
4. Enable code enforcement officers and police to take photographs and video (including sound) to document party problems.	B	<ul style="list-style-type: none"> • UMD has ordered body cameras for all UMPD officers. • Meet with city staff and UMPD about issues and process 	Bob Ryan?	City Code Enforcement, UMPD, PGPD, Contract Police
5. Utilize nuisance abatement process adopted by the Prince George's County Council in 2014.	B	<ul style="list-style-type: none"> • Select appropriate cases to bring to the NAB (using C-MAST data on repeat problem houses) 	Bob Ryan with Terry Bell?	State's Attorney Office, Code Enforcement, Contract Police, PGPD, UMPD

Strategy (and Priority)		Action Steps	Strategy Leader	Potential Partners
6. Develop and implement new IFC/PHA mechanism for peer-to-peer education and intervention to reduce noise and other code problems.	B/C	<ul style="list-style-type: none"> Meet with OFSL, IFC, PHA, City staff, and residents to brainstorm ideas for implementing this strategy 	?	IFC, PHA
7. Educate community members when and how to report problems.	B/C	<ul style="list-style-type: none"> Develop an easy-to-use matrix detailing typical infractions and nuisances and corresponding contact information detailing how to report problems. Consider creating City webpage to organize and disseminate this information. Brainstorm other ways to disseminate this info. 	Aaron Springer	City Code Enforcement, Civic Associations, Neighborhood Watch, neighborhood listservs

B. Community Building and Culture Change

No subcommittee report submitted.

C. Expectations and Best Practices for Rental Property Owners

This subcommittee is working to make rental property owners aware of quality of life issues that exist in College Park and to obtain their cooperation and involvement in preventing and solving issues as they arise. The subcommittee feels strongly that education about these expectations should come first, but this should be followed by concrete actions and consequences.

Strategies and Action Steps for 2015-16

Strategy (and Priority)		Action Steps	Strategy Leader	Potential Partners
1. Disseminate list of accredited property owners and their properties.	B	<ul style="list-style-type: none"> Disseminate list via the PGPOA website. Explore whether City could also post this list on the City website. 	Lisa Miller	PGPOA, City
2. Add more depth to rental property owner accreditation program, including educational materials, model lease language, and commitment to specific actions to prevent and address quality of life issues.	B	<ul style="list-style-type: none"> Create a "Living in College Park" video that would be required viewing by prospective tenants, together with a test demonstrating knowledge acquired, before lease is signed. Use code enforcement data to provide landlords with info about issues and consequences at least once a year. Develop specific lease language designed to provide clear communication of expectations for tenant behavior. Provide info about other resources available to help deal with problem tenants: OSC, OFSL, COPS Officers, etc. 	Lisa Miller	City, PGPOA, C-MAST, IFC/PHA, Police

Strategy (and Priority)		Action Steps	Strategy Leader	Potential Partners
3. Develop and disseminate letter regarding best practice expectations for rental property owners, including what they can do to prevent problems and address them as they occur.	B	<ul style="list-style-type: none"> • Draft letter (see Attachment D). • PGPOA to send to PGPOA members participating in accreditation program. City could also send to all rental property owners with noise complaints during the past year. • Develop an Expectations List for Landlords, including “If this happens, you should do this.” 	Paul Carlson	PGPOA, City
4. Examine existing online rating systems that students can use to rate landlords and off-campus housing, explore ways to promote use of such a system, and if appropriate, explore development of an online rating system specific to U-MD students.	B	<ul style="list-style-type: none"> • Participate in a joint meeting with the Diversity of Student Housing Options subcommittee to discuss collaborating on this strategy. 		SGA, IFC/PHA, University, City
5. Require property owners (or their agents) to participate in an annual orientation, in order to receive rental license.	C	<ul style="list-style-type: none"> • Develop agenda for initial trial orientation session • Invite speakers (e.g., OSC, UMPD, PGPD, long-term resident?) • Arrange location • Publicize to PGPOA membership • Reach out to owners of houses with multiple noise complaints to encourage them to attend 		City
6. Streamline the rental licensing process, including by 1) automating the rental license renewal process and allowing on-line submissions, and 2) providing one rental registration deadline for all rental properties (inspections would continue to occur throughout the year).	B	<ul style="list-style-type: none"> • Get results of City’s software company’s results of evaluation of their system capabilities with the goal of an online process or, at minimum, a one-page/one-mailing process. • Explore how Baltimore City accomplished this. • Discussion of next steps with City staff and landlord representatives. 	Lisa Miller	City, PGPOA
7. Redesign the notice sent to tenants and landlords when issues arise, to assist in a more positive outcome, require landlords to provide email contacts, and send notices via email instead of relying solely on paper mailings.	B/C	<ul style="list-style-type: none"> • Discussion of next steps with City staff and landlord representatives. • Refine the notice revisions suggested by the subcommittee (Attachment C), in collaboration between city staff and landlords 		City, PGPOA, C-MAST

D. Home Ownership

This subcommittee is pursuing strategies to reverse the trend of conversions of owner-occupied properties to rental properties and to attract more University faculty and staff and other owner-occupants to purchase homes in College Park. These strategies are organized around the following five goals:

- Provide financial incentives to attract new homeowners
- Retain existing homeowners
- Use marketing strategies to attract new homeowners to College Park
- Improve K-12 education and activity options for College Park children and youth
- Improve amenities for College Park residents

The ultimate goal is to increase the investment of residents in their neighborhood and maintain stability among residents.

Strategies and Action Steps for 2015-16

Strategy (and Priority)		Action Steps	Strategy Leader	Potential Partners
1. Expand the availability of grants to incentivize new homeowners to purchase homes in College Park, either by expanding the current City and University programs and/or encouraging other employers to offer similar programs.	A	<ul style="list-style-type: none"> • Review existing incentive programs and explore gaps. • Review University of Maryland grant program process and whether this grant can be continued. • Discuss with realtors what the city can better do to incentivize people to move to the city. • Investigate potential State incentives such as interest-free loans. 	Patrick Wojahn	CP-CUP Real Estate Brokers State and County Reps
2. Create an Aging-in-Place program that would provide support to older homeowners who face challenges with accessibility, mobility, home maintenance, transportation, and need for medical and social services.	A/C	<ul style="list-style-type: none"> • Develop a “needs assessment” plan. • Assess services currently available to College Park residents. • Prepare a report with recommendations on steps College Park could take to better fill those gaps and address the needs of seniors wishing to age in place. • Look at Greenbelt programs, such as assessments of homes, developing accessible market-rate housing for seniors, the Village Concept. • Support/participate in community grassroots meetings on Aging. • Plan and conduct “Seniors in the Community Art Exhibit and Reception.” 	Patrick Wojahn	City Council and staff College Park Arts Exchange Explorations on Aging grass roots group Residents

Strategy (and Priority)		Action Steps	Strategy Leader	Potential Partners	
3.	Develop and disseminate marketing materials that highlight the amenities and benefits of living in College Park and encourage potential residents to move here	A/B	<ul style="list-style-type: none"> Establish a City marketing committee. Develop materials demonstrating benefits of living in College Park, including: housing stability and affordability; homeowner grant programs; cultural, educational, and recreational opportunities, transportation hub, diversity. Disseminate marketing materials to faculty, staff, grad students. Develop partnership with UM Conference and Visitor Services Bureau to disseminate marketing materials. Get info out to UMD search committee. Promote a more robust website to market the city and include a web picture gallery with homes, parks, and other attractive amenities, (e.g., www.livecollegepark.org) 	Patrick Wojahn, PJ Brennan	<p>City Council and staff</p> <p>Marketing committee</p> <p>CP-CUP</p> <p>UMD (e.g., Faculty Affairs, Conference & Visitor Services Bureau)</p> <p>Employers (e.g., NASA Goddard)</p> <p>CP residents, UMD alums</p>
4.	Offer educational materials and other assistance to help home sellers to market their homes to prospective owner-occupants	B	<ul style="list-style-type: none"> Meet with realtors once a year (to continue dialogue from May 2015 meeting) Develop ideas for content to include in series of quarterly email blasts to realtors Develop and disseminate the first quarterly email blast 	PJ Brennan Karyn Keating-Volke	City Area realtors
5.	Create a Housing Resource Center to help incoming UM faculty and staff find housing that matches their needs	C	<ul style="list-style-type: none"> Discuss with Carlo Colella and Anne Martens 	TBD	UMD
6.	Develop an ongoing group of faculty, staff and grad students who are city residents to discuss issues of concern and work on attracting colleagues to the city	B	<ul style="list-style-type: none"> Plan for holding additional Thirsty Thursday events in Fall 2015 Develop other ongoing events (e.g., Final Fridays) Collect and disseminate work/live stories 	PJ Brennan	UMD, City Small business owners, area employers
7.	Expand University and City involvement in College Park schools	A/B	<ul style="list-style-type: none"> Discuss strengths and needs for Fall 2015 with School Board rep Lupi Grady Develop list of magnet and charter school programs and due dates 	Andrew Fellows	UMD, City Education Advisory Committee

Strategy (and Priority)		Action Steps	Strategy Leader	Potential Partners
8. Use the College Park Academy as a tool for attracting University faculty and staff	A/C	<ul style="list-style-type: none"> Develop materials about CPA to provide to U-MD faculty and staff, realtors, and targeted employers (e.g. FDA, NASA, other federal agencies in the area) Publicize “innovation”, UMD’s integration in our schools Market our 4 top high schools 	Denise Mitchell	College Park Academy
9. Highlight achievements and success stories within local schools, particularly from parent perspectives	B	<ul style="list-style-type: none"> Reach out to local principals, ask to highlight student of the month Post stories on city website (with parent permission) 	Peggy Higgins	PGCPS, private schools
10. Provide resident discount for on-campus cultural and athletic events and improved access to University amenities (such as lifelong learning programs for College Park residents, use of the library, and recreational facilities).	C	<ul style="list-style-type: none"> Dental clinic – conduct annually Clarice Smith – work on ways to promote events University pull together list of amenities available for residents Promote UMD bus use to and in campus area. 	TBD	UMD Public Relations Clarice Smith Director

E. Diversity of Student Housing Options

This subcommittee aims to expand affordable and quality housing options for student housing. This issue directly impacts the other issues that the NQLC is working to address, including stabilization of residential neighborhoods. Students currently have limited options for affordable housing in College Park, and the options that are available are often low-quality, poorly maintained, or lack appropriate security. Building new affordable housing developments is very challenging because of the high cost of new construction, and would require the involvement of additional stakeholders that are outside of the scope of the NQLC. However, ways that we could address the issue of affordable housing for students include the following:

- Ensure that students are aware of the affordable housing options that do exist.
- Establish enforceable standards for existing affordable student housing, and increase awareness among students that code enforcement can help them address housing quality problems.
- Expand availability of co-operative housing options for students and increasing sustainability of the existing CHUM organization.

Strategies and Action Steps for 2015-16

Strategy (and Priority)		Action Steps	Strategy Leader	Potential Partners
1. Publicize co-op housing to get more students interested in this housing option.	B	<ul style="list-style-type: none"> Advertise co-operative housing through the University off-campus housing office. 	CHUM rep on NQLC	CHUM, SGA, GSG, University

Strategy (and Priority)		Action Steps	Strategy Leader	Potential Partners	
2.	Expand awareness of CHUM and co-operative housing among UMD students, UMD officials, and the surrounding community.	B	<ul style="list-style-type: none"> • Invite University, City, and County officials to attend CHUM dinners • Designate a neighborhood liaison in each CHUM house to help CHUM connect with the community 	CHUM rep on NQLC	CHUM, SGA, GSG
3.	Work with CHUM to explore ways to finance co-op housing and relieve restrictions on co-op housing in College Park. Consider creating CHUM advisory board to strengthen CHUM's sustainability/growth.	B	<ul style="list-style-type: none"> • Review best practices from other campuses that have co-op housing • Strengthen the structure of CHUM such as connecting them to McDonough School of Business • Explore providing specialized theme housing through CHUM 	CHUM rep on NQLC (with support from Patrick Wojahn as Council point of contact)	CHUM, SGA, City, University
4.	Educate students regarding role of code enforcement so they know who and when to contact when they need assistance. Approach apartment owners about informational session at the beginning of each year.	B/C	<ul style="list-style-type: none"> • Explore avenues to disseminate information to students regarding "help for students in off-campus housing in College Park" • Draft information in message to send to students 	SGA student liaison	SGA, City
5.	Create a guide to inform international students about their rights and make it available online.	C	<ul style="list-style-type: none"> • Identify what resources are currently available to help international students with housing issues • Identify information gaps (e.g., info that international students need that is not currently available) • Consider including information about PGPOA "Medallion" accreditation program to market houses with responsible landlords to international students. • Work with University foreign students program to provide this information to international students before they arrive. 	GSG rep on NQLC	GSG, SGA, University, City
6.	Hold a forum on affordable housing, aimed at students and including University administration, off-campus housing reps, County officials and developers?	B	<ul style="list-style-type: none"> • Reach out to potential partners to discuss forum purpose and goals • Develop draft agenda, list of potential speakers • Identify and reserve venue, set date • Invite speakers 	SGA	SGA, GSG, University, CPCUP
7.	Explore ways to relieve Prince George's County occupancy restrictions on co-op housing projects and establish other regulations to help facilitate co-op housing.	C	<ul style="list-style-type: none"> • Co-op housing committee to look into legal issues; discuss (with attorney?) ways to facilitate expansion of co-op housing through county code 	CHUM rep on NQLC	CHUM, SGA, County, City

F. Potential Metrics for Measuring Success

As the City, University, and other stakeholders move forward to implement various strategies, it will be important to periodically assess whether progress is being made. The table below shows potential performance metrics that could be used to assess progress.

