

City Council of Hyattsville, Maryland

AGENDA

City Council Regular Meeting

Monday, October 17, 2016

7:30 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](#)

[Edouard Haba, Council President, Ward 4](#)

[Bart Lawrence, Council Vice President, Ward 1](#)

[Kevin Ward, Ward 1](#)

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

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

[Patrick A. Paschall, Ward 3](#)

[Thomas Wright, Ward 3](#)

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

[Ruth Ann Frazier, Ward 5](#)

[Joseph Solomon, 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.

Ways to Watch the Meetings Live: City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at hyattsville-md.granicus.com/MediaPlayer.php?camera_id=2

Replay Schedule: The meetings will be re-broadcast on cable television, channel 71 (Comcast) and channel 12 daily at 7:00 a.m., 1 p.m., and 8 p.m. Meetings are also able for replay online at www.hyattsville.org/councilagendas.

City Information: Sign up to receive text and email notifications about Hyattsville events, government, police and programs at www.hyattsville.org/list.aspx

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1.. Call to Order and Council Roll Call

2.. Pledge of Allegiance to the Flag

3.. Approval of Agenda

4.. Motion to Close (7:35 p.m. - 7:50 p.m.)

4.a) Motion to Close

I move that the Mayor and Council close the Council Meeting of October 17, 2016 in order to consult with the City Attorney to obtain legal advice pertaining to contract negotiations and to discuss such contract negotiations.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305 (7) to consult with counsel to obtain legal advice and 3-305 (14) to discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

Motion #: 55-10-FY17

Sponsor(s): At the Request of the City Administrator

5.. Approval of the Minutes

5.a.) Approval of the Minutes

I move that the Mayor and Council approve the Council Meeting Minutes for the following meetings: 1) Council Meeting of August 1, 2016, 2) Public Hearing of August 1, 2016, 3) Council Meeting of September 19, 2016.

Motion #: n/a

Sponsor(s): At the Request of the City Administrator

[Minutes Aug 1 2016 PH.docx](#)

[CM Minutes Aug 1 2016](#)

[Minutes Sep 19 2016](#)

6.. Public Comment (8:00 p.m. – 8:10 p.m.) Limit 2 minutes per speaker

7.. Presentations (8:10 p.m. – 8:55 p.m.)

7.a.) FY-2015 Audit Update (5 minutes)

N/A

Motion #: Presentation Only

Sponsor(s): At the Request of the City Administrator

7.b.) Residential Parking Zone Committee Recommendations (20 minutes)

Motion #: Presentation Only

Sponsor(s): Lawrence

7.c.) Riverfront at West Hyattsville Metro

Presentation Only

Motion #: Presentation Only

Sponsor(s): At the Request of the City Administrator

[riverfront concept080816 - view-Layout1.pdf](#)

[regional map-mf alt-Layout1 \(1\).pdf](#)

[2016-09-08 floodplain x section-Layout1.pdf](#)

[Memo - Riverfront at West Hyattsville Metro.docx](#)

[park exhibit 100616-Layout1.pdf](#)

8.. Consent Items (8:55 p.m. – 9:00 p.m.)

8.d.) Sonny Frazier Toy Drive

I move that the Mayor & Council authorize a donation to the Sonny Frazier Toy Drive which benefits children and youth of Hyattsville. The donation will have two parts: (1) The City will donate \$500 directly to the Sonny Frazier Toy Drive, and (2) the City will provide a matching grant and will match, dollar for dollar to a maximum of \$1,000, funds raised at the 4th annual Hyattsville Heroes Bowl, scheduled for November 12, 2016 at Magruder Park at 3:00 p.m.

Motion #: 56-10-FY17

Sponsor(s): At the Request of the City Administrator

8.b.) Partnership with UMD National Center for Smart Growth Research and Education and College of Information Studies (10 minutes)

I move that the Mayor and Council authorize the City Administrator to execute a Memorandum of Understanding with the National Center for Smart Growth Research and Education and the College of Information Studies (formally the Environmental Finance Center's Sustainability and Resiliency Financing Initiative), in the amount of \$8,000 to provide the City with assistance from UMD students and staff for implementation of identified environmental and infrastructure initiatives within the City of Hyattsville, upon the review and approval by the City Attorney for legal sufficiency.

Motion #: 57-10-FY17

Sponsor(s): Hollingsworth

[Memo - UMD National Center for Smart Growth – City Initiatives.docx](#)

8.c.) FY17 Budget Amendment: Prince Georges County Re-Leaf Grant through the Prince Georges County Tree Re-Leaf Grant Program

I move that the Mayor and Council amend the FY17 budget to accept and appropriate the grant award in the amount of \$6,500.00 from Prince Georges County Re-Leaf program.

Motion #: 58-10-FY17

Sponsor(s): At the Request of the City Administrator

8.d.) FY 2017 Budget Amendment: Body Worn Camera Grant

I move that the Mayor and Council amend the FY17 budget to accept and appropriate the grant award in the amount of \$5,000 from the Local Government Insurance Trust for the purchase of Body Worn Cameras and related equipment.

Motion #: 59-10-FY17

Sponsor(s): At the request of the City Administrator

[LGIT Body Camera Grant FY17 Application.docx](#)

[LGIT Body Armor Award Notice.pdf](#)

9.. Action Items (9:00 p.m. – 9:20 p.m.)

9.a.) Health Care, Prescription Drug and Dental Care Rates for CY 2017 (10 minutes)

I move that the Mayor and Council approve a 5% increase to the City's monthly flat rate contributions for the Health Care plans, retain the 80% contribution in Prescription Drug coverage, retain the current rates in the United Concordia Dental plan and transfer the 3% increase in Delta HMO to employees for calendar year 2017. The new city flat rate for Medical Plans will be: Employee Only- \$399; Employee Plus One - \$700; and Family Plan- \$905.

Motion #: 60-10-FY17

Sponsor(s): At the Request of the City Administrator

[Health Benefits Update MOTION.docx](#)

9.b.) Commercial Facade Grant Appropriation and Award for FY2017 (10 minutes)

I move that the Mayor and Council amend the FY-2017 Special Revenue budget to appropriate the remaining balance of \$20,015.75 in fund 23 from the Community legacy Grant awarded to the City by the Maryland Department of Housing & Community Development in FY-2016 for \$50,000, and accept the recommendations of the Commercial Façade Review Panel and approve grant funding awards for the following properties:

- Attias Property One LLC: 4316 Hamilton Street, Hyattsville: \$35,000
- Attias Property Two LLC: 4318 Hamilton Street, Hyattsville: \$32,000

Motion #: 61-10-FY17

Sponsor(s): At the Request of the City Administrator

[Memo - CFI Award Recommendations - 10.10.16.docx](#)

[4316 Hamilton Street - CFI Design.pdf](#)

[4318 Hamilton Street - CFI Design.pdf](#)

10.. Discussion Items (9:20 p.m. – 11:00 p.m.)

10.a.) Hyattsville Charter Amendment 2016-01 and Ordinance 2016-02, City Administrator Authority (10 minutes)

Motion #: Discussion Only, Scheduled for Action on 11/7/16

Sponsor(s): Hollingsworth

[Charter Amendment 2016-01 Articles V C5-1 and VI - Personnel C6-1 through C6-5 .pdf](#)

[Ordinance 2016-02 Sections changing Head to Director.pdf](#)

[Background Information Charter Amendment 2016-02.pdf](#)

10.b.) Hyattsville Charter Amendment Resolution 2016-02, Qualifications of Voters and Same Day Voter Registration for City Elections (20 minutes)

Motion #: Discussion Only

Sponsor(s): Haba, Lawrence, Paschall, Solomon

[Hyattsville Charter Amendment Resolution 2016-02: Article IV](#)

[Motion Voter Qualifications 7-21-2016 Clean.doc](#)

10.c.) 2017 Ballot Question: Composition of Council (20 minutes)

I move that the Mayor & Council authorize the City Attorney to prepare a ballot question to appear on the May 2, 2017 ballot requesting the advisory opinion of the electorate on the following:

- § C2-1. Establishment; composition.
- § C2-2.(A) Election; term of office; qualifications.

Article § C2-1 currently reads as follows:

"The government of said City shall be vested in a Mayor and ten (10) Councilmen, to be elected as hereinafter provided for, who shall compose the City Council."

Article § C2-2. Part A currently reads (in part) as follows:

"A. Election; tenure. The Mayor shall be elected from the City at large and shall be elected for a term of four (4) years. One (1) Councilman shall be elected from each ward of the City concurrent with the election of the Mayor, and one (1) Councilman shall be elected from each ward of the City two (2) years thereafter."

The ballot question should solicit the opinion on whether the Council should consider a reduction in the size of the Hyattsville City Council. Should that question be answered in the affirmative, a follow-up question should request a desired number or method of representation from a defined set of options. The options shall include, but not necessarily limited to:

- A set number of representatives overall with the number of wards and representatives per ward to be determined by committee.
- Two representatives per ward with fewer wards, to be determined by committee.
- 1 representative per ward with the same number of wards.
- Some combination of members elected per ward and at-large, to be determined by a committee.

Motion #: Discussion Only

Sponsor(s): Hollingsworth

[NON-BINDING REF..docx](#)

10.d.) 2017 Ballot Question: Structure and Form of Hyattsville Government (20 minutes)

I move that the Mayor & Council authorize the City Attorney to prepare a ballot question to appear on the May 2, 2017 ballot requesting the advisory opinion of the electorate on the following:

§ C2-3. Organization; vacancies; powers and duties of Mayor; meetings; quorum.

F. The Mayor shall preside at all meetings of the Council and shall have all the privileges of a Councilmember in debate and vote. The President of the Council shall, in the absence of the Mayor, preside at all meetings. The Vice President shall, in the absence of the Mayor and President, preside at all meetings.

J. The Mayor shall be the executive officer of the City with all the power necessary to secure the enforcement of all City ordinances, resolutions and laws under this Charter.

§ C6-1. Administration. [Added 5-8-06 by HR 2006-05, Amended 3-5-12 by HR 2012-01]

The City Council may appoint a City Administrator who shall report directly to the Mayor and to the City Council. In addition to the City Administrator, the City Council may appoint Department Heads and Officials, including a Chief of Police, Director of Public Works, Director of Recreation and the Arts, Director of Code Enforcement, a Director of Human Resources, Treasurer and a City Clerk, who shall all serve at the pleasure of the City Council, unless other written terms are agreed to by the City Council. Ordinarily all such Department Heads and Officials shall report to the City Administrator who shall be their immediate supervisor. However, one (1) individual may also serve as head of more than one (1) department if the City Administrator shall so organize and direct. Only the City Administrator, the Mayor and the appointed Department Heads and those officials or designees or employees in the chain of command may give direct orders to City employees.

The question should solicit the opinion on whether the Council should consider a change in the form of government. Should the question be answered in the affirmative, a follow-up question should request a desired structure of government from a defined set of options. The options shall include but, no necessarily be limited to:

- Council-Manager.
- Strong Mayor.
- Weak Mayor.
- Commission.

Motion #: Discussion Only

Sponsor(s): Solomon, Perry, Frazier

10.e.) FY17 Budget Amendment: Safe Streets Program Grant (10 minutes)

Motion #: Discussion Only

Sponsor(s): At the Request of the City Administrator

[Safe Streets Program Memo to Council 10.12.16\(4\).docx](#)

[Safe Streets Award Notice.pdf](#)

10.f.) Hyattsville Resolution 2016-04: Declaration of Official Intent, DPW Renovation (10 minutes)

Motion #: Discussion, Scheduled for Action on 11/7/16

Sponsor(s): At the Request of the City Administrator

[Resolution 2016-04 Hyattsville DOOI Resolution for DPW Project.pdf](#)

11.. Council Dialogue (11:00 p.m. – 11:10 p.m.)

12.. Community Notices and Meetings

12.a.) City Calendar: October 18 - November 7, 2016

Motion #: N/A

Sponsor(s): At the Request of the City Administrator

[Main City Calendar Oct 18 to Nov 7.pdf](#)

[October 2016 Calendar.pdf](#)

[November 2016 Calendar.pdf](#)

13.. Motion to Adjourn



Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Legislative

Agenda Section: Motion to Close (7:35 p.m. - 7:50 p.m.)

SUBJECT

Motion to Close

Motion #

55-10-FY17

Recommendation:

I move that the Mayor and Council close the Council Meeting of October 17, 2016 in order to consult with the City Attorney to obtain legal advice pertaining to contract negotiations and to discuss such contract negotiations.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305 (7) to consult with counsel to obtain legal advice and 3-305 (14) to discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

N/A

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

N/A

Legal Review Required?

Complete



Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Legislative

Agenda Section: Approval of the Minutes

SUBJECT

Approval of the Minutes

Motion #

n/a

Recommendation:

I move that the Mayor and Council approve the Council Meeting Minutes for the following meetings: 1) Council Meeting of August 1, 2016, 2) Public Hearing of August 1, 2016, 3) Council Meeting of September 19, 2016.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Minutes_Aug 1 2016 PH.docx](#)

[CM Minutes_Aug 1 2016](#)

[Minutes_Sep 19 2016](#)

Summary Background:

Please see attached minutes.

Next Steps:

Upon approval, final minutes will be posted on the City's website.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE MD
AUGUST 1, 2016
HYATTSVILLE RESOLUTION 2016-03

Notice of Public Hearing:

The Mayor and City Council held a public hearing on proposed Hyattsville Resolution 2016-03, a Resolution for the Issuance of Refunding Bonds Relating to the University Town Center Special Taxing District in the City of Hyattsville.

1) [Call to Order](#)

The Public Hearing was called to order at 7:05 p.m.

2) [Public Comment](#)

There were no individuals present who wished to address the council.

3) [Background Information](#)

3.a PUBLIC HEARING:
Hyattsville Resolution 2016-03: Issuance of Refunding Bonds Relating to the University Town Center Special Taxing District in City of Hyattsville

[Hyattsville Resolution 2016-03](#) 

[Legal Notice of Public Hearing_HR 2016 03.pdf](#) 

City Treasurer Brooks introduced Bond Attorney, Lindsey Radar. Treasurer Brooks stated that Ms. Radar had represented the City as Bond Counsel since 2004, for the initial issue for the University Town Center, Special Taxing District. Ms. Radar provided a brief summary of her work with the City and summarized the Bond Resolution before the Council. Ms. Radar noted that the City was not pledging any funds toward this bond. Ms. Radar provided information on the special taxing district created for University Town Center.

Ms. Radar explained that, if market conditions remained steady, the approach would contain a series of single refunding bonds. She then provided detailed stipulations of the proposed bond and noted that there was an expiration date if the bonds were not refunded in 2018. Ms. Radar noted that the reissuance of bonds would be a benefit for property owners in University Town Center.

Treasurer Brooks thanked Ms. Radar for her summary and work on behalf of the City. Treasurer Brooks then introduced Stefold (SP), the underwriters for the issue. Treasurer Brooks then opened the floor for questions.

Councilmember Frazier asked for clarification on the proposed Resolution. Ms. Radar explained that the 2004 bonds were being paid by the current property owners and that the City adopted rate method for refunding bonds remained the same. Ms. Radar clarified that the City would still receive taxes from the specified properties and made a comparison to a refinanced home



PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE MD
AUGUST 1, 2016
HYATTSVILLE RESOLUTION 2016-03

mortgage. Treasurer Brooks noted that the owners paid the debt services. Ms. Radar added that if the owners defaulted, the City would not need to make up any short hold. Ms. Radar then explained to Councilmember Frazier that the original bond was \$18 million and that the outstanding principal was just over \$16 million. Ms. Radar added that the \$17 million amount stated previously represented the maximum amount stipulated in the resolution.

Councilmember Frazier asked for clarification on the City's responsibilities. Treasurer Brooks clarified that there was no cost to the City. Ms. Radar restated that the cost was to investors.

There were no other questions.

4) [Motion to Adjourn](#)

The public hearing adjourned at 7:17 p.m.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
August 1, 2016

Present: Mayor Candace B. Hollingsworth
Ward 4 Council President Edouard Haba
Ward 1 Council Vice President Bart Lawrence
Ward 2 Councilmember Shani Warner
Ward 3 Councilmember Patrick Paschall (arrived at 9:08 p.m.)
Ward 3 Councilmember Thomas Wright
Ward 4 Councilmember Paula Perry (departed at 9:11 p.m.)
Ward 5 Councilmember Ruth Ann Frazier (departed at 9:12 p.m.)
Ward 5 Councilmember Joseph Solomon

Absent: Ward 1 Councilmember Kevin Ward
Ward 2 Councilmember Robert Croslin

Also present were the following City staff members:
City Administrator Tracey E. Nicholson
Assistant City Administrator, Dir. of Community & Economic Development Jim Chandler
City Treasurer Ron Brooks
Director of Community Services Jake Rollow
City Clerk Laura Reams
Assistant City Clerk Lillie Littleford
Project Manager Hal Metzler

1) Call to Order and Council Roll Call

Mayor Hollingsworth called the meeting to order at 7:31 p.m.

2) Pledge of Allegiance to the Flag

3) Approval of Agenda

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Perry
AYES:	Hollingsworth, Haba, Lawrence, Warner, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Ward, Croslin, Paschall

4) Public Comment (7:40 p.m. – 7:50 p.m.) Limit 2 minutes per speaker

Councilmember Solomon asked if a resident appeared late, could they address the Council on the 37th Place item. Mayor Hollingsworth stated that it would be fine.

5) Presentations (7:50 p.m. – 8:55 p.m.)

5.a Update FY-2015 Audit (5 minutes)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

August 1, 2016

Treasurer Brooks provided a summary of the current statues of the FY15 audit and added that he anticipated that it would be completed by early 2017.

5.b Presentation of Proposals for the Redevelopment of 4310 Gallatin Street (60 minutes)

[Gallatin Lofts Presentation_Dillon Warner_2016.pdf](#)

[Arcade Row Presentation - Community.pdf](#)

Assistant City Administrator Chandler introduced the presentations for the proposed redevelopment of 4310 Gallatin Street. Assistant Administrator Chandler provided a brief background on the solicitation for redevelopment proposals. Assistant Administrator Chandler added that two proposals were received and that each team would provide a thirty-minute presentation. Assistant Administrator Chandler provided information on the public process going forward and said there would be additional discussions open for public review and comment.

Assistant Administrator Chandler introduced Dillon Warner and the presentation for Gallatin Lofts. Mr. Dillon thanked the Mayor and Council for the opportunity to present Gallatin Lofts and introduced team members from traffic, civic engineering, land use attorney, and co-development partners. Mr. Dillon introduced Scott Foster, the architect for the project, who presented the design for Gallatin Lofts. Mr. Foster provided guiding principles, the approach to the design, and plans for interior and exterior design. Mr. Foster highlighted the principles of place, community, and sustainability and described the project as presenting an opportunity for live, work, play and to activate the area. Mr. Dillon then provided details of the design as well as information from a financial perspective. Mr. Dillon thanked the Mayor and Council for their time and opened the floor for questions.

Councilmember Perry asked how much parking would be available to each resident, to which Mr. Dillon responded that there were 1.5 spots per unit. Councilmember Perry noted that families may have two or three cars and highlighted parking issues with other projects in the past. Mr. Dillon stated that the company would speak with neighbors and St. Jerome's to discuss parking use. Mr. Dillon added that there were a lot of net trips and peak trips for the current building that were much higher than the expected trips for the proposed building, which would alleviate potential parking issues.

Mayor Hollingsworth noted the fee waivers in the grant and asked if grant funds were needed to make the project as proposed. Mr. Dillon stated that it would allow them to build the project they had planned.

4) Public Comment (7:40 p.m. – 7:50 p.m.) Limit 2 minutes per speaker

Mayor Hollingsworth re-opened the meeting for public comment.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD August 1, 2016

Sarah Weber, a Ward 5 resident, addressed the Mayor and Council in regard to a traffic calming device on 37th Avenue. Ms. Weber noted issues of pedestrian safety and asked that bump-outs be staggered to avoid a funnel effect.

5.b Presentation of Proposals for the Redevelopment of 4310 Gallatin Street (60 minutes)

[Arcade Row Presentation - Community.pdf](#) 

[Arcade Row Presentation - Community.pdf](#) 

Director Chandler introduced Jennifer Lawrence and John Miller from Flywheel Development and their proposal to redevelop 4310 Gallatin Street. Mr. Miller introduced team members including developers, land use, lenders and other stakeholders. Mr. Miller provided background information on Flywheel Development and highlighted projects and experience of the team. Mr. Miller noted that the Perry Street Townhomes in Mount Rainier were the model for the Arcade Row project. John Saete, partner at GreenSpace Investment, provided background information on the company. Roger Collison, builder from Beracah Homes, expanded upon the modular building of the townhomes. Mr. Collison continued to provide a summary of the plan which included 32 homes with two parking spaces per unit. Mr. Miller addressed the Council again and provided visuals with the proposed street frontages and the creation of Jay Street, in an “inside out” revitalization strategy. Mr. Miller highlighted economic impacts as well as marketability, community investment, and sustainability. Mr. Collison provided more details on the benefits of the modular building process. Mr. Collison then briefly reviewed the proposed schedule and opened the floor for questions.

Councilmember Wright stated that he found both proposals unique and fascinating. Councilmember Wright directed his question regarding the Planning Committee to Assistant Administrator Chandler. Assistant Administrator Chandler stated that there would be an open house session where longer presentations would be made to the Planning Committee. Councilmember Wright asked if these proposals would require rezoning of the land, to which Assistant Administrator Chandler responded that both proposals would require a detailed site plan. Mr. Miller stated, in regard to Arcade Row, that the only possible variance for the project was the garage loading from streets. Mr. Wright noted that the County was revising the code and asked if the project would be subjected to green building incentives. Mr. Chandler stated that it was too early to say. Mr. Miller assured Councilmember Wright that Flywheel had spoken to the Hyattsville CDC. Council President Haba asked what the price range would be for renting apartments, and Mr. Dillon stated that the rate was \$1,000.00-1,200.00 a month for studios and just over \$2,000.00 a month for two bedroom units.

Mayor Hollingsworth thanked the developers and noted that there would be a Work Session scheduled regarding the planning for City facilities.

[Arcade Row Presentation - Community.pdf](#) 

6) Consent Items (8:55 p.m. – 9:00 p.m.)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
August 1, 2016

6.a Rock Salt Purchase

Motion #: 11-08-FY17 I move that the Mayor and Council approve the purchase of rock salt from Morton Salt Company utilizing the State of Maryland contract rider, not to exceed \$35,000.00

Sponsor(s): At the Request of the City Administrator

[Maryland Rider Rock Salt 2016.pdf](#) 

6.b Street Sweeper Purchase

Motion #: 12-08-FY17 I move that the Mayor and Council approve the purchase of Stewart-Amos Street Sweeper, Starfire S4 from Stewart-Amos Equipment Company/ALBANCAT Baltimore Maryland as a rider to the GSA Contract (GS-30F-021AA) at a cost not to exceed 205,000.00.

Sponsor(s): At the Request of the City Administrator

[Memo Street_Sweeper TN.docx](#) 

[Proposal - Street Sweeper.pdf](#) 

[Sweeper GSA Terms & Conditions 1.16.pdf](#) 

6.c Evergreen Solution LLC Proposal for Personnel Related Issues

Motion #: 13-08-FY17 I move that the Mayor and Council authorize the City Administrator to execute an agreement with Evergreen Solutions LLC to provide contract services for a series of personnel actions in an amount not to exceed \$15,000, upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s): At the Request of the City Administrator

[Evergreen_Solutions_Memo_1ten_07_16-1v1.docx](#) 

6.d Appointment to the Health, Wellness and Recreation Advisory Committee

Motion #: 14-08-FY17 I move that the Mayor and Council appoint Abdoulaye Bangoura (Ward 3) to the Health, Wellness and Recreation Advisory Committee for a term of 2 years to expire on August 1, 2018.

Sponsor(s): Haba

[Bangoura_HWRAC Application_redacted.pdf](#) 

6.e Appointment to the Police and Public Safety Advisory Committee



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
August 1, 2016

Motion #: 15-08-FY17 I move that the Mayor and Council appoint Jennifer Bangoura (Ward 3) to the Police and Public Safety Advisory Committee for a term of 2 years to expire on August 1, 2018.

Sponsor(s): Haba

[Bangoura_PPSAC Application_redacted.pdf](#)

6.f Appointment to the Code Compliance Advisory Committee

Motion #: 16-08-FY17 I move that the Mayor and Council appoint Edward Bohls (Ward 2) to the Code Compliance Advisory Committee for a term of 2 years to expire on August 1, 2018.

Sponsor(s): Warner, Perry

[Bohls_Code Application_redacted.pdf](#)

6.g Proclamation in Recognition of National Farmers Market Week

Motion #: 17-08-FY17 I move that the Mayor and Council adopt a Proclamation in honor of National Farmers Market Week, August 7 through August 13, 2016.

Sponsor(s): At the Request of the City Administrator

[2016 Proclamation_Farmers Market.docx](#)

6.h Selection of Parking Management Services Provider

Motion #: 18-08-FY17 I move that the Mayor and Council accept the proposal of Passport Parking Inc. to provide the City with parking management services with partner firms Duncan Solutions and LAZ providing specialized sub-contracted services, including the acquisition of parking equipment not to exceed a total cost of \$380,000, and authorize the City Administrator to execute a contract for services, for a term of three (3) years with an additional one-year term based on performance, upon the legal review and approval of the City Attorney.

Sponsor(s): At the Request of the City Administrator

[Memo - Parking Management Services RFP Selection.docx](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Perry
AYES:	Hollingsworth, Haba, Lawrence, Warner, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Ward, Croslin, Paschall

7) Action Items (9:00 p.m. – 9:45 p.m.)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
August 1, 2016

7.a [Hyattsville Resolution 2016-03: Issuance of Refunding Bonds Relating to the University Town Center Special Taxing District in City of Hyattsville \(5 minutes\)](#)

Motion #: **19-08-FY17** I move that the Mayor and Council adopt Hyattsville Resolution 2016-03 for the Issuance of Refunding Bonds Relating to the University Town Center Special Taxing District in the City of Hyattsville in an aggregate principal amount not to exceed \$17,750,000, at an interest rate or rates not to exceed 5% per annum. This issue will be for the purpose of refunding or advance refunding in whole or in part the outstanding City of Hyattsville Special Obligation Bonds (University Town Center Project), Series 2004 and funding or paying other costs permitted within RESOLUTION 2016-03. Additionally, RESOLUTION 2016-03 provides that such refunding bonds and the interest thereon shall never constitute a general obligation debt of, or a pledge of the City's full faith and credit or taxing powers; such refunding bonds shall be payable solely from special taxes levied on property within the University Town Center Special Taxing District in accordance with the existing Rate and Method identified in RESOLUTION 2016-03. RESOLUTION 2016-03 authorizes the Mayor by executive order (as permitted by the Special Taxing District Act) to make certain approvals and determinations relating to any such refunding bonds and the documents relating thereto. (SECOND READING).

Sponsor(s): At the Request of the City Administrator
[Resolution 2016-03 UTC.docx](#)

[Legal Notice of Public Hearing_HR 2016 03.pdf](#)

The Council had no comments on this item.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Warner
AYES:	Hollingsworth, Haba, Lawrence, Warner, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Ward, Croslin, Paschall

7.b [Hyattsville Life and Times FY17 Contract \(5 minutes\)](#)

Motion #: **20-08-FY17** I move that the Mayor and Council authorize the City Administrator to execute a one-year contract with the Hyattsville Life and Times for distribution of City information at a cost not to exceed \$28,680 upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s): At the Request of the City Administrator

Director Rollow summarized the request for entering a contract with Hyattsville Life and Times and noted that there was no rate increase.



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Councilmember Solomon stated that he wanted to reschedule the motion because he did not believe it had sufficient support. Councilmember Solomon made a motion to table and Council Vice President Lawrence seconded the motion.

Councilmember Solomon stated that he did not want to vote on the matter and, with his abstention and the number of absent Councilmembers, he believed the motion would not pass. Council President Haba asked if the motion to table was a result of the number of Councilmembers absent. Council Vice President Lawrence stated that he would not vote to table the discussions. Mayor Hollingsworth asked Councilmember Solomon if he had any questions regarding the motion at hand and Councilmember Solomon stated that he felt ambivalent about his vote given the direction of the paper.

Councilmember Warner asked Director Rollow what the effect would be if the motion was tabled. Director Rollow noted that the prior contract with the paper had expired and the City was currently operating month to month. Administrator Nicholson added that the contract was budgeted in the 2017 Fiscal Year. Councilmember Warner stated that she understood the concern based on previous votes and asked how Council could bring this item back if it the motion did not pass that evening. Mayor Hollingsworth explained the procedure for bringing a motion back for reconsideration. Mayor Hollingsworth stated that the issue was not about policy but about the City's communication with residents and the impact on staff work. Councilmember Solomon stated that he understood that the City used the paper as a mechanism for distributing messaging and added that there were other avenues for that purpose. Councilmember Solomon noted that the Council would not be able to vote on using tax revenue to enter into a contract without more questions answered. Councilmember Solomon requested that the paper consider resident support when creating content. Mayor Hollingsworth and Council Vice President Lawrence highlighted the paper's rights to create content.

Councilmember Warner asked to rather table the motion to the end of the meeting when more Councilmembers would be present. Councilmember Perry expressed concern for tabling motions for reasons of attendance and for the quality of the paper as well. Mayor Hollingsworth urged Councilmember Solomon to have a reconsideration of his request to table.

Councilmember Wright asked for a clarification on what services the paper would provide the City and if there were any other options. Director Rollow stated that the City would receive three pages for advertising for \$2,390.00 a month.

Councilmember Perry asked to call for the question. The motion did not pass. The motion to table the item did not pass. Councilmember Perry expressed distress with how the vote took place. Councilmember Warner expressed concerns about Councilmember attendance and encouraged Councilmembers to be present during meetings. Councilmember Solomon asked to raise a point of order. Councilmember Perry provided an explanation for absences.

Note for the record: Councilmember Paschall arrived at 9:08 p.m.

RESULT:	APPROVED [6-2-1]
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MOVER:	Haba
SECONDER:	Warner
AYES:	Hollingsworth, Haba, Lawrence, Warner, Wright, Paschall
NAYS:	Perry, Frazier
ABSTAIN:	Solomon
ABSENT:	Ward, Croslin

7.c **Community Planning Facilitation and Strategic Planning Consulting Services (10 minutes)**

[Memo_-_Community_Planning_Facilitation.docx](#) 

Motion #: 21-08-FY17 I move that the Mayor and Council accept the proposal of Beyer Blinder Belle to provide the City with contracted services and authorize the City Administrator to execute a contract for services in an amount not to exceed \$32,000, upon the legal review and approval of the City Attorney.

Sponsor(s): At the Request of the City Administrator

Assistant Administrator Chandler provided a brief summary of the Community Planning Facilitation and Strategic Planning Consulting Services. Council President Haba asked if this was the same firm used in previous years, to which Assistant Administrator Chandler replied that it was a new firm. Mayor Hollingsworth stated that the department did a good job preparing the work provided.

Note for the record: Councilmember Perry left Council Chambers at 9:11 p.m. and Councilmember Frazier left at 9:12 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Warner
AYES:	Hollingsworth, Haba, Lawrence, Warner, Wright, Paschall, Solomon
NAYS:	None
ABSENT:	Ward, Croslin, Perry, Frazier

7.d **Contract for Services: Raze and Removal of 4229 Oglethorpe Street, Hyattsville (5 minutes)**

Motion #: 22-08-FY17 I move that the Mayor and Council accept the proposal of E/LOC Construction for the razing of the existing blighted residential structure at 4229 Oglethorpe Street, Hyattsville and authorize the City Administrator to execute a contract for services, not to exceed \$28,194, upon the legal review and approval by the City Attorney.

Sponsor(s): At the Request of the City Administrator

[Memo 4229 Oglethorpe - Razing and Removal -7.26.16 final.docx](#) 



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Assistant Administrator Chandler provided brief background information for the raze and removal of 4229 Oglethorpe Street, Hyattsville. There were no comments from the Council.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Warner
AYES:	Hollingsworth, Haba, Lawrence, Warner, Paschall, Wright, Solomon
NAYS:	None
ABSENT:	Ward, Croslin, Perry, Frazier,

7.e The Blue Development: 5334 Baltimore Avenue, Hyattsville – PPSP 4-15016 & DSP-15016 (10 minutes)

Motion #: 23-08-FY17 I move that the Mayor and Council authorize the Mayor to send a letter to the M-NCPPC Planning Board expressing the City of Hyattsville's concerns regarding the proposed 18-unit residential townhouse cul-de-sac development. The letter to the M-NCPPC Planning Board and Prince George's County District Council should clearly state that any approval of the Preliminary Plan of Subdivision (PPSP 4-15016) and Detailed Site Plan (DSP) 15016 shall be subject to the City's expressed concerns, stated conditions and revisions to the site plan being met. Conditions include:

1. The proposed vehicular entrance to the site will restrict access to southbound traffic only. It is incumbent upon the applicant to secure a safer means of vehicle access to the site. The City requests that the applicant secure shared use/access to the existing fully signalized intersection south of the subject site as a condition for approval.
2. A minimum of two proposed townhomes and related subdivision lots be revised to a single non-buildable subdivision lot. The undeveloped lot locations should be at the discretion of the applicant, but should be contiguous.
3. The single sub-division lot be a dedicated green space and as a minimum include a sitting area, paved walkway and either a dog park or playground equipment. The issuance of a building permit be subject to the City's approval. The issuance of a Use & Occupancy (U&O) permit is subject to the fulfillment of the park space completion.
4. Any pedestrian street lighting on Baltimore Avenue & within the development is required to meet Pepco specifications and be accepted by Pepco into the public lighting system prior to issuance of U&O permits.
5. The Bike & Pedestrian Impact Statement (BPIS) include as a minimum the furnishing and installation of bicycle racks on-site, at Centennial Park and City Lot #5. The bicycle rack type will be consistent with the existing model and branding type utilized by the City of Hyattsville.

Sponsor(s): At the Request of the City Administrator

[Memo - 08.01.2016 Council Meeting.docx](#) 

[Planning Committee Minutes 6.21.16.pdf](#) 

[Planning Committee Minutes- 10.13.2015.pdf](#) 



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[SOJ-DSP15016.pdf](#)

[ARCP-DSP15016_004Color rev.pdf](#)

[CIVP-DSP15016_001.pdf](#)

Assistant Administrator Chandler provided an overview of the City's evaluation of the Blue Development and a summary of the conditions that the City hoped would remediate the concerns with the project.

Councilmember Paschall stated that the memorandum detailed why the community may have had a concern about the development in general, but added that he would like the letter to be sent to be more explicit using language like "the City does not believe" or "the City is opposed" to this type of development. Councilmember Paschall also stated that he would like to see the City provide substantive pieces of the project that brought concern if they were to move forward with it.

