

City Council of Hyattsville, Maryland

AGENDA

City Council Work Session
Monday, December 11, 2017
8:00 PM



Council Chambers
Hyattsville Municipal Building
4310 Gallatin Street, 3rd Floor
Hyattsville, MD 20781
(301) 985-5000 www.hyattsville.org

CITY COUNCIL

[Mayor Candace B. Hollingsworth](#)

[Bart Lawrence, Ward 1](#)

[Kevin Ward, Ward 1](#)

[Robert S. Croslin, Ward 2](#)

[Shani N. Warner, Ward 2](#)

[Carrianna Suiter, Ward 3](#)

[Thomas Wright, Ward 3](#)

[Edouard Haba, Ward 4](#)

[Paula J. Perry, Ward 4](#)

[Joseph Solomon, Ward 5](#)

[Erica Spell, Ward 5](#)

ADMINISTRATION

Tracey E. Nicholson, City Administrator

Laura Reams, City Clerk, 301-985-5009, lreams@hyattsville.org

WELCOME TO THE CITY OF HYATTSVILLE CITY COUNCIL MEETING! Your participation at this public meeting is valued and appreciated.

Agenda/Packet: The Agenda/Packet is available for review at the Hyattsville Municipal Building and online at www.hyattsville.org prior the scheduled meeting (generally available no later than the Friday prior to the scheduled Monday meeting). Please note, times given for agenda items are estimates only. Matters other than those indicated on the agenda may also be considered at Council discretion.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the City Clerk's Office at (301) 985-5009. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Audible Devices: Please ensure all audible devices are turned off or otherwise not audible when the City Council is in session. Thank you.

Consent Agenda: Items listed on the Consent agenda are considered to be routine in nature, and are normally approved by one motion. Please note that most items on the Consent agenda have been discussed at a previous meeting. If a Councilmember wishes to comment on a particular item, that item shall be removed from the Consent agenda to "action" to allow for additional discussion.

Public Input: If you wish to address the Council during the Public Comment period, please submit an Audience Participation Form to the City Clerk prior to the beginning of the meeting. Matters identified during Public Comment that are not on that meeting's agenda will be referred to staff for follow-up or considered on a future agenda. Issues that require a response will be addressed publically at the next regular Council meeting. Speakers are requested to keep their comments to no more than two (2) minutes per speaker. Written comments or supporting documents may be turned in to the City Clerk for distribution to the Mayor and Council.

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1. **Call to Order and Council Roll Call**
2. **Pledge of Allegiance to the Flag**
3. **Approval of the Agenda**
4. **Public Comment (8:10 p.m. - 8:20 p.m.) Limit 2 minutes per speaker**
5. **Discussion Items (8:20 p.m. - 10:00 p.m.)**

**5.a) FY19 Budget Initiative: Safety Improvements & Speed Mitigation
ID-508-16**

I move that the Council allocate appropriate funding for the implementation of needed safety improvements and/or speed mitigation on Nicholson St. (by Heurich Park), on 31st Avenue (between Hamilton Street & Lander Drive), Lancer Drive, 31st Place, and Madison Street (between MD500 & Jamestown Road).

Lead: Haba

Co Sponsors: N/A

**5.b) FY19 Budget Initiative: Summer Literacy Program
HCC-140-FY18**

I move that the Mayor and Council appropriate up to \$2,600.00 in the FY19 Budget to fund a Summer Literacy Program at two (2) Hyattsville area elementary schools, Rosa Park and Edward Felegy Elementary Schools. The funds will be used to pay the background check fees for 20 volunteers, purchase materials for craft activities, purchase culturally and linguistically diverse fiction and nonfiction books for students to take home, pay the honorarium of two (2) bilingual coordinators. Additionally, the organizers agree to reimburse the City for the funded amount if their grant application with the County Council is approved and disbursed.

Lead: Haba

Co Sponsors: N/A

**5.c) FY19 Budget Initiative: Heurich Park Bathroom Facility
HCC-139-FY18**

I move that the Mayor and Council include adequate funding in the FY19 Budget for the design, construction, and furnishing of a public bathroom facility at Heurich Park. Said facility shall have separate sections for women and men, be ADA compliant and equipped with changing tables (for infants) in each section.

Lead: Haba
Co Sponsors: N/A

**5.d) FY19 Budget Initiative: Public Community Events Grant
HCC-141-FY18**

I move that the Mayor and Council appropriate \$10,000 in the FY19 Budget for the purpose of providing financial support in the form of grants for public community events organized by non-profit entities within the City of Hyattsville. Applicant will be required to complete an application and submit it to the Clerk for Mayor and Council's consideration.

Lead: Haba
Co Sponsors: N/A

**5.e) FY19 Budget Initiative: Hyattsville Teen Program
HCC-138-FY18**

I move that the Mayor and Council identify formalizing the Hyattsville Teen Club as an FY19 budget priority by designating \$25,000 for holistic teen programming targeting ages 13-18. Expenses include transportation for offsite events and activities, food (3 days/week during summer months; 1 day/week during the school year), miscellaneous games, sports equipment, art supplies and iPads for technological activities, academic support, and career/vocational development.

