

City Council of Hyattsville, Maryland

AGENDA

City Council Regular Meeting

Monday, May 2, 2016

8:00 PM



Council Chambers

Hyattsville Municipal Building

4310 Gallatin Street, 3rd Floor

Hyattsville, MD 20781

(301) 985-5000 www.hyattsville.org

CITY COUNCIL

[Mayor Candace B. Hollingsworth](#)

[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.

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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.

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1. Call to Order and Council Roll Call

2. Pledge of Allegiance to the Flag

3. Approval of Agenda

4. Approval of the Minutes

4.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 March 21 2016, (2) Public Hearing of March 21, 2016, (3) Council Work Session of March 30, 2016 and (4) Council Meeting of April 4, 2016.

[Mar 21 Public Hearing Minutes - FINAL.pdf](#)

[Apr 4 2016 Minutes_FINAL.pdf](#)

[March 21 2016 Minutes_FINAL.pdf](#)

[Mar 30 2016_FINAL.pdf](#)

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

6. Presentations (8:20 p.m. – 8:35 p.m.)

6.a) Children's Mental Health Awareness Week

[Presentation_Childrens_Mental_Health_Awareness.pdf](#)

6.b) Update of FY-2014 and FY-2015 Audits

[Treasurer_Cover_Sheet_4_for_FY-2014-2015_Audit_Update.pdf](#)

7. Consent Items (8:35 p.m. – 8:40 p.m.)

7.a) Children's Mental Health Awareness Week Proclamation

Motion # 67-05-16

I move that the Mayor and Council approve the attached Children's Mental Health Week Awareness proclamation.

- At the Request of the City Administrator

[Childrens_Mental_Health_Awareness_cover.pdf](#)

[67-05-16_Childrens_Mental_Health_Week_2016.pdf](#)

7.b) Proclamation in Recognition National Police Week & Peace Officers' Memorial Day

Motion # 68-05-16

I move that the Mayor and Council adopt a Proclamation of National Police Week & Peace Officers' Memorial Day, May 15 through May 21, 2016.

- At the Request of the City Administrator

[68-05-16 National Police Week 2016.pdf](#)

[National Police Week 2016.pdf](#)

7.c) Asian-Pacific American Heritage Month Proclamation

Motion # 69-05-16

I move that the Mayor and Council proclaim May of 2016 Asian-Pacific American Heritage Month.

- At the Request of the City Administrator

[69-05-16 Asian Pacific American Heritage Month 2016.pdf](#)

[Asian Pacific American Heritage Month 2016.pdf](#)

7.d) Citizenship Celebration Day Proclamation

Motion # 70-05-16

I move that the Mayor and Council proclaim May 7, 2016, Citizenship Celebration Day.

- At the Request of the City Administrator

[Citizenship Celebration Day 2016.pdf](#)

[Citizenship Celebration Day Proclamation 2016.pdf](#)

7.e) Appointments to the Health, Wellness and Recreation Advisory Committee

Motion # 71-05-16

I move that the Mayor and Council appoint Michael Bello (Ward 1) and Susan Holland (Ward 2) to the Health, Wellness and Recreation Advisory Committee for a term of 2 years to expire on May 2, 2018.

- Warner

[71-05-16 HWRAC Appointments cover.pdf](#)

[Bello Application Shade Tree and HWRAC.pdf](#)

[Holland HWRAC application.pdf](#)

7.f) Appointment to the Shade Tree Board

Motion # 72-05-16

I move that the Mayor, with Council approval, appoint Michael Bello (Ward 1) to the Shade Tree Board for a term of 3 years to expire on May 2, 2019.

- Warner

[72-05-16 Tree Board Appointment cover.pdf](#)

[Bello Application Shade Tree and HWRAC.pdf](#)

7.g) Pay-by-Phone Parking Services: Passport Parking LLC

Motion # 73-05-16

I move that the Mayor and Council accept the proposal submitted by Passport Parking LLC to provide the City with pay-by-phone parking services and authorize the City Administrator to

execute a contract for services for a one-year term with two additional one-year options, upon the review and approval for legal sufficiency by the City Attorney.

- At the Request of the City Administrator

[73-05-16 Pay by Phone cover.pdf](#)

[Memo - Pay by Phone Parking Services Recommendation for Approval.docx](#)

8. Action Items (8:40 p.m. – 9:15 p.m.)

8.a) Paid Family Medical Leave for City Employees

Motion # 74-04-16

I move that the Mayor and Council direct the City Administrator to create and implement a policy allowing city employees 6 weeks' paid time off for family and life events that qualify for Family and Medical Leave Act benefits.

- Paschall

[Paschall Paid FMLA Leave.pdf](#)

[FMLA Recommendation Memo.pdf](#)

9. Discussion Items (9:15 p.m. – 10:05 p.m.)

9.a) Proposed Creation of Chapter 65-8: Temporary Structures & Enclosures

[Hyattsville Staff Agenda Cover Page - Chapter 65-8.docx](#)

[Memo Storage Containers Chapter 65-8.docx](#)

[Hyattsville Ordinance CONTAINER 6-17-15 DRAFT.pdf](#)

[Code Minutes July 15%2c 2015 \(2\).docx](#)

10. Council Dialogue (10:05 p.m. – 10:15 p.m.)

11. Community Notices and Meetings

11.a) City Calendar: May 3 - 16, 2016

[Main City Calendar May 3-16.pdf](#)

[May 2016 Calendar.pdf](#)

12. Motion to Adjourn



PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE, MD
MONDAY MARCH 21, 2016

CALL TO ORDER AND COUNCIL ROLL CALL:

The public hearing was called to order by Mayor Hollingsworth at 7:34 p.m.

Attendee Name	Title	Status	Arrived
Candace Hollingsworth	Mayor	Present	
Edouard Haba	Council President	Present	
Bart Lawrence	Council Vice President	Present	
Kevin Ward	Councilmember, Ward 1	Present	
Robert S. Croslin	Councilmember, Ward 2	Present	
Shani Warner	Councilmember, Ward 2	Present	
Thomas Wright	Councilmember, Ward 3	Present	
Patrick A. Paschall	Councilmember, Ward 3	Present	
Paula J. Perry	Councilmember, Ward 4	Present	
Ruth Ann Frazier	Councilmember, Ward 5	Present	
Joseph Solomon	Councilmember, Ward 5	Absent	

Also present were the following staff members:

- City Administrator Tracey E. Nicholson
- Assistant City Administrator, Director of Community and Economic Development Jim Chandler
- City Treasurer Ron Brooks
- Director of Human Resources Vivian Snellman
- Director of Public Works Lesley Riddle
- City Clerk Laura Reams
- Assistant City Clerk Lillie Littleford

PUBLIC COMMENT:

Mr. Ted Porter, a Ward 1 resident, spoke out in opposition of the change to make the alley running between the 4200 blocks of Gallatin and Farragut Streets one-way, southbound. Mr. Porter stated that fast traffic will be found regardless of the change. Mr. Porter stated that he did not see an excessive amount of traffic in this alleyway, although he believed the traffic could deter crime. Mr. Porter stated that he liked being able to access his driveway from both sides and would support the change if he was offered an exemption.

Mr. Christopher Woodbridge, a Ward 1 resident, spoke out in favor of traffic going one-way in the alleyway, but asked for an exemption for those that live there. Mr. Woodbridge stated that he was in favor of the change for pedestrian safety due to the high speed traffic, as well as lawn maintenance to prevent trucks from driving over lawns and gardens.

Ms. Sally Middlebrooks, a Ward 1 resident, stated that she lived on 42nd Avenue, around the corner from the alley, where she walked frequently. Ms. Middlebrooks stated that she would feel safer if she knew traffic was coming from one direction due to the frequent speeding.

Ms. Phyllis Jones, a Ward 1 resident, and wife of Ted Porter, spoke out in opposition of dual traffic in the alleyway, where there were many pedestrians, especially children, walking. Ms. Jones also highlighted the fact that the alley did not allow enough room for two cars to travel on both sides because there are six cars that also park on the alley. Ms. Jones expressed support for one-way traffic for speed control.



PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE, MD
MONDAY MARCH 21, 2016

Mr. John Sheridan, a Ward 1 resident, stated that everyone living in the alley signed the petition and supported the change to one-way traffic. Mr. Sheridan asked for an exception for anyone that lived in the alley to come through and park. Mr. Sheridan also expressed safety concerns regarding the dual traffic in the alley.

Ms. Lisa Walker, a Ward 1 resident, stated that she was not opposed to the change to one-way traffic, but she was concerned that there was a safety issue with people driving the wrong way on Farragut Street.

Mr. Ted Porter, a Ward 1 resident, offered clarification on his statement. Mr. Porter asked the Council to read a letter from Maria Bovich that stated the need for an exemption for those residents who lived in the alley. Mr. Porter clarified that he did not oppose the change to one-way, but valued an exemption for residents.

Mr. David Marshall, a Ward 2 resident, stated that the alley has provided an easement for his family. Mr. Marshall would prefer if the change was made to one-way northbound rather than southbound. Mr. Marshall also stated that if a decision was made, all residents would need to adhere to the traffic change.

Mr. John Sheridan, a Ward 1 resident, highlighted the fact that a no-thru traffic sign had been up in the alley for thirty years, and residents who have driven through the alley, have already broken the law.

The Public Hearing adjourned at 7:51 p.m.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE, MD
MONDAY, APRIL 4, 2016

CALL TO ORDER AND COUNCIL ROLL CALL:

The meeting was called to order by Mayor Hollingsworth at 7:44 p.m.