Assistant Administrator Chandler highlighted the issues within this project and stated that this project would operate in a bubble, as an existing landlocked piece, and would prove difficult in creating a community. Council President Haba asked how the City reconciled the Planning Committee Recommendation. Assistant Administrator Chandler stated that it was difficult to reconcile no position, but he believed that setting provisions for improvements was crucial.

Council President Haba stated agreement that the letter should state that any approval must meet the conditions stated.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Warner
AYES:	Hollingsworth, Haba, Lawrence, Warner, Paschall, Wright, Solomon
NAYS:	None
ABSENT:	Ward, Croslin, Perry, Frazier

7.f [University Hills Project Approval \(10 minutes\)](#)

[University Hills Sidewalk and Streets Project - comparison 2016.doc](#)

Motion #: 24-08-FY17 I move that the Mayor and Council approve the staff recommendations for the University Hills Sidewalk Street Rehabilitation Project and approve the expenditure of funds in an amount not to exceed \$1,000,000.00 for NZI Construction to execute Phase 2 of the project.

Sponsor(s): At the Request of the City Administrator

Project Manager Metzler summarized the current status of the University Hills project and stated that Phase 1 had been completed and that the City was ready to move to Phase 2.



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Councilmember Wright thanked the Department of Public Works for their work on the project and clarified that if this were to be approved, it would modify the 2013 project scope. Councilmember Wright added that when he reviewed the map he noticed that some streets had not been evaluated and asked when that would be scheduled. Mr. Metzler replied that the City had planned to include those streets in Phase 3 within the current year.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Warner, Paschall, Wright, Solomon
NAYS:	None
ABSENT:	Ward, Croslin, Perry, Frazier

Mayor Hollingsworth invited Mark Ferguson and Larry Talib, who were representing the applicant for the Blue Development to address the Council. Mr. Ferguson stated that he was told he would be able to make a presentation to Council and that there had been some revisions to the townhomes since the last presentation. Mayor Hollingsworth asked if those revisions had been before the Planning Committee, to which Mr. Ferguson replied that the presentation to the Planning Committee was done in November 2015 and that there had been a lapse in communication, so he was unaware if they had been presented with the most recent information. Mayor Hollingsworth inquired about the changes in the presentation and asked if they spoke to the concerns in the letter. Mr. Talib stated that he wanted to speak to the conditions and added that they had not been notified of the planning committee meeting. Mayor Hollingsworth clarified that in past practice, the Council has not had presentation on the date that they would vote and apologized that this had been their experience.

Councilmember Paschall asked when the Planning Committee was going to make a decision and whether or not they would hear the presentation. Assistant Administrator Chandler stated that the Planning Committee meeting had been scheduled for September 20th but they requested City comments to review prior to the meeting. Mr. Chandler also noted that this item was previously scheduled for discussion in June and that he had received an email from the applicant stating that they did not want to present the project further. Mr. Chandler continued to state that the item was pulled from the Council agenda to respond to the City's concern and the revised plan was reviewed by the Planning Committee. Mr. Chandler stated that the applicant did not like the Planning Committee's recommendations and had asked the committee to reconsider, to which the chairs stated that they would not reconsider unless the plan was significantly reworked. Mr. Chandler stated that he could understand the applicants concerns, but they did not respond with recommendations for an applicant to re-design the project, and that there were several items of this project that were considered to be unworkable from the City's perspective. Councilmember Paschall reiterated the timeline and expressed no knowledge of the presentation occurring that evening. Mr. Chandler replied that he had only learned that the applicant would want to present at 6:15p.m. that evening. Councilmember Paschall then clarified to the applicant that they had been given the opportunity to present to the Planning Committee, as all meetings were open to the public.

8) Discussion Items (9:45 p.m. – 9:55 p.m.)



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8.a 37th Street Traffic Calming and Sidewalk Installation (10 minutes)

City Administrator Nicholson provided an overview of the history of traffic calming recommendations for 37th Place and how staff had approached trialing various methods. Administrator Nicholson added that this installation was a budgeted item. Councilmember Solomon asked Project Manager Metzler if he had anything else to add. Mr. Metzler stated that the City had implemented various kinds of traffic calming measures to gauge resident input. Mr. Metzler continued that the City had received positive feedback on bump-outs and added that the City would schedule a meeting with residents in accordance with the sidewalk policy.

Councilmember Solomon thanked everyone and provided an overview of the history of the request, and added that a petition had been started. Mayor Hollingsworth clarified that this was initially a traffic calming petition that had developed into a green streets project, to which Administrator Nicholson responded that it was called a Low Impact Design Green Street. Administrator Nicholson also added that the estimated cost would be \$4,000.00-\$5,000.00. Mayor Hollingsworth highlighted her priority of pedestrian safety and Administrator Nicholson assured that the City shared the priority. Mr. Metzler added that in order to do the traffic bump-outs, sidewalks would be required. Councilmember Solomon expressed resident feedback that people would need to walk further into the street with the orange barricades.

9) Council Dialogue (9:55 p.m. – 10:05 p.m.)

Councilmember Solomon reminded residents about National Night Out and stated that he would be in the dunk tank. Councilmember Solomon thanked residents who came out to the vigil and spoke favorably about the recently held social justice dialogue.

Councilmember Paschall stated concerns for the way that the applicants from Blue Development presented their concerns to the Council and noted that all committee meetings were public and open for participation as well as public comment before each Council meeting. Councilmember Paschall then addressed voting and attendance at Council meetings and apologized for being late to the meeting. Councilmember Paschall added that he believed residents should expect better from their elected officials in the name of democracy.

Council President Haba expressed disappointment in how the evening had evolved and urged his colleagues to be mindful when they address issues on the dais. Council President Haba added that the meetings were becoming not constructive which was a criticism of the previous Council.

Councilmember Warner expressed regret for how the meeting evolved and clarified that she did not expect perfect attendance. Councilmember Warner stated that one of the problems with having a large body was that poor attendance hindered the ability to do work. Councilmember Warner thanked Councilmember Paschall for attending the meeting and expressed her belief that Councilmembers should be present 80-85% of the time and that abstentions should be extremely rare and articulated in advance of the meeting. Councilmember Warner added that she believed conflict of interest was legitimate but lack of knowledge could be cured.



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Councilmember Wright stated that he felt blindsided during the vote on the Hyattsville Life and Times contract and added that he felt that the newspaper provided an inexpensive way to advertise. Councilmember Wright apologized if he had offended anyone with his comments and wished everyone a happy summer.

Council Vice President Lawrence addressed residents and assured them that he has never believed Councilmember Warner to have ulterior motives

Mayor Hollingsworth then gave the floor to Assistant Administrator Chandler who announced that on Friday August 12, 2016 the City of Hyattsville would be featured on Fox 5 as a Zip Trip.

10) Community Notices and Meetings

10.a City Calendar: August 2 - September 19, 2016

[Main City Calendar_Aug 2_Sept 19 2016.pdf](#) 

[Aug 2016 Calendar.docx](#) 

[Sept 2016 Calendar.docx](#) 

11) Motion to Adjourn

The meeting adjourned at 10:11 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Warner, Paschall, Wright, Solomon
NAYS:	None
ABSENT:	Ward, Croslin, Perry, Frazier



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1) Call to Order and Council Roll Call

Mayor Hollingsworth called the meeting to order at 8:07 p.m. and noted that Council President Haba and Councilmember Ward sent regrets.

Present: Mayor Candace Hollingsworth
Ward 1 Council Vice President Bart Lawrence
Ward 2 Councilmember Robert Croslin
Ward 2 Councilmember Shani Warner
Ward 3 Councilmember Patrick Paschall
Ward 3 Councilmember Thomas Wright
Ward 4 Councilmember Paula Perry
Ward 5 Councilmember Ruth Ann Frazier
Ward 5 Councilmember Joseph Solomon

Absent: Ward 4 Council President Edouard Haba
Ward 1 Councilmember Kevin Ward

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator, Director of Community and Economic Development, Jim Chandler
Chief of Police Douglas Holland
Director of Public Works Lesley Riddle
Director of Community Services Jake Rollow
City Treasurer Ron Brooks
Human Resources Director Vivian Snellman
Department of Public Works Project Manager Hal Metzler
City Clerk Laura Reams
Assistant City Clerk Lillie Littleford

2) Pledge of Allegiance to the Flag

3) Approval of Agenda

Council Vice President Lawrence stated the amendments to the agenda, which included the change in dollar amount for Motion #34-09-FY17 and the change in order of action items.

4) Approval of the Minutes

4.a Approval of the Minutes

Motion #: 24-09-FY17 I move that the Mayor and Council approve the Council Meeting Minutes for the Council Meeting of June 6, 2016.

Sponsor(s): At the Request of the City Administrator

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lawrence
SECONDER:	Croslin
AYES:	Hollingsworth, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon



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NAYS:	None
ABSENT:	Haba, Ward

[Minutes June 6 2016_FINAL.docx](#) 

5) **Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker**

Yvette Shaw, a Ward resident, addressed the Mayor and Council on behalf of the Hyattsville Corridor Community. Ms. Shaw stated that residents in the area were concerned about the sanctioning Phase 1 of the Queen's Chapel Road construction and expressed concerns regarding traffic and accidents. Ms. Shaw also noted that the Hyattsville Corridor Community would like more trash cans on the corners and doggy bags.

Shirley Fisher, a Ward 5 resident, noted issues with the Post Office building structure and wanted to know if the City had any responsibility in the matter. Ms. Fisher also noted that part of a tree was growing out of a storm drain in the 3500 block of Jefferson Street and expressed concerns for flooding. Ms. Fisher asked that the City address the problem before the seasons change. Ms. Fisher then addressed the non-U.S. citizen voting item and noted that Councilmember Warner's statements about representing residents' views, and asked how residents would be involved in the process of this item. Mayor Hollingsworth clarified that the vote that evening was to direct the City Attorney to draft an ordinance for the Council to vote on at a later date. Mayor Hollingsworth continued to provide information regarding resident input and clarified that this would not be a referendum like the prior teen voting item.

Nina Faye, a Ward 3 resident, congratulated Lesley Riddle and Dawn Taft on the Grassroots Expo and noted the 100th anniversary of the Horticulture Society. Ms. Faye then expressed support for SpeakUp HVL. Ms. Faye addressed the Hyattsville Corridor Community and noted that they have had two meetings where concerns were addressed about safety. Ms. Faye continued to explain that the community and members of SHA were concerned about speeds on Queens Chapel Road and the town being split in two. Ms. Faye then stated that she was pleased to see the draft for the procedures for Boards and Committees. Ms. Faye then addressed the non-U.S. citizen voting item and stated that she had supported the City of Takoma Park's efforts, but after more conversations in Hyattsville had occurred, she had changed her stance. Ms. Faye expressed concerns for non-U.S. citizens serving on the Board of Supervisors of Elections.

6) **Presentations (8:20 p.m. – 8:40 p.m.)**

6.a **Introduction of New Staff Members (5 minutes)**

Administrator Nicholson noted the launch of SpeakUp HVL and expressed excitement on behalf of Staff. Administrator Nicholson then gave the floor to Human Resources Director Vivian Snellman who introduced new City Employees. From the Police Department: Dispatcher Aimee Shockor, Dispatcher Jessica Rivas, Officer Derek Chrismer, Officer Katelyn Koslosky, Officer Jeffrey Kraus, and Officer Mayra Umanzor. From the Department of Community Services: Mireya Madrid and Richard Brown. From the Department of Public Works: CDL Driver Earl Isaac, Laborer Victor Rodriguez, Laborer Steven Johnson, and Laborer Stivin Nunez. From Community and Economic Development: Intern Abby Tesfaye.

6.b **FY-2015 Audit Update (5 minutes)**

City Treasurer Brooks provided a summary of the FY15 Audit and reviewed the possible impacts to the City for providing late audits which could include a potential loss of state funding to the City. Treasurer Brooks



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noted that the City had continued to have an open dialogue with the state legislative services and had applied for an extension for the FY16 Audit.

Councilmember Solomon asked where the City stood in comparison to the Cities that had seen some fallout. Treasurer Brooks clarified that the City was a bit ahead of the curve, but still stressed the severity.

6.c [Launch of Hyattsville's Civic Engagement Platform: Speak Up HVL! \(10 minutes\)](#)

[Memo_Speak_Up_HVL.docx](#)

[Speak_Up_HVL_Policy_FINAL.docx](#)

[speak up_FLYER](#)

[Speak Up Instructions How to Sign Up](#)

City Clerk Laura Reams presented an overview of the City's new online community engagement platform, Speak Up HVL and reviewed the various uses for the website and how users could sign up.

7) [Consent Items \(8:40 p.m. – 8:45 p.m.\)](#)

7.a Proclamation in Recognition of Hispanic Heritage Month

Motion #: 25-09-FY17 I move that the Mayor and Council proclaim September 15 - October 15, 2016 as Hispanic Heritage Month in Hyattsville.

Sponsor(s): At the Request of the City Administrator

[Hispanic Heritage Month 2016.pdf](#)

7.b Constellation Energy Contract

Motion #: 26-09-FY17 I move that the Mayor and Council ratify the three year contract extension, signed on 18 August, 2016 by City Administrator Tracey E. Nicholson with Constellation Energy not to exceed the quoted rate from Groundswell of 0.05875 per kwh.

Sponsor(s): At the Request of the City Administrator

7.c Appointment to Police and Public Safety Citizens' Advisory Committee

Motion #: 27-09-FY17 I move that the Mayor and Council appoint Angela Kenny (Ward 2) to the Police and Public Safety Citizens' Advisory Committee for a term of 2 years, ending on September 19, 2018.

Sponsor(s): Solomon

[Kenny_PPSAC Application_Redacted.pdf](#)

7.f Memorandum of Understanding with Soltesz and Prince George's County

Motion #: 30-09-FY17 I move that the Mayor and Council authorize the City Administrator to execute a Memorandum of Understanding with Soltesz, LLC and Prince Georges County to implement and maintain



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storm water projects on City property, upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s): At the Request of the City Administrator

7.g Mobile Data Terminals (MD / Laptop Computers)

Motion #: **31-09-FY17** I recommend that the Mayor and Council authorize the expenditure of FY-2017 Police Department Capital Improvement Plan funds, in an amount not to exceed \$23,000, for the purpose of purchasing additional MDT's and related equipment from Brekford Corporation.

Sponsor(s): At the Request of the City Administrator

[Memo on MDT_8_2016_FINAL.docx](#)

7.h Upgrade Existing Recording Software / Equipment and Continued Support with Voice

Motion #: **32-09-FY17** I move that the Mayor and Council approve the purchase of upgraded recording software and equipment and continued maintenance support from Voice Print International in an amount not to exceed \$25,000.

Sponsor(s): At the Request of the City Administrator

[Memo on Voice Print International.docx](#)

7.i CCTV Cameras and Equipment

Motion #: **33-09-FY17** I move that the Mayor and Council authorize the expenditure of FY-2017 Police Capital Improvement Plan funds, in an amount not to exceed \$31,000, for the purchase of CCTV cameras and related equipment from J&M Security Solutions.

Sponsor(s): At the Request of the City Administrator

[Memo CCTV_FINAL.docx](#)

7.j Body Worn Cameras and Equipment

Motion #: **34-09-FY17** I move that the Mayor and members of the City Council authorize the expenditure of FY-2017 Police Department Capital Improvement Plan funds, in an amount not to exceed \$23,000, for the purpose of purchasing Panasonic Arbitrator Body Worn Cameras and related equipment from Brekford Company under existing Maryland State Contract BPO# 060B2490022.

Sponsor(s): At the Request of the City Administrator

[Memo Body Worn Camera FINAL.docx](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lawrence
SECONDER:	Croslin
AYES:	Hollingsworth, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
NAYS:	None



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ABSENT: Haba, Ward

Mayor Hollingsworth noted that the MDT was corrected to \$23,000.00.

8) Action Items (8:45 p.m. – 9:25 p.m.)

7.d Nomination of Bart Lawrence to the Anacostia Trails Heritage Area (ATHA) Governing Board

Motion #: 28-09-FY17 I move that the Mayor and City Council hereby appoint City of Hyattsville Council Member Bart Lawrence to the position of liaison to Anacostia Trails Heritage Area Inc. Governing Board for a period of two (2) years. This position will support the tourism and economic goals of our community as they relate to history, art, culture, and natural resources.

Sponsor(s): Hollingsworth

RESULT:	APPROVED 6-2
MOVER:	Lawrence
SECONDER:	Warner
AYES:	Hollingsworth, Lawrence, Warner, Paschall, Wright, Frazier
NAYS:	Perry, Solomon
ABSENT:	Haba, Ward, Croslin

8.a City Work Permit (10 minutes)

Motion #: 35-09-FY17 I move that the Mayor and Council refer the issue of city work permits to the Code Compliance Committee for discussion and recommendations. The committee's findings shall be provided to the council within 120 days.

Sponsor(s): Hollingsworth, Croslin, Ward

[City Work Permit Memo.pdf](#) 

Mayor Hollingsworth provided background information on the City Work Permit Memo. Mayor Hollingsworth noted that the Code Compliance Committee Meeting would be the following Wednesday and stated that there had been discussions on how to refer items to the committee. Mayor Hollingsworth explained that this concern had been raised by the Code Staff and residents, to be referred to the committee.

Councilmember Perry asked what kind of permit this item was referring to, and Mayor Hollingsworth provided clarification on the intent; the City would be able to enforce City code during the process of discussion.

Councilmember Wright stated that he liked the spirit of this item and asked if other municipalities had similar practices. Mayor Hollingsworth stated that she was not sure, but that the conversation would continue in committee discussions. Assistant Administrator Chandler provided a brief summary of similar procedures in surrounding municipalities and provided insight into the proposed work permit.



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Councilmember Frazier asked for more clarification and expressed that she did not support the item. Councilmember Solomon wanted to ensure that the \$50.00 fee would be enough to cover administrative costs.

RESULT:	APPROVED 8-1
MOVER:	Lawrence
SECONDER:	Warner
AYES:	Hollingsworth, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Solomon
NAYS:	Frazier
ABSENT:	Haba, Ward

8.b Student Conservation Association Contract Approval (10 minutes)

Motion #: 36-09-FY17 I move that the Mayor and City Council authorize the City Administrator to execute a contract with the Student Conservation Association, in an amount not to exceed \$20,000.00, for the purposes of utilizing SCA resources for the implementation of projects in City parks, upon review and approval by the City Attorney for legal sufficiency.

Sponsor(s): At the Request of the City Administrator

[Memo SCA - Sept 19th Council.docx](#) 

Councilmember Paschall expressed support for the Student Conservation Association. Councilmember Solomon noted that the motion was to execute a contract and asked to see a copy of the contract. Administrator Nicholson clarified that the motion asked for the approval to execute a contract, and that Council would not typically see the contract. Councilmember Paschall noted that this contract came before Council because of its \$10,000.00 budget. Mayor Hollingsworth asked Councilmember Solomon if he had any specific questions that could be answered and Councilmember Solomon stated that he would like to see potential projects and locations. Director Riddle added that there were certain areas throughout the City targeted for four to five different projects.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lawrence
SECONDER:	Croslin
AYES:	Hollingsworth, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Haba, Ward

7.e Schedule Council Work Session

Motion #: 29-09-FY17 I move that the Mayor and Council schedule a Council Work Session to be held on Wednesday, September 28th at 8:00 p.m. to discuss the proposed FY2017 Legislative Priorities that will be presented at the City's fall legislative event.

Sponsor(s): At the Request of the City Administrator

Councilmember Perry stated that she wished there had been more discussion on this item. Councilmember Perry noted that she could not attend the Council Work Session on Wednesday September 28, 2016.



**REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
SEPTEMBER 19, 2016**

RESULT:	APPROVED 6-3
MOVER:	Lawrence
SECONDER:	Paschall
AYES:	Hollingsworth, Lawrence, Croslin, Warner, Paschall, Wright
NAYS:	Perry, Solomon, Frazier
ABSENT:	Haba, Ward

8. Proposed Charter Amendment Concerning Qualifications of City Voters (20 minutes)

Motion #: 37-09-FY17 I move that the Mayor and Council direct the City Attorney to draft a Hyattsville Charter Amendment changing voter qualifications and authorizing implementation of same day voter registration for Municipal Elections per the parameters in the motion submitted by Council President Haba, Vice President Lawrence and Councilmembers Paschall and Solomon.

Sponsor(s): Haba, Lawrence, Paschall, Solomon

[Motion_Voter Qualifications_7-21-2016_Clean.doc](#) 

Mayor Hollingsworth asked for updates from the motion makers. Councilmember Paschall noted that there had been some minor changes, and Council Vice President Lawrence highlighted the addition of the provision that voters would need to be a resident for 14 days. Councilmember Paschall clarified that there had only been language changes and asked for feedback from the Board of Supervisors of Elections, to which Clerk Reams responded and summarized feedback. Councilmember Paschall addressed the identification provision and stated that he believed there would be no ID requirement for prospective voters and provided reasoning for this decision. Councilmember Paschall added that he did not believe this item was unclear.

Councilmember Wright noted that the new draft included same day registration and Councilmember Paschall clarified that the Board of Supervisors of Elections would not have enough time to implement same day voter registration for the 2017 election, but this provision would rather be implemented by 2019.

City Attorney Richard Colaresi addressed inconsistencies and noted that the third bullet point stated “cannot claim the right to vote elsewhere in the U.S.,” then later states “cannot claim the right to vote elsewhere in the state of Maryland.” Council Vice President Lawrence clarified that the section was in reference to the registration process. Mr. Colaresi provided a hypothetical situation to gain clarity. Councilmember Paschall stated that the language was designed to convey the message that if you had not registered to vote, then you would be able to register in the City of Hyattsville, without having to un-register in your prior home state. Mr. Colaresi stated that he was still confused and noted that this would create a separate class of people who would not qualify to vote in City elections, and added that this would weaken the law. Councilmember Paschall stressed that it was the view of the motion makers that if a resident lived in Hyattsville, they would vote in Hyattsville.

Mayor Hollingsworth asked if there was any lack of clarity about the motion. Mr. Colaresi stated that he did not need clarification, but if this motion were to pass, he would take it that a resident could not vote in the City if they claimed the right to vote elsewhere.

Mayor Hollingsworth noted technical difficulties. Councilmember Wright thanked the Mayor for the clarity that there would be public hearings addressing this issue.



**REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
SEPTEMBER 19, 2016**

RESULT:	APPROVED 7-2
MOVER:	Lawrence
SECONDER:	Paschall
AYES:	Hollingsworth, Lawrence, Croslin, Warner, Paschall, Wright, Solomon
NAYS:	Perry, Frazier
ABSENT:	Haba, Ward

9) Discussion Items (9:25 p.m. – 10:00 p.m.)

9.a Administrative Guidelines and Procedures for Citizen Boards and Committees (10 minutes)

Hyattsville Administrative Guidelines and Procedures for Committees

City Administrator Nicholson provided background information on the Administrative Guidelines and Procedures for Committees and summarized the key points. Administrator Nicholson added that the new guidelines would help the City's volunteers with their various roles.

Councilmember Solomon stated that he had procedural questions and asked what the next step would be for this process. Mayor Hollingsworth clarified that the Council would need to approve this item because it was concerning Council Committees, and noted that the Council should also look at the process for referring items to the committees. Councilmember Solomon added that he had an administrative request but would address it in the future.

Councilmember Wright commented that he supported this item and asked if there was a framework in place. Administrator Nicholson noted that the charter did have some general guidelines. Councilmember Paschall added that he thought this item was fantastic and thanked staff for their work. Councilmember Paschall noted that he would put together a draft of how the Council would refer items to the committees.

Mayor Hollingsworth noted that this item would come back in the future. Councilmember Solomon added that he would like to see committee members follow the communications policy and be assigned email addresses. Mayor Hollingsworth noted that this was a valid point that should be explored.

9.b Council of Governments Membership (10 minutes)

Mayor Hollingsworth noted that there were technical difficulties in regard to the motion text. Mayor Hollingsworth added that she had heard about grant opportunities or opportunities to work with groups that would be of interest to Hyattsville through a membership with the Council of Governments. Mayor Hollingsworth stated that she and Administrator Nicholson had met with the Membership Coordinator for COG and found that the amount proposed would be around \$5,000.00 for the remainder of the year. Mayor Hollingsworth spoke to other various benefits of a membership.

Councilmember Paschall asked how much an annual membership would be. Mayor Hollingsworth stated that the membership was based on the size of the City and would be approximately \$8,000.00 for the year. Administrator Nicholson added that there were over 50 committees available. Councilmember Paschall asked if the COG hosted a conference, to which Administrator Nicholson stated that she was unsure. Councilmember Paschall clarified that he would like to consider the full costs of membership down the road, and asked that the City would take a closer look at this during budget season.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD SEPTEMBER 19, 2016

Councilmember Solomon asked if this was a budget amendment and Mayor Hollingsworth replied that it was, although it was not a pressing item despite the benefit it would bring to the City.

9.c FY17 Budget Amendment to Hire a Communications and Outreach Coordinator (15 minutes)

[Coordinator for Bilingual Communications Outreach_DRAFT FOR COUNCIL.pdf](#) 

Administrator Nicholson provided background information on the budget request to hire a Bilingual Communications and Outreach Coordinator. Administrator Nicholson acknowledged that Staff had underestimated the amount of work required for the City's Communications department. Administrator Nicholson noted the benefits for hiring for this position and stated that the funds would have to come out of the unappropriated fund balance. Administrator Nicholson stressed the importance and need for this additional capacity.

Councilmember Warner stated that she believed this to be a terrific idea. Councilmember Warner added that this was an area in which the City needed to grow, but also highlighted the City's previous efforts in outreach. Councilmember Warner also noted that some communication should come from the director level, but added that the general tasks would be too much for one person. Administrator Nicholson agreed with Councilmember Warner's remarks and stated that the Director would still have oversight and be the point person for emergency communications.

Councilmember Paschall asked what budget impact the position would have, to which Director Rollow stated \$44,000.00 plus benefits. Director of Human Resources Vivian Snellman added that \$44,000.00 would be the base salary and that benefits would be another 28-30% on top of that. Councilmember Paschall noted that he was aware of the need for the position and wanted to know if this need was foreseeable. Administrator Nicholson stated that the City had known of the need and had hoped to limp along, but with the launching of new outreach platforms, had been mistaken. Councilmember Paschall expressed concerns for setting a precedent and added that he would like to see the aspirational goals of the City in order for Council to approve the resources staff would need to succeed. Administrator Nicholson stressed the difficult position the City was in and Councilmember Paschall stated that he would like Council to be informed of the hard decision making process.

Councilmember Wright recalled meetings during the budget season that had addressed this issue, and reiterated the sentiment that the City tried to achieve their goals with the resources they had. Councilmember Wright added that he would like to see a framework in the future for how these issues are brought to Council.

Mayor Hollingsworth expressed understanding for Councilmember Wright and Paschall's positions and added that she was pleased with the transparency and the way staff identified a problem and quickly sought to work it out when the measures taken did not suffice.

Director Rollow added, in reference to Councilmember Wright's comment, that the reason this needed to come before Council was based off of the need for serving the very large Hispanic portion of the population and would benefit the City's programs at large. Director Rollow stated that this position was needed, but added that the decision remained with the Council.

10) Council Dialogue (10:00 p.m. – 10:10 p.m.)

Councilmember Paschall noted that he was late to the last meeting and, at the time, had misunderstandings on how the meeting had progressed prior to his arrival. Councilmember Paschall addressed the item



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD SEPTEMBER 19, 2016

regarding a contract with the Hyattsville Life and Times and stated concerns regarding censorship and procedure.

Councilmember Perry requested that Councilmember Paschall provided clarity on his statements.

Councilmember Lawrence noted that Healthy Hyattsville Weekend was approaching and that the registration for the Zombie 5K was open.

Note for the record: Councilmember Frazier left the meeting at 9:38 p.m. and returned at 9:41 p.m.

11) Community Notices and Meetings

11.a City Calendar: September 20, 2016 - November 6, 2016

[City Calendar_Sep.pdf](#) 

[City Calendar_Oct.pdf](#) 

[City Calendar_Nov.pdf](#) 

[Main City Calendar_Sept 20 - Nov 6.docx](#) 

12) Motion to Adjourn

The meeting adjourned at 9:46 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lawrence
SECONDER:	Croslin
AYES:	Hollingsworth, Lawrence, Croslin, Warner, Paschall, Wright, Perry, Frazier, Solomon
NAYS:	None
ABSENT:	Haba, Ward



Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Audit

Agenda Section: Presentations (8:10 p.m. – 8:55 p.m.)

SUBJECT

FY-2015 Audit Update (5 minutes)

Motion #

Presentation Only

Recommendation:

N/A

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

The FY-2015 audit is at the mid point. Auditors are still reviewing revenue receivables recorded in the General Fund and Special Funds and verifying expenditures associated with these revenues. As part of the verification process, confirmation letters from other governmental units, banks and granting agencies that previously provided financial resources to the City continue to flow in. The estimated closeout date for this audit is still around the second week of January 2017.

Next Steps:

Closeout this stage of the audit and begin working on the first draft of the FY-2015 financial statements.

Fiscal Impact:

Late audit filings with the Department of Administrative Services can result in the loss of various State Grants, loss of revenue from the State Highway Fund and limited opportunities to secure funding for current and future capital improvements needs.

City Administrator Comments:

See summary background above.

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent & Accessible Governance.

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Presentation

Agenda Section: Presentations (8:10 p.m. – 8:55 p.m.)

SUBJECT

Residential Parking Zone Committee Recommendations (20 minutes)

Motion #

Presentation Only

Recommendation:

Sponsor(s):

Lawrence

ATTACHMENTS

[Residential Parking Committee Recommendations 9.29.16.pdf](#)

Summary Background:

On January 19, 2016, the Mayor and Council appointed members to the Residential Parking Zone Ad Hoc Committee. The Committee was created by the City Council with the following directive:

“The Residential Parking Zone Ad Hoc Committee was established to review and make recommendations on City policies related to the City’s residential parking zone program. The Mayor and Council shall strive to include at least one member on the committee from each Ward of the City. The committee shall conduct a review of the City’s current residential parking zone program, exploring gaps in service, needs, and best practices, with the intent of developing a set of recommendations for modifying the program in order to better serve parking needs in neighborhoods throughout the City. The committee shall make its recommendations to the Council within 120 days of its inception, after which the committee’s charter shall end.”

The Committee’s adopted recommendations were submitted on September 29, 2016 and the Committee members will be presenting their recommendations to the Mayor and City Council on Monday, October 17, 2016. A complete copy of the adopted recommendations is attached to this memorandum.

Next Steps:

Discussion items will be scheduled by the Mayor and Council

Fiscal Impact:

N/A

City Administrator Comments:

Staff review is ongoing.

Community Engagement:

The Committee members are residents appointed by the City Council and all meetings were open to the public.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Action 1.1 – Encourage resident participation in City committees, meetings, and elections

Action 1.2 – Quickly and clearly share information on all City policies, programs, and projects

Legal Review Required?

N/A

CITY OF HYATTSVILLE
RESIDENTIAL PARKING AD HOC COMMITTEE
RECOMMENDATIONS TO CITY COUNCIL

September 29, 2016

Ad Hoc Committee Members:

Catherine Barron
Chair, Ward 1

Andrew Bishop
Member, Ward 4

Irma Echeverria
Member, Ward 5

Marquisha Powell
Vice Chair, Ward 1

Chris Slezak
Member, Ward

Joe Youhouse,
Member, Ward 1

Brian Minter
Secretary, Ward 2

Summary:

The City Council's directive to the Residential Parking Ad Hoc Committee was to review and make recommendations on City policies related to the City's residential parking zone program; to review the City's current program by exploring gaps in service, needs, and best practices; and to develop recommendations for modifying the program in order to better serve parking needs in neighborhoods throughout the City.

The Committee convened its first meeting on April 26, 2016, and reviewed background materials on the current parking zone policies, procedures and enforcement thereof. Each Committee member selected one or more parking permit zones and agreed to visit those areas, talk to residents in those zones, and report to the Committee at the subsequent meeting in May. From that review and all subsequent Committee meetings, which were attended by interested City residents, it became clear to the Committee that: (a) the City of Hyattsville is becoming a "go to" location attracting new businesses and residents; (b) some of the premises upon which prior City regulations and policies were devised may no longer apply to our burgeoning City; and (c) one of the more important aspects to attracting businesses and residents is reasonable and accessible street parking.

After five months of review, the Committee recommends the following to the City Council, with the expectation that affirmative action on the recommendations can result in: (a) a harmonious plan for managing the existing parking permit zones while increasing parking capacity in the City; (b) education of residents and businesses on the City's parking capacity and compliance procedures; (c) new processes to help residents and businesses manage their expectations regarding parking availability; and (d) a focus on options available to the City as alternatives to additional permit parking zones.

Should the City Council choose to proceed with any or all of the below recommendations, the Committee recommends three months advance notice and outreach to City residents.

Recommendations:

The Committee recommends the following to the City Council:

- 1. Void all current permits.** The current parking permit system is ineffective and inefficient. All existing parking permits should become void on a scheduled date (set by the City), and residents in parking permit zones should be required to register for new permits by a specific date to avoid fines.
- 2. Change the parking permit system to two year renewal.** Parking permits with no termination date are ineffective in a burgeoning City such as Hyattsville. Parking permits should be issued with two year renewal requirements.
- 3. Eliminate allowance of two hour grace period before issuing parking tickets to parkers without residential parking permits in established permit zones.** The use by Parking Compliance personnel of a two hour grace period before ticketing parked cars without parking permits in permit zones is a legacy practice from the Hyattsville Police Department. This is contrary to effective parking enforcement, wasteful of the City's resources in personnel time spent travelling to and from the locations to mark vehicle tires prior to ticketing, and impacts the ability of residents to park near their residences. As the two hour grace period is purely complimentary and does not exist in any regulatory language, the Committee recommends the use of this grace period be immediately eliminated.
- 4. Use the following metrics when issuing permits in parking permit zones:**
 - a. Within a designated residential parking permit zone, the overall number of permits issued by the City should be determined by the Parking Compliance Department based on the total amount of available street parking, minus a 10 percent buffer for guest parking. In this way, the total number of permits issued to residents would vary based on the availability of parking spaces on their street. Each Hyattsville home in parking permit zones should be issued no more than two parking permits for on-street parking.
 - b. The Parking Compliance staff should take the number of available off-street parking spaces (such as driveways and garages) into consideration when granting parking permits. Where street parking is limited, residents with off-street parking should be issued fewer permits.
 - c. Parking permits should only be issued to Maryland registered vehicles, with the exceptions including but not limited to active duty military personnel and students.
 - d. Additional permits may be granted based on special considerations such as onsite caregivers and others as may be determined by Parking Compliance staff.
- 5. Homeowners of rental properties should be required to collect all parking permits from their tenants upon termination of a lease.** Failure to do so should result in a limitation on, or elimination of, permits issued to future residents.

