

City Council of Hyattsville, Maryland

AGENDA

City Council Regular Meeting

Monday, March 19, 2018

8:00 PM



Council Chambers

Hyattsville Municipal Building

4310 Gallatin Street, 3rd Floor

Hyattsville, MD 20781

(301) 985-5000 www.hyattsville.org

CITY COUNCIL

[Mayor Candace B. Hollingsworth](#)

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

[Kevin Ward, Council Vice President, Ward 1](#)

[Bart Lawrence, Ward 1](#)

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

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

[Carrianna Suiter, Ward 3](#)

[Thomas Wright, Ward 3](#)

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

[Joseph Solomon, Ward 5](#)

[Erica Spell, Ward 5](#)

ADMINISTRATION

Tracey E. Nicholson, City Administrator

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

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

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

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

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

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

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

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

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

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1. Call to Order and Council Roll Call

2. Pledge of Allegiance to the Flag

3. Approval of Agenda

4. Approval of the Minutes

4.a) Approval of the Minutes

HCC-232-FY18

I move that the Mayor and Council approve the Council Meeting Minutes for (1) the Council Work Session of January 17, 2018, (2) the Regular Council Meeting of January 22, 2018, (3) the Council Work Session of January 31, 2018, (4) the Regular Council Meeting of February 20, 2018, and (5) the Regular Council Meeting of March 5, 2018.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Minutes Jan 17 2018.pdf](#)

[Minutes Jan 22 2018.pdf](#)

[Minutes Jan 31 2018.pdf](#)

[Minutes Feb 20 2018.pdf](#)

[Minutes Mar 5 2018.pdf](#)

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

6. Presentations (8:20 p.m. - 8:50 p.m.)

6.a) FY-2016 and FY-2017 Audit Update (5 minutes)

HCC-104-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

6.b) Toole Design Group - Transportation Study Update (25 minutes)

HCC-230-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Exisiting Conditions Memo.docx](#)

[Existing Conditions Presentation to City Council \(1\).pdf](#)

7. Consent Items (8:50 p.m. - 8:55 p.m.)

7.a) Sacred Heart Home DSP-17053

HCC-231-FY18

I move that the City Council authorize the Mayor to submit correspondence on behalf of the City of Hyattsville to the Maryland-National Capital Park and Planning Commission in support of the Detailed Site Plan application DSP-17053 for the Sacred Heart Home.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Sacred Heart Action Memo.docx](#)

[111417 Sacred Heart Home 11x17 Presentation Drawings.pdf](#)

[Planning Committee Minutes - 01.16.2018.doc](#)

7.b) Landscape Maintenance Contract

HCC-234-FY18

I move that the Mayor and Council authorize the award of a one (1) year contract, renewable by the City Administrator for up to three (3) additional years to Level Green Landscaping LLC for landscape maintenance at various locations in the City at an annual cost not to exceed \$60,000, upon the review and approval by the City Attorney for legal sufficiency.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

7.c) Heurich Community Park Affirmation of Joint Use Agreement

HCC-235-FY18

I move that the Mayor and Council approve the Affirmation of Joint Use Agreement with the Maryland National Capital Parks and Planning Commission (MNCPPC) for Heurich Community Park, extending the 2002 Joint Use Agreement 220765-001 until March 14, 2022.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Heurich Mobility Plgrd Agreement 2002.pdf](#)

[220765-001 City of Hyattsville Heurich Community Park.docx](#)

7.d) Melrose Neighborhood Playground Affirmation of Joint Use Agreement

HCC-236-FY18

I move that the Mayor and Council approve the Affirmation of Joint Use Agreement with the Maryland National Capital Parks and Planning Commission (MNCPPC) for Melrose Neighborhood Playground, extending the 2002 Joint Use Agreement 230357-001 until December 22, 2022.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Melrose Use Agreement 2002.pdf](#)

**7.e) Street Sweeper Memorandum of Understanding - City of Mount Rainier
HCC-237-FY18**

I move that the Mayor and Council authorize the City Administrator to execute a Memorandum of Understanding with the City of Mount Rainier for the City of Hyattsville to offer street sweeping services on a requested basis. Daily services will be charged to the Town of Mount Rainier at \$750 per day.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Mount Rainier MOU final.pdf](#)

**7.f) Hyattsville CDC Letter of Support – Prince George’s Arts and Humanities Council
HCC-238-FY18**

I move the City Council authorize the Mayor to provide the Hyattsville Community Development Corporation (CDC) with a letter in support on behalf of the City of Hyattsville to include in its grant application to the Prince George’s Arts and Humanities Council for the purpose of funding a public art effort at 4314 Farragut Street, Hyattsville.

Lead Sponsor: Executive Committee

Co-Sponsor(s): N/A

[Memo - Hyattsville CDC LOS - PGAHC.docx](#)

8. Action Items (8:55 p.m. - 9:15 p.m.)

**8.a) Lease Finance and Purchase of Police Vehicles and Related Equipment (10 minutes)
ID-675-16**

I move that the Mayor and Council authorize the City Administrator to execute a lease finance agreement with Tax-Exempt Leasing Corp in an amount not to exceed \$337,408 at a rate of 3.80% for five years to finance the lease purchase of eight police vehicles and related equipment approved in the FY-2018 Capital Improvement Plan and upon legal review and approval by the City Attorney.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

**8.b) University of Maryland Shuttle Program MOU (10 minutes)
HCC-241-FY18**

I move that the City Council authorize the City Administrator to execute a Memorandum of Understanding with the University of Maryland Department of Transportation to provide Hyattsville residents with use of the UMD Shuttle from January 1, 2018 to December 31, 2018 for a contribution not to exceed \$6,000.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

[Memo - UMD Shuttle MOU Extension - 3.14.2018.docx](#)

[UM SHUTTLE Hyattsville MEMORANDUM OF UNDERSTANDING 2018.pdf](#)

9. Discussion Items (9:15 p.m. - 10:15 p.m.)

9.a) Parking Pay Shelter: Award of Contract (10 minutes)

HCC-239-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Memo - Parking Pay Shelter RFP.docx](#)

[16-035h-683x1024.jpg](#)

9.b) City of Hyattsville City Police Department Police Logo (10 minutes)

HCC-240-FY18

I move that the Mayor and Council introduce Hyattsville Ordinance 2018-01, a ordinance whereby the City Council of the City of Hyattsville amends Chapter 4 to adopt an additional logo for the use of the City of Hyattsville Police Department (FIRST READING).

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Ordinance 2018 Police Logo revised as to adding a 2nd logo.docx](#)

9.c) FY19 Budget Initiative: Council Discretionary Fund (10 minutes)

HCC-27-FY18

I move that the Mayor and Council increase the FY19 Council Discretionary fund in the amount of \$3,500 (\$700 per Ward). These funds will be utilized to support community programs and public engagement events.

Lead Sponsor: Spell

Co-Sponsor(s): N/A

9.d) Revitalization Tax Credit – Modification (15 minutes)

HCC-42-FY18

I move that the Mayor and Council direct the City Attorney to draft, in consultation with the appropriate staff, an ordinance amending §108-4 of the Hyattsville Charter and Code (Revitalization Tax Credit) to add “production of affordable housing for individuals and families at 60% AMI” and allow for certain exceptions in tax credit limitations pursuant to the production of affordable units. The tax credit may provide for the following:

- Up to 100% tax credit on total assessed value for no more than 10 years for projects (new construction and rehabilitation of 13+ units) with net new affordable unit production of greater than 8%;
- Up to 100% tax credit on total assessed value for no more than 15 years for projects (new construction and rehabilitation of 20+ units) with net new affordable unit production of greater than 10%; and
- Up to 50% tax credit for rehabilitation projects that maintain the existing inventory of affordable units (by project) for no more than 10 years.

Projects receiving waivers of public safety or school facility surcharges shall be ineligible. Designated affordable units shall remain affordable for 30 years.

I further move that the City Administrator (or her designee) allocate funds in the FY19 budget--and FY18, if necessary--to secure professional services for independent financial review of applications submitted under this credit.

I further move that the City Administrator (or her designee) be authorized to establish partnerships necessary to provide property owners with a contact (or similar) to identify Prince George's County residents that meet income qualifications and are awaiting affordable units.

I further move that the City Administrator (or her designee) establish/modify administrative procedures and applications associated with this amendment and publish--not less than annually--projects receiving benefits under this agreement effective July 1, 2018.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

9.e) Community Sustainability Fund (15 minutes)

HCC-41-FY18

I move that the Mayor and Council direct the City Treasurer to establish a Community Sustainability Fund to support projects that advance the goals of the City of Hyattsville's adopted Community Sustainability Plan. Funds shall be deposited into the fund annually based on the following formula:

$0.6 * (\# \text{ of Units Developed} \times \text{Per Unit Impact Fee Realized})$

Funds deposited into this fund should be allocated according to the following schedule:

40% - Housing Affordability Trust

20% - School Performance and Improvement

20% - Transportation

20% - Discretionary

The Mayor and Council shall authorize all expenses from the fund.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

10. Council Dialogue

11. Community Notices and Meetings

11.a) City Calendar: March 20 - March 28, 2018

HCC-233-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

[Main City Calendar Mar 20 - Mar 28 2018.pdf](#)

12. Motion to Adjourn



Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by:

Submitting Department: City Clerk

Item Type: Legislative

Agenda Section: Approval of the Minutes

SUBJECT

Approval of the Minutes

HCC-232-FY18

Recommendation:

I move that the Mayor and Council approve the Council Meeting Minutes for (1) the Council Work Session of January 17, 2018, (2) the Regular Council Meeting of January 22, 2018, (3) the Council Work Session of January 31, 2018, (4) the Regular Council Meeting of February 20, 2018, and (5) the Regular Council Meeting of March 5, 2018.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Minutes_Jan 17 2018.pdf](#)

[Minutes_Jan 22 2018.pdf](#)

[Minutes_Jan 31 2018.pdf](#)

[Minutes_Feb 20 2018.pdf](#)

[Minutes_Mar 5 2018.pdf](#)

Summary Background:

See attached.

Next Steps:

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

Fiscal Impact:

N/A

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD JANUARY 17, 2018

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council Pres.)
Bart Lawrence, W1
Robert Croslin, W2 (arrived at 7:43 p.m.)
Shani Warner, W2
Carrianna Suiter, W3
Thomas Wright, W3
Paula Perry, W4 (arrived at 7:53 p.m.)
Joseph A Solomon, W5
Erica Spell, W5

Absent: Kevin Ward, W1 (Council VP)

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator, Dir. of Community and Economic Development Jim Chandler
City Treasurer Ron Brooks
Police Chief Doug Holland
Director of Public Works
Director of Community Services Jake Rollow
City Clerk Laura Reams
City Attorney Mike Rynd
Assistant City Clerk Lillie Littleford

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

Mayor Hollingsworth called the meeting to order at 7:40 p.m.

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

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Boy Scout Troop #224 preformed the ceremonial Presentation of the Flags for the first meeting of 2018.

3) **Approval of Agenda**

Mayor Hollingsworth noted the following two (2) amendments to the agenda.

1. Amend Motion #: HCC-185-FY18 (Motion to Close) to reflect the correct date of January 17, 2018.
2. Amend Motion #: HCC-180-FY18 (Education Assistance Grant) to increase the grant expenditure by \$100.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Warner, Suiter, Wright, Solomon, Spell
NAYS:	None
ABSENT:	Ward, Croslin, Perry

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



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD JANUARY 17, 2018

- 4.a Motion to Close (7:30 PM, 15 minutes)
I move that the Mayor and Council close the Council Meeting of January 17, 2018 in order to consult with the City Attorney to obtain legal advice.
This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (7) consult with counsel to obtain legal advice.

[Cover Page](#)

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Croslin
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Suiter, Wright, Solomon, Spell
NAYS:	None
ABSENT:	Ward, Perry

Pursuant to the requirement of the Annotated Code of Maryland State Government Article 3-306(C)(2); this statement is included in these minutes:

A closed session of the Council of the City of Hyattsville was held at 7:36 p.m. on Wednesday, January 17, 2018, in the City of Hyattsville Municipal Building, Third Floor Council Chambers.

In addition to the City Council, the following staff members were present: City Administrator Tracey E. Nicholson, Assistant City Administrator Jim Chandler, City Treasurer Ron Brooks, City Attorney Mike Rynd, and City Clerk Laura Reams.

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

Topics Discussed: The City Attorney provided legal advice regarding an annexation proposal pertaining to the Landy Development Project.

Action Taken: None taken.

Mayor Hollingsworth made a motion to return to open session, which was seconded by Council President Haba and approved unanimously by the Council. The meeting returned to open session at 8:06 p.m.

5) **Approval of the Minutes**

- 5.a Approval of the Minutes
I move that the Mayor and Council approve the Council Meeting Minutes for the Regular Council Meetings of (1) May 1, 2017 and (2) September 18, 2017.

[Cover Page](#)

[Minutes_May 1, 2017_NK Final.pdf](#)

[Sep 18 2017 Minutes_FINAL.pdf](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Perry
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Suiter, Wright, Perry, Solomon, Spell
NAYS:	None



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD JANUARY 17, 2018

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

Patrick Paschall, a Ward 3 resident, addressed the Mayor and Council regarding unresolved campaign finance issues from the May 2017 election. He urged the Council to update the public on status of the enforcement of campaign finance violations and to discuss how to repair the deficiencies in the City's election code.

David Marshall, a Ward 2 resident, mentioned concerns with the County recycling pick-up citing waste spilled on the street and recycling containers left on the road. Regarding the proposed changes to the City's residential parking program Mr. Marshall said he was not in favor of the proposed process for registration and visitor passes. He asked the Council to reevaluate the proposal. He also thanked the Department of Public Works for snow removal and trash pick-up and shared a favorable story regarding a police officer. Finally, Mr. Marshall encouraged the Council to participate in the upcoming Polar Bear Plunge.

7) Presentations (8:10 p.m. - 8:25 p.m.)

7.a) City Administrator Update (5 minutes)

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City Administrator Nicholson and Mayor Hollingsworth presented the 2017 Employee of the Year award to City Planner Katie Gerbes.

7.b) FY-2016 and FY-2017 Audit Update (5 minutes)

[Cover Page](#)

Treasurer Brooks said the City was working on the management discussion analysis section of the FY-2016 audit and he anticipated completion of the audit in the next three (3) to four (4) weeks. Treasurer Brooks also noted that the City was in the process of a risk audit survey and work would begin soon on the FY-2017 audit.

7.c) 2017 Claus Applause Award Presentation (5 minutes)

Mayor Hollingsworth and Recreation and Events Supervisor Cheri Everhart presented the winners of the 2017 Claus Applause Awards. Photos of the winning homes were displayed during the presentation.

[Cover Page](#)

[2017 Claus Applause Winners.pdf](#)

[2017 Claus applause photos.pdf](#)

8) Consent Items (8:25 p.m. - 8:30 p.m.)

8.a Municipal Curbside Recycling Agreement

I move that the Mayor and Council authorize the City Administrator to execute a two-year contract with a three-year extension, with the Prince Georges County Department of the Environment, for the purposes of curbside recycling, upon the review and approval by the City Attorney for legal sufficiency.

[Cover Page](#)

[County Recycling Agreement.pdf](#)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD JANUARY 17, 2018

8.b Race & Equity Task Force

I move that the Mayor and Council establish a Race & Equity Task Force as an ad hoc committee to develop an equity plan for the City of Hyattsville. This plan should include recommendations to advance equity in the city in administration, public services, and community development to further support our goals of being an inclusive community. The committee may be adopted as a formal and permanent Task Force at the conclusion of its ad hoc period upon approval of the Council.

[Cover Page](#)

[RETF_Committee_Worksheet.docx](#)

[Future of Equity in Cities 2017.pdf](#)

8.c Re-Appointment to the Education Advisory Committee

I move that the Mayor and Council re-appoint Kathy Dow-Burger (Ward 1) to the Education Advisory Committee for a term of 2 years to expire on December 31, 2019.

[Cover Page](#)

[Application_Dow-Burger.pdf](#)

8.d Surplus Video Equipment

I move that the Mayor and Council deem as surplus the equipment in the attached document and make it available for auction or appropriate donation.

[Cover Page](#)

[Equipment Surplus.pdf](#)

8.e Magruder Park Path Repairs

I move that the Mayor and Council authorize the expenditure of NTE \$24,000 to repair the path at Magruder Park under the City's existing contract with NZI Construction.

[Cover Page](#)

8.f Sidewalk Trip Hazard Mitigation

I move that the Mayor and Council authorize the City Administrator to enter into a 1-year contract with Precision Cut Concrete for sidewalk trip hazard mitigation at a cost NTE \$42,000.00, upon the review and approval of the City Attorney for legal sufficiency. Precision Cut Concrete is a sole source provider based on the proprietary technology utilized to survey and repair sidewalks.

[Cover Page](#)

[City of Hyattsville Sole Source Letter.pdf](#)

8.g Deitz Park Path Upgrades

I move that the Mayor and Council authorize the expenditure of NTE \$33,000 to repair the path at Deitz Park under the City's existing contract with NZI Construction.

[Cover Page](#)

8.h Memorandum of Understanding with Prince George's County Revenue Authority

I move that the City Council authorize the City Administrator to execute a Memorandum of Understanding with the Prince George's County Revenue Authority to transfer and obligate \$281,655, the balance of State of Maryland SGIF grant funds for the purpose of developing a structured parking facility on City of Hyattsville owned parcels at 4503 – 4508 Hamilton Street, Hyattsville upon the review for legal sufficiency by the City Attorney.

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

9) Action Items (8:30 p.m. - 9:05 p.m.)

9.a Hyattsville Ordinance 2017-07: Updating the City Code Section - 114-6. School Zones (5 minutes)

I move that the Mayor and Council adopt Hyattsville Ordinance 2017-07, an ordinance whereby the City of Hyattsville establishes a school zone around Edward M. Felegy Elementary School and the Chelsea School within the City of Hyattsville, eliminates two school zones that are no longer necessary, and adjusts the codification accordingly (SECOND READING/ADOPTION).

Cover Page 

[HO 2017-07 Edward_M._Felegy_School_Zone_Ordinance_EIC_edits_1.8.18_1437.docx](#) 

There was no discussion on this item.

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

9.b FY18 Budget Appropriation: Maryland Department of Natural Resources Community Resiliency Grant (10 minutes)

I move that the Mayor and Council authorize the City Administrator to approve a contract with the Low Impact Design Center to facilitate the Maryland Department of Natural Resources, Community Resiliency Grant. Cost of the contract NTE \$85,000.00, upon the review and approval by the City Attorney for legal sufficiency.

Cover Page 

[Hyattsville GIRG Contract Draft 072517.docx](#) 

There was no discussion on this item.

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

9.c Education Enrichment Grants (10 minutes)

I move that the Mayor and Council authorize the expenditure of NTE \$9,967.70 to support the grant proposals recommended from the Education Advisory Committee and listed in the attached memo for the dissemination of Education Enrichment Grants

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[Memo - City Council 2018-01-08.draft.docx](#) 



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There was no discussion on this item.

RESULT:	APPROVED AS AMENDED [9-1]
MOVER:	Haba
SECONDER:	Warner
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Suiter, Wright, Solomon, Spell
NAYS:	Perry
ABSENT:	Ward

9.d Residential Permit Parking Zones Program - 2017 Update (10 minutes)

I move that the Mayor and Council direct the City Attorney (in consultation with City staff) to develop an ordinance amending Article IV, Residential Permit Parking Zones of the City Charter and Code. In doing so, the City Attorney and City staff shall include the changes outlined in the attached memo.

Cover Page

Memo_Suggested Action and Summary Background.docx

Memo_-_Residential_Parking_Zone_-_Staff_Review.pdf

Residential_Parking_Committee_Recommendations_9.29.16.pdf

RPZ_Committee_Recommendations_-_March_2017.pdf

Councilmember Croslin inquired about the process for collecting parking permits from rental units and the possibility of a fine assessed against the property owner. City Administrator Nicholson noted that administrative procedures would be developed in conjunction with the ordinance and would address situations when property owner was unable to recover a pass. Councilmember Croslin said he did not believe the proposed booklet of 50 guest permit passes over a period of two (2) years would be a sufficient number of passes for residents. Councilmember Lawrence clarified that residents were not limited to a specific number of passes over a term and that a book of 50 would automatically be provided to residents, adding that additional passes would be made available upon request. There was a brief discussion regarding fines. Councilmember Lawrence noted that the base fine had been reduced from \$100 to \$50.

Councilmember Perry shared issues with the current parking pass program related to visitor passes and overflow parking from permitted zones going into non-permitted areas. She also said there was a lack of enforcement in residential neighborhoods and suggested that the Council may want to consider permitted zones on all residential streets.

Councilmember Wright asked if the upcoming traffic study would impact the residential parking zones. Councilmember Lawrence said he did not believe the study would have an impact on the permitting program. Mayor Hollingsworth acknowledged that the traffic study may have recommendations impacting specific zones, but those recommendations would be considered separately from the process to update the residential parking program.

Councilmember Wright asked if the City would provide a grace period prior to ticketing cars in violation. Councilmember Lawrence said the Council may consider a grace period or other changes as part of the deliberative process, however he noted there could be staff capacity challenges related to enforcement. Councilmember Warner noted that discussion on the particulars of the program would continue when the Council had a draft ordinance.

Council President Haba said his understanding for a grace period was to provide time for the guest to obtain and place a guest pass in the vehicle. Assistant City Administrator Chandler agreed and provided information on the City's process for monitoring a grace period, noting that any grace period beyond 30



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minutes was problematic for staff to enforce. Council President Haba asked if the City could use digital guest passes. Assistant City Administrator Chandler said the City intended to make digital permits available through its pay-by-phone provider once the City had obtained license plate reader technology.

Councilmember Perry provided additional historical context for the residential parking program and noted challenges with the program.

Councilmember Suiter asked Assistant City Administrator Chandler to confirm that digital guest parking passes would be available after normal business hours. Assistant City Administrator Chandler said the City would like to offer that option in addition to paper passes. He said staff would provide an update when the ordinance came back to Council. Assistant City Administrator Chandler also said that the City planned to launch an educational campaign on the program changes and host informational meetings to ensure resident awareness.

RESULT:	APPROVED [9-1]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Suiter, Wright, Solomon, Spell
NAYS:	Perry
ABSENT:	Ward

10) Discussion Items (9:05 p.m. - 9:20 p.m.)

10.a) Circulator Feasibility Study (15 minutes)

[Cover Page](#) 

[Memo_Circulator_Feasibility_Study_1_.docx](#) 

Assistant City Administrator Chandler introduced the item by stating that the Council had included \$30,000 in the FY-2018 budget to fund a study to evaluate the feasibility of operating a local circulator bus. He said staff had completed evaluation of several options and was requesting feedback from Council on the staff recommendation for moving forward. Assistant Administrator Chandler then summarized the staff recommendation to initially move forward with a grant application to the Metropolitan Council of Government (COG) Transportation/Land-Use Connections (TLC) Program. Assistant Administrator Chandler said the grant program had previously funded similar studies and its annual application cycle was in March/April. He continued that staff had spoken with COG and believed the City had a competitive application. Assistant Administrator Chandler noted that if the grant was approved, the project would be managed by COG with support from City staff. He further noted that if the City's grant application was not approved, the City would still have time to move forward by either creating an addendum to the ongoing Transportation Study or by issuing a solicitation for a study. In closing, Assistant Administrator Chandler said staff would like to confirm the project scope and assumptions with Council. City Administrator Nicholson clarified that a list of assumptions had been provided in the Council packet.

Councilmember Solomon asked if the COG grant could be applied retroactively to which Assistant Administrator Chandler replied that it could not, adding that this was not a traditional grant. He noted that COG would be the project lead and the City a part of the project team in developing a technical report. Councilmember Solomon asked if there were examples of reports from other cities who had been awarded a grant. Assistant Administrator Chandler referenced a circulator study completed by COG for the City of Gaithersburg as comparable to the City's request. Councilmember Solomon requested a copy of the City of



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Gaithersburg study be provided to the Council and asked for information on any potential risks associated with the atypical structure of the grant.

Councilmember Wright asked if staff could elaborate on the option listed in the memo to utilize the Transportation Demand Management (TDM) Program through Prince George's County. Assistant Administrator Chandler explained that Prince George's County was in the process of evaluating a transportation demand management program. He provided details of the scope of their study and said that it may include evaluation of circulator. While the County study scope was comprehensive, Assistant Administrator noted that it did not include the entirety of Hyattsville and said initial discussions to expand the geographical scope of the TDM were not promising. He further elaborated that he didn't think the TDM study was a good fit for Hyattsville's needs. Councilmember Wright confirmed that the scope of the City's circulator study would include service areas near Adelphi Road in Ward 3.

Councilmember Solomon asked for background information on how the City became aware of the COG grant, adding that he thought it should have been in the initial discussion and staff research on the circulator study. He also asked if there was a need to allocate additional funding. Assistant Administrator Chandler confirmed that there was no need to reallocate additional funds. Regarding the timing of the grant discussion he noted timing associated with the circulator budget request and said the COG grant for the previous year had closed prior to the initial budget discussion. City Administrator Nicholson said that during the due diligence efforts on the circulator study staff had identified the COG grant as a possible new resource for funding.

Councilmember Lawrence said he was supportive of the proposed way forward on the circulator study and said it seemed to be a responsible stewardship of City funds. Mayor Hollingsworth said in relation to the assumptions that she felt they were an accurate representation of the desired outcome of the circulator study and suggested some modifications to the order of the sections.

Council President Haba asked for clarification on the delivery timeline for the study. Assistant Administrator Chandler confirmed that the study would not be completed in FY-2018.

11) Council Dialogue

Several Councilmembers offered their thanks to staff members, provided brief updates, and announced upcoming events.

12) Community Notices and Meetings

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[Main City Calendar_Jan 18 - Feb 5.docx](#) 

13) Motion to Adjourn

The meeting adjourned at 9:38 p.m.

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



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD JANUARY 22, 2018

Present: Candace Hollingsworth, Mayor
Kevin Ward, W1 (Council Vice President)
Robert Croslin, W2
Shani Warner, W2
Carrianna Suiter, W3
Thomas Wright, W3
Paula Perry, W4
Joseph A Solomon, W5
Erica Spell, W5, *arrived at 8:07 p.m.*

Absent: Edouard Haba, W4 (Council President)
Bart Lawrence, W1

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
City Treasurer Ron Brooks
Police Chief Douglas Holland
Director of Human Resources Vivian Snellman
City Clerk Laura Reams
Deputy City Clerk Nicola Konigkramer

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

Mayor Hollingsworth called the meeting to order at 8:04 p.m.

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

3) **Approval of Agenda**

Mayor Hollingsworth amended the agenda to remove Motion #: HCC-38-FY18 Parks and Recreational Facilities – Modification from the Discussion Agenda because Director of Community Services Jake Rollow was absent.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Solomon
AYES:	Hollingsworth, Ward, Croslin, Warner, Suiter, Wright, Perry, Solomon
NAYS:	None
ABSENT:	Haba, Lawrence, Spell

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

There were no individuals present who wished to address the Council. Mayor Hollingsworth addressed concerns raised at the last meeting's public comment by former Councilmember Patrick Paschall regarding the submission of Campaign Finance Reports. Mayor Hollingsworth read a statement from the Board of Supervisors of Elections meeting minutes:

"Prior to the 2017 election, the City enacted extensive changes to its Election Code. In light of the 2017 election cycle, the Board of Elections, the Ethics Commission, and City staff, in partnership with the City Attorney, conducted an extensive review of the City's Election Code and have identified several discrepancies and areas for improvement in the Code."



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The Board of Elections, Ethics Commission and City staff have begun discussions on possible modifications and are committed to presenting recommendations to the City Council in the near future.

The Board does not comment regarding future actions that it may or may not take regarding any enforcement action. Additionally, the Board will not comment on any particular past candidate, past campaign, potential future candidate, or potential future campaign.

The Board extends its sincere thanks to the City's Ethics Commission and City staff for their diligent work in all aspects of this process. "

Mayor Hollingsworth added that the public meeting minutes and details could be found online at www.hyattsville.org/meetings. Mayor Hollingsworth stated that the Council had been briefed on the issue in closed session and apologized on behalf of the Council for the perception that they were not committed to making changes to the Election Code.

5) **Presentations (8:20 p.m. - 8:25 p.m.)**

5.a Franklins' 25th Anniversary

HCC-182-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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Mayor Hollingsworth presented a proclamation in recognition of the 25th Anniversary of Franklin's General Store to owner, Mike Franklin. Mr. Franklin shared words of thanks to the Council and presented a gift of the 25th Anniversary beer to Councilmembers.

6) **Consent Items (8:25 p.m. - 8:30 p.m.)**

6.a Franklins' 25th Anniversary

HCC-181-FY18

I move that the Mayor and Council adopt a proclamation in celebration of the 25th anniversary of Franklins restaurant, brewery and general store.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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[Franklins 25th Anniversary.docx](#) 

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

7) **Discussion Items (8:30 p.m. - 9:10 p.m.)**

7.b Noise Ordinance - Modification (10 minutes)

HCC-37-FY18



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD JANUARY 22, 2018

I move that the Mayor and Council direct the City Attorney to draft an ordinance amending Chapter 79 of the Hyattsville Charter and Code to allow for an extension of nighttime hours to 11pm for events that have obtained a special events permit from the City of Hyattsville. This extension is applicable to events held in any of the City's parks and commercial districts. Approval for other locations is to be determined on a case-by-case basis at the discretion of the City Administrator.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

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[Chapter 79 Noise.pdf](#)

Mayor Hollingsworth introduced the proposed noise ordinance modification, stating that the intention was to allow for the extension of nighttime hours to 11:00 p.m. for events that had obtained a special permit. Mayor Hollingsworth noted specific events and festivals in the City, held on public property, that could want to go beyond 9:00 p.m.

