

City Council of Hyattsville, Maryland

AGENDA

City Council Regular Meeting

Monday, February 4, 2019

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.

City Information: Sign up to receive text and email notifications about Hyattsville events, government, police and programs at www.hyattsville.org/list.aspx

Inclement Weather: In the event of inclement weather, please call 301-985-5000 to confirm the status of the Council meeting.



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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-263-FY19

I move that the Mayor and Council approve the Council Meeting Minutes for the Regular Council Meeting of December 17, 2018.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Minutes Dec 17 2018 CM.docx](#)

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) Police and Public Safety Advisory Committee - Annual Report (10 minutes)

HCC-258-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[The Year in Review 2018.pdf](#)

6.b) 2019 Compensation Review Committee Recommendation (15 minutes)

HCC-256-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[2019 Compensation Review Committee Recommendation - FINAL.docx](#)

[2019 CRC Recommendation Chart.pdf](#)

6.c) FY17 & FY18 Audit Update (5 minutes)

HCC-262-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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

7.a) FY19 Budget Amendment: Equipment Purchase/Rental and Contracted Services for Election 2019

HCC-249-FY19

I move that the Mayor and Council amend the FY19 Election Budget in the amount of \$8,000. The purpose of this budget amendment is to support \$5,500 of additional costs for equipment purchase and rental and \$2,500 of additional costs for contracted services associated with same day voter registration and electronic poll books.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

7.b) Approval of Election Services Vendor for Election 2019

HCC-248-FY19

I move that the Mayor and Council approve the recommendation of the Board of Supervisors of Elections to select Election Systems and Software to be the City's election services vendor for the Biennial Election to be held on Tuesday, May 7, 2019 and to authorize the City Administrator to execute a contract in an amount not to exceed \$30,000, 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

[City of Hyattsville MD Rental Quote - 01 25 2019.pdf](#)

7.c) Renovation of Shared Conference Room (4310 Gallatin Street)

HCC-250-FY19

I move that the Mayor and Council authorize the City Administrator to execute a contract with Kiyonda Powell Design Studio for the design and renovation of a shared conference room for use by Council and staff at a cost NTE \$22,801, 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

[K. Powell Design Contract.pdf](#)

7.d) Proclamation Celebrating February 2019 as Black History Month in the City of Hyattsville

HCC-253-FY19

I move that the Mayor and Council adopt a proclamation recognizing February 2019 as Black History Month in the City of Hyattsville.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Black History Month 2019 Final \(3\).docx](#)

7.e) Bicycle Rack and Repair Station – Materials and Installation Services RFP Acceptance of Proposal and Award of Contract

HCC-255-FY19

I move the City Council accept the proposal submitted by Arrow Bicycle, 5108 Baltimore Avenue, Hyattsville, Maryland 20781 for the purpose of providing the City with bicycle racks, bicycle repair stations and installation services, as detailed in RFP#09142018 at a cost not to exceed \$40,000.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Memo - Bicycle Rack and Repair Station Services - Award of Contract.docx](#)

7.f) Clean and Safe Team Ambassadors' Initiative MOU

HCC-257-FY19

I move that the Mayor and Council authorize the City Administrator to enter into a Memorandum of Understanding with Employ Prince George's Inc. in support of the Clean and Safe Team Ambassadors' Initiative and authorize an expenditure NTE \$216,463.50, 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

7.g) Appointment to Race and Equity Task Force

HCC-261-FY19

I move that the Mayor and Council appoint Andrea Dargin (Ward 1) to the Ad Hoc Race and Equity Task Force for a term to expire in April 2019.

Lead Sponsor: Warner

Co-Sponsor(s): N/A

[A. Dargin RETF Application.pdf](#)

8. Action Items (8:55 p.m. - 9:20 p.m.)

8.a) Police and Public Safety Advisory Committee - Edits to Committee Worksheet (5 minutes)

HCC-259-FY19

I move that the Mayor and Council adopt the recommended revisions to the Police and Public Safety Citizens' Advisory Committee Worksheet.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[PPSAC Committee Worksheet RECOMMENDED EDITS.docx](#)

8.b) 2019 Compensation Review Committee Recommendation (10 minutes)

HCC-260-FY19

I move that the Mayor and Council (ACCEPT OR REJECT) the recommendation of the 2019 Compensation Review Committee to set the Mayor and Council salaries as set forth in the Committee's Statement and Recommendation and the associated Chart.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[2019 Compensation Review Committee Recommendation - FINAL.docx](#)

[2019 CRC Recommendation Chart.pdf](#)

8.c) FY20 Budget Priority: Hyattsville Stabilization Fund (10 minutes)

HCC-247-FY19

I move that the Mayor and Council authorize the City Treasurer in collaboration with the City Attorney, to develop a draft Hyattsville Budget Stabilization Fund ordinance for review and approval by the Hyattsville Council, covering but not limited to the following areas:

- Recommendations on a City policy that identifies the objectives of the Budget Stabilization Fund.
- Recommended council and administrative protocols that define the procedures to be used to access stabilization funds.
- Recommendations on budgetary funding requirements for long term non-capital projects.
- Recommendations on the annual contribution to the Budget Stabilization Fund by percentage and amount.

Lead Sponsor: Solomon

Co-Sponsor(s): N/A

[New York Consolidated Laws, General Municipal Law - GMU §6-E | NY State Senate.pdf](#)

[What is a stabilization fund and how may it be used?.pdf](#)

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

9.a) FY20 HWRAC Budget Priority: Purchase of Committee Banner HCC-199-FY19

I move that the Mayor and Council appropriate \$300.00 in the FY20 budget for the purpose of designing and purchasing a HWRAC Banner.

Lead Sponsor: Solomon

Co-Sponsor(s): Solomon, HWRAC

9.b) FY20 HWRAC Budget Priority: Continuing HWRAC Lecture/Workshop Series HCC-231-FY19

I move that the Mayor and Council appropriate \$1,200.00 in the FY20 budget for the purpose of continuing the HWRAC Lecture/Workshop Series.

Lead Sponsor: Solomon

Co-Sponsor(s): Solomon, HWRAC

9.c) FY20 HWRAC Budget Priority: Commissioning Artists on the Subjects of the Health, Wellness and Recreation HCC-230-FY19

I move that the Mayor and Council appropriate \$2,000.00 in the FY20 budget for the purpose of permitting the HWRAC to commission artists.

Lead Sponsor: Solomon

Co-Sponsor(s): Solomon, HWRAC

9.d) FY20 HWRAC Budget Priority: Health, Wellness, and Recreation Grants HCC-228-FY19

I move that Mayor and Council appropriate \$9,000.00 in the FY20 budget for the purpose of authorizing the Hyattsville Health, Wellness, and Recreation Committee to organize and administer Hyattsville HWRAC Grants.

Lead Sponsor: Solomon

Co-Sponsor(s): Solomon, HWRAC

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

11. Community Notices and Meetings

11.a) City Calendar: February 4 - 19, 2019

HCC-254-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Main City Calendar Feb 5 - 19 2019.docx](#)

12. Motion to Adjourn



Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Legislative
Agenda Section:

SUBJECT

Approval of the Minutes

HCC-263-FY19

Recommendation:

I move that the Mayor and Council approve the Council Meeting Minutes for the Regular Council Meeting of December 17, 2018.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Minutes_Dec 17 2018 CM.docx](#)

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



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

Absent: Kevin Ward, W1 (Council VP)

Also present were the following City staff members:

Tracey E. Douglas, City Administrator
Jim Chandler, Assistant City Administrator and Dir. Community and Economic Development
Ron Brooks, City Treasurer
Lesley Riddle, Director of Public Works, left at 8:17 p.m.
Hal Metzler, Project Manager, Public Works, left at 8:17 p.m.
Lieutenant Sam Alexander
Nicola Konigkramer, Deputy City Clerk

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

Mayor Hollingsworth called the meeting to order at 7:43 p.m.

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

3) [Approval of Agenda](#)

Mayor Hollingsworth noted the following amendments to the consent agenda from the Clerk's Office.

1. Re-Appointments to the Shade Tree Board

Motion #: HCC-197-FY19

I move that the Mayor, with Council approval, re-appoint Gloria Felix-Thompson (Ward 1) and Joe Luebke (Ward 3) to the Shade Tree Board for a term of 3 years to expire on December 17, 2022.

2. Disbursement of Ward 4 Discretionary Funds

Motion #: HCC-201-FY19

I move that the Mayor and Council approve the disbursement of an amount not to exceed \$211.10 from the Ward 4 Discretionary Funds to Trinity Grill & Bar for the Wards 4 & 5 Holiday Celebration.

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

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



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Nelson Minniell, a Ward 2 resident, addressed the Mayor and Council regarding the Transportation Study. Mr. Minniell stated that he opposed the extension of 38th Avenue to Queens Chapel Road and said residents were not notified of the proposal.

Mayor Hollingsworth clarified that the proposal was for potential future connections dependent on development in the City. Mayor Hollingsworth stated that there was no intent to expand or open the road presently or in the near future. Mayor Hollingsworth cited opportunities for resident engagement in the Transportation Study.

Jaime Garay, a Ward 2 resident, stated opposition to expanding 38th Avenue.

Scott Wilson, a Ward 1 resident, addressed the Mayor and Council regarding the Transportation Study. Mr. Wilson expressed opposition to new streets, particularly expanding Oliver Street by Hyattsville Middle School.

5) [Presentations \(8:20 p.m. - 8:40 p.m.\)](#)

5.a) City Administrator Update

HCC-173-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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City Administrator Douglas provided programming updates on Creative Minds, and the mentoring program and the Clean and Safe Team. Administrator Douglas highlighted the PEPCO Energy Efficient Communities MOU and said the renovations of the Public Works and Police Facilities may qualify for program benefits.

5.b) FY17 Audit Update

HCC-196-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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Treasurer Brooks stated that the analytical portion of the FY17 Audit was scheduled for completion at the end of the month. He said the FY18 Audit would begin in 2019 and be completed on time, in April.

5.c) Hyattsville Environment Committee Gap Analysis (10 minutes)

HCC-182-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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[HEC Gap Analysis Report.pdf](#)

[HEC Gap Analysis.pptx](#)

Dan Broder, Chair of the Hyattsville Environment Committee, thanked Councilmembers Warner and Wright and City staff for their work with the committee. Mr. Broder presented a broad overview of the recommended Committee initiatives. Mr. Broder referenced a gap analysis report in the Council packet and said it was developed to view the City's environmental initiatives in comparison to neighboring municipalities. The committee proposals and recommendations included redesign of the City's website to prominently feature the environmental work of the City, a rental program for energy efficient equipment,



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establishment of a car sharing service, participation in the Mayor's Monarch Pledge, increased park signage, and implementation of an environmentally preferable purchasing program.

Jim Groves, Environment Committee member noted that awards such as Sustainable Maryland were not featured on the City's website and recommended highlighting the City's environmental accomplishments and simplifying the website. Mr. Groves also stressed the need for more educational signage in parks.

Mr. Broder said the next steps were for the committee to develop specific legislation and fiscal impacts for implementation of the various initiatives. Mr. Broder said he anticipated that the report would require community and Council collaboration. He encouraged Councilmembers to work with the committee to sponsor initiatives.

Councilmember Lawrence noted that kilowatt screens were available for free rental through Prince George's County Public Library and suggested that the committee investigate the program. Councilmembers Wright and Warner thanked the committee for their work and dedication to the Gap Analysis Report. Councilmember Warner noted that one of the key recommendations were for the City to highlight existing initiatives and awards on the website to raise awareness. Administrator Douglas said the City was scheduled for a website redesign and this would be the perfect time to include information on environmental initiatives. Councilmember Solomon asked which agencies the committee had compared the City to in the gap analysis. Mr. Broder said the committee had reviewed policies within Prince George's County and across the Country and were not exclusive to municipalities.

6) [Consent Items \(8:40 p.m. - 8:45 p.m.\)](#)

Prior to adopting the amended consent agenda, Councilmember Lawrence noted the item for the disbursement for the Educational Enrichment Grants. He thanked the committee for their work reviewing the 56 applications.