6. **Establish a clear policy for guest permits.** Issued guest parking permits should be easily identified, and every permit should have an expiration date. One-day permit sets should be issued to residents at the time residential parking permits are issued to a resident. There should be a policy for short term and long term guest parking determined by the Parking Compliance Department separate from “party” or “event” permits.
7. **Address and account for the parking needs of businesses owned and operated by Hyattsville residents in residential neighborhoods with permit parking zones.** There are several permit parking zones within the City where businesses are mixed with private residences. Some City residents owning and operating these businesses may have executed building purchase or lease documents based on relaxed enforcement of permit parking requirements at the time of execution. Guest parking permits can be problematic for the clients of these business owners. The Committee recommends that such business owners be allowed to review with Parking Compliance personnel an option for a number of temporary parking passes for their customers based on the number of available parking spaces on their street as determined by Parking Compliance personnel, or other appropriate means such as parking meters.
8. **Improve confusing permit parking signage.** Parking permit zone signage is inconsistent relative to format, content, and display. The Committee recommends the following to ensure fair and effective enforcement: (a) improve the overall consistency of permit parking signage by color coding each zone, making certain that all signs have the zone number displayed; (b) clearly post the ordinance information; and (c) clearly display the applicable hours of enforcement.
9. **Modernize parking enforcement with effective technology and additional Parking Compliance personnel.** The Committee researched the current state of enforcement and opportunities to improve enforcement effectiveness in parking permit zones. To ensure fair, speedy and effective enforcement in these zones, the Committee recommends that the City budget for the purchase of license plate readers for use by Parking Compliance personnel, and additional Parking Compliance personnel.
10. **The City should publicize to City residents the process available for addressing parking concerns.** The City’s residents would benefit from preparation and distribution of helpful information on how residents can address parking concerns on their streets; how to ask for and obtain new permit parking zones; how to obtain guest passes; and how the City enforces parking in permitted areas. The Committee recommends that the City Council authorize the Parking Compliance Department to prepare and distribute this information.

Additional Recommendations:

1. **Convert narrow two-way streets to one-way streets, using a one-way pairing rationale.** Based on safety concerns for residents, the City should study and convert some two-way streets to one-way streets based on the width of the streets as determined by an expert. This would allow for additional parking availability to residents.



Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Presentation

Agenda Section: Presentations (8:10 p.m. – 8:55 p.m.)

SUBJECT

Riverfront at West Hyattsville Metro

Motion #

Presentation Only

Recommendation:

Presentation Only

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[riverfront concept080816 - view-Layout1.pdf](#)

[regional map-mf alt-Layout1 \(1\).pdf](#)

[2016-09-08 floodplain x section-Layout1.pdf](#)

[Memo_-_Riverfront_at_West_Hyattsville_Metro.docx](#)

[park exhibit 100616-Layout1.pdf](#)

Summary Background:

Hogan Companies is proposing development of 18.5 acres of property at the West Hyattsville Metro. A memorandum and plan details are attached to this item.

Next Steps:

The City's review of the project will consist of a review by the Planning Committee on October 18th, with this item being scheduled for discussion and action in November 2016.

Fiscal Impact:

N/A

City Administrator Comments:

N/A

Community Engagement:

The City's review of the project will consist of a review by the Planning Committee on October 18th.

Strategic Goals:

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

Action 2.4 – Provide economic development programming and projects to support and facilitate infill, revitalization, redevelopment and transit-oriented investment.

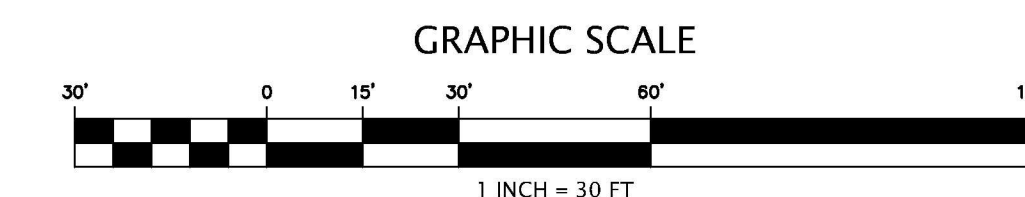
Legal Review Required?

N/A

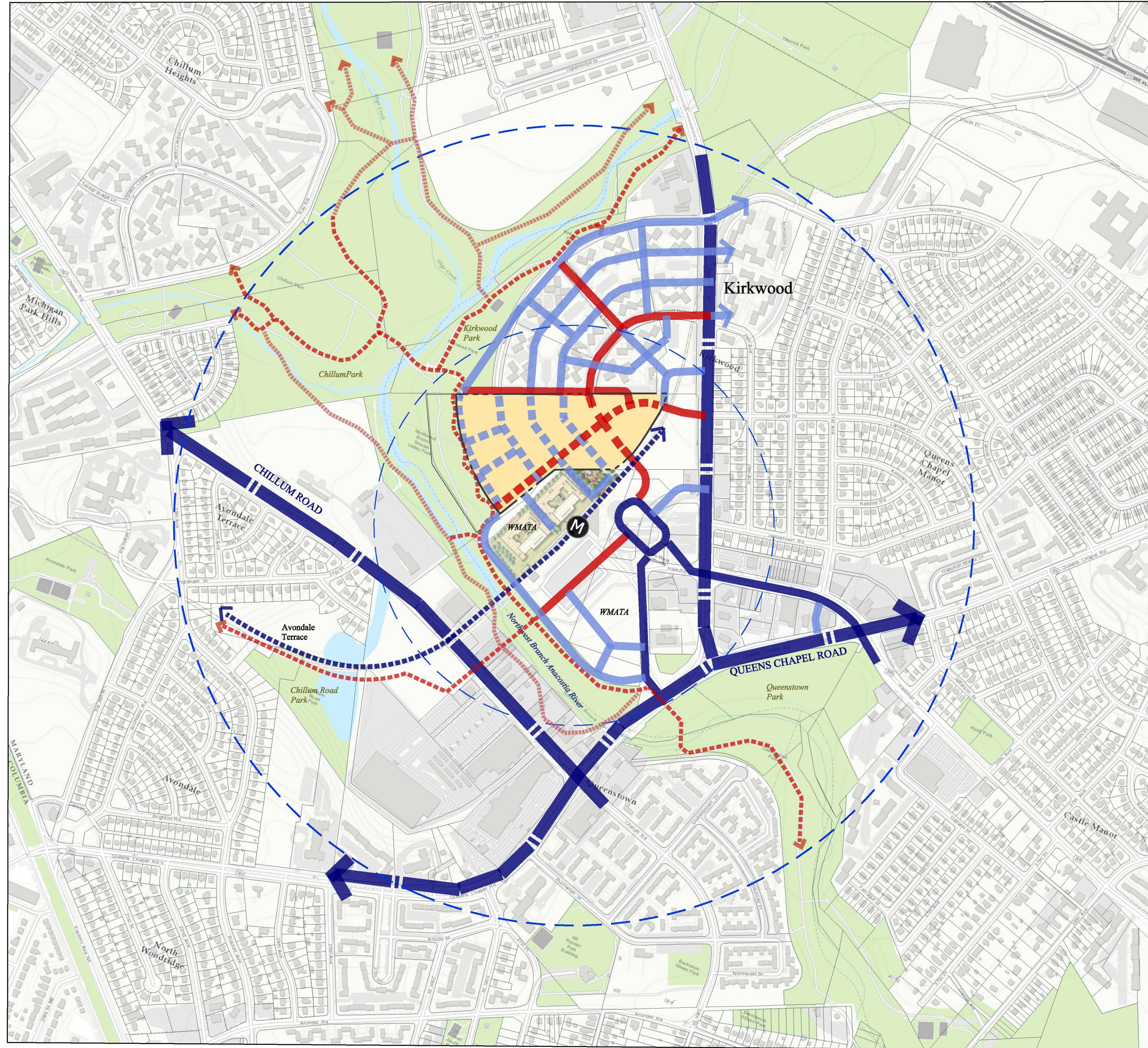


**RIVERFRONT AT WEST
HYATTSVILLE METRO**
Hyattsville, Maryland 20782

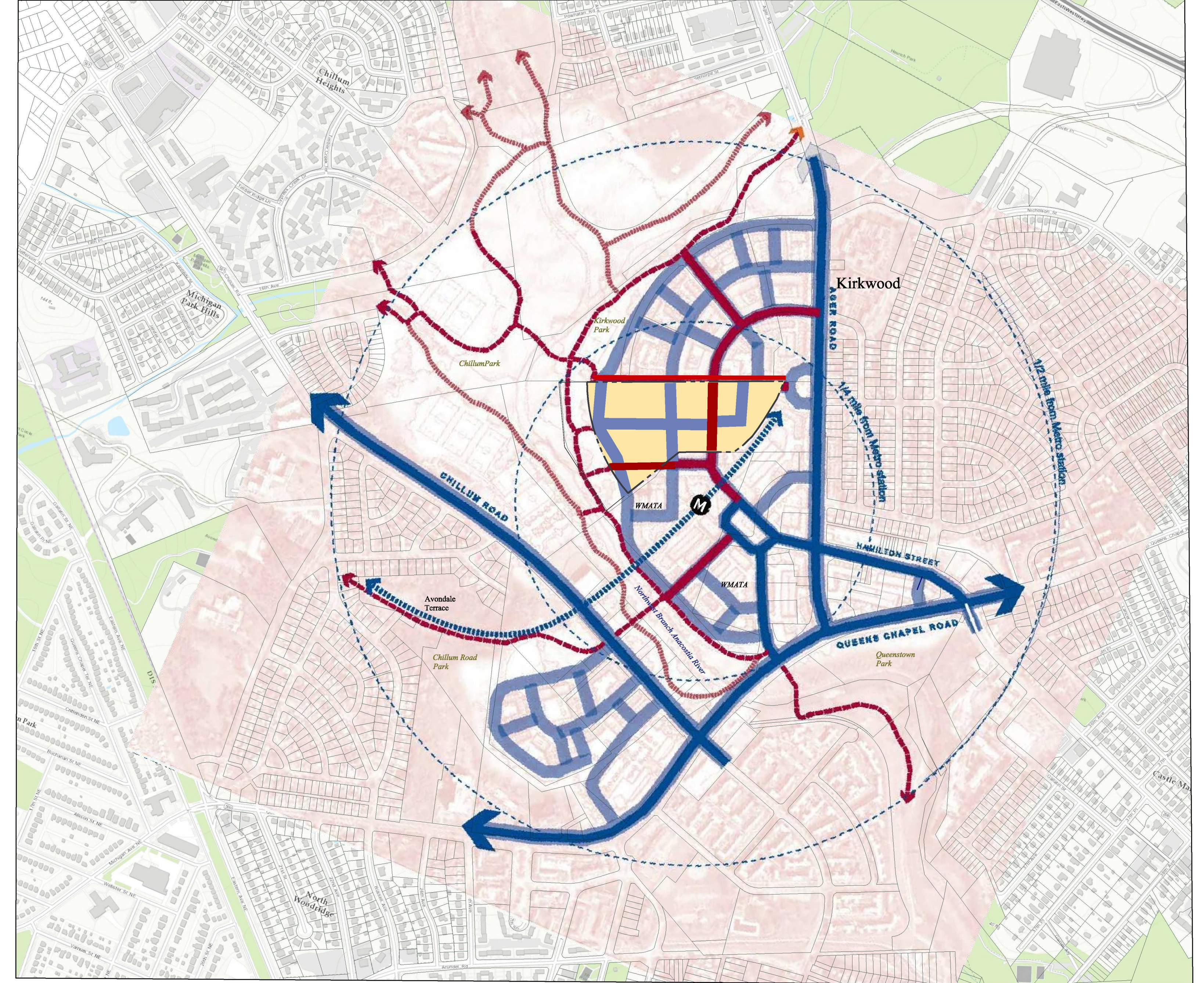
**RIVERFRONT PARK AND OVERLOOK
CONCEPT PLAN**



**RODGERS
CONSULTING**
19847 Century Boulevard, Suite 200, Germantown, Maryland 20874
Ph: 301.948.4700 Fx: 301.948.6256 www.rodgers.com



Riverfront at West Hyattsville Property with Approved Transit District Development Plan and TDOZMA for the West Hyattsville Transit District Overlay Zone Circulation Plan



2006 Approved Transit District Development Plan and TDOZMA for the West Hyattsville Transit District Overlay Zone Circulation Plan

LEGEND

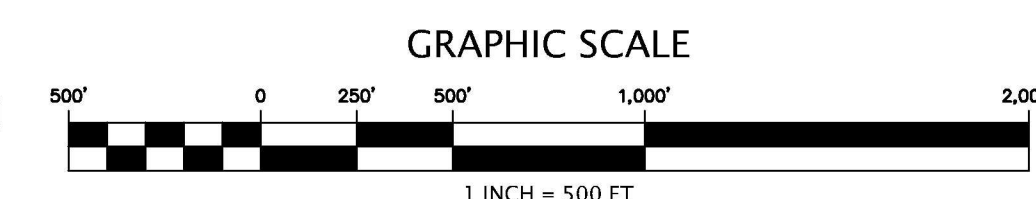
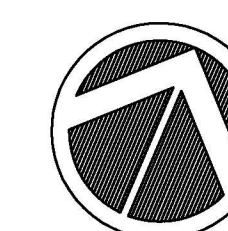
- ■ ■ On-property Streets (Pedestrians, bikes, and autos)
- ■ ■ On-property Designated on street bike route

- Streets (Pedestrians, bikes, and autos)
- Designated bus route
- Designated on street bike route

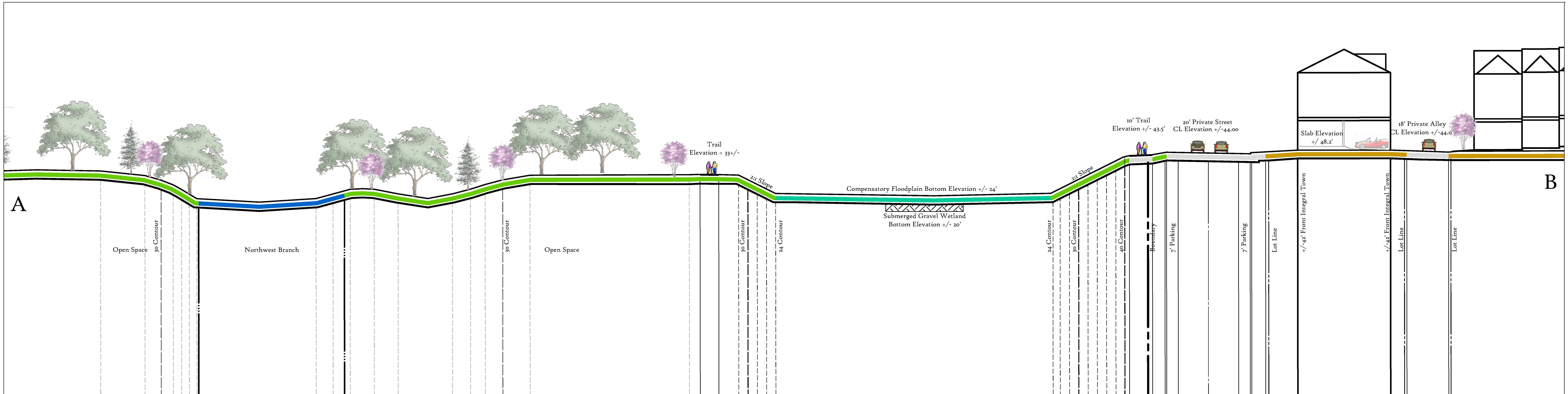
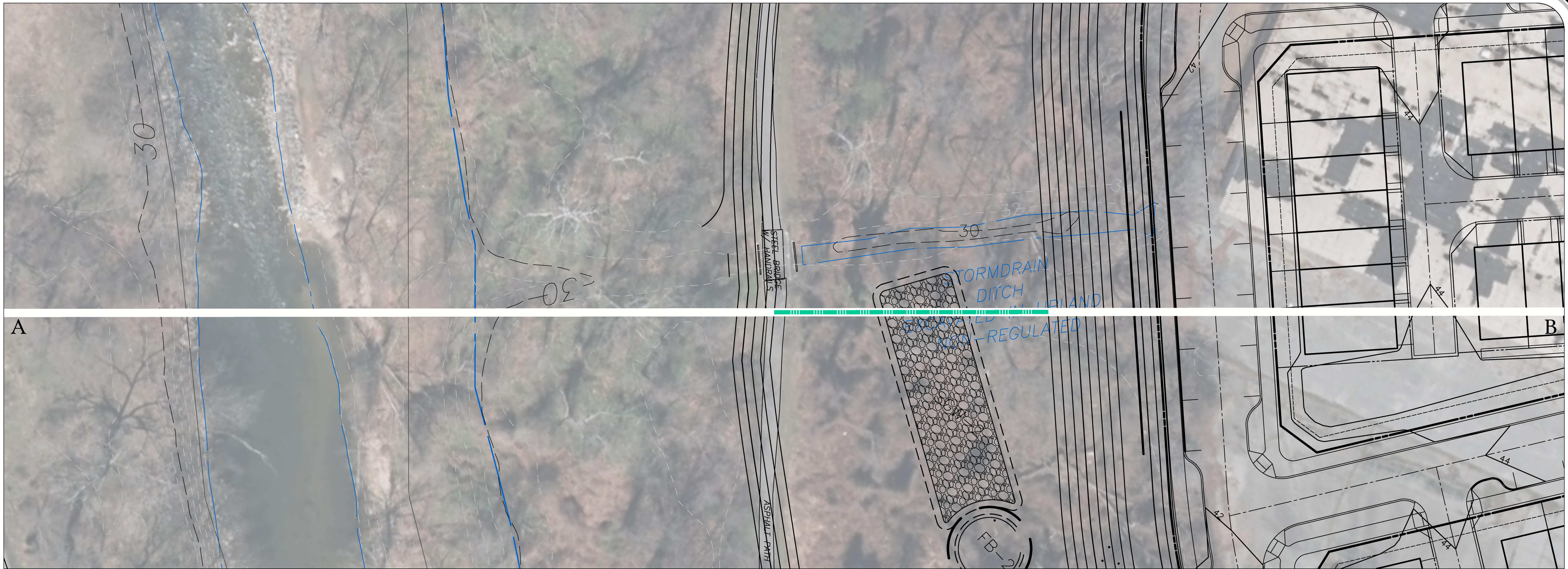
- ■ ■ Primary off street bike/pedestrian path with lighting
- ■ ■ Secondary off street bike/pedestrian path without lighting
- M ■ Metro rail transit line

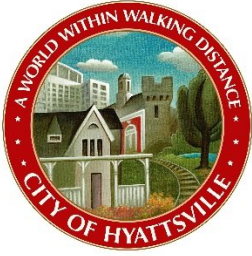
RIVERFRONT AT WEST
HYATTSVILLE METRO
Hyattsville, Maryland 20782

CIRCULATION PLAN
(WITH WMATA PROPOSED MULTIFAMILY)



RODGERS
CONSULTING
19847 Century Boulevard, Suite 200, Germantown, Maryland 20874
Ph: 301.948.4700 Fx: 301.948.6256 www.rodgers.com





Memo

To: Mayor and City Council

CC: Tracey Nicholson, City Administrator

From: Jim Chandler, Assistant City Administrator, Director of Community and Economic Development
Katie Gerbes, Community Planner

Date: October 12, 2016

Re: Riverfront at West Hyattsville Metro – Presentation

This memorandum is to advise the Mayor and Council regarding the presentation of the Riverfront at West Hyattsville Metro, a proposed development of the former property owned by Hogan Companies.

Hogan Companies is proposing development of 18.5 acres of property at the West Hyattsville Metro. The first phase of the project is proposed as 183- “fee simple” townhouse units at 3.5 story construction. The 4.2 acre parcel, west of the site, adjacent to the existing trail system, was donated from the subject parcel in 1957 and shown on the exhibits, will be graded for compensatory floodplain storage and will include realigned bike paths, an overlook, and a promenade path.

The developer is proposing maintenance of the streets, bike paths and park are proposed as a hybrid between the HOA, the Maryland-National Capital Parks & Planning Commission (M-NCPPC), and the City of Hyattsville. The applicant is proposing “main streets” as public, with private alleys. The applicant is proposing pedestrian access to the WMATA station be maintained.

The project is eligible for an expedited planning development review and the applicant is projecting demolition of the existing vacant structure and mass grading to commence by the second quarter of 2017.

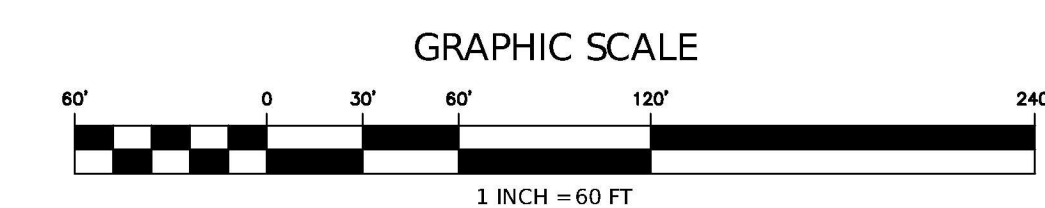
Additional phases of the project are contingent upon the acquisition of an adjacent WMATA parcel at 5.8 acres. This would be a possible Phase II/III, but the area is significantly in the floodplain, and recent County legislation makes it much harder and more costly to develop.

The City’s review of the project will consist of a review by the Planning Committee on October 18th, with this item being scheduled for discussion and action in November 2016.



**RIVERFRONT AT WEST
HYATTSVILLE METRO**
Hyattsville, Maryland 20782

**RIVERFRONT PARK AND OVERLOOK
COMPOSITE CONCEPT PLAN**



**RODGERS
CONSULTING**
19847 Century Boulevard, Suite 200, Germantown, Maryland 20874
Ph: 301.948.4700 Fx: 301.948.6256 www.rodgers.com



Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Legislative

Agenda Section: Consent Items (8:55 p.m. – 9:00 p.m.)

SUBJECT

Sonny Frazier Toy Drive

Motion #

56-10-FY17

Recommendation:

I move that the Mayor & Council authorize a donation to the Sonny Frazier Toy Drive which benefits children and youth of Hyattsville. The donation will have two parts: (1) The City will donate \$500 directly to the Sonny Frazier Toy Drive, and (2) the City will provide a matching grant and will match, dollar for dollar to a maximum of \$1,000, funds raised at the 4th annual Hyattsville Heroes Bowl, scheduled for November 12, 2016 at Magruder Park at 3:00 p.m.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

The Sonny Frazier Toy Drive benefits children and youth of Hyattsville. \$1500 in funds are allocated in the City Council budget.

Next Steps:

Approval and donation.

Fiscal Impact:

Up to \$1,500

City Administrator Comments:

Recommend Approval

Community Engagement:

Outreach to residents promoting the Heroes Bowl.

Strategic Goals:

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: October 17, 2016

Submitted by: Lesley Riddle

Submitting Department: Legislative

Item Type: Memorandum of Understanding

Agenda Section: Consent Items (8:55 p.m. – 9:00 p.m.)

SUBJECT

Partnership with UMD National Center for Smart Growth Research and Education and College of Information Studies (10 minutes)

Motion #

57-10-FY17

Recommendation:

I move that the Mayor and Council authorize the City Administrator to execute a Memorandum of Understanding with the National Center for Smart Growth Research and Education and the College of Information Studies (formally the Environmental Finance Center's Sustainability and Resiliency Financing Initiative), in the amount of \$8,000 to provide the City with assistance from UMD students and staff for implementation of identified environmental and infrastructure initiatives within the City of Hyattsville, upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

Hollingsworth

ATTACHMENTS

[Memo - UMD National Center for Smart Growth – City Initiatives.docx](#)

Summary Background:

Mr. Andrew Fellows from the University of Maryland National Center for Smart Growth Research and Education and the College of Information Studies (formally Greater College Park Sustainability and Resiliency Financing Initiative) presented an overview of the project to Council on October 3, 2016.

Funds for this initiative are available in the approved FY 2017 Department of Public Works Operating Budget in the amount of \$4,500 and the Community and Economic Development Operating Budget in the amount of \$3,500.

Next Steps:

Upon approval, the City will execute the MOU and coordinate with UMD on City of Hyattsville initiatives suitable for this program.

Fiscal Impact:

\$8,000

City Administrator Comments:

Recommend Support.

Community Engagement:

None.

Strategic Goals:

Action 2.5 – Leverage funding and resource opportunities to support projects, programs and services consistent with City’s adopted Vision, Mission and Strategic Goals

Legal Review Required?

Required



City of Hyattsville

Memo

To: Tracey Nicholson, City Administrator
From: Lesley Riddle, Director of Public Works
Date: October 10, 2016
Re: UMD National Center for Smart Growth – City Initiatives

This memorandum is intended to detail the initiatives that the City Staff have identified and are recommending that the City of Hyattsville submit to the Environmental Finance Center (EFC) for their consideration. The projects below are being recommended because they meet the following criteria:

- Predominately are focused on elements of environmental sustainability
- Appropriate and defined scope/scale
- Effort would benefit from supplementing or serve in addition to existing City resources;

The projects identified are as follows:

1. Update and review current 2009 city wide tree evaluation and assist with determining the following: viability of the 2009 tree study, current canopy conditions, and a projected planting plan to maximize canopy coverage.
2. Assist with creation of a City Watershed Implementation Plan (WIP) that would address current conditions and assist City staff with creating a comprehensive multi -phased plan to implement Best Management Practices throughout Hyattsville.
3. Review 2007 traffic study and assist with development and solicitation of Traffic Study RFP and solicitation and assistance with identifying funding opportunities to implement traffic calming measures.
4. Assist with Sustainability Plan efforts by directly working with staff to develop funding and resource opportunities and problem solving specific to the City's plan. Staff anticipates 25-30-hours of total direct technical support.
5. Assist with the review of the existing inefficiencies with the current bus systems.



Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Grant

Agenda Section: Consent Items (8:55 p.m. – 9:00 p.m.)

SUBJECT

FY17 Budget Amendment: Prince Georges County Re-Leaf Grant through the Prince Georges County Tree Re-Leaf Grant Program

Motion #

58-10-FY17

Recommendation:

I move that the Mayor and Council amend the FY17 budget to accept and appropriate the grant award in the amount of \$6,500.00 from Prince Georges County Re-Leaf program.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

Prince Georges County provides funds to community groups and municipalities for planting native trees in public and private areas. Municipalities are eligible to receive up to \$10,000.00 for small community based projects. In September, 2016 the DPW submit an application for \$6418.00 for the purchase and planting of 64 native trees throughout the City of Hyattsville. On October 6, 2016, the City was notified that the grant was approved for the requested amount.

The Prince Georges Department of the Environment Re-Leaf grant program requires a 50% match. Applicants are required to fund 50% of the project with City funds or in-kind contributions. The approved DPW Parks operating budget will cover the in-kind contribution through a labor match. The staff salaries of \$163,302.00 per year is more than sufficient for the City's matching portion of the grant and will cover the labor to plant the trees throughout the City.

Next Steps:

With Council approval staff will purchase the trees and install them in parks and within the public right of way.

Fiscal Impact:

Funds to support planting and maintenance of these trees are within the operating budget.

City Administrator Comments:

Recommend Approval

Community Engagement:

Various planting events will be scheduled to include community volunteers.

Strategic Goals:

Ensure the Long-Term Economic Viability of the City

Legal Review Required?

Complete



Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Grant

Agenda Section: Consent Items (8:55 p.m. – 9:00 p.m.)

SUBJECT

FY 2017 Budget Amendment: Body Worn Camera Grant

Motion #

59-10-FY17

Recommendation:

I move that the Mayor and Council amend the FY17 budget to accept and appropriate the grant award in the amount of \$5,000 from the Local Government Insurance Trust for the purchase of Body Worn Cameras and related equipment.

Sponsor(s):

At the request of the City Administrator

ATTACHMENTS

[LGIT Body Camera Grant FY17 Application.docx](#)

[LGIT Body Armor Award Notice.pdf](#)

Summary Background:

The Local Government Insurance Trust (LGIT) funded a special equipment grant in FY 2017 to help member law enforcement agencies purchase officer worn body cameras. This technology is rapidly becoming standard service equipment for many law enforcement agencies across the nation and LGIT believes using this type of device could have a direct impact on law enforcement's liability. To help their members purchase this equipment the LGIT Board of Trustees authorized a 50% matching grant funding program not to exceed \$5000.

LGIT will fund one half of the total camera costs and the applying member must fund the remaining 50%. The approved FY 2017 Police Department CIP has an approved Body Worn Camera line item in the amount of \$25,000. As no single grant request can exceed \$5,000, this amount is more than sufficient to cover the City's matching contribution.

The Hyattsville City Police Department submit a request for the \$5000 grant and was notified on September 29, 2016 that it had been awarded the maximum amount.

Next Steps:

The police department must purchase the equipment, train the officers and distribute the cameras to officers.

Fiscal Impact:

A FY 2017 budget amendment of an additional appropriation of \$5,000.

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 3 – Enhance a safe and pleasant community

Goal 4 – Foster excellence in all City operations

Action 4.3 – Utilize technology and best practices to enhance all public services

Legal Review Required?

N/A

Law Enforcement Body Camera Grant FY17

LAW ENFORCEMENT BODY CAMERA GRANT APPLICATION - FISCAL YEAR 2017

For fiscal year 2017, LGIT is funding a special equipment grant to help our member law enforcement agencies purchase officer worn body cameras. This type of technology is rapidly becoming standard service equipment for many law enforcement agencies across the nation. LGIT believes using this type of device could have a direct impact on law enforcement liability. To help our members purchase this equipment the LGIT Board of Trustee's has authorized this grant funding.

NOTE: This is a 50% matching Grant. LGIT will only fund one half of the total camera costs. The applying member must fund the remaining 50%. No single grant request can exceed \$5,000.

Name of Local Government	City of Hyattsville
--------------------------	---------------------

Grant Cycle	Fall
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Submission Deadline	
Fall	- September 9, 2016
Winter	- December 9, 2016
Spring	- April 14, 2017

Expected Distribution Date	
September 21, 2016	
January 11, 2017	
May 3, 2017	

Law Enforcement Dept. Operating Budget	City of Hyattsville Police
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Population	18,000
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Total # of Personnel in LE Department	44
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# of Sworn Officers in LE Department	12
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Contact First Name	Chris
Contact Last Name	Purvis
Title	Lieutenant
Address	4310 Gallatin Street Hyattsville, Maryland 20781
Email	cpurvis@hyattsville.org
Phone Number	301-985-5060
Type and Make of Camera	Panasonic Arbitrator Body Worn Camera
Number of Cameras to be Purchased	5
Cost per Camera	977
Total Amount of Grant Request	5,000
GRANT CRITERIA: • Grants will be reviewed by the Risk Management Committee to provide a 50% matching grant for the member agency to purchase cameras and supporting equipment of their choice. • Funding for this grant is applicable for Body Cameras and ALL supporting equipment including: camera docking stations, chargers and computer storage devices for camera service. • No single grant request can exceed \$5,000. • Grant awards are final and non-transferable. • Grants will be review on a first come first serve basis as long as funding is available. • Grant requests are limited to one member agency per fiscal year.	
Upload Supporting Documentation (single pdf)	BWC Final Report to Council 5 9 2016.pdf
Applicant's Full Name and Title	Chris Purvis / Commander of Administrative Services
Authorized Official's Name	Chief Douglas Holland Chief of Police

and Title

For further information regarding LGIT Grant Programs, please contact:

Larry Bohlen, Director of Field Services at 443.561.1700 or lbohlen@lgit.org.



7225 PARKWAY DRIVE
HANOVER, MD 21076

M & T BANK
BWI COMMERCE
CENTER OFFICE
7-11/520



35334

DATE
9/29/2016

AMOUNT
\$5,000.00

PAY Five Thousand Dollars And 00 Cents

TO THE
ORDER
OF

City of Hyattsville
4310 Gallatin Street
Hyattsville MD 20781

VOID AFTER 180 DAYS

[Signature]
AUTHORIZED SIGNATURE

Security features. Details on back.

⑈035334⑈ ⑆052000113⑆

⑆6597500⑈

LOCAL GOVERNMENT INSURANCE TRUST

Vendor ID	Name	Payment Number	Check Date	Document Number	
LGIT-0077	City of Hyattsville	00000000020947	9/29/2016	35334	
Our Voucher Number	Date	Amount	Amount Paid	Discount	Net Amount Paid
FALL FY17 LE GRANT	9/29/2016	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00

Local Government Insurance Trust

LGIT

\$5,000.00 \$5,000.00 \$0.00 \$5,000.00



September 29, 2016

Lt. Chris Purvis
Police Department
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

Dear Lt. Purvis,

Congratulations! We are pleased to notify you that your application for the Law Enforcement Body Camera grant has been approved in the amount of \$5,000.

We commend that your agency has taken this opportunity to have LGIT help fund this new equipment which we believe will help reduce loss and liability of our member law enforcement agencies. This is an example of the Trust and local government working together to address risk management concerns.

If you have any questions or concerns, please do not hesitate to contact me at the number listed above.

Sincerely,

A handwritten signature in blue ink, appearing to read "Timothy S. Ailsworth", is written over a horizontal line.

Timothy S. Ailsworth
Executive Director

TSA/mdy

Cc: Mayor Candace B. Hollingsworth, City of Hyattsville
Mary Ellen Harding, Accountant
Chief Douglas Holland



Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Personnel

Agenda Section: Action Items (9:00 p.m. – 9:20 p.m.)

SUBJECT

Health Care, Prescription Drug and Dental Care Rates for CY 2017 (10 minutes)

Motion

60-10-FY17

Recommendation:

I move that the Mayor and Council approve a 5% increase to the City's monthly flat rate contributions for the Health Care plans, retain the 80% contribution in Prescription Drug coverage, retain the current rates in the United Concordia Dental plan and transfer the 3% increase in Delta HMO to employees for calendar year 2017. The new city flat rate for Medical Plans will be: Employee Only- \$399; Employee Plus One - \$700; and Family Plan- \$905.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Health Benefits Update MOTION.docx](#)

Summary Background:

On October 10, 2016, the City received the new State of Maryland calendar year (CY) 2017 Health Care Program guidance. The Providers (Carefirst-PPO, UHC-PPO; Carefirst-EPO; UHC-EPO; and Kaiser-EPO) remained the same, but all increased their premiums by 5%. In an effort to minimize the impact to the employees, the city proposes raising our flat rate contribution in medical programs by 5%. This will result in a shared financial impact with an increase in the city's contribution and a more modest increase in the employees out-of-pocket costs. The State of Maryland Prescription Drug premiums increased by 9%. The city proposes increasing the flat rate to cover 80% of the costs with employees covering the remaining 20%. The State of Maryland Dental Plans showed no increase in the United Concordia Plan and a 3% increase in the Delta HMO Plan. The staff proposes that the 3% increase in Delta HMO premiums be absorbed by the employees. The employee increase will range from \$0.40 - \$1.08 per pay period. The aggregate increase in the City's health care costs for FY-2017 will be approximately \$63,000. The proposed changes from CY 2016 to CY 2017 are provided in the attached memorandum.

