City Council of Hyattsville, Maryland

AGENDA
City Council Regular Meeting
Wednesday, April 12, 2017
8:00 PM

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

CITY COUNCIL
Mayor Candace B. Hollingsworth
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

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

5. **Presentations (8:20 p.m. - 9:20 p.m.)**

5.a) FY18 Budget Review: Department of Public Works (15 minutes)
Motion #: Presentation Only
Sponsor(s): At the Request of the City Administrator
Draft of FY2018 Budget_Public Works 3 14 2017.pdf

5.b) FY18 Budget Review: Department of Community & Economic Development (15 minutes)
Motion #: Presentation Only
Sponsor(s): At the Request of the City Administrator
Draft of FY2018 Budget_CED_3 14 2017.pdf

5.c) FY18 Budget Review: Department of Community Services (15 minutes)
Motion #: Presentation Only
Sponsor(s): At the Request of the City Administrator
Draft of FY2018 Budget_Community Services_3 14 2017.pdf

5.d) FY18 Budget Review: Capital Improvement Plan (CIP) (15 minutes)
Motion #: Presentation Only
Sponsor(s): At the Request of the City Administrator
Revised #1 CIP FY 2018 Summary Page.pdf

6. **Action Items (9:20 p.m. - 9:30 p.m.)**

6.a) Electronic Sign Purchase (10 minutes)
I move that the Mayor and Council authorize the City Administrator to execute a contract with Art Display for two electronic signs at a total cost not to exceed $50,000.
Motion #: 163-04-FY17
Sponsor(s): At the Request of the City Administrator
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7. **Council Dialogue (9:30 p.m. - 9:40 p.m.)**

8. **Community Notices and Meetings**

8.a) City Calendar: April 13 - 22, 2017
Motion #: N/A
Sponsor(s): At the Request of the City Administrator
Main City Calendar_Apr 13-22 2017.pdf

9. Motion to Close

9.a) Motion to Close

I move that the Mayor and Council close the Council Meeting of April 12, 2017 in order to discuss personnel matters.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

Motion #: 164-04-FY17

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

City of Hyattsville

Department of Public Works

FY 2018 Goals and Objectives

Goal 1. Ensure Transparency, Open Lines of Communication, and Feedback (SG-1.)
Objective 1.2- Ensure City wide announcements and outreach regarding ongoing and upcoming projects, services, and infrastructure work is adequately conveyed

Action 1.2 Conduct and/or participate in community forums and committees to ensure resident awareness and obtain input, dialog, and feedback

Measurement- Participate in all required community forums, civic meetings, committee meetings and events

Goal 2. Ensure the management and/or oversight of projects, services and construction
Objective 2.1 -_Ensure projects and City services are properly executed and completed within standards and within budget and with quality results

Action 2.1 - Provide oversight to ensure completion of projects within cost, standards, and schedule

Action 2.2 -Seek funding sources to offset capital and operating projects

Action 2.3 - Complete major building and road renovation projects, lighting upgrades, environmental initiatives and traffic analysis.

Measurement- Complete projects within costs, standards and project schedules

Goal 3. Invest in strategies to increase the safety, and vibrancy of the community (SG-3).
Objective 3.1-.Continue developing and implementing plans that will enhance and uplift the aesthetic profile of parks and public spaces

Actions 3.1- Physically improve and upgrade parks, streets, and public spaces

Department of Public Works

(continued)

FY 2018 Goals and Objectives

Action 3.2 – Implement environmentally friendly programs and educate the public on the benefit of food forests, low impact design, smart trash cans, storm water management and urban tree canopy.

Measurement: Improve the overall use of parks and public space by residents and visitors

Goal 4. Invest in staff through training and development opportunities and continuous process improvements (SG-4)
Objective 5: Identify low cost training opportunities for staff and ensure compliance with certifications

Action 4.1- Offer and require training opportunities to all staff within the Public Works Department

Action 4.2- Schedule in-house training sessions on various operational functions
Measurement: Schedule training for employees and measure the effectiveness through visual and skill related assessments

SG: Strategic Goal

Public Works Department Summary

Mission Statement

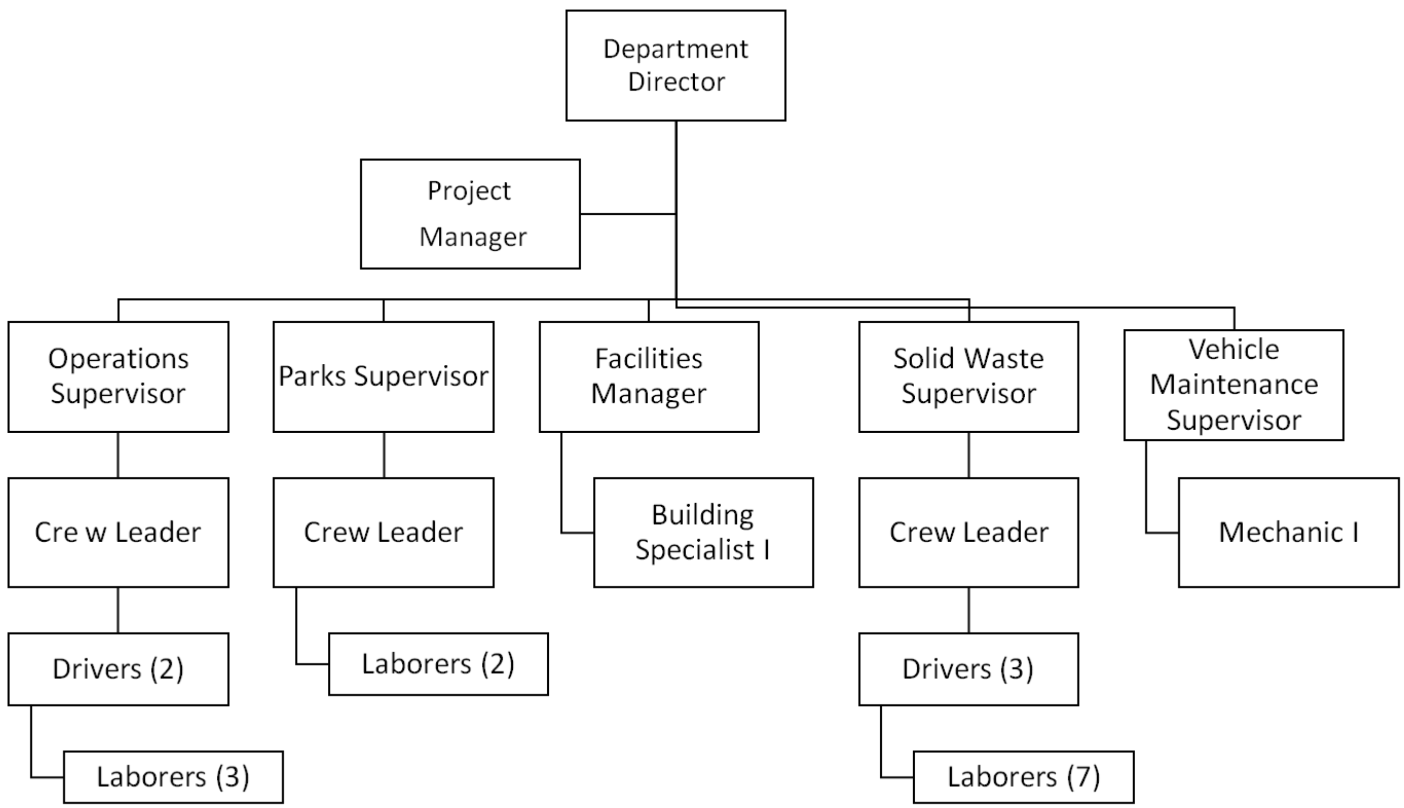
The Directorate of Public Works (DPW) provides effective and high quality public works services to enhance the living and working environment in the City of Hyattsville. The DPW services include planning, design, building, maintaining, and operating public infrastructure, and ensures sustainable practices in a manner that respects the environment and adequately preserves assets for future generations.

