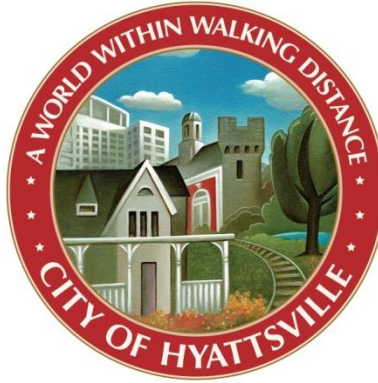




## **Hyattsville City Council Regular Meeting**

Monday, April 6, 2015

**8:00 PM**

### **Agenda**

**1. Call to Order and Council Roll Call**

**2. Pledge of Allegiance to the Flag**

**3. Approval of Agenda**

- (1) Motion to Approve the Agenda for the Council Meeting of April 6, 2015

**4. Public Comment (8:10 p.m. - 8:20 p.m.)**

**5. Presentations (8:20 p.m. - 8:55 p.m.)**

- (1) FY-2013 Audit
- (2) Certification of 2015 Election Candidates
- (3) Ager Road Update

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

- (1) **38-04-15 2015 Arbor Day Proclamation** I move that the Mayor & Council recognize April 11, 2015 as Arbor Day in Hyattsville. – **Tartaro**
- (2) **40-04-15 Appointment to Planning Committee** I move that the Mayor & Council appoint Adam Weissmann to the City's Planning Committee for a term of two (2) years, expiring on December 31, 2016. – **Lawrence**
- (3) **43-04-15 Cancel Public Hearing and Council Budget Work Session of April 15, 2015** I move that the Mayor & Council cancel the Public Hearing and Council Budget Work Session of April 15, 2015. – **Tartaro**

**7. Action Items (9:00 p.m. - 9:20 p.m.)**

- (1) **39-04-15 Schedule Public Hearing, Traffic Calming Device(S): 5800 Blk Jamestown Rd. & 4900-5000 Block 37Th Place** I move that the Mayor & Council schedule a Public Hearing on May 4, 2015 at 7:00 p.m. to hear testimony pertaining to the proposed installation of traffic calming device(s) on the 5800 block of Jamestown Road and the 4900-5000 block of 37th Place. – **Tartaro**

- (2) **41-04-15 Change in Contract for Mansard Repair** I move that the Mayor & Council approve the change in contract and award the mansard repair contract at 4310 Gallatin street to Hahn and Hahn, not to exceed \$65,000.00 – **Tartaro**
- (3) **42-04-15 Communications Policy** I move that the Mayor and Council adopt the attached City Communications Policy. – **Tartaro**

**8. Discussion Items (9:20 p.m. - 9:50 p.m.)**

- (1) Kiplinger: Memorandum of Understanding

**9. Council Dialogue (9:50 p.m. - 10:00 p.m.)**

**10. Community Notices and Meetings**

- (1) City Calendar: April 6 - April 20, 2015

**11. Motion to Adjourn**

- (1) Motion to Adjourn the Council Meeting of April 6, 2015



**Presentations: FY-2013 Audit**

**SUBJECT: FY-2013 Audit**

**SECTION: Presentations**

**BACKGROUND:**

Currently finance staff and auditors are currently analyzing tax revenues, fines, aged receivables, deferred revenues and intergovernmental revenues for the purpose of reconciling this data against the FY-2013 budget estimates and the final trail balance for FY-2013.

**NEXT STEPS:**

Continue working to complete the FY-2013 this audit by mid May.

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

The City Treasurer will continue to work with the CohnReznick and Lindsey & Associates on completing all past due audits.

**STRATEGIC GOALS AND ACTIONS:**

**Goal:** Goal 4 – Foster Excellence in all City Operations

**Action:** 4.3 Ensure policies, procedures, and practices meet or exceed accredited or nation

  
Tracey Nicholson, City Administrator 4/3/2015



**Presentations: Certification of 2015 Election Candidates**

**SUBJECT: Certification of 2015 Election Candidates**

**SECTION: Presentations**

**BACKGROUND:**

Ms. Greta Mosher, Chair of the Board of Supervisors of Elections will present the list of certified candidates for office for the May 5, 2015 City Election.

**Please note:** Mr. Andrew Turner notified the City on April 2, 2015 of his withdrawal of candidacy for the Office of Ward 2 Council Member. Due to the timing of the notification, the Board was unable to remove Mr. Turner's name from the Election Guide that will be mailed to all residences of the City. However, per his request, Mr. Turner's name will not appear on any official ballot for the 2015 City Election.

**NEXT STEPS:**

Early Voting will be held at Magruder Park Recreation Center on Saturday, April 25 and Saturday, May 2 from 9 AM to 5 PM.

Election Day is Tuesday, May 5, 2015. Polls will be open from 7 AM to 8 PM.

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

n/a

**STRATEGIC GOALS AND ACTIONS:**

**Goal:** Goal 1 – Ensure Transparent and Accessible Governance

**Action:** 1.1 Provide information and opportunities for resident participation in civic endeavors

  
Tracey Nicholson, City Administrator 4/3/2015



**City of Hyattsville**  
**Board of Supervisors of Elections**  
 4310 Gallatin Street • Third Floor • Hyattsville, MD, 20781  
 301-985-5009 • electionboard@hyattsville.org  
 www.hyattsville.org/elections

**Certification of Applications of Candidacy**  
**March 31, 2015**

In accordance with Article 4, Section C4-8(A) of the Hyattsville City Charter, IT IS HEREBY CERTIFIED that the following listed persons have filed for the Office of Mayor and for the Office of Council Member for Wards One, Two, Three, Four, and Five, for the terms indicated:

**MAYOR – FOUR YEAR TERM:**

- Candace B. Hollingsworth 5618 44<sup>th</sup> Avenue

**WARD ONE COUNCIL MEMBER – FOUR YEAR TERM:**

- William Jenney 4410 Oglethorpe Street, Apt. 215
- Talib Karim 4404 Kennedy Street
- LaVonne Leslie 6215 42nd Avenue
- Carl R. Nielsen 6211 Carrollton Terrace
- Jocelyn I. Nolasco 6119 42<sup>nd</sup> Avenue
- Winnie Obike 4305 Gallatin Street
- Kevin Ward 5626 46<sup>th</sup> Place

**WARD TWO COUNCIL MEMBER – FOUR YEAR TERM:**

- David Hiles 4105 Gallatin Street
- Emily Strab 3928 Livingston Street
- ~~Andrew Turner 3514 Longfellow Street~~ withdrawal of candidacy 4/2/15 *en*
- Shani N. Warner 3915 Madison Street

**WARD THREE COUNCIL MEMBER – FOUR YEAR TERM:**

- Thomas Wright 7209 Hitching Post Lane

**WARD FOUR COUNCIL MEMBER – FOUR YEAR TERM:**

- Paula J. Perry 5704 30<sup>th</sup> Avenue

**WARD FIVE COUNCIL MEMBER – FOUR YEAR TERM:**

- Sonia E. Francis 5037 37<sup>th</sup> Avenue
- Joseph Solomon 2612 Kirkwood Place, Apt. 3

THIS IS TO FURTHER CERTIFY that the foregoing is a full and complete list of all persons filing for elected office and that said persons have filed for the City of Hyattsville Election on Tuesday, May 5, 2015, in accordance with all applicable provisions of the Hyattsville City Charter.

*Greta Mosher*  
 Greta Mosher, Chair

*Anna Frankle*  
 Anna Frankle

*Ana Pineda*  
 Ana (Lisa) Pineda

*Andrea Ross*  
 Andrea Ross

*Bessie McLean*  
 Bessie McLean

ATTEST: *Laura Reams*  
 Laura Reams, City Clerk



**Presentations: Ager Road Update**

**SUBJECT: Ager Road Update**

**SECTION: Presentations**

**BACKGROUND:**

The Ager Road project is a County Roads Improvements Project designed to improve pedestrian safety, improve traffic flow, and provide more effective storm water management along Ager Road.

**NEXT STEPS:**

Staff will continue to keep the Council up to date on the progress of this major County streets project.

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

Continue to attend any County meetings related to this project.

**STRATEGIC GOALS AND ACTIONS:**

**Goal:** Goal 1 – Ensure Transparent and Accessible Governance

**Action:** 1.2 Provide timely public information on City policies, programs, and reports.

  
Tracey Nicholson, City Administrator 4/3/2015

# Ager Road Green Street CIP Roadway Improvement Project

## Status Presentation



Rushern L. Baker,  
III  
County Executive



Darrell B. Mobley  
Director

# EXISTING CONDITIONS

5.3.a



Attachment: Ager Road Presentation Apr 6 2015 (1128 : Ager Road Update)

# EXISTING CONDITIONS

5.3.a

## TYPICAL SECTIONS

- Two to Three Thru Lanes (Each Direction)
  - Service Drive
  - Dedicated Right & Left Turn Lanes
  - Median
  - Closed Section
  - 30 mph Speed Limit
  - Level of Service 'A'
- Excellent Traffic Flow