Councilmember Perry stated that she had no problem with the modification for events held in the parks but noted that events held in shopping centers or parking lots could cause a disruption to the surrounding residential neighborhood. Councilmember Perry suggested conditions to deny permits if the event was near homes. Councilmember Croslin also expressed support for the modification.

Councilmember Perry asked for clarification on the types of events being discussed and Mayor Hollingsworth noted that she was referring to events like the Anniversary Parade. Mayor Hollingsworth noted that staff were aware of concerns regarding enforcement in residential areas and that specific areas could be discussed when the ordinance came back for action.

Councilmember Wright noted concerns in Section 79-3, suggesting weekend and weekday hour changes. Councilmember Wright then asked how the City measured noise. Mayor Hollingsworth stated that the City did not have a certified individual to conduct decibel meter readings, but there had been opportunities to partner with other municipalities to use their readers. Mayor Hollingsworth added that staff was looking at ways to have someone who was trained and adequately staffed. Chief Holland recalled a time when the City had two (2) officers trained and certified and echoed Mayor Hollingsworth's remarks regarding shared training with other cities.

Councilmember Solomon asked if there were ways to enforce the ordinance outside of measuring decibels. Administrator Nicholson stated that staff had discussed the issue and that the ordinance would be written in a way that it could be enforced without meters. Administrator Nicholson said that the issue of noise was typically alleviated with the presence of police.

Councilmember Perry addressed the time proposed in the ordinance and stated that she heard complaints from residents about loud music during the day. Mayor Hollingsworth clarified that the 11:00 p.m. time limit was only intended for events that had obtained a permit. Mayor Hollingsworth suggested that it would be helpful for Council to get a sense of what residents should be advised if there are consistent complaints. Administrator Nicholson said staff would make draft recommendations and present them to the City Attorney. Mayor Hollingsworth noted that the item would return for further discussion.

7.c MBE & WBE in Procurement (10 minutes)

HCC-39-FY18

I move that the Mayor and Council direct the City Administrator or her designee to modify the City of Hyattsville's procurement policy to include language indicating preference for certified minority and woman-owned business enterprises (MBE/WBE) in addition to the stated local preference. This preference should be transparent to bidders on open RFPs and have a modified tabulation system reflecting such. I



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD JANUARY 22, 2018

further move that the Mayor and Council direct the City Administrator or her designee to publish a list of awarded contracts above \$10,000 on the city's website not less than quarterly. This publication should begin effective January 1, 2018 for future awards and contracts active as of January 1, 2018.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

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Mayor Hollingsworth provided information on the request to modify to the City's procurement policy. Mayor Hollingsworth noted the changes to include language indicating preference for certified minority and woman-owned business enterprises (MBE/WBE) in addition to the stated local preference. Mayor Hollingsworth stated that the change also included a published list of awarded contracts.

Councilmember Perry stated that she was surprised the City did not have the policy in place. Councilmember Suiter stated support for the amendment. Councilmember Solomon asked if veteran owned businesses could be added to the modification.

7.d Public Meetings/Demonstrations (10 minutes)

HCC-35-FY18

I move that the Mayor and Council direct the City Attorney in consultation with appropriate staff as determined by the City Administrator to draft an ordinance for council approval providing for the issuance of special permit for public meetings/demonstrations to include: a) a process for application, b) notification process for approved permits, c) appeal process for denied permits, and d) standards for approval. I further move that the Mayor and Council direct the City Administrator or her designee to develop administrative procedures governing the approval and issuance of permits for public meetings/demonstrations.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

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Mayor Hollingsworth introduced the proposal for an ordinance to set the parameters for the issuance of a permit for public meetings to include: a) a process for application, b) notification process for approved permits, c) appeal process for denied permits, and d) standards for approval. Mayor Hollingsworth stated that she had thought an ordinance was appropriate, but that Council adopted administrative procedures could work as well.

Councilmember Wright asked if there had been an event that brought this item forward, and Mayor Hollingsworth that nothing had happened locally, rather a response to the national climate. Councilmember Wright asked for clarification on the definition of public meetings. Mayor Hollingsworth stated the intention that a public meeting was referencing assemblies and demonstrations. Councilmember Wright suggested a more detailed definition in the drafted ordinance.

Councilmember Solomon clarified that the language was referring to public assemblies on City-owned property or the public right of way. Councilmember Solomon raised the concern that the Council would be legislating their ability to stop some demonstrations. Mayor Hollingsworth stated that the intent was to make sure the City knows about upcoming events and can allocate proper resources accordingly.

Councilmember Perry stated that a level of control was necessary but was worried about the City's ability to have enough officers on the street at one time. Mayor Hollingsworth expressed agreement and added that other departments would be affected as well, e.g. trash pick-up. Councilmember Perry asked if the City would be able to charge the organization for the time City staff would have to put in for clean-up and Mayor Hollingsworth stated that she would look into how other jurisdictions handled that issue.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD JANUARY 22, 2018

Councilmember Wright noted that there would have to be a process in place to approve or deny the permit and asked if there were any available standards to review. Mayor Hollingsworth said that the City Attorney was hesitant to have specific procedures in the ordinance and would rather like to see an administrative policy. Mayor Hollingsworth clarified her concern that Council would not be involved in the process, and suggested Council adopted administrative procedures. Councilmember Wright expressed agreement and added that he wanted to be cautious of the first amendment.

Councilmember Solomon asked for clarification on the adoption of an administrative policy and Mayor Hollingsworth noted that the policy would address reasons for giving permits, what items would bring concerns, and the impact of the event. Councilmember Solomon added that the impact of the event was based on staff capacity. Councilmember Solomon asked what would happen if a permit was denied and an organization still held the event. Councilmember Solomon also asked where political candidates would stand in this policy. Mayor Hollingsworth stated that the City would have to take recommendations for those issues.

Councilmember Croslin stated his understanding that the intent of the proposed ordinance was to allow staff the ability to know that an event is coming so they can be prepared with staff resources. Councilmember Spell stated support for the item and suggested looking at what the National Parks do for their permit applications. Administrator Nicholson concurred with the comments and stated the item would return for further discussion.

8) **Council Dialogue**

Councilmember Spell referenced recent inefficiencies in national government and expressed appreciation for how efficiently local governments could function. Councilmember Spell challenged her colleagues to think about why they were there and the responsibility to those that they represented.

Mayor Hollingsworth reiterated the Aging in Place Game Day Event and announced another Speaker Series event "Real Talk."

9) **Community Notices and Meetings**

9.a City Calendar: January 23 - February 5, 2018

HCC-186-FY18

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[Main City Calendar_Jan 23- Feb 5.docx](#) 

10) **Motion to Adjourn**

The meeting adjourned at 8:50 p.m.

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



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD JANUARY 31, 2018

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council Pres.)
Kevin Ward, W1 (Council VP)
Bart Lawrence, W1
Robert Croslin, W2
Shani Warner, W2
Carrianna Suiter, W3 (arrived at 8:04 p.m.)
Thomas Wright, W3
Paula Perry, W4 arrived at 8:05 p.m.)
Joseph A Solomon, W5
Erica Spell, W5

Absent: None

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator, Dir. of Community and Economic Development Jim Chandler
City Treasurer Ron Brooks
Police Chief Douglas Holland
Director of Public Works Lesley Riddle
Director of Community Services Jake Rollow (arrived at 8:12 p.m.)
City Clerk Laura Reams

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

Mayor Hollingsworth called the meeting to order at 8:02 p.m.

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

3) **Approval of the Agenda**

Mayor Hollingsworth noted an amendment to remove Motion #: HCC-150-FY18 Hire Hyattsville Employment Portal and Employment Support from the agenda.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Solomon, Spell
ABSENT:	Suiter, Perry

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

Jairo Lobato, a Ward 2 resident, spoke in favor of the teen club.

Faith Herbert spoke in favor of the teen club.

Tina Thompson, a Ward 1 resident, spoke in favor of the teen club.



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Danny Schaible, a Ward 2 resident, addressed the Mayor and Council regarding a proposed development by Werrlein Properties of 4107 Hamilton Street. Mr. Schaible detailed the reasons why he was not in favor of the development and expressed concern that the developer was bypassing the local community process to provide input. Mayor Hollingsworth provided information on the process for bringing development feedback to Council and noted the presentation of the proposed Werrlein development on February 5, 2018.

Mark Webb, a Ward 2 resident and member of the Police and Public Safety Citizens' Advisory Committee spoke in favor of the teen club.

Irma Echeverria, a Ward 5 resident and member of the Police and Public Safety Citizens' Advisory Committee spoke in favor of the teen club.

5) **Presentations (8:20 p.m. - 8:50 p.m.)**

5.a) FY19 Budget Presentation: Hyattsville Environment Committee (10 minutes)

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HEC_Presentation_-_Final (1).pptx 

Brie Welzer, Chair of the Hyattsville Environment Committee (HEC) thanked the Council for their time and summarized the events and initiatives of the HEC over the last year. Ms. Welzer introduced members of the committee to recap the events and provide information on the committee's budget initiatives for FY-2019.

Committee Member Jim Groves recapped the successful second Green Expo event and thanked Police Officer Richard Hartnett for coordinating the electric vehicle display. He said the committee hoped to continue the event in the future. Committee Member Janet Nackony provided an update on the native shade tree rebate program and said the Committee was requesting a renewal of the \$5K to continue the tree rebate program. Committee Member Julie Wolf requested support for the printing of double-sided bilingual flyers for recycling FAQ's at a cost estimate of \$1,300 for design and printing. Committee Member Yohannes Bennhoff expressed the Committee's support for the City's expansion of the compost program and recommended that the City purchase a dedicated vehicle for the compost vehicle.

Chair Welzer concluded the presentation by summarizing the Committee's requests, noting that the committee had one specific funding request, the Native Tree Rebate, and the other requests were supportive of staff requests. She also noted that the committee did not intend to host a Green Expo in 2018, adding that it may be biennial event.

Councilmember Spell thanked the committee for their presentation and asked Director Riddle about the current enrollment of the compost program. Director Riddle said the program had started with 50 households and had grown to 200. She noted a wait list for the program. Councilmember Wright said that, as the Council Liaison for the HEC, he could attest to the dedication of the committee and he hoped the body could meet the funding request for the tree rebate program. Councilmember Warner asked about the logistical process for ensuring requests were included in the budget and if a motion was required from the Council. Director Riddle confirmed that funds for the Native Tree Rebate were currently included in the City's draft FY-2019 City Council budget.

Councilmember Suiter asked how long the waitlist was for the compost program and how many the City could serve if a dedicated vehicle was purchased. Director Riddle said she was unsure of the waitlist number but if there was a dedicated vehicle, the program could be doubled in enrollment immediately. Director Riddle noted that the vehicle could serve leaf waste as well. Council President Haba asked if expansion of



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the program was part of the department budget for FY-2019, to which Director Riddle confirmed it was included.

Council President Haba asked if staff could support the design and printing of the recycling flyer. Director Rollow responded that it was a feasible initiative and he believed the committee's cost estimate was accurate. Council President Haba confirmed that funds for the flyer would be included in the budget.

5.b) FY19 Budget Presentation: Health, Wellness, and Recreation Advisory Committee (10 minutes)

Cover Page

HWRAC Jan 31 Presentation_4.3.pptx

Lauren Comeau, Chair of the Health, Wellness, Recreation Advisory Committee provided a recap of the committee's activities over the past year. She said the committee was planning a speaker event for April 2018 and continued to work on a new resident welcome packet. Ms. Comeau said the committee requested FY-2019 funding in the amount of \$1,500 to continue the healthy living speaker series.

5.c) FY19 Budget Presentation: Police and Public Safety Citizens' Advisory Committee (10 minutes)

Cover Page

Teen Center[36079].pdf

Tom Tucker, Chair of the Police and Public Safety Citizens' Advisory Committee (PPSAC) introduced committee members of the committee and provided an overview of the committee's mission. Mr. Tucker presented background information on the City's Teen Club inception and said the committee was in support of continuing the current Teen Club and requested funding to support the initiative. Chair Tucker expressed appreciation for Hyattsville Police Officer Suzette Johnson's efforts in initiating and running the Teen Club. In conclusion, Chair Tucker said the committee was in support of a motion submitted by Councilmember Spell to continue the existing Teen Club at a cost of approximately \$70,000.

NOTE FOR THE RECORD: There was a fire alarm at 8:41 p.m. The Police and Public Safety Citizens' Advisory Committee resumed their presentation at 8:50 p.m.

Councilmember Spell thanked Chair Tucker for the presentation and spoke favorably of the grassroots effort of the committee to support the Teen Club.

6) Discussion Items (8:50 p.m. - 10:00 p.m.)

6.a HWRAC Budget Item: Continue Health Seminars

I move that the Mayor & Council allocate \$1,500 from the FY19 Hyattsville Budget to the HWRAC for a health speaker series.

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Councilmember Solomon introduced a motion in support of the HWRAC's request for funds to continue the speaker series sponsored by the committee. The Council indicated support for this budget initiative.

6.b FY19 Budget Initiative: Hire Hyattsville Employment Portal and Employment Support

I move that the Mayor and Council appropriate \$75,000 in the FY19 budget in order to set up a web portal to promote job openings in the City of Hyattsville and to promote programs to help citizens of Hyattsville develop skills for career readiness.

Programming should include but not be limited to:

- Career readiness



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- Career transitions
- Re-Entering the workforce
- Career Planning
- Job Search Assistance

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NOTE FOR THE RECORD: This item was removed from the agenda.

6.c FY19 Budget Initiative: Storm Grate Safety Improvement

I move that the Mayor and Council replace all longitudinal storm grates on city street that have sharrows with bike friendly storm grates.

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Councilmember Lawrence summarized the budget initiative to replace existing storm grates on City streets with bike lanes with bike friendly storm grates. Councilmember Lawrence clarified that the proposal was only for City-owned roads and noted that the proposal needed staff evaluation to determine the appropriate amount of funding.

Director Riddle said the estimated cost to replace the grates was minimal, quoting approximately \$300 per grate and \$500 to retrofit the grate frame. Director Riddle said staff would evaluate the number of grates on the City-owned streets but believed there would be available FY-2019 funds in the Capital Improvement Plan for streets that could be utilized for this purpose. Councilmember Solomon asked how much staff capacity would be required for the research and implementation. Director Riddle said she believed the City had a list of locations already and staff had the current capability to complete the evaluation.

Mayor Hollingsworth said that as the next step a funding allocation would be presented during the budget presentation. Mayor Hollingsworth noted that this item was one of the Council's legislative priorities in 2016. The Council indicated support for moving forward on the item.

6.d FY19 Budget Initiative: Filtered Water Filling Stations

I move that the Mayor and Council budget for the purchase and installation of up to four (4) filtered water filling stations. Possible locations include Magruder Park, Heurich Park, and two (2) at 4310 Gallatin Street.

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Councilmember Lawrence summarized the proposal to include funding for up to four (4) filtered water stations at a cost of approximately \$8,000. Councilmember Wright asked for consideration of a station at the University Hills Park. Director Riddle noted the park was a Maryland National Capital Park and Planning (M-NCPPC) owned part and the City did not currently have an Memorandum of Understanding (MOU) or Joint-Use Agreement for the park. Councilmember Perry questioned the need for two (2) stations at the City building. Councilmember Lawrence noted that the building had multiple floors and described how the stations were different from a typical water fountain.

The Council indicated support for moving forward on the item.

6.e FY19 Budget Initiative: Bicycle Infrastructure

I move that the Mayor and Council budget for the purchase and installation of up to 50 bicycle racks and six (6) bicycle repair stations.

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Councilmember Lawrence presented the request for purchase and installation of up to 50 bicycle racks and six (6) bicycle repair stations in various locations in the City at an approximate cost of \$40,000. Councilmember Lawrence provided details on the bike repair stations and said those stations were anticipated to cost \$1,000-1,500 per station.

There was a discussion regarding the proposed number of racks and repair stations and if the amount would meet the City's demand. Assistant City Administrator Chandler provided information on the City's previous bike rack installation roll out. He said staff anticipated that the project would take approximately seven (7) to nine (9) months from start to completion with a phased implementation based on requests and demand. Councilmember Spell indicated support of a phased approach for the installation, noting new development on Ager Road as a potential future location. Mayor Hollingsworth suggested that once the City met the appropriate level of installation of bike racks it would be useful for the City to have an ongoing budget to facilitate repairs and replacement fixtures.

There was a brief discussion regarding the style of rack. Council President Haba inquired about the process for moving forward. Assistant Administrator Chandler said the City may have to issue an Request for Proposal (RFP) for the racks and provided information on that process noting that the solicitation was written by staff. He added that he believed \$40,000 was an accurate estimate of funds. Council President Haba inquired about possible grant funding and Assistant Administrator Chandler said staff would investigate it. There was a discussion regarding the proposed \$40,000 and if that included staff time to complete the assessment. Assistant Administrator Chandler said the \$40,000 did not include staff time and that he believed staff could complete the assessment without additional funding.

The Council indicated support for moving forward on the item.

6.f FY19 Budget Initiative: Clean & Safe Team

I move that the Mayor and Council allocate \$250,000 to establish a pilot/inaugural "Clean & Safe Team" with an initial focus on the Queens Chapel-Hamilton Street commercial corridor. I further move that the Mayor and Council authorize the City Administrator or her designee to formalize funding or programmatic partnerships necessary to implement the program.

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Mayor Hollingsworth presented the proposal to establish a pilot Clean and Safe Team with initial focus on the Queen Chapel/Hamilton Street commercial corridor at a cost of \$250,000. Mayor Hollingsworth said the motion would also authorize the City Administrator to establish or formalize any programmatic partnerships necessary for implementation. Mayor Hollingsworth noted the funding estimation was a placeholder that could serve as a ceiling budget for the program of City funds. Mayor Hollingsworth added that it was intended the program would be done in partnership with the Prince George's Economic Development Corporation Workforce Services Division.

Mayor Hollingsworth said the inspiration for the program had come from Business Improvement Districts (BIDs) located in Washington, D.C. Mayor Hollingsworth described the BID programs, noting that they were typically funded through a tax on the businesses to support services that they desired and were often formed by the businesses themselves. She continued that in the absence of a business-initiated program, and due to the need for an elevated sense of safety and presence in the commercial corridor, she was bringing the program forward. Mayor Hollingsworth described the structure of the program, proposing the employment of four (4) full-time and three (3) part-time positions to form a team in City uniforms working in a customer service and maintenance capacity. Mayor Hollingsworth noted the team would have a connection with the Police Department and Public Works and said she believed the program could help to deter loitering and other undesirable behaviors. Mayor Hollingsworth stated that the hours of operation were intended to be 7:00 a.m. to 7:00 p.m. on weekdays and slightly abbreviated hours on the weekends.



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Councilmember Wright said he was intrigued by the idea and asked which department the staff would be placed in. Mayor Hollingsworth said the program staff would likely fall under Public Works but would be trained by the Police Community Action Team (CAT). Councilmember Wright expressed concerns for civilian employees working in a public safety capacity. Mayor Hollingsworth clarified that employees were not intended to be patrol officers, but their presence could promote a sense of safety in the corridor. She also noted that the employees would be connected to the various City departments through radios or other forms of communication.

Councilmember Wright asked about the structure of the proposed full-time employee shared with the Teen Center. Mayor Hollingsworth said the Clean and Safe Team discussion was independent from the Teen Center and noted that the Council was working on developing a joint teen program. She acknowledged that the Teen Center and Clean and Safe Team proposals combined had funding to equal one (1) full-time CAT Officer. Councilmember Wright asked if the City had existing Public Works staff to oversee the Clean and Safe team or if additional staff was required. Director Riddle said Public Works had the capacity to support the Clean and Safe Team pilot. There was a brief discussion regarding the possible partnership with Workforce Services. Councilmember Wright asked if grant funding would be applicable to the program. Mayor Hollingsworth said grants or other types of funding may be possible but difficult to obtain in a pilot year.

There were several logistical questions regarding staff for the program. Mayor Hollingsworth described the proposed staff structure, stating that two (2) to three (3) staff members would be on duty at the same time during the hours of operation, rain or shine. Councilmember Perry asked if there would be an on-site location for employees to take breaks. Mayor Hollingsworth said one of the requirements would be a location to store items and that space could also serve as a lunch break area.

Councilmember Warner said it was a robust proposal but expressed concerns for the City's ability to ease its way into the program. Mayor Hollingsworth said she believed the proposed seven (7) staff members was the minimum required for the size and scale of the proposal, highlighting the operational hours of the program and the need for the City to ensure a safe environment and reliable employment for program workers. Councilmember Wright asked if the City could afford the program. Administrator Nicholson acknowledged that the City had many open projects but said she felt the program was financially supportable. Administrator Nicholson briefly highlighted the administrative legwork required to get the program running, noting it would require management supervision and start up work related to staffing.

There was discussion regarding the funding structure of BIDs in Washington D.C. Mayor Hollingsworth said there was potential for the property owner to be a partner in the City's program. Council President Haba said he thought it was a good proposal, but the funding requirement was too high. Council President Haba encouraged partnerships with businesses. Councilmember Spell reiterated concerns as voiced by other Councilmembers with the public safety portion of the proposal.

Mayor Hollingsworth highlighted the differences between the proposal and the BID structure in D.C. She said her intent was to address the resident quality of life when commuting and doing business while in the commercial corridor. Mayor Hollingsworth added that she hoped businesses would invest in a successful pilot program in future years. Councilmember Perry expressed reservations with the idea that businesses would invest in the program. Councilmember Croslin said he loved the idea but was concerned about potential safety risks for the employees and the overall cost of the program. Councilmember Solomon stated his support for the program and highlighted the benefits of the model, noting that the employees were not expected to act as police officers. Councilmember Solomon suggested that further funding resources could be examined once the Council indicated an interest in moving forward on the item.



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD JANUARY 31, 2018

Mayor Hollingsworth asked the Council to consider the \$250,000 as a placeholder, recognizing the uneasiness of the Council around the cost and to allow staff to begin to speak with Workforce Services to obtain a better idea of the full cost of the program. The Council indicated support.

Councilmember Spell added that she was supportive of the engagement piece of the program and suggested that the City explore other commercial areas, utilizing the weekly crime reports for identification. Mayor Hollingsworth noted that an expansion of the geographical area would likely increase program costs.

7) **Council Dialogue**

Councilmembers thanked the committee members for their presentations. Councilmember Perry acknowledged recent lighting improvements in Wards 4 and 5. Council President Haba noted an upcoming resolution and Councilmember Solomon provided updates from the Maryland Municipal League.

8) **Community Notices and Meetings**

[Cover Page](#) 

[Main City Calendar_Feb 1- Feb 5.docx](#) 

9) **Motion to Adjourn**

The meeting adjourned at 10:21 p.m.

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



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD FEBRUARY 20, 2018

Present: Candace Hollingsworth, Mayor
Kevin Ward, W1 (Council Vice President)
Bart Lawrence, W1
Robert Croslin, W2
Joseph A Solomon, W5
Erica Spell, W5

Absent: Edouard Haba, W4 (Council President)
Shani Warner, W2
Carrianna Suiter, W3
Thomas Wright, W3
Paula Perry, W4

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator & Dir. of Community and Economic Development Jim Chandler
City Treasurer Ron Brooks
Director of Public Works Lesley Riddle
Director of Community Services Jake Rollow
Community Planner Katie Gerbes
City Clerk Laura Reams
Deputy City Clerk Nicola Konigkramer

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

Mayor Hollingsworth called the meeting to order at 8:00 p.m.

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

The Mayor and Council held a moment of silence in honor of the 17 victims and those who were injured in Parkland, Florida school shooting.

3) **Approval of Agenda**

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Lawrence
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Solomon, Spell
NAYS:	None
ABSENT:	Haba, Warner, Suiter, Wright, Perry

4) **Approval of the Minutes**

4.a Approval of the Minutes

HCC-205-FY18

I move that the Mayor and Council approve the Council Meeting Minutes for the Regular Council Meetings of October 16, 2017, November 6, 2017, and December 4, 2017.

[Cover Page](#)

[Minutes_ Oct 16 2017.pdf](#)

[Minutes_ Nov 6 2017.pdf](#)

[Dec 4 2017_Minutes.pdf](#)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD FEBRUARY 20, 2018

Mayor Hollingsworth noted that the Clerk's office had provided an amendment to the minutes of the Regular Council Meeting of October 16, 2017.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Lawrence
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Solomon, Spell
NAYS:	None
ABSENT:	Haba, Warner, Suiter, Wright, Perry

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

David Marshall, a Ward 2 resident, addressed the Mayor and Council regarding the FY-2019 budget, expressing concerns regarding several proposed expensive projects. Mr. Marshall expressed support for the proposed Teen Club.

6) **Presentations (8:20 p.m. - 8:50 p.m.)**

6.a City Administrator Update: Room Reservation Policy and Special Event Permits (10 minutes)

HCC-207-FY18

[Cover Page](#) 

[Room Reservation Policies_FINAL.pdf](#) 

[Guidelines_and_Procedures_for_Special_Event_Permits_2018.docx](#) 

Administrator Nicholson provided the Mayor and Council with an overview of two (2) proposed administrative policies: Room Reservation Policy and Special Event Street Closure Permits. Administrator Nicholson reviewed the purpose of each policy and current procedures for reserving rooms and requesting street closures in the City. Administrator Nicholson noted unsupported uses for City meeting rooms, which included sound amplification in the Prangley Room, partisan or campaign events, or social celebrations.

Councilmember Solomon presented a question regarding social celebrations from Councilmember Perry, who was absent. Councilmember Solomon stated that these types of events were allowed in the past and that the prohibition provided an additional barrier for low-income families. Administrator Nicholson said that the decision had been made due to demand a couple of years prior. Administrator Nicholson added that it would be difficult to cancelling an event like that, which had been done on occasion.

Administrator Nicholson reviewed the Special Event, Street Closure Permit and referenced a significant increase in requests. Administrator Nicholson reviewed the current process, stating that the awarding of permits required a lot of interdepartmental conversations. There were no questions on the proposed policy.

6.b FY-2016 and FY-2017 Audit Update (5 minutes)

HCC-104-FY18

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Treasurer Brooks provided an update of the FY-2016 Audit. Treasurer Brooks referenced new requirements, pertaining to internal controls related to grants, that would push the audit completion out to March 2018. Treasurer Brooks said that the FY-2017 Audit was underway and anticipated to be completed by June 2018.

Treasurer Brooks noted that he was contacted by the Maryland Infrastructure Bond Pool, who were seeking additional financial information for FY-2016, 2017. Treasurer Brooks stated that Moody's Ratings would be



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD FEBRUARY 20, 2018

pushing municipalities behind on audits to come into compliance. Treasurer Brooks clarified that the Maryland Pool was not in jeopardy because of the City's standing.

Council Vice President Ward asked if there was anything that triggered the site visit. Treasurer Brooks stated that the City has had additional activity relating to grants and that the increase triggered the review.

6.c Hyatt Park Public Placemaking Project Concept Designs (15 minutes)

HCC-214-FY18

[Cover Page](#)

[Memo - Public Placemaking - Hyatt Park Concepts.docx](#)

[Hyatt Park Placemaking Concept Presentation.pdf](#)

Assistant Administrator Chandler introduced Allie O'Neill, Program Manager for Neighborhood Design Center (NDC), to present the concept designs for the Hyatt Park Placemaking Project. Assistant Administrator Chandler noted that the intent of the presentation was to solicit feedback from the Council and that staff would come back with a modified proposal at a later date. Assistant Administrator Chandler added that NDC would show the concepts to three (3) City committees and the community garden group, as well as providing the designs online at www.speakuphvl.com.

Ms. O'Neill provided an overview of the information obtained from the community meeting and various stakeholders. Ms. O'Neill stated that residents had asked for an interactive, iconic, inclusive space with a strong arts identity, to continue off the Route One Corridor. Ms. O'Neill added that residents wanted to be able to host events and programming at the park. Ms. O'Neill then presented the two (2) concept designs for the park: Spiral and Double Allee.

Ms. O'Neill stated the main feature of the Spiral concept was the stage was centered in the park. Ms. O'Neill noted grass mounds, one (1) foot off the ground and recycled trees for seating, wrapped around the existing playground. Ms. O'Neill suggested an art allee across Hamilton Street, with lights hung across the street. Ms. O'Neill then provided details for the stage, adding that it would have a surface that could be used for play. Councilmember Croslin asked for more details about the tree elements and if healthy trees would be cut down. Ms. O'Neill stated that all healthy trees would remain and that the lighting was inside of the tree stump seating.

Ms. O'Neill then reviewed the Double Allee concept and clarified that an allee was a walkway lined with trees and shrubs on either side. Ms. O'Neill stated that the allee would create a blocked buffered entrance off Hamilton Street and 36th Avenue. Ms. O'Neill noted that the stage in was closer to Hamilton Street and that programming elements would be moved toward the center of the park. Ms. O'Neill presented the tiered stage and informal play areas that would combine nature, play, and art.