Budget Summary

	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 YTD	FY-2018 Proposed
Salaries & Wages	1,203,670	1,255,062	1,372,872	925,895	1,428,154
Overtime	119,158	121,096	81,700	54,389	70,800
Fringe Benefits	660,216	658,795	833,041	447,913	756,570
Contracted Services	713,828	785,604	823,474	578,953	953,400
Insurance	23,505	27,466	44,000	32,892	48,200
Communications	41,820	46,090	41,550	25,422	42,100
Utilities/Gas/Oil	461,970	389,309	460,700	237,876	471,463
Supplies & Materials	211,234	200,661	188,950	115,069	212,500
Travel and Training	10,339	7,537	13,750	4,883	15,475
Other	2,024	2,935	7,000	2,237	7,000
Capital Outlay	32,603	9,705	11,600	11,131	12,500
Total	**3,480,367**	**3,504,260**	**3,878,637**	**2,436,660**	**4,018,162**

Department of Public Works—Summary

Department Organization Chart



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Public Works Administration - #300

Department Description

The Public Works Department Administrative Division coordinates the planning, design, construction, operation, and maintenance of public improvement, facilities, and equipment owned by the City and the public.

The Department provides professional and technical support to other City departments.

Personnel Data - FTEs

	FY17 Budget	FY18 Budget
Public Works Director	1.0	1.0
Project Manager	1.0	1.0
Administrative Assistant	1.0	0.0
Total	3.0	2.0

Functions

- Provide oversight to department.
- Budgeting.
- Planning.
- Process payments for contractors and suppliers.
- Process payroll.

Public Works Administration

Budget Summary – Fund #300

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 Year-to-Date	FY-2018 Proposed
Salaries and Wages	160,673	217,970	248,000	156,519	203,389
Overtime	232	505	400	200	0
Fringe Benefits	62,443	74,227	110,144	52,869	89,108
Contracted Services	5,865	26,900	43,150	10,900	86,500
Insurance	694	714	1,500	2,360	3,000
Communication	2,900	2,789	4,500	1,610	4,500
Utilities/Fuel/Oil	1,729	1,665	2,000	1,075	2,000
Supplies and Materials	2,822	5,433	5,850	3,914	3,500
Travel and Training	2,298	1,792	4,200	1,123	4,200
Other	0	0	0	0	0
Capital Outlay	980	1,254	1,100	3,985	2,000
Total Expenditures	**240,636**	**333,249**	**420,844**	**234,555**	**398,197**

Budget Includes

- Funding for contract services.
- Administrative Assistant moved to the Finance Department.

Ongoing and new activities for FY-2018

- Oversight of capital projects.
- Re-structuring of department.

Highway & Street Operations - #311

Department Description

The Street Division maintains and improves the City rights-of-way, conducts winter storm/ice control, leaf collection, and assists other departments as needed.

Personnel Data - FTEs

	FY17 Budget	FY18 Budget
Supervisor	1.0	1.0
Crew Leader	1.0	1.0
Driver	2.0	2.0
Laborer	2.0	3.0
Total	6.0	7.0

Functions

- Maintain and improve all City-owned roadway and rights-of-way including drainage, pavement, streets, and gutter - as well as drainage.
- Maintain and improve City-owned sidewalk and paths.
- Coordinate construction on all City-owned or maintained roadways and ROW's.
- Provide emergency clean-up and removal services during storm events.

Highway & Street Operations

Budget Summary – Fund #311

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 Year-to-Date	FY-2018 Proposed
Salaries and Wages	274,363	271,557	234,827	168,107	296,801
Overtime	50,357	60,163	28,300	20,464	23,600
Fringe Benefits	181,855	169,511	148,445	92,038	176,581
Contracted Services	89,510	140,557	106,000	64,171	153,000
Insurance	5,305	3,962	8,800	8,061	9,000
Communication	1,993	2,391	2,500	1,679	2,500
Utilities/Fuel/Oil	252,343	219,880	263,500	135,635	263,500
Supplies and Materials	108,256	84,535	87,000	40,576	99,000
Travel and Training	2,339	967	2,300	370	3,200
Other	0	0	0	0	0
Capital Outlay	12,009	0	1,000	7,146	1,000
Total Expenditures	**278,330**	**953,523**	**882,672**	**538,247**	**1,028,182**

Budget Includes

- Funding for contract services.
- Additional employee working parks.

Ongoing and new activities for FY-2018

- Oversight of new roadway and sidewalk projects.
- Establishing state compliance on curb and sidewalks.
- Painting curbs to comply with state regulations.
- Maintain existing snow budget.
- Installation of Solar Pedestrian signs

Sanitation Operations - #351

Department Description

The Sanitation Division provides collection of waste items such as refuse, yard waste, and bulk items. Provides collection services for City sponsored functions and events. The division also operates semi-annual collection and recycling of electronics.

Personnel Data - FTEs

	FY17 Budget	FY18 Budget
Supervisor	1.0	1.0
Crew Leader	1.0	1.0
Driver	3.0	3.0
Laborer	7.0	7.0
Total	12.0	12.0

Functions

- Provide collection services for refuse, white goods, tires, leaves, and yard waste from residential structures and City-maintained facilities.
- Provide information and assistance on the collection and disposal of other solid waste collections such as electronics and recycling.
- Provide emergency clean-up and removal services during storm events.
- Plan Clean-up days

Sanitation Operations

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 Year-to-Date	FY-2018 Proposed
Salaries and Wages	461,123	451,257	499,689	347,611	516,841
Overtime	30,318	27,533	28,000	17,387	25,700
Fringe Benefits	259,639	252,689	325,344	173,608	276,175
Contracted Services	265,199	278,659	315,900	178,448	316,500
Insurance	5,067	9,356	15,000	8,479	15,000
Communication	2,780	2,940	2,400	1,656	2,400
Utilities/Fuel/Oil	39,505	26,073	48,000	17,878	48,000
Supplies and Materials	37,690	40,647	24,000	21,137	34,000
Travel and Training	409	162	925	170	1,000
Other	0	0	0	0	0
Capital Outlay	4,000	0	0	0	0
Total Expenditures	**1,105,730**	**1,089,316**	**1,259,,258**	**766,374**	**1,235,616**

Budget Summary – Fund #351

Budget Includes

- Funding for contract services.

Ongoing and new activities for FY-2018

- Schedule additional recycling events.
- Review composting programs in other municipalities.

Vehicle Maintenance Operations - #382

Department Description

The Vehicle Maintenance Division provides maintenance services for all Department of Public Works and Community Services vehicles.

Personnel Data - FTEs

	FY17 Budget	FY18 Budget
Supervisor	1.0	1.0
Mechanic I	1.0	1.0
Total	2.0	2.0

Functions

- Provide general services.
- Provides services for various vehicles.

Vehicle Maintenance Operations

Budget Summary – Fund #382

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 Year-to-Date	FY-2018 Proposed
Salaries and Wages	103,162	104,797	109,477	71,429	113,731
Overtime	15,133	13,768	10,000	5,414	7,000
Fringe Benefits	54,971	55,478	69,056	35,060	59,963
Contracted Services	6,779	2,580	11,100	2,220	15,200
Insurance	1,544	2,314	2,000	889	2,000
Communication	1,190	1,192	1,000	696	1,000
Utilities/Fuel/Oil	2,116	1,550	2,100	1,017	2,100
Supplies and Materials	19,219	8,095	15,000	7,599	15,000
Travel and Training	3,137	1,417	2,125	170	2,625
Other	0	0	0	0	0
Capital Outlay	1,721	6,415	6,500	0	6,500
Total Expenditures	**208,972`**	**197,606**	**228,358**	**124,494**	**225,119**

Budget Includes

- Funding for contract services.