Attendee Name	Title	Status	Arrived
Candace Hollingsworth	Mayor	Present	
Edouard Haba	Council President	Present	
Bart Lawrence	Council Vice President	Present	
Kevin Ward	Councilmember, Ward 1	Present	
Robert S. Croslin	Councilmember, Ward 2	Present	
Shani Warner	Councilmember, Ward 2	Present	
Thomas Wright	Councilmember, Ward 3	Present	
Patrick A. Paschall	Councilmember, Ward 3	Absent	
Paula J. Perry	Councilmember, Ward 4	Present	
Ruth Ann Frazier	Councilmember, Ward 5	Present	
Joseph Solomon	Councilmember, Ward 5	Present	

Also present were the following City Staff Members:

- City Administrator Tracey E. Nicholson
- Assistant City Administrator and Director of Community and Economic Development, Jim Chandler
- City Treasurer Ron Brooks
- Chief of Police Douglas Holland
- Director of Human Resources Vivian Snellman
- Director of Public Works Lesley Riddle
- City Clerk Laura Reams
- City Attorney Richard Colaresi
- Assistant City Clerk Lillie Littleford

APPROVAL OF AGENDA:

1. Motion to Approve the Agenda for April 4, 2016.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Shani Warner, Councilmember, Ward 2
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Perry
ABSENT:	Paschall

MOTION TO CLOSE:

1. Motion to Close the Council Meeting of April 4, 2016.

56-04-16 Motion to Close I move that the Mayor and Council close the Council Meeting of April 4, 2016 in order to consult with the City Attorney to obtain legal advice.



**REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE, MD
MONDAY, APRIL 4, 2016**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Eduard Haba, Council President
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Perry
ABSENT:	Paschall

Pursuant to the requirement of the Annotated Code of Maryland State Government Article 3-104(1)(2); this statement is included in these minutes:

A closed session of the Council of the City of Hyattsville was held at 7:48 p.m. on Monday, April 4, 2016, in the City of Hyattsville Municipal Building, Third Floor Council Chambers.

In addition to the City Council, the following staff members were present: **City Administrator, Tracey E. Nicholson, Assistant City Administrator Jim Chandler, Police Chief Doug Holland, Director of Public Works Lesley Riddle, Treasurer Ron Brooks, City Clerk Laura Reams, City Attorney Richard Colaresi, and Project Manager Hal Metzler.**

The authority under which the session was closed was the Annotated Code of Maryland State Government General Provisions Article Section §3-305 (b) (7) consult with counsel to obtain legal advice..

Topics Discussed: Consulted with Counsel to obtain legal advice regarding contract discussions with WSSC.

Action Taken: Council President moved to authorize the Mayor to send a letter to WSSC and the County Executive and State Delegation requesting their assistance in a contract matter with WSSC (#58-04-16). The motion was seconded by Councilmember Perry and approved unanimously by the Council.

The Council returned to open session on a motion made by Council Vice President Lawrence, seconded by Councilmember Warner and approved unanimously by the Body at 8:16 p.m.

APPROVAL OF MINUTES:

1. City Council - Regular Meeting - February 10, 2016 8:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Perry
ABSENT:	Paschall

2. City Council - Regular Meeting - February 16, 2016 8:00 PM



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE, MD
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RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Perry
ABSENT:	Paschall

3. City Council - Public Hearing - March 16, 2016 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Perry
ABSENT:	Paschall

4. City Council - Work Session - March 16, 2016 8:00PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Perry
ABSENT:	Paschall

Councilmember Wright clarified a statement made in the minutes of the Council Work Session of March 16, 2016. Councilmember Wright stated that, on page 2, rather than increasing fixed assets, he suggested increasing the capital limits on fixed assets. City Clerk Reams asked if Councilmember Wright would like these minutes to be brought back for the next meeting. Councilmember Wright assured that his comment was made only to provide clarity.

PUBLIC COMMENT:

Ms. Nina Faye, a Ward 3 resident, addressed the Mayor and Council in regards to the formatting of the Council packet. Ms. Faye stated that she did not like the current format of the packet and calendar and believed that it was an annoyance. Ms. Faye also stated that there was not enough information regarding committee meetings.

Mr. David Marshall, a Ward 2 resident, addressed the Mayor and Council in regards to the advertising of the Council Meeting. Mr. Marshall stated that the Meeting of April 4, 2016 was advertised to begin at 8:00 p.m., and wanted to make sure the published time was adhered to. Mr. Marshall also commented on the change to a one-way southbound on the alleyway at 42nd Place. Mr. Marshall stated that he did not think it was wise to make the change. Mr. Marshall commented on the last budget meeting, March 30, 2016, and stated that the numbers for the Community Services Department did not match in the power point and requested an explanation of the differences in the numbers.

PRESENTATIONS:

1. FY-2014 and FY-2015 Audit Update



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Treasurer Brooks provided a summary of the current status of the FY-2014 audit and said that issues had been resolved and that the audit would be closed out soon.

2. University Hills Project Update

Mr. Hal Metzler, Project Manager for the Department of Public Works, provided an update for the University Hills Project. Mr. Metzler stated that the department reviewed the 2016 sidewalk policy and the expected impacts on the project. Mr. Metzler also updated the residents on the status of the project and relayed these updates to the Council. Mr. Metzler stated that he was currently working on a staff analysis to be presented to the Council for phase 2, that would be presented in late Spring and implemented in late Summer. Councilmember Wright stated that he was delighted and inspired with the entire Department of Public Works and stated appreciation for the community meetings.

3. Parks Division Report

Director Riddle introduced Parks Supervisor Dawn Taft. Ms. Taft provided an update for the Parks Department in which she summarized the scope of work and recent accomplishments of the Parks Department. Ms. Taft showed the Council that these accomplishments encompassed upgrades to playgrounds, park improvements, and utilized grant funding and volunteer involvement. Ms. Taft noted that there was a City tree database established as well. Ms. Taft highlighted the bio retention work for storm water management within the City. Ms. Taft then noted upcoming work for FY-2017, which included the implementation of a Food Forest garden, Hamilton Street beautification project, installation of a playground at Deitz Park, and continued yearly tree planting.

Councilmember Solomon stated thanks and appreciation for Ms. Taft and the work of the department. Councilmember Solomon alluded to a conversation with Councilmember Frazier and stated that they would like to see projects like the work on Hamilton Street continue along the whole stretch of road.

Councilmember Perry thanked Ms. Taft for all of the work. Councilmember Perry requested a list of the planned tree plantings. Ms. Taft stated that she believed the planned plantings would be posted on the website, but she clarified that the fall planting have not moved from requests to planning yet.

Councilmember Ward commended the work of Ms. Taft and Mr. Metzler.

Councilmember Warner asked for clarification on the location of Emerson Park, and Director Riddle and Ms. Taft said that it was located near the Department of Public Works Facility. Councilmember Warner noted that the City installed traffic calming devices in that location and that the development of Emerson Park could also serve as another way to slow people down.

Councilmember Wright thanked Ms. Taft for her work and her enthusiasm. Director Riddle noted the professional certifications that Ms. Taft holds. Council President Haba added compliments to Ms. Taft and asked her to provide residents with a process for suggesting a site for tree planting. Ms. Taft deferred to Director Riddle, who recommended that residents call or email the Department of Public Works directly. Administrator Nicholson added that the City was updating the request platform for residents. Ms. Taft added that if residents needed something pruned, to call or email her directly so it could be taken care of properly. Councilmembers Wright and Croslin added comments regarding the pruning of City trees. Ms. Taft responded and stated that she will provide her information in order for her to touch up and trees that have been damaged.

4. Student Conservation Association Presentation



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Director Riddle introduced Mr. Tobias Bokum-Foth, from the Student Conservation Association. Mr. Bokum-Foth stated that the Student Conservation Association (SCA) was a national environmental non-profit that mainly focused on providing hands-on conservation opportunities to youth. Mr. Bokum-Foth then provided a synopsis of program models within the area, which included 6-week youth teams, year round adult teams, and individual internships for 8-week terms. Mr. Bokum-Foth expressed interest in bringing opportunities to the City, and added that the conservation positions would be paid. Mr. Bokum-Foth stated that the organization had more youth that needed work than they had opportunities. Mr. Bokum-Foth stated that he was looking to partner with the City and, like in the past, have teams work with the Department of Transportation and Recreation. Mr. Bokum-Foth then clarified that the SCA would help apply for grant funds as the work partner. Mr. Bokum-Foth highlighted the vision of the SCA, which was to have a roving corps team working in locations throughout the metropolitan area.

Administrator Nicholson added her appreciation to the SCA, and stated that the City had been looking for partnership opportunities. Mayor Hollingsworth asked whether participants received Americorps award and if the program included opportunities for adjudicated youth. Mr. Bokum-Foth responded and said that the pay was typically too high to qualify for the Americorps program, and stated that the SCA was looking to expand opportunities to adjudicated youth.

Council President Haba stated that he was delighted to see the City become engaged in these opportunities and asked about fees that would be included. Director Riddle responded that fees would be from the City's DPW operating budget. Mr. Bokum-Foth added that the SCA would focus on Hyattsville youth for these projects. Council President Haba asked to see the budget breakdown for the projects.

5. ARTways Sculptural & Mapping Project

Assistant City Administrator Chandler introduced Executive Director Stuart Eisenberg to present the ARTways Sculptural and Mapping Projects. Executive Director Stuart introduced Program Manager Molly O'Connell. Ms. O'Connell provided a summary of the proposed project and highlighted the intent to produce signage for trail areas with opportunities for the signage to include unique elements that can be easily replicated and customized to be updated when needed. Ms. O'Connell stated that the goal of the project was to introduce public art to the trails and consequently increase trail usage. Mr. Eisenberg added that the request was going to the redevelopment authority and that funding was needed for the sculptural project as well as the Stream Valley. Mr. Eisenberg then stated that he anticipated that the CDC would come forward with a more detailed presentation pertaining to the Stream Valley Artway and asked for the Council's support.

CONSENT ITEMS:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Perry
ABSENT:	Paschall

- 49-04-16 Appointment to the Health, Wellness and Recreation Advisory Committee** I move that the Mayor and Council appoint Emily McNally (Ward 3) and Dyann Waugh (Ward 2) to the Health, Wellness and Recreation Advisory Committee for a term of 2 years to expire on April 5, 2018.
- 50-04-16 Proclamation in Honor of Arbor Day, 2016** I move that the Mayor and Council adopt the following proclamation in honor of Arbor Day 2016.