Councilmember Lawrence stated that the Double Allee design looked more accessible, in terms of hosting events. Councilmember Lawrence then asked about parking availability for said events. Assistant Administrator Chandler noted on-street parking and parking across Hamilton Street, but said staff would have to look into more parking options. Administrator Nicholson added that the Call-A-Bus could be used to access the park. Councilmember Croslin expressed parking concerns for those who were attracted to the park from Hamilton Street.

Councilmember Croslin asked if the up lights on the trees would be colored. Ms. O'Neill stated the intent that was to add colorful lighting, but that it could be reconsidered. Council Vice President Ward asked what maintenance costs would look like for the lighting and additional fixtures. Assistant Administrator Chandler stated that he was not sure if the grass mounds would be viable, in terms of long-term maintenance. Assistant Administrator Chandler added that the City wanted to be cautious of how many of the additional



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD FEBRUARY 20, 2018

elements to incorporate initially, in order to reassess and add more down the road. Ms. O'Neill provided more specifics on lighting structures and different levels of maintenance.

Mayor Hollingsworth thanked Ms. O'Neill for the presentation and said that she preferred the Double Allee concept because the use of the park appeared to be less dictated. Mayor Hollingsworth expressed concerns for having the design of the park facing Jefferson Street or Hamilton Street. Mayor Hollingsworth stated that she looked forward to seeing the feedback from residents. Councilmember Solomon said that he liked both proposals, and particularly appreciated the creative lighting. Assistant Administrator Chandler noted that a finalized design would come back to Council.

7) **Consent Items (8:50 p.m. - 8:55 p.m.)**

7.a Purchase Agreement with Axon Enterprises, Inc. for Conducted Electrical Weapons (Tasers)

HCC-208-FY18

I move that the Mayor and Council authorize the City Administrator to execute a five year purchase agreement, in an amount not to exceed \$35,600 with Axon Enterprises, Inc. to replace and upgrade 27 Conducted Electrical Weapons (Tasers).

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Taser Purchase Agreement.pdf](#)

7.b Approval of Contract to ASN General Contracting, Inc. for Magruder Park HVAC Upgrades

HCC-212-FY18

I move that the Mayor and Council authorize the City Administrator to enter into a contract with ASN General Contracting, Inc for Magruder Park HVAC upgrades in an amount not to exceed \$25,000, upon the review and approval by the City Attorney for legal sufficiency. I further move that the Mayor and Council authorize this expenditure from the FY18 Capital Improvement Budget.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

7.c Parks and Recreational Facilities - Modification

HCC-38-FY18

I move that the Mayor and Council direct the City Attorney to draft an ordinance amending Chapter 84 of the Hyattsville Charter and Code to a) modify the hours of operation for parks to the hours between 5:00am and 11:00pm, b) indicate that the hours of operation for individual parks may vary, c) require posting of hours of operation in public view, d) modify reference to "Parks and Recreation Committee" to "Health, Wellness, and Recreation Committee", e) striking the second full sentence of §84-2, f) modifying "Director of Parks and Recreation" to "Director of Community Services", g) change any references to "his" or "her" to "their," h) modify section §84-7 and §84-8 with recommendation from the Director of Community Services or their designee, i) striking the last full sentence of section §84-18, and j) striking the last full sentence of section §84-20.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

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[Chapter 84 Parks and Recreational Facilities_.pdf](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Lawrence



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD FEBRUARY 20, 2018

AYES:	Hollingsworth, Ward, Lawrence, Croslin, Solomon, Spell
NAYS:	None
ABSENT:	Haba, Warner, Suiter, Wright, Perry

8) **Action Items (8:55 p.m. - 9:05 p.m.)**

8.a Landy Development - Preliminary Plan of Subdivision (4-17007) (10 minutes)

HCC-213-FY18

I move that the City Council authorize the Mayor to submit correspondence on behalf of the City of Hyattsville to the Maryland-National Capital Park & Planning Commission in support the preliminary plan of subdivision for Landy Development PPSD 4-17007, subject to the following conditions:

- The Capital Bikeshare station and the land that it is located on should be dedicated to Prince George's County DPW&T;
- The applicant's Storm Water Management Concept Plan meet all requirements conditioned by Prince George's County Department of Permits & Inspections;
- The roads and sidewalks within the development shall be constructed to adopted Prince George's County Department of Public Works and Transportation 'Urban Street Standards' and upon certification of the plans, shall be inspected by the City of Hyattsville and, if accepted, be publicly dedicated to the City of Hyattsville;
- The applicant shall demonstrate a 'good faith' effort to establish a pedestrian connection from the subject property to Northwestern High School. At time of Detailed Site Plan, the applicant shall provide an Exhibit to fund and provide an access easement for consideration by Prince George's County Public Schools to accept, accept with conditions or reject.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Memo - Landy Property - 02.14.18 Final.docx](#)

[PPS-20180125_Page_1.jpg](#)

Assistant Administrator Chandler introduced the item, noting that there were conversations between M-NCPPC and the applicant, and that they had made efforts to speak with the school and security team for Prince George's County Public Schools to create an open dialogue. Assistant Administrator Chandler stated that the language enabled the support staff and did not limit the applicant from moving forward. Assistant Administrator Chandler noted an amendment to the language regarding stormwater management, adding that the conditions were correct as of 6:00 p.m. that evening.

Mayor Hollingsworth said that Councilmembers Wright and Suiter, Ward 3, were absent, but did not have any additional comments. Mayor Hollingsworth clarified that the amended conditions provided more details but did not change the meaning.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Lawrence
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Solomon, Spell
NAYS:	None
ABSENT:	Haba, Warner, Suiter, Wright, Perry

9) **Discussion Items (9:05 p.m. - 9:20 p.m.)**

9.a Magruder Park Reimagination (15 minutes)

HCC-206-FY18



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD FEBRUARY 20, 2018

I move that the Mayor and Council amend the FY18 DPW Operating budget to include an additional appropriation of \$51,000 for the Magruder Park Reimagination Project and authorize the City Administrator to negotiate a contract with the Neighborhood Design Center for the contract at a cost not to exceed \$51,000, upon the review and approval by the City Attorney for legal sufficiency.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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[Firm_Selection_Memo_Magruder_Reimagination.docx](#) 

Director Rollow provided a brief background on the item, noting that the Magruder Park Reimagination had been a Council Budget Priority for FY-2018, with \$20,000 in funding. Director Rollow continued that the City had received bids around \$51,000 and that the request at hand was for the appropriation of the total funding.

Mayor Hollingsworth clarified that bids for the project came in around \$30,000 higher and asked if the City had the ability to choose a firm based on the bid, but not enter into an agreement. Mayor Hollingsworth continued that there was a proposal pending that impacted an area of the park and that she had concerns about moving forward. Councilmember Lawrence asked for more details about the contract and suggested incorporating a different timeline, in order to avoid issuing an additional RFP. Administrator Nicholson stated that, once appropriated, the City could notify the selected vendor and would not need to finalize the contract.

Councilmember Spell asked for clarification on the numbers and Director Rollow stated that the five (5) proposals ranged from \$38,000-200,00. Director Riddle added that the City was looking at a more wholistic approach or extensive site plan for the park, including natural systems, which brought higher numbers.

Mayor Hollingsworth noted that stalling the decision could exceed the fiscal year and the City would have to go out to bid again. Councilmember Solomon said he was interested in making a decision on the other proposal before moving forward with the current item. Mayor Hollingsworth noted that the item would return for action at a later date.

10) **Council Dialogue**

Councilmember Solomon reminded his colleagues of the Highway User Revenue (HUR) advocacy day. Councilmember Solomon added that there would be a bus leaving from the City Building to Annapolis to advocate for the restoration of HURs.

Council Vice President Ward mentioned that he had participated in a Code-A-Thon, with his team of women ages nine (9) to 13 and took third place from over 40 teams. Council Vice President Ward thanked everyone for their confidence and good thoughts.

Councilmember Spell noted a productive community meeting in Ward 5 the prior weekend. Councilmember Ward offered thanks to Trinity Grill and Bar for hosting the event.

11) **Community Notices and Meetings**

11.a City Calendar: February 21 - March 5, 2018
HCC-204-FY18

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[Main City Calendar_Feb 21 - Mar 5.docx](#) 



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD FEBRUARY 20, 2018

12) Motion to Close

12.a Motion to Close

Please note that the Council Meeting will not return to open session.

HCC-211-FY18

I move that the Mayor and Council close the Council Meeting of February 20, 2018 in order to discuss contract negotiations.

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

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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Pursuant to the requirement of the Annotated Code of Maryland State Government Article 3-306(C)(2); this statement is included in these minutes:

A closed session of the Council of the City of Hyattsville was held at 9:12 p.m. on Monday, February 20, 2018, in the City of Hyattsville Municipal Building, Third Floor Council Chambers.

In addition to the City Council, the following staff members were present: **City Administrator Tracey E. Nicholson, Assistant City Administrator Jim Chandler, City Treasurer Ron Brooks, and City Clerk Laura Reams.**

The authority under which the session was closed was the Annotated Code of Maryland State Government General Provisions Article Section **3-305(b) (14) to discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.**

Topics Discussed: City staff provided an update on negotiations pertaining to a proposal for a parking facility and the obligation of outstanding grant funds.

Action Taken: None taken.

Councilmember Croslin made a motion to adjourn the closed session, which was seconded by Councilmember Spell and approved unanimously by the Council. The meeting adjourned at 9:37 p.m.

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



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MARCH 5, 2018

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council President)
Kevin Ward, W1 (Council Vice President)
Bart Lawrence, W1
Robert Croslin, W2
Shani Warner, W2
Thomas Wright, W3
Carrianna Suiter, W3
Joseph Solomon, W5
Erica Spell, W5

Absent: Paula Perry, W4

Also present were the following City staff members:

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

1) [Call to Order and Council Roll Call](#)

Mayor Hollingsworth called the meeting to order at 8:02 p.m.

2) [Pledge of Allegiance to the Flag](#)

3) [Approval of Agenda](#)

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

4) [Approval of the Minutes](#)

4.a) Approval of the Minutes
HCC-224-FY18

I move that the Mayor and Council approve the Council Meeting Minutes for the Council Work Session of December 11, 2017 and the Regular Council Meeting of December 18, 2017.

[Cover Page](#) 

[Minutes_Dec 11 2017.pdf](#) 

[Minutes_Dec 18 2017_NK FINAL_.pdf](#) 

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Croslin



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MARCH 5, 2018

AYES:	Hollingsworth, Haba Ward, Lawrence, Croslin, Warner, Wright, Suiter, Solomon, Spell
NAYS:	None
ABSENT:	Perry

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

There were no individuals wishing to address the Council at that time.

6) [Presentations \(8:20 p.m. - 8:25 p.m.\)](#)

6.a) FY-2016 and FY-2017 Audit Update (5 minutes)

HCC-104-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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Treasurer Brooks updated the Mayor and Council on the FY-2016 and FY-2017 Audits. Treasurer Brooks stated that he expected to have all closing documents for FY-2016 in the following two to three (2-3) weeks and a completion for FY-2017 in June 2018.

7) [Consent Items \(8:25 p.m. - 8:30 p.m.\)](#)

7.a) FY18 Budget Amendment: Cable Studio

HCC-216-FY18

I move that the Mayor and Council amend the FY18 PEG Capital Budget and move \$20,000 from cable studio supplies to cable studio contracted services.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Budget Amendment Request - Cable Contracted Services.doc.docx](#)

7.b) 2018 Anniversary Carnival Contract: Snyder Amusements

HCC-218-FY18

I move that the Mayor and Council authorize the City Administrator to enter into a contract with Snyder Amusements to provide carnival services for the 2018 City Anniversary Carnival, upon the review and approval of the City Attorney for legal sufficiency.

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7.c) Solid Waste Truck #61 Repairs

HCC-215-FY18

I move that the Mayor and Council approve the repairs to Solid Waste vehicle SW#61 to be performed by Johnson Truck Center, at a cost not to exceed \$15,000.

[Cover Page](#)

7.d) Re-Appointment to Police and Public Safety Citizens' Advisory Committee

HCC-226-FY18

I move that the Mayor and Council re-appoint Timothy Epp (Ward 2) to the Police and Public Safety Citizens' Advisory Committee for a term of 2 years, ending on March 5, 2020.

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[Epp_Redacted Application .pdf](#)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MARCH 5, 2018

7.e) Cancel Budget Work Session of March 14, 2018

HCC-227-FY18

I move that the Mayor and Council cancel the Council Budget Work Session scheduled for Wednesday, March 14, 2018. The introduction of the FY-2019 budget will be scheduled for Wednesday, March 28, 2018.

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[2018 Council Meeting Calendar_REVISED MARCH 2018.pdf](#)

7.f) Proclamation of Women's History Month

HCC-228-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

I move that the Mayor and Council proclaim March as Women's History Month in Hyattsville.

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[Womens History Month 2018.docx](#)

Councilmember Spell asked if the Snyder Amusement Company was same company that provide services for the previous year's Anniversary Carnival, and Director Rollow confirmed that it was a different company.

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

Mayor Hollingsworth asked if there were any individuals wishing to address the Council at that time.

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

Nick Harris, a Ward 2 resident, addressed the Mayor and Council regarding Mount Rainier senior services. Mr. Harris suggested collaboration between neighboring cities to ensure all residents had access to the Call-A-Bus. Mayor Hollingsworth asked Administrator Nicholson to look into a partnership.

8) [Action Items \(8:30 p.m. - 9:00 p.m.\)](#)

8.a) FY18 Budget Amendment: Funds Transfer for Magruder Park Facility Improvements (10 minutes)

HCC-209-FY18

I move that the Mayor and Council amend the FY18 Capital Budget to move \$50,000 from the Professional Services-Architects/Engineers-3505 Hamilton Street Capital Improvement Budget to Capital Outlay/Building/MP-RC Maintenance Capital Improvement Budget to cover storage and facility improvements.

Sponsor Lead: At the request of the City Administrator

Co-Sponsor: N/A

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RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Ward
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Solomon, Spell



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MARCH 5, 2018

NAYS:	None
ABSENT:	Perry

8.b) FY18 Budget Amendment: Arundel Place Water and Sewer Upgrade (10 minutes)

HCC-210-FY18

I move that the Mayor and Council direct the City Administrator to negotiate and execute an agreement with Washington Suburban Sanitary Commission (WSSC) to share the cost of water and sewer upgrades on Arundel Place to serve the new building construction at the Department of Public Works Facility, at a cost not to exceed \$400,000 upon review for legal sufficiency. Additionally, I move that the Mayor and Council amend the FY-18CIP budget to Improvement Budget to cover the City's estimated portion of the Cost.

Lead Sponsor: At the request of the City Administrator

Co-Sponsor: N/A

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Councilmember Wright asked for clarification on the item. Administrator Nicholson explained that WSSC had agreed to share the cost of the water and sewer upgrades because the road was publicly dedicated. Administrator Nicholson continued that the total cost of the project was approximately \$450,000; \$350,000-\$400,000 for the renovation and \$50,000 for design. Administrator Nicholson stated that the City would pay \$400,000 upfront, with a reimbursement of \$200,000.

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

8.c) FY18 Budget Amendment: Magruder Park Reimagination (10 minutes)

HCC-217-FY18

I move that the Mayor and Council amend the FY18 DPW operating budget to include an additional appropriation of \$51,000 for the Magruder Park Reimagination Project and authorize the City Administrator to negotiate a contract with the Neighborhood Design Center for the contract at a cost not to exceed \$51,000, upon the review and approval by the City Attorney for legal sufficiency.

Lead Sponsor: At the request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Firm_Selection_Memo_Magruder_Reimagination.docx](#)

Council President Haba stated that he understood the cost to be \$20,000. Director Riddle clarified that the \$20,000 number was an earmarked fund, with additional costs for ecological systems and infrastructure.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Spell
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Warner, Wright, Suiter, Spell
NAYS:	Haba, Solomon
ABSENT:	Perry

9) Discussion Items (9:00 p.m. - 9:10 p.m.)

9a.) Sacred Heart Home DESP-17053 (10 minutes)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MARCH 5, 2018

HCC-22-FY18

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor: N/A

[Cover Page](#)

[Sacred Heart Discussion Memo - FINAL\[39327\].docx](#)

[SacredHeart_DSP-17053.pdf](#)

[111417 Sacred Heart Home 11x17 Presentation Drawings.pdf](#)

[Planning Committee Minutes - 01.16.2018.doc](#)

Assistant Administrator Chandler summarized the development proposal, recommending support with no conditions for the Sacred Heart Home detailed site plan. Community Planner Gerbes provided background information for project, noting that it would be a three-phased development; first relocating the occupants to the convent, second building the new facility, and third tearing down the existing facility. Ms. Gerbes added that there would be notification flyers to neighboring residents as well as a public open house. Assistant Administrator Chandler stated the item would come back to Council in April or early May 2018.

Councilmember Wright asked if the item should be moved sooner, and Assistant Administrator Chandler stated the timeline would allow for further resident notification. Councilmember Wright asked for confirmation that the property was within City boundaries.

10) [Council Dialogue](#)

Councilmembers Haba and Wright thanked City staff for their work during the wind storms the prior weekend. Councilmember Croslin announced the next meeting of the book club. Councilmember Warner mentioned the success of Irish Day at St Jerome's.

Councilmember Solomon invited residents and staff back to Annapolis the following week for the State Senate hearing on Highway User Revenue Funds (HURs). Mayor Hollingsworth congratulated the police officers that received promotions as well as awards at the Safety banquet.

11) [Community Notices and Meetings](#)

11.a) City Calendar: March 6- March 19, 2018

HCC-225-FY18

[Cover Page](#)

[Main City Calendar_Mar 6-Mar 19 2018.docx](#)

12) [Motion to Adjourn](#)

The meeting adjourned at 8:29 p.m.

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



Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Audit

Agenda Section: Presentations (8:20 p.m. - 8:50 p.m.)

SUBJECT

FY-2016 and FY-2017 Audit Update (5 minutes)

HCC-104-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

- * The FY-2016 audit is in the review stage of the draft audit document.
- * Financial Statements are still in draft form and under review.
- * I anticipate the final 2016 audit report signed off by CohnReznick, management letter and all closing documents to the City within weeks.
- * The FY-2017 audit started on Monday January 22 and progressing.
- * New GASB announcements are being considered for implementation prior to closeout of FY-2017.

Next Steps:

Continue to work through all of the audit stages until final completion.

Fiscal Impact:

Late audit filings can result in loss of State Grants and loss of revenues from the State of Maryland.

City Administrator Comments:

See summary background above.

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by:

Submitting Department: Community & Economic Development

Item Type: Presentation

Agenda Section: Presentations (8:20 p.m. - 8:50 p.m.)

SUBJECT

Toole Design Group - Transportation Study Update (25 minutes)

HCC-230-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Existing Conditions Memo.docx](#)

[Existing Conditions Presentation to City Council \(1\).pdf](#)

Summary Background:

RJ Eldridge, Chief Operating Officer for Toole Design Group will be presenting a summary of the Existing Conditions Report.

Next Steps:

Toole Design Group is in the process of finalizing their recommendations report and sequential action plan, which will be complete in Spring 2018.

Fiscal Impact:

The Transportation Study is funded in the FY-2017 and FY-2018 Capital Improvement Projects budget.

City Administrator Comments:

Presentation Only

Community Engagement:

Staff conducted several public meetings with Toole Design Group in Fall 2017 to gather existing conditions for this report. Once the recommendations report is released, staff will be holding several public meetings to gather feedback.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Memo

To: Mayor and City Council

CC: Tracey Nicholson, City Administrator
Lesley Riddle, Director, Department of Public Works
Hal Metzler, Project Manager, Department of Public Works

From: Katie Gerbes, Community Planner

Date: March 8, 2018

Re: Transportation Study – Existing Conditions Report

Attachments: Existing Conditions Report

The purpose of this memorandum is to provide the Mayor and members of the City Council with information on the Existing Conditions Report authored by Toole Design Group as a part of the City's larger Transportation Study.

Project Summary

In July 2017, the City retained the services of Toole Design Group to perform a city-wide Transportation Study. The project kicked off in Fall 2017 by gathering community input on transportation related concerns within the City. City Staff hosted six public meetings in September and October, as well as advertised the interactive Wikimap posted on the Speak Up HVL website. During this time frame, Toole also performed a walking audit of 5 Hyattsville schools and reviewed existing plans/studies of City planning/transportation related issues to have a greater understanding of the type of work that has already been completed, as well as what elements may be missing. Toole then completed several analyses of their own, including looking at levels of service, traffic light timing and conducting a “big data” analysis of traffic moving in to, out of, and throughout the City.

The culmination of each of these independent analyses is the Existing Conditions Report. The Existing Conditions Report is comprised of 6 elements: a review of past studies; a summary of data collection and assessment; the Wikimap summary; school area circulation observations; existing motor vehicle traffic conditions and the origin-destination analysis. Information and data provided in the Existing Conditions Report is used as the background for Toole's further analyses for the City.

Next Steps

RJ Eldridge of Toole Design Group will present the City Council with a summary of the Existing Conditions Report at the March 19, 2018 Council meeting. Toole is currently working on the final deliverable for the Transportation Study – a list of recommendations in the form of a Sequential Action Plan – which is estimated to be complete in May 2018.



HYATTSVILLE

TRANSPORTATION PLAN

City Council Update – March 19, 2018

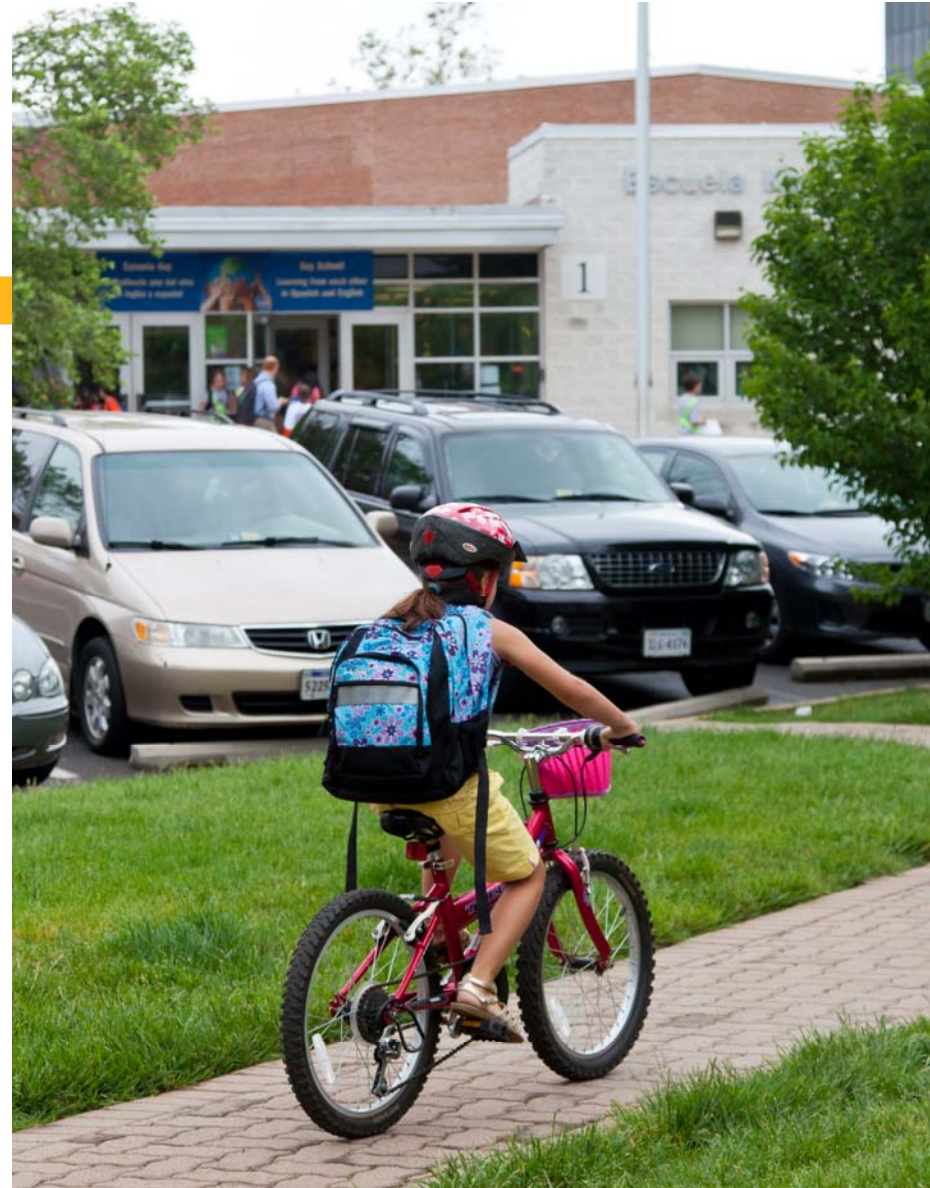


AGENDA

- PROJECT GOALS
- DATA COLLECTION
- WHAT WE LEARNED
- NEXT STEPS



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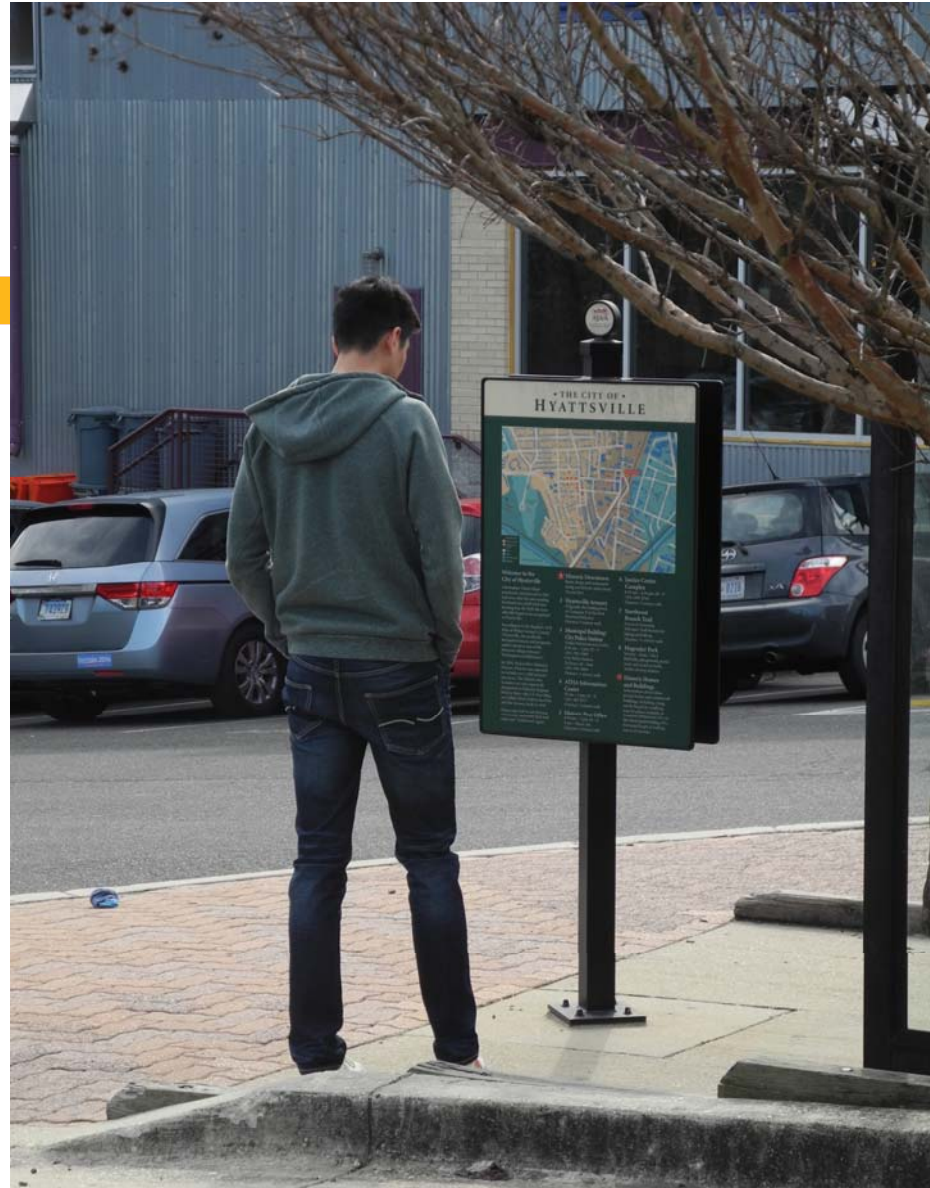
PROJECT GOALS

- Identify **bicycle** and **pedestrian** needs of the city
- Evaluate existing and future **roadway needs**
- Evaluate **traffic calming** and one-way streets
- Evaluate **parking issues** in target areas
- Prepare a **wayfinding plan**
- Evaluate **school traffic** and infrastructure

**Develop implementation-oriented
Sequential Action Plan**



TooleDesignGroup

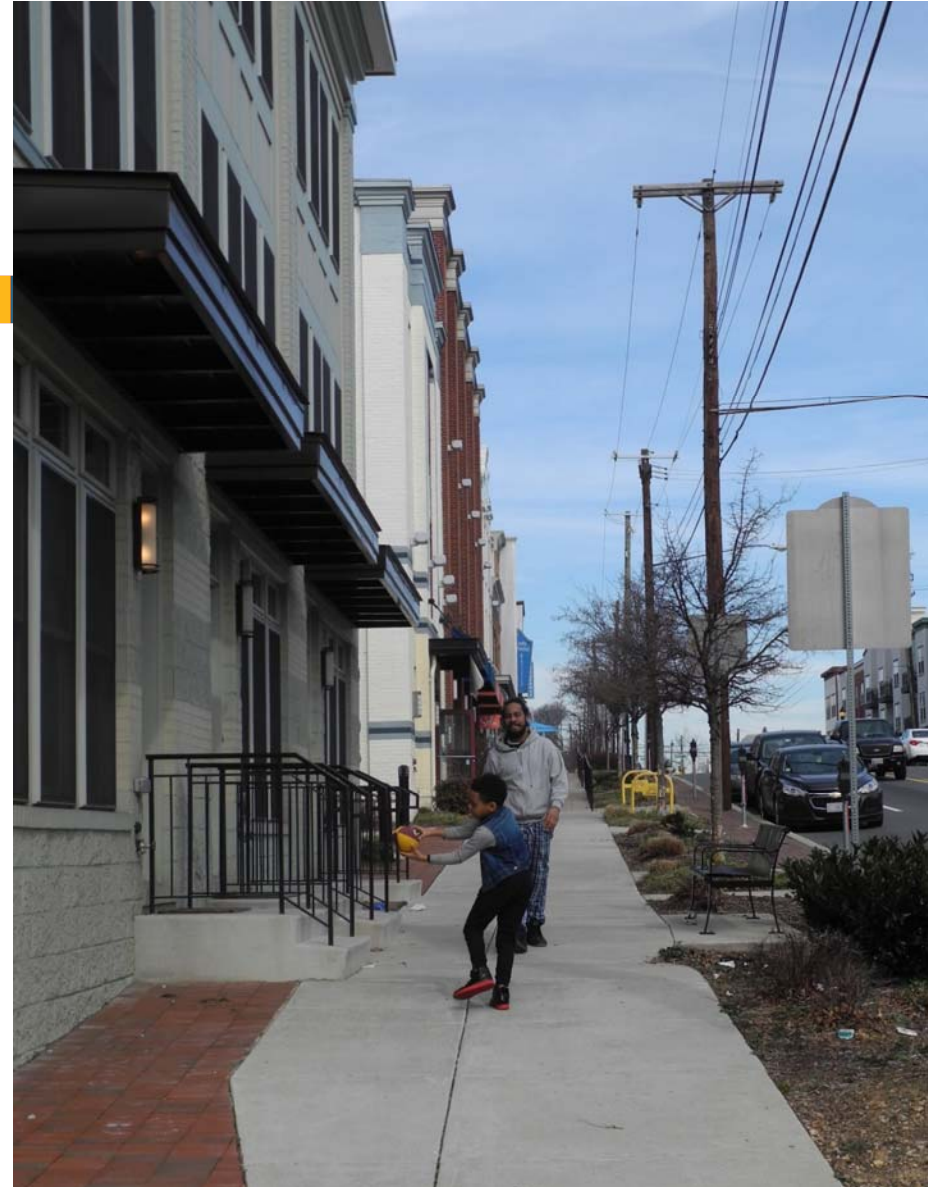


Existing Conditions

- Public input
- Stakeholder conversations
- Field inventory
- Data analysis



TooleDesignGroup



PROJECT WEBSITE

www.hyattsville.org/transportationstudy

- Linked to all other City of Hyattsville projects
- Bilingual website



THE CITY OF HYATTSVILLE'S COMMUNITY ENGAGEMENT PORTAL



Project: Hyattsville Transportation Plan

Project Overview:

The City of Hyattsville is launching a study to develop the Hyattsville Transportation Plan. This plan will help the City improve existing transportation infrastructure, carry out new projects, and determine priorities for the next 20 years. The planning process should be complete in early 2018.