Ongoing and new activities for FY-2018

- Emergency Vehicle repairs
- Purchasing of new and alternative energy vehicles

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Building and Ground Maintenance Operations - #381

Department Description

The Building and Ground Maintenance Division provides maintenance services for all City-owned buildings and property.

Personnel Data - FTEs

	FY17 Budget	FY18 Budget
Facilities Manager	1.0	1.0
Building Specialist	1.0	1.0
Total	2.0	2.0

Functions

- Provide services to all City facilities
- Oversight of street lights
- Management of facility database system

Building and Ground Maintenance Operations

Budget Summary – Fund #381

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 Year-to-Date	FY-2018 Proposed
Salaries and Wages	106,620	107,799	116,227	75,248	122,107
Overtime	19,898	13,850	10,500	8,654	10,500
Fringe Benefits	56,808	56,155	75,545	38,696	67,414
Contracted Services	163,995	172,906	136,324	121,037	150,700
Insurance	9,815	10,040	15,500	13,103	18,000
Communication	31,852	34,636	30,150	18,457	30,200
Utilities/Fuel/Oil	163,725	136,383	143,100	79,731	152,863
Supplies and Materials	21,432	28,113	23,900	21,098	25,500
Travel and Training	832	1,204	1,950	1,526	1,950
Other	2,024	2,935	7,000	2,237	7,000
Capital Outlay	2,203	2,036	3,000	0	3,000
Total Expenditures	**579,203`**	**566,057**	**563,196**	**379,787**	**589,234**

Budget Includes

- Funding for contract services.

Ongoing and new activities for FY-2018

- Retrofitting of PEPCO lights
- Assisting with DPW facilities upgrade and renovation

Park Operations - #601

Department Description

Develop and implement appropriate parks management maintenance standards.

Personnel Data - FTEs

	FY17 Budget	FY18 Budget
Supervisor	1.0	1.0
Laborer	2.0	2.0
Foreman	1.0	1.0
Total	4.0	4.0

Functions

- Maintain the City's park system, which includes both owned and maintained by the City of Hyattsville, as well as those owned by MNCPPC, but maintained by the City.
- Coordinate work with a wide range of vendors and external partners, including MNCPPC, landscaping contractors, equipment vendors, etc.

Park Operations

Budget Summary – Fund #601

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 YTD	FY-2018 Proposed
Salaries and Wages	97,728	101,682	164,652	106,981	175,285
Overtime	3,221	5,277	4,500	2,271	4,000
Fringe Benefits	44,500	50,735	104,507	55,643	87,329
Contracted Services	182,481	164,002	211,000	202,177	231,500
Insurance	1,080	1,080	1,200	0	1,200
Communication	1,105	2,142	1,000	1,324	1,500
Utilities/Fuel/Oil	2,550	3,758	2,000	2,540	3,000
Supplies and Materials	21,815	33,839	33,200	20,745	35,500
Travel and Training	1,324	1,996	2,250	1,524	2,500
Other	0	0	0	0	0
Capital Outlay	11,690	0	0	0	0
Total Expenditures	**367,494`**	**364,511**	**524,309**	**393,205**	**541,814**

Budget Includes

- Funding for contract services.

Ongoing and new activities for FY-2018

- Urban Forestry Program.
- Up keep and addition of GIS program.
- Installation of Low Impact Design landscaping

City of Hyattsville

Department of Community and Economic Development

Fiscal Year 2018 Goals & Objectives

Goal 1. - Facilitate investment efforts in the community through planned development and redevelopment of commercial corridors consistent with the adopted Smart Growth values of the City (SG-2)

Objective 1.1 - Develop strategies through planning efforts that support adaptive reuse, development and redevelopment.

Action 1.1 - Initiate strategies and actions included in the adopted 2017 - 2021 Community Sustainability Plan.
Action 1.2 - Evaluate opportunities for property tax base net growth through annexation.
Action 1.3 - Develop criteria for assessing local development impact.

Measurement 1.1 - 2017-2021 Draft available for consideration of adoption by June 2017

Goal 2. – Improve the aesthetic quality of commercial properties within the City's commercial corridors

Objective 2.1 –Identify opportunities and incentives for commercial property reinvestment and placemaking

Action 2.1 - Targeted engagement of owners of vacant or historically underperforming commercial properties.
Action 2.2 - Develop investment and disinvestment indicators program.
Action 2.3 - Implement second year of Community Ambassador Program.
Action 2.4 - Develop a commercial corridor placemaking program that can be replicated.

Measurement 2.1 – Perform three (3) Commercial Facade Grant projects, or a cumulative reinvestment value of $100,000, completed per year.

Goal 3. - Minimize commercial and residential property maintenance code violations through voluntary corrective compliance (SG-3).

Objective 3.1 - Provide enhanced public safety through application of city codes, regulations and ICC best practices as necessary and appropriate to protect the community's health, safety and welfare.

Department of Community and Economic Development

(continued)

Fiscal Year 2018 Goals & Objectives

Action 3.1 - Participate in neighborhood meetings for the purpose of reducing residential property maintenance and junked vehicle infractions without the need to issue a violation notice and court
Action 3.3 - Produced updated residential property code brochure highlighting applicable modifications to City code.

Measurement 3.1 - Achieve an annual Rate of Voluntary Compliance of 80%

Goal 4. - Provide effective parking management services within the City's commercial corridors and residential neighborhoods (SG-3).

Objective 4.1 - Administer policies and implement technology consistent with best practices which provide users with convenient, user friendly parking experience.

Action 4.1 - Administer pay-by-phone technology to provide customers with additional payment opportunities.
Action 4.2 - Produced updated parking services brochure highlighting applicable modifications to City code.
Action 4.3 - Administer the City's residential parking program as a more effective program for residents and administrators.

Measurement 4.1 - Achieve a pay-by-phone payment adoption rate of 10% in year one and annual increases of 5%.

Goal 5 - Support City staff and operations by expanding the benefits of shared information and providing geographic data visualization through maps and applications (SG-4).