The Open Enrollment period for employees began on October 13, 2016 through November 15, 2016. During this period, employees will be given the opportunity to add, drop or change coverage plans to best meet their individual or family needs. These new rates will become effective January 1, 2017.

Next Steps:

The administration will meet with City employees to provide a overview of the 2017 Health Care Plans and rates.

Fiscal Impact:

The aggregate increase in budgeted health care costs for FY-2017 is approximately \$63,000.

City Administrator Comments:

Recommend Approval.

Community Engagement:

N/A

Strategic Goals:

Foster Excellence in all City Operations.

Legal Review Required?

N/A



Memo

To: Mayor and Council
From: Vivian Snellman, HR Director
Ron, Brooks, Treasurer
CC: Tracey Nicholson, City Administrator
Date: October 14, 2016
Re: Health Care Benefits Update and Rates

Summary Background

On October 10, 2016, the City received the new state of Maryland calendar year (CY) 2017 Health Care Program Guidance. The health care providers remained the same this year, but all increased their premiums by 5%. In an effort to minimize the impact to the employees, the city proposes to increase flat rate health care contributions by 5%. This recommendation will not only increase the city's annual expenditures, but will also result in an increase in employees out-of-pocket costs, ranging from an additional \$2.00 to \$20.00 per month.

The state of Maryland dental plans showed no increase in the United Concordia Plan and a 3% increase in the Delta HMO Dental Plan. The city covered 100% of Delta HMO costs in CY2016. The staff proposes that the 3% increase in Delta HMO premiums now be absorbed by the employees. The employee contribution will be from \$0.40 - \$1.08 per month.

The state of Maryland prescription drug premiums increased by 9%. The city proposes increasing the flat rate to cover 80% of the costs with employees covering the remaining 20%. This will result in an increase in the city's flat rate and a slight increase to the employee's out-of-pocket costs.

The proposed city changes and employee monthly increases (based on employee provider choice) are reflected in the following charts.

Individual Flat Rates- 2017

PROVIDER	PREMIUM	EMPLOYEE Cost/Month	CITY Cost/Month	EMPLOYEE %	CITY %
Carefirst-PPO <i>2016 Rates</i>	\$509.97 <i>\$485.68</i>	\$110.97 <i>\$105.68</i>	\$399.00 <i>\$380.00</i>	22%	78%
UHC-PPO <i>2016 Rates</i>	\$501.67 <i>\$477.78</i>	\$102.67 <i>\$97.78</i>	\$399.00 <i>\$380.00</i>	20%	80%
Carefirst-EPO <i>2016 Rates</i>	\$453.84 <i>\$432.23</i>	\$54.84 <i>\$52.23</i>	\$399.00 <i>\$380.00</i>	12%	88%
UHC-EPO <i>2016 Rates</i>	\$456.57 <i>\$434.83</i>	\$57.57 <i>\$54.83</i>	\$399.00 <i>\$380.00</i>	13%	87%
Kaiser-HMO <i>2016 Rates</i>	\$403.27 <i>\$384.07</i>	\$4.27 <i>\$4.07</i>	\$399.00 <i>\$380.00</i>	1%	99%

[Chart A](#)

Individual Plus-One Flat Rates- 2017

PROVIDER	PREMIUM	EMPLOYEE Cost/Month	CITY Cost/Month	EMPLOYEE %	CITY %
Carefirst-PPO <i>2016 Rates</i>	\$917.93 <i>\$874.22</i>	\$217.93 <i>\$206.22</i>	\$700.00 <i>\$668.00</i>	24%	76%
UHC-PPO <i>2016 Rates</i>	\$903.01 <i>\$860.01</i>	\$203.01 <i>\$192.01</i>	\$700.00 <i>\$668.00</i>	22%	78%
Carefirst-EPO <i>2016 Rates</i>	\$952.41 <i>\$907.06</i>	\$252.41 <i>\$239.06</i>	\$700.00 <i>\$668.00</i>	27%	73%
UHC-EPO <i>2016 Rates</i>	\$949.53 <i>\$904.31</i>	\$249.53 <i>\$236.31</i>	\$700.00 <i>\$668.00</i>	26%	74%
Kaiser-HMO <i>2016 Rates</i>	\$846.31 <i>\$806.01</i>	\$146.31 <i>\$138.61</i>	\$700.00 <i>\$668.00</i>	17%	83%

[Chart B](#)

Family Plan- 2017

PROVIDER	PREMIUM	EMPLOYEE Cost/ Month	CITY Cost/ Month	EMPLOYEE %	CITY %
Carefirst-PPO <i>2016 Rates</i>	\$1,274.95 <i>\$1,214.24</i>	\$369.95 <i>\$350.24</i>	\$905.00 <i>\$864.00</i>	29%	71%
UHC-PPO <i>2016 Rates</i>	\$1,254.23 <i>\$1,194.50</i>	\$349.23 <i>\$330.50</i>	\$905.00 <i>\$864.00</i>	28%	72%
Carefirst-EPO <i>2016 Rates</i>	\$1,179.91 <i>\$1,123.72</i>	\$274.91 <i>\$259.72</i>	\$905.00 <i>\$864.00</i>	23%	77%
UHC-EPO <i>2016 Rates</i>	\$1,132.18 <i>\$1,078.26</i>	\$227.18 <i>\$214.26</i>	\$905.00 <i>\$864.00</i>	20%	80%
Kaiser-HMO <i>2016 Rates</i>	\$1,048.48 <i>\$998.55</i>	\$143.48 <i>\$134.55</i>	\$905.00 <i>\$864.00</i>	14% <i>13%</i>	86% <i>87%</i>

Chart C

Prescription Drug Plan – Express Scripts

Tier Level	PREMIUM	Employee Cost/ Month	CITY Cost/ Month	EMPLOYEE %	CITY %
<i>Individual</i> <i>2016 Rates</i>	<i>250.40</i> <i>229.72</i>	<i>50.08</i> <i>44.72</i>	<i>200.32</i> <i>185.00</i>	<i>20%</i> <i>20%</i>	<i>80%</i> <i>80%</i>
<i>Individual + child</i> <i>2016 Rates</i>	<i>332.80</i> <i>305.32</i>	<i>66.56</i> <i>63.32</i>	<i>266.24</i> <i>242.00</i>	<i>20%</i> <i>20%</i>	<i>80%</i> <i>80%</i>
<i>Individual+ Spouse</i> <i>2016 Rates</i>	<i>415.59</i> <i>381.27</i>	<i>83.12</i> <i>76.25</i>	<i>332.47</i> <i>305.02</i>	<i>20%</i> <i>20%</i>	<i>80%</i> <i>80%</i>
<i>Family</i> <i>2016 Rates</i>	<i>500.81</i> <i>459.46</i>	<i>100.16</i> <i>91.89</i>	<i>400.65</i> <i>367.57</i>	<i>20%</i> <i>20%</i>	<i>80%</i> <i>80%</i>

Chart D

Dental Plans

- United Concordia – **Note: No change in rates for 2017**
- Delta HMO – 3% Increase for 2017 – **Note: No cost to employee in 2016**

Tier Level	PREMIUM	EMPLOYEES Cost/Month	CITY Cost/Month	EMPLOYEE %	CITY %
<i>Individual</i>	13.26	.40	12.86	3%	97%
<i>Ind. + Child</i>	23.11	.66	22.45	3%	97%
<i>Ind. + Spouse</i>	26.55	.76	25.79	3%	97%
<i>Family</i>	37.30	1.08	36.22	3%	97%

Chart E

The employee Open Enrollment period is from October 13, 2016 through November 15, 2016. During this period, employees receive provider updates and have the opportunity to add, drop or change coverage plans to best meet their individual or family needs. These changes will become effective January 1, 2017.

Recommendation:

Recommend approval of the proposed changes in the City's contributions. As medical costs continue to rise, the City has tried to keep pace and reduce the financial burden to employees. As a member of the State of Maryland program, we are able to participate in these plans at more competitive rates due to the volume of participants in the state program. While this is a distinct advantage for the city, we recognize that we will have to begin to balance the increases with employees potentially picking up more of the shared cost in the out years.



Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Planning & Development

Agenda Section: Action Items (9:00 p.m. – 9:20 p.m.)

SUBJECT

Commercial Facade Grant Appropriation and Award for FY2017 (10 minutes)

Motion

61-10-FY17

Recommendation:

I move that the Mayor and Council amend the FY-2017 Special Revenue budget to appropriate the remaining balance of \$20,015.75 in fund 23 from the Community legacy Grant awarded to the City by the Maryland Department of Housing & Community Development in FY-2016 for \$50,000, and accept the recommendations of the Commercial Façade Review Panel and approve grant funding awards for the following properties:

- Attias Property One LLC: 4316 Hamilton Street, Hyattsville: \$35,000
- Attias Property Two LLC: 4318 Hamilton Street, Hyattsville: \$32,000

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Memo - CFI Award Recommendations - 10.10.16.docx](#)

[4316 Hamilton Street - CFI Design.pdf](#)

[4318 Hamilton Street - CFI Design.pdf](#)

Summary Background:

In May 2016, the City issued its fifth application cycle for the Commercial Façade Improvement Program, which provides Hyattsville business and commercial property owners with competitive 1:1 matching grant awards of up to \$45,000 per building.

The owner of the subject properties is proposing to utilize the City's Commercial Façade Improvement Program (CFI) along with their own private equity to improve the conditions of the property. The property at 4316 Hamilton Street is currently vacant, but is being marketed for lease by the owner with the improvements detailed in their grant application. The property at 4318 Gallatin Street is partially occupied and the owner is confident that investment in the façade will enable them to secure tenants for the balance of the existing interior space. The CFI program currently has \$65,000 in uncommitted funding with all current projects projected to be completed by the end of 2016. In assessing the equity commitment, exterior condition of both buildings and the owners commitment to fully tenanting both sites, Staff is recommending the following approval and authorization to the Mayor and City Council.

- 4316 Hamilton Street, Hyattsville: \$35,000
- 4318 Hamilton Street, Hyattsville: \$30,000"

Additionally, the City Treasurer has requested the following language in conjunction with the awarded CFI grant to reflect the carry-over balance of \$18,099.50 in uncommitted and unencumbered CFI funds from FY2016.

Next Steps:

Work on both façade projects is scheduled to take place immediately upon execution of a contract and issuance of Notice to Proceed. Both projects are scheduled to be completed on a 120-day project schedule.

Fiscal Impact:

The City's funding source is the State of Maryland Department of Housing & Community Development's Community Legacy Grant.

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

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

Action 2.4 – Provide economic development programming and projects to support and facilitate infill, revitalization, redevelopment and transit-oriented investment.

Legal Review Required?

Pending



Memo

To: Mayor and Council

From: Jim Chandler, Director, Community & Economic Development

Date: October 10, 2016

Re: Commercial Façade Improvement Program – Grant Awards

The purpose of this memorandum is to provide the Mayor and City Council with a briefing of the applicants recommended for commercial façade improvement grant awards for the City's 2016 grant application cycle.

Program Summary

In May 2016, the City issued its fifth application cycle for the Commercial Façade Improvement Program, which provides Hyattsville business and commercial property owners with competitive 1:1 matching grant awards of up to \$45,000 per building.

The City's funding source is the State of Maryland Department of Housing & Community Development's Community Legacy Grant. The grant funds are eligible to assist with the cost of labor, materials and design, permitting fees and physical improvements including re-painting, exterior shutters, gutters, windows, siding, doors, masonry, finishes, lighting and signage.

The program requires the applicant to provide three (3) contractor bids and the selected projects will operate under a single contract, signed by the contractor, property/business owner and the City of Hyattsville.

Commercial Façade Improvement Program Application – Summer 2016 Cycle

In May the application and program guidelines were posted to the City website, and printed application packets were available at the City Administration Building. City staff also issued direct solicitations and went door to door to locations that we determined could benefit from exterior improvements. The City received five (5) inquiries and a total of two (2) applications from commercial property owners.

Commercial Façade Review – Application Review & Analysis

The City received a total of two (2) applications submitted by one (1) applicant. Copies of each application and materials were distributed to City Staff consisting of the following individuals:

- Jim Chandler, Director, Community & Economic Development
- Joseph Brewer, Code Inspector III, Community & Economic Development
- Katie Gerbes, Community Planner, Community & Economic Development
- Abby Tesfaye, Community Development Intern, Community & Economic Development

Members were asked to review and evaluate the applications independently prior to meeting as a group. Each member of the Review Panel was asked to evaluate the applications based on the following criteria:

- Completeness of Grant Application
- Intent of work to be performed (Accessibility, code compliance, aesthetics, etc.)
- Private investment leveraged
- Economic revitalization impact (removal of blight, job creation potential)

The evaluations were completed and on September 29, 2016 Staff discussed their evaluations of both applications and proposed façade improvements. Designs for each of the locations are attached.

Owner	Property Address	Scope of Improvements	Private Equity	Grant Request	Project Total
	4316 Hamilton Street Hyattsville, MD 20781	Install (48) double-hung windows, new exterior lighting, gutters, railings, exterior signage, front and rear entry doors, shutters, painting & point up existing brick	\$40,000	\$40,000	\$80,000
	4318 Hamilton Street Hyattsville, MD 20781	Exterior lighting, brick pavers, replace existing railing, entrance signage, new entryway door, new walkway	\$35,000	\$35,000	\$70,000
Total			\$75,000	\$75,000	\$150,000

Recommendation & Actions

The owner of the subject properties is proposing to utilize the City's Commercial Façade Improvement Program (CFI) along with their own private equity to improve the conditions of the property. The property at 4316 Hamilton Street is currently vacant, but is being marketed for lease by the owner with the improvements detailed in their grant application. The property at 4318 Gallatin Street is partially occupied and the owner is confident that investment in the façade will enable them to secure tenants for the balance of the existing interior space. The CFI program currently has \$65,000 in uncommitted funding with all current projects projected to be completed by the end of 2016. In assessing the equity commitment, exterior condition of both buildings and the owners commitment to fully tenanting both sites, Staff is recommending the following approval and authorization to the Mayor and City Council.

- 4316 Hamilton Street, Hyattsville: \$35,000
- 4318 Hamilton Street, Hyattsville: \$32,000"

Work on both façade projects is scheduled to take place immediately upon execution of a contract and issuance of Notice to Proceed. Both projects are scheduled to be completed on a 120-day project schedule.

Staff is requesting that this item be scheduled for discussion on October 17, 2016 and consideration that this item be approved at the same meeting, provided the Mayor and Council are satisfied with the proposed recommendations.

Additionally, the City Treasurer has requested the following language in conjunction with the awarded CFI grant to reflect the carry-over balance of \$20,015.75 in uncommitted and unencumbered CFI funds from FY2016.

Staff is recommending the Council's consideration of the following motion:

"I move that the Mayor and Council amend the FY-2017 Special Revenue budget to appropriate the remaining fund balance of \$20,015.75 in fund 23 from the Community legacy Grant awarded to the City in FY-2016 for \$50,000 by the Maryland Department of Housing & Community Development and further accept the recommendations of the Commercial Façade Review Panel and approve grant funding awards for the following properties:

- 4316 Hamilton Street, Hyattsville: \$35,000
- 4318 Hamilton Street, Hyattsville: \$32,000"

4316 Hamilton St
Hyattsville, MD 20781

SCOPE OF WORK
EXTERIOR RENOVATION

LOCATION

VICINITY MAP



4316 Hamilton St
Hyattsville, MD 20781

RICH MARKUS ARCHITECTS
2601 P STREET NW, 2ND FLR
WASHINGTON DC 20007
202.333.2733 V 202.333.2779 FAX

DRAWING LIST

Sheet Number	Sheet Name
A001	COVER
A101	EXISTING PHOTOS
A201	EXISTING SITE PLAN
A301	EXISTING FRONT ELEVATION
A302	EXISTING REAR ELEVATION
A303	EXISTING EAST ELEVATION
A304	EXISTING WEST ELEVATION
A401	PROPOSED SITE PLAN
A501	PROPOSED FRONT ELEVATION
A502	PROPOSED REAR ELEVATION
A503	PROPOSED EAST ELEVATION
A504	PROPOSED WEST ELEVATION

COVER

A001

DRAWING NUMBER

8/11/2016

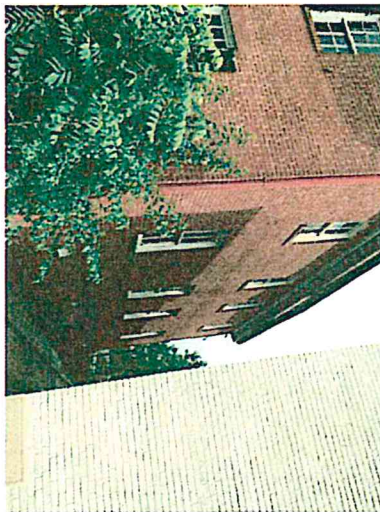
DATE

SCALE

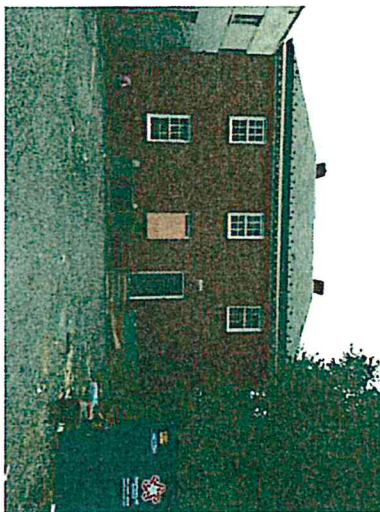
IN VIEWS



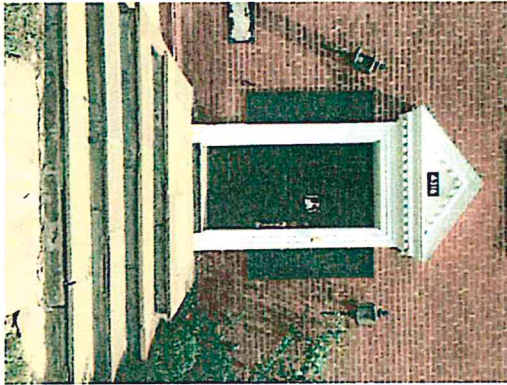
FRONT



SIDE



REAR



FRONT ENTRY



REAR ENTRY

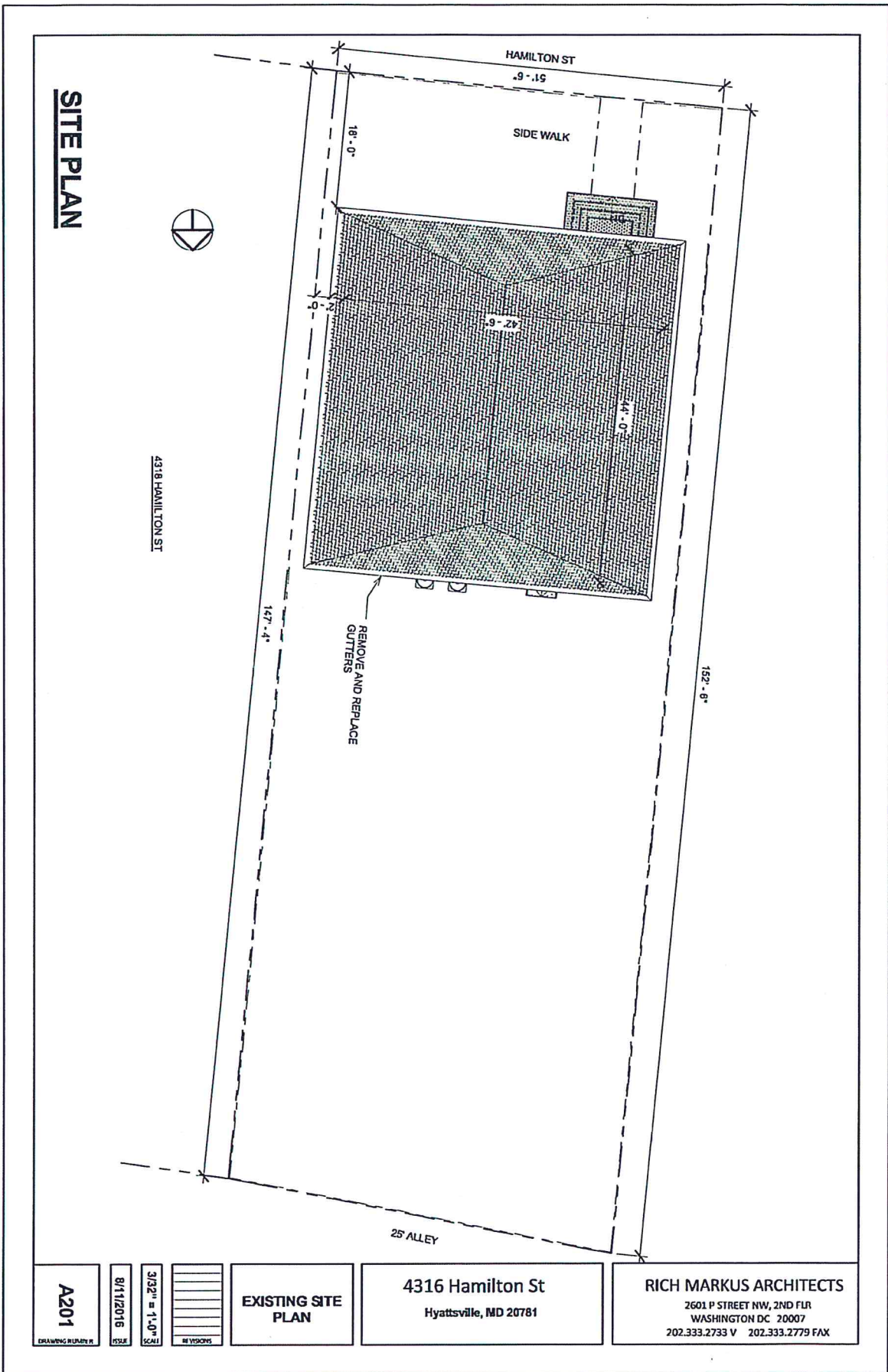


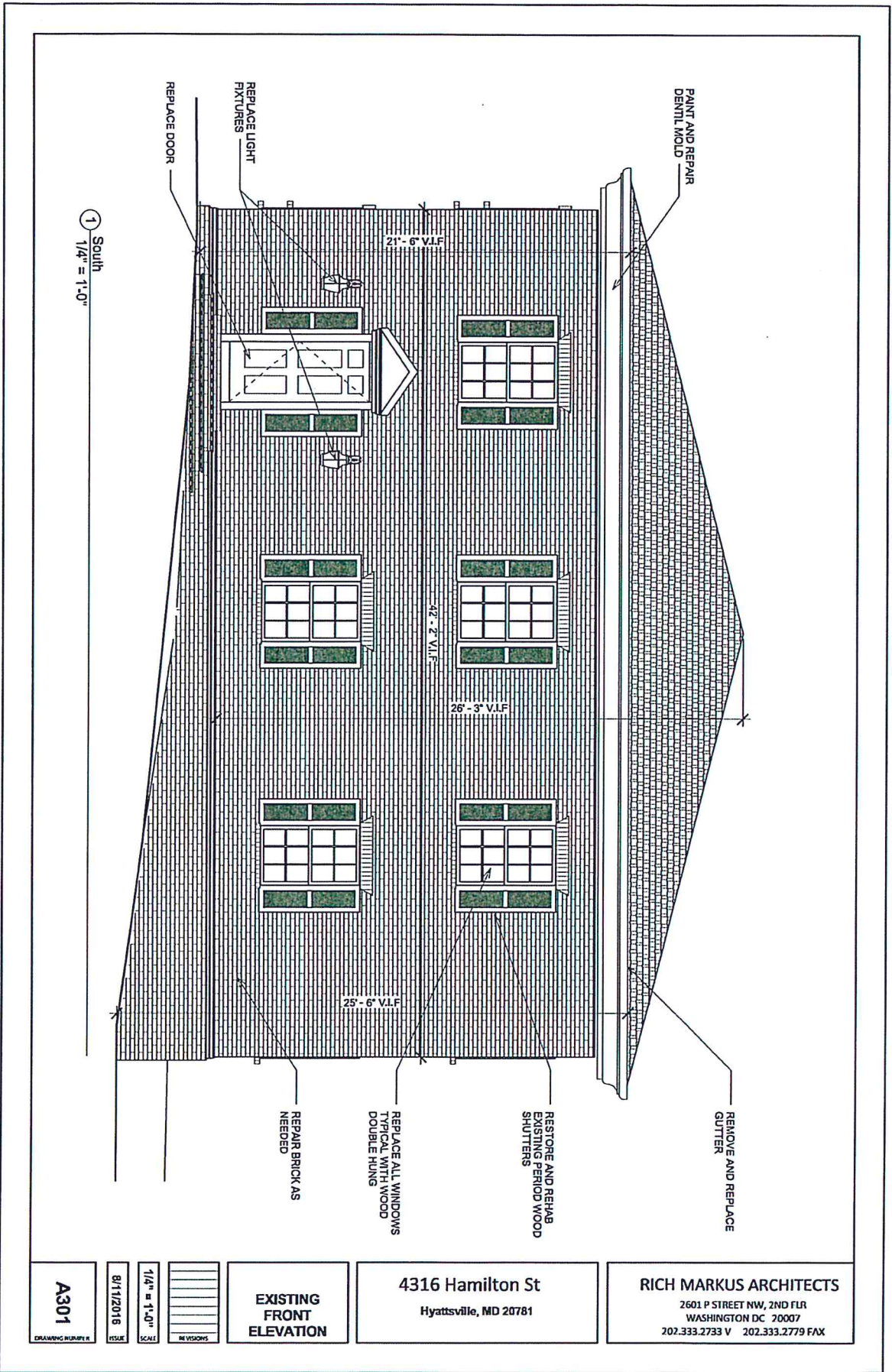
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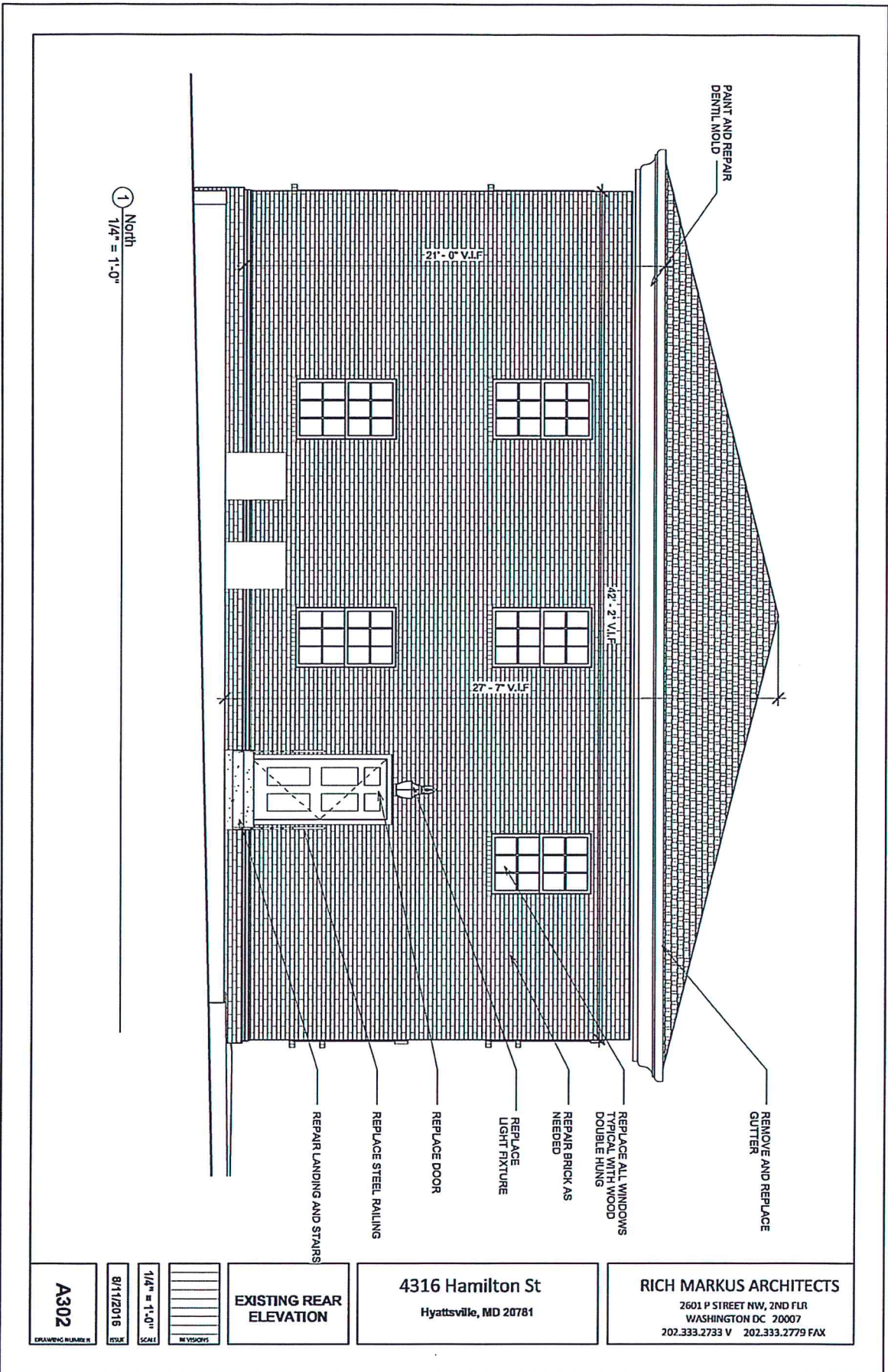
A101 DRAWING NUMBER	8/11/2016 DATE	SCALE AS SHOWN	EXISTING PHOTOS	4316 Hamilton St Hyattsville, MD 20781	RICH MARKUS ARCHITECTS 2601 P STREET NW, 2ND FLR WASHINGTON DC 20007 202.333.2733 V 202.333.2779 FAX

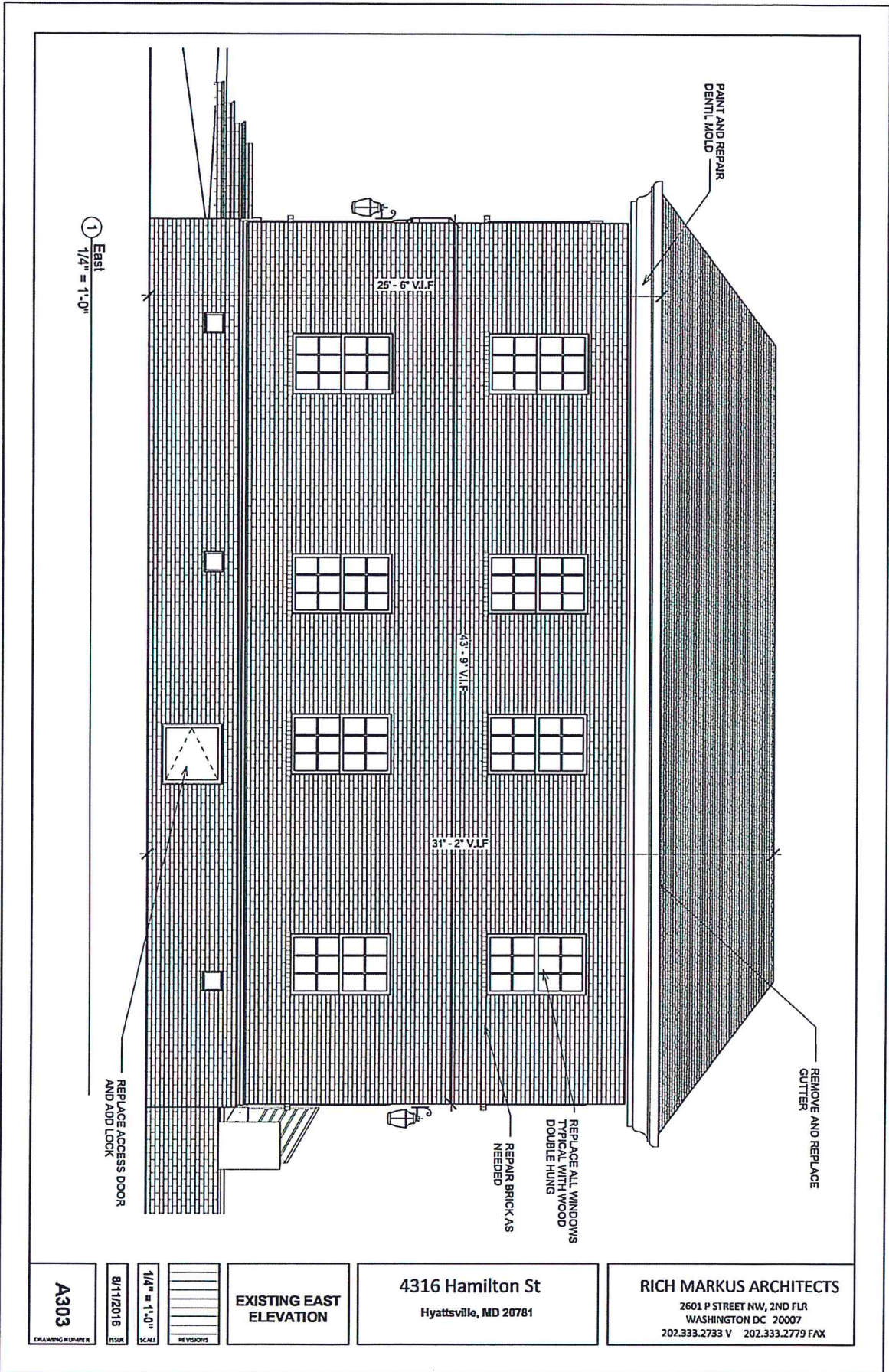
4316 Hamilton Scope of Work

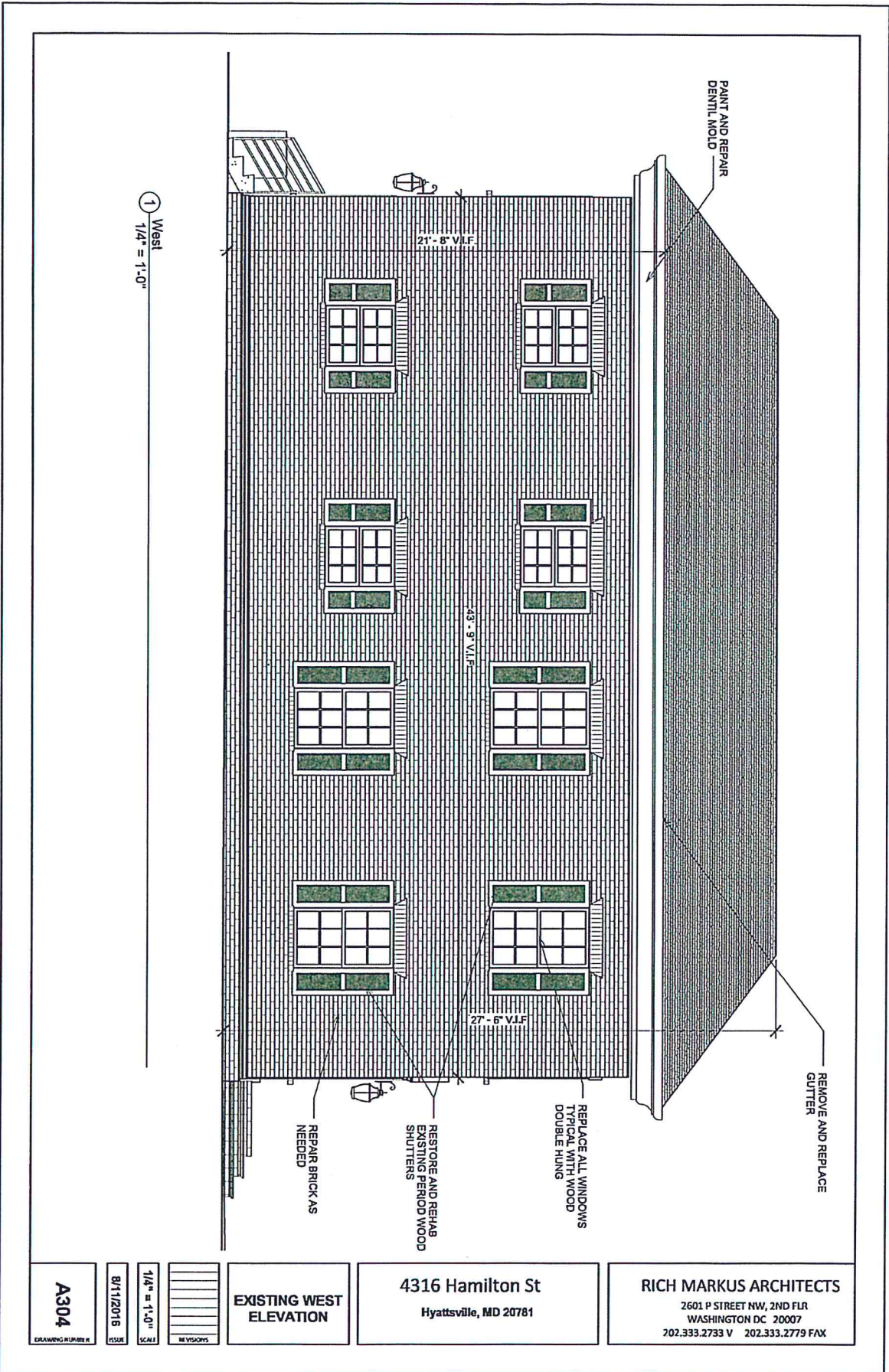
- Remove Existing Shutters on Entire Building
- Repair/Refinish and Install on Front Elevation
- Replace Exterior Lights
- Remove All Windows and Replace with new Wood Windows
- Point and Repair Brick on entire building
- Repair Front Concrete Landing--New Risers and Railing
- Repair Rear Entryway Landing, Stairs and Rails
- Remove and Replace Front and Rear Entry Doors
- Provide New Signage (Remove existing plaque)
- Paint and Repair Dentil Mold
- Remove and Replace Gutters