- 6.a FY19 Budget Appropriation: Impaired Driving Enforcement Grant Award
HCC-167-FY19
I move that the Mayor and Council amend the FY19 budget to accept and appropriate the grant award in the amount of \$4,000 from the Maryland Highway Safety Office for the purpose of providing overtime funding for the enforcement of motor vehicle laws.
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

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- 6.b Appointments to the Health, Wellness, and Recreation Advisory Committee
HCC-168-FY19
I move that the Mayor and Council appoint Jasmine Wallace (Ward 1), Peter Reiniger (Ward 2), and Sara Goodman-Stickler (Ward 2) to the Health, Wellness, and Recreation Advisory Committee for a term of two (2) years to expire on December 17, 2020.
Lead Sponsor: Ward
Co-Sponsor(s): Spell

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[Committee Application_HWRAC_Jasmine Wallace W1.pdf](#) 
[Committee Application_HWRAC_Peter Reiniger W2.pdf](#) 
[Committee Application_HWRAC_Sara Goodman-Stickler W2.pdf](#) 

- 6.c Re-appointment to the Board of Supervisors of Elections
HCC-185-FY19



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I move that the Mayor, with Council approval, re-appoint Andrea Ross (Ward 2) to the Board of Supervisors of Elections for a term of four (4) years to expire on December 17, 2022.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

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[Committee Application_Election_Andrea Ross W2.pdf](#)

6.d Re-Appointments to the Education Advisory Committee
HCC-187-FY19

I move that the Mayor and Council re-appoint Jan Edwards (Ward 1), Daniel Broder (Ward 2), and T. Carter Ross (Ward 2) to the Education Advisory Committee for a term of two (2) years to expire on December 17, 2020.

Lead Sponsor: Warner

Co-Sponsor(s):

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[Committee Appointment_EAC_Jan Edwards W1.pdf](#)

[Committee Application_EAC_Daniel Broder W2.pdf](#)

[Committee Application_EAC_Carter Ross W2.pdf](#)

6.e Re-Appointments to the Planning Committee
HCC-189-FY19

I move that the Mayor and Council re-appoint Chad Copeland (Ward 1), Thomas Sheffer (Ward 1), Todd Dengel (Ward 2), and William Maxwell (Ward 5) to the Planning Committee for a term of two (2) years to expire on December 17, 2020.

Lead Sponsor: Wright

Co-Sponsor(s): Warner

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[Committee Application_Planning_Chad Copeland W1.pdf](#)

[Committee Application_Planning_Thomas Sheffer W1.pdf](#)

[Committee Application_Planning_Todd Dengel W2.pdf](#)

[Committee Application_Planning_William Maxwell W5.pdf](#)

6.f Re-Appointments to the Hyattsville Environment Committee
HCC-190-FY19

I move that the Mayor and Council re-appoint Janet Nackoney (Ward 2) and Jim Groves (Ward 2) to the Hyattsville Environment Committee for a term of two (2) years to expire on December 17, 2020.

Lead Sponsor: Wright

Co-Sponsor(s): Warner

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[Committee Application_HEC_Janet Nackoney W2.pdf](#)

[Committee Application_HEC_Jim Groves W2.pdf](#)

6.g Council of Governments Policy Committee Appointments

I move that the Mayor and Council make the following appointments to the Council of Governments Policy Committees for a term of one-year, beginning on January 1, 2019:
HCC-170-FY19

I move that the Mayor and Council make the following appointments to the Council of Governments Policy Committees for a term of one-year, beginning on January 1, 2019:

- Region Forward Coalition: Mayor Candace B. Hollingsworth, with staff alternate Jim Chandler



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- Human Services & Public Safety Policy Committee: Mayor Candace B. Hollingsworth, with staff alternate Jake Rollow and Chief Amal Awad
 - Climate Energy & Environment Policy Committee: Mayor Candace B. Hollingsworth, with staff alternate Lesley Riddle
 - Chesapeake Bay & Water Resources Policy Committee: Mayor Candace B. Hollingsworth, with staff alternate Lesley Riddle
- Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

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[MWCOG Policy Committees.pdf](#)

- 6.h Appointment to Pepco Community Advisory Group
HCC-174-FY19
I move that the Council appoint Mayor Candace B. Hollingsworth as the City's representative on Pepco's Community Advisory Group.
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A.

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[Pepco_Community Advisory Group 2019.pdf](#)

- 6.i FY19 Budget Appropriation: National Capital Strategic Economic Development Fund (NCSEDF) Program
HCC-177-FY19
I move that the City Council amend the FY19 budget to accept and appropriate the FY19 National Capital Strategic Economic Development Fund (NCSEDF) Program awarded to the City by the Maryland Department of Housing & Community Development (DHCD) in the amount of \$250,000.
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

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[Maryland DHCD Application NCSEDF 2019 Hyattsville 00342.pdf](#)

- 6.j Purchase Order - Shannon Baum Signs
HCC-178-FY19
I move that the Mayor and Council accept the proposal of Shannon Baum Signs, 105 Competitive Goals Drive, Eldersburg, Maryland 21784 and authorize the City Administrator to execute a purchase order for updated Residential Parking signage, at a cost not to exceed \$29,000.
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

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[Shannon Baum Signs - Quote.pdf](#)

[Signage Contract - Baltimore County.pdf](#)

- 6.k Approval of Service Agreement with Comcate Inc.
HCC-179-FY19
I move that the Mayor and Council authorize the City Administrator to execute a two-year services agreement with Comcate Inc., 144 Linden Street, Oakland, California 94607 in an amount not to exceed \$12,500.
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A



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[Memo_-_Comcate_Inc_Services_Agreement_-_2018.docx](#)

- 6.l PEPCO Energy Efficient Communities MOU
HCC-183-FY19
I move that the Mayor & Council authorize the City Administrator to accept the Memorandum of Understanding with PEPCO for the Energy Efficiency Community program.
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

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[EEC_PepcoMOU_FINAL_080718.pdf](#)

- 6.m Disbursement of 2018 Education Enrichment Grant Funds
HCC-188-FY19
I move that the Mayor and Council authorize the expenditure of NTE \$10,000 to support the grant proposals recommended from the Education Advisory Committee and listed in the attached memo for the dissemination of Education Enrichment Grants.
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

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[Memo Re Disbursement of Education Enrichment Grant Funds \(2018\).docx](#)

- 6.n Arundel Place Water and Sewer Project - Design and Permitting
HCC-191-FY19
I move that the Mayor and Council authorize the expenditure not to exceed \$45,000 with Johnson, Mirmiran, and Thompson (JMT) for Change Order #2 for the design of Water and Wastewater Connections for DPW. This work will be completed as part of the existing contract with JMT.
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

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[Change Order 2 Signed Proposal 13SEP2018 \(1\).pdf](#)

- 6.o 3505 Hamilton Street Renovation Project - Construction Bid Phase Services
HCC-192-FY19
I move that the Mayor and Council authorize the expenditure not to exceed \$40,000 with Johnson, Mirmiran, & Thompson (JMT) to provide construction bid services for the solicitation of construction for 3505 Hamilton Street as part of their existing contract with the City.
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

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[TO01A Bidding Phase List 08OCT2018 \(1\).pdf](#)

- 6.p Postponement of Recommendation for Traffic Calming on Maryhurst Drive
HCC-193-FY19
I move that the Mayor and Council postpone Council action on the petition for a traffic calming device until the Council Meeting of January 7, 2019.
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

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[114-8 Traffic Calming Devices_Dec 17 packet.pdf](#)

- 6.q 2019 Council Regular & Budget Meeting Calendar - AMENDED
HCC-194-FY19
I move that the Mayor and Council adopt the 2019 Council Meeting Schedule and the FY-2020 Budget Meeting Schedule, as amended.
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

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[2019 Council Meeting Calendar_Final REV.pdf](#)

[Calendar of Budget Presentations_FY20.pdf](#)

- 6.r FY19 Adirondack Tree Experts Contract
HCC-172-FY19
I move that the Mayor and Council authorize the award of a one (1) year contract, renewable by the City Administrator for up to five (5 year) additional years to Adirondack Tree Expert for tree maintenance at various locations in the City at an annual cost not to exceed \$150,000, 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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- 6.s Re-Appointments to the Shade Tree Board
HCC-197-FY19
I move that the Mayor, with Council approval, re-appoint Gloria Felix-Thompson (Ward 1) and Joe Luebke (Ward 3) to the Shade Tree Board for a term of 3 years to expire on December 17, 2022.

- 6.t Disbursement of Ward 4 Discretionary Funds
HCC-201-FY19
I move that the Mayor and Council approve the disbursement of an amount not to exceed \$211.10 from the Ward 4 Discretionary Funds to Trinity Grill & Bar for the Wards 4 & 5 Holiday Celebration.

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

7) Action Items (8:45 p.m. - 9:15 p.m.)

- 7.a [Variance Request CP-18001: 4709 40th Avenue \(10 minutes\)](#)
HCC-180-FY19
I move that the City Council authorize the Mayor to send a letter to the Maryland-National Park & Planning Commission (M-NCPPC) in support of CP-18001: Munch-Kulp Residence, 4709 40th Avenue, Hyattsville. The letter shall include the City's support for a 5% lot coverage variance necessary to construct the single-family dwelling unit.
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A



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

[Cover Page](#)
[Memo - Munch-Kulp Residence CP-18001.docx](#)
[A-SOJ CP18001.pdf](#)
[CP-18001 Report \(1\).pdf](#)
[Floodplain DPIE Map.pdf](#)
[SWML-4CP18001.pdf](#)
[A-IML1-4CP18001.pdf](#)

There was no discussion on this item.

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

7.b [PPS 4-18013: 3599 East-West Highway \(20 minutes\)](#)
[HCC-176-FY19](#)

I move the City Council authorize the Mayor to submit to the M-NCPPC Planning Board a letter stating the City's support of Preliminary Plan of Sub-division (PPS) application PPS-4-18013 - 3599 East-West Highway, Hyattsville. The City's correspondence shall reflect the following:

- (1) The City supports the applicant's efforts to improve the aesthetic quality and functionality of the existing use;
- (2) The City's support is contingent upon the applicant amending the proposed site plan to reflect the southernmost curb cut on Belcrest Road be eliminated, as the removal of that vehicular access point shall have minimal impact on the circulation of the site and shall significantly improve the walkability of the perimeter of the subject site;
- (3) The City does not support any amendment to the Prince George's Plaza Transit District Development Plan (TDDP) Table of Uses which are intended to support a new gas station use. It is the City's position that a gas station is not a use that should be encouraged or permitted as a new use within the Prince George's Plaza Transit District.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)
[3599 East West PPS Memo - Final.docx](#)
[PPS-4-18013.pdf](#)
[NSR Variation Request.pdf](#)
[A-IML1-4-18013.pdf](#)
[A-ZSM-4-18013.pdf](#)

Assistant City Administrator Chandler summarized the sub-division application and requested feedback from the Council on the proposed conditions. Councilmember Wright asked for confirmation that the gas station was a grandfathered use in the Transit District Development Plan (TDDP). Assistant City Administrator Chandler said that if the site continues as a gas station it is permitted in the zone but a change in the site zoning use classification could be triggered by various new conditions in the detailed site plan.

There was a discussion regarding the table of uses and the relevancy of condition three (3) to the preliminary plan of sub-division. Mayor Hollingsworth stated that condition three (3) was not technically relevant to the application before the Council but staff believed it was helpful to include for the applicant



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

and the City. She said it was important for the City to be clear on its thoughts regarding amendments to the table of uses.

Councilmember Solomon noted the Planning Committee's recommendation to include art on the south side of the project and asked why it was not included in the conditions. Assistant Administrator Chandler said those comments pertained to the Detailed Site Plan and would be conveyed during that process.

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

8) Council Dialogue

Councilmembers wished residents happy holidays, thanked staff for work over the last year, and announced upcoming events. Councilmember Warner offered clarifying comments on the Transportation Plan, reiterating that the intent of the plan was to anticipate the future needs of the City. She urged concerned residents to reach out to their Councilmembers with questions. Mayor Hollingsworth thanked staff and Council for a great year, highlighting staff work on council initiatives and resident engagement. She wished residents happy holidays and a wonderful new year.