# EXISTING CONDITIONS

5.3.a

## UTILITIES

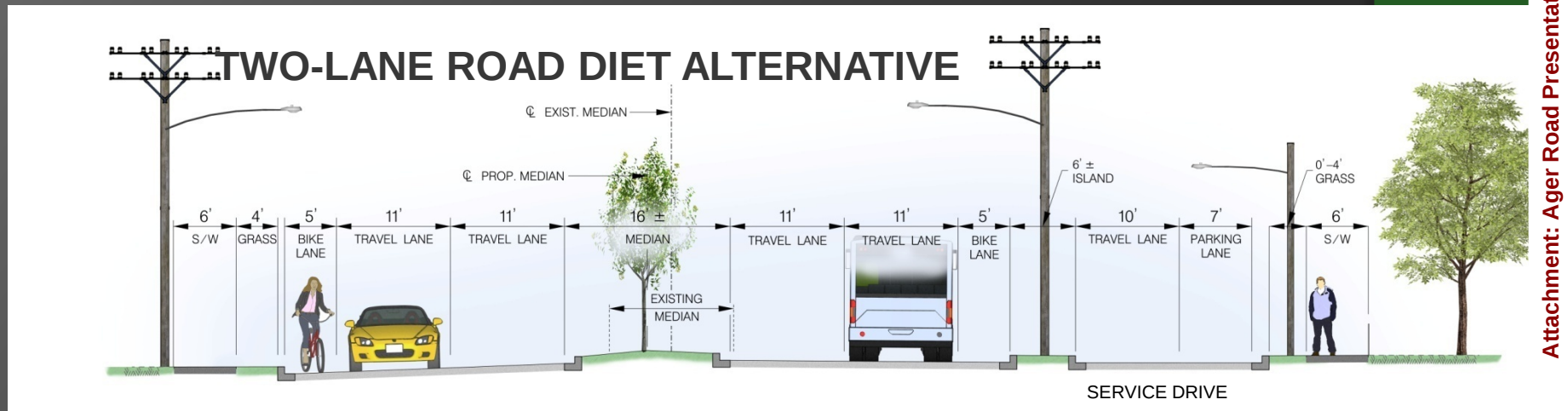
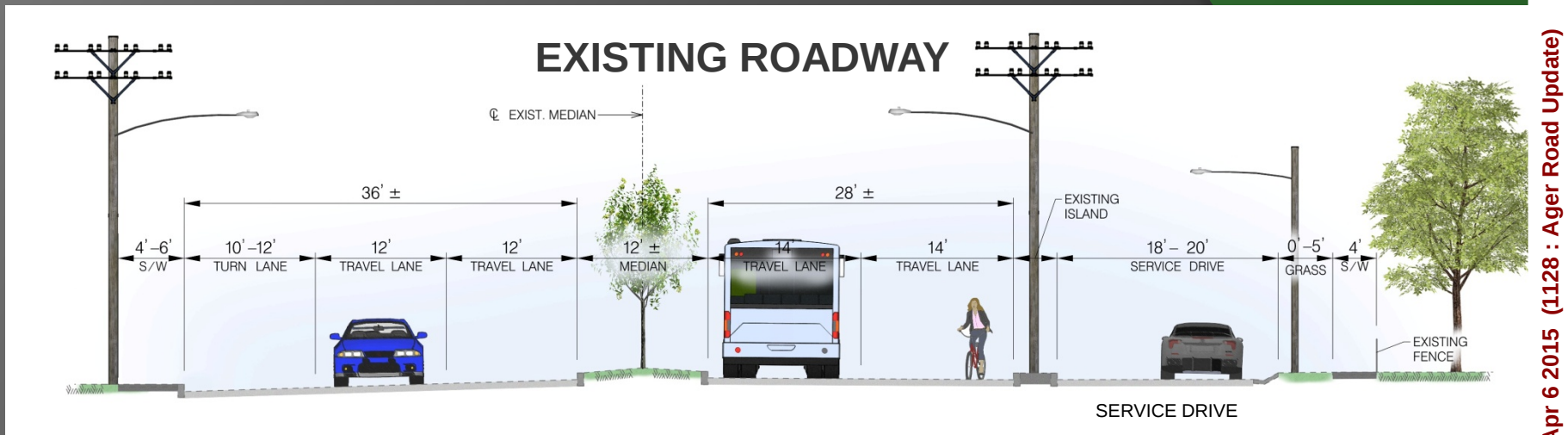
- Overhead Electric, Cable & Telephone Wires
  - Impacts to Pedestrian Facilities
- Underground Utilities
  - Water & Sanitary Sewer (WSSC)
  - Telephone & Cable
  - Gas
- Roadway Lighting on Utility Poles



Attachment: Ager Road Presentation\_Apr 6 2015 (1128 : Ager Road Update)

# GREEN/COMPLETE STREET DESIGN

5.3.a



Attachment: Ager Road Presentation\_Apr 6 2015 (1128 : Ager Road Update)

# GREEN/COMPLETE STREET DESIGN

5.3.a

## INTERSECTIONS

- Signal Control
  - Maintain/Modernize Current Signals
  - Review Signal Timing and Systemization
- Roundabouts
  - Full Roundabout at Nicholson Street
  - Will Operate Adequately with Two-Lane Alternative



**SIGNAL LOCATIONS**

# GREEN/COMPLETE STREET DESIGN

5.3.a

## ENHANCE PEDESTRIAN FACILITIES

- Install 6' Sidewalks Throughout
- Add ADA Ramps at All Locations
- Remove "Pinch Points" at Utility Poles, Signs, etc.
- Complete Connections to Other Facilities
  - Northwest Branch Trail
  - Metro Station
  - Hyattsville Metro Station

## PROMOTE PEDESTRIAN ACCESS TO SCHOOL, CHURCHES, PARKS AND PUBLIC TRANSPORTATION

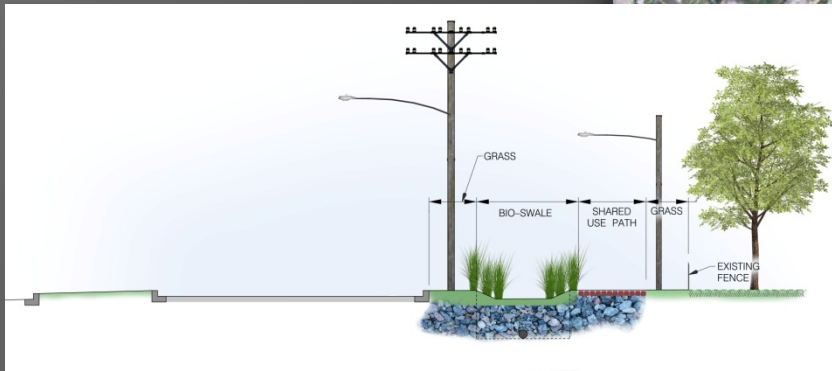


# GREEN STREET CONCEPTS

5.3.a

## ADDRESS TMDL REQUIREMENTS THRU:

- Vegetated Swales
  - Bio-Swale and Bio-Filtration
  - Incorporate Into Median and Grass Buffer
- Open Sections