Additionally, the establishment of a full-time civilian Coordinator, placed in Grade 112 ranging from \$45,000 Step 1 to \$49,179 Step 4 in the Police Department.

Lead: Spell
Co Sponsors: Croslin; Budget Initiative Submitted on Behalf of the Police and Public Safety Citizens' Advisory Committee

**5.f) FY19 Budget Initiative: Corridor Development Program
HCC-146-FY18**

I move that the Mayor and Council allocate \$100,000 for a corridor development program to enliven business activities in the city's three (3) commercial corridors.

Lead: Hollingsworth
Co Sponsors: N/A

**5.g) FY19 Budget Initiative: Expanded Arts Programming & Artist in Residence
HCC-145-FY18**

I move that the Mayor and Council allocate \$35,000 to expand arts programming opportunities and establish an artist-in-residence in the City of Hyattsville.

Lead: Hollingsworth
Co Sponsors: N/A

**5.h) FY19 Budget Initiative: Clean & Safe Team
HCC-143-FY18**

I move that the Mayor and Council allocate \$250,000 to establish a pilot/inaugural "Clean & Safe Team" with an initial focus on the Queens Chapel-Hamilton Street commercial corridor. I further move that the Mayor and Council authorize the City Administrator or her designee to formalize funding or programmatic partnerships necessary to implement the program.

Lead: Hollingsworth

Co Sponsors: N/A

5.i) FY19 Budget Initiative: Hyattsville Teen & Young Adult Center

HCC-144-FY18

I move that the Mayor and Council allocate \$550,000 for the purposes of establishing a Teen & Young Adult Center in the City of Hyattsville at University Town Center.

Lead: Hollingsworth

Co Sponsors: N/A

[Teen Center Memo.pdf](#)

5.j) FY19 Budget Initiative: Hire Hyattsville Employment Portal and Employment Support

HCC-150-FY18

I move that the Mayor and Council appropriate \$75,000 in the FY19 budget in order to set up a web portal to promote job openings in the City of Hyattsville and to promote programs to help citizens of Hyattsville develop skills for career readiness.

Programming should include but not be limited to:

- Career readiness
- Career transitions
- Re-Entering the workforce
- Career Planning
- Job Search Assistance

Lead: Ward

Co Sponsors: N/A

5.k) FY19 Budget Initiative: Storm Grate Safety Improvement

HCC-147-FY18

I move that the Mayor and Council replace all longitudinal storm grates on city street that have sharrows with bike friendly storm grates.

Lead: Lawrence

5.l) FY19 Budget Initiative: Filtered Water Filling Stations

HCC-148-FY18

I move that the Mayor and Council budget for the purchase and installation of up to four (4) filtered water filling stations. Possible locations include Magruder Park, Heurich Park, and two (2) at 4310 Gallatin Street.

Lead: Lawrence

**5.m) FY19 Budget Initiative: Bicycle Infrastructure
HCC-149-FY18**

I move that the Mayor and Council budget for the purchase and installation of up to 50 bicycle racks and 6 bicycle repair stations.

Lead: Lawrence

6. Council Dialogue

7. Community Notices and Meetings

**7.a) City Calendar: December 12 - December 18, 2017
HCC-153-FY18**

Lead: At the Request of the City Administrator

[Main City Calendar December 12 - December 18, 2017.docx](#)

8. Motion to Adjourn



Hyattsville City Council Agenda Item Report

Meeting Date: December 11, 2017
Submitted by: Edouard Haba, W4 (Council Pres.)
Submitting Department: Legislative
Item Type: Budget
Agenda Section: Discussion Items (8:20 p.m. - 10:00 p.m.)

SUBJECT

FY19 Budget Initiative: Safety Improvements & Speed Mitigation

ID-508-16

Recommendation:

I move that the Council allocate appropriate funding for the implementation of needed safety improvements and/or speed mitigation on Nicholson St. (by Heurich Park), on 31st Avenue (between Hamilton Street & Lander Drive), Lancer Drive, 31st Place, and Madison Street (between MD500 & Jamestown Road).

Sponsor(s):

Haba

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

As it currently stand, there is nothing to slow traffic down when nearing the playground at Heurich Park. This represents a major safety concern as kids and families are often crossing the street back and forth. The same need for speed mitigation applies to 31st Ave., Lancer Dr. and 31st Pl., where drivers repeatedly fail to stop at stop signs.

Next Steps:

Council discussion

Fiscal Impact:

TBD

City Administrator Comments:

Please see staff comments on summary sheet.

Community Engagement:

There have been various community conversations regarding the above issues.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

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Submitted by: Edouard Haba, W4 (Council Pres.)

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Discussion Items (8:20 p.m. - 10:00 p.m.)

SUBJECT

FY19 Budget Initiative: Summer Literacy Program

HCC-140-FY18

Recommendation:

I move that the Mayor and Council appropriate up to \$2,600.00 in the FY19 Budget to fund a Summer Literacy Program at two (2) Hyattsville area elementary schools, Rosa Park and Edward Felegy Elementary Schools. The funds will be used to pay the background check fees for 20 volunteers, purchase materials for craft activities, purchase culturally and linguistically diverse fiction and nonfiction books for students to take home, pay the honorarium of two (2) bilingual coordinators. Additionally, the organizers agree to reimburse the City for the funded amount if their grant application with the County Council is approved and disbursed.

