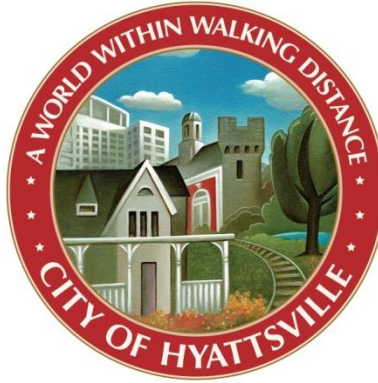




Hyattsville City Council Regular Meeting

Monday, February 1, 2016

8:00 PM

Agenda

1. Call to Order and Council Roll Call

2. Pledge of Allegiance to the Flag

3. Approval of Agenda

4. Motion to Close

- (1) **14-02-16 Motion to Close** I move that the Mayor & Council close the Council Meeting of February 1, 2016 in order to consult with the City Attorney to obtain legal advice pertaining to contract negotiations. – **At the Request of the City Administrator**

5. Return to Open Session (It is anticipated that the Council will return to open session at approximately 8:15 p.m.)

6. Approval of Minutes

- (1) City Council - Regular Meeting - Dec 7, 2015 8:00 PM
(2) City Council - Regular Meeting - Dec 21, 2015 8:00 PM
(3) City Council - Work Session - Jan 12, 2016 8:00 PM

6. Public Comment (8:20 p.m. – 8:30 p.m.) Limit 2 minutes per speaker

7. Presentations

- (1) FY-2014 Audit Update (5 minutes)

8. Consent Items (8:30 p.m. – 8:35 p.m.)

- (1) **15-02-16 Teen Advisory Committee Appointments** I move that the Mayor & Council appoint the following recommended candidates to the Teen Advisory Committee: Charisse Clarke, Marlin Gutierrez, Leydy Madrid, Kendric Mbowue, Benedicta Owusu-Arthur, Destiny Powers, Walter Requeno and Jonathan Wemple. – **At the Request of the City Administrator**

- (2) **16-02-16 Hyattsville Sustainable Land and Building Management Practices** I move that the Mayor and Council adopt the Hyattsville Sustainable Land and Building Management Practices. – **Lawrence, Solomon**
- (3) **17-02-16 Schedule Public Hearing: Petition for One-Way (SB) Alley 4200 Blocks Gallatin to Farragut St.** I move that the Mayor & Council schedule a Public Hearing on March 21, 2016 at 7:30 p.m. to hear testimony on a proposal to make the alley running between the 4200 blocks of Gallatin Street and Farragut Street one-way, southbound. – **At the Request of the City Administrator**
- (4) **18-02-16 Schedule Council Work Session for Wednesday, February 10** I move that the Mayor & Council schedule a Council Work Session for Wednesday, February 10, 2016 at 7:00 p.m. to review and discuss changes to City election laws including a proposed change in the qualifications of eligible voters for City elections and to discuss Council budget priorities for the Fiscal Year 2017 budget. – **At the Request of the City Administrator**

9. Action Items (8:35 p.m. – 9:00 p.m.)

- (1) **19-02-16 Authorizing the Development of a Hyattsville Ambassadors Academy** I move that the Mayor and Council authorize the Director of Community and Economic Development (and/or his designee) to develop eligibility requirements, responsibilities, benefits, and “curriculum” for participation in the Hyattsville Ambassadors Academy. – **Hollingsworth**
- (2) **20-02-16 Amend Article II – Administration of Government and Article VI (Contract Personnel)** I move that the Mayor and Council direct the City Attorney to draft legislation to amend Article II - Administration of Government and Article VI - Personnel to reflect transition of all contracted personnel with the exception of the City Administrator to a pay scale. I further direct the City Attorney to draft legislation to amend all references to Department Heads to Department Directors in the Hyattsville City Charter and Code and authorize the Director of Human Resources to develop a transition plan for movement of all contract personnel (except the City Administrator) to an appropriate pay scale. – **Hollingsworth**
- (3) **21-02-16 Department of Public Works RFQ Selection** I move that the Mayor and Council authorize the City Administrator to enter into contract negotiations with Keller CM for the renovation of the Department of Public Works facility and with the review and approval of the City Attorney, execute a contract not to exceed \$3.3 million. – **At the Request of the City Administrator**

10. Discussion Items (9:00 p.m. – 9:45 p.m.)

At the Request of the City Administrator

- (1) Community Sustainability Plan Update (20 minutes)
- (2) Pyramid Atlantic Arts Center: Letter of Support (10 minutes)
- (3) Amendment of Police FY2016 - FY2020 CIP (15 minutes)

11. Council Dialogue (9:45 p.m. – 9:55 p.m.)

12. Community Notices and Meetings

(1) Main City Calendar: February 2-16, 2016

13. Motion to Adjourn



Motion to Close: MOTION #14-02-16 Motion to Close

SUBJECT: Motion to Close

SECTION: Motion to Close

RECOMMENDED ACTION:

Motion #14-02-16

I move that the Mayor & Council close the Council Meeting of February 1, 2016 in order to consult with the City Attorney to obtain legal advice pertaining to contract negotiations.

BACKGROUND:

The authority under which the session will be closed is the following section from the Annotated Code of Maryland State Government General Provisions Article.

Section 3-305 (b)(7) consult with counsel to obtain legal advice

NEXT STEPS:

n/a

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

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

FISCAL IMPACT:

None



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/1/2016 8:00 PM

Department: Clerk's Office

Prepared by: Laura Reams

Sponsors: At the Request of the City Administrator

DOC ID: (ID # 1420)

4.1

Motion to Close: MOTION #14-02-16 Motion to Close


Tracey Nicholson, City Administrator 1/28/2016



CALL TO ORDER AND COUNCIL ROLL CALL:

The meeting was called to order by Mayor Hollingsworth at 8:07 p.m.

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

Also present were the following City staff members:

- City Administrator Tracey E. Nicholson
- Assistant City Administrator & Director of Community and Economic Development Jim Chandler
- City Treasurer Ron Brooks
- Police Chief Douglas Holland
- Director of Human Resources Vivian Snellman
- Director of Community Services Jake Rollow
- City Clerk Laura Reams
- Assistant City Clerk Lillie Littleford

MOMENT OF SILENCE:

Mayor Hollingsworth asked for a moment for silence in remembrance of Pearl Harbor Day and for the victims of the recent tragedy in San Bernardino, California.

APPROVAL OF AGENDA:

1. Motion to Approve the Agenda for December 7, 2015

The agenda was approved with the following amendments: (1) remove the sidewalk policy item # 179-12-15 and reschedule for a future meeting (City Staff would like the City Attorney to be present) and (2) removed 174-12-15 (Education Enrichment Grant Program) from the consent agenda to the action agenda per Councilmember Perry's request.

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

APPROVAL OF MINUTES:

1. City Council - Regular Meeting - May 18, 2015 8:00 PM



RESULT: ACCEPTED [UNANIMOUS]
MOVER: Bart Lawrence, Council Vice President
SECONDER: Paula J. Perry, Councilmember, Ward 4
AYES: Hollingsworth, Lawrence, Ward, Croslin, Warner, Wright, Perry, Frazier, Solomon
ABSENT: Haba, Paschall

2. City Council - Regular Meeting - Jun 1, 2015 8:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Bart Lawrence, Council Vice President
SECONDER: Paula J. Perry, Councilmember, Ward 4
AYES: Hollingsworth, Lawrence, Ward, Croslin, Warner, Wright, Perry, Frazier, Solomon
ABSENT: Haba, Paschall

3. City Council - Regular Meeting - Jul 20, 2015 8:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Bart Lawrence, Council Vice President
SECONDER: Paula J. Perry, Councilmember, Ward 4
AYES: Hollingsworth, Lawrence, Ward, Croslin, Warner, Wright, Perry, Frazier, Solomon
ABSENT: Haba, Paschall

4. City Council - Regular Meeting - Aug 3, 2015 8:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Bart Lawrence, Council Vice President
SECONDER: Paula J. Perry, Councilmember, Ward 4
AYES: Hollingsworth, Lawrence, Ward, Croslin, Warner, Wright, Perry, Frazier, Solomon
ABSENT: Haba, Paschall

5. City Council - Public Hearing - Sep 21, 2015 7:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Bart Lawrence, Council Vice President
SECONDER: Paula J. Perry, Councilmember, Ward 4
AYES: Hollingsworth, Lawrence, Ward, Croslin, Warner, Wright, Perry, Frazier, S
olomon
ABSENT: Haba, Paschall

PUBLIC COMMENT:

Ms. Nina Faye, a Ward 3 resident, addressed the Mayor and Council to express her pleasure that the Council was voting on the ordinances relating to driveways. Ms. Faye said she wanted to give credit to former Councilmember Tim Hunt for his contributions on these ordinances.



Ms. Beth Kara, a Ward 3 resident addressed the Mayor and Council to state her opposition to the proposed re-zoning of the Clay property.

Mr. George McDaniel, a Ward 3 resident, addressed the Mayor and Council in regard to the Clay property. He said he was opposed to opening Calverton Drive up to traffic due to concerns that the street may become a cut through between East West Highway and Adelphi Road. Mr. McDaniel also detailed reasons for why he believed the property zoning should not be changed.

PRESENTATIONS:

1. FY-2014 Audit Update

City Treasurer Brooks provided an update on the FY14 audit. He said the goal was to complete the audit by the end of December and move into the FY15 audit process after the holidays. Mr. Brooks also highlighted a recent positive discussion with the Maryland Infrastructure Bond.

2. Introduction of New Staff Members

Director of Community Services Rollow introduced new Community Services Cable and Video Department Intern, Raphael Talisman and provided brief background information on Mr. Talisman's credentials.

Police Chief Holland introduced four new Police Officers; Pvt. Jessica Williams, Pvt. Edwin Ramirez, Pvt. Matthew Cross, and Pvt. Mitchell Lowery. Chief Holland provided brief background information on each officer and welcomed them to the City.

Mayor Hollingsworth presented a plaque of recognition to retiring Officer Christine Fekete for her service to the City from 2004-2015.

3. Education Advisory Committee Recommendations

Director of Community Services Rollow introduced Mr. Carter Ross, interim Chair of the Education Advisory Committee and provided background information on the presentation. Mr. Rollow said the Committee had prioritized the recommendations presented to Council several months ago.

Mr. Carter Ross and Mr. Dakari Aarons presented the Education Advisory Committee Recommendations to the Mayor and Council. They outlined several ideas that were considered achievable and good first steps. Mr. Ross also summarized the Education Enrichment Grant program, the applications received from the committee and the recommended awards. He said the committee received applications for over \$16,000 and awarded funding up to their budgeted allowance of \$5,000. He said the committee looked for programs that would have the strongest impact and would provide a good link between parents and students. The committee recommended that the Council consider increasing funding for the grant program in the next budget year.

There were no questions from the Council.

CONSENT ITEMS:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bart Lawrence, Council Vice President
SECONDER:	Paula J. Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Lawrence, Ward, Croslin, Warner, Wright, Perry, Frazier, Solomon
ABSENT:	Haba, Paschall

1. Appointment of Council Liaisons

Minutes Acceptance: Minutes of Dec 7, 2015 8:00 PM (Approval of Minutes)



173-12-15 Appointment of Council Liaisons I move that the Mayor & Council appoint Councilmembers Kevin Ward (Ward 1) and Joseph Solomon (Ward 5) as Council Liaisons to the Health, Wellness and Recreation Advisory Committee and Councilmembers Paula J. Perry (Ward 4) and Ruth Ann Frazier (Ward 5) as Council Liaisons to the Police and Public Safety Citizen's Advisory Committee.

2. Award of Contract for Agenda, Meetings Management, Civic Participation Platform & Video Streaming

175-12-15 Award of Contract for Agenda, Meetings Management, Civic Participation Platform & Video Streaming I move that the Mayor and Council authorize the award of a 1 year contract, renewable by the City Administrator for up to an additional 2 years to Granicus for agenda, meetings management, civic engagement platform, and video streaming services. The contract will be executed upon the review and approval by the City Attorney.

3. Authorizing Application for AmeriCorps VISTA Sponsorship

176-12-15 Authorizing Application for AmeriCorps VISTA Sponsorship I move that the Mayor and Council authorize the Director of Community Services (and/or his designee) to prepare and submit an application to the Corporation for National and Community Services (CNCS) to sponsor an AmeriCorps VISTA Project. I further move that the application be defined to support digital inclusion and civic engagement of low-income and otherwise marginalized groups (social, linguistic, and/or cultural) in the City of Hyattsville.

4. Hyattsville Resolution 2015-04, Participation in AARP Maryland and World Health Organization (WHO) Age-Friendly Cities & Communities

177-12-15 Hyattsville Resolution 2015-04, Age-Friendly Cities & Communities I move that the Mayor & Council introduce and adopt Hyattsville Resolution 2015-04, a resolution in support of AARP Participation in the World Health Organization (WHO) Age-Friendly Cities and Communities Network. I further move that the Council authorize the Mayor to send a letter to AARP Maryland stating the City of Hyattsville's desire and intent to become a member of the Age-Friendly Cities and Communities Network.

5. Repair of Heurich Park Playground

178-12-15 Repair of Heurich Park Playground I move that the Mayor & Council approve the repairs to the Heurich Park Playground, and award the contract to Custom Park Services, costs not to exceed \$23,000.00.

ACTION ITEMS:

1. Education Enrichment Grant Program

174-12-15 Education Enrichment Grant Program I move that the Mayor & Council accept and appropriate into the FY16 budget \$4,997.91 to support the grant proposals recommended by the Education Advisory Committee and listed in the attached memo.

Councilmember Perry said that she was supportive of the education system but had concerns regarding the grant program and questioned the validity of some recommended awards. She also said that she thought the program should accept applications from local private schools. Councilmember Frazier stated her agreement with Councilmember Perry's comments.

Councilmembers Wright, Ward and Warner all made comments in support of the grant program and praised the committee for their efforts.



There was a brief discussion regarding a proposed grant award for completion of a mural. Education Advisory Committee Interim Chair, Mr. Carter Ross, addressed the Council in response to the questions on the grant award for the mural. Mr. Ross said that the committee believed that the award for the mural was appropriate because the mural was related to enhancing school climate, pride and creating an engaging space for students. He acknowledged problems with parental involvement in schools and said there were ongoing efforts on multiple fronts to assist in parental outreach.

RESULT:	APPROVED [7 TO 2]
MOVER:	Bart Lawrence, Council Vice President
SECONDER:	Kevin Ward, Councilmember, Ward 1
AYES:	Hollingsworth, Lawrence, Ward, Croslin, Warner, Wright, Solomon
NAYS:	Perry, Frazier
ABSENT:	Haba, Paschall

2. Hyattsville Ordinance 2015-03 (First Reading)

180-12-2015 Hyattsville Ordinance 2015-03 (First Reading) I move that the Mayor and Council introduce & adopt Hyattsville Ordinance 2015-03, an ordinance whereby the City Council deems for certain impervious surfaces existing and permitted prior to 2004 are deemed legal and clarifies where permits for paved surfaces may be obtained (FIRST READING).

Council Vice President Lawrence asked Assistant City Administrator Chandler a clarifying question about Section 68-9. Mr. Chandler said that staff would address the minor change prior to the second reading of the ordinance.

NOTE FOR THE RECORD: Councilmember Perry left the meeting at 8:52 p.m. and returned at 9:12 p.m.