Subcommittee	Potential Metrics	Data Source
Code Enforcement & Public Safety	• # of noise complaints ^N	City code enforcement data
	• # of noise citations ^N	
	• # of houses with more than 3 noise complaints ^N	
	• # of property appearance-related code violations for tall grass/weeds, trash/debris, litter, parking on grass, exterior maintenance, and trash/recycling toters (report separate totals for rental houses and owner-occupied houses) ^N	
	• # of vandalism incidents reported ^N	PGPD
	• # of police calls for service ^N	
	• Crime statistics (e.g., # of violent crimes, property crimes, and total crimes) ^N	
Community Building & Culture Change	• # of on-campus tailgates	IFC or UMPD?
	• Estimated # of attendees at campus tailgates	
	• % of respondents who report a satisfactory relationship between students and long-term residents	City Resident Survey? (would require new items to be added to survey)
	• # of students and long-term residents who participated in community events that included both students and long-term residents	
	• % of residents who perceive UMD as a positive partner for the City and the community	
Home Ownership	• % of UMD faculty and staff who live in College Park	UMD
	• % of single family houses that are owner-occupied ^N	SDAT and City rental license data
	• # of single-family houses that are registered with the City as rentals ^N	
	• # of owner-occupied single-family houses that were sold to investors ^N	
	• # of investor-owned single-family houses that were sold to owner occupants ^N	
	• Average # of days that single-family houses were on market before being sold ^N	?
	• Number of vacant properties in vacant property registry ^N	?
	• Number of homes purchased with support from city and/or university grants or forgivable loans	City Planning Dept; CPCUP
Expectations & Best Practices for Property Owners	• # of property owners who receive accreditation under PGPOA “medallion” program ^N	PGPOA
	• # of properties owned by accredited property owners ^N	
	• #/% of accredited properties with more than 3 noise complaints ^N	Code enforcement
Diversity of Student Housing Options	• Average monthly housing cost per bed in off-campus apartment buildings	?
	• # of units of subsidized graduate student housing in College Park	UMD ?
	• Total # of beds in student apartment buildings that were constructed after 6/30/2012	City Planning Department
	• % of student survey respondents who report that they are satisfied with the housing options that are available in College Park	No current data source
Overall	• # of potential strategies that were adopted and implemented	NQLC
	• % of respondents who give College Park an overall rating of Excellent or Good on City Resident Survey	City Resident Survey
	• % of residents that would recommend living in College Park to a friend	

^N indicates a metric that should be measured by neighborhood as well as for the City as a whole

The goal is to report annual data on each metric based on the City's fiscal year (July 1 – June 30), which also roughly corresponds to the University academic year. In addition to aggregate measures for the City as a whole, the committee will also track metrics by neighborhood where possible. In addition, it would also be useful to compare College Park to other neighboring municipalities on measures for which there is comparable data.

It is important to note that using these indicators to assess progress may not always be clear-cut and straightforward. For example, strategies that encourage residents to call police and the Noise Hotline more consistently to report problems could lead to an increase in the number of reported complaints, even if the actual incidence of problems has declined. In addition, metrics based on surveys may not yield reliable results if the surveys have low response rates, because those who respond may not be representative of all residents or students.

Nevertheless, it is important for the City and other stakeholders to regularly examine the data to seek to understand how the implementation of various strategies is affecting the underlying issues and goals for this effort. The above metrics are suggested as a starting point for consideration, and the City Council and other stakeholders should explore the feasibility of these measures as well as seeking to identify other potential metrics that may provide more meaningful and reliable information about progress.²

Public Outreach

The primary goal of the Public Outreach Subcommittee is to hold one public forum per year to solicit broader community input. During 2014-15, the subcommittee went above and beyond that goal – in addition to planning and executing a fall forum open to all community members, it also held a spring event on-campus to educate and inform students about NQoL strategies and developed a mock website to be further developed and posted on the city's webpage as a resource.

Fall Forum

On Thursday, November 6, 2014, the public outreach subcommittee hosted a public meeting titled "Working, Living & Learning Together" at St. Andrew's Episcopal Church on College Avenue that drew approximately 80 participants. After opening remarks, each subcommittee reported out on their strategies and goals for the year. Following the subcommittee reports, participants broke out into small groups to discuss and envision what neighborhood quality of life meant for them, in relation to four main topics: best practices for rental property owners; code enforcement; home ownership, and diversity of student housing options. There were three consecutive break-out sessions, and participants could choose to participate in three different topic discussions or to remain with the same topic for all three sessions. During each break-out session, participants were asked to respond to three questions:

² Additional metrics that have been suggested include:

- % of faculty/staff who report that they regularly stay in CP after their regular work day for a cultural or social event (several times a month, about once a month, several times a year, rarely?)
- % of faculty/staff who report that they regularly interact with CP residents who are not UMD faculty, staff, or students (several times a week, about once a week, several times a year, rarely?)
- % of CP residents who are not faculty/staff/students who report that they regularly interact with UMD faculty, staff, graduate students, undergraduate students (several times a week, about once a week, several times a year, rarely?)

1. What are the most important/urgent issues?
2. What current initiatives could be built upon?
3. What is one creative idea about things which could be done to improve quality of life?

Notes on participant responses to those questions are provided in Attachment E.

Spring Event: Table at UMD “Good Morning Commuters” Event

On Wednesday, May 6, 2015, three subcommittee members (PJ Brennan, Bonnie McClellan, and Cole Holocker) hosted a table at UMD’s “Good Morning Commuters” event to talk to students, faculty, and staff about NQoL strategies.

Webpage

Currently in a mock format, the website was proposed to engage the public on NQoL strategies and link them with existing NQoL resources. This is a work in progress.

Attachment A
College Park Neighborhood Quality of Life Committee
Committee Membership

<i>Co-Chairs: Stephanie Stullich & Patrick Wojahn</i>	
Andrew Fellows	Mayor
Fazlul Kabir	City Council – District 1
Patrick Wojahn	City Council – District 1
PJ Brennan	City Council – District 2
Monroe Dennis	City Council – District 2
Robert Day	City Council – District 3
Stephanie Stullich	City Council – District 3
Alan Hew	City Council – District 4
Denise Mitchell	City Council – District 4
Chief David Mitchell	UMD Department of Public Safety (UMPD)
Andrea Goodwin	UMD Administration – Office of Student Conduct (OSC)
Matthew Supple	UMD Administration – Office of Fraternity and Sorority Life (OFSL)
Gloria Aparicio-Blackwell	UMD Administration – Office of Community Engagement (OCE)
Marsha Guenzler-Stevens	UMD Administration – Stamp Student Union
Cole Holocker	UMD Student – Student Liaison to the College Park City Council
Catherine McGrath	UMD Student – Student Government Association (SGA)
Preeti Lakhole	UMD Student – Graduate Student Government (GSG)
Chris Frye	UMD Student – Inter-Fraternity Council (IFC)
?	UMD Student – Pan-Hellenic Association (PHA)
?	UMD Student – National Pan-Hellenic Council (NPHC)
?	UMD Student – Cooperative Housing-University of Maryland (CHUM)
Jackie Pearce Garrett	City Resident – District 1
Karyn Keating-Volke	City Resident – District 1
Christine Nagle	City Resident – District 1
Richard Morrison	City Resident – District 2
Bob Schnabel	City Resident – District 3
Aaron Springer	City Resident – District 3
Bonnie McClellan	City Resident – District 4
Richard Biff	Rental Property Owner
Paul Carlson	Rental Property Owner – Prince George’s Property Owners Association
Lisa Miller	Rental Property Owner – Prince George’s Property Owners Association
Maj. Dan Weishaar	Prince George’s County Police Department (PGPD)
Bob Ryan	City of College Park, Director of Public Services
Jeannie Ripley	City of College Park, Manager of Code Enforcement

Note: This roster includes all individuals who were members of the NQLC for all or part of the two-year period from July 2013 through June 2015.

Attachment B
College Park Neighborhood Quality of Life Committee
Subcommittee Membership

Code Enforcement & Public Safety	Community Building & Culture Change
<i>Chair: Denise Mitchell</i> <i>Co-Chairs: Lisa Miller & Christine Nagle</i>	<i>Chair: Robert Day</i>
Fazlul Kabir City Council – D1 Denise Mitchell City Council – D4 Stephanie Stulich City Council – D3 Chief David Mitchell University – UMPD Andrea Goodwin University – OSC Cole Holocker Student Liaison to City Council Catherine McGrath Student – SGA Richard Biffel Rental Property Owner Paul Carlson Rental Property Owner – PGPOA Lisa Miller Rental Property Owner – PGPOA Christine Nagel Resident – D1 Doug Shontz Resident – D3 Aaron Springer Resident – D3 Maj. Dan Weishaar PG Police Dept Bob Ryan City Staff – Public Services Jean Ripley City Staff – Code Enforcement	Robert Day City Council – D3 Alan Hew City Council – D4 Stephanie Stulich City Council – D3 Gloria Aparicio Blackwell University – OCE Marsha Guenzler-Stevens University – Stamp Student Union Matt Supple University – OFSL Cole Holocker Student Liaison to City Council Chris Frye Student – IFC Preeti Lakhole Student – GSG Bonnie McClellan Resident – D4 Doug Shontz Resident – D3 Aaron Springer Resident – D3 Lisa Miller Rental Property Owner – PGPOA
Expectations & Best Practices for Property Owners	
<i>Chair: Paul Carlson</i>	
Patrick Wojahn City Council – D1 Alan Hew City Council – D4 Catherine McGrath Student – SGA Christine Nagel Resident – D1 Richard Biffel Rental Property Owner Paul Carlson Rental Property Owner – PGPOA Lisa Miller Rental Property Owner – PGPOA Bob Ryan City Staff – Public Services	
Home Ownership	Diversity of Student Housing Options
<i>Chair: Jackie Pearce Garrett, Bonnie McClellan</i>	<i>Chair: Cole Holocker</i>
Andy Fellows Mayor PJ Brennan City Council – D2 Denise Mitchell City Council – D4 Patrick Wojahn City Council – D1 Jackie Pearce Garrett Resident – D1 Bonnie McClellan Resident – D4 Anne Martens University Karyn Keating-Volke PGC Realtors Association Peggy Higgins City – Family & Youth Services	Patrick Wojahn City Council – D1 PJ Brennan City Council – D3 Cole Holocker City Council Student Liaison Preeti Lakhole Student – GSG Ori Gutin Student – CHUM Tiffany Gaines UMD Office of Off-Campus Housing Ariel Bourne Resident Hall Association Ashley Feng Resident Hall Association
Public Outreach	Metrics
<i>Chair: PJ Brennan</i>	<i>Chair: Stephanie Stulich</i>
PJ Brennan City Council – D2 Patrick Wojahn City Council – D1 Gloria Aparicio Blackwell University – OCE Marcia Guenzler-Stevens University – Stamp Student Union Chris Frye Student – IFC Catherine McGrath Student – SGA Preeti Lakhole Student – GSG Richard Morrison Resident – D1 Aaron Springer Resident – D3	Stephanie Stulich City Council – D3 Bill Gardiner City Staff – Assistant City Manager Richard Biffel Rental Property Owner Gloria Aparicio Blackwell University – OCE

Attachment C
Suggested New Format and Content for City Code Violation Notices

Date of Notice:

Case #:

Property owner/agent:

Mailing address:

Address of subject property:

Day and date of incident:

Time of complaint:

Time of investigation:

Type of issue/complaint: Noise, Litter, etc.

Number of times this type of issue/complaint has occurred in the previous 3 months:

Description of complaint, if applicable:

Description of events or circumstances witnessed by officer:

Agency(s) involved:

Supplemental Evidence: *Indicate any supplemental evidence that is attached (e.g., photos, video, police report #, etc.*

Possible actions if problem continues – may include, but are not limited to: Referral to UMD Office of Student Conduct, county Nuisance Abatement Board, and/or City Noise Control Board; City fines; mediation, loss of rental license; eviction; etc.

Notice issued by: Name, badge number, and contact info

Division manager: Name and contact info

Provide legalese description at the bottom in a smaller font (e.g., citing the section of the City code, etc.)

Attachment D

Draft letter to send to all rental property owners outlining best practice expectations

Dear Rental Property Owner,

You need to be aware of the recently enacted and planned enforcement of the Prince George's County Nuisance Abatement regulation. Rental property owners have been working with the City of College Park to develop a number of best practices for managing your property in College Park. These suggestions are meant to proactively prevent problem tenants but equally important could serve to protect you should a group of tenants cause you to fall under the Nuisance Abatement law. Failure to adopt these suggestions may put you at risk of losing your occupancy permit. These practices maybe a big departure from how you are currently managing your student rental property but necessary to protect your asset.

We attempt to answer the following key questions:

- **What should a rental property owner do before signing a lease with a new tenant?**
- **What would ideal lease provisions include?**
- **What should a rental property owner do once a potential public nuisance-oriented problem has been identified by a neighbor, code enforcement or other stakeholder?**

The answers are more far reaching than what code enforcement rules require and/or can enforce. They are meant to address more nuanced conflicts that exist when groups of college-age students live next to longer-term residents.

What should a rental property owner do before signing a lease with a new tenant?

Prior to signing a lease, rental property owners should be required to commit to highlighting the "Quality of Life" provisions which primarily focus on noise and trash related issues. Tenants must understand and be sensitized to the problems that noise and trash create for other members of the College Park Community. PGPOA has developed a "Living in College Park 101" video that will soon be available on Youtube.com. This video should be required viewing by any tenant prior to lease signing.

What would ideal lease provisions include?

To highlight the most significant quality of life issues, landlords should incorporate the following items into their lease. Tenant should be asked to initial each of these provisions:

- No outside gatherings of more than 15 people.
- No audible noise and based induced vibrations from the property at any time.
- No amplified music outside of the property.
- No screaming, yelling or cursing that can be heard from outside the property.
- No visible banners, towels, advertisements on the exterior or windows other than those provided by the property owner.
- No blue tarps curtains or other materials can be strung up as a make-shift barrier at any time.
- No outdoor bonfires.
- Tenants must provide written contact information with all neighbors whose yard adjoins their property within 7-days of moving into a property.

