

City Council of Hyattsville, Maryland

AGENDA

City Council Regular Meeting

Monday, April 4, 2016

7:45 PM



Council Chambers

Hyattsville Municipal Building

4310 Gallatin Street, 3rd Floor

Hyattsville, MD 20781

(301) 985-5000 www.hyattsville.org

CITY COUNCIL

[Mayor Candace B. Hollingsworth](#)

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

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

[Kevin Ward, Ward 1](#)

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

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

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

[Thomas Wright, Ward 3](#)

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

[Ruth Ann Frazier, Ward 5](#)

[Joseph Solomon, Ward 5](#)

ADMINISTRATION

Tracey E. Nicholson, City Administrator

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

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

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

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

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

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

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

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

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1. **Call to Order and Council Roll Call**
2. **Pledge of Allegiance to the Flag**
3. **Approval of Agenda**
4. **Motion to Close (7:45 p.m. - 8:00 p.m.)**
Motion to Close
Motion # 56-04-16
I move that the Mayor and Council close the Council Meeting of April 4, 2016 in order to consult with the City Attorney to obtain legal advice.
- At the Request of the City Administrator
[56-04-16 Closed Session cover.docx](#)
5. **Approval of the Minutes (8:20 p.m. - 8:25 p.m.)**
Approval of the Minutes
I move that the Mayor and Council approve the Council Meeting Minutes for the following meetings: (1) Council Meeting of February 10, 2016, (2) Council Meeting of February 16, 2016, (3) Public Hearing of March 16, 2016 and (4) Council Work Session of March 16, 2016.
[Feb 10 2016 Minutes FINAL.pdf](#)

[Mar 16 Public Hearing Minutes - FINAL.pdf](#)

[March 16 2016 Work Session Minutes - FINAL.pdf](#)
6. **Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker**
7. **Presentations (8:20 p.m. – 8:35 p.m.)**
(1) FY-2014 & FY-2015 Audit update

[FY2014-2015 Audit Update cover.pdf](#)

(2) University Hills Project Update

[University Hills Update cover.pdf](#)

[Memo University Hills 2016.pdf](#)

(3) Parks Division Report

[Parks Division Report 2016 cover.pdf](#)

[Memo Parks Division Report 2016.pdf](#)

[Parks DivisionReport Presentation 2015.ppt](#)

(4) Student Conservation Association Presentation

[Student Conservation Association 2016 cover.pdf](#)

[SCA -Hyattsville Presentation.ppt](#)

(5) ARTways Sculptural & Mapping Project

[Artways Sculptural and Mapping Project cover.pdf](#)

[Memo - Artways Sculptural and Mapping Project.docx](#)

[CoH Project Description.docx](#)

[CoH Presentation.ppt](#)

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

(1) Appointment to the Health, Wellness and Recreation Advisory Committee

Motion # 49-04-16

I move that the Mayor and Council appoint Emily McNally (Ward 3) and Dyann Waugh (Ward 2) to the Health, Wellness and Recreation Advisory Committee for a term of 2 years to expire on April 5, 2018.

- Solomon

[49-04-16 HWRAC Appointments cover.pdf](#)

[McNally HWRAC Application redacted.pdf](#)

[Waugh HWRAC Application redacted.pdf](#)

(2) Proclamation in Honor of Arbor Day, 2016

Motion # 50-04-16

I move that the Mayor and Council adopt the following proclamation in honor of Arbor Day 2016.

- At the Request of the City Administrator

[50-04-16 Arbor Day Proclamation cover.pdf](#)

[Arbor Day Proclamation 2016.pdf](#)

(3) Replacement of Transmission for Solid Waste Truck #67

Motion # 51-04-16

I move that the Mayor and Council approve the cost to replace the transmission in Solid Waste trash truck #67 by Johnson Truck Center, not to exceed \$12,000.

- At the Request of the City Administrator

[51-04-16 Transmission for Solid Waste Truck 2016 cover.pdf](#)

(4) Prince Georges County ReLEAF Grant Program

Motion # 52-04-16

I move that the Mayor and Council accept and appropriate the funds for the Prince Georges County ReLEAF Program not to exceed \$2,061.04

- At the Request of the City Administrator

[52-04-16 PG Tree ReLEAF Grant 2016 cover.pdf](#)

(5) J&M Security Solutions Contract (Year 2)

Motion # 53-04-16

I move that the Mayor and Council approve the \$20,000 expenditure for the second year of the four year maintenance and support contract with J&M Security Solutions.

- At the Request of the City Administrator

[53-04-16 CCTV Contract cover.pdf](#)

[Memo to Council JM Security Year 2 3 2016 \(1\).docx](#)

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

(1) Capital Budget Appropriation for Department of Public Works Design/Build

Motion # 54-04-16

I move that the Mayor and Council authorize the City Treasurer to amend the FY16 Capital Improvement Fund budget appropriations for the design build of the Public Works Facility at a cost not to exceed \$3.3M in accordance with the executed contract with Keller CM.

- At the Request of the City Administrator

[54-04-16 Budget Appropriation DPW Design Build cover.pdf](#)

(2) Letter of Support for ARTways Sculptural & Mapping Project

Motion # 55-04-16

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

- Hollingsworth, Haba, Lawrence

[55-04-16 Artways Sculptural and Mapping Project cover.pdf](#)

(3) Traffic Calming Recommendation: 42nd Place, One-Way Southbound

Motion # 57-04-16

I move that the Mayor and Council approve the staff recommendation to alter the traffic pattern on 42nd Place from Gallatin to Farragut Street to one-way southbound traffic only.

- At the Request of the City Administrator

[One-Way Alley Petition cover.pdf](#)

[Petition OneWay Alley 12302015 MAP.pdf](#)

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

(1) Lease of Off-Site Parking Spaces

[Lease of Off Site Parking Spaces_cover.pdf](#)

[Memo - Lease of Off-Street Spaces.docx](#)

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

**12.. Community Notices and Meetings
City Calendar: April 4 - 18, 2016**

[Main City Calendar for Apr 4.pdf](#)

13.. Motion to Adjourn



CITY OF HYATTSVILLE

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

CITY COUNCIL AGENDA FORM

TITLE: MOTION TO CLOSE

Motion #:	56-04-16
Council Meeting Date:	4/4/2016
Agenda Section:	Motion to Close
Recommendation:	I move that the Mayor and Council close the Council Meeting of April 4, 2016 in order to consult with the City Attorney to obtain legal advice.
Department:	Community & Economic Dev.
Staff Contact:	Laura Reams, City Clerk
Council Sponsor:	At the Request of the City Administrator
Summary Background:	The authority under which the session was close was the Annotated Code of Maryland State Government General Provisions Article Section §3-305 (b) (7) consult with counsel to obtain legal advice.
Next Steps:	n/a
Alternatives:	n/a
Fiscal Impact:	n/a
Community Engagement:	
Strategic Goals:	□ Goal 1 – Ensure Transparent & Accessible Governance □ Goal 2 – Ensure the Long-Term Economic Viability of the City □ Goal 3 – Promote a Safe & Vibrant Community □ Goal 4 – Foster Excellence in all City Operations □ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Complete
Attachments:	n/a



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE, MD
MONDAY, FEBRUARY 10, 2016

CALL TO ORDER AND COUNCIL ROLL CALL:

Mayor Candace Hollingsworth called the meeting to order at 7:03 p.m.

Attendee Name	Title	Status	Arrived
Candace Hollingsworth	Mayor	Present	
Edouard Haba	Council President	Present	7:04 p.m.
Bart Lawrence	Council Vice President	Present	
Kevin Ward	Councilmember, Ward 1	Present	7:04 p.m.
Robert S. Croslin	Councilmember, Ward 2	Present	
Shani Warner	Councilmember, Ward 2	Present	
Thomas Wright	Councilmember, Ward 3	Present	
Patrick A. Paschall	Councilmember, Ward 3	Present	7:07 p.m.
Paula J. Perry	Councilmember, Ward 4	Present	
Ruth Ann Frazier	Councilmember, Ward 5	Present	
Joseph Solomon	Councilmember, Ward 5	Present	7:07 p.m.

Also present were the following City staff members:

- City Administrator Tracey E. Nicholson
- Assistant City Administrator & Director of Community & Economic Development Jim Chandler
- City Treasurer Ron Brooks
- Director of Human Resources Vivian Snellman
- Director of Public Works Lesley Riddle
- City Clerk Laura Reams
- Assistant Clerk Lillie Littleford
- City Attorney Richard Colaresi
- Public Works Project Manager Hal Metzler

APPROVAL OF AGENDA:

1. Motion to Approve the Agenda for the Council Meeting of February 10, 2016.

The agenda was approved with a modification of the order of the discussion items. The budget discussion was moved to the first discussion item.

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

PUBLIC COMMENT:

Mayor Hollingsworth noted that a letter had been submitted by Ward 3 resident Tim Hunt in regard to the proposed voting legislation and stated that the letter would be entered into the official meeting record.



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Ms. Nina Faye, a Ward 3 resident, addressed the Mayor and Council to express appreciation to the Department of Public Works for their work with the snow removal for the recent blizzard.

Ms. Paula Perry, a Ward 4 resident and Council Member, addressed the Mayor and Council regarding the January 4 meeting voting discussion. Ms. Perry said that when speaking on the dais, she doesn't speak for herself but for the residents that have reached out to her. Ms. Perry encouraged all council to listen to both sides of an argument and to speak to their residents.

Mr. David Perry, a Ward 4 resident, addressed the Mayor and Council in regard to the January 4 meeting. Mr. Perry said he was upset at the comments made in regard to Ms. Perry at the January 4 meeting. Mr. Perry then relayed his personal experience with the Civil rights movement.

Ms. Shirley Fisher, a Ward 5 resident, addressed the Mayor and Council regarding the Police Department's use of the Humvee vehicle during the recent snow storm. Ms. Fisher thanked the Department of Public Works for their work during the blizzard. Ms. Fisher informed the Council of the recent deaths of 3 residents. Ms. Fisher also spoke in regards to the proposal for non-citizen voting and the legislation allowing 16/17 year olds voting. Ms. Fisher encouraged the Council to engage with voting population.

Mr. David Marshall, a Ward 2 resident, addressed the Mayor and Council regarding budget items. In regard to the proposed budget item to assist seniors with snow removal, he stated that he thought the initiative was premature and should be delayed until the City infrastructure projects are finished. Mr. Marshall also spoke in regard to the proposal to allow non-U.S citizens to vote in City elections. Mr. Marshall said he believed voting is a right that is earned by U.S. citizenship and summarized that the proposal would allow a non-citizen to vote, hold office and work at the polls as an election judge.