9) Community Notices and Meetings

[Cover Page](#) 

[Main City Calendar_Dec 18 2018 - January 7 2019.docx](#) 

10) Motion to Adjourn

The meeting adjourned at 8:41 p.m.

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



Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Report
Agenda Section:

SUBJECT

Police and Public Safety Advisory Committee - Annual Report (10 minutes)

HCC-258-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[The Year in Review 2018.pdf](#)

Summary Background:

The Police and Public Safety Advisory Committee submitted its annual report to Council in December. Chair Tom Tucker will present the report to Council. The report includes a recommendation to change the meeting requirements of the Committee Worksheet approved by Council when the Committee was established. This recommendation will be on the Action agenda of February 4.

Next Steps:

Consider recommendations

Fiscal Impact:

N/A

City Administrator Comments:

For Presentation

Community Engagement:

PPSAC meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A

THE YEAR IN REVIEW 2018

Police & Public Safety Citizens' Advisory Committee
Presentation to Mayor & City Council
January 22, 2019

Police & Public Safety Citizens' Advisory Committee

Members

□ Present

- Tom Tucker (Chair)
- Angela Kenny
- Irma Echeverria (Vice Chair)
- Jennifer Bangoura (Secretary)
- Laura Usher
- Mark Webb
- Pastor Penn
- + Mai Abdual Rahman
- + Bill Auchter
- + Mariel Alper
- Timothy Epp
- Shirley Fisher

□ Past

- Emily Stab
- Pat Yinkey
- Patricia Stamper
- Gwyn Kesler

Police & Public Safety Citizens' Advisory Committee

Council Liaisons/Sponsors

□ Present

- Robert Croslin
- Erica Spell
- Chief Amal Awad

□ Past

- Robert Croslin
- Ruth Ann Frazier
- Paula J. Perry
- Chief Doug Holland

Police & Public Safety Citizens' Advisory Committee

Mission

To promote civic participation and provide advisement and relevant feedback to the Mayor, City Council, and City Administration on issues related to community policing and public safety, including but not limited to policies and procedures, throughout the City.

Police & Public Safety Citizens' Advisory Committee

Major Focus Areas

- Gang Activity (Prevention and Deterrence)
- Hamilton Street Corridor
- Sustainability of Police Department

Police & Public Safety Citizens' Advisory Committee

Tenants

- ❑ Safety/Security is the cornerstone of successful community
- ❑ Success requires positive effort
- ❑ Success should never be taken for granted
- ❑ Success/Failure requires analysis and measurement
- ❑ Success should be recognized and celebrated
- ❑ Failure should be recognized and immediately changed

Police & Public Safety Citizens' Advisory Committee

Prevention and Deterrence of Gang Activity

- Top priority for 3rd year
- Gangs becoming more aggressive and dangerous
- Gangs were recognized as threat
- Positive action was take by Police Department
 - Grant
 - Increased grant
- Whole Community Concept
 - Teen Center
 - Teen Mentoring
 - School Resource Officers
 - Competition for Teens from Gangs

Police & Public Safety Citizens' Advisory Committee

Recommendations

- Receive detailed information briefing from Scott Dunklee on:
 - Gang activity
 - Past cases
 - Grant initiatives
- Gang activity is a political and law enforcement issue
 - Acknowledge it exists
 - Speak openly that gang activity does not support our values
 - Support law enforcement efforts
 - Demand positive results

Police & Public Safety Citizens' Advisory Committee

Hamilton Street Corridor

- Top priority – 2nd year
- Fierce advocates from ward
- Identified specific concerns
 - Harassment on way to Metro
 - Public Urination
 - Loitering
- Identified action items
 - Increase police presence
 - Business community input
 - Removal of “campers” in adjacent woods
- Positive improvement acknowledged
 - Ward residents
 - Business community
 - Police department

Police & Public Safety Citizens' Advisory Committee

Recommendations

- ❑ Continue enforcement activity
- ❑ Continue business community meetings
- ❑ Continue to evict campers
- ❑ Determine if room rental contributes to loitering

Police & Public Safety Citizens' Advisory Committee

Police Department Sustainability

- Quality Police Department
 - Well led
 - Stable
 - Good mission/values/vision
 - Loyal
- Recruiting & Retention
 - Retention pressure
 - Pay
 - Bonus
 - Job variety
 - Recruiting negative
 - Eighteen month delta
 - Personal turbulence
 - Diminished training/preparedness

Police & Public Safety Citizens' Advisory Committee

Recommendations

- Establish Task Force to determine:
 - Retention counter measures to resignations
 - Think creatively on compensation
- Show positive political support
- Avoid crisis

Police & Public Safety Citizens' Advisory Committee

Animal Control

- Ruff
- Chief Rodney Taylor
- Hyattsville Ordinance

Police & Public Safety Citizens' Advisory Committee

Recommendations

- ❑ Ruff draft ordinance recommended to PPSCAC
- ❑ Committee determine feasibility of draft
- ❑ Committee recommendation to leadership as appropriate

Police & Public Safety Citizens' Advisory Committee

Committee Administration Issues

- Positive relationship with:
 - Sponsors
 - Liaisons
 - City Administrators
- Meeting locations
 - Various locations throughout city
 - Churches/library
 - Locations
 - Difficult to schedule
 - Difficult to remember
 - Difficult parking
 - Scheduling does not sync with advertised announcements
- Meeting date conflict with PD meeting

Police & Public Safety Citizens' Advisory Committee

Recommendations

- Modify founding document to allow permanent meeting at City Building
- Change date to 2nd Wednesday of each month at 7:30pm

Police & Public Safety Citizens' Advisory Committee

Overall Committee Recommendations

- ❑ Continue to march
- ❑ If it's not broken; maintain it
- ❑ Continue to focus on areas of interest
- ❑ Continue to resolve issues without formal recommendations
- ❑ Continue to review/analyze our work

Police & Public Safety Citizens' Advisory Committee

Overall Committee Conclusions

- Committee had positive year
- Committee enjoyed relationship with:
 - Former Chief Doug Holland
 - Present Chief Amal Awad
 - Sponsors
 - Erica Spell
 - Robert Croslin
- Committee broadened understanding of:
 - Gang enforcement activity
 - Teen Center and other community service activities
 - Code Enforcement Office
 - PG County Animal Control
- Committee welcomed new members
- Committee worked well as a team
- Enjoy our service to the community

Questions?



Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Vivian Snellman
Submitting Department: Human Resources
Item Type: Report
Agenda Section:

SUBJECT

2019 Compensation Review Committee Recommendation (15 minutes)

HCC-256-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[2019 Compensation Review Committee Recommendation - FINAL.docx](#)

[2019 CRC Recommendation Chart.pdf](#)

Summary Background:

In January 2019, the Compensation Review Committee met four (4) times, reviewed materials provided by City staff, raised questions regarding previous and current actions recommended by other Compensation Review Committees; reviewed information comparing other elected official's compensation to comparable municipalities, and asked questions which were addressed by City staff. The recommendation of the Committee is attached and the Chair of the Committee, Chip Clark will present the recommendation to the Council.

Next Steps:

The Committee's recommendation is on the Action Agenda for Council consideration and vote. Per City Charter Section C2-6.1, the Mayor and Council shall have no power to alter or amend the Commission's recommendation, but shall either accept or reject it, by motion, resolution or ordinance.

Fiscal Impact:

Please refer to the Chart in the attached memo.

City Administrator Comments:

Recommend Approval

Community Engagement:

Meetings of the Compensation Committee were open to the public.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

Pending

Compensation Review Committee Statement & Recommendation

1/23/2019

The 2019 City of Hyattsville Compensation Review Committee's decision-making process was informed in large part by a debate over the efforts of the 2015 Committee and their findings. The 2015 Committee articulated a goal of raising the mayor and council member salaries to reflect adequate compensation for a part-time job that takes up a significant number of hours each week.

The 2015 Committee was attempting to stimulate interest within the community in running for the offices and felt that the time commitment involved relative to the salary received was inhibiting community members who might not be able to "afford" to run, either because they would have to give up an existing second job in order to serve or because they didn't feel that the salary being paid was worth the time commitment required of the offices.

Our Committee analyzed the salaries to be paid through the period covered by the previous ordinance (2015-01), which are in effect through FY 2021. The analysis included comparative studies of analogous salaries of other nearby municipalities including the percentage of the city budget committed to the compensation of their respective council members and mayor. Our committee decided that the 2015 committee recommendations were sufficient to raise the salaries to a reasonable level.

During the course of our deliberations, the 2019 Committee made an effort to understand the overall fiscal condition of the city budget, the degree to which Mayoral and City Council compensation is a factor in the budget, and the scope of the Mayor and Council's decision-making authority. Addressing the first point, City Treasurer Ronald Brooks provided a summary of past, current and future operating budgets. The Committee also gathered data from surrounding jurisdictions, which showed that Hyattsville currently sits at or near the top of the pack in terms of the percentage of the city budget spent on Mayoral and Council compensation and in the actual salaries to be paid.

In an effort to gauge whether the salaries were a deciding factor in a citizen's decision to run for office, a one question community survey was conducted regarding the reasons a person might choose to run for office or decide not to seek election. In the short period the survey was available, over 70 respondents provided feedback. The committee reviewed the results of the survey, however it did not have a significant impact on the final recommendation. The full results of that survey are available upon request.

We debated whether the salaries should be adjusted over the four years we were charged with considering. Three schools of thought stood out:

- 1) The salaries could be increased with a small increase to "round them off" the first year and then not increase them during the final three years.
- 2) A small percentage increase (2%) could be made each of the four years.
- 3) Salaries could be adjusted so that the total compensation being paid to all eleven elected officials each year reflects the same percentage of the operating budget. Notably, it would increase or decrease in proportion to the city's operating budget.

Our Committee voted to increase the salaries by 2% each year for all four years which would accomplish two objectives. First, the salaries would increase annually by an amount that would be

similar to a Cost of Living Adjustment. Second, doing so would avoid a situation where the 2023 Committee might find the need for a larger percentage increase in FY2026 in order to bring the salaries back in line on a comparative basis.

The 2% figure was agreed upon as a satisfactory annual adjustment, as it approximates the recent increases made by the two other local municipalities in our comparative analysis that have automatic annual increases.

In conclusion, our proposal contemplates a modest compensation increase over a four year period for the Mayor and City Council. At the end of the four-year period, Hyattsville's compensation budget for the Mayor and City Council should still be within range of surrounding jurisdictions, most likely on the higher end of the spectrum. We would also encourage the next Compensation Review Committee to analyze city elections held after the (2015-01) salary increases have taken effect, looking especially at how many seats are contested and for evidence of continued diversity on the Council. The Committee appreciates that ongoing efforts by the city to increase outreach to potential candidates may have enhanced interest in local government. The committee believes a more extensive survey with a generous timeline would better help understand the specific factors that motivate individuals to seek elected office.

The numerical details of our proposal are spelled out in the chart below, with an effective date of July 1, 2021 for the first increase in Mayoral and Council Member salaries.

Our recommendation extends through FY2025.