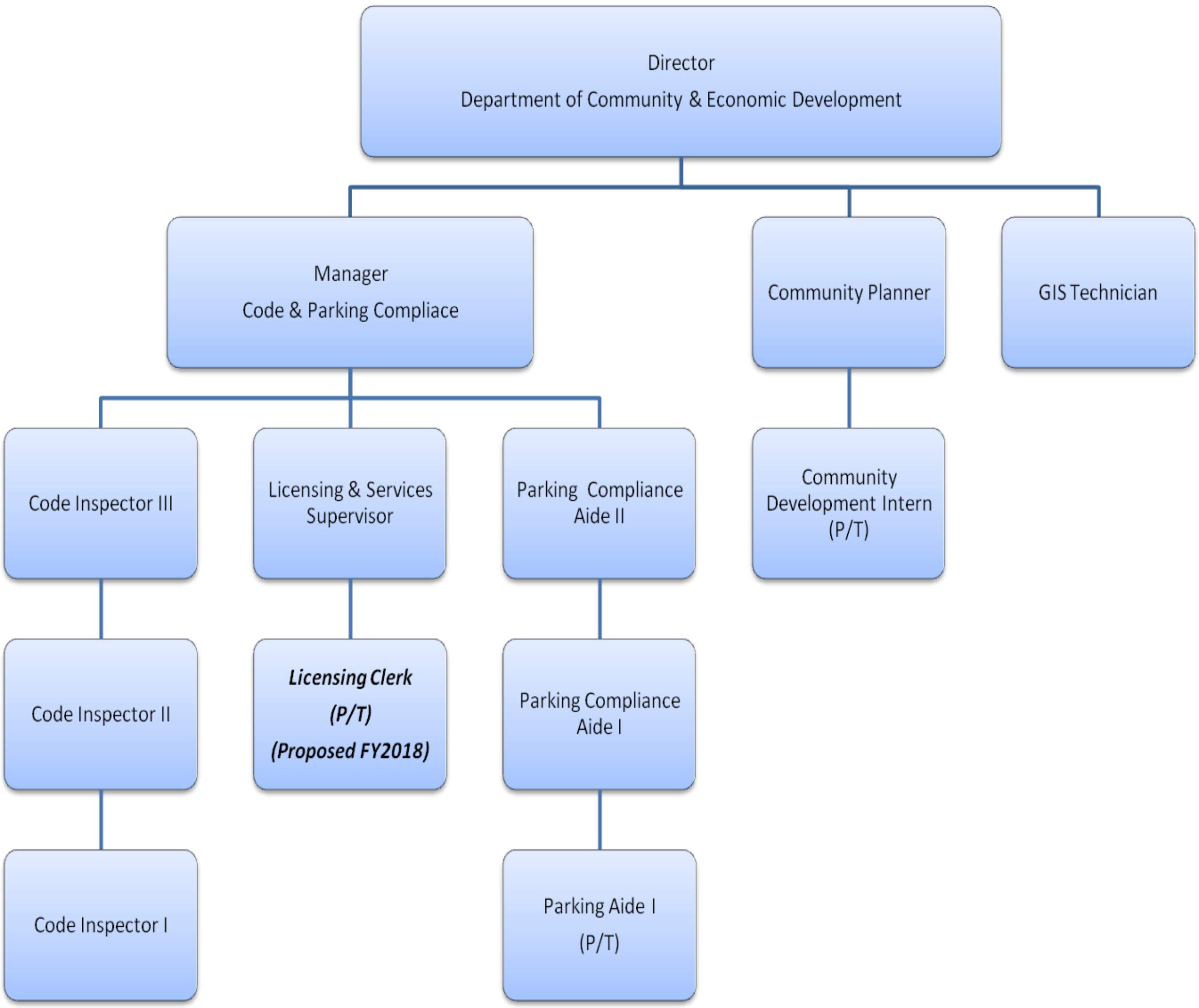
Objective 5.1 - Provide GIS mapping and geodatabase analysis to assist in the delivery of City's economic development projects and programs.

Action 5.1 - Provide Departments with requested mapping and spatial analysis work orders.
Action 5.2 - Produce impact analysis reports to support the City's financial and economic development programs.

Measurement 5.1 - Cumulative hours dedicated to financial and economic development program activities.

Community and Economic Development

Department Organization Chart



Community and Economic Development - #799

Department Description

The Dept. of Community and Economic Development reports on local development, acquires grant funding, manages local community planning, and economic development efforts.

Personnel Data - FTEs

	FY17 Budget	FY18 Budget
Director	.75	.75
Planner I	1.0	1.0
Intern(s)	0.50	0.50
Total	2.25	2.25

Functions

- Review and report on development projects and other community planning efforts that impact the City.
- Leverage external funding opportunities to implement projects and priorities adopted by the City.
- Management of local economic development and revitalization projects, events and programming.
- GIS and community development research projects by intern.
- Customer service.

Community Development

(continued)

Budget Summary - Fund #799

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 Year-to-Date	FY-2018 Proposed
Salaries and Wages	87,378	133,355	157,600	98,467	157,735
Overtime	0	0	0	0	0
Fringe Benefits	21,442	32,190	38,735	25,791	61,427
Contracted Services	3,800	493	42,000	35,003	35,000
Insurance	0	0	0	0	0
Communications	1,075	1,476	2,400	628.	2,400
Utilities/Fuel/Oil	0	0	0	0	0
Supplies and Materials	1,087	1,113	1,000	1,757	750
Travel and Training	1,521	3,319	5,440	2,460	5,500
Other	3,558	2,738	15,850	2,736	25,900
Capital Outlay	2,525	2,060	1,600	0	1,600
Total Expenditures	122,386	176,744	264,625	166,842	290,312

Budget Includes

- Funding for professional development.

Ongoing and new activities for FY-2018

- Ongoing support of operations.
- Administration of Commercial Facade Improvement Program.
- Implement Prince George's Plaza Rebranding.
- Economic Development Initiatives.
- Community Sustainability Plan Initiatives.
- Circulator Bus Feasibility Study.

Code Compliance - #231

Department Description

The division is composed of 0.5 manager (shared with Parking), three inspectors and one administrative assistant who respond to concerns from residents that affect the quality of life within the City such as zoning, overgrown lots or yards, inoperative vehicles, maintenance of structures, illegal signs and public nuisances. Systematic inspections are also performed throughout the City to ensure properties are in compliance with City Codes.

Personnel Data - FTEs

	FY17 Budget	FY18 Budget
Manager	0.5	0.5
Inspector III/II/I	3.0	3.0
Administrative Assistant II	1.0	1.5
Total	4.5	5.0

Functions

- Property maintenance inspections.
- Business licenses.
- Rental licensing.
- Customer service, meetings, professional development

Code Compliance

(continued)

Budget Summary - Fund #231

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 Year-to-Date	FY-2018 Proposed
Salaries and Wages	235,075	234,342	244,790	158,563	271,813
Overtime	278	219	400	256	500
Fringe Benefits	129,786	129,877	150,847	84,028	144,041
Contracted Services	48,393	43,198	62,850	55,390	66,600
Insurance	4,342	3,020	4,000	4,082	4,000
Communications	5,357	4,812	7,600	2,773	7,600
Utilities/Fuel/Oil	2,753	1,957	2,000	1,373	2,000
Supplies and Materials	11,352	10,291	9,600	6,177	10,700
Travel and Training	5,007	4,246	5,190	3,055	5,300
Other	0	0	0	0	0
Capital Outlay	465	4,190	1,000	507	3,000
Total Expenditures	442,808	436,151	488,277	316,204	515,554

Budget Includes

- Funding for contract services.
- Reduced funding for forced cleanup of services.
- Funding for professional development.

On-going and new activities for FY-2018

- On-going support of operations.
- Raze and removal of blighted residential structures.
- Residential Brochure Updates.

Parking Compliance - #203

Department Description

The division is composed of 0.5 manager (shared with Parking) and two compliance officers.

Personnel Data - FTEs

	FY17 Budget	FY18 Budget
Manager	0.50	0.50
Public Safety Aide I	2.00	2.00
Total	2.50	2.50

Functions

- Patrol for parking compliance.
- Parking equipment maintenance.
- Court Hearings.
- Customer service, meetings, professional development.

Parking Compliance

(continued)

Budget Summary - Fund #203

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 Year-to-Date	FY-2018 Proposed
Salaries and Wages	113,824	134,700	139,606	89,058	145,113
Overtime	0	1,155	500	349	1,500
Fringe Benefits	63,506	65,468	83,278	41,560	72,427
Contracted Services	152,246	174,069	194,320	110,556	227,000
Insurance	1,588	2,856	2,900	2,190	2,900
Communications	1,670	2,282	4,000	1,550	4,000
Utilities/Fuel/Oil	1,013	192	150	646	150
Supplies and Materials	11,268	10,975	14,650	3,326	46,500
Travel and Training	395	395	2,340	0	2,340
Other	-14,013	0	0	0	0
Capital Outlay	14,073	0	2,300	0	3,000
Total Expenditures	345,570	392,092	444,044	249,235	504,930

Budget Includes

- Funding for contract services.
- Funding for professional development.

On-going and new activities for FY-2018

- On-going support of operations.
- Pay by phone parking program - administration.
- Additional Public Parking Signage.
- Updates to Residential Parking Permit Program.
- Streamlined Public Lot Permits Program.
- Host a Parklet day event in September.