Sponsor(s):

Haba

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

During the summer of 2017, the City of Hyattsville Education Advisory Committee (EAC), faculty and students from University of Maryland – College Park (UMD), and the Rosa Parks Elementary School (RPES) PTA conducted a summer literacy program at RPES in coordination with staff from the Prince George's County Memorial Library System. Volunteer UMD graduate and undergraduate students conducted once a week literacy programs for RPES children and families with the goal of maintaining summer access to library books and prevent reading loss that often occurs during the summer break.

Proposed Use of Requested Funds

1. Who is the target population? The City and EAC would like to continue the summer reading program at RPES and add a second elementary, Felegy Elementary school to the program. Both elementary schools receive Title 1 funding. Studies indicate that students from lower SES backgrounds lose up to three months of reading skills during the summer months and that much of the achievement gap by the time a child graduates from high school is related to lack of access during summer break (<http://education.jhu.edu/PD/newhorizons/Journals/spring2010/why-summer-learning/>). During the summer of 2017 over 67 children, ages 0 – 11 years and their parents participated in the program at RPES.

2. What type of service and/or programs will be provided? Faculty and students from UMD will hold weekly library reading hours at each elementary school. The reading program started with a short lesson to highlight phonemic awareness, vocabulary, or comprehension skills and then children had time to select and read books with

UMD volunteers or with their parents and siblings. During the summer of 2017, staff from the County library system visited the program to make sure that children and families had library card access, were enrolled in the summer reading incentive program as part of the project, and held parent workshops on available library services. Participants kept a reading log and submitted their records to the PGCMLS Summer @ Your Library Reading Initiative program.

3. Where will the services be provided and/or the programs be conducted in Prince George's County? We plan to use RPES and the Felegy Elementary School library as a "pop-up" library to supplement the County library services while the Hyattsville library is under reconstruction. We feel that families are more comfortable bringing their children to a familiar school library that is within walking distance from their homes. Research indicates that public library use decreases for families from lower socioeconomic backgrounds when the library is located more than six blocks from their homes (http://cdn.lexile.com/m/uploads/Stop_Summer_Academic_Loss.pdf). We plan to schedule the two-hour literacy block in the period between the Summer Meals breakfast and lunch program at the schools.

Next Steps:

Discussion

Fiscal Impact:

\$2,600

City Administrator Comments:

Staff will conduct analysis in accordance with Council direction.

Community Engagement:

The first edition of the summer literacy program took place this past summer at Rosa Park Elementary School.

Strategic Goals:

Goal 5 – Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 11, 2017

Submitted by: Edouard Haba, W4 (Council Pres.)

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Discussion Items (8:20 p.m. - 10:00 p.m.)

SUBJECT

FY19 Budget Initiative: Heurich Park Bathroom Facility

HCC-139-FY18

Recommendation:

I move that the Mayor and Council include adequate funding in the FY19 Budget for the design, construction, and furnishing of a public bathroom facility at Heurich Park. Said facility shall have separate sections for women and men, be ADA compliant and equipped with changing tables (for infants) in each section.

Sponsor(s):

Haba

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

Heurich Park is used for various programming by City and residents such as the International Festival, Movie Nights, family time at the playground, the dog park, etc., and yet it lacks an adequate and decent bathroom facility. Currently, Heurich Park only has a stand-alone portable toilet with no running water.

Next Steps:

Discussion

Fiscal Impact:

TBD

City Administrator Comments:

Staff will conduct analysis in accordance with Council direction.

Community Engagement:

Comments received from residents.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 11, 2017

Submitted by: Edouard Haba, W4 (Council Pres.)

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Discussion Items (8:20 p.m. - 10:00 p.m.)

SUBJECT

FY19 Budget Initiative: Public Community Events Grant

HCC-141-FY18

Recommendation:

I move that the Mayor and Council appropriate \$10,000 in the FY19 Budget for the purpose of providing financial support in the form of grants for public community events organized by non-profit entities within the City of Hyattsville. Applicant will be required to complete an application and submit it to the Clerk for Mayor and Council's consideration.

Sponsor(s):

Haba

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The Mayor and Council, as well as City Staff, constantly received sponsorship/support requests from local NGO for public events. With no dedicated budget line item, staff usually scrambled to find fund that can be re-appropriated; while the Mayor and Council Members are forced to use their Ward specific discretionary funds, if there's any. This proposal will take this burden away while providing clear guidelines for prospective applicants.

Next Steps:

Discussion

Fiscal Impact:

\$10K

City Administrator Comments:

Staff will conduct analysis in accordance with Council direction.

Community Engagement:

This is stemmed from multiple sponsorship requests received from the local NGOs over the years.

Strategic Goals:

Goal 5 – Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 11, 2017

Submitted by: Erica Spell

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Discussion Items (8:20 p.m. - 10:00 p.m.)