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3. **51-04-16 Replacement of Transmission for Solid Waste Truck #67** I move that the Mayor and Council approve the cost to replace the transmission in Solid Waste trash truck #67 by Johnson Truck Center, not to exceed \$12,000.00.
4. **52-04-16 Prince George's County ReLEAF Grand Program** I move that the Mayor and Council accept and appropriate the funds for the Prince George's County ReLEAF Program not to exceed \$2,061.04.
5. **53-04-16 J&M Security Solutions Contract** I move that the Mayor and Council approve the \$20,000.00 expenditure for the second year of the four year maintenance and support contract with J&M Security Solutions.

ACTION ITEMS:

1. **54-04-16 Capital Budget Appropriation for Department of Public Works Design/Build** I move that the Mayor and Council authorize the City Treasurer to amend the FY16 Capital Improvement Fund budget appropriations for the design build of the Public Works Facility at a cost not to exceed \$3.3M in accordance with the executed contract with Keller CM.

City Administrator Nicholson thanked the Council for their support of the Department of Public Works renovation.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Council President Edouard Haba
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Perry
ABSENT:	Paschall

2. **55-04-16 Letter of Support for ARTways Sculptural & Mapping Project** I move that the City Council authorize the Mayor to provide a letter of support for the Hyattsville CDC's Community Impact grant application to the Prince George's County Redevelopment Authority for the purpose of funding the Artways Sculptural & Mapping Project.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Council President Edouard Haba
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Perry
ABSENT:	Paschall

3. **57-04-16 Traffic Calming Recommendation: 42nd Place, One-Way Southbound** I move that the Mayor and Council approve the Staff recommendation to alter the traffic pattern on 42nd Place from Gallatin to Farragut Street to one-way southbound traffic only.

City Administrator Nicholson stated that the residents expressed concerns with safety regarding the current access of the alley. Administrator Nicholson noted that a more comprehensive traffic study of the entire City would be conducted. Director Riddle responded to resident concerns regarding access to the alley for parking, and stated that the City is mandated by state law and traffic regulations to make all residents comply with the one-way traffic laws.



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Councilmember Solomon asked if the Ward 1 Councilmembers were supportive of this request, and Councilmember Lawrence stated that they were. Councilmember Wright noted that the traffic study approaching and Administrator Nicholson stated that if the study recommended something different, the recommendation would be brought forward for consideration. Administrator Nicholson added that there was not a heavy emphasis on speed volume, but more of an emphasis was placed on safety.

Mayor Hollingsworth asked what the timeline would be for implementation and Director Riddle responded with a timeline of thirty (30) days. Mayor Hollingsworth noted that residents could express concern in that 30 day window.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Candace Hollingsworth, Edouard Haba
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Perry
ABSENT:	Paschall

DISCUSSION ITEMS:

1. Lease of Off-Site Parking Spaces

Councilmember Warner asked what the cost of turning the Gallatin Street Parking Lot into paid parking would be. Assistant Administrator Chandler responded that he was waiting on a few proposals and that this topic would be included in the next discussion. Council Vice President Lawrence clarified the cost of the lease to be \$12,000.00 annually, and Mr. Chandler responded to Councilmember Lawrence's questions and stated that the Hamilton Street property could be turned into parking in over a year. Mr. Chandler added that fencing around the Hamilton Lot would be leased and also stated concern about limited eyes on the property. Mr. Chandler stated that this was less of a concern at the Gallatin Street Parking Lot because of the location of the Police Department. Mayor Hollingsworth added that this would come back with additional information requested by Councilmember Warner, including the cost for cameras and fencing for the Hamilton Street property.

COUNCIL DIALOGUE:

Councilmember Frazier reminded residents about the Ward 5 Town Hall approaching. Councilmember Wright added that there would be a clean-up at the Duck Pond and noted the upcoming Congressional Debate. Councilmember Solomon stated that there would be a Presidential Election Event at Busboys and Poets on April 14th. Mayor Hollingsworth announced opening of doors and the grand opening of Safeway on Wednesday and Saturday respectfully. Council Vice President Lawrence offered congratulations to Councilmember Paschall on the birth of his second child.

MOTION TO ADJOURN:

1. Motion to Adjourn the Agenda for April 4, 2016.

The meeting adjourned at 9:28 p.m.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE, MD
MONDAY, APRIL 4, 2016

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Shani Warner, Councilmember, Ward 2
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Perry
ABSENT:	Paschall



**REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE, MD
MONDAY, MARCH 21, 2016**

CALL TO ORDER AND COUNCIL ROLL CALL:

The meeting was called to order by Mayor Hollingsworth at 8:00 p.m.

Attendee Name	Title	Status	Arrived
Candace Hollingsworth	Mayor	Present	
Edouard Haba	Council President	Present	
Bart Lawrence	Council Vice President	Present	
Kevin Ward	Councilmember, Ward 1	Present	
Robert S. Croslin	Councilmember, Ward 2	Present	
Shani Warner	Councilmember, Ward 2	Present	
Thomas Wright	Councilmember, Ward 3	Present	
Patrick A. Paschall	Councilmember, Ward 3	Present	
Paula J. Perry	Councilmember, Ward 4	Present	
Ruth Ann Frazier	Councilmember, Ward 5	Present	
Joseph Solomon	Councilmember, Ward 5	Present	Arrived at 8:04 p.m.

Also present were the following City staff Members:

- City Administrator Tracey E. Nicholson
- Assistant City Administrator and Director of Community and Economic Development, Jim Chandler
- City Treasurer Ron Brooks
- Director of Human Resources Vivian Snellman
- Director of Public Works Lesley Riddle
- Director of Community Services Jake Rollow
- City Clerk Laura Reams
- Assistant City Clerk Lillie Littleford

MOMENT OF SILENCE:

A moment of silence was held in honor of Prince George's County Police Officer Jacai Colson.

APPROVAL OF AGENDA:

1. Motion to Approve the Agenda for March 21, 2016.

The agenda was approved with three minor amendments to the language of Motion # 41-03-16, 43-03-16, and 44-03-16. The amendments are reflected in this document.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Bart Lawrence, Council Vice President
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Paschall, Perry, Frazier, Solomon

APPROVAL OF MINUTES:

1. City Council – Meeting - Feb 1, 2016 8:00 PM



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE, MD
MONDAY, MARCH 21, 2016

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Paschall, Perry, Frazier, Solomon

PUBLIC COMMENT:

Ms. Lisa Walker, a Ward 2 resident, addressed the Mayor and Council on behalf of Hyattsville Aging in Place (HAP) regarding the Senior Services Survey and Report. She thanked staff for the preparation of the report and survey and said that HAP would provide feedback after reviewing the report.

Ms. Sally Middlebrooks, a Ward 1 resident 5105 42nd avenue, addressed the Mayor and Council regarding the Senior Services Survey and Report. She raised comparisons between the report and the 2011 resident community survey. She cited a specific section of the report on page 21, question 9 and also requested that the City not view senior and disability services as charity.

Ms. Candace Rojo Keyes, Assistant Editor of PG Sentinel, invited all to attend the upcoming Congressional District 4 Democratic Debate to be held at the City Building, sponsored by the PG Sentinel and Hyattsville Life and Times.

Mr. David Marshall, a Ward 2 resident, addressed the Mayor and Council to note a grammatical error in the motion for the agreement between City and American Traffic Solutions. He also provided his thoughts on the City Sidewalk Policy and the Resolution regarding refugees.

PRESENTATIONS:

1. FY-2014 and FY-2015 Audit Update

City Treasurer Brooks provided an update on the close out process for the FY14 audit.

2. Senior Services Report

Community Services Director Jake Rollow provided an overview of the findings of the Senior Services Report. He stated that the survey was sent to all households in the City and that responses had been received from approximately 600 homes. He said the goal of the presentation was to share initial recommendations. Mr. Rollow then briefly reviewed the City demographics and services currently offered by the City. He also reviewed the available services from Prince George's County and MNCPPC and compared the City staff and resources to surrounding municipalities.

Director Rollow summarized the findings of the survey. He said that the most popular available services were the Call-a-Bus, County social workers and home visits. The most desired services were affordable housing, free/reduced cost help with yard and home maintenance and free or reduced cost assistance with home modifications. Director Rollow provided the Council with a list of initial recommendations that included expanding outreach through communications and the service area of the call-a-bus. He also said the City was planning a good neighbor program to help seniors with yard maintenance. Mr. Rollow stated that the Community Services department was not making a request for additional staffing but noted that the next fiscal year did include programmatic expansion. He then responded to questions from the Mayor and Council.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE, MD
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Council President Haba thanked Mr. Rollow and staff for the survey, stating it was a great beginning. There was a brief discussion regarding the response rate. Director Rollow said that he felt that the survey methodology was a good alternative for an informal survey of residents as compared to the formal resident satisfaction survey done every few years. Councilmember Solomon asked about the number of no marks indicated on the survey and Mr. Rollow said that respondents had been asked to rank the top three services.

Councilmember Paschall asked for additional details regarding the sides that compared the City's staffing and resources to those offered by other municipalities. He said he was interested in seeing how other municipalities managed their resources and if they were solely dedicated to seniors. Councilmember Perry said she would have like to have seen comparisons between municipalities with a more similar tax base to Hyattsville. Director Rollow said the department was thinking about how they could team up with other municipalities to expand services and share start up and administrative costs. Councilmember Solomon requested to see a weighted view of the survey results.