G I S - #195

Department Description

The division is composed of one full time GIS Technician who is responsible for managing geographic information requests including mapping and data layers.

Personnel Data - FTEs

	FY17 Budget	FY18 Budget
GIS Technician	1.00	1.00
Total	1.00	1.00

Functions

- Create and/or manage GIS data.
- Customer service, meetings, professional development.
- Provide GIS mapping to support City services.

G I S

(continued)

Budget Summary - Fund #195

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 Year-to-Date	FY-2018 Proposed
Salaries and Wages	50,940	52,744	56,022	34,757	58,212
Overtime	0	0	0	0	0
Fringe Benefits	15,916	15,818	16,974	10,048	17,642
Contracted Services	9,354	8,757	10,800	8,087	10,800
Insurance	0	0	0	0	0
Communications	595	596	500	348	500
Utilities/Fuel/Oil	0	0	0	0	0
Supplies and Materials	194	240	470	0	470
Travel and Training	318	5,013	2,800	50	3,000
Other	0	0	0	0	0
Capital Outlay	1,552	876	500	0	300
Total Expenditures	78,869	84,044	88,116	53,290	90,924

Budget Includes

- Funding for GIS software and maintenance agreements.
- Professional Development

On-going and new activities for FY-2018

- On-going support of City department operations.
- Develop web-based mapping applications.

Hyattsville City Council Agenda Item Report

Meeting Date: April 12, 2017
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Budget
Agenda Section: Presentations (8:20 p.m. - 9:20 p.m.)

SUBJECT
FY18 Budget Review: Department of Community Services (15 minutes)

Motion #
Presentation Only

Recommendation:

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

ATTACHMENTS
Draft of FY2018 Budget_Community Services_3 14 2017.pdf

Summary Background:
Please see attached proposed FY-2018 Budget

Next Steps:
Council Discussion

Fiscal Impact:
Please see FY18 Budget Book.

City Administrator Comments:
N/A

Community Engagement:
The budget presentations will be posted on the City's website.

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

Legal Review Required?
N/A

City of Hyattsville

Department of Community Services

FY 2018 Goals & Objectives

Goal 1. - Inform and promote the community (SG-1).

Objective 1.1 – Use multiple media to inform the community of Hyattsville.

Measurement 1.1 – Number of media and languages used and frequency of updates.

Action 1.1 – Send City information directly and bilingually to residents via the Life and Times, direct mailings, social media, email and text messages, listserve posts, and automated telephone calls. Also, broadcast all Council meetings and maintain an up to date website.

Objective 1.2 - Promote the City of Hyattsville and its community.

Measurement 1.2 – Number of promotional videos created and views on social media and elsewhere.

Action 1.2 – Create and share original content videos that highlight the City and share widely.

Goal 2. - Increase resident participation and satisfaction in City events, programs and services (SG-3).

Objective 2.1 – Establish and maintain relationships with sponsors and community partners to expand and improve events, programs and services.

Measurement 2.1 – Number of partners, partner-supported programs and sponsorship dollars received.

Action 2.1 - Build on new and existing partnerships with The Mall and Prince George's, Joe Movement Emporium, Art Works Now, local restaurants and breweries and more.

Objective 2.2 – Expand programming for youth, seniors and Spanish-speaking populations.

Measurement 2.2 – Number of events, programs, services and participants.

Action 2.2 - Continue to build the Teen Advisory Committee, the workshop series for new-immigrant parents at schools, and senior trips and services like the Hyattsville Heroes program.

Department of Community Services
(continued)

FY 2018 Goals & Objectives

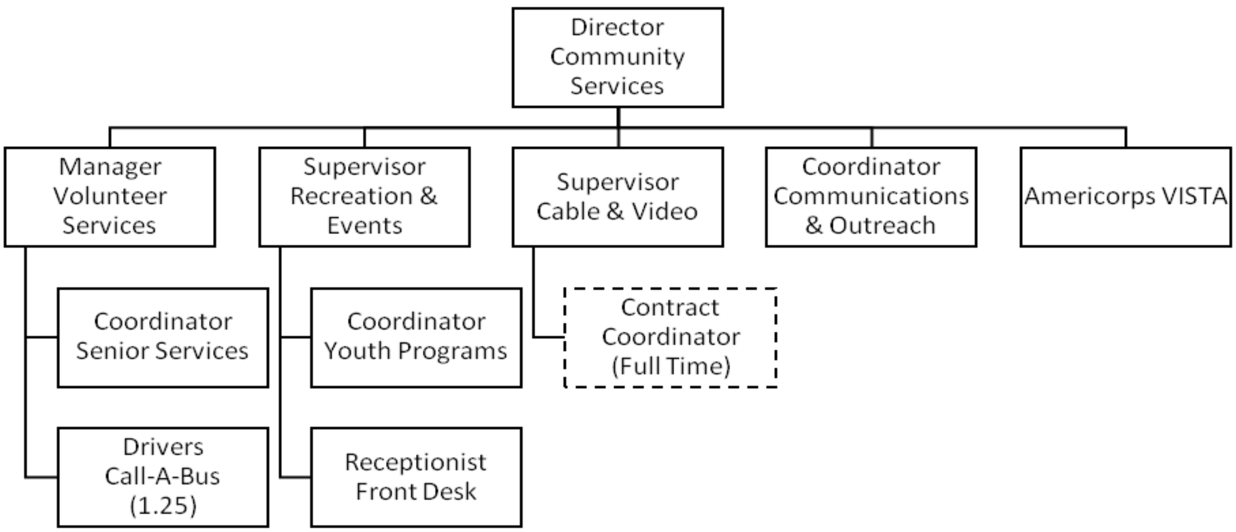
Goal 3. – Outreach to and engage the community in public life (SG-5).

Objective 3.1 – Engage residents in City government, planning, programs and services.

Measurement 3.1 – Number of avenues utilized to create relationships and recruit participation in City activities and public life.

Action 3.1 – Partner with businesses, churches, schools and community groups. Host community conversations and utilize the Speak Up online platform.

Department of Community Services
Organizational Chart



Community Services Department Summary

Mission Statement

We build and support the community of Hyattsville.

Budget Summary

	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 YTD	FY-2018 Proposed
Salaries & Wages	355,118	428,878	535,682	306,580	561,254
Overtime	16,304	22,345	23,700	10,709	29,200
Fringe Benefits	109,036	142,194	203,483	90,947	206,302
Contracted Services	124,958	111,115	188,022	86,111	290,022
Insurance	6,715	4,434	9,600	5,547	9,600
Communications	33,997	34,336	45,200	22,017	45,200
Utilities/Gas/Oil	3,321	4,603	5,000	2,607	5,000
Supplies & Materials	73,733	59,107	95,985	34,606	107,485
Travel and Training	7,132	5,336	20,750	5,664	18,850
Other	1,274	1,552	6,600	868	3,000
Capital Outlay	4,651	938	9,350	889	11,350
Total	**736,240**	**814,838**	**1,143,372**	**566,545**	**1,287,263**

Budget Includes

- Funding for all department programs, activities and personnel.

Communications/Public Relations - #182

Division Description

The Communications/Public Relations division is responsible for all the communications work of the City, except for the that of the Police Department.

