



**MEETING OF  
UNIVERSITY PARK MAYOR AND COMMON COUNCIL  
WILL BE HELD AT  
UNIVERSITY PARK ELEMENTARY SCHOOL  
4315 UNDERWOOD STREET  
7:30 PM**

**March 18, 2013  
REGULAR SESSION**

**\*\*\*\*\*Temporary Agenda Subject to Change\*\*\*\*\***

**AN EXECUTIVE SESSION WILL BE CALLED AT 7:00 PM BEFORE THE MEETING  
TO CONSULT WITH COUNSEL TO OBTAIN LEGAL ADVICE.**

**AMENDED AGENDA**

**1. CALL TO ORDER: Mayor Tabori**

<b>Present:</b>	Brosch	<b>Absent:</b>	Brosch
	Gekas		Gekas
	Christiansen		Christiansen
	Carey		Carey
	Sorensen		Sorensen
	Cron		Cron
	Alvarez		Alvarez

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF THE AGENDA**

<b>Moved by:</b>	<b>Seconded by:</b>		
<b>Yea:</b>	<b>Nay:</b>	<b>Abstain:</b>	

**4. APPROVAL OF SPECIAL SESSION MINUTES: *January 14, 2013***

<b>Moved by:</b>	<b>Seconded by:</b>		
<b>Yea:</b>	<b>Nay:</b>	<b>Abstain:</b>	

**5. APPROVAL OF MINUTES: *February 25, 2013***

<b>Moved by:</b>	<b>Seconded by:</b>		
<b>Yea:</b>	<b>Nay:</b>	<b>Abstain:</b>	

**6. APPROVAL OF MINUTES: *March 4, 2013***

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

**7. PUBLIC COMMENT**

**8. PERMITS**

**A. APPLICATION TO ENCLOSE PORCH AT REAR OF HOUSE  
(Roushdy, 4321 Woodberry Street) Ward 4**

**Motion:** To approve the application to enclose a porch at rear of house for a kitchen expansion 12' x 17'9" x 20' located on Lot 6, Block 24, Section 6-A.

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

**B. COUNCIL VOTE TO RELEASE THE PERMIT FOR PEPCO TO PRUNE TREES**

**Motion:** To approve to release the final PEPCO Pruning Permit.

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

**9. PRESENTATIONS**

**A. CERTS TEAM TO CONDUCT A TRAINING EXERCISE IN THE TOWN OF  
UNIVERSITY PARK ON MAY, 5, 2013 FROM 9 AM – 12 PM.**

Tom Stickle

**B. BRIEFING ON PRINCE GEORGE'S COUNTY GENERAL PLAN, FORMULA 2040**

Michael S. Asante, PhD Planner Coordinator Research, Special Project Section Countywide Planning Division Prince George's County Planning Department

**C. CAFRITZ TRAFFIC STUDY**

Edward Y. Papazian, P.E.  
Kimley-Horn and Associates, Inc.

*Council discussion on plans to develop criteria for the Traffic Study funded by Cafritz*

**10. DEPARTMENT AND COUNCIL REPORTS**

**A. MAYOR'S REPORT ~ *Mayor John Rogard Tabori***

**B. REPORT ON STEP-UP GRANT ACTIVITIES ~ *Chuck Wilson***

**C. REPORT FROM THE TOWN ATTORNEY ~ *Suellen Ferguson, Esq.***

**D. REPORT OF THE TOWN TREASURER ~ *Dan Baden, CPA***

**E. REPORT ON THE DEPARTMENT OF PUBLIC WORKS ~ *Michael Beall, Director***

**F. REPORT ON POLICE DEPARTMENT ACTIVITIES ~ *Chief Michael Wynnyk***

**G. TOWN CLERK'S REPORT ~ *Tracey Toscano, Clerk***

**H. COUNCIL AND COMMITTEE REPORTS**

Policy, Rules & Municipal Structure Committee report; Council discussion on the committee recommendations, please see the attached Memo at the end of this agenda.