- Tenant must bring trash out Sunday evening or by 7 am and return to their designated spots on the evening of trash day (Monday for Calvert Hills, Old Town neighborhood, Knox Box area, College Park Estates, Yarrow, Berwyn, Lakeland).
- Lawns and garbage areas must be clear of all trash, newspapers, debris and furniture and contained in plastic totters (not in plastic trash bags).
- No cars are to be parked or driven on the lawn of the property.

Finally, landlords should outline a noise deposit to accompany their security deposit. This deposit should not exceed the legal limit of two months' rent. The noise deposit should have financial penalties for problems identified by City of College Park or law enforcement authorities.

What should a rental property owner do once a potential public nuisance-oriented problem has been identified by a neighbor, code enforcement officers or other stakeholder?

Rental property owners or their agents must generally be available 24/7 and be responsive to issues arising on their property. Should property owners receive a complaint with their tenant's in real time, they are expected to work with their tenants to resolve the matter immediately. Mobile phone numbers and other means of communication must be up to date and accurate with the City's Code Enforcement Division. It is the responsibility of the property owner to ensure this information is accurate.

If notification is received after the fact but the problem persists, rental property owners are expected to investigate the complaint. If the complaint is found to be valid and the tenant is responsible, the property owner is expected to take **and document** the following actions to resolve the situation:

Step 1. Send a strongly worded email, text or make a phone call with a request of a response from the tenants. If a noise-related issue, inform tenants that any further incidences will result in a loss of noise deposit. If problem persists, then...

Step 2. Organize and lead tenant house meeting to discuss the issue and outline a strategy for addressing the problem. Contents of this meeting should be followed up **and documented** with all tenant email identifying the problem and outlining action steps to abate the situation. If problem persists, then...

Step 3. Contact tenant parents, COPS Officers and University of Maryland Office of Student Conduct to address any ongoing behavior problems. If problem persists, then...

Step 4. Property owner should commence eviction process.

As you can see these expectations are more rigorous than one might ordinarily expect from managing a rental property. However, our new regulatory environment is forcing a different approach.

Attachment E
Notes from Fall Forum

Best Practices for Property Owners

1. Most urgent/important issues:

- Incentive for accreditation? (why would you bother?)
- Who is accreditation group? Could there be homeowners – not just landlords?
- Are folks living up to accreditation – or could they take pledge but not live up to pledge? (how would Association know who is not living up?)
- What does it mean in the real world?
- Could advertise that they are “accredited locations” (for potential renters)
- Is there a carrot or stick to incentivize “best practices”?
- Property Association group has identified some “best practices” – not easy
- Use accreditation (“living up to standard”) for marketing rental houses to students/parents/community
- Suggested “stick”/penalty – if property owner is not accredited, then could apply rent stabilization to that property
- Problem is worst landlords do not return calls
- Association does not know which property owners are bad
- Need to know who lives in house – when code enforcement comes do not really know who lives there
- If Association knew of code violators they could coach violators how to respond

2. Current initiatives that could be built upon:

- City has data system about complaints – but it is not a robust platform – (can’t search by number of code citations)
- Neighbors should reach out to student renters
- Connecting with parents of renters has proved helpful
- Need to put info out about how to reach out to noise board
- Association facilitate more formal introduction of renters to residents
- Have cumulative record of code violations for house posted
- Be more strict with the code
- Be more aggressive, push for landlords to get residents to introduce self to full-time residents
- Work on foundation of Association/accreditation
- Should code enforcers wear video cameras during code violation investigation

3. Creative ideas:

- Website for off-campus housing – can we get info on owner’s accreditation on this site – both in the City of College Park and in the University listing?
- Could students create a “yelp type” review of housing – (is it just students who lived there? neighbors? parents?)
- Can you use code enforcement to keep landlords honest
- Is there a way students could have a “rights of tenant” brochure or access to Student Legal Aid
- Create directory of residents such as College Park Woods has (if neighbors knew neighbors, they would protect each other)
- Have students register where they are renting with the university
- Working on “film” by Association for: 1) students; 2) parents; 3) landlords, “how to be”
- Intro to neighborhood watch captain endears students to those “keeping them safe”

Code Enforcement

1. Most urgent/important issues:

- Noise-Noise-Noise – including the noise caused by groups walking around.
- Noise on the streets at night in Old Town – can police issue citations for this kind of disturbance?
- Noise during weekends and daytime, especially amplified music. Can a lower daytime decibel limit be adopted? Can UMPD get more involved off-campus to address student house parties? Example discussed was the 6:00 a.m. parties on the first B1G football home game Saturday.
- Concerns about personal safety – discussion included area around UMD Leonardtown Apartments adjacent to Old Town, as well as Calvert Hills, and need to improve perception of safety in view of reported crimes such as B&E and vandalism

2. Current initiatives that could be built upon:

- Install more security cameras
- Provide more police patrols in Calvert Hills
- Many residents wanted to see code enforcement focus more on neglected maintenance issues and yard care.
- Increase noise code violation fines. Discussants noted that fines have become just a “cost of doing business” for fraternity satellite house parties, so increased fines may not be the total solution. (Note that Maryland law limits municipal infraction fines to \$1,000 maximum.) Discussion about fines to property owners: When a noise violation is documented, the property owner is also fined, after notice of a first violation or complaint has been sent to the property owner. Property owners are notified of complaints and violations by email and USPS mail, and posted on the property. Discussants noted that some property owners include a lease clause that they will deduct any noise fines they receive from the security deposit.
- Include right to evict in leases.
- Possibility of requiring landlords to not lease single-family houses to fraternities. It was noted that typically landlords rent to individual tenants, but some fraternities have members rent as individuals and then use the house as a satellite party house. In the past this practice has created a legal shield for the fraternity chapter and corporation, but the expansion of the UMD Code of Student Conduct has opened new opportunities to charge chapter officers with violations resulting from de facto chapter activities which occur at a satellite house, regardless of leaseholders.
- Increase enforcement of the Code of Student Conduct. Discussion included asking UMD to continue to enforce and expand enforcement of CSC violations in order to change the off-campus student culture to one accepting personal responsibility. The Knock & Talk initiative was discussed and consensus was that it should be sustained as a means of educating students living off campus about neighborhood quality of life expectations.
- Sponsor more on-campus tailgate parties. Discussion included: apparent success of the IFC tailgate parties for UMD home football games, to provide some relief to Old Town residents from large pre-game house parties; the need for more lenience from UMD to allow more on-campus events such as the IFC tailgates, including events on the Fraternity Row field and in chapter houses; and the need for events open to students who are not IFC members. There was consensus that moving off-campus house parties to Fraternity Row would provide a better quality of life.

3. Creative ideas:

- Look into the wailing ban as used in Virginia.
- Take photos and include them in the code violation notices.
- City should require property owners to attend annual orientation to review expectations and update them about requirements (as a license requirement).
- Give the million dollars for the contract cops to the UM Police to administer.

- Campus tailgates needed for non-fraternity students.
- Rewrite the rules on the sanctioned party in the fraternity houses to make them more conducive for more of them without all the hoops to jump through and fear of social probation.
- New students and long-term residents need to introduce themselves to each other to open up communication.
- Have code and police use unmarked cars and dress in regular clothes to be able to come close to parties to get readings.
- Have city code enforcement use unmarked vehicles, foot, or bike to respond to noise complaints to avoid house party lookouts.
- Need to reach out to all residents, including those who have become apathetic and feel like nothing is being done.
- Prevent rental of off-campus houses to more than 3 members of the same fraternity. (Discussion of this idea was limited by time. This may not be legal and would have to be discussed with the City Attorney before further consideration.)
- Require a permit for gatherings of more than 30 people
- Develop peer pressure for student culture change, to reduce street noise.
- Provide more community education regarding neighborhood expectations, using neighbor to neighbor outreach efforts
- Require Code Enforcement Officers to initiate noise enforcement action upon observation of possible violations, without receiving community complaint
- Use portable security cameras to document activity at problem properties
- Designate off-campus student housing areas
- Have IFC include good neighbor expectations in their code of conduct
- Bring a “Good Neighbor Day” project to Old Town

Homeownership

1. Most urgent/important issues:

- There is a messaging problem with University staff and faculty that College Park is either not on their radar at all (i.e. completely unknown) or not desirable.
- People are obviously leaving because of schools and crime in the county. People are concerned with safety and schools.
- We have to understand the reasons why homeowners want to leave, and not just stories we hear from people we know.
- The University is key to achieving a better rate of homeownership
- Route 1 amenities should be improved to attract more people. We should be more than a commuter community.
- Houses on the market now are being bought and converted to rentals.
- Fraternity “outposts” continue to be a problem, and some participants wanted the Greek community to take more responsibility for those houses, even if they aren’t “official” (many code issues discussed that are being addressed by other committee(s), and we acknowledged that this committee’s work is long-term and the degree of success is inextricably tied to the success of the other committees
- “80/20 rule” for problem houses and landlords – 80% of the problems are caused by 20% of the properties. City needs to focus more on habitual offenders and ensure that we are doing everything we possibly can
- Graduate students would make a great focus for potential renters AND homeowners
- University understands that slowing/stopping the trend of houses converting to rentals is important
- We are now at the maximal density of rental properties, no more!
- Code issues discussed, such as trash (i.e., what businesses are nearby, and how are their products/services contributing to the trash?)

2. Current initiatives that could be built upon:

- Many people were not aware of the incentives and feel they should be publicized more
- University of Maryland has a dialogue program that brings together residents and students for dialogue discussions. This is a potential source or place to begin addressing changing attitudes.

3. Creative ideas:

- Communities should have a way to identify specific houses or blocks that they want to target for conversion from rental to homeownership, with the idea that converting a key “linchpin” house or block may help get momentum going
- Partnership with the schools to counteract the negative stories about PG county schools
- Resources needed to promote the city with Faculty Affairs staff; “woo” or “win over” key conduits of information
- City event with faculty and staff to showcase the city? Or tie into existing events for new faculty/staff?
- Can current residents act as ambassadors and reach out to new faculty to emphasize the good aspects of our community?
- “Aging in place” initiative needed – to help prevent older residents from being compelled to sell, whether because of the code issues around them or accessibility issues with the home itself.
- Reduce the number of liquor stores
- Can we have an inventory of affordability of housing for new professionals?
- Need to have a diversity of options on what you can buy (townhomes, condos, single family, etc.)
- Can the landlords be compelled to take a class? Educate them somehow?

Diversity of Student Housing

1. Most urgent/important issues:

- differentiated rates for student housing - will make it more affordable for some but may relegate poorer students to lower-quality housing
- new student housing is luxury housing, not affordable housing – discussion ensued about what is affordable (thought around \$600-800 is as affordable as you can get, while on-campus housing, including food, is \$9,000 per academic year).
- affordable housing not close to campus, not safe
- no good on-campus housing options
- students need to understand expectations about how to keep a house and live in a community
- expanding affordable student housing options
- overcrowding - packing too many students in cheap rental properties
- inadequate housing supply close to campus, and the University forcing seniors to live off-campus
- students not being able to live in affordable housing close to campus
- growing student population, increasing demand for housing
- need for safe, affordable housing

2. Current initiatives that could be built upon:

- need to expand co-op housing, to deal with turnover at CHUM, create a more stable co-op organization and get the SGA involved
- CHUM/Co-op housing - could learn from other schools (National Association of Student Co-op Housing, or NASCH) about how to create co-op housing, expand it
- Co-op housing - create incentives for landlords to sell homes to student housing co-op, take away the profit motive for renting so that landlords are willing to sell
- renovation of existing student housing to provide a minimal standard

3. Creative ideas:

- pressure UMD to provide as much housing as the students demand
- differential pricing for student housing
- intergenerational group housing, like the Maitri House (<http://maitrihouse.org/>) in Takoma Park
- making a student high-rise that is affordable (is it possible to offset lower rents with higher retail rent on the ground floor?)
- public-private partnership to build affordable student housing
- develop modestly priced housing and incentivize developers not to go for biggest bang for the buck
- non-profit community housing program (e.g., Habitat for Humanity)

Attachment F
List of Potential Strategies

[need to check that this list is up-to-date and consistent with action plans]

Prioritization Scheme

A – Completed or well underway

B – “Low-hanging fruit” – Strategies to focus on implementing during the next 3-6 months

C – Longer-term strategies – Ideas to explore for possible implementation over a longer period

D – Needs further consideration – Strategies that may be controversial or lacking in support

#		Strategy
OVERALL		
1	A	Create an ongoing Neighborhood Quality of Life committee to meet four times per year to support implementation of strategies, continue to develop new strategies, and evaluate progress.
CODE ENFORCEMENT & PUBLIC SAFETY		
2	A	Extend UMD Code of Student Conduct to apply off campus, i.e., to require students to adhere to the same standards off campus as they do on campus.
3	A	Increase collaboration and communication between various police agencies (UMPD, PGPD, City contract police), City code enforcement, and Noise Board).
4	A	Hire dedicated, part-time, contract noise enforcement staff to work during evenings and weekends
5	A	Use C-MAST data to identify appropriate times to staff noise enforcement.
6	A	Alter procedures for issuing noise citations to: 1) issue fines in the name of the landlord if enforcement agent is not easily able to determine tenant names, and 2) notify landlords via email to ensure prompt receipt.
7	A	Permit Code Enforcement Officers to take noise readings from the safety of their vehicle without the presence of a police officer (unless they feel they are in danger).
8	A/B	Refer noise violations to the UMCP Office of Student Conduct, Community Oriented Policing (COPS) officers, and/or new student peer enforcement mechanisms created by IFC/PHA or SGA to provide education and additional sanctions.
9	A/C	Install additional security cameras in key areas & work with C-MAST on targeted problem areas.
10	A/C	Implement additional speed reduction strategies in high pedestrian areas, such as planters to change the width of the road, raised sidewalks, and reduced speed limits.
11	B	Revise noise warning letters and violation letters to include more information about the details of the noise complaint or violation.
12	B	Educate community members when and how to report problems. Develop an easy-to-use matrix detailing typical infractions and nuisances and corresponding contact information detailing how to report problems.
13	B	Utilize nuisance abatement process adopted by the Prince George’s County Council in 2014.
14	B/C	Enable code enforcement officers and police to take photographs and video (including sound) to document party problems.
15	C	Develop new IFC/PHA mechanism for peer-to-peer noise and code enforcement.
16	D	Limit the maximum fine reduction that the Noise Control Board may grant to no more than ½ of the fine (with fine reductions given for first-time offenses only).
17	D	Lower decibel limits for noise violation thresholds.
18	D	Add community service as an additional sanction to fines for noise violations.
COMMUNITY BUILDING & CULTURE CHANGE		
19	A	Explore tailgating on campus.
20	A/B	Expand on-campus tailgating to include all football home games and possibly other sports events.