Public Involvement:

We want to hear from you, and there will be many opportunities for public input, including community meetings and other events. Please use this avenue to provide feedback to the interactive Hyattsville Transportation Plan Map at bit.ly/HyattsvilleTMP. You're also invited to join us

SIGN UP

f Connect

email address...

Sign Up

RECENT ACTIVITY

Chris Currie commented on an Idea

Chris Currie voted on an Idea

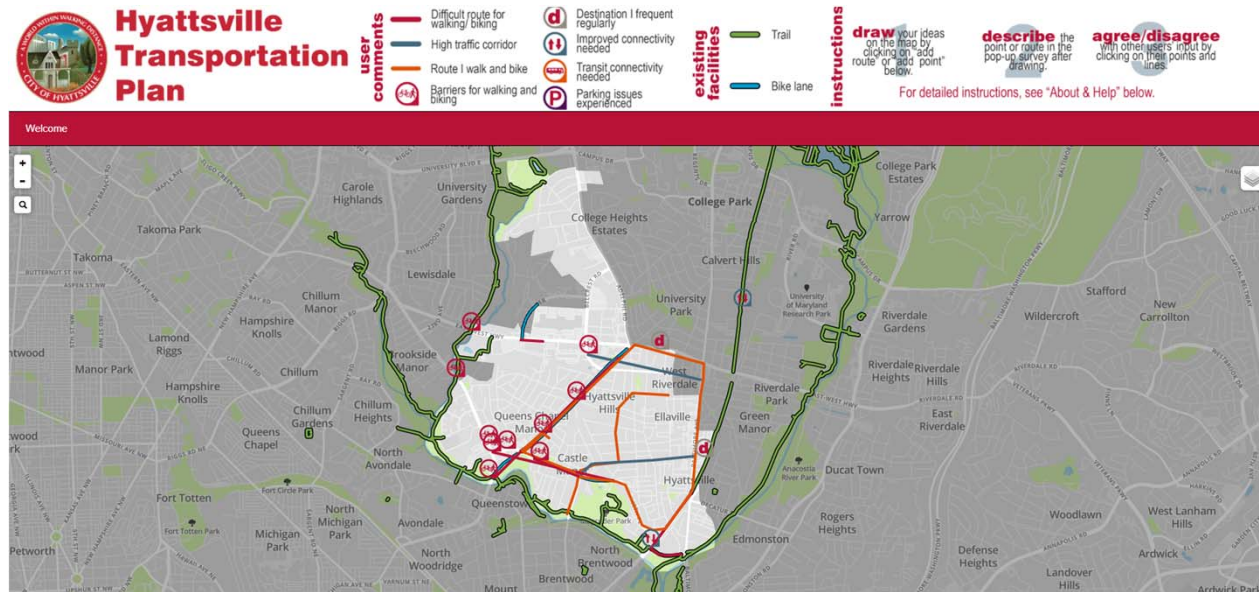
valeriva sherman commented on



WIKIMAP

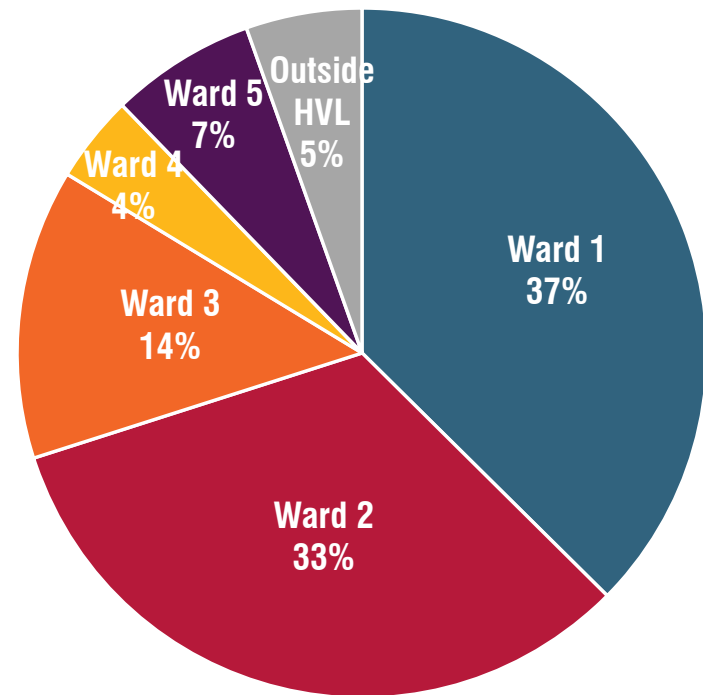
ENGLISH: <http://bit.ly/HyattsvilleTMP>
ESPAÑOL: <http://bit.ly/HyattsvilleTMPesp>

- WikiMap in English and Spanish
- Online interactive map with comments about:
 - Destinations
 - Problem areas
 - Connectivity gaps
 - High traffic corridors
 - Barriers to walking and biking



WIKIMAP RESPONSES

- 147 responses received as of March 13 (an increase since December)
- Most responses from Wards 1, 2, and 3
- Need more responses from Wards 4 and 5 to understand travel habits there



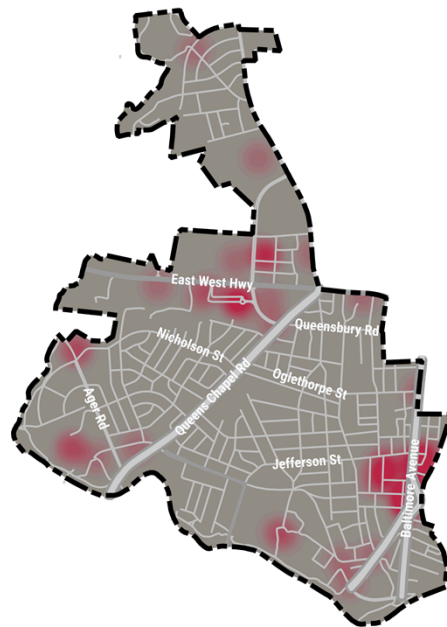
STAKEHOLDER INPUT

- September 20th @ City Hall

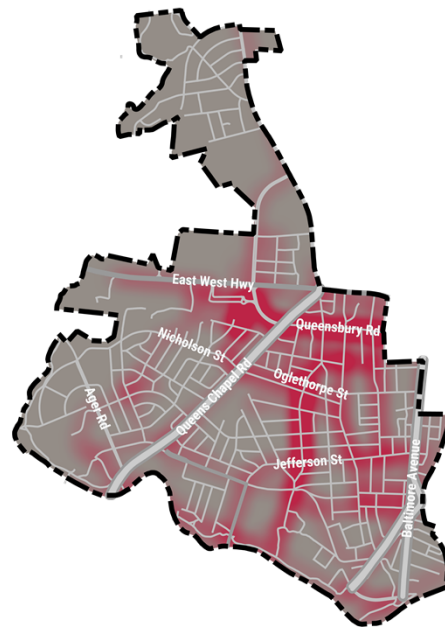


WHAT WE HEARD

Destinations



Routes people walk + bike

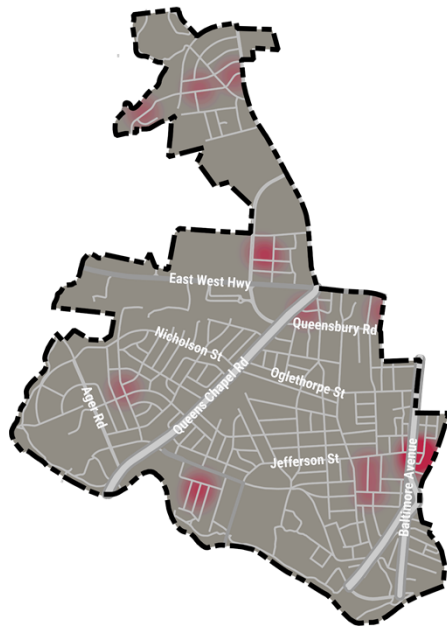


- Destinations include both Metro stations, Prince George's Plaza/UTC, and Arts District
- Most respondents identified major walking and biking routes in Wards 1 and 2

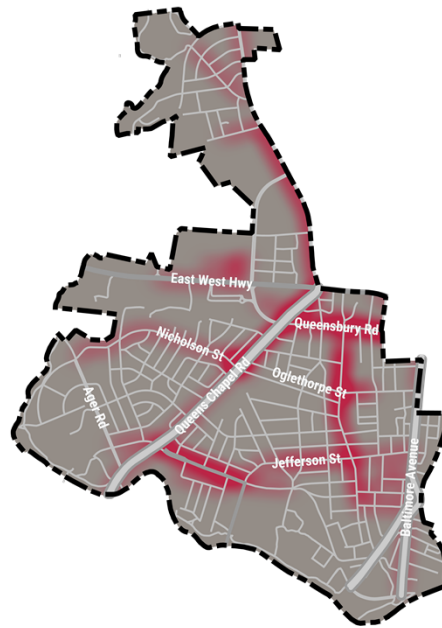


KEY ISSUES

Parking issues



High traffic

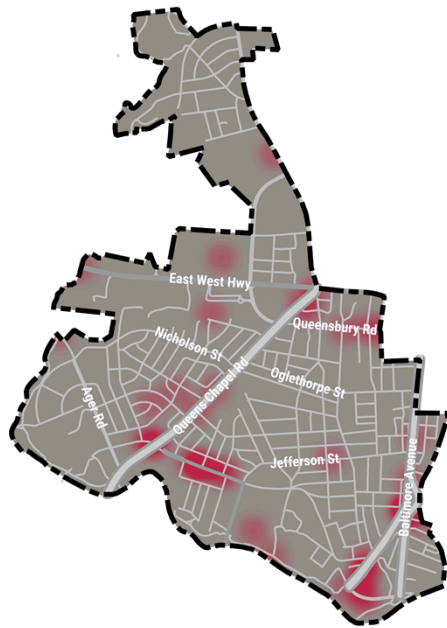


- University Town Center, Arts District identified as areas with parking issues
- Residents identified several “high traffic” City streets
 - Queensbury
 - 42nd
 - Hamilton/Jefferson
 - Nicholson

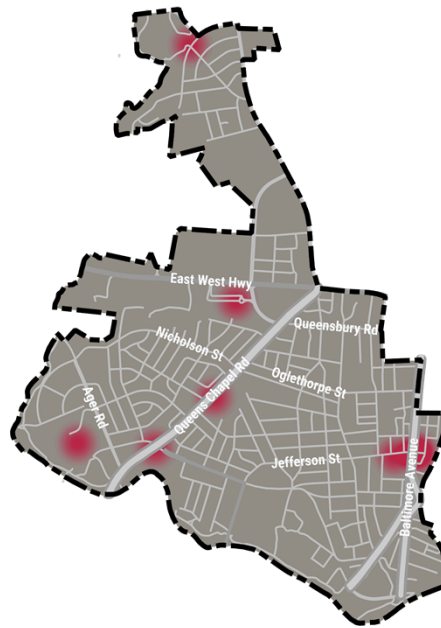


DESIRED CONNECTIONS

Connectivity needed



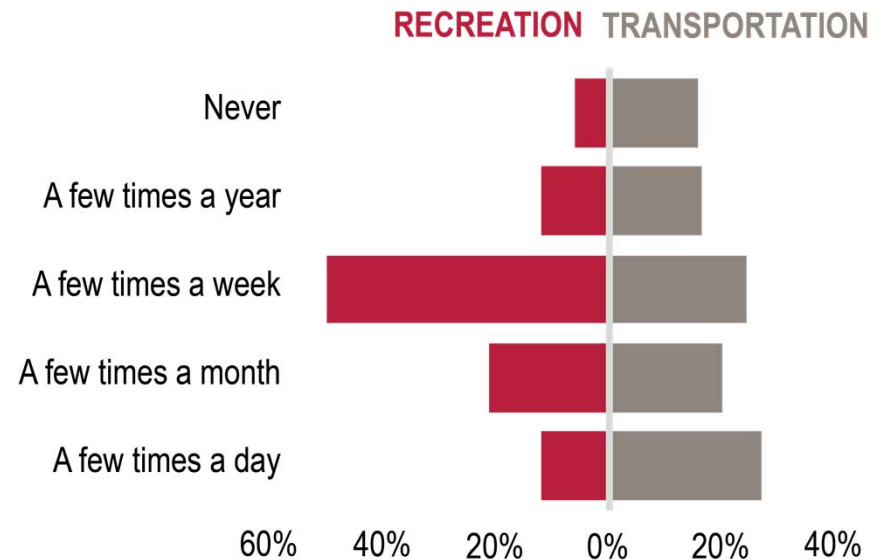
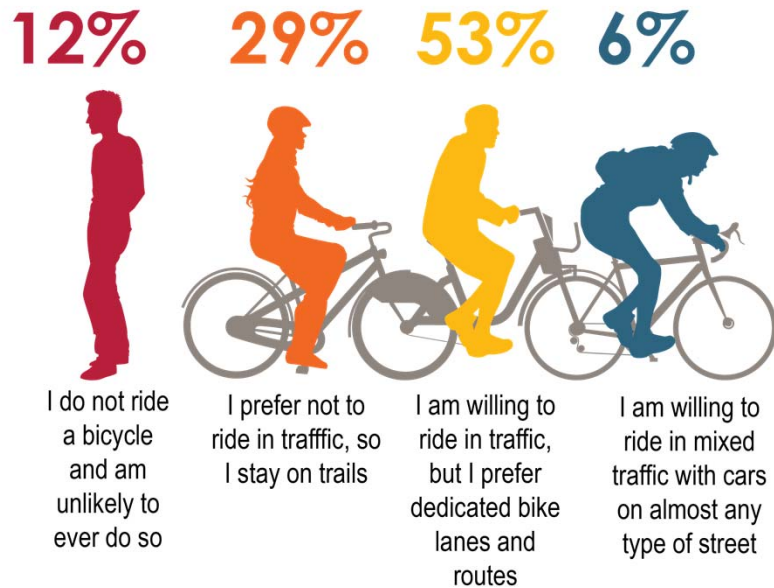
Transit connectivity needed



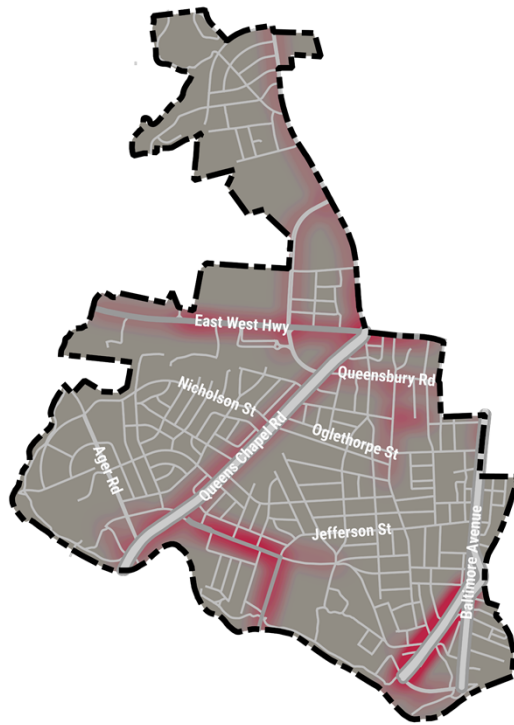
- Missing connections cluster around Queens Chapel Road, Rhode Island/Baltimore Ave, Queensbury Road
- Need for transit connectivity around both Metro stations, Arts District



BICYCLING + WALKING HABITS



BARRIERS FOR WALKING + BIKING



- Respondents identified major roads as barriers for walking and biking
 - East-West Highway
 - Queens Chapel
 - Adelphi
 - Belcrest
 - Hamilton + 38th
 - Rhode Island

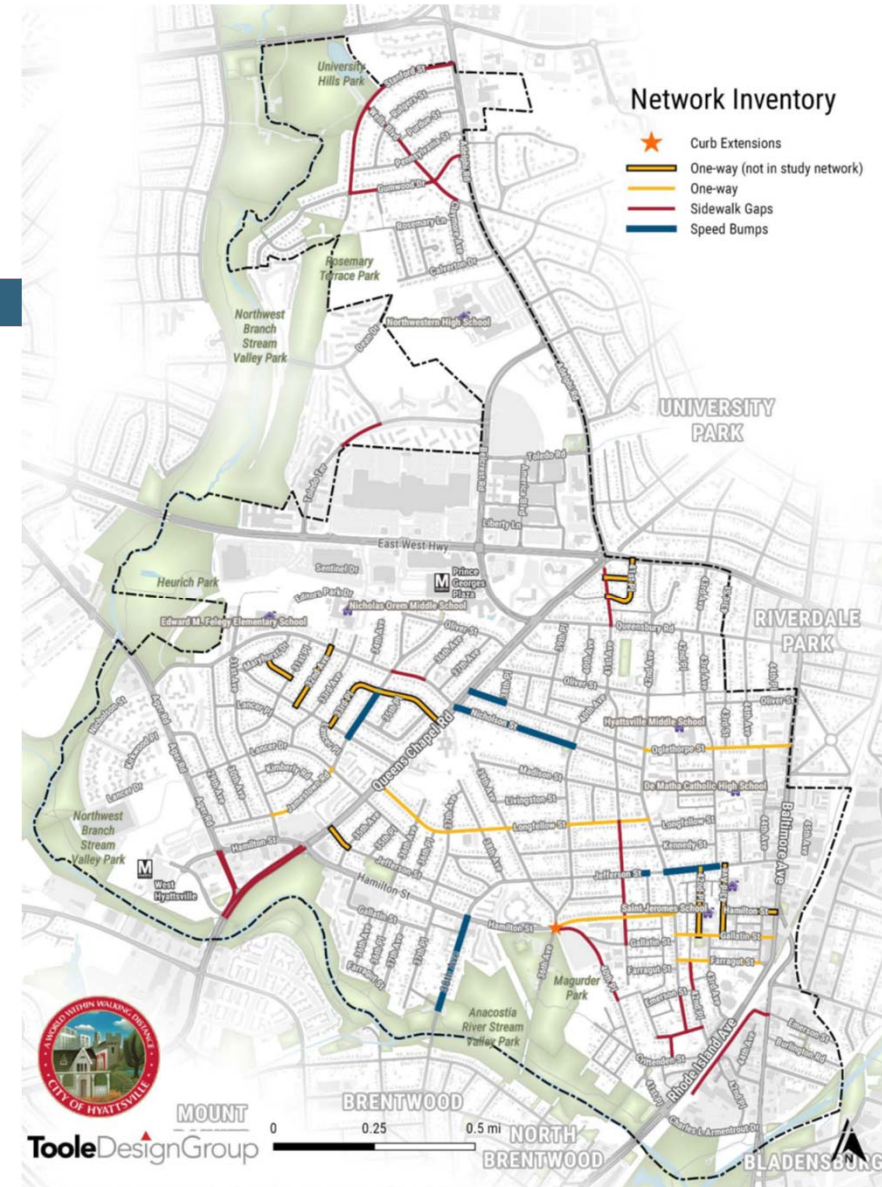


FIELD INVENTORY

- Physical inventory assessing:
 - Roadway network
 - Sidewalk gaps
 - Bicycle infrastructure
 - Traffic calming
 - Wayfinding signage
 - Intersection operations
 - Parking occupancy



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TRAVEL PATTERNS

- Most trips beginning in Hyattsville end somewhere else, and most trips ending in Hyattsville begin somewhere else
- Largest share of trips to or from Hyattsville start or end elsewhere in Maryland
- Many short trips take place within Hyattsville- focusing on Prince Georges Plaza, Arts District, West Hyattsville Metro
- The busiest city streets are:
 - Belcrest
 - Hamilton
 - Jefferson
 - Nicholson
 - Queensbury



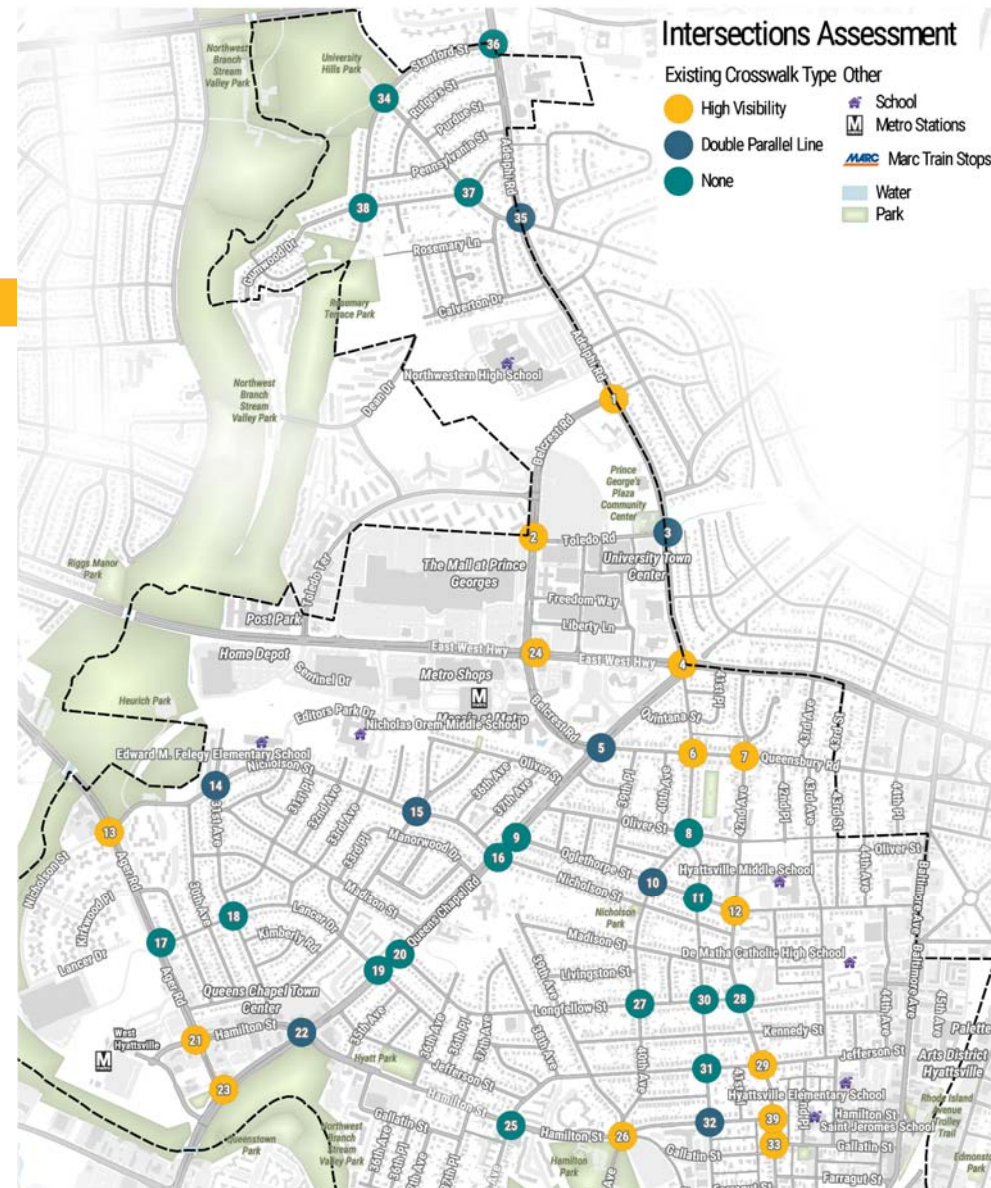
INTERSECTIONS

- Assessed nearly 40 intersections
- Most intersections function relatively well
- Significant delay at:
 - Queens Chapel/Nicholson
 - Baltimore Ave/East West Highway
 - Baltimore Ave/Hamilton
 - Rhode Island Ave/Armentrout
 - East West HWY/Toledo Terrace
 - East West HWY/Editors Park Drive
 - Queens Chapel/Adelphi Road
 - Ager Road/Nicholson



CROSSWALKS

- 38% have no crosswalks
- 36% of studied intersections have “high-visibility” crosswalks
- 25% have “Continental” (double parallel line) crosswalks
- Wards 2 and 4 have fewer high-visibility crosswalks