SUBJECT

FY19 Budget Initiative: Hyattsville Teen Program

HCC-138-FY18

Recommendation:

I move that the Mayor and Council identify formalizing the Hyattsville Teen Club as an FY19 budget priority by designating \$25,000 for holistic teen programming targeting ages 13-18. Expenses include transportation for offsite events and activities, food (3 days/week during summer months; 1 day/week during the school year), miscellaneous games, sports equipment, art supplies and iPads for technological activities, academic support, and career/vocational development.

Additionally, the establishment of a full-time civilian Coordinator, placed in Grade 112 ranging from \$45,000 Step 1 to \$49,179 Step 4 in the Police Department.

Sponsor(s):

Spell

Co-Sponsor(s):

Croslin; Budget Initiative Submitted on Behalf of the Police and Public Safety Citizens' Advisory Committee

ATTACHMENTS

Summary Background:

In the 2015 Hyattsville Community Survey, residents identified "Children and teen programming" as number one for "Most Important for Improvement ". Number two, was "age-friendly programs". We've made numerous strides on age-friendly and child programming through Camp Magruder, Summer Jam, and Free Movie Series, but not a targeted teen program until this past summer with the ad hoc development of the Hyattsville Teen Club. This budget initiative is an opportunity to formalize the program with designated funds and staff.

Next Steps:

Reference to Budget

Fiscal Impact:

Approximately \$74,179.00

City Administrator Comments:

Staff will conduct analysis in accordance with Council direction.

Community Engagement:

This initiative builds on the existing Hyattsville Teen Club.

Strategic Goals:

Goal 5 – Strengthen the City’s Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 11, 2017

Submitted by: Candace Hollingsworth, Mayor

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Discussion Items (8:20 p.m. - 10:00 p.m.)

SUBJECT

FY19 Budget Initiative: Corridor Development Program

HCC-146-FY18

Recommendation:

I move that the Mayor and Council allocate \$100,000 for a corridor development program to enliven business activities in the city's three (3) commercial corridors.

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The SpeakUp Community Sustainability Plan listed a corridor development program as a means to enliven the city's commercial corridors. This funding is requested to help meet that goal by supporting projects that help market the corridor, improve the facade, and/or recruit new businesses to the City.

The funding under this program should be made available twice per year through a user-friendly application process. Allowable uses should include and not be limited to special events that are free and open to the public and produced in collaboration with at least three other businesses in the same corridor, offering a commercial tenant subsidy for a new (to Hyattsville) business in an underrepresented market, offering a commercial tenant subsidy for a woman and/or minority-owned startup business, supporting business support services (ex: specialized consulting) that will broaden the audience and increase profitability for businesses currently in operation in the City of Hyattsville, and facade improvements (the amount can serve as the business match) for businesses that have never applied for or received funding through the city's commercial facade improvement program.

Next Steps:

Council discussion and adoption for inclusion in the FY19 budget.

Fiscal Impact:

\$100,000

City Administrator Comments:

Staff will conduct analysis in accordance with Council direction.

Community Engagement:

TBD

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: December 11, 2017

Submitted by: Candace Hollingsworth, Mayor

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Discussion Items (8:20 p.m. - 10:00 p.m.)

SUBJECT

FY19 Budget Initiative: Expanded Arts Programming & Artist in Residence

HCC-145-FY18

Recommendation:

I move that the Mayor and Council allocate \$35,000 to expand arts programming opportunities and establish an artist-in-residence in the City of Hyattsville.

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

At the community budget meetings, residents recommended adding more arts programming opportunities similar to those currently offered in partnership with ArtWorks Now!, a local nonprofit organization. Similarly, in the SpeakUp sessions residents expressed a desire for the city to solidify its position as an arts community. This funding will help support both goals.

A portion of the funding shall be used to increase existing arts programming under contract. The remaining portion should be used to cover the cost of travel, housing, and art supplies for an artist-in-residence in the City of Hyattsville. The artist-in-residence should be selected through an open application process with the goal of attracting new artists to the Gateway Arts District. The artist will be required to commit to a full year "in residence" and shall receive housing, a living stipend, and supplies. In return, the resident will commit to producing a community arts project of their choosing. The application process shall include the proposed community arts project.

The cost of housing will be in the form of a property tax rebate of up to \$8,500 for homeowners who offer a private room to the artist in residence. The resident will receive a stipend of \$750 per month and up to \$12,000 for supplies.

Next Steps:

Council discussion and adoption for inclusion in the FY19 budget.

Fiscal Impact:

\$35,000

City Administrator Comments:

Staff will conduct analysis in accordance with Council direction.

Community Engagement:

TBD

Strategic Goals:

Goal 5 – Strengthen the City’s Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 11, 2017

Submitted by: Candace Hollingsworth, Mayor

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Discussion Items (8:20 p.m. - 10:00 p.m.)

SUBJECT

FY19 Budget Initiative: Clean & Safe Team

HCC-143-FY18

Recommendation:

I move that the Mayor and Council allocate \$250,000 to establish a pilot/inaugural "Clean & Safe Team" with an initial focus on the Queens Chapel-Hamilton Street commercial corridor. I further move that the Mayor and Council authorize the City Administrator or her designee to formalize funding or programmatic partnerships necessary to implement the program.