#		Strategy
21	A/B	Expand “Knock & Talk” program, a multi-agency task force that visits student rental households to discuss expectations of the community, police, and code enforcement.
22	A/B	Implement Neighborhood Grant Program to promote community activities and block parties.
23	B	Encourage and coordinate student volunteer service projects in the City through a College Park Service Corps.
24	B	Facilitate neighbor block parties or “Meet & Greet” events such as those currently hosted by the CHUM student co-op housing group, to encourage students and long-term residents to get to know each other.
25	B	Create system of “Greek Team Captains” who would lead student efforts to educate other students about how to be good neighbors and provide a conduit role to help address any neighborhood problems.
26	B	Explore University sponsorship of entertainment for students on campus, fraternity row, and other areas outside of neighborhoods, especially during the back-to-school period.
27	B	Study best practices at other peer institutions for addressing student/community-related issues.
28	B/C	In addition to the Greek-organized on-campus tailgates, allow for tailgating by other groups at designated locations such as the City Hall parking lot (to accommodate increased game attendance resulting from joining the Big 10)
29	B/C	Reconsider policies relating to parties and alcohol consumption on campus and in fraternities/sororities.
30	B/C	Develop videos about living off-campus in College Park and have students watch them as part of UMD student orientation.
31	B/C	Install additional “Creative Trash Cans” and recycling bins with decorative UMD-themed designs (such as painted turtles).
32	B/C	Expand the scope of and participation in Good Neighbor Day.
33	C	Work with Neighborhood Watch Steering Committee to analyze the efficacy of current Neighborhood Watch programs in the City and consider implementing new approaches such as the “Nation of Neighbors” website.
34	D	Implement a party registration program based on best practices from other peer institutions.
35	D	Relax noise enforcement on selected University home game days (to focus parties on certain dates)
EXPECTATIONS & BEST PRACTICES FOR RENTAL PROPERTY OWNERS		
36	A	Create a PGPOA accreditation program for rental house property owners/managers that initially includes an open-book exam, a pledge to keep informed and act ethically, and a commitment to participate in an annual seminar focused on new and revised laws and ordinances.
37	B	Add more depth to rental property owner accreditation program, including educational materials, model lease language, and commitment to specific actions to prevent and address quality of life issues.
38	B	Examine existing online rating systems that students can use to rate landlords and off-campus housing, explore ways to promote use of such a system, and if appropriate, explore development of an online rating system specific to U-MD students. [Shared strategy with Housing Diversity subcommittee]
39	B	Require property owners (or their agents) to participate in annual orientation, in order to receive rental license/permit, that has the follow elements: <ul style="list-style-type: none"> • Enrollment in electronic notification system with name of person with relevant contact information. • Explanation by code enforcement with a focus on new and enhanced expectations. • Mandated viewing of a video to highlight the challenges the community faces renting to the student population and outline best practices.
40	B	Offer annual property owner orientation program on three different dates each year, with the first session to occur during the back-to-school period. Invite participation of wide range of stakeholders including University, Police, Fire, Resident, IFC, SGA, PGPOA, etc.
41	B/C	Redesign the notice sent to tenants and Landlords when issues arise to assist in a more positive

#		Strategy
		outcome. Require landlords to provide email contact and send notices to that email address rather than using paper mailings. Evaluate the ability of the City to monitor accumulated violations. [Overlaps with Strategy 9]
42	B/C	Streamline the rental licensing process, including the following: <ul style="list-style-type: none"> Automate rental license renewal process. Provide one rental registration deadline for ALL rental properties (early in the year) when the permit fee is paid and all paperwork is completed. Inspection occurs throughout the year (as it is done now).
43	D	Require property owners or agent/manager to be within 75-mile radius of College Park.
HOME OWNERSHIP		
44	A/B	Develop and disseminate marketing materials that highlight the amenities and benefits of living in College Park and encourage potential residents to move here.
45	A/B	Expand University and City involvement in College Park schools.
46	A/C	Use the College Park Academy as a tool for attracting University faculty and staff.
47	A/C	Create an Aging-in-Place program that would provide support to older homeowners who face challenges with accessibility, mobility, home maintenance, and need for medical and social services.
48	B	Develop an ongoing group of faculty, staff and grad students who are city residents to discuss issues of concern and work on attracting colleagues to live in College Park.
49	B	Highlight achievements and success stories within local schools, particularly from parent perspectives.
50	B	Offer educational materials and other assistance to help home sellers to market their homes to prospective owner-occupants.
51	B	Develop an ongoing group of faculty, staff, and graduate students who are city residents to discuss issues of concern and work on attracting colleagues to live in College Park.
53	B/C	Create forgivable home purchasing loan program for University of Maryland faculty and staff who purchase homes and live in College Park. Could also encourage other employers located in College Park to offer such a program.
52	C	Expand the availability of grants to incentivize new homeowners to purchase homes in College Park, either by expanding the current City program and/or creating a new University-funded and administered program for UM faculty and staff.
54	C	Offer mortgage insurance program for University of Maryland faculty and staff in which the University backs the mortgages of staff and/or faculty that choose to live in College Park.
55	C	Use a ground lease development program to develop new owner-occupied housing with relatively low purchase prices.
56	C	Offer forgivable home improvement loans to retain existing homeowners who want upgraded homes as well as to improve "curb appeal" in neighborhoods and make good first impressions on prospective new homeowners.
57	C	Create a Housing Resource Center to help incoming UM faculty and staff find housing that matches their needs.
58	C/D	Provide resident discount for on-campus cultural and athletic events and improved access to University amenities (such as lifelong learning programs for College Park residents, use of the library, and recreational facilities).
59	D	Reduce or eliminate school facilities surcharge exemption for student housing.
DIVERSITY OF STUDENT HOUSING OPTIONS		
60	B	Create a co-op housing task force <i>to strengthen the sustainability and growth of CHUM.</i>
61	B	Publicize co-op housing in the community to expand awareness among UMD students, officials and the surrounding community.
62	B	Examine existing online rating systems that students can use to rate landlords and off-campus housing, explore ways to promote use of such a system, and if appropriate, explore development of an online rating system specific to U-MD students.
63	B/C	Educate students regarding role of code enforcement so they know who and when to contact when they need assistance.

#		Strategy
64	C	Create a guide to inform international students about their rights vis-à-vis property owners and about housing opportunities and make it available online.
65	D	Create more affordable housing for graduate and undergraduate students.
66	D	Explore ways to relieve Prince George's County occupancy restrictions on co-op housing projects and establish other regulations to help facilitate co-op housing. Co-op housing task force should look into legal issues.

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF
COLLEGE PARK TO AMEND THE MEMBERSHIP OF THE
NEIGHBORHOOD STABILIZATION COMMITTEE**

WHEREAS, the Mayor and Council of the City of College Park had formed a Neighborhood Stabilization and Quality of Life Work Group (“Work Group”) by Resolution 12-R-18 in 2012 to engage with various stakeholders, including the University of Maryland, City residents, University of Maryland students, public safety officials, and rental property owners, to identify possible strategies to stabilize neighborhoods and improve quality of life for College Park residents; and

WHEREAS, the Work Group held numerous committee meetings from November 2012 through June 2013 to identify and define potential strategies for 1) reducing issues that negatively impact quality of life for College Park residents, 2) increasing rates of homeownership, 3) building positive relations between different groups in the community, and 4) expanding options for affordable housing; and

WHEREAS, the Work Group held two public forums, in January and April 2013, to provide an opportunity for members of the broader community to express their concerns and ideas related to these issues, and at which a large number of people representing a broad spectrum of the community provided input through oral and written testimony; and

WHEREAS, the Work Group submitted its report to the Mayor and Council on August 7, 2013, including 63 possible strategies for addressing the above issues as well as 23 potential metrics that might be used to assess progress; and

WHEREAS, the Work Group’s report fulfills the original mission and charge of the Neighborhood Stabilization and Quality of Life Work Group; and

CAPS : Indicate matter added to existing law.
[Brackets] : Indicate matter deleted from law.

WHEREAS, the Work Group's report recommended that the City Council designate a smaller, ongoing committee to promote and facilitate a continuing dialogue among various stakeholders; and

WHEREAS, the Mayor and Council have determined to accept the final report of the Work Group, express the Council's appreciation for the considerable effort and substantial contributions made by the Work Group and each of the Work Group members, and establish a new Neighborhood Stabilization Committee that includes various stakeholders as part of the Committee; and

WHEREAS, the Mayor and Council adopted Resolution 13-R-20 on September 24, 2013, to establish the Neighborhood Stabilization Committee to include various stakeholders as part of the Committee; and

WHEREAS, the Mayor and Council adopted Resolution 13-R-20. Amended on October 8, 2013 to amend the composition of the membership of the Neighborhood Stabilization Committee by adding a representative of the Graduate Student Government and another City resident; and

WHEREAS, THE MAYOR AND COUNCIL NOW BELIEVE THAT A LARGER AND MORE INCLUSIVE COMMITTEE WOULD BE MORE EFFECTIVE, AND SO DESIRE TO AMEND/EXPAND THE COMPOSITION OF THE MEMBERSHIP OF THE NEIGHBORHOOD STABILIZATION COMMITTEE.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of College Park that Resolution 13-R-20. Amended be and it is hereby amended as follows; and it is further

RESOLVED, that the purposes for the Committee are to support implementation of strategies, continue to develop new strategies, and evaluate progress; and it is further

RESOLVED, that the Committee shall consist of the following members, each serving a two-year term:

- MAYOR AND CITY COUNCIL OF THE CITY OF COLLEGE PARK
(ELECTED CITY OFFICIALS SHALL SERVE FOR THE TERM OF THEIR
ELECTED OFFICE)
- ~~Two Councilmembers~~
- ~~One~~ representative of the University of Maryland Department of Public Safety, selected by the University
- ~~One~~
- ~~One~~ FOUR representative ~~S~~ of the University of Maryland administration, selected by the University
- ~~Four~~ SIX City residents selected by Council, with the goal of having AT LEAST one resident from each council district
- ~~FIVE~~ ~~or~~ University of Maryland students (the student liaison to the City Council, one Student Government Association representative, one representative of the Interfraternity Council/Pan-Hellenic Association, and one representative of the National Pan-Hellenic Council, Inc.)
- One representative of the Graduate Student Government
- ONE REPRESENTATIVE OF STUDENT CO-OPERATIVE HOUSING
- One representative of the Prince George's County Police Department (at least District Commander Level)
- Director of the City's Public Services Department
- MANAGER OF THE CITY'S CODE ENFORCEMENT DIVISION
- ~~Two~~ THREE rental property owners, selected by Council

and it is further

RESOLVED, that the Committee shall elect its chair, adopt procedures with respect to a quorum and other operations, and determine how it will accomplish its charge from the Council; and it is further

RESOLVED, that in developing its strategies, the Committee shall meet at least four times per year, and shall hold at least one public forum per year to solicit broader community input; and it is further

RESOLVED, that the Committee shall provide annual reports of its activities to the City Council and such other reports as the Council requests or the Committee deems useful.

ADOPTED by the Mayor and City Council of the City of College Park, Maryland at a regular meeting on the 11th day of February, 2014.

EFFECTIVE the 11th day of February, 2014.

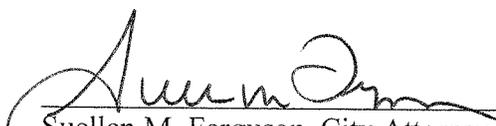
WITNESS:

**THE CITY OF COLLEGE PARK,
MARYLAND**


Janeen S. Miller, CMC, City Clerk


Andrew M. Fellows, Mayor

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


Suellen M. Ferguson, City Attorney

7

Council Meeting Agendas and Templates; Council Rules and Procedures



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

Prepared By: Janeen S. Miller
City Clerk

Meeting Date: March 15, 2016

Presented By: Scott Somers
City Manager

Proposed Consent Agenda: No

Originating Department: Administration

Issue Before Council: 1) Review and discussion of proposed Regular Meeting agenda and staff report formats; 2) Review of revised Council Rules and Procedures that are ready for adoption

Strategic Plan Goal: Goal 5: Effective Leadership

Background/Justification:

- 1) The City Manager requests Council's input on new agenda item forms for Regular Meetings, and a new process that would allow certain items to go directly to the Regular Meeting agenda with supporting documentation to permit informed Council decision-making. This change will more evenly balance the time of Worksessions and Regular Meetings. A proposed Regular Meeting agenda and staff report is attached for this discussion.
- 2) The City Council discussed revisions to Council Rules and Procedures at the January 19 Worksession, with the intention of having another chance to review them at the Council Retreat, however due to time constraints Council did not have this opportunity at the retreat. Staff recommends moving forward on the attached revisions that are more housekeeping-related at this time. A more robust discussion of Council's Rules and Procedures will be scheduled for the future.

Fiscal Impact:

None.