Ms. Yaheiry Mora, Advocacy and Election Specialist for CASA del Maryland, thanked the Mayor and Council for considering the proposal of non-citizen voting. Ms. Mora said that CASA was troubled by some comments made at the January 4th meeting and that CASA was in support of the enfranchisement of non-U.S. citizens.

When closing public comment, Mayor Hollingsworth made a note of apology for offensive language that had been utilized by a resident during public comment.

DISCUSSION ITEMS:

Council Budget Priority Discussion: FY17 Operating Budget

City Administrator Nicholson provided a brief introduction to the discussion on budget priorities. She said that staff had provided initial feedback on the priorities and stated that the discussion would focus on reviewing items identified as requiring additional information.

Health and Wellness Study

City Administrator Nicholson stated the cost estimate for the survey has been reduced to approximately \$1,500 and it was recommended that, if approved by Council, funding be allocated from the Council discretionary funding line item. Councilmember Croslin questioned the intent of the survey. Councilmember Perry said the City would need to be careful about the wording of survey questions because of Health Insurance Portability and Accountability laws. Mayor Hollingsworth said she was concerned about the quality of data and suggested as an alternative that wellness data points be added to the next residential satisfaction survey.



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Councilmember Solomon said the goal of the survey was to understand the health needs of residents and understand how and where the City can play a role in addressing identified needs. City Administrator Nicholson added that it was her understanding that the survey could be utilized to inform the newly created Health, Wellness and Recreation Advisory Committee. There was a brief discussion regarding the proper place to potentially allocate funds for this initiative.

Funds to Support Meetings of the Police and Public Safety Advisory

City Administrator Nicholson, recommended using discretionary funds (ward allocations) for this particular item. Council Vice President Lawrence reiterated his concerns about allocating funds to a specific meeting body with no structure. Councilmember Paschall said he thought the allocation process was corrected but agreed that the Council should not allocate funds without an agreed structure for expenditure. There was a brief discussion regarding allocation of funds, the current approval process for use of Council discretionary funds and if the proposal required a separate line item. There was also a brief conversation about historical expenditures for City committee meetings and flyers. Mayor Hollingsworth said while she did not support funding for food, she did think it was appropriate to provide funding for books or printing items to support committee work. She recommended that the City consider something in the range of \$250-\$500 for each committee. Councilmember Solomon said he was amenable to that suggestion. There was a brief conversation with City Treasurer Brooks regarding the proper way to account for the funds in the budget. City Administrator Nicholson said that staff was clear on the intent of the Council and would review the item for inclusion in the draft budget.

Hamilton Street Sidewalk

City Administrator Nicholson said that Director of Public Works Riddle had spoken to the State Highway Administration and learned details on constructing the sidewalks in that area. Councilmember Perry provided historical information on previous attempts for installing sidewalks on Hamilton Street. Councilmember Solomon clarified the location of the requested sidewalks.

Partnership with Habitat for Humanity

Councilmember Solomon withdrew the item from consideration.

Council Budget Priority Discussion FY17 Capital Budget

Sidewalk construction

City Administrator Nicholson said she believed the current level of budgeted funds in the draft FY17 budget would be sufficient to construct sidewalks in the recommended area.

Street Repair and Speed Hump Funds

City Administrator Nicholson acknowledged concerns that the proposed allocated funding for traffic mitigation was too low and said staff would be increasing the budget. Director of Public Works Riddle said that it had been stated that the traffic mitigation budget for the current year was depleted. She clarified that the budget was not depleted, however noted that remaining funds were budgeted for already scheduled projects.

1M for street lighting improvements and 500k for street lighting improvements

City Administrator Nicholson said staff would be increasing the funding for lighting improvements by \$250,000 for a total funding allocation of \$500,000 in the proposed FY17 budget.



Council Budget Priority Discussion: FY17 Operating Budget

Hyattsville Health Weekend: (November 5-6)

Council Vice President Lawrence provided background information on the proposed events planned for the health weekend and the coordination with the Hyattsville Elementary School Parent Teacher Association (PTA) for a 5k run that would be one of the scheduled events. He also clarified that the 5k was conceived as a fundraiser for Hyattsville Elementary School. Councilmembers Solomon and Perry suggested that the fundraising portion be opened to the PTA's for all local schools. City Administrator Nicholson noted that the event was in the early planning stages and would come back to Council for additional review. She also confirmed that the estimated City funds of \$8,000 would support all of the planned weekend events, including staffing requirements. Some Councilmembers expressed concern that the estimated cost was low.

There was a discussion regarding the 5k fundraiser. Council President Haba asked the Council to be mindful that support of the event that would set a precedent. He added that he believed the City should support similar efforts from other organizations in the future. Councilmember Paschall asked if some of the Health Weekend events could be held on the west side of the City. Councilmember Solomon encouraged the Hyattsville Elementary School PTA to reach out to other local schools and also suggested that proceeds could be utilized to fund the City's Education Advisory Committee grants. Councilmember Ward asked Director Rollow to provide a cost breakdown of the proposed \$8K expenditure.

Hyattsville Charter Amendment: Qualifications of Voters

Mayor Hollingsworth asked Councilmember Solomon to set the frame for the discussion on the proposal to change the qualifications for eligible voters in City elections. Councilmember Solomon said he planned to individually review each item listed in the memo submitted by the Board of Elections on the proposed motion. He began the discussion by asking for feedback from the Council on the proposal to remove the requirement for U.S. Citizenship for eligible voters in City Elections. He also asked if there was interest in removing the citizenship requirement for those running for City office. City Attorney Colaresi said he had not been aware that the intent of the motion was to also remove the citizenship requirement for candidates and that he was not prepared to provide a legal opinion on that subject. Councilmember Solomon said he believed at least one of the motion makers intended to include the removal of the citizenship requirement and asked if Mr. Colaresi could research that proposal. Councilmember Paschall said his view is that all eligible voters should be also able to serve in elected office for the City. He requested to add the topic to the current discussion. Council Vice President Lawrence said he also supported adding the topic to the discussion. Council President Haba said that the current motion was focused on the qualification for voters. Councilmember Frazier requested that the Council keep the focus of the discussion on the qualifications for voters and bring back the qualifications to run for office at a separate time. Councilmember Wright stated his support for Ms. Frazier's statement. Mayor Hollingsworth stated that the legal opinion was for the current motion and said the qualifications for candidacy could be discussed at a later date.

Councilmember Solomon returned to the review of the subject's detailed in the Election Board memo. He stated that the next topic was the recommendation from the Election Board to staff a registrar position to manage the City only voter roll. The motion makers stated their support for funding a position. City Attorney Colaresi noted that it was difficult to gauge what the interest would be for those to be included on a City only voter roll and if registration was low, the function may be able to be handled utilizing current staff. He noted that the essence of the Board's recommendation was to have one person dedicated to maintaining that list and manage new voter registrations. Mayor Hollingsworth advised that, as with other policy changes, Council would need to provide the proper resources to enable staff to administer the policies.

Councilmember Solomon then turned the conversation to the topic of same day voter registration. He summarized the concerns detailed by the Board of Elections which cited staff capacity for new initiatives. He said the Board was supportive of same day registration but recommended that it be enacted with a future implementation date. Council



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Vice President Lawrence suggested that the motion makers meet to discuss the initiative and consider modification of the proposal for same day registration. Councilmember Paschall said he believed strongly in same day registration and that if the Board's concern was a lack of resources, he wanted to provide whatever resources necessary to make it happen for the next City election. Councilmember Paschall added that he wanted same day registration implemented for Election Day as well as Early Voting Days.

There was a discussion about the differences between provisional voting and same day registration. City Attorney Colaresi said it was important to understand that with same day registration, an individual casts a valid ballot on Election Day and there was no post-election verification process. Councilmember Perry said she was concerned that the integrity of the election may be compromised. Councilmember Paschall noted that same day registration was increasingly common and said he believed the logistical details could be left up to the Board. There was a brief discussion regarding the logistics for same day registration on Election Day with suggestions made by several Councilmembers. Council Vice President Lawrence suggested that the Council focus the conversation on the policy instead of the logistics of implementation. Mayor Hollingsworth stated her support for same day registration but said she would like to give credence to the Board's request to delay implementation based on other initiatives the Board was working on. Councilmember Warner suggested that the language could be written with a target date described as "no later than". She also suggested that a Special Election may be a good opportunity to implement same day registration on a smaller scale.

Councilmember Solomon then directed the discussion toward the proposed list of eligible documents used to determine eligibility for City voter registration. City Attorney Colaresi said that the Board recommended utilizing the State of Maryland guidelines for acceptable documentation. He also brought up concerns with the removal of individuals from the City only voter roll. Councilmember Paschall said he believed the document requirements were one of the most important pieces of the proposed legislation, stating that if the proof of residency requirements were restrictive, it would create a barrier to voting. He cited several states that allowed pay stubs as proof of residency. Councilmember Perry said she had heard from residents that were concerned with the integrity of the elections and suggested that some residents may stop voting with the enactment of changes. She recommended that the Council work to compromise with the Board of Elections on the recommendation. Councilmember Croslin asked the City Attorney to recite the state requirements for proof of residency. City Attorney Colaresi read the requirements and highlighted the section of state law that provided the State Board of Elections with discretion to determine residency requirements based on presented evidence if a listed form of ID was unavailable. The City Attorney recommended that the motion not provide a list of specific documents acceptable to register to vote and allow the Board to develop regulations for the establishment of residency and present the recommendation to the Council. Councilmember Warner said was not opposed to providing the Board with flexibility but she wanted checks and balances to protect the system from possible abuse. Councilmember Warner said she was supportive of a compromise that would require the Board of Elections to present the list of acceptable documents to the Council for approval. Councilmember Paschall stated that he was concerned by a statement by the City Attorney regarding the writing of the policy and said it was not the role of the City Attorney to set policy but to advise the Council on legalities.