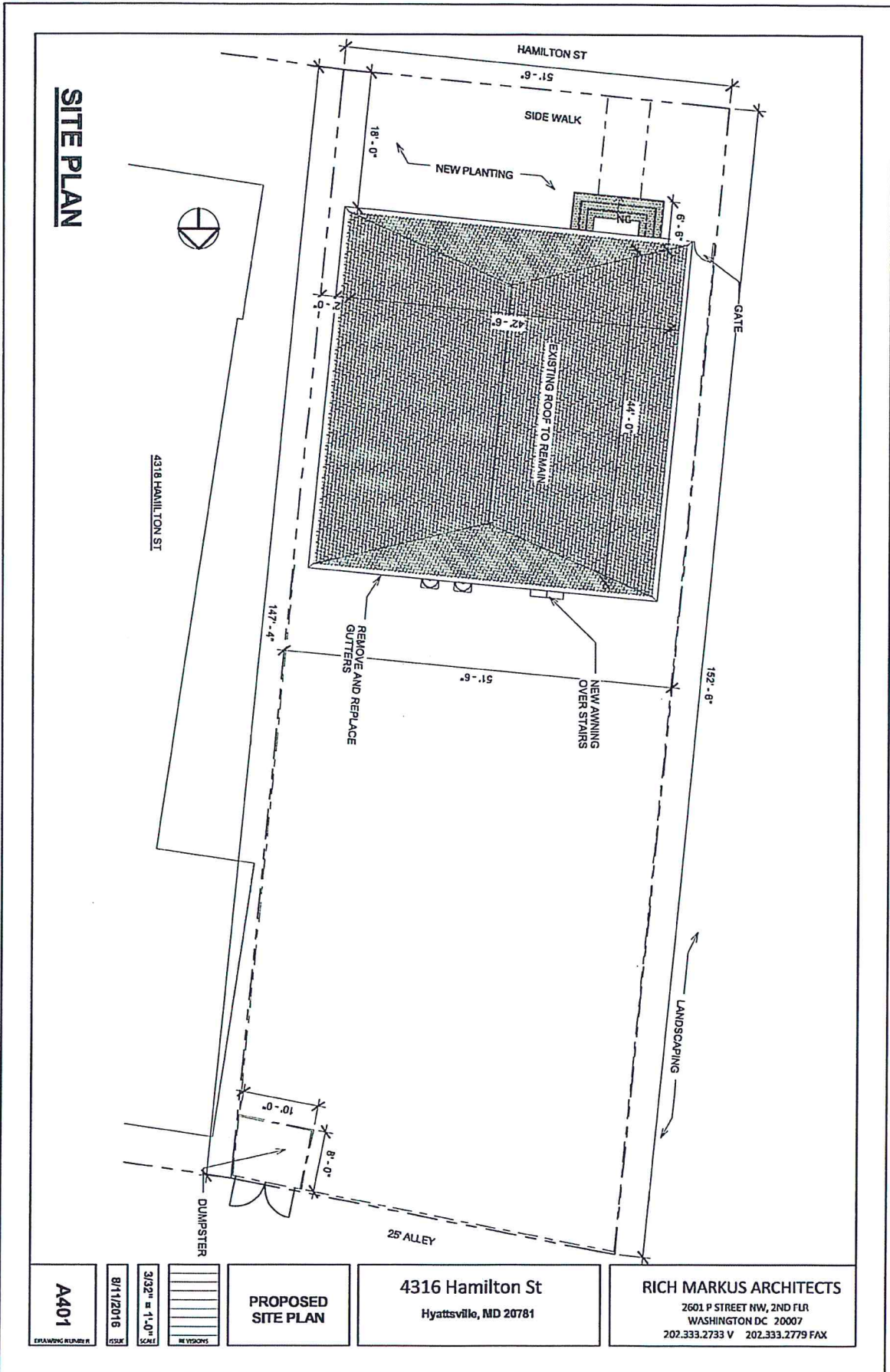


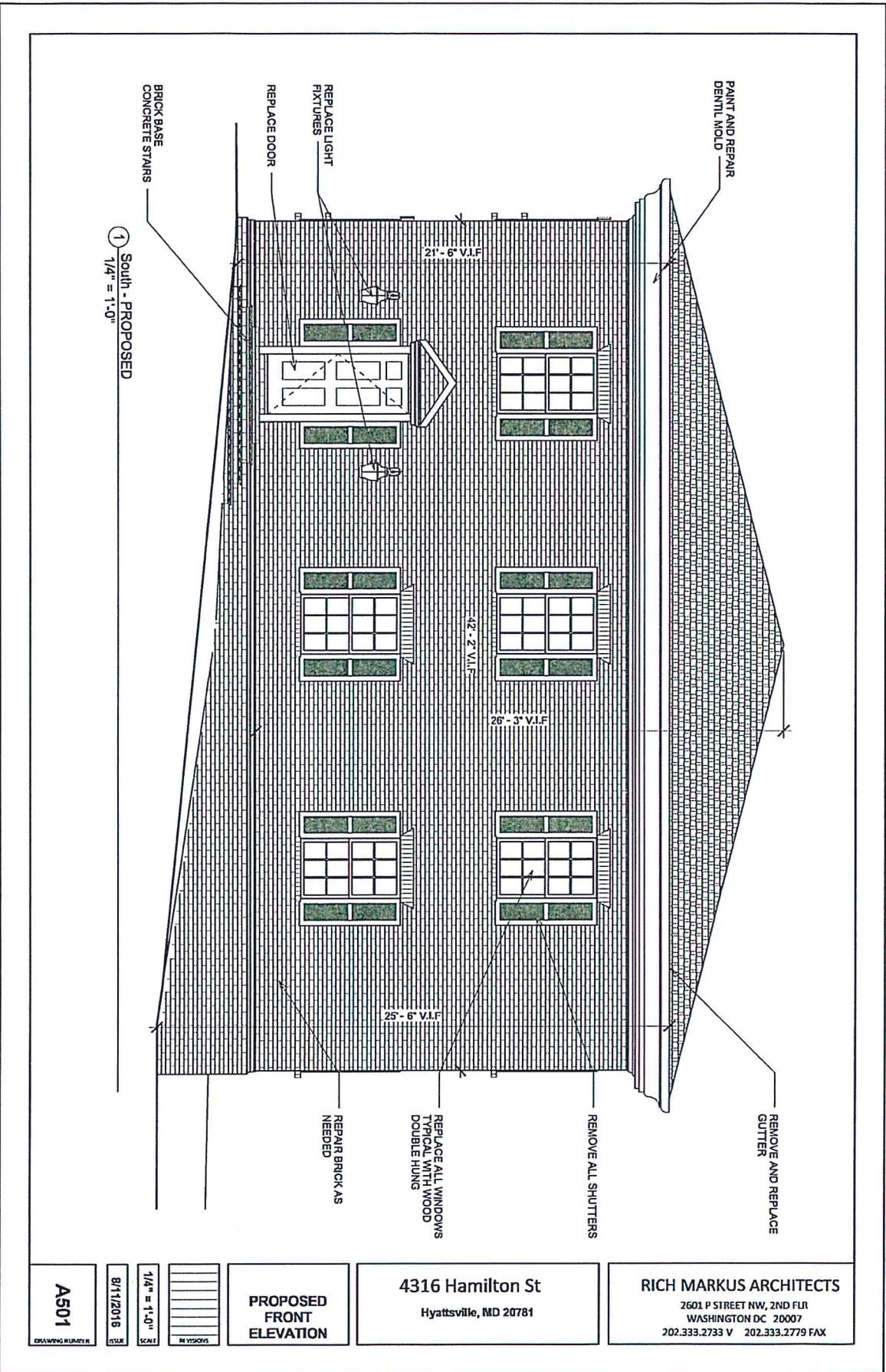


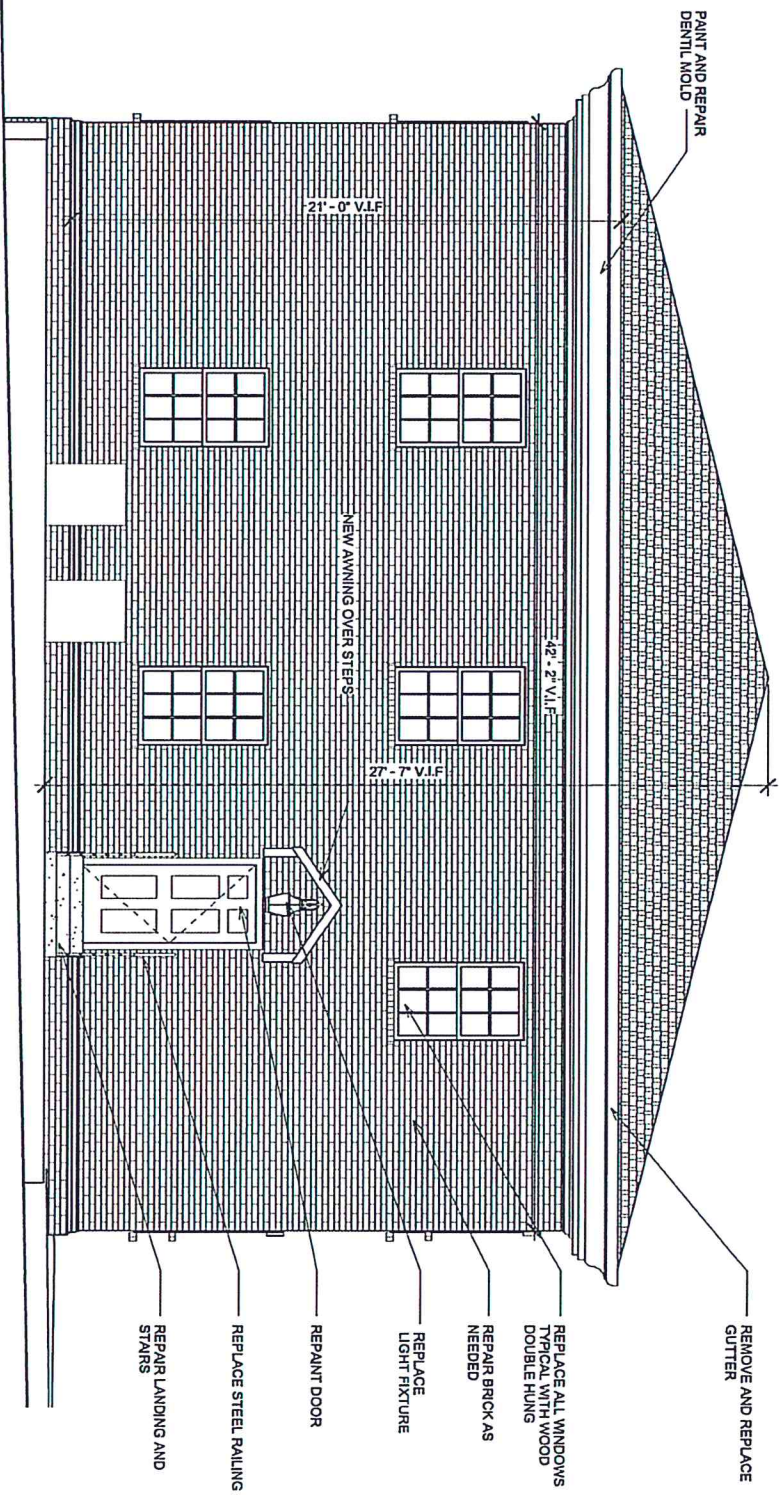






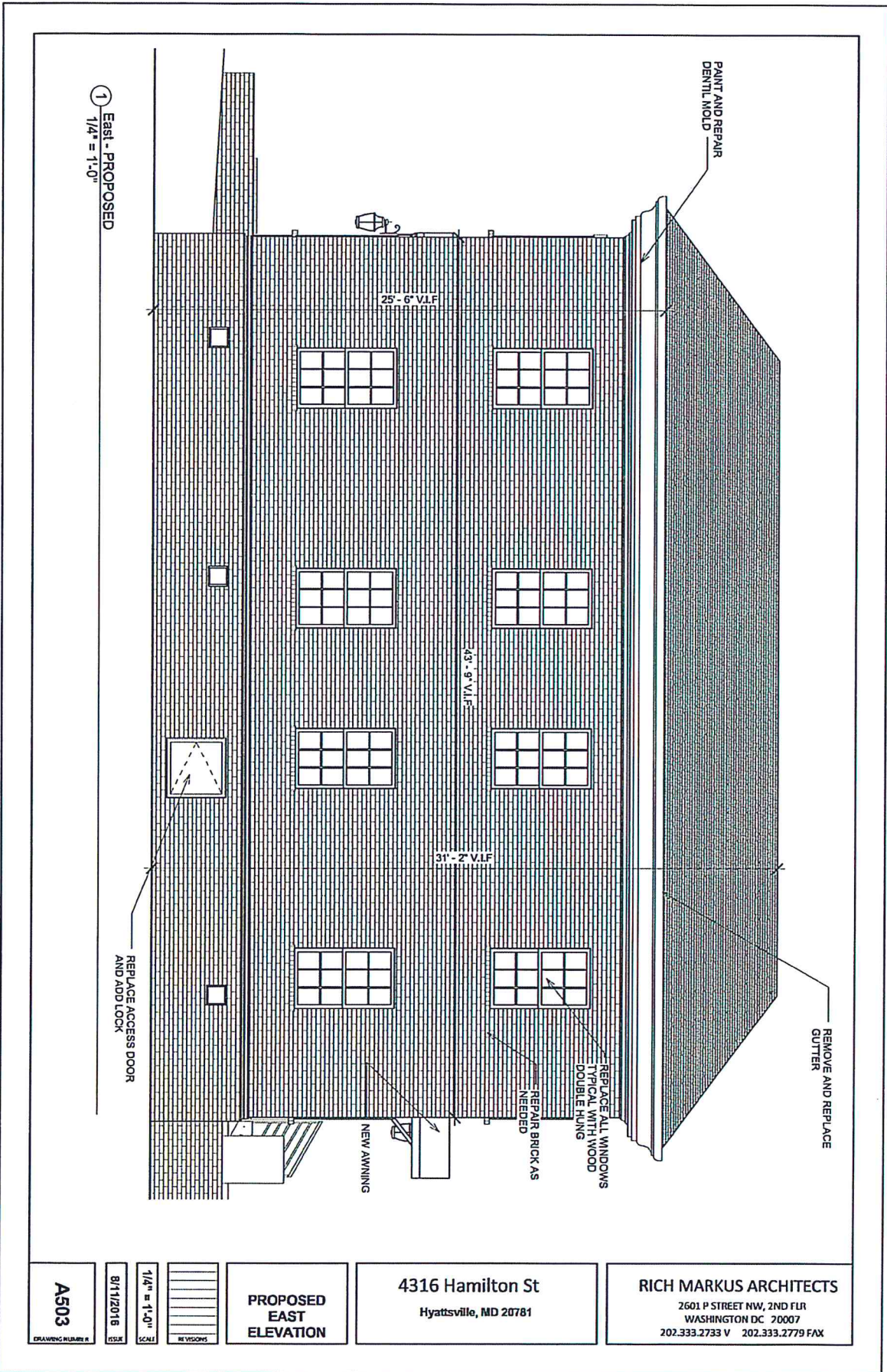


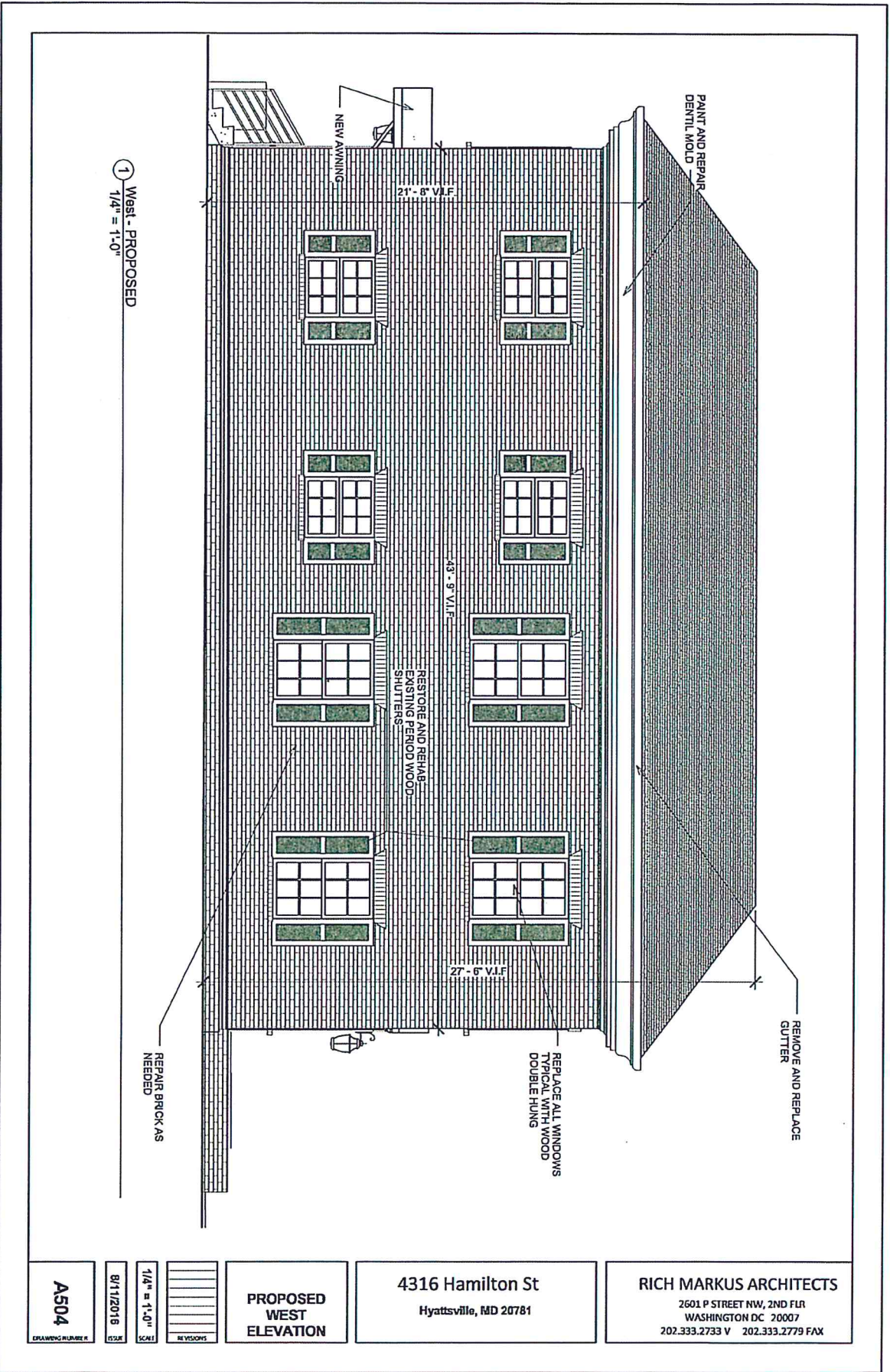




① North - PROPOSED
1/4" = 1'-0"

A502 DRAWING NUMBER	SCALE	PROPOSED REAR ELEVATION	4316 Hamilton St Hyattsville, MD 20781	RICH MARKUS ARCHITECTS 2601 P STREET NW, 2ND FLR WASHINGTON DC 20007 202.333.2733 V 202.333.2779 FAX
	DATE			
	BY			
	CHKD			
1/4" = 1'-0"	8/11/2016			





A504
DRAWING NUMBER

8/11/2016
DATE

1/4" = 1'-0"
SCALE

REVISIONS
NO. DESCRIPTION

**PROPOSED
WEST
ELEVATION**

4316 Hamilton St
Hyattsville, MD 20781

RICH MARKUS ARCHITECTS
2601 P STREET NW, 2ND FLR
WASHINGTON DC 20007
202.333.2733 V 202.333.2779 FAX

4318 Hamilton St
Hyattsville, MD 20781

SCOPE OF WORK
EXTERIOR RENOVATION

LOCATION

VICINITY MAP



4318 Hamilton St
Hyattsville, MD 20781

RICH MARKUS ARCHITECTS
2601 P STREET NW, 2ND FLR
WASHINGTON DC 20007
202.333.2733 V 202.333.2779 FAX

DRAWING LIST

Sheet Number	Sheet Name
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A100	COVER
A101	EXISTING PHOTOS
A201	EXISTING SITE PLAN
A301	EXISTING FRONT ELEVATION
A302	EXISTING REAR ELEVATION
A303	EXISTING EAST - WEST ELEVATION
A402	PROPOSED SITE PLAN
A501	PROPOSED FRONT ELEVATION
A502	PROPOSED REAR ELEVATION
A503	PROPOSED EAST - WEST ELEVATIONS

COVER

A100

DRAWING NUMBER

8/11/2016

DATE

SCALE

REVISIONS



FRONT



FRONT ENTRY



FRONT ENTRY



FRONT ENTRY



WEST SIDE



WEST SIDE



REAR



DUMPSTER ENCLOSURE



EAST ALLEY SIDE



REAR DOOR



BASEMENT STAIR



4318 Hamilton St
Hyattsville, MD 20781

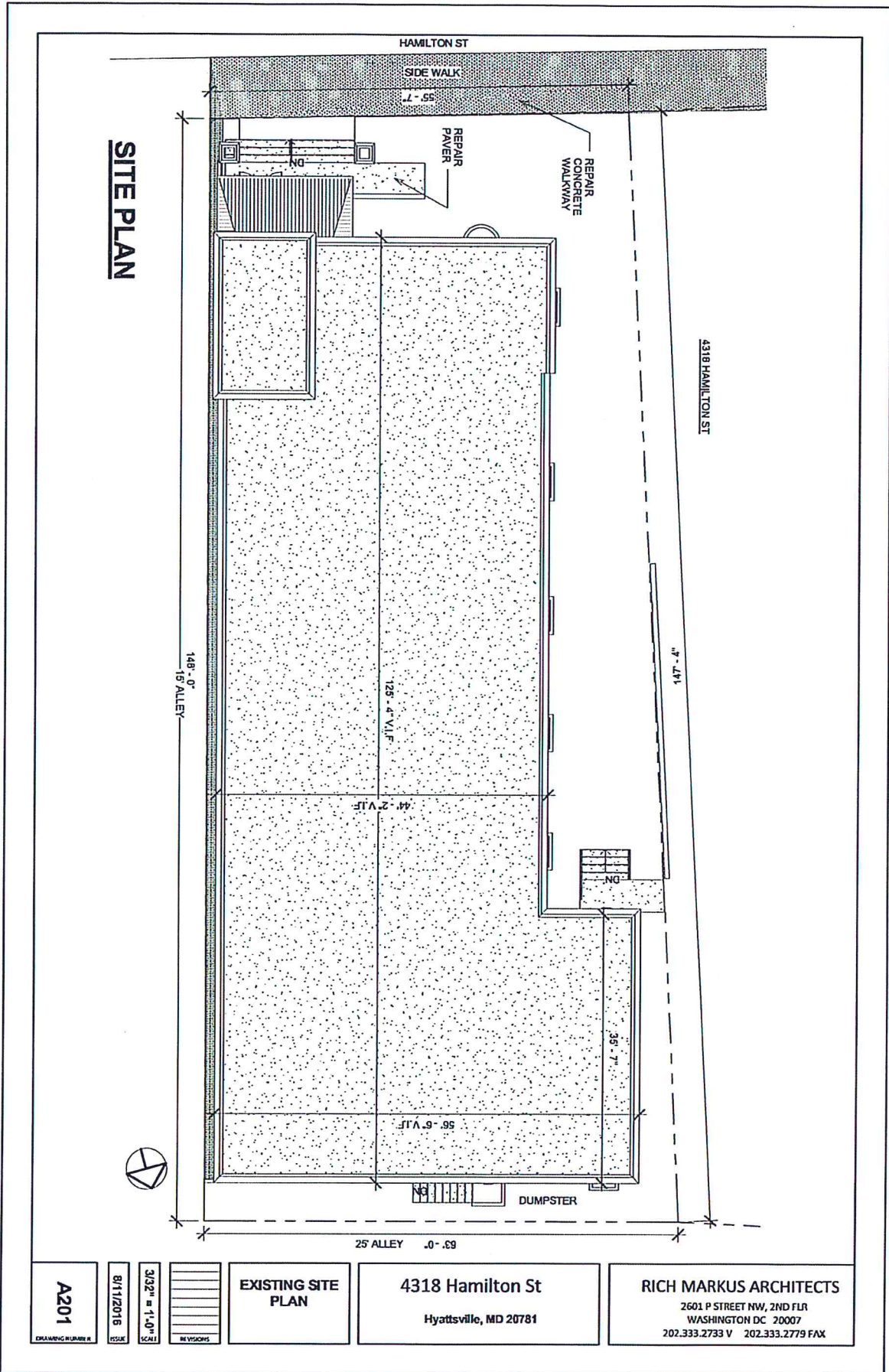
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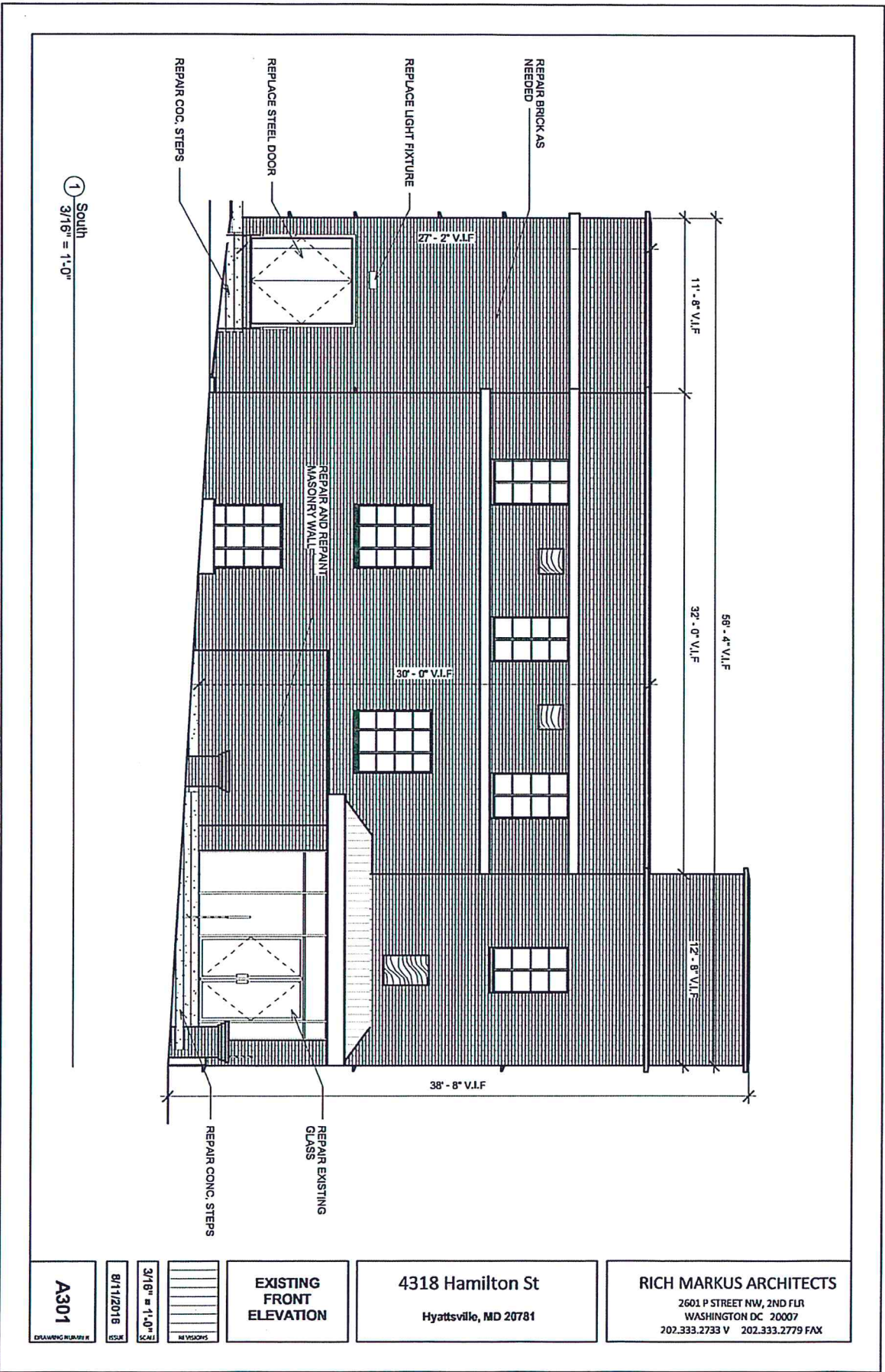
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PHOTOS**

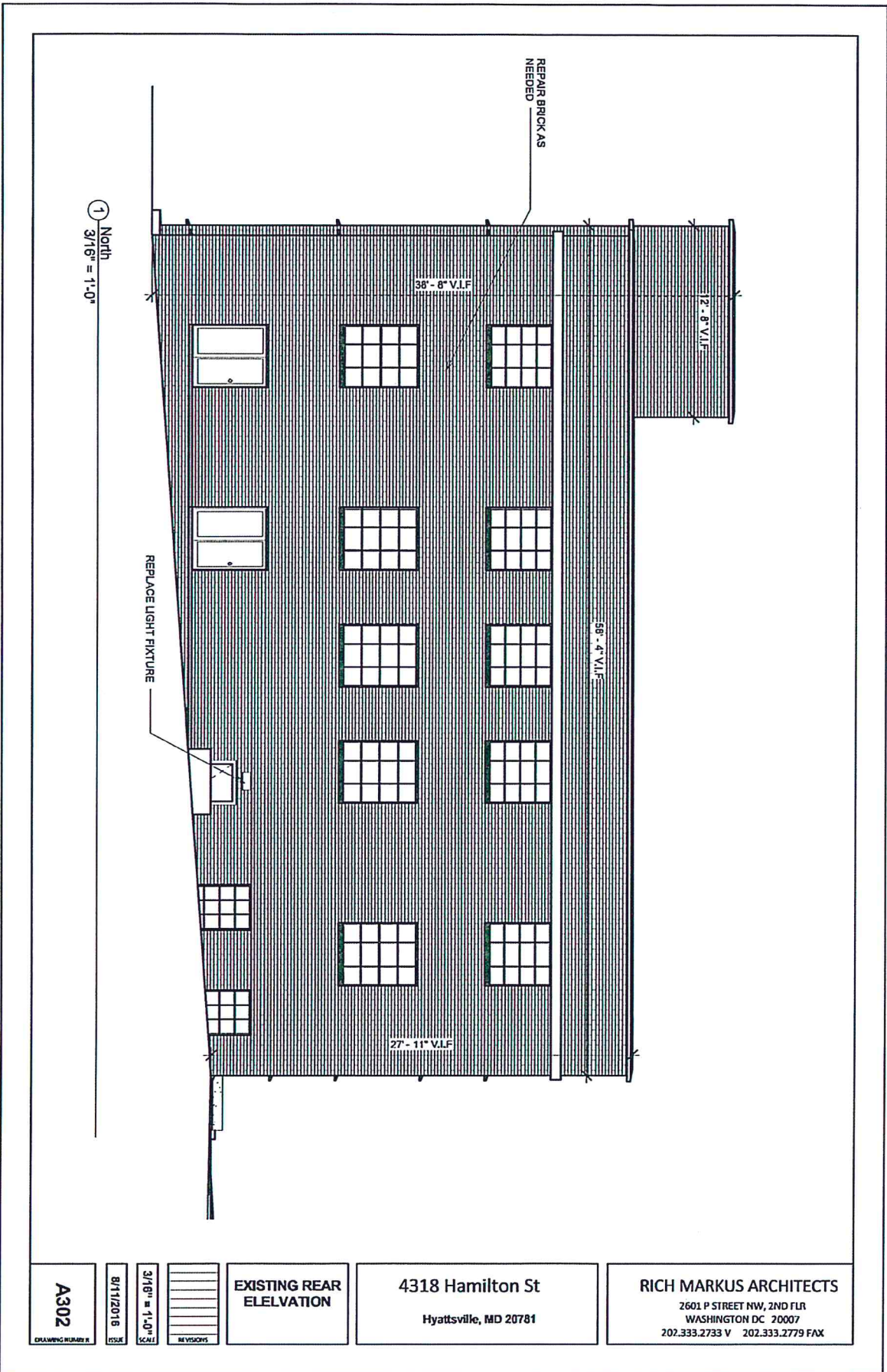
A101	8/11/2016		
	15LJK	SCALE	BY VISORS

4318 Hamilton Scope of Work

- Repaint Exterior Elevations with 3 color scheme as shown in drawings
- Replace All Exterior Lights
- Repair Front and Rear Stairs (remove tile, repair concrete and re-finish)
- Repair Walkway to Offset Entryway on Front (West Side)
- Repair Existing Glass on Front Entry
- Repair and Replace Front Pavers
- Provide New Steel Painted Rails---Front and Rear
- Clean, Paint and Repair Existing Entryway
- Provide New Signage and Numbers (To read 4318 Hamilton)