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

There are several consequential development projects on the horizon that compel us to double our efforts to ensure that the community continues to be a safe, welcoming, and pleasant community in which to live and to visit. The Hyattsville Clean & Safe Teams (real name TBD) is a pilot initiative intended to demonstrate the effectiveness of hyperlocal crews to advancing public health and safety. Not inconsequentially, establishing these crews will create employment opportunities with the City of Hyattsville with potential to grow into other departments within city government.

The team will consist of four (4) full-time and three (3) part-time positions (with benefits, as eligible) supervised by one of our managers in the Department of Public Works. The introductory training (for the specific job functions) will consist of two weeks introduction to the City of Hyattsville, safety standards, reporting systems, geography, and customer service expectations. City of Hyattsville employees are considered probationary for 12 months. This request will also support a 50% of a 1.0 FTE on the Community Action Team the cost of which shall be shared with the Hyattsville Teen & Young Adult Center.

The Director of Public Works anticipates that it will take approximately six (6) months for the new hires to get fully acclimated to the responsibilities of the job. Upon successful completion of the pilot, the City would like to continue these positions and perhaps grow the clean and safe teams and deploy them to other commercial corridors in the City.

We will seek funding partnerships with the Prince George's County Economic Development Corporation - Workforce Services Division to help offset the costs of the initial year of this demonstration.

Next Steps:

Discussion for inclusion in the FY19 budget

Fiscal Impact:

\$250,000 in Year 1

City Administrator Comments:

Staff will conduct analysis in accordance with Council direction.

Community Engagement:

TBD

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 11, 2017

Submitted by: Candace Hollingsworth, Mayor

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Discussion Items (8:20 p.m. - 10:00 p.m.)

SUBJECT

FY19 Budget Initiative: Hyattsville Teen & Young Adult Center

HCC-144-FY18

Recommendation:

I move that the Mayor and Council allocate \$550,000 for the purposes of establishing a Teen & Young Adult Center in the City of Hyattsville at University Town Center.

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

N/A

ATTACHMENTS

[Teen Center Memo.pdf](#)

Summary Background:

The City has received a verbal commitment from the property owner at University Town Center for five (5) years use of ~2800 sq ft of space at UTC at a cost of ~\$9/sq ft to cover the costs of common area maintenance and taxes. For reference, the market lease rate for this space is ~\$35/sq ft. This location is adjacent to temporary location of the Hyattsville Branch of the library and at the center of an area that has high volume of traffic of teens and young adults walking between Northwestern and the Mall and Prince George's.

Several jurisdictions host teen lounges that serve as a safe space that allows teens to hang out, study, and play in a supervised environment. This space would serve a similar purpose by not only having a more permanent home and consistent staffing to expand operations of the now re-established "Teen Club". This program should employ a positive youth development model and operated under the supervision of the Department of Community Services in collaboration with the Hyattsville Police Department.

The attached staff memo summarizes the programming model and options for consideration. In addition, it is requested that this priority fund 50% of a 1.0 FTE position in the Community Action Team of the Hyattsville Police Department, the cost of which should be shared with the Hyattsville Clean & Safe Team project.

Next Steps:

Council discussion and adoption as a budget priority and inclusion in the FY19 budget.

Fiscal Impact:

\$550,000 in year 1 - \$350K in capital, and \$200K in operational costs

City Administrator Comments:

Staff will conduct analysis in accordance with Council direction.

Community Engagement:

TBD

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Memo

To: Mayor and Council
From: Jake Rollow
CC: Tracey Nicholson, City Administrator
Date: November 21, 2017
Re: Teen Center

Summary

This memo outlines the feasibility of launching a teen center at an approximately 2,800-square-foot space at the University Town Center (UTC). The Community Services Department was tasked to research programming options, infrastructure needs and renovation costs to host successful teen programming at this location. The report was prepared after visits to seven other teen centers in the area, discussions with their staff, discussions with our own Department of Public Works, and discussions with Hyattsville teens. Visits to the seven area teen centers yielded a handful of recurring recommendations, including creating a semi-structured environment, offering quality and meaningful programming, providing otherwise inaccessible technology, locating in proximity to teens' neighborhoods and schools, and utilizing skilled, enthusiastic and consistent staff.

The storefront space at UTC has been offered to the City for a period of two years at no cost. It is unfinished and would require a build-out, furnishing and technology installation that would cost an estimated \$280,000 +/- 35%, according to preliminary investigation done by DPW. Additional staff would be required to oversee the buildout, and to operate the Teen Center. Buildout staffing would cost approximately \$20,000, and annual operations staffing would cost \$115,000 for a low-programming/drop-in center, or \$160,000 for a center with more programming opportunities provided by skilled contractors. Operating costs are based on attendance of 30-50 teens per day, five days per week, four hours per day.

Introduction

The purpose of this memo is to inform the City of Hyattsville's Mayor and Council as they consider establishing a teen/youth center. It includes a summary of programming currently offered to Hyattsville teens, an overview of the seven teen centers staff visited, and a breakdown of projected renovation and operational costs of launching a teen center at UTC.