TYPICAL BIO-SWALE

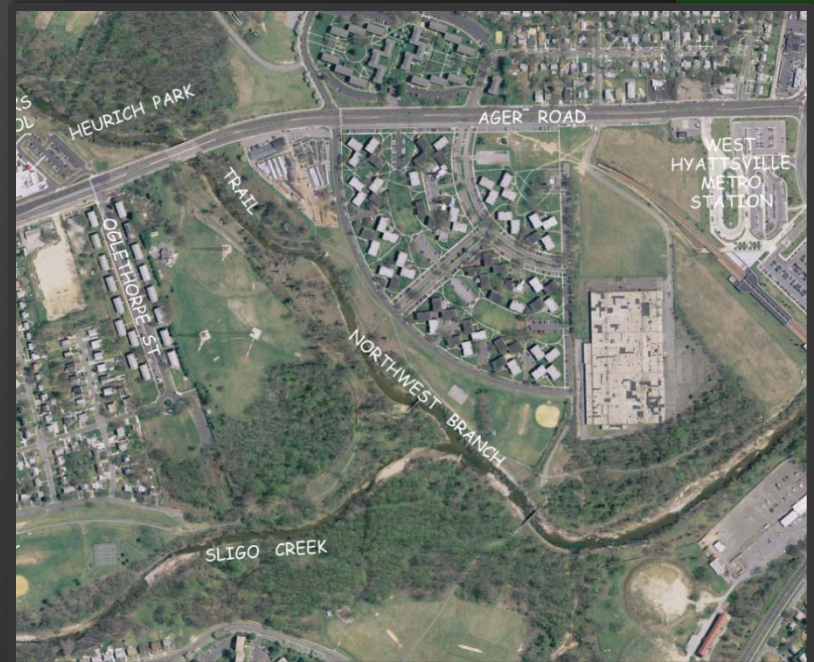


# GREEN STREET CONCEPTS

5.3.a

## ADDRESS TMDL REQUIREMENTS UTILIZING:

- Outfall Protection
  - Restore Failing Outfalls
  - Provide Coastal Plain Outfalls
- Stream Restoration
  - Look for Opportunities Along Sligo Creek and Northwest Branch
  - Riffle Grade Controls
  - Stream Bank Stabilization Using Natural Fiber Matting



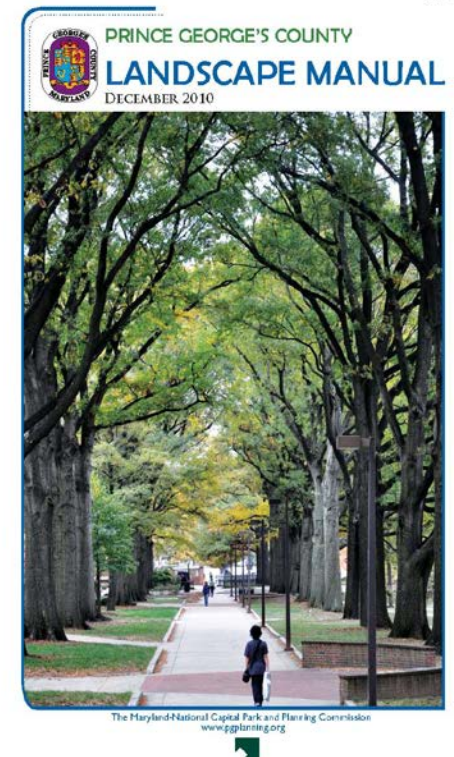
Attachment: Ager Road Presentation Apr 6 2015 (1128 : Ager Road Update)

# GREEN STREET CONCEPTS

5.3.a

## INCORPORATE LANDSCAPING

- Use Species from Recommended Plant Lists
- Use Soil Amendments in Planting Areas to Promote Growth
- Use Soil Amendments in Tree Pits
- Use Deeproot Silva Cells to Promote Tree Growth in Median and Sidewalk Areas



# STATUS

- Concept Design Completed
- Consultant Engineer (Wallace, Montgomery, Inc.) addressing 90% comments
- Right-of-Way plats and appraisals being reviewed
- Consultant to provide 95% plans by mid-March, 2015
- Final Design to be completed by May, 2015
- Construction slated for early 2016

# Ager Road Green

## CIP Roadway Improvement Project

### **Points of Contacts During Design:**

---

**Erv Beckert, P.E.**

Chief, Highway and Bridge Design Division

Direct Phone: (301) 883-5714

Email: [etbeckert@co.pg.md.us](mailto:etbeckert@co.pg.md.us)

**Unmesh Patel, P.E.**

Project Manager

Highway and Bridge Design Division

Direct Phone: (301) 883-5631

Email: [UCPatel@co.pg.md.us](mailto:UCPatel@co.pg.md.us)

### **Points of Contacts During Construction:**

---

**Dwight Joseph**

Chief, Construction Division

Direct Phone: (301) 883-5633

Email: [djoseph@co.pg.md.us](mailto:djoseph@co.pg.md.us)



**Consent Items: MOTION #38-04-15 2015 Arbor Day Proclamation**

**SUBJECT: 2015 Arbor Day Proclamation**

**SECTION: Consent Items**

**RECOMMENDED ACTION:**

Motion #38-04-15

I move that the Mayor & Council recognize April 11, 2015 as Arbor Day in Hyattsville.

**BACKGROUND:**

The City has maintained the Tree City status for thirty years. To retain this award the City must recognize Arbor Day as an official City event.

**NEXT STEPS:**

The City will participate in an official Arbor Day event.

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

Staff has scheduled an Arbor Day planting for April 11, 2015.

**STRATEGIC GOALS AND ACTIONS:**

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

**Action:** 1.1 Provide information and opportunities for resident participation in civic ende

**FISCAL IMPACT:**

None

  
Tracey Nicholson, City Administrator 4/3/2015



**Hyattsville City Council**  
**4310 Gallatin Street, 3<sup>rd</sup> floor**  
**Hyattsville, MD 20781**

Meeting: 4/6/2015 8:00 PM  
Department: Public Works  
Prepared by: Lesley Riddle  
Sponsors: Tartaro  
DOC ID: (ID # 1119)

**6.1**

**Consent Items: MOTION #38-04-15 2015 Arbor Day Proclamation**

Tracey E. Nicholson, City Administrator



## Proclamation in Recognition of Arbor Day

April 11, 2015

The best time to plant a tree is twenty years ago. The next best time is now. ~Proverb

WHEREAS, the City has been actively engaged in planting trees for decades, seeking to reduce our carbon footprint, improve the appearance of our parks and neighborhoods, and provide healthy environments for living creatures; and

WHEREAS, the City of Hyattsville is committed to caring for and protecting our trees and landscape;

WHEREAS, the City of Hyattsville has consistently earned the Tree City designation through the National Arbor Day Foundation since 1985 and

WHEREAS, celebrating Arbor Day is a means to affirm the City's commitment to a greener, more sustainable future;

NOW, THEREFORE, the Mayor and City Council of the City of Hyattsville, do hereby proclaim April 11, 2015 as Arbor Day in the City of Hyattsville.