City of Hyattsville, Maryland

Recommendation of Compensation Review Committee:

	Base Year Actual ⁽¹⁾ 7/1/2014	Actual ⁽²⁾ 7/1/2015	Actual ⁽²⁾ 7/1/2016	Actual ⁽²⁾ 7/1/2017	Budget ⁽²⁾ 7/1/2018	Proposed ⁽²⁾ 7/1/2019	Proposed ⁽²⁾ 7/1/2020	Proposed ⁽²⁾ 7/1/2021	Proposed ⁽²⁾ 7/1/2022	Proposed ⁽²⁾ 7/1/2023	Estimate ⁽³⁾ 7/1/2024
Operating Budget Forecast		1.93%	3.24%	16.00%	9.87%	0.46%	4.62%	6.09%	2.94%	2.82%	3.00%
Total City Budget (General Fund Exp.)	\$14,586,914.00	\$14,868,739.00	\$15,349,938.00	\$17,806,560.00	\$19,563,505.00	\$19,654,428.00	\$20,562,283.00	\$21,814,180.00	\$22,456,239.00	\$23,089,645.00	\$23,782,334.35
Mayor Compensation	\$7,800.00	\$8,994.00	\$10,244.00	\$11,550.00	\$12,914.00	\$14,340.00	\$15,834.00	\$16,151.00	\$16,474.00	\$16,803.00	\$17,139.00
Council Mbr. Comp.	\$5,200.00	\$6,019.00	\$6,855.00	\$7,729.00	\$8,643.00	\$9,597.00	\$10,597.00	\$10,809.00	\$11,025.00	\$11,246.00	\$11,471.00
Total \$ Comp.	\$59,800.00	\$69,184.00	\$78,794.00	\$88,840.00	\$99,344.00	\$110,310.00	\$121,804.00	\$124,241.00	\$126,724.00	\$129,263.00	\$131,849.00
% of Budget	0.41%	0.47%	0.51%	0.50%	0.51%	0.56%	0.59%	0.57%	0.56%	0.56%	0.55%

Total City Budget Source -

(1) - FY2018 Proposed Budget

(2) - 2018 - 2022 Economic Overview and 5 Year Forecast

(3) - Estimated 3% Increase



Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Ron Brooks
Submitting Department: Finance
Item Type: Audit
Agenda Section:

SUBJECT

FY17 & FY18 Audit Update (5 minutes)

HCC-262-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

We are waiting for final sign-off on the closing reports for FY17 audit. The FY18 audit started approximately 3 weeks ago beginning with document verification and forwarding out conformation letters to various stakeholders that include but not limited to the State of Maryland, Maryland Department of Transportation and the City's banking partners. Completion of this audit will be around the end of March or first part of April 2019.

Next Steps:

Continue to work through the audits until 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 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: February 4, 2019
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Budget
Agenda Section:

SUBJECT

FY19 Budget Amendment: Equipment Purchase/Rental and Contracted Services for Election 2019

HCC-249-FY19

Recommendation:

I move that the Mayor and Council amend the FY19 Election Budget in the amount of \$8,000. The purpose of this budget amendment is to support \$5,500 of additional costs for equipment purchase and rental and \$2,500 of additional costs for contracted services associated with same day voter registration and electronic poll books.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

In FY19 Council approved \$25,000 for election equipment rental and \$8,500 for other contracted election services.

The recommended election equipment vendor came in over budget at NTE \$30,000 for rental of election equipment. The vendor will also provide the City with a permanent solution for provisional ballots with the purchase of secure, locking ballot bags, at a cost NTE \$500. Previously the City has rented ballot boxes. These bags will be reused in future elections. Staff requests a budget amendment of \$5,500 in the election equipment budget to cover these costs.

In the election contracted services budget, staff requests an additional \$2,500 in funding. The electronic poll books require a data file from the State of Maryland Board of Elections to import registration information. The State will provide this file to the City at a cost of \$1,000.

Same Day Registration (SDR) will be implemented for the first time in 2019. In order to successfully implement SDR the City must obtain telephone support on early voting and election day support from Prince George's County Board of Elections to verify registrations. The County BOE has agreed to provide support at a rate \$50 per hour on the two (2) Saturday early voting days and \$40 per hour on Election Day. Additional support is also required for the provisional ballot canvass on May 9. The total cost for County support services is NTE \$1,500.

Next Steps:

Amend the FY19 Election budget to reflect the adjustments for equipment rental and contracted services.

Fiscal Impact:

\$8,000

City Administrator Comments:

Recommend Approval

Community Engagement:

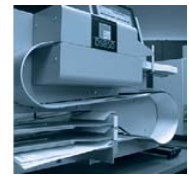
N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



City of Hyattsville, MD
Rental Proposal Quote
Submitted by Election Systems & Software

Rental Solution Includes:

<u>Quantity</u>	<u>Item Description</u>	<u>Price</u>
Tabulation Hardware:		
Model DS200 Precinct Scanner:		
7	Model DS200 (Includes Scanner, Plastic Ballot Box with Steel Door and e-Bin, Paper Roll and 4GB Jump Drive)	\$6,055.00
15	Voting Booths	\$375.00
ExpressVote:		
7	ExpressVote Unit Including ADA Keypad, Headphones, and 4GB Flash Drive	\$4,165.00
7	ExpressVote Soft-Sided Case	\$140.00
Software License Fees:		
1	ElectionWare Software (Results Only)	\$4,000.00
Services:		
Implementation Services:		
1	Election Judge Training #1	\$1,700.00
1	Election Judge Training #2	\$1,700.00
2	Early Voting Support	\$3,400.00
1	Election Day Support	\$1,700.00
1	Ballot Layout and Coding	\$1,500.00
Third Party Products:		
1	EMS 3rd Party Hardware	\$1,000.00
Shipping & Other:		
7	Shipping - (M100/DS200 Based on Non-Truckload Quantities)	\$1,610.00
7	Shipping - iVotronic/ExpressVote (Based on Non-Truckload Quantities)	\$490.00
Total Rental Solution		\$27,835.00

Ballot Printing Per Ballot (Includes 2-sided, black & white ballot, up to 17" in length) **Price does not including shipping.** \$0.29 each

Mail Ballot Packets (Includes ballot, instruction sheet, send envelope, and return envelope. Minimum order quantity of 200) **Price does not include shipping/postage.** \$2.50 each

Footnotes:

- Pricing reflects Per Election rental rates utilizing rental pool equipment. Rental equipment is subject to availability at time of requested delivery.
- This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
- Rates valid for 90 days and thereafter may change.
- Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
- The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs and will be invoiced at the rate of \$1,700.00 per day.
- A Rental Cancellation Fee of 10% of the Total Rental Solution Fee shall apply in the event the Customer does not provide written notification to ES&S of its intent to cancel an Election at least forty-five (45) days prior to a scheduled Election covered under an Agreement between ES&S and the Customer.



Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Purchase
Agenda Section:

SUBJECT

Renovation of Shared Conference Room (4310 Gallatin Street)

HCC-250-FY19

Recommendation:

I move that the Mayor and Council authorize the City Administrator to execute a contract with Kiyonda Powell Design Studio for the design and renovation of a shared conference room for use by Council and staff at a cost NTE \$22,801, upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[K. Powell Design Contract.pdf](#)

Summary Background:

The administrative offices are filled to capacity and two (2) staff members are now seated in what was used as an internal conference room. While staff still holds informal meetings in the internal conference room it is challenging to use it as an effective meeting space, particularly when hosting external stakeholders or confidential meetings. Most internal meetings and meetings with external stakeholders have been shifted to the Mayor/Council office and it has now become a shared meeting space.

The City obtained quotes from three (3) design firms to provide a layout and furnishings for the space. The quotes received were as follows:

Kiyonda Powell Design Studio: \$22,801

Steel Office Interiors: Submitted two (2) proposals for \$26,801 and \$22,732, respectively.

Duron: \$9,953

Upon review of the quotes and the design proposals, staff selected Kiyonda Powell Design Studio as the vendor to provide a comprehensive design at the best value for the project. While the quote from Duron was significantly less, it did not meet the seating requirement or include lighting, window treatments, electrical support and design.

The selected project design will provide seating for up to 16 to accommodate closed sessions of the City Council, feature tables with outlets, and provide a separate seating area designated for the Mayor's use. Blackout motorized blinds will be installed so the room can be used to display presentations. The design also features art work to be sourced locally as a nod to the City's arts district.

Existing chairs and tables will re-purposed in the City building. The Mayor will retain the existing desk in the space. Mayor, Council and staff will all have access to the meeting space. 47

Next Steps:

Upon contract approval DPW will manage the implementation of the project with the design firm.

Fiscal Impact:

NTE \$22,801

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

Pending

From:**Kiyonda Powell**

Kiyonda Powell Design Studio, LLC

Interior Design

3014552534

kiyonda@kiyondapowell.com



Bill To:	Laura Reams
	lreams@hyattsville.org
Project:	Hyattsville Mayor's Office
Type	Corporate
Date	TBD
Time	TBD
Location	TBD

HYATTSVILLE MAYOR'S OFFICE PROPOSAL

Version 2

PROPOSAL

	QTY	UNIT	PRICE	TAX	TOTAL
DESIGN PHASE	1.0		\$1,250.00		\$1,250.00
Covers design time for sourcing and design compilation for overall presentation to the client. Two rounds of reasonable edits are included in the design agreement.					
DOCUMENTATION + PROCUREMENT	1.0		\$1,000.00		\$1,000.00
Includes design time for documenting specifications for designer, contractor and client use as well as the preparation of purchase orders and procurement of goods for client's space.					
PROJECT MANAGEMENT + ADMINISTRATION	1.0		\$450.00		\$450.00
Project management includes the coordination with vendors, contractors and client interface for the project. The designer will need to be present for site visits to make sure the design intent is being achieved. The designer also manages any service components with purchased goods. The designer will coordinate with receiver to manage the install of product and maintain the budget sheet and tracking for product with overall schedule.					
INSTALLATION COORDINATION	1.0		\$300.00		\$300.00
The designer and team will oversee the installation of finished goods as well as stage and place accessories to complete the space.					
PURCHASED GOODS	1.0		\$19,801.00		\$19,801.00
Furniture, lighting, equipment, art and accessories					
Some items are allowance based in the budget and final cost will be edited once available.					
Price includes tax and shipping					

Subtotal:	\$22,801.00
Total Amount:	\$22,801.00

PAYMENT PLAN

1. \$2,700.00	Jan 25, 2019	#43278-000194	UNPAID
2. \$19,801.00	Jan 25, 2020	#43278-000195	UNPAID
3. \$300.00	Jan 25, 2020	#43278-000196	UNPAID

Total Amount: \$22,801.00

SERVICE CONTRACT

Client Service Agreement

Entered into on Jan 25, 2019.

Parties:

Known as "Designer"

Kiyonda Powell Design Studio, LLC

kiyonda@kiyondapowell.com

151 Q Street, NE #3505 Washington, DC 20002

3014552534

and

Known as "Client"

Laura Reams

lreams@hyattsville.org

4310 Gallatin Street Hyattsville, MD 20781

301-985-5009

Collectively, all of the above people or businesses entering this Agreement will be referred to as the "Parties."

Purpose of the Agreement

Client wishes to hire Designer to provide services relating to Client's Office Space as detailed in this Agreement. has agreed to provide such services according to the terms of this Agreement.

Terms

Package. Client chooses Full Design Service.

1. Scope of Services. The Interior Designer shall depending on project requirements provide some or all of the following services ("Services") to the Client in accordance with the terms and conditions of this Agreement: Communication regarding the activities below are included as part of defined "services" payable by the clients.

- Provide layout for ideal use of space for both Mayor's office and City Council meeting space; Source and purchase furniture, lighting and accessories; Design, source and purchase window treatment; Specify paint and provide location details to facilities manager; Work with facilities manager to schedule and coordinate install; Coordinate with local artist for custom wall mural

2. Retainer and Payments. Client shall pay a non-refundable retainer in the amount of \$\$2,700.00 for Interior Designer to perform the services specified herein. Upon payment, Interior Designer will begin planning and drafting a conceptual design for Client's design space for the time and date agreed upon by both parties. Client agrees that this retainer is earned by Interior Designer when paid, and is remitted in consideration of the experience, reputation, and skill of the Interior Designer. The design process includes 2 rounds of reasonable edits where needed in the design.

After the design has been presented and approved, the documentation and project management complete and the retainer has been exhausted, the following fees will apply:

- Installation

These fees are referenced in the fee structure.

A late fee of 1.5% of the amount owed per day shall be applied to any payments made after the agreed upon date.

3. The Sale and Shipping of Goods. All art, finish materials, fixtures, furniture and other goods used in the design space presentation will be available for purchase by Client. Goods will be available for purchase. The designer will charge a mark up fee on all goods. The markup fee is a percentage that is based on the trade vendor discount and project budget. The total price for the goods will not exceed the retail cost. A separate invoice will be provided for all goods that the client would like to purchase. Client will be responsible for all shipping costs. For vendors that require Client have a receiver or white glove service in order to receive goods, there will be an additional service fee that will be invoiced to the client.