Councilmember Solomon steered the discussion to the qualifications of voters and asked if there were any concerns with allowing non-U.S. citizens to vote in City Elections. Councilmember Frazier asked for additional clarification on the proposal. Councilmember Solomon clarified that the motion was proposed to allow non-U.S. citizens who were residents of the City of Hyattsville to vote in City Elections regardless of legal status. Councilmember Warner asked if the City only voter roll would be available through a public information act request. City Attorney Colaresi said that generally voter rolls are public information but he would research the matter further. Councilmember Wright asked how the motion would move forward procedurally and if public hearings would be held on the subject. Mayor Hollingsworth said the current motion was to authorize the City Attorney to draft legislation. She said it was anticipated that there would be additional Council discussion once the legislation was drafted, at least one public hearing and that there would be two required public readings of the legislation before adoption. Councilmember Frazier requested additional background information on the current six municipalities that allow non-U.S. citizens to vote in City elections. Council President Haba said that information and research on those municipalities would be



shared with the Council to help inform the decision. Councilmember Paschall provided details to the Council on his initial research on identification documents required in other jurisdictions for same day registration..

Councilmember Solomon directed the Council to the last element of the Board of Elections memo pertaining to allowing non-citizens to administer City elections as judges or members of the Board of Elections. He asked the Council for feedback on the proposal. Council President Haba asked City Attorney Colaresi if there was any legal issue with allowing non-citizens to administer elections. It was noted that election workers were required to swear to uphold the Constitution of the State of Maryland. There was a discussion as to possible implications that an oath to uphold the State Constitution could have on an individual's citizenship of another country.

Councilmember Paschall said he felt an obligation to address some of the issues that had been occurring as part of the recent conversations on the election legislation and provided insight into his personal perspective on the topic. Mayor Hollingsworth asked if Councilmembers could refrain from making additional personal comments until the Council Dialogue portion of the meeting.

Revisions to City Code Chapter 8: Elections

City Clerk Reams introduced the discussion on the proposed changes to the City Election Code. She highlighted changes that had been made based on the previous Council discussion and opened it up to comments and questions from the Council. Mayor Hollingsworth suggested that the campaign finance limits mimic the State requirements. Council President Haba inquired if the Board of Elections could provide candidate registration documentation to candidates to allow them to easily open a campaign bank account. City Attorney Colaresi said he had determined that federal law required that local candidates for election open a separate campaign bank account and file for a federal identification number needed to open the account. He suggested that the Board of Elections would provide detailed instructions for candidates on how to open accounts if contributions and expenditures exceeded \$200. Council President Haba said he was concerned about adding an extra burden on those running for local office.

Councilmember Paschall asked why the prohibition for accepting contributions from foreign nationals had remained in the code. City Attorney Colaresi said that the City was bound by federal law on that prohibition. Councilmember Solomon asked for clarification on the proposed requirement for political committees to file reports and asked why a committee could not consist of one person. Mr. Colaresi responded that he felt there could be a possible first amendment issue should the provision also apply to one person and recommended that the Council leave the section as written.

Council Vice President asked if there should be a written provision requiring the City Attorney to be present at hearings held by the Board of Elections. Mr. Colaresi said that as a practice he attended all such hearings but it could be specifically written into the Code. Council Vice President Lawrence also asked about the provision to have the Board appoint a qualified voter to review the financial reports. He asked if it had to be someone who was a voter in the City, asking if it could be the same staff member serving as the registrar person. City Attorney Colaresi said that the Board had envisioned the individual being a member of the City's Ethics Commission but that he was open to suggestions.

Councilmember Paschal discussed section 8-23(b) which allowed for the Board to disqualify a candidate for running for election. He said he was concerned with giving discretion to the Board to not qualify a candidate for election. There was a brief discussion regarding the reasons why the Board was recommending the change. Board of Supervisors of Elections Chair, Greta Mosher said that the Board had previously had issues with individuals who did not file reports or filed late reports and the Board felt that there needed to be a provision in the ordinance to address those types of situations. Councilmember Paschall also said he would like to see a provision included to inform the Council of any hearings held by the Board of Elections and the results of the hearings. City Attorney Colaresi noted that all proceedings would be public and that the Board would be required to inform the City Administrator of any proceedings.



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Council President Haba brought up a question about the provision pertaining to hours of operation for advance voting days. It was suggested that a provision be included to address the minimum timeframe for the operation of polls on weekdays. Mayor Hollingsworth suggested that the Code be modified to include the State requirement for candidates to file campaign finance reports with the State and that consideration be giving to mimic the State maximum amounts for campaign contributions and defining the campaign cycle for reporting purposes. There was a brief discussion regarding the election cycle for reporting purposes. In closing Mayor Hollingsworth stated that the item would return to Council for additional discussion in the future.

COUNCIL DIALOGUE:

Councilmember Warner read a prepared statement on her personal thoughts regarding recent statements made during the election legislation discussions. Councilmember Solomon thanked the members of the Election Board for their comments on the proposed legislation. Councilmember Perry made a statement regarding Councilmember Paschall's earlier statement. Councilmembers Croslin and Warner announced upcoming events. Mayor Hollingsworth thanked those instrumental to the upcoming launch of the Teen Advisory Committee and said she looked forward to hearing recommendations from the committee.

MOTION TO ADJOURN:

The meeting adjourned at 10:41 p.m.

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



**PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE, MD
WEDNESDAY MARCH 16, 2016**

CALL TO ORDER AND COUNCIL ROLL CALL:

The public hearing was called to order by Mayor Hollingsworth at 7:03 p.m.

Attendee Name	Title	Status	Arrived
Candace Hollingsworth	Mayor	Present	
Edouard Haba	Council President	Present	7:15 p.m.
Bart Lawrence	Council Vice President	Present	
Kevin Ward	Councilmember, Ward 1	Present	
Robert S. Croslin	Councilmember, Ward 2	Present	
Shani Warner	Councilmember, Ward 2	Present	
Thomas Wright	Councilmember, Ward 3	Present	
Patrick A. Paschall	Councilmember, Ward 3	Absent	
Paula J. Perry	Councilmember, Ward 4	Present	
Ruth Ann Frazier	Councilmember, Ward 5	Present	
Joseph Solomon	Councilmember, Ward 5	Present	

Also present were the following staff members:

- City Administrator Tracey E. Nicholson
- Police Chief Doug Holland
- City Treasurer Ron Brooks
- Director of Human Resources Vivian Snellman
- City Clerk Laura Reams
- Assistant City Clerk Lillie Littleford

PUBLIC COMMENT AND QUESTIONS:

Ms. Nina Faye, a Ward 3 resident, addressed the Mayor and Council regarding the proposed FY17 budget. Ms. Faye asked that the Council reconsider the proposed funding for the traffic study to include West Hyattsville. Ms. Faye also requested that the Council would review traffic patterns throughout the City.

Mr. David Marshall, a Ward 2 resident, addressed the Mayor and Council regarding the proposed FY17 budget. Mr. Marshall asked for more clarity in specific sections of the budget book. Mr. Marshall specifically asked for a breakdown for the Human Resources section.

Ms. Nina Faye, a Ward 3 resident, addressed the Mayor and Council regarding the proposed FY17 budget. Ms. Faye stated concerns for the level of staffing in the proposed budget for Code. Ms. Faye asked to see what types of citations were given out and what the cost to residents was, in order to justify the need for a staff increase.

COUNCIL COMMENT AND QUESTIONS:

Councilmember Frazier asked a few questions regarding the proposed FY17 budget. Treasurer Brooks answered Councilmember Frazier's questions regarding City Council insurance expenditures, and stated that the insurance line item was a necessary expenditure that would cover general liabilities. Treasurer Brooks then addressed Councilmember Frazier's questions regarding fringe benefits, and stated that they included workers compensation, social security, and health benefits. Treasurer Brooks added that there was a premium paid for every employee and benefits also included communications, or cell phones and tablets.

The Public Hearing adjourned at 7:21 p.m.



**WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE, MD
WEDNESDAY MARCH 16, 2016**

CALL TO ORDER AND COUNCIL ROLL CALL:

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

Attendee Name	Title	Status	Arrived
Candace Hollingsworth	Mayor	Present	
Edouard Haba	Council President	Present	
Bart Lawrence	Council Vice President	Present	
Kevin Ward	Councilmember, Ward 1	Present	
Robert S. Croslin	Councilmember, Ward 2	Present	
Shani Warner	Councilmember, Ward 2	Present	
Thomas Wright	Councilmember, Ward 3	Present	
Patrick A. Paschall	Councilmember, Ward 3	Present	8:02 p.m.
Paula J. Perry	Councilmember, Ward 4	Absent	
Ruth Ann Frazier	Councilmember, Ward 5	Present	
Joseph Solomon	Councilmember, Ward 5	Present	

Also present were the following staff members:

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

APPROVAL OF AGENDA:

1. Motion to Approve the Agenda for March 16, 2016.

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

PRESENTATIONS:

- 5.a) FY17 Budget Review: Legislative & Administration

Administrator Nicholson provided background information on the proposed FY17 budget and stated that administrative and legislative sections would be discussed in the meeting. Treasurer Brooks reviewed the FY17 summary sheet which included the summary of all funds and stated that there were no additional changes to the proposed budget. Administrator Nicholson reviewed Mayor Hollingsworth's requests for FY17 that would be reflected in the proposed budget. Administrator Nicholson then provided background information on the Mayor's proposed FY17 budget, which included a summary of the FY16 expenditures and other funding requests that impacted the proposed budget for the Mayor. Administrator Nicholson clarified that the major change in the budget was the addition of the funding for the Gateway Arts District Mayor's Meetings and community meetings. Councilmember Frazier expressed support for the participation in the National League of Cities.



**WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE, MD
WEDNESDAY MARCH 16, 2016**

Administrator Nicholson then provided details on the Council proposed FY17 budget. Administrator Nicholson highlighted Council funding requests that included sidewalk repair, a traffic study, street repair, a lighting study, and established positions within Human Resources, Finance, and Communications. Administrator Nicholson stated that the Council proposed budget would include committee discretionary funds, Council discretionary funds, the Education Enrichment Grant Program, and funding for conferences and events. Councilmember Frazier expressed support for funds allocated to attending conferences and also asked that private schools would be included in the Education Enrichment Grant Program. Council Vice President Lawrence stated that this issue could be resolved at the committee level. Administrator Nicholson clarified Councilmember Lawrence's concerns regarding committee discretionary funds. Councilmember Solomon expressed support for an increase in funding for attending conferences, or professional development. Council President Haba noted that the Mayor's Breakfast should not be in the Council's budget.