RESULT:	APPROVED [8 TO 0]
MOVER:	Bart Lawrence, Council Vice President
SECONDER:	Shani Warner, Councilmember, Ward 2
AYES:	Hollingsworth, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon
ABSENT:	Haba, Paschall
AWAY:	Perry

3. Hyattsville Ordinance 2015-04 (First Reading)

181-12-2015 Hyattsville Ordinance 2015-04 (First Reading) I move that the Mayor & Council introduce & adopt Hyattsville Ordinance 2015-04, whereby the City Council clarifies that permits for driveways are governed by Chapter 68 as well as Chapter 105. (FIRST READING).

RESULT:	APPROVED [8 TO 0]
MOVER:	Bart Lawrence, Council Vice President
SECONDER:	Joseph Solomon, Councilmember, Ward 5
AYES:	Hollingsworth, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon
ABSENT:	Haba, Paschall
AWAY:	Perry

4. Hyattsville Ordinance 2015-05



181-12-2015 Hyattsville Ordinance 2015-04 (First Reading) I move that the Mayor & Council introduce & adopt Hyattsville Ordinance 2015-04, whereby the City Council clarifies that permits for driveways are governed by Chapter 68 as well as Chapter 105. (FIRST READING).

Councilmember Warner noted that enforcement of the ordinance would be homeowner initiated and that homeowners could request to have their curbs painted by the Department of Public Works.

RESULT:	APPROVED [8 TO 0]
MOVER:	Bart Lawrence, Council Vice President
SECONDER:	Joseph Solomon, Councilmember, Ward 5
AYES:	Hollingsworth, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon
ABSENT:	Haba, Paschall
AWAY:	Perry

DISCUSSION ITEMS:

1. Clay Property Discussion

Assistant City Administrator Chandler provided background information and a summary of the requests pertaining to the Clay property. Mr. Chandler stated that that City staff did not support the re-zoning proposal and was in favor of the second option for the land swap. He provided details on the City's position for each item. Mayor Hollingsworth asked for clarification on the next steps. Mr. Chandler stated that upon Council approval the City would submit comments to the property owner and Park and Planning on each item. Councilmember Wright stated his support of both staff recommendations.

It was stated that the item would return to Council for a vote on December 21.

2. Human Rights Celebration

Councilmember Solomon provided an introduction to his motion for a proposed Human Rights Celebration. He said the intent was to build up a series of events in celebration of the City's work on human rights leading to a large 4th of July celebration. There was a discussion on the idea of hosting a 4th of July event and possibly moving other City events to the west side.

Several Councilmembers expressed concern that the motion as written was not indicative of the discussion. Councilmembers Lawrence and Wright requested additional details. Councilmember Solomon said that he had been interested in soliciting feedback from the Council on the general idea and felt the details could be worked out by staff if Council was supportive.

There was a discussion about the existing plans for events in the City. Director of Community Services Rollow said staff was already looking into moving a couple of "Summer Jam" events to the west side and discussing the possibility of a 4th of July event at Heurich Park. Director Rollow provided detail on his discussions with Councilmember Solomon on proposed Human Rights Celebrations. Mr. Rollow said he recommended a phased approach to the event, perhaps beginning with a proclamation in 2016 and expanding in future years.

Councilmember Lawrence stated his concern with the City hosting a 4th of July event citing existing, large events in surrounding communities and staff capacity. He also noted that staff would have to give up a holiday to work the event. Councilmember Wright asked what the anticipated costs would be to host the event. Councilmember Warner said that while she was supportive of the City's work for human rights, one of her concerns was about politicalizing events in a way that could make some residents uncomfortable to attend and added that she did not want the City to become too self-congratulatory. She suggested that the City consider a proclamation. Councilmember Frazier stated her strong opposition for moving the "Summer Jam"



event to the west side as well as for 4th of July fireworks in Heurich Park. Mayor Hollingsworth said that Councilmember Solomon made a compelling introduction but she agreed with Councilmember Warner that the idea seemed more fitting for a proclamation or resolution. She also questioned the timing of the proposed event with the 4th of July.

At the close of the discussion, Councilmember Solomon thanked his colleagues for their comments and said he did not mind adding additional detail to the motion before bringing it back to Council.

COUNCIL DIALOGUE:

Councilmember Frazier thanked residents for the support of the Sonny Frazier Toy Drive. Councilmember Warner commented favorably on the level of political engagement of Hyattsville residents. Councilmember Ward thanked the Education Advisory Committee for their work on the grant program. Council Vice President Lawrence said that he would not be in attendance at the December 21 meeting and thanked everyone for all they do.

MOTION TO ADJOURN:

1. Motion to Adjourn to Council Meeting of December 7, 2015

The meeting adjourned at 9:49 p.m.

RESULT: APPROVED [UNANIMOUS]

MOVER:	Paula J. Perry, Councilmember, Ward 4
SECONDER:	Robert S. Croslin, Councilmember, Ward 2
AYES:	Hollingsworth, Lawrence, Ward, Croslin, Warner, Wright, Perry, Frazier, Solomon
ABSENT:	Haba, Paschall



CALL TO ORDER AND COUNCIL ROLL CALL:

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

Also present were the following City Staff Members:

- City Administrator Tracey E. Nicholson
- Assistant City Administrator and Director of Community and Economic Development, Jim Chandler
- Police Chief Douglas Holland
- Director of Public Works Lesley Riddle
- City Treasurer Ron Brooks
- Director of Human Resources Vivian Snellman
- City Clerk Laura Reams
- Assistant City Clerk Lillie Littleford

APPROVAL OF AGENDA:

1. Motion to Approve the Agenda of December 21, 2015

Councilmember Perry requested to amend motion 189-12-15, creating two separate motions; one for each letter regarding the Clay Property.

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

PUBLIC COMMENT:

There were no individuals who wished to address the Council.

PRESENTATIONS:

1. FY-2014 Audit Update

Treasurer Brooks stated that the City was in the process of completing the FY14 audit and that he expected the audit would be completed by the end of the month. Mr. Brooks also stated that he anticipated closing reports being delivered to the Council by mid-January 2016.



2. P.G. County Rain Garden Presentation

Director of Public Works Riddle introduced Tim Davis, a representative from Solstez, and David Washington, a representative from Corvious, who made recommendations for storm water mitigation in Magruder Park. Mr. Davis provided details on the project and stated that Solstez was a consultant working with Corvious, the architect, and Prince George's County as a part of the clean water partnership. He stated that their goal was to treat 2,000 acres in the County within the first three years, and that they have been looking for sites. He assured that Solstez carried the cost of the design, permit of the project, and maintenance. He commented that the project included bio retention areas and the only maintenance required of the City was regarding trash pickup. Mr. Davis's proposal was to implement sand filters at the back of the parking lot and near the tennis courts that would decrease run off and improve water quality.

Mr. Davis responded to Councilmember Ward's inquiries, stating that funding would come from the stormwater management fee, or commonly known as the rain tax. Director Riddle assured that her staff's workload would not be affected by this project. Councilmember Croslin raised a concern regarding the flood plain and the potential damaging of the areas. Mr. Davis stated that the areas would not be damaged and that the sites were selected for their location based on existing surfaces. Mr. Davis again stated details on the partnership and added that the length of the partnership would be 30 years, during which the Clean Water Partnership would assume maintenance.

CONSENT ITEMS:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shani Warner, Councilmember, Ward 2
SECONDER:	Paula J. Perry, Councilmember, Ward 4
AYES:	Hollingsworth, Ward, Croslin, Warner, Wright, Paschall, Perry, Frazier, Solomon
ABSENT:	Haba, Lawrence

1. **183-12-15 Appointment to Environment Committee** I move that the Mayor & Council appoint Brielle Welzer to the City's Environment Committee for a term of two (2) years, expiring on December 31, 2017. – Ward
2. **184-12-2015 Hyattsville Ordinance 2015-03 (Second Reading)** I move that the Mayor and Council adopt Hyattsville Ordinance 2015-03, an ordinance whereby the City Council deems for certain impervious surfaces existing and permitted prior to 2004 are deemed legal and clarifies where permits for paved surfaces may be obtained (SECOND READING). – At the Request of the City Administrator
3. **185-12-2015 Hyattsville Ordinance 2015-04 (Second Reading)** I move that the Mayor & Council adopt Hyattsville Ordinance 2015-04, whereby the City Council clarifies that permits for driveways are governed by Chapter 68 as well as Chapter 105. (SECOND READING) – At the Request of the City Administrator
4. **186-12-15 Hyattsville Ordinance 2015-05 (Second Reading)** I move that the Mayor & Council adopt Hyattsville Ordinance 2015-05, whereby the City Council amends parking restrictions so that no parking is allowed close to driveway aprons (SECOND READING). – At the Request of the City Administrator

ACTION ITEMS:



1. **187-12-15 FY-2016 PEG Fund Budget Amendment** I move that the Mayor & Council amend the total FY-2016 budget appropriations and increase budget appropriations to \$60,000 in account 71-185-047-5660 Capital Outlay-Cable TV Equipment. Fund 71 Capital Projects pays for capital costs-video camera, video encoder, communications software, supplies and contract services. The increase in appropriations is supported by current FY-2016 estimated revenues of \$75,000 in the PEG Fund. – At the Request of the City Administrator

There were no questions from the Council.

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

2. **188-12-15 Amendment to Resolution 2013-06 Revitalization Tax Credit for ECHO-UTC, LLC** I move that the Mayor & Council revise Resolution 2013-06 Revitalization Tax Credit for ECHOUTC, LLC to amend Condition #3, requiring a use and occupancy permit to open a Safeway grocery store for business to the public on the premises on or before May 1, 2016, which date the Council may be motion extend at the Council's sole discretion. – At the Request of the City AdministratorThere were no questions from the Council.

There were no questions from the Council.

RESULT:	APPROVED [8 TO 1]
MOVER:	Shani Warner, Councilmember, Ward 2
SECONDER:	Joseph Solomon, Councilmember, Ward 5
AYES:	Hollingsworth, Ward, Croslin, Warner, Wright, Paschall, Frazier, Solomon
NAYS:	Perry
ABSENT:	Haba, Lawrence

3. **189-12-15 Clay Property** I move that the Council authorize the Mayor to send correspondence to the Maryland-National Capital Park & Planning Commission and the Prince George's County District Council affirming the City's opposition to the rezoning of the Clay Property, from R-80 to R-20 zoning, as was requested by the property owner. The correspondence will also inform both governing bodies and the property owner that Land Exchange Proposal #2, proffered by owner of the Clay Property, is preferred, should an exchange of land be agreed to by both the Maryland-National Capital Park & Planning Commission and the owner of the Clay Property. – At the Request of the City Administrator

Councilmember Paschall provided reasons for why he did not believe the motion would pass and highlighted talk of a possible increase in revenues. He also stated that he could not support the rezoning because the community did not support the rezoning. Councilmember Wright expressed his support for staff recommendations for a low impact development of that particular area, and clarified that the City was asking for the area to be developed differently to the proposal rather than disapproving the proposal all together.



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

4. **190-12-15 Community Legacy Grant: Acceptance & Appropriation** I move that the Mayor & Council accept and appropriate into the FY16 budget a \$50,000 Community Legacy grant awarded to the City by the Maryland Department of Housing & Community Development. – At the Request of the City Administrator

Councilmember Solomon asked for more information regarding more land swap options and Mr. Chandler assured him that there were only two options. Councilmember Paschall expressed concerns regarding the issue of two motions; he stated support for the land swap but noted he did not support one proposal more than the other. Councilmember Wright agreed with his statement, but stated that the second option would create an easier way for the land transfer to occur.

RESULT: APPROVED [8 TO 1]
MOVER: Shani Warner, Councilmember, Ward 2
SECONDER: Joseph Solomon, Councilmember, Ward 5
AYES: Hollingsworth, Ward, Croslin, Warner, Wright, Paschall, Frazier, Solomon
NAYS: Perry
ABSENT: Haba, Lawrence

5. Community Legacy Grant: Acceptance & Appropriation

Mr. Chandler provided a brief background on the Community Legacy Grant.

NOTE FOR THE RECORD: Councilmember Solomon left the meeting at 8:37 p.m., and returned at 8:40 p.m., he was not present for the vote.

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

DISCUSSION ITEMS:

1. 3505 Hamilton RFQ

Director Riddle provided background information on the RFQ process for the design build and the professional consulting services regarding the building of the Police Department at 3505 Hamilton Street. There were no questions from the Council.

2. Police Promotion Process

Police Chief Holland provided background information on the proposal for funding the police promotional process. He stated that there was funding available in the current year budget for the testing process including



three ranks: corporal, sergeant, and lieutenant. He explained that the contract includes the development of test questions, test scenarios, training of assessors, scoring of exams, and the validation of testing components. He added that it would all be done to CALEA standards and would not exceed \$45,000.00. There were no questions from Council. It was stated the item would be placed on the consent agenda for the next meeting.

3. Inter-Municipal Bicycle Trails Working Group MOU

Mr. Chandler presented the proposal for the Bike Trail MOU that would create a short term and long term bike network on a five year plan with representatives from the Council and Staff. Aaron Markavitch, Executive Director of ATHA, was also present. Mayor Hollingsworth stated this item would return for consent for January 4th meeting.

4. Adoption of the President's Task Force on 21st Century Policing as a Framework for Community Policing in the City of Hyattsville

Mayor Hollingsworth provided background information on the motion for adoption of the President's Task Force on 21st Century policing. She stated that this framework would help the City develop standards for community policing and that there would likely be available grant funding and support from the Department of Justice.

Councilmember Wright expressed support for this framework. Chief Holland responded to questions regarding neighboring municipalities and noted that most jurisdictions were aware of this report but did not know any municipalities that have taken formal action. Mayor Hollingsworth responded to Councilmember Solomon's questions regarding an evaluation process, and stated that the Police Department would build on the existing annual report to maintain CALEA standards. Chief Holland added that no mandates existed for the City to implement these policies, it was voluntary. He also added that the City would not be replacing policies, rather it added to existing CALEA procedures.

Chief Holland assured Councilmember Warner that there would be a potential role in this for the Police and Public Safety Advisory Committee. He added that the June 30th deadline for the budget process would not work for the initial report for this framework.

Mayor Hollingsworth stated that this item would return for consent on January 4th.

COUNCIL DIALOGUE:

The Mayor and Council expressed Holiday wished to residents and staff. Mayor Hollingsworth noted that the January 4, 2016 Council Meeting would begin at 7:00 p.m.

MOTION TO ADJOURN:

The meeting adjourned at 9:09 p.m.

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



CALL TO ORDER AND COUNCIL ROLL CALL:

The meeting was called to order by Mayor Hollingsworth at 8:05 p.m.

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

Also present were the following City Staff Members:

- City Administrator Tracey E. Nicholson
- Assistant City Administrator and Director of Community and Economic Development, Jim Chandler
- Police Chief Douglas Holland
- Director of Public Works Lesley Riddle
- Director of Community Services Jake Rollow
- City Treasurer Ron Brooks
- Director of Human Resources Vivian Snellman
- City Clerk Laura Reams

APPROVAL OF AGENDA:

1. Motion to Approve the Agenda for Council Work Session of January 12, 2016

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

PUBLIC COMMENT:

There were no individuals who wished to address the Council.

DISCUSSION ITEMS:

1. Council Budget Priority Discussion: FY17 Operating Budget

The Council proceeded to discuss the proposals for the FY17 operating budget. Mayor Hollingsworth clarified that members of the Council were to provide feedback on each proposal. Councilmember Lawrence addressed the proposal he submitted regarding Hyattsville Health Weekend. He stated that the proposal of \$8,000.00 would be used by both Arrow Bicycle and Hyattsville Elementary School to create a 5k event and to fund overtime expenses for staff, DPW, Police, and entertainment. Councilmember Lawrence assured

Minutes Acceptance: Minutes of Jan 12, 2016 8:00 PM (Approval of Minutes)



Councilmembers Warner and Paschall that the event would occur at the same time of year as Cyclocross, October 2016. City Administrator Nicholson and Chief Holland then assured Councilmember Paschall that road closings for the event would affect bus routes for a few hours and notifications would be sent to residents. Mr. Rollow responded to questions regarding the fitbit challenge, stating that the City would host a challenge for residents. Councilmember Solomon expressed concern for those without the appropriate devices.