**11. CONTINUING BUSINESS**

**A. REPORT ON THE CAFRITZ PROJECT OF RIVERDALE PARK 4-13002**

Subdivision Review Committee (SRC) Date: March 27, 2013

*Important note:* M-NCPPC considers the Cafritz Project of Riverdale Park a *new* application, if you would like to be a Person of Record for this project you *must* register with the Prince George's County Planning Department;

[http://www.pgplanning.org/Resources/Person\\_of\\_Record.htm](http://www.pgplanning.org/Resources/Person_of_Record.htm)

To register as a Person of Record the following information is required for this project.

Name of Project: *Cafritz Property of Riverdale Park*

Project Number: *Preliminary Plan of Subdivision, 4-13002*

**12. NEW BUSINESS**

**A. BUDGET TRANSFERS ~Introduction**

**Memo attached; Six-Month Budget Projection as presented by Dan Baden, Treasurer.  
Item numbers 4 – 6 are the budget transfers requested in the motion below.**

**Motion:** To approve the introduction of the budget item transfers as presented by the Town Treasurer on February 25, 2013, to make the necessary adjustments per the fiscal year six-month analysis, and to transfer the funds to the appropriate budget items.

\* Budget transfers require 5 votes.

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

**B. ARBOR DAY PROCLAMATION**

**Motion:** To approve adopting a Town Arbor Day Proclamation and to designate Friday, April 26, 2013 as Arbor Day in University Park.

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

**C. SPECIAL RULES OF ORDER RECOMMENDED BY THE POLICY, RULES & MUNICIPAL STRUCTURE COMMITTEE**

**Motion:** To adopt Special Rules of Order (including appointing parliamentarian) as recommended by the Council Committee on Policy, Rules, and Municipal Order in its December 17, 2012 Committee Report.

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

**D. REVISED AGENDA FOR COUNCIL MEETINGS RECOMMENDED BY THE POLICY, RULES & MUNICIPAL STRUCTURE COMMITTEE**

**Motion:** To adopt Revised Agenda for Council Meetings as recommended by the Council Committee on Policy, Rules, and Municipal Order in its December 17, 2012 Committee Report.

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

### 13. ADJOURNMENT

**\*\* An Executive Session May Be Called \*\***

**Please return tables and chairs to their original places as requested by the school. Thank you**

**ATTACHMENT FOR AGENDA ITEM 12A**

MEMO

Date: February 25, 2013  
To: Mayor and Council  
From: Dan Baden, Treasurer  
Re: Six Month Budget Projection

Please find attached the six month budget projection for the Town of University Park for fiscal year 2013. I will present this projection in detail at the February 25, 2013 Council meeting. Based upon the projections there are budget transfers that are proposed. Two of these transfers have either been addressed at previous meetings or are on the Agenda for the meeting tonight. These motions are as follows:

1. The addition of a revenue account for Cafritz Revenue and a corresponding expenditure account for Traffic Study – Cafritz in the amount of \$48,700.
2. Transfer \$3,000 from Undesignated Reserves to Azalea Classic.

**There are four additional transfers/adjustments to the budget that are recommended based upon the six month analysis. These motions are as follows:**

3. **Increase the Red Light Camera Revenue line item by \$5,000 and allocate the proceeds to the following expenditure accounts: Citations \$2,500 and Gasoline – Police \$2,500.**
4. **Decrease Computer budget in the Police Department in the amount of \$1,000 and increase the Accreditation line item by \$1,000.**
5. **Decrease Public Works Salary line item by \$15,000 and increase the Public Works Vehicle Maintenance line item by \$15,000.**
6. **Transfer \$76,700 from Undesignated Reserves to the following accounts:**

<b>Legal</b>	<b>\$33,000</b>
<b>Transit Call-A-Bus</b>	<b>12,000</b>
<b>Police Salaries</b>	<b>10,000</b>
<b>Police Payroll Tax &amp; Benefits</b>	<b>3,500</b>
<b>Police Car</b>	<b>200</b>
<b>Street Tree Maintenance</b>	<b><u>18,000</u></b>
<b>Total</b>	<b>\$76,700</b>

**ATTACHMENT FOR AGENDA ITEM 10H**

# Memorandum

**To:** University Park Town Council  
Mayor John Tabori

**From:** Council Committee on Policy, Rules & Municipal Structure

**Date:** 12/17/2012

**Re:** Report of Committee

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The Council Committee met in public meetings on September 6, 2012 and November 29, 2012. The topics of the meetings were as follows:

- 1. Rules of Order/Procedure for Council Meetings**
- 2. Agenda for Council Meetings**
- 3. Minutes for Council Meetings**

Based upon discussion at the public meetings and research by the committee members, we have set forth below recommendations that the Committee believes will permit Council meetings to operate more efficiently and permit the meetings to focus on the most important items on each agenda.