CONSENT ITEMS:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Robert Croslin, Councilmember, Ward 2
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Paschall, Perry, Frazier, Solomon

1. **36-03-16 Appointments to Police and Public Safety Advisory Committee** I move that the Mayor and Council appoint Yvonne Wallace-Penn (Ward 3) and Timothy Epp (Ward 1) to the Police and Public Safety Advisory Committee for a term of 2 years to expire on March 21, 2018.
2. **37-03-16 Appointment to the Hyattsville Environment Committee** I move that the Mayor and Council appoint Marc Tartaro (Ward 1) to the Hyattsville Environment Committee for a term of 2 years to expire on March 21, 2018.
3. **38-03-16 Appointment to the Health, Wellness and Recreation Advisory Committee** I move that the Mayor and Council appoint Gerrard Jolly (Ward 3) to the Health, Wellness and Recreation Advisory Committee for a term of 2 years to expire on March 21, 2018.
4. **39-03-16 Appointment to the Education Advisory Committee** I move that the Mayor and Council appoint Reva Harris (Ward 1) to the Education Advisory Committee for a term of 2 years to expire on March 21, 2018.
5. **40-03-16 Appointment to the Residential Parking Zone Committee** I move that the Mayor and Council appoint Marquisha Powell (Ward 1) to the Ad Hoc Residential Parking Zone Committee for a term to expire 120 days after the first meeting of the committee.
6. **41-03-16 SHA Lighting MOU for MD500 Project** I move that the Mayor & Council authorize the City Administrator to accept the Memorandum of Understanding with SHA and appropriate the additional funding for Queens Chapel Road Lighting Project not to exceed \$200,500.00 upon the review and approval of the City Attorney for legal sufficiency.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE, MD
MONDAY, MARCH 21, 2016

7. **42-03-16 Chesapeake Bay Trust Grant** I move that the Mayor & Council authorize the City Administrator to appropriate the grant funding from Chesapeake Bay Trust Grant for the design and landscaping on Melrose Trail not to exceed \$21,000.00 and upon the review and approval of the City Attorney for legal sufficiency.
8. **43-03-16 Agreements between City of Hyattsville and Howard County Police and the City of Hyattsville and American Traffic Solutions to provide Red Light Cameral Enforcement Solutions** I move that the Mayor & Council authorize the City Administrator to execute agreements with the Howard County Department of Police and American Traffic Solutions to provide red light camera enforcement services for a term of one-year with three renewal option years.
9. **44-03-16 Lease Financing for Police Cars and Related Equipment Approved in the 2016 Capital Improvement Plan** I move that the Mayor and Council authorize the City Administrator to execute a lease finance agreement with Bancorp-Jefferson Leasing in an amount not to exceed \$312,708 at 4% and five years to purchase police vehicles and related equipment and upon legal review and approval by the City Attorney.

ACTION ITEMS:

1. **46-03-16 City Sidewalk Policy** I move that the Mayor and Council adopt the attached City Sidewalk Policy 2016 to replace the existing City Sidewalk Policy adopted in 2006.

Councilmember Wright thanked staff for the modifications to the sidewalk policy. He said that he had hoped the policy would not have been scheduled for a vote until after the upcoming community meeting and shared feedback that he received from residents on the proposed policy.

There was a brief discussion regarding the applicability of City Charter Articles 7 and 8 and the sidewalk policy and the petitioning process. Councilmember Wright asked if homeowners would be notified by mail of sidewalk installation. City Administrator Nicholson said she was not sure there needed to be a modification to the policy to account for specific methods of community outreach. Administrator Nicholson reinforced that staff had made a commitment to community outreach regarding sidewalk projects and would use various communication methods as deemed necessary.

Councilmember Wright inquired about the threshold for a valid petition, asking if the City should put a specific percentage to define the majority. Administrator Nicholson said she believed that validating petitions through a simple majority was the best approach.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Shani Warner, Councilmember, Ward 2
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Paschall, Perry, Frazier, Solomon

2. **47-03-16 Hyattsville Resolution 2016-01, A Resolution Concerning the Syrian Refugee Crisis and Immigration Enforcement Procedures** I move that the Mayor and Council adopt Hyattsville Resolution 2016-01, a resolution concerning the Syrian Refugee Crisis and Immigration Enforcement Procedures, for the purpose of expressing the City Council's support for the importance of diversity, inclusiveness, and human rights in the City of Hyattsville, Prince George's County, and the State of Maryland.



RESULT:	APPROVED
MOVER:	Edouard Haba, Council President
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Paschall, Perry, Solomon
ABSTAIN:	Frazier

3. **48-03-16 Agreement between the City of Hyattsville and American Traffic Solutions (ATS) to Initiate Collections Efforts of Delinquent Red Light Camera Enforcement Violation Notices** I move that the Mayor and Council authorize the City Administrator to execute an agreement with American Traffic Solutions for the purposes of conducting collections operations on delinquent Red Light Camera fines. This item has been reviewed and approved the by the City Attorney.

City Administrator Nicholson provided background information on the request to execute an agreement with American Traffic Solutions for collection of delinquent red light camera fines. She stated that there were approximately 10,000 open citations for approximately \$800,000. Ms. Nicholson said that the vendor offered collection services and detailed that the vendor would receive 30% and City will receive 70% of any successfully recovered fines. Administrator Nicholson said the vendor historically averaged a 25% collection rate and that the City intended to begin collection with outstanding citations from 2010.

Council President Haba asked what would happen with delinquent fines prior to 2010. Administrator Nicholson responded that those fines would likely be written off. Councilmember Solomon asked if the City had shopped around for other vendors. Administrator Nicholson responded that the City had not independently reviewed alternate vendors but that Howard County had gone through a selection process and the City was riding off of that contract. There was a brief discussion regarding the logistics of the red light camera program. Communications and Records Supervisor Sharon Hampton addressed the Council to provide details, she stated that there was no court process with red light camera fines, stating that delinquent tickets caused tags to be flagged.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Paschall, Perry, Frazier, Solomon

Discussion Items:

1. Pay-by-Phone Parking Services

Assistant City Administrator Chandler provided an overview of the proposed Pay-by-Phone Services and the timeline for the project implementation. He highlighted key features of the recommended vendor, Passport and noted that the vendor would be making an upcoming presentation to the Council and visiting locations around the City to introduce themselves to customers and answer questions about the program.



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There was a brief discussion regarding the logistics of the Pay-by-Phone program. Assistant City Administrator Chandler clarified that residents would still be able to pay with cash or credit at meter stations, the program would be an additional payment option for visitors and all existing equipment would remain in place. Councilmember Solomon asked if the City had reviewed satisfaction surveys from Pay-by-Phone users and asked how much the current parking transaction fees were. Mr. Chandler responded that there are no transaction fees for cash and a current 3% fee for credit cards. Councilmember Solomon asked if transaction fees from the Pay-by-Phone vendor were passed on to the City. Mr. Chandler clarified that all transaction fees were passed on to the consumer.

Councilmember Ward asked if the vendor would install their own equipment on the streets. Assistant City Administrator Chandler said that there was no on-street equipment for this vendor but there would be signage installed by Passport. Council President Haba inquired if the City would be able to remotely monitor open spaces and if there was an existing grace period. Mr. Chandler responded that there was off site monitoring and there was an existing 4 minute grace period policy.

COUNCIL DIALOGUE:

Councilmember Croslin, in honor of Women's History Month, recognized the contributions of the women on the dais and their families. Council Vice President Lawrence and Paschall informed the Council and residents of upcoming planned absences from Council meetings. Councilmember Warner praised the recent City egg hunt. Councilmember Wright reminded residents of an upcoming University Hills Community Meeting and thanked the Hyattsville Preservation Association for the recent Smart Cities event. Mayor Hollingsworth thanked the Sheldon B. Redding Lodge for their participation at the recent egg hunt and extended thanks to those who had participated in the recent Movin' with the Mayor Bike ride.

MOTION TO ADJOURN:

1. Motion to Adjourn the Meeting of March 21, 2016.

The meeting adjourned at 9:37 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kevin Ward, Councilmember, Ward 1
SECONDER:	Shani Warner, Councilmember, Ward 2
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Paschall, Perry, Frazier, Solomon



**CITY COUNCIL WORK SESSION, HYATTSVILLE, MD
WEDNESDAY MARCH 30, 2016**

CALL TO ORDER AND COUNCIL ROLL CALL:

Mayor Candace Hollingsworth called the meeting to order at 8:01 p.m.

Attendee Name	Title	Status	Arrived
Candace Hollingsworth	Mayor	Present	
Edouard Haba	Council President	Absent	.
Bart Lawrence	Council Vice President	Absent	
Kevin Ward	Councilmember, Ward 1	Absent	
Robert S. Croslin	Councilmember, Ward 2	Present	
Shani Warner	Councilmember, Ward 2	Present	
Thomas Wright	Councilmember, Ward 3	Present	
Patrick A. Paschall	Councilmember, Ward 3	Absent	
Paula J. Perry	Councilmember, Ward 4	Present	
Ruth Ann Frazier	Councilmember, Ward 5	Present	
Joseph Solomon	Councilmember, Ward 5	Present	

Also present were the following City staff members:

- City Administrator Tracey E. Nicholson
- Chief of Police Douglas Holland
- Director of Community Services Jake Rollow
- City Treasurer Ron Brooks
- City Clerk Laura Reams
- Assistant Clerk Lillie Littleford

APPROVAL OF AGENDA:

1. Motion to Approve the Agenda for the Council Meeting of March 30, 2016.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Shani Warner, Councilmember, Ward 2
SECONDER:	Joseph Solomon, Councilmember, Ward 5
AYES:	Hollingsworth, Croslin, Warner, Wright, Perry, Frazier, Solomon

PUBLIC COMMENT:

There were no individuals who wished to address the Mayor and Council.

PRESENTATIONS:

City Administrator Nicholson provided a brief introduction for the FY17 Budget Review Department Presentations for Community Services and the Police Department. Ms. Nicholson stated that they would follow the same sequences that they had done with previous budget briefings.

1. FY17 Budget Review Community Services



Director of Community Services Jake Rollow briefed Council on the proposed FY17 Budget for the Community Services Department. Mr. Rollow reviewed the organizational chart, noting that in July the department would have a new full-time employee funded primarily by a grant from Americorps VISTA. Mr. Rollow then summarized FY16 accomplishments, highlighted the goals and objectives for the department, and planned FY17 initiatives. FY17 initiatives included launching a parent engagement program with local schools, improving communications, expanding programs for seniors and people with disabilities, expanding volunteer programs, outreach and the new event, Healthy Hyattsville Weekend. Mr. Rollow also summarized the planned funding offset initiatives for the department, including the use of interns, volunteers, contractors, and the expected grant funding awards. Mr. Rollow then provided an in depth review of the budget for each division of Community Services.

Councilmember Solomon asked if the expected grant offset initiatives funds were confirmed. Mr. Rollow stated that the Americorp VISTA and the Save Our Strength Grants had been confirmed and noted that the expected grant from the Maryland National Capital Park & Planning Commission Grant had not been confirmed but that the City had a long historical record of receiving the funds. Councilmember Solomon asked if the department was planning to continue hosting community movie nights. Mr. Rollow confirmed that the events were planned for FY17. Councilmember Solomon then asked about television programing upgrades and if there would be new programming on the City's cable channel. Mr. Rollow said based on current funding levels there were no plans to expand programming or add additional staffing to the cable department.