City Clerk Reams provided background information on the proposed budgets for both the Clerk's office and the Board of Supervisors of Elections. Councilmember Wright asked for clarity on the contracted services portion of the proposed budget for the Board of Supervisors of Elections. Councilmember Paschall questioned whether the City was allocating enough funds for elections and expressed concerns regarding the timeline for bringing forward legislative items in order to account for them in the budget process. Councilmember Wright asked for clarifications for the increases reflected in the new position of the Assistant City Clerk.

Administrator Nicholson presented the Administrator 2016 highlights and the FY17 proposed budget which included facility management plans, improved communication and outreach, and the farmers market. Administrator Nicholson also stated changes that would occur, which included the transition of the receptionist into the Department of Community Services.

Director of Human Resources Vivian Snellman presented the Human Resources 2016 highlights and the FY17 proposed budget. Director Snellman highlighted the efforts that have been made to make the City an employer of choice. Director Snellman added that the significant increase in the proposed budget was a result of the proposed new position of part-time Human Resources Administrative Assistant. Council President Haba asked for more details regarding the decreased materials line item.

Treasurer Brooks presented the Finance Department 2016 highlights and the FY17 proposed budget. Treasurer Brooks highlighted the increased responsibilities and need for increased staff in regards to Human Resources related work as well as the audit processes. Council President Haba thanked Treasurer Brooks for the presentation and asked for clarification on the City's position with OPA. Councilmember Wright commended the Finance Department for its accomplishments. Councilmember Wright also asked whether increased fixed assets could bring a benefit to the Finance Department.

Assistant City Administrator Jim Chandler presented the Information Technology Division 2016 highlights and the FY17 proposed budget. Mr. Chandler highlighted the updated IT Security and Firewall as well as wireless internet upgrades and upgraded servers within the City in 2016. Mr. Chandler added that the proposed budget would include contracted services as well as materials and supplies. Councilmember Wright asked for clarification on the contracted services line item and Mr. Chandler provided a breakdown. Council President Haba noted an error.

Administrator Nicholson presented the Legal Services 2016 highlights and the FY17 proposed budget. Administrator Nicholson noted that no changes had been made to the contracted services budget piece. Councilmember Paschall asked for an update on the current fiscal year status for the Legal Services budget. Treasurer Brooks and Administrator assured Councilmember Paschall that the legal services the City employed were the most efficient and cost effective for the City. Councilmember Paschall also expressed concerns about the current City Attorney. Mayor Hollingsworth added that there were other attorneys available to the Council in the framework of the current legal services contract.



**WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE, MD
WEDNESDAY MARCH 16, 2016**

Administrator Nicholson concluded the department level presentation and noted that the Community Services and Police Department proposed budgets would be presented on March 30, 2016. Administrator Nicholson added that the Public Works and Community and Economic Development proposed budgets would follow on April 13, 2016. Councilmember Solomon thanked the City staff for the format of the budget presentation and asked for clarification on where the environmental education line item would be in the proposed budget and expressed concerns regarding the City's Cloud host. Councilmember Wright added that hybrid options were also available in addition to cloud-based solutions.

COUNCIL DIALOGUE:

Councilmember Wright offered St. Patrick's Day wishes. Council Vice President Lawrence stated that he would not be present at the next Council Work Session and asked that residents participated in the Movin' With the Mayor event on March 19, 2016.

MOTION TO ADJOURN:

The meeting adjourned at 9:53 p.m.

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



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

CITY COUNCIL AGENDA FORM

TITLE: FY-2014-2015 AUDIT UPDATE

Motion #:	n/a
Council Meeting Date:	4/4/2016
Agenda Section:	Presentation
Recommendation:	n/a
Department:	Finance
Staff Contact:	Ron Brooks
Council Sponsor:	City Administrator
Summary Background:	The close-out of the FY-2014 audit has been difficult due to late returns of external confirmations, revisiting the analytical review of deferred parking revenue which resulted in recalculating these receivables and then a restatement in the current financial statements. I have confirmed a close-out date of April 20 th .
Next Steps:	Final close-out of FY-2014 audit.
Alternatives:	
Fiscal Impact:	Late audit filings with the Department of Administrative Services can result in the loss of various State Grants, loss of revenue from the State Highway Fund and limited opportunities to secure funding for current and future capital improvement needs.
Community Engagement:	
Strategic Goals:	X Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City’s Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	n/a



CITY OF HYATTSVILLE

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CITY COUNCIL AGENDA FORM

TITLE: UNIVERSITY HILLS PROJECT UPDATE

Motion #:	n/a
Council Meeting Date:	4/4/2016
Agenda Section:	Presentation
Recommendation:	Presentation Only
Department:	Public Works
Staff Contact:	Lesley Riddle
Council Sponsor:	
Summary Background:	DPW staff held a meeting with the University Hills Community to update them on the revised Sidewalk Policy and provide clarification on Articles 7 & 8 of the City Charter. They also provided an update of ongoing and upcoming road work. The staff continues to conduct a thorough analysis of previously approved project and sidewalk proposals and expects to provide the Mayor and Council with a preliminary update and project recommendations by June 2016.
Next Steps:	Continued staff evaluation and project recommendations.
Alternatives:	None
Fiscal Impact:	The funding for this project is in the Capital Improvement Budget for 2016, 2017 and 2018.
Community Engagement:	Continue to hold community meetings to ensure transparency in project goals, schedule, and criteria.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☒ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Memo – University Hills Community Meeting



Memo

To: Mayor and Council
From: Hal Metzler, Project Manager
CC: Tracey Nicholson, City Administrator
Date: 4/4/2016
Re: University Hills Project Update

The Department of Public Works staff met with several members of the University Hills Community on March 24, 2016 to provide an update of the revised 2016 Sidewalk Policy, an overview of the legal opinion regarding Article 7 and Article 8 of the City Charter, and an update on the project schedule. Below is an updated status of the ongoing and upcoming work schedule.

Phase 1: Currently work has been accomplished on:

- Notre Dame (from Adelphi to Wells) - Curb & Gutter and Mill & Overlay
- Stanford (from Adelphi to Wells) - New Sidewalk on north side, Curb & Gutter and Mill & Overlay
- Stanford (from Wells to Gumwood) - Curb & Gutter and Mill & Overlay
- Rosemary (from Gumwood to dead end) - Sidewalk replacement, Curb & Gutter and Mill & Overlay
- Gumwood (from dead end to Rosemary) - Sidewalk repair (as needed), Curb & Gutter repair (as needed) and Mill & Overlay
- Gumwood (from Rosemary to Stanford) - Sidewalk replacement, Sidewalk repair (as needed), Curb & Gutter and Mill & Overlay

Phase 1 work will continue into the spring and will consist of base repair on various segments throughout the University Hills neighborhood. The repairs on the intersection of Wells and Adelphi Rd are delayed due to traffic light loop sensors in the road. The traffic light and sensor fall under the jurisdiction of Prince George's County DPW&T and the City continues to work with the County to get the sensors replaced.

Phase 2: The order of work has not yet been determined; however we are at 90% completion of the review. We do expect there to be some sidewalk layout changes proposed in order to avoid utilities and minimize tree impact where possible. The staff expects to complete their analysis and hold an initial public meeting with residents and the City Council by June/July 2016. Once staff recommendations are finalized and approved, an additional public meeting will be held prior to commencing design and execution of Phase 2 work.

The City intends to install temporary traffic calming measures at different locations throughout the project area. This will be done to evaluate placement and configurations for bump outs and to gauge resident response to proposed solutions. The traffic calming proposals were provided to residents for their review and questions.



CITY OF HYATTSVILLE

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CITY COUNCIL AGENDA FORM

TITLE: PARKS DIVISION REPORT

Motion #:	n/a
Council Meeting Date:	4/4/2016
Agenda Section:	Presentation
Recommendation:	Presentation Only
Department:	Public Works
Staff Contact:	Lesley Riddle
Council Sponsor:	
Summary Background:	This update is provided to the Mayor, Council, and Community to provide information on the Parks Departments efforts to support and implement the objectives outlined in the City's Sustainability Plan. The Parks Division currently maintains over 34 acres of city green space from tree boxes to ball fields. To date, the Parks Department has installed several rain gardens and sustainable landscapes amounting to over 10,500 square feet of storm water management and bio-retention areas, with additional projects still in the planning stages. The Department is currently conducting a needs assessment to evaluate all parks and green space in the City. In addition, they are continuing outreach to educate, inform and involve the community. Recent projects include, but are not limited to using volunteers to assist with Arbor Day tree planting and rain garden installations, bat and blue bird box installations, and the removal of invasive species in our parks.
Next Steps:	Continue evaluation and care of tree canopy, and upgrade of City parks and green-space.
Alternatives:	None
Fiscal Impact:	Parks operating budget
Community Engagement:	Continue community related events that include invasive species mitigation, community plantings, Arbor Day celebrations and other related events.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☒ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Power Point Presentation – Parks Division Report, Memo – Parks Division Report



Memo

To: Mayor and Council
From: Dawn Taft, Parks Supervisor
CC: Tracey E. Nicholson, City Administrator
Date: 4/4/2016
Re: Parks Division Report

The City's Parks Department has been an integral part of developing and implementing the objectives of our Community's Sustainability Plan. They have installed several rain gardens and sustainable landscapes amounting to over 10,500 square feet of storm water management and bio-retention areas, with additional projects still in the planning stages.

The Parks Department currently maintains more than 34 acres of city green space from tree boxes to ball fields. A needs assessment is currently taking place for all parks and green space in the City, and cultural practices such as natural fertilizers (compost only) and planting native trees and plant material are being accomplished.

We continue our outreach to the community. Recent projects include, but are not limited to: volunteers assisting with Arbor Day tree planting and rain garden installations, bat and blue bird box installation, and the removal of invasive species in our parks.