Programming Currently Available to Hyattsville Teens

The list of programs below is provided both to show what needs may already be met in this community, as well as to generate ideas on partnership that could be utilized to bring quality programming to a City Teen Center.

City of Hyattsville – Provided services to teens aged 13 to 18 in the last two years, with the establishment of the Teen Advisory Committee and the Teen Club. The former, run by the Department of Community Services, is an opportunity for teens to learn about and become active in local government and advocacy. It has drawn about four students each semester. The Teen Club is a drop-in program at Magruder Park run by the City's police department and volunteers. It hosts 25 students per day on average.

Northwestern High School – Provides a variety of opportunities for its students after school; including various special interest clubs, visual, performance and arts programs, and sports activities. A complete list was not available.

Nicholas Orem Middle School – Offers ESL and tutoring opportunities after school.

Hyattsville Library – Hosts youth ages 12 to 18 to participate in their Teen Action Group. The program allows students to earn service learning hours.

Prince George's Plaza Community Center – The center participates in the county's recreational Xtreme Teens program, open to ages 10 to 18 on Friday and/or Saturday evenings. Programming varies from week to week.

Prince George's Community College at University Town Center – Opportunities exist for students enrolled in the GED program.

Pyramid Atlantic – Provides a variety of classes and workshops open to the public. Teens may participate but need to be accompanied by an adult.

Art Works Now – Offers classes in pottery, painting and drawing for teens starting at age 15.

Joe's Movement Emporium – Offers after school art, music and dance programs for 11- to 13-year-olds. Older teens ages 17 and 18 may participate in their Creative Works program which includes media art and photography classes.

Regional Teen/Youth Center Visits

The Community Services Staff visited seven centers in the area, including those run by municipalities, non-profits and the Maryland National Capital Parks and Planning Commission. In interviews with center staff, many best practices were revealed, including the following:

- In case of emergency, create a mechanism to keep track of who is in the building
- Place a reception desk at the entrance, to ensure all teens check in
- Build an office for staff, and to host private conversations when such interventions are needed with teens and/or parents
- Budget to hire passionate and skilled staff
- Offer technology and programming that is otherwise unavailable, and with skilled trainers
- Utilize the recreational aspects of the center as a recruitment/launching point for teens to attain services they need and/or engage in more aspirational activities
- Offer opportunities for service
- Design space for multi-purpose use, and with the ability to close off portions for noise control and simultaneous but different activities
- Maintain a staff-to-teen ratio of 1:10
- Most centers host at least as many middle school students as high school students
- Most centers do not provide transportation, which results in higher participation from students who live or attend school near the centers
- Most center do not have a participation fee, except for attending field trips
- Most centers offer a snack/s to teens at no cost

City of Takoma Park Teen Lounge

Takoma Park's Teen Lounge is a classroom sized area located in their larger community center. It is equipped with mounted televisions, video game consoles, multi-purpose tables and chairs and lounge seating. Participants may use the community center's game room for table tennis, pool, air hockey and foosball. Their teen program is staffed with 1 full-time staff member who works to ensure teen programming, and 2 part-time staff members, who are continuously stationed in the areas used by the teens. Participation in the Takoma Park Teen Lounge is free. It averages about 10 students per day but on some days, depending on the activity offered, hosts many more.

City of Gaithersburg

Gaithersburg has two youth centers, which combined serve nearly 200 middle and high school students – each center averages about 50 per day. Participation in youth center programs costs \$20 for a yearly membership, which includes service during the school year and throughout summer break. Both centers are located relatively close to schools and neighborhood communities presenting accessibility for attendees. The centers are designed for multi-purpose use space, seating and tables, and are equipped with technology (computers, televisions, game consoles). Each center is staffed with two full-time and six part-time employees. Full time staff work is dedicated to overall facility supervision, center programming and outreach. Part time staff work may consist of leading programs, mentoring, engaging and supervising center participants.

Old Towne – Center is opened for middle school students prior to high school students. Specialized activities and programs are scheduled one month in advance and a calendar is posted in the center. Unique features include advanced AV and computer lab, and a recording and music studio.

Robertson – Participants are mostly middle school students. The center staff includes a part-time homework help tutor. In addition to various weekly and monthly specialized activities a unique feature at the center is a rock climbing wall.

MNCPPC / Prince George's County Parks and Recreation

Many community centers in Prince George's County have designated teen rooms and/or participate in Xtreme Teens. The program is open every Friday and/or Saturday evening and is free to all middle and high school students ages 10-18. Each participating center has dedicated staff who supervise, or provide specialized activities. The basketball courts (indoor/outdoor) are heavily utilized for programming.

Bladensburg – A small classroom-sized lounge, filled with various sections for seating and lounging. A television video game console, pool table and arcade games fill the space. Typically, 30 to 40 participants attend during the Xtreme Teen programming. Staffed by 2-3 part-timers, each dedicated to an area in which teens may socialize.

Kentland – Teen room is a larger classroom equipped with a television, video consoles, and foosball table. There is plentiful multi-purpose seating and tables. In addition to being a participant in the Xtreme Teen program, middle and high school students can attend the community center and participate in after school activities or use the teen room. Activities include special clubs such as basketball, weight training, hip hop dance, and jump rope. Approximately 30 students attend regularly for after school activities;

and anywhere from 50-70 participants during Xtreme Teens. After school time is staffed with three part-time staff who mentor, engage and supervise activities and participants.