4. Design Audit. After the design space has been presented and approved by the Client, the Client will be given the opportunity to recommend any changes to the Interior Designer. The Client will be billed at an hourly rate of \$175.00 for any additional hours of work that are needed in order to implement any changes to the design space after initial approval.

5. Travel and Overage Fees. The Client will be charged for travel expenses for projects outside of the DC metro area.

6. Optional Expenses. Client can receive a three-dimensional design renderings upon request and at an additional cost. Client can also request any additional services outside of the scope of services listed above for additional costs.

7. Cancellation. If for any reason Client cancels this Contract, the Interior Designer shall keep the retainer and any monies paid on the date of cancellation. Client must provide notice of cancellation via email to Interior Designer.

8. Rescheduling. If for any reason, the Client reschedules the design space presentation at least 24 hours prior to the design space presentation date, and such rescheduling is confirmed via email to the Interior Designer, the retainer may, at the Designer's sole discretion, be applied to the new date.

9. Exclusivity. Client understands and agrees that he or she has hired Interior Designer exclusive of any other interior design service provider. In order to provide a high level of satisfaction and quality of service, no other service providers, other than any assistant or third party that Interior Designer hires to complete the Services outlined in this Agreement, are permitted to provide the same or similar services or products, paid or unpaid, at the locations and dates specified in this Agreement.

10. Cooperation. The Client shall assist and cooperate with the Interior Designer in obtaining the desired design. After the Interior Designer presents the design board, Client shall express any preferred vendors, items or materials that he or she wants to be incorporated into the design space.

11. Artistic Style. Client has spent a satisfactory amount of time reviewing Interior Designer's work and has a reasonable expectation that Interior Designer will perform the Services in a similar manner and style unless otherwise specified in this Agreement. The Interior Designer retains the right of discretion in selecting the photographic materials released to the Client.

12. Consistency. Interior Designer will use reasonable efforts to ensure Client's desired Services are produced in a style and manner consistent with Interior Designer's current portfolio and Interior Designer will try to incorporate any reasonable suggestion made by Client. However, Client understands and agrees that:

1. Every client and design space is different, with different tastes, budgets, and needs;
2. Services are often a subjective art and Interior Designer has a unique vision, with an ever-evolving style and technique;
3. Interior Designer will use its artistic judgment when providing Services for Client, which may not include strict adherence to Client's suggestions;
4. Although Interior Designer will use reasonable efforts to incorporate Client's suggestions and desires when providing Client with the Services, Interior Designer shall have final say regarding the aesthetic judgment and artistic quality of the Services;
5. Dissatisfaction with Interior Designer's aesthetic judgment or artistic ability are not valid reasons for termination of this Agreement or request of any monies returned.

13. Client Usage of Designs. The Client shall not make any reproductions of Interior Designer's works or designs of resulting from this Contract. The Client shall not make, or provide authorization to a third-party to make, reproductions of Interior Designer's works or designs resulting from this Contract.

14. Social Media. Interior Designer grants to Client a non-exclusive license of product(s) produced with and for Client for personal use only so long as Client provides Interior Designer with attribution each time Client shares pictures of Interior Designer's designs. The Client may share web/blog post links and social media albums through use of the share functions and dissemination of direct links. The Client shall identify "@kiyondapowell" (Interior Designer) and the photographer of the design space in the caption of all photographs of Interior Designer's designs uploaded to social media websites and profiles.

15. Photographic Release. The Client hereby grants to Interior Designer and its legal representatives and assigns, the irrevocable and unrestricted right to use and publish photographs of the design space or in which the Client may be included, for editorial, trade, advertising and any other purpose and in any manner and medium; to alter the same; and to copyright the same. The Client hereby releases Interior Designer and its legal representatives and assigns from all claims and liability relating to said photographs.

16. Safe Working Environment. The Client agrees to undertake the best efforts to ensure that Interior Designer and the Interior Designer's staff are treated with respect and dignity and that the Interior Designer is provided with a safe working environment. The Interior Designer retains the right to cancel the remainder of any design session in the event that design session commit any instances of sexual harassment, violence, threats, or other similar behavior that would lead a reasonable person to feel unsafe in such an environment. In the event of such cancellation the Client shall not be entitled to any refund.

17. Independent Contractor – Assistant Interior Designer. The Interior Designer shall, at the Interior Designer's sole discretion, supply an Assistant Interior Designer to aide Interior Designer during design sessions. Assistant Interior Designer is an independent contractor and is not an employee of Client. The Interior Designer reserves the right and discretion at selecting the appropriate assistant Interior Designer.

18. Vendor Guidelines. The Interior Designer is bound to guidelines and policies of the vendor's rules and policies. Negotiation with the vendors for modification of guidelines and/or policies is the Client's responsibility. Any additional permits or fees required by the vendor shall be the responsibility of the Client.

19. Impossibility. Notwithstanding the above, either party may choose to be excused of any further performance obligations in the event of a disastrous occurrence outside the control of either party, such as, but not limited to:

1. A natural disaster (fires, explosions, earthquakes, hurricane, flooding, storms or infestation); or
2. War, Invasion, Act of Foreign Enemies, Embargo, or other Hostility (whether declared or not); or
3. Any hazardous situation created outside the control of either party such as a riot, disorder, nuclear leak or explosion, or act or threat of terrorism.

20. Failure to Perform Services. In the event Interior Designer cannot or will not perform its obligations in any or all parts of this Agreement, it (or a responsible party) will:

1. Immediately give Notice to Client via the Notice provisions detailed in this Agreement; and
2. Issue a refund or credit based on a reasonably accurate percentage of Services rendered; and
3. Excuse Client of any further performance and/or payment obligations in this Agreement.

21. Notice. Parties shall provide effective notice ("Notice") to each other via email

1. Interior Designer's Email: [kiyonda@kiyondapowell.com \(mailto:kiyonda@kiyondapowell.com\)](mailto:kiyonda@kiyondapowell.com)
2. Client Email: n/a

The parties may amend this Agreement only by the parties' written consent via email.

22. Limit of Liability. Client agrees that the maximum amount of damages he or she is entitled to in any claim relating to this Agreement or Services provided in this Agreement are not to exceed the Total Cost of Services provided by Interior Designer.

23. Severability. If any portion of this Agreement is deemed to be illegal or unenforceable, the remaining provisions of this Agreement remain in full force.

24. Merger. This Agreement constitutes the final, exclusive agreement between the parties relating to the and Services contained in this Agreement. All earlier and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement.

25. Indemnification. The Interior Designer shall be held harmless for any and all injury to the Client and the Client's property during the course of the design sessions and the immediately surrounding events. Client agrees to indemnify, defend and hold harmless Interior Designer and its affiliates, employees, agents and independent contractors for any injury, property damage, liability, claim or other cause of action arising out of or related to Services and/or product(s) Interior Designer provides to Client.

26. Attorney's Fees. If either party to this Contract brings a legal action against the other party to this Contract to secure the specific performance of this Contract, collect damages for breach of this Contract, or otherwise enforce or interpret this Contract, the prevailing party shall recover reasonable attorney's fees and all costs, premiums for bonds, fees, and other expenses expended or incurred in the action in addition to any other relief that may be awarded.

27. Arbitration. The parties expressly consent to jurisdiction and venue of the courts of the District of Columbia, with respect to any suit, claim or dispute arising out of, or relating to, this Agreement. It is understood and agreed by the parties that the Court where litigation is first commenced will retain jurisdiction over any and all related claims or disputes arising out of and concerning this Agreement.

IN WITNESS WHEREOF, both parties signify their authority to act on their organization's behalf and agreement to abide by the terms of this contract effective the date written above by the signatures affixed below.

Kiyonda Powell

TBD

Laura Reams

TBD

kiyonda@kiyondapowell.com | <https://kiyondapowell.com> | 3014552534 | 151 Q St NE, #3505, Washington, DC 20002



Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Anthony DeSantis
Submitting Department: Community Services
Item Type: Proclamation
Agenda Section:

SUBJECT

Proclamation Celebrating February 2019 as Black History Month in the City of Hyattsville

HCC-253-FY19

Recommendation:

I move that the Mayor and Council adopt a proclamation recognizing February 2019 as Black History Month in the City of Hyattsville.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Black_History_Month_2019__Final_\(3\).docx](#)

Summary Background:

Black History Month is a time for all to celebrate the history and achievements of African Americans and their role in shaping our nation's history. This year's Black History Month theme is Black Migrations, and focus's on African Americans who migrated to new destinations and new social realities in the early twentieth century.

Next Steps:

Proclaim February 2019 to be Black History Month in the City of Hyattsville

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Recognition of Black History Month has been planned.

Strategic Goals:

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

Legal Review Required?

N/A

CITY OF HYATTSVILLE

PROCLAMATION

CELEBRATING FEBRUARY 2019 AS BLACK HISTORY MONTH IN THE CITY OF HYATTSVILLE

The City of Hyattsville proclaims February 2019 to be Black History Month, a time for all to celebrate the achievements of African Americans that have helped shaped our nation's history. This year's Black History Month theme, *Black Migrations*, honors the many African Americans who relocated in the early twentieth century, creating richer and more diverse populations.

WHEREAS, Black History Month is an annual celebration for people of all races and backgrounds to observe the countless merits and sacrifices of African Americans throughout our nation's history; and

WHEREAS, this year's Black History Month focuses on the importance of African Americans migrating to new destinations resulting in a more diverse and stratified interracial and intra-racial urban population amid a changing social milieu; and

WHEREAS, this relocation led to the emergence of black industrial workers and black entrepreneurs, the rise of the Garvey movement, as well as new music forms, visual and literary arts; new religions; and

WHEREAS, this relocation did not come without sacrifice, leading to racial suburbanization, mass incarceration, the need for civil rights protests and more.

NOW, THEREFORE BE IT RESOLVED, that the City of Hyattsville celebrates February 2019 as Black History Month, as we reflect on African Americans migration patterns and the numerous contributions and sacrifices they have made throughout history.

Candace B. Hollingsworth
Mayor, City of Hyattsville

February 4, 2019





Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Contract

Agenda Section:

SUBJECT

Bicycle Rack and Repair Station – Materials and Installation Services RFP Acceptance of Proposal and Award of Contract

HCC-255-FY19

Recommendation:

I move the City Council accept the proposal submitted by Arrow Bicycle, 5108 Baltimore Avenue, Hyattsville, Maryland 20781 for the purpose of providing the City with bicycle racks, bicycle repair stations and installation services, as detailed in RFP#09142018 at a cost not to exceed \$40,000.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo - Bicycle Rack and Repair Station Services - Award of Contract.docx](#)

Summary Background:

On September 14, 2018, the City of Hyattsville issued RFP# CED09142018, a request for the fabrication, delivery and installation of fifty (50) bicycle racks and five (5) bicycle repair stations to be located in publicly accessible areas throughout the City of Hyattsville. The scope of work includes the provision of installation materials and services.

On November 7, 2018 the City opened the two (2) submitted proposals and the documents were reviewed for basic requirements including the completion of all required submittal documents.

Staff completed a thorough review of each of the two proposals and determined that the materials and services proffered met the requirements of the solicitation and were either identical materials or comparable to the scope of work specified in the RFP.

Next Steps:

No additional City Council action is required.

Fiscal Impact:

Funding for this contract is included in the FY2019 Capital Budget.

City Administrator Comments:

Staff has completed its analysis of proposals and is recommending the City Council accept the proposal submitted by Arrow Bicycle, 5108 Baltimore Avenue, Hyattsville, Maryland 20781 and authorize a contract for services not to exceed \$40,000. Staff will work with the contractor to modify the scope of work to reduce the total cost of the project.

Community Engagement:

Community Sustainability Plan: Goal 10 - Strengthen Connectivity for Cyclists. There must be a connected network of bike friendly roads or trails for cyclists to move safely and efficiently throughout the City. Enhanced infrastructure can help connect cyclists to places within the City and outwards to the region.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

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
Date: January 29, 2019
Re: RFP# CED09142018 – Bicycle Rack and Repair Station – Materials and Installation
Services RFP Acceptance of Proposal and 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 acquisition and installation of bicycle infrastructure.