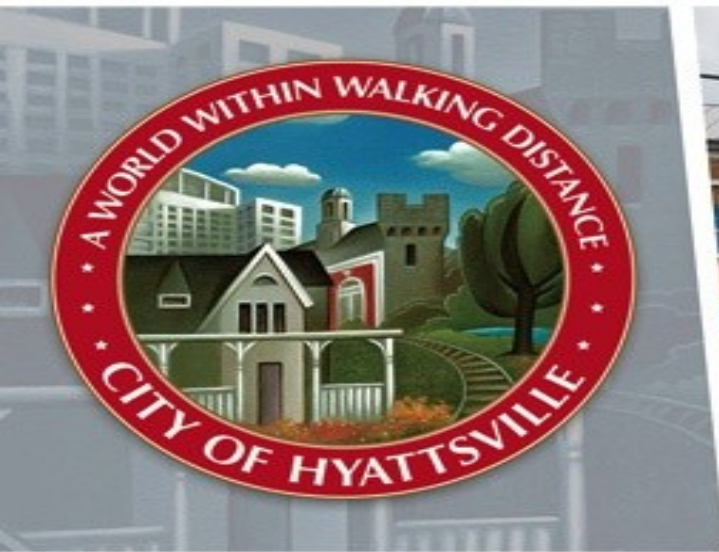
Work continues on upgrading existing playgrounds and park design. Through grant funding as well as partnerships with organizations such as the Neighborhood Design Center (NDC), Anacostia Watershed Society (AWS) and Maryland National Capital Parks & Planning Commission (MNCPPC) we have completed the upgrade of Hyatt Park playground and we are installing a food forest in Emerson Park this month. A rain garden and bio-retention area with seating is scheduled for installation this June with grant assistance. Additionally this fall a new playground and bio-retention areas will be installed at Deitz Park with grant assistance.

Major Objectives

- Developing Partnerships with Anacostia Watershed Society, Student Conservation Association (SCA), and NDC to increase community outreach, education and participation in City events, activities and sustainable practices such as the upcoming “Our Hyattsville Grass Roots” event.
- Work to develop a more inclusive community support systems where residents and volunteers can take part in the installation and/or maintenance of our Rain Gardens and community plantings such as the Emerson Street Food Forest.
- Structural pruning of the 250 trees planted in 2012 to ensure good balance of the canopy, minimize co-dominant branches and maintain the overall health of the tree.
 - o ROW Planting
 - o City Planting
 - o Pepco replacements
 - o Parks
- Improving the condition of our football, baseball and soccer fields using sustainable practices.
- Removal of invasive species on the West side of Magruder Park and re-planting to stabilize ground and minimize future invasive plants from prospering.
 - o Planting of the riparian buffers along the stream that runs through the West side of Magruder park
 - o Overall Maintenance of our Green-spaces.

Future objectives include

- Completion of the City Tree Database
- Hamilton Street Beautification Planting
- Continued City-wide tree planting
- Magruder Park Bio-Retention



CITY OF HYATTSVILLE

Parks Department

Annual Report to Mayor & Council

April 2016

Maintaining and Improving Green-Space

Parks and Grounds Care:

- Approximately 34 acres maintained by DPW staff and sub-contractor
- Accomplishments:
 - Improved Parks through new design and renovation
 - Invested in upgrading existing playground equipment
 - Planted conservation landscapes to provide wildlife habitat and aesthetics
 - Designed and scheduled installation of the first food forest in Hyattsville
 - Designed and scheduled installation of conservation landscape at Rose Trail



Grant Funding

- Over **\$150,000** In Funding Received and Used For:
 - Deitz Park Playground
 - City Tree Planting
 - Melrose Trail - Rain Garden and Bio Retention



Volunteers

- Staff Service Day - Deitz Park
- Installation of Bat Boxes at Deitz Park
- Installation of Blue Bird Boxes at Magruder Park
- Arbor Day 2014 and 2015 Planting
- Magruder Park Invasive Removals - Partnering with MNCPP
- Completed 2/3 of City Tree Database
- Neighborhood Design Center (NDC)



FY 2016-17 Major Goals and Objectives

- Food Forest Garden – Installation of additional food forests
- Hamilton Street Beautification Planting - 38th to 39th Ave.
- Deitz Park Playground Installation
- Complete City Tree Database - GIS
- Continue Yearly Tree Planting - 100 per year
- Leaf Mulching Program
- Joint Partnership with Student Conservation Association (SCA)
- Maadruder Park Bio-Retention - SOLTESZ Group
nmental Education EXPO



Deitz Park - Staff Service Day

Staff painted picnic benches, removed invasive plants and planted trees and native plant material



Hamilton Street Cleanup





Hamilton Street Cleanup

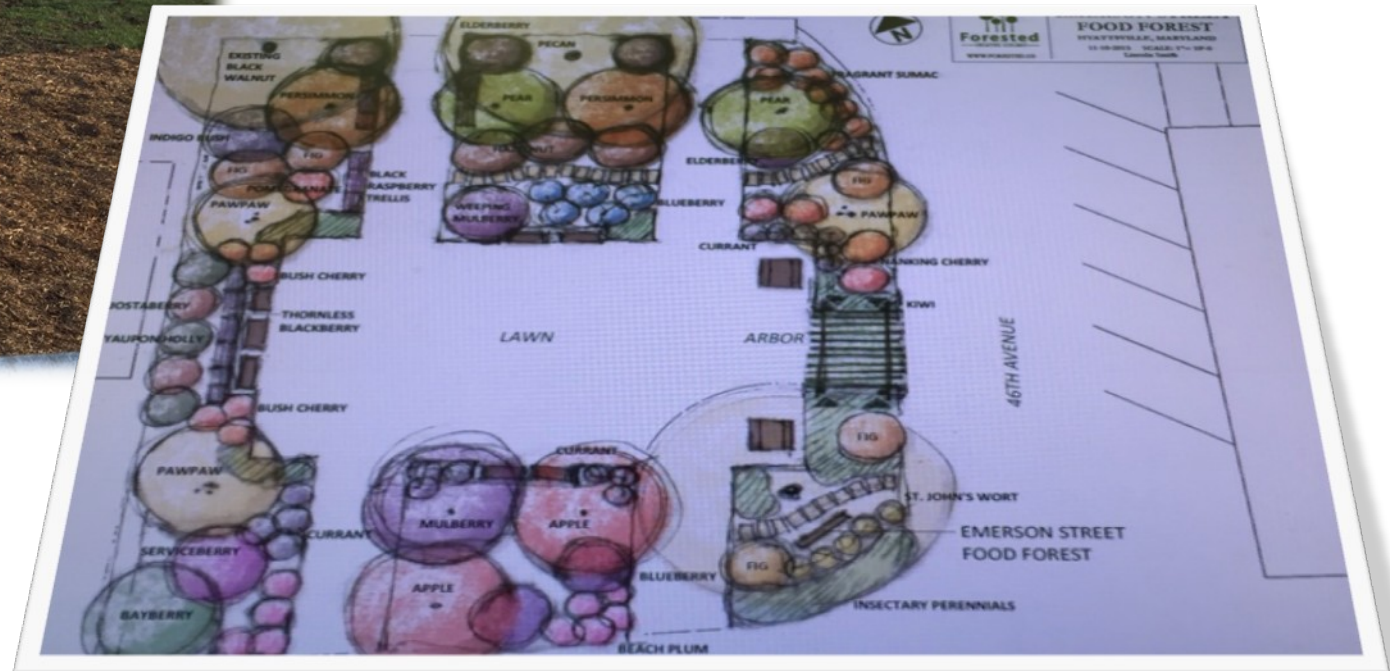


Bio-retention Installation at Heurich Park





Emerson Food Forest





CITY OF HYATTSVILLE

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CITY COUNCIL AGENDA FORM

TITLE: STUDENT CONSERVATION ASSOCIATION PRESENTATION

Motion #:	
Council Meeting Date:	4/4/2016
Agenda Section:	Presentation
Recommendation:	Presentation Only
Department:	Public Works
Staff Contact:	Lesley Riddle
Council Sponsor:	At the Request of the City Administrator
Summary Background:	The DPW Director has been coordinating with the Student Conservation Association (SCA) to identify collaborative project opportunities in Hyattsville. The SCA is a national organization that serves seven geographic regions across the country. The mission of SCA is "to build the next generation of conservation leaders and inspire lifelong stewardship of the environment and communities by engaging young people in hands-on service to the land". The staff has conducted several meetings with SCA to discuss possible projects that could be accomplished by SCA work teams. They have targeted at least three Parks Department projects that are good candidates for the SCA team. They will continue to meet with SCA to discuss potential partnership opportunities that will also serve to educate, train and involve youth in environmental stewardship activities.
Next Steps:	Continue developing plans for SCA to work on City Parks projects by fall of 2016
Alternatives:	None
Fiscal Impact:	Work projects completed by SCA will be funded from the operating budget and grants.
Community Engagement:	Engage local youth in environmental stewardship through SCA.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☒ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Pending
Attachments:	



STUDENT CONSERVATION ASSOCIATION

Washington DC Area Programs





Program Models:

■ Youth Teams:

- Summer focus with year round component.
- Program length: 6 week program

■ Young Adult Teams:

- Year-round
- Program length: 2 weeks+

■ Individual Internships:

- Year-round
- Program length: 8 weeks+



Opportunities

- **Maryland DOT Funding:**
 - **Transportation Alternatives Program:**
 - **Deadline: May 16th, 2016**
 - **Rec Trails Grant:**
 - **Deadline: July 1st, 2016**



Vision for 2016-2017: SCA Maryland Roving Corps Team

- Partner with SCA, and other county, city, non-profit partners.
- Each partner applies for MD DOT Funding for their own project with SCA as the work partner.
- Brings down cost of team to split up one long term team into different “hitches” or projects.
- Builds skills for a team of local young adults.





Tobias Bokum-Fauth

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Southeast

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CITY OF HYATTSVILLE

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CITY COUNCIL AGENDA FORM

TITLE: ARTWAYS SCULPTURAL & MAPPING PROJECT

Motion #:	
Council Meeting Date:	4/4/2016
Agenda Section:	Presentation
Recommendation:	
Department:	Community & Economic Dev.
Staff Contact:	Jim Chandler
Council Sponsor:	At the request of the City Administrator
Summary Background:	The Hyattsville CDC will be presenting the City Council with an overview of the project and will be requesting the City Council to approve a letter of support at the April 4 th Council meeting to be included in the Community Impact Grant application due on Tuesday, April 5 th .
Next Steps:	A corresponding 'Action' item is included on the April 4 th agenda.
Alternatives:	
Fiscal Impact:	Funding is not being requested of the City, therefore Staff is not anticipating any direct fiscal impact to the City.
Community Engagement:	The project concept is one of the strategic actions recommended in the community planning efforts required as part of the Gateway Arts District Sector Plan, additionally the Hyattsville CDC will be requesting participation from community members to participate in a panel to vet and select signage plans, should the project be awarded grant funding.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Memorandum: March 30, 2016 Project Description: Hyattsville CDC Presentation: Hyattsville CDC



Memo

To: Mayor and Council
From: Jim Chandler, Director, Community & Economic Development
CC: Tracey E. Nicholson, City Administrator
Date: March 30, 2016
Re: ARTways Sculptural & Mapping Project

The Hyattsville Community Development Corporation (CDC) has requested the City's support its on-going Artways Sculptural & Mapping project with a \$50,000 grant from the Prince George's County Redevelopment Authority Community Impact Grant.