Council Options:

- #1: Discuss the City Manager's proposals for Regular Meeting Agendas
- #2: Review the revisions to the Council Rules and Procedures that are ready for adoption next week
- #3: Table the discussion on one or both of the above

Staff Recommendation:

#1 and #2

Recommended Motion:

I move to adopt the revisions to the Council Rules and Procedures in substantially the form attached.

Attachments:

1. Proposed Regular Meeting Agenda and Staff Report
2. Revised Council Rules and Procedures



TUESDAY, JANUARY 26, 2016
CITY OF COLLEGE PARK
COUNCIL CHAMBERS
7:30 P.M.

MAYOR AND COUNCIL REGULAR MEETING AGENDA

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**
- 3. ROLL CALL**
- 4. ANNOUNCEMENTS**
- 5. ACKNOWLEDGMENTS**
- 6. PROCLAMATIONS AND AWARDS**
 - a.
- 7. AMENDMENTS TO AND APPROVAL OF THE AGENDA**
- 8. PRESENTATIONS**
 - a.
- 9. PUBLIC COMMENT ON NON-AGENDA ITEMS** - This is an opportunity for public comment about any topic not on this agenda (with the exception of Consent Agenda items). Speakers are asked to provide their name and address for the record, and are given three minutes to address the Council.
- 10. PUBLIC HEARINGS**
 - a.
- 11. 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.
 - a. Approval of Minutes

12. **ACTION ITEMS**
 - a.
13. **COUNCILMEMBER REPORTS/COMMENTS**
14. **STUDENT LIAISON'S REPORT/COMMENTS**
15. **CITY MANAGER'S REPORT/COMMENTS**
16. **ADJOURN**

STATUS/INFORMATION REPORTS FOR COUNCIL REVIEW

- **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.**



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

AGENDA ITEM NUMBER _____

Prepared By:

Meeting Date:

Presented By:

Proposed Consent Agenda:

Originating Department:

Action Requested:

Strategic Plan Goal:

Background/Justification: There are two scenarios in which this form would be used. Scenario #1 is when the item was discussed at a prior Worksession. Scenario #2 is when this is a standalone item that comes directly to the Regular Meeting. Use the following guidelines for this section, depending on the scenario:

Scenario #1 - If this item was discussed at a prior Worksession: Attach that Worksession Cover Sheet, and use this section to provide an update. Example: "At the Worksession on February 2, Council discussed this item and directed staff to _____".

Scenario #2 - If this item has not been to a previous Worksession: Provide a summary description of how we got to this point, and why we are bringing this forward. A high level of detail is NOT required.

Fiscal Impact:

Discuss the cost and whether it is budgeted. List program/account number. If not budgeted, where will funding come from? Explain any grant funding or other reimbursement provisions that might apply.

Council Options: [List the options that Council could take. If there is a staff recommendation, list that as Option #1.]

- #1: [This would be the staff recommended option]
- #2:
- #3:
- #4:

Staff Recommendation:

#1 [Just list the option number from above - you do not need to restate the recommendation]

Recommended Motion:

[In italics, please state the recommended motion.]

Attachments:

1. Provide the Worksession Cover Sheet from last week, if applicable
2. Provide any documents that are being approved or awarded with this motion.

RULES AND PROCEDURES FOR THE
MAYOR AND CITY COUNCIL OF COLLEGE PARK

I. AUTHORITY

These rules are adopted pursuant to the authority provided in Art. VI, § C6-1.

II. MEETINGS

A. Regular Meetings.

The Mayor and Council shall normally meet in regular Meetings on the second and fourth Tuesday of each month and in regular worksessions on the first and third Tuesday of each month if necessary, but, in no event, less frequently than required by Art. VI, § C6-1 of the College Park Charter. The Mayor and Council may meet on other days where, in its judgment, an alternative day is either necessary or desirable. Notice of alternative meeting dates shall be confirmed in the annual meeting schedule and shall be given as set forth in this Section.

B. Annual Meeting Schedule.

An annual Meeting schedule shall be approved by the Mayor and City Council at its first regular Meeting in December of each year. In an election year, the schedule shall be approved by the new Council.

C. Worksessions.

The Mayor and Council will normally meet in worksession meetings on the first and third Tuesdays of each month. The Mayor and Council may meet on other days where, in their judgment, an alternative day is either necessary or desirable. Additional worksessions may be scheduled by the Mayor and City Council as required.

D. Special Meetings.

The Mayor and City Council may meet in special Meetings upon written request of either the Mayor or two members of the City Council. Notice of special meetings shall be given to each Councilmember at least twenty-four (24) hours in advance of such special Meeting and shall contain the purpose, date, time and place of such Meeting.

E. Emergency Meetings, Notice.

Emergency Meetings may be called with the consent of two-thirds of the Mayor and City Council members present for matters constituting a severe and imminent danger to the health, safety or welfare of the public. Notice of such Meetings shall be given as is feasible under the circumstances.

F. Executive Sessions.

The Mayor and City Council may meet in executive session (closed to the public) under the circumstances, conditions and for reasons set forth in Art. VI, § 6-3. Notice of Executive Sessions shall be given as required by law.

G. Information Meetings.

The Mayor and City Council may hold informational Meetings to present information to the residents of College Park and obtain feedback from residents of the City. The Mayor and City Council will determine the rules governing presentations made at such Meetings.

H. Limitation On Number Of Meetings.

No more than four (4) meetings may be held in any given month, unless approved by a majority of the Council present and voting. Except in the event of an emergency as determined in

subsection E, in no event may council approve more than two (2) additional meetings in any given month.

I. Place of Meeting.

All Meetings of the Mayor and City Council, unless otherwise determined, shall be held at the College Park City Hall, Council Chambers, located at 4500 Knox Road, College Park, Maryland. Notice of change in Meeting place shall be prominently posted on the door of the regularly scheduled Meeting place and shall be given by such other means, including local cable, as may be feasible.

J. Meeting Time.

Meetings of the Mayor and City Council shall begin at ~~8:00~~ 7:30 p.m. unless a different starting time is established by the Mayor and City Council and reasonable notice thereof provided to residents of the City.

K. Public Notice of Meeting.

Proper notice of all Meetings of the Mayor and City Council shall be provided to the public by the City Clerk.

L. Quorum.

1. A quorum shall consist of five (5) members of the City Council and the presiding officer. To conduct official business, a quorum must be present at all times. To be "present" is defined as being within the Council Chambers or the Chamber in which the Meeting is being held as that area may be defined from time to time by the Mayor and City Council.

2. Once a Meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the presiding officer or a Councilmember should bring this fact to the attention of the Mayor and City Council and the

Mayor and City Council shall then be automatically, temporarily recessed until a quorum is reestablished. Upon reestablishment of the quorum, the Mayor and City Council shall resume consideration of the matter before it at the time of the recess. If, in the opinion of the presiding officer, a quorum cannot be obtained within a reasonable period of time, the presiding officer shall declare the Meeting adjourned until the next scheduled Meeting; at that next Meeting, after taking up the usual preliminary matters, the Mayor and City Council shall resume its consideration of the matter that was before it when it previously adjourned. This shall not prevent any Councilmember from moving to table, defer, postpone, or make any other appropriate motion with respect to any pending matter.

M. Meeting Agendas.

The agenda for all Meetings of the Mayor and City Council shall be prepared by the City Manager and City Clerk in consultation with the Mayor. Agenda items submitted after the established deadlines may be considered by consent of a simple majority of members of the Mayor and City Council present at the Meeting. Agenda items shall be submitted no later than twelve o'clock noon on the Thursday preceding the Council Meeting at which the matter is to be presented. The agenda shall be posted at places where City notices are customarily posted and shall be ~~communicated to residents of the City through the local cable channel~~posted on the City's website. Work Session agendas shall be created that can be reasonably accomplished within three hours. The pace will be sped up after 10:30 p.m. ~~4~~ pm to complete any unfinished business. ~~A~~Consent Agenda items are items of routine business that generally require no discussion by Council and are therefore placed on the Consent Agenda of a Regular meeting for Council consideration. Any member of the Council may remove an item from the Consent Agenda and place it under Action Items. ~~may be established for regular~~

~~Meetings which consists of items determined by a unanimous vote of the Mayor and City Council to require action but which do not require discussion.~~ The agenda shall outline the established order of business. Regular Meeting agendas shall be adopted by the Mayor and Council at the beginning of the Regular Meeting. Items on the agenda can be reordered by the Mayor and City Council during the scheduled Meeting.

N. Agenda for Special Meetings.

The matter or matters to be considered at a Special Meeting of the Mayor and City Council shall be stated in the call to the Meeting. No other matters shall be considered unless all members of the Mayor and Council are present.

O. Distribution of Meeting Materials.

The agenda and related materials will be provided to members of the Mayor and City Council in advance of scheduled Meetings. The Mayor, Council and staff shall use emails and telephone calls whenever possible to reduce the need for explanation and discussion. Meeting materials will be prepared by the City Clerk and made available to members of the Council and the general public except for materials which are legally privileged or confidential no later than close of business on the Friday immediately preceding the Meeting of the Mayor and City Council at which such matters are to be considered. Materials shall be delivered to members of the Mayor and City Council pursuant to arrangements established with the member.

P. Conduct of Meetings.

1. Chairperson. The Mayor shall preside at all Meetings of the Mayor and City Council. The Mayor Pro Tem shall preside at all Meetings in the absence of the Mayor. In the

absence of both the Mayor and the Mayor Pro Tem, the Mayor, or the Mayor Pro Tem, if the Mayor is not available to do so, shall designate a member of the City Council to preside in their absence.

2. Procedure.

a. Recognition. Council members shall be recognized by the presiding officer before speaking. Other persons at a Meeting of the Mayor and City Council may speak only when called upon or authorized.

b. Comments on Agenda Items. A member of the City Council who introduces an agenda item for action by the Mayor and Council may provide comments relating thereto. Comments by a member of Council who introduces an agenda item shall be limited to five minutes. The time which it takes the Councilmember to actually state the Motion shall not be included in the five minutes. Following introduction and seconding of an agenda item, each member of the Council may provide up to two comments on the item. Each comment shall be limited to three minutes. Amendments shall be treated as a new item for purposes of Council comments.

c. Council Comments. During the time established for Council comments at the end of any formal Council meeting agenda, a member of the Mayor and Council may offer comments provided they are limited to five minutes. Council comments shall be limited to no more than three items. ~~Councilgrams should be used in lieu of Council comments whenever possible.~~

3. Motions in Writing. All motions pertaining to Ordinances, Council policies or other substantive proposals shall, where possible, be made in writing.

4. Reconsideration. A motion to reconsider a vote on any action may be made no later than the next regular Meeting following the Meeting at which the action to be reconsidered was taken. A motion to reconsider may be made only by a Councilmember who voted on the prevailing side of the action to be reconsidered or by a member absent when the vote was taken, although any member of the Council, and the Mayor when voting as allowed by law, may support the motion to reconsider. A motion to reconsider may be approved by a simple majority of those Council members present and voting. The same number of votes shall be required to approve the action upon reconsideration as was required to pass or adopt the original action.

5. Voting by Councilmembers, Mayor. When a question is put by the presiding officer, every member of the City Council present shall vote either "Yes", "No" or "Abstain". Each member of the Council may make a brief statement explaining the reasons for the member's vote. The Mayor, when authorized by law to vote, shall vote either "Yes", "No" or "Abstain" and may make a brief statement explaining the reasons for the vote. Upon request of any Councilmember, a roll call vote will be taken.

6. Public Participation. Members of the public may speak at public Meetings of the Mayor and City Council according to procedures established by the Mayor and City Council.

a. Sign-up Procedure. Cards will be placed in the back of the room for people to sign if they wish to speak. When they come to the podium, they will give the cards to the City Clerk. This will assure that the Minutes record the proper spelling of the name and a correct address.

b. Public Comment. Comments from members of the public are limited to three (3) minutes at the beginning of the Council meeting on any non-agenda and consent agenda items. A person may also speak for up to five (5) minutes after the portion of the Meeting

devoted to general Council comments at the end of the evening Meeting. A speaker representing a group or organization will be allowed up to five (5) minutes to present the position of the organization. Questions by the Mayor or individual Councilmembers will not be counted against the speaker's time.

c. Comments on Agenda Action Items. Comments from members of the public are permitted on all agenda action items. Comments from members of the public on agenda items are limited to three (3) minutes and from speakers representing a group or organization to five (5) minutes, except that the Mayor and Council may, by simple majority vote of those present, alter or waive the time requirements.

d. Written Comment. Public comment may be submitted in writing at or prior to the meeting. In order to be received by the Council as part of the record, the comment must include the specific agenda item to which it relates and the full name and address of the person submitting the comment. Comments that are submitted to the City Clerk prior to the close of business (5:00 p.m.) on the day of the meeting will be provided to the Mayor and City Council at the start of the meeting.

7. City Manager's Report. At the commencement of each meeting, the Mayor shall provide an opportunity for the City Manager to provide an oral report concerning new items of City business not previously furnished to Council in written form, or upon which staff believes immediate action or guidance is required by Council. Council comments or questions to the City Manager shall be limited to matters raised in the oral report or those which require immediate action by Council. All other questions or comments for response by the City Manager shall be deferred to the end of the meeting.

8. Presentations from developers in advance of requests for City support shall be limited to forty minutes.

9. When considering items where many questions are anticipated, a “round” approach shall be used in which each Council member, the Mayor, and appropriate staff shall be limited to one question per “round”.

10. The presiding officer shall cut off overly lengthy remarks with support by the Council.

Q. Disorderly Conduct.

The presiding officer shall call to order any person who disrupts the orderly conduct of business at Meetings including speaking without being recognized, exceeding designated time limits, failure to be germane to the issue being presented or use of vulgarities.

R. Record of Meetings.

1. Responsibility for Meeting record. The City Clerk or the City Clerk's designee shall be responsible for minutes of each Meeting of the Mayor and City Council and for maintaining the official record, which shall include all Council actions. Minutes shall include:

a. all motions made, the name of the mover and seconder, the method and outcome of the votes taken; and

b. copies of resolutions, new or revised ordinances or other actions approved by the Mayor and City Council.