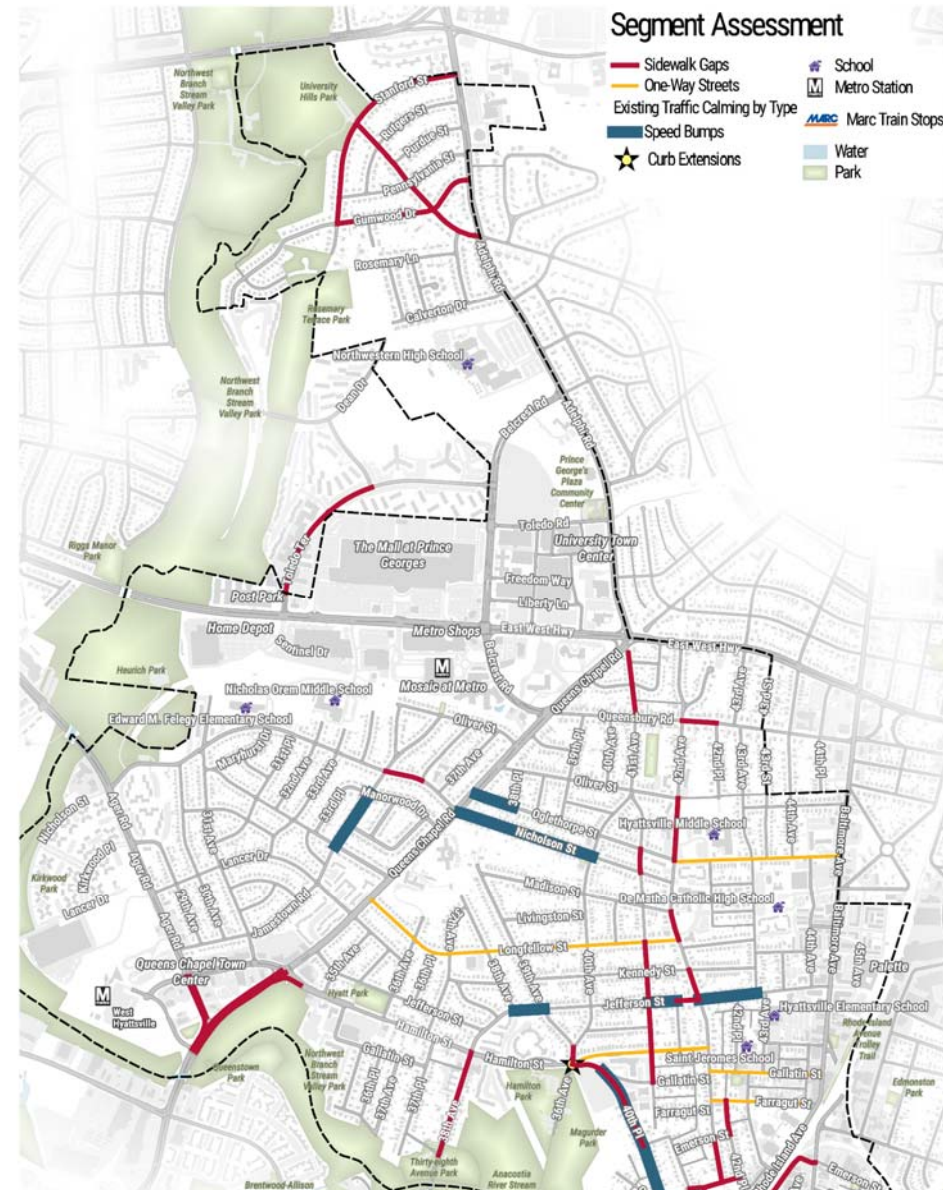
SIDEWALKS

- Comprehensive sidewalk coverage across the City
- Sidewalk conditions vary widely
- Obstructions like trash cans or utility poles
- Changes in grade and material
- Substandard or missing curb ramps create barriers for people with disabilities or using strollers



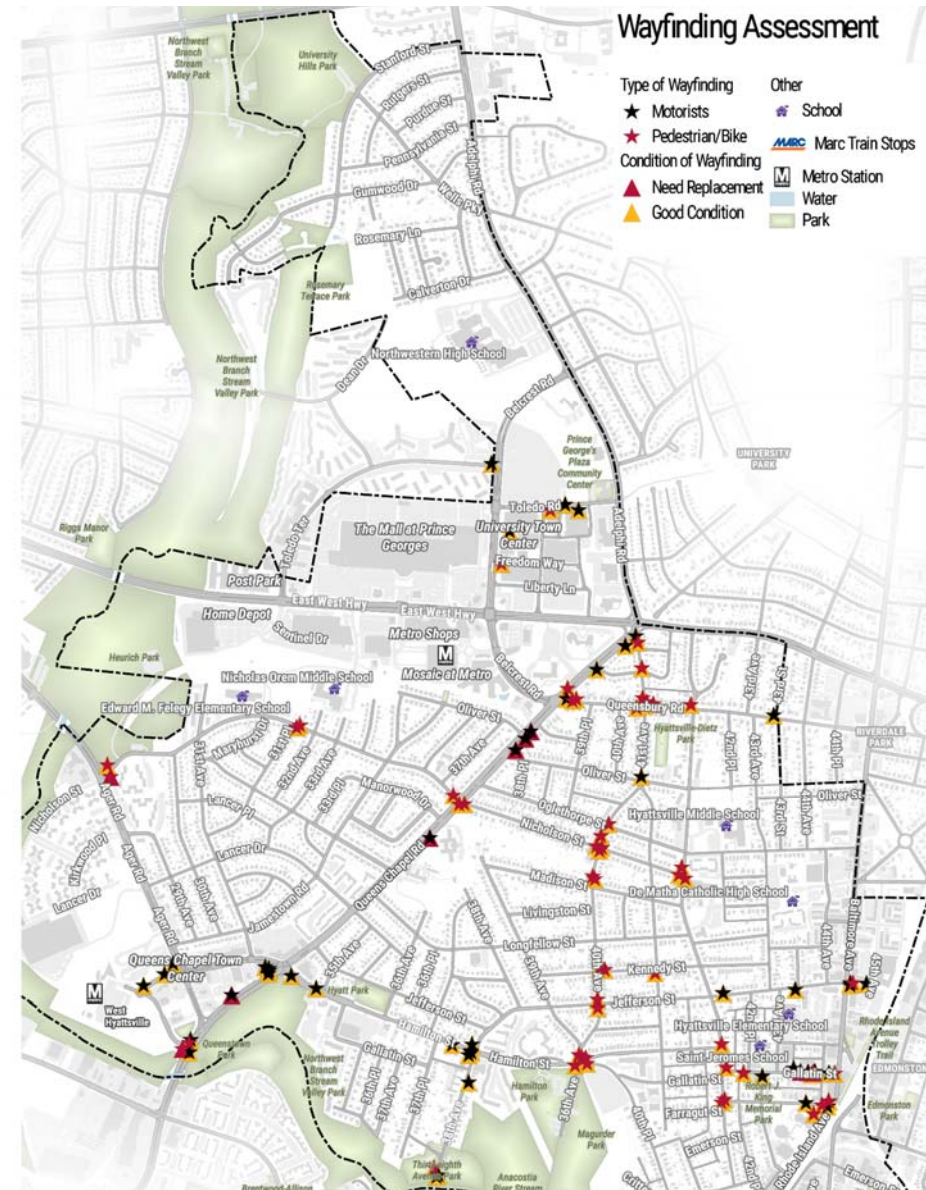
NETWORK INVENTORY

- 10% of streets assessed lack sidewalks
- Gaps at Queens Chapel Road and Ager Road contribute to problematic pedestrian conditions
- Sidewalk gaps in historic neighborhoods on 38th, 41st, and 42nd avenues
- One-way streets within historic neighborhoods



WAYFINDING INVENTORY

- Existing wayfinding signs are generally in good condition
- Signs do not comply with MUTCD standards or have a consistent design with City branding
- Existing signage not located in visible places or sometimes difficult to read



SCHOOL OBSERVATIONS

- Circulation observations at five schools
 - St. Jerome Academy
 - Hyattsville ES
 - Hyattsville MS
 - Felegy ES
 - Nicholas Orem MS
- Common issues include deficient curb ramps, sidewalk obstructions, high vehicle speeds

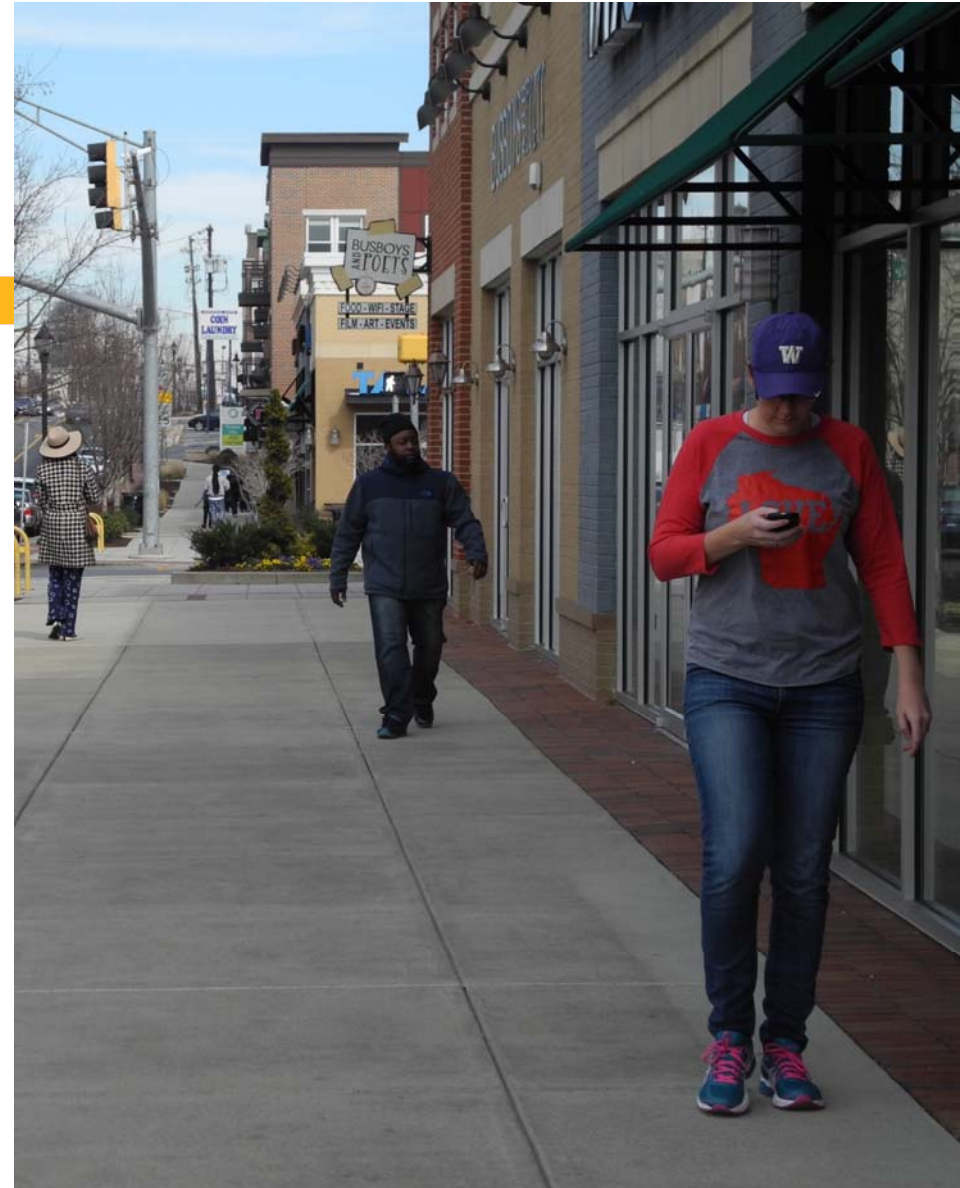


NEXT STEPS

- Add'l Parking Counts – **March 2018**
- Draft Recommendations – **Spring 2018**
- Draft Plan – **Late Spring 2018**
- Public Engagement – **Late Spring 2018**



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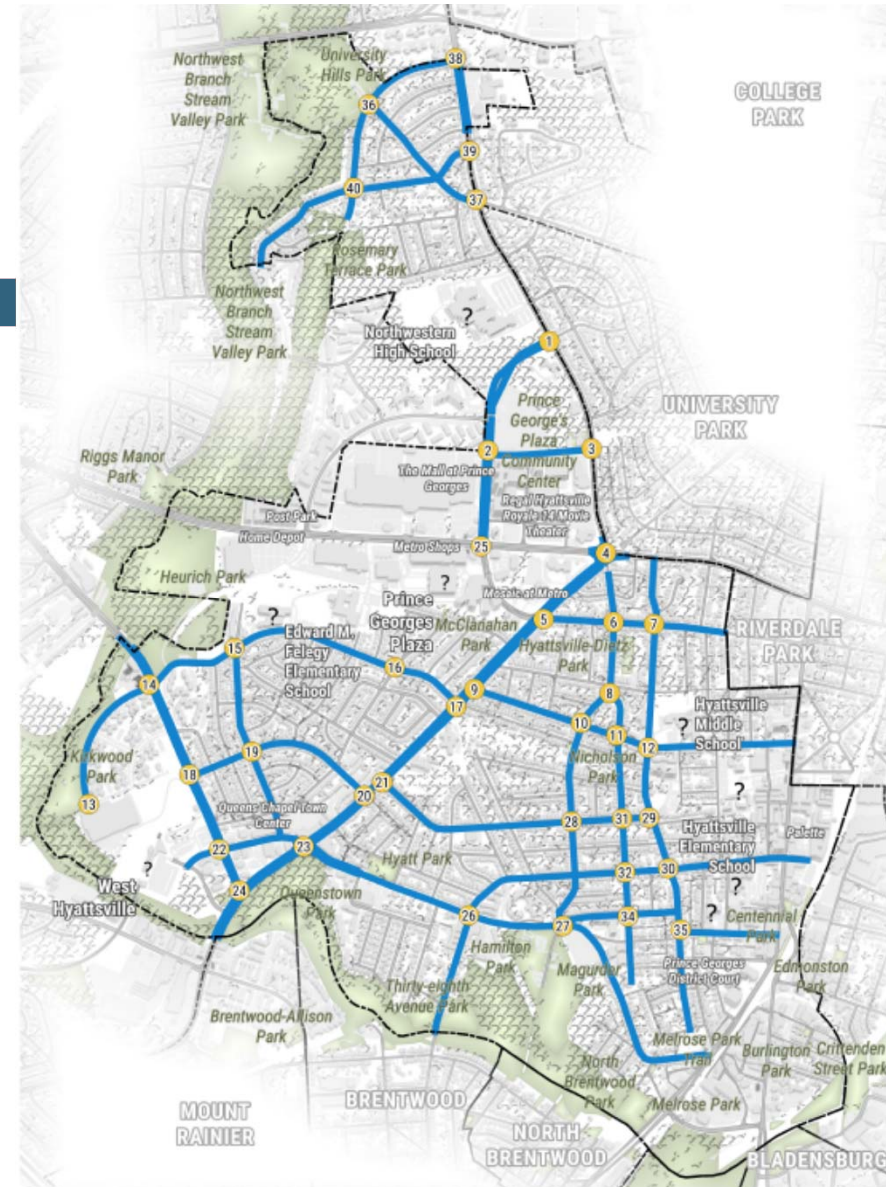


Thank You



BIKE/PED ASSESSMENT

- Identified 40 preliminary intersections
- Several local and collector streets
- Collecting various data:
 - Absence of sidewalks, cross-walks, ADA ramps, push buttons, “**desire-lines**”, etc.
 - Street width, travel lanes, parking
 - Bike lanes, sharrows, trails, etc.



TRAFFIC COUNTS and ANALYSIS

- Identified 34 study intersections with 30 signals
- Conducted AM and PM peak hour counts
- Identifying intersections with long delay and queues
- Included impact of planned developments
- Identified future impacts on delays and queues
- Recommend mitigations to reduce congestions



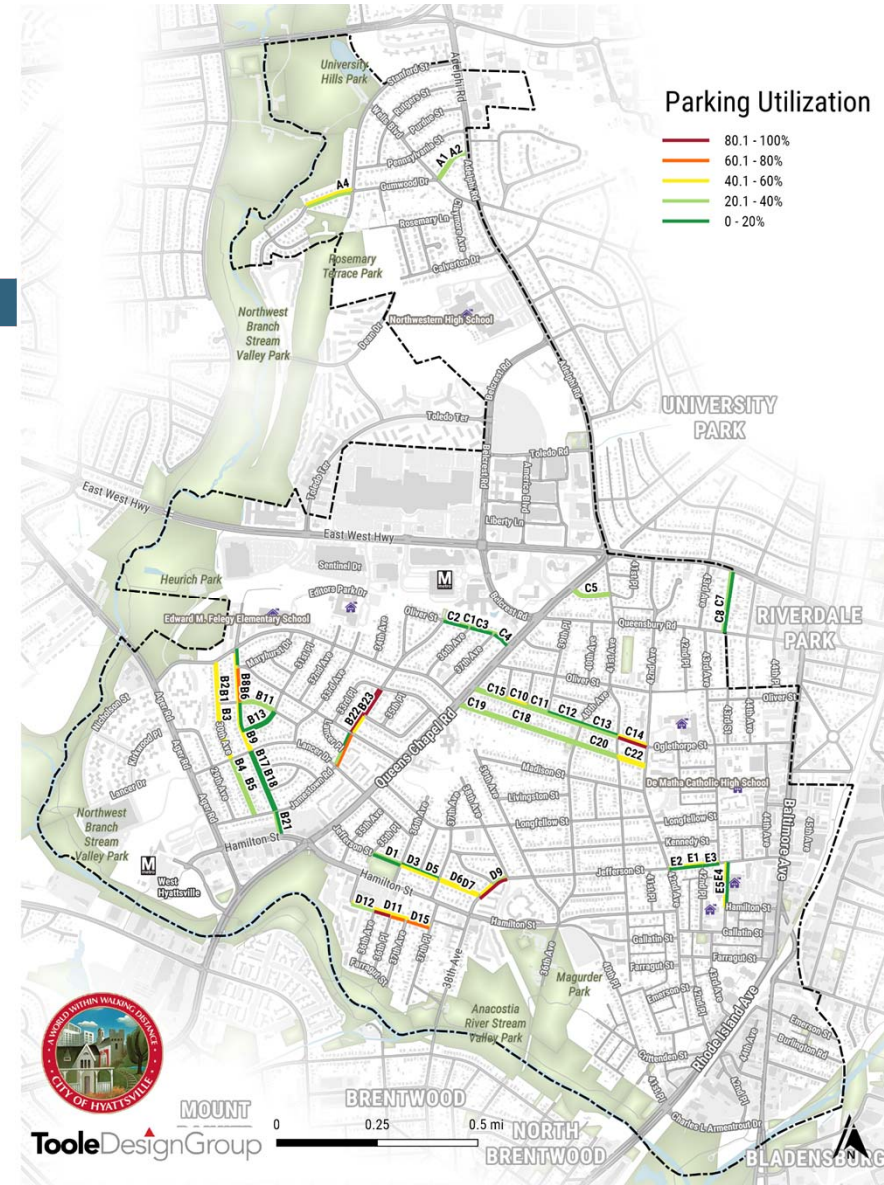
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- Identified areas with parking concerns
- Assessed parking usage
- * Conducting additional parking counts in in southern Hyattsville



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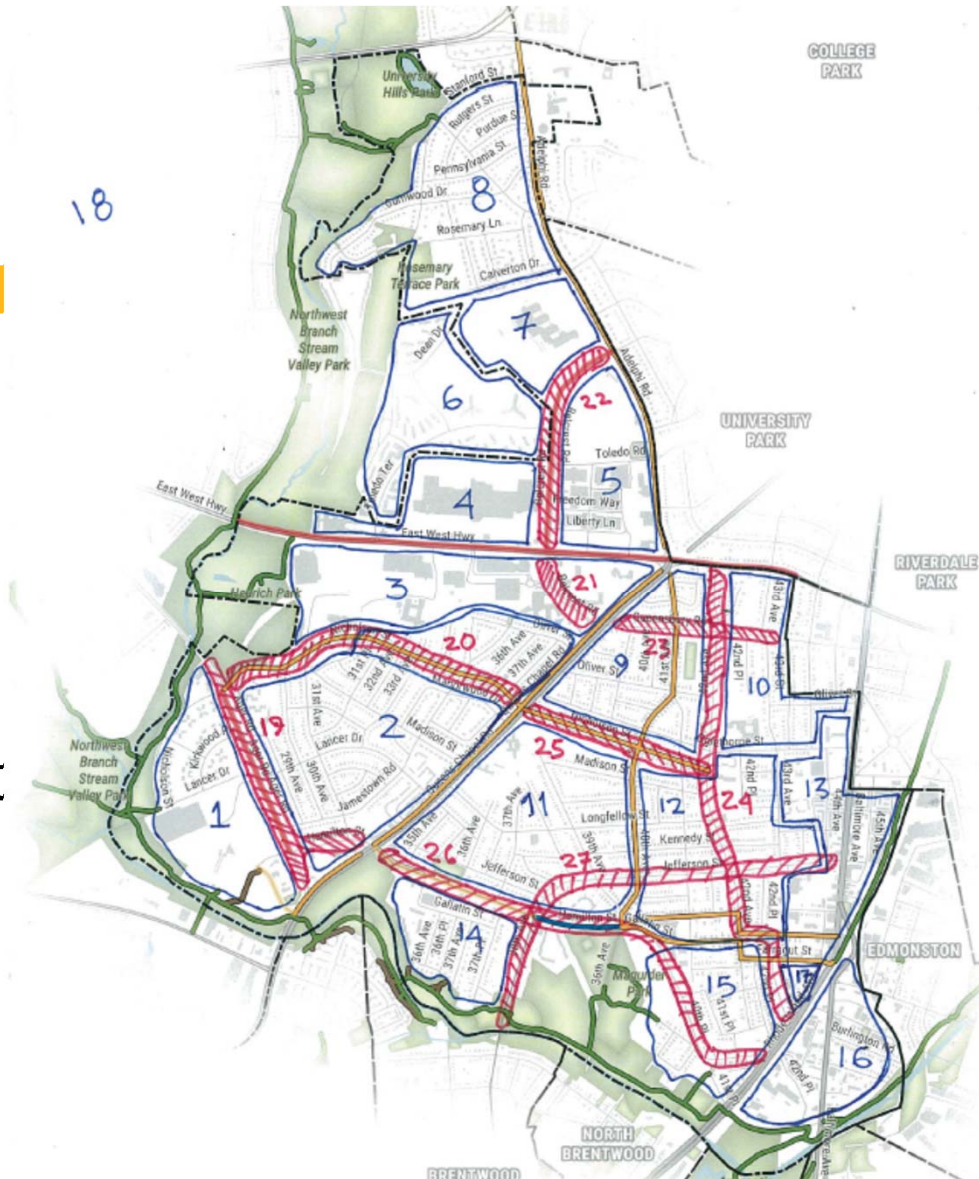


'BIG DATA' ANALYSIS

- Use anonymous cell-phone route data
- Identify short trips within the City
- Identify any cut-through traffic
- Recommend bike and pedestrian project to facilitate short trips
- Recommend traffic calming measure to discourage cut-through traffic



TooleDesignGroup



WAYFINDING

- Inventory existing Wayfinding signs
- Provide consistent Wayfinding design
- Present implementation plan



TooleDesignGroup





Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by:

Submitting Department: Community & Economic Development

Item Type: Planning & Development

Agenda Section: Consent Items (8:50 p.m. - 8:55 p.m.)

SUBJECT

Sacred Heart Home DSP-17053

HCC-231-FY18

Recommendation:

I move that the City Council authorize the Mayor to submit correspondence on behalf of the City of Hyattsville to the Maryland-National Capital Park and Planning Commission in support of the Detailed Site Plan application DSP-17053 for the Sacred Heart Home.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Sacred_Heart_Action_Memo.docx](#)

[111417 Sacred Heart Home 11x17 Presentation Drawings.pdf](#)

[Planning Committee Minutes - 01.16.2018.doc](#)

Summary Background:

The applicant is proposing razing of an existing 74,545 sq. ft. Nursing Home & Convent facility and construction of a modern 69,430 sq.ft. facility with identical uses.

The applicant is proposing a significant renovation of a non-conforming use (it is not permitted 'by-right') within the Gateway Arts District Table of Uses. M-NCPPC has determined that the applicant is required to file for a Preliminary Plan of Subdivision and Detailed Site Plan and that the approval of the M-NCPPC Planning Board is required prior to the applicant proceeding with any of the proposed modifications to the property.

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

On January 16, 2018, the applicant met with the Hyattsville Planning Committee to present and discuss the subject property. Planning Committee members were supportive of the application as presented. The proposal was discussed by the City Council at the March 5, 2018 City Council meeting.

Strategic Goals:

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

Legal Review Required?

N/A



Memo

To: Mayor and City Council

CC: Tracey Nicholson, City Administrator

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

Date: March 9, 2018

Re: DSP-17053: Sacred Heart Home

Attachments: 111417 Sacred Heart Home Presentation Drawings

Planning Committee Minutes – 01.16.2018

The purpose of this memorandum is to provide the Mayor and members of the City Council with information on Detailed Site Plan (DSP) 17053 -Sacred Heart Home.

- The applicant is proposing razing of an existing 74,545 sq. ft. Nursing Home & Convent facility and construction of a modern 69,430 sq.ft. facility with identical uses.
- The applicant is proposing a significant renovation of a non-conforming use (it is not permitted 'by-right') within the Gateway Arts District Table of Uses. M-NCPPC has determined that the applicant is required to file for a Preliminary Plan of Subdivision and Detailed Site Plan and that the approval of the M-NCPPC Planning Board is required prior to the applicant proceeding with any of the proposed modifications to the property.
- The applicant evaluated the feasibility of renovating of the current facility and determined that the cost was prohibitive and the 'institutional' layout of the post-WWI constructed facility would fail to meet the programmatic needs of the organization.
- City Staff is supportive of the proposed Detailed Site Plan application and recommends that the City Council move to support the application without conditions.

Project Details

The Sacred Heart property is located at 5805 Queens Chapel Road. The property is 8.91 acres and currently has three structures on site: a nursing home, a convent, and a priest's home. The applicant is proposing razing of an existing 74,545 sq. ft. Nursing Home & Convent facility and construction of a modern 69,430 sq.ft. facility with identical uses.

The applicant is proposing redevelopment of the site with a continuation of the existing 'non-conforming' use to include construction of a new facility with adjacent, connected structures and the permanent demolition of the priest quarters, as well as the demolition and reconstruction of both the convent and nursing home.

The property is zoned R-55 and exists within the Traditional Residential Neighborhood character area of the Gateway Arts District Sector Plan. The nursing home is a certified non-conforming use, as it was built in 1926, long before the Gateway Arts District plan was enacted. As a certified non-conforming use, the property is permitted to continue as a nursing home, so long as the use is uninterrupted for a period of no more than 6-months.

The applicant evaluated the feasibility of renovating of the current facility and determined that the cost was prohibitive and even if financially viable, the post WWI 'institutional' layout of the facility would fail to meet the modern programmatic needs of the organization and its residents.

The applicant plans to phase the project to avoid any lapse in operation or care for its current residents. The applicant is proposing a significant renovation of a non-conforming use (it is not permitted 'by-right') within the Gateway Arts District Table of Uses. M-NCPPC has determined that the applicant is required to file for a Detailed Site Plan and that the approval of the M-NCPPC Planning Board is required prior to the applicant proceeding with any of the proposed modifications to the property.

The applicant has advised the City that the project will likely occur in three phases.

- Phase I: Razing of the convent and rebuilding of it in its current location;
- Phase II: Construction of the new residential facility and transferring residents to the new building;
- Phase III: Razing of the existing building and construction of a breezeway connecting the convent to the nursing home.

The current nursing facility has a maximum occupancy of 100-beds and the new building will have a reduction to a maximum of 44-beds. The applicant is proposing new facilities with a reduced total square footage of 5,000 square feet, however the current facility is multi-story and the new facilities will have a one and a half-story building layout, resulting in an increase in the net building footprint on the site.

The applicant proposes to retain the current parking lot to park the site. Due to the lowered facility occupancy, the existing lot is sufficient to meet the Prince George's County parking requirements. Once the residents have transferred to the new nursing facility, the existing building will be razed and that area will be landscaped to create a walking path/sitting space for residents.

Associated Development Review

For the purposes of meeting technical requirements, this development will need to go through the minor subdivision process. Due to its categorization as a minor subdivision, there is no public hearing and it will receive its review (approved/denied) administratively by the M-NCPPC Director. City Staff does not anticipate providing comments specific to the subdivision application.

Variance Requests

The applicant is not seeking any variances for the project.

Planning Committee Review

On January 16, 2018, the applicant met with the Hyattsville Planning Committee to present and discuss the subject property. Planning Committee members were generally supportive of the application as presented. The Committee stated a few concerns regarding stormwater management and tree loss. The applicant detailed the stormwater management concept plan, and also provided explained the rationale for building the new home adjacent to, instead of in place of, the current nursing facility. Committee members also recommended that the applicant make efforts to engage adjacent owners, which the applicant has complied with by scheduling a public “open house” to inform nearby residents about the plans and their estimated time schedule. The minutes from the January meeting are attached to this memo.