The Hyattsville CDC will be presenting the City Council with an overview of the project and will be requesting the City Council approve a letter of support during the April 4th Council meeting to be included in the Community Impact Grant application due on Tuesday, April 5th.

A project description and presentation provided by the Hyattsville CDC are attached to this memorandum.

Project Title:**ARTways: Sculptural Signage & Mapping****Project Description:**

Hyattsville CDC will coordinate, commission, and produce:

- a sculpturally-designed signage station
- a signage template to be placed within the kiosk; and
- an online, interactive Trail Art Locator App for trail users

The pilot project, currently funded by a grant from the Maryland Heritage Area Association, will develop the initial sculptural signage with 1 or 2 installations. The signage will focus on bolstering and supporting both the trail and its host communities at intersections where economic development, heritage tourism, or other activity centers are located or accessed.

Fully realized, the expanded project seeks to provide signage at junctions for all municipalities along the Trolley Trail from College Park to Hyattsville; and (closely related) along the Northwest Branch Stream Valley Trail (which runs through Hyattsville, North Brentwood, Brentwood, and Mount Rainier). We have named the project ARTways to not only highlight the Anacostia River Trail's identity through an acronym, but to connect more closely with the Arts District Sector Plan's ARTways concept; and to evoke the sense of place created when art, nature, and functionality meet in an outdoor galleria.

Project Budget:

HCDC is currently implementing a \$40,000 grant from the Maryland Heritage Area Authority to design and fabricate the pilot signage. We are hoping to supplement this funding with \$50,000 through our application to the Redevelopment Authority's Community Impact Grant: a nonprofit funding source. The CDC has also committed \$30,000 in staff and other resources to the project to date.

ARTways:

Sculptural Signage & Mapping

A Project from the
Hvattsville CDC

Project & Purpose

- Produce sculpturally-inspired signage for the trail system
- Connect trail intersections with local economic development nodes, heritage tourism, or other activity centers
- Sign information to be coordinated with local municipalities, ATHA, and M-NCPPC

Design Requirements

Optional unique
elements



Design Requirements

Easily replicated
main structure



Design Requirements

Allow for easy
insert/removal of
customized local
information

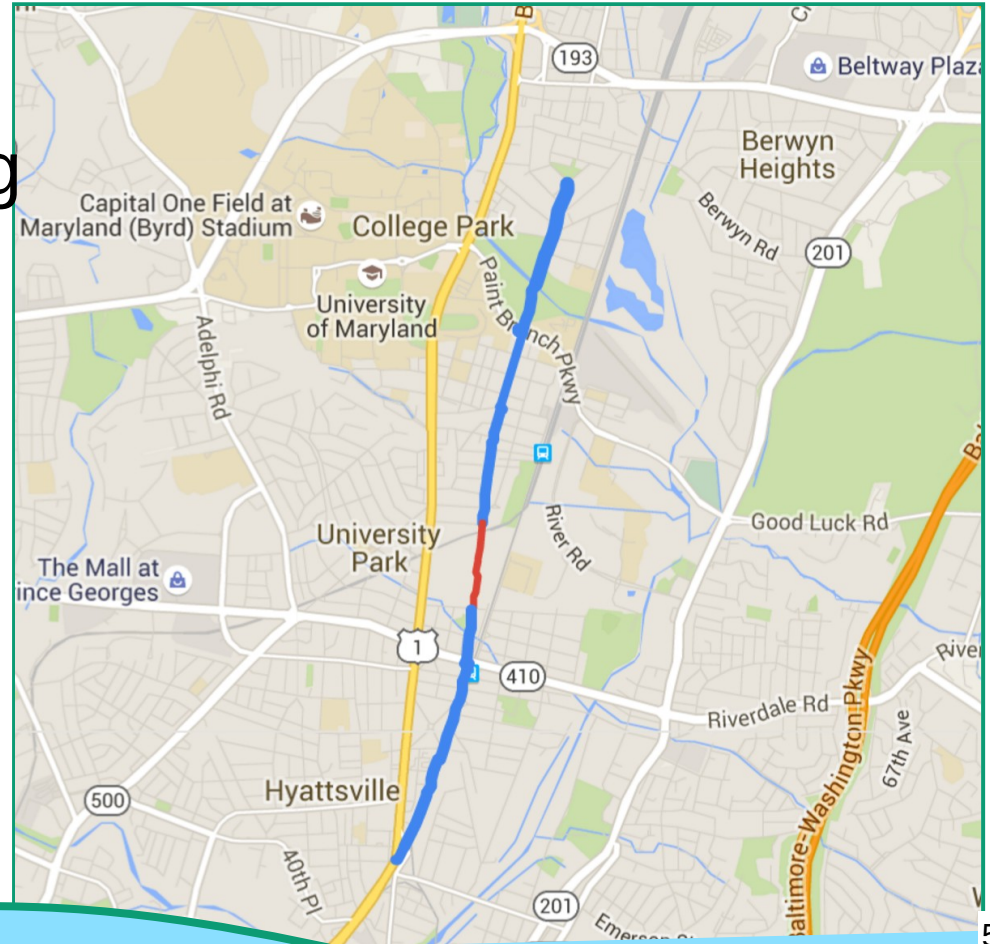


Goals & Outcomes

- Introduce public art into our trail structures
- Generate greater visual interest and natural transitions at connection points
- Deepen the functionality & accessibility of our trail signage
- Increase Trolley Trail usage
- Direct visitors to local town & activity centers

Fostering Connections

- Connect residents & visitors to sites along the trail
- Connect trail info to online resources through QR codes
- Connect Route 1 municipalities



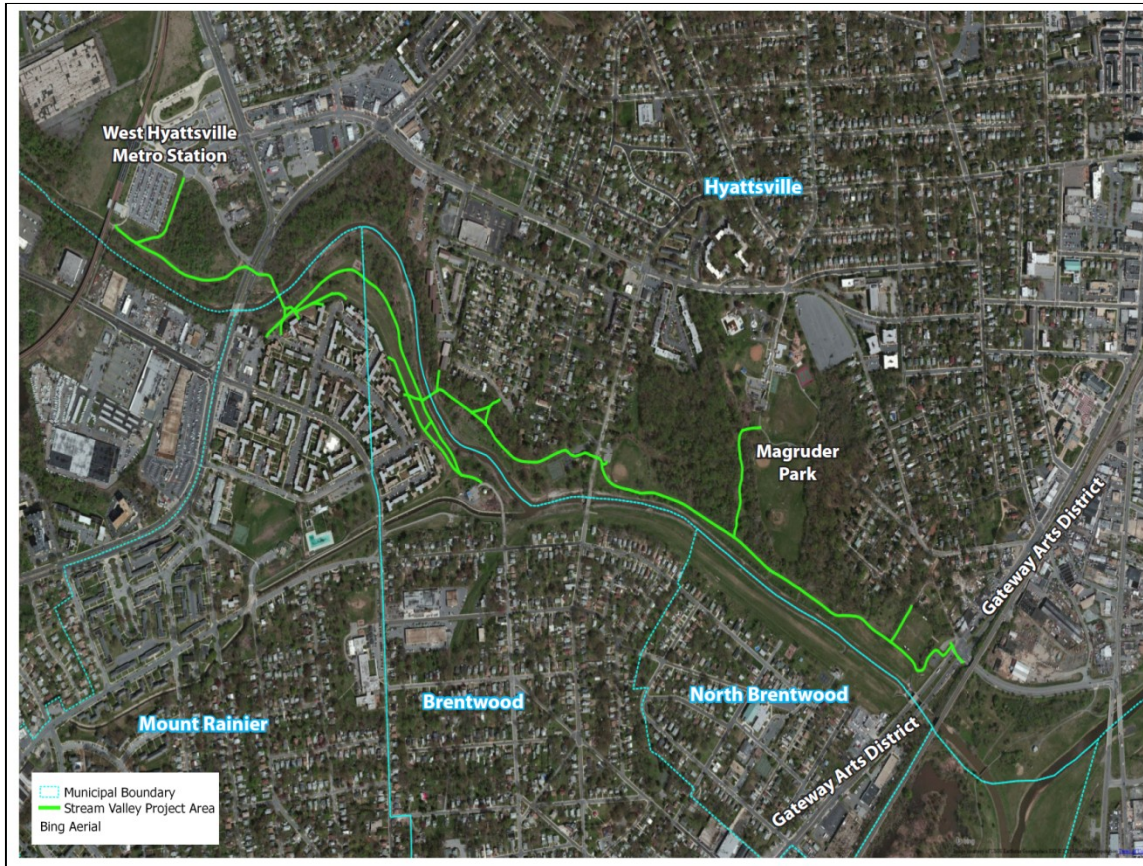
Stream Valley ARTway

- Connect Trolley Trail to Stream Valley Trail through signage
- Promote Stream Valley Artway as it develops



Concept Rendering from GAD Sector Plan

Stream Valley ARTway



- Two (2) initial pieces planned for Hyattsville – Veteran's Memorial and a totemic pole
- Eventually connect to West Hyattsville Metro Station

Partner with us

- Participate in Design Jury
- Assist in determining sign locations
- Collaborate for signage information
- Support our upcoming grant application
- Support the ARTways and Stream Valley Artway Project



Hyattsville cdc

- Molly O'Connell, Program Manager
moconnell@hyattsvillecdc.org
(301) 683-8267
- Stuart Eisenberg, Executive Director
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(301) 683-8267



CITY OF HYATTSVILLE

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CITY COUNCIL AGENDA FORM

TITLE: APPOINTMENTS TO HEALTH, WELLNESS & RECREATION ADVISORY COMMITTEE

Motion #:	49-04-16
Council Meeting Date:	3/21/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council appoint Emily McNally (Ward 3) and Dyann Waugh (Ward 2) to the Health, Wellness and Recreation Advisory Committee for a term of 2 years to expire on April 5, 2018.
Department:	Legislative
Staff Contact:	Laura Reams, City Clerk
Council Sponsor:	Solomon
Summary Background:	n/a
Next Steps:	n/a
Alternatives:	n/a
Fiscal Impact:	n/a
Community Engagement:	n/a
Strategic Goals:	☒ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Appointment Forms

Profile

Emily

First Name

McNally

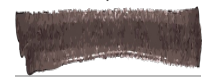
Last Name


Email Address


Street Address


City


Suite or Apt


State


Postal Code

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

Ward 3

Ward


Primary Phone


Alternate Phone

Which Boards would you like to apply for?