2. Public access to Meeting records. Minutes and records of Meetings of the Mayor and City Council shall be made available to the public by the Clerk in accordance with the Public Information Act and the State Open Meetings Laws.

S. Ordinances.

1. Ordinances may be enacted pursuant to the provisions of Art. VIII of the College Park Charter.

2. Public Hearing; Notice. As required by Art. VIII, § C8-2, a public hearing shall be held on proposed ordinances following ~~publication~~ the advertisement of the ordinance or a fair summary thereof ~~in a local newspaper of general circulation~~ on the City website, cable channel, bulletin board and City email listserv. Emergency ordinances shall be considered pursuant to § C8-2B of the College Park Charter.

3. Majority vote. The affirmative vote of a simple majority of the members of the City Council present and voting shall be required for the enactment of ordinances, except as otherwise required by law.

4. Adoption. The Council shall not adopt an ordinance or ordinance change at the same Meeting at which the ordinance is introduced unless it is declared an emergency ordinance. Ordinances shall become effective twenty (20) days following Council approval unless the Council declares otherwise.

T. Parliamentary Authority.

Robert's Rules of Order, Newly Revised, as amended, shall govern all questions of procedure not otherwise provided for in these rules or by State or Federal Law.

U. Biennial Review of Rules.

The rules and procedures of the Mayor and City Council shall be reviewed at least biennially by the Mayor and City Council. Public notice and an opportunity for public comment shall be provided prior to making changes in these rules. Changes in procedure may be made by majority vote of the Mayor and City Council at the regular Meeting after the change in rules or procedures is proposed.

V. Rescission and Suspension of Rules.

A motion to rescind or amend something previously adopted or a motion to suspend these rules may be brought pursuant to the appropriate section of Robert's Rules of Order.

W. Conduct of Councilmembers.

1. If the Mayor or any member of the Council indulges in any language or conduct unbecoming to the office, the member shall be called to order by the presiding officer and, in such case, the offending member shall lose the floor and shall not proceed without the approval of the majority of the members present. The Mayor and Council may, by vote of all members of the Mayor and Council, excluding the offending member, expel the Mayor or any member of the Council from a Meeting for disorderly conduct or violation of Council rules.

2. Conflict of Interest. No Councilmember shall participate in any matter pending before the Council on which the Councilmember has an interest, as defined in the City's ethics ordinance, or has taken a formal position as a party in a legal matter which is contrary to the legal position of the City of College Park in such matter. The determination of the existence of a conflict shall be made by a vote of not less than six (6) members of the Council and shall be based on a finding that a conflict exists with a statement setting forth the basis of the finding to be included in the minutes of the Meeting. Upon such finding, the presiding officer shall exclude the conflicted member from participation in any consideration of the matter on which the

member is conflicted and from being present at Executive Sessions addressing the issues as to which the Councilmember is conflicted.

3. Representation Before Other Governmental Organizations. When a Councilmember appears before any other governmental agency or organization to give a statement on an issue affecting the City, the Councilmember shall first identify the adopted position of Mayor and Council with respect to that subject, if any. Thereafter, the Councilmember may provide a statement of personal opinion or comment (including a minority or opposing viewpoint), provided the Councilmember expressly acknowledges that such statements do not represent the position of the City.

X. Conduct of Work Sessions.

1. No person or group shall be interrupted by the Mayor or any Council member during a presentation at a work session. Questions may be asked at the end of the presentation.

2. Neither the Mayor nor any member of Council may speak for more than five (5) minutes without interruption upon any single agenda item. The Chairperson of the work session shall deny the floor to any member of the Council after that person has spoken for five (5) minutes or more, either at the Chairperson's own instance or upon a point of order.

3. A request for a show of hands not to discuss an agenda item any further shall always be in order.

4. It is the goal of the Mayor and Council to complete all work sessions by ~~11:00~~10:30 p.m. All work sessions must cease by midnight, and the Council is therefore considered adjourned. In the event that a simple majority of Council wishes to continue the work session beyond midnight, it may do so by a straw vote. Upon failure of the straw vote to carry by a simple majority, all Council activities will cease at midnight. If during the course of

the meeting, anyone wishes to leave the chambers for any reason, they may feel free to do so, but the rest of the Council will continue their agenda and a recess will only be taken in case of an emergency.

Y. Charter Amendments. Charter amendments may be enacted by resolution pursuant to the provisions of Article 23A, §11 et seq. of the Annotated Code of Maryland. Prior to adoption, a public hearing shall be held on charter resolutions initiated by the Council following ~~publication-advertisement~~ of the resolution or a fair summary thereof on the City website, cable channel, bulletin board and City email listserv ~~in a local newspaper of general circulation~~. The Council shall not adopt a charter resolution at the same Meeting at which it is introduced. The pre-adoption notice and publication requirements of this subsection, as well as the requirement that the charter resolution not be adopted at the Meeting at which it is introduced, may be overridden by the Council by a majority vote.

Z. Use of Staff Resources. Neither the Mayor nor any members of Council may request that staff time in excess of two hours be spent on a specific item unless prior approval has been granted by the Mayor and Council.

8

Review of Legislation

TO: Bill Gardiner, Assistant City Manager
FROM: Len Lucchi and Eddie Pounds, City Lobbyists
DATE: March 11, 2016
RE: Weekly Report

The General Assembly will adjourn one month from today. That means ninety percent of the work like ahead. Here is a listing on the status of pertinent bills:

1. **Fiscal bills**

- a. **HB 723/SB 585– Transportation – Highway User Revenues – Distribution to Municipalities** – This is the MML bill to gradually restore HUR revenues to municipalities. Hearing held on February 25th before the Environment and Transportation Committee and March 2nd before the Budget and Taxation Committee.
- b. **HB 1455 – Transportation – Highway User Revenue – Distribution** – The bill restores HUR revenues to both cities and counties. **Heard on March 10th before the Environment and Transportation Committee.**
- c. **SB 560 – One Maryland Economic Development Tax Credits – Business Incubators and Regional Institution Strategic Enterprise Zones** – Bill expands the eligibility criteria for a project tax credit or a start-up tax credit to include a business that locates or expands a business incubator in a RISE Zone. The incubator must create a minimum of 25 new, full-time jobs within 24 months. Bill hearing held on February 24th before the Budget & Taxation Committee. **Vote is anticipated to occur soon.**

2. **College Park bills**

- a. **SB 780/HB 1138 – Prince George’s County – School Facilities Surcharge – Student Housing Exemptions** – This bill has been assigned to the Prince George’s Senate Delegation, chaired by Senator Rosapepe. Bill was heard on March 1st before the Education, Health and Environmental Affairs Committee. House version voted out 20-0 by the House Delegation and has a hearing today before the Environment and Transportation Committee
- b. **SB 782 – Creation of a State Debt – Prince George’s County – Hollywood Streetscape** – This bill requests \$200,000 from the State’s capital budget. **Hearing scheduled for March 12th in Senate Budget & Taxation Committee.**
- c. **SB 1052/HB 1607 – University of Maryland Strategic Partnership Act of 2016** – Bill would create a partnership between The University of Maryland College Park Campus and The University of Maryland Baltimore Campus. Bill heard in Senate Budget & Tax Committee on March 1st. Amendments were added by Senator Rosapepe to recognize the collaboration that has taken place between UMCP and the City, require continued collaboration, and require the University to annually report on that collaboration. Also, the provision allowing for one president was stripped out. **Bill passed second reader, favorable with amendments.**

3. County Bills

- a. **PG/MC 111-16 – Prince George’s County – Land Use – Zoning Powers and Review –** This bill had two hearings before the Bi-County Committee on February 11th and 12th. The Committee decided to hold the bill indefinitely.
- b. **PG 438-16 – Task Force to Study a Promise Scholarship Program in Prince George’s County – HB 1087 –** Bill establishes a task force to study a promise scholarship program in the County. Assigned to the County Affairs Committee. Received a favorable vote on February 17th.
- c. **PG 404-16 – Prince George’s County – Authority to Impose Fees for Use of Disposable Bags – HB 1130 –** Bill would allow retailers to charge up to 5 cents for use of plastic disposable bags. Assigned to the County Affairs Committee. Committee decided to hold the bill.
- d. **PG 418-16 – Prince George’s County – Authority to Prohibit the Use of Disposable Bags – HB 1137 –** Bill would allow the County to enact a law prohibiting the use of certain disposable paper and plastic bags. Assigned to the County Affairs Committee. Committee decided to hold the bill.
- e. **PG/MC 110-16 – Prince George’s County – Land Use Permit Review – Consolidation –** Would consolidate the review of certain permits for land use in the County’s DPIE agency. Discussed on March 3, 2016, in the Bi-County Subcommittee. County Council presented two amendments. One was technical. The other would implement the text of **PG/MC 118-16 – Maryland-National Capital Park and Planning Commission – Prince George’s County – Appointment Procedures** into the text of PG/MC 110-16. Park & Planning also presented amendments of a technical nature. The Committee decided not to vote on the bill with supporting amendments and instead requested that more information be provided concerning the appointment process of planning commissioners in other jurisdictions within Maryland and surrounding jurisdictions. The County Executive submitted written opposition. **On March 10th, Bi-County ultimately decided to Special Order this bill (date to be determined by Chair Vaughn). At the work session, Bi-County reviewed information provided concerning how other Maryland counties appoint their planning board members. County Council argued that it should resemble Montgomery County, where the Council appoints planning board members, with approval made by the County Executive. The County Executive’s office countered by contending that doing so would allow the District Council to hear appeals from the same persons who they appointed to the planning board.**

4. Municipal bills

- a. House Bill 277 – Municipalities – Authority to Serve Citations for Violations of County Laws – This bill had a hearing on February 9th before the Environment and Transportation Committee. There does not seem to be much of an appetite for municipalities to take on a county responsibility. **Received an UNFAVORABLE report by E&T Committee.**
- b. House Bill 852 – Local Government – Municipal Elections – Tie Votes – This bill requires municipalities to establish procedures for tie votes. It has a February 26th hearing before the Ways and Means Committee. MML is opposing. **Received FAVORABLE with Amendments by Appropriations.**
- c. Senate Bill 248 – Municipalities - Vacant or Blighted Buildings – Registration and Remediation – This bill also had a hearing on February 9th before the Education, Health,

and Environmental Affairs Committee. This bill was introduced and failed last year. It was submitted mainly for Annapolis. There did not seem to be an interest among other municipalities to put a spotlight on these properties.

- d. Senate Bill 326 – Municipal Elections – Certificates of Candidacy – Proof of Filing – This bill was submitted because of a problem in a single municipality. The hearing is scheduled for February 25th before the Education, Health and Environmental Affairs Committee. **Received UNFAVORABLE report by EHEA Committee.**

SENATE BILL 1052

F2

6lr1392
CF HB 1607

By: **Senators Ferguson, Miller, Currie, DeGrange, ~~Edwards~~, Guzzone, King, Madaleno, Manno, McFadden, ~~Peters~~, and ~~Serafini~~ and Peters**

Introduced and read first time: February 18, 2016

Assigned to: Rules

Re-referred to: Budget and Taxation, February 19, 2016

Committee Report: Favorable with amendments

Senate action: Adopted

Read second time: March 10, 2016

CHAPTER _____

1 AN ACT concerning

2 **University of Maryland Strategic Partnership Act of 2016**

3 FOR the purpose of creating a strategic partnership between certain higher education
4 institutions to be called the University of Maryland; ~~requiring each campus of the~~
5 ~~University of Maryland to have a president subject to a decision by the Board of~~
6 ~~Regents at a certain time~~; requiring the presidents to jointly operate and manage
7 the University of Maryland; requiring the presidents of the University of Maryland
8 campuses to submit a certain report to the University System of Maryland Board of
9 Regents and the Chancellor of the University System of Maryland each year; stating
10 certain findings of the General Assembly; requiring the presidents to develop and
11 implement a certain plan; requiring the presidents of certain campuses to perform
12 certain duties; establishing a University of Maryland Joint Steering Council with a
13 certain membership; requiring the Council to perform certain duties; establishing a
14 Center for Maryland Advanced Ventures; requiring the Center to be located in
15 Baltimore City; requiring the Center to perform certain duties; requiring the Center
16 to provide certain services to certain institutions; authorizing the Center to assess a
17 certain fee for certain services; requiring the presidents to appoint an Executive
18 Director of the Center; requiring the Executive Director of the Center to perform
19 certain duties; authorizing the Maryland Technology Development Corporation to
20 advise the Executive Director on the development of the Center; requiring the
21 Governor to appropriate at least certain amounts to support the Center ~~in certain~~
22 ~~fiscal years~~ beginning in a certain fiscal year; establishing a University of Maryland
23 Center for Economic and Entrepreneurship Development (UMCEED); requiring

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.

Underlining indicates amendments to bill.

~~Strike out~~ indicates matter stricken from the bill by amendment or deleted from the law by amendment.