Staff Review and Recommendations

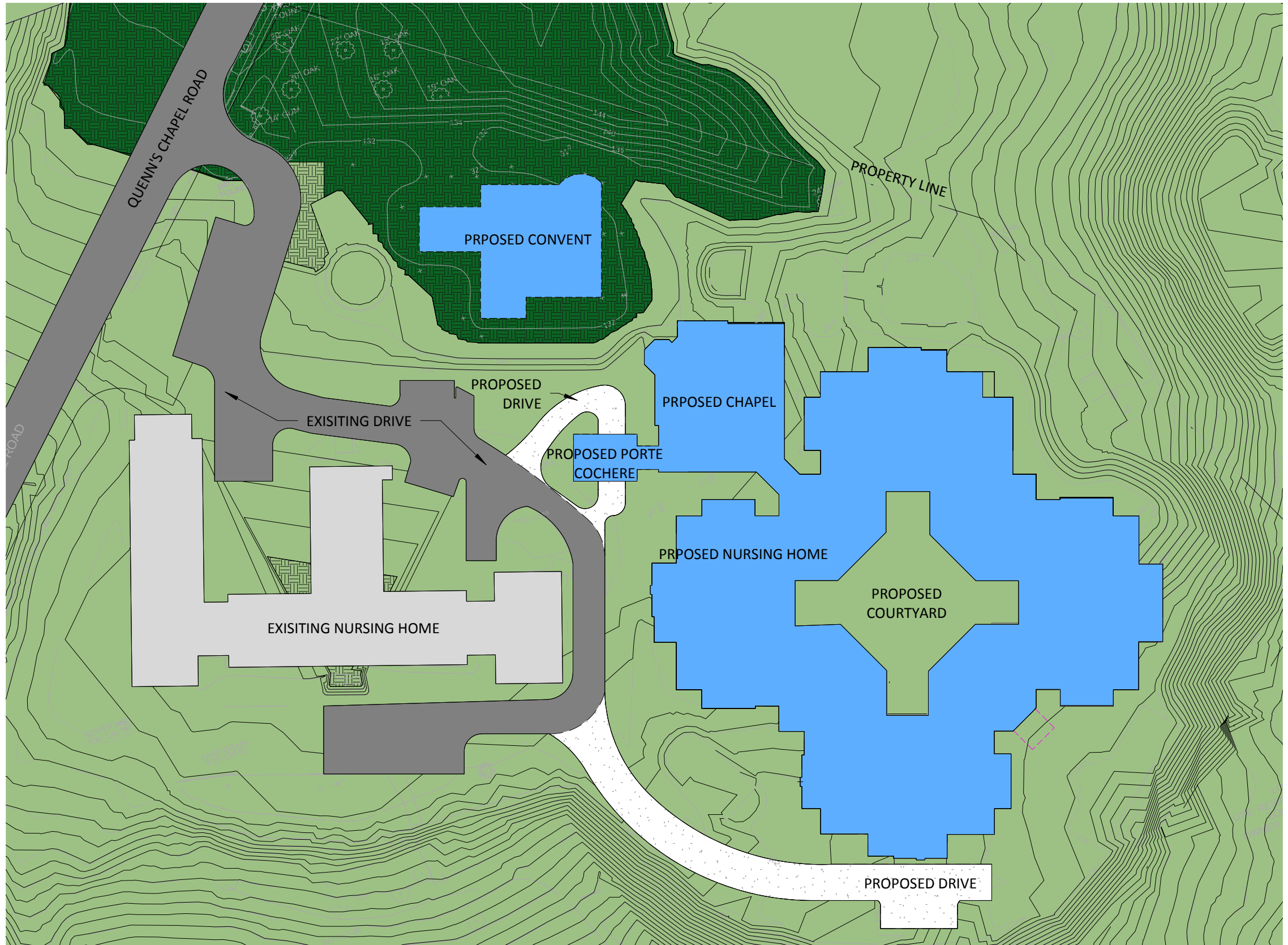
The project takes place wholly on property owned by the Sisters Servants of Mary Immaculate, and due to the large size and wooded nature of the property, will have minimal effects on the surrounding neighborhood. Generally, the existing and proposed use are considered ‘low-trip generation’. Vehicular access will continue through Queen’s Chapel Road, and the reduction in occupancy is likely to generate less daily vehicle trips in the future that the facility does now.

The applicant will be required by M-NCPPC to meet all applicable Stormwater Management and Landscape Manual requirements.

City Staff is supportive of the proposed Detailed Site Plan application and recommends that the City Council move to support the application without conditions.

Next Steps

The Sacred Heart project is scheduled to come before the City Council for “Action” on March 19, 2018. City comments are due to M-NCPPC on March 28, 2018. This case is scheduled to come before the Prince George’s County Planning Board on May 2, 2018.



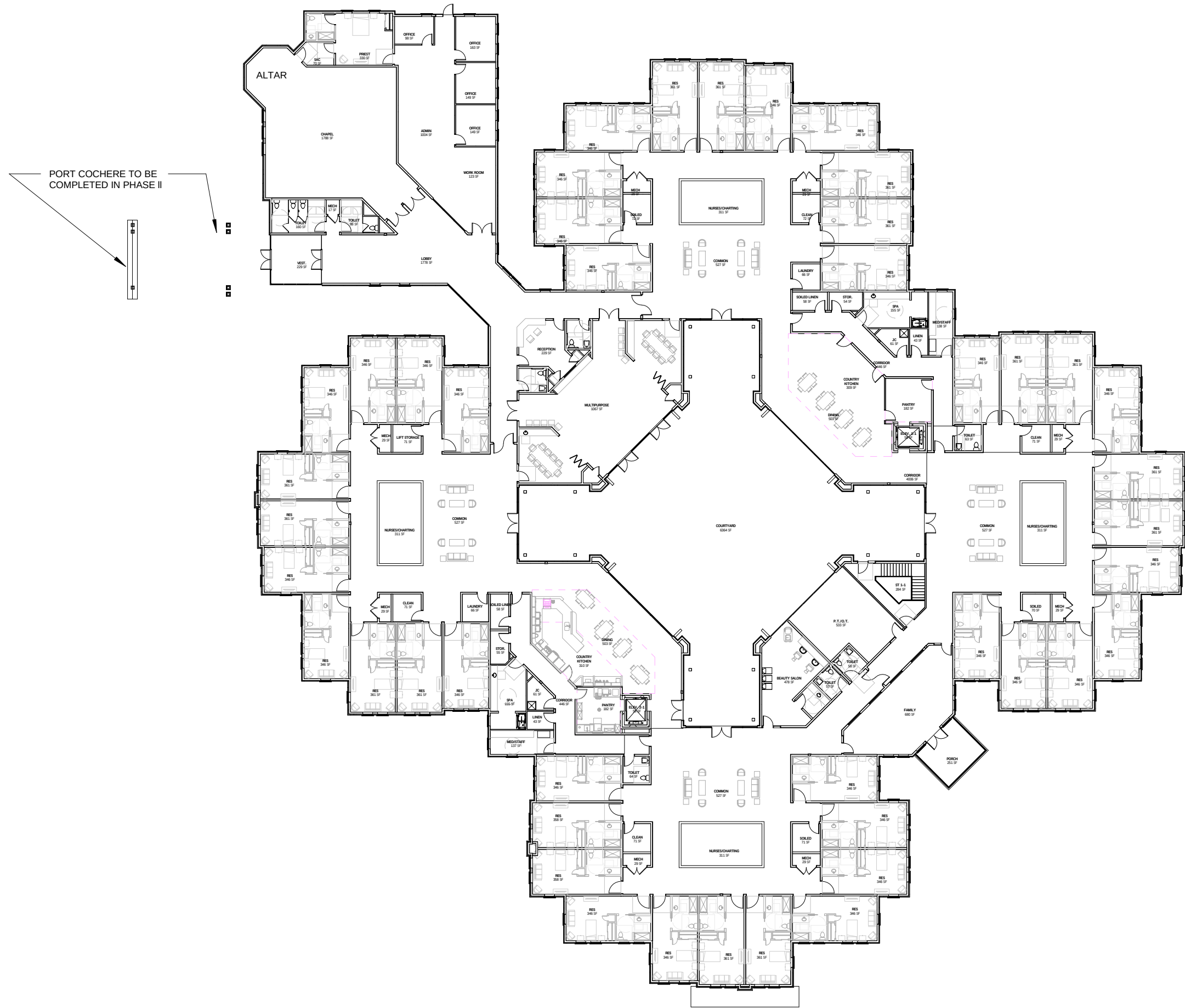
SACRED HEART REPLACEMENT NURSING COMMUNITY

5805 QUEEN'S CHAPEL ROAD
HYATTSVILLE, MD 20782

CON 11x17 - PLOT PLAN
Scale: 1" = 60'-0"

hord | coplan | macht
11.14.2017

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SACRED HEART REPLACEMENT NURSING COMMUNITY

5805 QUEEN'S CHAPEL ROAD
HYATTSVILLE, MD 20782

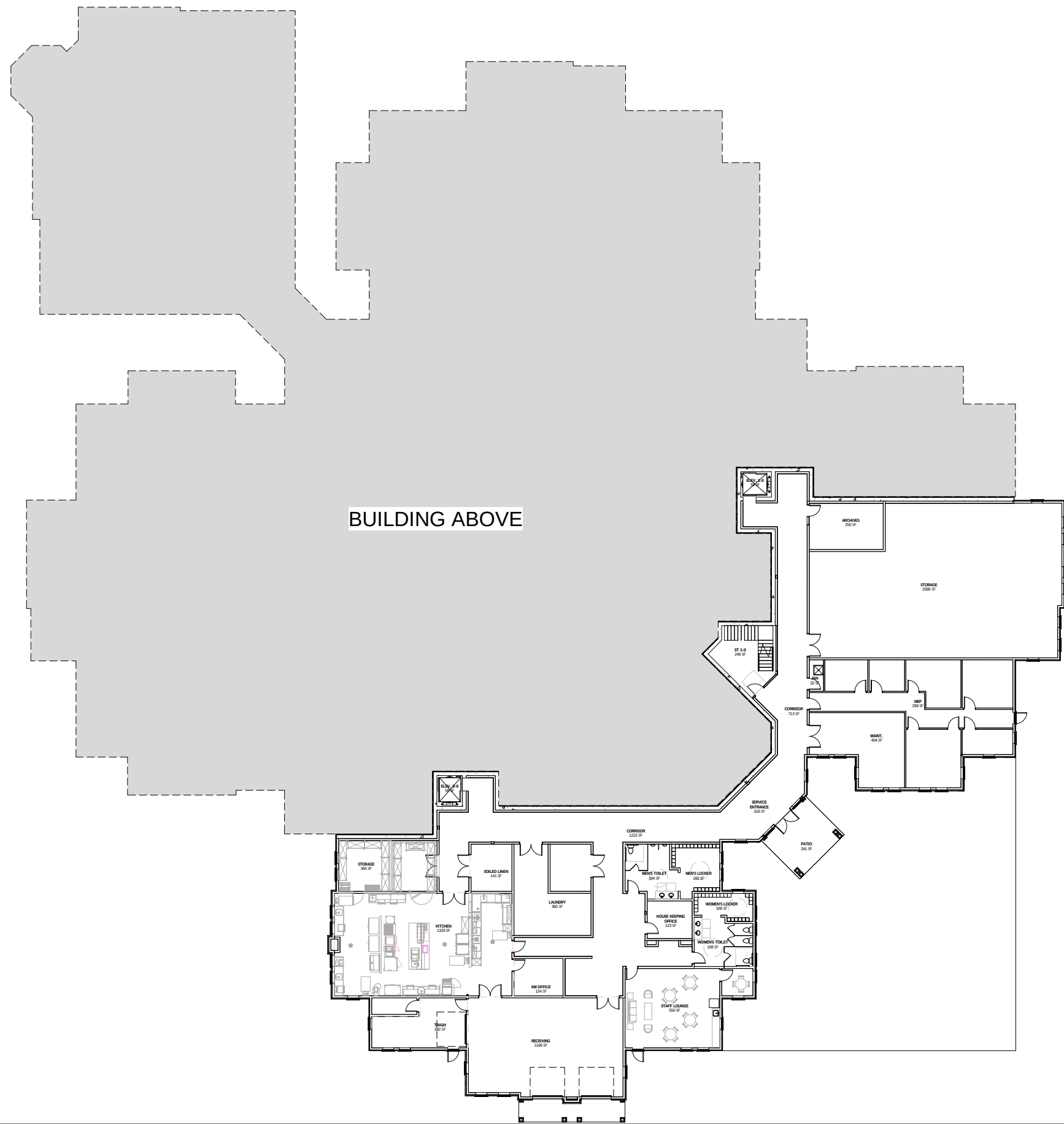
Level 1 - Overall Floorplan

Scale: 1/32" = 1'-0"

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SACRED HEART REPLACEMENT NURSING COMMUNITY

5805 QUEEN'S CHAPEL ROAD
HYATTSVILLE, MD 20782

Service Level - Overall Floorplan

Scale: 1/32" = 1'-0"

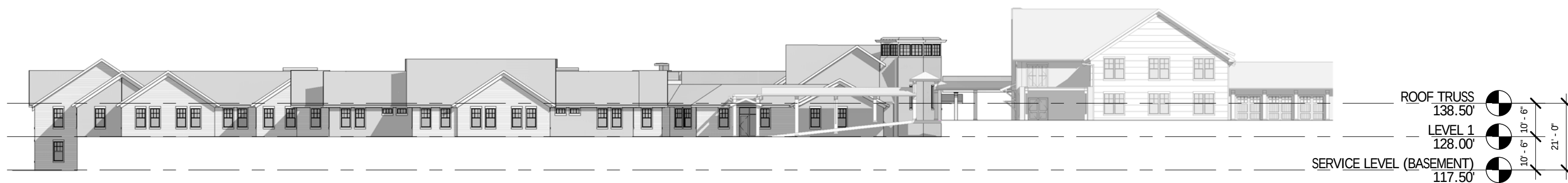
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① NURSING HOME EAST ELEVATION
1/32" = 1'-0"



② NURSING HOME NORTH ELEVATION
1/32" = 1'-0"

SACRED HEART REPLACEMENT NURSING COMMUNITY

5805 QUEEN'S CHAPEL ROAD
HYATTSVILLE, MD 20782

EXTERIOR ELEVATIONS

Scale: 1/32" = 1'-0"

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① NURSING HOME SOUTH ELEVATION
1/32" = 1'-0"



② NURSING HOME WEST ELEVATION
1/32" = 1'-0"

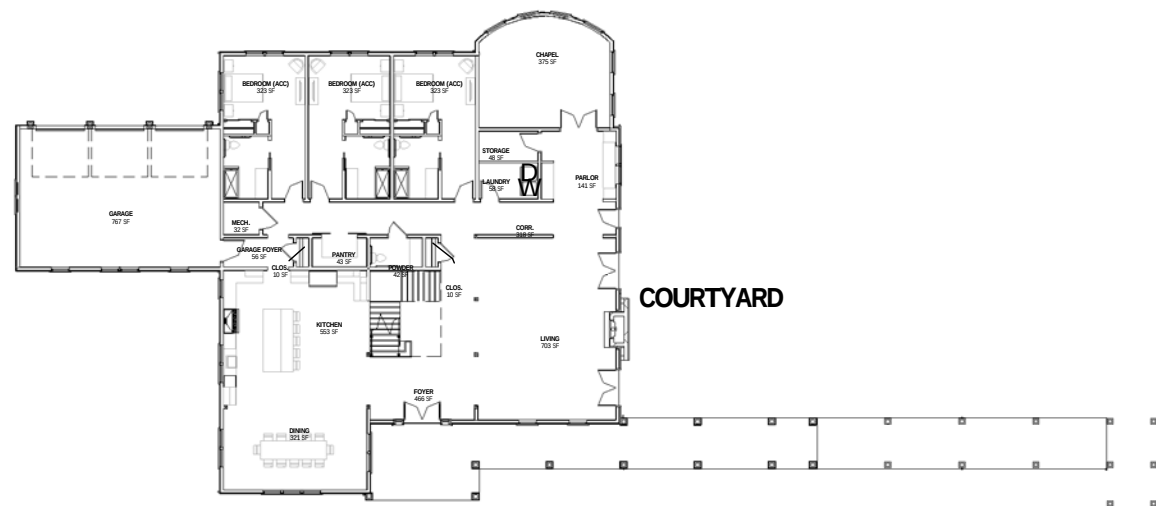
SACRED HEART REPLACEMENT NURSING COMMUNITY

5805 QUEEN'S CHAPEL ROAD
HYATTSVILLE, MD 20782

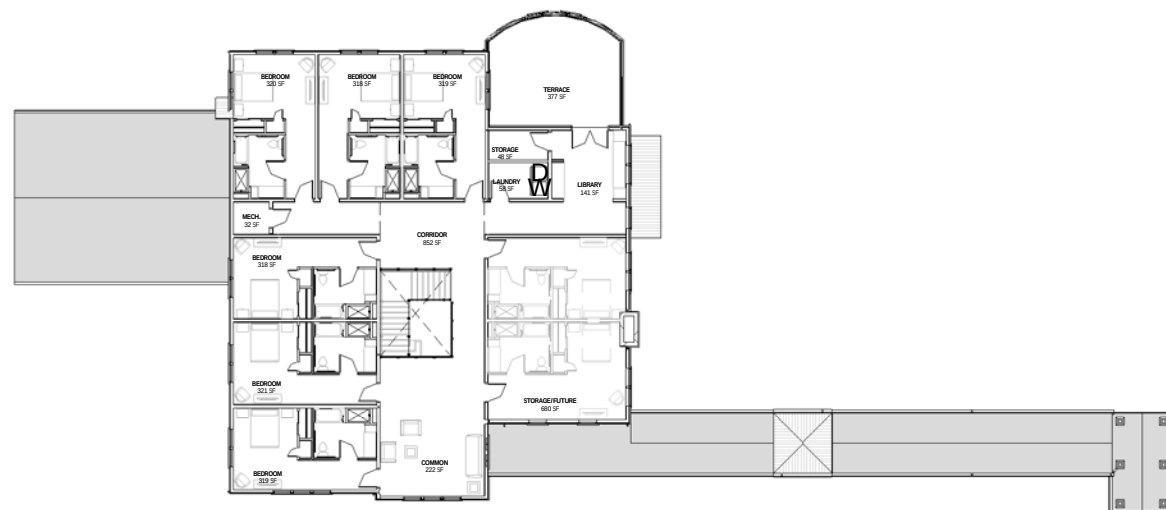
EXTERIOR ELEVATIONS
Scale: 1/32" = 1'-0"

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① CONVENT LEVEL 1
1/32" = 1'-0"



② CONVENT LEVEL 2
1/32" = 1'-0"



⑤ SOUTH ELEVATION Copy 2
1/32" = 1'-0"



⑥ WEST ELEVATION Copy 2
1/32" = 1'-0"



③ CONVENT EAST ELEVATION
1/32" = 1'-0"



④ NORTH ELEVATION Copy 2
1/32" = 1'-0"

SACRED HEART REPLACEMENT NURSING COMMUNITY -

CONVENT CHAPEL ROAD
HYATSVILLE, MD 20782

Scale: CONVENT
1/32" = 1'-0"

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CITY OF HYATTSVILLE
PLANNING COMMITTEE AGENDA
JANUARY 16, 2018

1. Introduction of Committee & Guests Members (7:36 PM)
 - Todd Dengel
 - Wil Maxwell
 - Nkosi Yearwood
 - David Marshall
 - Thomas Wright
 - Thomas Sheffer
 - Mike Bello
 - Jim Chandler
 - Katie Gerbes
 - Chad Bederka – HCM Architects
 - Joe Welkie Jr – Bayview Enterprises
 - David Bickel – Soltesz
 - Sister Vacha Kludziak – Sacred Heart Home
 - Sister Mary Imiolek – Sacred Heart Home
 - Larry Taub – O'Malley, Miles, Nysten & Gilmore
2. Committee Business (7:37 PM)
 - Adoption of Minutes from November 2017
 - o Minutes could not be adopted at the start of the meeting because a quorum was not present
 - o Minutes adopted unanimously at 8:28 PM
 - Next Meeting: February 27, 2018
3. Sacred Heart Home (7:38 PM)
 - Sacred Heart home is a nursing home located on Queens Chapel Road and has been there since 1926
 - Seeking to rebuild the nursing home, as well as the convent located on the property
 - Convent is not large enough to house all the sisters, so would like to construct a new convent building
 - Current facility for residents is outdated, very medical in nature, without much privacy or many amenities.
 - Building is in a state of disrepair with costly renovations as a result of being over 90 years old.
 - Project would occur in three phases. Phase 1 would involve the demolition the convent and rebuilding it in its current location. Phase II would be building the new residential facility, moving residents over, then demolishing the existing

facility. Phase III would be building a breezeway to connect the convent to the residential facility.

- New residential facility will accommodate 44 residents, down from the current capacity of 100. It would be laid out to be 4 “neighborhoods” of 11 residents, where each neighborhood has its own living and communal spaces.
 - Square footage will be reduced from 74,545 sqft to 69,430 sqft.
- Will be going through a DSP process because nursing home is not a permitted use for this zoning or character area within the Gateway Arts District Sector Plan. The nursing home predates the plan, so it is a certified non-conforming use, and we are allowed to expand/alter through the DSP process.
- DM: Is the building two story or three stories?
 - Nursing home is a story and a half
 - DM: Plans to expand that in the future?
 - No
- TS: is the plan to just leave open space where the current building is now?
 - Yes, we will landscape it and make it a place where residents can go outside on nice days. It could include fountains, plants, etc., and will be wheelchair accessible
 - Will be using existing parking for the new facility, except for a few handicapped spaces that will need to be added
 - TS: It is a loss of trees in the area
 - Yes, but not that many. Many are old and have caught lightning
- TS: What sort of outreach has been done in the area?
 - There aren't many neighbors, because the property is at a steep grade and heavily treed. Informational mailings have gone out to neighbors and will be hosting a meeting with them specifically
- NY: Can you walk us through the decision to layout the site? The first building is near Queens Chapel, where this is more tucked into the community.
 - The original building was built before Queen's Chapel Road, so the front faces south; what is seen from Queen's Chapel is the rear of the building.
 - There is a lot of topography that is constraining, so there was only so much space that would work from a grade perspective that allows for the existing building to remain so that residents can be transitioned.
- NY: What are the areas bubbled in?
 - There is no stormwater management on the site because it predates it. With the new development, there's are several smaller drainage areas being placed throughout the property. There would be no increase of water runoff since currently there is none.
- NY: What is the setback from the property line and the edge of the building? And what is the required setback
 - Rear yard is 20 feet, side yard is 55 feet at the closest point from the property line.
- TS: Concerned that there is no obvious catchment in the western edge of the parcel

- There is another catchment on the neighboring parcel, but there will be no increase in runoff
- NY: If the building could move a bit towards Queen's Chapel, it seems to be better for loss of trees, mitigating stormwater and neighborhood effects
 - Can't move closer because it would encroach on the physical plant which can't be disturbed while the residents are still living in the old building. Have moved it around several times, but this seems to be the best location.
- NY: Is this a by-right use?
 - It is a certified non-conforming use, as of the 2004 Gateway Arts District Sector Plan. Nursing home is not an allowed use within the sector plan, but because there will be no ceasing of operations, it will continue as a certified non-conforming use.
 - NY: Does the zone permit you to expand beyond the existing square footage?
 - In the sector plan it notes that alteration of a certified non-conforming use you can do so through a detailed site plan, which is why we're here tonight. There will be a net decrease in square footage overall.
- TD: Why are you reducing the size of the home?
 - Provider's tax is extremely expensive, and a smaller size results in a smaller tax. Sisters are aging as well, so shifting to quality over quantity and keeping a smaller group of residents.
 - TD: Will this result in any residents losing their housing?
 - No, we will just not allow new residents until we get the size down.
- WM: Will the construction entrance be on Queen's Chapel Road?
 - Yes, it will keep trucks out of neighborhood and on the main roads.
- JC: Can you describe the 3 phases:
 - Phase 1 is the convent, phase 2 is the nursing home and phase 3 is the breezeway between the buildings
 - Idea is to minimize moves for all, but having the sisters and residents only have to move once.
- DM: You spoke about the driveways and that Queen's Chapel Road will be the construction entrance. Is that the only entrance?
 - Yes.
- DM: You said you are downsizing the facility, is the primary reason the cost and taxes?
 - No, we would like to really focus on improving the quality for everyone. It is more administrative than a business decision.
 - Another thought is that there is not as many women entering the religious life anymore, so there are quickly going to be less sisters entering able to care for the residents, and they know there will be less of them in the future.

- DM: You talked about a decrease in square footage, but isn't there a decrease in footprint?
 - That is correct.
- NY: I see you have a proposed wall that is running 165 feet. How much of the single-family properties does that cover?
 - Each name is a different property, so it is covering 3 properties. The wall itself will be between 2-8 feet
 - NY: Material?
 - Haven't decided on that yet.
 - NY: Any additional landscaping would be welcomed and encouraged.
- TD: What is the estimated timeframe?
 - Currently going through the permit process as well as the certificate of need process because we are temporarily creating new beds. Will be in the process for that certificate through June. We're hoping the County process will be complete around June so construction can begin in late summer and would be finished in late 2019.
- NY: What is going to happen when you add the space outdoors where the existing building is?
 - It is not that large of an area, but hoping to have some wheelchair accessible walkways, fountains and stations of the cross or grottos for residents to reflect. There may be benches and tables as well.
- TS: Continue to be concerned about the impact on the four lots on the southeast side, so just to pay attention to landscaping and perhaps reach out to those residents and try to get them informed and involved in this process.
- TD: There are some critical moving parts, most importantly the current residents and the impacts of construction that need to lay together succinctly and it is not an easy task. Just try to create a nice atmosphere during this transition time for residents.
- No Planning Board date yet determined.
- If anyone wants to come and get a tour of the facility, call Sister Vacha and she can arrange for that.

4. Landy Development Discussion (8:26 PM)

- Landy applicants presented in November their preliminary Plan of Subdivision. Since then, they have met with M-NCPPC and have proposed a series of changes, that are reflected in the illustrative you have.
- City staff and M-NCPPC were under the impression that the applicant would be submitting a new plan, but the applicant did not seem to think that was the case. It is likely that over the next week or two we will get a new plan and supportive documents.
- There is a minor reduction in units, an increase in roadway and alley with to comply with the TDDP and County standards.

- The applicant is proposing an access easement that would connect to Northwestern High School, with funding set aside to pay for a path, if the school agrees.
 - o Does not mean that there will be a path, but legally and financially allows there to be if the school agrees.
- Originally was supposed to get comments from Planning Committee tonight for a discussion with the Council on Monday, but their City Council schedule has been pushed back.
- Plan to build the roads to the public standard and deed them to the City. We have asked for the alleys do also be dedicated, which they are discussing internally.
- NY: Is the property owner planning on coming back to the committee for an update?
 - o JC: I don't know, but I suspect they will just want to deal it out with the Council. Changes don't look large on the illustrative, but operationally they are pretty significant for us.
- NY: Did anyone at the City raise issues regarding the single use nature of the site being that it is just townhouses.
 - o JC: No, because they do not believe a multi-family facility would be competitive and we sort of believe that. This is the neighborhood edge, not the downtown core.
 - o NY: was thinking a mix of duplex, triplex, quads, etc. could make a more competitive and interesting product.
 - o JC: We don't disagree, but the applicant has done their market research and has ultimately landed on this product mix.
- Unit widths will vary from what they said in November, largely adding more 20" widths.
- DM: Is the entrance onto Dean Drive new?
 - o KG: No, there has always been three entrances: Dean, Northwest and Belcrest
- Parkland within the development will remain under the management of the HOA, which is fairly low cost considering the City will take control over the higher dollar features such as road infrastructure and maintenance
- Assuming M-NCPPC and the applicant clarify the path going through, will come to the City Council in February
- TS: Do they have any programming recreation space
 - o KG: Not to my knowledge, they have the "sledding hill" at the north of the site, and they are also making improvements off site on Dean Drive at a property they own. We don't have the final plans, so we don't really know what will/won't be provided.
- NY: The issue for the City in my opinion is that the TDDP has a key recommendation for an open space falling on this property. The attorneys here last time said it was a floating symbol that will fall to someone else. The City should fight for more open space on the property to be consistent with the plan. If that can't happen, there needs to be a great connection to Northwestern.

- o WM: What they are proposing is offsite, and this many units needs dedicated on site recreation space.
- TD: There is no community center, no real open space or any indoor facility to be as a meeting place or rec room like exists with the Lustine Center at EYA.
 - o DM: They could do that where the stick of 5 houses is need the pool.
 - o JC: The only thing I would say is there is a significant cost to the HOA to carry the cost of that.
 - o DM: Why wouldn't we (as the City) want to put something like that there to be an asset for that part of the community.
- TS: It seems like there are opportunities to add some sort of tot lot, pavilion or some other amenity space in the development.
- NY: At a minimum should build in some flexibility on the preliminary plan to build in a variety of housing types. From an investment perspective, they may want to have some flexibility for themselves for some other types of units.

5. Development Updates (8:52 PM)

- NY: What is going on with the lights on Belcrest?
 - o JC: I think they are going to have to redo the entire network, because their patching of it is not working. Total cost is estimated at \$3 million, so it would need to get into the County's CIP. If they redo the system, Pepco will take ownership of the lights, bringing it off of the books for the County.
- DM: What makes those lights so expensive?
 - o They need to change out the conduit to a different size, and the current location is not conducive to that new size, so they would need to move the entire underground network.
- Kiplinger should deliver units through October this year. Average sale price for townhouses (28 sold) is \$473,000. Average home price of condos (22/40 sold) \$446,000. Multifamily building should start leasing at the end of the year.
- Regarding the Baltimore Avenue building, we are working through the lienholders, which is time intensive because there are 11. This should be resolved in the next 6 months. The court system gives the owner the right to return this into a habitable building, which isn't possible for this building, but the law still gives them a reasonable opportunity to do so.
- Pad site at the mall hasn't been released, but we have a call with them tomorrow to discuss.
- NY: What is the latest with the parking garage at Arts District Hyattsville.
 - o JC: City Council approved in December the transfer of our remaining grant balance to the revenue authority, allowing them to work on the development of a garage. We will probably come to the Council in February with a developed concept. We will need to do one more round of financial analysis before presenting.
 - o TD: Isn't the parcel with the Maryland Building under contract?
 - JC: Yes, but that may or may not move forward unrelated to the garage.