Health, Wellness and Recreation Advisory Committee

Referred By:

Biographical Statement

I'm a teacher and Hyattsville resident of five years. I'd like to get more involved in my community and would love to help develop programs for the people of Hyattsville.

Profile

Dyann

First Name

Waugh

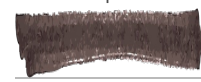
Last Name


Email Address


Street Address


City


Suite or Apt


State


Postal Code

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

Ward 2

Ward


Primary Phone


Alternate Phone

Which Boards would you like to apply for?

Health, Wellness and Recreation Advisory Committee

Joseph Solomon

Referred By:

Biographical Statement

I'm interested in the health and wellness committee because as a physician I am concerned with the health of our citizens. We need to do everything we can to prevent illness and promote physical, mental and spiritual health in our community.



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

CITY COUNCIL AGENDA FORM

TITLE: ARBOR DAY PROCLAMATION

Motion #:	50-04-16
Council Meeting Date:	4/4/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council adopt the following proclamation in honor of Arbor Day 2016.
Department:	Legislative
Staff Contact:	Laura Reams, City Clerk
Council Sponsor:	At the Request of the City Administrator
Summary Background:	n/a
Next Steps:	n/a
Alternatives:	n/a
Fiscal Impact:	n/a
Community Engagement:	n/a
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☒ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Proclamation



Proclamation in Recognition of Arbor Day

April 29th, 2016

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 has earned the Tree City designation through the National Arbor Day Foundation consistently since 1985 and

WHEREAS, administering smooth municipal elections is a means of upholding democracy itself; and

WHEREAS, celebrating Arbor Day is 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 29, 2016 as Arbor Day in the City of Hyattsville.

Candace B. Hollingsworth, Mayor

Date



CITY OF HYATTSVILLE

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CITY COUNCIL AGENDA FORM

TITLE: REPLACEMENT OF TRANSMISSION FOR SOLID WASTE TRUCK #67

Motion #:	51-04-16
Council Meeting Date:	4/4/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council approve the cost to replace the transmission on Solid Waste trash truck #67 by Johnson Truck Center, not to exceed \$12,000.00
Department:	Public Works
Staff Contact:	Lesley Riddle
Council Sponsor:	At the Request of the City Administrator
Summary Background:	Solid Waste Truck #67 is approximately eight years old and has been experiencing issues with the transmission for several months. The truck has been in for maintenance service multiple times and is now in need of a replacement transmission. The Solid Waste Trucks spend the most time in service and logs more miles than any other department vehicle in Public Works
Next Steps:	Schedule replacement of truck #67 transmission
Alternatives:	None
Fiscal Impact:	The funds for this repair will come from the Solid Waste operating budget from the vehicle maintenance and repair line item.
Community Engagement:	None
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☒ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	n/a



CITY OF HYATTSVILLE

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CITY COUNCIL AGENDA FORM

TITLE: PRINCE GEORGE'S COUNTY RELEAF GRANT PROGRAM

Motion #:	52-04-16
Council Meeting Date:	4/4/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council accept and appropriate the funds for the Prince Georges County ReLEAF Program not to exceed \$2,061.04
Department:	Public Works
Staff Contact:	Lesley Riddle
Council Sponsor:	At the Request of the City Administrator
Summary Background:	Prince George's County is assisting municipalities with planting trees. The County's Tree ReLEAF Grant Program provides funds to community groups and municipalities to plant native trees and shrubs in public or private common areas. Small community-based projects are eligible to receive up to \$5,000 per project, and municipalities may receive up to \$10,000 per project. The City applied to plant thirty five native trees in various locations. This is a 50/50 matching grant program.
Next Steps:	Purchase and install trees
Alternatives:	None
Fiscal Impact:	The remaining funds from the 50/50 grant fund match will come from the Parks operating budget.
Community Engagement:	Residents are encouraged to participate in greening our City streets and on private property.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☒ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	



CITY OF HYATTSVILLE
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CITY COUNCIL AGENDA FORM

TITLE: J&M SECURITY SOLUTIONS CONTRACT (YEAR 2)

Motion #:	53-04-16
Council Meeting Date:	4/4/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council approve the \$20,000 expenditure for the second year of the four year maintenance and support contract with J&M Security Solutions.
Department:	Police
Staff Contact:	Douglas Holland, Chief of Police
Council Sponsor:	At the Request of the City Administrator
Summary Background:	The City of Hyattsville entered into an agreement with J & M Security Solutions on January 20, 2015, to provide maintenance and support on our existing Closed Circuit Television System (CCTV). The four year contract was reviewed and approved by the Council on November 17, 2014. The contract covers maintenance and support of all existing CCTV equipment and the maintenance and support of any additional equipment purchased throughout the term of the contract.
Next Steps:	n/a
Alternatives:	n/a
Fiscal Impact:	\$20,000
Community Engagement:	n/a
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☒ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City’s Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Complete
Attachments:	Memo



Memo

To: Mayor and Council
From: Douglas K. Holland, Chief of Police
Date: March 16, 2016
Re: J & M Security Solutions Contract / Payment

Purpose

The purpose of this memorandum is to provide the Mayor and Council Members a brief overview of the four year contract with J & M Security Solutions (Attached) and to request approval of \$20,000 to fulfill the second year of the four year contract.

Background

The City of Hyattsville entered into an agreement with J & M Security Solutions on January 20, 2015, to provide maintenance and support on our existing Closed Circuit Television System (CCTV). The four year contract was reviewed and approved by the Council on November 17, 2014. The contract covers maintenance and support of all existing CCTV equipment and the maintenance and support of any additional equipment purchased throughout the term of the contract.

The expenditures have been approved for FY16 (01-204001-5328). The total cost for the second year is \$20,000. All expenditures in excess of \$10,000 require Mayor and Council approval.

Recommendation

Recommend the Mayor and Council approve the \$20,000 expenditure to pay for the second year of the four year maintenance and support contract with J & M Security Solutions.



CITY OF HYATTSVILLE

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CITY COUNCIL AGENDA FORM

TITLE: CAPITAL BUDGET APPROPRIATION FOR DEPARTMENT OF PUBLIC WORKS DESIGN/BUILD

Motion #:	54-04-16
Council Meeting Date:	4/4/2016
Agenda Section:	Action
Recommendation:	I move that the Mayor and Council authorize the City Treasurer to amend the FY16 Capital Improvement Fund budget appropriations for the design build of the Public Works Facility at a cost not to exceed \$3.3M in accordance with the executed contract with Keller CM.
Department:	Public Works
Staff Contact:	Lesley Riddle
Council Sponsor:	At the Request of the City Administrator
Summary Background:	The City entered contract negotiations with Keller Contracting for the design/build project for the department of Public Works. The project goals are to renovate all existing buildings and add a pre-engineered metal building (PEMB) which will provide appropriate space for vehicle maintenance and provide ample space for offices, locker rooms, break room, and storage of equipment/vehicles under shelter. The design includes restoration of the two existing block buildings that will serve as offices, and a conference room; and renovation of the existing overhang, which will become cold storage for equipment. The legal and staff review of the contract is complete.
Next Steps:	Once Council has appropriated the funding, the design and permitting process will begin.
Alternatives:	None
Fiscal Impact:	The funds for this project are in the Capital Improvement Budget.
Community Engagement:	None
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☒ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Complete
Attachments:	n/a



CITY OF HYATTSVILLE

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CITY COUNCIL AGENDA FORM

TITLE: LETTER OF SUPPORT FOR ARTWAYS SCULPTURAL & MAPPING PROJECT

Motion #:	55-04-16
Council Meeting Date:	4/4/2016
Agenda Section:	Action
Recommendation:	I move that the City Council authorize the Mayor to provide a letter of support for the Hyattsville CDC's Community Impact grant application to the Prince George's County Redevelopment Authority for the purpose of funding the Artways Sculptural & Mapping Project.
Department:	Community & Economic Dev.
Staff Contact:	Jim Chandler
Council Sponsor:	Hollingsworth, Haba, Lawrence
Summary Background:	The Hyattsville CDC will be presenting the City Council with an overview of the project and will be requesting the City Council approve a letter of support at the April 4 th Council meeting to be included in the Community Impact Grant application due on Tuesday, April 5 th .
Next Steps:	A corresponding 'Presentation' item is included on the April 4 th agenda.
Alternatives:	
Fiscal Impact:	Funding is not being requested from the City, therefore Staff is not anticipating any direct fiscal impact to the City.
Community Engagement:	The project concept is one of the strategic actions recommended in the community planning efforts required as part of the Gateway Arts District Sector Plan, additionally the Hyattsville CDC will be requesting that community members participate in a panel to vet and select signage plans, should the project be awarded grant funding.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☒ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Attachments are included with the Presentation item.