1 UMCEED to be located on a certain campus; requiring UMCEED to perform certain
 2 duties; requiring the presidents to appoint an Executive Director of UMCEED;
 3 requiring the Executive Director of UMCEED to perform certain duties; requiring
 4 the Governor to appropriate at least a certain amount to support UMCEED
 5 beginning in a certain fiscal year; repealing the requirement that certain institutions
 6 be considered a single institution for certain purposes; requiring the Consolidated
 7 Transportation Program to include certain information; requiring the University
 8 System of Maryland to locate a certain office in Baltimore City by a certain date;
 9 requiring ownership of a certain property to be transferred to the University of
 10 Maryland, College Park Campus by a certain date; ~~requiring the submission of~~
 11 ~~certain legislation if a certain decision is made by the Board of Regents;~~ requiring
 12 the presidents of certain campuses to jointly develop certain plans; ~~requiring the~~
 13 ~~Governor to include a certain amount in a certain budget to construct a certain~~
 14 ~~facility at the Universities of Shady Grove;~~ requiring the Governor to provide a
 15 certain amount of general funds to the University System of Maryland Office in
 16 certain fiscal years to be distributed to certain institutions and to include a certain
 17 distribution in a certain budget in all future fiscal years; requiring certain Presidents
 18 to have an opportunity to meet with the Governor to discuss certain fiscal matters;
 19 prohibiting a certain construction of the strategic partnership and of this Act;
 20 requiring certain Presidents to make certain recommendations to the Chancellor of
 21 the University System of Maryland to make a certain evaluation and
 22 recommendation by a certain date; providing that the University of Maryland Joint
 23 Steering Committee is the successor to a certain MPowering the State Steering
 24 Committee; providing that the University of Maryland is the successor of the
 25 University of Maryland, College Park and the University of Maryland, Baltimore;
 26 providing that certain names and titles of a certain unit and officials in laws and
 27 other documents mean the names and titles of the successor unit and officials;
 28 providing for the continuity of certain matters and persons; specifying certain
 29 findings and declaring the intent of the General Assembly; requiring the publisher
 30 of the Annotated Code, in consultation with, and subject to the approval of, the
 31 Department of Legislative Services, to make certain corrections; defining certain
 32 terms; repealing a certain definition; renumbering certain sections; making
 33 conforming changes; and generally relating to the strategic partnership between
 34 certain higher education institutions in Maryland.

35 BY renumbering

36 Article – Transportation

37 Section 2–103.1(c)(3) through (7), respectively

38 to be Section 2–103.1(c)(4) through (8), respectively

39 Annotated Code of Maryland

40 (2015 Replacement Volume and 2015 Supplement)

41 BY repealing and reenacting, with amendments,

42 Article – Education

43 Section 4–402(d)(1)(i), 10–209(d) and (f), 11–105(b)(5)(i) and (ii), 12–101(b),

44 12–104(b), 12–105(a)(2), 12–106(a)(1)(iii)1., 12–109(a) and (f)(3), 12–116(b)

45 and (c), 13–101(d)(2), 13–102(d), 13–103(b), 13–104(c), 13–202(b), 13–204,

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Future Agenda items



TO: Mayor, City Council, City Manager and Department Directors
FROM: Janeen S. Miller, City Clerk
DATE: March 7, 2016
RE: Future Agendas

The following items are tentatively placed on future agendas. This list has been prepared by the City Manager and me, and represents the current schedule for items that will appear on future agendas.

TUESDAY, MARCH 22, 2016 REGULAR MEETING

Presentation of Annual Report of the College Park City University Partnership – Eric Olson, Executive Director

Presentation by UMD Capstone Students on the Sentinel Swamp Sanctuary project

TUESDAY, APRIL 5, 2016 WORKSESSION

Discussion of a Property Use Agreement in connection with the application for a transfer of a Class B+, Beer, Wine and Liquor License for the use of Town Hall Wine and Spirits, LLC, t/a Town Hall Restaurant and Liquor, 8135 Baltimore Avenue, College Park, 20740, transfer from J&G, Inc., t/a Town Hall Restaurant -- Bob Ryan, Director of Public Services

Earth Day Proclamation for presentation at the April 12 Regular Meeting

12-16-15: Proposed Complete Streets Policy – Terry Schum, Director of Planning and Steve Beavers, Community Development Coordinator

02-02-16: Proposed amendments to Chapter 157 of the City Code to eliminate conflicting guidelines for snow removal – Suellen Ferguson, City Attorney

12-09-15: Discussion about the possibility of creating a Martin Luther King, Jr. Tribute Committee – Scott Somers, City Manager

02-19-16: Sun Trust Master Lease #3 for Fleet Purchases – Steve Groh, Director of Finance

02-25-16: Discussion of surveillance cameras City-wide – Bob Ryan, Director of Public Services

03-02-16: Follow-Up on an Arts and Entertainment Task Force – Bill Gardiner, Assistant City Manager

Review of legislation (possible Special Session) – Bill Gardiner, Assistant City Manager

TUESDAY, APRIL 12, 2016 REGULAR MEETING

TUESDAY, APRIL 19, 2016 WORKSESSION

Discussion of Budget Ordinance prior to Introduction next week

Proclamation for Children's Mental Health Awareness Week for presentation at the April 25 Regular Meeting – Peggy Higgins

03-07-16: Discussion of permit parking survey results near the Metropolitan development (now called The Boulevard at 9091)

02-01-16: DSP-12030, Pregnancy Aid Center – Terry Schum, Director of Planning

Discussion of Hollywood Gateway Park project – Terry Schum, Director of Planning

Award of Contract for Compensation Study – Jill Clements, Director of Human Resources

MONDAY, APRIL 25, 2016 REGULAR MEETING

Lakeland S.T.A.R.S. Presentations (plus a reception prior to meeting)

TUESDAY, MAY 3, 2016 WORKSESSION

FUTURE WORKSESSIONS

03-08-12: Trolley Trail negotiations – Suellen Ferguson, City Attorney

01-07-14: Model Public Participation Ordinance – Mayor Wojahn

02-11-14: Discussion of an awards program to encourage and reward property owners (CBE)

Draft resolution establishing a Business Recycling Task Force - Bill Gardiner, Assistant City Manager

Logistical issues/information needed to develop a business recycling program – Bob Stumpff, Director of Public Works

10-06-14: Discussion of amendments to the City Code to add requirements for the prevention of sediment runoff and erosion of soil from residential and non-residential properties (Chapters 125-8.I & 157-6.B(1)(a)[5]) – Bob Ryan, Director of Public Services

10-06-14: Discussion of an amendment to the City Code to prohibit the placement of furniture not designed for outdoor use, within or under a permanent accessory structure such as a covered porch or gazebo (Chapter 125-10.N) – Bob Ryan, Director of Public Services

11-18-14: Proposed Revisions to the City's "48 hour parking" rule – Bob Ryan, Director of Public Services and Suellen Ferguson, City Attorney

05-01-15: Discussion of CBE Proposal for hen keeping in College Park – request of Councilmember Kabir. (This will be discussed as part of the County Zoning Rewrite)

Discussion about issuing a Request for Expressions of Interest for the Calvert Road School site

05-19-15: Discussion of City-wide technology plan – request of Councilmember Kabir

08-05-15: Report from “Council Internship Program Subcommittee” – Councilmember Kabir

09-09-15: Presentation by Prince George’s County Public Schools on the Capital Improvement Plan for northern Prince George’s County

Award of Contract for the Construction of Duvall Field Concession Building and Plaza - Terry Schum, Director of Planning

10-06-15: I-495 and Route 1 intersection safety improvements – SHA

10-06-15: Discussion about the future of the Neighborhood Watch Steering Committee

10-20-15: Presentation of alternatives for Greenbelt Road at Rhode Island Avenue intersection – Venu Nemani, SHA District Engineer

01-06-16: Follow-up to the January 5 discussion of recommendations by the Noise Control Board – Suellen Ferguson, City Attorney

12-11-15: Discussion on Landlord Orientation Pilot Program – Scott Somers, City Manager

01-20-16: Update to request for Commuter Shuttle Bus Service – Bill Gardiner, Assistant City Manager (this item will be discussed in conjunction with the Aging-In-Pace Task Force Report)

03-24-15: Review of the City’s Emergency Preparedness Plan – Bob Ryan, Director of Public Services

02-03-16: Discussion of creation of a Charter Revision Committee – Scott Somers, City Manager

02-10-16: Request by the University of Maryland to rename Paint Branch Parkway to Campus Drive

12-14-15: Award of contract for stormwater management projects along Rhode Island Avenue and Narragansett Parkway – Terry Schum, Director of Planning

02-24-16: Contract for Development Consultant – Scott Somers, City Manager

03-07-16: Discussion of APC recommendations on the City’s Fence Ordinance

03-09-16: Discussion of a second Community Garden (follow-up from February 2 Worksession) – Steve Beavers, Community Development Coordinator

FY 2017 Budget Schedule:

February 12: Council Wish Lists due to Finance

March 31: City Manager’s requested budget distributed to Mayor and Council

April 9 and April 16: Saturday Budget Worksessions (second one is only if needed)

April 25: Budget Ordinance Introduced

May 10: Budget Public Hearing and Constant Yield Tax Rate Public Hearing

May 17: Worksession discussion of possible budget changes after PH, if needed

May 24: Budget adoption

Budget Parking Lot:

FY 2015:

1. Public Services-Admin performance measure #2 (response within 1 business day) (Wojahn): Worksession follow-up (Bob Ryan)
2. CBE carbon footprint audit (Fellows): ~~(Audit was never completed)~~ Update in June 2015 (August 2015)
3. Social media (Facebook, Twitter, etc.) (Wojahn): Worksession discussion (Sarah Price)
4. Reduce printing City-wide (Brennan): Worksession discussion

FY 2016:

5. ~~Discussion of adding recycling containers where there are trash receptacles (this is being done)~~
6. Cistern at Public Works
7. ~~Reports from direct grant recipients~~
8. Performance Measures
9. SunGard Business Process Review (Part 2)
10. ~~Shuttle Bus Service (July)~~
11. Finance satellite office at Public Works
12. ~~Use of \$80,000 Education Improvement Fund (October 6)~~
13. ~~Discussion of Council Internship program (August)~~
14. ~~Joint Marketing with UMD Visitors Center (October 20)~~

May 10, 2014 Retreat Parking Lot:

1. Staff Capacity: How to strategically build capacity (increase staff) to meet future needs – example: a communications person may be needed next. Where is staff having trouble meeting demands?
2. What is the City's role vis-à-vis Day Care needs in the City

10

Boards and Committees

City of College Park
Board and Committee Appointments

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

Advisory Planning Commission			
Appointee	Represents	Appointed by	Term Expires
Larry Bleau 7/9/02	District 1	Mayor	01/19
Rosemarie Green Colby 04/10/12	District 2	Mayor	04/18
Christopher Gill 09/24/13	District 1	Mayor	09/16
James E. McFadden 2/14/99	District 3	Mayor	04/16
Kate Kennedy 08/11/15	District 1	Mayor	08/18
Javid Farazad 10/27/15	District 4	Mayor	10/18
John Rigg 01/12/16	District 3	Mayor	01/19
<p>City Code Chapter 15 Article IV: The APC shall be composed of 7 members appointed by the Mayor with the approval of Council, shall seek to give priority to the appointment of residents of the City and assure that there shall be representation from each of the City's four Council districts. Vacancies shall be filled by the Mayor with the approval of the Council for the unexpired portion of the term. Terms are three years. The Chairperson is elected by the majority of the Commission. Members are compensated. Liaison: Planning.</p>			

Aging-In-Place Task Force			
Appointee	Position Filled:	Resides In:	Term Expires
VACANT	Resident 1		Upon completion and submission of final report to the City Council.
Darlene Nowlin 10/14/14	Resident 2	District 4	
VACANT	Resident 3		
Lisa Ealley 01/27/15	Resident 4	District 1	
Judy Blumenthal 01/27/15	Resident 5	District 1	
Dave Dorsch 03/10/15	Resident 6	District 3	
Helen Barnes 04/15/15	Resident 7	District 3	
VACANT	Resident 8		
VACANT	Councilmember #1		
Patrick L. Wojahn 11/25/14	Councilmember #2	District 1	
P. J. Brennan 11/25/14	Councilmember #3	District 2	
Fazlul Kabir 11/25/14	Councilmember #4	District 1	
<p>Established April 2014 by Resolution 14-R-07. Council positions expanded from 2 to 4 by Resolution 14-R-34 October 2014. Final report of strategies and recommendations to Council anticipated January 2015. Composition: 8 City residents (with the goal of having two from each Council District) and 4 City Council representatives, for a total of 12. Quorum = 5. Task Force shall elect Chairperson from membership. Not a compensated committee. Liaison: Director of Youth, Family and Seniors Services.</p>			

Airport Authority			
Appointee	Resides in	Appointed by	Term Expires
James Garvin 11/9/04	District 3	M&C	10/18
Jack Robson 5/11/04	District 3	M&C	03/17
Anna Sandberg 2/26/85	District 3	M&C	03/16
Gabriel Iriarte 1/10/06	District 3	M&C	04/16
Christopher Dullnig 6/12/07	District 2	M&C	01/17
David Kolesar 04/28/15	District 1	M&C	04/18
Dave Dorsch 08/11/15	District 3	M&C	08/18
City Code Chapter 11 Article II: 7 members, must be residents and qualified voters of the City, appointed by Mayor and City Council, for three-year terms. Vacancies shall be filled by M&C for an unexpired portion of a term. Authority shall elect Chairperson from membership. Not a compensated committee. Liaison: City Clerk's Office.			

Animal Welfare Committee			
Appointee	Resides in	Appointed by	Term Expires
Lois Donaty 07/14/15	District 2	M&C	07/18
Dave Turley 3/23/10	District 1	M&C	03/16
Patti Stange 6/8/10	Non resident	M&C	02/17
Taimi Anderson 6/8/10	Non resident	M&C	02/18
Suzie Bellamy 9/28/10	District 4	M&C	04/17
Nick Brennan 05/26/15	District 2	M&C	05/18
Kathy Rodeffer 11/24/15	Non resident	M&C	11/18
Resolution 15-R-26, 10-R-20: Up to fifteen members appointed by the Mayor and Council for three-year terms. Not a compensated committee. Liaison: Public Services.			