- The City issued a Request for Proposal on September 14, 2018;
- The City received two (2) responses to the RFP on November 6, 2018;
- Staff is recommending the City accept of the proposal submitted by Arrow Bicycle in an amount not to exceed \$40,000.
- If approved, the furnishing of equipment would occur from April 2019 – October 2019.

RFP Summary

On September 14, 2018, the City of Hyattsville issued RFP# CED09142018, a request for the fabrication, delivery and installation of fifty (50) bicycle racks and five (5) bicycle repair stations to be located in publicly accessible areas throughout the City of Hyattsville. The scope of work includes the provision of installation materials and services.

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

Hal Metzler, Project Manager, Department of Public Works

Katie Gerbes, City Planner, Department of Community & Economic Development

Tara George, Assistant Project Manager, Department of Public Works

Karin Flom, Intern, Department of Community & Economic Development

Ron Brooks, City Treasurer

RFP Responses

On November 7, 2018 the City opened the two (2) submitted proposals and the documents were reviewed for basic requirements including the completion of all required submittal documents.

Firm	Address	Minimum Requirements Met	Lump Sum Total
Arrow Bicycle	5108 Baltimore Avenue, Hyattsville, Maryland 20781	Yes	\$43,767.00
Hawkeye Construction LLC	1001 68 th Street, Rosedale, Maryland 21237	Yes	\$54,000.00

Technical Proposal Analysis & Evaluation

The proposals were 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;
- Equipment meets acceptable performance and durability standards;
- Details responding to each of the category of services articulated in the Scope of Services;
- Sealed Dollar Bid Proposal: The document included a breakdown by unit(s), types, unit costs and total costs.

Staff completed a thorough review of each of the two proposals and determined that the materials and services proffered met the requirements of the solicitation and were either identical materials or comparable to the scope of work specified in the RFP.

Contract Award Recommendation

Staff has completed its analysis of proposals and is recommending the City Council accept the proposal submitted by Arrow Bicycle, 5108 Baltimore Avenue, Hyattsville, Maryland 20781 and authorize a contract for services not to exceed \$40,000. Staff will work with the contractor to modify the scope of work to reduce the total cost of the project.



Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Vivian Snellman
Submitting Department: Administration
Item Type: Memorandum of Understanding
Agenda Section:

SUBJECT

Clean and Safe Team Ambassadors' Initiative MOU

HCC-257-FY19

Recommendation:

I move that the Mayor and Council authorize the City Administrator to enter into a Memorandum of Understanding with Employ Prince George's Inc. in support of the Clean and Safe Team Ambassadors' Initiative and authorize an expenditure NTE \$216,463.50, upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The Hyattsville Clean and Safe Team is a pilot initiative intended to demonstrate the effectiveness of hyperlocal work crews to advancing public health and safety. Not inconsequentially, establishing these crews will create employment opportunities and the potential for new hires to gain skills to move into other departments within the City government. Employ Prince Georges has agreed to recruit, hire, train and provide uniforms for the 7 members of the Clean and Safe team.

Next Steps:

The City will work with Employ Prince George's Inc to select 4 full time and 3 part time employees. The MOU between the City and Employ Prince George's is currently under review by the City Attorney. We are working towards a start date (recruiting and initial 12 weeks of training) to begin March 4, 2019.

Fiscal Impact:

\$216,463.50

City Administrator Comments:

Recommend Approval

Community Engagement:

The launch of the Clean and Safe Team will be shared with the community.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Laura Reams
Submitting Department: Legislative
Item Type: Appointment
Agenda Section:

SUBJECT

Appointment to Race and Equity Task Force

HCC-261-FY19

Recommendation:

I move that the Mayor and Council appoint Andrea Dargin (Ward 1) to the Ad Hoc Race and Equity Task Force for a term to expire in April 2019.

Sponsor(s):

Warner

Co-Sponsor(s):

N/A

ATTACHMENTS

[A. Dargin_RETf Application.pdf](#)

Summary Background:

See attached application.

Next Steps:

Upon appointment, the staff liaison will reach out to the appointee to inform them of their appointment. Please note all meetings of the committee are open to the public. The next meeting of the Race and Equity Task Force will be held on February at 7 PM in the Mayor's Office at the City Municipal Building.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend support

Community Engagement:

Agendas for the Race and Equity Task Force Meetings will be posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

Andrea

First Name

Dargin

Last Name

Email Address

Street Address

City

Suite or Apt
State

Postal Code

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

*

☒ Ward 1

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Race and Equity Task Force: Submitted

Referred By:

Biographical Statement

Andrea Dargin is a third-year evening law student at the George Washington University Law School in Washington, D.C.. Prior to entering law school, she worked for a number of years in the Human Resources field within both the public and private sector. She is dedicated to being a valuable resource to the community, and in particular supporting the efforts of equity across all jurisdictions.



Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Legislative
Agenda Section:

SUBJECT

Police and Public Safety Advisory Committee - Edits to Committee Worksheet (5 minutes)

HCC-259-FY19

Recommendation:

I move that the Mayor and Council adopt the recommended revisions to the Police and Public Safety Citizens' Advisory Committee Worksheet.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[PPSAC Committee_Worksheet_RECOMMENDED EDITS.docx](#)

Summary Background:

The Police and Public Safety Citizens' Advisory Committee submitted its annual report to Council in December. The report included a recommendation to change the meeting requirements of the Committee Worksheet approved by Council when the Committee was established.

The Committee Worksheet requires the committee to meet a minimum of eight times per year. The committee has met or exceeded this requirement. The document also requires the committee meet in various locations throughout the City. The committee has pursued this requirement over the past two years with limited success. At this time, the committee requests a change in the founding worksheet to allow meetings to be held in the City Building the second Wednesday of each month at 7:30 pm.

Next Steps:

Discuss and possibly adopt the recommended revisions.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

PPSAC meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A

COMMITTEE WORKSHEET

Hyattsville Police and Public Safety Citizens' Advisory Committee

Mission Statement: The City of Hyattsville Police and Public Safety Citizens' Advisory Committee (PPSCAC) is established to promote civic participation and provide advisement and relevant feedback to the Mayor, City Council, and City Administration on issues related to community policing and public safety, including but not limited to policies and procedures, throughout the City.

PPSCAC Objectives:

- Provide a venue for residents to assist in developing public awareness campaigns on issues of public safety;
- Provide an opportunity for residents to assist in the dissemination of information to communities on the roles, responsibilities and on-going activities of the Hyattsville City Police Department (HCPD) and other public safety agencies of the City Hyattsville as requested;
- Provide an opportunity for residents to assist in the solicitation of views from its members' neighborhoods in order to advise the City Administrator, Chief of Police (as requested), Mayor, and City Council on issues and concerns that, in general, impact the wellbeing of residents, business owners and guests.

PPSCAC Scope: The work associated with Hyattsville Policing and Public Safety Advisory Citizen's Committee shall include but not be limited to:

1. Provide an opportunity for residents to assist in improving the public's knowledge and understanding of the roles and responsibilities of members of the City of Hyattsville's public safety agencies;
2. Provide an opportunity to strengthen citizen and resident familiarity with the Hyattsville public safety agencies by promoting its responsiveness, innovation and importance to the safety and well-being of the community;
3. Provide feedback from a community perspective on crime trends, fear of crime and strategies to address public safety concerns;
4. Coordinating regular reporting and presentations from external policing partners and enforcement organizations (Prince George's County, Maryland Park Police, Metro Transit Police, etc) on issues of public health and safety, and crime trends.
5. Advise council and make recommendations on issues related to public safety throughout the City
6. Advise council on educating the community about public safety issues, concerns, and programs
7. Advise council on public safety policies and practices (e.g., best practices)
8. Advise council on facilitating/increasing community involvement in and awareness of public safety

9. Advise council on improving and promoting cooperation and coordination between the community and public safety agencies
10. Work with residents and advise council on methods of strengthening and promoting Hyattsville's community policing model
11. Advise council on methods for developing partnerships within communities to serve residents' interests with a focus on reducing crime and fear/perception of crime such as establishing and/or growing neighborhood watch programs
12. Establish a forum where residents feel comfortable sharing concerns on health, safety, and policing with residents and community leaders with the intent of providing back to the Mayor and council on methods addressing such concerns

Deliverables: The PPSCAC will, at a minimum, report its advisory findings annually to the Mayor, Council, City Administrator, and Chief of Police. The PPSCAC will also report on legislation referred to it by the Council within a timeframe determined by the Council.

Frequency of meetings: The Committee shall attempt to meet monthly.

Minimum number of meetings per year: The PPSCAC will meet at least eight (8) times per year, typically on the second Wednesday of each month at 7:30 p.m. All PPSCAC meetings are open to the public.

A special meeting of the PPSCAC may be called at any time by the Chairperson, with advance notice to the Staff and Council liaisons. Absence from a special meeting shall not be counted against PPSCAC members.

Members are allowed two (2) absences from scheduled meetings during one calendar year. Additional absences may constitute removal from the PPSCAC by called vote of the PPSCAC members present at the next PPSCAC regular or special meeting.

Quorum: The presence of 50% + 1 voting members shall constitute a quorum. No formal actions may be voted without a quorum.

The Committee is permanent: The Committee is a permanent committee.

Composition of members: The PPSCAC shall be comprised of a maximum of 11 (eleven) voting members. The Council recommends at least two voting members from each of the City's five voting wards, which may include residents, business owners, and students appointed by the Mayor and City Council.

The Committee shall elect a Chairperson, a Vice-Chairperson, and secretary.

Council Liaison: The Committee shall have two Council liaisons. Councilmember liaisons are considered non-voting members.

City Staff: There shall be two staff liaisons representing the City's enforcement agencies (including but now limited to: Department of Public Works, Code Compliance, and Hyattsville

City Police Department), with at least one designated by the City Administrator with advice from Chief of Police. Staff Liaisons are considered non-voting members.

Committee Member term of office: Members proposed and approved by the City Council serve two year renewable terms. The City Clerk shall notify Council Liaisons, the Committee Chair, and the committee member 60 days in advance of the member's term expiration date.

Grounds for removal for any Committee Member:

1. The member moving outside the boundaries of the City of Hyattsville
2. By a majority vote of the committee or the City Council



Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Laura Reams
Submitting Department: Human Resources
Item Type: Legislative
Agenda Section:

SUBJECT

2019 Compensation Review Committee Recommendation (10 minutes)

HCC-260-FY19

Recommendation:

I move that the Mayor and Council (ACCEPT OR REJECT) the recommendation of the 2019 Compensation Review Committee to set the Mayor and Council salaries as set forth in the Committee's Statement and Recommendation and the associated Chart.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[2019 Compensation Review Committee Recommendation - FINAL.docx](#)

[2019 CRC Recommendation Chart.pdf](#)

Summary Background:

The Compensation Review Committee will present its recommendation to Council on the February 4 Presentation Agenda.

Next Steps:

Should the Council approve the Committee's recommendation, the City Attorney will draft an Ordinance which will be presented to the Council for adoption prior to the close of the FY19 fiscal year.

Fiscal Impact:

Please refer to the Chart in the attached memo.

City Administrator Comments:

TBD

Community Engagement:

Compensation Review Committee meetings were open to the public.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

Pending

Compensation Review Committee Statement & Recommendation

1/23/2019

The 2019 City of Hyattsville Compensation Review Committee's decision-making process was informed in large part by a debate over the efforts of the 2015 Committee and their findings. The 2015 Committee articulated a goal of raising the mayor and council member salaries to reflect adequate compensation for a part-time job that takes up a significant number of hours each week.

The 2015 Committee was attempting to stimulate interest within the community in running for the offices and felt that the time commitment involved relative to the salary received was inhibiting community members who might not be able to "afford" to run, either because they would have to give up an existing second job in order to serve or because they didn't feel that the salary being paid was worth the time commitment required of the offices.