Personnel Data - FTE"'s

	FY17 Budget	FY18 Budget
Community Services Director	0.35	0.35
Communications & Outreach Coordinator	1.0	1.0
Receptionist	1.0	1.0
Total	2.35	2.35

Communications/Public Relations

(continued)

Budget Summary - Fund #182

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 Year-to-Date	FY-2018 Proposed
Salaries and Wages	34,151	34,885	106,180	31,977	128,600
Overtime	169	20	0	0	0
Fringe Benefits	8,653	13,899	48,964	11,718	53,810
Contracted Services	48,174	23,054	64,000	27,078	99,000
Insurance	0	0	0	0	0
Communications	29,208	30,247	36,780	19,923	36,780
Utilities/Fuel/Oil	0	0	0	0	0
Supplies and Materials	19,086	13,979	23,200	10,430	34,700
Travel and Training	1,556	779	900	900	6,600
Other	1,274	1,552	6,600	868	3,000
Capital Outlay	579	0	2,000	889	2,000
Total Expenditures	142,850	118,415	288,624	103,783	364,490

Functions

- Respond to media inquiries and provide in-house support for all other departments. Work collabora-
- Maintain all City online presences, including the City's website, Facebook page, and any other social media functions.
- Produce regular newsletters as well as any special editions/mailings in support of elections or other special projects.
- Conduct resident satisfaction surveys.

Budget Includes

- Funding for 12 editions of the Hyattsville Reporter in the Hyattsville Life & Times and 12 editions of the Hyattsville Reporter in direct mailings (Green Sheets).
- Funding for Americorps Vista mentoring Program.
- Funds for educational resource fair.

Ongoing and new activities for FY-2018

- Continue to expand outreach capabilities.

Recreation Operations - #611

Division Description

The Recreation division is responsible for the delivery of quality programs and events, including the four-day Anniversary Carnival, Camp Magruder Programs, and Westside Recreation. This division also provides family entertainment.

Personnel Data - FTE's

	FY17 Budget	FY18 Budget
Community Services Director	0.65	0.65
Recreation Supervisor	1.0	1.00
Youth Programs Coordinator	1.0	1.00
	0.0	0.0
Total	2.65	2.65

Functions

- Coordinate and execute all City celebrations.
- Solicit sponsors and ensure their needs are understood and met.
- Identify vendors and process contracts in cooperation with the City's attorney.
- Continue to enhance the quality and standards of all City events, and identify ways to make them operate smoothly.
- Foster partnerships with a wide variety of community groups including Sonny Frazier Toy Drive, Hyattsville Cyclocross (benefiting Special Olympics).
- Carry out the Camp Magruder in the summer, winter and spring.

Recreation Operations

(continued)

Budget Summary - Fund #611

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 Year-to-Date	FY-2018 Proposed
Salaries and Wages	169,773	189,960	207,900	136,941	216,437
Overtime	14,666	19,410	19,200	8,268	25,200
Fringe Benefits	50,127	63,182	70,409	32,354	72,209
Contracted Services	53,731	70,872	75,472	27,538	90,472
Insurance	4,548	1,178	3,000	2,224	3,000
Communications	1,817	1,193	2,000	696	2,000
Utilities/Fuel/Oil	510	1,185	1,000	713	1,000
Supplies and Materials	37,835	32,588	53,800	19,299	57,300
Travel and Training	2,544	1,107	2,750	2,171	3,400
Other	0	0	0	0	0
Capital Outlay	2,995	0	7,350	0	8,350
Total Expenditures	338,546	380,675	442,881	230,204	479,368

Budget Includes

- Funding for recreational and event programming.
- Funding for satisfaction survey.
- Funding for cost-neutral after care pilot program.

Ongoing and new activities for FY-2018

- Continuation of Sunset Movie Series and International Festival at Heurich Park.
- Summer Jams at the City Building and Magruder Park.
- Funding for cost-neutral after care pilot program in Special Revenue Funds.

Cable Television - #185

Division Description

The Cable Television division ensures that all City Council meetings are recorded and broadcast and also produces original promotional videos that highlight the City.

Personnel Data - FTE's

	FY17 Budget	FY18 Budget
Cable TV Coordinator	1.0	1.0
Casual part-time	0.0	0.0
Student Intern	0.0	0.0
Graduate Student Intern	0.5	0.0
Total	1.5	1.0

Functions

- Record City Council meetings and broadcast all meetings.
- Technical work in studio.
- Production of original content videos highlighting City services and events.

Cable Television

(continued)

Budget Summary - Fund #185

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 Year-to-Date	FY-2018 Proposed
Salaries and Wages	57,004	58,694	66,953	38,717	54,019
Overtime	0	0	1,000	608	1,000
Fringe Benefits	24,418	25,599	27,072	16,148	26,707
Contracted Services	4,946	3,609	3,100	3,196	48,100
Insurance	0	0	0	0	0
Communications	596	298	500	209	500
Utilities/Fuel/Oil	0	0	0	0	0
Supplies and Materials	11,133	2,022	600	886	600
Travel and Training	2,170	2,200	3,650	2,393	4,700
Other	0	0	0	0	0
Capital Outlay	1,077	0	0	0	0
Total Expenditures	101,344	92,422	102,875	62,157	135,626

Budget Includes

- Funding for equipment and contracted services to ensure successful video capabilities.
- Lifecycle upgrade of most studio equipment.

Ongoing and new activities for FY-2018

- Creative promotional videos highlighting Hyattsville.

Volunteer Services - #187

Division Description

The Office of Volunteer Services is committed to providing interested residents, school and community groups a meaningful opportunity to serve the community. The achievement of this mission is best served by providing opportunities encouraging the active participation of volunteers at a variety of levels and within all appropriate programs and activities.

Personnel Data - FTE's

	FY17 Budget	FY18 Budget
Volunteer Services Manager	1.0	1.0
Total	1.0	1.0

Functions

- Actively engage residents, school, civic and other groups into service to the City.
- Utilize volunteer workforce to offset burden to paid staff at City events, on special projects, regular trash & debris removals, on-going restoration efforts and long and short term internship opportunities.
- Create and maintain database of volunteers and volunteer groups and manage volunteer liability waiver documentation.
- Create position descriptions and conduct volunteer interviews, placements, and assessments.
- Connect City to local, regional, national and international volunteer resources.
- Ensure City's participation in national days of service.
- Coordinate volunteer recognition and awards.
- Serve as liaison between City staff and volunteers.

Volunteer Services

(continued)

Budget Summary - Fund #187

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 Year-to-Date	FY-2018 Proposed
Salaries and Wages	57,012	58,881	61,724	39,798	64,184
Overtime	0	0	0	0	0
Fringe Benefits	17,348	17,314	18,363	11,006	18,800
Contracted Services	12,699	16,415	20,250	11,490	22,250
Insurance	0	0	0	0	0
Communications	595	596	960	348	960
Utilities/Fuel/Oil	0	0	0	0	0
Supplies and Materials	115	157	250	42	250
Travel and Training	425	994	1,200	230	1,200
Other	0	0	0	0	0
Capital Outlay	0	938	0	0	1,000
Total Expenditures	88,194	95,295	102,747	62,914	108,644

Budget Includes

- Funding for supplies and materials to support volunteers and celebrate their work.

Ongoing and new activities for FY-2018

- Coordination of volunteer groups to support a wide range of City goals and priorities.

Senior Services - #455

Division Description

The Office of Senior and Disability Services conducts outreach, provides referral services, and coordinates programs and activities to meet the needs of seniors and people with disabilities.

Personnel Data - FTE's

	FY17 Budget	FY18 Budget
Senior & Disability Coordinator	1.0	1.0
Total	1.0	1.0

Functions

- Identifies community needs and attempts to match with City/County programs and services.
- Provides information and referral services and coordinates recreational, educational and health programs and activities.