Marc Tartaro, Mayor

April 6, 2015



Hyattsville City Council  
4310 Gallatin Street, 3<sup>rd</sup> floor  
Hyattsville, MD 20781

Meeting: 4/6/2015 8:00 PM  
Department: Clerk's Office  
Prepared by: Laura Reams  
Sponsors: Lawrence  
DOC ID: (ID # 1106)

6.2

Consent Items: MOTION #40-04-15 Appointment to Planning Committee

**SUBJECT: Appointment to Planning Committee**

**SECTION: Consent Items**

**RECOMMENDED ACTION:**

Motion #40-04-15

I move that the Mayor & Council appoint Adam Weissmann to the City's Planning Committee for a term of two (2) years, expiring on December 31, 2016.

**BACKGROUND:**

n/a

**NEXT STEPS:**

n/a

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

n/a

**STRATEGIC GOALS AND ACTIONS:**

**Goal:** Goal 1 - Ensure Transparent and Accessible Governance

**Action:** 1.1 Provide information and opportunities for resident participation in civic ende

**FISCAL IMPACT:**

None

  
Tracey Nicholson, City Administrator 3/10/2015



**Hyattsville City Council**  
**4310 Gallatin Street, 3<sup>rd</sup> floor**  
**Hyattsville, MD 20781**

Meeting: 4/6/2015 8:00 PM  
Department: Clerk's Office  
Prepared by: Laura Reams  
Sponsors: Lawrence  
DOC ID: (ID # 1106)

**6.2**

**Consent Items: MOTION #40-04-15 Appointment to Planning Committee**

Tracey E. Nicholson, City Administrator



CITY OF HYATTSVILLE  
COMMITTEE / BOARD APPLICATION

APPLICANT  
INFORMATION

NAME OF COMMITTEE/BOARD: Planning Committee

NAME OF APPOINTEE: Adam Weissmann

ADDRESS: 4207 Jefferson Street

WARD #: 1

EMAIL: Adam.Weissmann@obamaalumni.com

PHONE NUMBER: 914-439-2822

REFERRED BY: Council Member Bart Lawrence

BIOGRAPHICAL STATEMENT:

Please provide a brief background statement including why you are interested in being appointed to a committee. This statement will be posted on the City's website.

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):

My wife, Eva, and I moved to Hyattsville three years ago. We are very excited to be putting down roots among our neighbors in a vibrant, diverse city - one that is poised to grow yet determined to remain an inclusive, walkable, and creative community. I currently serve on the staff of Congressman Steny Hoyer, who represents a large part of Hyattsville and is a leader in the House of Representatives as Democratic Whip. Working for the Congressman and living in our community, I've become more attuned to local challenges and opportunities with regard to attracting economic development, improving transportation infrastructure, and building strong neighborhoods. I hope that I can bring new perspectives and insights to the Committee as it provides residents with a voice in the planning/approval process.

For internal use:

DATE INFORMATION RECEIVED:

APPROVED BY COUNCIL (DATE & MOTION NUMBER):

DATE OF TERM EXPIRATION:

DATE POSTED ON WEBSITE



**Consent Items: MOTION #43-04-15 Cancel Public Hearing and Council Budget Work Session of April 15, 2015**

**SUBJECT: Cancel Public Hearing and Council Budget Work Session of April 15, 2015**

**SECTION: Consent Items**

**RECOMMENDED ACTION:**

Motion #43-04-15

I move that the Mayor & Council cancel the Public Hearing and Council Budget Work Session of April 15, 2015.

**BACKGROUND:**

As noted at the Special Council Meeting of April 1, 2015, staff recommends that the Council cancel the scheduled public hearing and Council budget work session of April 15, 2015.

The planned discussion topic for the public hearing was to solicit feedback on any proposed change to the City's real property tax rate. The Council discussed the tax rate during the Council Meeting of March 16, 2015 and decided to not move forward with any changes to the real property tax rate for the FY16 budget, therefore staff recommends cancelling this hearing.

**NEXT STEPS:**

An introduction and first reading of the budget ordinance is scheduled for April 29, 2015, with a second reading/adoption of the FY16 budget scheduled for May 13, 2015.

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

Staff will remove the Council Meeting and Public Hearing from the City calendar.

**STRATEGIC GOALS AND ACTIONS:**

**Goal:** Goal 1 - Ensure Transparent and Accessible Governance

**Action:** 1.2 Provide timely public information on City policies, programs, and reports.

**FISCAL IMPACT:**

None



Hyattsville City Council  
4310 Gallatin Street, 3<sup>rd</sup> floor  
Hyattsville, MD 20781

Meeting: 4/6/2015 8:00 PM  
Department: Clerk's Office  
Prepared by: Laura Reams  
Sponsors: Tartaro  
DOC ID: (ID # 1130)

6.3

Consent Items: MOTION #43-04-15 Cancel Public Hearing and Council Budget Work Session of April  
15, 2015

  
Tracey Nicholson, City Administrator 4/3/2015

Tracey E. Nicholson, City Administrator



**Action Items: MOTION #39-04-15 Schedule Public Hearing, Traffic Calming Device(S): 5800 Blk Jamestown Rd. & 5000 Block 37th Place**

**SUBJECT: Schedule Public Hearing, Traffic Calming Device(S): 5800 Blk Jamestown Rd. & 5000 Block 37th Place**

**SECTION: Action Items**

**RECOMMENDED ACTION:**

Motion #39-04-15

I move that the Mayor & Council schedule a Public Hearing on May 4, 2015 at 7:00 p.m. to hear testimony pertaining to the proposed installation of traffic calming device(s) on the 5800 block of Jamestown Road and the 4900-5000 block of 37th Place.