## **1. Rules of Order/Procedure for Council Meetings**

### **a. Roberts' Rules of Order**

The Committee recommends that the Council adopt the rules contained in the current edition of Roberts' Rule of Order, Newly Revised to be used at Council meetings to the extent they are not inconsistent with the Town Charter or Town Code or any special rules of order the Council adopts.

The Committee recommends that the Town purchase at least three copies of Roberts Rules for use during Council meetings, and recommends that it would be preferable to purchase a copy for each Councilmember, the Town Counsel, Sue Ellen Ferguson, and the Mayor. The cost for Roberts Rules is approximately \$12 per copy.

The Committee recommends that one Councilmember serve as parliamentarian at each Council meeting, with responsibility to be rotated from meeting to meeting.

The Committee recommends that the Council explore the availability of free or nominally priced training for the Council and Mayor on using Roberts' Rules of Order.

### **b. Special Rules of Order**

The Committee also recommends that the following rules of order be adopted by the Council for use at Council meetings:

Any Councilmember desiring to speak shall be first recognized by the Mayor, unless making or seconding a motion. The Mayor shall recognize Councilmembers in the order they request to speak. No Councilmember shall be recognized to speak a second time until all Councilmembers have had an opportunity to speak.

Councilmembers' remarks shall be confined to the subject under consideration. No remarks or legislative or other action will be permitted during Department and Council Reports or public presentations except that Councilmembers may ask questions or clarify information in the report. If desired, the Council may set aside time on the Council business agenda for discussion of and action on the topics raised by Department and Council Reports or public presentations.

The Mayor and Council are strongly encouraged to place time limits on remarks, Department and Council Reports, and Public Presentations where possible to ensure there is sufficient time for comment and discussion by all persons participating.

The Mayor and Council are encouraged to address remarks through the person presiding at the meeting rather than addressing one another directly.

The Mayor and Council are encouraged to place items on the consent agenda, where possible, to facilitate more efficient consideration of non-controversial issues.

The Committee may provide additional recommendations for special rules of order in a report to be submitted in advance of the Council's first meeting in January 2013.

## **2. Agenda for Council Meetings**

The Committee recommends the following agenda for Council meetings:

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Consent Agenda
5. Permits
6. Public Comment
7. Continuing Business
8. New Business
9. Presentations
10. Department and Council Reports
  - A. Mayor's Report
  - B. Council Reports

- B. Report from the Town Attorney
- C. Report on Police Department Activities
- D. Report of the Town Treasurer
- E. Report of Town Clerk
- 11. Approval of Minutes and Additions to Agenda
  - A. Approval of Minutes of Prior Meetings
  - B. Additions to Agenda for Future Council Meetings
- 12. Adjournment

The purpose of the changes recommended by the Committee is to ensure there is adequate time for Council discussion on topics that require action by the Council, that items requiring Council action are prioritized on the agenda, and that items that should be prioritized for residents who are in attendance, such as permits, are handled first.

### **3. Minutes for Council Meetings**

#### **a. Process for Creating Minutes**

The Committee's goals with respect to review of the process of creating, editing, and finalizing minutes for Council meetings are to improve the efficiency and accuracy of the minutes, to minimize the amount of time spent in Council meetings to correct the minutes, and to ensure the public is informed about Council actions in a timely fashion.