Senior Services

(continued)

Budget Summary - Fund #455

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 YTD	FY-2018 Proposed
Salaries and Wages	13,988	43,632	45,700	29,877	47,746
Overtime	1,469	2,914	3,500	1,832	3,000
Fringe Benefits	2,440	7,836	12,194	6,951	12,153
Contracted Services	984	4,116	18,000	12,377	23,000
Insurance	0	0	0	0	0
Communications	936	1,156	3,960	348	3,960
Utilities/Fuel/Oil	0	0	0	0	0
Supplies and Materials	2,868	8,667	16,085	3,090	12,585
Travel and Training	437	130	1,200	100	1,900
Other	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total Expenditures	23,122	68,451	100,639	54,575	104,344

Budget Includes

- Funding for monthly trips for seniors.

Ongoing and new activities for FY-2018

- Adopt best practices as an AARP Age-Friendly Community.

CALL-A-BUS - #450

Division Description

Safely provide curb - to - curb, on-time, professional, transportation service to seniors and residents with disabilities for medical appointments, and regular and seasonal shopping opportunities and special trips.

Personnel Data - FTE's

	FY17 Budget	FY18 Budget
Bus Driver	1.0	1.0
Total	1.0	1.0

Functions

- Provide 40-hour per week low-cost transportation for seniors and people with disabilities.
- Provide occasional special services (house tour, holiday shopping trips, election days, aging in place picnic).

CALL-A-BUS

(continued)

Budget Summary - Fund #450

Description	FY-2015 Actual	FY-2016 Actual	FY-2017 Budget	FY-2017 Year-to-Date	FY-2018 Proposed
Salaries and Wages	23,190	42,826	47,225	29,270	50,268
Overtime	0	0	0	0	0
Fringe Benefits	6,051	14,363	26,481	12,770	22,623
Contracted Services	4,424	-6,951	7,200	4,432	7,200
Insurance	2,167	3,256	6,600	3,323	6,600
Communications	844	845	1,000	492	1,000
Utilities/Fuel/Oil	2,810	3,418	4,000	1,893	4,000
Supplies and Materials	2,697	1,695	2,050	859	2,050
Travel and Training	0	125	250	100	1,050
Other	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total Expenditures	42,183	59,577	94,806	53,139	94,791

Budget Includes

- Funding for 40 - hour per week services.

Ongoing and new activities for FY-2018

- Continue to provide excellent service.

Hyattsville City Council Agenda Item Report

Meeting Date: April 12, 2017
Submitted by: Laura Reams
Submitting Department: Finance
Item Type: Budget
Agenda Section: Presentations (8:20 p.m. - 9:20 p.m.)

SUBJECT
FY18 Budget Review: Capital Improvement Plan (CIP) (15 minutes)

Motion #
Presentation Only

Recommendation:

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

ATTACHMENTS
Revised #1 CIP FY 2018 Summary Page.pdf

Summary Background:
Please see attached draft FY18 CIP

Next Steps:
Council Discussion

Fiscal Impact:
Please see attached.

City Administrator Comments:
N/A

Community Engagement:
The budget presentations will be posted on the City's website.

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

Legal Review Required?
N/A

FY 2018 - 2022 Proposed Capital Improvements Plan

Department	2018	2019	2020	2021	2022
General Government					
Administration Equip. & Furniture	2,000	50,000	2,000	2,000	2,000
IT Hardware & Replacements	60,000	10,000	10,000	10,000	10,000
Enterprise Resource Planning	700,000	TBD	TBD	TBD	TBD
Total - GG	**762,000**	**60,000**	**12,000**	**12,000**	**12,000**
Police Department	-	-	-		
K-9 Dog & Kennel	-	-	-	15,000	-
IT Server Replacement	7,000	7,000	7,000	7,000	7,000
Vehicle Replacement	405,000	235,000	329,000	329,000	329,000
Mobile Data Terminal (MDT)	45,000	20,000	20,000	20,000	20,000
Body Cameras	25,000	10,000	10,000	10,000	10,000
CCTV - (3 Units)	35,000	31,000	31,000	31,000	31,000
Body Armor	18,000	20,000	13,000	5,500	5,500
Weapons	46,000	25,000	5,000	5,000	5,000
Portable Radios	40,000	25,000	20,000	20,000	20,000
Total - PD	**621,000**	**373,000**	**435,000**	**442,500**	**427,500**
Public Works Department					
Sidewalks	100,000	100,000	100,000	60,000	60,000
Roadway Improvement Gen. Prog.	300,000	300,000	300,000	300,000	300,000
University Hills Street Reconstr.	1,000,000	-	-	-	-
ADA Improvements - City-wide	40,000	40,000	40,000	40,000	-
Public Works Facility	2,000,000	-	-	-	-
West Hyattsville New Street Project	200,000	200,000	200,000	200,000	200,000
Lighting Improvements	500,000	500,000	500,000	-	-
Replacement Vehicles	400,000	300,000	300,000	-	-
3505 Hamilton Street	1,500,000	500,000	-	-	-
Seasonal - Place Making	80,000	-	-	-	-
Administration Building	165,000	165,000	165,000	165,000	165,000
Trash Toters	15,000	15,000	15,000	15,000	15,000
Recycling and Trash Program	70,000	70,000	70,000	70,000	-
Magruder Park Improvements	20,000	60,000	-	1,200,000	-
Residential Signage	60,000	-	-	-	-
Total - DPW	**6,450,000**	**2,250,000**	**1,690,000**	**2,050,000**	**740,000**
Community Services-CIP & PEG					
PEG Equipment	200,000	-	-	-	-
Total - CIP & PEG	**200,000**	**-**	**-**	**-**	**-**
Community Development					
Commercial Corridor Placemaking	50,000	-	50,000	-	-
Automated LPR	16,000	-	-	27,000	-
Parking Improvements	1,100,000	1,000,000	-	25,000	-
Bikeshare Network	87,500	-	-	-	-
Total - Community Dev.	**1,253,500**	**1,000,000**	**50,000**	**52,000**	**-**
Grand Total - CIP	**9,286,500**	**3,683,000**	**2,187,000**	**2,556,500**	**1,179,500**

Hyattsville City Council Agenda Item Report

Meeting Date: April 12, 2017
Submitted by: Laura Reams
Submitting Department: Community Services
Item Type: Legislative
Agenda Section: Action Items (9:20 p.m. - 9:30 p.m.)

SUBJECT
Electronic Sign Purchase (10 minutes)

Motion #
163-04-FY17

Recommendation:
I move that the Mayor and Council authorize the City Administrator to execute a contract with Art Display for two electronic signs at a total cost not to exceed $50,000.

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

ATTACHMENTS
Electronic_Sign_Background_2017-04-12.docx

Summary Background:
The FY17 Capital Improvement Budget includes $50,000 to purchase two electronic signs for messaging and to promote City activities and events. The staff is ready to proceed with the purchase of two 16 millimeter LED high resolution and highly durable signs that can display text and color photos. They will have an internal modem to allow messages to be changed remotely and a timer feature which will allow messages to dim or turn off in the evenings or overnight. The staff recommends sign placement at Centennial Park and the front of 3505 Hamilton Street. These locations are City owned properties with easy access to electricity and high volume traffic for visibility. The Ager Road location will be revisited once the planned upgrades and roadwork is completed.

An initial discussion was held on April 3, 2017. Staff has gathered additional information on sign placement options for the Council.

Next Steps:
Upon approval, signs will be purchased and placed in the identified locations.

Fiscal Impact:
$50,000

City Administrator Comments:
Recommend Approval. Recommend one or two additional signs be included in the FY19 budget for placement on Ager Rd and the Northern portion of the City.

Community Engagement:
These signs will improve the City's ability to engage the community.

Strategic Goals:
Goal 1 - Ensure transparent and accessible governance.

Legal Review Required?

NA

Memo

To: Mayor and Council

From: Jake Rollow, Community Services Director

CC: Tracey Nicholson, City Administrator

Date: April 12, 2017

Re: Electronic Sign Purchase and Placement

Overview

The Community Services Department seeks approval from the Mayor and Council to purchase two electronic signs to promote City activities and events. The FY17 Capital Budget included $50,000 for the signs.