A302
DRAWING NUMBER

8/11/2016
DATE

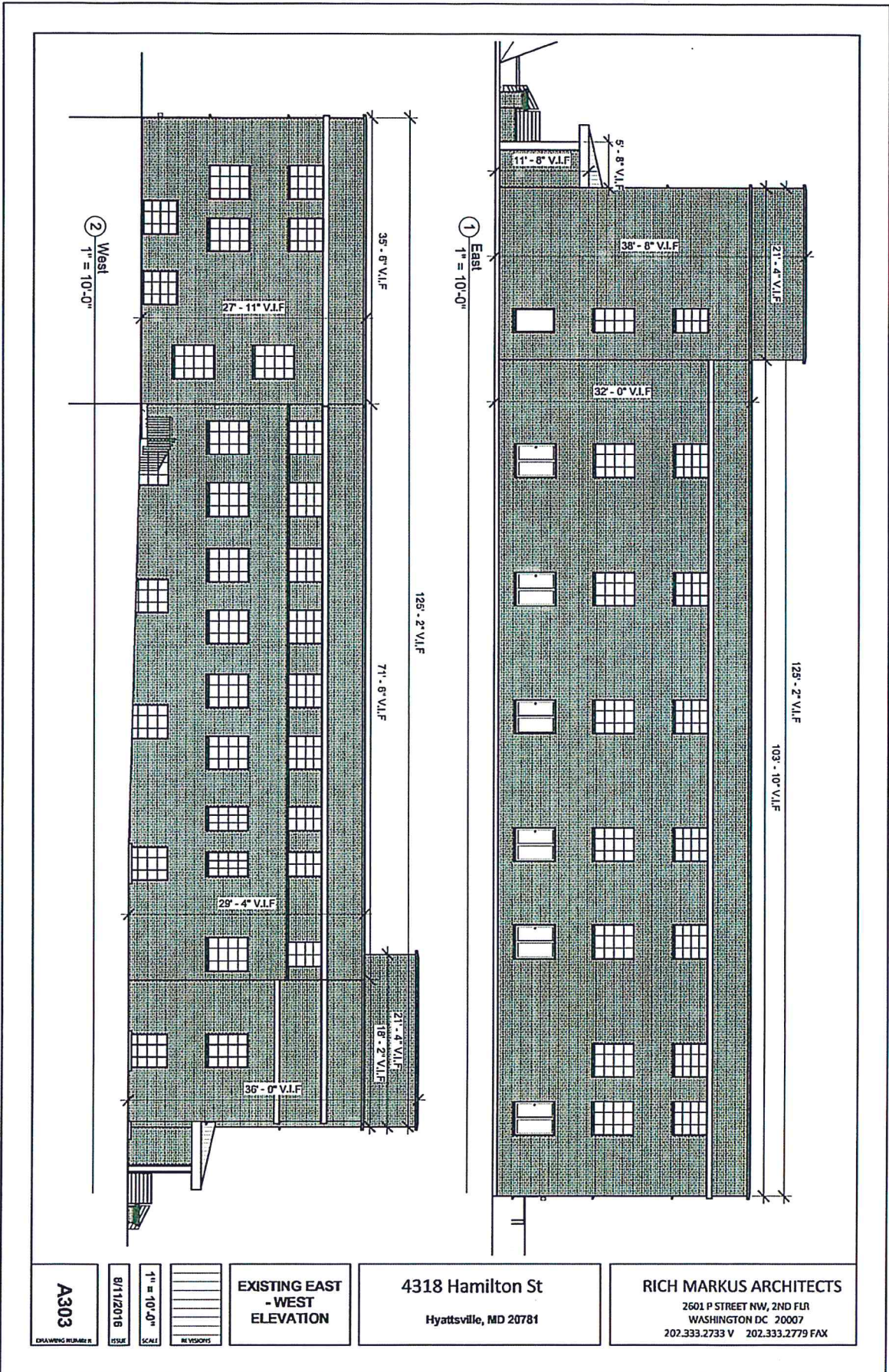
3/16" = 1'-0"
SCALE

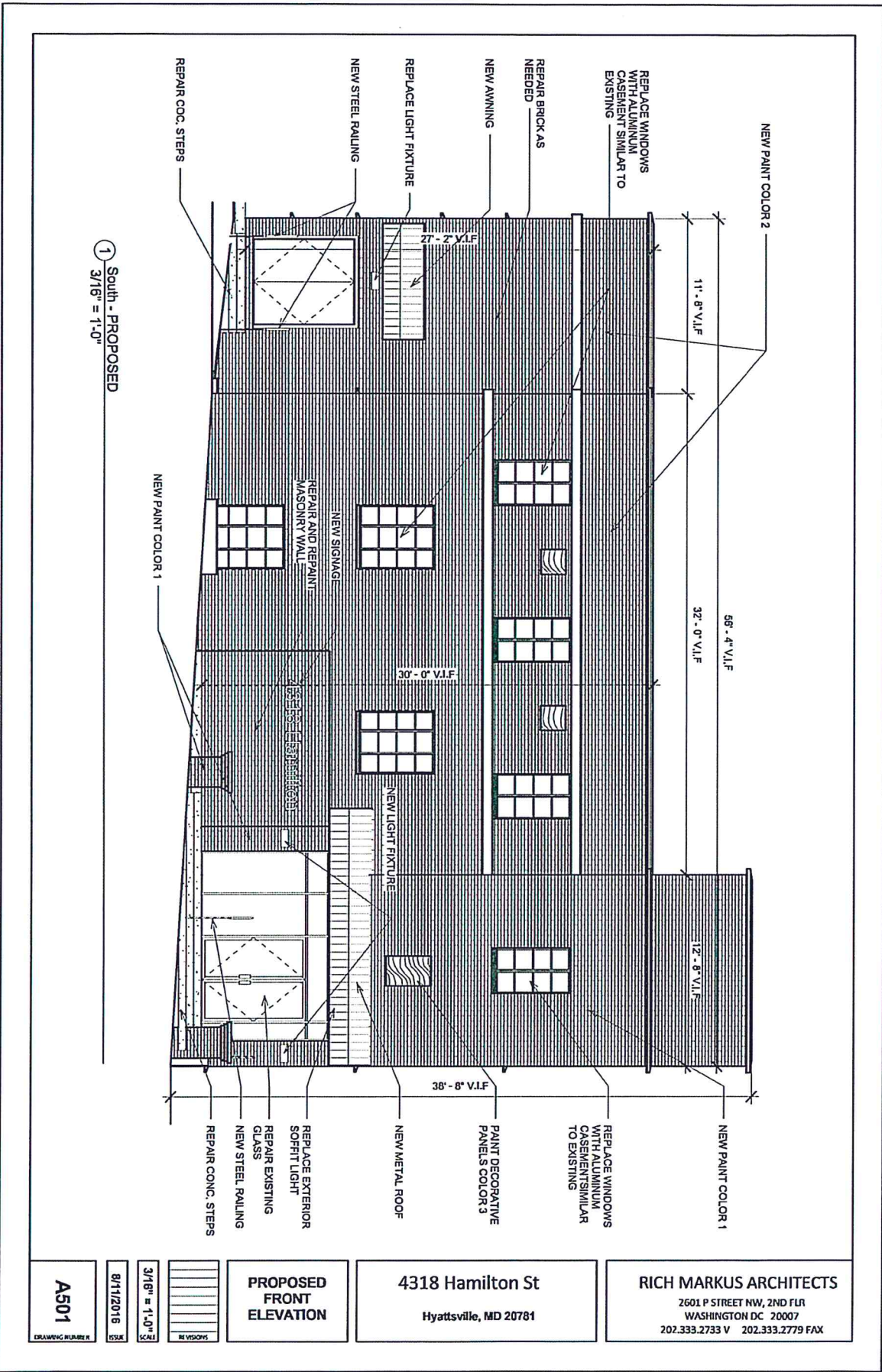
IN VIEWS
BY VISORS

**EXISTING REAR
ELEVATION**

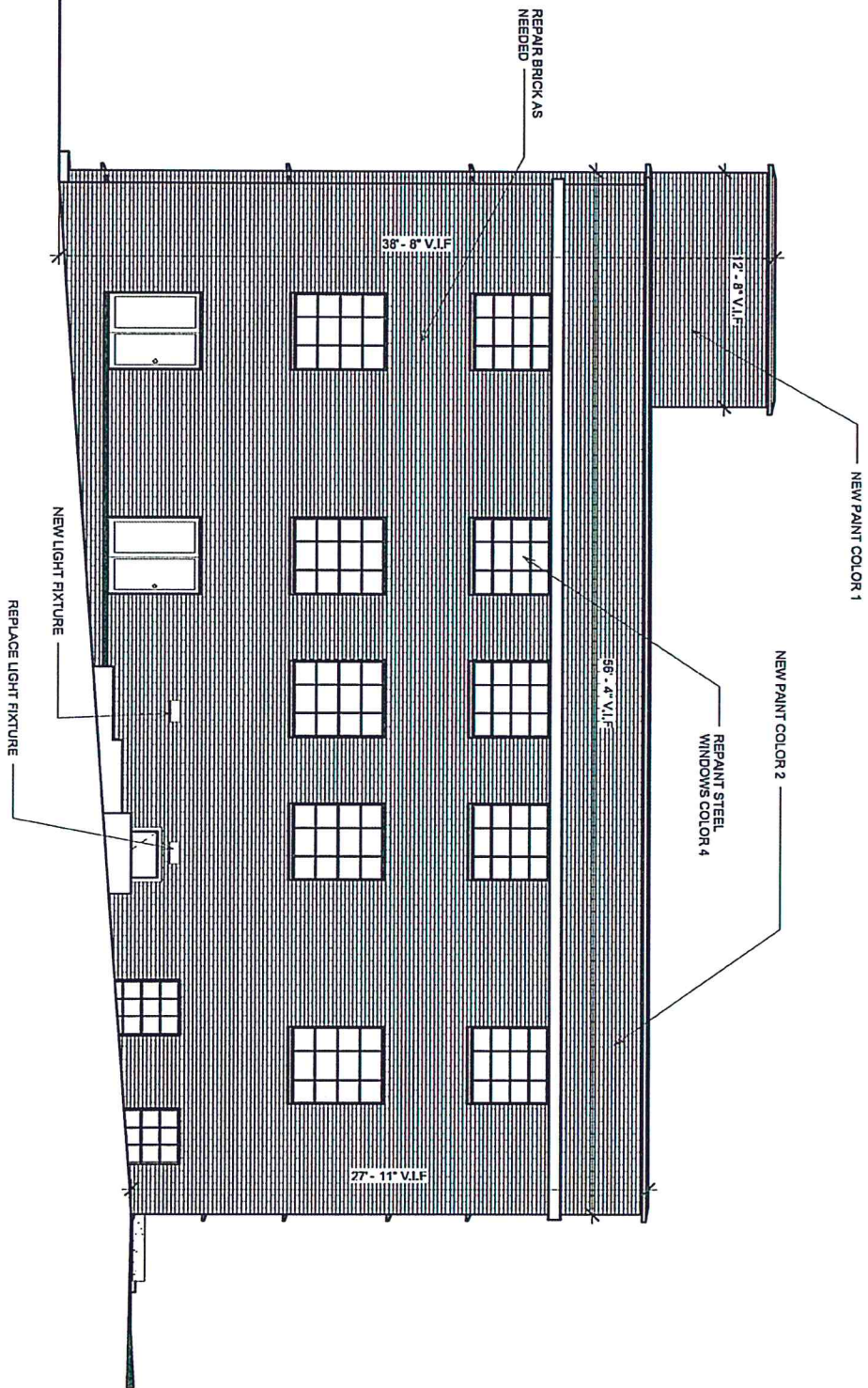
4318 Hamilton St
Hyattsville, MD 20781

RICH MARKUS ARCHITECTS
2601 P STREET NW, 2ND FLR
WASHINGTON DC 20007
202.333.2733 V 202.333.2779 FAX

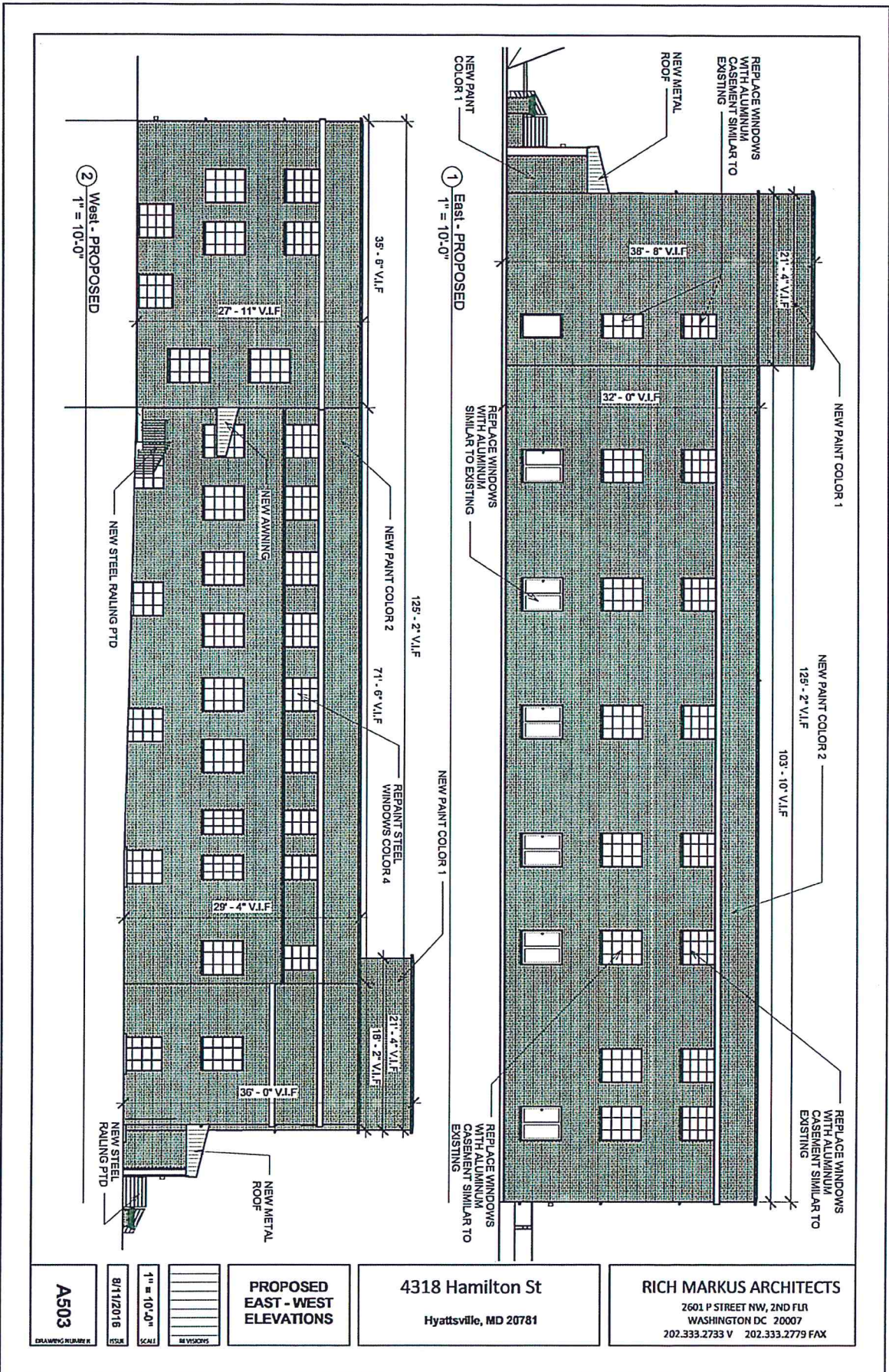




① North - PROPOSED
3/16" = 1'-0"



A502 DRAWING NUMBER	REVISION <table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>						PROPOSED REAR ELEVATION	4318 Hamilton St Hyattsville, MD 20781	RICH MARKUS ARCHITECTS 2601 P STREET NW, 2ND FLR WASHINGTON DC 20007 202.333.2733 V 202.333.2779 FAX
DATE 8/11/2016									





Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Laura Reams

Submitting Department: Legislative

Item Type: Charter Amendment

Agenda Section: Discussion Items (9:20 p.m. – 11:00 p.m.)

SUBJECT

Hyattsville Charter Amendment 2016-01 and Ordinance 2016-02, City Administrator Authority (10 minutes)

Motion

Discussion Only, Scheduled for Action on 11/7/16

Recommendation:

Sponsor(s):

Hollingsworth

ATTACHMENTS

[Charter Amendment 2016-01 Articles V C5-1 and VI - Personnel C6-1 through C6-5 .pdf](#)

[Ordinance 2016-02 Sections changing Head to Director.pdf](#)

[Background Information_Charter Amendment 2016-02.pdf](#)

Summary Background:

On February 2, 2016, the Council adopted Motion # 20-02-16, directing the City Attorney to draft legislation to amend Article II - Administration of Government and Article VI - Personnel to reflect transition of all contracted personnel with the exception of the City Administrator to a pay scale. The motion further directed the City Attorney to amend all references to Department Heads to Department Directors in the Hyattsville City Charter and Code and authorized the Director of Human Resources to develop a transition plan for the movement of all department director who are currently contract personnel (except the City Administrator) to an appropriate pay scale.

Please see attached background information that was included in the February 2, 2016 Council Packet.

Next Steps:

Evergreen Solutions LLC. is currently surveying local municipalities for relevant comparisons and programs for the development of an executive pay scale. The Director of Human Resources and City Administrator will present a recommendation for the transition of department directors currently on contract to become classified employees when Evergreen Solutions has completed their study.

The Charter Amendment and Ordinance will come back to Council as separate actions for First Readings followed by Second Readings/Adoption.

Fiscal Impact:

Staff time as identified, Legal fees for drafting of legislation, consulting fees with Evergreen Solutions, LLC for development of a payscale

City Administrator Comments:

NA

Community Engagement:

N/A

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

Complete

CHARTER AMENDMENT RESOLUTION 2016-01

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HYATTSVILLE, MARYLAND, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (2013 Edition, as amended), to amend the Charter of the said City, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council rename the positions of Department Heads as Department Directors and reclassify all Department Directors positions, except that of the City Administrator, as classified positions subject to the authority of the City Administrator as to hiring, discipline and termination in the same manner as are other classified employees of the City.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Hyattsville, Maryland, in regular session assembled:

Section 1: That Sections C5-1 and C6-1 through C6-5 of the Charter of the City of Hyattsville, Maryland, be amended as follows:

ARTICLE V - Finance

§ C5-1. Appointment of Treasurer; compensation. [Amended 5-5-80 by HR No. 2-80, Amended 5-8-06 by HR No. 2006-04, Amended 1-27-14 by HR 2014-02]

There shall be a Treasurer ~~HIRE~~**appointed** by the City ~~ADMINISTRATOR Council~~ who shall ~~serve at the pleasure of the City Council, unless other written terms are agreed to by the City~~ **BE A DEPARTMENT DIRECTOR**. The Treasurer shall ~~ordinarily~~ report to the City Administrator. His/her compensation shall be determined by the ~~ADMINISTRATOR Council~~. The Treasurer shall be the Chief Financial Officer of the City. The financial powers of the City, except as otherwise provided by this Charter, shall be exercised by the Treasurer under the direction of the City Administrator and the City Council.

ARTICLE VI – Personnel

§ C6-1. Administration. [Added 5-8-06 by HR 2006-05, Amended 3-5-12 by HR 2012-01]

The City Council ~~SHALL~~**may** appoint a City Administrator who shall report directly to the Mayor and to the City Council. ~~In addition to the City Administrator, the City Council may appoint~~ **SHALL HIRE** Department Heads **DIRECTORS PURSUANT TO THE CITY BUDGET APPROPRIATIONS ENACTED BY THE CITY COUNCIL** and Officials, including a Chief of Police, a Director of Public Works, a Director of Recreation and the Arts, Director of Code Enforcement, a Director of Human Resources, a Treasurer and a City Clerk, who shall all serve at the pleasure of the City Council, unless other written terms are agreed to by the City Council. **THE CITY ADMINISTRATOR MAY ALSO HIRE SUCH OTHER OFFICIAL EMPLOYEES AS HE OR SHE DEEMS APPROPRIATE AND AS AUTHORIZED BY THE CITY BUDGET APPROPRIATIONS.** ~~Ordinarily all such~~**ALL** Department Heads **DIRECTORS**, and **OTHER** Officials **IF SO DIRECTED**, shall report to the City

Administrator who shall be their immediate supervisor. However, one (1) individual may also serve as ~~head~~**DIRECTOR** of more than one (1) department if the City Administrator shall so organize and direct. Only the City Administrator, the Mayor and the appointed Department ~~Heads~~**DIRECTORS** and those officials or designees or employees in the chain of command may give direct orders to City employees. The City **COUNCIL** shall have the power to **ORGANIZE, REORGANIZE, DISSOLVE, MERGE OR CREATE DEPARTMENTS AND SYSTEMS OF DEVELOPING SERVICES** ~~employ such officers and employees,~~ or to enter into contracts for services with independent contractors or employees, as the City deems necessary, to execute the powers and duties provided by this Charter or other state law and to operate the City Government.

§ C6-2. City Administrator. [Added 8-6-79 by HR No. 7-79, Amended 5-8-06 by HR 2006-05, Amended 3-5-12 by HR 2012-01, Amended 1-27-14 by HR 2014-01]

A. General powers. The City Council shall appoint a City Administrator, who shall serve at the pleasure of the City Council, unless other written terms are agreed to by the City, and who shall be responsible for the proper administration of all day-to-day affairs of the City, ~~h.~~ **He**/she shall be vested with the powers and authority necessary to perform such duties, except where they may be inconsistent with other provisions of this Charter. The City Administrator shall have general administrative supervision of **ALL OF** the ~~several~~ departments of the City and the authority, through the Department ~~heads~~**DIRECTORS** to direct the proper execution of this Charter, the City Code and such resolutions, regulations and policies as the Council shall adopt. In addition, he/she shall perform such other duties as the Council may lawfully require.

B. Specific duties and responsibilities. The duties and responsibilities of the City Administrator include the following: under the supervision of the Mayor and City Council. He/she, unless otherwise directed, shall:

(1) Organize, direct and supervise the administration of all departments, offices and agencies of the City, ~~including the Police Department, the Department of Public Works, the Treasurer, the Recreation and the Arts Department, the Code Enforcement Department, the Department of Human Resources and the City Clerk, and such departments and agencies which the City Council, from time to time, shall place under his/her supervision.~~

(2) **HIRE, DIRECT, ADVISE, DISCIPLINE AND TERMINATE THE DEPARTMENT DIRECTORS, AS WELL AS** ~~appoint~~ **HIRE** and when he/she deems it necessary and in the best interest of the City, discipline, demote, dismiss, suspend or remove any City employee pursuant to this Charter, the Code and/or the Personnel Regulations of the City. The City Administrator may authorize any Department ~~head~~**DIRECTOR** to exercise these powers with respect to subordinates in his/**HER** department as provided for in the personnel rules of the City. ~~The City Administrator may not demote or dismiss any City Department head or official appointed by the Mayor and/or the City Council without the authorization of the City Council.~~ **THE CITY ADMINISTRATOR SHALL REGULARLY AND PROMPTLY INFORM THE CITY COUNCIL OF THE HIRING, DISCIPLINE OR TERMINATION OF ANY DEPARTMENT DIRECTOR.** [Amended 12-19-83 by HR No. 31-83]

(3) See that all laws, provisions of the City Charter and acts of the City Council are faithfully executed.

- (4) Prepare and submit to the City Council, ordinarily by the first meeting in April of each year and no later than sixty (60) days before the beginning of the fiscal year, a proposed budget for the City, the same to include both revenue and expenditure estimates for the coming fiscal year.
- (5) Attend all public meetings of the City Council and shall have the right to participate in discussion at such meetings.
- (6) Arrange for the taking of minutes of all City Council meetings and keep a full and accurate account of the proceedings of the City Council.
- (7) Undertake such research and make reports and recommendations as the City Council may direct or which he/she may deem desirable and in the best interests of the City of Hyattsville.
- (8) Keep the City Council fully informed as to the financial condition and future needs of the City. He/she shall submit to the City Council an annual report on the finances and administrative activities of the City at the end of each fiscal year.
- (9) Purchase materials, equipment, supplies and services when not in excess of the dollar amount prescribed by the City Council.
- (10) Ascertain that all taxable property within the City is assessed for taxation.
- (11) Collect all taxes, special assessments, license fees, liens and all other revenues, including utility revenues, of the City and all other revenues for whose collection the City is responsible and receive any funds receivable by the City.
- (12) Have custody of all public moneys belonging to or under the control of the City, except as to funds in the control of any set of trustees, and have custody of all bonds and notes of the City.
- (13) Do such other things in relation to the fiscal or financial affairs of the City as the City Council directs.

§ C6-3. City Clerk. [Amended 5-5-80 by HR No. 3-80, Amended 5-8-06 by HR 2006-05]

The Clerk shall serve as Clerk to the Council and shall be **HIRED BY THE CITY ADMINISTRATOR AND SHALL BE** ~~appointed by and serve at the pleasure of the City Council, unless other written terms are agreed to by the City~~ **A DEPARTMENT DIRECTOR.** He/she shall attend all meetings of the Council and keep a full and accurate account of the proceedings of the Council. He/she shall keep such other records and perform such other duties as may be required by this Charter, the Mayor, Council and the City Administrator, including maintaining an updated Charter, Personnel Manual, City Code and maintaining City public documents.

§ C6-4. City Attorney. [Amended 5-8-06 by HR 2006-05]

Within sixty (60) days after the Mayor and Council just elected are ~~[qualified]~~ sworn in the City Attorney's position shall be subject to review by the City Council for appointment or reappointment. [Amended 3-17-03 by HR 2003-09]

The Mayor, with the approval of the Council, may appoint a City Attorney who shall serve at the pleasure of the Mayor and the City Council. The City Attorney shall be a member of the bar of the Maryland Court of Appeals. The City Attorney shall be the legal adviser of the City and shall

perform such duties in this connection as may be required by the Council or the Mayor. His/her compensation shall be determined by the Council. The City shall have the power to employ such legal consultants as it deems necessary from time to time.

§ C6-5. Civil service. [Amended 1-21-92 by HR No. 3-91, Amended 5-8-06 by HR 2006-05]

The civil service of the City shall be divided into the unclassified and classified service.

A. Unclassified service. Employees in the unclassified service shall serve at the pleasure of the City Council or their designee and shall comprise the following offices and positions:

- (1) The Mayor, the Council members and persons appointed to fill vacancies in these positions.
- (2) Members of all Boards, Commissions and Committees created and appointed by the City Council to advise the City Council or staff and/or to perform a specific function.
- (3) The City Attorney, Auditor and Engineer and such other independent contractors that provide ongoing services to the City pursuant to a contract with, or appointment by, the City.
- (4) The City Administrator, ~~the City Clerk, the Treasurer and the heads of all departments including the Chief of Police, the Director of Public Works, the Director of Code Enforcement, and the Director of Recreation and the Arts.~~
- (5) Board of Election Supervisors.
- (6) Other positions as designated by the City Council.

B. Classified service. The classified service shall comprise **ALL** those permanent employment positions designated by the City Council as classified **INCLUDING THE DEPARTMENT DIRECTORS**. After the probationary period employees included in the classified service shall ordinarily be dismissed only for cause or for general governmental reasons, including but not limited to budget enactments or the organization or reorganization of City services, as determined in the discretion of the City Council.

Section 2: That the date of the adoption of this Resolution is _____, and that the amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall be and become effective on [50 days], unless a proper petition for a referendum hereon shall be filed by [40 days], and a fair summary of the Amendment shall be published in a newspaper having general circulation in the City not less than four (4) times at weekly intervals by [40 days].

Section 3: That as soon as the Charter Amendment hereby enacted becomes effective, either as herein provided or following a referendum, the Clerk shall send separately to the Department of Legislative Services, the following information concerning the Charter Amendment: (1) the complete text of this Resolution; (2) the date of referendum election, if any, held with respect thereto; (3) the number of votes cast for and against this Resolution by the Mayor and City Council of the City of Hyattsville or in a referendum; and (4) the effective date of the Charter Amendment.

Section 4: That the Clerk be, and he/she is specifically enjoined and instructed to carry out the provisions of Sections 2 and 3, and as evidence of compliance herewith the said Clerk shall cause to be affixed to the Minutes of this meeting (1) an appropriate certificate of

publication of the newspaper in which the fair summary of the Amendment shall have been published; and (2) records of mailing referred to in Section 3, and shall further complete and execute a Certificate of Compliance.

INTRODUCED by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on _____, 2016, at which meeting copies were available to the public for inspection.

ADOPTED by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on _____, 2016, at which meeting copies were available to the public for inspection.

Adopted: _____

Attest: _____

Mayor

[] indicate deletions

CAPS/**BOLD** indicate additions

**CITY OF HYATTSVILLE
ORDINANCE 2016-02**

An Ordinance whereby the City Council updates the City Code to conform to a Charter Amendment that restructures the City's chain of command so that Department Directors are classified employees subject to the direct supervision of the City Administrator as to hiring, discipline and termination.

WHEREAS, Maryland Annotated Code, The Local Government Article, Section 5-202 grants to municipal corporations of the State of Maryland, including the City of Hyattsville, the power to protect the health, comfort and convenience of their citizens; and

WHEREAS, the Mayor and City Council deem it in the best interest of its citizens to update the Code to conform to current usage of the term Department Directors and to conform all Code references to reflect a restructuring of the City Department Heads so that they are classified employees rather than employees serving at the pleasure of the City Council and making other technical changes to reflect current departments.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Hyattsville in regular session assembled that sections 4-6(A), 4-7(A), 10-1, 10-10, 30-1.1, 48-6, 65-16(E), 65-22.1(C), 65-26(D), 68-5(A), 90-1, 90-2, 90-33, 90-6, 114-8(B), 114-49(A) and 114-73(a) of the Hyattsville Code are hereby amended to read as follows:

**Chapter 4
ADMINISTRATION OF GOVERNMENT**

* * *

§ 4-6. Department of Public Works.

- A. Director of Public Works. The Director of Public Works shall be ~~hired by the Mayor and Council~~ **HIRED BY THE CITY ADMINISTRATOR, SHALL BE A DEPARTMENT DIRECTOR** and shall attend all regular meetings of the City Council and committee meetings when called upon to attend.
- B. Duty hours. The regular duty hours of the Director shall be the same as those of the Department's labor force.
- C. Prerequisite for employment; exception. To be eligible for appointment or for temporary employment on the Department labor force, an applicant must pass a physical examination by competent medical authority, showing the applicant's ability to perform sustained and arduous work, provided that in lieu of such examination, the ~~CITY Director~~ may hire ~~men~~ **EMPLOYEES** on the Department labor force based on their previous experience and ability and personal interview.

D. Duty hours for labor force. The Department labor force shall operate on a forty-hours-a week basis, and the time for coming to work and the number of hours' work per day shall be **DETERMINED** ~~controlled~~ by the Director under the direction of the Mayor.

§ 4-7. Department of Human Resources. [Added 3-5-12 by HO-46-03-12]

A. Position. The Director of Human Resources shall be hired by the **CITY ADMINISTRATOR, SHALL BE A** ~~Mayor and Council~~ **DEPARTMENT DIRECTOR** and shall attend all regular meetings of the City Council and Committee meetings when called upon to attend.

Chapter 10

CODE OF ETHICS

* * *

§ 10-1. Applicability.

Except as provided in § 10-9, the provisions of this chapter shall apply to the Mayor, City Council members, City Administrator, Treasurer, Clerk, Department head **DIRECTORS**, members of City boards and commissions, all City employees, candidates for elective City office and persons lobbying under section 10-11 before City officials, boards or commissions.

* * *

§ 10-10. Filing of Financial Disclosure Statements by Non-Elected Officials.

A. All officials, including, but not limited to the Administrator, Treasurer, Clerk, Department head **DIRECTORS** and any appointed official on a board with decision-making authority, such as the election supervisors and the members of the Ethics Commission shall:

1. File a financial disclosure statement when the personal interest of the official will present a potential conflict with the public interest in connection with an anticipated public action of the local official. The content of the financial disclosure statement shall be limited to the areas of potential conflict and shall be filed no less than seven days in advance of the action to allow for adequate public disclosure.
2. File a financial disclosure statement by April 30 of each year to report on gifts received by the local official disclosing gifts during the preceding calendar year from any person that contracts with or is regulated by the City of Hyattsville, including the name of the donor of the gift and the approximate retail value at the time of receipt.

B. The Commission shall maintain all disclosure statements filed under this section as public records available for public inspection and copying as provided in § 10-12 of this chapter.

Chapter 30

POLICE DEPARTMENT

* * *

§ 30-1.1 Police Officers; Powers and Duties. [Added on 11-16-98 by HB 98-03]

A. The Chief of Police is the commanding officer and administrative head **DIRECTOR** of the Police Department. By virtue of authority vested in him, he shall issue from time to time orders

setting forth the authority, responsibilities and duties of various ranks and positions established within the Department.