The Committee researched how other neighboring towns prepared minutes in an effort to identify potential process changes for University Park. In College Park, the city clerk attends and takes the minutes at the council meetings. Meetings are also streamed through Granicus (described below). The minutes and agenda are in the council packets which are delivered the Friday before their Tuesday meeting. They contract with other individuals to take minutes at the meetings of their various boards and committees. They try to use the same person for a committee or board to allow the person to familiarize himself with the procedures and people of that body. Riverdale Park broadcasts its meeting on its cable channel. While the person contacted by the Committee indicated that it is Riverdale's practice to have a person present taking the minutes of the meetings, the Committee notes that many (if not all of the) 2012 meeting minutes have a notation on them that states "Typed from DVD."

In Hyattsville, the city clerk attends and takes minutes of the meetings. Meetings are also recorded as they are televised (which is also on a replay schedule). Ideally, Hyattsville approves the minutes at the next Council meeting, however they have had some difficulties recently with backlogs recently. Hyattsville is considering using Granicus and believes it will probably be making a move to it in the near future.

Granicus ([www.granicus.com](http://www.granicus.com)) is a vendor that offers a cloud platform and suite of applications designed specifically for government agencies. Their applications for local government agencies include the following: Open Platform, Government Transparency Suite, Citizen Participation Suite, Meeting Efficiency Suite, Legislative Management Suite. By way of example, Granicus advertises the Meeting Efficiency Suite as being used to:

- Bring order and efficiency to the public meeting process

- Streamline meetings. Easily record roll call, motions and votes.
- Save time and ensure accuracy - capture meeting actions directly into the public record.
- Run more productive meetings with touch-screen voting displays for elected members.
- Easily publish minutes and supporting materials into a comprehensive public record.
- Help the audience follow fast-paced meetings with a public display.

Granicus has a Washington, D.C. office. While it appears that it may be a potentially expensive solution, the Committee recommends that the Council authorize the Committee to set up a demonstration for possible consideration as a potential vendor.

The other solutions the Committee have considered for preparing minutes of meetings are:

a. **Minutes prepared from recording:** Continue present solution of creating audio recordings, from which minutes are prepared by Mayor and Town Clerk. The Committee recommends against this solution. The audio recording equipment has proven to be faulty at times and the recordings are difficult to hear. As a result, there have been problems ensuring the accuracy of the minutes. preparing minutes from the audio recordings has also proven very difficult and time-consuming for the Mayor and the Town Clerk, resulting in some significant delays in finalizing the minutes.

b. **Recording Secretary:** Return to prior solution of requiring someone hired by Town to serve as recording secretary, to attend Council meetings and prepare minutes. The Committee recommends that the Town contract with a recording secretary to attend meetings and take minutes in person at Council meetings until such time as the Town approves an alternative or supplemental solution. The recording secretary must attend the entire meeting, and may rely on an audio recording to assist his/her notes, but cannot rely on an audio recording in lieu of attending the meeting or take breaks during the meeting. The recording secretary will also be expected to refrain from participating in Council discussion when they are taking meeting minutes, but may, as a member of the public where appropriate, make remarks during the public discussion portion of the agenda or otherwise during meetings when members of the public are permitted to speak. The Committee recommends the authorization of the transfer of sufficient funds to pay the recording secretary on a flat fee basis for attendance at each meeting and preparation of the minutes. The Committee recommends that the position be advertised and filled through open competition, be subject to a probationary period, be subject to termination for cause and affirmatively require renewal on an annual basis or termination without cause on an annual basis with sufficient notice. The recording secretary or secretaries should be selected by the Mayor with input and oversight from the Town Clerk and approval by the Council. The recording secretary will not be an employee of the town, but rather a contracted vendor and all contracting requirements must be observed in selection of the recording secretary.

Whichever solution the Council adopts, the Committee recommends the meetings also either be televised through the Town's cable channel, audio recorded with copies of the recordings available on the town website, or video recorded with streaming video available on the town website. This will ensure the resident of the Town have multiple means of understanding what issues are before the Town Council and what actions the Town has taken.

The Committee plans to provide a supplemental report at the first Council meeting in January 2013 recommending a process for approval of Council meeting minutes and establishing standards for acceptable levels of detail in the Council meeting minutes.

### **Conclusion**

The Committee appreciate the opportunity to make these recommendations to the Council and requests that discussion and action on these recommendations be set at the next available Council meeting.