Councilmember Lawrence addressed the \$10,000.00 proposal for the Education Grant Program. Council President Haba stated that he would like to see the progress of the initial \$5,000.00 funding before making a decision. Councilmembers Paschall and Wright stated support and Mr. Rollow gave clarifications on applications for the program.

Councilmember Lawrence addressed the proposal for a potential traffic study related to Queensbury Avenue. City Administrator Nicholson assured the Council that close to \$100,000.00-\$120,000.00 had already been included in the budget for a city-wide study.

On Councilmember Perry's behalf, Councilmember Solomon addressed the proposal for the re-establishment of the Captain's position in the Police Department. Councilmember Warner stated that she would want to see the Chief of Police submit a budget with his priorities and staffing needs, and then discuss this proposal in a greater context. Councilmembers Lawrence and Paschall agreed with Councilmember Warner's comment after the Chief and Administrator highlighted the importance of the issue and the current involvement of the City staff.

Councilmember Solomon addressed the proposal for the Health and Wellness Study. He would like to see a city-wide health survey conducted by the City to establish a baseline of statistics. Mr. Rollow highlighted that the \$5,000.00 would be used for printing and mailing the survey, and that the Health and Wellness Committee would create the survey. Councilmember Lawrence stated concern with the committee creating a survey, stating that it was not in a committee's function or skillset to conduct a survey. Councilmembers Warner and Solomon responded with the perspective that the proposal would mainly allow the committee access to funds.

Councilmember Solomon expressed a need for funds for the Police and Public Safety Advisory Committee. Mayor Hollingsworth asked for a clarification on the type of funds needed and Administrator Nicholson clarified that discretionary funds existed and were administered, with Council approval, on a per ward basis. Councilmember Lawrence stressed concern with budgeting funds for a committee without first establishing a structure for use of the funds. Administrator Nicholson added that she needed more information on the printing budget for the City. Mayor Hollingsworth asked Administrator Nicholson to look into the communications line item for the next meeting.

Councilmember Solomon addressed the Hamilton Street sidewalk proposal. Administrator Nicholson replied to Councilmember Solomon's statement saying that Staff had reached out to the State Highway Administration (SHA) and would have more information for the next meeting. After Mayor Hollingsworth asked if there were any remaining questions, Ms. Riddle and Ms. Nicholson assured Councilmember Paschall that the issue remained with the SHA. Councilmember Solomon assured the Council that this was an issue the residents stated they supported.

Councilmember Solomon provided background information on new staff positions and stated concern for a need of new positions despite the Council's prior perceived lack of support. Mayor Hollingsworth stated that City staff had included these new positions in the budget. Councilmember Solomon stated he would withdraw that proposal and also table the Habitat for Humanity issue for the next budget discussion.

Councilmember Croslin expressed the need for a snow removal program for seniors who were unable to shovel their own property. Council President Haba added his support but was concerned about the process for



qualification of recipients. Councilmembers Haba, Croslin, and Wright stated support for communication with Hyattsville Aging in Place to receive ideas for implementation of the snow removal program. Councilmember Paschall stated concern with legal liability issues and Mr. Rollow responded that he would communicate with the City Attorney for further discussion. Councilmember Wright clarified the use of a contracted vendor, and Mr. Rollow assured that it would reduce a liability concern.

2. Council Budget Priority Discussion: FY17 Capital Budget

Council President Haba addressed the proposal for the implementation of a lighting study. He then stated that the funding would increase to \$500,000.00 for lighting implementation. Mayor Hollingsworth suggested that the Council readdress this discussion item at the next budget meeting when the lighting study would be updated. Councilmember Paschall stated that he wanted an update as well as a description for how the number of \$500,000.00 was decided upon. Mayor Hollingsworth reminded the Council that this would be discussed on January 19th.

Council President Haba addressed the proposal for adequate funding for trash and expressed contentment with the staff's comments. He also addressed sidewalk construction and stated that priority areas should include Nicholson Street between 31st Place and Felegy and on 31st Place between Lancer Street and Madison Street. Council President Haba assured that he was not asking for more than the \$60,000.00 that was budgeted.

Council President Haba addressed street repairs and speed bumps and stated that the staff comment was adequate. Ms. Riddle clarified that \$30,000.00 was proposed for traffic mitigation; \$200,000.00 in the capital budget and \$30,000.00 in the operating budget. Councilmember Solomon asked for that number to be increased, and Ms. Nicholson replied with intentions to take another look at increasing the budget.

Councilmember Solomon stated that the City was ready to implement a program like the Enterprise Resource Planning (ERP) system. He stated support from the City Treasurer and Director of Human Resources for the implementation of this program for a city of this size. Mr. Chandler provided brief information on the process by which the City was evaluating vendors and moving forward with selection and implementation. Councilmember Paschall stressed the importance of a high level explanation of this program and why the City needed it.

Mayor Hollingsworth provided a quick summary of the discussions for:

- \$8,000.00 for Hyattsville Health Weekend
- \$10,000.00 for the Education Grant Program
- \$100,000.00-\$120,000.00 already budgeted for a traffic study
- Reestablishment of the Captain's position in the Police Department
- New Staff Positions
- Snow Removal Program
- \$500,000.00 for the Solar Lighting implementation
- \$60,000.00 for trash receptacles
- \$30,000.00 for sidewalk installation
- Implementation of an Enterprise Resource Planning Program

Mayor Hollingsworth provided a list of topics that would be further discussed on January 27th

- Street Repair and Speed Humps
- Solar Lighting
- Hamilton Street
- Health and Wellness study
- Police and Public Safety Advisory Committee
- Habitat for Humanity



COUNCIL DIALOGUE:

Councilmember Croslin notified the Council of a Martin Luther King Jr. program at the First United Methodist Church on January 16th as well as a Book Club meeting on January 14th. Administrator Nicholson assured Councilmember Solomon that signs in West Hyattsville and Magruder Park would be included in the budget. Mr. Chandler assured Councilmember Solomon that results regarding the Annexation Study would be discussed in April and funds budgeted for in the FY17 Legal Department. Council President Haba stated that the theme of the Summer Maryland Municipal League Convention theme would be "Rise." Mayor Hollingsworth asked to put information on warming centers and hours of operation on the City's website. She also announced an event for Martin Luther King Jr. Day.

MOTION TO ADJOURN:

The meeting adjourned at 9:45 p.m.

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



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/1/2016 8:00 PM

Department: Finance Department

Prepared by: Ron Brooks

Sponsors: At the Request of the City Administrator

DOC ID: (ID # 1417)

7.1

Presentations: FY-2014 Audit Update

SUBJECT: FY-2014 Audit Update

SECTION: Presentations

BACKGROUND:

The FY-2014 audit remains in the final stage. Financial Statements are being reviewed by each firm. Last week each firm was limited in the number of people available to conduct the review. This is expected to push the final review and close-out by approximately two weeks.

NEXT STEPS:

Complete the FY-2014 audit.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The City Treasurer will continue to work with the CohnReznick and Lindsey & Associates to complete audits.

STRATEGIC GOALS

Goal: Goal 1 – Ensure Transparent and Accessible Governance


Tracey Nicholson, City Administrator 1/28/2016



Consent Items: MOTION #15-02-16 Teen Advisory Committee Appointments

SUBJECT: Teen Advisory Committee Appointments

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #15-02-16

I move that the Mayor & Council appoint the following recommended candidates to the Teen Advisory Committee: Charisse Clarke, Marlin Gutierrez, Leydy Madrid, Kendric Mbowue, Benedicta Owusu-Arthur, Destiny Powers, Walter Requeno and Jonathan Wemple.

BACKGROUND:

The Department of Community Services conducted an application process and is recommending eight students to participate in the Teen Advisory Committee. All are 10th and 11th grade students at Northwestern High School.

NEXT STEPS:

Appoint the recommended teens.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Minimal.

STRATEGIC GOALS

Goal: Goal 1 - Ensure Transparent and Accessible Governance

FISCAL IMPACT:

None



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/1/2016 8:00 PM
Department: Community Services
Prepared by: Jake Rollow
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1427)

8.1

Consent Items: MOTION #15-02-16 Teen Advisory Committee Appointments


Tracey Nicholson, City Administrator 1/28/2016



CITY OF HYATTSVILLE COMMITTEE / BOARD APPLICATION

APPLICANT INFORMATION

NAME OF COMMITTEE/BOARD:	
NAME OF APPOINTEE:	
ADDRESS:	
WARD #:	
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	

BIOGRAPHICAL STATEMENT:

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

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):	

For internal use:

DATE INFORMATION RECEIVED:	
APPROVED BY COUNCIL (DATE & MOTION NUMBER):	
DATE OF TERM EXPIRATION:	
DATE POSTED ON WEBSITE	

Attachment: Appointment_Clark (1427 : Teen Advisory Committee Appointments)



CITY OF HYATTSVILLE COMMITTEE / BOARD APPLICATION

APPLICANT INFORMATION

NAME OF COMMITTEE/BOARD:	
NAME OF APPOINTEE:	
ADDRESS:	
WARD #:	
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	

BIOGRAPHICAL STATEMENT:

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BIO STATEMENT (FOR POSTING ON CITY WEBSITE):	

For internal use:

DATE INFORMATION RECEIVED:	
APPROVED BY COUNCIL (DATE & MOTION NUMBER):	
DATE OF TERM EXPIRATION:	
DATE POSTED ON WEBSITE	

Attachment: Appointment_Gutierrez (1427 : Teen Advisory Committee Appointments)



CITY OF HYATTSVILLE COMMITTEE / BOARD APPLICATION

APPLICANT INFORMATION

NAME OF COMMITTEE/BOARD:	
NAME OF APPOINTEE:	
ADDRESS:	
WARD #:	
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	

BIOGRAPHICAL STATEMENT:

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

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):	

For internal use:

DATE INFORMATION RECEIVED:	
APPROVED BY COUNCIL (DATE & MOTION NUMBER):	
DATE OF TERM EXPIRATION:	
DATE POSTED ON WEBSITE	

Attachment: Appointment_Madrid (1427 : Teen Advisory Committee Appointments)



CITY OF HYATTSVILLE COMMITTEE / BOARD APPLICATION

APPLICANT INFORMATION

NAME OF COMMITTEE/BOARD:	
NAME OF APPOINTEE:	
ADDRESS:	
WARD #:	
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	

BIOGRAPHICAL STATEMENT:

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

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):	

For internal use:

DATE INFORMATION RECEIVED:	
APPROVED BY COUNCIL (DATE & MOTION NUMBER):	
DATE OF TERM EXPIRATION:	
DATE POSTED ON WEBSITE	

Attachment: Appointment_Mbowue (1427 : Teen Advisory Committee Appointments)



CITY OF HYATTSVILLE COMMITTEE / BOARD APPLICATION

APPLICANT INFORMATION

NAME OF COMMITTEE/BOARD:	
NAME OF APPOINTEE:	
ADDRESS:	
WARD #:	
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	

BIOGRAPHICAL STATEMENT:

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

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):	

For internal use:

DATE INFORMATION RECEIVED:	
APPROVED BY COUNCIL (DATE & MOTION NUMBER):	
DATE OF TERM EXPIRATION:	
DATE POSTED ON WEBSITE	



CITY OF HYATTSVILLE COMMITTEE / BOARD APPLICATION

APPLICANT INFORMATION

NAME OF COMMITTEE/BOARD:	
NAME OF APPOINTEE:	
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WARD #:	
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	

BIOGRAPHICAL STATEMENT:

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

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CITY OF HYATTSVILLE COMMITTEE / BOARD APPLICATION

APPLICANT INFORMATION

NAME OF COMMITTEE/BOARD:	
NAME OF APPOINTEE:	
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WARD #:	
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	

BIOGRAPHICAL STATEMENT:

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

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CITY OF HYATTSVILLE COMMITTEE / BOARD APPLICATION

APPLICANT INFORMATION

NAME OF COMMITTEE/BOARD:	
NAME OF APPOINTEE:	
ADDRESS:	
WARD #:	
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	

BIOGRAPHICAL STATEMENT:

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

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):	

For internal use:

DATE INFORMATION RECEIVED:	
APPROVED BY COUNCIL (DATE & MOTION NUMBER):	
DATE OF TERM EXPIRATION:	
DATE POSTED ON WEBSITE	

Attachment: Appointment_Wemple (1427 : Teen Advisory Committee Appointments)



Consent Items: MOTION #16-02-16 Hyattsville Sustainable Land and Building Management Practices

SUBJECT: Hyattsville Sustainable Land and Building Management Practices

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #16-02-16

I move that the Mayor and Council adopt the Hyattsville Sustainable Land and Building Management Practices.

BACKGROUND:

Please see attached motion submitted by Council Vice President Lawrence and Councilmember Solomon. This item was discussed during the Council Meeting of January 19, 2016.

NEXT STEPS:

Staff implementation.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Please see attached motion form.

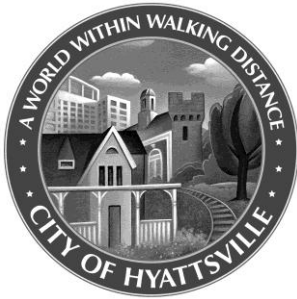
STRATEGIC GOALS

Goal: Goal 3 - Promote a Safe and Vibrant Community

FISCAL IMPACT:

None


Tracey Nicholson, City Administrator 1/28/2016



Council Agenda Form

MOTION # TBD		DRAFT # 2
DATE SUBMITTED: January 7, 2016	DATE TO GO BEFORE COUNCIL: 1/19/2016	
SUBMITTED BY: Lawrence, Solomon		
DEPARTMENT: Public Works		

TITLE OF MOTION: Hyattsville Sustainable Land and Building Management Practices

RECOMMENDATION:

I move that the Mayor and Council adopt the Hyattsville Sustainable Land and Building Management Practices.

BACKGROUND:

Adopting the Hyattsville Sustainable Land and Building Management Practices will, in most instances, eliminate toxic pesticide use in and on City owned and leased property in order to promote a healthy environment and protect the public and City employees from the risks of pesticides. The practices will also ensure that City departments and City contractors implement sustainable land and building management practices at all City owned and leased properties.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The Director of Public Work is responsible for implementing the Hyattsville Sustainable Land and Building Management Practices, many of which already reflect City practices. Some changes will likely be needed with regards to interior building maintenance practices.

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT: (must be approved by City Administrator): This policy is consistent with current practices and follows ecological guidelines. The community outreach component will require further coordination to ensure maximum effectiveness.

Tracey E. Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

Goal 3 – Enhance a safe and pleasant community Action 3.1 – Increase the quality of parks, recreation facilities, and broaden recreation related programs and opportunities for City residents

Goal 4 – Foster excellence in all City operations Action 4.3 – Utilize technology and best practices to enhance all public services

SUPPORTING DOCUMENTATION:

Hyattsville Sustainable Land and Building Management Practices document
NOFA Standards for Organic Land Care

CURRENT YEAR BUDGET IMPACT:

None

Section 1. Purpose.