Seat Pleasant – The teen room is newly renovated and equipped with televisions, video consoles, and arcade games. Anywhere from 20-30 participants regularly meet after school. The basketball courts are heavily used by youth at this center. Two to three part-time staff supervise and engage with teens during after school activities and during their participation in Xtreme Teens.

Latin American Youth Center – DC

The Latin American Youth Center supports and provides resources for youth in all areas of their lives. The greater center offers health, homeless, and social services. In addition, there is also assistance for teens to participate in employment, GED, and college preparation programs. The Teen Center itself provides both recreational services and school assistance. During after school hours specialized activities are led by staff and interns and vary from graffiti art, cooking, gardening, digital photography, music lessons and more. Youth in middle and high school and young adults under age 24 may use the facility for its services at any time during the day. The teen center itself is staffed with one full-time and three part-time staff, and a mix of interns and contractors with specialties to lead classes and various activities.

Teen Feedback

Community Services staff asked teens in the City's Teen Advisory Committee and Teen Club to share their preferences on what should be included in a City teen center. They suggested the following:

Infrastructure -

- Basketball court – indoor & outdoor
- Café/Juice bar
- Music recording studio
- Performance stage

Programs -

- Cooking
- College preparation
- Fashion design
- Visual and performance arts exhibition
- Service learning guidance

- Radio station
- Workforce development

Trips -

- Amusement parks
- National Museum of African American History and Culture
- College tours and/or visits from colleges
- Water parks
- National Zoo Lights
- Local concerts/shows

Cost Estimates

Renovation Costs

Establishing a teen/youth center at the UTC location would include renovating the space adequately for multi-purpose use. The approximately 2,800 square foot space has been offered to the City for use as a teen center at no cost for a two-year period. The space is unfinished – without plumbing or electrical built out – and would need renovation and furnishings to accommodate programming. The Department of Public Works estimates such renovation would cost roughly \$100 per square foot (for perspective, the police department will cost about \$250 per square foot) and suggests that actual costs could be 35% higher or lower. This results in a range of \$182,000-\$378,000. Such a renovation would include the following:

- Installation of two restrooms, a kitchen, an office, a stage, and a computer lab with unique technology options
- Installation of electrical and plumbing finishes
- Purchase and installation of modular and mobile furniture – tables, chairs, couches, cushions
- Purchase and installation of technology – televisions, game systems, audio/performance systems, computers and software

Operational Costs

Renovation Oversight – Managing the build out process would require staff time that may not be currently available. Hiring a part-time person to oversee this work from January through August would cost approximately \$20,000.

Drop-In Operations – The City could operate the center as a drop-in program, in much the same way the Teen Club operates at Magruder Park. This would cost less, but would still require staff to oversee and engage teens. To operate the center 20 hours per week (four hours per day and

five days per week), the total annual cost would be approximately \$115,000. This estimate is based on the following:

Staff: (\$90,000)

- 1 Full-time employee (Facility Supervisor)
- 1 Part-time employee (Front desk/Administrative)
- 1 Part-time employee (Recreation Assistant)

Supplies/Materials: (\$20,000)

- Snack/Food - (\$6000)
- Other Supplies - (\$14,000)

Contracted Services: (\$5,000)

- Miscellaneous - (\$5000)

Highly Programmed Operations – The City could operate the Center with regular programming, activities and training for teens. Skilled contractors would be brought in to lead these activities 1-3 times per week (at least one such activity would be available every day). This would cost more in contracted services, but could serve as a draw to participants, which could be important considering that the site does not include a gymnasium. The annual cost of such operations would be \$160,000, based on the following:

Staff: (\$105,000)

- 1 Full-time employee (Facility Supervisor)
- 1 Part-time employee (Front desk/Administrative)
- 2 Part-time employees (Recreation Assistants)

Supplies/Materials: (\$20,000)

- Snack/Food - (\$6000)
- Other Supplies - (\$14,000)

Contracted Services: (\$30,000)

- Contractors - (\$25,000)
- Miscellaneous - (\$5000)



Hyattsville City Council Agenda Item Report

Meeting Date: December 11, 2017

Submitted by: Kevin Ward, W1 (Council VP)

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Discussion Items (8:20 p.m. - 10:00 p.m.)

SUBJECT

FY19 Budget Initiative: Hire Hyattsville Employment Portal and Employment Support

HCC-150-FY18

Recommendation:

I move that the Mayor and Council appropriate \$75,000 in the FY19 budget in order to set up a web portal to promote job openings in the City of Hyattsville and to promote programs to help citizens of Hyattsville develop skills for career readiness.

Programming should include but not be limited to:

- Career readiness
- Career transitions
- Re-Entering the workforce
- Career Planning
- Job Search Assistance

Sponsor(s):

Ward

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

As the job market becomes more competitive it is important that job seekers have the skills and strategies needed to find positions that match their skills. This funding request is to help businesses in the City of Hyattsville promote their open positions to citizens in the area who may be looking for work. Funding would also be used to partner with other groups to provide programming around career readiness.