Our Committee analyzed the salaries to be paid through the period covered by the previous ordinance (2015-01), which are in effect through FY 2021. The analysis included comparative studies of analogous salaries of other nearby municipalities including the percentage of the city budget committed to the compensation of their respective council members and mayor. Our committee decided that the 2015 committee recommendations were sufficient to raise the salaries to a reasonable level.

During the course of our deliberations, the 2019 Committee made an effort to understand the overall fiscal condition of the city budget, the degree to which Mayoral and City Council compensation is a factor in the budget, and the scope of the Mayor and Council's decision-making authority. Addressing the first point, City Treasurer Ronald Brooks provided a summary of past, current and future operating budgets. The Committee also gathered data from surrounding jurisdictions, which showed that Hyattsville currently sits at or near the top of the pack in terms of the percentage of the city budget spent on Mayoral and Council compensation and in the actual salaries to be paid.

In an effort to gauge whether the salaries were a deciding factor in a citizen's decision to run for office, a one question community survey was conducted regarding the reasons a person might choose to run for office or decide not to seek election. In the short period the survey was available, over 70 respondents provided feedback. The committee reviewed the results of the survey, however it did not have a significant impact on the final recommendation. The full results of that survey are available upon request.

We debated whether the salaries should be adjusted over the four years we were charged with considering. Three schools of thought stood out:

- 1) The salaries could be increased with a small increase to "round them off" the first year and then not increase them during the final three years.
- 2) A small percentage increase (2%) could be made each of the four years.
- 3) Salaries could be adjusted so that the total compensation being paid to all eleven elected officials each year reflects the same percentage of the operating budget. Notably, it would increase or decrease in proportion to the city's operating budget.

Our Committee voted to increase the salaries by 2% each year for all four years which would accomplish two objectives. First, the salaries would increase annually by an amount that would be

similar to a Cost of Living Adjustment. Second, doing so would avoid a situation where the 2023 Committee might find the need for a larger percentage increase in FY2026 in order to bring the salaries back in line on a comparative basis.

The 2% figure was agreed upon as a satisfactory annual adjustment, as it approximates the recent increases made by the two other local municipalities in our comparative analysis that have automatic annual increases.

In conclusion, our proposal contemplates a modest compensation increase over a four year period for the Mayor and City Council. At the end of the four-year period, Hyattsville's compensation budget for the Mayor and City Council should still be within range of surrounding jurisdictions, most likely on the higher end of the spectrum. We would also encourage the next Compensation Review Committee to analyze city elections held after the (2015-01) salary increases have taken effect, looking especially at how many seats are contested and for evidence of continued diversity on the Council. The Committee appreciates that ongoing efforts by the city to increase outreach to potential candidates may have enhanced interest in local government. The committee believes a more extensive survey with a generous timeline would better help understand the specific factors that motivate individuals to seek elected office.

The numerical details of our proposal are spelled out in the chart below, with an effective date of July 1, 2021 for the first increase in Mayoral and Council Member salaries.

Our recommendation extends through FY2025.

City of Hyattsville, Maryland

Recommendation of Compensation Review Committee:

	Base Year Actual ⁽¹⁾ 7/1/2014	Actual ⁽²⁾ 7/1/2015	Actual ⁽²⁾ 7/1/2016	Actual ⁽²⁾ 7/1/2017	Budget ⁽²⁾ 7/1/2018	Proposed ⁽²⁾ 7/1/2019	Proposed ⁽²⁾ 7/1/2020	Proposed ⁽²⁾ 7/1/2021	Proposed ⁽²⁾ 7/1/2022	Proposed ⁽²⁾ 7/1/2023	Estimate ⁽³⁾ 7/1/2024
Operating Budget Forecast		1.93%	3.24%	16.00%	9.87%	0.46%	4.62%	6.09%	2.94%	2.82%	3.00%
Total City Budget (General Fund Exp.)	\$14,586,914.00	\$14,868,739.00	\$15,349,938.00	\$17,806,560.00	\$19,563,505.00	\$19,654,428.00	\$20,562,283.00	\$21,814,180.00	\$22,456,239.00	\$23,089,645.00	\$23,782,334.35
Mayor Compensation	\$7,800.00	\$8,994.00	\$10,244.00	\$11,550.00	\$12,914.00	\$14,340.00	\$15,834.00	\$16,151.00	\$16,474.00	\$16,803.00	\$17,139.00
Council Mbr. Comp.	\$5,200.00	\$6,019.00	\$6,855.00	\$7,729.00	\$8,643.00	\$9,597.00	\$10,597.00	\$10,809.00	\$11,025.00	\$11,246.00	\$11,471.00
Total \$ Comp.	\$59,800.00	\$69,184.00	\$78,794.00	\$88,840.00	\$99,344.00	\$110,310.00	\$121,804.00	\$124,241.00	\$126,724.00	\$129,263.00	\$131,849.00
% of Budget	0.41%	0.47%	0.51%	0.50%	0.51%	0.56%	0.59%	0.57%	0.56%	0.56%	0.55%

Total City Budget Source -

(1) - FY2018 Proposed Budget

(2) - 2018 - 2022 Economic Overview and 5 Year Forecast

(3) - Estimated 3% Increase



Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Laura Reams
Submitting Department: Legislative
Item Type: Ordinance
Agenda Section:

SUBJECT

FY20 Budget Priority: Hyattsville Stabilization Fund (10 minutes)

HCC-247-FY19

Recommendation:

I move that the Mayor and Council authorize the City Treasurer in collaboration with the City Attorney, to develop a draft Hyattsville Budget Stabilization Fund ordinance for review and approval by the Hyattsville Council, covering but not limited to the following areas:

- Recommendations on a City policy that identifies the objectives of the Budget Stabilization Fund.
- Recommended council and administrative protocols that define the procedures to be used to access stabilization funds.
- Recommendations on budgetary funding requirements for long term non-capital projects.
- Recommendations on the annual contribution to the Budget Stabilization Fund by percentage and amount.

Sponsor(s):

Solomon

Co-Sponsor(s):

N/A

ATTACHMENTS

[New York Consolidated Laws, General Municipal Law - GMU §6-E | NY State Senate.pdf](#)

[What is a stabilization fund and how may it be used?.pdf](#)

Summary Background:

For the purpose of mitigating the economic impact of financial downturns and unforeseen losses in major funding sources, cities and towns across the country have adopted the practice of developing some form of a "rainy day" fund. This fund demonstrates the City's good faith effort to maintain long term economic viability for our tax payers and financial institutional stakeholders.

Next Steps:

The Council held an initial discussion on this item on January 22. Council directed the item to come back for approval so the City Attorney and Treasurer could begin to draft an ordinance. Council will review the draft ordinance on a future agenda.

Fiscal Impact:

TBD

City Administrator Comments:

Recommend Support. Staff will coordinate on funding levels and present a recommendation to the Mayor and Council for consideration.

Community Engagement:

To be included in upcoming council budget discussions.

Strategic Goals:

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

Legal Review Required?

Pending

PREV	NEXT
SECTION 6-D	SECTION 6-F
Repair Reserve Funds For Municipal Corporations, School Districts, District Corporations And Improvement Districts (/Legislation/Laws/GMU/6-D/)	Snow And Ice Removal And Road Repair Reserve Funds For Municipal Corporations (/Legislation/Laws/GMU/6-F/)

Section 6-E

Contingency and tax stabilization reserve fund for municipal corporations
General Municipal (GMU)

SHARE



Contingency and tax stabilization reserve fund for municipal corporations. 1. As used in this section:

- a. "Annual budget" means the annual budget or estimate, as finally adopted, of a municipal corporation which is required by law to adopt an annual budget or estimate of the expenditures to be made for a fiscal year for the general support or for the expenses of the government of such municipal corporation during such fiscal year.
- b. "Base year" means the most recent fiscal year for which an annual report has been filed with the state comptroller pursuant to section thirty of this chapter.
- c. "Chief executive officer" means a chief executive officer as defined

in paragraph five-a of section 2.00 of the local finance law.

d. "Chief fiscal officer" means a chief fiscal officer as defined in paragraph five of section 2.00 of the local finance law.

e. "Eligible portion of the annual budget" means:

(1) in the case of a contingency and tax stabilization reserve fund established for a county, city, village or fire district, the general fund portion of the annual budget;

(2) in the case of a contingency and tax stabilization reserve fund established for a town, the town-wide general fund and highway fund portions of the annual budget; and

(3) in the case of a contingency and tax stabilization reserve fund established for the part of a town outside any villages, the general fund and highway fund portions of the annual budget for such part of the town.

f. "Estimated revenue" means revenue from a specific source which is expected to be received during a fiscal year and which is included in the annual budget as finally adopted for that fiscal year.

g. "Governing board" means a governing board as defined in section two of this chapter and, in the case of a fire district, shall mean the board of fire commissioners.

h. "Municipal corporation" means a municipal corporation as defined in section two of this chapter and shall also include a fire

district.

i. "Public emergency" means an epidemic, conflagration, riot, storm, flood or other sudden, unforeseen or unexpected occurrence or condition which requires the immediate expenditure of moneys to protect the public health, safety or welfare of the inhabitants of the municipal corporation.

j. "Tentative budget" means the tentative budget prepared pursuant to section three hundred fifty-four of the county law, section one hundred six of the town law or section 5-504 of the village law, the statement of expenditures prepared pursuant to section one hundred eighty-one of the town law, or similar document prepared pursuant to general, special or local law.

k. "Unanticipated expenditure" means an expenditure for a specific purpose for which there is no or insufficient appropriation or which will cause an appropriation to be insufficient that is necessitated by a change in federal or state laws, rules or regulations, a court order, judgement or decree, a public emergency, or an industry-wide price, rate or premium increase, which takes effect or occurs after final adoption of the annual budget and which could not have been reasonably anticipated prior to final adoption of the annual budget.

l. "Unanticipated revenue loss" means estimated revenue which is rendered unreceivable because of a change in federal or state laws, rules or regulations, a court order, judgement or decree, or other circumstance, which takes effect or occurs after final adoption of the annual budget and which could not have been reasonably anticipated prior to final adoption of the annual budget.

m. "Unappropriated unreserved fund balance" means the difference between the total assets for a fund and the total liabilities, deferred revenues, encumbered appropriations, amounts appropriated for the ensuing fiscal year's budget, and amounts reserved for stated purposes pursuant to law, including reserve funds established pursuant to the general municipal law for the fund, as determined through application of the system of accounts prescribed by the state comptroller pursuant to section thirty-six of this chapter.

n. "Voting strength" means the aggregate number of votes which all the members of the governing board are entitled to cast.

2. The governing board of any municipal corporation, by resolution subject to a permissive referendum, may establish a contingency and tax stabilization reserve fund for the municipal corporation and, in the case of a town, also for the part of the town outside any villages. Such permissive referendum shall be governed by:

a. in the case of a county, sections one hundred one through one hundred three of the county law;

b. in the case of a city, sections twenty-four through twenty-six of the municipal home rule law;

c. in the case of a town or the part of a town outside any villages, article seven of the town law;

d. in the case of a village, article nine of the village law; and

e. in the case of a fire district, subdivision four of section six-g of this article.

3. There may be paid into the contingency and tax stabilization reserve fund such amounts as may be provided therefor by budgetary appropriation, unappropriated unreserved fund balance in the eligible portion of the annual budget, and such revenues as are not required by law to be paid into any other fund or account; provided, however, that no amount may be appropriated for payment into a contingency and tax stabilization reserve fund which would cause the balance of the fund to exceed ten percent of the eligible portion of the annual budget for the fiscal year for which the appropriation would be made.