The Hyattsville City Council hereby finds and declares that it shall be the policy of the City of Hyattsville to eliminate toxic pesticide use, except in the case of an emergency public health situation, invasive species control, or State mandate, in and on City-owned and -leased property in order to promote a healthy environment and protect the public and City employees from the risks of pesticides; for City departments and City contractors to implement sustainable land and building management practices at all City-owned and -leased properties; and for City departments to endeavor to educate the public on the benefits of adopting sustainable practices.

Section 2. Findings.

WHEREAS, scientific studies associate exposure to pesticides with asthma, cancer, developmental and learning disabilities, nerve and immune system damage, liver or kidney damage, reproductive impairment, birth defects, and disruption of the endocrine system;

WHEREAS, infants, children, pregnant women, the elderly, people with compromised immune systems and chemical sensitivities are especially vulnerable to pesticide effects and exposure;

WHEREAS, pesticides are harmful to pets, wildlife including threatened and endangered species, soil microbiology, plants, and natural ecosystems;

WHEREAS, toxic runoff from chemical fertilizers and pesticides pollute streams and lakes and drinking water sources;

WHEREAS, the use of hazardous pesticides is not necessary to create and maintain healthy landscapes given the availability of viable alternatives practices and products;

WHEREAS, people have a right not to be involuntarily exposed to pesticides in the air, water or soil that inevitably result from chemical drift and contaminated runoff;

WHEREAS, recognizing that if an emergency public health situation, invasive species control, or State mandate warrants the use of pesticides, which would otherwise not be permitted under this policy, the Director of the Department of Public Works shall have the authority to grant a temporary waiver on a case-by-case basis after an evaluation of all alternative methods and materials.

WHEREAS, the use of a sustainable program that emphasizes Integrated Pest Management (IPM) non-chemical methods of pest prevention and management and the use of the least-toxic pesticide as a last resort, will eliminate the use of and exposure to pesticides while controlling pest populations;

WHEREAS, sustainable practices complement other important goals of City maintenance and administration such as energy conservation and security;

WHEREAS, educating the public on the benefits of sustainable practices will improve the health of the public and the environment; and

WHEREAS, numerous communities and municipalities are embracing a precautionary approach to the use of toxic pesticides in order to adequately protect people and the environment from pesticides' harmful effects; and

WHEREAS, the City of Hyattsville encourages residents to adopt sustainable and environmental friendly practices via its Green Hyattsville Initiatives and its establishment of the Hyattsville Environment Committee; and

WHEREAS, The City of Hyattsville has expressed through Goal 3 – Promote a Safe and Vibrant Community of Hyattsville City's Strategic Goals and Actions adopted XX, 2016, Promote health and wellness initiatives in the community and workplace.

Section 3. Definitions.

Crack and Crevice Treatment—means the application of small quantities of a pesticide into openings in a building such as those commonly found at expansion joints, between levels of construction, and between equipment and floors.

Emergency—means an urgent need to mitigate or eliminate a pest that threatens public health or safety.

Sustainable Land and Building Management Practices—means a managed pest control program that:

- (A) eliminates or mitigates economic and health damage caused by pests;
- (B) uses—(i) IPM; (ii) site or pest inspections; (iii) pest population monitoring and prevention strategies; (iv) an evaluation of the need for pest control; and, (v) one or more pest prevention and management methods, such as habitat modifications, sanitation practices, entryway closures, structural repair, mechanical and biological controls, effective mowing, watering and fertilizing practices that provide a healthy soil, other nonchemical methods, and if nontoxic options are unreasonable or have been exhausted, a least-toxic pesticide; and
- (C) minimizes—(i) the use of pesticides; and (ii) the hazards to human health and the environment associated with pesticide applications.

Director of the Department of Public Works—is designated by the City of Hyattsville to oversee implementation of the sustainable land and building management practices for the

City. The Director of the Department of Public Works may designate a subordinate to oversee such implementation.

Integrated Pest Management—is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties.

Least-Toxic Pesticide—means any pesticide product or ingredient that, at a minimum, has not been classified as, or found to have, any of the following characteristics or ingredients:

(A) **Toxicity Category I or II** by the EPA (pesticides identified by the words “DANGER” or “WARNING” on the label);

(B) A **developmental or reproductive toxicant** as defined by the State of California Proposition 65 Chemicals Known to Cause Developmental or Reproductive Harm;

(C) A **carcinogen**, as designated by (i) EPA's List of Chemicals Evaluated for Carcinogenic Potential (chemicals classified as a human carcinogen, likely to be carcinogenic to humans, a known or likely carcinogen, a probable human carcinogen, suggestive evidence or a possible human carcinogen); (ii) the International Agency for Research on Cancer (IARC) (chemicals classified as carcinogenic to humans or probably or possibly carcinogenic to humans); (iii) the United States National Toxicology Program (NTP) (chemicals classified as known or reasonably anticipated to be human carcinogens); or (iv) the State of California's Proposition 65;

(D) **Neurologic cholinesterase inhibitors**, as designated by California Department of Pesticide Regulation or the Materials Safety Data Sheet (MSDS) for the particular chemical;

(E) **Known groundwater contaminants**, as designated by the state of California (for actively registered pesticides);

(F) Pesticides formulated or applied as **dusts, powder or aerosols**, unless used in a way that virtually eliminates inhalation hazard, such as when applied to cracks or crevices and sealed after the application, or used as a directed spray into the entrance of an insect nest;

(G) **Nervous system toxicants**, including chemicals such as cholinesterase inhibitors or chemicals associated with neurotoxicity by a mechanism other than cholinesterase inhibition, or listed or identified in or on any of the following lists: (i) Toxics Release Inventory (TRI), EPA EPCRA section 313; (ii) EPA Reregistration Eligibility Decisions (RED); (iii) Insecticide Resistance Action Committee (IRAC) Mode of Action Classification: Acetylcholine esterase inhibitors, GABA-gated chloride channel antagonists, Sodium channel modulators, Nicotinic Acetylcholine receptor

agonists or antagonists, Nicotinic Acetylcholine receptor agonists, Chloride channel activators, Octopaminergic agonists, Voltage-dependent sodium channel blockers, or Neuronal inhibitors (unknown mode of action);

(H) **Endocrine disruptors**, which include chemicals that are known to or likely to interfere with the endocrine system in humans or wildlife, based on the European Commission (EC) List of 146 substances with endocrine disruption classifications, Annex 13 (and any subsequent lists issued as follow-up, revisions, or extensions or based on any list created by the EPA that identifies endocrine disruptors);

(I) Regarding outdoor use: **Adversely affects the environment or wildlife**, based on any of the following: (i) Label precautionary statements including “toxic” or “extremely toxic” to bees, birds, fish, aquatic invertebrates, wildlife, or other nontarget organisms, unless environmental exposure can be virtually eliminated; (ii) Pesticides with ingredients with moderate or high mobility in soil, or with a soil half-life of 30 days or more (except for mineral products);

(J) Has data gaps or missing information in EPA registration documents, including pesticide fact sheets, or EPA reregistration eligibility decisions, which EPA is requiring the registrant to provide; and,

(K) **Contaminants and metabolites** recognized by EPA that violate any of the above criteria.

Natural Organic Fertilizer—means fertilizers that contain nutrients naturally derived solely from the remains or a by-product of an organism, or from a mineral. The term includes cottonseed meal, fish emulsion, compost, and composted manure. The terms does not include any fertilizer containing biosolids or synthetic ingredients, natural minerals or substances that are reacted with acids or produced in a petrochemical process.

Pesticide—any substance or mixture of substances intended for—(i) preventing, destroying, repelling, or mitigating any pest; (ii) use as a plant regulator, defoliant, or desiccant; or (iii) use as a spray adjuvant such as a wetting agent or adhesive. The term “pesticide” does not include cleaning products, other than those that contain pesticidal agents.

Grounds—means the area outside of a building controlled, managed, or owned by the City and includes a lawn, playground, sports field, and any other property or facility controlled, managed, leased or owned by the City.

Synthetic Fertilizer—means a substance containing a plant nutrient created by a synthetic, chemical process, including triple super phosphate made by treating rock phosphate with phosphoric acid, potassium chloride, urea quick release synthetic fertilizers, petroleum-based fertilizers. The term does not include natural organic fertilizers that are made from naturally occurring materials, such as fish or kelp, or manure-based organic compost.

Universal Notification—means notice provided by the Director of the Department of Public Works to all employees working at the facility where the pesticide will be applied.

Sec. 4 Sustainable Land and Building Management Practice Components.

(1) In General.—The Department of Public Works shall implement sustainable land and building management practices, that at a minimum—

- (A) Applies to City controlled, managed, or owned buildings and grounds;
- (B) Follows sustainable land and building management practices for addressing pest problems.
- (C) Presents to Hyattsville City Council an actionable plan developed in collaboration with approved advisory committees and interested local advocacy groups with a purpose of providing measurable goals toward sustainability in all aspects of City operations.

(2) Duties of the Director of the Department of Public Works—The Director of the Department of Public Works or a designated subordinate shall—

- (A) Oversee the implementation of sustainable land and building management;
- (B) Act as a contact for inquiries about the sustainable land and building management practices;
- (C) Maintain and make available to any person upon request material safety data sheets, labels, and fact sheets or other official information related to the pesticides, for all pesticides that may be used in the City buildings or grounds;
- (D) Be informed of Federal and State chemical health and safety information and contact information;
- (E) Maintain scheduling of all pesticide use;
- (F) Maintain contact with Federal and State sustainable land and building experts;
- (G) Obtain periodic updates and training from State sustainable land and building experts;
- (H) Pre-approve any public health emergency pesticide applications; and
- (I) Maintain all pesticide use data for each pesticide used at City buildings and

grounds for at least 3 years after the date on which the pesticide is applied.

(3) Use Of Pesticides—The City of Hyattsville shall only use a least-toxic pesticide as part of the sustainable land and building management practices. The least-toxic pesticide may only be used as a last resort following product label application specifications. Pesticides are only to be applied by certified commercial applicators.

(4) Use Of Fertilizers—The City of Hyattsville shall only use natural organic fertilizers. The use of a synthetic fertilizer is prohibited on properties City-owned or -managed properties.

(5) Public Health Emergency—

(A) In General—If the Director of the Department of Public Works determines that a pest in a City building or on City grounds cannot be controlled after having used sustainable land and building management practices and least-toxic pesticides and it is a public health emergency, invasive species control, or State mandate, the City may use a pesticide in accordance with this subsection.

(B) Director of the Department of Public Works Approval Required—The Director of the Department of Public Works shall approve, after identifying the pesticide product ingredients and acute and chronic adverse health effects, the pesticide product before any public health emergency application can be made.

(C) Area Use Limitation—The use of an area or room treated by an emergency pesticide, other than a least-toxic pesticide, shall not be occupied or used at the time of application or during the 24-hour period beginning at the end of the application.

(D) Authorized Applicator—The pesticide application shall only be made by a State certified pesticide applicator.

(E) Notification of Occupants and Users—The Director of the Department of Public Works shall provide to each employee of the facility/grounds where the application is to take place a notice of the application of the pesticide for emergency pest control. Notification will be provided at least 24 hours before the application. The notification shall include—

- (i) the common name, trade name, and Environmental Protection Agency registration number of the pesticide; (ii) a description of the location of the application of the pesticide; (iii) a description of the date and time of application; and (iv) the statement “The EPA cannot guarantee that registered pesticides do not pose risks, and unnecessary exposure to pesticides should be avoided”; (v) a description of potential adverse effects of the pesticide based on the material safety data sheet of the pesticide any

additional warning information related to the pesticide; (vi) the name and telephone number of the Director of the Department of Public Works; (vii) a description of the problem and the factors that qualified the problem as an emergency that threatened public health; and (viii) a description of the steps the City will take in the future to avoid emergency application of a pesticide under this paragraph.

(F) Method Of Universal Notification—The Director of the Department of Public Works may provide the notice by—(i) written notice provided to each employee; (ii) a notice delivered electronically (such as through e-mail or facsimile); (iii) a telephone call; or (iv) direct contact.

(G) Posting Of Signs—If applying a pesticide under this paragraph, the Director of the Department of Public Works shall post a sign warning of the application of the pesticide—in a prominent place that is in or adjacent to the location to be treated; and at each entrance to the building or ground to be treated. A sign required for the application of a pesticide shall remain posted for at least 72 hours after the end of the treatment; be at least 8 1/2 inches by 11 inches; and state the same information as that required for prior notification of the application under subparagraph (E).

(H) Modification Of Sustainable Land and Building Management Practices—If the City of Hyattsville applies a pesticide under this paragraph, the Director of the Department of Public Works shall modify the sustainable land and building management practices to minimize the future applications of pesticides under this paragraph.

Section 5. Grounds Management Implementation Guidelines.

It is the policy of the City of Hyattsville to take the following preventive measures to eliminate pest-conducive conditions:

- (A) To maintain healthy soil, soil sampling and analysis will be conducted to evaluate and assess the level of care needed for the facility's turf and landscape.
- (B) Well-adapted, pest-resistant grass varieties that are more suitable for the City's climate will be planted.
- (C) Lawn aeration will be scheduled twice a year.
- (D) De-thatching practices must keep the thatch layers less than ½" in order to keep the grass less susceptible to insects, disease and weather stress.
- (E) A proper pH for the soils will be maintained. The soil should be tested in order to adjust the pH if needed.
- (F) Annual fall fertilizer applications will be scheduled and carried out. Only slow-release fertilizer formulations will be used.
- (G) Approved soil amendments will be applied as necessitated by soil test results. Following, but not limited to, the recommendations of the Northeast Organic

- Farmers' Association and/or the Organic Material Review Institute of Eugene, OR.
- (H) Outdoor management practices will be modified to comply with organic horticultural science, including scouting, monitoring, watering, pruning, proper spacing and mulching.
 - (I) Practices will include the use of physical controls, including hand-weeding and over-seeding.
 - (J) Practices will also include the use of biological controls, including the introduction of natural predators, and enhancement of a favorable environment for a pest's natural enemies.

Section 6. City Contracts and Enforcement.

- (1) All applicable City contracts shall be subject to the City's sustainable land and building management practices;
- (2) Failure to comply with the provisions of this act as specified in a contract with the City may, at the discretion of the City, result in the voiding of said contract.

Section 7. Public Outreach Campaigns.

The City recognizes the importance of educating the public on benefits of adopting sustainable practices and the potential dangers of toxic pesticide and synthetic fertilizer use. The City shall engage in a public education campaign aimed at mitigating the use of toxic pesticides and synthetic fertilizers. The City shall identify or prepare, and then periodically disseminate, materials designed to educate the community about the role of pesticides in our local environment, compliance with recommendations set forth in this section of the Hyattsville City Charter and Code as well as earth-friendly practices and alternatives to the use of harmful pesticides.

- (A) Public awareness and education may take the form of pamphlets and brochures, whether produced and distributed on paper or electronically, and classes and seminars, involving City staff, non-City governmental agencies, community and advocacy groups, and other resources.
- (B) Materials shall include information about and links to the U.S. Environmental Protection Agency's list of minimum risk pesticides. The Department of Public works shall publish the EPA's list of minimum risk pesticides on or before March 1 of each year and ensure that the publication reflects any changes to the EPA's list during the preceding twelve months.

Section 8. And Be It Further Enacted.

That this policy shall take effect as of the date of the six months from its passage.



Consent Items: MOTION #17-02-16 Schedule Public Hearing: Petition for One-Way (SB) Alley 4200 Blocks Gallatin to Farragut St.

SUBJECT: Schedule Public Hearing: Petition for One-Way (SB) Alley 4200 Blocks Gallatin to Farragut St.

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #17-02-16

I move that the Mayor & Council schedule a Public Hearing on March 21, 2016 at 7:30 p.m. to hear testimony on a proposal to make the alley running between the 4200 blocks of Gallatin Street and Farragut Street one-way, southbound.