**BACKGROUND:**

The City received a petition for traffic calming devices on the 5800 block of Jamestown Road during the Council Meeting of December 15, 2015. Additionally, on December 16, 2015, Councilmember Solomon submitted a petition on behalf of residents of the 4900-5000 block of 37th Place for traffic calming device(s).

**NEXT STEPS:**

Traffic studies of both areas are underway. It is anticipated that the Council will be provided with a staff report during the council meeting of May 18, 2015 and it is also anticipated that the Council will take action on the request for traffic calming device(s) during the May 18th Council meeting. Official notification of the public hearing will be mailed to impacted residents a minimum of 2 weeks prior to the hearing.

Upon scheduling of the Public Hearing, the City will mail notifications of the hearing to residents of the affected area and inform the petitioners of the hearing date.

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

The Department of Public Works will conduct the traffic study and the City Clerk will coordinate the hearing notification mailing to residents of Jamestown Road and 37th Place.

**STRATEGIC GOALS AND ACTIONS:**

**Goal:** Goal 3 - Promote a Safe and Vibrant Community

**Action:** 3.4 Provide timely public safety notification and communication alerts.

**FISCAL IMPACT:**



Hyattsville City Council  
4310 Gallatin Street, 3<sup>rd</sup> floor  
Hyattsville, MD 20781

Meeting: 4/6/2015 8:00 PM  
Department: Clerk's Office  
Prepared by: Laura Reams  
Sponsors: Tartaro  
DOC ID: (ID # 1039)

7.1

**Action Items: MOTION #39-04-15 Schedule Public Hearing, Traffic Calming Device(S): 5800 Blk  
Lamontagne Rd. & 5000 Block 37Th Block**

TBD

  
Tracey Nicholson, City Administrator 4/1/2015

Tracey E. Nicholson, City Administrator



**Action Items: MOTION #41-04-15 Change in Contract for Mansard Repair**

**SUBJECT: Change in Contract for Mansard Repair**

**SECTION: Action Items**

**RECOMMENDED ACTION:**

Motion #41-04-15

I move that the Mayor & Council approve the change in contract and award the mansard repair contract at 4310 Gallatin street to Hahn and Hahn, not to exceed \$65,000.00

**BACKGROUND:**

The City Administration building has several critical repairs that need to be addressed immediately. The most critical need is the Mansard roof needs significant repair.

**NEXT STEPS:**

Staff recommended that Council approve the proposal from Ev-Air-Tight, Shoemaker to assess and repair the Mansard roof at the City Administration Building. After review of the contracts and review of pricing and warrantee of work, staff is recommending that we change contractors and approve the contract with Hahn and Hahn. The cost of the project will not exceed \$65,000.00.

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

Oversight of contractor repairing the mansard roof at 4310 Gallatin Street.

**STRATEGIC GOALS AND ACTIONS:**

**Goal:** Goal 4 - Foster Excellence in All City Operations

**Action:** 2.1 Maintain a responsible level of investment in capital assets, operations and

**FISCAL IMPACT:**

This repair will impact the 2015 Capital Investments Projects budget.



Hyattsville City Council  
4310 Gallatin Street, 3<sup>rd</sup> floor  
Hyattsville, MD 20781

Meeting: 4/6/2015 8:00 PM  
Department: Public Works  
Prepared by: Lesley Riddle  
Sponsors: Tartaro  
DOC ID: (ID # 1124)

7.2

Action Items: MOTION #41-04-15 Change in Contract for Mansard Repair

  
Tracey Nicholson, City Administrator 4/3/2015

Tracey E. Nicholson, City Administrator



## MEMO

To: Mayor Tartaro and Council

From: Lesley Riddle, Director of Public Works

CC: Tracey Nicholson

Date: 4/1/2015

RE: Change of Contract for Repair to Mansard Roof at City Building

---

The City Administration building has several critical repairs that need to be addressed immediately. The most critical need is the Mansard roof needs significant repair.

The Building and Grounds Supervisor assessed the repairs and states:

The Mansard roof section of the building is in need of a new roof coating. The current roof has several areas of rust and scratches that have started to expand in size and further deteriorate the roof. This is due to time and exposure to the elements.

Included in the installation are snow guards over the entrance of building to prevent damage to the building and injury to people entering the building.

If this work is not done it will cause the roof to continue to deteriorate and the steel roof will rust though and leaks will develop. This will cause damage to city offices and equipment. It will ultimately cause the need for the higher cost of replacing or repairing the metal roof section.

We requested three proposals to repair the roof and add snow guards to the existing roof. Staff recommended that Council approve the proposal from Ev-Air-Tight, Shoemaker to assess and repair the Mansard roof at the City Administration Building. After review of the contracts and review of pricing and warrantee of work, staff is recommending that we change contractors and approve the contract with Hahn and Hahn. The cost of the project will not exceed \$65,000.00.

Attachment: Mansard Repair - Change of Contractor (1124 : Change in Contract for Mansard Repair)



**Action Items: MOTION #42-04-15 Communications Policy**

**SUBJECT: Communications Policy**

**SECTION: Action Items**

**RECOMMENDED ACTION:**

Motion #42-04-15

I move that the Mayor and Council adopt the attached City Communications Policy.

**BACKGROUND:**

The attached City Communications Policy has been revised to reflect the suggestions and recommendations made by Council.

**NEXT STEPS:**

Staff will generate guidelines for advertising.