4. a. The moneys in a contingency and tax stabilization reserve fund may be expended only pursuant to an appropriation for a purpose authorized by this subdivision. Except as provided in paragraph e of this subdivision, such an appropriation shall be made only upon the recommendation of the chief executive officer and the adoption of a resolution appropriating the recommended amount by at least two-thirds of the voting strength of the governing board.

b. The moneys in a contingency and tax stabilization reserve fund may be used to finance an unanticipated revenue loss chargeable to the eligible portion of the annual budget, subject to the following limitations:

(1) the maximum amount of moneys in the fund that may be used to finance an unanticipated revenue loss shall equal either the amount of the revenue actually received for the base year or the amount of

the estimated revenue for the current fiscal year, whichever is less, minus the amount of the revenue actually received for the current fiscal year; and

(2) the moneys in the fund may be used only to finance that portion of the unanticipated revenue loss which, as a matter of law, cannot be financed with amounts available in any other account or fund.

c. The moneys in a contingency and tax stabilization reserve fund may be used to finance an unanticipated expenditure chargeable to the eligible portion of the annual budget, subject to the following limitations:

(1) the maximum amount of moneys in the fund that may be used to finance an unanticipated expenditure shall equal the sum of the amount of the unanticipated expenditure and the amount appropriated for that purpose for the current fiscal year minus either the amount appropriated for that purpose for the current fiscal year or the actual expenditure for the same purpose in the base year, whichever is greater; and

(2) the moneys in the fund may be used only to finance that portion of an unanticipated expenditure which, as a matter of law, cannot be financed with amounts available in any other account or fund.

d. The moneys in the contingency and tax stabilization reserve fund may be used to lessen or prevent any projected increase in excess of two and one-half percent in the amount of the real property tax levy needed to finance the eligible portion of the annual budget for the next succeeding fiscal year. The maximum amount of moneys in the

fund that may be used for this purpose shall equal the difference between the projected amount of such real property tax levy and one hundred two and one-half percent of the amount of the real property tax levy needed to finance the eligible portion of the annual budget for the current fiscal year.

e. When preparing the tentative budget of a municipal corporation, if the current balance of a contingency and tax stabilization reserve fund, as shown by the statement of the chief fiscal officer required by subdivision six of this section, exceeds ten percent of the eligible portion of the annual budget for the current fiscal year, such excess shall be used to reduce the amount of real property taxes needed to finance the eligible portion of the annual budget for the next succeeding fiscal year.

5. The moneys in the contingency and tax stabilization reserve fund shall be deposited in one or more of the banks or trust companies designated, in the manner provided by law, as depositories of the funds of such municipal corporation. The governing board, or the chief fiscal officer having custody of such money of such municipal corporation, if the governing board shall delegate such duty to him, may invest the moneys in such fund in obligations specified in section eleven of this article. Any interest earned or capital gain realized on the money so deposited or invested shall accrue to and become part of such fund.

6. The chief fiscal officer shall account for the contingency and tax stabilization reserve fund separate and apart from all other funds of the municipal corporation. Such accounting shall show: the source, date and amount of each sum paid into the fund; the interest earned

by such fund; capital gains or losses resulting from the sale of investments of the fund; the order, source thereof, date and amount of each appropriation from this fund; the assets of the fund, indicating cash balance and a schedule of investments. Not later than sixty days after the start of each fiscal year and at such times as may be required by the governing board, the chief fiscal officer shall furnish to the governing board a detailed report of the operation and condition of the fund during the preceding fiscal year which shall include a statement of receipts and disbursements, and a statement of the balance of the fund as of the last day of such preceding fiscal year and such other dates as may be specified by the governing board. Not later than thirty days prior to the last date provided by law for the filing of the tentative budget, the chief fiscal officer shall furnish to the officer or body responsible for preparing the tentative budget a statement of the current balance of the fund.

7. The members of the governing board are hereby declared trustees of the moneys in the contingency and tax stabilization reserve fund and shall be subject to all duties and responsibilities imposed by law on trustees, and such duties and responsibilities may be enforced by the municipal corporation or by any board, commission, agency, officer or taxpayer thereof.

8. Any officer of a municipal corporation shall be guilty of a misdemeanor if he or she willfully and knowingly causes the municipal corporation to:

a. Appropriate moneys from the contingency and tax stabilization reserve fund for any purpose not authorized by this section.

b. Expend any money from the contingency and tax stabilization reserve fund for a purpose other than that for which it was appropriated. The provisions of this subdivision shall be considered to be in addition to any other penalties provided by law.

* 4. Moneys in such fund shall be deposited and secured in the manner provided by section ten of this article. The moneys in such fund so deposited shall be kept in a separate bank account. The governing board or the chief fiscal officer of such municipality, if the governing board shall delegate such duty to him, may invest the moneys in such fund in the manner provided in section eleven of this article. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of such fund. Such board or officer shall incur no personal liability on account of any investment made pursuant to the provisions of this section.

* NB sb. 4 amended by Ch. 708/92, § 3 is to former section 6-E - repealed Ch. 655/92

[PREV](#)

[SECTION 6-D](#)

[Repair Reserve Funds For Municipal Corporations, School Districts, District Corporations And Improvement Districts \(/Legislation/Laws/GMU/6-D/\)](#)

[NEXT](#)

[SECTION 6-F](#)

[Snow And Ice Removal And Road Repair Reserve Funds For Municipal Corporations \(/Legislation/Laws/GMU/6-F/\)](#)



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[Home](#) > What is a stabilization fund and how may it be used?

What is a stabilization fund and how may it be used?

A stabilization fund is a mechanism for setting aside money either for unforeseen needs or for capital projects, according to the Division of Local Services. Such a fund is intended to equalize the effect of capital expenditures over time and to provide a "rainy day" fund. A community may appropriate up to ten percent of the previous year's tax levy into the fund, so long as the fund balance does not exceed ten percent of the community's equalized valuation. A majority vote by the community's legislative body (Town Meeting or city or town council) is required to appropriate funds into the stabilization fund. Two-thirds of the community's legislative body must vote to appropriate money out of the fund. Until fiscal 1992, stabilization funds could be used only to finance capital expenditures for which a community could borrow. Currently, the funds may be used for "any lawful municipal purpose," enabling communities to use the funds for general operating expenses if needed. **(From the Massachusetts Municipal Association)**

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Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Joseph Solomon, W5
Submitting Department: Legislative
Item Type: Budget
Agenda Section:

SUBJECT

FY20 HWRAC Budget Priority: Purchase of Committee Banner

HCC-199-FY19

Recommendation:

I move that the Mayor and Council appropriate \$300.00 in the FY20 budget for the purpose of designing and purchasing a HWRAC Banner.

Sponsor(s):

Solomon

Co-Sponsor(s):

Solomon, HWRAC

ATTACHMENTS

Summary Background:

HWRAC has attended and plans to continue regular participation in community events for the purpose of evaluating health/recreation needs and promoting health/recreation resources. A vinyl banner identifying the committee would be extremely useful in assisting the committee as they interact with residents of the City of Hyattsville.

Next Steps:

Awaiting council approval.

Fiscal Impact:

\$300.00

City Administrator Comments:

Recommend Support

Community Engagement:

HWRAC approved during November meeting.

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Joseph Solomon, W5
Submitting Department: Legislative
Item Type: Budget
Agenda Section:

SUBJECT

FY20 HWRAC Budget Priority: Continuing HWRAC Lecture/Workshop Series

HCC-231-FY19

Recommendation:

I move that the Mayor and Council appropriate \$1,200.00 in the FY20 budget for the purpose of continuing the HWRAC Lecture/Workshop Series.

Sponsor(s):

Solomon

Co-Sponsor(s):

Solomon, HWRAC

ATTACHMENTS

Summary Background:

The HWRAC has successfully programmed lectures on the Health Impacts of Climate Change, and looks to continue with new topics in the new fiscal year.

Next Steps:

Council discussion.

Fiscal Impact:

\$1,200.00

City Administrator Comments:

Recommend Support. Also, recommend the committee pair the lectures with other City events to improve attendance.

Community Engagement:

Initiated and supported by HWRAC

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Joseph Solomon, W5
Submitting Department: Legislative
Item Type: Budget
Agenda Section:

SUBJECT

FY20 HWRAC Budget Priority: Commissioning Artists on the Subjects of the Health, Wellness and Recreation

HCC-230-FY19

Recommendation:

I move that the Mayor and Council appropriate \$2,000.00 in the FY20 budget for the purpose of permitting the HWRAC to commission artists.

Sponsor(s):

Solomon

Co-Sponsor(s):

Solomon, HWRAC

ATTACHMENTS

Summary Background:

The HWRAC would hire an artist/s to create art that conveys a message/s about health, wellness and recreation in Hyattsville.

Next Steps:

Council discussion.

Fiscal Impact:

\$2000.00

City Administrator Comments:

Generally Support this initiative. Need more information on type and where artwork would be displayed.

Community Engagement:

Initiated and approved by HWRAC

Strategic Goals:

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

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Joseph Solomon, W5
Submitting Department: Legislative
Item Type: Budget
Agenda Section:

SUBJECT

FY20 HWRAC Budget Priority: Health, Wellness, and Recreation Grants

HCC-228-FY19

Recommendation:

I move that Mayor and Council appropriate \$9,000.00 in the FY20 budget for the purpose of authorizing the Hyattsville Health, Wellness, and Recreation Committee to organize and administer Hyattsville HWRAC Grants.

Sponsor(s):

Solomon

Co-Sponsor(s):

Solomon, HWRAC

ATTACHMENTS

Summary Background:

The HWRAC would like to incentivize and promote healthy living by investing in community driven health programming. Upon approval, the HWRAC will develop a criteria for application for the administration of grants up to \$500 in the categories of Health, Wellness, or Recreation. Large proposals crossing multiple areas will be eligible for up to \$1500.00 (\$500 for maximum for each category covered).

Funding will also be used to cover cost of collaborative meetings/events/sessions for Hyattsville Health Partners (business and community organizations) and potential applicants for the purpose of discussing local health issues and promoting grant programming.

Next Steps:

Council discussion

Fiscal Impact:

\$9,000.00

City Administrator Comments:

This is a great initiative. However, more information on types of qualifying programs and criteria is needed in order to make an informed recommendation.

Community Engagement:

HWRAC initiated and supported.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: February 4, 2019
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Community Notices
Agenda Section:

SUBJECT

City Calendar: February 4 - 19, 2019

HCC-254-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Main City Calendar_Feb 5 - 19 2019.docx](#)

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

Main City Calendar: February 4 - 19, 2019

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

Teen Center

Every school day, starting at 3:30 PM @ Magruder Park

City Calendar: February 4 - 19, 2019

Board of Supervisors of Elections Meeting

February 5, 4:00 PM @ City Building, 3rd Floor Mayor's Office

Movin' With the Mayor

February 6 and 13, 6:30 PM – 8:30 PM @ City Building, 1st Floor Multipurpose Room

Mayor Hollingsworth invites you to a free four-part series that focuses on self-defense tactics and safety techniques for women.

Ward 1 Community Study Meeting

February 6, 2019, 6:30 PM - 8:00 PM @ City Building, 2nd Floor Pranglely Room

The City is studying current storm water infrastructure in Ward 1. Please join us for a community meeting to discuss what we've learned. To RSVP, please email dtaft@hyattsville.org.

Race and Equity Task Force Meeting

February 6, 7:00 PM – 9:00 PM @ City Building, 3rd Floor Mayor's Office

Community Listening Session: Reimagining Magruder Park

February 7, 2019, 6:00 PM - 8:00 PM @ City Building, 1st Floor Multipurpose Room

Parent and Child Dance Party

February 9, 2019, 5:00 PM - 7:00 PM @ City Building, 1st Floor Multipurpose Room

Tickets are \$5 per person. To make a reservation, call 301-985-5021.

Hyattsville Environment Committee Meeting

February 12, 2019, 7:00 PM @ City Building, 2nd Floor Pranglely Room

Hyattsville Corridor Community Meeting

February 13, 2019, 6:00 PM @ City Building, 3rd Floor Mayor's Office

Police and Public Safety Advisory Committee Meeting

February 13, 2019, 7:30 PM @ City Building, 2nd Floor Pranglely Room

Special Senior Valentine Social

February 14, 2019, 1:00 PM - 3:00 PM

To RSVP call (301) 985-5058.

Main City Calendar: February 4 - 19, 2019

CITY OFFICES CLOSED: Presidents' Day

February 18, 2019, All Day

Emergency services will continue. There will be no yard waste collection that week, and compost will be collected on Tuesday, February 19. Trash collection will follow its normal schedule.

City Council Meeting

February 19, 8:00 PM @ City Building, 3rd Floor Council Chambers