- NY: What is the latest with 4307 Jefferson and what is happening there?
 - o JC: probably in the spring. The company that has effectively bought that block needs to continue getting their ducks in a row before moving forward.
 - o NY: Did they buy anything up on Hamilton Street.
 - JC: No and they do not plan to.
- Riverfront at West Hyattsville is moving dirt and doing their grading, but will likely determine their architectural package this summer. Their multifamily may come online around the same time as the townhouses just as a practical matter of the dirt work taking so long for the townhouses.
- NY: What is the latest with the Ager Road project.
 - o JC: The presented at a recent City Council meeting, they will be phasing in short spurts, so one section will be terrible for 3 months at a time, but then it will be done.
 - o NY: The final product will look worse than Queen's Chapel Road, and they are still not planning on adding a light at Nicholson Street.
 - JC: That is correct, they have said this light is not eligible for a light.
- TS: Has this committee seen anything regarding the WSSC building?
 - o JC: Not yet, but we will likely see plans coming to the Planning Committee in March.
 - o DM: Has anyone else bought it?
 - JC: They have a contract, but have not closed on the property.
 - o NY: Is the base zone being retained?
 - JC: I don't think they are planning on going through a rezoning.
- NY: What is the latest for this building?
 - o JC: It is on hold, mostly because we have two expensive renovations of the police and DPW facilities. We likely won't move on 4310 Gallatin until those projects are under construction.

6. Adjourn (9:11 PM)



Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Contract

Agenda Section: Consent Items (8:50 p.m. - 8:55 p.m.)

SUBJECT

Landscape Maintenance Contract

HCC-234-FY18

Recommendation:

I move that the Mayor and Council authorize the award of a one (1) year contract, renewable by the City Administrator for up to three (3) additional years to Level Green Landscaping LLC for landscape maintenance at various locations in the City at an annual cost not to exceed \$60,000, upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

Summary Background:

The City of Hyattsville relies on an outside contractor to perform a portion of the landscaping services in the parks and green spaces throughout the City. The current contract has expired, we solicited a Request for Proposal in February and we received two proposals for consideration.

The Request for Proposal (RFP) for the Landscape Maintenance includes a broad scope of landscaping tasks and services at various locations with the City of Hyattsville. Tasks include but are not limited to the following:

The Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive condition throughout the contract period. Maintenance of landscape areas shall include but not be limited to mowing, edging, pruning, fertilizing, watering and cleanup. The intent is to maintain a superior appearance of the properties and the Contractor shall maintain such appearance.

Staff recommends that we contract with the incumbent contractor Level Green Landscaping LLC for a one (1) year contract not to exceed \$60,000 with a (3) three contract extension years. Level Green Landscaping offered the best price and best overall value. As the incumbent, they also possesses the knowledge, skills and ability to fully execute the requirements of the scope of work.

Next Steps:

With Council approval, staff will execute a contract for legal review and approval.

Fiscal Impact:

The funding for this contract is in the DPW Parks Division budget.

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Joint Use Agreement

Agenda Section: Consent Items (8:50 p.m. - 8:55 p.m.)

SUBJECT

Heurich Community Park Affirmation of Joint Use Agreement

HCC-235-FY18

Recommendation:

I move that the Mayor and Council approve the Affirmation of Joint Use Agreement with the Maryland National Capital Parks and Planning Commission (MNCPPC) for Heurich Community Park, extending the 2002 Joint Use Agreement 220765-001 until March 14, 2022.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Heurich Mobility Plgrd Agreement 2002.pdf](#)

[220765-001 City of Hyattsville Heurich Community Park.docx](#)

Summary Background:

The City entered into a Joint Use Agreement for the Heurich Community Park with MNCPPC on March 14 of 2002. This Joint Use Agreement allows the City, with MNCPPC permission, the ability to improve the playground and adjacent land. The agreement also includes the City accomplishing overall maintenance and care of the park throughout the life of this agreement.

Next Steps:

With Council approval City staff will continue to maintain and improve the park as needed or requested.

Fiscal Impact:

The funds for maintaining Heurich Park are in the DPW Parks Division operating budget.

City Administrator Comments:

Recommend Approval

Community Engagement:

No community engagement is needed at this time.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Complete

JOINT USE AGREEMENT

THIS AGREEMENT made this 15 day of March 2002, by and between The Maryland-National Capital Park and Planning Commission, a public body corporation, hereinafter referred to as the "Commission"; and the City of Hyattsville, an incorporated municipality located in Prince George's County, Maryland, hereinafter referred to as the "City".

WHEREAS, the Commission is the owner of a certain tract of land containing approximately 5.31 acres acquired by quit claim dated 11 August 1989 from the Washington Metropolitan Area Transit Authority, located within Heurich Community Park of the Northwest Branch Stream Valley Park, being identified as Parcel 5765, tax map 41 and recorded in the land records of Prince George's County in Liber 7404 Folio 518; hereinafter referred to as the "Parcel"; and

WHEREAS, the City received funding from the State of Maryland through the Park and Playground Renovation program to build a universally accessible playground on the Parcel as shown on Exhibit A; and

WHEREAS, the Commission desires to supply recreational space to the City and is desirous of entering into a Joint Use Agreement with the City to provide additional recreational facilities, services and opportunities for the City's citizens and citizens of Prince George's County and the State of Maryland; and

WHEREAS, pursuant to authority contained in Articles 28, Section 5-110 of the Annotated Code of Maryland, the Commission has the authority to enter into a Joint Use Agreement with any responsible organization, corporation, or partnership with such terms and conditions as the Commission may deem advantageous to the betterment of the recreation program; and

WHEREAS, the City is a municipal corporation and is determined by the Commission to be responsible, and that the purposes set forth herein will coincide with and be in furtherance of the intentions of the Commission for the use of the parkland for park and recreation purposes; and

NOW, THEREFORE, in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Commission agrees to allow the City use of the Parcel to establish, construct, administer and maintain a playground for the benefit of its citizens, the citizens of Prince George's County and the State of Maryland, subject to the following conditions to which the parties agree:

1. This Agreement shall become effective on the date first above written and shall be for a period of ten (10) years with one option to renew for ten (10) years. The Commission reserves the right to terminate this agreement on thirty (30) days notice.
2. The City shall use the Parcel solely for recreational purposes.
3. The City may make such improvements, upon prior written approval by the Commission, as is necessary to make the Parcel suitable for park or recreational purposes.
4. The City shall be responsible for making reasonable accommodations for persons with disabilities, ensuring the playground equipment and surfacing meet the current standards of the American with Disabilities Act Accessibility Guidelines, United States Consumer Safety Product Commission, and American Society for Testing and Materials.
5. The City shall not undertake or perform any acts that would render or reasonably tend to render the land unsuitable for park or recreational purposes.
6. The City will submit to the Commission for its approval and review, all plans, drawings, and specifications prior to permit, if required, or construction whichever comes first.
7. The City shall assume all responsibility of maintenance of the existing parking lot and lawn including the removal of litter and debris located within the Parcel.

8. The City shall assume all responsibility for inspections and maintenance of the play equipment including all structures, fixtures, and surfaces.
9. The City shall assume responsibility for any costs incurred in performance of the aforementioned repair and maintenance.
10. The City hereby agrees to indemnify and save harmless, the Commission from and against all actions, liability, claims, suits, damages, costs, or expenses of any kind which may be brought or made against the Commission of which the Commission must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property occasioned by the use of the Parcel to third parties or resulting from the City's negligent performance of or failure to perform any of its obligations under the terms of this Agreement.
11. The City will not be liable for any damages to the Parcel or any third party occasioned by any occurrence or event determined to be an act of God.
12. Upon termination of the Agreement, the City may remove from the Parcel personal property located on the property with the concurrence of the Commission. All other improvements made to the property shall revert to the Commission without cost at the termination of this Agreement.
13. This Agreement may be terminated by the Commission in the event of a material breach thereof by the Town's failure to cure such breach within thirty (30) days of receipt of written notice of the breach.
14. This Agreement may not be assigned or transferred by the City without the prior written consent of the Commission.
15. This Agreement shall be construed, interpreted and enforced according to the laws of the State of Maryland.

16. If any word, phrase clause, sentence, or any paragraph of the Agreement shall be held unconstitutional or otherwise void or unlawful, such holding shall not affect the validity of the remainder of the Agreement.
17. This instrument contains all of the agreements and conditions made between the parties and may not be modified orally or in any other manner other than by an amendment in writing, dated and signed by the parties, such amendment to be made a part of this Agreement.
18. All of the covenants, provisions, terms, agreements and conditions of the Agreement shall inure to the benefit of and be binding upon the Commission, or any successor or assignee of the Commission, and upon the City, or any successor or assignee of the City.
19. All notices to be sent to the parties shall be by postage pre-paid first class mail and may be copied by facsimile. Notices to the City pursuant to this Agreement shall be addressed to

Mayor
City of Hyattsville
4310 Gallatin Street
Hyattsville, Maryland 20780

Or to any designee as established by written notice to the Commission. Notices to the Commission pursuant to this shall be addressed to the Commission at

Director
Department of Parks and Recreation
Maryland-National Capital Park and Planning Commission
6600 Kenilworth Avenue
Riverdale, Maryland 20737

ATTEST

CITY OF HYATTSVILLE

Date



Robert W. Armentrout Date
Mayor

ATTEST

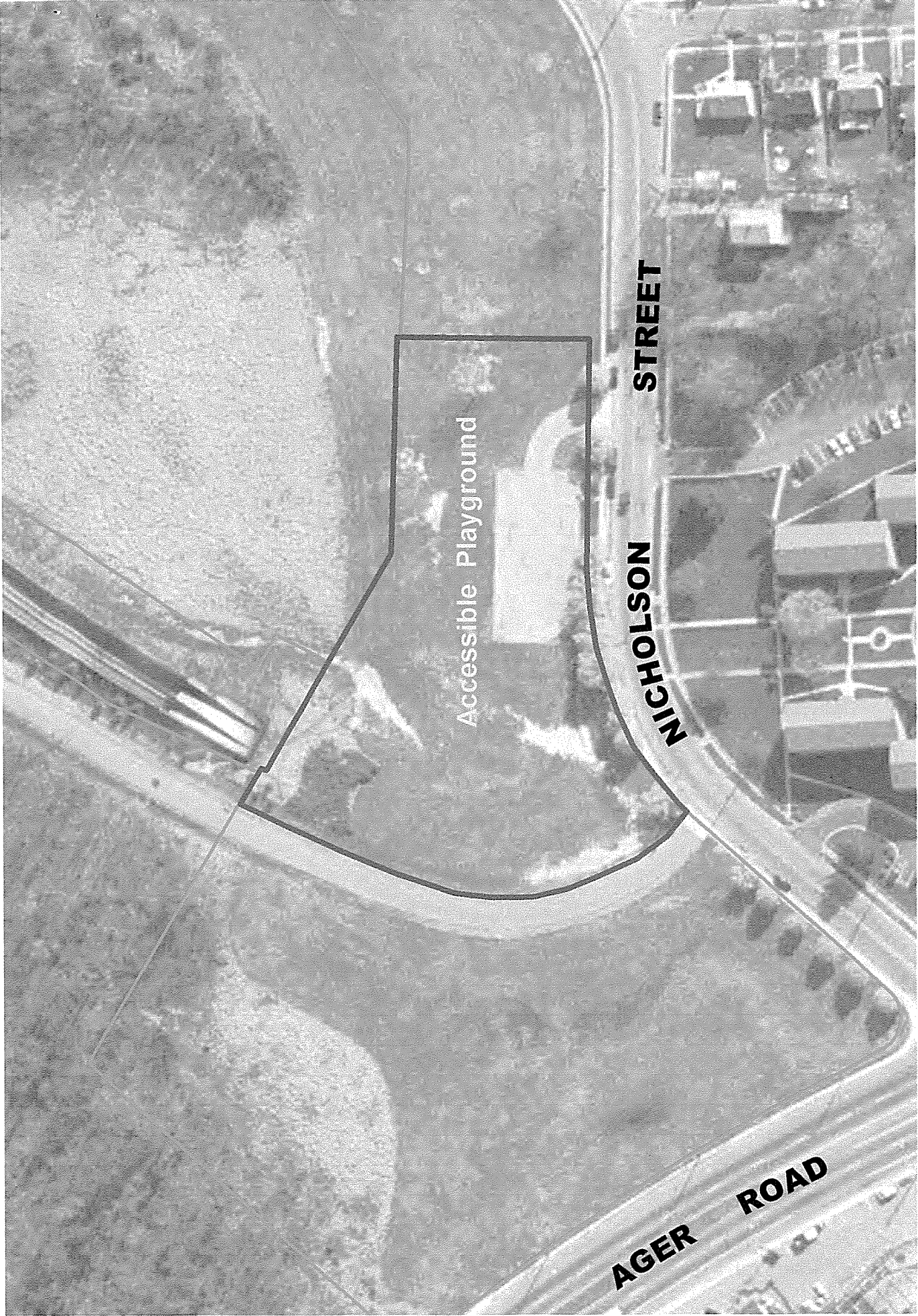
THE MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION

5/17/02


Date



Trudye Morgan Johnson Date
Executive Director



Hyattsville Accessible Playground at
Heurich Community Park
EXHIBIT A

AFFIRMATION OF JOINT USE AGREEMENT

THIS AFFIRMATION OF JOINT USE AGREEMENT is made this _____ day of _____, 2018 as of March 14, 2012, by and between THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION, 6611 Kenilworth Avenue, Riverdale, Maryland 20737, hereinafter the "Commission", a public body corporate and an agency of the State of Maryland, and CITY OF HYATTSVILLE, an incorporated municipality with an office at 4310 Gallatin Street, Hyattsville, MD 20781, hereinafter referred to as the "City."

WHEREAS, the parties entered into a Joint Use Agreement on the 15th day of March 2002 which sets forth their mutual agreements regarding Heurich Community Park (the "Joint Use Agreement"); and

WHEREAS, the term of the Joint Use Agreement was ten (10) years and it expired March 14, 2012; and

WHEREAS, the Joint Use Agreement provided one (1) ten-year option to renew; and

WHEREAS, it is the intention of the parties to renew for the renewal period, but the administrative process necessary to renew through March 14, 2022 was not completed prior to the expiration date of March 14, 2012.

NOW THEREFORE, WITNESSETH that in consideration of the mutual promises and agreements contained herein and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. All the terms and conditions of Joint Use Agreement No. 220765 between the City and the Commission shall remain in full force.
2. The purpose of this Affirmation of Joint Use Agreement is to affirm that the intention of both parties was that the Joint Use Agreement remained in full force and effect from the period of March 14, 2012 to March 14, 2022, despite the apparent lapse in time evidenced by the written instruments.
3. As of March 14, 2012, the parties elected to renew for a period of ten (10) years such that this Joint Use Agreement shall continue in full force and effect until March 14, 2022, subject to the terms and conditions of Joint Use Agreement No. 220765.
4. All other terms and conditions of the original Joint Use Agreement shall remain in full force and effect.

IN WITNESS, WHEREOF, the parties have executed this Affirmation of Joint Use Agreement on the day and year first written above.

CITY OF HYATTSVILLE

Date: _____

By: _____
(Signature)

Typed Name: Candace Hollingsworth

Title: Mayor

WITNESS

Date: _____

By: _____
(Signature)

Typed: _____

Title: _____

**THE MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION**

Date: _____

By: _____
Patricia Colihan Barney
Executive Director

ATTEST

Date: _____

By: _____
Joseph Zimmerman
Secretary-Treasurer



Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Joint Use Agreement

Agenda Section: Consent Items (8:50 p.m. - 8:55 p.m.)

SUBJECT

Melrose Neighborhood Playground Affirmation of Joint Use Agreement

HCC-236-FY18

Recommendation:

I move that the Mayor and Council approve the Affirmation of Joint Use Agreement with the Maryland National Capital Parks and Planning Commission (MNCPPC) for Melrose Neighborhood Playground, extending the 2002 Joint Use Agreement 230357-001 until December 22, 2022.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Melrose Use Agreement 2002.pdf](#)

[230357-001 City of Hyattsville Melrose Neighborhood Playground.docx](#)

Summary Background:

On December 23 of 2002, the City entered into a 10-year Joint Use Agreement with MNCPPC for the Melrose Neighborhood Playground. This Joint Use Agreement allows the City, with MNCPPC permission, the ability to improve the playground and adjacent land. The agreement provides for the City to maintain and care for the park throughout this life of the agreement. This agreement covers the period from 24 December 2012 through 22 December, 2022.

Next Steps:

With Council approval, City staff will continue to maintain and improve the park as needed or requested.

Fiscal Impact:

The funds for maintaining the Melrose Neighborhood Playground are in the DPW Parks Division operating budget.

City Administrator Comments:

Recommend Approval

Community Engagement:

No community engagement is needed at this time.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Complete

JOINT USE AGREEMENT

THIS AGREEMENT made this 23rd day of December 2002, by and between The Maryland-National Capital Park and Planning Commission, a public body corporate, hereinafter referred to as the "Commission"; and the City of Hyattsville, an incorporated municipality located in Prince George's County, Maryland, hereinafter referred to as the "City".

WHEREAS, the Commission is the owner of a certain tract of land containing approximately 4.4902 acres acquired by deed for condemnation dated July 29, 1948 from Helen Pullman, and is known as Melrose Neighborhood Playground, located within Anacostia River Stream Valley Park Unit 1, and being further identified on Tax Map 41 as Holladay Company's Addition to Hyattsville, Block 7, Lots 1 to 4 and 7 to 10, and recorded in the land records of Prince George's County in Liber 696 Folio 1; hereinafter referred to as the "Parcel"; and

WHEREAS, the City received funding from the State of Maryland through the Park and Playground Renovation program to construct parking and make other improvements for a soccer field on Lots 1 to 4 of the Parcel as shown on Exhibit A; and

WHEREAS, the Commission desires to supply recreational space to the City and is desirous of entering into a Joint Use Agreement with the City to provide additional recreational facilities, services and opportunities for the City's citizens and citizens of Prince George's County and the State of Maryland; and

WHEREAS, pursuant to authority contained in Articles 28, Section 5-110 of the Annotated Code of Maryland, the Commission has the authority to enter into a Joint Use Agreement with any responsible organization, corporation, or partnership with such terms and conditions as the Commission may deem advantageous to the betterment of the recreation program; and

WHEREAS, the City is a municipal corporation and is determined by the Commission to be responsible, and that the purposes set forth herein will coincide with and be in furtherance of the intentions of the Commission for the use of the parkland for park and recreation purposes.

NOW, THEREFORE, in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Commission agrees to allow the City use of Lots 1 to 4 of the Parcel to establish, construct, administer and maintain a soccer field and parking area for the benefit of its citizens, the citizens of Prince George's County and the State of Maryland, subject to the following conditions to which the parties agree:

1. This Agreement shall become effective on the date first above written and shall be for a period of ten (10) years with one option to renew for ten (10) years. The Commission reserves the right to terminate this agreement on thirty (30) days notice.
2. The City shall use Lots 1 to 4 solely for recreational purposes.
3. The City may make such improvements, upon prior written approval by the Commission, as is necessary to make Lots 1 to 4 suitable for park or recreational purposes.
4. The City shall be responsible for making reasonable accommodations for persons with disabilities.
5. The City shall not undertake or perform any acts that would render or reasonably tend to render the land unsuitable for park or recreational purposes.
6. The City will submit to the Commission for its approval and review, all plans, drawings, and specifications prior to permit, if required, or construction whichever comes first.
7. The City shall assume all responsibility of maintenance of the parking area, soccer field, and other improvements made to the property in addition to the removal of litter and debris located within Lots 1 to 4.
8. The City shall assume responsibility for any costs incurred in performance of the aforementioned repair and maintenance.
9. The City hereby agrees to indemnify and save harmless, the Commission from and against all actions, liability, claims, suits, damages, costs, or expenses of any kind which may be brought or

- made against the Commission of which the Commission must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property occasioned by the use of Lots 1 to 4 to third parties or resulting from the City's negligent performance of or failure to perform any of its obligations under the terms of this Agreement.
10. The City will not be liable for any damages to the Lots 1 to 4 or any third party occasioned by any occurrence or event determined to be an act of God.
 11. Upon termination of the Agreement, the City may remove from the Parcel personal property located on the property with the concurrence of the Commission. All other improvements made to the property shall revert to the Commission without cost at the termination of this Agreement.
 12. This Agreement may be terminated by the Commission in the event of a material breach thereof by the ~~Town's~~ ^{City's} failure to cure such breach within thirty (30) days of receipt of written notice of the breach.
 13. This Agreement may not be assigned or transferred by the City without the prior written consent of the Commission.
 14. This Agreement shall be construed, interpreted and enforced according to the laws of the State of Maryland.
 15. If any word, phrase clause, sentence, or any paragraph of the Agreement shall be held unconstitutional or otherwise void or unlawful, such holding shall not affect the validity of the remainder of the Agreement.
 16. This instrument contains all of the agreements and conditions made between the parties and may not be modified orally or in any other manner other than by an amendment in writing, dated and signed by the parties, such amendment to be made a part of this Agreement.

17. All of the covenants, provisions, terms, agreements and conditions of the Agreement shall inure to the benefit of and be binding upon the Commission, or any successor or assignee of the Commission, and upon the City, or any successor or assignee of the City.
18. All notices to be sent to the parties shall be by postage pre-paid first class mail and may be copied by facsimile. Notices to the City pursuant to this Agreement shall be addressed to

Mayor
City of Hyattsville
4310 Gallatin Street
Hyattsville, Maryland 20780

Or to any designee as established by written notice to the Commission. Notices to the Commission pursuant to this shall be addressed to the Commission at

Director
Department of Parks and Recreation
Maryland-National Capital Park and Planning Commission
6600 Kenilworth Avenue
Riverdale, Maryland 20737

ATTEST

CITY OF HYATTSVILLE

Douglas A. Barber 11/12/02
Date

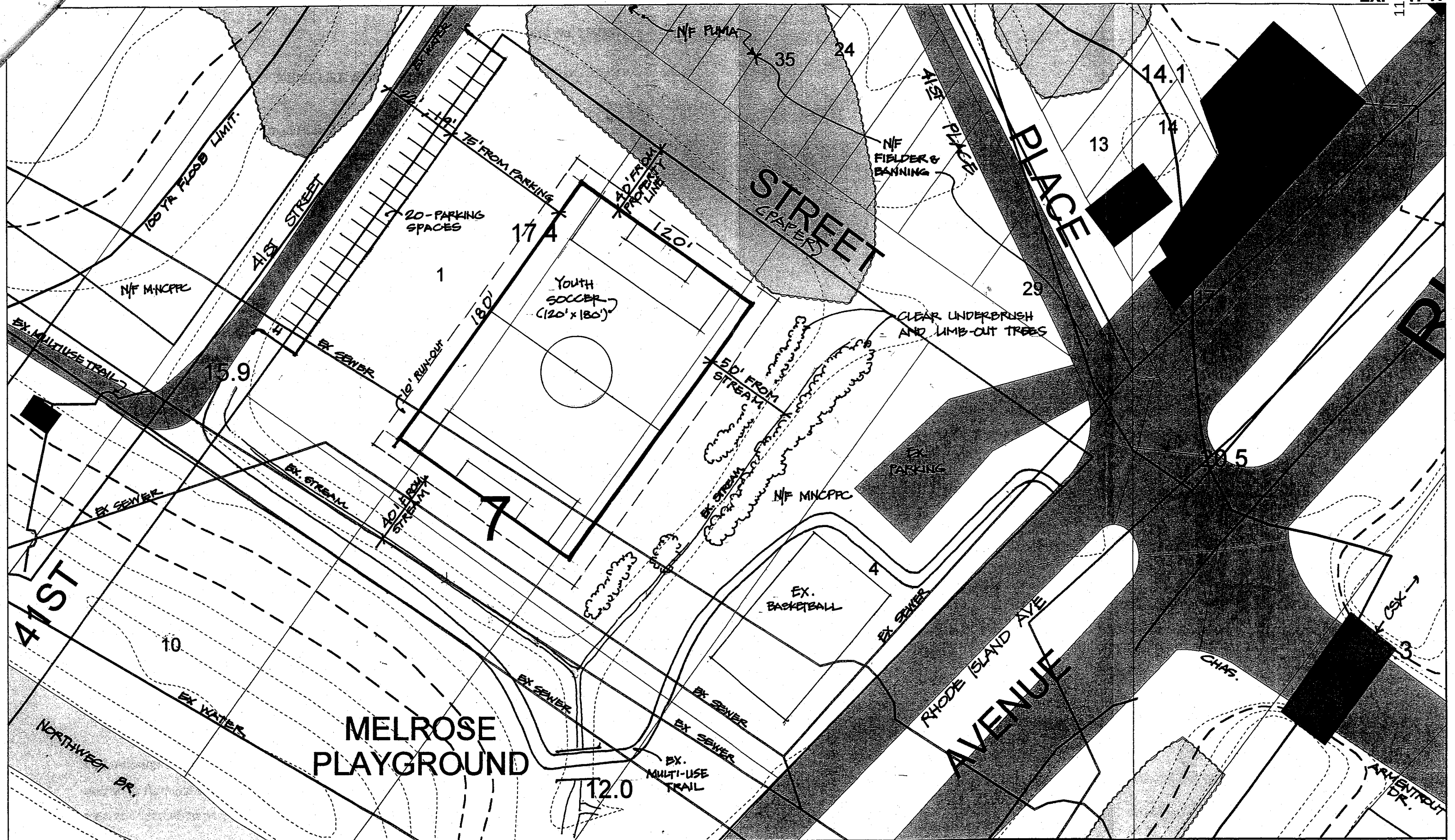
Robert W. Armentrout 11/12/02
Robert W. Armentrout Date
Mayor

ATTEST

THE MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION

NG Keef
Date

Trudye Morgan Johnson 12/23/02
Trudye Morgan Johnson Date
Executive Director



Anacostia River Stream Valley Park
Melrose Neighborhood Playground
Hyattsville, Maryland

YOUTH SOCCER FIELD at MELROSE

25 0 25 50 Feet
1:600
Map printed 8/30/2001



AFFIRMATION OF JOINT USE AGREEMENT

THIS AFFIRMATION OF JOINT USE AGREEMENT is made this _____ day of _____, 2018 as of December 22, 2012, by and between THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION, 6611 Kenilworth Avenue, Riverdale, Maryland 20737, hereinafter the "Commission", a public body corporate and an agency of the State of Maryland, and CITY OF HYATTSVILLE, an incorporated municipality with an office at 4310 Gallatin Street, Hyattsville, MD 20781, hereinafter referred to as the "City."

WHEREAS, the parties entered into a Joint Use Agreement on the 23rd day of December 2002 which sets forth their mutual agreements regarding Melrose Neighborhood Playground (the "Joint Use Agreement"); and

WHEREAS, the term of the Joint Use Agreement was ten (10) years and it expired December 22, 2012; and

WHEREAS, the Joint Use Agreement provided one (1) ten-year option to renew; and

WHEREAS, it is the intention of the parties to renew for the renewal period, but the administrative process necessary to renew through December 22, 2022 was not completed prior to the expiration date of December 22, 2012.

NOW THEREFORE, WITNESSETH that in consideration of the mutual promises and agreements contained herein and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. All the terms and conditions of Joint Use Agreement No. 230357 between the City and the Commission shall remain in full force.
2. The purpose of this Affirmation of Joint Use Agreement is to affirm that the intention of both parties was that the Joint Use Agreement remained in full force and effect from the period of December 22, 2012 to December 22, 2022, despite the apparent lapse in time evidenced by the written instruments.
3. As of December 22, 2012, the parties elected to renew for a period of ten (10) years such that this Joint Use Agreement shall continue in full force and effect until December 22, 2022, subject to the terms and conditions of Joint Use Agreement No. 230357.
4. All other terms and conditions of the original Joint Use Agreement shall remain in full force and effect.

IN WITNESS, WHEREOF, the parties have executed this Affirmation of Joint Use Agreement on the day and year first written above.

CITY OF HYATTSVILLE

Date: _____

By: _____
(Signature)

Typed Name: Candace Hollingsworth

Title: Mayor

WITNESS

Date: _____

By: _____
(Signature)

Typed: _____

Title: _____

**THE MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION**

Date: _____

By: _____
Patricia Colihan Barney
Executive Director

ATTEST

Date: _____

By: _____
Joseph Zimmerman
Secretary-Treasurer



Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Memorandum of Understanding

Agenda Section: Consent Items (8:50 p.m. - 8:55 p.m.)

SUBJECT

Street Sweeper Memorandum of Understanding - City of Mount Rainier

HCC-237-FY18

Recommendation:

I move that the Mayor and Council authorize the City Administrator to execute a Memorandum of Understanding with the City of Mount Rainier for the City of Hyattsville to offer street sweeping services on a requested basis. Daily services will be charged to the Town of Mount Rainier at \$750 per day.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Mount Rainier MOU final.pdf](#)

Summary Background:

In FY-2017 the City purchased a street sweeper to effectively clean and sweep City the streets on a regular basis, successfully removing trash, sediments, and pollutants from the gutter and roadways, and helping to support both the environmental health and aesthetic value of our City. As an operational component of the City Litter Campaign, the new street sweeper has played an integral part in keeping litter off of City streets. As part of the street sweeper purchase to offset the cost to the City, staff also conducted outreach to adjacent municipalities to offer street sweeping services to Cities lacking this important service.

The Town of Mount Rainier has requested street sweeping services from the City of Hyattsville. The terms of the MOU include that the street sweeper is solely owned, operated, and maintained by the City. The City will provide street sweeper services, which will include an operator and street sweeper for cleaning of streets designated by the City and removal and disposal of all collected debris. The City will provide all required water and pay associated costs. The City of Mount Rainier will pay to the City of Hyattsville a daily fee of seven hundred-fifty dollars (\$750). A day is defined as 7:00 a.m. to 3:30 p.m. with travel time and breaks included.

Next Steps:

With Council approval, we will begin street sweeping services for the City of Mount Rainier on a as requested basis.