BACKGROUND:

The City received a petition in support of making the alley running between the 4200 blocks of Gallatin Street and Farragut Street one-way, southbound on December 28, 2015. The petition was verified by the City Clerk and staff has conducted an initial analysis.

NEXT STEPS:

The Council will be provided with a staff report during the Council Meeting of March 21, 2016. Official notification of the public hearing will be mailed to impacted residents a minimum of 2 weeks prior to the hearing.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The Department of Public Works will conduct the traffic study prior to the March 21, 2016 meeting and the City Clerk will coordinate the hearing notification mailing to impacted residents.

STRATEGIC GOALS

Goal: Goal 3 - Promote a Safe and Vibrant Community

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

FISCAL IMPACT:

TBD



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/1/2016 8:00 PM

Department: Clerk's Office

Prepared by: Laura Reams

Sponsors: At the Request of the City Administrator

DOC ID: (ID # 1425)

8.3

Consent Items: MOTION #17-02-16 Schedule Public Hearing: Petition for One-Way (SB) Alley 4200 Blocks Gallatin to Farragut St.


Tracey Nicholson, City Administrator 1/28/2016

Petition to Hyattsville City Council, December 2015

We request that **the alley going north to south from the 4200 block of Gallatin Street to Farragut Street should become one-way south** from Gallatin to Farragut Street.

Though the alley is a single lane, the traffic through it has often been heavy and fast. The alley is less than 50 yards from the small Gallatin Park that is used daily by young children, who often cross the sidewalks and walk through this alley. It is also very near two elementary schools. We neighbors have been concerned about significant traffic coming up from Route 1 on 42nd Place and cutting through this alley and driving at speed onto Gallatin Street with children on the sidewalk. We have noted that cars as well as trucks from Route 1 avoid the one-way roads by using the alley as a shortcut. The alley is narrow, with at least one home only about 5 feet from it, with blind spots, where buildings, trees, shrubs, and parked vehicles can block the view of pedestrians and traffic on adjacent roads. Trucks using the alley often have inadequate room to take the corner onto Gallatin, causing damage to lawns and broken fences.

We believe that simply making the alley one-way from Gallatin to Farragut (both one-way streets) will alleviate the problem greatly.

<u>James H. Griffin</u>	<u>4203 Gallatin St.</u>
<u>Sally Middlebrooks</u>	<u>5105 42nd Avenue</u>
<u>Christopher Griffin</u>	<u>4203 Gallatin St.</u>
<u>Stawn Woodbridge</u>	<u>4201 Gallatin St.</u>
<u>Chris Woodbridge</u>	<u>4201 GALLATIN ST</u>
<u>JOHN SAERIDAN</u>	<u>5103 42ND AVENUE</u>
<u>Eliot Gurnea</u>	<u>5101 42nd Avenue</u>

Gallatin St. Alley, p. 2

Andrea Gelatt

5101 42nd Ave

~~MA~~

4204 FARRAGUT ST

Phyllis Jones

4204 Farragut St.

M J Bovick

4200 Farragut St

Susan Stotnick

4204 Gallatin St.

Kevin Stum

4203 Jefferson St.

Manger - 5101 42nd Ave

~~AM~~

4202 Gallatin St

Debra L. Blackwell

4202 Gallatin St

Mary Stevenson

5107 42nd Ave



Attachment: Petition_OneWay_Alley_12302015_MAP (1425 : Schedule Public Hearing: Petition for One-Way (SB) Alley 4200 Blocks Gallatin to

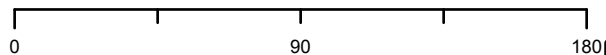


**City of
Hyattsville**

Department of Community & Economic
Development

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

Petition to Make Alley One-Way



Author: SF
Date: December 23, 2015



Consent Items: MOTION #18-02-16 Schedule Council Work Session for Wednesday, February 10

SUBJECT: Schedule Council Work Session for Wednesday, February 10

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #18-02-16

I move that the Mayor & Council schedule a Council Work Session for Wednesday, February 10, 2016 at 7:00 p.m. to review and discuss changes to City election laws including a proposed change in the qualifications of eligible voters for City elections and to discuss Council budget priorities for the Fiscal Year 2017 budget.

BACKGROUND:

This Council Work Session was originally scheduled for January 27th but was postponed due to inclement weather.

NEXT STEPS:

Staff will update the meeting calendar and website accordingly.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Minimal

STRATEGIC GOALS

Goal: Goal 1 - Ensure Transparent and Accessible Governance

FISCAL IMPACT:

None


Tracey Nicholson, City Administrator 1/28/2016



Action Items: MOTION #19-02-16 Authorizing the Development of a Hyattsville Ambassadors Academy

SUBJECT: Authorizing the Development of a Hyattsville Ambassadors Academy

SECTION: Action Items

RECOMMENDED ACTION:

Motion #19-02-16

I move that the Mayor and Council authorize the Director of Community and Economic Development (and/or his designee) to develop eligibility requirements, responsibilities, benefits, and "curriculum" for participation in the Hyattsville Ambassadors Academy.

BACKGROUND:

Please see attached motion submitted by Mayor Hollingsworth and staff memo.

NEXT STEPS:

Refine program requirements, responsibilities and way ahead

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

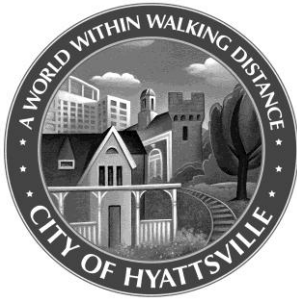
STRATEGIC GOALS

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

FISCAL IMPACT:

Staff anticipates an amount NTE \$5K


Tracey Nicholson, City Administrator 1/28/2016



Council Agenda Form

MOTION #		DRAFT #
DATE SUBMITTED: August 31, 2015	DATE TO GO BEFORE COUNCIL: TBD	
SUBMITTED BY: Hollingsworth		
DEPARTMENT: Community and Economic Development, Legislative		

TITLE OF MOTION: Authorizing the Development of a Hyattsville Ambassadors Academy
RECOMMENDATION:

I move that the Mayor and Council authorize the Director of Community and Economic Development (and/or his designee) to develop eligibility requirements, responsibilities, benefits, and "curriculum" for participants in the Hyattsville Ambassadors Academy. The first cohort of the Academy shall be installed in Spring 2016.

BACKGROUND:

Aside from large-scale (re)developments, additional growth of Hyattsville's commercial market is in infill development. The City does not have the resources to implement a full-scale business recruitment function so participants in the Hyattsville Ambassadors Academy will help fill this void with potential homeowners, investors, or others interested in doing business with or in the City of Hyattsville. While City staff and elected officials are always tasked to fill this role, participants in the Academy will be able to "sell the City" with the authenticity that comes with being a fellow business owner, homeowner, or investor.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Development of the program details will require the resources of the Director of Community and Economic Development (and/or his designee). The workplan for developing this new program shall be done in consultation with the City Administrator and with deference to existing programs and obligations.

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT: (must be approved by City Administrator):

Tracey E. Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

- 1.1 Provide opportunities for resident participation in civic engagement
- 2.4 Provide economic development programming and projects to support and facilitate infill, revitalization, redevelopment, and transit-oriented investment.

SUPPORTING DOCUMENTATION:

CURRENT YEAR BUDGET IMPACT: Staff time as identified and additional staff time for implementing the curriculum as approved by the City Administrator.



To: Jim Chandler, Director, Community & Economic Development
From: Antony Burton, Community Development Intern
Date: January 4, 2016
RE: Business Ambassador Program

Objective: The purpose of this memorandum is to respond to the Mayor's proposed local legislative priority to create a local business ambassador program in Hyattsville.

Establishment of an ambassador program could be adapted and applied as a business retention, recruitment and expansion (BRE) program to support the economic development efforts of the City of Hyattsville.

Program Descriptions: A business ambassador program recruits business owners, property owners and influential residents to strategically use their position and influence to promote a community. BRE programs typically serve as a point-of-contact for businesses considering either starting a business in a community, or relocating there. As peers, the ambassadors are often able to speak to their concerns, speak from direct experience and can be viewed as more relatable. Business ambassadors could speak with potential investors without the perceptions of self-interest, political gain or similar issues serving as the primary driver. The role of business ambassadors is to serve as an initial point of contact and build a rapport, with the potential investor and then refer that individual to a selected City representative if they have more specific questions. By allowing local business and property owners to make the first impression, we can foster a comfortable environment for potential investors.

There are secondary benefits from BRE efforts, primarily that a program could provide additional lines of communication between City representatives and current business owners. This partnership could allow a forum for dialogue between City staff and business owners on opportunities to improve the City and make it more business friendly, while providing ambassadors an ownership stake in the economic direction of the City. For Hyattsville, support for this type of scalable program will be much more cost effective than other forms of recruitment, which typically include a designated person on staff to manage the program, the cost for attending trade shows and offering generous relocation incentive packages, neither of which provide an acceptable rate on the return on investment. An ambassador program approach utilizes the best resource we have as a City: our people. This program exploits the competitive advantage our personable business owners provide.

In recent years a digital component has been introduced to local ambassador programs. In this model, business owners, property owners, and influential residents share information over social media that promote the city in a positive manner. This piece of the program allows for ambassadors to share on an additional platform to reach more people. The City and the ambassadors are able to share stories highlighting local achievements, new businesses or development, housing or market statistics, and events that shape the conversation about our City. Advantages to the digital ambassador program include:

- Ease of tracking how many people are “favoriting” or “retweeting” ambassador’s posts
- Ease of tracking how much original content on social media is mentioning Hyattsville
- Participation requires minimal effort for ambassadors to stay involved
- Reaches a large audience, especially millennials in the DC metro area or the marketing department of a major corporation

The most recent Development Counsellors International (DCI) survey of executives and location advisers found that the most effective marketing techniques for a location were “Internet/Website” (67%) and “Visits to corporate executives” (64%). Furthermore, a majority of those surveyed said one of their leading sources of information about an area’s business climate is speaking with industry peers. The traditional ambassador program combined with a digital ambassador program would accommodate those preferences.

An example of a nearby business ambassador program is in Caroline County, Maryland. According to the Director of Economic Development for the Caroline Economic Development Corporation (CEDC), a formal structure implied a large commitment from the participants. This made their time-constrained business leaders hesitant to get involved. In response, the CEDC created a business ambassador program that was a loose affiliation of executives and business owners who agreed to be contacted if a new business is considering the area, or were interested in a particular incentive program that they used. According to the CEDC, the program has been popular among the ambassador participants and fits well with their vision for the program and their community. The CEDC’s Executive Director did advise that the small population and rural nature of their community also lent itself to more informal relationships which may not apply as well to more populated, urban areas. Currently, the CEDC is speaking with a company that is considering relocating to the County from Delaware. The CEDC put them in contact with a similar company who can speak to working and living in the area. Overall, the CEDC has found that their ambassador program has been an effective recruitment tool.

Proposed Program for Hyattsville: If the City Council is supportive of starting a business ambassador program, we believe the program should provide three focuses: creating a digital presence, recruitment and touring effort, and placemaking sponsorship.

The digital presence will require ambassadors to share on social media interesting or exciting information that promotes Hyattsville. To lessen the burden on participants, the City will send monthly emails which highlight events or information about the City we would like to share. Ambassadors would

also be encouraged to share information they find that promotes events in the City, or the City itself. This part of the program could be tracked using social media tools such as Hootsuite, Followerwonk, or Twitter Analytics. This element of the program will be a valuable avenue for promoting the pay-by-phone program that will be in place in 2016. Businesses could be rewarded for the number of tweets/posts about the program with parking credits from the City. They could also advertise their “Merchant Validation” (Discounted Parking) offers through social media. This would help support our pay-by-phone project as well as incentivize businesses to participate. We could also award prizes at the end of the year to recognize the best digital ambassadors.

Secondly, ambassadors will have the opportunity to tour interested investors around the city while sharing their experience about Hyattsville. Tours are an effective method to show a potential developer, business owner or State agency opportunities that are available to them in the community and why they would likely see a return on their investment in Hyattsville.

The third pillar of the program is for ambassadors to participate in placemaking opportunities which may include local projects or smaller events such as a “park(ing) day event” which transforms a parking space into a temporary park. Placemaking can distinguish Hyattsville from other communities and promote a sense of pride among residents. Given Hyattsville’s historic buildings and rich culture, there are many opportunities to improve the City through placemaking.

Program	Activities
Digital Presence	• Tweet/post original content that promotes Hyattsville • Tweet/post using a common hashtag to create a unified voice
Touring and Retention Efforts	• Provide tours to interested businesses • Meet with potential businesses to answer questions • Refer leads to City staff
Placemaking Sponsorship	• Attend placemaking events • Host/MC placemaking events • Develop placemaking ideas

It will be critical to have diverse representation in the program. We would recommend including a cross-section of the City’s business community including local non-profits, large retail chains, smaller niche businesses, prominent commercial property owners including those that have participated in encouraging successful City programs, such as our Commercial Façade Improvement Program. We would encourage representation from each of the three commercial corridors. Utilizing existing City staff, we estimate that the total cost for this program would be less than \$5,000 annually.

Requirements: To promote ambassador engagement and accountability, it will be necessary for ambassador candidates agree to participate in an introductory orientation session and agree to a set number of events, ideally for an established period, ideally of 2 – 3 years. The specific number of

participating efforts for each category will need to be assessed in greater detail, should the City Council approve the structure concept for the program.

To prepare ambassadors, it will be necessary to provide an orientation to inform ambassadors of the vision of the program and discuss expectations. This would also serve as an opportunity to provide informative materials that could then be shared with a potential investor, including our bi-annual economic development report; monthly emails could also highlight the work of ambassadors, events in the City and upcoming projects.

In addition to the orientation, a regularly scheduled meeting should be held with the ambassadors to maintain open communication, discuss how the program is performing and consider how it can be improved.

Conclusion: I anticipate that there will be opportunities for the program to evolve as we learn what elements of the program are valuable to both the ambassadors and those we intend on recruiting to Hyattsville. This program could serve as an exciting, and cost effective, opportunity to be more proactive by leveraging the business resources already within this community and positioning the City to better attract those considering investing in the City of Hyattsville.



Action Items: MOTION #20-02-16 Amend Article II – Administration of Government and Article VI (Contract Personnel)

SUBJECT: Amend Article II – Administration of Government and Article VI (Contract Personnel)

SECTION: Action Items

RECOMMENDED ACTION:

Motion #20-02-16

I move that the Mayor and Council direct the City Attorney to draft legislation to amend Article II - Administration of Government and Article VI - Personnel to reflect transition of all contracted personnel with the exception of the City Administrator to a pay scale. I further direct the City Attorney to draft legislation to amend all references to Department Heads to Department Directors in the Hyattsville City Charter and Code and authorize the Director of Human Resources to develop a transition plan for movement of all contract personnel (except the City Administrator) to an appropriate pay scale.

BACKGROUND:

Please see attached motion submitted by Mayor Hollingsworth and staff memo. This item was discussed during the Council Meeting of January 19, 2016.

NEXT STEPS:

Upon Council approval, the City Attorney will draft a Charter Amendment/Ordinance per the motion. The Charter Amendment/Ordinance will come back to Council for approval at a later date.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Please see attached motion submitted by Mayor Hollingsworth.

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations

FISCAL IMPACT:

Staff time as identified. Legal fees for review of charter amendments up to 10 hours (\$1,450.00). Possible consulting fees for the development of a payscale: TBD.