B. Members of the Department shall exercise full police authority under the Annotated Code of Maryland on all land, water and air within the territorial limits of the City.

C. The Chief of Police shall be responsible for the preservation of the peace, the maintenance of order, the prevention and detection of crime and the enforcement, within the City, of all laws, regulations and ordinances over which the police department has jurisdiction.

D. The Chief of Police shall ensure that members of the force properly perform their police duties, that their rules and regulations of the Department are strictly enforced and that discipline in the Department is rigidly maintained.

Chapter 48

BUSINESS LICENSES

* * *

§ 48-6. Appeals; fee. [Amended 4-5-04 by HO-2004-08, Amended 4-21-14 by HO 2014-03]

A. Any persons aggrieved by an action of a Code Enforcement Officer under this Chapter may appeal such an action by filing a fifty dollar (\$50.00) appeal fee and a written notice thereof with the head of Code Enforcement within fifteen (15) calendar days of the action complained of. The head of the Code Enforcement shall promptly schedule a conference with the Appellant and any other party the head of Code Enforcement may choose. After such conference, the head of Code Enforcement shall promptly issue a written opinion to the Appellant.

B. In the event the Appellant is dissatisfied with the opinion of the head of Code Enforcement, the Appellant may further appeal the finding of the head of Code Enforcement to the City Administrator by filing a written appeal along with payment of the proper appeal fee in the amount established by the Mayor and City Council. Any such appeal must be filed with the City Administrator within fifteen (15) calendar days of the written opinion of the head of Code Enforcement. Within fifteen (15) days of such filing, a hearing shall be conducted before the City Administrator or his or her designee(s). The hearing shall be open to the public, records and minutes shall be maintained and the person aggrieved and ~~the Code Enforcement Department~~ shall be given an opportunity to present evidence. The person(s) hearing the appeal shall, within ten (10) days, either reverse, modify or affirm the action complained of and cause a written copy of the decision to be sent to the person aggrieved. This decision shall be final.

C. An appeal shall not operate to stay any of the provisions or requirements of this Chapter unless the head of Code Enforcement or City Administrator as applicable shall otherwise order.

Chapter 65

HEALTH AND SANITATION

* * *

§ 65-16. Use of special refuse containers. [Amended 12-19-83 by HB 15-83; 5-5-86 by HB 5-86; 6-1-98 by HR 98-03, 1-3-2000 by HB 99-05, Amended 4-16-07 by HO-2007-06; Amended 12-14-09 by HO-2009-10]

* * *

E. Appeals.

(1) Any person aggrieved by any action of the City under this Article except for the issuance of a municipal infraction citation, may appeal such action by filing a written notice thereof with the Head of Code Enforcement within ten (10) days of the action complained of. The Head of Code Enforcement or his/her designee shall promptly schedule a conference with the appellant and any other person the Head of Code Enforcement may choose. After such conference the Head of Code Enforcement shall promptly issue a written opinion to the appellant. The decision shall be based upon the factors in subsection B (3) above.

(2) In the event the appellant is dissatisfied with the opinion of the Head of Code Enforcement the appellant may further appeal the finding of the Head of Code Enforcement to the City Administrator by filing a written appeal. Any such appeal must be filed with the City Administrator within ten (10) calendar days of the written opinion of the Head of Code Enforcement.

(3) Any appeal, whether to the Head of Code Enforcement or to the City Administrator, shall not operate to stay any of the provisions or requirements of this chapter unless the Head of Code Enforcement or City Administrator shall otherwise order.

(4) The City Administrator or his/her designee shall conduct a hearing as soon as possible. The hearing shall be open to the public and records and minutes shall be maintained and the person aggrieved and ~~the code enforcement department~~ shall be given an opportunity to present evidence.

(5) The Hearing Officer shall within ten (10) days either reverse modify or affirm the action complained of and cause a written copy of the decision to be sent to the person aggrieved. Any decision shall be based upon the factors outlined in subsection b (3) above. The decision of the Hearing Officer shall be final.

* * *

§ 65-22.1. Commercial and Industrial Properties. [Amended 2-17-04 by HO-2004-01; 2007-05; Amended 4-16-07 by HO-2007-05]

* * *

C. Appeals.

(1) Any person aggrieved by any action of the City under this Article except for the issuance of a municipal infraction citation, may appeal such action by filing a written notice thereof with the Head of Code Enforcement within ten (10) days of the action complained of. The Head of Code Enforcement or his/her designee shall promptly schedule a conference with the appellant and any other person the Head of Code Enforcement may choose. After such conference the Head of Code Enforcement shall promptly issue a written opinion to the appellant. The decision shall be based upon the factors outlined in subsection B (4)(b) above.

(2) In the event the appellant is dissatisfied with the opinion of the Head of Code Enforcement the appellant may further appeal the finding of the Head of Code Enforcement to the City Administrator by filing a written appeal. Any such appeal must be filed with the City Administrator within ten (10) calendar days of the written opinion of the Head of Code Enforcement.

(3) Any appeal, whether to the Head of Code Enforcement or to the City Administrator, shall not operate to stay any of the provisions or requirements of this chapter unless the Head of Code Enforcement or City Administrator shall otherwise order.

(4) The City Administrator or his/her designee (the hearing officer) shall conduct a hearing as soon as possible. The hearing shall be open to the public and records and minutes shall be maintained and the person aggrieved and ~~the code enforcement department~~ shall be given an opportunity to present evidence.

(5) The hearing officer shall within ten (10) days either reverse modify or affirm the action complained of and cause a written copy of the decision to be sent to the person aggrieved. Any decision shall be based upon the factors outlined in subsection b (4) (b) above. The decision of the hearing officer shall be final.

* * *

§ 65-26. Procedure for abatement of violation. [Amended 7-20-70; 6-28-76, and 11-4-91 by HB No. 6-91, Amended 3-3-08 by HO-2008-04, Amended 4-7-08 by HO-2008-05, Amended 12-14-09 by HO-2009-10]

* * *

D. If the City of Hyattsville shall have the work performed or shall employ persons to perform said work and if the cost thereof as so assessed shall not be paid within thirty (30) days after a request for payment has been given to the owner or occupant of the property; such cost, as contained in a statement provided to the Treasurer by the ~~h~~Head of Code Enforcement, showing the cost and expense incurred for the work, the date the work was done and the location of the property on which said work was done, shall be charged to the owner of such property by issuance of a supplemental tax bill. Such tax bill shall constitute a lien on such property and shall be collected in such manner as the City may establish.

Chapter 68

HOUSING STANDARDS

* * *

§ 68-5. Appeals. [Amended 5-3-05 by HR 05-06]

A. Any person affected by any notice or order which has been issued in connection with the enforcement of any provision of this chapter may request and shall be granted a hearing on the matter before the ~~h~~Head of ~~e~~Code ~~e~~Enforcement or his/her designee, or the ~~head of the public works department~~**DIRECTOR OF THE PUBLIC WORKS DEPARTMENT** when appropriate, who shall in either case be the hearing officer. Provided, however that such person requesting the hearing (the “appellant”) must file in the office of the City Administrator a signed written notice of appeal, requesting a hearing and setting forth a brief statement of the reasons therefore, within ten (10) days after service of a notice or order.

Chapter 90

PEDDLING AND SOLICITING

* * *

§ 90-1. Definitions. [Amended 09-15-08 by HO-2008-08]

When used in this Chapter, the following words, terms, and phrases, and their derivations, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

* * *

Pushcart means any wheeled vehicle approved by the Department of Code Enforcement in accordance with this Chapter, designed for carrying property and for being pushed by a person without the assistance of a motor or motor vehicle.

* * *

§ 90-2. License Required. [Amended 09-15-08 by HO-2008-08]

It shall be unlawful for any person to engage in vending unless the person has first obtained a license from the Department of Code Enforcement. All licenses shall be issued according to regulations established by the Department.

* * *

§ 90-33. Claims of Exemption.

Any person claiming to be legally exempt from the regulations set forth in this ordinance, or from the payment of a permit fee, shall cite to the department the statute or other legal authority under which exemption is claimed and shall present proof of qualification for such exemption.

Chapter 96

LICENSING OF RENTAL UNITS

* * *

§ 96-6. Appeals procedure. [Amended by HO-2006-03, 4-24-06; Amended 4-24-06 by HO-2006-03]

A. Any persons aggrieved by an action of a Code Enforcement Officer under this chapter may appeal such an action by filing a written notice thereof with the Head of Code Enforcement within fifteen (15) calendar days of the action complained of. The Head of the Code Enforcement shall promptly schedule a conference with the appellant and any other party the Head of Code Enforcement may choose. After such conference the Head of Code Enforcement shall promptly issue a written opinion to the appellant.

B. In the event the appellant is dissatisfied with the opinion of the Head of Code Enforcement, the appellant may further appeal the finding of the Head of Code Enforcement to the City Administrator and Mayor by filing a written appeal along with payment of the proper appeal fee in the amount established by the Mayor and City Council. Any such appeal must be filed with the City Administrator within fifteen (15) calendar days of the written opinion of the Head of Code Enforcement. Within fifteen (15) days of such filing, a hearing shall be conducted before such person(s) as the City Administrator and Mayor designate for such purpose. The hearing shall be open to the public, records and minutes shall be maintained and the person aggrieved and the Code Enforcement Department shall be given an opportunity to present evidence. The person(s) hearing the appeal shall, within ten (10) days, either reverse, modify or affirm the

action complained of and cause a written copy of their decision to be sent to the person aggrieved. This decision shall be final.

C. An appeal shall not operate to stay any of the provisions or requirements of this chapter unless the Head of Code Enforcement or City Administrator as applicable shall otherwise order.

Chapter 114

VEHICLES AND TRAFFIC

* * *

§ 114-8. Traffic calming devices. [Added 8-1-94 by HB No. 8-94, Amended 2-21-95 by HB No. 8-94, 2-21-95 by HB No. 01-95, Amended on 3-27-11 by HO-2011-01]

B. REQUEST FOR TRAFFIC CALMING DEVICE INSTALLATION.

* * *

(3) The City Clerk will validate petitions submitted to the City Administrator to determine that said petitions are in compliance with applicable provision of this Article. The City Clerk shall inform the City Council, petitioners, the City Administrator, Director of Public Works and the Police Chief, as to whether the petition complies with this Article. If the petition is in compliance, the ~~CITY department heads~~ will ~~jointly~~ undertake to assess the location of the request and determine if a traffic calming device is in the interests of both best traffic engineering practice and public safety; and the Mayor who will schedule a public hearing in accordance with subsection C, below.

(4) The City Clerk shall develop and distribute a standardized “request for traffic calming device” petition form sufficient for use in accordance with this subsection.

* * *

§ 114-49. Notification of right to stand trial; maximum fine. [Amended 3-5-14 by HO 2014-02]

A. Notification of right of trial. Upon notification or attachment to the vehicle of said notice of violation, said notice shall notify the defendant that if he/she desires to stand trial he/she may notify the Hyattsville Police Department or other designated City department **OR AGENCY** at least five (5) days prior to the payment date set forth in the citation, and said department will obtain a trial date within fifteen (15) days of the date of notification by the defendant of his desire to stand trial. Further, said notice shall notify the defendant of the right to stand trial.

* * *

§ 114-73. Violations and penalties. [Amended 10-4-04 by Ord. 2004-14, Amended 3-5-14 by HO 2014-02]

A. Election. Unless a separate procedure is provided for in this Chapter, the following procedures apply to violations of this chapter:

(1) Election by person receiving citation.

(a) Within fifteen (15) days after the date of the citation, the person receiving a citation under this chapter shall:

(i) Pay the amount indicated on the violation directly to the city police department; or

(ii) Choose to stand trial for the violation.

(b) A choice to stand trial shall be made by sending a notice of intention to stand for trial to the City police department **OR OTHER DESIGNATED CITY DEPARTMENT OR AGENCY** within fifteen (15) days after the date on the citation.

(c) Upon the failure of the person cited to elect within fifteen (15) days after the date of the citation, the fine for the violation shall double.

(d) Upon the failure of the person to act within thirty (30) days after the date of the citation, the fine for the violation shall double again.

* * *

AND BE IT FURTHER ORDAINED that if any provision of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable;

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect twenty (20) days from the date of its adoption;

AND BE IT FURTHER ORDAINED that a fair summary of this ordinance shall forthwith be published twice in a newspaper having general circulation in the City and otherwise be made available to the public.

INTRODUCED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on _____, 2016.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on _____, 2016.

Adopted: _____

Attest: _____

Mayor

[] indicate deletions

CAPS/**BOLD** indicate additions

Asterisks * * * Indicate matter retained in existing law but omitted herein



Action Items: MOTION #20-02-16 Amend Article II – Administration of Government and Article VI (Contract Personnel)

SUBJECT: Amend Article II – Administration of Government and Article VI (Contract Personnel)

SECTION: Action Items

RECOMMENDED ACTION:

Motion #20-02-16

I move that the Mayor and Council direct the City Attorney to draft legislation to amend Article II - Administration of Government and Article VI - Personnel to reflect transition of all contracted personnel with the exception of the City Administrator to a pay scale. I further direct the City Attorney to draft legislation to amend all references to Department Heads to Department Directors in the Hyattsville City Charter and Code and authorize the Director of Human Resources to develop a transition plan for movement of all contract personnel (except the City Administrator) to an appropriate pay scale.

BACKGROUND:

Please see attached motion submitted by Mayor Hollingsworth and staff memo. This item was discussed during the Council Meeting of January 19, 2016.

NEXT STEPS:

Upon Council approval, the City Attorney will draft a Charter Amendment/Ordinance per the motion. The Charter Amendment/Ordinance will come back to Council for approval at a later date.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Please see attached motion submitted by Mayor Hollingsworth.

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations

FISCAL IMPACT:

Staff time as identified. Legal fees for review of charter amendments up to 10 hours (\$1,450.00). Possible consulting fees for the development of a payscale: TBD.



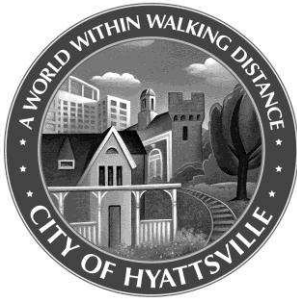
Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/1/2016 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Hollingsworth
DOC ID: (ID # 1423)

9.2

**Action Items: MOTION #20-02-16 Amend Article II – Administration of Government and Article VI
(Contract Personnel)**


Tracey Nicholson, City Administrator 1/28/2016



Council Agenda Form

MOTION # 20-02-16		DRAFT #
DATE SUBMITTED: August 31, 2015	DATE TO GO BEFORE COUNCIL: 1/19/2016 (Discussion), 2/1/16 (Action)	
SUBMITTED BY: Hollingsworth		
DEPARTMENT: Human Resources, Legislative		

TITLE OF MOTION: Amend Article II – Administration of Government and Article VI - Personnel and Authorize Development of Transition Procedures for Contract Personnel

RECOMMENDATION:

I move that the Mayor and Council amend Article II – Administration of Government as follows:

ADDITIONS

~~Deletions~~

§ 4-6. Department of Public Works.

A. Director of Public Works. The Director of Public Works shall be hired by the Mayor and Council and shall attend all regular meetings of the City Council and committee meetings when called upon to attend.

B. Duty hours. The regular duty hours of the Director shall be the same as those of the Department's labor force.

C. Prerequisite for employment; exception. To be eligible for appointment or for temporary employment on the Department labor force, an applicant must pass a physical examination by competent medical authority, showing the applicant's ability to perform sustained and arduous work, provided that in lieu of such examination, the Director may hire men on the Department labor force based on their previous experience and ability and personal interview.

D. Duty hours for labor force. The Department labor force shall operate on a forty-hours-a week basis, and the time for coming to work and the number of hours' work per day shall be controlled by the Director under the direction of the ~~Mayor~~ **CITY ADMINISTRATOR**.

I move that the Mayor and Council amend Article VI – Personnel as follows:

ADDITIONS

~~Deletions~~

§ C6-1 – Administration

The City Council may appoint a City Administrator who shall report directly to the Mayor and to the City Council. ~~In addition to the City Administrator, the City Council may appoint Department Heads and Officials, including a Chief of Police, Director of Public Works, Director of Recreation and the Arts, Director of Code Enforcement, a Director of Human Resources, Treasurer and a City Clerk, who shall all serve at the pleasure of the City Council, unless other written terms are agreed to by the City Council.~~ Ordinarily all such Department **DIRECTORS** ~~Heads and Officials~~ shall report to the City Administrator who shall be their immediate supervisor. However, one (1) individual may also serve as head of more than one (1) department if the City Administrator shall so organize and direct. Only the City Administrator, the Mayor and the appointed Department **DIRECTORS** ~~Heads~~ and those officials or designees or employees in the chain of command may give direct orders to

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City employees. The City **ADMINISTRATOR** shall have the power to employ such officers and employees, or to enter into contracts for services with independent contractors or employees, as the City **ADMINISTRATOR** deems necessary, to execute the powers and duties provided by this Charter or other state law and to operate the City Government.

§ C6-5. Civil service. [Amended 1-21-92 by HR No. 3-91, Amended 5-8-06 by HR 2006-05]

The civil service of the City shall be divided into the unclassified and classified service.

A. Unclassified service. Employees in the unclassified service shall serve at the pleasure of the City Council or their designee and shall comprise the following offices and positions:

- (1) The Mayor, the Council members and persons appointed to fill vacancies in these positions.
- (2) Members of all Boards, Commissions and Committees created and appointed by the City Council to advise the City Council or staff and/or to perform a specific function.
- (3) The City Attorney, Auditor and Engineer and such other independent contractors that provide ongoing services to the City pursuant to a contract with, or appointment by, the City.
- (4) The City Administrator, ~~the City Clerk, the Treasurer and the heads of all departments including the Chief of Police, the Director of Public Works, the Director of Code Enforcement, and the Director of Recreation and the Arts.~~
- (5) Board of Election Supervisors.
- (6) Other positions as designated by the City Council.

I further move that the Mayor and Council amend all references to Department Heads to Department Directors in the Hyattsville City Charter and Code.

I further move that the Mayor and Council authorize the Director of Human Resources to develop a transition plan for movement of all contract personnel (except the City Administrator) to an appropriate pay scale.

BACKGROUND:

The Mayor and Council currently have responsibility for the hiring and firing of the City Administrator and all department directors through employment contracts ratified by the Mayor and Council. This revision gives the Mayor and City Council responsibility for the hiring and firing of only one (1) employee, the City Administrator. The City Administrator will have sole day-to-day responsibility and accountability of all employees and the administration of City government.

Since all department directors (except one) are under employment contracts with varying terms. The Director of Human Resources will be required to establish a pay scale for executive level employees and propose a plan to transition existing contract personnel to appropriate pay grades. This function may be done in consultation with an outside firm.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Charter amendments require review by the City Attorney. The Director of Human Resources will be required to devote time to developing and implementing a transition plan.

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT: (must be approved by City Administrator):

Staff supports the recommendation.

Tracey E. Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

Goal 4: Foster Excellence in All City Operations

SUPPORTING DOCUMENTATION: N/A

CURRENT YEAR BUDGET IMPACT: Staff time as identified. Legal fees for review of charter amendments up to 10 hours (\$1,450.00). Possible consulting fees for the development of a payscale: TBD.



City of Hyattsville

Memo

To: Mayor and Council
 From: Vivian Snellman, Director Human Resources
 Thru: Tracey Nicholson, City Administrator
 Date: January 13, 2016
 Re: Contract Personnel Transition

The City Attorney, City Administrator, and Human Resource Director evaluated the Mayor's request to transition the department heads (excluding the Director of Public Works (DPW)) from "contract"/unclassified employees to the status of "classified" employees. The department heads and the City Administrator are currently under employment contracts which are renewable at various intervals. The DPW Director at time of hire requested to be hired in a "classified" status and was approved as such. All other City employees are "classified" employees.

Employees operating under a "classified" status are not required to renegotiate contracts, terms and conditions, or compensation annually or as dictated by contract terms. They are placed in an appropriate pay grade and corresponding salary range and are considered for step increases annually. This status usually gives "classified" employees additional protections such as perceived job security and the option to grieve personnel actions.

The HR Director conducted a review of 7 surrounding municipalities. The vast majority of department heads at these locations are hired in a "classified" status. The City Managers/Administrators in all cases are hired as "contract personnel" or in appointed positions.

If this motion is approved, the Director of Human Resources will develop a transition plan to move the directors to an appropriate pay scale as contracts come up for renewal, but no later than December 2016. Details of the transition plan will be outlined in a separate communication and at a minimum will include:

- The current status of each Director under contract.
- The salary range and grade schedule validated by a survey of comparable municipalities.
- The position grade and salary range after the transition.
- The specific details of the employment status as previously negotiated

We do not anticipate any loss of pay in the transition.



Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Laura Reams

Submitting Department: Legislative

Item Type: Charter Amendment

Agenda Section: Discussion Items (9:20 p.m. – 11:00 p.m.)

SUBJECT

Hyattsville Charter Amendment Resolution 2016-02, Qualifications of Voters and Same Day Voter Registration for City Elections (20 minutes)

Motion #

Discussion Only

Recommendation:

Sponsor(s):

Haba, Lawrence, Paschall, Solomon

ATTACHMENTS

[Hyattsville Charter Amendment Resolution 2016-02: Article IV](#)

[Motion_Voter Qualifications_7-21-2016_Clean.doc](#)

Summary Background:

During the Council Meeting of September 19, 2016, the Council adopted Motion # 37-09-FY17, a motion directing the City Attorney to draft a Charter Amendment to change the qualifications for registering as a voter in City elections so that being a citizen of the United States is no longer a requirement. The motion also authorized the City Attorney to amend the Charter to allow for the implementation of same day voter registration, to be effective on or before January 1, 2019.

The City Attorney has submitted the attached draft Charter Amendment reflecting these changes for review and discussion. Also attached is a copy of the approved motion that authorized the City Attorney to draft the legislation. The motion, initially submitted in Fall 2015 by Council President Haba, Council Vice President Lawrence and Councilmembers Paschall and Lawrence was previously discussed by Council on January 4th, February 10th, and September 19th, 2016.

Next Steps:

A public hearing on the proposed Charter Amendment will be held on Wednesday, October 26 at 8:00 p.m., at the City Municipal Building. It is anticipated that the Council will take action on the Charter Amendment in November. The Charter Amendment will be effective 50 days after adoption.

Fiscal Impact:

Budget Amendment of Estimated \$20,000

City Administrator Comments:

If approved by the Mayor and Council, the City will submit a budget amendment for approximately \$20K prior to the 2017 City Election for contracted services and personnel support.

Community Engagement:

A public hearing on the proposed Charter Amendment will be held on Wednesday, October 26 at 8:00 p.m., at the City Municipal Building. The City has mailed notification of the hearing to every household located within the corporate limits of Hyattsville. The Public Hearing will be broadcast live on Comcast Channel 71, Verizon Channel 12 and online at www.hyattsville.org.

Residents can also submit comments for the record electronically at www.speakuphvl.com/meetings or by emailing cityclerk@hyattsville.org. To participate anonymously, take the survey at www.speakuphvl.com/surveys.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Action 1.1 - Encourage resident participation in City committees, meetings and elections

Legal Review Required?

Complete - Draft Charter Amendment is attached. The City Attorney will be present at the Council Meeting of October 17, 2016 to answer questions and provide legal advice.

CHARTER AMENDMENT RESOLUTION 2016-02

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HYATTSVILLE, MARYLAND, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (2013 Edition, as amended), to amend the Charter of the said City, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council amend the City Charter to change the qualifications for registering as a voter in City elections so that (1) being a citizen of the United States is no longer a requirement and (2) residency for fourteen (14) days is sufficient provided the individual does not claim the right and vote elsewhere in the United States, or has not been found by a Court to be unable to communicate a desire to vote. The amendment further allows registration by affidavit only and establishes a voter registry separate from the State and County voter registry and further allows for same day registration of voters in City elections which will be effective on or before January 1, 2019 and further extending the time for the Board of Supervisors of Elections to certify an election until ten (10) calendar days of the election.

WHEREAS, the Mayor and City Council deem it appropriate to allow to vote in City elections those who are not United States citizens if their primary residence is in the City for more than fourteen (14) days; and

WHEREAS, the Mayor and City Council to accomplish this goal, establish a City only voter registry and allow such registration by affidavit in order to extend the voting franchise in the City; and

WHEREAS, the Mayor and City Council deem it appropriate to allow same day registration for the City and to extend to ten (10) days the deadline for the vote in any City election to be certified.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Hyattsville, Maryland, in regular session assembled:

Section 1: That Section C4-1, C4-6 and C4-11 of the Charter of the City of Hyattsville, Maryland, be amended as follows:

ARTICLE IV - Legislation, Nominations and Elections

§ C4-1. Qualifications of voters. [Amended 2-24-71; 5-1-72, Amended 1-20-15 by HR 2015-01]

Every person who ~~is a citizen of the United States, (1) is at least sixteen (16) years of age, resides in the State of Maryland, resides within the corporate limits of the City~~ **(2) HAS THE CITY OF HYATTSVILLE AS HIS OR HER PRIMARY RESIDENCE, (3) HAS RESIDED WITHIN THE CORPORATE LIMITS OF THE CITY FOR FOURTEEN (14) DAYS, (4) DOES NOT CLAIM THE RIGHT TO VOTE ELSEWHERE IN THE UNITED STATES, (5) HAS NOT BEEN FOUND BY A COURT TO BE UNABLE TO COMMUNICATE A**

DESIRE TO VOTE and (6) is registered in accordance with the provisions of this Charter shall be a qualified voter of the City. Every qualified voter of the City shall be entitled to vote at any or all City elections.

§ C4-2. Board of Supervisors of Elections. [Amended 12-19-83 by HR No. 17-83; Amended 2-9-09 by HR 2009-01]

There shall be a Board of Supervisors of Elections consisting of five (5) members, who shall be appointed by the Mayor with the approval of the Council. Three (3) of the members shall be appointed and approved on or before the second Monday in January of 2011 and thereafter in every second odd-numbered year. Two (2) members shall be appointed and approved on or before the second Monday in January of 2013 and thereafter in every second odd-numbered year. Upon the effective date of this Charter provision, the current three members of the Board shall retain their membership on the Board and the Mayor with the approval of the Council may appoint an additional two (2) members, one (1) member whose term of office shall be until January of 2011, and the other member whose term of office shall be until January 2013. The terms of members of the Board of Supervisors of Elections shall begin on the second Monday in January in the year in which they are appointed and shall run for four (4) years. Members of the Board of Supervisors of Elections shall be qualified voters of the City and shall not hold or be candidates for any elective office during their term of office. The Board shall appoint one (1) of its members as Chairman. Vacancies on the Board shall be filled by the Mayor with the approval of the Council for the remainder of the unexpired term. The compensation of the members of the Board shall be determined by the Council.

* * *

§ C4-6. Registration. [Amended 1-30-89 by HR No. 1-89]

A. In accordance with the State Universal Registration Act, as contained in Article 33, Section 3-2 of the Annotated Code of Maryland, as amended, any person residing in the City who is registered with the Board of Supervisors of Elections of Prince George's County shall be deemed to be registered to vote in City elections.

B. ~~The Board of Supervisors of Elections shall maintain any list of voters, and shall restrict its activities with respect to the registration of voters to the circulation of applications for registration with the Board of Supervisors of Elections of Prince George's County and otherwise cooperating with the County Board~~ **A SUPPLEMENTAL VOTER REGISTRY, SEPARATE FROM THE LIST OF REGISTERED VOTERS GENERATED BY THE PRINCE GEORGE'S COUNTY BOARD OF ELECTIONS, WHICH SHALL INCLUDE THE NAMES OF THOSE WHO ARE REGISTERED TO VOTE IN CITY ELECTIONS PURSUANT TO C4-1 OF THIS CHARTER AND ARE NOT ON THE LIST OF REGISTERED VOTERS GENERATED BY THE PRINCE GEORGE'S COUNTY BOARD OF ELECTIONS.**

C. VOTER REGISTRATION FOR THE SUPPLEMENTAL VOTER REGISTRY SHALL BE ACCOMPLISHED BY AN APPLICANT COMPLETING AND SIGNING A REGISTRATION APPLICATION WHICH SHALL CONTAIN AN AFFIDVIT THAT THE INFORMATION ON THE REGISTRATION APPLICATION IS TRUE UNDER PENALTY OF PERJURY. BY SIGNING THE REGISTRATION APPLICATION, THE APPLICANT SHALL SWEAR THAT ALL OF THE INFORMATION ON THE

REGISTRATION APPLICATION IS TRUE UNDER PENALTY OF PERJURY. THE REGISTRATION APPLICATION SHALL CONTAIN THE FOLLOWING INFORMATION:

(1) THE APPLICANT'S NAME AND RESIDENCE ADDRESS, INCLUDING STREET AND NUMBER;

(2) A STATEMENT THAT THE APPLICANT MEETS THE REGISTRATION REQUIREMENTS OF THE CITY CHARTER TO BE A QUALIFIED VOTER IN THE CITY OF HYATTSVILLE;

(3) THAT THE ADDRESS ON THE APPLICATION IS HIS OR HER PRIMARY RESIDENCE;

(4) THE APPLICANT HAS LIVED IN THE CITY OF HYATTSVILLE FOR AT LEAST FOURTEEN (14) DAYS; AND

(5) THE APPLICANT IS NOT AN ACTIVE VOTER ELSEWHERE IN THE UNITED STATES.

D. SAME DAY VOTER REGISTRATION. NO LATER THAN JANUARY 1, 2019, THE BOARD OF SUPERVISORS OF ELECTIONS SHALL INSTITUTE A SAME DAY REGISTRATION PROGRAM SO THAT CITY RESIDENTS WHO ARE ELIGIBLE TO VOTE IN CITY ELECTIONS PURSUANT TO THIS CHARTER, BUT WHO ARE NOT REGISTERED TO VOTE, MAY REGISTER TO VOTE IN A CITY ELECTION BY COMPLETING A REGISTRATION APPLICATION AND REGISTERING TO VOTE ON THE DAY THEY TENDER THE COMPLETED VOTER REGISTRATION APPLICATION TO A PERSON DESIGNATED BY THE BOARD OF SUPERVISORS OF ELECTIONS. SAME DAY REGISTRATION SHALL OCCUR AT A MINIMUM IN THE THIRTY (30) DAYS IMMEDIATELY PRECEDING ANY CITY ELECTION.

*** * ***

§ C4-11. Vote count. [Amended 12-19-83 by HR No. 10-83, Amended 12-1-14 by HR 2014-03]

~~Within forty-eight (48) hours~~ **TEN CALENDAR DAYS** after the closing of the polls, the Board of Supervisors of Elections shall determine the votes cast for each person, candidate or question and shall certify the results of the election to the Clerk of the City, who shall record the results in the minutes of the Council. Write-in votes for individuals not registered as candidates shall be counted. The individual who meets the qualifications outlined in C2-2 of the City Charter and who has the highest number of votes in the at large mayoral election shall be declared elected as Mayor. The individual who meets the qualifications outlined in C2-2 of the City Charter and who has the highest number of votes in each ward shall be declared elected as Councilmember for that ward.

Section 2: That the date of the adoption of this Resolution is _____, and that the amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall be and become effective on [50 days], unless a proper petition for a referendum hereon shall be filed by [40 days], and a fair summary of the Amendment shall be published in a newspaper

having general circulation in the City not less than four (4) times at weekly intervals by [40 days].

Section 3: That as soon as the Charter Amendment hereby enacted becomes effective, either as herein provided or following a referendum, the Clerk shall send separately to the Department of Legislative Services, the following information concerning the Charter Amendment: (1) the complete text of this Resolution; (2) the date of referendum election, if any, held with respect thereto; (3) the number of votes cast for and against this Resolution by the Mayor and City Council of the City of Hyattsville or in a referendum; and (4) the effective date of the Charter Amendment.

Section 4: That the Clerk be, and he/she is specifically enjoined and instructed to carry out the provisions of Sections 2 and 3, and as evidence of compliance herewith the said Clerk shall cause to be affixed to the Minutes of this meeting (1) an appropriate certificate of publication of the newspaper in which the fair summary of the Amendment shall have been published; and (2) records of mailing referred to in Section 3, and shall further complete and execute a Certificate of Compliance.

INTRODUCED by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on _____, 2016, at which meeting copies were available to the public for inspection.

ADOPTED by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on _____, 2016, at which meeting copies were available to the public for inspection.

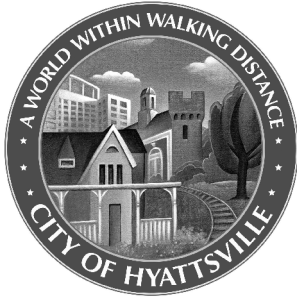
Adopted: _____

Attest: _____

Mayor

[] indicate deletions

CAPS/**BOLD** indicate additions



Council Agenda Form

MOTION #		DRAFT # 5	
DATE SUBMITTED: June 24, 2016	DATE TO GO BEFORE COUNCIL: TBD		
SUBMITTED BY: Haba, Lawrence, Paschall, Solomon			
DEPARTMENT: Legal, City Clerk, Legislative			

TITLE OF MOTION: Hyattsville Charter Amendment 2015-03 (Qualifications of Voters)

RECOMMENDATION:

I move that the Mayor and Council direct the City Attorney to draft a Hyattsville Charter Amendment changing voter qualifications for Municipal Elections. Hyattsville residents who meet the following qualifications shall be eligible to register and to vote in all City elections, starting in 2017:

- Have the City of Hyattsville, Maryland as your primary residence;
- Have resided within the City of Hyattsville for at least 14 days;
- Not claim the right to vote elsewhere in the United States;
- Be at least 16 years old to vote;
- Not be under guardianship for mental disability or if you are, you have not been found by a court to be unable to communicate a desire to vote.