There was a brief discussion regarding the department's planned use of contracted services. Mr. Rollow provided examples how contracted services would be used for communications, graphic design and photography. Councilmember Solomon asked if this was a growing area where the City would eventually need a fulltime employee. Mr. Rollow said that it would be hard to find a full-time employee able to meet all three talents for photography, graphic design and strong English language writing skills. Mr. Rollow stated that he would like to experiment with contracting the work out for FY17 to see how it goes.

Councilmember Solomon inquired about plans to increase ridership on the Call-A-Bus based on survey feedback and the cost of the replacement or backup vehicle. Mr. Rollow said according to the recent senior survey most residents do not know what services are available to them. Mr. Rollow stated that the department was working on different ways to communicate with the residents. There was a brief discussion regarding the purchase of a second Call-a-Bus. Councilmember Perry asked if the City still owned a large passenger van. Mr. Rollow confirmed that the van was being utilized for the transport of student to afterschool care only and that it was not in good condition.

Councilmember Frazier said she was concerned that the residents are not aware of the services offered by the City and asked how the department would improve outreach. Mr. Rollow summarized the current outreach vehicles and provided information on new ideas including partnerships with senior groups, local schools, churches, automated phone calls to residents home, radio advertisements in English and Spanish, and flyers posted in local areas.

Councilmember Wright asked for clarification for the two budget lines labeled "other" and planned capital outlay. Mr. Rollow explained that the \$5000 on the "other" line under the Communications division was flagged for the Americorps VISTA programing cost share and the capital outlay in that division was equipment for that position. Mr. Rollow further explained that the capital outlay line in Recreation was for events and covers general things like broken equipment, or replacement items.

FY17 Budget Review: Police Department

Police Chief Holland introduced staff members Lt. Frank DonBullian, Lt. Sam Alexander, Lt Chris Purvis and Administrative Assistant Michelle Dunklee to the Council and thanked them for their work on developing the budget. Chief Holland summarized the Police Vision Statement, Mission Statement, and Value Statement and departmental organizational chart for the Council before beginning his detailed presentation. He noted on the organizational chart the planned addition for an Operations Captain's position.



Chief Holland briefed council on the Police Department FY16 accomplishments, departmental goals and objectives, and highlights for the FY17 budget year. Highlights included the reinstatement of an Operations Command Captain, replacement of the older high maintenance vehicles, purchase of body worn cameras, video storage, employee training, recruitment, hiring, and training of officers to fill vacant positions and limited funding for an employee fitness incentive pilot program. He also said the department was in the process of an application to the Governor's Office of Crime Control and Prevention for a grant funded "Safe Streets" initiative using an offender based crime reduction model.

Chief Holland gave an overall summary of the FY17 Police Budget by department, stating that 80% of the funding request was for personnel resources. He also provided details on requested contracted services and an explanation for line items listed as "other". Chief Holland then summarized funding offset initiatives for the department. He also addressed new recruitment tactics to fill vacancies.

Councilmember Perry inquired about the data retrieval process for the new CAD system. Chief Holland described the new system and clarified that the new system would not change how residents call or the department response time for calls. Chief Holland said that the new system would give the Police Department access to a much larger shared data base through the County.

Councilmember Warner thanked Chief Holland for his presentation and mentioned that she and Council understood how the job of a Police Officer was becoming more difficult. There was a discussion regarding current police staffing levels and recruitment efforts. Patrol Commander Lt. DonBullian provided details on the current patrol shift schedules. Councilmember Warner asked Chief Holland what role he envisioned that the position of the Captain/Operations Commander would play. Chief Holland stated that the Captains position was quite common in similarly sized Police Departments and described the typical duties. There was a discussion regarding the length of time it would take to staff and train the department to full capacity. Councilmember Warner inquired if the City had done comparison research into retention rates of officers. Chief Holland noted that officer retention was a nationwide problem and said that it was a current struggle for most agencies in the region, adding that all agencies were competing for the same pool of applicants.

There was a brief discussion regarding how the total percentage of the Police Department budget compared with other agencies in the region. Chief Holland said that the Police Department accounted for approximately 46% of the overall City budget and that it was difficult to draw comparisons to other agencies due to variances but that he did believe, generally speaking, that the department was in line with similar jurisdictions.

COUNCIL DIALOGUE:

Councilmember Frazier and Solomon announced an upcoming Ward 5 town hall meeting and reminded residents about the upcoming Congressional Debate.

MOTION TO ADJOURN:

The meeting adjourned at 9:36 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Robert Croslin, Councilmember, Ward 2
SECONDER:	Paula Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Croslin, Warner, Wright, Perry, Frazier, Solomon



CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: CHILDREN'S MENTAL HEALTH AWARENESS WEEK

Motion #:	
Council Meeting Date:	5/2/2016
Agenda Section:	Presentation
Recommendation:	The City of Hyattsville recognizes that May 1-7 is Children's Mental Health Awareness Week with the attached proclamation. The art classes at three of the City's elementary schools – Felegy Elementary, Hyattsville Elementary, and Rosa Parks Elementary – have created banners to raise awareness of Children's Mental Health. The theme of the banners is gratitude, and they are in Council Chambers on display.
Department:	Community Services
Staff Contact:	
Council Sponsor:	
Summary Background:	
Next Steps:	
Alternatives:	
Fiscal Impact:	
Community Engagement:	
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☒ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Choose an item.
Attachments:	Proclamation



CITY OF HYATTSVILLE

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CITY COUNCIL AGENDA FORM

TITLE: UPDATE OF FY-2014 AND FY-2015 AUDITS

Motion #:	
Council Meeting Date:	5/2/2016
Agenda Section:	Presentation
Recommendation:	N/A
Department:	Finance
Staff Contact:	Ron Brooks
Council Sponsor:	City Administrator
Summary Background:	The FY-2014 audit is closed and we are in the third week of the FY-2015 audit. Currently we are in the beginning stages of the following activities: • Setting track files for analytical review of revenues that were received in the General Fund and Special Revenue Funds. • Sending out letters to selected employees, including various Council members that will be interviewed by the auditors and asked questions related to fraud. • Forwarding confirmation letters to various external stakeholders As we approach spring and summer our revised time frame to complete the FY-2015 audit is now the end of July 2016.
Next Steps:	Final FY-2014 audit document and continue completing the various audit stages for the FY-2015 audit.
Alternatives:	
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 improvement needs.
Community Engagement:	
Strategic Goals:	X Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	



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CITY COUNCIL AGENDA FORM

TITLE: CHILDREN'S MENTAL HEALTH AWARENESS WEEK

Motion #:	67-05-16
Council Meeting Date:	5/2/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council approve the attached Children's Mental Health Week Awareness proclamation.
Department:	Community Services
Staff Contact:	
Council Sponsor:	
Summary Background:	
Next Steps:	
Alternatives:	
Fiscal Impact:	
Community Engagement:	
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☒ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Choose an item.
Attachments:	Proclamation



Proclamation in Recognition of Children's Mental Health Awareness Week

May 1 – May 7, 2016

Whereas, The Children's Mental Health Matters Campaign is a collaboration of the Mental Health Association of Maryland and the Maryland Coalition of Families with support from the Maryland Mental Hygiene Administration and MD CARES; and

Whereas, families, educators, and communities must address the challenges of a host of mental health issues, ranging from depression to eating disorders to substance abuse; and

Whereas, the Children's Mental Health Matters Campaign aims to raise awareness of the resources available for our children; and

Therefore, the City of Hyattsville recognizes Children's Mental Health Awareness Week and thanks the many professionals who work to ensure our young people and their families have access to the resources necessary to lead full and happy lives.



CITY OF HYATTSVILLE

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CITY COUNCIL AGENDA FORM

TITLE: PROCLAMATION IN RECOGNITION NATIONAL POLICE WEEK & PEACE OFFICERS' MEMORIAL DAY

Motion #:	68-05-16
Council Meeting Date:	5/2/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council adopt a Proclamation in Recognition of National Police Week & Peace Officers' Memorial Day May 15 through May 21, 2016.
Department:	Police
Staff Contact:	Chief Douglas Holland
Council Sponsor:	At the Request of the City Administrator
Summary Background:	May 15, 2016 has been designated Peace Officers' Memorial Day, and May 15 through May 21, 2016 have been designated National Police Week.
Next Steps:	Adopt Proclamation
Alternatives:	N/A
Fiscal Impact:	None
Community Engagement:	N/A
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☒ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Council Memorandum, Draft Proclamation



Proclamation of Recognition of National Police Week & Peace Officers Memorial Day

May 15 through 21, 2016

Whereas, the women and men of the Hyattsville City Police Department unceasingly serve the people of our community; and

Whereas, Safeguarding the rights and freedoms of the residents of the City of Hyattsville is honorable and sometimes hazardous work; and

Whereas, Congress and the President of the United States have designated May 15 as Peace Officers' Memorial Day to remember all who have fallen in the line of duty, and National Police Week to express gratitude for all who serve.

Now, Therefore, we invite our community to join us in observation of the week of May 15 through May 21, 2016, as Police Week in Hyattsville, and May 15, 2016 as Peace Officers' Memorial Day in honor of all those who have made the ultimate sacrifice.

Candace Hollingsworth, Mayor

May 2, 2016



CITY OF HYATTSVILLE

4310 Gallatin Street
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CITY COUNCIL AGENDA FORM

TITLE: ASIAN-PACIFIC AMERICAN HERITAGE MONTH PROCLAMATION

Motion #:	
Council Meeting Date:	5/2/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council proclaim May of 2016 Asian-Pacific American Heritage Month.
Department:	Community Services
Staff Contact:	
Council Sponsor:	
Summary Background:	
Next Steps:	
Alternatives:	
Fiscal Impact:	NA
Community Engagement:	
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☒ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Choose an item.
Attachments:	Proclamation



Proclamation of Celebration for Asian-Pacific American Heritage Month

May 2016

Whereas, the City of Hyattsville is fortunate to be an ethnically diverse community, including residents that have roots in Asia and the Pacific Islands; and

Whereas, the month of May was chosen to commemorate the immigration of the first Japanese to the United States on May 7, 1843, and to mark the anniversary of the completion of the transcontinental railroad on May 10, 1869. The majority of the workers who laid the tracks were Chinese immigrants; and

Therefore, we acknowledge the many contributions that Asian-Pacific American residents make to our city, and we recognize and celebrate Asian-Pacific American Heritage Month.