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

Minimal.

**STRATEGIC GOALS AND ACTIONS:**

**Goal:** Goal 1 - Ensure Transparent and Accessible Governance

**Action:** 1.1 Provide information and opportunities for resident participation in civic ende

**FISCAL IMPACT:**

None

  
Tracey Nicholson, City Administrator 4/3/2015



**Hyattsville City Council**  
**4310 Gallatin Street, 3<sup>rd</sup> floor**  
**Hyattsville, MD 20781**

Meeting: 4/6/2015 8:00 PM

7.3

Department: Community Services

Prepared by: Jake Rollow

Sponsors: Tartaro

DOC ID: (ID # 1091)

**Action Items: MOTION #42-04-15 Communications Policy**

Tracey E. Nicholson, City Administrator

## City Communications Policy

This policy addresses City communications among City employees, officials and third parties, including email, text messages, social media and advertising.

### **Appropriate Communications and Oversight:**

1. When communicating via City accounts, equipment or property, communications should only contain comments that would ordinarily be said at a public meeting. Sarcasm, personal comments and insults should be avoided, as well as discriminatory, harassing, derogatory, obscene, defamatory, threatening or illegal communications. Employees/officials should avoid speaking in code and using shorthand terms or uncommon acronyms that would not ordinarily be used in a letter or public announcement. Caution should be used for confidential issues, personnel issues and legal opinions.
2. No communications shall violate the rights of other parties or entities, or include without proper consent trademarks, service marks, trade names, copyrighted or patented material, or other intellectual property belonging to others.
3. The City Administrator shall designate an employee as the City's Public Information Officer. The City's Public Information Officer shall oversee all editorial and multimedia content distributed widely to the public. Any department may designate its own public information officer who will work in collaboration with the City's Public Information Officer.
4. Drafts of documents, contracts, ordinances, and resolutions that have not yet been introduced at a public meeting – a meeting of the City Council or a City Committee – shall ordinarily not be released to the public. They may be provided by the City's Public Information Officer to the media upon request. All draft documents should be clearly dated and marked as drafts.

### **Use of Email:**

1. Every employee/official should have only one email account used exclusively for public business. Once an employee/official has been given a City email account, that account should be the exclusive email account used for City business. Note - If City employees/officials use additional email accounts to conduct City business, the information on those accounts may be subject to search and seizure and used in litigation. In the case that an employee/official refuses to provide access to those accounts, he/she assumes all liabilities for such actions and could become named third parties in such litigation. Using another person or

- employer's email account for City business could implicate that person or employer in such search and seizure and in the litigation itself.
2. All emails should be correctly labeled with a subject so that they can be found and retrieved as necessary.
  3. Only City business should be communicated on the City email accounts or the dedicated private email account. There should be no personal, private business, or religious communications on this account.
  4. Avoid forwarding to the public confidential emails from the Mayor and Council, City staff, the City Attorney, or other City consultants. This is particularly important when attorney opinions are sent by email. Caution should be exercised when forwarding to the public long-strings of emails concerning the legislative process.
  5. The City shall inform residents registering their contact information with the City that it could be disclosed to the public under Maryland's Public Information Act. Outside of public information requests, the City shall not share or sell resident contact information. Employees/officials should avoid forwarding strings of emails addresses.
  6. Employees/officials shall not delete any emails that they expect could become the subject of litigation or of importance to the City. Rather, they shall save emails in a clearly labeled file and/or share them with the City Administrator and City Clerk.
  7. The City has the obligation to preserve emails containing material regarding incidents/circumstances that (1) could become litigation or (2) for which the City has received notice under the Local Government Tort Claims Act. Such emails shall only be destroyed after the final disposition of the litigation or the expiration of the statute of limitations. The City Administrator and the City Clerk are hereby designated with the duty to gather, isolate and save in a separate file all electronic information regarding matters that are or may be litigated or of importance to the City.

**Use of Text Messages:**

1. Like emails, text messages shall be treated as official City correspondence. If an employee/official has been given a City phone and number, that account should be the exclusive text-messaging account used for City business.  
Note - If City employees/officials use additional phone numbers or devices to conduct City business, the information on those devices and numbers may be subject to search and seizure and used in litigation. In the case that an

- employee/official refuses to provide access to those accounts or devices, they assume all liabilities for such actions and could become named third parties in such litigation. Using another person or employer's device or phone number for City business could implicate that person or employer in such search and seizure and in the litigation itself.
2. Employees/officials shall not delete any text messages that they expect could become the subject of litigation or of importance to the City.

#### **Use of Social Media:**

1. The social media sites maintained by the City – for example, Facebook, Instagram and Twitter – are to be used for the sole purpose of disseminating information to the public. They are not open forums for public comment. Therefore, although members of the public may be allowed by the sites' design to comment on City-maintained social media sites, the City reserves the right to delete comments it deems inappropriate, including but not limited to comments that violate the policies listed in the first section of this policy.

#### **Advertising:**

1. In all print and electronic communications broadcast widely to the public – including the City newsletter, flyers, email updates, text updates, social media and the cable channel – the City shall disseminate information generated by City employees/officials or directly related to the City government and its programs, events and policies. The City may also elect to publish/broadcast material promoting the events and programs of other organizations, in accordance with guidelines that shall be created by City administration.

#### **Enforcement:**

1. Violations or failure to comply with any of these policies may result in disciplinary action. In the case that a member of City Council violates a policy, a majority of the members of Council can vote to determine an appropriate response.