The City shall provide a voter registration application, and the Board of Supervisors of Elections of the City of Hyattsville shall maintain a supplemental voter registry, separate from the list of registered voters in the City generated by the Prince George's County Board of Elections. This supplemental voter registry shall include the names of residents who are registered to vote in City elections only. Residents who are not registered to vote with the State of Maryland may register to vote in Municipal elections up to and on the day of an election. Residents who register on the day of an election shall cast a provisional ballot, contingent on application approval by the City's Board of Election Supervisors. Implementation of election-day registration shall take place no later than the 2019 Hyattsville municipal elections. Henceforth, the Board shall be required to certify the results of the election to the City Clerk within 10 days of the closing of the polls. The voter registration application shall contain an affidavit, which shall set forth the following information under penalty of perjury: (1) The voter's name and residence address, including the street and number, (2) That the person is a qualified voter at the residence address given, (3) That his or her Hyattsville address is his or her primary residence, (4) That the person has lived in Hyattsville for at least 14 days, and (5) That the person is not an active voter elsewhere in the United States. By signing the voter registration application, the applicant swears that all the information on the form is true. Anyone determined by the Board to have willfully signed any false application shall face similar penalties as those listed in § 8-13 of the Hyattsville Charter and Code, and the Board may remove such violators from the City's list of registered voters. Applicants shall also be required to provide proof of residency, including name and address of habitation, in an official form such as, but not limited to, the following: pay stub, bank statement, or utility bill that verifies his or her residency; a Maryland Vehicle Administration identification number; an affidavit of cohabitation, or other forms of proof of residency determined to be acceptable by the Board. Board-approved forms of proof of residency shall, in the absence of evidence proving an applicant's ineligibility to register with the City, meet the City's proof of residency requirement. Anyone determined by the Board to have willfully signed any false affidavit of cohabitation on behalf of an applicant shall face similar penalties as those listed in § 8-13 of the Hyattsville Charter and Code. All Hyattsville residents who meet the City's voter qualifications shall be eligible to serve as an election judge and serve on the City's Board of Election Supervisors.

BACKGROUND:

Many of Hyattsville's new and long-time residents are currently disenfranchised from voting in local elections. Of these residents, some are pursuing a legal path to citizenship, some have opted to retain their foreign citizenship, while others find themselves embroiled in an ineffective and unsettled Federal immigration system. According to CASA de Maryland,

approximately 15% of the City's residents are immigrants, most of whom remain voiceless in municipal elections, despite sharing similar day-to-day experiences as their neighbors, such as paying taxes, relying on City services, supporting local businesses, and some having children who attend our local public schools.

Though Maryland ended noncitizen voting rights for state and federal elections in 1851, our state's constitution recognizes the autonomy of local municipalities and localities to grant suffrage in local elections. As of 2012, six Maryland municipalities (Barnesville, Garrett Park, Glen Echo, Martin's Additions, Takoma Park, and Somerset) allow noncitizens to vote in local elections. Hyattsville can join these municipalities by extending the vote to all of its residents who meet the qualifications listed in the motion language above. Such a change in voter eligibility will increase representation and civic involvement in the City, and it will demonstrate that the City of Hyattsville values the day-to-day lives of all of its residents.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The Board of Supervisors of Elections of the City of Hyattsville will need to maintain a supplemental voter registry and address same-day voting applications.

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT: (must be approved by City Administrator):

Tracey Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

Goal 1 – Ensure transparent and accessible governance

Action 1.1 – Encourage resident participation in City committees, meetings, and elections

SUPPORTING DOCUMENTATION:

CURRENT YEAR BUDGET IMPACT: There is no current year budget impact. However, due to the Board's recommendations, it is likely that the City will need to budget to hire a part-time Registrar in the 2017 budget.



Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Candace Hollingsworth, Mayor

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Discussion Items (9:20 p.m. – 11:00 p.m.)

SUBJECT

2017 Ballot Question: Composition of Council (20 minutes)

Motion

Discussion Only

Recommendation:

I move that the Mayor & Council authorize the City Attorney to prepare a ballot question to appear on the May 2, 2017 ballot requesting the advisory opinion of the electorate on the following:

- § C2-1. Establishment; composition.
- § C2-2.(A) Election; term of office; qualifications.

Article § C2-1 currently reads as follows:

"The government of said City shall be vested in a Mayor and ten (10) Councilmen, to be elected as hereinafter provided for, who shall compose the City Council."

Article § C2-2. Part A currently reads (in part) as follows:

"A. Election; tenure. The Mayor shall be elected from the City at large and shall be elected for a term of four (4) years. One (1) Councilman shall be elected from each ward of the City concurrent with the election of the Mayor, and one (1) Councilman shall be elected from each ward of the City two (2) years thereafter."

The ballot question should solicit the opinion on whether the Council should consider a reduction in the size of the Hyattsville City Council. Should that question be answered in the affirmative, a follow-up question should request a desired number or method of representation from a defined set of options. The options shall include, but not necessarily limited to:

- A set number of representatives overall with the number of wards and representatives per ward to be determined by committee.
- Two representatives per ward with fewer wards, to be determined by committee.
- 1 representative per ward with the same number of wards.
- Some combination of members elected per ward and at-large, to be determined by a committee.

Sponsor(s):

Hollingsworth

ATTACHMENTS

[NON-BINDING REF..docx](#)

Summary Background:

The last credible debate over the size of the Hyattsville City Council came in 2012 upon examination of the City's 129 boundaries during the redistricting process. The Council rejected the proposals from the committee that would

result in the reduction in size of the Council. This motion would allow the Council to solicit an advisory opinion from the voters to help inform next steps. Should the results of the ballot question imply majority support of this effort, the Council is encouraged to a) identify a desired proposal for composition of the Council, and b) convene a resident committee to work with the Board of Elections Supervisors, the City Attorney, and GIS staff to devise an actionable plan of implementation.

The Council held an initial discussion on September 19, 2016. For the purposes of discussion, the City Attorney has prepared a draft of how the question may appear on the 2017 Election Ballot and will be present at the meeting to answer questions and provide legal advice.

Next Steps:

If approved, the City Attorney will be required to draft a question for consideration by the City Council to be placed on the May 2, 2017 ballot.

Fiscal Impact:

Professional services provided by the City Attorney(s).

City Administrator Comments:

N/A

Community Engagement:

No community engagement has been done at this time. The 2017 voter guide should include information on the ballot question along with at least two public hearings in advance of the election.

Strategic Goals:

Goal 1: Ensure Transparent and Accessible Governance

Legal Review Required?

Required.

NON-BINDING REFERENDUM QUESTION

The city charter currently provides that the City Council shall be composed of

- (1). a Mayor elected at large by the city voters; and*
- (2). ten councilmembers elected by the voters from their ward only (two councilmembers from each of the city's five wards).*

QUESTION 1. Should the City Council consider a reduction in the number of councilmembers?

Yes

No

If you answered yes to question one, please answer the following questions also:

QUESTION 2. How should the reduction in councilmembers occur?

- (a). Reduce the number of councilmembers per ward to one per ward.

Yes

No

- (b). Reduce the number of wards, keeping 2 councilmembers from each ward.

Yes

No

- (c). Should either of the above options include one or more councilmembers elected at large by all the city voters?

Yes

No



Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Joseph Solomon, W5

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Discussion Items (9:20 p.m. – 11:00 p.m.)

SUBJECT

2017 Ballot Question: Structure and Form of Hyattsville Government (20 minutes)

Motion

Discussion Only

Recommendation:

I move that the Mayor & Council authorize the City Attorney to prepare a ballot question to appear on the May 2, 2017 ballot requesting the advisory opinion of the electorate on the following:

§ C2-3. Organization; vacancies; powers and duties of Mayor; meetings; quorum.

F. The Mayor shall preside at all meetings of the Council and shall have all the privileges of a Councilmember in debate and vote. The President of the Council shall, in the absence of the Mayor, preside at all meetings. The Vice President shall, in the absence of the Mayor and President, preside at all meetings.

J. The Mayor shall be the executive officer of the City with all the power necessary to secure the enforcement of all City ordinances, resolutions and laws under this Charter.

§ C6-1. Administration. [Added 5-8-06 by HR 2006-05, Amended 3-5-12 by HR 2012-01]

The City Council may appoint a City Administrator who shall report directly to the Mayor and to the City Council. In addition to the City Administrator, the City Council may appoint Department Heads and Officials, including a Chief of Police, Director of Public Works, Director of Recreation and the Arts, Director of Code Enforcement, a Director of Human Resources, Treasurer and a City Clerk, who shall all serve at the pleasure of the City Council, unless other written terms are agreed to by the City Council. Ordinarily all such Department Heads and Officials shall report to the City Administrator who shall be their immediate supervisor. However, one (1) individual may also serve as head of more than one (1) department if the City Administrator shall so organize and direct. Only the City Administrator, the Mayor and the appointed Department Heads and those officials or designees or employees in the chain of command may give direct orders to City employees.

The question should solicit the opinion on whether the Council should consider a change in the form of government. Should the question be answered in the affirmative, a follow-up question should request a desired structure of government from a defined set of options. The options shall include but, no necessarily be limited to:

- Council-Manager.
- Strong Mayor.
- Weak Mayor.
- Commission.

Sponsor(s):

Solomon, Perry, Frazier

ATTACHMENTS

Summary Background:

In the wake of the resignation of former City Administrator, Jerry Schiro, the Council began an initial discussion on the structure and form of the Hyattsville City government. This included a presentation from Patrick Prangle of International City/County Management Association (ICMA) on “various forms of government and best practices.”

The Hyattsville Charter states that “City Administrator, the Mayor, and the appointed Department Heads ... may give direct orders to City employees.” The competing authority over the City’s day-to-day operations creates a chaotic and decentralized command structure in addition to providing an inherent conflict between the direction of professional highly trained staff and elected officials.

The City Attorney will be present at the meeting to answer questions on this proposal and provide legal advice.

Next Steps:

Upon adoption the question shall appear on the May 2017 ballot.

Fiscal Impact:

TBD

City Administrator Comments:

N/A

Community Engagement:

Point of community during resignation of former City Administrator.

Strategic Goals:

Goal 2: Budgeting, Environment & Public Infrastructure

Legal Review Required?

Required



Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Grant

Agenda Section: Discussion Items (9:20 p.m. – 11:00 p.m.)

SUBJECT

FY17 Budget Amendment: Safe Streets Program Grant (10 minutes)

Motion #

Discussion Only

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Safe_Streets_Program_Memo_to_Council_10.12.16 \(4\).docx](#)

[Safe Streets Award Notice.pdf](#)

Summary Background:

The City of Hyattsville was invited to apply for a Safe Streets Initiative grant from the Governor's Office of Crime Control & Prevention (GOCCP). The Safe Streets Initiative (Safe Streets) is an offender based crime reduction model established to institute collaboration and information sharing across all levels of Government to dramatically reduce crime through seamless coordination, consistent inter-agency collaboration and information sharing. The grant program is a reimbursement program which will require the City to expend funds and request reimbursement from the State. Execution of the program will require the City to hire a program coordinator and a crime analyst. The Hyattsville Police Department submit a comprehensive application to the GOCCP in July, 2016 requesting \$ 275,750 for personnel, law enforcement overtime, and technology. The City was notified on August 18, 2016 that our application was approved for a grant award of \$106,500. This funding will allow the City to execute the program by hiring a part-time analyst, a part-time program coordinator, and pay for required overtime and technology. Hyattsville is the first municipality in Prince Georges County to be a part of this valuable safe streets initiative and opportunity. See attached memorandum for additional information.

Next Steps:

Develop an MOU with program partners; recruit, advertise and hire part time contractual employees for the positions of program coordinator and crime analyst; convene partners meetings and establish a work plan.

Fiscal Impact:

An FY2017 appropriation and expenditure of \$106,500

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 3: Promote a safe and vibrant community

Legal Review Required?

Pending review of the Memorandum of Understanding



Memo

To: Mayor and Council
From: Douglas K. Holland, Chief of Police
CC: Tracey Nicholson, City Administrator
Date: October 12, 2016
Re: Safe Streets Initiative Grant from the Governor's Office of Crime Control and Prevention

Summary Background

The Maryland's Safe Streets Initiative (Safe Streets) is an offender based crime reduction model that was established to institute collaboration and information sharing across all levels of Government to dramatically reduce crime. The program is coordinated by the Governor's Office Of Crime Control & Prevention (GOCCP). The objective of Safe Streets is significant violent crime reduction through seamless coordination, consistent interagency collaboration and information sharing by focusing on a core group of offenders who commit the majority of local violent crime.

The program was first introduced in Annapolis in 2008 and a second award went to Salisbury in 2010. In 2012-2014 the program expanded to Baltimore, Cumberland, Frederick, Hagerstown, Cambridge, Harford and Cecil Counties.

The grant process is by invitation only and Hyattsville was invited to apply.

There are 10 core goals associated with the Safe Streets program:

- Identify and Prioritize Offenders
- Supervise and Contain Priority Offenders
- Identify and Prioritize Warrants
- Establish a Watch Center Model
- Train Patrol Officers on Safe Streets Strategies
- Establish a Prosecution Strategy for Priority Offenders
- Identify and address substance abuse issues
- Track the Prosecutions of Priority Offenders
- Identify and Enforce Suspended and Truant Children
- Nuisance Abatement
- Truancy Education and Engagement
- Technology and Equipment Assistance

The program requires a coalition of partners that at a minimum include:

- Municipal Executive
- Municipal Police
- County Police and/or Sheriff's Office
- Prince George's County State's Attorney's Office
- Local Detention Center (County Corrections)
- Maryland Community Supervision (Dept. of Public Safety and Correctional Services)
- Department of Juvenile Services
- U.S. Attorney's Office

Management and accountability for the program rests on the Municipal Executive, Police Department and a coordinator who is assigned to the coalition. The coalition must meet on a regular basis to share information and develop on-going operational strategies. GOCCP requires sites to hold monthly full Coalition meetings and frequent operational meetings where intelligence is shared on priority offenders.

GOCCP requires monthly reporting of the following information:

- Monthly crime statistics as well as YTD comparison from 2 previous years
- Running list of all Safe streets offenders arrested including case dispositions
- Statistics on warrants served while using grant funds including planned initiatives or sweeps
- Warrant backlog information

This is a reimbursement grant program, meaning that the City must expend funds, submit receipts and request reimbursement from the State. Grant funding is generally approved for personnel, overtime and technology. The program will require the hiring of a program coordinator, crime analyst and if funding is approved, a dedicated prosecutor from the State's Attorney's Office. These positions generally guide the coalition in their operational objectives. Overtime funding is generally used for deployment of police officers for warrant service operations/sweeps and to accompany Parole and Probation personnel on offender home visits. Technology requests can cover a wide range of equipment such as crime mapping

services, entry team protective gear, e-tix (electronic citation) hardware, LPRs (License Plate Recognition Systems), body cameras and crime scene processing equipment.

This program is an intensive management challenge requiring a program coordinator and a crime analyst that must manage a large coalition of municipal, county and State partners. The coalition requires monthly full coalition meetings as well as monthly operational meetings. Rigorous monthly reporting requirements are mandated by GOCCP.

Hyattsville Safe Streets Initiative Partners for coordination include:

- City of Hyattsville Government
- Greenbelt City Police Department
- City of Mount Rainier Police Department
- Town of Bladensburg Police Department
- Town of Riverdale Park Police Department
- Town of University Park Police Department
- Town of Edmonston Police Department
- Prince George's County Police Department
- Prince George's County Office of the Sheriff
- Prince George's County State's Attorney's Office
- Prince George's County Department of Corrections
- Prince George's County Office of Juvenile Services
- Prince George's County Office of Parole and Probation
- Prince George's County Department of Health

The police department submitted an application to the GOCCP on July 31, 2016 requesting a total of \$ 275,750. The City received a notice on August 18, 2016 that it had received an award in the amount of \$106,500.

This will cover the below cost estimates:

- Crime Analyst Salary \$22,500
- Program Coordinator Salary \$25,000
- Law Enforcement Overtime \$50,000
- Crime Analysis Software \$ 6,000
- Computers \$ 3,000

Recommendation:

It is recommended that the Mayor and Council accept, appropriate and authorize the expenditure of a \$106,500 grant from the Governor's Office of Crime Control and Prevention for a Safe Streets Initiative.



100 Community Place, 1st Floor
Crownsville, MD 21032
410-697-9338
Fax: 443-782-0205
dinfo_goccp@maryland.gov
goccp.maryland.gov

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Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

V. Glenn Fueston, Jr.
Executive Director

August 18, 2016

The Honorable Candace B. Hollingsworth
Mayor
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

RE: MDSS-2017-0023

Dear Mayor Hollingsworth:

I am pleased to inform you that your grant application submitted by **City of Hyattsville**, entitled "**Safe Streets**", in the amount of \$106,500.00 has received approval under the Maryland Safe Streets program. Enclosed is the Grant Award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The Hyattsville Police Department Safe Streets initiative addresses high incidents of crime in the city and surrounding contiguous areas contained in Prince George's County. The program aggressively tracks offenders by utilizing a security integration model of multi-agency collaboration with state, and local law enforcement agencies, public safety agencies, and community partners. Additionally, the program will entail a variety of initiatives across several disciplines to make residents safer and neighborhoods more attractive. Grant funds provide overtime, salary support and equipment.

Please pay particular attention to the instructions included on the Grant Award. It is important that you **carefully review all Special Conditions** attached to this award. Additionally, the General Conditions for all grant awards issued by GOCCP are located online, at <http://www.goccp.maryland.gov/grants/general-conditions.php>. The Chief Elected Official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the Grant Award, must sign the original Grant Award Acceptance form and return it to the Governor's Office of Crime Control and Prevention within **Twenty-One (21) Calendar days**. Should the acceptance form not be received, requests for reimbursement will not be honored.

MDSS-2017-0023

Page 2

A copy of the Grant Award, Notification of Project Commencement, and Individual Project Reports has also been sent to the Project Director. The Project Director is responsible for completing these and other required forms now and at the end of each reporting period. If the Project Director changes, GOCCP must be notified immediately to avoid potential reporting problems.

Projects may commence as soon as the Grant Award is signed and you have reviewed and accepted all of the General and Special Conditions. No funds may be encumbered or expended prior to this time without the specific written approval of the Governor's Office of Crime Control and Prevention.

If you have any questions or need any clarification regarding this Grant Award, please contact **Linda Brookes**, your Regional Monitor, or **Felicia Bailey**, Fiscal Specialist, at (410) 821-2828. We look forward to working with you on this project and anticipate its success in helping to address criminal justice problems in our State.

Sincerely,

A handwritten signature in black ink, appearing to read "V. Glenn Fueston, Jr.", with a stylized flourish at the end.

V. Glenn Fueston, Jr.
Executive Director

cc: Colonel Douglas Holland



8/18/2016

Governor's Office of Crime Control & Prevention



141

Control Number:

32449

GOCCP Regional Monitor:

Brookes, Linda

GOCCP Fiscal Specialist:

Bailey, Felicia

Grant Award & Acceptance Form

Grant Award Number: MDSS-2017-0023

Sub-recipient: City of Hyattsville

Project Title: Safe Streets

Implementing Agency: Hyattsville City Police Department

Award Period: 10/01/2016 - 06/30/2017

CFDA: State

Funding Summary	Grant Funds	100.0 %	\$106,500.00	
	Cash Match	0.0 %	\$0.00	
	In-Kind Match	0.0 %	\$0.00	
	Total Project Funds		\$106,500.00	Budget Version: 0

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Control & Prevention in accordance with the

Maryland Safe Streets

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon return, within twenty-one (21) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

FOR THE STATE OF MARYLAND:

Executive Director

Governor's Office of Crime Control & Prevention

SUB-RECIPIENT ACCEPTANCE:

Signature of Authorized Official

CANDACE B. HOLLINGSWORTH, MAYOR

Typed Name And Title

8/22/16

Date

Return original form
signed in blue ink to:

Governor's Office of Crime
Control and Prevention
100 Community Place, 1st Floor
Crownsville, MD 21032
Attention: Control Desk



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Brookes, Linda
Bailey, Felicia

Governor's Office of Crime Control & Prevention

Grant Award - Special Conditions

Grant Award Number:	MDSS-2017-0023	Sub-Recipient:	City of Hyattsville
Award Period:	10/01/2016 - 06/30/2017	Implementing Agency:	Hyattsville City Police Department
Project Title:	Safe Streets		

- 1 This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCCP website (<http://www.goccp.maryland.gov/grants/general-conditions.php>). The aforementioned General Conditions/Post Award Instructions are REQUIRED to be reviewed, should be printed for your reference and are subject to change without written notice.

In addition, the Grantees Toolbox is provided as a resource on the GOCCP website (<http://www.goccp.maryland.gov/grants/grantee-toolbox.php>) to address frequently asked questions.

- 2 Accountability rests on the Executive Department, the primary law enforcement agency under the authority of the Executive Department, and the Coordinator whom the Executive Department and law enforcement agency jointly assign to guide the Coalition. In cases where a Sheriff's Office is the applicant, accountability rests on the Sheriff's Office and its assigned Coordinator. The Coordinator is responsible for collecting and tracking data on the program for report at monthly Coalition meetings. Reports (given by the Coordinator or members) must include data on crime statistics, warrants, watch center cases, code enforcement cases and prosecution cases at minimum. GOCCP is developing a uniform reporting form for all sites. This form will be required once received by GOCCP.
- 3 The Safe Streets Coalition membership is diverse and requires careful coordination. Monthly Coalition meetings are required. The following members must attend monthly: Municipal Police Departments, County Police Department, Sheriff's Office, State's Attorney's Office, Local Detention Center, Maryland State Police, Community Supervision, Department of Juvenile Services and Housing/Code Compliance. The following members are optional to attend monthly: County and/or Municipal Executive Department and the U.S. Attorney's Office (USAO).
- 4 The HEAT Team is the primary entity responsible for the implementation of the street level public safety elements of the strategic plan. Biweekly HEAT team meetings are required. The following members must attend biweekly: the Coordinator, the Crime Analyst, municipal law enforcement agencies, county police department, Sheriff's Office, State's Attorney's Office, Community Supervision, Department of Juvenile Services, and Housing Code Compliance. The HEAT team meetings provide a forum to share information on priority offenders and develop supervision, containment, and prosecution strategies as appropriate.



Governor's Office of Crime Control & Prevention

GOCCP Regional Monitor:
GOCCP Fiscal Specialist:Brookes, Linda
Bailey, Felicia

Budget Notice

Grant Award Number: MDSS-2017-0023
Sub-recipient: City of Hyattsville
Project Title: Safe Streets
Implementing Agency: Hyattsville City Police Department
Award Period: 10/01/2016 - 06/30/2017

CFDA: State

Funding Summary	Grant Funds	100.0 %	\$106,500.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$106,500.00

Personnel

Description of Position	Salary Type	Funding	Total Budget
Crime Analyst	Salary	Grant Funds	\$22,500.00
Law Enforcement	Overtime	Grant Funds	\$50,000.00
Safe Streets Coordinator	Salary	Grant Funds	\$25,000.00

Personnel Total: \$97,500.00

Equipment

Description	Funding	Quantity	Unit Cost	Total Budget
Computers	Grant Funds	2	\$1,500.00	\$3,000.00

Equipment Total: \$3,000.00

Other

Description	Funding	Quantity	Unit Cost	Total Budget
Crime Analyst Software	Grant Funds	1	\$6,000.00	\$6,000.00

Other Total: \$6,000.00

Approved:

GOCCP Authorized Representative

Effective Date: 10/1/2016



Governor's Office of Crime Control & Prevention



144

Control Number:
GOCCP Regional Monitor:
GOCCP Fiscal Specialist:
Submitted Date:

32449
Brookes, Linda
Bailey, Felicia

Programmatic Reporting

Grant Award Number: MDSS-2017-0023
Sub-recipient: City of Hyattsville
Project Title: Safe Streets
Implementing Agency: Hyattsville City Police Department
Award Period: 10/01/2016 - 06/30/2017

CFDA: State

The information collected on this form helps GOCCP measure the progress you are making in achieving your project's goals and objectives. It also helps us determine what, if any, technical assistance you may need in implementing your project.

Performance Measures (10)

1	While utilizing grant funds during this reporting period, how many guns were seized? DO NOT report Guns Seized that have been, or will be, reported under another sub-award.	
2	While utilizing grant funds during this reporting period, how many gun arrests were there? DO NOT report Gun Arrests that have been, or will be, reported under another sub-award.	
3	While utilizing grant funds during this reporting period, how many gun cases were referred for Federal prosecution?	
4	While utilizing grant funds during this reporting period, how many gun cases were prosecuted in your jurisdiction?	
5	While utilizing grant funds during this report period, what was the total number of violent crime cases prosecuted?	
6	While utilizing grand funds during this reporting period, what was the number of criminal drug cases prosecuted?	
7	While utilizing grant funds during this report period, what was the number of investigations assisted through analyst and intelligence data?	
8	While utilizing grant funds during this reporting period, home many home visits were conducted with DPP and/or DJS?	
9	While utilizing grant funds during this reporting period, how many gang members were arrested? DO NOT report Gang Arrests that have been, or will be, reported under another sub-award.	
10	While utilizing grant funds during this reporting period, how many victims were served?	

Progress Report Questions (6)

1	Please explain how this award helped reduce crime and/or improve public safety in your jurisdiction.
2	Describe Law Enforcement's participation during this quarter (include: Safe Street Coalition meeting, HEAT Team meeting, events, etc.).

3	Describe the Prosecutor's activity/participation during this quarter (include: Safe Street Coalition meeting, HEAT Team meeting, events, etc.).
4	Please list any successes and/or best practices developed through this GOCCP funded program.
5	Describe barriers/challenges to implementing or completing any of the objectives. Include corrective actions taken or planned to overcome described barriers (include timeline). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance needed.
6	If no funds or minimal funds (less than 25%) were expended during this reporting period please provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.

Signed: _____



Date: _____

9/7/16

Project Director - Holland, Douglas

(Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: _____

Douglas Holland

Phone: _____

301 985-5084



Hyattsville City Council Agenda Item Report

Meeting Date: October 17, 2016

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Resolution

Agenda Section: Discussion Items (9:20 p.m. – 11:00 p.m.)

SUBJECT

Hyattsville Resolution 2016-04: Declaration of Official Intent, DPW Renovation (10 minutes)

Motion

Discussion, Scheduled for Action on 11/7/16

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Resolution 2016-04 Hyattsville_DOOI_Resolution_for_DPW_Project.pdf](#)

Summary Background:

It is the intent of the City to issue bonds to fund the renovation of the Department of Public Works (DPW) facility. To date, the City has incurred expenses related to this project prior to the issuance of bonds. Under Section 1.150-2 of the U.S. Treasury Regulations (Reimbursement Regulations) local governments that have incurred and paid "original expenditures" on infrastructure related projects before issuance can be reimbursed for these expenses from bond proceeds. To do so, Council must pass a resolution called a "Declaration of Official Intent" in order to qualify the "original expenditures" for reimbursement from bond proceeds. The DPW renovation project is a \$3.3 million capital improvement project with an CY 2018 anticipated completion date. The City previously passed a "Declaration of Official Intent" resolution to reimburse prior project costs out of the 2010 and 2012 bond proceeds from bonds issued thru the Maryland Infrastructure Bond Fund.

Next Steps:

The Resolution will be on the action agenda for adoption at the Council Meeting of November 7, 2016.

Fiscal Impact:

Council approved \$3.3 million in capital improvement expenditures for this project.

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Ensure the Long-Term Economic Viability of the City.

Legal Review Required?

This resolution was prepared and submitted on behalf of the City by Lindsey A. Rader, the City's bond counsel and is pending final review and approval by the City's general counsel.

HYATTSVILLE RESOLUTION 2016-04

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HYATTSVILLE, MARYLAND, FOR THE PURPOSE OF MAKING A DECLARATION OF OFFICIAL INTENT PURSUANT TO U.S. TREASURY REGULATION SECTION 1.150-2 REGARDING CITY OF HYATTSVILLE'S INTENTION TO REIMBURSE FROM BORROWED FUNDS PRIOR EXPENDITURES MADE IN CONNECTION WITH THE PROJECT DESCRIBED HEREIN AS DEPARTMENT OF PUBLIC WORKS FACILITY RENOVATION.

RECITALS

WHEREAS, City of Hyattsville (the "City") has determined to undertake a project generally described as the Department of Public Works Facility Renovation (the "Project") and, in connection with the Project, to acquire or pay for, as applicable, the acquisition of improved or unimproved land, necessary property rights and equipment, related site and utility improvements, related architectural, planning, design, engineering, bidding, acquisition, construction, improvement, installation, modification, demolition, removal, renovation, reconstruction, rehabilitation, equipping, inspection, construction management, permitting, financial, administrative and legal expenses, costs of related activities, improvements and appurtenances, and related costs of issuance of any financing or refinancing therefor; and

WHEREAS, the City anticipates borrowing money for costs of the Project, such borrowing to be evidenced by one or more series of general obligation bonds or other evidences of indebtedness (collectively, or individually by series, the "Bonds") to be issued by the City; and

WHEREAS, the City reasonably expects to spend City funds on costs of the Project prior to issuance of the Bonds or any interim financing incurred by the City in anticipation of the Bonds, and (i) to reimburse the City from proceeds of the Bonds for all or a portion of such previously paid costs of the Project, and/or (ii) to use Bond proceeds to refinance all or a portion of any interim borrowing incurred by the City that is applied to reimburse the City for prior Project expenditures; and

WHEREAS, Section 1.150-2 of the U.S. Treasury Regulations (the "Reimbursement Regulations") provides that local governments funding "original expenditures" intended to be reimbursed from the proceeds of "obligations" must make a declaration of "official intent" in order to qualify such original expenditures for reimbursement from a "reimbursement bond", all within the meaning of the Reimbursement Regulations; and

WHEREAS, the City is an "issuer" for purposes of the Reimbursement Regulations and wishes to adopt this Resolution for the purpose of evidencing the clear and official intent of the City to reimburse from reimbursement bond proceeds (meaning the Bonds or any interim financing incurred in anticipation of the Bonds) original expenditures made in connection with the Project.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Hyattsville:

SECTION 1. That (i) the Recitals to this Resolution are deemed a substantive part of this Resolution and are incorporated by reference herein, and (ii) capitalized terms defined in the Recitals to this Resolution and not defined in the Sections hereof shall have the meanings given to such terms in the Recitals hereto.

SECTION 2. That in accordance with the Reimbursement Regulations, the City hereby makes this declaration of its reasonable expectation to expend money on costs of the Project prior to the issuance of the Bonds (or any interim financing incurred in anticipation of the Bonds) and to utilize proceeds of the Bonds (or such interim financing), which Bonds or interim financing will qualify as a “reimbursement bond” for purposes of the Reimbursement Regulations, to reimburse all or a portion of such original expenditures. This Resolution is intended to be a declaration of official intent within the meaning of the Reimbursement Regulations.

SECTION 3. That the maximum aggregate principal amount of the Bonds expected to be issued for the Project (and the maximum aggregate principal amount of any interim financing expected to be incurred by the City for the Project in anticipation of the Bonds) is Three Million Three Hundred Thousand Dollars (\$3,300,000.00) each.

SECTION 4. That this Resolution shall become effective immediately upon its adoption.

INTRODUCED by the Mayor and City Council of the City of Hyattsville, Maryland, at a _____ regular _____ special [check applicable meeting type] meeting on _____, 2016, at which meeting copies were available to the public for inspection.

[CONTINUED ON FOLLOWING PAGE]

ADOPTED by the Mayor and City Council of the City of Hyattsville, Maryland, at a _____
regular _____ special [check applicable meeting type] meeting on
_____, 2016, at which meeting copies were available to the public
for inspection.

ATTEST:

Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor

#189957;50036.001

Main City Calendar: October 18, 2016 – November 7, 2016

Weekly Program Offerings

Ageless Grace Senior Exercise Classes

Wednesdays and Fridays, 10:00 AM @ the City Administrative Building

Thursdays, 9:00 AM @ The Mall at Prince Georges

Creative Minds

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

City Calendar: October 18, 2016 – November 7, 2016

Hyattsville Environment Committee

October 18, 7:00 PM – 9:00 PM @ City Municipal Building, 3rd Floor Conference Room

Hyattsville Planning Committee

October 18, 7:30 PM – 9:30 PM @ City Municipal Building, Prangley Room

Code Compliance Advisory Committee Meeting

October 19, 7:00 PM @ City Municipal Building

University Hills Community Meeting – Street and Sidewalk Construction

October 20, 2016, 7:00 PM @ Prince George's Plaza Community Center

Overview of Phase 2 of Construction Timeline for planning and construction of Phase 3 of Construction

Mary Prangley Cleanup Day

October 22, 2016, 7:00 AM - 2:00 PM

Movin' With the Mayor – CrossFit

October 22, 12:30 PM – 1:30 PM @ CrossFit Hyattsville

Hyattsville City Council Public Hearing

October 26, 8:00 PM @ 3rd Floor Council Chambers

Spooky Fest Halloween Party

October 29, 1:00 PM – 3:00 PM @ University Town Center

Board of Supervisors of Elections Meeting

November 1, 4:00 PM – 5:00 PM @ 3rd Floor Inner Conference Room

Police & Public Safety Advisory Committee

November 2, 7:00 PM @ Location TBD

Seniors on the Move - Free Movie Monday

November 7, 2016, 9:00 AM - 12:30 PM @ Beltway Plaza, Academy 8 Theaters

Hyattsville City Council Meeting

November 7, 8:00 PM @ 3rd Floor Council Chambers

City of Hyattsville Calendar

October 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	01 Healthy Hyattsville Weekend
02 Healthy Hyattsville Weekend	03 Seniors on the Move - Free Movie Monday City Council Meeting	04 Creative Minds Board of Supervisors of Elections Meeting	05 Walk to School Day Ageless Grace Exercise Class Police & Public Safety Advisory Committee	06 Ageless Grace at the Mall Creative Minds	07 Fall Community Yard Sale Ageless Grace Exercise Class	08 E-Recycling Day Fall Community Yard Sale Cops on Rooftops Fundraiser for Special Olympics of Maryland
09 Fall Community Yard Sale Cops on Rooftops Fundraiser for Special Olympics of Maryland	10	11 Creative Minds	12	13 Creative Minds Community Conversation	14	15
16	17 City Council Meeting	18 Creative Minds Hyattsville Environment Committee Planning Committee	19 Ageless Grace Exercise Class Code Compliance Advisory Committee Meeting	20 Ageless Grace at the Mall Creative Minds University Hills Community Meeting - Street and Sidewalk Construction	21 Ageless Grace Exercise Class	22 Mary Prangley Cleanup Day Movin' With The Mayor - Crossfit
23	24	25 Creative Minds	26 Ageless Grace Exercise Class City Council Public Hearing: Qualifications of City Voters	27 Ageless Grace at the Mall Creative Minds	28 Ageless Grace Exercise Class	29 Spooky Fest Halloween Party

City of Hyattsville Calendar

<u>November</u> <u>2016</u>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01 Creative Minds Board of Supervisors of Elections Meeting	02 Ageless Grace Exercise Class Police & Public Safety Advisory Committee	03 Ageless Grace at the Mall Creative Minds	04 Ageless Grace Exercise Class	05
06	07 Seniors on the Move - Free Movie Monday City Council Meeting	08 Creative Minds	09 Ageless Grace Exercise Class	10 Creative Minds Community Conversation	11	12
13	14	15 Creative Minds Planning Committee	16 Ageless Grace Exercise Class Code Compliance Advisory Committee Meeting	17 Creative Minds Education Advisory Committee	18 Ageless Grace Exercise Class	19
20	21 City Council Meeting	22 Creative Minds	23 Ageless Grace Exercise Class	24	25	26
27	28	29 Creative Minds	30 Ageless Grace Exercise Class	01	02	03