Response to Council Questions

At the April 3 meeting, Council requested more detailed information concerning the potential for sign placement on Ager Road, even if temporarily until construction begins.

Staff's initial idea was to find a suitable location on Ager Road. When challenges were encountered, staff also investigated other locations. The findings for all locations considered are provided below for Council's consideration.

At the Current Ager Rd Sign Location

This location is great for exposure to vehicular and pedestrian traffic. However, there are also challenges with this site:

1 – Negotiating with a private land owner for use of the current location, as well permission and cost to extend electrical service to the location.
2 – The cost of extending electricity to this location is high. The connection to Pepco's pole is expected to cost $5,000 or more. Also, the nearest pole with appropriate voltage is approximately 400 feet away. If the sign were moved south, adjacent to Metro property, it would be approximately 250 feet from the pole. Either option would require contracting out the work to run underground wiring, at a cost expected to be about $20,000.
3 – The Ager Road Green Streets Project is slated for bid solicitation in 2017.
4 – The Riverfront project is also slated for the area behind the sign, which could impact the location where the sign would be placed. It also remains to be seen if other development will come to the immediate area where the current sign is located.

At Heurich Park
Another location staff considered is at Heurich Park, at the corner of Ager Road and Nicholson Street. While there is great vehicular and pedestrian traffic here, there are also challenges associated with this location:
1 – Negotiating with Maryland National Capital Park and Planning Commission.
2 – The cost of extending electricity to this location likely as high as the current sign location on Ager road, as the nearest Pepco pole with appropriate voltage is more than 300 feet away.
3 – The intersection where the sign would go is adjacent to an area that will be entirely redone to better manage storm water, during the Green Streets Project. It would not be ideal to have a sign at this location while such work is underway.

At Queens Chapel Road and Hamilton Street
There is a small island of land at this location. It too, presents challenges:
1 – Negotiating with the State of Maryland.
2 – The location could be too close to the road – it could be hit by a vehicle, or be too much of a distraction to drivers.

At the Fire Station at Queens Chapel Road and Belcrest Road
This a central location in the City, with significant vehicle and pedestrian traffic by residents and non-residents. Unfortunately, the Fire Department will be completely renovated in the next three years, and they will then install a sign of their own. They are willing to run City messages on their sign.

Magruder Park
This is an ideal location for reaching City residents, and non-residents who use the park on evenings and weekends. It also gets vehicular traffic, although likely not as much as the other locations in consideration. Challenges and benefits with this location include:

1 – The City owns the property.
2 – The City has an electrical connection about 100 feet away. The underground wiring work could be done in house.

At 3505 Hamilton
While Council has not yet determined the future use of this building, it provides the following benefits and challenges for the temporary location of a sign:
1 – The City owns the property.
2 – It would be relatively simple to attach a new sign to the sign mount in front of the property, and to remove the sign in the future for placement on Ager Road.
3 – The sign mount already has electricity running to it.

At Centennial Park
This is great location for vehicular and pedestrian traffic of residents and non-residents. Challenges and benefits include:
1 – The City owns the property
2 – The City has an electrical connection about 100 feet away. The underground wiring work could be done in house.

Staff Recommendation on Sign Locations
Considering the information above, staff continues to recommend placing signs at Centennial Park and 3505 Hamilton. After the Green Streets and Fire Department projects are completed, staff recommends re-assessing placement of a sign on Ager Road, as well as a location north of East-West Highway.

Background - Sign Specs
Each of the signs will feature 16 millimeter LED panels for a high resolution. The resolution makes the signs capable of displaying text as well as full-color photos. The signs are also highly durable, able to withstand being hit with a baseball bat without damage, according to dealers we have spoken to. They will each have an internal modem, so that changing the messages can be done remotely, and display many messages stored on an external server. Finally, the signs can be set on timers to dim or turn off in the evenings or overnight.

Weekly Program Offerings

Ageless Grace Senior Exercise Classes
Wednesdays and Fridays, 10:00 AM @ City Municipal Building

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

City Calendar: April 13 – 22, 2017

Call-A-Bus Grocery Trips:
- April 13th, 1:30 AM - 4:00 PM: Price Rite
- April 20th, 11:00 AM - 1:00 PM: Safeway & Aldi's

Bus pick up at Friendship Arms and by appointment for community residents. Participants must register by 2:00 PM the day before by calling (301) 985-5000.

Electronics and Paint Recycling Drop-Off
April 15, 2017, 7:00 AM - 1:00 PM @ Department of Public Works, 4633 Arundel Place
Electronics can be dropped off free of charge on Saturday, April 15, 7 a.m. – 1 p.m., at 4633 Arundel Place. Hyattsville Public Works staff will be on-site to answer any questions you may have. Yuck Old Paint staff will be with us, as well. They recycle wet paint, in its original container, for $5 per container. Questions? Call (888) 509-YUCK (9825). Questions for the City? Call (301) 985-5000.

Non-Native Invasive Plant Removal
April 15, 2017, 10:00 AM - 2:00 PM @ Magruder Woods
Volunteers meet at the Recreation Building.
Volunteers will be instructed in the identification and proper removal of threatening plants. Registration is encouraged but not required. For more information or to register, please call 301.985.5057 or email caistis@hyattsville.org

Spring Break Camp Magruder
April 17, 2017, 8:00 AM - April 21, 2017, 6:00 PM

Public Hearing on Composition of Council Ballot Question
April 17, 2017, 7:30 PM - 8:00 PM @ 3rd Floor Council Chambers

Council Meeting
April 17, 2017, 8:00 PM - 10:00 PM @ 3rd Floor Council Chambers

Hyattsville Seniors on the Go: Pinot's Palette
April 18, 2017, 9:00 AM - 3:30 PM
Enjoy an afternoon creating your own masterpiece with step-by-step guidance from Pinot's talented local artists. Canvases, smocks, brushes, and paint will be provided--and lunch is included--all for $5.00. Bus pick up at 9:00 AM at Friendship Arms and by appointment for community residents. Appointments are made by calling (301) 985-5000 by 2:00 PM the day before the trip.

Board of Supervisors of Elections Meeting
April 18th, 4:00 PM @ City Municipal Building, 3rd Floor

Ethics Commission Meeting
April 18, 2017, 7:00 PM - 8:30 PM @ City Municipal Building, 3rd Floor

Planning Committee Meeting @ City Municipal Building, 2nd Floor
April 18, 2017, 7:30 PM - 9:30 PM

Code Compliance Advisory Committee Meeting
April 19, 2017, 7:00 PM @ City Building

Hyattsville Environmental Committee Meeting
April 19, 2017, 7:30 PM - 8:30 PM @ City Building

Early Voting for All City Wards at Magruder Park
April 22, 2017, 9:00 AM - 7:00 PM

Speak Up - Community Planning Session
April 22, 2017, 1:00 PM - 3:00 PM @ City Municipal Building
This is the first public meeting presenting the draft of the City's updated Community Sustainability Plan.

Movin' with the Mayor: Hip Hop Dance Class
April 22, 2017, 3:00 PM - 4:00 PM @ Ballet Tap & All That Jazz Dance & Fitness Studio

Hyattsville City Council Agenda Item Report

Meeting Date: April 12, 2017
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Legislative
Agenda Section: Motion to Close

SUBJECT
Motion to Close

Motion #
164-04-FY17

Recommendation:
I move that the Mayor and Council close the Council Meeting of April 12, 2017 in order to discuss personnel matters.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

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

ATTACHMENTS

Summary Background:
N/A

Next Steps:
N/A

Fiscal Impact:
N/A

City Administrator Comments:
Recommend Approval

Community Engagement:
N/A

Strategic Goals:
N/A

Legal Review Required?
Complete