Fiscal Impact:

Funds for this initiative will offset the overall cost of the street sweeper operation.

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

Complete

MEMORANDUM OF UNDERSTANDING
Between the City of Hyattsville and the City of Mount Rainier
for the Use of the City of Hyattsville's Street Sweeper.

This Memorandum of Understanding ("MOU") is made this 8 day of March, 2018, by and between the City of Hyattsville, Maryland, a body corporate and politic in the State of Maryland ("Hyattsville") and the City of Mount Rainier, a body corporate and politic in the State of Maryland ("Mount Rainier") (referred to collectively herein as the "Parties").

WHEREAS, Hyattsville owns and maintains a street sweeper and Mount Rainier wishes to utilize that street sweeper to clean the public streets in Mount Rainier; and

WHEREAS, the Parties have agreed that Hyattsville will solely provide, maintain, service, and operate the street sweeper in exchange for a fee to be paid by Mount Rainier under the terms and conditions of this MOU.

NOW THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, receipt and sufficiency of which is acknowledged, the Parties agree as follows:

1. Street Sweeper. The Parties agree that the street sweeper shall be solely owned, operated, and maintained by Hyattsville. Hyattsville shall provide street sweeper services ("Services"), which shall include an operator and street sweeper for cleaning of streets designated by Mount Rainier and removal and disposal of all collected debris. Hyattsville shall provide all required water. All costs relating to Services and water shall be the sole responsibility of the Hyattsville.

2. Fee. As consideration for the Services, Mount Rainier shall pay to Hyattsville a daily fee of seven hundred-fifty dollars and zero cents (\$750.00). A day is defined as 7:00 a.m. to

3:30 p.m. with travel time and breaks included. The Director of Public Works for Hyattsville shall establish a *pro rata* fee schedule consistent with the requirement that one day (as defined herein) shall equal \$750.00 payment. Hyattsville shall provide a monthly invoice to Mount Rainier and payment is due immediately upon receipt of the invoice.

3. Scheduling and Operations. The scheduling of the Services shall be agreed by the Parties. The Parties agree that Hyattsville has priority in scheduling the Services. The Parties shall meet yearly to schedule the Services for each subsequent year. Such schedule shall include Services to Mount Rainier during the months requested by Mount Rainier, with the understanding that Mount Rainier will require a minimum of two days per month in each of the designated months. The Parties, recognize that Mount Rainier may need extra usage in any year because of unusual circumstances. The Parties recognize that the street sweeper must be repaired and maintained and agree that any time required for such repair and maintenance may require an amendment to the existing agreed schedule of work. No parking restrictions will be instituted by Mount Rainier during provision of the Services.

4. Dispute Resolution. Any dispute arising out of this MOU shall be settled by the Directors of Public Works for Hyattsville and Mount Rainier meeting jointly. Should they fail to come to a resolution, the dispute shall be resolved by the City Administrator for Hyattsville in consultation with the Mount Rainier City Manager. The decision of the City Administrator shall be final.

5. Insurance. Hyattsville is responsible for obtaining and maintaining appropriate insurance for the street sweeper.

6. Indemnification/Hold Harmless. Hyattsville and Mount Rainier agree to indemnify and hold harmless the other Party from and against any claim for loss, personal injury, and/or

damage that may be suffered as a result of each party's own negligence or willful misconduct in the performance of the services herein or for any failure to perform their obligations under this MOU, including, but not limited to, reasonable attorney's fees and any other costs incurred by each Party, in defending any such claim. Each Party agrees to notify the other Party in writing within ten (10) days of receipt of any claim or notice of claim made by third parties against the Party regarding the services and work provided hereunder. This provision shall survive termination of this MOU.

7. Renewable Annually. This MOU shall be renewable annually on the first day of July.

8. Laws of Maryland. This MOU shall be construed to be in accordance with the laws of the State of Maryland.

9. Termination. Either party hereto may cancel its participation in this MOU at any time by giving thirty (30) days written notice to the other party.

10. Notice. All notices, demands, or requests (each a "Notice," and, collectively, the "Notices") required or permitted to be given pursuant to this MOU shall be in writing, and shall be by certified mail, postage prepaid, return receipt requested, and all such Notices shall be deemed delivered when received. Rejection or other refusal to accept or inability to deliver because of changed address of which no Notice has been given shall constitute receipt of the Notice. Notices shall be addressed as follows:

If given to Hyattsville:	City of Hyattsville Attn: Director of Public Works 4310 Gallatin St. Hyattsville, MD 20781
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If given to Mount Rainier:	City of Mount Rainier Attn: Director of Public Works
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3715 Wells Avenue
Mount Rainier, MD 20712

11. Incorporation of Recitals. The Recitals set forth above are incorporated into this MOU.

12. Entire Agreement. This MOU contains the entire MOU between the parties hereto and shall be binding upon each party, its successors and assigns.

Attest:

City of Hyattsville, Maryland

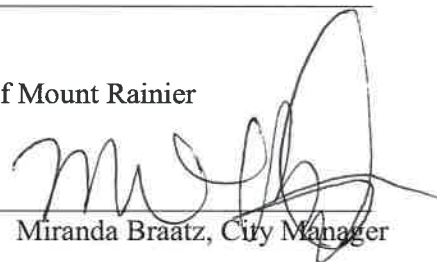
City Clerk

By: _____

Attest:

City of Mount Rainier


City Clerk

By: 
Miranda Braatz, City Manager

Approved as to form and legal sufficiency


Kenneth Sigman
City Attorney, City of Mount Rainier



Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by: Jim Chandler

Submitting Department: Administration

Item Type: Legislative

Agenda Section: Consent Items (8:50 p.m. - 8:55 p.m.)

SUBJECT

Hyattsville CDC Letter of Support – Prince George’s Arts and Humanities Council

HCC-238-FY18

Recommendation:

I move the City Council authorize the Mayor to provide the Hyattsville Community Development Corporation (CDC) with a letter in support on behalf of the City of Hyattsville to include in its grant application to the Prince George’s Arts and Humanities Council for the purpose of funding a public art effort at 4314 Farragut Street, Hyattsville.

Sponsor(s):

Executive Committee

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo - Hyattsville CDC LOS - PGAHC.docx](#)

Summary Background:

On March 12, 2018, the City of Hyattsville received a written request from the Hyattsville Community Development Corporation (CDC) for a letter of support to include with their 2018 grant application to the Prince George’s Arts and Humanities Council.

The grant funding request will support the transformation of a decommissioned satellite dish, located at the Hyattsville CDC’s office at 4314 Farragut, into a public art sculpture with local artist Alan Binstock.

Next Steps:

A letter of support will be drafted and submitted to the Hyattsville CDC on behalf of the City of Hyattsville.

Fiscal Impact:

N/A

City Administrator Comments:

The City of Hyattsville provided a similar letter of support for the project in 2015.

Community Engagement:

N/A

Strategic Goals:

Goal 5 – Strengthen the City’s Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A



Memo

To: Mayor and City Council
CC: Tracey Nicholson, City Administrator
From: Jim Chandler, Assistant City Administrator
Date: March 12, 2018
Re: Hyattsville CDC Letter of Support – Prince George’s Arts and Humanities Council

On March 12, 2018, the City of Hyattsville received a written request from the Hyattsville Community Development Corporation (CDC) for a letter of support to include with their 2018 grant application to the Prince George’s Arts and Humanities Council.

The grant funding request will support the transformation of a decommissioned satellite dish, located at the Hyattsville CDC’s office at 4314 Farragut, into a public art sculpture with local artist Alan Binstock.

The City provided a similar letter of support for the project in 2015.



Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Budget

Agenda Section: Action Items (8:55 p.m. - 9:15 p.m.)

SUBJECT

Lease Finance and Purchase of Police Vehicles and Related Equipment (10 minutes)

ID-675-16

Recommendation:

I move that the Mayor and Council authorize the City Administrator to execute a lease finance agreement with Tax-Exempt Leasing Corp in an amount not to exceed \$337,408 at a rate of 3.80% for five years to finance the lease purchase of eight police vehicles and related equipment approved in the FY-2018 Capital Improvement Plan and upon legal review and approval by the City Attorney.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The Mayor and Council approved the purchase of replacement vehicles for the Police Department and related equipment in the FY-2018 Capital Improvements Budget Plan. Funding for these vehicles and equipment will be provided via lease financing and is consistent with last year. Recently we received three (3) proposals that included the rate and terms for lease financing with the lowest rate quote of 3.80% to a high of 4.55% for a term of five (5) years

Next Steps:

Execute the lease agreement.

Fiscal Impact:

Twenty quarterly lease payments of \$18,603.58 or less.

City Administrator Comments:

See "Summary Background" above. Recommend Approval

Community Engagement:

None

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by: Jim Chandler

Submitting Department: Administration

Item Type: Memorandum of Understanding

Agenda Section: Action Items (8:55 p.m. - 9:15 p.m.)

SUBJECT

University of Maryland Shuttle Program MOU (10 minutes)

HCC-241-FY18

Recommendation:

I move that the City Council authorize the City Administrator to execute a Memorandum of Understanding with the University of Maryland Department of Transportation to provide Hyattsville residents with use of the UMD Shuttle from January 1, 2018 to December 31, 2018 for a contribution not to exceed \$6,000.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

[Memo - UMD Shuttle MOU Extension - 3.14.2018.docx](#)

[UM SHUTTLE Hyattsville MEMORANDUM OF UNDERSTANDING 2018.pdf](#)

Summary Background:

Since 2015, the City of Hyattsville has participated in the University of Maryland Department of Transportation Shuttle Service program which provides City residents with access to the existing UMD Shuttle 113 route at no direct cost to the user. The City contributes \$6,000 annually to the program and provides Hyattsville residents with a UMD pass.

Next Steps:

The attached MOU will be executed and submitted to the University of Maryland.

Fiscal Impact:

The funding for this program is included in the FY2018 City Budget.

City Administrator Comments:

The ridership continues to decrease. The City will increase marketing of this complimentary shuttle service and re-evaluate in September 2018 for continuation.

Community Engagement:

Expanded Marketing and Community Outreach

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Pending



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 14, 2018
Re: University of Maryland Shuttle Program MOU

The purpose of this memorandum is to provide the Mayor and City Council with an update summary of the City's participation in the University of Maryland (UMD) Shuttle 113 Route and a recommendation for the City to continue to participate in the program through December 31, 2018.

Summary

Since 2015, the City of Hyattsville has participated in the University of Maryland Department of Transportation Shuttle Service program which provides City residents with access to the existing UMD Shuttle 113 route at no direct cost to the user. The City contributes \$6,000 annually to the program and provides Hyattsville residents with a UMD pass.

The Route 113 of the University of Maryland Shuttle Bus loops through Hyattsville, stops at the Prince George's Plaza Metro, and then heads to the University. Hyattsville residents are eligible to receive a pass to ride free by bringing photo ID and proof of residence to the Municipal Building, 4310 Gallatin Street, Monday through Friday, 8:30 a.m. – 5:00 p.m.

The following represents registered Hyattsville users by calendar year:

- 2015: 105

- 2016: 42
- 2017: 47
- 2018: 10

The Action is necessary by the City Council to authorize the City Administrator to execute the Memorandum of Understanding (MOU) for the current term.



DEPARTMENT OF
TRANSPORTATION SERVICES

**MEMORANDUM OF UNDERSTANDING
BETWEEN
UNIVERSITY OF MARYLAND, DEPT OF TRANSPORTATION SERVICES
AND
THE CITY OF HYATTSVILLE**

This Memorandum of Understanding is entered into by and between the Department of Transportation Services (DOTS), University of Maryland College Park and The City of Hyattsville, Maryland (the City) effective on January 1st, 2018. This is a Memorandum of Understanding, which is not a legal document. It expresses an interest in performing services for a fee, but does not legally obligate either party.

In consideration of the mutual promises and undertakings herein, the parties hereto agree as follows:

Beginning January 1st, 2018 through December 31st, 2018, residents and employees with the minimum age of 18 years old and in possession of a prescribed identification card issued by the City will be allowed access to all publicly scheduled shuttle routes operated by DOTS.

1. For the above shuttle bus services, the City agrees to pay DOTS \$6,000, which is due by December 31, 2018. The annual rate covers up to 1,000 passes. DOTS shall provide the City with annual ridership data. Based on these periodic ridership reports and/or feedback from the City, if trends project annual ridership to exceed 1,000 annual passes, negotiated rates for excess usage will need to be agreed upon in writing within 45 days of notice.
2. Either party may terminate this agreement by providing written notice of termination 60 days prior to the stated termination date. All notices shall be in writing and shall be delivered by messenger or recognized overnight courier, or shall be sent by registered or certified mail return-receipt requested, in each instance to the respective addresses set forth below, or to such other address or addresses as respective party may designate by written notice duly sent to the other. Any other changes to this agreement, by either party, must be in writing and agreed upon by both parties.

CITY OF HYATTSVILLE:

James Chandler
Director of Community & Economic Development
City of Hyattsville
4310 Gallatin St.
Hyattsville, MD 20781

DOTS:

University of Maryland
Department of Transportation Services
Attention: J. David Allen
Regents Drive Garage, Building 202
College Park, MD 20742

3. Although the Department of Transportation Services will make every effort to meet the terms of this agreement, there may be instances that service may not be provided without notice due to safety concerns associated with severe weather or other emergencies.
4. DOTS and the University of Maryland shall indemnify and hold the City harmless from and against all actions, liability, claims, suits, damages, risk of loss, costs or expenses of any kind which may be brought or made against the City or which the City must pay and incur by reason of or in any manner resulting from the negligence of DOTS / the University of Maryland or its agents or employees, or its negligent performance of or failure to perform any of the obligations under the terms of this agreement, including reasonable attorney's fees, howsoever arising or incurred, for damage to property or injury to or death of any person. Indemnification shall be contingent upon an appropriation by the Maryland General Assembly to the University specifically for the purposes contemplated in this paragraph at the time an event which may give rise to the University's obligation to indemnify or save harmless occurs, and to the extent that a tortious claim is involved, the University's obligations shall not be greater than the liability that might be determined under the Maryland Tort Claims Act, Section 12-101 et seq. of the State Government Article, Maryland Annotated Code (the "Act"), if the claim had been asserted against the University directly pursuant to the Act.

UNIVERSITY OF MARYLAND

By: _____
J. David Allen Executive Director DOTS

Date: _____

CITY OF HYATTSVILLE

By: _____
James Chandler Director of Community & Economic Development

Date: _____



Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Purchase

Agenda Section: Discussion Items (9:15 p.m. - 10:15 p.m.)

SUBJECT

Parking Pay Shelter: Award of Contract (10 minutes)

HCC-239-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo - Parking Pay Shelter RFP.docx](#)

[16-035h-683x1024.jpg](#)

Summary Background:

See attached memo.

Next Steps:

This item will be scheduled for action as part of the April 2, 2018 City Council meeting agenda.

Fiscal Impact:

The acquisition of parking pay station shelters is fully funded in the FY-2018 Capital Improvement Plan (CIP).

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

Pending



Memo

To: Mayor and Council
From: Jim Chandler, Director, Community and Economic Development
CC: Tracey Nicholson, City Administrator
Ron Brooks, City Treasurer
Chris Giunta, Manager, Code & Parking Compliance
Date: March 12, 2018
Re: Parking Pay Shelter Shelters – Award of Contract

This memorandum is to provide the Mayor and Council with a summary and recommendation of the acceptance of a proposal and award of contract for the fabrication of parking pay shelters.

- The City issued two rounds of solicitations for services
- Staff is recommending the City accept of the proposal submitted by Par-Kut International, Inc. at a cost not to exceed \$53,000.00

RFP Summary

On October 30, 2017, the City of Hyattsville issued RFP# CED11022017, a request for the fabrication, delivery and installation of eleven (11) parking pay station shelters to be located at City owned and operated parking lots throughout the City of Hyattsville. The City received one written proposal from Par-Kut International, Inc., however several other firms stating that the installation services prevented the firm(s) from submitting a response. It should be noted that this specific piece of equipment is manufactured by a limited number of firms world-wide and proximity, due to shipping costs, and the limited quantity sought by the City are significant factors in the limited interest to this solicitation.

On January 13, the City posted an amendment to the solicitation, eliminating installation of the units from the scope of services. On February 28, 2018, responses were due to the City, however no additional responses were received. The Director consulted the City Treasure was advised that the Department had met all of the requirements of the City's Procurement Policy and could either accept the proposal, provided it met the scope of service requirements, or solicit firms directly for additional proposals.

Staff has reviewed the proposal submitted by Par-Kut International, Inc. and is satisfied with the firm's proffered materials and cost proposal. Staff has requested a proposal from NZI Construction to perform the installation of parking pay station shelters.

Pre-Bid Conference

On December 6, 2018, the City hosted a pre-bid conference for firms interested in submitting a response to the RFP solicitation with the opportunity to ask questions of the City with respect to the requested scope of services and a tour of the City's existing parking environment. Questions that could not be answered during the pre-bid conference were provided to the firms in attendance seven (7) days after the pre-bid conference.

RFP Review Panel

The following City staff members participated in the proposal review and interview process:

Jim Chandler, Assistant City Administrator and Director of Com & Economic Development
 Chris Giunta, Manager, Code & Parking Compliance
 Julius Wiggins, Supervisor, Contracts, Grants & Procurement
 Juan Granados, Parking Aide II
 Noah Pomeranz, Parking Aide I

RFP Responses

On December 21, 2017 the City opened the single (1) submitted proposal and the document was reviewed for basic requirements including the completion of all required submittal documents.

Firm	Address	Minimum Requirements Met	Total
Par-Kut International, Inc.	40961 Production Drive, Harrison Township, Michigan	Yes	\$52,740.75

Technical Proposal Analysis & Evaluation

The proposal was distributed to each of the members of the RFP Review Panel along with the analysis score sheet. The proposals were evaluated independently by each of the members of the Panel based on the established criteria including:

- Firm's and personnel qualifications and experience;
- Statement from the firm, verifying that all materials and services detailed in the solicitation and further detailed in the firm's proposal will be delivered to the City by September 2018;
- Parking equipment performance, durability and network reliability;
- Details responding to each of the category of services articulated in the Scope of Services;
- Sealed Dollar Bid Proposal.

The parking pay shelters will include a clear ¼ inch tempered safety glass panels and roof to allow for sunlight to power the solar energized parking pay stations and a galvanized steel frame base. The units will be fabricated to various lengths, as specified by the City. The equipment will be delivered pre-assembled.

The firm will provide the City with approval drawings in 10 days after issuance of a purchase order. Once the drawings, purchase order and color selections are made by the City, the fabricated and delivered to the City within 12-14 working weeks.

Contract Award Recommendation

Par-Kut International, Inc. is a 50-year old family owned company based out of Michigan and has provided a variety of similar equipment to communities including Chicago, Calgary, Florida, all of which experience significantly more server weather than we experience in Maryland. We are confident that the parking pay station shelters fabricated by Par-Kut International, Inc. will meet the City's needs, reduce the equipment's exposure to the elements and provide our customers with a significantly more enhanced parking experience.





Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Ordinance

Agenda Section: Discussion Items (9:15 p.m. - 10:15 p.m.)

SUBJECT

City of Hyattsville City Police Department Police Logo (10 minutes)

HCC-240-FY18

Recommendation:

I move that the Mayor and Council introduce Hyattsville Ordinance 2018-01, a ordinance whereby the City Council of the City of Hyattsville amends Chapter 4 to adopt an additional logo for the use of the City of Hyattsville Police Department (FIRST READING).

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Ordinance 2018 Police Logo revised as to adding a 2nd logo.docx](#)

Summary Background:

The new police logo was designed to prominently reaffirm the Hyattsville Police Department's commitment to the community; to serve with integrity and respect, and be consistent with its mission and core value statements. The logo also serves as a symbol of identity and pride for the men and women of the City of Hyattsville Police Department. Lastly, its shape complements the shape of the City of Hyattsville's logo. The Police Department began using this logo in May 2017.

Next Steps:

TBD

Fiscal Impact:

None

City Administrator Comments:

Recommend support and approval. This logo was created by officers in the department and reaffirms their commitment to the community.

Community Engagement:

N/A

Strategic Goals:

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

Legal Review Required?

Complete

**CITY OF HYATTSVILLE
ORDINANCE 2018-01**

**An Ordinance whereby the City Council of the City of
Hyattsville amends Chapter 4 to adopts an additional logo for
the use of the City of Hyattsville Police Department.**

WHEREAS, the Local Government Article § 5-202(1), (2) & (5) of the Maryland Code grants to municipalities the power to adopt ordinances to assure the good government of the municipality, preserve the municipality's rights, property and privileges, and to protect the health, comfort, and convenience of the residents of the municipality; and

WHEREAS, § C3-1 of Article III of the City Charter grants to the City Council the power to pass all such ordinances, resolutions and laws not contrary to the Constitution and laws of the State of Maryland or this Charter as it may deem necessary for the good government of the City; and

WHEREAS, the Local Government Article § 5-207(a)(2) of the Maryland Code grants to municipalities the power to establish and maintain a police force; and

WHEREAS, the Local Government Article § 5-204(b) of the Maryland Code Local grants to municipalities the power to have a seal; and

WHEREAS, the City of Hyattsville has adopted and already uses a logo for the Police Department; and

WHEREAS, it is the sense of the Mayor and Council that addition of a second logo for use by the Officers of the City of Hyattsville Police Department will permit an improvement to and clarification of communication to the public at large of the mission of the City of Hyattsville Police Department, thereby promoting good government of the City.



1
2 **AND BE IT FURTHER ORDAINED** that if any provision of this Ordinance or the
3 application thereof to any person or circumstance is held invalid for any reason, such invalidity
4 shall not affect the other provisions or any other applications of the Ordinance which can be
5 given effect without the invalid provision or applications, and to this end, all the provisions of
6 this Ordinance are hereby declared to be severable;

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

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

12 **INTRODUCED** by the City Council of the City of Hyattsville, Maryland, at a regular
13 public meeting on **(INSERT DATE)**, 2018.

1 **ADOPTED** by the City Council of the City of Hyattsville, Maryland, at a regular public
2 meeting on **(INSERT DATE)**, 2018.

Adopted: _____

Attest:

Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor

3

4 {} indicate deletions

5 Underline indicates additions

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

7 Effective Date: (Insert)

8



Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by: Erica Spell

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Discussion Items (9:15 p.m. - 10:15 p.m.)

SUBJECT

FY19 Budget Initiative: Council Discretionary Fund (10 minutes)

HCC-27-FY18

Recommendation:

I move that the Mayor and Council increase the FY19 Council Discretionary fund in the amount of \$3,500 (\$700 per Ward). These funds will be utilized to support community programs and public engagement events.

Sponsor(s):

Spell

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The current Council Discretionary Funds are limited to \$1000 per Ward.

Next Steps:

The budget amendment will be voted on by Council and requires 2/3 majority vote.

Fiscal Impact:

3,500 - Budget Amendment

City Administrator Comments:

For Council discussion.

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by:

Submitting Department: Legislative

Item Type: Ordinance

Agenda Section: Discussion Items (9:15 p.m. - 10:15 p.m.)

SUBJECT

Revitalization Tax Credit – Modification (15 minutes)

HCC-42-FY18

Recommendation:

I move that the Mayor and Council direct the City Attorney to draft, in consultation with the appropriate staff, an ordinance amending §108-4 of the Hyattsville Charter and Code (Revitalization Tax Credit) to add “production of affordable housing for individuals and families at 60% AMI” and allow for certain exceptions in tax credit limitations pursuant to the production of affordable units. The tax credit may provide for the following:

- Up to 100% tax credit on total assessed value for no more than 10 years for projects (new construction and rehabilitation of 13+ units) with net new affordable unit production of greater than 8%;
- Up to 100% tax credit on total assessed value for no more than 15 years for projects (new construction and rehabilitation of 20+ units) with net new affordable unit production of greater than 10%; and
- Up to 50% tax credit for rehabilitation projects that maintain the existing inventory of affordable units (by project) for no more than 10 years.

Projects receiving waivers of public safety or school facility surcharges shall be ineligible. Designated affordable units shall remain affordable for 30 years.

I further move that the City Administrator (or her designee) allocate funds in the FY19 budget--and FY18, if necessary--to secure professional services for independent financial review of applications submitted under this credit.

I further move that the City Administrator (or her designee) be authorized to establish partnerships necessary to provide property owners with a contact (or similar) to identify Prince George's County residents that meet income qualifications and are awaiting affordable units.

I further move that the City Administrator (or her designee) establish/modify administrative procedures and applications associated with this amendment and publish--not less than annually--projects receiving benefits under this agreement effective July 1, 2018.

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The Hyattsville City Council adopted HO2013-03 establishing the Revitalization Tax Credit. Since that time, the City has heard comment from residents regarding the urgency of ensuring affordability in housing in the city. A proximity to transit areas promotes access for jobs and regional mobility, concentrating our efforts on affordable

housing within the existing transit zones appears to be ideal. This legislation will offer the Mayor and Council guidance for consideration of abatement requests.

Next Steps:

The City Attorney will draft an ordinance for discussion and action by the Mayor and Council.

Fiscal Impact:

\$30,000 proposed in the City Administrator's budget to cover the cost of professional services for an independent financial review of applications.

City Administrator Comments:

Staff estimates \$30,000 for contracting professional services to perform an independent third-party review of Revitalization Tax Credit applications financial data and program design and implementation support. The staff will publish project(s) that have been awarded Revitalization Tax Credit or other forms of Payment In Lieu of Taxes (PILOT)'s each year.

Community Engagement:

§108-4 of the Hyattsville Charter and Code (Revitalization Tax Credit) and application process requires a Public Hearing and any associated application be approved by the City Council in open session.

Strategic Goals:

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

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by:

Submitting Department: Legislative

Item Type: Policy

Agenda Section: Discussion Items (9:15 p.m. - 10:15 p.m.)

SUBJECT

Community Sustainability Fund (15 minutes)

HCC-41-FY18

Recommendation:

I move that the Mayor and Council direct the City Treasurer to establish a Community Sustainability Fund to support projects that advance the goals of the City of Hyattsville's adopted Community Sustainability Plan. Funds shall be deposited into the fund annually based on the following formula:

$0.6 * (\# \text{ of Units Developed} \times \text{Per Unit Impact Fee Realized})$

Funds deposited into this fund should be allocated according to the following schedule:

40% - Housing Affordability Trust

20% - School Performance and Improvement

20% - Transportation

20% - Discretionary

The Mayor and Council shall authorize all expenses from the fund.

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

Since 2011, the City of Hyattsville has adopted a Community Sustainability Plan that is developed with input from community stakeholders to establish a roadmap for the city's future. Many initiatives are aspirational; some are "low-hanging fruit." In either case, the initiatives require funding to implement. This fund is intended to dedicate funding towards realizing the goals of the community sustainability plan and supplement other planned initiatives through the city's annual operational and capital budgets.

Next Steps:

TBD

Fiscal Impact:

TBD

City Administrator Comments:

The funds for this item will come from General Fund Revenue in an amount matching the portion of County Public Safety Impact Fees received by the City.

"Discretionary' funding" should be limited to goals identified in the adopted Community Sustainability Plan.

Community Engagement:

TBD

Strategic Goals:

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

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: March 19, 2018

Submitted by:

Submitting Department: City Clerk

Item Type: Community Notices

Agenda Section: Community Notices and Meetings

SUBJECT

City Calendar: March 20 - March 28, 2018

HCC-233-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

[Main City Calendar_Mar 20 - Mar 28 2018.pdf](#)

Summary Background:

N/A

Next Steps:

N/A

Fiscal Impact:

None

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Weekly Program Offerings

Ageless Grace Senior Exercise Classes

Wednesdays and Fridays, 10:00 AM @ City Municipal Building

Creative Minds

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

Call-A-Bus Grocery Trips

Our Call-a-Bus takes seniors and residents with disabilities to grocery stores located in the City of Hyattsville each week. Call (301) 985-5000 to join a trip or add yourself to our Call-A-Bus calendar mailing list.

City Calendar: March 20 – March 28, 2018

Planning Committee Meeting

March 20, 7:30 PM – 9:30 PM @ City Municipal Building, 2nd Floor Prangley Room

Education Advisory Committee Meeting

March 22, 6:30 PM – 8:00 PM @ City Municipal Building, 2nd Floor Prangley Room

The Great Magruder Park Egg Hunt & Pancake Breakfast

March 24, 9:00 AM – 11:30 AM @ Magruder Park

Breakfast will be served from 9:00 AM – 11:00 AM (\$5 per meal for those 3 years and older). Egg Hunts are FREE and organized by age group, starting at 11:00 AM. Bring Your Own Basket! Reservations can be made at www.hyattsville.org/egghunt. For more information, contact Cheri Everhart at ceverhart@hyattsville.org or (301) 985-5021.

Movin' With The Mayor: iSadcie - Caribbean Dance Exercise with Island Fete Fitness

March 24, 10:00 AM – 11:00 AM @ City Municipal Building, 1st Floor Multipurpose Room

Mayor Candace Hollingsworth invites you to dance away with her and iSadcie for a Caribbean dance exercise with Island Fete Fitness.

Hyattsville Environment Committee Meeting

March 26, 7:00 PM @ City Municipal Building, 2nd Floor Prangley Room

FY-2019 Council Budget Work Session: Departmental Presentations

March 28, 8:00 PM – 10:00 PM @ City Municipal Building, 3rd Floor Council Chambers