Board of Election Supervisors			
Appointee	Represents	Appointed by	Term Expires
John Robson (Chief) 5/24/94	Mayoral appt	M&C	03/17
Terry Wertz 2/11/97	District 1	M&C	03/17
Mary Katherine Theis 02/24/15	District 2	M&C	03/17
Janet Evander 07/16/13	District 3	M&C	03/17
Maria Mackie 08/12/14	District 4	M&C	03/17
City Charter C4-3: The Mayor and Council shall, not later than the first regular meeting in March of each year in which there is a general election, appoint and fix the compensation for five qualified voters as Supervisors of Elections, one of whom shall be appointed from the qualified voters of each of the four election districts and one of whom shall be appointed by the Mayor with the consent of the Council. The Mayor and Council shall designate one of the five Supervisors of Elections as the Chief of Elections. This is a compensated committee; compensation is based on a fiscal year. Per Council action (item 11-G-66) effective in March, 2013: In an election year all of the Board receives compensation. In a non-election year only the Chief Election Supervisor will be compensated. Liaison: City Clerk's office.			

Cable Television Commission			
Appointee	Resides in	Appointed by	Term Expires
Jane Hopkins 06/14/11	District 1	Mayor	09/17
VACANT		Mayor	
James Sauer 9/9/08	District 3	Mayor	10/16
Tricia Homer 3/12/13	District 1	Mayor	03/16
Normand Bernache 09/23/14	District 4	Mayor	09/17
City Code Chapter 15 Article III: Composed of four Commissioners plus a voting Chairperson, appointed by the Mayor with the approval of the Council, three year terms. This is a compensated committee. Liaison: City Manager's Office.			

College Park City-University Partnership			
Appointee	Represents	Appointed by	Term Expires
Carlo Colella	Class A Director	UMD President	06/30/18
Edward Maginnis	Class A Director	UMD President	06/30/18
Michael King	Class A Director	UMD President	06/30/16
Brian Darmody	Class A Director	UMD President	06/30/17
Patrick L. Wojahn (01/12/16)	Class B Director	M&C	06/30/17
Maxine Gross	Class B Director	M&C	06/30/18
Senator James Rosapepe	Class B Director	M&C	06/30/16
Stephen Brayman	Class B Director	M&C	06/30/17
David Iannucci (07/15/14)	Class C Director	City and University	06/30/17
Dr. Richard Wagner	Class C Director	City and University	06/30/16
The CPCUP is a 501(c)(3) corporation whose mission is to promote and support commercial revitalization, economic development and quality housing opportunities consistent with the interests of the City of College Park and the University of Maryland. The CPCUP is not a City committee but the City makes appointments to the Partnership. Class B Directors are appointed by the Mayor and City Council; Class C Directors are jointly appointed by the Mayor and City Council and the President of the University of Maryland.			

Citizens Corps Council			
Appointee	Represents	Appointed by	Term Expires
Spiro Dimakas		M&C	10/17
Yonaton Kobrias 10/14/14		M&C	10/17
VACANT	Neighborhood Watch	M&C	
Dan Blasberg 3/27/12		M&C	03/18
David L. Milligan (Chair) 12/11/07		M&C	02/17
Resolution 05-R-15. Membership shall be composed as follows: A Citizen Corps Coordinator for each neighborhood shall be nominated and appointed by the Mayor and Council and serve as a potential member of the CPCCC for the term of their respective office in the neighborhood group. Mayor and Council shall nominate and appoint 5 to 7 residents to serve as community coordinators and to serve on the CPCCC. At least one member of the CPCCC shall be the Neighborhood Watch Coordinator, and at least one member shall represent each of the other Citizen Corps programs such			

as CERT, Fire Corps, Volunteers In Police Service, etc. Each member of the CPCCC shall serve for a term of 3 years, and may be reappointed for an unlimited number of terms. The Mayor, with the approval of the City Council, shall appoint the Chair and Co-Chair of the CPCCC from among the members of the committee. The Director of Public Services shall serve as an ex officio member. Not a compensated committee. Liaison: Public Services.

Committee For A Better Environment			
Appointee	Resides in	Appointed by	Term Expires
Janis Oppelt 8/8/06	District 1	M&C	01/19
Suchitra Balachandran 10/9/07	District 4	M&C	01/17
Donna Weene 9/8/09	District 1	M&C	01/19
Kennis Termini 01/14/14	District 1	M&C	01/17
Matt Dernoga 12/09/14	District 1	M&C	12/17
Karen Garvin 04/28/15	District 1	M&C	04/18
Susan Keller 05/26/15	District 1	M&C	05/18
Adam Killian 11/24/15	District 1	M&C	11/18
Alan Hew 01/12/16	District 4	M&C	01/19
Daniel Walfield 02/23/16	District 1	M&C	02/19
City Code Chapter 15 Article VIII: No more than 25 members, appointed by the Mayor and Council, three year terms, members shall elect the chair. Not a compensated committee. Liaison: Planning.			

Education Advisory Committee			
Appointee	Represents	Appointed by	Term Expires
Charlene Mahoney 12/11/12	District 2	M&C	02/17
Alethea Ten Eyck-Sanders 11/10/15	District 3	M&C	11/17
Melissa Day 9/15/10	District 3	M&C	03/17
Carolyn Bernache 2/9/10	District 4	M&C	12/16
Doris Ellis 9/28/10	District 4	M&C	12/16
Tricia Homer 04/22/14	District 1	M&C	04/16
Peggy Wilson 6/8/10	UMCP	UMCP	05/16
Dawn Powers 1/26/16	District 2	M&C	01/18
VACANT			
Resolutions 15-R-25, 97-R-17, 99-R-4 and 10-R-13: At least 9 members who shall be appointed by the Mayor and Council: at least two from each Council District and one nominated by the University of Maryland. Two year terms. The Committee shall appoint the Chair and Vice-Chair of the Committee from among the members of the Committee. Not a compensated committee. Liaison: Youth and Family Services.			

Ethics Commission			
Appointee	Represents	Appointed by	Term Expires
Nora Eidelman 11/24/15	District 1	Mayor	11/17
Joe Theis 05/12/15	District 2	Mayor	05/17
James Sauer 12/09/14	District 3	Mayor	12/16
Gail Kushner 09/13/11	District 4	Mayor	01/18
Robert Thurston 9/13/05	At Large	Mayor	03/18
Alan C. Bradford 1/23/96	At-Large	Mayor	11/17
Frank Rose 05/08/12	At-Large	Mayor	03/18
<p>City Code Chapter 38 Article II: Composed of seven members appointed by the Mayor and approved by the Council. Of the seven members, one shall be appointed from each of the City's four election districts and three from the City at large. 2 year terms. Commission members shall elect one member as Chair for a renewable one-year term. Commission members sign an Oath of Office. Not a compensated committee. Liaison: City Clerk's office.</p>			

Housing Authority of the City of College Park			
Bob Catlin 05/13/14		Mayor	05/01/19
Betty Rodenhausen 04/09/13		Mayor	05/01/18
John Moore 9/10/96		Mayor	05/01/19
Thelma Lomax 7/10/90		Mayor	05/01/20
Carl Patterson 12/11/12	Attick Towers resident	Mayor	05/01/16
<p>The College Park Housing Authority was established in City Code Chapter 11 Article I, but it operates independently under Article 44A Title I of the Annotated Code of Maryland. The Housing Authority administers low income housing at Attick Towers. The Mayor appoints five commissioners to the Authority; each serves a five year term; appointments expire May 1. Mayor administers oath of office. One member is a resident of Attick Towers. The Authority selects a chairman from among its commissioners. The Housing Authority is funded through HUD and rent collection, administers their own budget, and has their own employees. The City supplements some of their services.</p>			

Neighborhood Quality of Life Committee			
Name:	Represents:	Appointed By:	Term Ends:
Mayor and City Council of the City of College Park			Term in office
Chief David Mitchell	UMD DPS (UMD Police)	University	02/16
Dr. Andrea Goodwin	UMD Administration – Rep 1	University	02/16
Marsha Guenzler-Stevens (Stamp Student Union)	UMD Administration – Rep 2	University	04/16
Matthew Supple (Fraternity-Sorority Life)	UMD Administration – Rep 3	University	04/16
Gloria Aparicio- Blackwell (Office of Community Engagement)	UMD Administration – Rep 4	University	04/16
Karyn Keating-Volke	City Resident 1	City Council	02/17
Aaron Springer	City Resident 2	City Council	10/17

Bonnie McClellan	City Resident 3	City Council	04/16
Denise Mitchell 02/23/16	City Resident 4	City Council	02/18
Bob Schnabel	City Resident 5	City Council	08/17
Ryan Belcher	City Resident 6	City Council	09/17
Cole Holocker	UMD Student 1	City Council	11/16
Adler Pruitt	UMD Student 2	City Council	09/17
VACANT	UMD Student 3	City Council	
Ian Henderson 02/23/16	UMD Student 4	IFC	02/18
VACANT	UMD Student 5	Nat'l Pan-Hell. Council, Inc. / United Greek Council	
Drew Hogg	Graduate Student	GSG Representative	09/17
VACANT	Student Co-Operative Housing	City Council	
Maj. Bill Alexander	PG County Police Dept.	PG County Police	
Bob Ryan	Director of Public Services	City Council	10/15
Jeannie Ripley	Manager of Code Enforcement	City Council	
Lisa Miller	Rental Property Owner	City Council	02/16
Richard Biffl	Rental Property Owner	City Council	02/16
Paul Carlson	Rental Property Owner	City Council	03/16
<p>Established by Resolution 13-R-20 adopted September 24, 2013 to replace the Neighborhood Stabilization and Quality of Life Workgroup. Amended October 8, 2013 (13-R-20.Amended). Amended February 11, 2014 (14-R-03). Amended July 15, 2014 to change the name (14-R-23). City Liaison: City Manager's Office. Two year terms. Main Committee to meet four times per year. This is not a compensated committee.</p>			

Neighborhood Watch Steering Committee			
	Resident of:	Appointed By:	Term Expires:
Robert Boone 04/12/11	District 1	M&C	03/17
Aaron Springer 02/14/12	District 3	M&C	05/16
Nick Brennan 04/22/14	District 2	M&C	04/16
<p>Created on April 12, 2011 by Resolution 11-R-06 as a three-person Steering Committee whose members shall be residents. Coordinators of individual NW programs in the City shall be ex-officio members. Terms are for two years. Annually, the members of the Steering Committee shall appoint a Chairperson to serve for a one-year term. Meetings shall be held on a quarterly basis. This Resolution dissolved the Neighborhood Watch Coordinators Committee that was established by 97-R-15. This is not a compensated committee. Liaison: Public Services.</p>			

Noise Control Board			
Appointee	Represents	Appointed by	Term Expires
Mark Shroder 11/23/10	District 1	Council, for District 1	01/19
Harry Pitt, Jr. 9/26/95	District 2	Council, for District 2	03/16
Alan Stillwell 6/10/97	District 3	Council, for District 3	09/16
Suzie Bellamy	District 4	Council, for District 4	12/16
Adele Ellis 04/24/12	Mayoral Appt	Mayor	04/16
Bobbie P. Solomon 3/14/95	Alternate	Council - At large	05/18
Larry Wenzel 3/9/99	Alternate	Council - At large	02/18
<p>City Code Chapter 138-3: The Noise Control Board shall consist of five members, four of whom shall be appointed by the Council members, one from each of the four election districts, and one of whom shall be appointed by the Mayor. In addition, there shall be two alternate members appointed at large by the City Council. The members of the Noise Control Board shall select from among themselves a Chairperson. Four year terms. This is a compensated committee. Liaison: Public Services.</p>			

Recreation Board			
Appointee	Lives In	Appointed by	Term Expires
Eric Grims 08/12/14	District 1	M&C	08/17
Sarah Araghi 7/14/09	District 1	M&C	10/18
Alan C. Bradford 1/23/96	District 1	M&C	02/17
Adele Ellis 9/13/88	District 3	M&C	02/17
Barbara Pianowski 3/23/10	District 4	M&C	05/17
Judith Oarr 05/14/13	District 4	M&C	05/16
Bettina McCloud 1/11/11	District 1	M&C	02/17
VACANT		M&C	
VACANT		M&C	
VACANT		M&C	
<p>City Code Chapter 15 Article II: Effective 2/2/16: 10 members appointed by the Mayor and Council for three-year terms with a goal of representation from each district. The Chairperson will be chosen from among and by the district appointees. Not a compensated committee. Additional participants include the University of Maryland liaison and the M-NCPPC liaison. Liaison: Public Services.</p>			

Tree and Landscape Board			
Member	Represents	Appointed by	Term Expires
Christine O'Brien 08/11/15	Citizen	M&C	08/17
John Krouse	Citizen	M&C	10/16
Eric Hoffman 08/11/15	Citizen	M&C	08/17
Mark Wimer 7/12/05	Citizen	M&C	10/16
Joseph M. Smith 09/23/14	Citizen	M&C	09/16
Janis Oppelt	CBE Chair Liaison		
John Lea-Cox 1/13/98	City Forester	M&C	04/17
Steve Beavers	Planning Director		
Brenda Alexander	Public Works Director		
City Code Chapter 179-5: The Board shall have 9 voting members: 5 residents appointed by M&C, the CBE Chair or designee, the City Forester or designee, the Planning Director or designee and the Public Works Director or designee. Two year terms. Members choose their own officers. Not a compensated committee. Liaison: City Clerk's office.			

Veterans Memorial Committee			
Appointee	Represents	Appointed by	Term Expires
Deloris Cass 11/7/01		M&C	12/15
Joseph Ruth 11/7/01	VFW	M&C	01/19
Blaine Davis 10/28/03	American Legion	M&C	01/19
Rita Zito 11/7/01		M&C	12/18
Doris Davis 10/28/03		M&C	01/19
Arthur Eaton		M&C	11/16
Seth Gomoljak 11/6/14		M&C	11/17
VACANT			
Resolution 15-R-27, 01-G-57: Board comprised of 9 to 13 members including at least one member from American Legion College Park Post 217 and one member from Veterans of Foreign Wars Phillips-Kleiner Post 5627. Appointed by Mayor and Council. Three year terms. Chair shall be elected each year by the members of the Committee. Not a compensated committee. Liaison: Public Works.			