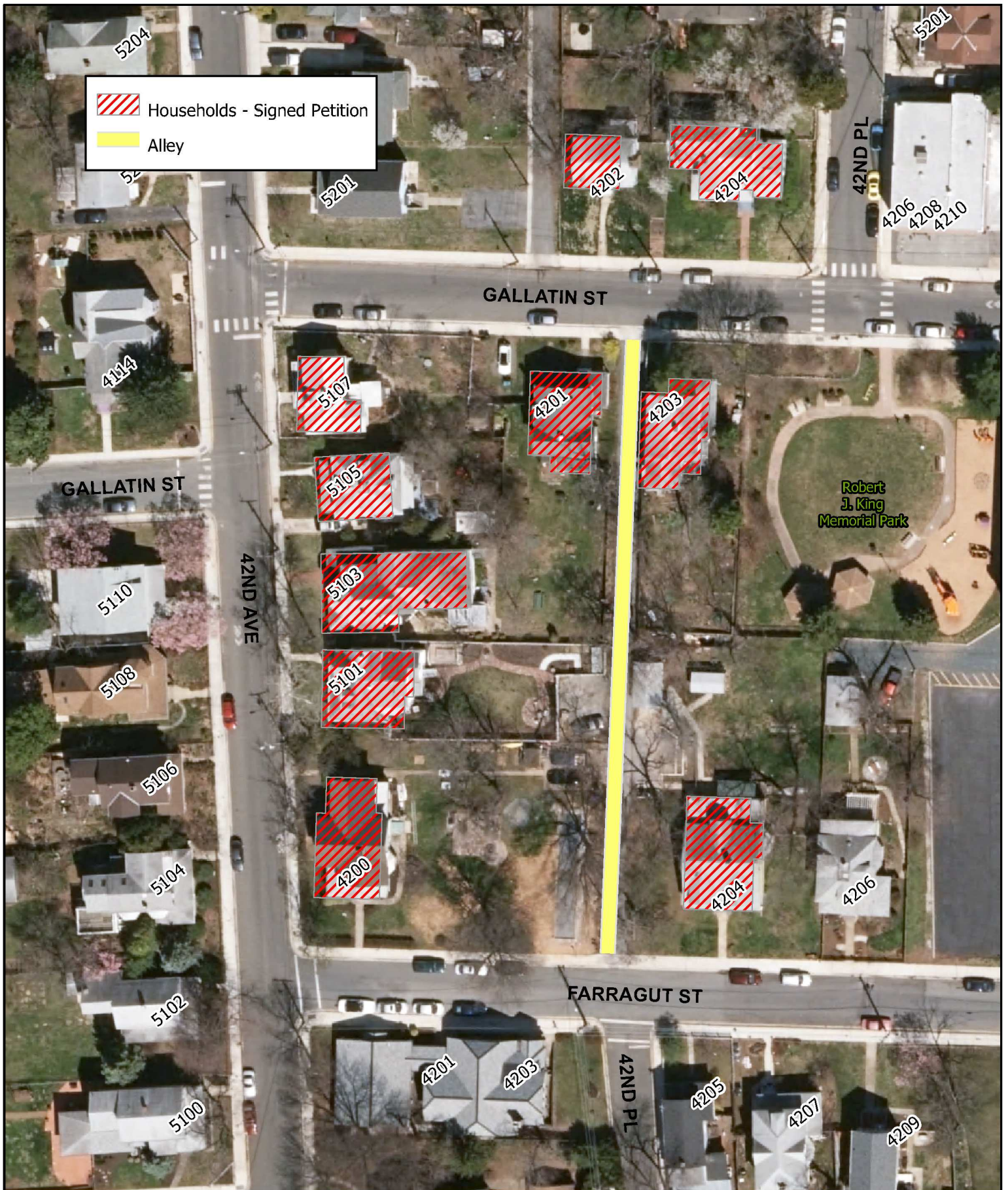
CITY OF HYATTSVILLE

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CITY COUNCIL AGENDA FORM

TITLE: TRAFFIC CALMING RECOMMENDATION: 42ND PLACE, ONE-WAY SOUTHBOUND

Motion #:	57-04-16
Council Meeting Date:	4/4/2016
Agenda Section:	Action
Recommendation:	I move that the Mayor and Council approve the staff recommendation to alter the traffic pattern on 42 nd Place from Gallatin to Farragut Street to one-way southbound traffic only.
Department:	Public Works
Staff Contact:	Lesley Riddle, Director of Public Works
Council Sponsor:	At the Request of the City Administrator
Summary Background:	A petition for traffic calming by residents of Farragut Street, Gallatin Street, and 42nd Avenue was submitted to the City of Hyattsville in late 2015. The petition supports making the alley between the 4200 blocks of Gallatin and Farragut Street one way, southbound. As required by the City's Charter and Code, a Public Hearing was held on March 21, 2016. The Department of Public Works and Police Department staff conducted an analysis of the area and heard testimony from residents during the public hearing. Residents concerns were primarily based on safety and speed. Staff recommends support of the request to direct traffic one-way southbound. Additionally, it should be clarified that the alley is a City street named 42nd Place.
Next Steps:	DPW will implement traffic mitigation signage.
Alternatives:	n/a
Fiscal Impact:	n/a
Community Engagement:	A public hearing was held on March 21, 2016.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City X Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Map of area

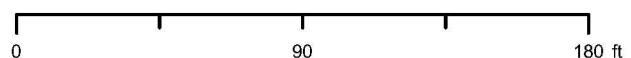


**City of
Hyattsville**

Department of Community & Economic
Development

4310 Gallatin Street • Hyattsville, MD 20781
(301) 985-5000 • www.hyattsville.org

Petition to Make Alley One-Way



Author: SF
Date: December 23, 2015



CITY OF HYATTSVILLE

4310 Gallatin Street
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CITY COUNCIL AGENDA FORM

TITLE: LEASE OF OFF-SITE PARKING SPACES

Motion #:	
Council Meeting Date:	4/4/2016
Agenda Section:	Discussion
Recommendation:	Discussion Only
Department:	Community & Economic Dev.
Staff Contact:	Jim Chandler
Council Sponsor:	At the request of the City Administrator
Summary Background:	With a variety of new commercial businesses in the Route One Corridor and Pyramid Atlantic Arts Center scheduled to open in June 2016, the staff is anticipating the need to provide additional public parking. To accommodate the anticipated demand, staff recommended extending the USPS lease to provide the City the option of utilizing the USPS lot for both City vehicles and as a paid public lot. Over the past several months, staff evaluated opportunities to relocate some or all of the City vehicles currently parked at the Gallatin Street lot. We assessed alternative secured parking spaces in reasonable proximity to the City Administration Building in order to minimize disruption to City operations. The attached memorandum details the additional cost and location for providing secured temporary off-site parking.
Next Steps:	Staff is requesting this item be scheduled for Action either April 18 th or May 2 nd .
Alternatives:	
Fiscal Impact:	Funding for this proposed lease is included in the proposed FY2017 City budget
Community Engagement:	
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☒ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Pending
Attachments:	Memorandum: March 30, 2016



Memo

To: Mayor and Council
From: Jim Chandler, Assistant CA, Director, Community & Economic Development
CC: Tracey Nicholson, City Administrator
Ron Brooks, City Treasurer
Date: March 30, 2016
Re: Lease of Off-Site Spaces

The purpose of this memorandum is to advise the Mayor and City Council on a proposal to lease of off-site parking spaces to accommodate City vehicles currently parking at the USPS Parking Lot at 4325 Gallatin Street, Hyattsville.

Summary

The City recently executed a renewal of its lease of the United States Postal Service (USPS) parking lot located at 4325 Gallatin Street. The lease provides the City with the exclusive rights to thirty (30) parking spaces. The lease renewal would be effective until October 31, 2020 at a rate of \$818.00 per month (\$9,816 annually).

With a variety of new commercial businesses in the Route One Corridor and Pyramid Atlantic Arts Center scheduled to open in June 2016, we anticipate additional demand for public parking. To accommodate the anticipated demand, staff recommended extending the USPS lease to provide the City the option of utilizing the USPS lot for both City vehicles and as a paid public lot.

Over the past several months, the staff evaluated opportunities to relocate some or all of the City vehicles from the Gallatin Street lot to alternative parking spaces in reasonable proximity to the City Administration Building in order to minimize disruption to City operations.

The staff evaluated the underground parking garage at the County Services Building and discussed the temporary use of fifteen (15) parking spaces with the Prince George's County Revenue Authority. The fixed value of these parking spaces is \$90 per day, or \$2,700 monthly or an annual rate of \$32,400. The Revenue Authority has provided the City a "best and final" lease offer of \$12,000 annually or \$1,000 per month. The proposed vehicles to be transferred to the

County Services Building would be secondary City Police Department vehicles. The intention is to transfer these vehicles to 3505 Hamilton Street upon completion of the renovation project.

Beginning in July, the Gallatin Lot would primarily serve as a paid public parking surface lot. The lot would not be restricted by use, but would likely serve as overflow for City employee vehicles with permits during weekdays and would serve as public parking and permit parking for employees of Pyramid Atlantic and ATHA, based on the lease agreement with Pyramid, during evenings and weekends. Based on the current usage of the adjacent Farragut Street public parking lot, we anticipate parking meter revenue generated from the parking lot to cover the annual off-site leasing cost and reoccurring operational costs.

We are currently assessing the capital costs to convert the Gallatin lot for public use, which will include some updated signage and pay stations. We expect to bring this back for Council discussion in early May and will provide additional information related to direct capital costs.

Recommendation

Staff is requesting the Council's authorization to proceed with executing a month-to-month lease agreement, not to exceed a 36-month term, with the Prince George's County Revenue Authority, effective July 1, 2016 at an annual cost not to exceed \$12,000. Funding for this lease is proposed in the FY2017 Operating Budget.

Main City Calendar for April 4 - 18, 2016

Weekly Program Offerings

Creative Minds Parent-Child Program

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

Ageless Grace Senior Exercise Classes

Wednesdays and Fridays, 10:00 AM @ the City Administration Building

Upcoming Special Events

Call-A-Bus Shopping Trips

- April 5, 11:00 AM - 1:00 PM @ Shoppers/Price Rite
- April 7, 11:00 AM - 1:00 PM @ Safeway/Aldi's
- April 11, 11:00 AM - 1:00 PM @ Giant

Movin with the Mayor – Ageless Grace Seated Chair Exercise with Victoria Moss

April 16, 1:00 PM - 2:00 PM @ Municipal Building, 1st Floor Multipurpose Room

130th Anniversary Festival

Carnival: Thursday, April 14 – Sunday, April 17th @ Magruder Park

- \$20 all you can ride wristbands on Thursday & Sunday
- Sunday, Family Day with Entertainment by Mandy the Clown

Teen Dance: Friday, April 15, 8:00 PM – 10:00 PM @ Magruder Park

Parade: Saturday, April 16, 11:00 AM – 1:00 PM, The parade steps off from Hyattsville Middle School at 11 AM and ends at Magruder Park

Live Music & Fireworks: Saturday, April 16, 6:30 PM @ Magruder Park, featuring Black Masala, fireworks at dusk

Please call 301.985.5020 for more information on an event or to reserve your seat for Call-a-Bus trips.

Upcoming Meetings

Board of Supervisors of Elections Meeting

April 5, 4:00 PM - 5:00 PM @ 3rd Floor, Inner Conference Room

Teen Advisory Committee Meeting

April 7, 5:00 PM @ Prince George's Plaza Community Center

City Council Budget Work Session

April 13, 8:00 PM - 10:00 PM @ 3rd Floor, Council Chambers

City Council Meeting

April 18, 7:00 PM - 10:00 PM @ 3rd Floor, Council Chambers

For more information on these meetings, call 301-985-5000.