Candace Hollingsworth, Mayor

May 2, 2016



CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: CITIZENSHIP CELEBRATION DAY PROCLAMATION

Motion #:	70-05-16
Council Meeting Date:	5/2/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council proclaim May 7, 2016, Citizenship Celebration Day.
Department:	Community Services
Staff Contact:	
Council Sponsor:	
Summary Background:	
Next Steps:	
Alternatives:	
Fiscal Impact:	NA
Community Engagement:	
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☒ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Choose an item.
Attachments:	Proclamation



Proclamation in Recognition of Citizenship Celebration Day

May 7, 2016

Whereas, the City of Hyattsville values the contributions of immigrants and new citizens who help create and foster a spirit of inclusion enriching the community and preserving its legacy as a City of freedom and opportunity; and

Whereas, the City of Hyattsville wishes to acknowledge immigrants' commitment to the United States of America and its Constitution and to the idea of liberty and justice for all on which this country has been founded; and

Whereas, acknowledges those becoming citizens of the United States of America who live in Hyattsville and choose to enjoy the rights and privileges of full United States citizenship as we all strive for "a more perfect union;" and

Therefore, the City of Hyattsville recognizes the first Saturday in May as Citizenship Celebration Day to honor all of those residents of the City who have recently become citizens of the United States of America and to welcome them as voters and participants in the daily events of the City of Hyattsville.



CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: APPOINTMENTS TO HEALTH, WELLNESS & RECREATION ADVISORY COMMITTEE

Motion #:	71-05-16
Council Meeting Date:	5/2/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council appoint Michael Bello (Ward 1) and Susan Holland (Ward 2) to the Health, Wellness and Recreation Advisory Committee for a term of 2 years to expire on May 2, 2018.
Department:	Legislative
Staff Contact:	Laura Reams, City Clerk
Council Sponsor:	Warner
Summary Background:	n/a
Next Steps:	n/a
Alternatives:	n/a
Fiscal Impact:	n/a
Community Engagement:	n/a
Strategic Goals:	☒ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Appointment Forms

Profile

Michael

First Name

Bello

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

Ward 1

Ward

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Health, Wellness and Recreation Advisory Committee, Hyattsville Environment Committee, Planning Committee, Shade Tree Board

Referred By:

Biographical Statement

Michael Bello is a licensed landscape architect, LEED accredited professional, planner and urban designer, and recognized expert witness working at the Maryland National Capital Park and Planning Commission. He has over fifteen years of practice in the private and public sector fields of planning, design, and community revitalization. Michael received a bachelor's degree in landscape architecture from the University of Florida and master's degree in architecture and urban design from Columbia University. His volunteer work includes providing the guidance needed for state and federal compliance to create La Finca del Sur South Bronx community garden. Michael also co-founded an indoor urban farm that produces microgreens serving businesses and communities in the Washington DC metro region.

Board, Committee and Commission Application

Profile

Susan

First Name

Holland

Last Name

Email Address

3914 Madison St

Street Address

Suite or Apt

City

MD
State

20781
Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

Ward 2

Ward

Home: (301) 864-0820

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Health, Wellness and Recreation Advisory Committee

Joseph Solomon

Referred By:

Biographical Statement

I have been a resident of Hyattsville for 35 years. As a disability advocate for 44 years I have assisted with the accessible playground, accessible voting, redistricting for the city and providing the City of Hyattsville with ADA information. I have worked on local and statewide commissions to insure that individuals with Intellectual Disabilities and their families have access to health care, recreation, transportation and housing options. As part of my employment with Special Olympics Maryland since 1999, I have lobbied for additional funding for Healthy Athletes in Annapolis and on Capitol Hill for 8 years. I have served on Advisory Committees with MNCPPC. I have served as a coach and committee member for the Special Olympics Aquatics team at Fairland Aquatics center since 1992.



CITY OF HYATTSVILLE
4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: APPOINTMENT TO THE SHADE TREE BOARD

Motion #:	72-05-16
Council Meeting Date:	5/2/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor, with Council approval, appoint Michael Bello (Ward 1) to the Shade Tree Board for a term of 3 years to expire on May 2, 2019.
Department:	Legislative
Staff Contact:	Laura Reams, City Clerk
Council Sponsor:	Warner
Summary Background:	n/a
Next Steps:	n/a
Alternatives:	n/a
Fiscal Impact:	n/a
Community Engagement:	n/a
Strategic Goals:	☒ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Appointment Form

Profile

Michael

First Name

Bello

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

Ward 1

Ward

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Health, Wellness and Recreation Advisory Committee, Hyattsville Environment Committee, Planning Committee, Shade Tree Board

Referred By:

Biographical Statement

Michael Bello is a licensed landscape architect, LEED accredited professional, planner and urban designer, and recognized expert witness working at the Maryland National Capital Park and Planning Commission. He has over fifteen years of practice in the private and public sector fields of planning, design, and community revitalization. Michael received a bachelor's degree in landscape architecture from the University of Florida and master's degree in architecture and urban design from Columbia University. His volunteer work includes providing the guidance needed for state and federal compliance to create La Finca del Sur South Bronx community garden. Michael also co-founded an indoor urban farm that produces microgreens serving businesses and communities in the Washington DC metro region.



CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: PAY-BY-PHONE PARKING SERVICES

Motion #:	73-05-16
Council Meeting Date:	5/2/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council accept the proposal submitted by Passport Parking LLC to provide the City with pay-by-phone parking services and authorize the City Administrator to execute a contract for services for a one-year term with two additional one-year options, upon the review and approval for legal sufficiency by the City Attorney.
Department:	Community & Economic Dev.
Staff Contact:	Jim Chandler, Director, Community & Economic Development
Council Sponsor:	At the Request of the City Administrator
Summary Background:	On March 21, 2016, the Director provided the City Council with details of the procurement process and a recommendation for the selection of Passport Parking, LLC. The recommended firm provided the City Council with a presentation of its product and services on April 18, 2016. There are no direct costs to the City, as it is a user fee based service. Additional one-year agreement options will be at the recommendation of the Director and approval of the City Administrator, based upon the performance of the firm.
Next Steps:	The City and Passport Parking LLC will develop a formalized project schedule for implementation during Summer 2016, which will be coordinated with deployment of signage and the replacement of existing parking equipment.
Alternatives:	
Fiscal Impact:	The City of Hyattsville will not incur direct costs for the pay-by-phone parking service.
Community Engagement:	The City hosted an "open house" event on April 18, 2016, with a presentation to the City Council scheduled for the same evening. A formalized service roll-out plan will be developed for deployment in Summer 2016.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☒ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Pending
Attachments:	Memorandum – March 16, 2016



Memo

To: Mayor and Council
From: Jim Chandler, Director, Community and Economic Development
CC: Tracey Nicholson, City Administrator
Ron Brooks, City Treasurer
Date: April 25, 2016
Re: Pay-by-Phone Parking Services

In October 2015, the City of Hyattsville issued a request for proposal solicitation to secure a vendor to provide the City with pay-by-phone parking payment services. As discussed with the City Council on March 21, 2016, Staff has recommended the firm Passport, based on several factors, including:

- Capability of real-time management and analytics performance tools.
- A transaction fee of \$.20
- The firm's application includes a unique closed-wallet system
- Progressive "as needed" registration and provides registration/log-in via Facebook.
- The firm's marketing roll-out and adoption program
- The firm maintains 100% client retention

As stated previously, the City of Hyattsville has completed one of the most thorough solicitation processes for pay-by-phone parking services, for a community of similar size, in the region and is recommending a contract for services be awarded to Passport to provide pay-by-phone parking services to the City of Hyattsville.

We are proposing to launch the Passport pay-by-phone program in concert with our updated parking pay station equipment in Summer 2016. Passport will also participate at the September 10th Arts & Ales Festival as we envision that as an opportunity to formally introduce the service to residents and visitors to the City.

Staff is recommending the selection of Passport Parking LLC with a contract term of one-year with two additional one-year terms based on the performance of the service.



Council Agenda Form

MOTION #		DRAFT #
DATE SUBMITTED: 8-31-2015	DATE TO GO BEFORE COUNCIL: 1/4/16 - Discussion 4/18/16 - Discussion	
SUBMITTED BY: Paschall		
DEPARTMENT: Human Resources		

TITLE OF MOTION: Paid Family Medical Leave for City Employees

RECOMMENDATION:

I move that the Mayor and Council direct the City Administrator to create and implement a policy allowing city employees 6 weeks' paid time off for family and life events that qualify for Family and Medical Leave Act benefits.

BACKGROUND:

The federal Family and Medical Leave Act allows individuals the right to take up to 12 weeks unpaid time off upon the occurrence of a qualifying life or family event, such as a major medical issue affecting the employee or an employee's family member, or the birth or adoption of a child. Federal law requires that the employee be given the option to take the time unpaid, and that their job is held for them to return to and they are not penalized for their absence.

Federal law lags behind some states and many other countries by not allowing the time off to be paid. For many families, fiscal realities dictate that the employee return to work as soon as possible, often leaving difficult home situations for the care of a loved one or child.

Allowing city employees to take up to 6 weeks' paid time off for a qualifying FMLA event will increase employee retention, saving long-term costs on the process of hiring and retaining employees. Moreover, establishing this policy will make Hyattsville a leader in the community by sending a clear message to colleague jurisdictions and to businesses in Hyattsville that the City supports working families.