**Discussion Items: Kiplinger: Memorandum of Understanding**

**SUBJECT: Kiplinger: Memorandum of Understanding**

**SECTION: Discussion Items**

**BACKGROUND:**

The City of Hyattsville recently approved supporting the subdivision of the Kiplinger property and the proposed multifamily development (DSP-14010). Both items were heard and approved by the M-NCPPC Planning Board on Thursday, March 26, 2015 with conditions that included several of the City's conditions for support. Some of the additional conditions requested by the City are outside of the authority of the Planning Board or require additional details; therefore we recommend that the City execute a memorandum of understanding with the applicant to include all conditions previously approved by the City Council.

The memorandum of understanding will obligate the City to take on the fiscal responsibility for replacement cost and maintenance of publicly dedicated infrastructure after a period of five (5) years from issuance of a Use & Occupancy permit and monthly cost of exterior lighting within the public right-of-way.

**NEXT STEPS:**

This item is scheduled to be placed on the April 20, 2015 agenda.

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

**STRATEGIC GOALS AND ACTIONS:**

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

**Action:** 2.4 Provide economic development programming and projects to support and facilitate

  
Tracey Nicholson, City Administrator 4/3/2015



## Memo

To: Mayor and City Council

CC: Tracey Nicholson, City Administrator  
Lesley Riddle, Director, Public Works

From: Jim Chandler, Assistant City Administrator and Director, Community & Economic Development

Date: March 31, 2015

Re: Kiplinger Property: Memorandum of Understanding

### Background

The City of Hyattsville recently approved supporting the subdivision of the Kiplinger property and the proposed multifamily development (DSP-14010). Both items were heard and approved by the M-NCPPC Planning Board on Thursday, March 26, 2015 with conditions. Their conditions, included several of the City's conditions for support. Some of the remaining conditions requested by the City are outside the authority of the Planning Board or require additional details; therefore we recommend that the City execute a memorandum of understanding with the applicant to include all conditions previously approved by the City Council. Each of the items/conditions are addressed in the proposed memorandum of understanding and attached. Items include:

- Public dedication of both Toledo Terrace and the newly created primary roadway
- Warranty and bonding by the applicant
- Participation in the City residential parking program
- Fully signalized traffic signal at Editors Park Drive
- Exterior lighting systems & security camera system

The staff recommends that a Memorandum of Understanding with the applicant be executed prior to the M-NCPPC Planning Board approving the resolutions in late April 2015. The MOU will not fully address the second phase of the project which has not yet been submitted for review. That phase is proposed to include fee simple townhouses on the newly created south parcel and a 2-over-2 condominium development on the western parcel. Once the details of phase 2 are submitted an, amendment to the MOU may be required.

## Main City Calendar for April 7 – May 2, 2015

### Environmental Committee Meeting

April 8, 7:30 PM - 8:30 PM @ City Municipal Building - 2nd Floor Prangley Room

### Deadline to Register to Vote for the May 5, 2015 City Election

April 10, All Day

Deadline for residents to register or report address changes to the Maryland Board of Elections to vote in the May 5, 2015 City election. Applications may be obtained and submitted online at [www.elections.state.md.us](http://www.elections.state.md.us). Applications may also be mailed to the Prince George's County Board of Elections. For more information call 301/341-7300.

### Social Security Online Services Presentation

April 10, 11:00 AM - 1:00 PM @ City Municipal Building

Presented by a Social Security Representative Learn how to: Apply for retirement, spouse's or disability benefits, Estimate your retirement benefits, using our benefits planners, Change your address or phone numbers, if you receive benefits Create a my Social Security online account, Get proof of your benefit amount, Apply for extra help with Medicare prescription drug plan costs, Replace your Medicare card, Sign up or change your direct deposit,

### City of Hyattsville 129th Anniversary Parade, Carnival, Festivities & Fireworks

April 16 – 19, @ Magruder Park

- Carnival - April 16, 4:00 PM - 9:00 PM
- Carnival - April 17, 5:00 PM - 10:00 PM (Teen Dance at 8PM)
- Parade - April 18, 11:00 AM - 1:00 PM
- Carnival - April 18, 12:00 PM - 10:00 PM (Fireworks at Dark!)
- Carnival - April 19, 12:00 PM - 5:00 PM

### City Council Meeting

April 20, 8:00 PM - 10:00 PM @ Third Floor, Council Chambers

### Planning Committee

April 21, 7:30 PM - 9:30 PM @ 4310 Gallatin Street

### Code Compliance Advisory Meeting

April 22, 7:00 PM - 8:30 PM @ City Municipal Building, 1st Floor Multipurpose Room

### Education Advisory Committee

April 23, 6:30 PM - 8:00 PM @ 4310 Gallatin Street

### Spring Yard Sale Weekend

April 24 - April 26 @ City Wide

### Deadline for Candidates to file Initial Campaign Finance Reports

April 24, 5:00 PM - Reports must be filed with the Board of Supervisors of Elections no later than 5:00 p.m. on April 24, 2015.

### Early Voting Day

April 25, 9:00 AM - 5:00 PM @ Magruder Park Recreation Center

Early Voting for the May 5, 2015 Election will be held at the Magruder Park Recreation Center from 9 a.m. to 5:00 p.m. All City Wards will vote at the same location.

### City Council Special Meeting

April 29, 8:00 PM - 10:00 PM @ Third Floor, Council Chambers

### Early Voting Day

May 2, 9:00 AM - 5:00 PM @ Magruder Park Recreation Center

Early Voting for the May 5, 2015 Election will be held at the Magruder Park Recreation Center from 9 a.m. to 5:00 p.m. All City Wards will vote at the same location.

### Applications for Vote by Mail (Absentee) Ballots Available

Available through May 4, 10:00 AM

Applications are available to all registered voters and may be picked up at the City Municipal Building, 3rd floor or downloaded online at [www.hyattsville.org/election](http://www.hyattsville.org/election). Applications may be returned via mail, in person or emailed to [votebymail@yattsville.org](mailto:votebymail@yattsville.org).