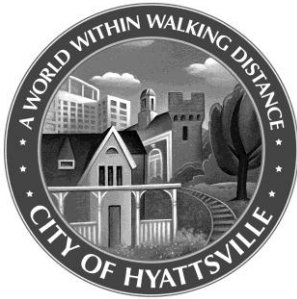
Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/1/2016 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Hollingsworth
DOC ID: (ID # 1423)

9.2

**Action Items: MOTION #20-02-16 Amend Article II – Administration of Government and Article VI
(Contract Personnel)**


Tracey Nicholson, City Administrator 1/28/2016



Council Agenda Form

MOTION # 20-02-16		DRAFT #
DATE SUBMITTED: August 31, 2015	DATE TO GO BEFORE COUNCIL: 1/19/2016 (Discussion), 2/1/16 (Action)	
SUBMITTED BY: Hollingsworth		
DEPARTMENT: Human Resources, Legislative		

TITLE OF MOTION: Amend Article II – Administration of Government and Article VI - Personnel and Authorize Development of Transition Procedures for Contract Personnel

RECOMMENDATION:

I move that the Mayor and Council amend Article II – Administration of Government as follows:

ADDITIONS

Deletions

§ 4-6. Department of Public Works.

A. Director of Public Works. The Director of Public Works shall be hired by the Mayor and Council and shall attend all regular meetings of the City Council and committee meetings when called upon to attend.

B. Duty hours. The regular duty hours of the Director shall be the same as those of the Department's labor force.

C. Prerequisite for employment; exception. To be eligible for appointment or for temporary employment on the Department labor force, an applicant must pass a physical examination by competent medical authority, showing the applicant's ability to perform sustained and arduous work, provided that in lieu of such examination, the Director may hire men on the Department labor force based on their previous experience and ability and personal interview.

D. Duty hours for labor force. The Department labor force shall operate on a forty-hours-a week basis, and the time for coming to work and the number of hours' work per day shall be controlled by the Director under the direction of the ~~Mayor~~ **CITY ADMINISTRATOR**.

I move that the Mayor and Council amend Article VI – Personnel as follows:

ADDITIONS

Deletions

§ C6-1 – Administration

The City Council may appoint a City Administrator who shall report directly to the Mayor and to the City Council. ~~In addition to the City Administrator, the City Council may appoint Department Heads and Officials, including a Chief of Police, Director of Public Works, Director of Recreation and the Arts, Director of Code Enforcement, a Director of Human Resources, Treasurer and a City Clerk, who shall all serve at the pleasure of the City Council, unless other written terms are agreed to by the City Council.~~ Ordinarily all such Department **DIRECTORS** ~~Heads and Officials~~ shall report to the City Administrator who shall be their immediate supervisor. However, one (1) individual may also serve as head of more than one (1) department if the City Administrator shall so organize and direct. Only the City Administrator, the Mayor and the appointed Department **DIRECTORS** ~~Heads~~ and those officials or designees or employees in the chain of command may give direct orders to

City employees. The City **ADMINISTRATOR** shall have the power to employ such officers and employees, or to enter into contracts for services with independent contractors or employees, as the City **ADMINISTRATOR** deems necessary, to execute the powers and duties provided by this Charter or other state law and to operate the City Government.

§ C6-5. Civil service. [Amended 1-21-92 by HR No. 3-91, Amended 5-8-06 by HR 2006-05]

The civil service of the City shall be divided into the unclassified and classified service.

A. Unclassified service. Employees in the unclassified service shall serve at the pleasure of the City Council or their designee and shall comprise the following offices and positions:

- (1) The Mayor, the Council members and persons appointed to fill vacancies in these positions.
- (2) Members of all Boards, Commissions and Committees created and appointed by the City Council to advise the City Council or staff and/or to perform a specific function.
- (3) The City Attorney, Auditor and Engineer and such other independent contractors that provide ongoing services to the City pursuant to a contract with, or appointment by, the City.
- (4) The City Administrator, ~~the City Clerk, the Treasurer and the heads of all departments including the Chief of Police, the Director of Public Works, the Director of Code Enforcement, and the Director of Recreation and the Arts.~~
- (5) Board of Election Supervisors.
- (6) Other positions as designated by the City Council.

I further move that the Mayor and Council amend all references to Department Heads to Department Directors in the Hyattsville City Charter and Code.

I further move that the Mayor and Council authorize the Director of Human Resources to develop a transition plan for movement of all contract personnel (except the City Administrator) to an appropriate pay scale.

BACKGROUND:

The Mayor and Council currently have responsibility for the hiring and firing of the City Administrator and all department directors through employment contracts ratified by the Mayor and Council. This revision gives the Mayor and City Council responsibility for the hiring and firing of only one (1) employee, the City Administrator. The City Administrator will have sole day-to-day responsibility and accountability of all employees and the administration of City government.

Since all department directors (except one) are under employment contracts with varying terms. The Director of Human Resources will be required to establish a pay scale for executive level employees and propose a plan to transition existing contract personnel to appropriate pay grades. This function may be done in consultation with an outside firm.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Charter amendments require review by the City Attorney. The Director of Human Resources will be required to devote time to developing and implementing a transition plan.

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT: (must be approved by City Administrator):

Staff supports the recommendation.

Tracey E. Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

Goal 4: Foster Excellence in All City Operations

SUPPORTING DOCUMENTATION: N/A

CURRENT YEAR BUDGET IMPACT: Staff time as identified. Legal fees for review of charter amendments up to 10 hours (\$1,450.00). Possible consulting fees for the development of a payscale: TBD.



City of Hyattsville

Memo

To: Mayor and Council
 From: Vivian Snellman, Director Human Resources
 Thru: Tracey Nicholson, City Administrator
 Date: January 13, 2016
 Re: Contract Personnel Transition

The City Attorney, City Administrator, and Human Resource Director evaluated the Mayor's request to transition the department heads (excluding the Director of Public Works (DPW)) from "contract"/unclassified employees to the status of "classified" employees. The department heads and the City Administrator are currently under employment contracts which are renewable at various intervals. The DPW Director at time of hire requested to be hired in a "classified" status and was approved as such. All other City employees are "classified" employees.

Employees operating under a "classified" status are not required to renegotiate contracts, terms and conditions, or compensation annually or as dictated by contract terms. They are placed in an appropriate pay grade and corresponding salary range and are considered for step increases annually. This status usually gives "classified" employees additional protections such as perceived job security and the option to grieve personnel actions.

The HR Director conducted a review of 7 surrounding municipalities. The vast majority of department heads at these locations are hired in a "classified" status. The City Managers/Administrators in all cases are hired as "contract personnel" or in appointed positions.

If this motion is approved, the Director of Human Resources will develop a transition plan to move the directors to an appropriate pay scale as contracts come up for renewal, but no later than December 2016. Details of the transition plan will be outlined in a separate communication and at a minimum will include:

- The current status of each Director under contract.
- The salary range and grade schedule validated by a survey of comparable municipalities.
- The position grade and salary range after the transition.
- The specific details of the employment status as previously negotiated

We do not anticipate any loss of pay in the transition.



Action Items: MOTION #21-02-16 Department of Public Works RFQ Selection

SUBJECT: Department of Public Works RFQ Selection

SECTION: Action Items

RECOMMENDED ACTION:

Motion #21-02-16

I move that the Mayor and Council authorize the City Administrator to enter into contract negotiations with Keller CM for the renovation of the Department of Public Works facility and with the review and approval of the City Attorney, execute a contract not to exceed \$3.3 million.

BACKGROUND:

In February of 2015, the City solicited a Request for Qualification (RFQ) for the design/build of the Department of Public Works renovation project.

Four firms were selected to receive the Owners Project Requirements (OPR) and enter into preliminary design and proposal development. During these negotiations, interested firms were required to conduct a site visit and tour the Public Works area. The four final firms were then given four weeks to return their proposals to the City.

The Keller CM proposal was comprehensive and strictly followed the guidelines of the Owners Project Requirements. Keller CM is a local firm that has extensive experience in municipal design and construction. Keller CM was the prime contractor on the renovation of the Takoma Park Public Works facility. Staff visited the facility during the bid process and was very impressed with the design and implementation, the detail for environmental sustainability, and the overall quality of the project.

The City received the preliminary cost proposals from the firms in mid-May and the review team evaluated each proposal based on cost, design, and overall proposal recommendations. Three firms were selected for a final interview to present their proposals. The City would like to enter into contract negotiations with Keller CM, one of the top three firms interviewed for the Department of Public Works project.

NEXT STEPS:

Begin contract negotiations and pre-design consultation with the contractor.



Action Items: MOTION #21-02-16 Department of Public Works RFQ Selection

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The Director of Public Works and the Project Manager will be significantly involved in the design and management of this project. The staff will be asked and encouraged to provide input and recommendations.

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations

FISCAL IMPACT:

This design/build project is in the FY2016 Capital Improvements Project budget.


Tracey Nicholson, City Administrator 1/28/2016



Discussion Items: Community Sustainability Plan Update

SUBJECT: Community Sustainability Plan Update

SECTION: Discussion Items

BACKGROUND:

The purpose of this discussion is to provide the City Council and the public with an overview of the community planning process and detail the preliminary schedule, which is proposed to conclude by July 2017.

NEXT STEPS:

A preliminary project schedule is detailed in the attached memorandum. City staff has begun the process of identifying stakeholder groups and securing times/locations for the public meetings. Staff is on track with the proposed schedule and hopes to begin stakeholder interviews shortly. Staff will provide updates on the status of the project to City Council periodically throughout the upcoming months.

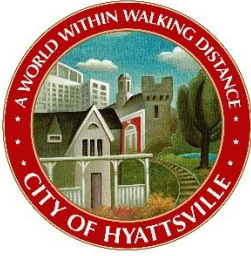
ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Personnel from the Department of Community & Economic Development will be primarily responsible for managing of the project and we anticipate some additional assistance will be requested as contracted services as part of the FY2017 Budget.

STRATEGIC GOALS

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


Tracey Nicholson, City Administrator 1/28/2016



Memo

To: Mayor and City Council

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

Date: January 27, 2016

Re: Sustainability Plan Update

The purpose of this memorandum is to provide the Mayor and Council with information regarding the 2016 update to the *2011-2015 City of Hyattsville Community Sustainability Plan*.

2011-2015 Sustainability Plan

In 2010, the City of Hyattsville embarked on a community planning process to create a *2011-2015 City of Hyattsville Community Sustainability Plan*. A community sustainability plan is a long-term plan crafted with community members and stakeholders to mark and realize sustainability objectives within the City. In this context, “sustainability” does not explicitly refer to environmental issues, but rather encompasses a broad spectrum of cultural, social and economic issues to ensure the City’s survival and success. Community sustainability plans are used by planners and officials to set goals for action and chart progress. Community plans generally get updated every five years to review goals, update priorities and check back in with the community.

The 2011-2015 plan focused on four themes: neighborhoods and parks; Prince George’s Plaza Transit District; West Hyattsville; and the U.S. Route 1 corridor. The structure of the plan was threefold. “The Vision” identifies the desires and needs of the community. The “Sustainability Plan” describes how the City can realize its vision and continue redevelopment efforts. Lastly, the “Strategic Plan” provides the City with a prioritized five-year action plan by identifying critical resources and key plays to achieve the community’s vision and can be used as a benchmark to track progress. The City has been using the strategic plan from the 2011-2015 plan identify objectives and projects to work towards.

2016 Update

For the 2011-2015 plan, the City retained the services of ACP Visioning + Planning, McBride Dale Clarion, Kimley Horn and Associates and Community Planning Solutions to carry out facilitation, mapping and writing of the plan document. The Hyattsville CDC served as a partner on the project and was contracted by the City to conduct the Strengths, Weakness, Opportunities & Threats (SWOT) Analysis portion of the

project. Given the additions of a Community Planner and GIS Technician to the Department of Community and Economic Development staff, the City will completing the vast majority of the 2016 update in-house.

The 2011-2015 Plan was by most accounts a success. The process went smoothly and efficiently, the City was able to gather input from a substantial amount of community residents and stakeholders. The Plan reflects the ideas and goal identified during the community planning process, which has resulted in the achievement of many of the priorities approved in strategic plan. We propose to model much of the 2016 update after the process used in 2010.

The City will host two public input sessions, each with a variety of dates and at multiple locations around the City. Session A will be held three times- two evenings during the week and one Saturday morning. Session A will focus on mapping the strong and weak parts of the community. Participants will break up into small groups, each led by a facilitator. Facilitators will be City staff, as well as Planning Committee members. Each group will be assigned a theme and asked to identify strengths and weaknesses of the community pertaining to that theme. Session A will also include a brainstorming session where residents can share their thoughts and ideas for the City's future.

Session B will play off of the input gathered from Session A. Session B will consist of small group exercises and discussions to validate the information gathered in the first series of meetings, as well as provide a platform for additional thoughts and feedback. Session B will be held twice; one weeknight evening at Edward Felegy Elementary School and one Saturday morning at the City Municipal building.

Despite many opportunities for input, there were certain populations of the City that were not represented in the 2011-2015 plan process. For this update, the City wants to make sure that we are engaging these stakeholder groups, and therefore the City will be hosting several months of individual/small group stakeholder interviews and strengths, weaknesses, opportunities and threats (SWOT) analyses. By hosting these meetings in smaller settings with a flexible time frame and catering to specific subsets of the population, the City is hoping that to hear from those previously disengaged during the last community planning process. Some of the specific stakeholder groups that the City will be reaching out to include:

- Business owners
- Governmental agencies (County and State)
- Non-native English speakers
- Nonprofit/Community organizations
- Utility companies
- School administrators
- Elected officials (City and County)

Each of the stakeholder groups bring a different perspective to planning that may be presented at the general community meetings. It is important that the unique thoughts and viewpoints, of those who work in/with the City, not just reside in it, be represented.

Project Schedule

The update is expected to take approximately 18 months to complete, with a goal end date of July 2017. Below is the tentative schedule for the 2016 update:

February 2016: update implementation matrix; identify/reach out to stakeholder groups; brief City Council

March 2016: secure public meeting locations; finalize project schedule

April – July 2016: host interviews and SWOT analysis with stakeholder groups

September 7, 2016: public input session A, hosted at Edward Felegy Elementary School

September 10, 2016: public input session A, hosted at City Municipal Building

September 13, 2016: public input session A, hosted at City Municipal Building

November 9, 2016: public input session B, hosted at Edward Felegy Elementary School

November 12, 2016: public input session B, hosted at City Municipal Building

February 2017: first draft of update complete

March 2017: review of first draft of update

April 2017: final draft of update

May 2017: review of final draft

June 2017: bring final draft to City Council for comments

June 2017: edit final draft after City Council comments

July 2017: approval of plan from City Council; project completed

Next Steps

City staff has begun the process of identifying stakeholder groups and securing times/locations for the public meetings. Staff is on track with the proposed schedule and hopes to begin stakeholder interviews shortly. Staff will provide updates to the status of the project to the City Council periodically throughout the upcoming months.



Discussion Items: Pyramid Atlantic Arts Center: Letter of Support

SUBJECT: Pyramid Atlantic Arts Center: Letter of Support

SECTION: Discussion Items

BACKGROUND:

Pyramid Atlantic Arts Center has requested a letter of support from the City to include in a Maryland State Bond Bill request of \$300,000 to the State of Maryland as part of the 2016 Legislative Session. The funds will assist with the build-out of the Arcade at 4318 Gallatin Street, consistent with the terms and conditions per the Development Agreement between the City and Pyramid Atlantic.

Attached to this item is the request along with a summary packet of the project.