Under this policy, employees should be allowed to take 6 weeks' paid time off, in addition to any sick, vacation, or other accrued paid time off that they choose, up to the federal FMLA allotted time of 12 weeks for each qualifying event. Restrictions on the frequency of taking FMLA leave will continue to follow the standards established by federal law.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT: (must be approved by City Administrator): This action and program can be supported and will be a benefit to employees. While we estimate 34,000 annually, the actual financial impact is difficult to assess as costs will be based on usage, operational impact, cost of replacement personnel or overtime, and duration of leave each year.

Tracey E. Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:
SUPPORTING DOCUMENTATION:
CURRENT YEAR BUDGET IMPACT:



Memo

To: Mayor and Council
From: Vivian Snellman, Director Human Resources
Thru: Tracey E. Nicholson, City Administrator
Date: April 14, 2016
Re: Paid Family Medical Leave for Employees

Council member Paschall submit a motion to direct the City Administrator to implement a policy that would allow city employees 6 weeks' paid time off for family and life events that qualify under the provisions of the Family and Medical Leave Act (FMLA).

The federal Family and Medical Leave Act is a job protection act that allows individuals the right to take up to 12 weeks of unpaid time off upon the occurrence of a qualifying life or family event, such as a major medical issue affecting the employee or an employee's family member, or the birth or adoption of a child. Federal law requires the employee be given the option to take unpaid time off and that their job be held for them (or one nearly identical to it) without penalty as it relates to hiring, promotion or discipline. This job protection is intended to lessen the stress that an employee may otherwise feel if forced to choose between work and family during a serious medical situation. For many families, fiscal realities dictate that the employee return to work as soon as possible, often leaving difficult home situations that would have otherwise required their presence.

Unpaid FMLA is currently offered to eligible employees for up to 12 weeks. In addition, City employees currently earn up to 12 days sick leave per year and up to 21 days of annual leave per year based on length of service. The City Administrator may also grant 15 days of administrative leave. Under the proposed policy, employees would be permitted to take up to 6 weeks paid time off, in addition to using any sick, annual, or donated leave. This program as presented will provide an additional benefit to City employees as they would be placed on FMLA leave up to 12 weeks maximum which can run concurrently with the 6 weeks of paid leave.

If approved, all eligibility provisions and qualifying events under the FMLA would be followed. In a review of our records for calendar years 2014 and 2015, fifteen (15) employees were eligible under the FMLA provisions however only nine (9) applied for coverage. While the cost to implement this program cannot be accurately assessed, we believe a fair estimate of the potential cost for 6 weeks of paid leave based on 5 mid-range salary employees per year would be approximately \$34,000 annually. The actual cost to execute the program would be based on usage, operational impact, cost of temporary replacements (if required), overtime, and the duration of leave.

Update: The City Administrator was asked to investigate the possibility of considering a Short Term Disability Benefit as an alternative to paid leave. The HR Director met with two Companies, Benefits by Choice and AFLAC. Both were asked to provide a proposal on short term disability. Specifically, 50%, 75% or 100% of pay continuation and cost if employer paid, employee paid, or a shared cost of 50/50 for 6 or 12 weeks. As a satellite organization of the State of Maryland, the Director of HR also made contact with State's Benefits Director, who was advised that the State has no plans in place to consider any short term disability programs.

Benefits by Choice, a provider of employee benefits for over 20 years, reviewed our current leave policy and demographics and declined to submit a proposal for short term disability under a qualifying FMLA event. They stated that their research could not come up with an existing product in the industry and it would be very difficult to underwrite since there is no way to quantitatively measure the risk. In addition, the premiums would most likely be cost prohibitive.

AFLAC currently offers disability coverage to our employees through a private policy but with City pay rolled deductions. They are preparing a proposal for Short Term Disability coverage and are scheduled to meet with us to share their proposal. **Note:** AFLAC ordinarily covers illness or injury to the employee only. Family member support as proposed in the motion is not offered through AFLAC.

If the motion is approved and the program is implemented, the City will provide a program assessment and evaluation, as well as budgetary impact, to the Mayor and Council during the annual budget process each Fiscal Year.



CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: PROPOSED CREATION OF CHAPTER 65-8 – TEMPORARY STRUCTURES & ENCLOSURES

Motion #:	
Council Meeting Date:	5/2/2016
Agenda Section:	Discussion
Recommendation:	Discussion Only
Department:	Community & Economic Dev.
Staff Contact:	Jim Chandler, Director, Community & Economic Development
Council Sponsor:	At the request of the City Administrator
Summary Background:	In recent years the use of temporary storage containers and other similar temporary non-structural containers have become increasing popular due in part to convenience, security and allows for individuals to pack items over an extended period of time than traditional methods of moving. As detailed in the attached memorandum, issues arise when the storage container continues to remain on a property for an extended period of time, ceasing to be a temporary use as it is intended, in lieu of a permanent structure such as an outdoor storage shed or other structure which may require a County or City permit. The proposed ordinance is intended to provide some basic definition and framework to allow temporary storage temporarily, as it is intended.
Next Steps:	Staff is requesting that this item be scheduled for adoption on or before June 6, 2016.
Alternatives:	
Fiscal Impact:	If permits are required, staff is requesting permit fees of \$50.00 for small bins and no more than \$250 for large storage containers.
Community Engagement:	The City's Code Compliance Committee discussed and voted on the language proposed in the ordinance on July 15, 2015, the meeting minutes of which are attached.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☒ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Complete
Attachments:	Memorandum – April 25, 2016 Ordinance 2016-01 Code Committee Minutes – July 15, 2016



Memo

To: Mayor and Council

From: Jim Chandler, Assistant CA, Director, Community & Economic Development

CC: Tracey Nicholson, City Administrator
Chris Giunta, Manager, Code & Parking Compliance
Lesley Riddle, Director, Public Works

Date: April 25, 2016

Re: Proposed Creation of Chapter 65-8: Temporary Structures & Enclosures

This memorandum serves as a briefing to the City Council regarding the use of temporary storage containers and a recommendation for the adoption of §65-8, an ordinance proposed to define and create a procedure for the local regulation of temporary containers.

Summary

In recent years the use of temporary storage containers and other similar temporary non-structural containers have become increasingly popular due in part to convenience, security and allows for individuals to pack items over an extended period of time rather than traditional methods of moving. Containers may be made of different materials, including wood, aluminum and steel. Some containers have raised floors or skids to prevent goods from water in the event of heavy rain and/or flooding.

The cause for concern comes about when the storage container continues to remain on a property for an extended period of time, ceasing to be a temporary use as it is intended, in lieu of a permanent structure such as an outdoor storage shed or other structure which may require a County or City permit. Over the past several years the City has received an increasing number of inquiries and/or complaints regarding the misuse of these types of storage containers and the City Code does not include actionable language to adequately address this issue.

Staff is requesting the City Council's consideration of Ordinance 2016-01, which includes the following provisions:

- A storage bin is proposed to be defined as dumpsters or any receptacle, container or bin larger than three feet six inches (3'6") in outside length, width or height, and is designed to hold or store material or trash, and is

not permanently affixed to the land. A storage shed ordinarily used for keeping outdoor equipment, provided it conforms to all applicable laws and regulations and is owned by the resident or owner, is not a storage bin.

- The container may be approved for up to 15-calendar days without a permit;
- One permit per calendar year lot for one storage bin not in compliance with the Chapter may be obtained from the City for no more than 30-days on public right-of-way or no more than 90-days on private property and the City may grant extensions for up to, but not exceeding one calendar year;
- The fee schedule would include a minimum of \$50 and maximum of \$250.
- The penalty for failure to comply with the requirements would result in a municipal infraction are proposed for first offenses at \$100 with fines increasing to \$500.00

While a proliferation of temporary storage containers in the community does not appear rampant, the use of containers is becoming more common and it the collective opinion of Staff that it is necessary for the City to create a workable boundary for enabling the use of temporary storage containers while also creating basic requirements to define the way in which such temporary storage containers may be utilized. Staff is requesting the Council's consideration to approve a first reading of the proposed ordinance on or before June 6, 2016.

CITY OF HYATTSVILLE
ORDINANCE 201~~65-0~~1

An Ordinance whereby the City Council forbids in residential areas the use of temporary structures or tents for parking or storage or to accumulate items intended for outdoor use in quantities exceeding ordinary residential use and regulates the presence of storage bins and allows for permits in safe conditions.

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 and their safety to prohibit the storage of outdoor equipment, including cars, in temporary structures.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Hyattsville in regular session assembled that Section 65-8 be added to the City Code and that Sections 65-23.1 and 65-27 of the Hyattsville Code are hereby amended to read as follows:

§ 65-8. Storage Bins, Dumpsters and Permits. (ALL NEW)

A. Definitions.

(1) A storage bin shall include dumpsters or any receptacle, container or bin larger than three feet six inches (3'6") in outside length, width or height, and is designed to hold or store material or trash, and is not permanently affixed to the land. A storage shed ordinarily used for keeping outdoor equipment, provided it conforms to all applicable laws and regulations and is owned by the resident or owner, is not a storage bin.

(2) A large storage bin is a storage bin larger than six feet (6') in outside length, width or height.

(3) Front yard is the area between the street and either (1) the building restriction line or (2) a line drawn parallel across the front of the house or main building on the lot and running the full length of the lot and of any unimproved adjacent lots, whichever line defines a larger area.

B. Regulations.

(1) No storage bin (whether or not it is a large storage bin) may be located in the front yard in residential areas (apartment complexes are excluded) for longer than fifteen (15) calendar days without a permit except as provided in (c) immediately below.

(2) No large storage bin may be located in the side yard or rear yard on any lot zoned for residential use for longer than fifteen (15) days in any calendar year without a permit.

C. Permits.

(1) One permit per calendar year per lot for one storage bin not in compliance with this Chapter may be obtained from the City for no more than thirty (30) days on a public right-of-way or street and no more than ninety (90) days on private property provided the applicant demonstrates to the reasonable satisfaction of the City, that the storage bin (1) does not adversely impact public health, safety and welfare, (2) is necessary to accomplish a lawful purpose, and (3) complies with all applicable State, County and City legal requirements. The City may set such other conditions on the permit as circumstances require for the common good, including the condition that the applicant have all required State, County and City/Town building permits.