Next Steps:

Council discussion and adoption for inclusion in the FY19 budget.

Fiscal Impact:

\$75,000

City Administrator Comments:

Staff will conduct analysis in accordance with Council direction.

Community Engagement:

TBD

Strategic Goals:

Goal 2 – Ensure the Long-Term Economic Viability of the City

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: December 11, 2017

Submitted by: Bart Lawrence, W1

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Discussion Items (8:20 p.m. - 10:00 p.m.)

SUBJECT

FY19 Budget Initiative: Storm Grate Safety Improvement

HCC-147-FY18

Recommendation:

I move that the Mayor and Council replace all longitudinal storm grates on city street that have sharrows with bike friendly storm grates.

Sponsor(s):

Lawrence

Co-Sponsor(s):

ATTACHMENTS

Summary Background:

A number of existing storm grates on city street are older, longitudinal storm grates, which can cause serious bicycle accidents. The city should focus on replacing all longitudinal storm grates with bike friendly storm grates, starting with street that have sharrows.

Next Steps:

DPW review of existing infrastructure and estimate of costs.

Fiscal Impact:

TBD

City Administrator Comments:

Staff will conduct analysis in accordance with Council direction.

Community Engagement:

TBD

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 11, 2017

Submitted by: Bart Lawrence, W1

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Discussion Items (8:20 p.m. - 10:00 p.m.)

SUBJECT

FY19 Budget Initiative: Filtered Water Filling Stations

HCC-148-FY18

Recommendation:

I move that the Mayor and Council budget for the purchase and installation of up to four (4) filtered water filling stations. Possible locations include Magruder Park, Heurich Park, and two (2) at 4310 Gallatin Street.

Sponsor(s):

Lawrence

Co-Sponsor(s):

ATTACHMENTS

Summary Background:

These water stations will provide the public and staff with clean drinking water, while encouraging the use of refillable water bottles, thereby decreasing waste.

Next Steps:

DPW review of location and water hookups.

Fiscal Impact:

\$8,000

City Administrator Comments:

Staff will conduct analysis in accordance with Council direction.

Community Engagement:

TBD

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 11, 2017

Submitted by: Bart Lawrence, W1

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Discussion Items (8:20 p.m. - 10:00 p.m.)

SUBJECT

FY19 Budget Initiative: Bicycle Infrastructure

HCC-149-FY18

Recommendation:

I move that the Mayor and Council budget for the purchase and installation of up to 50 bicycle racks and 6 bicycle repair stations.

Sponsor(s):

Lawrence

Co-Sponsor(s):

ATTACHMENTS

Summary Background:

With the expansion of bicycle connectivity in areas in and nearby the city, improving the city's bicycle infrastructure will improve riders' experience, increase convenience, increase safety, and help to attract cyclists to the city. Possible bicycle repair station locations include Magruder Park, along the Trolley Trail, the West Hyattsville Metro Station, along the bike path near the Kirkwood Apartments. Locations will be determined by city staff in consultation with local stakeholders.

Next Steps:

Staff review

Fiscal Impact:

\$40,000

City Administrator Comments:

Staff will conduct analysis in accordance with Council direction.

Community Engagement:

TBD

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 11, 2017

Submitted by: Nicola Konigkramer

Submitting Department: City Clerk

Item Type: Community Notices

Agenda Section: Community Notices and Meetings

SUBJECT

City Calendar: December 12 - December 18, 2017

HCC-153-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

[Main City Calendar_December 12 - December 18, 2017.docx](#)

Summary Background:

N/A

Next Steps:

N/A

Fiscal Impact:

None

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Main City Calendar: December 12 – December 18, 2017

Weekly Program Offerings

Ageless Grace Senior Exercise Classes

Wednesdays and Fridays, 10:00 AM @ City Municipal Building

Creative Minds

Tuesdays and Thursdays, 10:00 AM @ Magruder Park Recreation Center

Call-A-Bus Grocery Trips

Our Call-a-Bus takes seniors and residents with disabilities to grocery stores located in the City of Hyattsville each week. Call (301) 985-5000 to join a trip or add yourself to our Call-A-Bus calendar mailing list.

City Calendar: December 12 – December 18, 2017

The Red & Gold Holiday Gala

December 12, 2017, 11:00 AM - 2:00 PM

County Executive Rushern L. Baker, III and the County's Department of Family Services invite seniors to register for the Red & Gold Holiday Gala. Registration is first come, first served on Friday, December 1, 9 AM - 4 PM, by phone at (301) 324-4420.

Claus Applause Holiday Decorating Contest Judging

December 13, 2017, 6:30 PM - 8:30 PM

Hyattsville Environment Committee Meeting

December 13, 2017, 7:00 PM @ City Municipal Building

Movin' With The Mayor: House Music Dance Exercise with Maryland Performing Arts Academy

December 16, 2017, 11:00 AM - 12:00 PM @ Maryland Performing Arts Academy

Council Meeting

December 18, 2017, 8:00 PM - 10:00 PM @ City Municipal Building, 3rd Floor Council Chambers