NEXT STEPS:

Pyramid Atlantic has requested a letter of support prior to its scheduled Committee hearing on February 22, 2016.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

STRATEGIC GOALS

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


Tracey Nicholson, City Administrator 1/28/2016

**BOARD OF DIRECTORS**

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 Allan Akman
 Rushern Baker IV
 Michael Berman
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 The Honorable Sheila Hixson
 Sarah Noreen Hurtt
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 Jolene Ivey
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 Sarah Bright Yaneza
Financial Consultant
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Executive Consultant

Helen C. Frederick
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8230 Georgia Avenue
 Silver Spring, MD 20910
 Phone: (301) 608-9101
www.pyramidatlanticartcenter.org
pyramidatlanticartcenter.blogspot

HISTORY OF PYRAMID ATLANTIC

In 1981, Helen Frederick founded Pyramid Atlantic Art Center in Baltimore as a workshop and studio providing subsidized space and equipment to local, national and international artists. Today, Pyramid continues to maintain a reputation for quality art and artists, is a fixture in the schools and a local community of creatives sharing resources, skills, and the love of making art.

MISSION OF PYRAMID ATLANTIC

Pyramid Atlantic's mission is to build communities that give life to printmaking, papermaking, and the book arts. Our goal are to provide access for all, inspire artistic excellence, and promote educational enrichment. Our mission is realized through the work of 3 core program areas: Artist Development, Arts Education, and, Community Engagement.

PROGRAMS AT PYRAMID ATLANTIC**ARTS EDUCATION**

Design Your World: The program takes place at schools year round (after school & summer), once a week, for 32 weeks a year. In the program, youth work with professional artists to learn new artistic techniques, such as printmaking and bookmaking, and use these techniques to create original designs on sneakers, T-shirts, baseball caps, temporary tattoos, skateboards and books. Youth keep all of the work created. The program will serve 285 youth in FY 2016.

Paper Arts Alive: The program is hands-on workshops in papermaking, printmaking, and bookmaking held at schools or on site at Pyramid Atlantic Art Center for people of all ages and abilities. The workshops will serve 600 individuals in FY 2016.

Art of the Game: Art Workshop & Basketball Tournament: The program brings together youth for a basketball skills tournament in Takoma Park and interactive arts workshop. Youth hone their skills and learn to screenprint their own tournament T shirt. In FY 2015 we added a parent component to encourage parents to participate alongside their youth. 63 youth and 19 parents participated. In FY 2016, we anticipate serving 63 youth and 30 parents.

Internships: Internships are offered four times a year to between 4 & 7 college and high school students. Interns assist staff with outreach, fundraising and artistic projects and gain an understanding of the operations of an art center. Students receive college credit and/or Student Service Learning hours. We will host 29 interns in FY 2016.

COMMUNITY ENGAGEMENT

Exhibitions: Pyramid curates and presents all exhibitions in the gallery. It presents one exhibition a month. It will do so again in FY 2016.

Biennial Book Arts and Contemporary Print Fair: Offers lectures on the state of the book and contemporary printmaking, exhibitions, "hands-on" demonstrations, a juried artist book and print fair, and an arts marketplace. The fair in FY 2015 engaged 57 artists and 500 attendees.

Biennial Printmaking Symposium: Offers hands-on demonstrations, an interactive panel discussion, concurrent exhibitions, and showcase of DC metro area college and graduate student print portfolios. The symposium will the Fall of 2015 will engage 31 artist at 275 attendees.

Live Performance: Our gallery is a performance venue for groups that include DC Sonic Circuits (digital sound art) and Playback Theatre (theater based on neighborhood stories). We hosted 37 groups in FY 2015. We will do so again in FY 2016.

ARTIST DEVELOPMENT

Keyholder Residency: a competitive program for artists of all career-stages. Students receive 24 hour/7 days a week access to fully equipped studios and a \$200 stipend. Awarded to 3 artists, 4 times a year for a total of 12. Residencies last for 3 months. We will host 12 artists in FY 2016.

Beverly Denbo Artist Fellowship: This competitive residency, named after a former Board Member, is awarded to 9 artists per year, lasting 2 weeks to one month at a time each. Each artist receives housing assistance, 24/7 access to our state of the art studios, and 10 hrs. of technical assistance. We will host 9 artists in FY 2016.

PROJECT REQUESTING FUNDS FOR

We are requesting \$300,000 Bond Bill for the build-out and adaptive re-use of a 13,000 square foot space in Prince Georges County. It will include artist studios, work spaces for community groups, a wheelchair lift, classrooms, a gallery and administrative offices for the Neighborhood Design Center and Anacostia Trails & Heritage Area.

Through a multi-year capital campaign that began in 2014, Pyramid has raised \$2,955,550 million of the \$3,443,489 million required for the project. Approximately \$2,000,000 of the costs in the \$3,443,489 are costs directly connected with the buildout. Pyramid expects to start building out in February of 2016.

Pyramid's new home is a formerly boarded up church in the heart of the city's Arts & Entertainment district. A Bond Bill will support the adaptive re-use & build-out of the space.

Pyramid will be responsible for all of the interior build out. This will include all masonry, carpentry, electrical, plumbing and HVAC work for the entire space. The buildout will create private artist studios, community art studios, work spaces for the community, a meeting room for community members, a wheelchair lift, a classroom, a gallery and administrative offices for Neighborhood Design Center and Anacostia Trails & Heritage Area.



Project Information
Owner:
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781
Tenant:
Pyramid Atlantic Art Center
8230 Georgia Avenue
Silver Spring, MD 20910
Architect:
Inscape Studio
1353 U Street NW, Second Floor
Washington, DC 20009

Site Description:
Address
4318 Gallatin Street
Hyattsville, MD 20781
Plat:
A16-0917
PT LOTS 21.22
Block:
C

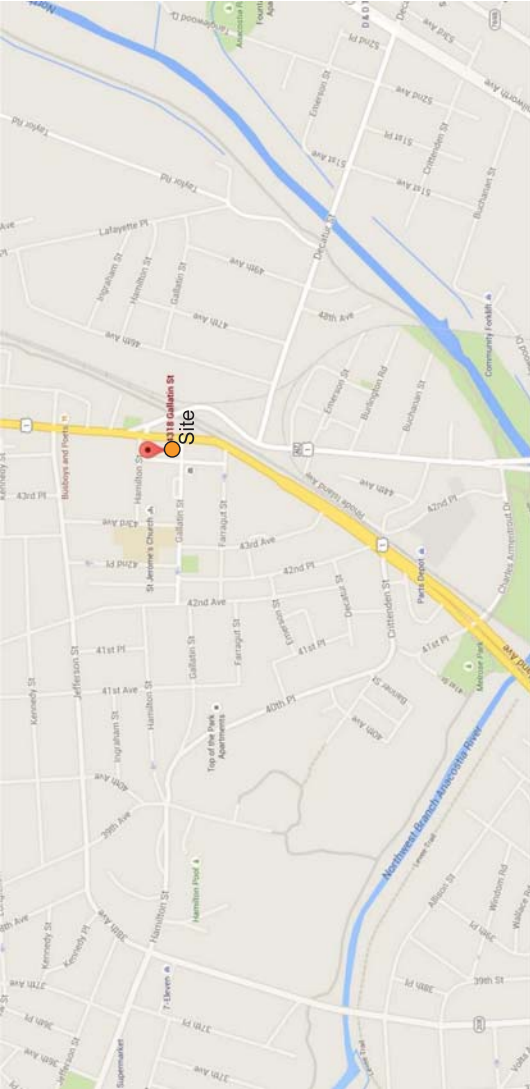
Lot Area:
0.232 Acres
Structure Area:
13980 sqft
Zoning:
Gateway Arts District
C-S-C (Commercial Shopping Center)
Assessor Zone Code:
(905) Commercial

Parking
Property has grandfathered in approval for up to 136 parking spaces.

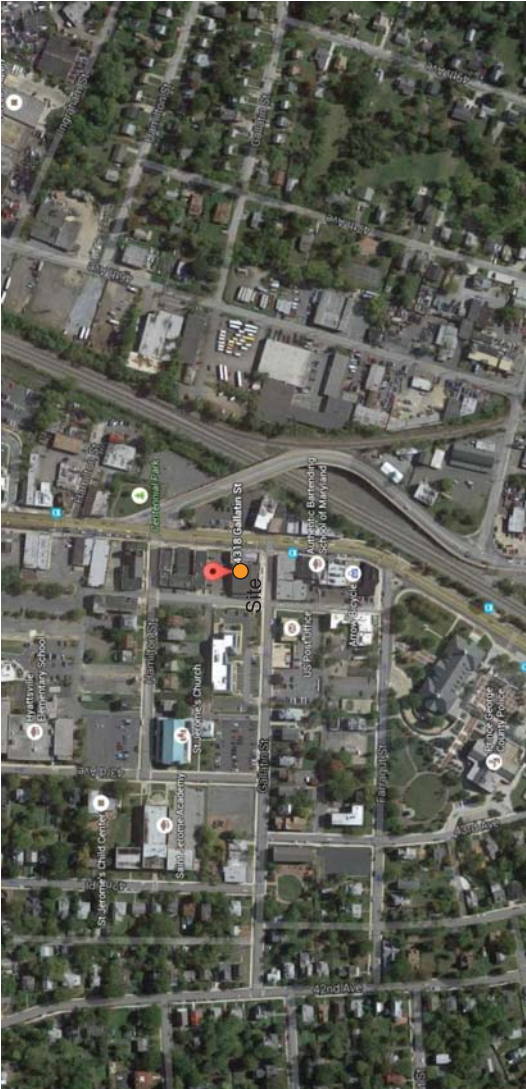
Pyramid Atlantic

24 July 2015 | Schematic Design Package

Project Information
Page 1



Site Location



Building Code

Accessibility:
Prince George's County Subtitle 4, Sec. 4-180 Chapter 11 –
Accessibility.
COMAR 05.02.02 Maryland Accessibility Code
2010 ADA Standards

Commercial Building:
2012 NFPA 101 Life Safety Code and Subtitle 11 Prince George's
County Fire Safety Code
2012 International Building Code and Subtitle 4 Prince George's County
Building Code
2012 International Existing Building Code (IEBC)
MBRC Maryland Building Rehabilitation Code

Mechanical/Energy/Fuel Gas:
2012 International Mechanical Code
2012 International Energy Conservation Code
2015 WSSC Plumbing & Fuel Gas Code
2015 International Plumbing Code
2015 International Fuel Code

Commercial Electrical:
2002 NFPA 70 National Electrical Code and Subtitle 2, Group 14B and
Subtitle 9 Prince George's County Electrical Code

Fire Alarm:
2010 NFPA 72 National Fire Alarm and Signaling Code

Commercial Sprinkler:
2010 NFPA 13 Installation of Sprinkler Systems

Construction Classification
IIIB

Life Safety

Egress

Stairways:

Occupants of floor x 0.3 = xxx
Area of refuge per 200 occupants in an unsprinklered building (exit at
grade?)

Other egress components: Occupants of floor x 0.2 =

Two Exits or exit access Doorways (1015.2) = not less than 1/2 of the
length of the maximum overall diagonal dimension of the building or
area to be served measured in a straight line between exit doors or exit
access doorways.
128ft/2 = 64ft

Exit Access Travel Distance (Table 1016.2) = (B & no sprinkler system)
Max 200 ft

Common Path of Travel (Table 1014.3) = (B & no sprinkler system &
occ. > 30) Max 75 ft
[(B & no sprinkler system & occupants < 30) max 100 ft]

Dead End Corridor (1018.4) = Max 20 ft
Sprinklers = No
Wall/Roof assembly

Pyramid Atlantic

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Occupancy and Use

Gross Area
Mezzanine: 937 SF
Upper Level: 7004 SF
Lower Level: 6589 SF
TOTAL: 14,530 SF (Floor Area, Gross)

Use Classification
Business

Occupant Load
14,530 SF /100 gross = 146 occupants
-OR-
12,730 SF/100 gross = 128
400 SF/20 net (classroom) = 20
445 SF/30 net (assembly: exhibit/gallery) = 15
TOTAL = 163

Plumbing Fixtures

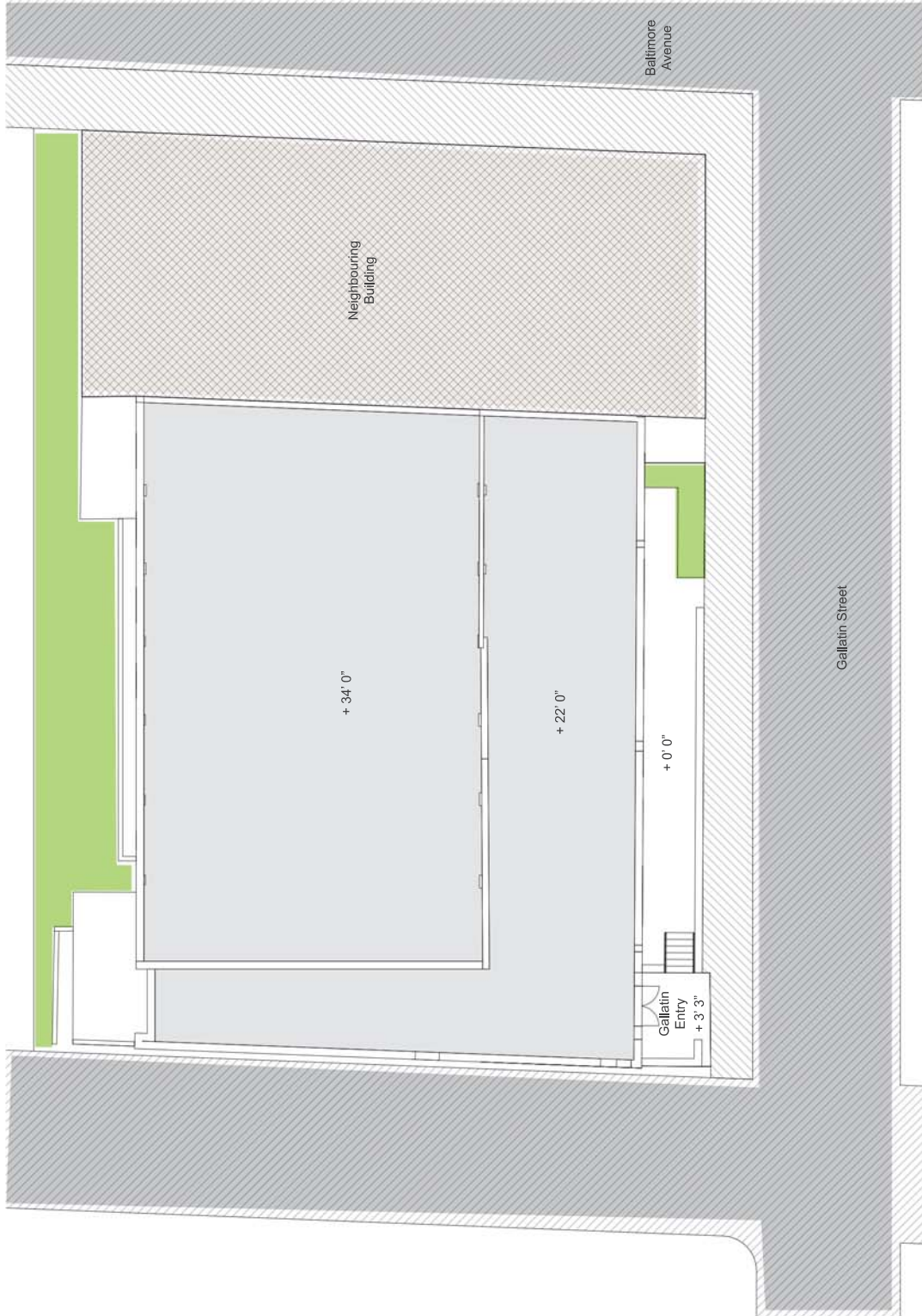
WC (1 per 25 for the first 50 + 1 per 50 for the remainder)
146/2 = 73 Men & 73 Women
2 WC + 1 Urinal for Men & 3 WC for Women
Provided:

Lavatory (1 per 40 for the first 80 + 1 per 80 for the remainder)
146/2 = 73 Men & 73 Women
2 Lav for Men & 2 Lav for Women
Provided:

Drinking Fountain (1 per 100)
146/100 = 2 DF
Provided:

Service sink (1)
Provided:

Pyramid Atlantic Working Program																	Inscape Publico 24-Jul-2015			
Department	Job Title / Function of Space			Proposed 07/24/15			Ideal revised 06/01/2015			Proposed 05/20/2015			Ideal 05/20/2015		Notes	open/enclosed	plumbing			
	Sub-Group / Area	Qty	Per Unit Area	Qty	Per Unit Area	Total Area	Qty	Per Unit Area	Total Area	Qty	Per Unit Area	Total Area	Current							
Administrative																				
	Office area	1	346	346	1	200	200	1	288	288	1	300	300		More privacy, not enclosed, need to hear what is going on in the other spaces	open	N			
Totals													300							
Programs	Print Shop	1	500	500	1	600	600	1	503	503	1	600	600	520	vent funes for small room with vent hood?	small room enclosed	Y, Sink			
	Screen Printing	1	490	490	1	500	500	1	563	563	1	550	550	480	Group A, by Darkroom	open	Y, Sink			
	Graphic Design	1	455	455	1	500	500	1	438	438	1	500	500	480	Group A, by Darkroom	open	N			
	Bridery	1	297	297	1	280	280	1	360	360	1	280	280	240	Storefront - potential location	open	N			
	Darkroom	1	250	250	1	250	250	1	303	303	1	250	250	270	Group A, by Screen Printing	enclosed	Y, Sink, Floor Drain, Hose Bib			
	Beater room	1	129	129	1	150	150	1	140	140	1	150	150	110	Group A, by Paper Studio	enclosed	Y, Floor Drain, Hose Bib			
	Paper studio	1	342	342	1	350	350	1	409	409	1	420	420	500	Group A, by Beater Room	open	Y, Floor Drain, Hose Bib			
	Woodshop	1	299	299	1	300	300	1	257	257	1	300	300	250	Group A, by Beater Room	enclosed	N			
	Digital Lab	1	128	128	1	150	150	1	149	149	1	150	150	150	large format printers, can be a darker space	open	N			
	Totals			2890			3080			3122			3200							
Shared Amenity	Storage	2	263	526	1	300	300	3	n/a	270	1	300	300	100	double as conference room to be shared with MDC?	enclosed	N			
	Classroom 1	1	384	384	1	400	400	1	389	389	1	400	400	400		open	N			
Utility/Shared	Classroom 2	0	0	0	0	0	0	1	394	394	1	400	400	400	n/a	n/a	n/a			
	Meeting Space	0	0	0	0	0	0	1	205	205	1	300	300	300	adjacent to Gallery space	open	Y			
	Kitchenette	1	200	200	1	200	200	1	274	274	1	300	300	300	vent space, do not want to walk through this to get to private studio, etc., more like a private space	open	N			
	Gallery	1	297	297	1	200	200	1	1005	1005	1	1000	1000	1000		open	N			
	Totals			1154			1100			2537			2400							
	Restrooms	5	254	1270	5	300	1500	5	n/a	303						enclosed	Y			
	Shower Room/Restroom	1	61	61	1	100	100	1	100	100						enclosed	Y			
	Utility		286	286		300	300		303	303						enclosed	varies			
	Totals			601			700			706			0							
	Private Studio	Private Studio (A)	3	145	435	21	200	4200	1	177	177	11	200	2200		standard sizes is easier to rent, standard can be smaller	enclosed	N		
Private Studio (B)		5	200	1000	0	0	0	2	179	358						enclosed	N			
Private Studio (C)		1	230	230	0	0	0	2	182	364						enclosed	N			
Private Studio (D)		7	220	1540	0	0	0	2	209	418						enclosed	N			
Private Studio (E)		1	0	0	0	0	0	2	228	456						enclosed	N			
Private Studio (F)		4	250	1000	0	0	0	2	243	486						enclosed	N			
Private Studio (G)		1	0	0	0	0	0									enclosed	N			
Totals			4205			4200			2259			2200								
Anacostia Trails & Heritage Area	Office area	1	475	475	1	600	600	1	422	422	1	600	600		open office	open	N			
	Shared Meeting Space/2	0.5	135	67.5	0	0	0	n/a	n/a				0		included in total sqft	open	N			
Totals			542.5			600			422			600								
Neighborhood Design Center	Office area	1	1240	1240	1	1300	1300	1	1292	1292	1	1300	1300		open office, (shared conference room with PA)	open	N			
	Shared Meeting Space/2	0.5	135	67.5	0	0	0						0		open	open	N			
Totals			1307.5			1300			1292			1300								
Grand Totals																				
Pyramid Atlantic + Shared + Utility																				
Sub-tenant (Private Studio + ATHA + NDC)																				
TOTAL																				



1"=0' = 3/32"

Pyramid Atlantic

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Site Plan

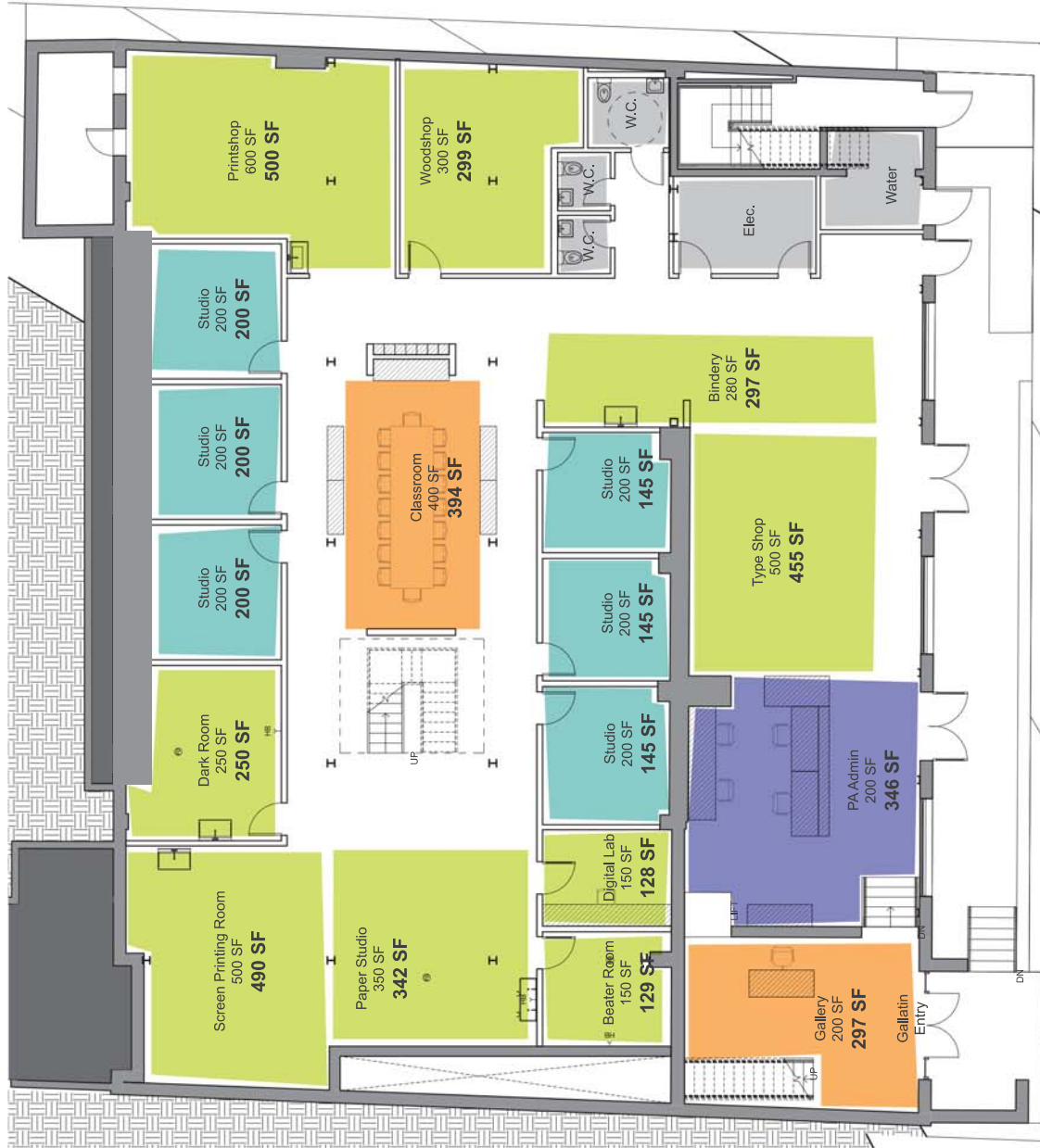
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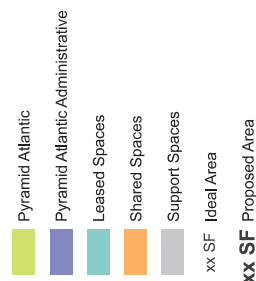
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10.2.b

Packet Pg. 76

Attachment: Pyramid Atlantic Schematic Package (1416 : Pyramid Atlantic Arts Center: Letter of Support)





$1'-0'' = 3/32''$



- Pyramid Atlantic
- Pyramid Atlantic Administrative
- Leased Spaces
- Shared Spaces
- Support Spaces
- xx SF Ideal Area
- xx SF Proposed Area

1'-0" = 3/32"

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Mezzanine Floor Plan
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Pyramid Atlantic
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Packet Pg. 79

10.2.b

Attachment: Pyramid Atlantic Schematic Package (1416 : Pyramid Atlantic Arts Center: Letter of Support)

View from Gallatin Street



View of back entry



View from Gallatin Entry up the 'stairs' to First Floor



View from under Mezzanine



View from existing stair wall



View of Gallatin Street storefront



View of Gallatin Street entry



View from Gallatin Street entry



View of Gallatin Street opposite of storefront



View of back from existing stair wall



View of back from Gallatin storefront









Beater Room



Dark Room















Discussion Items: Amendment of Police FY2016 - FY2020 CIP

SUBJECT: Amendment of Police FY2016 - FY2020 CIP

SECTION: Discussion Items

BACKGROUND:

The approved 5 Year Police Capital Improvement Plan includes an additional K-9, kennel and assorted equipment in FY17 budget. Hyattsville City Police train their K9 teams exclusively with the Prince George's County Police (PGPD) K-9 program. The next basic K-9 patrol training class is tentatively scheduled to begin between March -April 2016. The PGPD normally does not schedule more than one basic K-9 patrol training class per year and there are no tentative class dates beyond the March - April class.

To ensure we are able to get the next Hyattsville K-9 purchased and trained in a timely manner and ensure a spot in the March - April class, request the 5 year Police Capital Improvement Plan be amended by increasing the FY-2016 budget by \$13,000 and reducing the FY-2017 request by \$13,000 to fund and purchase the K-9 and kennel in this fiscal year.

NEXT STEPS:

If approved, the Treasurer will make the budget modifications. Following the modifications the Hyattsville City police will select an officer to fill the K-9 position, purchase a dog and enroll in the next training class.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

No additional staff resources needed

STRATEGIC GOALS

Goal: Goal 3 – Promote a Safe and Vibrant Community


Tracey Nicholson, City Administrator 1/28/2016

Capital Improvements Plan Summary For Fiscal Years 2016 - 2020

Department	2016	2017	2018	2019	2020	Total
General Government						
Administration Equip. & Furniture	C 10,000	-	-	-	-	10,000
IT Upgrades and Replacements	L 35,000	4,500	4,500	4,500	4,500	53,000
100 - General Government Total	45,000	4,500	4,500	4,500	4,500	63,000
Police Department						
One K-9 dog & kennel	-	13,000	-	15,000	-	28,000
IT Server Replacements	L 30,000	7,000	7,000	7,000	7,000	58,000
Vehicle Replacement	L 282,000	423,000	235,000	329,000	329,000	1,598,000
Mobile Data Terminals (MDT's)	L 50,000	20,000	20,000	20,000	20,000	130,000
Body Cameras	C 15,000	10,000	10,000	10,000	15,000	60,000
CCTV - (3 Units)	C 31,000	31,000	31,000	31,000	31,000	155,000
Body Armor	C 5,500	5,500	20,000	13,000	5,500	49,500
Weapons	C 5,000	5,000	25,000	5,000	5,000	45,000
Speed/Message Displays	C 10,000	10,000	-	-	-	20,000
200 - Police Total	428,500	524,500	348,000	430,000	412,500	2,143,500
Public Works Dept.						
Sidewalks	C 60,000	60,000	60,000	60,000	60,000	300,000
Roadway Imp.-General Program	L 200,000	200,000	200,000	200,000	200,000	1,000,000
University Hills Street Reconstr.	L 1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
ADA Improvements - Citywide	C 20,000	20,000	20,000	20,000	20,000	100,000
Public Works Facility Upgrade	B 2,000,000	-	-	-	-	2,000,000
Replacement Vehicle(s)	L 300,000	-	-	-	-	300,000
West Hyattsville Improvements	B 500,000	-	-	-	-	500,000
3505 Hamilton St.	B 500,000	1,500,000	1,500,000	-	-	3,500,000
Arcade Building	C 150,000	-	-	-	-	150,000
Administration Building	C 165,000	165,000	165,000	165,000	165,000	825,000
Huerich Park Improvements	G 150,000	-	-	-	-	150,000
Magruder Park Improvemwnts	-	-	-	1,200,000	-	1,200,000
300 - Public Works Dept. Total	5,045,000	2,945,000	2,945,000	2,645,000	1,445,000	15,025,000
Community Services						
Cable TV - Upgrades	25,000	25,000	5,000	5,000	5,000	65,000
Van - Call-A-Bus	65,000	-	-	-	-	65,000
600 - Community Services Total	90,000	25,000	5,000	5,000	5,000	130,000
Community Development						
Vehicle for Code Compliance	27,000	27,000	-	-	-	54,000
Parking Improvements	500,000	1,000,000	-	25,000	25,000	1,550,000
700 - Comm/Economic Dev Total	527,000	1,027,000	-	25,000	25,000	1,604,000
GRAND TOTAL	6,135,500	4,526,000	3,302,500	3,109,500	1,892,000	18,965,500

Main City Calendar February 2 – 16, 2016

1. **Creative Minds**
Tuesdays and Thursdays, 10:00 AM - 12:00 PM @ the Magruder Recreation Center
 A toddler program enriching children through educational and interactive activities. Contact Saarah Abdul-Rauf for more information at 301-985-5065.
2. **Ageless Grace Senior Exercise Class**
Wednesdays and Fridays, 10:00 AM - 11:00 AM @ the City Municipal Building
3. **Board of Supervisors of Elections Meeting**
February 2, 4:00 PM - 5:00 PM @ the City Municipal Building, 3rd Floor Inner Conference Room
4. **Call-A-Bus Grocery Trip to Giant**
February 8, 11:00 AM - 1:00 PM
5. **Call-A-Bus Grocery Trip to Shoppers and Price Rite**
February 9, 11:00 AM - 1:00 PM
6. **Call-A-Bus Grocery Trip to Safeway and Aldi**
February 11, 11:00 AM - 1:00 PM
7. **City Council Meeting**
February 16, 8:00 PM - 10:00 PM @ the City Municipal Building