(2) The City may renew the permit for up to an additional 90 calendar days an additional number of days (not to exceed fifteen (15) days) if the applicant can demonstrate the above conditions for issuance of a permit and upon a further finding that significant work has been done during the previous permit period and significant work need still exists. The City may continue to renew the permit for a total period not to exceed one year.

(3) The fee for such permit shall be set by the Head of ~~Code Enforcement~~CODE COMPLIANCE-Compliance and shall be no more than fifty dollars (\$50.00) for storage bin and no more than two hundred fifty dollars (\$250.00) for a large storage bin.

D. Penalties. Each day that a violation of this Section 65-8 shall be a municipal infraction. The fine for a first offense shall be one hundred dollars (\$100.00). upon notice being given to the owner of the premises after existence of a violation, the fine shall be five hundred dollars (\$500.00).

* * *

§ 65-23.1. Outdoor ~~unenclosed~~ storage REGULATION ~~prohibited~~. [Added 12-16-85 by HB No. 6-85]

A. It shall be unlawful for any property owner or tenant to utilize, or allow to be utilized, unenclosed porches, decks, patios, carports, gazebos, garages, sheds or other exterior appurtenances of any dwelling structure for the storage of items, including but not limited to the following: fiber or paper products; building supplies and materials; flammable material, such as paints and solvents; motor vehicle parts and accessories; appliances; and household furnishings, when such storage would be dangerous to human health, safety or well-being. Any space used for the storage of such items which is not fully enclosed and sealed from the elements and does not have properly fitted, closeable doors, if doors are installed, shall be deemed to be unenclosed for the purposes of this section.

B. IN ANY OPEN SPACE OR IN ANY TEMPORARY CONSTRUCT IN ANY AREA ZONED FOR RESIDENTIAL USE IN THE CITY, IT SHALL BE UNLAWFUL TO PARK OR STORE VEHICLES, VEHICLE PARTS, ARTICLES OR ITEMS NOT

INTENDED FOR OUTDOOR USE. A TEMPORARY CONSTRUCT INCLUDES BUT IS NOT LIMITED TO ANY ~~TEMPORARY~~ STRUCTURE MADE OF FABRIC, SOFT MATERIALS, PLASTIC, FLEXIBLE SHEETING OR ANY OTHER STRUCTURE OR ENCLOSURE NOT BUILT ACCORDING TO THE BUILDING OR UTILITY CODE OF THE CITY OR OF PRINCE GEORGE'S COUNTY.

C. IN ANY OPEN AREA, IN ANY UNENCLOSED AREA OR IN ANY TEMPORARY CONSTRUCT ON ANY PROPERTY ZONED FOR RESIDENTIAL USE IN THE CITY, IT SHALL BE UNLAWFUL TO STORE ANY QUANTITY OF ITEMS WHETHER OR NOT DESIGNED FOR OUTDOOR USE IN NUMBERS EXCEEDING ORDINARY RESIDENTIAL USE, OR IN NUMBERS INDICATING A COMMERCIAL USE.

D. IT SHALL BE UNLAWFUL TO HAVE STORAGE BINS AS DELINEATED AT 65-8 OF THIS CODE ON RESIDENTIAL PROPERTY.

* * *

ARTICLE VII

Penalty

[Added 11-3-80 by HB No. 19-80, Amended 12-3-07 by HO-2007-14]

§ 65-27. Violations and penalties. [Amended 8-2-82 by HB No. 10-82, Amended 6-1-98 by HR 98-03, Amended 7-16-01 by HO-01-03, Amended 12-3-07 by HO-2007-14, Amended 12-14-09 by HO-2009-10]

In addition to any other remedy provided by this Chapter, violations of this Chapter shall be punishable as a municipal infraction as provided in Chapter 20 of this Code **UNLESS OTHERWISE INDICATED**. The fine for any single initial violation shall be One Hundred dollars (\$100.00), and the fine for each repeat of that offense shall be Two Hundred dollars (\$200.00). **EACH DAY THAT A VIOLATION EXISTS WILL BE A SEPARATE OFFENSE.**

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 _____, 201~~6~~⁵.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on _____, 201~~6~~⁵.

Adopted: _____

Attest: _____

Mayor

{-} indicate deletions

CAPS/**BOLD** indicate additions

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

Code Compliance Advisory Committee Meeting Minutes

July 15, 2015

Attending:

Paul Koch, Chairperson

Nina Faye, Secretary

Pat Yinkey, Member

Gloria Felix-Thompson, Member

Joy M. Jeffries, Member

Shirley Fisher, Member

Paula Perry, Council Member, Committee Liaison

Robert Croslin, Council Member, Committee Liaison

Joseph Solomon, Council Member

Chris Giunta, Manager, Code & Parking Compliance

Rebecca Bennett, Hyattsville Life & Times

DeAnna Upshur McDermon, Resident

Mark McClintock, Resident

Reva Harris, Resident

AGENDA:

1) Introduction of Committee Members (7:00 PM)

2.) Approval of the Agenda

3.) Review & Approval of June 2015 Meeting Minutes

4.) Discussion and completion of draft ordinance changes to:

§ 65-8: An Ordinance whereby the City forbids in residential areas the use of temporary structures and tents for parking and storage or to accumulate items.

Set completion date for § 65-23.1. and § 65-275.)

5) Update on Code issues from Chris Giunta

Paul Koch called the Meeting to order at 7:02. Committee members introduced themselves. Copies of Minutes and versions of the Container Ordinance were distributed.

Gloria made a Motion to approve the Agenda. Joy seconded. All voted in favor.

Gloria's edited version of the June 17 Minutes were discussed. Corrections were suggested for Chris' and Tracey's names. **Gloria made a Motion to approve the June 17 Minutes. Joy seconded. Five voted in favor. One abstained.**

All discussed how to proceed with the various suggestions and versions of the container ordinance. It was agreed to go line by line.

65-8

A. Definitions

(1) Nina made a Motion to eliminate the 3'6" size and only use 6' (72") or larger. Gloria seconded. All voted in favor.

Discussion followed of the phrase "ordinarily used for keeping outdoor equipment" and the use of the PODS trade name. **Gloria made a Motion to eliminate the last sentence in definitions. Nina seconded. Two voted for the Motion; four voted against. The Motion failed.**

(2) Nina made a Motion to eliminate (2). Pat seconded. All voted in favor.

(3) Joy made a Motion to approve the language in (3). Gloria seconded. All voted in favor.

B. Regulations

(1) Nina made a Motion to eliminate (1). Gloria seconded. All voted in favor.

There was a discussion of the language used in (1) and (2).

(2) Gloria made a Motion to make (2) into (1) and change 15 days to 30 days for the time a permit is not needed. Joy seconded. All voted in favor.

(3) Joy made a Motion to add language here that would become a replacement for (2) stating: Storage bins shall be at least two feet from property lines when possible and on a prepared surface (driveway/patio) whenever possible. Gloria seconded. All voted in favor.

C. Permits

(1) Shirley made a Motion to accept (1) as written. Gloria seconded. Four voted in favor of the Motion. Two voted against.

There was a discussion of language describing disasters and exceptions.

(2) Gloria made a Motion to accept (2) as written. Joy seconded. All voted in favor.

(3) Joy made a Motion to change the fee from \$50 to \$25 and edit the language to match the following text. Shirley seconded. All voted in favor.

(3) The fee for such a permit shall be set by the Head of Code Compliance and shall be no more than twenty-five dollars (\$25) for one storage bin for a 90 day permit. Any permit extension beyond the first 90 days shall be subject to an additional twenty-five dollar (\$25) fee per storage bin per 90 days.

D. Penalties

Chris commented that the fines are the standard ones.

Nina made a Motion to adjourn. Gloria seconded. All voted in favor.

The Meeting was adjourned at 8:34.

Minutes submitted by Nina S. Faye, Secretary

Main City Calendar: May 3-16, 2016

Weekly Program Offerings

Creative Minds Parent-Child Program

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

Ageless Grace Senior Exercise Classes

Wednesdays and Fridays, 10:00 AM @ the City Administration Building City Calendar: April 19-30, 2016

City Calendar: May 3-16, 2016

Board of Supervisors of Elections Meeting

May 3, 4:00 PM @ City Administrative Building, 3rd Floor Conference Room

Police & Public Safety Advisory Committee Meeting

May 4, 7:00 PM @ TBD

Teen Advisory Committee Meeting

May 5, 10:00 AM – 12:00 PM @ Prince George's Plaza Community Center

Citizens Police Academy

May 5 and May 12, 6:00 PM @ City Administrative Building

Naturalization Ceremony

May 7, 10:00 AM @ City Administrative Building

Senior Dining & Lecture Series

May 11, 2:30 PM - 5:00 PM @ Laurel Regional Hospital

City Council Special Meeting

May 12, 8:00 PM - 10:00 PM @ City Administrative Building, 3rd Floor, Council Chambers

Food forest Planting

May 14, 10:00 AM @ Emerson Park

City Council Meeting

May 16, 8:00 PM - 10:00 PM @ City Administrative Building, 3rd Floor, Council Chambers

Call-a-Bus Grocery Trips

- May 3, 11:00 AM – 1:00 PM @ Shoppers/PriceRite
- May 5, 11:00 AM – 1:00 PM @ Safeway/Aldi's
- May 9, 11:00 AM – 1:00 PM @ Giant
- May 12, 11:00 AM – 1:00 PM @ Amish Market & Wegmans

Call 301-985-5020 to reserve your seat!

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02 Seniors on the Move - Free Movie Monday Free Legal Clinic for Seniors City Council Meeting	03 Creative Minds Board of Supervisors of Elections Meeting	04 Police & Public Safety Advisory Committee	05 Creative Minds Teen Advisory Committee Citizens Police Academy	06	07 Naturalization Ceremony
08	09	10	11	12 Citizens Police Academy Special Council Meeting: FY17 Budget	13	14
15	16 City Council Meeting	17 Planning Committee	18 Code Compliance Advisory Committee Meeting	19 Teen Advisory Committee Citizens Police Academy	20	21 Movin' With The Mayor - Zumba with Chantal
22	23	24 Residential Parking Zone Committee Meeting	25 Special Council Meeting: FY17 Budget	26 Education Advisory Committee Meeting	27	28
29	30	31	01	02	03	04